

**SUMMER VILLAGE OF SUNRISE BEACH  
COUNCIL ORGANIZATIONAL MEETING  
TUESDAY, AUGUST 24<sup>th</sup>, 2021 AT 7:00 PM**

**Location: Town of Onoway Council Chambers**

(Due to COVID restrictions, the public may also participate via Zoom,  
call the office to arrange for same.)

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**A G E N D A**

1. **Call to Order (by Chief Administrative Officer, Wendy Wildman)**
2. **Oath of Office** (administered by CAO, distribution of Roles and Responsibility of Municipal Officials, Pecuniary Interest for Municipal Councillors, What Every Councillor Needs to Know, A Council Member Handbook and Bylaw 162-2020, Council Procedural Bylaw.  
*Motion: that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received.*
3. **Adoption of Agenda**
4. **Mayor – Nomination & Appointment & Official Oath of Office**
5. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
6. **Confirmation of Council Meeting Dates & Time** ( was the 4<sup>th</sup> Tuesday of the months of January, February, March, April, June, July, August, September, October, November at 7:00 p.m. at the Onoway Civic Centre)
7. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
8. **Confirmation of Banking Authority** (ATB Financial)
9. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
10. **Confirmation of Auditor Appointment** (Metrix Group LLP)
11. **Confirmation of Solicitor Appointment** (Patriot Law Group)
12. **Confirmation of Subdivision & Development Appeal Board** (as per agreement with Milestone Municipal Services (Emily House) and applicable Summer Village Bylaw 148-2019)
13. **Confirmation of Assessment Review Board** (as per agreement with Capital Region Assessment Services Commission and applicable Summer Village Bylaws 167-2021 & 168-2021)
14. **Confirmation of Municipal Planning Commission** (all Council)
15. **Confirmation of FOIP Coordinator** (Wildwillow Enterprises Inc., Wendy Wildman)

16. **Planning & Subdivision Authority** (Municipal Planning Services) Jane Dauphinee, Bylaw 146-18.
17. **Integrity Commissioner** – Victoria Message
18. **Confirmation of Designated Officers**  
**Assessor Appointment** (Ray Crews, Municipal Assessment Services Group)  
**Development Authority** (Tony Sonnleitner, Development Officer) – Bylaw 97-2004  
**Confirmation of Planning & Subdivision Authority** (Municipal Planning Services Ltd.) – Bylaw 146-18  
**Assessment Review Board Clerk** (Richard Barham, Capital Region Assessment Services Board) – Bylaw 167-2021  
**Subdivision & Development Appeal Board Clerks** (Emily House) – Bylaw 148-2019
19. **Confirmation of Committee Appointments:**
  - a) Highway 43 East Waste Commission (was: Beck)
  - b) West Inter Lake District Regional Water Services Commission (no one previously appointed)
  - c) Lac Ste. Anne Emergency Management Agency - Regional Emergency Services Agency (no one previously appointed)
  - d) Summer Villages of Lac Ste. Anne County East (was: all to attend, voting representative Usselman alt Tremblay/Beck)
  - e) Family & Community Support Services (was Tremblay)
  - f) Joint Lagoon Committee Sandy/Sunrise (was all of council)
  - g) Regional Sewer Line (was all of council)
  - h) Municipal Planning Commission (was all of council)
20. **Municipal Office Location** (4808 – 51 Street – Town of Onoway)
21. **Policy #C-COU-REM-1 Council, Reimbursement Policy** (confirm as is, or approve with changes)
21. **Adjournment**