

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 approve Policy 1011 "Northern Travel Premium" for information as presented.

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

  
RECORDING CLERK

  
CHAIR