

SUMMER VILLAGE OF SOUTH VIEW

AGENDA

Organizational Meeting held at the Onoway Heritage Centre
Monday, August 20th, 2018 at 9:30 a.m.

1. CALL TO ORDER - CAO
2. NOMINATIONS
 - a) For Mayor (Oath of Office)
 - b) For Deputy Mayor – previously the Summer Village appointed two Deputy Mayors, but the MGA states only one Council member can act as Deputy Mayor at any given time. So we will need to change what we have been doing and appoint only one Deputy Mayor (Oath of Office)
3. APPOINTMENTS;
For the appointments to the office of:
 - a) Public Works Supervisor (was Benford with Ward as alternate)
 - b) Member to Highway 43 East Waste Commission (was Johnson with Benford as alternate)
 - c) Representative to Summer Villages Lac Ste. Anne County East (was Ward with Benford as alternate) (all Council to attend, rep to vote)
 - d) Member to Darwell Sewage Lagoon Commission (was Ward with Johnson as alternate)
 - e) Disaster Services Director and Joint Emergency Management Committee (was Benford with Johnson as alternate)
 - f) Joint Subdivision and Development Appeal Board (was Johnson with Ward as alternate)
 - g) Yellowhead Crime Watch (was Benford with Johnson as alternate)
 - h) Lake Isle Aquatic Management Society (was Benford with Ward as alternate)
 - i) Yellowhead Regional Library (was Benford with Ward as alternate)

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- j) Family and Community Support Services (was Benford with Johnson as alternate)
- k) Regional Emergency Services (was Benford with Johnson as alternate)
- l) Darwell Regional Waste Water Line – New (appoint same as Lagoon Commission? – appoint rep and alt)
- m) Chief Administrative Officer – Wendy Wildman Wildwillow Enterprises Inc.
- n) Auditor – Seniuk & Company Chartered Accountants
- n) Solicitor – Patriot Law Group Onoway
- o) Assessor – Municipal Assessment Services Group Dan Kanuka
- p) Development Authority – Diane Burtnik Development Officer
- q) Subdivision & Development Appeal Board – joint SDAB remain appointed
- r) Planning Authority – Municipal Planning Services Jane Dauphinee
- s) Municipal Planning Commission – all of Council
- t) FOIP Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.
- u) Community Peace Officer – Town of Mayerthorpe CPO Dwight Dawn as per agreement
- v)

4. FINANCIAL

- a) Signing Authority
(was: that the signing authority for the Summer Village of South View be two signatures, those being any one member of Council in conjunction with any one member of administration, with the administration being the CAO or Assistant CAO).

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- b) Banking Authority – CIBC and ATB
- c) Remuneration/Reimbursement
- Policy 1-01 Council Remuneration (air card)
 - Policy 3-01 Expense Reimbursement Policy

P 1
2

5. MEETING DATES

- a) Regular Meeting Days/Time (regular Council meetings be scheduled on a date and time as set by Council recognizing that work schedules and other circumstances need to be accommodated, dates to be posted on the Summer Village website)
- b) Location (Town of Onoway Council Chambers located at 4812 – 51 street Onoway)
- c) Policy 1-02 Notification of Council and Committee Meetings

P 3

6. MUNICIPAL OFFICE LOCATION – 4808-51 street Onoway Alberta

7. ADJOURNMENT

LEGISLATIVE

POLICY 1-01

COUNCIL REMUNERATION

Authorization: June 28, 2017 – Motion 146-17

Policy:

1. The Mayor and Council Members will be reimbursed for time spent on municipal business, at the following rates:

Regular Council Meetings:

\$75.00 per meeting, up to 6 hours in length
\$150.00 per full day meeting (in excess of 6 hours)

Monthly Expenses Reimbursement:

\$90.00 – Electronic Communication/Computer Operation
\$50.00 – Incurred Expense Recognition

Mileage Rate:

\$0.60 / km

Meals:

Breakfast (leave home before 7:30 a.m.) - \$15.00
Lunch - \$20.00
Dinner - \$25.00

2. Expense forms must be filled out and signed by each member of Council prior to reimbursement. To ensure timely accounting, this should be done on a monthly basis.

Background:

Council feels that it is important to recognize the contribution of time made by Council members. Because Council members attend a number of different meetings, this policy was established to ensure that Council members are reimbursed appropriately for attending to municipal business.



PERSONNEL

POLICY 3-01

EXPENSE REIMBURSEMENT POLICY

Authorization: June 28, 2017 – Motion 146-17

Policy:

1. Employees, elected officials and those who are appointed to represent Council attending Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
2. When employees, volunteers, or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.60 per kilometer.
3. Reasonable food expenses will be reimbursed upon presentation of an expense sheet with receipts attached. If no receipts are provided, the rate of reimbursement for food per day shall be \$15.00 for breakfast, \$20.00 for lunch, and \$25.00 for dinner. If meals are included in fees for the function attended, no reimbursement will be provided. If the person leaves home after 7:30 a.m. then the breakfast would not be included as it is believed that breakfast would be eaten before that time.
4. Extra-ordinary meal receipts, for events such as hosting a provincial or federal government official, shall be required along with an explanation for the event. Actual expenses will then be reimbursed.
5. Other incidentals, such as parking fees, National Park registration, etc., that are bona fide expenses, will be paid on receipt.
6. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.
7. If a Council member loses a receipt for an extraordinary expense, a unanimous resolution of Council shall be required to reimburse said expense.

Background:

The Village does not wish any employee or elected official to be out of pocket for expenses incurred as a result of attending Village business, but it wishes to ensure that expenses are within reason.

2

LEGISLATIVE

POLICY 1-02

NOTIFICATION OF COUNCIL AND COMMITTEE MEETINGS

Authorization: August 10, 2016 – Motion 112-16

Policy:

1. The Municipal Government Act, Chapter M26.1 of the Statutes of Alberta requires that 24 hours notice be given to Council and the public of all Council meetings and meetings of committees of Council.
2. Special Council meetings may be held with less than 24 hours notice if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting.
3. Notice of a Council or Council Committee meeting is deemed to have been given to a Councillor or member of a Council Committee if the notice is delivered to an adult person at the Councillor's or member's home or place of business.
4. Notice of a Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
5. Any changes in date or time of Council or Council Committee meetings will be advertised by the posting of a notice in the entrance to the Civic Centre. The notice shall be of sufficient size to be noticeable and easily read.
6. Council meetings shall be held at the Town of Onoway Council Chambers located at 4812-51 Street, Onoway, AB, unless otherwise agreed to by Council.

Background:

Council developed this policy to be in compliance with the Municipal Government Act.