

**Minutes of a Regular Meeting of the
Council of the Village of Clive,
Province of Alberta, held on Monday, November 28, 2011
in the Village Office at 18:00 hours**

Present: Mayor Gillard, Councillors Gladue, Graden, Henry, Krochak and CAO Karen Kane and Roxane Laslo from Interactions HR Solutions Inc.

Absent:

Meeting to Order: Mayor Gillard brought the meeting to order at 18:04 hours.

Agenda: Additions: None

Deletions: None

RC-11-243: Moved by Councillor Krochak to approve the agenda as amended
-CARRIED UNANIMOUSLY-

Minutes:

RC-11-244: Moved by Councillor Henry to approve the minutes of the November 14, 2011 Regular Council Meeting as presented. -CARRIED UNANIMOUSLY-

Roxane Laslo from Interactions HR Solutions Inc. gave a presentation on the Organizational Enhancement Toolkit (set of Manuals) which was developed in collaboration with the Village of Clive Council and Staff. The complete Municipal edition for Villages was presented to Council. This toolkit has been a work in progress over the last 4 years. The Toolkit is comprised of five operations manuals created to guide the daily activities of each department within the municipal organization.

- 1) Governance and Leadership (Council and Chief Administrative Officer)
- 2) Administration (Administrative Services and Finance)
- 3) Municipal Planning and Development
- 4) Public Works (Public Works, Parks and Utilities)
- 5) Health and Safety

Interactions have also developed a Toolkit for Towns. Both the Village and Town toolkits will be marketed in the near future.

Exited Meeting: Roxane Laslo exited the meeting at 19:15 hours.

Meeting Recessed: Mayor Gillard recessed the meeting at 19:15 hours.

Reconvened: Mayor Gillard reconvened the meeting at 19:25 hours, with all those previously in attendance, with the exception of Roxane Laslo.

CAO Report:

RC-11-245: Moved by Councillor Graden to accept the CAO's report for information.
-CARRIED UNANIMOUSLY-

Business Arising: None

Old Business: None

New Business:

Parkland Regional Library – Survey: Council completed a survey from Parkland Regional Library regarding their services.

RC-11-246: Moved by Councillor Henry to submit the survey to Parkland Regional Library.
-CARRIED UNANIMOUSLY-

December Council

Meeting Dates:

RC-11-247: Moved by Councillor Graden to hold only one Council meeting in December, 2011 that being on December 12, at the usual time and place.
-CARRIED UNANIMOUSLY-

Financial:

RC-11-248: 1. Accounts Payable:
Moved by Councillor Graden to approve the Accounts Payable as amended in the amount of \$56,246.26 cheques number 10783 through 10817 inclusive.
-CARRIED UNANIMOUSLY-

Board Reports: Village Councillors attended and reported on the following meetings and events.

- Councillor Henry - none
- Councillor Graden -none
- Councillor Krochak – FCSS, Parkland Community Planning Services, Clive Library
- Councillor Gladue -none
- Mayor Gillard - Lacombe Foundation

Correspondence: Correspondence Item e) Letter of concern from Laurie Hermary re snow plowing was read by Council.

RC-11-249: Moved by Councillor Gladue to accept the Letter from Laurie Hermary regarding snowplowing for information.

RC-11-250: Moved by Councillor Graden that the in-office correspondence as listed on the agenda be received and filed. -CARRIED UNANIMOUSLY-

Adjournment:
RC-11-251: Moved by Mayor Gillard to adjourn the meeting at 20:25 hours. -CARRIED UNANIMOUSLY-

Mayor

CAO