

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES

MONDAY, AUGUST 19, 2024

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 (CAO)  
Angela Duncan, Assistant Chief Administrative Officer (ACAO)

Absent:

Appointments:

Public at Large: 0 – Via Zoom / 2 – In Person

	MOTION #	
1.	<b>CALL TO ORDER</b>	CAO Wildman called the meeting to order at 9:30 a.m.
2.	<b>AGENDA</b> 132-2024	<b>MOVED</b> by Councillor Ward that the August 19, 2024 Organizational Meeting Agenda be approved as presented.  <b>CARRIED</b>
3.	<b>NOMINATIONS</b>  133-2024  134-2024	CAO Wildman called for nominations for the position of Mayor. Councillor Richardson nominated Councillor Benford. CAO Wildman called for nominations a second time. CAO Wildman called for nominations a third time.  <b>MOVED</b> by Councillor Ward that nominations cease.  <b>CARRIED</b>  CAO Wildman declared Councillor Benford as Mayor and turned the chair over to Mayor Benford.  Mayor Benford called for nominations for the position of Deputy Mayor. Councillor Richardson nominated Councillor Ward Mayor Benford called for nominations a second time. Mayor Benford called for nominations a third time.  <b>MOVED</b> by Mayor Benford that nominations cease.  <b>CARRIED</b>  Mayor Benford declared Councillor Ward as Deputy Mayor.

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<b>4.</b>	<b>APPOINTMENTS</b>	
	135-2024	<p><b>MOVED</b> by Councillor Richardson that the following committee appointments be approved:</p> <ul style="list-style-type: none"> <li>i. Public Works Supervisor - Deputy Mayor Ward with Councillor Richardson as alternate,</li> <li>ii. Highway 43 East Waste Commission – Councillor Richardson with Deputy Mayor Ward as alternate,</li> <li>iii. Summer Villages Lac Ste. Anne County East – all Council to attend with Mayor Benford as voting representative,</li> <li>iv. Darwell Sewage Lagoon Commission/Regional Wastewater Line – Deputy Mayor Ward with Councillor Richardson as alternate,</li> <li>v. Lake Isle Aquatic Management Society - Mayor Benford with Councillor Richardson as alternate,</li> <li>vi. Yellowhead Regional Library – Mayor Benford with Councillor Richardson as alternate,</li> <li>vii. Family and Community Support Services – Mayor Benford with Councillor Richardson as alternate,</li> <li>viii. Summer Village Regional Emergency Management Partnership – Mayor Benford with Deputy Mayor Ward as alternate,</li> <li>ix. Flowering Rush ACP Project – Mayor Benford with Councillor Richardson as alternate.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
	136-2024	<p><b>MOVED</b> by Mayor Benford 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. (Bylaw 186),</li> <li>ii. Assessor, Dan Kanuka, Municipal Assessment Services Group (Bylaw 249),</li> <li>iii. Development Authority, Tony Sonnleitner, Development Officer (Bylaw 232),</li> <li>iv. Planning Authority, Administration for Subdivision Approval Process, Jane Dauphinee, Municipal Planning Services (Bylaw 191),</li> <li>v. Subdivision Approving Authority – Council, Summer Village of South View (Bylaw 191),</li> <li>vi. Subdivision &amp; Development Appeal Board Clerks, Emily House and Cathy McCartney (Bylaw 212),</li> <li>vii. Assessment Review Board Clerk, Gerryl Amarin, Capital Region Assessment Services Commission (Bylaw 230).</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>

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	137-2024	<p><b>MOVED</b> by Councillor Richardson that the following additional confirmation be approved:</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><li>vii. Municipal Planning Commission – all of Council,</li><li>viii. Assessment Review Board – as per agreement with Capital Region Assessment Services Commission.</li></ul> <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b>COUNCIL ACKNOWLEDGEMENTS</b> 138-2024	<p><b>MOVED</b> by Mayor Benford that Part 6 of the MGA – Municipal Organization and Administration, outlining Council’s legislative responsibilities, be acknowledged as received; <b>FURTHER</b> that Council acknowledges it has received and reviewed Council &amp; Committee Procedural Bylaw 244-2024; <b>FURTHER</b> 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; and <b>FURTHER</b> that Council acknowledges it has received and reviewed the Summer Village of South View’s Council Code of Conduct Bylaw 203-2018.</p> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<b>FINANCIAL</b> 139-2024	<p><b>MOVED</b> by Deputy Mayor Ward that signing authority is confirmed as follows: 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 <b>FURTHER</b> 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); <b>FURTHER</b> that the banking authority be confirmed as ATB Financial; <b>FURTHER</b> that the</p>

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		Council Remuneration Policy C-COU-REM-1 be accepted for information. <p style="text-align: right;"><b>CARRIED</b></p>
<b>7.</b>	<b>MEETING DATES</b> 140-2024	<b>MOVED</b> by Councillor Richardson that meetings are confirmed as 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 <b>FURTHER</b> 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. <p style="text-align: right;"><b>CARRIED</b></p>
<b>8.</b>	<b>MUNICIPAL OFFICE LOCATIONS</b> 141-2024	<b>MOVED</b> by Mayor Benford that the Municipal Office location be confirmed as 2317 TWP Road 545, Lac Ste Anne County, AB, T0E 0V0. <p style="text-align: right;"><b>CARRIED</b></p>
<b>9.</b>	<b>ADJOURNMENT</b>	As there was no further business, Mayor Benford adjourned the meeting at 9:35 a.m.

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Sandi Benford, Mayor

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Chief Administrative Officer, Wendy Wildman