

SUMMER VILLAGE OF SOUTH VIEW
ORGANIZATIONAL COUNCIL MEETING MINUTES
WEDNESDAY, JULY 21, 2021
TOWN OF ONOWAY COUNCIL CHAMBERS
(Due to COVID restrictions, the public may participate via electronic means)

PRESENT:	Sandi Benford	-	Councillor
	Brian Johnson	-	Councillor
	James Woslyng	-	Councillor
	Wendy Wildman	-	Chief Administrative Officer (CAO)
	Heather Luhtala	-	Assistant CAO
	Michelle Gallagher	-	Legal Counsel

PUBLIC AT LARGE: 3

1. CALL TO ORDER

The meeting was called to order at 9:33 a.m. by Chief Administrative Officer, Wendy Wildman.

2. Michelle Gallagher administered the oaths of office for Council to Brian Johnson, Sandi Benford & James Woslyng.

3. The Chief Administrative Officer distributed the following documents to Council: Roles and Responsibilities of Municipal Officials, Pecuniary Interest for Municipal Councillors, What Every Councillor Needs to Know, A Council Member Handbook, Municipal Government Act, the Council & Committee Procedural Bylaw #221-2020 and the Code of Conduct Bylaw #203-2018.

Michelle Gallagher gave Council a detailed review of the roles and responsibilities of Councillors.

Motion #89-21

4. **MOVED** by Councillor Johnson that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities, the following documents be acknowledged as received: Roles and Responsibilities of Municipal Officials, Pecuniary Interest for Municipal Councillors, What Every Councillor Needs to Know, A Council Member Handbook, Municipal Government Act, the Council & Committee Procedural Bylaw #221-2020 and the Code of Conduct Bylaw #203-2018.

CARRIED

5. NOMINATIONS

a) Mayor:

Chairman Wildman called for nominations for the position of Mayor.

Councillor Johnson nominated Councillor Benford for Mayor.

Chairman Wildman called for nominations for the position of Mayor a second time – None

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Chairman Wildman called for nominations for the position of Mayor a third time – None.

Motion #90-21

MOVED by Councillor Johnson that nominations for the position of Mayor cease.

CARRIED

Councillor Benford was declared Mayor, Michelle Gallagher administered the Oath of Office to Sandi Benford for the position of Mayor and Sandi Benford assumed the Chair.

b) Deputy Mayor:

Mayor Benford called for nominations for the position of Deputy Mayor.

Mayor Benford nominated Councillor Johnson for Deputy Mayor.

Mayor Benford called for nominations for the position of Deputy Mayor a second time - None

Mayor Benford called for nominations for the position of Deputy Mayor a third time – None.

Motion #91-21

MOVED by Mayor Benford that nominations for the position of Deputy Mayor cease.

CARRIED

Councillor Johnson was declared Deputy Mayor, Michelle Gallagher administered the Oath of Office to Brian Johnson for the position of Deputy Mayor.

6. APPOINTMENTS

Motion #92-21

MOVED by Deputy Mayor Johnson that the following committee appointments and confirmations be approved:

- a) Public Works Supervisor
 - Sandi Benford with James Woslyng as alternate.

- b) Member to Highway 43 East Waste Commission
 - Brian Johnson with Sandi Benford as alternate.

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- c) Representative to Summer Villages of Lac Ste. Anne County East
 - James Woslyng with Sandi Benford as alternate.
(all Council to attend, rep to vote)
- d) Member to Darwell Sewage Lagoon Committee/Regional Wastewater Line
 - James Woslyng with Brian Johnson as alternate.
- e) Lake Isle Aquatic Management Society
 - Sandi Benford with James Woslyng as alternate.
- f) Yellowhead Regional Library
 - Sandi Benford with James Woslyng as alternate.
- g) Family and Community Support Services (FCSS)
 - Sandi Benford with Brian Johnson as alternate.
- h) Regional Emergency Services
 - Sandi Benford with Brian Johnson as alternate.
- i) Flowering Rush ACP Project
 - Sandi Benford with James Woslyng as alternate.
- j) Regionalization & Shared Services
 - Sandi Benford with Brian Johnson as alternate.
- k) Chief Administrative Officer
 - Wendy Wildman, Wildwillow Enterprises Inc.
- l) Auditor
 - Auditor Appointment – Seniuk & Company
- m) Solicitor
 - Patriot Law Group Onoway
- n) FOIP Coordinator
 - Wendy Wildman, Wildwillow Enterprises Inc.
- o) Integrity Commissioner
 - Victoria Message
- p) Community Peace Officer
 - Town of Mayerthorpe Community Peace Officer Services Agreement – (Dwight Dawn)
- q) Subdivision & Development Appeal Board – as per agreement with Milestone Municipal Services

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- r) Municipal Planning Commission
 - All of Council

- s) Designated Officers:
 - Assessor, Dan Kanuka, Municipal Assessment Services Group (*Bylaw 249*)
 - Development Authority, Diane Burtnick, Development Officer (*Bylaw 190*)
 - Planning Authority, Administration for Subdivision Approval Process, Jane Dauphinee, Municipal Planning Services (*Bylaw 191*) / Subdivision Approving Authority – Council, Summer Village of South View (*Bylaw 191*)
 - Subdivision & Development Appeal Board Clerks, Emily House and Cathy McCartney (*Bylaw 212*)
 - Assessment Review Board Clerk, Richard Barham, Capital Region Assessment Services (*Bylaw 224*)

CARRIED

7. FINANCIAL

Motion #93-21

MOVED by Councillor Woslyng that the following financial information be confirmed:

- a) Signing Authority, all of the Council and the Chief Administrative Officer and the Assistant Chief Administrative Officer
 - Two signatures are required
 - One signature to be any member of Council (Sandi Benford, James Woslyng, Brian Johnson)
 - One signature to be the Chief Administrative Officer, Wendy Wildman or the Assistant Chief Administrative Officer, Heather Luhtala

- b) Banking Authority – ATB Financial.

- c) Remuneration/Reimbursement – Policy C-COU-REM-1

CARRIED

8. MEETING DATES

- a. Regular Meeting Day/Times

Motion #94-21

MOVED by Deputy Mayor Johnson that regular Council meetings be scheduled for the third Wednesday of the month at 9:30 a.m. except for the month of May unless changed by Council.

CARRIED

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b. Regular Meeting Location

Motion #95-21

MOVED Deputy Mayor Johnson that the regular meetings of Council take place at the Town of Onoway Council Chambers located at 4812-51 Street, Onoway, AB.

CARRIED

c. Notification of Council & Council Committee Meetings

Motion #96-21

MOVED by Deputy Mayor Johnson 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.

CARRIED

9. MUNICIPAL OFFICE LOCATION

Motion #97-21

MOVED by Deputy Mayor Johnson that the named municipal office location be confirmed as 4808-51 Street, Onoway, Alberta.

CARRIED

10. ADJOURNMENT

Mayor Benford declared the meeting adjourned at 10:13 a.m.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman