

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
THURSDAY, DECEMBER 21, 2023  
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

PRESENT: Council: Councillor Sandi Benford  
Councillor Garth Ward  
Councillor Colleen Richardson

Administration: Wendy Wildman, Chief Administrative Officer  
Angela Duncan, Assistant Chief Administrative Officer

Absent: n/a

Appointments: n/a

Public at Large: 1 – Via Zoom (at 1:08 p.m.) / 0 – In Person

MOTION #	
1.	<p><b>CALL TO ORDER</b></p> <p>Chief Administrative Officer, Wendy Wildman, called the meeting to order at 1:00 p.m.</p> <p>A moment of silence was observed in honour of Deputy Mayor Brian Johnson who recently passed.</p>
2.	<p><b>OATH OF OFFICE</b></p> <p>Councillors Garth Ward and Colleen Richardson took the Oath of Office.</p>
3.	<p><b>COUNCIL'S LEGISLATIVE RESPONSIBILITIES</b> 142-23</p> <p><b>MOVED</b> by Councillor Ward that Roles and Responsibilities of Municipal Officials, Pecuniary Interests for Municipal Councillors, Part 6 of the Municipal Government Act, and the Council and Committee Procedural Bylaw, all outlining Council's legislative responsibilities, be acknowledged as received.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<p><b>NOMINATIONS</b></p> <p>Chief Administrative Officer, Wendy Wildman, called for nominations for the position of Mayor.</p> <p>Councillor Ward nominated Councillor Benford.  Councillor Benford accepted the nomination.</p> <p>Chief Administrative Officer, Wendy Wildman, called for nominations for the position of Mayor a second time.</p> <p>There were no nominations.</p>

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	143-23	<p>Chief Administrative Officer, Wendy Wildman, called for nominations for the position of Mayor a third time.</p> <p>There were no nominations.</p> <p><b>MOVED</b> by Councillor Ward that nominations cease. <b>CARRIED</b></p> <p>Mayor Benford took the Oath of Office and assumed the chair of the meeting.</p> <p>Mayor Benford called for nominations for the position of Deputy Mayor.</p> <p>Councillor Richardson nominated Councillor Ward. Councillor Ward accepted the nomination.</p> <p>Mayor Benford called for nominations for the position of Deputy Mayor a second time.</p> <p>There were no nominations.</p> <p>Mayor Benford called for nominations for the position of Deputy Mayor a third time.</p> <p>There were no nominations.</p>
	144-23	<p><b>MOVED</b> by Mayor Benford that nominations cease. <b>CARRIED</b></p> <p>Deputy Mayor Ward took the Oath of Office.</p>
<b>5.</b>	<b>APPOINTMENTS</b> 145-23	<p><b>MOVED</b> by Councillor Richardson that the committee appointments be confirmed as follows:</p> <ul style="list-style-type: none"> <li>i. Public Works Supervisor – Deputy Mayor Ward (Councillor Richardson – alternate)</li> <li>ii. Highway 43 East Waste Commission – Councillor Richardson (Deputy Mayor Ward – alternate)</li> <li>iii. Summer Villages Lac Ste. Anne County East – Mayor Benford as voting member, all of Council to attend</li> <li>iv. Darwell Sewage Lagoon Commission/Regional Waste Water Line – Deputy Mayor Ward (Councillor Richardson – alternate)</li> </ul>

