

AGENDA
ORGANIZATIONAL MEETING OF COUNCIL
IN THE VILLAGE OF GLENDON IN THE PROVINCE OF ALBERTA
IN COUNCIL CHAMBERS AT THE VILLAGE OFFICE
THURSDAY, OCTOBER 24TH, 2023 AT 7:00 P.M.

1. Oaths of Office
2. Appointment of Mayor
3. Official Oath of Office - Mayor
4. Call to Order by Mayor
5. Appointment of Deputy Mayor
6. Official Oath of Office – Deputy Mayor
7. New Business:
 - A. Regular Meeting Days
 - B. Remuneration
 - C. Kilometric Rates/Subsistence Rates
 - D. Kilometric Rates/Remuneration/Subsistence Rates for Committee Members
 - E. Appointment of Assessor
 - F. Appointment of Auditor
 - G. Appointment of Weed Inspector
 - H. Appointment of Agricultural Pest Inspector
 - I. Appointment of an Emergency Advisory Committee
 - J. Appointment to Municipal Planning Commission
 - K. Appointment to Subdivision and Development Appeal Board
 - L. Appointment to Committees
 - NE MuniCorr
 - Go East of Edmonton Regional Tourism
 - Northeast Alberta Information HUB
 - Lakeland Lodge and Housing
 - Glendon Historical Society
 - Glendon School Council
 - Glendon School Fundraising Guild / Glendon Parent Advisory Society
 - Glendon Agricultural Society
 - Lakeland Industry and Community Association (LICA)
 - Village of Glendon Library Board
 - Northern Lights Regional Library Board
 - Regional Sports Tourism Committee
 - M. Signing Authorities
4. ADJOURNMENT

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes	<input type="checkbox"/>	No	X
Topic: Regular Meeting Days					
Originated By: Krista Feland			Title: Interim CAO		
BACKGROUND:					
<p>As per Bylaw No. 482-20, Procedural Bylaw</p> <p>5.1 All Regular Meetings of Council will be held as follows:</p> <ul style="list-style-type: none"> a) at a minimum once monthly. b) Council will set the meeting date for the next Regular Council Meeting at each preceding Regular Council Meeting. c) Council, by majority vote, may change the date and/or location of a regular meeting, at any regular meeting held prior to the scheduled meeting date, for any reason they deem appropriate with 24 hour written notice. <p>5.2 Regular meetings of Council will commence at the time as set out at the previous meeting and will last no longer than three hours unless, while in session, a motion is passed by the majority of Council to extend the time.</p>					
Documentation Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	X
DISCUSSION:					
The next meeting date must be set by way of resolution at the preceding meeting. The meeting date can be changed with 24 hours written notice. Does Council wish to follow this bylaw or do they wish to review it and make changes?					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION:					
DISTRIBUTION	Council: X		Admin: X		Other:

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
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Topic: Remuneration

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

The current rate of Council remuneration is \$200 per regularly scheduled Council meeting and \$110 for all other meetings and functions attended on behalf of the Village of Glendon. In addition, Council is paid a \$425 Honorarium each month.

Documentation Attached	Yes		No	X
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DISCUSSION:

Does Council wish to continue with this rate? Should there be a ½ day rate and a full day rate?

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

As per Council direction.

RECOMMENDED ACTION:

DISTRIBUTION	Council: X	Admin: X	Other:
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**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 27, 2022		Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Kilometric Rates/Subsistence Rates						
Originated By: Krista Feland				Title:	Interim CAO	
BACKGROUND:						
<p>The Village of Glendon currently follows the National Joint Council for reimbursement for mileage and meals. These rates change on a quarterly basis. The current rate is \$0.55 per kilometer for mileage; meal rates are \$22.80 for breakfast, \$23.05 for lunch, \$56.60 for dinner, for a total of \$119.75 per day. Incidental allowance is \$17.30 per day, which includes such things as parking expense, telephone calls, etc.</p>						
Documentation Attached		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
DISCUSSION:						
Does Council want to continue with following the National Joint Council rates for kilometric rates and subsistence rates? Do they wish to set different rates?						
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:						
RECOMMENDED ACTION:						
Council follows the National Joint Council rates for both kilometric rates and subsistence rates.						
DISTRIBUTION		Council: X	Admin: X		Other:	

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> X
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Topic: Kilometric Rates/Subsistence Rates/Remuneration for Committee Members

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

The Village of Glendon has some community members that sit on various boards for the Village. They are currently being reimbursed for their expenses as per the National Joint Council rates and Council meeting remuneration.

Documentation Attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> X
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DISCUSSION:

Does Council wish to continue with these rates for their community members?

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

That remuneration, subsistence, and kilometric rates be set the same as for Council.

DISTRIBUTION	Council: X	Admin: X	Other:
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**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Topic: Appointment of Assessor

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

The Village of Glendon must have an appointed, qualified assessor. The Village must have an individual appointed and not a company. The village currently has Larry James with Wainwright Assessment appointed as the village assessor. The village has a contract with Wainwright Assessment that expires March 31, 2024.

Documentation Attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

Motion to appoint Larry James as the Village of Glendon's Assessor.

DISTRIBUTION	Council: <input checked="" type="checkbox"/>	Admin: <input checked="" type="checkbox"/>	Other: <input type="checkbox"/>
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**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
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Topic: Appointment of Auditor

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

The Village of Glendon requires an appointed auditor each year. Typically, the Auditor is appointed upon acceptance of the audited financial statements. The Village of Glendon currently has JMD Group appointed as their auditor.

Documentation Attached	Yes		No	X
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DISCUSSION:

Does the Village wish to continue to utilize the services of JMD Group?

