



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## POLICY REVIEW COMMITTEE

### AGENDA

March 13, 2024

10:30 a.m.

Council Chambers/Zoom

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#1 CALL TO ORDER

#2 ADOPTION OF THE AGENDA

#3 ADOPTION OF THE MINUTES

#4 BUSINESS ARISING

4.1 Amendment to Motion 24.02.008

#5 POLICIES

5.1 Policy 8000 Greenview Grant Recognition p. 6

5.2 Policy 1014 Request for Decision Repeal p. 14

5.3 Policy 1004 Promotional Merchandise p. 18

5.4 Policy 3016 Greenview Evacuation Assistance Program p. 23

#6 NEXT MEETING DATE April 10, 2024

#7 ADJOURNMENT

Minutes of a  
**POLICY REVIEW COMMITTEE**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building, Council Chambers  
Valleyview, Alberta, on February 14, 2024.

**# 1:**  
**CALL TO ORDER**

Chair Tom Burton called the meeting to order at 10:00 a.m.

**PRESENT**

Chair	Councillor Tom Burton
Member	Councillor Jennifer Scott
Member	Councillor Christine Schlieff
Member	Councillor Ryan Ratzlaff
Member	Councillor Sally Rosson
Member	Councillor Dale Smith
Chief Administrative Officer	Stacey Wabick
Director of Infrastructure and Engineering	Roger Autio
Director of Planning and Economic Development	Martino Verhaeghe
Director of Corporate Services	Ed Kaemingh
Director of Community Services	Michelle Honeyman
Legislative Services Officer	Sarah Sebo
Legislative Assistant/Recording Clerk	Drew Melvin
Manager of Financial Reporting	Marley Hanrahan

**ABSENT**

Vice-Chair	Councillor Winston Delorme
Member	Reeve Tyler Olsen
Member	Deputy Reeve Bill Smith
Member	Councillor Dave Berry

**#2**  
**POLICY REVIEW**  
**COMMITTEE**  
**AGENDA**

MOTION: 24.02.001. Moved by: Councillor Christine Schlieff.  
That the Policy Review Committee adopt the Agenda of the Policy Review Committee meeting as amended.

- List organizational meeting and regular meeting minutes
- Business arising from minutes

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

**#3**  
**POLICY REVIEW**  
**COMMITTEE**  
**MINUTES**

MOTION: 24.02.002. Moved by: Councillor Dale Smith.  
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on December 13, 2023 as amended.

- Use "Deputy Reeve" title for Bill Smith who entered the meeting at 1:03 PM.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

MOTION: 24.02.003. Moved by: Councillor Sally Rosson  
That the Policy Review Committee adopt the minutes of the Policy Review Committee Organizational Meeting held on December 13, 2023 as amended.  
- P.7 Councillor Schlief add first name

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

#4  
BUSINESS

CARRIED

PROTECTIVE SERVICES  
POLICY REPEAL

#### 4.1 "Protective Services Policy Repeal"

MOTION: 24.02.004. Moved by: Councillor Dale Smith.  
That the Policy Review Committee recommend Council repeal the following Protective Services policies:  
- EES 05 Recovery of Emergency Services  
- EES 26 Mutual Aid Assistance  
- EES 27 Major Vehicle Incident Report

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

EMERGENCY DRIVER'S  
ABSTRACT AND CRIMINAL  
RECORD CHECKS

#### 4.2 "Emergency Driver's Abstract and Criminal Record Checks"

MOTION: 24.02.005. Moved by: Councillor Christine Schlief.  
That the Policy Review Committee recommend Council approve the transfer of Policy EES 29 "Emergency Driver's Abstract and Criminal Records Checks" from a Council Policy to an Administrative Policy as amended.  
- 2.4(F) Criminal record checks to be conducted if personnel is away from organisation/position for six months.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

FINANCIAL REPORTING

#### 4.3 "Financial Reporting"

MOTION: 24.02.006. Moved by: Councillor Jennifer Scott.  
That the Policy Review Committee recommend Council approve Policy 9501 "Financial Reporting" as presented.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlief, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

PROMOTIONAL  
MERCHANDISE

**4.4 “Promotional Merchandise”**

MOTION: 24.02.007. Moved by: Councillor Ryan Ratzlaff.  
That the Policy Review Committee recommend Council approve Policy 1004  
“Promotional Merchandise” as amended.

