# MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF LAKEVIEW, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, AUGUST 25, 2021 AT 4:30PM HELD AT THE VILLAGE OF SPRING LAKE, ALBERTA COUNCIL CHAMBERS

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| | PRESENT | Councillors: Earle Robertson<br>Tom Woodman<br>Doug Willows<br><br>Administration: Emily House, CAO<br><br>There were no members of the Public present. |
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| 1. | CALL TO ORDER | Chief Administrative Officer, Emily House, called the August 25, 2021 Regular Council Meeting to order at 4:30p.m. |
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| 2. | AGENDA<br><br>2.1 Motion No. ORG001-21<br>Agenda – August 25, 2021 | **MOVED** by Councillor Willows that the August 25, 2021 Organizational Meeting Agenda be approved as presented.<br><br>**CARRIED** |
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| 3. | NOMINATIONS AND OATH OF OFFICES<br><br>3.1 Motion No. ORG002-21<br>Nominations for Mayor | Chief Administrative Officer House asked for nominations for the position of Mayor.<br><br>Councillor Willows nominated Councillor Robertson for the position of Mayor.<br><br>Chief Administrative Officer House asked if there were any further nominations. There were none.<br><br>**MOVED** by Councillor Woodman that nominations cease for the position of Mayor.<br>**CARRIED**<br><br>Councillor Robertson accepted the position of Mayor, took the Oath of Office and chaired the rest of the meeting. |
| | 3.1 Motion No. ORG003-21<br>Nominations for Deputy Mayor | Mayor Robertson asked for nominations for the position of Deputy Mayor.<br><br>Mayor Robertson nominated Councillor Willows for the position of Deputy Mayor.<br><br>Mayor Robertson asked if there were any further nominations. There were none.<br><br>**MOVED** by Councillor Woodman that nominations cease for the position of Deputy Mayor.<br>**CARRIED**<br><br>Councillor Willows accepted the position of Deputy Mayor and took the Oath of Office. |
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| 4. | **COMMITTEES**<br><br>4.1 Motion No. ORG004-21<br>Committee Appointments | MOVED BY Mayor Robertson that the following committee appointments be approved<br>• Administration - Mayor Robertson<br>• Municipal Planning – Mayor Robertson, Deputy Mayor Willows, and Councillor Woodman<br>• Parks and Recreation – Mayor Robertson, Deputy Mayor Willows, and Councillor Woodman<br>• Community Services – Mayor Robertson, Deputy Mayor Willows, and Councillor Woodman<br>• Public Works – Mayor Robertson, Deputy Mayor Willows, and Councillor Woodman<br>• Capital Regional Assessment Services Commission – Deputy Mayor Willows, Alternate – Councillor Woodman<br>• Emergency Management Advisory Committee – Mayor Robertson, Deputy Mayor Willows, and Councillor Woodman<br>• Intermunicipal Development Plan Committee – Mayor Robertson and Councillor Woodman<br>**CARRIED** |
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| 5. | **COUNCIL REMUNERATION**<br><br>Motion No. ORG005-21 | **MOVED** BY Councillor Woodman that Council remuneration remain set at $100.00 per month.<br>**CARRIED** |
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| 6. | **BANKING INSTITUTION**<br><br>Motion No. ORG006-21 | **MOVED** BY Mayor Robertson that the Summer Village of Lakeview bank account remain with the Royal Bank of Canada, Spruce Grove Branch.<br>**CARRIED** |
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| 7. | **SIGNING AUTHORITY**<br><br>Motion No. ORG007-21 | **MOVED** BY Mayor Robertson that the signing authority be designated as Members of Council Earle Robertson, Doug Willows, Tom Woodman and Chief Administrative Officer Emily House with two signatures required, one being a member of Council and one being CAO Emily House and in the absence of the CAO, then a designate as appointed by Council.<br>**CARRIED** |
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| 8. | **ADMINISTRATION OFFICE**<br><br>Motion No. ORG008-21 | **MOVED** BY Deputy Mayor Willows that the Summer Village of Lakeview Administration Office remain at 31 Lakeshore Drive, Sandy Beach, AB with mailing address being Site 1, Box 157, RR 1, Onoway, AB T0E 1V0.<br>**CARRIED** |
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| 9. | MEETING DATES<br><br>Motion No. ORG009-21 | **MOVED** BY Mayor Robertson that regular meeting date and time be determined by Council during the previous meeting.<br>**CARRIED** |
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| 10. | CONFIRMATION OF CAO APPOINTMENT<br><br>Motion No. ORG010-21 | **MOVED** BY Mayor Robertson that Emily House be confirmed as the Municipality's Chief Administrative Officer.<br>**CARRIED** |
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| 11. | CONFIRMATION OF AUDITOR<br><br>Motion No. ORG011-21 | **MOVED** BY Mayor Robertson that Seniuk and Company Chartered Accounts be confirmed as the Municipality's Auditor.<br>**CARRIED** |
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| 12. | CONFIRMATION OF SOLICITOR APPOINTMENT<br><br>Motion No. ORG012-21 | **MOVED** BY Deputy Mayor Willows that Patriot Law be confirmed as Solicitor for the Municipality.<br>**CARRIED** |
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| 13. | CONFIRMATION OF ASSESSOR APPOINTMENT<br><br>Motion No. ORG013-21 | **MOVED** BY Deputy Mayor Willows that KCL Consulting as represented by Kevin Lawerence, be confirmed as the Municipality's assessor, with assessment appeals handled through the Capital Region Assessment Services Commission.<br>**CARRIED** |
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| 14. | CONFIRMATION OF DEVELOPMENT OFFICER<br><br>Motion No. ORG014-21 | **MOVED** BY Mayor Willows that Tony Sonnleitner be confirmed as the Municipality's Development Officer.<br>**CARRIED** |
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| 15. | CONFIRMATION OF SUBDIVISION AUTHORITY<br><br>Motion No. ORG015-21 | **MOVED** BY Councillor Woodman that Jane Dauphinee be confirmed as the Subdivision Authority. |



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| 16. | CONFIRMATION OF SUBDIVISION & DEVELOPMENT APPEAL BOARD MEMBERS<br><br>Motion No. ORG016-21 | **MOVED** BY Deputy Mayor Willows that Jason Shewchuk, Rainbow Williams, John Roznicki, Denis Meier, Jamie Kraley, John McIvor, Gerald Stark and Chris Zaplotinsky be confirmed as Subdivision and Development Appeal Board Members.<br>**CARRIED** |
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| 17. | CONFIRMATION OF SUBDIVISION & DEVELOPMENT APPEAL BOARD CLERK<br><br>Motion No. ORG017-21 | **MOVED** BY Deputy Mayor Willows that Emily House and Karen Provence be confirmed as Subdivision and Development Appeal Board Clerks.<br>**CARRIED** |
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| 18. | CONFIRMATION OF FOIP COORDINATOR<br><br>Motion No. ORG018-21 | **MOVED** BY Mayor Robertson that the Chief Administrative Officer act as the FOIP Coordinator for the Municipality.<br>**CARRIED** |
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| 19. | ADJOURNMENT<br><br>Motion No. ORG019-21 | **MOVED** BY Councillor Woodman that the August 25, 2021 Organizational Meeting be adjourned at 4:52pm.<br>**CARRIED** |

Mayor

Chief Administrative Officer