

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19th, July 2023 AT 3:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	PRESENT	<p>Councillor: Marge Hanssen Councillor: Harry Kassian Councillor: Keith Pederson</p> <p>Administration: Dwight Moskalyk, Chief Administrative Officer</p> <p>Absent:</p> <p>Public Works: n/a Public at Large: n/a</p>
1.	CALL TO ORDER	CAO Moskalyk called the meeting to order at 3:00 p.m..
2.	AGENDA OG1 - 23	<p>MOVED by Councillor Hanssen that the agenda for the Wednesday July 19th, 2023 Organizational Meeting of the Summer Village of Nakamun Park be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	ELECTION (MAYOR) OG2 - 23	<p>CAO Moskalyk called for nominations for the office of mayor of the Summer Village of Nakamun Park;</p> <p>Councillor Kassian nominated Councillor Hanssen.</p> <p>CAO Moskalyk called for nominations for the office of mayor a second time;</p> <p>CAO Moskalyk called for nominations for the office of mayor a third time;</p> <p>MOVED by Councillor Pederson that nominations for the office of mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Hanssen was declared elected by acclamation to the office of mayor and took the Oath of Office and assumed the Chair.</p>
4.	ELECTION (DEPUTY MAYOR)	<p>Mayor Hanssen called for nominations for the office of deputy mayor of the Summer Village of Nakamun Park;</p> <p>Mayor Hanssen nominated Councillor Pederson.</p> <p>Mayor Hanssen called for nominations for the office of deputy mayor a second time;</p> <p>Mayor Hanssen called for nominations for the office of deputy mayor a third time;</p>

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	OG3 - 23	<p>MOVED by Councillor Kassian that nominations for the office of deputy mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Pederson was declared elected by acclamation to the office of deputy mayor and took the Oath of Office.</p>
5.	<p>APPOINTMENT OF COMMITTEE REPRESENTATIVES</p> <p>OG4 - 23</p>	<p>MOVED by Councillor Kassian that the following council committee and external appointments be confirmed:</p> <ul style="list-style-type: none"> a) Highway 43 East Waste Commission: Representative Councillor Kassian, Alternate Deputy Mayor Pederson; b) Summer Village Lac. Ste. Anne County East: All of Council may attend; Voting Representative Mayor Hanssen, First Alternate Voting Representative is Deputy Mayor Pederson, Second Alternate Voting Representative is Councillor Kassian; c) West Interlake District Regional Water Services Commission Annual General Meetings: All of Council may attend; Voting Representative Mayor Hanssen, First Alternate Voting Representative is Deputy Mayor Pederson, Second Alternate Voting Representative is Councillor Kassian; d) Recreation Committee: Representative Mayor Hanssen, no Alternate Appointment; e) Yellowhead Regional Library: Representative Deputy Mayor Pederson, Alternate Mayor Hanssen; f) Lake Sustainability Initiatives: Representative Deputy Mayor Pederson, Alternate Mayor Hanssen; g) Policing/Community Peace Officer Initiatives: Representative Councillor Kassian, Alternate Deputy Mayor Pederson;

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		<p>h) Emergency Planning and Regional Emergency Management Advisory Committee: Representative Mayor Hanssen, Alternate Deputy Mayor Pederson;</p> <p>i) Fire Services Initiatives: Representative Mayor Hanssen, Alternate Councillor Kassian;</p> <p>j) Municipal Services Package: Representative Councillor Kassian Alternate Deputy Mayor Pederson;</p> <p>k) Rural Crime Watch Committee: Representative Mayor Hanssen No Alternate Appointment.</p> <p style="text-align: right;">CARRIED</p>
6.	<p>BANKING AUTHORITY</p> <p>OG5 - 23</p>	<p>MOVED by Mayor Hanssen that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
7.	<p>SIGNING AUTHORITY</p> <p>OG6 - 23</p>	<p>MOVED by Mayor Hanssen that Council confirm the signing authority on ATB account # 8989 219 543790300 to include all of council (Mayor Marge Hanssen, Deputy Mayor Keith Pederson and Councillor Harry Kassian and the Chief Administrative Officer (Dwight Moskalyk), with two signatures required on all financial instruments with one signature required from any member of council one signature required from Administration (Chief Administrative Officer or Designate, if applicable).</p> <p style="text-align: right;">CARRIED</p>
8.	<p>ADMINISTRATION, THE CAO, AND FINANCIAL OFFICER</p> <p>OG7 - 23</p>	<p>MOVED by Deputy Mayor Pederson that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Nakamun Park.</p>

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	OG8 – 23	CARRIED MOVED by Deputy Mayor Pederson that Council appoint and confirm Dwight Darren Moskalyk as Chief Administrative Officer for the Summer Village of Nakamun Park. CARRIED
	OG9 – 23	MOVED by Deputy Mayor Pederson that Council confirm the appointment of Heather Luthala as Financial Manager, a designated officer position for the Summer Village of Nakamun Park and authorize the designation of Heather Luthala as Online Administrator for the Online Account(s) of the municipality’s Banking Institution (ATB Financial). CARRIED
	OG10 -23	MOVED by Deputy Mayor Pederson that Council revokes the authorization of Kristie Rose, former Financial Manager, as a designated officer of the municipality and authorizes the removal of Kristie Rose as the Online Administrator for the Online Account(s) of the municipality’s Banking Institution (ATB Financial).
9.	OFFICE LOCATION	
	OG11 -23	MOVED by Deputy Mayor Pederson that Council assign and confirm the location of the municipal office for the Summer Village of Nakamun Park as 2317 Township Road 545 in Lac Ste. Anne County, Alberta Canada. CARRIED
10.	MEETING DATES	
	OG12 – 23	MOVED by Councillor Kassian that Council confirm that the meeting date for regular council meetings be established as the third Wednesday of every month starting at 2:00 p.m., to be hosted in the municipal office board room, 2317 Township Road 545 in Lac Ste. Anne County in Alberta, Canada; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website and in the village kiosk as an appropriate form of notification. CARRIED
11.	AUDITOR	
	OG13 - 23	MOVED by Mayor Hassen that Council confirms the engagement of Seniuk and Company Chartered Accountants to the appointment of municipal auditor. CARRIED
12.	SOLICITOR	
	OG14 - 23	MOVED by Councillor Kassian that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor.

