

Minutes of a  
**POLICY REVIEW COMMITTEE**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building, Council Chambers  
Valleyview, Alberta, on October 11, 2023

# 1:  
CALL TO ORDER

Chair Tom Burton called the meeting to order at 9:00 a.m.

PRESENT

Chair	Councillor Tom Burton
Vice-chair	Councillor Sally Rosson
Member	Reeve Tyler Olsen (Virtual)
Member	Deputy Reeve Bill Smith
Member	Councillor Jennifer Scott
Member	Councillor Christine Schlieff
Member	Councillor Ryan Ratzlaff
Member	Councillor Winston Delorme
Member	Councillor Dave Berry
Member	Councillor Duane Didow (Virtual)

Acting Chief Administrative Officer	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 Communications and Marketing	Stacey Sevilla
Manager of Information Systems	Peter Stoodley
Community Services Coordinator	Lisa Lenentine
Executive Assistant, CAO Services	Wendy Holscher

ABSENT

Member	Councillor Dale Smith
Chief Administrative Officer	Stacey Wabick
Director of Infrastructure & Engineering	Roger Autio

#2  
POLICY REVIEW  
COMMITTEE  
AGENDA

MOTION: 23.10.243. Moved by: COUNCILLOR SALLY ROSSON.  
That the Policy Review Committee adopt the Agenda of the Policy Review  
Committee meeting as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy  
Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry,  
Councillor Duane Didow

CARRIED

#3  
POLICY REVIEW  
COMMITTEE  
MINUTES

MOTION: 23.10.244. Moved by: COUNCILLOR RYAN RATZLAFF.  
That the Policy Review Committee adopt the minutes of the Policy Review Committee Meeting held on September 13, 2023 as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Duane Didow

CARRIED

#4  
BUSINESS

ISSUANCE OF DIGITAL  
COMMUNICATIONS TOOLS

**4.1 "Issuance of Digital Communications Tools"**

MOTION: 23.10.245. Moved by: COUNCILLOR DAVE BERRY.  
That the Policy Review Committee recommend Council Policy 1019 "Issuance of Digital Communications Tools" as amended.

- 3.2 typo: "returned"
- 1.5 Lifecycle: "so long as device has not prematurely failed"
- 3.5 Change from CAO to Manager/Director
- "IS / Information Systems" to be defined
- "In-camera" to be "Closed-session"
- 5.1: "This policy" to cite policy number
- 5.8: bracket after "controls"

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Duane Didow

CARRIED

IN-KIND DONATIONS

**4.2 "In-Kind Donations"**

MOTION: 23.10.246. Moved by: COUNCILLOR CHRISTINE SCHLIEFF.  
That the Policy Review Committee recommend Council approve Policy 8011 "In-Kind Donations" as amended.

- Verify numbering
- Change "organisation" to "organization"
- 3.3 "At least" 15 days before event
- 2.3(A): Remove first "religious" ; change "religious purposes" to "ideological purposes"
- 2.3: Administration may defer any In-Kind decision to Council

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff,

Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry,  
Councillor Duane Didow

CARRIED

REGIONAL SUSTAINING  
GRANT

**4.3 “Regional Sustaining Grant”**

MOTION: 23.10.247. Moved by: COUNCILLOR WINSTON DELORME.

That the Policy Review Committee recommend Council approve Policy 8013  
“Regional Sustaining Grant” as amended.

- 2.5(D): Add First Nations, Tribal Councils, and Metis Settlements are ineligible
- 2.5(B): Remove first “religious” ; change “religious purposes” to “ideological purposes”

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy  
Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry,  
Councillor Duane Didow

CARRIED

PRESENCE

Councillor Bill Smith left the meeting at 10:10 a.m.  
Councillor Bill Smith returned to the meeting at 10:11 a.m.

Councillor Winston Delorme left the meeting at 10:10 a.m.  
Councillor Winston Delorme returned to the meeting at 10:12 a.m.

GREENVIEW SUSTAINING  
GRANTS

**4.4 “Greenview Sustaining Grants”**

MOTION: 23.10.248. Moved by: COUNCILLOR JENNIFER SCOTT.

That the Policy Review Committee recommend Council approve Policy 8014  
“Greenview Sustaining Grants” as amended.

