



**TOWN OF MAYERTHORPE  
POLICIES AND PRIORITIES COMMITTEE MINUTES  
February 21, 2023  
7:00 p.m.**

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**IN**

**ATTENDANCE**

**Mayor:** Janet Jabush  
**Deputy Mayor:** Pat Burns  
**Councillors:** Anna Greenwood, Sandy Morton, Esther Sonnenberg, Marc Claybrook, Rebecca Wells  
**Staff:** CAO Jennifer Sunderman  
**Delegation:** Shelby Fortin, President Little Elmers Childcare Society  
Joanne St. Martin FCSS/Recreation Coordinator - Annual FCSS/Recreation Report 2022  
Gervais Kasamba Community Peace Officer - Annual Enforcement Report 2022  
**Press:**  
**Late:**  
**Absent:**

**CALL TO ORDER**

Deputy Mayor Burns called the meeting to order at 7:00 p.m.

**AGENDA**

The Committee reviewed the February 21, 2023 Agenda.

**PP013/2023**

**Moved** by Mayor Jabush that Committee approve the February 21, 2023 Agenda as presented.

**Carried**

**MINUTES**

Committee reviewed the Minutes of January 16, 2023.

**PP014/2023**

**Moved** by Councillor Greenwood that Committee approve the January 16, 2023 Minutes as presented.

**Carried**

**DELEGATIONS**

**Shelby Fortin, President Little Elmers Childcare Society**

**PP015/2023**

**Moved** by Councillor Morton that Committee receive delegation Shelby Fortin, President Little Elmers Childcare Society as information.

**Carried**



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**Joanne St. Martin FCSS/Recreation Coordinator – Annual FCSS/Recreation Report 2022**

**PP016/2023** **Moved** by Councillor Sonnenberg that Committee receive– Joanne St. Martin FCSS/Recreation Coordinator - Annual FCSS/Recreation Report 2022 as information.

**Carried**

**Gervais Kasamba Community Peace Officer - Annual Enforcement Report 2022**

**PP017/2023** **Moved** by Mayor Jabush that Committee receive Gervais Kasamba Community Peace Officer - Annual Enforcement Report 2022 as information.

**Carried**

**UNFINISHED  
BUSINESS**

None.

**NEW  
BUSINESS**

**Bylaw No. 1171 – 2023 Supplemental Tax Bylaw**

**PP018/2023** **Moved** by Councillor Wells that Committee recommend Council give Bylaw 1171 being the 2023 Supplemental Tax Bylaw first reading.

**Carried**

**Bylaw No. 1172 – Assessment Review Boards**

**PP019/2023** **Moved** by Councillor Greenwood that Committee recommend that Council give Bylaw No. 1172 being the 2023 Assessment Review Boards Bylaw first reading.

**Carried**

**Legislative Policy Review**

**PP020/2023** **Moved** by Mayor Jabush that Committee recommend that Council approve I-001 Use of Council Chambers as amended.

**Carried**



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**PP021/2023** **Moved** by Mayor Jabush that Committee recommend that Council receive the following:

I-002 Council Remuneration;  
I-003 Laptop Use Council Chambers;  
I-004 Gifts in Kind;  
I-005 Substance Abuse Town Representatives & Volunteers;  
I-006 Council Meeting Tapes;  
I-007 Policy on Making Policy;  
I-008 Council Orientation for Newly Elected Members;  
I-009 Council Committee Report;  
I-011 Council Committees;  
I-012 Policy Development and Review;  
I-013 Rules of Procedure for Public Hearing;  
I-014 Council Governance - CAO Performance Appraisal;  
I-015 Council – Chief Administrative Officer Agreement;  
I-017 Skills Development;  
I-020 Flag Protocol;  
I-021 Respectful Conduct;  
I-022 Public Participation

as information.

**Carried**

**Alberta Municipalities Municipal Leaders Caucus Terms of Reference (DRAFT)**

**PP022/2023** **Moved** by Councillor Sonnenberg that Committee recommend that Council approve Alberta Municipalities Municipal Leaders Caucus Terms of Reference as presented.

**Carried**

**Appointment of Deputy Mayor from Alternate to Appointed for Alberta Municipalities Municipal Leaders Caucus**

**PP023/2023** **Moved** by Councillor Claybrook that Committee recommend that Council appoint Deputy Mayor to the Alberta Municipalities Municipal Leaders Caucus.

**Carried**



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**PP024/2023** **Moved** by Mayor Jabush that Committee recommend that Council approve a one-time attendance fee to the Alberta Municipalities Municipal Leaders Caucus scheduled for March 2023 in the amount of \$2,680.00.

**Carried**

**CLOSED  
SESSION**

**S.17 Personal Information and S.19 Confidential Evaluations – Delegation – 2023 Chief Administrative Officer Performance Appraisal – Crouse Development Inc.**

**PP025/2023** **Moved** by Mayor Jabush that Committee proceed into Closed Session at 8:23 p.m. to discuss S.17 Personal Information and S.19 Confidential Evaluations – Delegation – 2023 Chief Administrative Officer Performance Appraisal – Crouse Development Inc.

**Carried**

**PP026/2023** **Moved** by Councillor Sonnenberg that Committee come out of Closed Session at 8:59 p.m.

**Carried**


No public present at 9:01 p.m.

**PP027/2023** **Moved** by Councillor Sonnenberg that Committee receive Closed Session Section 17 – Personal Information and Section 19 Confidential Evaluations – 2023 Chief Administrative Officer Performance Appraisal – Crouse Developments Inc. as information.

**Carried**

Deputy Mayor Burns declared adjournment at 9:02 p.m.

Signed:

  
\_\_\_\_\_  
Pat Burns

Deputy Mayor

  
\_\_\_\_\_  
Jennifer Sunderman

CAO