- 3.2 During Council orientation, Councillors will receive a predetermined amount of promotional merchandise clothing, from CAO Services
- Clarify Council has the flexibility to purchase promotion merchandise that better reflect their situation, ie, a size not currently available
- Clarify whose budget merchandise comes from and in what situation. Does not include in-kind donations, requests from the public

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

TRAVEL AND SUBSISTENCE

**4.5 “Travel and Subsistence”**

MOTION: 24.02.008. Moved by: Councillor Sally Rosson.  
That the Policy Review Committee recommend Council approve Policy 1002  
“Travel and Subsistence” as presented.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

NORTHERN TRAVEL  
PREMIUM

**4.6 “Northern Travel Premium”**

MOTION: 24.02.009. Moved by: Councillor Ryan Ratzlaff.  
That the Policy Review Committee recommend Council approve Policy 1011  
“Northern Travel Premium” for information.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

COUNCIL AND BOARD  
REMUNERATION

**4.7 “Council and Board Remuneration ”**

MOTION: 24.02.010. Moved by: Councillor Sally Rosson.  
That the Policy Review Committee recommend Council approve Policy 1008  
“Council and Board Remuneration” as presented.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

#5  
ADJOURNMENT

**5. Adjournment**

MOTION: 24.02.011. Moved by: Councillor Dale Smith.  
That this meeting adjourns at 11:07 a.m.

For: Chair Tom Burton, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Sally Rosson, Councillor Dale Smith

CARRIED

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RECORDING CLERK

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CHAIR

UNAPPROVED



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 1026 Greenview Grant Recognition</b>		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 13, 2024	CAO:	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR:	PRESENTER: LL
STRATEGIC PLAN:	Culture, Social & Emergency Services	LEG:	

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## RELEVANT LEGISLATION:

**Provincial** – Not applicable.

## Council Bylaw/Policy –

- Policy 8015 “Community Impact Grant”
- Policy 8013 “Regional Sustaining Grant”
- Policy 8012 “Sponsorship”
- Policy 7003 “Greenview Logo Use”

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## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 8000 “Greenview Support Recognition” as presented.**

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## BACKGROUND/PROPOSAL:

Policy 1026 “Greenview Grant Recognition” has been reviewed in collaboration with the Communications and Marketing Department as per the 2024 Policy Review Schedule. This policy incorporates data from the previous “Sponsorship & Donations” and “Community Grants” policies, and coincides with the launch of Greenview’s new grant program. In the program, “Sponsorship,” “Community Impact Grant,” and “Regional Sustaining Grant” are streams with their own criteria and align with the proposed “Greenview Grant Recognition” Policy.

Policy 8000 “Greenview Support Recognition” establishes guidelines for recognition of grants and sponsorships awarded by Greenview for community events, initiatives, and projects. Updates to the policy include the addition of sponsorship recognition, and the responsibilities of Council & Administration.

Policy 8000 seeks to build a framework for recognition of Greenview’s contribution to the communities when awarding sponsorships and grants, to establish good governance while providing quality municipal services, and to support the non-profit sector in Greenview and surrounding communities.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Policy Review Committee accepting the recommended motion is the policy will establish program controls for Greenview’s recognition of Grants & Sponsorships. The policy aligns with Greenview’s grant framework as it transitions to Greenview’s online grant portal.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** The Policy Review Committee may vary the recognition tiers in Section 3 of the policy.

MOTION: That the Policy Review Committee recommend Council approve Policy 8000 “Greenview Support Recognition” as amended.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

Administration will incorporate any amendments, as applicable, and will present the policy to Council for decision-making.

Council will be presented with a motion to repeal Policy 1026 “Greenview Grant Recognition.”

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ATTACHMENT(S):

- Policy 1026 “Greenview Grant Recognition” (Current)
- Policy 8000 “Greenview Support Recognition” (Draft)

**Title: Greenview Grant Recognition**

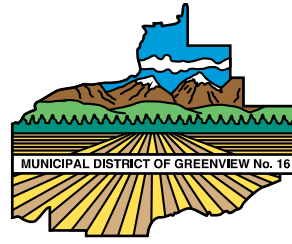
**Policy No: 1026**

**Effective Date: March 9, 2020**

**Motion Number: 20.03.156**

**Supersedes Policy No: (None)**

**Review Date: March 9, 2023**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

**Purpose:** The purpose of this policy is to establish guidelines for recognition of grant funding received from Greenview for community events, initiatives and projects. Greenview Council is committed to building strong, vibrant communities that meet the needs of Greenview residents.

**DEFINITIONS**

**Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.

**Communications Materials** means materials which are developed to support the communication and general awareness of a project, product or service such as, newsletters, literature, publications, websites, social media postings, press releases, public service announcements, or fact sheets.

**Promotional Materials (Promo)** means articles of merchandise that are branded with a logo used in marketing and communication programs. These items are donated to charitable groups or given away to the public to promote an organization.

**Marketing Collateral (Collateral)** means the collection of media used to support marketing campaigns to promote a program or service. The goal is to sell target audiences and includes, brochures, rack cards, posters, print and web ads.