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

Motion to appoint JMD Group, Barb McCarthy as the Village of Glendon’s Auditor for 2023 fiscal year.

DISTRIBUTION	Council: X	Admin: X	Other:
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**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
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Topic: Appointment of Weed Inspector

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

As per the Alberta Weed Control Act, each municipality must appoint a weed inspector to enforce and monitor compliance with this Act within the municipality.

Documentation Attached	Yes		No	X
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DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

Motion to appoint the MD of Bonnyville #87 qualified Weed Inspectors as the weed inspectors for the Village of Glendon.

DISTRIBUTION	Council: X	Admin: X	Other:
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**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
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Topic: Appointment of Agricultural Pest Inspector

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

As per the Agricultural Pest Act, every municipality must appoint a sufficient number of inspectors to carry out this Act and the regulations within the municipality.

Documentation Attached	Yes		No		X
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DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

Motion to appoint Village of Glendon employee, Brian Mack, as the Village of Glendon’s Agricultural Pest Inspector.

DISTRIBUTION	Council: X	Admin: X	Other:
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**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
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Topic: Appointment of an Emergency Advisory Committee

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

The Village needs an Emergency Advisory Committee consisting of a member or members of the Council.
There shall also be a Director of the Emergency Management that would act as the agent for Council.

Documentation Attached	Yes		No	X
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DISCUSSION:

How many councillors will sit on the Emergency Advisory Committee?

There is currently no one appointed as the Director of Emergency Management for the Village of Glendon.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

- 1-Motion to appoint all councillors of the Village of Glendon to the Emergency Advisory Committee.
- 2-Motion to appoint Krista Feland as the Director of Emergency Management.

DISTRIBUTION	Council: X	Admin: X	Other:
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Meeting Date: October 23, 2023	Confidential:	Yes		No	X
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Topic: Municipal Planning Commission

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

As per Bylaw No. 420-11, the Village of Glendon must have members appointed to the Municipal Planning Commission (MPC). The MPC will need to consist of 3 members, 2 shall be from Council and 1 from the public at large to be appointed annually.

No person who is an employee of the Village or who is a member of the Subdivision and Development Appeal Board shall be appointed to the MPC.

Documentation Attached	Yes		No	X
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DISCUSSION:

Who should be appointed to the MPC?

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

Motion to appoint _____ and _____ and Blaine Penrice from the public at large to the Municipal Commission until the next Organizational meeting.

DISTRIBUTION	Council: X	Admin: X	Other:
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Topic: Subdivision and Development Appeal Board

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

Subdivision and Development Appeal Board (SDAB) has not been appointed as per Bylaw No. 421-11. The SDAB will need to consist of 3 members, 1 shall be from Council and 2 from the public at large that need to be appointed annually.

No person who is an employee of the Village or who is a member of the Municipal Planning Commission shall be appointed to the SDAB.

Documentation Attached	Yes		No	X
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DISCUSSION:

Who should be appointed to the SDAB? All SDAB members must attend mandatory training. Currently, the Village of Glendon does not have a SDAB as no members have been trained. As per the Municipal Government Act, this committee is an absolute must and is a legal requirement for municipalities. Administration has been looking into becoming part of a joint SDAB but as of yet nothing has transpired.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

Motion to continue researching the possibility of becoming part of a regional SDAB.

DISTRIBUTION	Council: X	Admin: X	Other:
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Topic: Appointment to Committees

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

The Village of Glendon requires appointments to Committees.

Documentation Attached	Yes		No	X
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DISCUSSION:

Need appointments for:
 Northeast Alberta Information HUB
 Northeast MuniCorr
 Lakeland Lodge and Housing Foundation
 Go East of Edmonton Regional Tourism
 Lakeland Industry and Community Association (LICA)
 Village of Glendon Library Board
 Glendon Historical Society
 Glendon School Council
 Glendon School Fundraising Guild / Glendon Parent Advisory Society
 Glendon Agricultural Society
 Lakeland Industry and Community Association (LICA)
 Village of Glendon Library Board
 Northern Lights Regional Library Board
 Regional Sports Tourism Committee

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

- Motion to appoint _____ to NE Alberta Information HUB
- Motion to appoint _____ to NE MuniCorr
- Motion to appoint _____ to NE MuniCorr as an alternate
- Motion to appoint _____ to Lakeland Lodge and Housing
- Motion to appoint _____ to Go East of Edmonton Regional Tourism
- Motion to appoint _____ to LICA Board
- Motion to appoint _____ to Village of Glendon Library Board
- Motion to appoint _____ to the Glendon Historical Society
- Motion to appoint _____ to the Glendon School Council
- Motion to appoint _____ to the Glendon School Fundraising Guild/Glendon Parent Advisory
- Motion to appoint _____ to Glendon Agricultural Society
- Motion to appoint _____ to the LICA Board
- Motion to appoint _____ to the Northern Lights Regional Library Board
- Motion to appoint _____ to Regional Sports Tourism Committee

DISTRIBUTION	Council: X	Admin: X	Other:

**VILLAGE OF GLENDON
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Meeting Date: October 27, 2022	Confidential:	Yes		No	X
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Topic: Signing Authorities

Originated By: Krista Feland	Title:	Interim CAO
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BACKGROUND:

Current signing authorities for the Village of Glendon are any one of: Nicholas Werstiuk, Daryn Galatiuk, or Lorie Czuroski with any one of: Krista Feland, or Jennifer Davis

Documentation Attached	Yes		No	X
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DISCUSSION:

Who requires signing authority for the Village of Glendon? Who does not require signing authority?

RECOMMENDED ACTION:

That the signing authorities continue as is.

DISTRIBUTION	Council: X	Admin: X	Other:
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