

Agenda
Council of Summer Village of White Sands Organizational Meeting
September 20, 2023 @ 9:00 AM
White Sands Municipal Office, #10, 19447 Hwy 12, Stettler County
& Via Zoom

1. Call to Order
2. Appointment of Chief Elected Official
3. Appointment of Deputy Chief Elected Official
4. Appointment of Signing Officers
5. Committee Appointments:
 - a. Buffalo Lake Intermunicipal Development Committee
 - b. Buffalo Lake Intermunicipal Development South shore Plan Committee
 - c. Buffalo Lake Management Team
 - d. County of Stettler Housing Authority
 - e. Stettler Regional Fire Advisory Committee
 - f. Stettler And District Ambulance Authority
 - g. Stettler And District Ambulance Authority
 - h. Regional Waste Management Authority
 - i. Shirley McClellan Regional Water Services Commission
 - j. White Sands Emergency Management Committee
 - k. Stettler Regional Emergency Management Agency (SREMA)
 - l. Intermunicipal Collaboration Committee (ICC) (Mayor or Designate)
6. Establishment of Council Meeting Dates, time and location
7. Municipal Office Location
8. Council Remuneration
9. Appointment of Municipal Property Assessor
10. Appointment of Financial Auditor
11. Appointment of Safety Codes Inspection Services
12. Appointment of Banking Institution
13. Appointment of Regional Subdivision Development Appeal Board
14. Appointment of Regional Assessment Review Board
15. Appointment of Subdivision and Development Officer
16. Appointment of Regional Emergency Management Director
17. Appointment of Regional Emergency Management Deputy Directors
18. Adjournment

Voting – Secret Ballot or Show of Hands

A councillor may request that secret ballots be used instead of a show of hands to vote.

Enabling Legislation

Municipal Government Act, RSA 2000, c M-26, s 185.1

(1) Despite sections 185 [Recording of Votes] and 197 [Public Presence at Meetings], at a meeting at which a council

- (a) establishes a council committee or other body under section 145, or*
- (b) appoints a chief elected official under section 150,*

a secret ballot must be held if requested by any councillor present at the meeting.

(2) A vote by secret ballot under subsection (1) must be confirmed by a resolution of council.

Options

- That all voting on appointments be conducted by show of hands
Must be carried unanimously
- That all voting on appointments be conducted by secret ballot
Passes with any single vote

Organizational Items

Mayor as Ex-Officio Committee Member

The Mayor is, by virtue of their position, a member of all committees.

Enabling Legislation

Municipal Government Act, RSA 2000, c M-26, s 154(2) - The chief elected official is a member of all

council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

Action Required

None

Councillors as Commissioners for Oaths

All councillors are, by virtue of their position, commissioners for oaths in the province of Alberta.

Enabling Legislation

Notaries and Commissioners Act, SA 2013, c N-5.5, s 16(1) - The following persons are commissioners for oaths, empowered by virtue of their office or status to administer oaths and take and receive affidavits, affirmations and declarations in Alberta for use in Alberta: ...

(d) a Metis settlement councillor and a municipal councillor;

Enabling Legislation

Municipal Government Act, RSA 2000, c M-26, s 150(2) - The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

S 159 (1) - A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.

s 156 - A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.

Appointment of Chief Elected Official (CEO or Mayor) and Deputy Chief Elected Official (Deputy Mayor)

Enabling Legislation

Municipal Government Act, RSA 2000, c M-26, s 150(2) - The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

S 159 (1) - A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.

s 156 - A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.

Appointment of Signing Authorities

213(1) Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer, or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

Regular meeting Dates and Times

193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

(2) Notice of regularly scheduled meetings need not be given.

(3) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change (a) to any councillors not present at the meeting at which the change was made, and (b) to the public.

Special council meetings

194(1) The chief elected official

(a) may call a special council meeting whenever the official considers it appropriate to do so, and

(b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

(2) A special council meeting called under subsection (1)(b) must be held within 14 days after the date that the chief elected official receives the request or any shorter period provided for by bylaw.