**POLICY**

1. Grant recipients should acknowledge funding support from Greenview in all communications materials, media coverage, and verbal promotion pertaining to the event, program, or project being supported by the grant.
2. Grant recipients agree that all related communications materials and marketing collateral, including signs, websites, posters, etc. will contain a visible, current and official Greenview logo. Official logo files are available through the Communications Department and must be used in accordance with Greenview’s visual standards guidelines. The Greenview logo should only be used in reference to the event/program/project.
3. If grant funding is supporting an event, the recipient shall obtain from Greenview, a municipal banner for prominent display during the event and to recognize the support of the municipality through verbal acknowledgement during the event. Recognition of funding shall be in accordance with Procedure 1.
4. Grant recipients are encouraged to tag the M.D of Greenview in social media posts (Facebook, Instagram, Twitter) in recognition of grant support.



5. Unless the event or program has an established tiered sponsorship, the tiered guidelines for recognition in Procedure 1 shall apply, contingent on the level of municipal funding.
6. If grant funding is supporting an event or program that involves tiered sponsorship, organizations should contact Greenview’s Communications Department to outline the deliverables within their sponsorship recognition framework.
7. All costs of printing, advertising, signage and other promotional activities related to grant recognition are the responsibility of the recipient.
8. A presentation to Council and a Cheque photo are required for grants over \$5,000 and should be coordinated through Greenview Administration.
9. Grant recipients may not identify as agents of the M.D of Greenview in any way.
10. Greenview reserves the right to use any information related to the organization and the grant assistance to the organization in its promotions and advertising. The use of such information will be at the discretion of the municipality and may be done so upon notification to the organization by the municipality.
11. This Policy does not apply to operational grants.

**PROCEDURE**

1. Greenview shall apply the following grant recognition tiers for event and project grants:

Tier	Grant Amount	Recognition Required
Premier	\$10,000.00 +	<ul style="list-style-type: none"> <li>• Regional, Provincial and/or National Reach</li> <li>• Recognition in print material and media advertising</li> <li>• Verbal recognition</li> <li>• Permanent Greenview signage paid for by the recipient to be placed within/outside of building or structure for annual grant recipients</li> <li>• Delegate attendance</li> <li>• Presentation to Council and Cheque photo-op.</li> <li>• Provide promotional items/passes for Greenview to disseminate. Full event attendance (Ex. VIP Passes)</li> </ul>
Partner	\$2,500-10,000.00	<ul style="list-style-type: none"> <li>• Regional Recognition</li> <li>• Recognition in print material and media advertising</li> <li>• Verbal recognition at event</li> <li>• Permanent Greenview signage will be provided for placement within/outside of building or structure.</li> <li>• Delegate attendance (min. 2)</li> <li>• Presentation to Council and Cheque photo-op.</li> </ul>

<p><b>Community Support</b></p>	<p>\$100.00 - \$2,500.00</p>	<ul style="list-style-type: none"> <li>• Administration may request Greenview signage be placed at event</li> <li>• Recognition in any print material</li> <li>• Recognition in social media advertising</li> <li>• Verbal recognition at event</li> <li>• Greenview Signage will be provided.</li> <li>• Greenview may request signage be placed within/outside of building or structure for annual grant recipients</li> <li>• Possible cheque presentation and photo-op with Councillor(s).</li> </ul>
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2. For all promotion, communications and acknowledgement of Greenview, the primary contact is the Communications Manager.
3. Council Meeting delegations must be arranged by contacting Greenview one month prior to the scheduled meeting date.
4. Promotional recognition must be coordinated at least one month prior to the scheduled event or as soon as funding has been awarded.

CURRENT

Title: Greenview **Grant Support** Recognition

Policy No: **1026-8000**

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: 1026

Department: Community Services

Review Date: (3 Years from approved)



**Legal References:**

*Not applicable*

**Cross References:**

- Policy 8015 "Community Impact Grant"
- Policy 8013 "Regional Sustaining Grant"
- Policy 8012 "Sponsorship"
- Policy 7003 "Greenview Logo Use"

**Purpose:** The purpose of this policy is to establish guidelines for recognition of grant funding and **sponsorships** received from Greenview for community events, initiatives, and projects. Greenview Council is committed to building strong, vibrant communities that meet the needs of Greenview residents.

1. DEFINITIONS

- 1.1. **Greenview** means the ~~municipal corporation of the~~ Municipal District of Greenview No.16.
- 1.2. **Communication Materials** means materials which are developed to support the communication and general awareness of a project, product, or services, such as, newsletters, literature, publications, websites, social media postings, press releases, public services announcements, or fact sheets.
- 1.3. **Promotional Materials (Promo)** means articles of merchandise that are branded with a logo used in marketing and communications programs. These items are donated to charitable groups or given away to the public to promote an organization.
- 1.4. **Marketing Collateral (Collateral)** means the collection of media used to support marketing campaigns to promote a program or service. The goal is to sell target audiences and includes brochures, rack cards, posters, print and web ads.
- 1.5. **Recipient** means the individual(s) or organization(s) receiving grant or sponsorship funding awarded by Greenview.
- 1.6. **Support** means any contribution provided by Greenview, whether financial or in-kind.

