

**SUMMER VILLAGE OF BIRCH COVE
COUNCIL ORGANIZATIONAL MEETING
THURSDAY, AUGUST 17th, 2023 AT 3:00 PM
Wildwillow Admin Office 2317 TWP RD 545 Lac Ste. Anne County**

A G E N D A

1. **Call to Order (by Chief Administrative Officer or Alternate Admin)**
2. **Oath of Office for New Council Member (by-election)**
3. **Adoption of Agenda**
4. **Mayor – Nomination & Appointment & Official Oath of Office**
5. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
6. **Confirmation of Council Meeting Dates & Time** (was the third Thursday of every second month at 3:00 p.m. at the Admin Office 2317 TWP RD 545 Lac Ste. Anne County).
7. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
8. **Confirmation of Banking Authority** (Royal Bank of Canada)
9. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
10. **Confirmation of Auditor Appointment** (Seniuk & Company)
11. **Confirmation of Solicitor Appointment** (was Reynolds Mirth Richards Farmer; Administration is recommending Patriot Law, Onoway, Alberta)
12. **Confirmation of Subdivision & Development Appeal Board** – (currently Lac Ste. Anne County – as per Bylaw 138-19; Administration is recommending Milestone Municipal Services – Emily House; new agreement and Bylaw required)
13. **Confirmation of Assessment Review Board** – (currently Council appointed as per Bylaw 140-19 & 141-19; Administration is recommending Capital Region Assessment Services Commission; new agreement and Bylaw required)
14. **Confirmation of FOIP Coordinator** (Wildwillow Enterprises Inc., Wendy Wildman)
15. **Confirmation of Planning & Subdivision Authority** – (currently Scheffer Andrew Ltd. as per Bylaw 119-13; Administration is recommending Municipal Planning Services – Jane Dauphinee; new Bylaw is required)
16. **Confirmation of Integrity Commissioner** – (Victoria Message)
17. **Confirmation of Designated Officers**

- a) currently Bylaw 141-19, requires complete revision

18. Confirmation of Committee Appointments:

- a) Highway 43 East Waste Commission (was: Eugene Dugan)
- b) Ste. Anne Emergency Management Agency - Regional Emergency Services Agency (was: Steven Tymafichuk) and Director of Emergency Management (Renee Jackson)
- c) Summer Villages of Lac Ste. Anne County East (was: all to attend, voting representative was Tymafichuk)
- d)
- e)
- f)

19. Municipal Office Location (Wildwillow Administration Office 2317 TWP. RD. 545 Lac Ste. Anne County)

20. Council Acknowledgements

- a) **Municipal Government Act – Section 208(1)** Pursuant to section 208(1) of the MGA outlining Council's legislative responsibilities be acknowledged as received (attached)
- b) **Council and Council Committee Procedural Bylaw** – Council to review and accept or amend Council and Council Committee Procedural Bylaw 152-22 (attached)
- c) **Public Participation Policy and Public Participation Plan** – Administration could not locate a policy or plan, this will need to be developed for the Summer Village
- d) **Council Code of Conduct Bylaw** - Council to review and accept or amend Council Code of Conduct Bylaw 136-18 (attached)

23. Adjournment