

**SUMMER VILLAGE OF SILVER SANDS
ORGANIZATIONAL MEETING AGENDA**

Thursday, August 27th, 2020 at Fallis Hall at 9:00 a.m.

(due to COVID, there is limited space for public attendance, public must be pre-registered)

1. CALL TO ORDER – Chief Administrative Officer (CAO), Wendy Wildman

2. NOMINATIONS

- | | |
|---------------------|----------------|
| a) For Mayor | Oath of Office |
| b) For Deputy Mayor | Oath of Office |

3. COMMITTEE APPOINTMENTS

- a) Emergency Management/Disaster Services (was Poulin rep with Turnbull alternate)
- b) Darwell Wastewater Lagoon Commission (was Horne rep with Poulin alternate)
- c) Highway 43 East Waste Commission (was Turnbull rep with Horne alternate)
- d) Assessment Review Board (as per agreement with Lac Ste. Anne County Bylaw 291-2019)
- e) Lake Isle Aquatic Management Society (LIAMS) (was volunteer Larry McGillis, with Council rep Poulin with Horne as alternate)
- f) Summer Villages of Lac Ste. Anne County East (all of Council to attend – Poulin as voting rep with Turnbull as alternate)
- g) Capital Region Assessment Services Commission (was Horne as rep with Turnbull as alternate)
- h) Family & Community Support Services/Recreation Board (was Turnbull as rep with Horne as alternate)
- i) Yellowhead Regional Library (was Turnbull as rep)
- j) Local Library (Darwell) (was Turnbull as rep with Poulin as alternate)
- k) Subdivision and Development Appeal Board (as per agreement with Milestone Municipal Services Bylaw 289-2018)
- l) Fallis Community Association (was Horne as rep with Turnbull as alternate)

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- m) Lake Isle Lac Ste. Anne (LILSA) (was Poulin as rep with Horne as alternate)
- n) Regional Emergency Services (was Poulin as rep with Horne as alternate)
- o) Darwell Regional Wastewater Line (was Horne as rep with Poulin as alternate)
- p) Flowering Rush Abatement Project (was Poulin as rep with Horne as alternate)
- q)

4. 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 – ATB Financial
- c) Council Remuneration & Expense Reimbursement Policy C-COU-REM-1 (policy attached)

p1-2.

5. CHIEF ADMINISTRATIVE OFFICER CONFIRMATION

Wildwillow Enterprises – Wendy Wildman

6. AUDITOR CONFIRMATION

Seniuk & Company

7. SOLICITOR CONFIRMATION

Patriot Law Group Onoway

8. MUNICIPAL PLANNING COMMISSION CONFIRMATION

All of Council

9. FOIP COORDINATOR CONFIRMATION

Chief Administrative Officer, Wendy Wildman

10. COMMUNITY PEACE OFFICER (CPO) CONFIRMATION

Town of Mayerthorpe CPO Agreement – (Dwight Dawn)

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11. DESIGNATED OFFICERS CONFIRMATION

-ASSESSOR APPOINTMENT - Capital Region Assessment Services Commission – Tanmar Consulting, Mike Krim – Bylaw 252-2014

-DEVELOPMENT AUTHORITY - Tony Sonnleitner – Development Officer – Bylaw 198-2004

-PLANNING AUTHORITY - Municipal Planning Services Ltd.- Jane Dauphinee – Bylaw 233-2010

-ASSESSMENT REVIEW BOARD CLERK – Mike Primeau, Lac Ste. Anne County – Bylaw 292-2019

-SUBDIVISION & DEVELOPMENT APPEAL BOARD CLERKS – Emily House & Cathy McCartney, Milestone Municipal Services – Bylaw 296-2019

12. 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)

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

14. ADJOURNMENT



Summer Village of Silver Sands

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	101-19	Resolution No:	
	Date:	June 28-19	Date:	

Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village business.

Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Summer Village Council.

Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Silver Sands.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule "A".
6. Other Items – actual receipted cost. May include incidentals such as parking, use of public transportation, etc.
7. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
8. Reimbursement amounts shall be reviewed annually.

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Summer Village of Silver Sands Council Policy

Schedule "A"

Honorariums

- | | |
|--|-----------|
| 1. Council Meetings | \$ 75.00 |
| 2. Committee Meetings as appointed | \$ 75.00 |
| 3. Full Day Meetings/Conferences/Seminars (4 hours minimum) | \$ 125.00 |
| 4. Monthly Stipend for time spent dealing with residents on municipal business | \$ 75.00 |
| 5. Conference Call | \$ 25.00 |

Meal Expenses

When travelling on Summer Village business a claim can be made for meal allowances as per receipts provided to a maximum of:

\$ 15.00 for breakfast

\$ 20.00 for lunch

\$ 30.00 for dinner

Mileage Expenses

When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be:

\$ 0.55 per kilometer

Accommodation Expense

When travelling on Summer Village business the actual cost of the accommodation may be claimed upon receipts being provided.

Incidental Expenses

Other incidentals such as telephone calls and parking will be paid upon receipts being provided.

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