2. POLICY STATEMENT

- 2.1. ~~Grant~~ Recipients should acknowledge funding support from Greenview in all Communication Materials, media coverage, and verbal promotion pertaining to the event, program or project **as outlined in Section 3. Procedure 3.1. being supported by the grant.**

- 2.2. ~~Grant-r~~ Recipients agree that all related communications materials and Marketing Collateral, including signs, websites, posters, etc. will contain a visible, current, and official Greenview logo. Official logo files are available through the **Communications and Marketing Department** and must be used in accordance with **the Greenview's Logo Use Policy visual standards guidelines**. The Greenview logo should only be used in reference to the **supported event/program/project**.
- 2.3. ~~If grant~~ If funding is supporting an event, the Recipient shall obtain from Greenview, a municipal banner for prominent display during the event to recognize the support of the municipality and through verbal acknowledgment during the event. Recognition of funding shall be in accordance with **Section 3 procedure 1-**
- 2.4. ~~Grant-r~~ Recipients are encouraged to tag ~~the M.D. of~~ Greenview in social media posts (Facebook, Instagram, Twitter) in recognition of ~~grant- financial~~ support.
- 2.5. Unless the event or program has an established tiered sponsorship, the tiered guidelines for recognition in ~~procedure-1 Section 3~~ shall apply, contingent on the **amount of funding awarded by Greenview. level of municipal funding.**
- 2.6. If ~~grant-~~funding is supporting an event or program that involves tiered sponsorship, organizations should contact Greenview's **Communications and Marketing Department** to outline the deliverables within their sponsorship recognition framework.
- 2.7. All costs of printing, advertising, signage, and other promotional activities related to the ~~grant-~~ recognition **outlined in procedure 3.1 Section 3** are the responsibility of the Recipient.
- 2.8. A presentation to Council and a cheque photo **may be** required for ~~grants-~~funding over \$5,000.00 and should be coordinated through Greenview ~~a~~Administration.
- 2.9. Grant Recipients may not identify as agents of ~~the M.D of~~ Greenview in any way.
- 2.10. Greenview reserves the right to use any information related to the **Recipient organization** and the **grant-funding** assistance to the organization in its promotions and advertising. The use of such information will be at the discretion of **Greenview the municipality** and may be done so upon notification to the organization by the **Greenview municipality**.

~~2.11. This policy does not apply to operational grants.~~

### 3. PROCEDURE-RECOGNITION TIERS

- 3.1. Greenview shall apply the following ~~grant-~~recognition tiers for **all grants and sponsorships. event and project grants:**

Tier	Funding Awarded Grant Amount	Recognition Required
Premier	Over \$10,000.00	<ul style="list-style-type: none"> <li>• Delegate tickets to event/promotional items.</li> <li>• Recognition in print material and media advertising.</li> <li>• Verbal recognition at the event.</li> </ul>

		<ul style="list-style-type: none"> <li>• Greenview banner to be displayed at the event.</li> <li>• Possible photo-op &amp; cheque presentation with Council.</li> </ul>
Partner	\$2,500.00 - \$10,000.00	<ul style="list-style-type: none"> <li>• Recognition in print material and media advertising.</li> <li>• Verbal recognition at the event.</li> <li>• Greenview Banner to be displayed at the event.</li> <li>• Possible photo-op &amp; cheque presentation with Council.</li> </ul>
Community Support	\$100.00 - \$2,499.00	<ul style="list-style-type: none"> <li>• Recognition in print material and media advertising.</li> <li>• Verbal recognition at the event.</li> <li>• Possible photo-op &amp; cheque presentation with Council.</li> </ul>

3.2. The primary contact for all promotions, communications, and acknowledgment of Greenview is the **Manager of Communications and Marketing** ~~Communications Manager~~. The **Manager of Communications and Marketing** will determine which elements within a tier are required for necessary recognition.

3.3. Council meeting delegations must be arranged by contacting Greenview one month prior to the scheduled meeting date.

3.4. Promotional recognition must be coordinated at least one (1) month prior to the scheduled event or as soon as funding has been awarded.

