

SUMMER VILLAGE OF SUNRISE BEACH

AGENDA

Organizational Meeting

Tuesday, September 22nd, 2020 Immediately following the Regular Meeting.

Onway Heritage Centre 4708 – Lac Ste. Anne Trail, Onway Alberta

1. CALL TO ORDER - CAO
2. AGENDA – (additions deletions, or as is)
3. NOMINATIONS
 - a) For Mayor (Oath of Office)
 - b) For Deputy Mayor (Oath of Office)

4. APPOINTMENTS:

For the appointments to the office of:

- a) Member to Highway 43 East Waste Commission (was Vera Beck)
- b) Representative to Summer Villages Lac Ste. Anne County East (was all Council to attend, voting rep, Glen Usselman/alt. Jackie Tremblay/Vera Beck)
- c) Sandy Beach/Sunrise Beach Joint Lagoon Committee (all of Council)
- d) Regional Sewer Line (all of Council)
- e) Disaster Services Director and Joint Emergency Management Committee (was Glen Usselman alt. Vera Beck)
- f) Family and Community Support Services (was Jackie Tremblay, Glen Usselman alt.).
- g) Chief Administrative Officer – Wendy Wildman Wildwillow Enterprises Inc.
- h) Auditor – (Metrix Group LLP)
- i) Solicitor – Patriot Law Group Onway
- j) Assessor – Municipal Assessment Services Group, Ray Crews
- k) Development Authority – Tony Sonnleitner Development Officer Bylaw # 97-2004
- l) Assessment Review Board – Lac Ste. Anne County Bylaw #152-2019 (for 2020 – in 2021 will go to CRASC)
- m) Subdivision & Development Appeal Board – Milestone Municipal Services – Emily House, Bylaw # 148-2019
- n) Planning & Subdivision Authority – Municipal Planning Services – Jane Dauphinee, Bylaw # 146-18

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- o) Municipal Planning Commission – all of Council
- p) FOIP Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.
- q) Animal Control Officer – Tom Puffer
- r) Weed Inspector – Jackie Gamblin
- s) Integrity Commissioner – Victoria Message

5. FINANCIAL

- a) Signing Authority to be all the Council and the Chief Administrative Officer and Administrative Assistant,
Two signatures are required:
 - One signature to be any member of Council, Vera Beck, Jackie Tremblay, Glen Usselman and;
 - One signature to be the Chief Administrative Officer, Wendy Wildman or the Administrative Assistant, Susan Dales
- b) Banking Authority –ATB
- c) Remuneration/Reimbursement
 - 1-3 - C-COU-REM-1 Council Remuneration (was \$150.00 /mtg. \$200.00/full day/.55/km- mileage)
 - Expense Reimbursement Policy as per receipt

6. MEETING DATES

- a) Regular Meeting Days/Time (was 4th Tuesday of the month at 6:30 p.m.)
- b) Location (Town of Onoway Council Chambers located at 4812 – 51 street Onoway)
- 4-5 c) Policy C-COU-MTG-1 - Notification of Council and Committee Meetings (attached)

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

8. ADJOURNMENT



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Council Policy

Number	Title			
C-COU-REM-1 (I-001 & II-001)	Council Remuneration and Expense Reimbursement			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	117-20	Resolution No:	
	Date:	July 28, 2020	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 Sunrise Beach.
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". No alcoholic beverages shall be paid for the by the Village at any time.
6. Other items – actual receipted cost may include incidentals such as parking, use of public transportation, etc.
7. Reimbursement amounts shall be reviewed annually.



Summer Village of Sunrise Beach Council Policy

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY



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Schedule "A"

Honorariums

- | | |
|---|-----------|
| 1. Council Meetings | \$ 150.00 |
| 2. Committee Meetings as appointed | \$ 150.00 |
| 3. Other full Day Meetings/Conferences/Seminars (4 hours minimum) | \$ 200.00 |

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/supper

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.

Incidental Expenses

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



Summer Village of Sunrise Beach

Council Policy

Number	Title		
C-COU-MTG-1 (I-002)	Notification of Council Meetings		
Approval	Originally Approved	Last Revised	
(CAO initials)	Resolution No:		Resolution No:
	Date:	January 28, 2020	Date:

Rescinds Policy # I-200

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 Sunrise Beach 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-hour 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 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 home or place of business or delivered digitally provided that it has been acknowledged as received by the individual.
4. Notice of Council or Council Committee meeting to the public is sufficient if the notice is

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given in a manner specified by Council.

5. Any changes in date or time of Council Committee meetings will be advertised by the posting of a notice on the Summer Village's website.

Cross References:

Revisions:

Resolution Number	MM/DD/YY

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