

SUMMER VILLAGE OF SILVER SANDS

ORGANIZATIONAL MEETING AGENDA

Friday, August 10th, 2018 at the Fallis Hall.

At 9:00 a.m.

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1. **CALL TO ORDER** – CAO Wendy Wildman

2. **OATH OF OFFICE** (administered by CAO to 2 new Council members)

3. **NOMINATIONS**
 - a) For Mayor Oath of Office
 - b) For Deputy Mayor Oath of Office

4. **COMMITTEE APPOINTMENTS**
 - a) Emergency Management/ Disaster Services (was Kirk rep with Poulin alternate)
 - b) Darwell Wastewater Lagoon Commission (was Kirk rep with Poulin alternate)
 - c) Highway 43 East Waste Commission (was Poulin rep with Kirk alternate)
 - d) Assessment Review Board (as per Capital Region Assessment Services Commission approved motion for members)
 - e) Lake Isle Aquatic Management Society (LIAMS) (was volunteer group including volunteer Larry McGillis, with Council rep Mazerolle with Poulin as alternate)
 - f) Summer Villages of Lac Ste. Anne County East (all of Council to attend – Poulin as voting rep with Kirk as alternate)
 - g) Capital Region Assessment Services Commission (was Kirk as rep with Poulin as alternate)
 - h) Family & Community Support Services/Recreation Board (was Mazerolle as rep with Kirk as alternate)
 - i) Yellowhead Regional Library (was Mazerolle as rep with Poulin as alternate)
 - j) Local Library (Darwell) (was Mazerolle as rep and Poulin as alternate)
 - k) Joint Subdivision and Development Appeal Board (was Kirk as rep with Poulin as alternate)

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- l) Fallis Community Association (was Mazerolle as rep and Poulin as alternate)
- m) Lake Isle Lac Ste. Anne (LILSA) (was Poulin as rep and Kirk as alternate)
- n) Regional Emergency Services (was Poulin as rep and Mazerolle as alternate)
- o) Darwell Regional Waste Water Line (new, need rep and alternate)
- p)
- q)

5. FINANCIAL CONFIRMATION

- a) Signing Authority – all of Council and CAO and Assist. CAO
 - * Currently Two signatures required
 - * One signature to be any member of Council
 - * One signature to be one of CAO Wendy Wildman or Assistant CAO Heather Luhtala
- b) Banking Authority – CIBC and ATB (transition to ATB almost complete)
- c) Council Remuneration Policy - Policy I-001
- d) Expense Reimbursement Policy – Policy II-001

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6. CHIEF ADMINISTRATIVE OFFICER CONFIRMATION

Wildwillow Enterprises – Wendy Wildman

7. AUDITOR CONFIRMATION

Seniuk & Company

8. SOLICITOR CONFIRMATION

Patriot Law Group Onoway

9. ASSESSOR CONFIRMATION

Capital Region Assessment Services Commission – Tanmar Consulting, Mike Krim

10. DEVELOPMENT AUTHORITY CONFIRMATION

Tony Sonnleitner – Development Officer

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11. **PLANNING AUTHORITY**
Municipal Planning Services Ltd.- Jane Dauphinee

12. **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**
As per agreement

13. **MUNICIPAL PLANNING COMMISSION CONFIRMATION**
All of Council

14. **FOIP COORDINATOR CONFIRMATION**
Chief Administrative Officer

15. **COMMUNITY PEACE OFFICER CONFIRMATION**
Town of Mayerthorpe CPO Agreement – (Dwight Dawn)

16. **MEETING DATES**
 - a) Regular meeting dates, times and locations (was last Friday of each month commencing at 9:00 a.m.. at the Fallis Community Hall, and teleconferencing be deemed an acceptable way of holding a meeting and that any changes to the date of the meetings be posted on the website)

17. **MUNICIPAL OFFICE LOCATION** – 4808-51st Street, within the Town of Onoway

18. **ADJOURNMENT**

COUNCIL REMUNERATION

Authorization: Council Resolution - December 13, 2007

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

Committee Meetings as appointed \$75.00 per meeting

Full Day Meetings (minimum 6 hours) \$125.00

Monthly Stipend for time spent dealing with residents regarding municipal business \$ 75.00

2. Expense forms must be filled out and signed by each member of Council prior to reimbursement. Expense forms are to be submitted on at least a quarterly basis.
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Background:

Council feels that it is important to recognize the contribution of time made by Council members, therefore this policy was established to ensure that Council members are reimbursed for attending to municipal business. It is also important to have policy in one place for immediate reference by Council and by staff.

Date Effective: 1 January 2008

(1)

EXPENSE REIMBURSEMENT POLICY

Authorization: Council Resolution – December 13, 2007 and Amended August 13th, 2010.

Policy:

1. Employees and elected officials who attend Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
 2. When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.55 per kilometer.
 3. The rate of reimbursement for food per day shall be as per receipts (m #132-10). If the employee or elected official is away from home on approved municipal business for more than 12 hours in one day, all of these meals will be paid with receipts.
 4. Other incidentals, such as parking fees, etc. that are bona fide expenses, will be paid on receipt.
 5. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.
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Background:

Council does not wish any employee or elected official to be “out of pocket” for expenses incurred as a result of attending municipal business, but also wishes to ensure that expenses are within reason.

Date Effective: January 1, 2008

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