(3) The chief elected official calls a special council meeting by giving at least 24 hours' notice in writing to each councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

(4) A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

(5) No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

Remuneration Policy Review

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration Number: XI

Adopted by: White Sands Council Date: 2021-08-24

Res # **21:08:129** Date Review/Revised:

Title: **Council Remuneration Policy**

Purpose: To establish Council Remuneration and Expenses Policy

Policy Statement: The Mayor and Councillors shall receive remuneration for services performed and shall be reimbursed for expenses incurred during the performance of duties as a member of Council for the Summer Village of White Sands.

Remuneration

Members of Council shall be granted remuneration for:

- 1.1 Council, Board, Committee and Commission Meetings;
- 1.2 Meetings which require the attendance of a member or Council for the Summer Village of White Sands;

Remuneration shall be as follows:

1. Councillor remuneration shall be \$1750 per year (regular council meeting attendance)

2. CEO Appointment (Mayor), remuneration shall be \$1750 per year (regular council meeting attendance)

3. Additional Meetings are paid at a \$75.00 per meetings that are under 4 hours and \$100.00 for meetings over 4 hours.

(Chief Elected Official performs all councillor roles and Chairperson of council, consensus seeker of council, liaison with senior elected officials and other levels of government, ex officio of boards and committees, key representative for ceremonial responsibilities, main spokesperson and advice with regard to policy development.)

An allocation, as identified in the yearly budget, shall be allowed for each member of Council with regards to remuneration. Excluded from remuneration shall be those events attended as a representative of Council which are strictly social in nature.

Expenses

- 2.1 Where members of Council are required to travel in relation to their duties reasonable expenses incurred by the member will be reimbursed for such things as travel, accommodation, meals, and other related out of pocket costs.
- 2.2 Where the member's private vehicle is used for out of Village travel the member shall be reimbursed at current CRA rates for per kilometer rates.
- 2.3 Standard meal allowances shall be reimbursed by submitting receipts for expense or based on standard CRA Rates when traveling for conferences and educational council training. The receipt reimbursement will include gratuity but will include alcohol reimbursement.
- 2.4 Members of Council may from time to time incur entertainment expenses on behalf of the Summer Village where such activity has clear potential for the benefit to the Village.

- 2.5 Claims for Remuneration and Expenses shall be made monthly on an approved expense form and the Mayor shall have the authority to disallow any claims deemed inappropriate.

- 2.6 The Administrator will ensure that the forms are complete and will pass all forms to the Mayor for review.

- 2.7 The Mayor shall approve all Council remuneration claims. Once the forms are approved, the Administrator shall process the claims as part of the monthly accounts payable cheque run and will be part of the regular council meeting agenda as monthly financial reports.

- 2.8 At the end of each year the Administrator shall prepare a summary of Council meetings and expenses.

Reviewed by Council at organizational meeting this __26__ day of __October____, 2022.

Municipal Appointments for Outside Agencies delegated by Council through resolution:

Property Assessor:

Mr. Terry Willoughby of Municipal Property Assessment Consultants (2009) as the appointed assessor for The Summer Village of White Sands

Financial Auditor:

Gitzel and Company as The Summer Village of White Sands financial auditor

Legal Counsel

Duncan and Craig LLP as legal counsel for the Summer Village of White Sands

Safety Codes Inspection Service:

IJD Permits and Inspections as Safety Codes Inspectors for the Summer Village of White Sands

Banking Institution

Toronto Dominion (Stettler Branch) as the banking institution for the Summer Village of White Sands

Regional Subdivision Development Appeal Board and Clerk:

The Regional Subdivision and Development Appeal Board (SDAB) as the Appeal Board and Clerk Services for the Summer Village of White Sands

Regional Assessment Review Board

The Capital Region Assessment Services Commission as the Assessment Review Board and Clerk services for the Summer Village of White Sands.

Subdivision and Development Officer:

Gra-Core Consulting and Investments Ltd as the Subdivision and Development Officer for the Summer Village of White Sands.