#### 4. COUNCIL RESPONSIBILITIES

4.1. Council may request other forms of recognition in addition to those listed in Section 3.

#### 5. ADMINISTRATION RESPONSIBILITIES

5.1. Administration shall advise successful Recipients of the required recognition, as outlined in Section 3.

5.2. Administration shall distribute event tickets accordingly.

5.3. Administration shall coordinate cheque presentation photo opportunities accordingly.

5.4. Administration shall review and approve all logo use requests as per the Greenview Logo Use Policy.

5.5. Administration shall ensure a Greenview banner is available to display at the event, as required.



# REQUEST FOR DECISION

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SUBJECT: **Policy 1014 Request for Decision**  
SUBMISSION TO: POLICY REVIEW COMMITTEE  
MEETING DATE: March 13, 2024  
DEPARTMENT: CORPORATE SERVICES  
STRATEGIC PLAN: Governance

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
DIR: \_\_\_\_\_  
LEG: \_\_\_\_\_

MANAGER: \_\_\_\_\_  
PRESENTER: DM

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council repeal Policy 1014 “Request for Decision” as presented.**

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## BACKGROUND/PROPOSAL:

Administration has reviewed Policy 1014 “Request for Decision” as per the 2024 Policy Review Schedule and is recommending the policy for repeal. The policy has not been updated since 2019, and while the RFD format has not changed, there have been administrative changes to better present information to the Council.

These changes have been communicated internally by the CAO rather than through a policy change, as such Administration is recommending Policy 1014 be repealed. Improving the presentation of information to Council is a dynamic process which is better captured through dialogue rather than being codified in policy.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that it will streamline Greenview’s policy catalogue.
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## DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.
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## ALTERNATIVES CONSIDERED:

**Alternative #1:** The Policy Review Committee has the alternative to recommend Administration draft a Request for Decision Administrative Policy. This is not recommended as Council’s recommended changes to RFD procedures have been communicated internally through the CAO rather than through policy.

**MOTION #1:** That the Policy Review Committee recommend Administration update and transfer Policy 1014 “Request for Decision” to an Administrative Policy.

**Alternative #2:** The Policy Review Committee has the alternative to recommend Administration draft a Request for Decision Council Policy. This is not recommended as Council’s recommended changes to RFD procedures have been communicated internally through the CAO rather than through policy.

**MOTION #2:** That the Policy Review Committee recommend Administration update Policy 1014 “Request for Decision” as a Council Policy.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will present the policy repeal to Council for decision-making.

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**ATTACHMENT(S):**

- Policy 1014 “Request for Decision” (Current)

**Title: REQUEST FOR DECISION**

**Policy No: 1014**

**Effective Date: July 8, 2019**

**Motion Number: 19.07.532**

**Supersedes Policy No: (None)**

**Review Date: July 8, 2022**



**Purpose:** To help facilitate good governance and good decision making, Greenview aims to utilize a consistent process when making a request for decision. A request for decision shall include all pertinent information and background materials related to the issue, alternative courses of action, as well as a recommendation from administration based on the information for Council or Council Committee to act on.

**DEFINITIONS**

For the purpose of this Policy:

**CAO** means the Chief Administrative Officer of Greenview.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**RFD** means Request for Decision. This is a document containing information and materials relating to an issue needing Council or Council Committee direction and includes, alternative courses of action for Council to consider, financial implications, staffing implications, relevant legislation, the level of public engagement required, and a recommended course of action by Administration based on the information provided.

**Council Board or Committee** means a Committee of Council including Committee of the Whole and Policy Review Committee, as well as the Agriculture Service Board, but excludes the Municipal Planning Commission.

**POLICY**

1. All non-procedural items included in meeting agendas for a Regular Council meeting, Committee of the Whole or other Committee or Board meetings will utilize a consistent Request for Decision template which will include a recommendation provided by the responsible Manager, General Manager or the CAO, and structured in the form of a draft recommended motion.
2. With the Request for Decision appropriate background materials shall be provided on the recommended motion and the major options presented.
3. Each RFD shall show that it has been reviewed by the CAO, and each RFD to a Board or Committee shall show that it has been reviewed by the General Manager of the department responsible for support services to the Board or Committee.



4. Each RFD shall address any necessary legal or financial issues.
5. A member of Council or Council Committee may move the recommended motion from the RFD or any motion they believe appropriate.

#### PROCEDURE

1. Administration will provide a RFD template for all staff to follow and will make the template available to staff.
2. Managers are responsible to draft RFDs for their functional areas.
3. General Managers are responsible to review and sign off on RFDs from their management and staff. General Managers are to provide guidance and support to staff when presenting the RFDs to Council.
4. The CAO is responsible to review and sign off on all RFDs prior to the circulation of the agenda package. The CAO should ensure that each RFD is in compliance with any Federal or Provincial legislation or Bylaw of Greenview and that the pertinent legislation is noted appropriately on the RFD. The CAO should ensure consistency with Greenview policies and the various plans and strategic directions of Council.
5. Council is responsible to review the information presented in the RFD prior to the meeting to inform their decision making on the matter presented, ask questions for clarification, and seek more information if it is required.
6. RFDs should include:
  - 5.1 Subject
  - 5.2 Identify which body the RFD is directed to (Council, Committee of the Whole, etc.)
  - 5.3 Meeting date
  - 5.4 Department
  - 5.5 Strategic Plan (identify which principle of the Strategic Plan applies)
  - 5.6 Any Provincial or Federal Legislation, or Greenview Bylaw applies
  - 5.7 A recommended action in the form of a motion
  - 5.8 Relevant Background
    - 5.8.1 History, including previous Council direction on the matter
    - 5.8.2 Identify the issue
    - 5.8.3 Identify current practices, or suggested best practices if they differ
    - 5.8.4 Any facts that are pertinent to Council or other body making a decision
  - 5.9 Benefits of the recommended action
  - 5.10 Disadvantages of the recommended action
  - 5.11 Alternatives considered
    - 5.11.1 Include why this alternative is not being recommended.
    - 5.11.2 Identify implications of the alternatives
  - 5.12 Financial implications
  - 5.13 Staffing implications
  - 5.14 Public engagement level required based on IAP2 Framework for public consultation
  - 5.15 Any attachments



