

**SUMMER VILLAGE OF WEST COVE
COUNCIL ORGANIZATIONAL MEETING
THURSDAY, JULY 25th, 2019 AT 6:00 PM
Location: Community Hall in West Cove, Alberta**

A G E N D A

1. **Call to Order (by CAO)**
2. **Adoption of Agenda**
3. **Mayor – Nomination & Appointment & Official Oath of Office**
4. **Deputy Mayor (s) - Nomination & Appointment & Official Oath of Office**
5. **Confirmation of Council Meeting Dates & Time** (last Thursday of the months of January, February, March, April, June, July, August, September and November at 6:00 p.m. at the West Cove Community Hall)
6. **Confirmation of Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
- ~~7.~~ **Confirmation of Banking Authority** (Royal Bank of Canada and ATB Financial)
8. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
9. **Confirmation of Auditor Appointment** (Seniuk & Company)
10. **Confirmation of Solicitor Appointment** (Patriot Law Group)
11. **Confirmation of Assessor Appointment** (Dan Kanuka, Municipal Assessment Services Group)
12. **Confirmation of Development Authority** (Tony Sonnleitner, Development Officer)
13. **Confirmation of Subdivision Authority** (Municipal Planning Services Ltd.)
14. **Confirmation of Subdivision & Development Appeal Board** (as per agreement with Milestone Municipal Services and applicable Summer Village bylaws)
15. **Confirmation of Assessment Review Board** (as per agreement with Lac Ste. Anne County and applicable Summer Village bylaws)
16. **Confirmation of Municipal Planning Commission** (all Council)
17. **Confirmation of FOIP Coordinator** (CAO)
18. **Confirmation of Community Peace Officer** (Town of Mayerthorpe Peace Officer Services Agreement - Dwight Dawn)
19. **Confirmation of Committee Appointments:**

- a) Highway 43 East Waste Commission (was: Giesbrecht)
- b) West Inter Lake District Regional Water Services Commission (was: St. Amand, alternate: Breton)
- c) Lac Ste. Anne Emergency Management Agency - Regional Emergency Services Agency (was: St. Amand & CAO, alternate: Breton)
- d) Summer Villages of Lac Ste. Anne County East (was: Giesbrecht)
- e) Regional Family & Community Support Services (was Giesbrecht, alternate St. Amand)
- f) Onoway Regional Medical Clinic (was St. Amand)
- g) Regional Sewer Force Main Committee (was St. Amand, alternate Breton)
- h) Flowering Rush Abatement Committee (new)
- i)

20. Municipal Office Location (4808 – 51 Street – Town of Onoway)

21. Policy #C-COU-REM-1 Council, Administration, Staff and Contractor Expense Reimbursement Policy (confirm as is, or approve with changes)

21. Adjournment

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Summer Village of West Cove

Council Policy

Number	Title		
C-COU-REM-1	Council Remuneration and Expense Reimbursement		
Approval	Approved		
(CAO Initials)	Resolution No:	19-94	
	Date:	June 27-19	

Policy Statement:

The Summer Village of West Cove would like to provide Council members with a written statement explaining how Council members, Administrators, Staff and Contractors are reimbursed for per diem meeting expenses, auto expenses and out of pocket expenses.

Reason for Policy:

- The Summer Village of West Cove has a number of Committees, Boards, Authorities, Commissions, Agencies, and Associations on which Council members sit. The appointments are set by council. The meeting rates also apply to these as well as Council meetings.
- Where a Board or Commission reimburses its members, the Summer Village of West Cove will not reimburse the Councillor.
- Councillors, Administrators, Staff and Contractors also may have occasion to spend money on behalf of the village and require reimbursement for those approved expenses.

Definitions:

- **Meetings:** All meetings Council Members attend representing the Summer Village in an official capacity including Council Meetings and Boards, Authorities, Commissions, Agencies, and Associations on which they are appointed and any other meetings or events which are approved by Council. Only Council Members may claim for meetings. Claim amount is per Schedule "A" attached to this policy.
- **Claim for Kilometers:** Any claim for Kilometers must include the location from and the destination, the total number of kilometers, and the reason for the trip. Claim amount is per Schedule "A" attached to this policy.
- **Claim for Expenses:** All claims for expenses must include receipts and indicate specifically what the expense is for. If the expense is for meals the receipt must indicate who was there and the reason for the expense. Claim amount is per Schedule "A" attached to this policy.

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Summer Village of West Cove Council Policy

Schedule "A"

Honorariums

- All meetings or activities related to Summer Village Business up to 8 hours. \$150.00
- Conference calls will be reimbursed per call. \$ 25.00
- Daily rate. \$150.00
- Automobile rates. .60/km

In the event of consecutive meetings payment will revert to the hours.

Incidental Expenses (ie: accommodations/meals/parking etc.)

- Incidental Expenses. Reimbursed at Actual Cost

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