

SUMMER VILLAGE OF YELLOWSTONE  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
FRIDAY, AUGUST 20, 2021  
ONOWAY MUSEUM & HERITAGE CENTRE

**PRESENT:** Councillor .....Don Bauer  
Councillor .....Brian Brady  
Councillor .....Darren Jones

Chief Administrative Officer (CAO).....Wendy Wildman  
Assistant CAO.....Heather Luhtala  
Local Director of Emergency Management Milos Tajek  
Public at Large ..... 1 (via zoom)

**1. CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Chief Administrative Officer, Wendy Wildman.

**2. OATH OF OFFICE FOR COUNCIL**

Wendy Wildman administered the Oath of Office for Council to Don Bauer, Brian Brady and Darren Jones.

Motion #105-21

**3. AGENDA**

**MOVED** by Councillor Bauer that the August 20, 2021 Organizational Meeting Agenda be adopted as presented.

**CARRIED**

**4. NOMINATIONS - MAYOR**

The Chief Administrative Officer called for nominations for the position of Mayor.

Councillor Brady nominated Councillor Bauer for Mayor.

The Chief Administrative Officer called for nominations for the position of Mayor a second time.

The Chief Administrative Officer call for nominations for the position of Mayor a third time.

Motion #106-21

**MOVED** by Councillor Jones that nominations for Mayor cease.

**CARRIED**

Councillor Bauer was declared Mayor, was administered the Oath of Office for the position of Mayor and assumed the Chair.

**5. NOMINATIONS – DEPUTY MAYOR**

Mayor Bauer called for nominations for position of Deputy Mayor.

Councillor Jones nominated Councillor Brady for Deputy Mayor.

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Mayor Bauer called for nominations for position of Deputy Mayor a second time.

Mayor Bauer called for nominations for position of Deputy Mayor a third time.

Motion #107-21

**MOVED** by Councillor Jones that nominations for Deputy Mayor cease.

**CARRIED**

Councillor Brady was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.

Motion #108-21

**6. CONFIRMATION OF COUNCIL MEETING DATE & TIME**

**MOVED** by Deputy Mayor Brady that regular Council meetings be scheduled for the 3<sup>rd</sup> Friday of the months of January, March, April, June, July, August, September, October and November at 9:00 a.m., all meetings to take place at the Summer Village Shop located at 500-Morin Drive in Yellowstone, Alberta (unless otherwise changed by Council).

**CARRIED**

Motion #109-21

**7. CONFIRMATION OF SIGNING AUTHORITY**

**MOVED** by Deputy Mayor Brady that the Signing Authorities be confirmed as all three Council members being Don Bauer, Darren Jones or Brian Brady in conjunction with the Chief Administrative Officer, Wendy Wildman or the Assistant Chief Administrative Officer, Heather Luhtala (both Wendy Wildman and Heather Luhtala being authorized to December 31, 2021) AND THAT two signatures are required being one elected official and one administration.

**CARRIED**

Motion #110-21

**8. CONFIRMATION OF BANKING AUTHORITY**

**MOVED** by Councillor Jones that the Banking Authority be confirmed as ATB Financial.

**CARRIED**

Motion #111-21

**9. CONFIRMATION OF CHIEF ADMINISTRATIVE OFFICER APPOINTMENT**

**MOVED** by Councillor Jones that the Chief Administrative Officer Appointment be confirmed as Wendy Wildman of Wildwillow Enterprises Inc. to December 31, 2021.

**CARRIED**

Motion #112-21

**10. CONFIRMATION OF AUDITOR APPOINTMENT**

**MOVED** by Deputy Mayor Brady that the Auditor Appointment be confirmed as Seniuk & Co.

**CARRIED**

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Motion #113-21

**11. CONFIRMATION OF SOLICITOR APPOINTMENT**

**MOVED** by Deputy Mayor Brady that the Solicitor Appointment be confirmed as Patriot Law Group.

**CARRIED**

Motion #114-21

**12. CONFIRMATION OF INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD AUTHORITY**

**MOVED** by Councillor Jones that the Intermunicipal Subdivision & Development Appeal Board be confirmed as per agreement with Lac Ste. Anne County (Bylaws 204-2019 and 210-2019).

**CARRIED**

Motion #115-21

**13. CONFIRMATION OF ASSESSMENT REVIEW BOARD**

**MOVED** by Councillor Jones that the Assessment Review Board be confirmed as per agreement with Capital Region Assessment Services Commission (Bylaw 218-2021 and 219-2021).