# REQUEST FOR DECISION

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SUBJECT:	<b>Policy 1004 Promotional Merchandise</b>		
SUBMISSION TO:	POLICY REVIEW COMMITTEE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 13, 2024	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	DIR:	PRESENTER:
STRATEGIC PLAN:	Governance	LEG:	

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#### RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (Cite) – N/A

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#### RECOMMENDED ACTION:

**MOTION: That the Policy Review Committee recommend Council approve Policy 1004 “Promotional Merchandise” as presented.**

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#### BACKGROUND/PROPOSAL:

Administration is presenting Policy 1004 “Promotional Merchandise” for the Policy Review Committee’s consideration. The policy seeks to regulate Greenview clothing provided to Councillors and promotional merchandise which Councillors distribute at events. This policy was drafted as per Motion 24.01.12:

MOTION: 24.01.12 Moved by: COUNCILLOR RYAN RATZLAFF

That Council direct Administration to develop a policy for the distribution of Greenview branded clothing to Council, and Greenview branded merchandise to events through Council.

FOR: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Berry, Councillor Ratzlaff, Councillor Burton

CARRIED

The policy is divided into two sections, the first being “Promotional Merchandise Clothing,” which applies to Greenview branded clothing provided to Members of Council. Administration is recommending an annual budget of \$250.00 for Councillors, and \$500.00 for the Reeve. The proposed budget would permit Members of Council to receive one jacket annually or several smaller articles of clothing.

“Promotional Merchandise Gifting” applies to items which are distributed by Members of Council to promote hospitality and Greenview’s brand. Administration has drafted a recommended gifting value, however Councillors are permitted to exceed the recommended value provided they remain within the overall budget. Administration is recommending an annual budget of \$1,500.00 for Councillors and \$2,500.00 for the Reeve.

The policy was approved at the Policy Review Committee’s meeting held on February 14, 2024, with the following amendments:

- 3.2 During Council orientation, Councillors will receive a predetermined amount of promotional merchandise clothing, from CAO Services
- Clarify Council has the flexibility to purchase promotion merchandise that better reflect their situation, ie, a size not currently available
- Clarify whose budget merchandise comes from and in what situation. Does not include in-kind donations, requests from the public

Administration is bringing the policy back to PRC to ensure the amendments meet the Committee’s expectations.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the Policy Review Committee accepting recommended motion is that it will provide Council with a framework when distributing promotional merchandise.
2. The benefit of the Policy Review Committee accepting recommended motion is that it will complete the action item as directed by Council.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to the recommended motion.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee has the alternative to amend the policy.

**MOTION:** That the Policy Review Committee recommend Council approve Policy 1004 “Promotional Merchandise” as amended.

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**FINANCIAL IMPLICATION:**

The policy seeks to place budget limits on the distribution of promotional merchandise to Council.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will implement any amendments, as applicable, and will present the policy to Council for approval.

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**ATTACHMENT(S):**

- Policy 1004 "Promotional Merchandise" (Draft)

**Title: Promotional Merchandise**

**Policy No: 1004**

**Effective Date: Date passed in Council**

**Motion Number:**

**Department: CAO Services**

**Review Date: (3 Years from approved)**



**Legal References:**  
*Not applicable*

**Cross References:**  
*Not applicable*

**Purpose:** Promotional Merchandise is used to market Greenview’s brand and promote hospitality within the community. This policy establishes the principles by which Councillors may receive and distribute Promotional Merchandise.

**1. DEFINITIONS**

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Promotional Merchandise** means items which are branded with a Greenview logo and are distributed to promote Greenview’s brand.

