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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 person  Public 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 & APPOINTMENT 81-24 | 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**  94-24  Bylaw 161-24, Designated Officer Appointment  95-24  96-24  97-24  98-24 | **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