

Summer Village of Island Lake  
Organizational Meeting Minutes  
Wednesday, August 28<sup>th</sup>, 2024  
Via Zoom 5:00 p.m.

	<b>PRESENT</b>	<p>Councilors: Chad Newton Alan Fisher John Wasmuth</p> <p>Administration: Chief Administrative Officer, Phyllis Forsyth Administrative Assistant, Les Forsyth</p> <p>Public at Large: 0 in person / 0 via teleconference</p>
<b>1.</b>	<b>CALL TO ORDER</b>	CAO Forsyth called the meeting to order at 5:01 p.m.
<b>2.</b>	<b>AGENDA 24-106</b>	<p><b>MOVED</b> by Deputy Mayor Fisher that the August 28<sup>th</sup>, 2024, Organizational Meeting Agenda be accepted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>NOMINATIONS</b>	<p>CAO Forsyth called for nominations for Mayor.</p> <p>Councilor Fisher nominated Councilor Newton for Mayor.</p> <p>CAO Forsyth called for nominations a second time.</p> <p>CAO Forsyth called for nominations a third time.</p> <p><b>24-107</b> <b>MOVED</b> by Councilor Fisher that nominations for Mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councilor Newton was declared Mayor. Mayor Newton assumed the Chair.</p> <p>Mayor Newton called for nominations for Deputy Mayor.</p> <p>Councilor Fisher nominated Councilor Wasmuth</p> <p>Mayor Newton called for nominations a second time.</p> <p>Mayor Newton called for nominations a third time.</p> <p><b>24-108</b> <b>MOVED</b> by Councilor Fisher that nominations for Deputy Mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councilor Wasmuth was declared Deputy Mayor.</p>

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<b>4.</b>	<b>COMMITTEE APPOINTMENTS 24-109</b>	<p><b>MOVED</b> by Mayor Newton that the following Committee appointments be approved:</p> <ul style="list-style-type: none"> <li>a) Public Works (Councilor Fisher)</li> <li>b) Baptiste and Island Lake Society (BAILS) (Councilor Fisher)</li> <li>c) Association of Summer Villages of Alberta (ASVA) (Deputy Mayor Wasmuth)</li> <li>d) Northern Lights Library System (Deputy Mayor Wasmuth)</li> <li>e) Community League (Mayor Newton)</li> <li>f) Island Lake Days (Mayor Newton)</li> <li>g) Baptiste Fire Department (Mayor Newton)</li> <li>h) Waterline Feasibility Committee (Mayor Newton)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<b>5.</b>	<b>FINANCIAL 24-110</b>	<p><b>MOVED</b> by Mayor Newton that the following financial information be confirmed:</p> <ul style="list-style-type: none"> <li>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.</li> <li>b) Banking Authority be approved at ATB Financial (Onoway, Alberta).</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>

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<b>6.</b>	<b>MEETINGS 24-111</b>	<p><b>MOVED</b> by Mayor Newton that Regular Council meetings be scheduled for:</p> <ul style="list-style-type: none"> <li>- the third Tuesday of each month at 5:00 p.m.</li> <li>- to be held at the Westlock Inn &amp; Conference Centre when meeting in person, and that teleconferencing/virtual be deemed an acceptable way of holding a meeting</li> <li>- that any changes to the date of the meetings be posted on the Summer Village website – <a href="http://www.islandlake.ca">www.islandlake.ca</a></li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<b>7.</b>	<b>CHIEF ADMINISTRATIVE OFFICER 24-112</b>	<p><b>MOVED</b> by Mayor Newton that the Chief Administrative Officer appointment be confirmed as Phyllis Forsyth.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>8.</b>	<b>AUDITOR 24-113</b>	<p><b>MOVED</b> by Mayor Newton that the Auditor Appointment be confirmed as Seniuk &amp; Company.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>9.</b>	<b>SOLICITOR 24-114</b>	<p><b>MOVED</b> by Mayor Newton that the Solicitor appointment be confirmed as Patriot Law Group.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>10.</b>	<b>ASSESSOR 24-115</b>	<p><b>MOVED</b> by Mayor Newton that the Assessor Appointment be confirmed as Justin Goudreau, Municipal Assessment Services Group.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>11.</b>	<b>ASSESSMENT REVIEW BOARD CLERK 24-116</b>	<p><b>MOVED</b> by Councilor Fisher that the Assessment Review Board Clerk be confirmed as Gerryl Amorin of Capital Region Assessment Services Commission.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>12.</b>	<b>DEVELOPMENT AUTHORITY 24-117</b>	<p><b>MOVED</b> by Mayor Newton that the Development Authority Appointment be confirmed as Matthew Ferris.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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13.	<b>SUBDIVISION AUTHORITY 24-118</b>	<b>MOVED</b> by Deputy Mayor Wasmuth that the Subdivision Authority appointment be confirmed as Municipal Planning Services Ltd., Jane Dauphinee - Administration and Council of the Summer Village of Island Lake as the Approving Authority.  <b>CARRIED</b>
14.	<b>SUBDIVISION AND DEVELOPMENT APPEAL BOARD CLERKS 24-119</b>	<b>MOVED</b> by Deputy Mayor Wasmuth that the Subdivision and Development Appeal Board Clerk appointments be confirmed as Milestone Municipal Services, Emily House and Cathy McCartney and SDAB members: <ul style="list-style-type: none"> <li>a. John McIvor</li> <li>b. Jason Shewchuk</li> <li>c. Gerald Stark</li> <li>d. Rainbow Williams</li> <li>e. Chris Zaplotinsky</li> </ul> <b>CARRIED</b>
15.	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY 24-120</b>	<b>MOVED</b> by Mayor Newton that the Freedom of Information and Protection of Privacy (FOIPP) Coordinator be confirmed as the Chief Administrative Officer, Phyllis Forsyth.  <b>CARRIED</b>
16.	<b>INTEGRITY COMMISSIONER 24-121</b>	<b>MOVED</b> by Mayor Newton that the Integrity Commissioner be confirmed as Victoria Message.  <b>CARRIED</b>
17.	<b>MUNICIPAL OFFICE LOCATION 24-122</b>	<b>MOVED</b> by Mayor Newton that the Municipal Office Location be confirmed as 4924 51 Avenue, Bruderheim, Alberta.  <b>CARRIED</b>

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<b>18.</b>	<b>POLICY C-COU-REM-1 REMUNERATION 24-123</b>	<p><b>MOVED</b> by Mayor Newton that Council confirm Policy C-COU-REM-1, Council Remuneration Policy as is.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>19.</b>	<b>COUNCIL CODE OF CONDUCT 24-124</b>	<p><b>MOVED</b> by Mayor Newton that Council review Bylaw 03-2018, Code of Conduct for Members of Council and that if required, changes be made, and a new Bylaw be brought back to Council at a future meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>20.</b>	<b>PUBLIC PARTICIPATION POLICY &amp; PLAN 24-125</b>	<p><b>MOVED</b> by Deputy Mayor Wasmuth that Council confirm the Public Participation Policy, C-COU-PAR-1 and Public Participation Plan, as is.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>ADJOURNMENT</b>	<p>Mayor Newton declared the meeting adjourned at 5:16 p.m.</p>

ORIGINAL SIGNED

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Mayor, Chad Newton

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Chief Administrative Officer, Phyllis Forsyth