

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

Friday, June 25<sup>th</sup>, 2021 at Fallis Hall at 9:00 a.m.

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

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1. **CALL TO ORDER** – Chief Administrative Officer (CAO), Wendy Wildman
2. **OATH OF OFFICE** – for all Council
3. **NOMINATIONS**
  - a) For Mayor Oath of Office
  - b) For Deputy Mayor Oath of Office
4. **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 Horne rep with Poulin alternate)
  - d) Assessment Review Board (as per agreement with Capital Region Assessment Services Commission 311-2021)
  - 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)

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- l) Fallis Community Association (was Horne as rep with Turnbull as alternate)
- 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) Onoway Regional Medical Clinic (was Poulin as rep)
- r) Regionalization and Shared Services (was Poulin as rep)
- s)

**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 – ATB Financial
- c) Council Remuneration & Expense Reimbursement Policy C-COU-REM-1 (policy attached) Also attached is the comparison from other Summer Villages.

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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. MUNICIPAL PLANNING COMMISSION CONFIRMATION**  
All of Council

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10. **FOIP COORDINATOR CONFIRMATION**  
Chief Administrative Officer, Wendy Wildman
  
  11. **COMMUNITY PEACE OFFICER (CPO) CONFIRMATION**  
Town of Mayerthorpe CPO Agreement – (Dwight Dawn)
  
  12. **INTEGRITY COMMISSIONER** – Victoria Message
  
  13. **DESIGNATED OFFICERS CONFIRMATION**
    - ASSESSOR APPOINTMENT** - Capital Region Assessment Services Commission – Tanmar Consulting, Mike Krim – Bylaw 313-2021
    - DEVELOPMENT AUTHORITY** - Tony Sonnleitner – Development Officer – Bylaw 198-2004
    - PLANNING AUTHORITY** - Municipal Planning Services Ltd.- Jane Dauphinee – Bylaw 233-2010
    - ASSESSMENT REVIEW BOARD CLERK** – Richard Barham, Capital Region Assessment Services Commission, Bylaw 312-2021
    - SUBDIVISION & DEVELOPMENT APPEAL BOARD CLERKS** – Emily House & Cathy McCartney, Milestone Municipal Services – Bylaw 296-2019
  
  13. **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, except for the months of May and December, 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)
  
  14. **MUNICIPAL OFFICE LOCATION** – 4808-51<sup>st</sup> Street, within the Town of Onoway
  
  15. **COUNCILS LEGISLATIVE RESPONSIBILITIES** – distributed to Council: Roles and Responsibilities of Municipal Officials, Pecuniary Interest for Municipal Councillors, What Every Councillor Needs to Know, A Council Member Handbook, Municipal Government Act, and the Council & Committee Procedural Bylaw (*pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received*)
  
  16. **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:	124-20	Resolution No:	101-19
	Date:	August 27-20	Date:	June 28-19

### 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 Meeting   | \$ 75.00  |

#### 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:

(to align with CRA Mileage Rates)

#### 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.

June 2021

Municipality	Population	Honorarium Councillor	Honorarium Deputy Mayor	Honorarium Mayor	Council Meetings	Committee Meetings	Full Day Meetings	Conference Call Meetings	Webinars/Virtual Meetings	Monthly Expense Reimbursement	Mileage Rate	Meal Allowance
S.V. Silver Sands	160	n/a	n/a	n/a	\$ 75.00	\$ 75.00	\$ 125.00	\$ 75.00	Not specified	\$ 75.00	\$ 0.59	B/L/D \$15/\$20/\$30
S.V. South View	67	n/a	n/a	n/a	\$ 75.00	\$ 75.00	\$ 150.00	\$25/hour up to \$75.00	Not specified	\$ 140.00	\$ 0.60	B/L/D \$15/\$20/\$25
S.V. Yellowstone	137	\$2,400 Annual	\$2,400 Annual	\$2,600 Annual	\$ -	\$ 75.00	\$ 125.00	Not specified	Not specified	\$ 200.00	\$ 0.50	Full reimbursements with receipts
S.V. Nakamun Park	96	n/a	n/a	n/a	\$ 100.00	\$ 100.00	\$ 150.00	\$ 100.00	Not specified	\$ 50.00	\$ 0.58	B/L/D \$15/\$20/\$30
S.V. Sunrise Beach	135	n/a	n/a	n/a	\$ 150.00	\$ 150.00	\$ 200.00	Not specified	Not specified	\$ -	\$ 0.55	B/L/D \$15/\$20/\$30
S.V. Ross Haven	160	n/a	n/a	n/a	\$ 100.00	\$ 100.00	\$ 200.00	\$ 100.00	Not specified	\$ -	\$ 0.59	Full reimbursements with receipts
S.V. West Cove	149	n/a	n/a	n/a	\$ 150.00	\$ 150.00	\$ 150.00	\$ 25.00	\$50/hour to a max of \$150	\$ -	\$ 0.60	Full reimbursements with receipts
S.V. Island Lake	228	n/a	n/a	n/a	\$ 150.00	\$100 annually	\$ 100.00	\$50 half day/\$100 full day	\$50 half day/\$100 full day	\$ 50.00	\$ 0.53	Full reimbursements with receipts
Alberta Beach (Village)	1018	\$725 Monthly	\$750 Monthly	\$825 Monthly	\$75 half day/\$125 full day	\$25 Committee Chairpeson Fee	\$ 125.00	Not specified	Not specified	\$ 100.00	\$ 0.58	Not specified
Town of Onoway	1029	n/a	n/a	n/a	\$ 175.00	\$25/hr to a max \$175/day	\$ 175.00	\$25/hr to a max \$175/day	\$25/hr to a max \$175/day	\$400 Mayor / \$250 Councillors / \$20 for Ipad data	CRA Rates	CRA Rates

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