

SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	PRESENT	<p>Councillor: Dean Preston Councillor: Eugene Dugan Councillor: Jan Tschudin</p> <p>Administration: Wendy Wildman, CAO (via zoom) Administrative Assistant: Diane Wannamaker</p> <p>Public attendance (in person): 0</p>
1.	CALL TO ORDER	Chief Administrative Officer Wendy Wildman called the meeting to order at 4:00 p.m.
	PART 1 COUNCILLOR ORIENTATION PRESENTATION	<p>4:00 p.m. Alberta Summer Village Association – Mike Pashak – Part 1 Councillor Orientation Presentation – via zoom</p> <p>Commissioner of Oaths, Angela Duncan arrived for the meeting at 4:30 p.m.</p> <p>Mr. Pashak left the meeting at 4:25 p.m.</p>
	SWEARING IN ALL OF COUNCIL	<p>CAO Wildman recognized the results of the 2025 Election whereby Dean Preston, Eugene Dugan and Jan Tschudin were elected by majority.</p> <p>Commissioner of Oaths, Angela Duncan administered the Councillor Oaths of Office and Dean Preston, Eugene Dugan and Jan Tschudin assumed the office of Councillors.</p>
	64-25	<p>MOVED by Councillor Preston that Councillors Preston, Dugan and Tschudin accept for information and acknowledge receipt and completion of Part 1 of the required Councillor Orientation.</p> <p style="text-align: right;">CARRIED</p>
2.	AGENDA 65-25	<p>MOVED by Councillor Dugan that the agenda for the August 18th, 2025 Organizational Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	ELECTION (MAYOR)	CAO Wildman called for nominations for the Office of the Mayor of the Summer Village of Birch Cove;

SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	66-25	<p>Councillor Dugan nominated Councillor Preston</p> <p>CAO Wildman called for nominations for the Office of Mayor a second time;</p> <p>CAO Wildman called for nominations for the Office of Mayor a third time;</p> <p>MOVED by Councillor Dugan that nominations for the Office of Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Preston was declared elected by acclamation to the Office of Mayor and took the Oath of Office and assumed the Chair.</p>
4..	<p>ELECTION (DEPUTY MAYOR)</p> <p>67-25</p> <p>Angela Duncan</p>	<p>Mayor Preston called for nominations for the Office of Deputy Mayor of the Summer Village of Birch Cove;</p> <p>Councillor Dugan nominated Councillor Tschudin</p> <p>Mayor Preston called for nominations for the Office of Deputy Mayor a second time;</p> <p>Mayor Preston called for nominations for the Office of Deputy Mayor a third time;</p> <p>MOVED by Mayor Preston that nominations for the Office of Deputy Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Tschudin was declared elected by acclamation to the Office of the Deputy Mayor and took the Oath of Office.</p> <p>Ms. Duncan left the meeting at 4:40 p.m.</p>
5.	<p>CONFIRMATION OF COMMITTEE APPOINTMENTS</p> <p>68-25</p>	<p>MOVED by Mayor Preston that the following Council committee and external appointments be confirmed:</p> <p style="padding-left: 40px;">a) Highway 43 East Waste Commission: Representative: Councillor Dugan</p>

SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

		<p>b) Summer Villages Regional Emergency Management Partnership (SVREMP): Representative Mayor Preston</p> <p>c) Summer Villages of Lac Ste. Anne County East: all of Council may attend, Voting Representative Mayor Preston, First Alternate Voting Representative is Deputy Mayor Tschudin, Second Alternate Voting Representative is Councillor Dugan</p> <p style="text-align: right;">CARRIED</p>
6.	SIGNING AUTHORITY 69-25	<p>MOVED by Mayor Preston that Council confirm the signing authority to include all of Council (Mayor Preston, Deputy Mayor Tschudin and Councillor Dugan and for Administration, the Chief Administrative Officer (Wendy Wildman) and Administrative Assistant (Diane Wannamaker), with two signatures required on all financial instruments with one signature required from any member of Council and one signature required from Administration.</p> <p style="text-align: right;">CARRIED</p>
7.	BANKING AUTHORITY 70-25	<p>MOVED by Mayor Preston that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
8.	ADMINISTRATION 71-25	<p>MOVED by Mayor Preston that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
9.	CAO APPOINTMENT 72-25	<p>MOVED by Mayor Preston that Council confirm Wendy Wildman as Chief Administrative Officer for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

10.	MEETING DATES 73-25	<p>MOVED by Mayor Preston that Council confirm that the meeting date for regular Council meetings be established as the third Thursday of every second month starting at 4:00 p.m. beginning after the next meeting which is scheduled for Thursday, October 23rd, 2025, hosted in the municipal office board room, 2317 Township Road 545 in Lac Ste. Anne County in Alberta; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website as an appropriate form of notification.</p> <p style="text-align: right;">CARRIED</p>
11.	OFFICE LOCATION 74-25	<p>MOVED by Mayor Preston that Council confirm the location of the municipal office for the Summer Village of Birch Cove as 2317 Township Road 545 in Lac Ste. Anne County, Alberta.</p> <p style="text-align: right;">CARRIED</p>
12.	FINANCIAL OFFICER AND ADMINISTRATIVE ASSISTANT 75-25	<p>MOVED by Mayor Preston that Council confirm the appointment of Shelley Vaughan as Financial Officer and Diane Wannamaker as Administrative Assistant as designated officers for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
13.	CONFIRMATION OF AUDITOR APPOINTMENT 76-25	<p>MOVED by Mayor Preston that Council confirm the appointment of the firm Seniuk and Marcato as auditors for the Summer Village of Birch Cove for 2025.</p> <p style="text-align: right;">CARRIED</p>
14.	SOLICITOR 77-25	<p>MOVED by Mayor Preston that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

