

SUMMER VILLAGE OF SOUTH VIEW
ORGANIZATIONAL COUNCIL MEETING MINUTES
TUESDAY, AUGUST 19, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

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

Administration: Angela Duncan, Chief Administrative Officer (CAO)

Absent:

Public at Large: 1 – Via Zoom / 0 – In Person

| | MOTION # | |
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| 1. | CALL TO ORDER | CAO Duncan called the meeting to order at 9:30 a.m. |
| 2. | OATH OF OFFICE | CAO Duncan administered the Councillor Oath of Office |
| 3. | AGENDA 139-2025 | MOVED by Councillor Benford that the August 19, 2025 Organizational Meeting Agenda be approved as presented. CARRIED |
| 4. | PART 1 COUNCILLOR ORIENTATION 140-2025 | MOVED by Councillor Richardson that the part 1 Councillor orientation, as mandated by section 201.1(1)(a) of the Municipal Government Act and provided by Mike Pashak, President, Association of Summer Villages of Alberta, be accepted for information. CARRIED |
| 5. | NOMINATIONS 141-2025 | CAO Duncan called for nominations for the position of Mayor. Councillor Richardson nominated Councillor Benford. CAO Duncan called for nominations for a second time. CAO Duncan called for nominations for a third time. MOVED by Councillor Richardson that nominations cease. CARRIED CAO Duncan declared Councillor Benford as Mayor, administered the Oath of Office, and turned the chair over to Mayor Benford. |

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| | 142-2025 | <p>Mayor Benford called for nominations for the position of Deputy Mayor.</p> <p>Councillor Richardson nominated Councillor Ward.</p> <p>Mayor Benford called for nominations for a second time.</p> <p>Mayor Benford called for nominations for a third time.</p> <p>MOVED by Councillor Richardson that nominations cease.</p> <p style="text-align: right;">CARRIED</p> <p>Mayor Benford declared Councillor Ward as Deputy Mayor and CAO Duncan administered the Oath of Office.</p> |
| 6. | COMMITTEE APPOINTMENTS 143-2025 | <p>MOVED by Mayor Benford that the committee appointments be confirmed as follows:</p> <ul style="list-style-type: none"> a) Public Works Liason – Deputy Mayor Ward with Councillor Richardson as alternate, b) Summer Villages Lac Ste. Anne County East – all Council to attend with Mayor Benford as voting representative, c) Highway 43 East Waste Commission – Councillor Richardson with Deputy Mayor Ward as alternate, d) Darwell Sewage Lagoon Commission – Deputy Mayor Ward with Councillor Richardson as alternate, e) Lake Isle Aquatic Management Society – Mayor Benford with Councillor Richardson as alternate, f) Yellowhead Regional Library – Mayor Benford with Councillor Richardson as alternate, g) Summer Village Regional Emergency Management Partnership – Mayor Benford with Deputy Mayor Ward as alternate, h) Flowering Rush Abatement Project – Mayor Benford with Councillor Richardson as alternate, i) Alberta Beach Regional Fire Service – Mayor Benford with Councillor Richardson as alternate, j) Family and Community Support Services (FCSS) – Mayor Benford with Councillor Richardson as alternate. <p style="text-align: right;">CARRIED</p> |

