

SUMMER VILLAGE OF BIRCH COVE
MINUTES OF THE ORGANIZATIONAL MEETING
THURSDAY, AUGUST 22ND, 2024 – 4:00 P.M.
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

	PRESENT:	<p>Councillors: Dean Preston Dory Sample (via zoom) Steve Tymafichuk (via zoom)</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Diane Wannamaker, Administration</p> <p>Attendees: 0 via zoom, 0 in person</p> <p>Public at Large: 0</p>
1.	CALL TO ORDER	Wendy Wildman called the meeting to order at 4:00 p.m.
2.	AGENDA 80-24	<p>MOVED by Councillor Tymafichuk that the Agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MAYOR NOMINATION & APPOINTMENT 81-24	<p>Wendy Wildman called for nominations for Mayor.</p> <p>Councillor Tymafichuk nominated Councillor Preston.</p> <p>Wendy Wildman called for nominations for Mayor a second time.</p> <p>Wendy Wildman called for nominations for Mayor a third time.</p> <p>MOVED by Councillor Sample that nominations for Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Preston was declared Mayor and assumed the Chair.</p>
4.	DEPUTY MAYOR NOMINATION & APPOINTMENT	<p>Mayor Preston called for nominations for Deputy Mayor.</p> <p>Mayor Preston nominated Councillor Sample.</p> <p>Mayor Preston called for nominations for Deputy Mayor a second time.</p> <p>Mayor Preston called for nominations for Deputy Mayor a third time.</p>

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	82-24	<p>MOVED by Councillor Tymafichuk that nominations for Deputy Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Sample was declared Deputy Mayor</p>
5.	<p>CONFIRMATION OF COUNCIL MEETING DATES & TIME 83-24</p>	<p>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.</p> <p style="text-align: right;">CARRIED</p>
6.	<p>CONFIRMATION OF BANKING SIGNING AUTHORITY 84-24</p>	<p>MOVED by Councillor Tymafichuk that the signing authority be confirmed as follows:</p> <ul style="list-style-type: none"> • 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) <p style="text-align: right;">CARRIED</p>
7.	<p>CONFIRMATION OF BANKING AUTHORITY 85-24</p>	<p>MOVED by Councillor Tymafichuk that the banking authority for the Summer Village of Birch Cove be confirmed as Alberta Treasury Branches.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>CONFIRMATION OF CAO APPOINTMENT 86-24</p>	<p>MOVED by Councillor Tymafichuk that the Chief Administrative Officer appointment be confirmed as Wendy Wildman of Wildwillow Enterprises Inc.</p> <p style="text-align: right;">CARRIED</p>

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9.	CONFIRMATION OF AUDITOR APPOINTMENT 87-24	<p>MOVED by Deputy Mayor Sample that the auditor for the Summer Village of Birch Cove be confirmed as Senuik and Company.</p> <p style="text-align: right;">CARRIED</p>
10.	CONFIRMATION OF SOLICITOR APPOINTMENT 88-24	<p>MOVED by Councillor Tymafichuk that the Solicitor appointment be confirmed as Patriot Law Group.</p> <p style="text-align: right;">CARRIED</p>
11.	CONFIRMATION OF SUBDIVISION & DEVELOPMENT APPEAL BOARD & CLERKS 89-24	<p>MOVED by Councillor Tymafichuk that Milestone Municipal Services be confirmed as the Subdivision and Development Appeal Board.</p> <p style="text-align: right;">CARRIED</p>
12.	CONFIRMATION OF ASSESSMENT REVIEW BOARD 90-24	<p>MOVED by Deputy Mayor Sample that the Assessment Review Board be confirmed as Capital Region Assessment Services Commission.</p> <p style="text-align: right;">CARRIED</p>
13.	CONFIRMATION OF FOIP COORDINATOR 91-24	<p>MOVED by Deputy Mayor Sample 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;">CARRIED</p>

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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
15.	CONFIRMATION OF INTEGRITY COMMISSIONER 93-24	MOVED by Deputy Mayor Sample that the Integrity Commissioner appointment be confirmed as Victoria Message. CARRIED
16.	CONFIRMATION OF DESIGNATED OFFICERS	<u>Assessor Appointment</u>
	94-24 Bylaw 161-24, Designated Officer Appointment	MOVED by Councillor Tymafichuk that Council give first reading to Bylaw 161-2024, Designated Officer Appointment, as presented. CARRIED
	95-24	MOVED by Mayor Preston that Council give second reading to Bylaw 161-2024 as presented. CARRIED
	96-24	MOVED by Deputy Mayor Sample that Council give unanimous consent to consider third reading to Bylaw 161-24 as presented. CARRIED UNANIMOUSLY
	97-24	MOVED by Councillor Tymafichuk that Council give third and final reading to Bylaw 161-2024 as presented. CARRIED
	98-24	MOVED by Deputy Mayor Sample that the Designated Officers be confirmed as follows: Assessor Appointment: Municipal Assessment Services Group, Travis Horne (Bylaw 161-24)

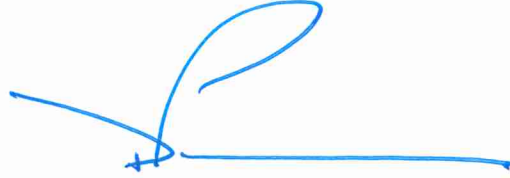
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		<p>Development Authority: Tony Sonnleitner, Development Officer (Bylaw 112-13)</p> <p>Assessment Review Board Clerk: Geryl Amorin, Capital Region Assessment Services Board (Bylaw 157-2023)</p> <p style="text-align: right;">CARRIED</p>
17.	<p>CONFIRMATION OF COMMITTEE APPOINTMENTS 99-24</p>	<p>MOVED by Mayor Preston that the Committee Appointments be approved as follows:</p> <ul style="list-style-type: none"> a) Highway 43 East Waste Commission (Councillor Tymafichuk - Representative) b) Ste. Anne Emergency Management Agency – Regional Emergency Services Agency (Councillor Tymafichuk Representative & Director of Emergency Management – Renee Jackson) c) Summer Villages of Lac Ste. Anne County East (Councillor Tymafichuk, representative if available, with Mayor Preston and Deputy Mayor Sample as alternates) <p style="text-align: right;">CARRIED</p>
18.	<p>MUNICIPAL OFFICE LOCATION 100-24</p>	<p>MOVED by Councillor 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;">CARRIED</p>
19.	<p>POLICY 1-08, COUNCIL REIMBURSEMENT POLICY 101-24</p>	<p>MOVED by Councillor Tymafichuk that Council has reviewed and accepted Policy 1-08, Council Reimbursement Policy as presented.</p> <p style="text-align: right;">CARRIED</p>

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20.	CODE OF CONDUCT FOR MEMBERS OF COUNCIL 102-24	<p>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.</p> <p style="text-align: right;">CARRIED</p>
21.	PUBLIC PARTICIPATION POLICY & PLAN (JULY, 2018) 103-24	<p>MOVED by Councillor Tymafichuk that Council has reviewed and approved the July, 2018 Public Participation Policy & Plan as presented.</p> <p style="text-align: right;">CARRIED</p>
22.	COUNCIL'S LEGISLATIVE RESPONSIBILITY 104-24	<p>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:</p> <ul style="list-style-type: none"> • 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 <p style="text-align: right;">CARRIED</p>
23.	ADJOURNMENT	The meeting adjourned at 4:17 p.m.

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Mayor, Dean Preston



Chief Administrative Officer, Wendy Wildman