**2. POLICY STATEMENT**

- 2.1. This policy applies to Promotional Merchandise provided to Councillors as a function of their position and Gifting Promotional Merchandise which Councillors may distribute at events during the course of their duties.
- 2.2. This policy does not apply to Promotional Merchandise which is assigned to a department’s budget, **including In-Kind Donations or Promotional Merchandise given out at Greenview sponsored events.**
- 2.3. Promotional Merchandise is distributed at events to express hospitality, foster regional pride, and market Greenview’s brand.
- 2.4. Promotional Merchandise shall not be distributed at private functions or events which do not benefit Greenview or its residents.
- 2.5. **Promotional Merchandise dispersed pursuant to Sections 3.1 and 4.2 shall be tracked in Council’s annual budget.**

**3. PROMOTIONAL MERCHANDISE CLOTHING**

- 3.1. Council shall have an annual Promotional Merchandise clothing budget established. Unless paid at a Councillor’s own expense, no member of Council shall acquire clothing in excess of their budgeted amount:
  - A) The Reeve shall be budgeted \$500.00; and
  - B) Each Councillor shall be budgeted \$250.00.

- 3.2. Councillors will receive a predetermined amount of Promotional Merchandise clothing as part of their Councillor orientation package.
- 3.3. Councillors may request Promotional Merchandise clothing sourced from other distributors if Greenview’s stock is not suitable for their needs.

**4. PROMOTIONAL MERCHANDISE GIFTING**

- 4.1. Promotional Merchandise gifting happens when Promotional Merchandise is freely given out by the Reeve or Councillors while attending functions as elected officials.
- 4.2. Council shall have an annual Promotional Merchandise gifting budget established. No member of Council shall gift more than their budgeted amount:
  - A) The Reeve shall be budgeted \$2,500.00; and
  - B) Each Councillor shall be budgeted \$1,500.00.
- 4.3. Councillors have full discretion to disperse Promotional Merchandise up to their budgeted amount.
- 4.4. The following ranges are recommended, per recipient, when gifting Promotional Merchandise:

Level 1 – Less than \$15.00	Public events, non-profit events, and community groups.
Level 2 – \$15.00 - \$99.99	Boards and committees, Greenview sponsored events, and conferences.
Level 3 – \$100.00 - \$200.00	Industry and intergovernmental partners.

**5. COUNCIL RESPONSIBILITIES**

- 5.1. Councillors shall notify Administration when Promotional Merchandise is acquired so that it may be budgeted.
- 5.2. Councillors shall ensure their distribution of Promotional Merchandise does not exceed their allotted budget.

**6. ADMINISTRATION RESPONSIBILITIES**

- 6.1. Administration shall track Council’s Promotional Merchandise ~~budget expenditures and apply~~ such expenditures to Council’s annual budget.



# REQUEST FOR DECISION

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**SUBJECT:** Policy 3016 Greenview Evacuation Assistance Program  
**SUBMISSION TO:** POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** March 13, 2024 CAO: MANAGER:  
**DEPARTMENT:** PROTECTIVE SERVICES DIR: PRESENTER: WB/LH  
**STRATEGIC PLAN:** Culture, Social & Emergency Services LEG:

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION: That the Policy Review Committee recommend Council approve Policy 3016 “Greenview Evacuation Assistance Program” as presented.**

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**BACKGROUND/PROPOSAL:**

Greenview experienced an unprecedented wildfire season in 2023, causing portions of the municipality to be evacuated. Like most other municipalities, Greenview did not have any formal guidelines regarding how best to assist evacuated residents at the time of the declared State of Local Emergency and evacuation. This policy provides parameters for evacuation assistance to residents who are affected during a declared State of Local Emergency that results in evacuation.

In 2023 Greenview spent roughly \$800,000.00 assisting evacuees to cover the cost of accommodation, food and other necessities. To ensure consistent compensation, Administration followed the rates established in Greenview’s existing Travel and Subsistence Policy.

The policy being proposed offers slightly lower rates through a voucher system. The rates for restaurants are as follows: breakfast \$15.00, lunch \$20.00, and dinner \$25.00. A grocery voucher may also be provided at a rate of \$60.00 per day per family of 4. Further, there is a proposed ten (10) day maximum for compensation per evacuation event.

Although municipalities are not legally required to provide financial aid to residents who experience evacuations, Greenview strives to provide a high level of service and care to those who live within the municipality.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the Policy Review Committee accepting the recommended motion is that Administration will have guidelines for any future evacuation scenarios.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** The Policy Review Committee has the alternative to amend the policy as deemed necessary.

MOTION: That the Policy Review Committee recommend Council approve Policy 3016 “Greenview Evacuation Assistance Program” as amended.

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FINANCIAL IMPLICATION:

The financial implications are dependent on the length and frequency of future evacuation events.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

Administration will implement any amendments from the Committee and bring the policy to Council for approval.

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ATTACHMENT(S):

- Policy 3016 “Greenview Evacuation Assistance Program” (Draft)



**Title: Greenview Evacuation Assistance Program**

**Policy No: 3016**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No (IF APPLICABLE):**

**Department: Protective Services**

**Review Date: (3 Years from date approved)**



**Legal References:**

Emergency Management Act, RSA 2000, c.E-6.8  
Local Authority Emergency Management Regulation, AR 203/2018

**Cross References:**

Bylaw 20-851 "Municipal Emergency Management Bylaw"

**Purpose:** The Municipal District of Greenview No 16 recognizes the immense stress that residents are under during an Evacuation Order. This policy provides parameters for evacuation assistance to residents who are affected during a declared State of Local Emergency that results in evacuations.

