

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on June 15, 2022

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:07 a.m.

PRESENT

Chair	Councillor Tom Burton
Member	Councillor Jennifer Scott
Member	Councillor Sally Rosson
Alternate Member	Councillor Dave Berry
Alternate Member	Deputy Reeve Bill Smith
Alternate Member	Reeve Tyler Olsen
Alternate Member	Councillor Christine Schlieff
Alternate Member	Councillor Winston Delorme (Virtual - 10:26 a.m)
Alternate Member	Councillor Ryan Ratzlaff
Alternate Member	Councillor Dale Smith
CAO	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Manager of Human Resources	Erin Klimp
Manager of Operations	Josh Friesen
Legislative Services Officer	Sarah Sebo
Records Management/FOIP Coordinator	Karen Chowace
Fleet Specialist	Lane Barks
Legislative Assistant/Recording Secretary	Drew Melvin

ABSENT

Alternate Member Councillor Duane Didow

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 22.06.125. Moved by: REEVE TYLER OLSEN.
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 22.06.126. Moved by: COUNCILLOR JENNIFER SCOTT.

That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on May 11, 2022, as amended.

- Councillor Didow present during May PRC

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED

**#4
BUSINESS**

**EMPLOYEE CODE OF
CONDUCT**

4.1 “Employee Code of Conduct”

MOTION: 22.06.127. Moved by: COUNCILLOR DALE SMITH.

That the Policy Review Committee recommend Council approve Policy 2004 “Employee Code of Conduct” as amended.

- Add definition of employee – same definition as in other policies to ensure consistency

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED

4.2 “Disconnecting from Work”

**DISCONNECTING FROM
WORK**

MOTION: 22.06.128. Moved by COUNCILLOR SALLY ROSSON:

That the Policy Review Committee accept Policy 2002 “Disconnecting from Work as presented.

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED

PRESENT

Councillor Delorme entered the meeting (Virtual – 10:26)

4.3 “Records Management”

Records Management

MOTION: 22.06.129. Moved by COUNCILLOR JENNIFER SCOTT:

That the Policy Review Committee recommend Council approve Policy 1029 “Records Management” as amended.

- Employee definition consistency

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED

4.4 “Fleet and Equipment Replacement”

Fleet and Equipment
Replacement

MOTION: 22.06.130. Moved by: COUNCILLOR CHRISTINE SCHLIEF.
That the Policy Review Committee refer Policy 4006 “Fleet and Equipment” as amended.

- 5.3 Applies to all departments
- Remove asterisk in table
- 1.14 Zamboni to ice resurfacers
- 1.8 grammar / Language surrounding expected life of vehicle to be reviewed
- ATV/UTV included in definition of vehicle

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED

4.5 “Town of Grande Cache Policy Repeal”

Town of Grande Cache
Policy Repeal

MOTION: 22.06.131. Moved by: COUNCILLOR DAVE BERRY.
That the Policy Review Committee recommend Council repeal the following obsolete Town of Grande Cache policies.

- Acceptable Use of Communication/Technology Resources for Council 156/16
- Council Electronic and Mobile Devices, Internet Access and Email Use 553/17
- Guidelines for the Protection of Mobile Devices and Mobile Data Storage Devices 304/16
- Guidelines for Acceptable Use of Communication Technology Resources 157/16
- Information Access and Security – Physical, Electronic and Remote 304/16
- Information and Records Management 304/16
- Internet and Email Use 304/16
- Municipal Emergency Management Policy 025/13

- Municipal Notification of Emergencies Policy 028/13
- Privacy Breach 304/16
- Protection of Information and Privacy 304/16
- Protection of Mobile Devices and Mobile Data Storage Devices 304/16
- Records and Information Management and Security for Council 155/16
- Training and Exercises Policy 032/13
- Use of Surveillance Cameras 399/18

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED

#5
ADJOURNMENT


MOTION: 22.06.132. Moved by: COUNCILLOR SALLY ROSSON.
That this meeting adjourns at 11:19 a.m.

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Delorme, Councillor Rosson, Councillor Berry, Councillor Dale Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Ratzlaff

CARRIED



RECORDING SECRETARY



CHAIR