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|  | **PRESENT:** | Councillors: Dean Preston Dory Sample (via zoom) Steve Tymafichuk (via zoom) Administration: Wendy Wildman, Chief Administrative Officer  Diane Wannamaker, Administration Attendees: 0 via zoom, 0 in personPublic at Large: 0 |
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| **1.** | **CALL TO ORDER** | Wendy Wildman called the meeting to order at 4:00 p.m. |
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| **2.** | **AGENDA**80-24 | **MOVED** by Councillor Tymafichuk that the Agenda be approved as presented. **CARRIED** |
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| **3.** | MAYOR NOMINATION & APPOINTMENT81-24 | Wendy Wildman called for nominations for Mayor. Councillor Tymafichuk nominated Councillor Preston.Wendy Wildman called for nominations for Mayor a second time.Wendy Wildman called for nominations for Mayor a third time.**MOVED** by Councillor Sample that nominations for Mayor cease. **CARRIED**Councillor Preston was declared Mayor and assumed the Chair. |
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| **4.** | **DEPUTY MAYOR NOMINATION & APPOINTMENT**82-24 | Mayor Preston called for nominations for Deputy Mayor.Mayor Preston nominated Councillor Sample.Mayor Preston called for nominations for Deputy Mayor a second time.Mayor Preston called for nominations for Deputy Mayor a third time.**MOVED** by Councillor Tymafichuk that nominations for Deputy Mayor cease.**CARRIED**Councillor Sample was declared Deputy Mayor |
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| **5.** | **CONFIRMATION OF COUNCIL MEETING DATES & TIME**83-24 | **MOVED** by Councillor Tymafichuk that regular Council meetings be scheduled for the 3rd Thursday of every second month beginning the month of November, 2024 at 4:00 p.m. at the Administration office at 2317 Township Road 545, Lac Ste. Anne County with the next meeting January 16th, scheduled for 2025.**CARRIED** |
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| **6.** | **CONFIRMATION OF BANKING SIGNING AUTHORITY**84-24 | **MOVED** by Councillor Tymafichuk that the signing authority be confirmed as follows:* Two signatures are required
* One signature to be any member of Council (Dean Preston, Dory Sample, Steven Tymafichuk)
* One signature to be any member of Administration (Chief Administrative Officer, Wendy Wildman or Administrative Assistant, Diane Wannamaker)

