

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Organizational Meeting held at the Onoway Civic Centre
Due to COVID restrictions, the public may participate via teleconference,
call the office to arrange for same.
Wednesday, July 21st, 2021 at 9:30 a.m.

1. CALL TO ORDER - Chief Administrative Officer (CAO)
2. OATH OF OFFICE FOR COUNCIL – Administered by Michelle Gallagher on behalf of CAO
3. 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. Verbal discussion and review to take place at meeting time. *(pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received)*
4. NOMINATIONS
 - a) For Mayor (Oath of Office)
 - b) Deputy Mayor (Oath of Office)
5. APPOINTMENTS
For the appointments to the office of:
 - a) Public Works Supervisor (was Benford with Ward as alternate)
 - b) Member to Highway 43 East Waste Commission (was Johnson with Benford as alternate)
 - c) Representative to Summer Villages Lac Ste. Anne County East (was Ward with Benford as alternate) (all Council to attend, rep to vote)
 - d) Darwell Sewage Lagoon Commission/Regional Wastewater Line (was Ward with Johnson as alternate)
 - e) Lake Isle Aquatic Management Society (was Benford with Ward as alternate)
 - f) Yellowhead Regional Library (was Benford with Ward as alternate)

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- g) Family and Community Support Services (was Benford with Johnson as alternate)
- h) Regional Emergency Services (was Benford with Johnson as alternate)
- i) Flowering Rush ACP Project (was Benford with Ward as alternate)
- j) Regionalization and Shared Services (new) (was Benford)
- k) Chief Administrative Officer – Wendy Wildman Wildwillow Enterprises Inc.
- l) Auditor – (Seniuk & Company)
- m) Solicitor – Patriot Law Group Onoway
- n) FOIP Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.
- o) Community Peace Officer – as per agreement with Town of Mayerthorpe, CPO Dwight Dawn
- p) Subdivision & Development Appeal Board – as per agreement with Milestone Municipal Services
- q) Municipal Planning Commission – all of Council
- r) Designated Officers:
 - Assessor, Dan Kanuka, Municipal Assessment Services Group (*Bylaw 249*)
 - Development Authority, Diane Burtnick, Development Officer (*Bylaw 190*)
 - Planning Authority, Administration for Subdivision Approval Process, Jane Dauphinee, Municipal Planning Services (*Bylaw 191*) / Subdivision Approving Authority – Council, Summer Village of South View (*Bylaw 191*)
 - Subdivision & Development Appeal Board Clerks, Emily House and Cathy McCartney (*Bylaw 212*)
 - Assessment Review Board Clerk, Richard Barham, Capital Region Assessment Services Commission (*Bylaw 224*)
- s)

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6. FINANCIAL

- a) Signing Authority
(was: that the signing authority for the Summer Village of South View be two signatures, those being any one member of Council in conjunction with any one member of administration, with the administration being the CAO or Assistant CAO).
- b) Banking Authority – ATB Financial
- c) Remuneration/Reimbursement
- Policy C-COU-REM-1 (attached)

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7. MEETING DATES

- a) Regular Meeting Days/Time (regular Council meetings be scheduled for the third Wednesday of the month at 9:30 a.m. except for May, unless changed by Council, dates to be posted on the Summer Village website)
- b) Location (Town of Onoway Council Chambers located at 4812 – 51 street Onoway)
- c) Policy C-COU-MTG-1 - Notification of Council and Committee Meetings (attached)

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8. MUNICIPAL OFFICE LOCATION – 4808-51 street Onoway Alberta

9. ADJOURNMENT



Summer Village of South View

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	106-20	Resolution No:	124-19
	Date:	June 17-2020 (retroactive to March 15-2020)	Date:	July 17, 2019

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 South View.
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 South View Council Policy

Schedule "A"

Honorariums

- | | |
|--|--|
| 1. Council/Committee/Other Meetings (up to 4 hours in length) | \$ 75.00 |
| 2. Council/Committee/Other Meetings (in excess of 4 hours in length) | \$ 150.00 |
| 3. Conference Calls/Webinars (up to \$75.00 maximum) | \$ 25.00 / hr |
| 4. Electronic Communications/Computer Operation (Monthly) | \$ 90.00 |
| 5. Incurred Expense Recognition (Monthly) | \$ 50.00 |
| 6. Mileage Rate | \$0.60 / km |
| 7. Meals | Breakfast (leave home before 7:30 a.m.) - \$15.00
Lunch - \$20.00
Dinner - \$25.00 |

Accommodation Expense

1. When travelling on Summer Village business the actual cost of the accommodation may be claimed.

Other

1. Expense Claim forms must be filled out and signed by each member of Council prior to reimbursement.



Summer Village of South View

Council Policy

Number	Title		
C-COU-MTG-1	Notification of Council and Committee Meetings		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:	8-19	Resolution No:
	Date:	January 16, 2019	Date:

Purpose

To outline the length of notice to be given to the public and Council on Council and Committee meetings.

Policy Statement

The Summer Village of South View shall implement best practices in the governance function.

Principles

1. The Municipal Government Act, Chapter M26.1 of the Statutes of Alberta requires that 24-hours notice be given to Council and the public of all Council meetings and meetings of committees of Council.
2. Special Council meetings may be held with less than 24-hours notice if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting.
3. Notice of a Council or Council Committee meeting is deemed to have been given to a Councillor or member of a Council Committee if the notice is delivered either in person to an adult person at the Councillor's or member's home or place of business or delivered digitally provided that it has been acknowledged as received by the individual.
4. Notice of a Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
5. Any changes in date or time of Council or Council Committee meetings will be advertised by the posting of a notice on the Summer Village's website.

Revisions:

Resolution Number	MM/DD/YY

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