

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on December 14, 2022

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:57 a.m.

PRESENT

Chair	Councillor Tom Burton
Vice-Chair	Councillor Sally Rosson (Virtual)
Member	Councillor Jennifer Scott
Member	Councillor Dave Berry
Member	Reeve Tyler Olsen
Member	Councillor Christine Schlieff
Member	Councillor Winston Delorme
Member	Councillor Duane Didow
Member	Councillor Ryan Ratzlaff
Member	Councillor Dale Smith
Member	Deputy Reeve Bill Smith
CAO	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Director of Planning and Development	Martino Verhaeghe
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Acting Manager of Planning and Development	Nicole Friesen
Procurement Officer	Ashlee Holmes

ABSENT

Member Councillor Winston Delorme

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 22.12.158. Moved by: Councillor Dale Smith.
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 22.12.159. Moved by: Councillor Dale Smith.
That the Policy Review Committee adopt the minutes of the Policy Review Committee meeting held on October 12, 2022 as amended.
- Removed double 'o' in Councillor in Motion 22.10.142

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED

#4
BUSINESS

4.1 “Policy and Bylaw Development”

POLICY AND BYLAW
DEVELOPMENT

MOTION: 22.12.160. Moved by: Councillor Jennifer Scott
That the Policy Review Committee recommend Council approve Policy 1001
“Policy and Bylaw Development” as amended.

- 5.4. Removed
- 3.2. Extra ‘9’
- 2.1. ‘Strategic Plans’ to singular

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith,
Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED

PROCUREMENT,
PURCHASING, AND
EXPENDITURE OFFICER

4.2 “Procurement, Purchasing, and Expenditure Officer”

MOTION: 22.12.161. Moved by: Councillor Ryan Ratzlaff
That the Policy Review Committee recommend Council approve Policy 9001
“Procurement, Purchasing, and Expenditure Officer” as amended.

- Second bullet of Purpose paragraph: ‘must’ to ‘shall’
- 1.8. Add Sturgeon Lake Cree Nation
- Fix Numbering

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith,
Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED

CONTRACT MANAGEMENT

4.3 “Contract Management”

MOTION: 22.12.162. Moved by: Councillor Dave Berry
That the Policy Review Committee recommend Council approve Policy 9000
“Contract Management” as amended.

- Section 5 formatting, grammatical and syntax errors
- 5.3 Contract Designate
- 3.1. (G)
- Change references from Policy 1018 to 9001

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED

4.4 "Minor Area Structure Plan"

MINOR AREA STRUCTURE
PLAN

MOTION: 22.12.163. Moved by Councillor Christine Schlieff
That the Policy Review Committee recommend Council approve Policy 6001 "Minor Area Structure Plan" as amended.

- 1.6. "throughout the quarter section and/or parcel"
- 1.9. Definition for "Planner" (3.6.) add to Section 1 definitions

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED

RECESS

Policy Review Committee recessed at 12:03 p.m.

Policy Review Committee reconvened at 12:30 p.m.

4.5 "Development Enforcement"

DEVELOPMENT
ENFORCEMENT

MOTION: 22.12.164. Moved by: Councillor Sally Rosson .
That the Policy Review Committee recommend Council approve Policy 6002 "Development Enforcement" as amended.

- Cross references: Land use "Bylaw" to be added

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED

PRESENCE

Christine Schlieff returned to the Policy Review Committee – 12:31PM

4.6 "Land Acquisition for Road Right-of-Way for Subdivision"

LAND ACQUISITION FOR
ROAD RIGHT-OF-WAY FOR
SUBDIVISIONS

MOTION: 22.12.165. Moved by: Councillor Dale Smith
That the Policy Review Committee recommend Council approve of Policy 6003
“Land Acquisition for Road Right-of-Way for Subdivision” as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Dale Smith,
Deputy Reeve Bill Smith

Absent: Councillor Winston Delorme

CARRIED

CERTIFICATE OF
COMPLIANCE

4.7 “Certificate of Compliance”

MOTION: 22.12.166. Moved by: Councillor Sally Rosson
That the Policy Review Committee recommend Council approve Policy 6004
“Certificate of Compliance” as amended.

- Cross reference: Land Use “bylaw”
- 3.1. “Based on information provided in real estate property report” to be included in letter / and in quotes. Remove strikethrough in “M.D of Greenview”
- 3.1.(B): “Issuance in certificate of compliance” to be re-worded for clarity

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Winston Delorme, Councillor Ryan Ratzlaff, Councillor Dale Smith,
Deputy Reeve Bill Smith

Absent: Councillor Winston Delorme

CARRIED

MPC MEETING PROCEDURE
REPEAL

4.8 “MPC Meeting Procedure Repeal”

MOTION: 22.12.167. Moved by: Councillor Dave Berry
That the Policy Review Committee recommend Council repeal Policy 6005
“MPC Meeting Procedure.”

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith,
Deputy Reeve Bill Smith

Absent: Councillor Winston Delorme

CARRIED

PRESENCE

Deputy Reeve Bill Smith left the room 12:57 p.m.

SDAB MEETING
PROCEDURES

4.9 “SDAB Meeting Procedures”

MOTION: 22.12.168. Moved by: Councillor Dale Smith

That the Policy Review Committee recommend Council approve Policy 6006 "SDAB Meeting Procedures" as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith
Absent: Councillor Winston Delorme, Deputy Reeve Bill Smith

CARRIED

SUBDIVISION PROCESS

4.10 "Subdivision Process"

MOTION: 22.12.169. Moved by: Councillor Jennifer Scott

That the Policy Review Committee recommend Council approve Policy 6007 "Subdivision Process" as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith
Absent: Councillor Winston Delorme, Deputy Reeve Bill Smith

CARRIED

PRESENCE

Deputy Reeve Bill Smith Returned to the Policy Review Committee 1:04 p.m.

TOWN OF GRANDE CACHE
POLICY REPEAL

4.11 "Town of Grande Cache Policy Repeal"

MOTION: 22.12.170. Moved by: Councillor Diane Didow

That the Policy Review Committee recommend Council repeal the following obsolete Town of Grande Cache policies:

- Commercial Waste Bins 097/16
- Development on Town Lands by Property Owner(s) 252/15
- Emergency Response Policy 035/13
- Employee Health and Safety 373/12
- Excavation on Town Property 205/15
- Hazard Identification Directive 036/13
- Joint Work Site Health and Safety Committee 411/14
- Public Works Shop Use 265/09
- Safety Investigation 037/13
- Safety Maintenance Program 038/13

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff, Councillor Dale Smith, Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

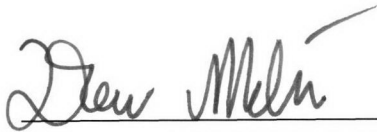
CARRIED

#5
ADJOURNMENT

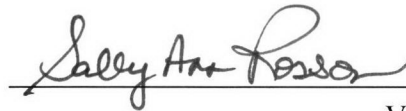
MOTION: 22.12.171. Moved by: Reeve Tyler Olsen
That this meeting adjourn at 1:15 p.m.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlieff,
Councillor Winston Delorme, Councillor Duane Didow, Councillor Ryan Ratzlaff,
Councillor Dale Smith, Deputy Reeve Bill Smith
Absent: Councillor Winston Delorme

CARRIED



RECORDING SECRETARY



VICE-CHAIR