

AGENDA
Organizational Meeting
IN THE VILLAGE OF GLENDON IN THE PROVINCE OF ALBERTA
IN COUNCIL CHAMBERS AT THE VILLAGE OFFICE
Friday, October 22, 2021 AT 4:00 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
 - M. Signing Authorities
 - N. Councilor Orientation Training
4. ADJOURNMENT

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2021	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Regular Meeting Days					
Originated By: Melody Kwiatkowski	Title:	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> <p style="padding-left: 40px;">a) at a minimum once monthly.</p> <p style="padding-left: 40px;">b) Council will set the meeting date for the next Regular Council Meeting at each preceding Regular Council Meeting.</p> <p style="padding-left: 40px;">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> <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 checked="" type="checkbox"/>	
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:					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X	Admin: X	Other:		

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2021		Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Remuneration						
Originated By: Melody Kwiatkowski				Title:	CAO	
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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
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:						
CAO – Melody Kwiatkowski						
DISTRIBUTION	Council: X		Admin: X		Other:	

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2021	Confidential:	Yes		No	X
--------------------------------	---------------	-----	--	----	---

Topic: Kilometric Rates/Subsistence Rates

Originated By: Melody Kwiatkowski	Title:	CAO
-----------------------------------	--------	-----

BACKGROUND:

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 \$0.51 per kilometer for mileage; meal rates are \$21.35 for breakfast, \$21.60 for lunch, \$53.00 for dinner, for a total of \$95.95 per day. Incidental allowance is \$17.30 per day, which includes such things as parking expense, telephone calls, etc.

Documentation Attached	Yes		No	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.

CAO – Melody Kwiatkowski	
--------------------------	--

DISTRIBUTION	Council: X	Admin: X	Other:
--------------	------------	----------	--------

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2021		Confidential:	Yes	No	X
Topic: Kilometric Rates/Subsistence Rates/Remuneration for Committee Members					
Originated By: Melody Kwiatkowski			Title:	CAO	
BACKGROUND:					
<p>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.</p>					
Documentation Attached		Yes	No	X	
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.					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X		Admin: X		Other:

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2021	Confidential:	Yes		No	<input checked="" type="checkbox"/>
--------------------------------	---------------	-----	--	----	-------------------------------------

Topic: Appointment of Assessor

Originated By: Melody Kwiatkowski	Title:	CAO
-----------------------------------	--------	-----

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, 2022.

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

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION:

Motion to appoint Larry James as the Village of Glendon’s Assessor.
 Motion to sign a three year contract from April 1, 2022 until March 31, 2025 with Wainwright Assessment Services for Assessment Services for the Village of Glendon.

CAO – Melody Kwiatkowski			
--------------------------	--	--	--

DISTRIBUTION	Council: <input checked="" type="checkbox"/>	Admin: <input checked="" type="checkbox"/>	Other:
--------------	--	--	--------

VILLAGE OF GLENDON COUNCIL MEETING AGENDA ITEMS					
Meeting Date: October 22, 2021	Confidential:	Yes		No	X
Topic: Appointment of Auditor					
Originated By: Melody Kwiatkowski	Title:	CAO			
BACKGROUND:					
<p>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.</p>					
Documentation Attached	Yes		No	X	
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 2022 fiscal year.					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X	Admin: X	Other:		

VILLAGE OF GLENDON COUNCIL MEETING AGENDA ITEMS					
Meeting Date: October 22, 2021	Confidential:	Yes		No	X
Topic: Appointment of Weed Inspector					
Originated By: Melody Kwiatkowski			Title:	CAO	
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	
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.					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X	Admin: X		Other:	

VILLAGE OF GLENDON COUNCIL MEETING AGENDA ITEMS					
Meeting Date: October 22, 2021	Confidential:	Yes	<input type="checkbox"/>	No	X
Topic: Appointment of Agricultural Pest Inspector					
Originated By: Melody Kwiatkowski		Title:	CAO		
BACKGROUND:					
<p>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.</p>					
Documentation Attached	Yes	<input type="checkbox"/>	No	X	
DISCUSSION:					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION:					
<p>Motion to appoint Village of Glendon employee, Brian Mack, as the Village of Glendon's Agricultural Pest Inspector.</p>					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X	Admin: X	Other:		

