

**SUMMER VILLAGE OF ISLAND LAKE
COUNCIL ORGANIZATIONAL MEETING AGENDA
WEDNESDAY, AUGUST 28, 2024 AT 5:00 P.M.**

Via teleconference

As per bylaw 02-2016 there will be no audio/video recordings of Council or Council
Committee Meetings

- 1. CALL TO ORDER** (by Chief Administrative Officer)
- 2. AGENDA** Wednesday, August 28th, 2024 Organizational Council Meeting
- 3. NOMINATIONS**
 - a) Mayor – Nomination
 - b) Deputy Mayor – Nomination
- 4. COUNCIL COMMITTEE APPOINTMENTS**
 - a) Public Works (was Fisher)
 - b) BAILS (was Wasmuth)
 - c) Association of Summer Villages of Alberta ASVA (was Wasmuth)
 - d) Library (was Wasmuth)
 - e) Community League (was Newton)
 - f) Island Lake Days (was Newton)
 - g) Baptist Fire Department (was Newton)
 - h) Waterline Project Committee (Newton)
- 5. FINANCIAL**
 - a) Signing Authority for Alberta Treasury Branch - All of Council and the Chief Administrative Officer - 2 signatures required on each cheque – 1 elected/1 administration
 - b) Banking Authority – ATB Financial – Onoway, Alberta
- 6. MEETINGS**
 - a) Regular Meeting Dates (3rd Tuesday of each month)
 - b) Time (5:00 p.m.)
 - c) Location (was 10010-12 Avenue Westlock Inn and/or virtual)
 - d) Public Notice (website – www.islandlake.ca)
- 7. CHIEF ADMINISTRATIVE OFFICER** Confirmation of Chief Administrative Officer Appointment (Phyllis Forsyth)
- 8. AUDITOR** Confirmation of Auditor Appointment (Seniuk & Company)
- 9. SOLICITOR** Confirmation of Solicitor Appointment (Patriot Law Group)

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- 10. ASSESSOR** Confirmation of Assessor Appointment (Justin Goudreau, Municipal Assessment Services Group)
- 11. ASSESSMENT REVIEW BOARD CLERK** Confirmation of Assessment Review Board Clerk Appointment (Capital Region Assessment Services Commission, Gerryl Amarin), (Bylaw 06-2022 **attached**)
- 12. DEVELOPMENT AUTHORITY** Confirmation of Development Authority, Real Life Management Solutions Corp. – Matthew Ferris, Development Officer) (Bylaw 03-2020 **attached**)
- 13. SUBDIVISION AUTHORITY** Confirmation of Subdivision Authority (Municipal Planning Services Ltd. – Jane Dauphinee – Administration / Council of the Summer Village of Island Lake – Approving Authority)
- 14. SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB) CLERKS**
Confirmation of SDAB Clerk Appointments (Milestone Municipal Services, Emily House and Cathy McCartney) (Bylaw 04-2019 **attached**); and SDAB Members:
 - a. John Mclvor
 - b. Jason Shewchuk
 - c. Gerald Stark
 - d. Rainbow Williams
 - e. Chris Zaplotinsky
- 15. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPP)**
Confirmation of FOIPP Coordinator (Chief Administrative Officer, Phyllis Forsyth)
- 16. INTEGRITY COMMISSIONER** – Confirmation of Victoria Message
- 17. MUNICIPAL OFFICE LOCATION** Confirmation of Municipal Office Location (4924 51st Avenue, Bruderheim, Alberta)
- 18. POLICY C-COU-REM-1, Council, Administration Staff & Contractor Expense Reimbursement Policy (attached)** (*confirm as is or approve with changes*)
- 19. CODE OF CONDUCT FOR MEMBERS OF COUNCIL** – (Bylaw 03-2018) MGA 2000, Chapter M-26, Part 5, Section 146.1 outlines the requirements of what is to be included in the Code of Conduct Bylaw. Although it is not legislated, it is an important practice to review the Bylaw at least every four years. Alberta Municipalities has forwarded a new “Councillor

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Codes of Conduct – A Guide for Municipalities, 2023 Version” (attached) and this will be utilized in review of the current bylaw.

(that Council confirm Bylaw 03-2018, Code of Conduct for Members of Council as is)

(that Council review Bylaw 03-2018, Code of Conduct for Members of Council and that changes be made as discussed and a new Bylaw be brought back to Council at a future meeting)

20. PUBLIC PARTICIPATION POLICY AND PLAN (attached) MGA 2000, Chapter M-26, Part 7, Section 216.1 outlines the requirements of a Public Participation Policy. Although it is not legislated, it is an important practice to also review this Policy at least every 4 years. The last revision of this Policy was in 2019, and it is the intention of Administration to review this annually to ensure it addresses all requirements. This Policy requires review by Council and approved as is, or amended if required.

(that Council confirm receipt and accept Policy C-Cou-Par-1, Public Participation Policy as is)

(that Council review Policy C-Cou-Par-1, Public Participation Policy and that changes be made as discussed and an amended Policy be brought back to a future meeting)

21 ADJOURNMENT