

**SUMMER VILLAGE OF YELLOWSTONE
COUNCIL ORGANIZATIONAL MEETING
FRIDAY, AUGUST 21st, 2020 AT 9:00 A.M.**

AGENDA

1. Call to Order (by Chief Administrative Officer (CAO))
2. Agenda (as is or with additions/deletions)
3. Mayor - Nomination & Appointment & Oath of Office
4. Deputy Mayor - Nomination & Appointment & Oath of Office
5. 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 Summer Village shop, unless otherwise changed by Council)
6. Confirmation of Signing Authority
(all three Council members in conjunction with C.A.O. or Assistant C.A.O. – 2 sign one elected one administration)
7. Confirmation of Banking Authority
(ATB Financial)
8. Confirmation of Chief Administrative Officer Appointment
(Wildwillow Enterprises – Wendy Wildman)
9. Confirmation of Auditor Appointment
(was Seniuk & Co., to be discussed)
10. Confirmation of Solicitor Appointment
(Patriot Law Group)
11. Confirmation of Intermunicipal Subdivision & Development Appeal Board Authority
(as per agreement with Lac Ste. Anne County – Bylaw 204)
12. Confirmation of Assessment Review Board
(as per agreement with Lac Ste. Anne County – agreement expires end of 2020 – will look to CRASC to provide this service – Bylaw 208)
13. Confirmation of Municipal Planning Commission
(All of Council)
14. Confirmation of Freedom of Information and Protection of Privacy (FOIPP) Coordinator
(CAO Wendy Wildman)

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15. Designated Officers:

- Assessor, Dan Kanuka, Municipal Assessment Services Group (*Bylaw 151*)
- Development Authority, Diane Burtnick, Development Officer (*Bylaw 188*)
- Subdivision Authority, Administration for Subdivision Approval Process, Jane Dauphinee, Municipal Planning Services (*Bylaw 189*) / Subdivision Approving Authority – Council, Summer Village of Yellowstone (*Bylaw 189*)
- Subdivision & Development Appeal Board Clerks – Stacey Wagner, Cindy Suter, Trinity Hindes and Jane Holman (*Bylaw 210*)
- Assessment Review Board Clerk, Mike Primeau, Lac Ste. Anne County (*Bylaw 210*)
- Community Peace Officer/Bylaw Enforcement Officer - Town of Mayerthorpe Peace Officer Services Agreement – Dwight Dawn (*Bylaw 211*)

16. 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 to attend, with one rep to vote)
- Darwell Regional Wastewater Line – was Purdy, with Bauer as alternate
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17. Council Remuneration and Mileage Rate

(was \$2,600 for Mayor and \$2,400 for Deputy Mayor per year for honorarium, plus \$75.00/month for incurred expense reimbursement, \$125.00/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 C-COU-REM-1 is attached.

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

19. Adjournment



Summer Village of Yellowstone

Council Policy

Number	Title		
C-COU-REM-1	Council Remuneration and Expense Reimbursement		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:	104-19	Resolution No:
	Date:	July 19-2019	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 Yellowstone.
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 and travel 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 will be reimbursed at actual receipted cost. These items may include but will not be limited to meals, hotels, parking, use of public transportation, etc.
7. Monthly 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".



Summer Village of Yellowstone

Council Policy

8. If a spouse or partner accompanies a member of Council to a conference, convention, banquet or reception, the expenses of the spouse or partner shall be considered a personal expense except where a spouse or partner travels with or stays in the same hotel room as the member of Council, the spouse or 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.
9. Reimbursement amounts shall be reviewed annually.

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY

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Council Policy

Schedule "A"

Description	Amount
Mayor Annual Honorarium	\$2,600.00
Deputy Mayor/Councillor Annual Honorarium	\$2,400.00
Meeting Fee (up to 4 hours)(includes travel time)	\$75.00
Meeting Fee (over 4 hours)(includes travel time)	\$125.00
Monthly Incurred Expense Reimbursement	\$75.00
Monthly Electronic Expense Reimbursement	\$125.00
Mileage per km Reimbursement	\$0.50

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