

**SUMMER VILLAGE OF YELLOWSTONE
COUNCIL ORGANIZATIONAL MEETING
FRIDAY, AUGUST 17th, 2018 AT 9:00 A.M.**

AGENDA

1. Call to Order (by CAO)
2. Mayor - Nomination & Appointment & Oath of Office
3. Deputy Mayor - Nomination & Appointment & Oath of Office
4. Confirmation of Council Meeting Date & Time (3rd Friday of the months of January, March, April, June, July, August, September, October and November commencing at 9:00 a.m. at the S.V. shop, unless otherwise changed by Council)
5. Confirmation of Signing Authority
(all three Council members in conjunction with C.A.O. and Assistant C.A.O. – 2 sign one elected one administration)
6. Confirmation of Banking Authority
(Alberta Treasury Branch)
7. Confirmation of Chief Administrative Officer Appointment
(Wildwillow Enterprises – Wendy Wildman)
8. Confirmation of Auditor Appointment
(Seniuk & Company)
9. Confirmation of Solicitor Appointment
(Patriot Law Group)
10. Confirmation of Assessor Appointment
(Dan Kanuka, Municipal Assessment Services Group)
11. Confirmation of Development Authority
(Diane Burtnick, Development Officer)
12. Confirmation of Subdivision & Development Appeal Board Authority
(Joint Subdivision and Development Appeal Board remain appointed–Bylaw 144)
13. Confirmation of Planner (Municipal Planning Services – Jane Dauphinee)
14. Confirmation of Municipal Planning Commission
(All of Council)
15. Confirmation of FOIP Coordinator
(CAO Wendy Wildman)
16. Community Peace Officer/Bylaw Enforcement Officer
(Town of Mayerthorpe Peace Officer Services Agreement – Dwight Dawn)

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17. Confirmation of Committee Appointments

- Fire Commissioner (was Bauer with Purdy as alt.)
- Highway 43 East Waste Commission (was Bauer with Purdy & Shewaga as alts.)
- Lac Ste Anne Foundation (was Shewaga with Bauer as alt.)
- Municipal Emergency Management & Regional Emergency Services (all members of Council, one to vote.)
- North 43 Lagoon Commission (was Purdy with Shewaga and Bauer as alts.)
- West Inter Lake District Regional Water Services Commission (was Purdy with Bauer as alt)
- Family and Community Support Services (was Shewaga with Purdy as alt.)
- Yellowhead Regional Library (was Shewaga with Bauer as alt.)
- Summer Villages of Lac Ste. Anne County East (all of Council, with one rep to vote)
- Darwell Regional Waste Water Line – New (appoint one rep and one alternate, suggest the same reps as the Commission)
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18. Council Remuneration and Mileage Rate

(was \$2,600 for Mayor and \$2,400 for Deputy Mayors per year for honorarium, plus \$75.00/month for incurred expense reimbursement, \$100.00/month for electronic expense reimbursement, and meeting fees not including regular council meetings at \$75.00/meeting for meetings 4 hours or under and \$125.00/meeting for meetings over 4 hours. Mileage rate is \$.50/km. Policy is attached.

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19. Municipal Office Location (4808-51 Street, Town of Onoway)

20. Adjournment

Summer Village of Yellowstone

Policy #6-2016 – Council Remuneration Policy

Policy Statement

The Summer Village of Yellowstone has a duly elected Council who represent the interests of the Summer Village and govern its operations. This policy sets out equitable compensation for the work involved in holding public office in the municipality.

1. Purpose

This policy is intended to clarify the remuneration available to a member of Council as well as to determine which expense will be assumed by the municipality when carrying out their official duties.

2. Honorariums & Remuneration

- 2.1 Council Members will receive compensation for attending Council meeting, meetings that pertain to Summer Village of Yellowstone business, Council Committees or other such special meetings where attendance has been approved by the majority of Council. Attendance shall be considered as present in person or via electronic communication. Compensation shall be as follows:
- 2.2 The Mayor shall receive an annual honorarium as outlined in attached **Schedule "A"**.
- 2.3 The Deputy Mayors shall receive an annual honorarium as outlined in attached **Schedule "A"**.
- 2.4 Each Council member will be compensated for attending meetings other than regular scheduled Council meetings as outlined in attached **Schedule "A"**.

3. Expense Reimbursements

- 3.1 Council members will incur expenses on a daily basis from the use of the personal items which include but are not limited to stationary and electronic communication tools and devices for municipal purposes. The municipality deems it appropriate to reimburse Council members for the daily use of these items.
- 3.2 Each Council member will be compensated a monthly incurred expense reimbursement as outlined in attached **Schedule "A"**.
- 3.3 Each Council Member will be compensated a monthly electronic expense reimbursement as outlined in attached **Schedule "A"**.

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4. Travel & Subsistence

- 4.1 There exists a requirement for Council members to attend conferences and conventions as part of their professional development. Council members are not limited to the number of educational or professional development activities they may attend, however, the total annual expenses shall not exceed the total annual approved Council budget unless agreed to by the majority of Council and approved by a motion of Council. The municipality shall pay or reimburse the reasonable expenses of Council members where receipts are provided. Reasonable expenses will include:
- Overnight lodging
 - Meals
 - Travel – (see 4.2)
 - Registration costs
- 4.2 Costs incurred when travelling to conferences, conventions, Council & Committee meetings, special approved meetings, other training sessions as well as meeting with representatives of other governments and municipalities will be reimbursed at a rate as outlined in attached **Schedule “A”**.

5. Spouses/Partners

- 5.1 If a spouse/partner accompanies a member of Council to a conference/convention/banquet/reception, the expenses of the spouse/partner shall be considered a personal expense except as noted in section 5.2.
- 5.2 Where a spouse/partner travels with or stays in the same hotel room as the member of Council, the spouse/partner will not be expected to pay any portion of those costs as the expense will be allowed as part of the Council member’s expense reimbursement.

Date Approved: April 22, 2016

Motion #: 67-16

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Schedule "A"

Policy #6-2016 Council Remuneration Policy

Description	Amount	Date Approved	Date Effective	Motion #
Mayor Annual Honorarium	\$2,600.00	August 4, 2017	August 4, 2017	140-17
Deputy Mayor/Councillor Annual Honorarium	\$2,400.00	August 4, 2017	August 4, 2017	140-17
Meeting Fee (up to 4 hours)	\$75.00	August 4, 2017	August 4, 2017	140-17
Meeting Fee (over 4 hours)	\$125.00	August 4, 2017	August 4, 2017	140-17
Monthly Incurred Expense Reimbursement	\$75.00	August 4, 2017	August 4, 2017	140-17
Monthly Electronic Expense Reimbursement	\$125.00	August 4, 2017	August 4, 2017	140-17
Mileage per km Reimbursement	\$0.50	August 4, 2017	August 4, 2017	140-17

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