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		CARRIED
13. ASSESSOR	OG15 – 23	MOVED by Councillor Kassian that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Justin Goudreau as municipal assessor, a designated officer position for the Summer Village of Nakamun Park. CARRIED
14. ASSESSMENT REVIEW BOARD	OG16 - 23	MOVED by Deputy Mayor Pederson that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite) and the appointment of Gerryl Amorin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Nakamun Park. CARRIED
15. FOIPP COORDINATOR	OG17 - 23	MOVED by Deputy Mayor Pederson that Council confirm the appointment of Chief Administrative Officer Dwight Moskalyk as the Freedom of Information and Protection of Privacy (FOIPP) Coordinator for the Summer Village of Nakamun Park. CARRIED
16. INTEGRITY COMMISSIONER	OG18 - 23	MOVED by Mayor Hanssen that Council confirm the appointment of Victoria Message as Municipal Integrity Commissioner for the Summer Village of Nakamun Park. CARRIED
17. LEGISLATIVE	OG19 - 23	MOVED by Mayor Hanssen that Council acknowledge as received, and here now reviewed, the following notable bylaws and Policies: Bylaw 2021-1, being the duly passed Procedural Bylaw; Bylaw 2023-5, being the duly passed Councillor Code of Conduct Bylaw

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	OG20 - 23	<p>Policy 2018-1, being the duly passed Public Participation Policy; and, Policy C-COU-REM-1, being the duly passed Council Remuneration Policy.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Pederson that Council acknowledges they have received and here now reviewed Section 208 of the Municipal Government Act, specifically the list of Performance of Major Administrative Duties of the municipality.</p> <p style="text-align: right;">CARRIED</p>
18.	<p>DEVELOPMENT AND SUBDIVISION AND DEVELOPMENT APPEAL BOARD</p> <p>OG21 – 23</p> <p>OG22 – 23</p> <p>OG23 – 23</p> <p>OG24 – 23</p>	<p>MOVED by Deputy Mayor Pederson that Council confirms Municipal Planning Commission consisting of all of Council, as assigned in Bylaw #2022-5 and outlined in the Land Use Bylaw, #2022-4, being in part the Development Authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Pederson that Council confirms the appointment of Tony Sonnleitner as Development Officer for the Summer Village of Nakamun Park, being in part the Development Authority, as provided for under the Land Use Bylaw #2022-4, being also a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Kassian that Council confirm the engagement of Milestone Municipal Services as Subdivision and Development Appeal Board services provider and the appointment of Emily House as Subdivision and Development Appeal Board Clerk, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Hanssen that Council appoint and confirm the following pool of individuals (as provided through agreement with the Subdivision and Development Appeal Board services provider): Denis Meier, Rainbow Williams, Don Dobing, John Roznicki; as duly trained and active Subdivision and Development Appeal Board Members.</p>

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		CARRIED
19.	<p>PLANNING AUTHORITY</p> <p>OG25 – 23</p>	<p>MOVED by Mayor Hanssen that Council confirm the engagement of Municipal Planning Services as municipal planning services provider and the appointment of Jane Dauphinee as Planning Officer, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
20.	<p>COMMUNITY PEACE OFFICER</p> <p>OG26 – 23</p>	<p>MOVED by Deputy Mayor Pederson that Council confirm the engagement of the Town of Mayerthorpe to provide Community Peace Office and Bylaw Services, and further confirm the appointment of Constable Gervais Kasamba as Community Peace Officer, a designated office position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
21.	<p>FIRE PROTECTION</p> <p>OG27 – 23</p>	<p>MOVED by Mayor Hanssen that Council confirm the engagement of Onoway Regional Fire Services as Fire Protection services provider for Nakamun Park, and further confirm Fire Chief David Ives as fire chief for the Summer Village of Nakamun Park, respective of the terms of the service agreement and subsequent supplementary aid agreements.</p> <p style="text-align: right;">CARRIED</p>
22.	<p>DIRECTOR OF EMERGENCY MANAGEMENT</p> <p>OG28 – 23</p> <p>OG29 – 23</p> <p>OG30 - 23</p>	<p>MOVED by Deputy Mayor Pederson that Council confirm the appointment of Jason Madge as the Municipal Director of Emergency Management for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Hanssen that Council confirm the appointment of Keith Pederson as Municipal Deputy Director of Emergency Management for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>

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		<p>MOVED by Mayor Hanssen that Council confirm the appointment of Janice Christiansen as the Regional Director of Emergency Management for the membership of the Ste. Anne Regional Emergency Management Commission, including the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
23.	<p>WEED INSPECTOR</p> <p>OG31 – 23</p>	<p>MOVED by Councillor Kassian that Council confirm the appointment of Jackie Gamblin as the Weed Inspector for the Summer Village of Nakamun Park, with all the powers as designated under the Alberta Weed Control Act to address noxious weed identification and abatement strategies in the community.</p> <p style="text-align: right;">CARRIED</p>
24.	ADJOURNMENT	Mayor Hanssen declared the meeting adjourned at 3:18 p.m.

Mayor Marge Hanssen

Chief Administrative Officer Dwight Moskalyk