Regional Director of Emergency Management

appoint Clinton Sime as Director of Emergency Management

Regional Deputy Directors of Emergency Management

Appoint *Kyle Benna and Aislinn Reule as Deputy Directors of Emergency Management*

COUNCIL ORGANIZATIONAL APPOINTMENTS September 2023/August 2024

	Councillor	Councillor	Councillor	
	Lorne Thurston	Ed Waugh	Bob Huff	
Primary - X, Alternate - O				
Appointment of Chief Elected Official (Mayor)				
Appointment of Deputy Mayor				
Appointment of Signing Authority (Minutes - Person Presiding at meeting & Designated Officer) (Bylaws - Chief Elected Official (CEO) and Designated Officer (CAO) (Agreements & Cheques - CEO or Other Authorized by Council & CAO)	X	X	X	
White Sands Municipal Planning Commission - MPC	X	X	X	
Buffalo Lake Intermunicipal Development Committee - BLIDP				
Buffalo Lake Intermunicipal Development South Shore Plan Committee				
Buffalo Lake Management Team (Rochon Sands Hall)				
County of Stettler Housing Authority (County Office)				
Stettler Regional Fire Advisory Committee (Stettler Fire Hall)				
Stettler And District Ambulance Authority (County Office)				
Regional Waste Management Authority (County Office)				
Shirley McClellan Regional Water Services Commission -SMRWSC (County Office)				
White Sands Emergency Management Committee				
Stettler Regional Emergency Management Agency (SREMA) (Annual Dec)	X	X	X	
Intermunicipal Collaboration Committee (ICC) (Mayor or Designate)				
Council Meeting Schedule and Location	3rd Wednesday of the Month, Multi-plex Bldg @ 9:30 am at Municipal Office, #10, 19447 Hwy 12, County of Stettler, AB T0C 2L1			
Council Remuneration	Policy XI - Council Remuneration			
Appointment of Property Assessor	Terry Willoughby, Municipal Property Consultants			
Appointment of Municipal Auditor	Gitzel and Company			
Appointment of Safety Codes/ Inspection Services	IID Inspections			
Appointment of Banking Institution	Toronto Dominion			
Appointment of Regional Subdivision Development Appeal Board	Regional SDAB and Clerk Overseen by PCPS			
Appointment of Regional Assessment Review Board	Capital Region Assessment Services Commission			
Appointment of Subdivision and Development Officer	Gra-Core Consulting & Investments Ltd.			
Regional Director of Emergency Management	Clint Sime, County of Stettler			
Regional Deputy Directors of Emergency Management	Kyle Benna and Aislinn Reule			
Note: Council has chosen a Primary and an Alternate for Each Board & Committee				

COUNCIL ORGANIZATIONAL APPOINTMENTS October 2022/September 2023

	Councillor	Councillor	Councillor	
	Lorne Thurston	Ed Waugh	Bob Huff	
Primary - X, Alternate - O				
Appointment of Chief Elected Official (Mayor)	X			
Appointment of Deputy Mayor		X		
Appointment of Signing Authority	X	X	X	
White Sands Municipal Planning Commission - MPC	X	X	X	
Buffalo Lake Intermunicipal Development Committee - BLIDP	O		X	
Buffalo Lake Intermunicipal Development South Shore Plan Committee	O		X	
Buffalo Lake Management Team (Rochon Sands Hall)	X		O	
County of Stettler Housing Authority (County Office)	O	X		
Stettler Regional Fire Advisory Committee (Stettler Fire Hall)	X		O	
Stettler And District Ambulance Authority (County Office)	O		X	
Regional Waste Management Authority (County Office)	O	X		
Shirley McClellan Regional Water Services Commission -SMRWSC (County Office)	X	O		
White Sands Emergency Management Committee	X	X	X	
Stettler Regional Emergency Management Agency (SREMA) (Annual Dec)	X	X	X	
Council Meeting Dates	2nd Wednesday of the Month, 8 Front Street, Multi-plex Bldg @ 9:30 am			
Council Remuneration	Policy XI - Council Remuneration			
Appointment of Property Assessor	Terry Willoughby, Municipal Property Consultants			
Appointment of Municipal Auditor	Gitzel and Company			
Appointment of Safety Codes/ Inspection Services	IID Inspections			
Appointment of Banking Institution	Toronto Dominion			
Appointment of Regional Subdivision Development Appeal Board	Regional SDAB and Clerk Overseen by PCPS			
Appointment of Regional Assessment Review Board	Capital Region Assessment Services Commission			
Appointment of Subdivision and Development Officer	Leann Graham, Gra-Core Consulting & Investments Ltd.			
Regional Director of Emergency Management	Clint Sime, County of Stettler			
Regional Deputy Directors of Emergency Management	Chase Comaniuk and Aislinn Reule			
Note: Council has chosen a Primary and an Alternate for Each Board & Committee				