## 1. DEFINITIONS

- 1.1. **Act** means *Emergency Management Act*, RSA 2000, cE-6.8, as amended from time to time.
- 1.2. **Disaster** means an event within Greenview that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment, that has led to the declaration of a State of Local Emergency.
- 1.3. **Disaster Recovery Program (DRP)** means the Province of Alberta's program that provides financial assistance for uninsurable loss and damage caused by emergencies and disasters.
- 1.4. **Evacuee** means any persons required to evacuate under an evacuation order issued by Greenview.
- 1.5. **Evacuation Order** means a mandatory order issued by Greenview, requiring the impacted population to leave the specified area immediately.
- 1.6. **Greenview** means the Municipal District of Greenview No 16.
- 1.7. **Reception Center** means the designated location for evacuees to receive assistance during an evacuation order.
- 1.8. **State of Local Emergency (SOLE)** means a state of local emergency declared in accordance with the provisions of the Act and the Municipal Emergency Management Bylaw.

## 2. POLICY STATEMENT

- 2.1. Greenview residents impacted by an Evacuation Order, during a declared SOLE may be eligible to apply for the Greenview Evacuation Assistance Program.

- A) Non-residents will only be eligible to receive assistance under the Evacuation Assistance Program if an active mutual aid agreement exists between Greenview and the municipality of the non-resident evacuee.
- 2.2. Evacuation assistance is not intended to cover all costs associated with a Disaster or Evacuation Order in Greenview, however, may provide compensation for essential needs not provided by the province and/or private insurance.
- 2.3. Payments under this Policy are considered “ex-gratia”, that is, there are no statutory entitlements to a given level of assistance.
- 2.4. Evacuation assistance does not provide full compensation but rather is intended to help eligible recipients recoup a portion of monies spent to evacuate and subsist temporarily outside of the area identified in the issued Evacuation Order.
- 2.5. Evacuation assistance does not cover the costs of non-essential items; anything that is or could be covered by another financial source, including insurance or other Greenview programs.
- 2.6. Eligible Evacuees may only receive a maximum of ten (10) days of assistance per event.
- 2.7. Vouchers will only be deemed valid once signed by a Greenview employee.
- 2.8. Compensation for earth borrowing, fireguards and crop loss will not be provided if any of the following occur:
  - A) If the damage occurs within the Forest Protection Area;
  - B) If Greenview is directed by the Province to create fireguards that result in damages and destruction to agricultural land, existing or future crops.

### 3. PRINCIPLES

- 3.1. Greenview will adhere to the following principles when implementing this Policy:
  - A) Greenview may provide evacuation assistance to eligible recipients in a manner that is consistent, transparent, and fair.
  - B) Information about the provision of evacuation assistance should be readily available to the public and to eligible recipients in a way that is timely, easily understood, and accessible.
  - C) The provisions of the Greenview Evacuation Assistance Program will align and work in conjunction with the current DRP whenever possible and in the interests of Greenview.

### 4. ELIGIBLE EXPENSES

- 4.1. Eligibility for evacuation assistance is limited to accommodation (hotels, campground fees, private residences) and subsistence expenses (meals, groceries) for Greenview residents who are under an Evacuation Order.
- 4.2. If an Evacuee chooses to obtain their own accommodation and subsistence, receipts will be required for reimbursement.
- 4.3. Evacuees displaced by an Evacuation Order must register with a Greenview reception center daily, if established, to be eligible for vouchers. Including those who choose to acquire their own accommodation and subsistence with the intent to apply for reimbursement.

- 4.4. Greenview may provide grocery vouchers for Evacuees. A family of four (4) may receive a maximum of sixty dollars (\$60.00) per day.
- 4.5. Greenview may provide restaurant vouchers for Evacuees. For which, the amounts will not exceed fifteen dollars (\$15.00) for breakfast, twenty dollars (\$20.00) for lunch and twenty-five dollars (\$25.00) for dinner. Greenview will not reimburse for anything above the aforementioned rates, including tipping on top of the maximum amount.
- 4.6. Greenview may provide Evacuees staying at private residences a “host fee” of thirty dollars (\$30.00) per day, once the evacuation exceeds seven (7) days.

**5. FINANCIAL RESOURCES**

- 5.1. Financial resources required under this policy are conditional on an approval of funds by Council and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds are required.

**6. RIGHT OF COUNCIL**

- 6.1. Nothing in this policy shall in any way be construed to limit the prerogative of Council to make decisions or take action respecting disaster assistance outside the provisions of this policy.

DRAFT