VILLAGE OF GLENDON COUNCIL MEETING AGENDA ITEMS					
Meeting Date: October 22, 2022	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Appointment of an Emergency Advisory Committee					
Originated By: Melody Kwiatkowski	Title:	CAO			
BACKGROUND:					
<p>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.</p>					
Documentation Attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
DISCUSSION:					
<p>How many councilors to sit on the Emergency Advisory Committee?</p> <p>CAO Melody Kwiatkowski is the currently appointed as the Director of Emergency Management for the Village of Glendon. Council will have to appoint someone else as Director of Emergency Management.</p>					
COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:					
RECOMMENDED ACTION:					
<p>1-Motion to appoint all councilors of the Village of Glendon to the Emergency Advisory Committee.</p> <p>2-Motion to appoint Tammy Hellum as the Director of Emergency Management.</p>					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X	Admin: X	Other:		

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2022	Confidential:	Yes		No	X
--------------------------------	---------------	-----	--	----	---

Topic: Municipal Planning Commission

Originated By: Melody Kwiatkowski	Title:	CAO
-----------------------------------	--------	-----

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
------------------------	-----	--	----	---

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.

CAO – Melody Kwiatkowski	
--------------------------	--

DISTRIBUTION	Council: X	Admin: X	Other:
--------------	------------	----------	--------

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2022	Confidential:	Yes		No	X
--------------------------------	---------------	-----	--	----	---

Topic: Subdivision and Development Appeal Board

Originated By: Melody Kwiatkowski	Title:	CAO
-----------------------------------	--------	-----

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
------------------------	-----	--	----	---

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.

CAO – Melody Kwiatkowski	
--------------------------	--

DISTRIBUTION	Council: X	Admin: X	Other:
--------------	------------	----------	--------

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2022	Confidential:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Topic: Appointment to Committees					
Originated By: Melody Kwiatkowski	Title:	CAO			
BACKGROUND:					
The Village of Glendon requires appointments to Committees					
Documentation Attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
DISCUSSION:					
Need appointments for: Northeast Alberta Information HUB Northeast MuniCorr Lakeland Lodge and Housing Foundation Go East of Edmonton Regional Tourism					
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					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X	Admin: X	Other:		

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2022	Confidential:	Yes		No	X
--------------------------------	---------------	-----	--	----	---

Topic: Signing Authorities

Originated By: Melody Kwiatkowski	Title:	CAO
-----------------------------------	--------	-----

BACKGROUND:

Current signing authorities for the Village of Glendon are Laura Papirny, Nicholas Werstiuk, Melody Kwiatkowski, and Jennifer Davis

Documentation Attached	Yes		No	X
------------------------	-----	--	----	---

DISCUSSION:

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

RECOMMENDED ACTION:

That signing authority be revoked for Laura Papirny, as she is no longer on Council; Nicholas Werstiuk and Jennifer Davis retain their signing authority and that Melody Kwiatkowski retain her signing authority until December 31, 2021 after which time is she is to removed as a signing authority and additionally that Tammy Hllum, _____, and _____ be added as a signing authority. and Jennifer Davis be added as signing authorities for the Village of Glendon.

CAO – Melody Kwiatkowski	
--------------------------	--

DISTRIBUTION	Council: X	Admin: X	Other:
--------------	------------	----------	--------

**VILLAGE OF GLENDON
COUNCIL MEETING
AGENDA ITEMS**

Meeting Date: October 22, 2022	Confidential:	Yes		No	X
Topic: Councilor Orientation Training					
Originated By: Melody Kwiatkowski	Title:	CAO			
BACKGROUND:					
Munis 101 Training for Councilors is being hosted in Bonnyville November 9 th and 10 th . It is recommended that all Councilors attend this training. The cost to attend the training is \$375 per person.					
Documentation Attached	Yes		No	X	
DISCUSSION:					
Are all Council members able to attend the training? Is this training beneficial?					
RECOMMENDED ACTION:					
That all Council members and Tammy Hellum attend the Munis 101 training being hosted in Bonnyville November 9 th and 10 th and that all costs for attendance at the training be paid by the Village of Glendon.					
CAO – Melody Kwiatkowski					
DISTRIBUTION	Council: X	Admin: X	Other:		