

**Minutes from Regular Council Meeting  
September 20<sup>th</sup>, 2022**

**PRESENT:**

Mayor Currie, Councillors, Parent, Brick, Baker, Schaeffer and Selenski, Chief Administrative Officer Samantha Gillies and Assistant Administrator Ruth Solie

**090-22** A quorum being present Mayor Currie called the meeting to order at 7:00 PM.

At 7:01 PM, Mayor Currie moved the meeting to in camera to discuss Human Resources.

At 7:22 PM, Mayor Currie returned the meeting to a public meeting.

Shaun Folden of Harvard Western Insurance attended the meeting to review Village insurance policy and coverage rates.

At 8:00 PM, Mayor Currie moved the meeting to in camera to discuss a LAFOIP matter related to strategic planning.

At 8:03 PM, Mayor Curried returned the meeting to a public meeting.

**091-22** **Councillor Brick** that the agenda be accepted with the following additions:

- Old Shop/Youth Centre
- Vehicles at Fire Hall

Carried

At 7:13 PM, Mayor Currie moved the meeting to in camera to discuss strategic planning.

At 7:30 PM, Mayor Currie returned the meeting to a public meeting.

**092-22** **Councillor Parent** that the minutes of the Regular meeting held August 16<sup>th</sup>, 2022 are accepted as amended and filed.

**093-22** **Councillor Schaeffer** that correspondence is accepted as presented and filed.

Carried

**094-22** **Councillor Parent** that payables in the amount of \$39,983.27 are accepted as presented and bills are paid.

Carried

**095-22** **Councillor Baker** that the financial statement for the month ended August 31<sup>st</sup>, 2022 are accepted as presented and filed.

Carried

**096-22** **Councillor Selenski** that the action plan is accepted as presented and filed.

Carried

**097-22** **Councillor Parent** that the Sedley Branch Library 2023 hours remain the same as 2022.

Carried

**098-22** **Councillor Baker** that in response to the ratepayer request to consider 201 Broadway Street as a heritage property is denied.

Carried

**099-22** **Councillor Parent** that the following Remote Working Policy is adopted as presented.

Carried

The next meeting of council will take place on September 20<sup>th</sup> at 7:00 PM in the Village Office.

**VILLAGE OF SEDLEY  
REMOTE WORKING POLICY**

Date: September 20, 2022

*Success is the sum of small efforts repeated day in and day out.*

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Version: 1  
Approved by Council: September 20, 2022  
Review Date: September 2023

**1.0 Purpose**

The purpose of the Remote Working Policy is to responsibly, appropriately and fairly provide Village of Sedley employees the flexibility to work remotely when deemed eligible and approved by Council. The employer desires to provide a responsive and supportive work environment for employees while ensuring the best interests of the organization are maintained.

**2.0 Scope**

This policy has been established under Bylaw No. 2016-04 *The Administrative Bylaw* and shall apply to the Chief Administrative Officer (CAO).

**3.0 Definitions**

**CAO** means the Chief Administrative Officer of the Village of Sedley

**Remote Working** means a location other than the office that offers the adequate resources for the employees' job.

**4.0 Principles**

- 4.1 Remote working is an agreement between the employee and Council to work from a non-office location.
- 4.2 The Village may provide specific tools/equipment for the employee to perform his/her current duties. This may include a laptop, access to the network and other applicable equipment.
- 4.3 The employee shall designate a workspace within the remote working location to be used while working remotely. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.
- 4.4 Any company materials taken home shall be kept in an area that is not accessible to others to protect confidentiality.
- 4.5 Out of pocket expenses for other supplies will not be reimbursed unless by prior approval of the CAO or council.
- 4.6 Employees must be available by phone and e-mail during core business hours.
- 4.7 The employees shall follow Village policies and practices and instructions from management and/or council.

**POLICY**

**5.0 Eligibility**

- 5.1 Office based employees, or if job duties permit; employees may be eligible to work remotely.
- 5.2 Remote working may be considered for the following reasons, but not limited to:
  - 5.2.1 Emergent matter newly formed or prominent that requires accommodation.
- 5.3 Only employees that have necessary elements in the remote working location may be considered for approval to work remotely. Those necessary elements may include, but are not limited to:
  - 5.3.1 Internet connection with cybersecurity and data privacy.
  - 5.3.2 A quiet/distraction free workplace.
- 5.4 Written requests to work remotely are to be submitted to Council and are subject to Council approval and shall set out the term of the remote working agreement.
- 5.5 Council reserves the right to revoke an employees remote working agreement.

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6. Remote Working Agreement

Employees approved to work remotely agree to the following:

- 6.1 Choose a quiet and distraction free working space.
- 6.2 Report to Council weekly of job duties accomplished while working remotely.
- 6.3 Record attendance during the remote working period.
- 6.4 Employees who are ill or sick while on a remote working agreement are required to follow policy requirements, report and record absences.
- 6.5 Hours worked within a remote working agreement will be regular office hours as determined from time to time by Council.
- 6.6 Work effectively with little supervision.
- 6.7 Follow Village policies and procedures.
- 6.8 Ensure data and device security with all Wi-Fi/Internet connections; avoid using public Wi-Fi unless absolutely necessary. Should connectivity issues occur at the remote working location, it is expected the employee will work in the office until the issue is resolved.
- 6.9 Protection of Privacy set out in the *Freedom of Information and Protection of Privacy Act* and all other Village policies related to confidentiality.
- 6.10 Adhere to break and attendance schedules agreed upon with Council.

**Council** is responsible for adopting the policy regarding the Remote Working policy. Management is responsible for allocating resources and provide high level oversight of the Remote Working policy. Management is also responsible for ensuring the organizational resources are appropriately utilized to ensure service delivery.

7.0 Review Date

This policy has a life of 1 year or less at the discretion of the current Council. It will be reviewed in September 2023.

100-22 **Councillor Parent** that John Nitz is appointed as a building inspector for the Village of Sedley.

Carried

The next meeting of council will take place on October 19<sup>th</sup>, 2022 at 7:00 PM at the Village Office.

101-22 **Councillor Baker** that the meeting be adjourned at 9:38 PM.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER