

**SUMMER VILLAGE OF ISLAND LAKE
COUNCIL ORGANIZATIONAL MEETING AGENDA
TUESDAY, AUGUST 31st, 2021 AT 4:30 P.M.**

Westlock Inn and Via teleconference

As per bylaw 02-2016 there will be no audio/video recordings of Council or Council
Committee Meetings

1. **CALL TO ORDER** (by Chief Administrative Officer)
2. **OATH OF OFFICE FOR COUNCIL MEMBERS** (by Chief Administrative Officer)
3. **AGENDA** Tuesday, August 31, 2021 Organizational Council Meeting
4. **NOMINATIONS**
 - a) Mayor – Nominations & Oath of Office
 - b) Deputy Mayor – Nomination & Oath of Office
5. **COUNCIL COMMITTEE APPOINTMENTS**
 - a) Public Works (was Montague)
 - b) BAILS (was Montague)
 - c) Association of Summer Villages of Alberta ASVA (was Binder)
 - d) Library (was Binder)
 - e) Community League (was Newton)
 - f) Island Lake Days (was Newton)
 - g) Baptist Fire Department (was Newton)
 - h) Land Use Bylaw & Municipal Development Plan Committee (was Binder)
 - i) Intermunicipal Development Plan (was Binder)
 - j) Waterline Committee (was all of Council)
6. **FINANCIAL**
 - a) Signing Authority for Alberta Treasury Branch - All of Council and the Chief Administrative Officer and the Assistant Administrator - 2 signatures required on each cheque – 1 elected/1 administration
 - b) Review Council Remuneration (per Policy C-COU-REM-1 **attached**)
 - c) Banking Authority – ATB Financial – Onoway, Alberta

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7. MEETINGS

- a) Regular Meeting Dates (3rd Tuesday of each month)
- b) Time (4:30 p.m.)
- c) Location (10010-12 Avenue (was Four Points by Sheraton Meeting Room in Edmonton/or Westlock Inn and/or virtual)
- d) Public Notice (website – www.islandlake.ca)

8. CHIEF ADMINISTRATIVE OFFICER Confirmation of Chief Administrative Officer Appointment (Wildwillow Enterprises Inc. – Wendy Wildman)

9. AUDITOR Confirmation of Auditor Appointment (Seniuk & Company)

10. SOLICITOR Confirmation of Solicitor Appointment (Patriot Law Group)

11. ASSESSOR Confirmation of Assessor Appointment (Ray Crews, Municipal Assessment Services Group)

12. ASSESSMENT REVIEW BOARD CLERK Confirmation of Assessment Review Board Clerk Appointment (Capital Region Assessment Services Commission, Richard Barnham), (Bylaw 02-2021)

13. DEVELOPMENT AUTHORITY Confirmation of Development Authority (Tony Sonnleitner, Development Officer)

14. SUBDIVISION AUTHORITY Confirmation of Subdivision Authority (Municipal Planning Services Ltd. – Jane Dauphinee – Administration / Council of the Summer Village of Island Lake – Approving Authority)

15. SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB) CLERKS
Confirmation of SDAB Clerk Appointments (Milestone Municipal Services, Emily House and Cathy McCartney) (Bylaw 04-2019)

16. MUNICIPAL PLANNING COMMISSION Confirmation of Municipal Planning Commission (All of Council)

17. LAND USE BYLAW & MUNICIPAL DEVELOPMENT PLAN STEERING COMMITTEE – Confirmation of Steering Committee Member Appointments (was David Kluthe, Terry Kuprowsky, Marc Lachambre, Darren Lamarre, Harold Walters, Morris Nesdole)

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18. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPP)

Confirmation of FOIPP Coordinator (Chief Administrative Officer, Wendy Wildman)

19. MUNICIPAL OFFICE LOCATION

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

20. COUNCIL'S 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 and the Code of Conduct for Members of Council Bylaw (*pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received*)

21. ADJOURNMENT



Summer Village of Island Lake

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved			
(CAO initials)	Resolution No:	19-154		
	Date:	December 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 Island Lake.
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 accepted 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.



Summer Village of Island Lake

Council Policy

Schedule "A"

Honorariums

Councillors can claim the following amounts for the following activities:

Approved Training Sessions/Workshops	\$50 (half day up to 4 hours)	\$100 (full day 5 to 8 hours)
Approved Conferences	\$50 (half day up to 4 hours)	\$100 (full day 5 to 8 hours)
Council Meetings		\$150
Communication Expense (monthly)		\$50
Public Works (annually)		\$250
Committee Work (annually)		\$100

Travel Expenses

Mileage – Business Kilometer Rates (includes travel to Council meetings)

- \$0.53 per km
Expense sheets must state origin and destination locations for each trip; and total Kilometers x rate per kilometer.

Other (Taxi, Public Transportation, Parking, Car Rental)

- Taxi, intra-city public transportation, parking – receipts required
- Car rental – receipted cost

Accommodation

- Actual accommodation – at cost (receipt required)

Meals

- Actual cost of the meal, excluding alcoholic beverages, plus a gratuity of up to 15 percent of the meal cost.