

SUMMER VILLAGE OF SUNRISE BEACH
MINUTES OF THE ORGANIZATIONAL MEETING
TUESDAY, AUGUST 22ND, 2023 ADMINISTRATION OFFICE 2317 TWP. RD. 545
LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

	PRESENT	<p>Councillors: Michael Benson, Jon Ethier, Brian Benning</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Victoria Message, Administrative Assistant - zoom</p> <p>Public attendance (in person): 6</p> <p>Public via zoom: 3</p>
1.	CALL TO ORDER	<p>Wendy Wildman called the meeting to order 7:00 p.m.</p> <p>The Oath of Office was administered for recently elected Councillor Benning.</p>
2.	AGENDA 152-23	<p>MOVED by Councillor Ethier that the Agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MAYOR NOMINATION & APPOINTMENT 153-23	<p>Wendy Wildman called for nominations for Mayor.</p> <p>Councillor Benson nominated Councillor Ethier.</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 Benson that nominations for Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Ethier was declared Mayor and was administered the Oath of Office for Mayor. Mayor Ethier assumed the Chair.</p>
4.	DEPUTY MAYOR NOMINATION & APPOINTMENT 154-23	<p>Mayor Ethier called for nominations for Deputy Mayor.</p> <p>Mayor Ethier nominated Councillor Benson.</p> <p>Mayor Ethier called for nominations for Deputy Mayor a second time.</p> <p>Mayor Ethier called for nominations for Deputy Mayor third time.</p> <p>MOVED by Mayor Ethier that nominations for Deputy Mayor cease.</p>

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		CARRIED
		Councillor Benson was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.
5.	CONFIRMATION OF COUNCIL MEETING DATES & TIME 155-23	<p>MOVED by Deputy Mayor Benson that regular Council meetings be scheduled for the 4th Tuesday of the months of January, February, March, April, June, July, August, September, October, November at 7:00 p.m. at the Administration Office 2317 TWP RD 545 Lac Ste. Anne County.</p> <p style="text-align: right;">CARRIED</p>
6.	CONFIRMATION OF BANKING SIGNING AUTHORITY 156-23	<p>MOVED by Mayor Ethier 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 (Jon Ethier, Mike Benson, Brian Benning) • 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.	CONFIRMATION OF BANKING AUTHORITY 157-23	<p>MOVED by Councillor Benning that the banking authority for the Summer Village of Sunrise Beach be confirmed as ATB Financial.</p> <p style="text-align: right;">CARRIED</p>
8.	CONFIRMATION OF CAO APPOINTMENT 158-23	<p>MOVED by Deputy Mayor Benson 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 159-23	MOVED by Mayor Ethier that the Auditor appointment be confirmed as Metrix Group LLP. CARRIED
10.	CONFIRMATION OF SOLICITOR APPOINTMENT 160-23	MOVED by Deputy Mayor Benson that the Solicitor appointment be confirmed as Patriot Law Group. CARRIED
11.	CONFIRMATION OF SUBDIVISION & DEVELOPMENT APPEAL BOARD 161-23	MOVED by Councillor Benning that as per agreement, the Subdivision and Development Board be confirmed as Milestone Municipal Services (Emily House) (Bylaw 148-2019). CARRIED
12.	CONFIRMATION OF ASSESSMENT REVIEW BOARD 162-23	MOVED by Mayor Ethier that as per agreement, the Assessment Review Board be confirmed as Capital Region Assessment Services Commission (Bylaws 167-2021 & 168-2021). CARRIED
13.	CONFIRMATION OF MUNICIPAL PLANNING COMMISSION 163-23	MOVED by Deputy Mayor Benson that the Municipal Planning Commission be confirmed as all of Council. CARRIED
14.	CONFIRMATION OF FOIPP COORDINATOR 164-23	

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		<p>MOVED by Mayor Ethier 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>
15.	<p>CONFIRMATION OF PLANNING & SUBDIVISION AUTHORITY 165-23</p>	<p>MOVED by Councillor Benning that as per agreement, the Planning & Subdivision Authority be confirmed as Municipal Planning Services – Jane Dauphinee (Bylaw 146-18).</p> <p style="text-align: right;">CARRIED</p>
16.	<p>CONFIRMATION OF INTEGRITY COMMISSIONER 166-23</p>	<p>MOVED by Mayor Ethier that the Integrity Commission be confirmed as Victoria Message.</p> <p style="text-align: right;">CARRIED</p>
17.	<p>DESIGNATED OFFICERS 167-23</p>	<p>MOVED by Mayor Ethier that the Designated Officers be confirmed as follows:</p> <p>Assessor Appointment: Justin Goudreau, Municipal Assessment Services Group – Bylaw 182-2023</p> <p>Development Authority: Tony Sonnleitner, Development Officer – Bylaw 97-2004</p> <p>Planning & Subdivision Authority: Municipal Planning Services Ltd. – Bylaw 146-18</p> <p>Assessment Review Board Clerk: Gerryl Amorn, Capital Region Assessment Services Board – Bylaw 168-2021</p> <p>Subdivision & Development Appeal Board Clerks: (Emily House and Cathy McCartney – Milestone Municipal Services) – Bylaw 178-2022</p> <p style="text-align: right;">CARRIED</p>
18.	<p>CONFIRMATION OF COMMITTEE APPOINTMENTS 168-23</p>	

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		<p>MOVED by Mayor Ethier that the Committee Appointments be approved as follows:</p> <ul style="list-style-type: none"> a) Highway 43 East Waste Commission (Brian Benning - Representative) b) West Interlake District Regional Water Services Commission (Mike Benson – Representative) c) Ste. Anne Emergency Management Agency – Regional Emergency Services (Jon Ethier – Representative) d) Summer Villages of Lac Ste. Anne County East (Jon Ethier – Representative) (with all of Council to attend) e) Regional Family & Community Support Services (Mike Benson – Representative) f) Joint Lagoon Committee Sandy/Sunrise (all of Council to attend) g) Regional Sewer Line (all of Council to attend) h) Municipal Planning Commission (all of Council) i) Lac Ste. Anne East End Bus Society (Brian Benning - Representative) <p style="text-align: right;">CARRIED</p>
<p>19.</p>	<p>MUNICIPAL OFFICE LOCATION 169-23</p>	<p>MOVED by Mayor Ethier that the Municipal Office location be confirmed as the Administration Office 2317 TWP RD 545 Lac Ste. Anne County, Alberta.</p> <p style="text-align: right;">CARRIED</p>
<p>20.</p>	<p>REMUNERATION POLICY #C-COU-REM- 1 170-23</p>	<p>MOVED by Mayor Ethier that Council Reimbursement Policy # C-COU-REM-1 be confirmed as is.</p> <p style="text-align: right;">CARRIED</p>

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21.	COUNCIL ACKNOWLEDGMENTS 171-23	MOVED by Mayor Ethier Council acknowledgement and receipt of the following documents: a) Municipal Government Act – Section 208(1) b) Council and Council Committee Procedural Bylaw 162-2020 c) Public Participation Policy C-COU-PAR-1 and Public Participation Plan d) Council Code of Conduct Bylaw 147-2018 <p style="text-align: right;">CARRIED</p>
22.	ADJOURNMENT	The meeting adjourned at 7:13 p.m.

Mayor, Jon Ethier

Chief Administrative Officer, Wendy Wildman