# MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF LAKEVIEW, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, AUGUST 30, 2023 AT 2:00 PM HELD AT VILLAGE OF SPRING LAKE COUNCIL CHAMBERS, 990 BAUER AVENUE, SPRING LAKE, AB

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| | **PRESENT** | Mayor: Earle Robertson<br>Deputy Mayor: Doug Willows<br>Councillor: Tom Woodman<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 30, 2023, Organizational Council Meeting to order at 2:00 PM. |
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| **2.** | **AGENDA**<br><br>2.1 Adoption of Agenda<br>Motion No. 001-23ORG | **MOVED** by Mayor Robertson that the August 30, 2023, Organizational Council Meeting Agenda be approved as presented.<br>**CARRIED** |
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| **3.** | **NOMINATIONS AND OATH OF OFFICE** | Chief Administrative Officer House asked for nominations for the position of Mayor. |
| | 3.1 Mayor<br>Motion No. 002-23ORG | Councillor Woodman nominated Councillor Robertson for the position of Mayor.<br><br>Chief Administrative Officer House asked if there were any other nominations for the position of Mayor. There were none.<br><br>**MOVED** by Councillor Willows that nominations cease for the position of Mayor.<br>**CARRIED**<br><br>Councillor Robertson accepted the position of Mayor and chaired the rest of the meeting. |
| | 3.1 Deputy Mayor<br>Motion No. 003-23ORG | Mayor Robertson asked for nominations for the position of Deputy Mayor.<br><br>Councillor Woodman nominated Councillor Willows for the position of Deputy Mayor.<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. |
| | 3.1 Councillor | Tom Woodman was declared Councillor. |
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| 4. | **COMMITTEES**<br><br>4.1 Committee Appointments<br>Motion No. 004-23ORG | **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 Region Assessment Services Commission – Deputy Mayor Willows, with the alternative being Mayor Robertson<br>• Emergency Management Advisory Committee – Mayor Robertson, Deputy Mayor Willows and Councillor Woodman<br>• Intermunicipal Development Plan Committee – Deputy Mayor Willows and Councillor Woodman<br>**CARRIED** |
| 5. | **COUNCIL REMUNERATION**<br><br>Motion No. 005-23ORG | **MOVED** by Deputy Mayor Willows that Council Remuneration be set at $100.00 per month.<br>**CARRIED** |
| 6. | **BANKING INSTITUTION**<br><br>Motion No. 006-23ORG | **MOVED** by Councillor Woodman that the Summer Village of Lakeview bank account remain with the Royal Bank of Canada, Spruce Grove Branch.<br>**CARRIED** |
| 7. | **SIGNING AUTHORITY**<br><br>Motion No. 007-23ORG | **MOVED** by Mayor Robertson that the Signing Authority be designated as Members of Council, Mayor Earle Robertson, Deputy Mayor Doug Willows, Councillor Tom Woodman and Chief Administrative Officer Emily House, with two signatures required, one being a member of Council and the other being CAO Emily House and in the absence of the CAO, then a designate as appointed by Council.<br>**CARRIED** |
| 8. | **ADMINISTRATION OFFICE**<br><br>Motion No. 008-23ORG | **MOVED** by Councillor Woodman that the Summer Village of Lakeview Administration Office remain at 31 Lakeshore Drive, Sandy Beach, AB with the mailing address being Box 1075, Onoway, AB T0E 1V0. |



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| 9. | MEETING DATES<br><br>Motion No. 009-23ORG | **MOVED** by Deputy Mayor Willows that regular meeting dates and times be determined by Council during the previous meeting.<br>CARRIED |
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| 10. | CONFIRMATION OF CAO APPOINTMENT<br><br>Motion No. 010-23ORG | **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. 011-23ORG | **MOVED** by Councillor Woodman that Seniuk and Company Chartered Accountants be confirmed as the Municipality's Auditor.<br>CARRIED |
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| 12. | CONFIRMATION OF SOLICITOR APPOINTMENT<br><br>Motion No. 012-23ORG | **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. 013-23ORG | **MOVED** by Deputy Mayor Willows that KCL Consulting as represented by Kevin Lawrence be confirmed as Assessor for the Municipality, with assessment appeals being handled by the Capital Region Assessment Services Commission.<br>CARRIED |
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| 14. | CONFIRMATION OF DEVELOPMENT OFFICER<br>Motion No. 014-23ORG | **MOVED** by Councillor Woodman that Tony Sonnleitner be confirmed as Development Officer for the Municipality.<br>CARRIED |
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| 15. | CONFIRMATION OF SUBDIVISION AUTHORITY<br><br>Motion No. 015-23ORG | **MOVED** by Deputy Mayor Willows that Jane Dauphinee be confirmed as the Subdivision Authority.<br>CARRIED |
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| 16. | CONFIRMATION OF SUBDIVISION AND DEVELOPMENT APPEAL BOARD | |



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| | Motion No. 016-23ORG | **MOVED** by Mayor Robertson that Jason Shewchuck, 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 AND DEVELOPMENT APPEAL BOARD CLERK** | |
| | Motion No. 017-23ORG | **MOVED** by Councillor Woodman that Emily House, Janet Zaplotinsky and Cathy McCarthy be confirmed as Subdivision and Development Appeal Board Clerks.<br>**CARRIED** |
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| 18. | **CONFIRMATION OF FOIP COORDINATOR** | |
| | Motion No. 018-23ORG | **MOVED** by Deputy Mayor Willows that the Chief Administrative Officer be confirmed as the FOIP Coordinator for the Municipality.<br>**CARRIED** |
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| 19. | **ADJOURNMENT** | |
| | Motion No. 019-23ORG | **MOVED** by Mayor Robertson that the August 30, 2023 Organizational Meeting be adjourned.<br>**CARRIED** |

Mayor

Chief Administrative Officer