

SUMMER VILLAGE OF BIRCH COVE  
 MINUTES OF THE ORGANIZATIONAL MEETING  
 THURSDAY, AUGUST 17<sup>TH</sup>, 2023 AT 3:00 P.M. in person AND via zoom  
 Location: 2317 Twp Rd 545, Lac Ste. Anne County

	<b>PRESENT</b>	<p>Councillors: Steven Tymafichuk Dory Sample Dean Preston</p> <p>Administration: Diane Wannamaker, Administrative Assistant Dwight Moskalyk, Administration</p> <p>Absent: Wendy Wildman, Chief Administrative Officer</p> <p>Public attendance (in person): 3</p> <p>Public via teleconference: 0</p>
1.	<b>CALL TO ORDER</b>	Diane Wannamaker called the meeting to order 3:00 p.m.
2.	<b>OATH OF OFFICE</b>	Dwight Moskalyk administered the Oath of Office of Council to Councillor Dean Preston.
3.	<b>AGENDA</b> 83-23	<p><b>MOVED</b> by Councillor Sample that the Agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>MAYOR NOMINATION &amp; APPOINTMENT</b>  84-23	<p>Diane Wannamaker called for nominations for Mayor.</p> <p>Councillor Sample nominated Councillor Tymafichuk</p> <p>Diane Wannamaker called for nominations for Mayor a second time.</p> <p>Diane Wannamaker called for nominations for Mayor a third time.</p> <p><b>MOVED</b> by Councillor Tymafichuk moved that nominations for Mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councillor Tymafichuk was declared Mayor and was administered the Oath of Office for Mayor.</p> <p>Mayor Tymafichuk assumed the Chair.</p>
5.	<b>DEPUTY MAYOR</b>	

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	<p><b>NOMINATION &amp; APPOINTMENT</b></p> <p>85-23</p> <p>Dwight Moskalyk</p> <p>Mr. and Mrs. Haukedal</p>	<p>Mayor Tymafichuk called for nominations for Deputy Mayor.</p> <p>Mayor Tymafichuk nominated Councillor Sample</p> <p>Mayor Tymafichuk called for nominations for Deputy Mayor a second time.</p> <p>Mayor Tymafichuk called for nominations for Deputy Mayor third time.</p> <p><b>MOVED</b> by Mayor Tymafichuk moved that nominations for Deputy Mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councillor Sample was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.</p> <p>Dwight Moskalyk left the meeting at 3:10 p.m.</p> <p>Jerry and Karen Haukedal arrived for the meeting at 3:12 p.m.</p>
<p>6.</p>	<p><b>CONFIRMATION OF COUNCIL MEETING DATES &amp; TIME</b></p> <p>86-23</p>	<p><b>MOVED</b> by Mayor Tymafichuk that regular Council meetings be scheduled for the 3<sup>rd</sup> Thursday of every second month beginning the month of October at 4:00 p.m. at the Administration office at 2317 Township Road 545, Lac Ste. Anne County with the next meeting after scheduled for January, 2024.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>7.</p>	<p><b>CONFIRMATION OF BANKING SIGNING AUTHORITY</b></p> <p>87-23</p>	<p><b>MOVED</b> by Mayor Tymafichuk that the signing authority be confirmed as follows:</p> <ul style="list-style-type: none"> <li>• Two signatures are required</li> <li>• One signature to be any member of Council (Steven Tymafichuk, Dory Sample, Dean Preston)</li> <li>• One signature to be any member of Administration, (Chief Administrative Officer, Wendy Wildman or Administrative Assistant, Diane Wannamaker)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>