- 2.5(D): Remove first “religious” ; change “religious purposes” to “ideological purposes”
- 2.5(F): Add First Nations, Tribal Councils, and Metis Settlements are ineligible

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy  
Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry,  
Councillor Duane Didow

CARRIED

RECESS

The Policy Review Committee recessed at 10:19 a.m.  
The Policy Review Committee reconvened at 10:30 a.m.

PRESENCE

Councillor Winston Delorme left the meeting at 11:01 a.m.  
Councillor Winston Delorme returned to the meeting at 11:02 a.m.

COMMUNITY IMPACT  
GRANTS

**4.5 "Community Impact Grants"**

MOTION: 23.10.249. Moved by: COUNCILLOR RYAN RATZLAFF.  
That the Policy Review Committee recommend Council approve Policy 8015  
"Community Impact Grants" as amended.

- 2.2(B): Remove first "religious" ; change "religious purposes" to  
"ideological purposes"
- 2.2(D): Add First Nations, Tribal Councils, and Metis Settlements are  
ineligible
- Review Numbering
- Chief Administrative Officer (CAO) to be defined

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy Reeve  
Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan  
Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Duane  
Didow

CARRIED

SPONSORSHIPS

**4.6 "Sponsorships"**

MOTION: 23.10.250. Moved by: COUNCILLOR SALLY ROSSON.  
That the Policy Review Committee recommend Council approve Policy 8012  
"Sponsorships" as amended.

- 3.4/3.5/5.1: CAO approval threshold to be \$1000.00
- 4.1/4.2/5.2 Change Council approval to reflect above \$1000.00
- 2.3(B): Remove first "religious" ; change "religious purposes" to  
"ideological purposes"
- 2.3(D): Add First Nations, Tribal Councils, and Metis Settlements are  
ineligible

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy Reeve  
Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan  
Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Duane  
Didow

CARRIED

REPEAL OF ACCESS TO  
MEETING MINUTES

**4.7 "Access to Meeting Minutes"**

MOTION: 23.10.251. Moved by: COUNCILLOR CHRISTINE SCHLIEF.  
That the Policy Review Committee recommend Council repeal Policy 1004  
"Access to Meeting Minutes" as presented.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy Reeve  
Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan  
Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry, Councillor Duane  
Didow

CARRIED

COUNCIL CONFERENCE &  
PROFESSIONAL  
DEVELOPMENT POLICY

**4.8 "Council Conference and Professional Development Policy"**

MOTION: 23.10.252. Moved by: COUNCILLOR JENNIFER SCOTT.  
That the Policy Review Committee recommend Council approve Policy 1015  
"Council Conference and Professional Development Policy" as amended.

- 4.2: Change 3.1 to 4.1
- 3.6: Remove "Companion," change to "Spouse"

DEFERRED

DEFERRAL OF COUNCIL  
CONFERENCE AND  
PROFESSION DEVELOPMENT  
POLICY

MOTION: 23.10.253. Moved by: COUNCILLOR WINSTON DELORME.  
That the Policy Review Committee defer Policy 1015 "Council Conference and  
Professional Development Policy" until 2023 audited year end.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Deputy Reeve Bill Smith,  
Councillor Jennifer Scott, Councillor Christine Schlieff, Councillor Ryan Ratzlaff,  
Councillor Winston Delorme, Councillor Dave Berry, Councillor Duane Didow

Against: Reeve Tyler Olsen

CARRIED

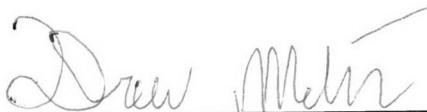
#5  
ADJOURNMENT

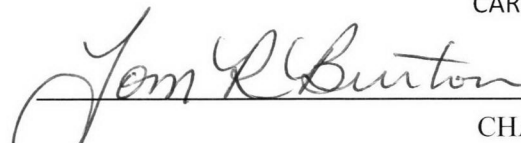
**5. Adjournment**

MOTION: 23.10.254. Moved by: DEPUTY REEVE BILL SMITH.  
That this meeting adjourns at 11:32 a.m.

For: Chair Tom Burton, Vice-Chair Sally Rosson, Reeve Tyler Olsen, Deputy  
Reeve Bill Smith, Councillor Jennifer Scott, Councillor Christine Schlieff,  
Councillor Ryan Ratzlaff, Councillor Winston Delorme, Councillor Dave Berry,  
Councillor Duane Didow

CARRIED

  
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RECORDING CLERK

  
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CHAIR