

Minutes of a
POLICY REVIEW COMMITTEE
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building, Council Chambers
Valleyview, Alberta, on June 14, 2023

1:
CALL TO ORDER

Chair Tom Burton called the meeting to order at 10:35 a.m.

PRESENT

Chair	Councillor Tom Burton
Vice-chair	Councillor Sally Rosson
Member	Councillor Jennifer Scott
Member	Councillor Dave Berry (Virtual – 11:02 a.m.)
Member	Reeve Tyler Olsen
Member	Councillor Christine Schlieff
Member	Councillor Dale Smith
Member	Councillor Duane Didow (Virtual)

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
Manager of Human Resources	Erin Klimp
Health and Safety Coordinator	Trina Hutchinson
Recruitment Officer	Lori Matthews
Procurement Officer	Ashlee Holmes
Manager of Planning and Development	Samantha Dyck
Manager of Economic Development	Larry Gibson
Manager of Finance	Cara Garrett

ABSENT

Member	Deputy Reeve Bill Smith
Member	Councillor Ryan Ratzlaff
Member	Councillor Winston Delorme

Chief Administrative Officer	Stacey Wabick
Director of Infrastructure & Planning	Roger Autio

#2
POLICY REVIEW
COMMITTEE
AGENDA

MOTION: 23.06.209. Moved by: COUNCILLOR SALLY ROSSON
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, Reeve
Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor
Duane Didow

CARRIED

#3
POLICY REVIEW
COMMITTEE
MINUTES

MOTION: 23.06.210. Moved by: REEVE TYLER OLSEN.
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on March 15, 2023 as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor Duane Didow

CARRIED

#4
BUSINESS

ICE COVER WORK
OPERATIONS

4.1 "Ice Cover Work Operations"

MOTION: 23.06.211. Moved by: COUNCILLOR DALE SMITH
That the Policy Review Committee recommend Council approve the transfer of Policy 3009 "Ice Cover Work Operations" from a Council policy to a Safe Work Procedure, as amended.

- Add Legal/cross reference at top of policy
- Acronyms to be included in definitions
- 8.7 (E) to be simplified as "follow first aid procedures for hypothermia"

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor Duane Didow

CARRIED

PERSONAL PROTECTIVE
EQUIPMENT

4.2 "Personal Protective Equipment"

MOTION: 23.06.212. Moved by: COUNCILLOR SALLY ROSSON
That the Policy Review Committee recommend Council approve Policy 2501 "Personal Protective Equipment" as amended.

- 3.2: "maintenance 'of' PPE"
- Use PPE or personal protective equipment consistently

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor Duane Didow

CARRIED

**SAFETY RULES AND
DISCIPLINARY RULES**

4.3 “Safety Rules and Disciplinary Rules”

MOTION: 23.06.213. Moved by: COUNCILLOR JENNIFER SCOTT

That the Policy Review Committee recommend Council transfer Policy 02-113 “Safety Rules and Disciplinary Policy” from a Council policy to an Administrative Policy as amended.

- Worker to be used throughout

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott, Reeve Tyler Olsen, Councillor Christine Schlieff, Councillor Dale Smith, Councillor Duane Didow

CARRIED

PRESENCE

Councillor Dave Berry entered the meeting (Virtual – 11:02 a.m.)

**CORPORATE HEALTH AND
SAFETY**

4.4 “Corporate Health and Safety”

MOTION: 23.06.214. Moved by: COUNCILLOR CHRISTINE SCHLIEF

That the Policy Review Committee recommend Council approve Policy 2500 “Corporate Health and Safety,” as presented.

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

CARRIED

**DISCLOSURE OF
WRONGDOING AND
REPRISAL PROTECTION**

4.5 “Disclosure of Wrongdoing and Reprisal Protection”

MOTION: 23.06.215. Moved by: COUNCILLOR DUANE DIDOW

That the Policy Review Committee recommend Council approve Policy 2003 “Disclosure of Wrongdoing and Reprisal Protection” as amended.

- Add definition for “designate CAO”

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

CARRIED

**ECONOMIC DEVELOPMENT
GRANT FOR
BEAUTIFICATION**

4.6 “Economic Development Grant for Beautification”

MOTION: 23.06.216. Moved by: COUNCILLOR DALE SMITH
That the Policy Review Committee recommend Council approve Policy 7500
“Economic Development Grant for Beautification” as presented.

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

CARRIED

**PATIOS ON PUBLIC
PROPERTY**

4.7 “Patios on Public Property”

MOTION: 23.06.217. Moved: COUNCILLOR DAVE BERRY
That the Policy Review Committee recommend Council approve Policy 6009
“Patios on Public Property” as amended.

- 1.2: Alpine Village Design, remove town references and Grande Cache specific design requirements.
- 3.8 remove references to town

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

CARRIED

CONTRACT MANAGEMENT

4.8 “Contract Management”

MOTION: 23.06.218. Moved by: COUNCILLOR JENNIFER SCOTT
That the Policy Review Committee recommend Council approve Policy 9000
“Contract Management” as amended.

- 3.1: “Council must award” to “Council is the authority to award”

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

CARRIED

**PROCUREMENT AND
PURCHASING**

4.9 “Procurement and Purchasing”

MOTION: 23.06.219. Moved by: REEVE TYLER OLSEN

That the Policy Review Committee recommend Council approve Policy 9001
“Procurement and Purchasing” as amended.

- 2.2(A) typo in third line “Best Calue”

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

CARRIED

PRESENCE

Councillor Dave Berry left meeting (Virtual – 11:49 a.m.)

Councillor Dave Berry entered the meeting (Virtual – 11:50 a.m.)

EXPENDITURE OFFICER

4.10 “Expenditure Officer”

MOTION: 23.06.220. Moved by: COUNCILLOR DALE SMITH

That the Policy Review Committee recommend Council approve Policy 9002
“Expenditure Officer” as amended.

- CAO definition: replace “designate” with “delegate”
- Add State of Local Emergency definition
- 4.1(A) to be clarified

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

CARRIED

**APPOINTMENT TO BOARDS
AND COMMITTEES**

4.11 “Appointment to Boards and Committees”

MOTION: 23.06.221. Moved by: COUNCILLOR CHRISTINE SCHLIEFF

That the Policy Review Committee recommend Council approve Policy 1040
“Appointment to Boards and Committees” as amended.

- 2.3F official name
- 8.1 and to the chair of the committee
- CAO services

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

COUNCIL CONFERENCE AND
PROFESSIONAL
DEVELOPMENT

4.12 "Council Conference and Professional Development"

MOTION: 23.06.222. Moved by: COUNCILLOR SALLY ROSSON

That Policy Review Committee recommend Council approve Policy 1015
"Council Conference and Professional Development" as amended.

- 3.6: Define spouse, remove companion
- 3.4: Third line typo
- Research look into 5.3, whether included in CAO contract
- Account for Boards and Committee conferences in separate policy

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlief,
Councillor Dale Smith, Councillor Duane Didow

CARRIED

#5
ADJOURNMENT

5. Adjournment

MOTION: 23.06.223. Moved by: COUNCILLOR DALE SMITH

That this meeting adjourns at 12:19 p.m.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Councillor Jennifer Scott,
Councillor Dave Berry, Reeve Tyler Olsen, Councillor Christine Schlief,
Councillor Dale Smith, Councillor Duane Didow

CARRIED



RECORDING CLERK



CHAIR