**CARRIED**

Motion #116-21

**14. CONFIRMATION OF MUNICIPAL PLANNING COMMISSION**

**MOVED** by Deputy Mayor Brady that the Municipal Planning Commission be confirmed as all of Council.

**CARRIED**

Motion #117-21

**15. CONFIRMATION OF FREEDOM OF INFORMATION & PROTECTION OF PRIVACY (FOIP) COORDINATOR**

**MOVED** by Councillor Jones that the FOIP Coordinator be confirmed as the Chief Administrative Officer, Wendy Wildman, to December 31, 2021.

**CARRIED**

Motion #118-21

**16. CONFIRMATION OF INTEGRITY COMMISSIONER**

**MOVED** by Deputy Mayor Brady that the Integrity Commissioner be confirmed as Victoria Message to December 31, 2021.

**CARRIED**

Motion #119-21

**17. CONFIRMATION OF DESIGNATED OFFICERS**

**MOVED** by Deputy Mayor Brady that the following Designated Officer appointments be confirmed:

- Assessor, Dan Kanuka, Municipal Assessment Services Group (*Bylaw 151*)
- Development Authority, Diane Burtnick, Development Officer (*Bylaw 188*)

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- Subdivision Authority, Administration for Subdivision Approval Process, Jane Dauphinee, Municipal Planning Services (*Bylaw 189*) / Subdivision Approving Authority – Council, Summer Village of Yellowstone (*Bylaw 189*)
- Subdivision & Development Appeal Board Clerks – Stacey Wagner, Cindy Suter, Trinity Hindes and Jane Holman (*Bylaw 210-2019*)
- Assessment Review Board Clerk, Richard Barham (*Bylaw 219-2021*)
- Community Peace Officer/Bylaw Enforcement Officer - Town of Mayerthorpe Peace Officer Services Agreement – Dwight Dawn (*Bylaw 211-2019*)

**CARRIED**

Motion #120-21

**18. CONFIRMATION OF COMMITTEE APPOINTMENTS**

**MOVED** by Deputy Mayor Brady that the Committee Appointments be confirmed as follows:

-**Fire Commissioner** – **Brian Brady** representative with Don Bauer as alternate

-**Highway 43 East Waste Commission** – **Don Bauer** representative with Brian Brady as alternate

-**Lac Ste. Anne Foundation** – **Darren Jones** representative with Brian Brady as alternate

-**Regional Emergency Services Advisory Committee** – **Don Bauer** representative with Brian Brady as alternate / **Regional Emergency Services Agency** is Milos Tajek as Local Director of Emergency Management and Don Bauer as Local Deputy Director of Emergency Management

-**North 43 Lagoon Commission** – **Don Bauer** representative with Brian Brady as alternate

-**West Inter Lake District Regional Water Services Commission** – **Don Bauer** representative with Darren Jones as alternate

-**Family & Community Support Services** – **Darren Jones** representative with Brian Brady as alternate

-**Yellowhead Regional Library** – **Brian Brady** representative with Darren Jones as alternate

-**Summer Villages of Lac Ste. Anne County East** – **all members of Council** to attend (one rep to vote in the order of Mayor, Deputy Mayor, Councillor)

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**-Darwell Regional Wastewater Line** – **Don Bauer** representative with Brian Brady as alternate

**-Shared Services/Regionalization** – **Don Bauer** representative with Brian Brady as alternate

**-Lac Ste. Anne Weir/Water Levels Group** – **Don Bauer** representative with Darren Jones as alternate

**CARRIED**

Motion #121-21

**19. COUNCIL REMUNERATION & MILEAGE RATE**

**MOVED** by Councillor Jones that the Council remuneration and the mileage rates be set in accordance with Policy #C-COU-REM-1:  
\$2,600 for Mayor and \$2,400 for Deputy Mayor/Councillor per year for honorarium, plus \$75.00/month for incurred expense reimbursement, \$125.00/month for electronic expense reimbursement, and meeting fees not including regular council meetings at \$75.00/meeting for meetings 4 hours or under and \$125.00/meeting for meetings over 4 hours. Mileage rate is \$.50/km.

**CARRIED**

Motion #122-21

**20. MUNICIPAL OFFICE LOCATION**

**MOVED** by Deputy Mayor Brady that the named Municipal Office Location be 4808-51 Street, Onoway, Alberta, Canada to December 31, 2021.

**CARRIED**

Motion #123-21

**21. COUNCIL LEGISLATIVE RESPONSIBILITIES**

**MOVED** by Councillor Jones 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 #201-2018 and the Code of Conduct Bylaw #200-2018.

**CARRIED**

**22. ADJOURNMENT**

Mayor Bauer declared the meeting adjourned at 9:44 a.m.

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Mayor, Don Bauer

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Chief Administrative Officer, Wendy Wildman