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	146-23	<ul style="list-style-type: none"> <li>v. Lake Isle Aquatic Management Society – Mayor Benford (Councillor Richardson – alternate)</li> <li>vi. Yellowhead Regional Library – Mayor Benford (Councillor Richardson – alternate)</li> <li>vii. Family and Community Support Services – Mayor Benford (Councillor Richardson – alternate)</li> <li>viii. Summer Village Regional Emergency Management Partnership – Mayor Benford (Deputy Mayor Ward – alternate)</li> <li>ix. Flowering Rush Alberta Community Partnership Project – Mayor Benford (Councillor Richardson – alternate)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Ward that the designated officers be confirmed as follows:</p> <ul style="list-style-type: none"> <li>i. Chief Administrative Officer – Wendy Wildman, Wildwillow Enterprises Inc. (<i>Bylaw 186</i>)</li> <li>ii. Assessor, Dan Kanuka, Municipal Assessment Services Group (<i>Bylaw 249</i>)</li> <li>iii. Development Authority, Tony Sonnleitner, Development Officer (<i>Bylaw 232</i>)</li> <li>iv. Planning Authority, Administration for Subdivision Approval Process, Jane Dauphinee, Municipal Planning Services (<i>Bylaw 191</i>)</li> <li>v. Subdivision Approving Authority – Council, Summer Village of South View (<i>Bylaw 191</i>)</li> <li>vi. Subdivision &amp; Development Appeal Board Clerks, Emily House and Cathy McCartney (<i>Bylaw 212</i>)</li> <li>vii. Assessment Review Board Clerk, Gerry Amorin, Capital Region Assessment Services Commission (<i>Bylaw 230</i>)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
	147-23	<p><b>MOVED</b> by Councillor Richardson that the following appointments be confirmed:</p> <ul style="list-style-type: none"> <li>i. Auditor – Seniuk &amp; Company</li> <li>ii. Solicitor – Patriot Law Group Onoway</li> <li>iii. FOIP Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.</li> <li>iv. Integrity Commissioner – Victoria Message, Wildwillow Enterprises Inc.</li> <li>v. Community Peace Officer – as per agreement with Town of Mayerthorpe</li> <li>vi. Subdivision &amp; Development Appeal Board – as per agreement with Milestone Municipal Services</li> </ul>

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		<p>vii. Municipal Planning Commission – all of Council  viii. Assessment Review Board – as per agreement with Capital Region Assessment Services Commission</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>6.</b>	<b>COUNCIL ACKNOWLEDGEMENTS</b>	
	148-23	<p><b>MOVED</b> by Deputy Mayor Ward that Part 6 of the MGA – Municipal Organization and Administration, outlining Council’s legislative responsibilities, be acknowledged as received.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	149-23	<p><b>MOVED</b> by Councillor Richardson that Council acknowledges it has received and reviewed Council &amp; Committee Procedural Bylaw 239-2023.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	150-23	<p><b>MOVED</b> by Councillor Richardson that Council acknowledges it has received and reviewed the Summer Village of South View’s Public Participation Policy C-COU-PAR-1 and Public Participation Plan dated February 28, 2019.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	151-23	<p><b>MOVED</b> by Deputy Mayor Ward that Council acknowledges it has received and reviewed the Summer Village of South View’s Council Code of Conduct Bylaw 203-2018 and further that the bylaw be brought back to a future meeting for further discussion and possible amendments.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>7.</b>	<b>FINANCIAL</b>	
	152-23	<p><b>MOVED</b> by Deputy Mayor Ward that Council confirms signing authority as follow: two signatures are required, with one signature to be any member of Council and the other signature to be either the Chief Administrative Officer (CAO) or the Assistant Chief Administrative Officer; and FURTHER that signing authority be approved for Council as: Sandi Benford, Colleen Richardson, Garth Ward, and for Administration as Wendy Wildman (CAO) and Angela Duncan (Assistant CAO).</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	153-23	<b>MOVED</b> by Mayor Benford that James Woslyng, Brian Johnson, and Ian MacCormack be removed from signing authority.  <b>CARRIED</b>
	154-23	<b>MOVED</b> by Councillor Richardson that the banking authority be confirmed as ATB Financial.  <b>CARRIED</b>
	155-23	<b>MOVED</b> by Deputy Mayor Ward that Council Remuneration Policy C-COU-REM-1 be accepted for information and further that the policy be brought back to a future meeting for discussion and possible amendments.  <b>CARRIED</b>
<b>8.</b>	<b>MEETING DATES</b> 156-23	<b>MOVED</b> by Deputy Mayor Ward that Council Confirms that meetings will be held on the third Tuesday of the month at 9:30 a.m., except for May, unless changed by Council, at the Municipal Office Board Room at 2317 TWP Road 545, Lac Ste Anne County, with public participation either in person or via Zoom; and FURTHER that regular council meeting information be posted on the Summer Village website in accordance with Policy C-COU-MTG-1 Notification of Council and Committee Meetings.  <b>CARRIED</b>
<b>9.</b>	<b>MUNICIPAL OFFICE LOCATION</b> 157-23	<b>MOVED</b> by Deputy Mayor Ward That the Municipal Office location be confirmed as 2317 TWP Road 545, Lac Ste Anne County, AB, T0E 0V0.  <b>CARRIED</b>
<b>10.</b>	<b>ADJOURNMENT</b>	There being no further business, Mayor Benford adjourned the meeting at 1:41 p.m.

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Sandi Benford, Mayor

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Wendy Wildman, Chief Administrative Officer