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| 7. | DESIGNATED OFFICER APPOINTMENTS 144-2025 | <p>MOVED by Mayor Benford that the designated officer appointments be confirmed as follows:</p> <ul style="list-style-type: none">a) Chief Administrative Officer – Angela Duncan, Wildwillow Enterprises Inc.b) Assistant Chief Administrative Officer – Wendy Wildman, Wildwillow Enterprises Inc.c) Finance Officer – Heather Luhtala, Wildwillow Enterprises Inc.d) Bylaw Enforcement Officer(s) / Community Peace Officer(s) – As per contract with Lac Ste. Anne Countye) Development Authority – Paul Hanlan, SV Planning and Developmentf) Subdivision Authority, planning and administration – Jane Dauphinee, Municipal Planning Servicesg) Subdivision Authority, decision making – Summer Village of South View Councilh) Assessment Review Board Clerk – Gerryl Amarin, Capital Region Assessment Services Commissioni) Municipal Assessor – Travis Horne, Municipal Assessment Services Groupj) Subdivision and Development Appeal Board Clerk(s) – Emily House, Janet Zaplotinsky, and Cathy McCartney, Milestone Municipal Servicesk) Safety Codes Officer – As per agreement with Inspections Group Inc. <p style="text-align: right;">CARRIED</p> |
| 8. | ADDITIONAL CONFIRMATIONS 145-2025 | <p>MOVED by Mayor Benford that the additional confirmations be approved as follows:</p> <ul style="list-style-type: none">a) Auditor – Seniuk & Companyb) Solicitor – Patriot Law Group Onowayc) Access to Information Coordinator – Angela Duncan, Wildwillow Enterprises Inc.d) Protection of Privacy Coordinator – Angela Duncan, Wildwillow Enterprises Inc. |

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| | | <p>e) Subdivision & Development Appeal Board – Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Jamie-Lee Krale, Jason Shewchuk, John McIvor</p> <p>f) Local & Composite Assessment Review Board – Raymond Ralph (Chair), Gerryl Amorin (Clerk), Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc</p> <p>g) Fire Service Provider – Fire Rescue International as per agreement with Alberta Beach</p> <p>h) Municipal Fire Chief – David Ives as per agreement with Alberta Beach</p> <p>i) Regional Director of Emergency Management – Janice Christiansen as per Bylaw 243-2024</p> <p>j) Regional Deputy Director of Emergency Management – Marlene Walsh as per Bylaw 243-2024</p> <p>k) Local Director of Emergency Management – Colleen Richardson</p> <p>l) Local Deputy Director of Emergency Management – Garth Ward</p> <p>m) Weed Inspector – Jackie Gamblin</p> <p style="text-align: right;">CARRIED</p> |
| 9. | COUNCIL ACKNOWLEDGEMENTS | |
| | 146-2025 | <p>MOVED by Mayor Benford that part 6 of the Municipal Government Act – Municipal Organization and Administration, outlining Council's legislative responsibilities, be acknowledged as received.</p> <p style="text-align: right;">CARRIED</p> |
| | 147-2025 | <p>MOVED by Mayor Benford that Council acknowledges it has received and reviewed Council and Committee Procedural Bylaw 354-2025.</p> <p style="text-align: right;">CARRIED</p> |
| | 148-2025 | <p>MOVED by Mayor Benford 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;">CARRIED</p> |

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| | 149-2025 | <p>MOVED by Mayor Benford that Council acknowledges it has access at any time to review municipal plans, policies, bylaws, budgets, audited financial statements, agendas and minutes via the municipal website.</p> <p style="text-align: right;">CARRIED</p> |
| 10. | FINANCIAL 150-2025 | <p>MOVED by Mayor Benford 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 Angela Duncan (CAO) and Wendy Wildman (Assistant CAO).</p> <p style="text-align: right;">CARRIED</p> |
| | 151-2025 | <p>MOVED by Mayor Benford that the banking authority be confirmed as ATB Financial.</p> <p style="text-align: right;">CARRIED</p> |
| | 152-2025 | <p>MOVED by Mayor Benford that Council remuneration Policy C-COU-REM-1 be accepted for information.</p> <p style="text-align: right;">CARRIED</p> |
| 11. | MEETING DATES 153-2025 | <p>MOVED by Mayor Benford 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.</p> <p style="text-align: right;">CARRIED</p> |
| 12. | MUNICIPAL OFFICE LOCATION 154-2025 | <p>MOVED by Mayor Benford that the Municipal Office location be confirmed as 2317 TWP Road 545, Lac Ste Anne County, AB, T0E 0V0.</p> <p style="text-align: right;">CARRIED</p> |

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| 13. | ADJOURNMENT | As there was no further business, Mayor Benford adjourned the meeting at 10:13 a.m. |
| | | |

Sandi Benford, Mayor

Angela Duncan, Chief Administrative Officer