**CARRIED** |
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| **7.** | **CONFIRMATION OF BANKING AUTHORITY**85-24 | **MOVED** by Councillor Tymafichuk that the banking authority for the Summer Village of Birch Cove be confirmed as Alberta Treasury Branches.**CARRIED** |
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| **8.** | **CONFIRMATION OF CAO APPOINTMENT**86-24 | **MOVED** by Councillor Tymafichuk that the Chief Administrative Officer appointment be confirmed as Wendy Wildman of Wildwillow Enterprises Inc.  **CARRIED**  |
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| **9.** | **CONFIRMATION OF AUDITOR APPOINTMENT**87-24 | **MOVED** by Deputy Mayor Sample that the auditor for the Summer Village of Birch Cove be confirmed as Senuik and Company.**CARRIED** |
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| **10.** | **CONFIRMATION OF SOLICITOR APPOINTMENT**88-24 | **MOVED** by Councillor Tymafichuk that the Solicitor appointment be confirmed as Patriot Law Group.**CARRIED** |
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| **11.** | **CONFIRMATION OF SUBDIVISION & DEVELOPMENT APPEAL BOARD & CLERKS**89-24 | **MOVED** by Councillor Tymafichuk that Milestone Municipal Services be confirmed as the Subdivision and Development Appeal Board.**CARRIED** |
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| **12.** | **CONFIRMATION OF ASSESSMENT REVIEW BOARD**90-24 | **MOVED** by Deputy Mayor Sample that the Assessment Review Board be confirmed as Capital Region Assessment Services Commission.**CARRIED** |
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| **13.** | **CONFIRMATION OF FOIP COORDINATOR**91-24 | **MOVED** by Deputy Mayor Sample that the Freedom of Information and Protection of Privacy Coordinator be confirmed as the Chief Administrative Officer, Wendy Wildman.**CARRIED** |
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| **14.** | **CONFIRMATION OF PLANNING & SUBDIVISION AUTHORITY**92-24 | **MOVED** by Councillor Tymafichuk that as per agreement, the Planning & Subdivision Authority be confirmed as Municipal Planning Services - Jane Dauphinee (Bylaw 146-18).**CARRIED** |
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| **15.** | **CONFIRMATION OF INTEGRITY COMMISSIONER**93-24 | **MOVED** by Deputy Mayor Sample that the Integrity Commissioner appointment be confirmed as Victoria Message. **CARRIED** |
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| **16.** | **CONFIRMATION OF DESIGNATED OFFICERS**94-24Bylaw 161-24, Designated Officer Appointment95-2496-2497-2498-24 | **Assessor Appointment****MOVED** by Councillor Tymafichuk that Council give first reading to Bylaw 161-2024, Designated Officer Appointment, as presented.**CARRIED****MOVED** by Mayor Preston that Council give second reading to Bylaw 161-2024 as presented.**CARRIED****MOVED** by Deputy Mayor Sample that Council give unanimous consent to consider third reading to Bylaw 161-24 as presented.**CARRIED UNANIMOUSLY****MOVED** by Councillor Tymafichuk that Council give third and final reading to Bylaw 161-2024 as presented. **CARRIED****MOVED** by Deputy Mayor Sample that the Designated Officers be confirmed as follows: **Assessor Appointment:**  Municipal Assessment Services Group, Travis Horne (Bylaw 161-24)**Development Authority**: Tony Sonnleitner, Development Officer (Bylaw 112-13)**Assessment Review Board Clerk**: Geryl Amorin, Capital Region Assessment Services Board (Bylaw 157-2023)**CARRIED**  |
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| **17.** | **CONFIRMATION OF COMMITTEE APPOINTMENTS**99-24 | **MOVED** by Mayor Preston that the Committee Appointments be approved as follows:1. Highway 43 East Waste Commission

(Councillor Tymafichuk - Representative)1. Ste. Anne Emergency Management Agency – Regional Emergency Services Agency (Councillor Tymafichuk Representative & Director of Emergency Management – Renee Jackson)
2. Summer Villages of Lac Ste. Anne County East (Councillor Tymafichuk, representative if available, with Mayor Preston and Deputy Mayor Sample as alternates)

**CARRIED** |
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| **18.** | **MUNICIPAL OFFICE LOCATION**100-24 | **MOVED** by Councillor Tymafichuk that the Municipal Office location be confirmed as Wildwillow Administration Office, 2317 Twp. Rd. 545, Lac Ste. Anne County, Alberta.**CARRIED** |
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| **19.** | **POLICY 1-08, COUNCIL REIMBURSEMENT POLICY**101-24 | **MOVED** by Councillor Tymafichuk that Council has reviewed and accepted Policy 1-08, Council Reimbursement Policy as presented.**CARRIED** |
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| **20.** | **CODE OF CONDUCT FOR MEMBERS OF COUNCIL**102-24 | **MOVED** by Councillor Tymafichuk 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 consideration. **CARRIED** |
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| **21.** | **PUBLIC PARTICIPATION POLICY & PLAN (JULY, 2018)**103-24 | **MOVED** by Councillor Tymafichuk that Council has reviewed and approved the July, 2018 Public Participation Policy & Plan as presented.**CARRIED** |
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| **22.** | **COUNCIL’S LEGISLATIVE RESPONSIBILITY**104-24 | **MOVED** by Mayor Preston that pursuant to Section 201(1) of the Municipal Government Act outlining Council’s Legislative responsibilities, that the following be acknowledged as previously received:* Roles & Responsibilities of Municipal Officials
* Pecuniary Interest for Municipal Councillors
* What Every Councillor Needs to Know
* A Council Member Handbook
* Municipal Government Act
* Council Committee Procedural Bylaw
* Code of Conduct for Members of Council Bylaw

**CARRIED** |
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| **23.** | **ADJOURNMENT** | The meeting adjourned at 4:17 p.m.  |
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Mayor, Dean Preston

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Chief Administrative Officer, Wendy Wildman