

VILLAGE OF GLENWOOD

March 19, 2018 Minutes

The Village of Glenwood Council meeting was held at the Glenwood Village Office on March 19, 2018 commencing at 7:00pm.

In attendance: Mayor Albert Elias and Councillors David Rolfson, Bart Lybbert, and Myron Lybbert.

Officials: Chief Administrative Officer Chad Parsons

CALLED TO ORDER

Mayor Elias called the March 19, 2018 **Special** Council Meeting to Order at 7:02pm to discuss the following advertised item(s):

- Preliminary 2018 budget discussion;
- Public participation policy;
- Council training; and
- Local public body confidences.

Mayor Elias gave chairing of the meeting over to Councillor Rolfson.

ITEMS FOR DISCUSSION

COUNCIL TRAINING 2018-03-083

Councillor M. Lybbert **MOVED** to approved Village of Cowley Council attendance at Alberta Municipal Affairs Roles & Responsibilities Course if held in Glenwood this year.

Carried Unanimously

IN-CAMERA

2018-03-084

Councillor M. Lybbert **MOVED** to go In-Camera at 8:59pm to discuss the following items:

- a) Local public body confidences – As per Section 23 of the *FOIP Act*.

Carried Unanimously

2018-03-085

Mayor Elias **MOVED** to adjourn In-Camera session at 9:35pm.

Carried Unanimously

2018-03-086

Councillor B. Lybbert **MOVED** that the meeting continue past 9:30pm.

Carried Unanimously

2018-03-087

Councillor M. Lybbert **MOVED** to go In-Camera at 9:37pm to discuss the following items:

- a) Local public body confidences – As per Section 23 of the *FOIP Act*.

Carried Unanimously

The CAO left the meeting at 10:15pm.

The CAO returned to the meeting at 11:06pm.

2018-03-088

Mayor Elias **MOVED** to adjourn In-Camera session at 11:07pm.

Carried Unanimously

CAO BYLAW
2018-03-089

Councillor Rolfson **MOVED** to approve **First Reading** for an amendment to Bylaw #231-2011 (Chief Administrative Officer Bylaw) Section 3 whereby it reads:

3.

- e. To instill the image of professionalism and accessibility to village residents, the chief administrative officer will be expected to:
 - i. Be present in the office during posted office hours.
 - ii. Minimize work after-hours.
 - iii. Keep a log of hours worked.
 - iv. Be accurate in the provision of information supplied to council and to residents.
 - v. Present a written report at regular council meetings summarizing their actions. Summary may include, but is not limited to, items such as:
 - 1. Progress on ongoing projects.
 - 2. Maintenance/office requirements, suggestions, or concerns (of non-sensitive nature).
 - 3. Training seminars being attended.
 - vi. Give written notice of vacation to council 2 weeks prior to vacation commencement.
 - vii. Acquire council consent prior to seeking legal consultation.
- f. In the event that adherence to these guidelines is called into question, council reserves the right to review any claims and to impose punitive sanctions as deemed appropriate.

Carried Unanimously

COUNCIL CODE OF
CONDUCT BYLAW
2018-03-090

Councillor Rolfson **MOVED** to approve **First Reading** for Bylaw #244-2018 (Council Code of Conduct) as amended.

Carried Unanimously

ADJOURNMENT
2018-03-091

Councillor M. Lybbert **MOVED** to adjourn the meeting at 11:17pm.

Carried Unanimously



Mayor



Chief Administrative Officer