



Municipal Policy Review Committee (MPRC) Agenda

Council Chamber, Leduc County Centre, Nisku, AB
Thursday, November 26, 2020

1. Order - 1:30 p.m.

2. Organizational meeting

- a) Nomination of Chair
- b) Nomination of Vice Chair

3. Adoption of agenda

4. Adoption of previous minutes

- September 24, 2020 Municipal Policy Review Committee meeting

5. Policy / Bylaw review

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|---|---|----------------|
| a) <u>1:30 p.m.</u> - Corporate Services | | K. Pudlowski & |
| i) IM-01 Information & Records Management Policy and rescind policies: | ✓ | H. Madsen |
| - RM-01 Records Management | ✓ | |
| - RM-02 Routine Release of Information | ✓ | |
| - RM-03 Protecting the Privacy of Individuals | ✓ | |
| b) <u>2:00 p.m.</u> - County Manager's office | | D. Coleman & |
| i) CM-02 Freedom of Information & Protection of Privacy (FOIP) | ✓ | J. Gavan |
| ii) Process for councillor appointments to boards, committees and/or committees | ✓ | D. Coleman |
| iii) Orientation of public members appointed to committees/ boards | ✓ | D. Coleman |

6. Next meeting date - January 28, 2021

7. Adjournment

✓ Attachment Provided

Leduc County is dedicated to serving its citizens and will create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication.



Municipal Policy Review Committee (MPRC)

Minutes

*Council Chamber, Leduc County Centre, Nisku, AB
Thursday, November 26, 2020*

Order and roll call

The meeting was called to order at 1:30 p.m. on Thursday, November 26, 2020 by Rick Thomas, Deputy County Manager and committee members Kelly Vandenberghe and Kelly-Lynn Lewis. Committee member Tanni Doblanko was absent for personal reasons.

Other attendees

- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager Financial and Corporate Services
- Joyce Gavan, Legislative Coordinator
- Kent Pudlowski, Manager - Information Management & Technology

Nomination of Chair

Deputy County Manager Rick Thomas called for nominations for the position of Chair of the Municipal Policy Review Committee.

Committee Member Lewis nominated Committee Member Vandenberghe as Chair.

Deputy County Manager Thomas declared that nominations cease for the position of Chair of the Municipal Policy Review Committee.

Committee Member Vandenberghe was declared elected, by acclamation, as Chair of the Municipal Policy Review Committee.

Assume the Chair

Chair Vandenberghe assume the Chair.

Nomination of Vice Chair

Chair Vandenberghe called for nominations for the position of Vice Chair of the Municipal Policy Review Committee.

Chair Vandenberghe nominated Committee Member Lewis as Vice Chair.

Chair Vandenberghe declared that nominations cease for the position of Vice Chair of the Municipal Policy Review Committee.

Committee Member Vandenberghe declared Councillor Lewis elected, by acclamation, as Vice Chair of the Municipal Policy Review Committee.

Agenda adoption

MP35-20 Committee member Lewis – that the agenda for the November 26, 2020 Municipal Policy Review Committee be adopted as circulated.

Carried

Previous Minutes - September 24, 2020 Municipal Policy Review Committee Meeting

MP36-20 Committee member Lewis – that the minutes of the September 24, 2020 Municipal Policy Review Committee be confirmed as circulated.

Carried

Corporate Services - Information & Records Management Policy IM-01 and Rescind Policies RM-01, RM-02 and RM-03

Manager of Information Management & Technology Kent Pudlowski presented a recommendation relating to information and records management.

MP37-20 Chair Vandenberghe – that the Municipal Policy Review Committee directs administration to forward Information & Records Management Policy IM-01 to council for approval; and for consideration of rescinding policies RM-01 Records Management, RM-02 Routine Release of Information and RM-03 Protecting the Privacy of Individuals.

Carried

Staff member Pudlowski

Staff member Pudlowski exited the council chamber at 1:45 p.m.

Policy CM-02 Freedom of Information & Protection of Privacy (FOIP)

Legislative Coordinator Joyce Gavan presented the draft Policy CM-02 Freedom of Information & Protection of Privacy (FOIP) for review.

MP38-20 Committee member Lewis – that the Municipal Policy Review Committee directs administration to forward Policy CM-02 Freedom of Information & Protection of Privacy (FOIP) to council for approval.

Carried

Process for councillor appointments to boards, committees and/or commissions

Legislative Coordinator Joyce Gavan provided a report on the process for councillor appointments to boards, committees and/or commissions.

MP39-20 Committee Member Lewis – that the Municipal Policy Review Committee receives as information the report on the process for councillor appointments to boards, committees and/or commissions and refers to the Governance & Priorities committee as information.

Carried

Orientation of public members appointed to committees/boards

Legislative Coordinator Joyce Gavan provided a report on the proposed process for new public member appointments to Leduc County committees and/or boards.

MP40-20 Chair Vandenberghe – that the Municipal Policy Review Committee receives as information and refers the proposed process for new public member appointments to Leduc County committees and/or boards to the Governance & Priorities committee as information.

Carried

Next Municipal Policy Meeting Date

The next Municipal Policy Review Committee meeting will be held on Thursday, January 28, 2021, commencing at 1:30 p.m.



Adjournment

MP41-20 Chair Vandenberghe – that the Municipal Policy Review Committee meeting be adjourned.

Carried

The Municipal Policy Review Committee meeting adjourned at 2:08 p.m.


Chair



Deputy County Manager