15.	ASSESSOR 78-25	<p>MOVED by Mayor Preston that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Travis Horne as municipal assessor, a designated officer position for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
16.	ASSESSMENT REVIEW BOARD 79-25	<p>MOVED by Mayor Preston that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite).</p> <p style="text-align: right;">CARRIED</p>
	80-25	<p>MOVED by Mayor Preston that Assessment Review Board Panelists and Administration appointments be confirmed as: Gerryl Amorin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Castle Island; Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meir and Raymond Ralph as certified panelists; and Richard Ralph the Designated Chair for the Assessment Review Board for 2025.</p> <p style="text-align: right;">CARRIED</p>
17.	ATI & POP COORDINATOR 81-25	<p>MOVED by Mayor Preston that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the Access to Information and Protection of Privacy Coordinator for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
18.- 21.	LEGISLATIVE 82-25	<p>MOVED by Councillor Dugan that Council acknowledge as received, and here now reviewed, the following notable Bylaw and Policies:</p> <p>Bylaw 2025-05, being the duly passed Procedural Bylaw Policy C-COU-PAR-1, being the duly passed Public Participation Policy</p> <p style="text-align: right;">CARRIED</p>

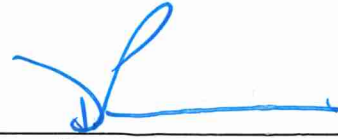
SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	83-25	MOVED by Mayor Preston that Policy C-COU-REM-1, Councillor Remuneration Policy be deferred to the October 23 rd , 2025 Regular meeting for further discussion. CARRIED
	84-25	MOVED by Councillor Dugan that Council acknowledges they have received and here now reviewed Section 208 of the <i>Municipal Government Act</i> , specifically the list of Performance of Major Administrative Duties of the municipality. CARRIED
22. & 23.	DEVELOPMENT & SUBDIVISION AND DEVELOPMENT APPEAL BOARD 85-25	MOVED by Mayor Preston that Council confirms the appointment of Tony Sonleitner as Development Officer for the Summer Village of Birch Cove, being in part the Development Authority, as provided for under the Land Use Bylaw #417-16, being also a designated officer position for the Summer Village of Birch Cove. CARRIED
	86-25	MOVED by Mayor Preston that Council confirm Milestone Municipal Services as Subdivision and Development Appeal Board services provider and the appointment of Emily House, Janet Zaplotinsky and Cathy McCartney as Subdivision and Development Appeal Board Clerks, as designed officer positions for the Summer Village of Birch Cove. CARRIED
	87-25	MOVED by Mayor Preston that Council appoint and confirm the following pool of individuals (as provided through agreement with the Subdivision and Development Appeal Board services provider): Denis Meier Rainbow Williams John Roznicki Chris Zaplotinsky Tony Siegel Jamie-Lee Kraley Jason Shewchuk John McIvor Angela Duncan CARRIED

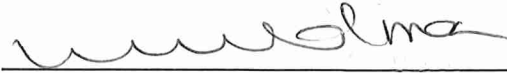
SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	88-25	<p>MOVED by Mayor Preston that Council confirm the engagement of Municipal Planning Services as municipal planning services provider and the appointment of Jane Dauphinee as Planning Officer, a designated officer position for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
24. - 28	EMERGENCY, COMMUNITY AND ENFORCEMENT 89-25 90-25 91-25 92-25	<p>MOVED by Mayor Preston that Council confirms the engagement of the Town of Barrhead Fire Services as Fire Protection services provider for Birch Cove; confirm Fire Chief Gary Hove as Fire Chief, respective of the terms of the service agreement and subsequent supplementary aid agreements and further acknowledge that Lac Ste. Anne County fire services department be acknowledged as primary mutual aid partner for fire services in the municipality.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Preston that Council confirm the appointment of Renee Jackson as the local Municipal Director of Emergency Management for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Preston that Council defer the appointment of the local Municipal Deputy Director of Emergency Management for the Summer Village of Birch Cove to the Regular meeting scheduled for October 23rd, 2025.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Preston that Council confirm the appointment of Janice Christiansen as the Regional Director of Emergency Management for the membership of the Ste. Anne Regional Emergency Management Commission, including the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
26.	ADJOURNMENT	The meeting adjourned at 5:00 p.m.

SUMMER VILLAGE OF BIRCH COVE
ORGANIZATIONAL COUNCIL MEETING MINUTES
AUGUST 18TH, 2025 AT 4:00 P.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM



Mayor, Dean Preston



Chief Administrative Officer, Wendy
Wildman