SUMMER VILLAGE OF BIRCH COVE

**COUNCIL ORGANIZATIONAL MEETING**

**MONDAY, AUGUST 18th, 2025 AT 4:00 PM**

**Location: Wildwillow Administration Office, 2317 Twp Rd. 545,**

**Lac Ste. Anne County**

## A G E N D A

**1. Call to Order (by Chief Administrative Officer (CAO) or Alternate Admin)**

**Oath of Office for Council**

**2. Adoption of Agenda**

Alberta Summer Village Association – Mike Pashak – Part 1 Councillor Orientation Presentation Part 1 4:05 p.m.

COUNCIL

1. **Mayor – Nomination & Appointment & Official Oath of Office**
2. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
3. **Confirmation of Committee Appointments:**

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

b) Summer Villages Regional Emergency Management Partnership (SVREMP) -

Agency (was: Tymafichuk)

d) Summer Villages of Lac Ste. Anne County East (was: Tymafichuk with All of

Council to Attend)

e)

h)

**FINANCIAL**

1. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any one Council member and Wendy Wildman, Chief Administrative Officer or Diane Wannamaker, Administrative Assistant)
2. **Confirmation of Banking Authority** (Alberta Treasury Branch)

**ADMINISTRATIVE**

1. **Administration:** General – confirm Wildwillow Enterprises Incorporated as provider of administrative services.
2. **Confirmation of Chief Administrative Officer Appointment** – confirm Wendy Wildman as Chief Administrative Officer
3. **Confirmation of Council Meeting Dates & Time** (currently 3rd Thursday of every second month beginning the month of September (or earlier), 2025 at 4:00 p.m. with tele/video-conferencing deemed an acceptable way of holding a meeting and that any changes to the date of a meeting be posted on the Summer Village website as an appropriate form of notice.
4. **Municipal Office Location** (Wildwillow Administration Office, 2317 Twp Rd 545, Lac Ste. Anne County)
5. **Confirmation of Administrative Assistant and Financial Officer** – confirm Diane Wannamaker as Administrative Assistant and Shelley Vaughan as Financial Officer (Designated Officers)
6. **Confirmation of Auditor Appointment** (Seniuk & Company)
7. **Confirmation of Solicitor Appointment** (Patriot Law Group)
8. **Assessor Appointment** – confirm Municipal Assessment Services Group as assessment services provider, with Travis Horne as Municipal Assessor (Designated Officer)
9. **Confirmation of Assessment Review Board –** ARB Service Provider – Capital Region Assessment Services Commission (2025-2027); with Gerryl Amorin as Clerk (Designated Officer); and,

Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph as Assessment Review Board Panelists for 2025, with Mr. Ralph as Chair

1. **Confirmation of Access to Information (ATI) and Protection of Privacy (POP) Coordinator** – recommending Wildwillow Enterprises Inc., Wendy Wildman

**LEGISLATIVE**

1. **Review of Procedural Bylaw** – that the attached Bylaw 167-2025, being the most recent duly passed procedural bylaw for the municipality be acknowledged here as received and reviewed by motion of Council ***Pages 1-18***
2. **Review of Public Participation** – that the attached Policy, Policy C-COU-Par-1, Public Participation, being the most recent passed public participation policy, including the therein referenced Public Participation Plan, be acknowledged here as received and reviewed by motion of Council. ***Pages 19-20***
3. **Review of Council Remuneration Policy** – that the attached policy, Remuneration Policy, being the most recent duly passed council remuneration and expense policy be acknowledged here as received and reviewed by motion of Council. ***Pages 21-22***
4. **Review of Section Part 6, Municipal Organization & Administration (Municipal Government Act)** – that Council acknowledges they have received and reviewed Part 6, Municipal Organization & Administration (*Municipal Government Act)* list of performance of major administrative duties (attached). ***Pages 23-32***

**DEVELOPMENT & PLANNING**

1. **Development Authority:**

Development Officer - that Tony Sonnleitner be confirmed as Municipal Development Authority in general, and specifically as a Development Officer (Designated Officer).

**Subdivision and Development Appeal Board:** that Milestone Municipal Services be confirmed as provider of Subdivision and Development Appeal Board services, with Emily House, Janet Zaplotinsky and Cathy McCartney as Clerks (Designated Officers) and further that the following pool of individuals be confirmed as duly trained and active appeal board members:

* + 1. Denis Meier
    2. Rainbow Williams
    3. John Roznicki
    4. Chris Zaplotinsky
    5. Tony Siegel
    6. Jamie-Lee Kraley
    7. Jason Shewchuk
    8. John McIvor
    9. Angela Duncan

**Planning Authority** – that Municipal Planning Services be confirmed as provider of planning authority services, with Jane Dauphinee as Planning Officer (Designated Officer).

**EMERGENCY, COMMUNITY AND ENFORCEMENT**

1. **Fire Protection -** that the Town of Barrhead, Fire Chief Gary Hove, and any of the provisions of subsequent supplementary aid agreements be confirmed as forming the fire protection appointment for the municipality, specifically:
   1. Town of Barrhead through agreement with Town of Barrhead Fire Services, be confirmed as municipal fire services provider; and
   2. Gary Hove be confirmed as Municipal Fire Chief, and,
   3. Lac Ste. Anne County fire department be acknowledged as primary mutual aid partner for fire services in the municipality.
2. **Local Director of Emergency Management** – confirm Renee Jackson as Municipal Director of Emergency Management for the Summer Village of Birch Cove.

1. **Local Deputy Director of Emergency Management** – confirm Christine Greene as Municipal Deputy Director of Emergency Management.
2. **Regional Director of Emergency Management** – confirm Janice Christiansen as Regional Director of Emergency Management.

**29. Adjournment**