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8.	<b>CONFIRMATION OF BANKING AUTHORITY</b> 88-23	<b>MOVED</b> by Mayor Tymafichuk that the banking authority for the Summer Village of Birch Cove be confirmed as the Royal Bank of Canada.  <b>CARRIED</b>
9.	<b>CONFIRMATION OF CAO APPOINTMENT</b> 89-23	<b>MOVED</b> by Councillor Preston that the Chief Administrative Officer appointment be confirmed as Wendy Wildman of Wildwillow Enterprises Inc.  <b>CARRIED</b>
10.	<b>CONFIRMATION OF AUDITOR APPOINTMENT</b> 90-23	<b>MOVED</b> by Mayor Tymafichuk that the Auditor appointment be confirmed as Senuik and Company.  <b>CARRIED</b>
11.	<b>CONFIRMATION OF SOLICITOR APPOINTMENT</b> 91-23	<b>MOVED</b> by Mayor Tymafichuk that the Solicitor appointment be confirmed as Patriot Law Group.  <b>CARRIED</b>
12.	<b>CONFIRMATION OF SUBDIVISION &amp; DEVELOPMENT APPEAL BOARD</b> 92-23	<b>MOVED</b> by Mayor Tymafichuk that Milestone Municipal Services (Emily House) be confirmed as the Subdivision and Development Board and further that an Agreement be entered into and a Bylaw be drafted to reflect same.  <b>CARRIED</b>

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13.	<b>CONFIRMATION OF ASSESSMENT REVIEW BOARD</b> 93-23	<p><b>MOVED</b> by Mayor Tymafichuk that the Assessment Review Board be confirmed as Capital Region Assessment Services Commission and further that an Agreement be entered into and a Bylaw be drafted to reflect same.</p> <p style="text-align: right;"><b>CARRIED</b></p>
14.	<b>CONFIRMATION OF FOIPP COORDINATOR</b> 94-23	<p><b>MOVED</b> by Mayor Tymafichuk that the Freedom of Information and Protection of Privacy Coordinator be confirmed as the Chief Administrative Officer Wendy Wildman.</p> <p style="text-align: right;"><b>CARRIED</b></p>
15.	<b>CONFIRMATION OF PLANNING &amp; SUBDIVISION AUTHORITY</b> 94-23	<p><b>MOVED</b> by Mayor Tymafichuk that as per agreement, the Planning &amp; Subdivision Authority be confirmed as Municipal Planning Services – Jane Dauphinee (Bylaw 146-18).</p> <p style="text-align: right;"><b>CARRIED</b></p>
16.	<b>CONFIRMATION OF INTEGRITY COMMISSIONER</b> 95-23	<p><b>MOVED</b> by Mayor Tymafichuk that the Integrity Commissioner appointment be tabled until the next Council meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p>
17.	<b>DESIGNATED OFFICERS</b> 96-23	<p><b>MOVED</b> by Mayor Tymafichuk that the Designated Officers be confirmed as follows:</p> <p><b>Development Authority:</b> Tony Sonnleitner, Development Officer – (Bylaw 141-19 requires a complete revision)</p> <p style="text-align: right;"><b>CARRIED</b></p>

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18.	<b>CONFIRMATION OF COMMITTEE APPOINTMENTS</b> 97-23	<p><b>MOVED</b> by Mayor Tymafichuk that the Committee Appointments be approved as follows:</p> <ul style="list-style-type: none"> <li>a) Highway 43 East Waste Commission (Mayor Tymafichuk - Representative)</li> <li>b) Ste. Anne Emergency Management Agency – Regional Emergency Services (Mayor Tymafichuk – Representative and Director of Emergency Management Renee Jackson)</li> <li>c) Summer Villages of Lac Ste. Anne County East (Mayor Tymafichuk – Representative, if available) (with Deputy Mayor Sample and Councillor Preston as alternates)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
19.	<b>MUNICIPAL OFFICE LOCATION</b> 98-23	<p><b>MOVED</b> by Mayor Tymafichuk that the Municipal Office location be confirmed as Wildwillow Administration Office, 2317 Twp Rd 545, Lac Ste. Anne County, Alberta.</p> <p style="text-align: right;"><b>CARRIED</b></p>
20.	<b>COUNCIL ACKNOWLEDGMENTS</b> 99-23	<p><b>MOVED</b> by Mayor Tymafichuk acknowledgement and receipt of the following documents:</p> <ul style="list-style-type: none"> <li>a) Municipal Government Act – Section 208(1)</li> <li>b) Council and Council Committee Procedural Bylaw 152-22</li> <li>c) Public Participation Policy and Public Participation Plan (in development)</li> <li>d) Council Code of Conduct Bylaw – Bylaw 136-18</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
21.	<b>ADJOURNMENT</b>	<p>The meeting adjourned at 3:28 p.m.</p>

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Mayor, Steven Tymafichuk



Chief Administrative Officer, Wendy Wildman