SUMMER VILLAGE OF BIRCH COVE

**COUNCIL ORGANIZATIONAL MEETING**

**THURSDAY, AUGUST 22nd, 2024 AT 4:00 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. Adoption of Agenda
3. **Mayor – Nomination & Appointment & Official Oath of Office**
4. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
5. **Confirmation of Council Meeting Dates & Time** (was the third Thursday of every second month at 4:00 p.m. at the Admin Office 2317 TWP RD 545 Lac Ste. Anne County).
6. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
7. **Confirmation of Banking Authority** (Royal Bank of Canada transitioning to Alberta Treasury Branch)
8. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
9. **Confirmation of Auditor Appointment** (Seniuk & Company)
10. **Confirmation of Solicitor Appointment** (Patriot Law, Onoway, Alberta)
11. **Confirmation of Subdivision & Development Appeal Board & Clerks** – (as per agreement with Milestone Municipal Services – and applicable Summer Village Bylaws 154-2023 & 155-2023)
12. **Confirmation of Assessment Review Board** – (as per agreement with Capital Region Assessment Services Commission 2022 – 2024 and applicable Summer Village Bylaw 157-2023)
13. **Confirmation of FOIP Coordinator** (Wildwillow Enterprises Inc., Wendy Wildman)
14. **Confirmation of Planning & Subdivision Authority** – (as per Agreement with Municipal Planning Services – Jane Dauphinee, Bylaw 146-18)
15. **Confirmation of Integrity Commissioner** – (Victoria Message)
16. **Confirmation of Designated Officers:**

*Page* **Assessor Appointment** – (Travis Horne, Municipal Assessment Services Group – new

*1* Bylaw 161-24 attached and requires applicable readings)

Council Motions:

*(that Council give first reading to Bylaw 161-2024, Designated Officer Appointment as presented or with amendments)*

*(that Council give second reading to Bylaw 161-2024 as presented or with amendments)*

*(that Council give unanimous consent to consider third reading to Bylaw 161-2024 as presented or with amendments)*

*(that Council give third and final reading to Bylaw 161-2024 as presented or with amendments)*

**Development Authority –** (Tony Sonnleitner, Development Officer) – Bylaw 112-13

**Assessment Review Board Clerk** (Gerryl Amorin, Capital Region Assessment Services Board) – Bylaw 157-2023

1. **Confirmation of Committee Appointments:**

a) Highway 43 East Waste Commission (was: Steven Tymafichuk)

b) Ste. Anne Emergency Management Agency - Regional Emergency Services Agency (was: Steven Tymafichuk) and Director of Emergency Management

(Renee Jackson) **Deputy Director of Emergency Management will be approved as Christine Greene**

c) Summer Villages of Lac Ste. Anne County East (was: all to attend, voting representative was Tymafichuk)

d)

e)

f)

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

**19. Policy 1-08, Council Reimbursement Policy**

*Page* (confirm as is, or approve with changes)

*2*

*Council Motion*

*(that Council accept Policy 1-08, Council Reimbursement Policy as presented),*

*or*

*(that Council review Policy 1-08, Council Reimbursement Policy and that changes be*

*made as discussed and an amended Policy be brought back to a future meeting for*

*approval)*

*or*

*(some other direction as given by Council at meeting time)*

**20. Code of Conduct for Members of Council** – (Bylaw 136-18 attached) – MGA 2000,

*Pages* Chapter M-26, Part 5, Section 146.1 outlines the requirements of what is to be included in

*3-10* the Code of Conduct Bylaw. It is an administrative practice that this Bylaw be reviewed

Annually by Council. **Administration recently has been in contact with Municipal**

**Affairs regarding our Code of Conduct Bylaw resulting from municipal MAP reviews and were advised that our current Bylaw includes sanctions not authorized under the Code of Conduct regulation. The Bylaw also excludes a member against whom an allegation is made from attending the closed session where the report is discussed. This is contrary to Section 153 of the MGA which requires councillors to participate in Council meetings. Therefore, our Code of Conduct Bylaw requires amendment. Administration suggests the following motion be made to initiate this amendment.**

Council Motion:

*(that Council review Bylaw 136-18, Code of Conduct for Members of Council, and that changes be made as discussed and a new Bylaw be brought back to Council for review and approval)*

**21. Public Participation Policy & Plan (July, 2018)**

*Pages* MGA, Chapter M-26, Part 7, Section 216.1 outlines the requirements of a Public

*11-12* Policy & Plan. It is an administrative practice that this Policy & Plan be reviewed annually

by Council.

Council Motion:

*(that Council approve the July, 2018 Public Participation Policy & Plan as is or as amended)*

*or*

*(that Council review the July, 2018 Public Participation Policy & Plan and that changes be*

*made as discussed and an amended Policy & Plan be brought back to a future meeting)*

**22. Council’s Legislative Responsibilities** – previously distributed to Council in 2021 after the municipal election and byelection on August 5th, 2023: Roles and Responsibilities of Municipal Officials, Pecuniary Interest for Municipal Councillors, what Every Councillor Needs to Know, A Council Member Handbook, Municipal Government Act, and Council & Committee Procedural Bylaw and the Code of Conduct for Members of Council Bylaw.

Council Motion:

*(that pursuant to Section 208(1) of the Municipal Government Act outlining Council’s*

*Legislative responsibilities be acknowledged as received)*

**23. Adjournment**