

**Summer Village of White Sands
Organizational Meeting
August 28, 2014 at 10:00 am
Town of Stettler Office**

Agenda



1. Call to Order
2. Review of Minutes
 - a) Minutes of the Organizational Meeting of Council held on August 21, 2013 were approved at the regular Council Meeting held December 17, 2012 2-5
4. Appointment of Chief Elected Official (Mayor)
5. Appointment of Deputy Chief Elected Official(s) Terms
6. Appointment of Representatives of Council and Members at Large to Boards and Committees. 6
7. Establishment of Council Meeting Dates and Times
 - a) Notice of upcoming Council Meetings will be posted on the website
8. Appointment of Signing Officers for the Summer Village
9. Committee Meeting Attendance Per Diem at \$50 for Elected Officials
10. Adjournment

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON WEDNESDAY, AUGUST 21, 2013
IN THE TOWN OF STETTLER BOARD ROOM**

Present: Councillors (Elect) Colin Adair (via teleconference), Lorne Thurston & Barry Guenette
Chief Administrative Officer Greg Switenky

Absent: None

1. **Call to Order:** Chief Administrative Officer G. Switenky called the meeting to order at 10:00 a.m.

Agenda Additions/Approval

Chief Administrative Officer G. Switenky explained the purpose of the Organizational Meeting following a general election and reviewed the agenda for the meeting.

2. **Review of Minutes**

- (a) Minutes of the Organizational Meeting of Council held on August 24, 2012

A copy of the minutes was presented for informational purposes only. These minutes had previously been approved at the December 17, 2012 Council meeting.

3. **Oaths of Office**

Chief Administrative Officer, G. Switenky individually administered the (renewed) Official Oath of Office for the Office of Councillor to Colin Adair, Lorne Thurston & Barry Guenette who were elected in the general municipal election held on July 27th, 2013. It was noted that Councillor C. Adair will sign a renewed Oath of Office at a later date (his former Oath of Office remains valid).

4. **Appointment of Chief Elected Official (Mayor)**

Chief Administrative Officer (CAO) G. Switenky explained that Sections 150(2) and 159 of the *Municipal Government Act* require the Council of a Summer Village to APPOINT a Chief Elected Official (Mayor) from amongst the Council Members annually at the Organizational Meeting.

CAO G. Switenky called for nominations for the appointed position of Mayor.

Councillor Guenette nominated Councillor Thurston for the position of Mayor.

CAO G. Switenky called a 2nd and 3rd time for nominations.

No further nominations were received.

CAO G. Switenky declared Councillor Thurston to be the appointed Mayor of the Summer Village of White Sands, subject to ratification by Council resolution.

Motion 13:08:01

Moved by Councillor Adair that Council of the Summer Village of White Sands appoint Councillor Thurston to be the Chief Elected Official (Mayor) as required by Sections 150 and 159 of the *Municipal Government Act*.

MOTION CARRIED
Unanimous

Mayor Thurston assumed the chair as required by Section 159(2) of the *Municipal Government Act*.

It was noted that CAO G. Switenky will inform Alberta Municipal Affairs, the AUMA, AAMDC, ASVA, County of Stettler and other Regional Municipalities regarding this appointment.

5. **Appointment of Deputy Chief Elected Official(s) and Terms**

Chief Administrative Officer (CAO) G. Switenky explained that Section 152(1) the *Municipal Government Act* requires the Council of a Summer Village to APPOINT one Deputy Chief Elected Official from amongst the remaining Councillors and to ensure the position is filled at all times.

It was mutually agreed that a change be made from prior years in that Councillors would now hold the position of Deputy Mayor for a full year.

Motion 13:08:02

Moved by Councillor Guenette that the appointment to the position of Deputy Chief Elected Official (Deputy Mayor) be approved as follows:

Councillor Adair - Present date; August 21, 2013 to the 2014 Organizational Meeting (as per Section 9 of the *Local Authorities Election Act*).

MOTION CARRIED
Unanimous

6. **Appointment of Representatives of Council, Members-at-Large to Boards & Committees and Professional Representatives:**

Motion 13:08:03

Moved by Councillor Guenette that the following Board, Committee and Professional appointments be established:

Alberta Weed Control Act Appeal Panel – Members-at-Large Rhonda Moravec, Christy Brennan & Richard Colley (Alternate in Order of Priority) Mayor, Deputy Mayor or the Remaining Councillor & CAO Greg Switenky as Secretary.

Ambulance Board – Mayor L. Thurston & Town of Stettler Town Manager R. Stoutenberg (Alternate).

Buffalo Lake InterMunicipal Development Committee – Mayor L. Thurston (Alternates in order of priority) Councillor C. Adair & Councillor B. Guenette.

Buffalo Lake InterMunicipal Development South Shore Plan Committee – Mayor L. Thurston

Buffalo Lake Management Team – Mayor L. Thurston

County of Stettler Housing Authority – Councillor B. Guenette & Town of Stettler CAO R. Stoutenberg (Alternate).

Emergency Management Committee – Mayor L. Thurston and Councillors B. Guenette & C. Adair

Local and/or Composite Assessment Review Board – Mayor L. Thurston to recruit and appoint qualified Board Members as well as a qualified Secretary in accordance with new legislation.

Regional Emergency Management – Mayor L. Thurston (Alternates in order of priority) Councillor C. Adair & Councillor B. Guenette.

Regional Fire Authority – Mayor L. Thurston & Town of Stettler CAO R. Stoutenberg (Alternate).

Regional Waste Management Authority – Mayor L. Thurston & Town of Stettler CAO R. Stoutenberg (Alternate).

Shirley McClellan Regional Water Services Commission – Mayor L. Thurston & Councillor C. Adair (Alternate).

Subdivision & Development Appeal Board – Christy Brennan, Richard Colley & Rhonda Moravec. And that the Mayor, Deputy Mayor, or the Remaining Councillor as (Alternate in order of priority) and CAO, G. Switenky as Secretary.

Auditor: As per Agreement with the Town of Stettler shall be Gitzel Krejci Dand Peterson Chartered Accountants

Legal Council: As per Agreement with the Town of Stettler shall be Brownlee LLP

Assessor: As per Agreement with the Town of Stettler shall be Municipal Property Consultants (2009) Ltd.

MOTION CARRIED
Unanimous

7. **Establishment of Council Meeting Dates and Times**

Notice of upcoming Council Meetings will be posted on the website.

8. **Appointment of Signing Officers for the Summer Village**

Motion 13:08:04 Moved by Councillor Adair that Mayor L. Thurston, Councillor C. Adair, Councillor B. Guenette, Chief Administrative Officer G. Switenky and Town of Stettler CAO R. Stoutenberg be appointed Signing Officers for the Summer Village and that one Elected Official sign together with one Non-Elected Administrator on all cheques.

MOTION CARRIED
Unanimous

9. **Committee Meeting Attendance Per Diem at \$50.00 for Elected Officials**

CAO G. Switenky advised that elected officials attending Committee Meetings will be paid a per diem of \$50.00 plus mileage and this should be ratified by Council.

Motion 13:08:04 Moved by Councillor Guenette that Summer Village of White Sands Council approves that it shall be policy to pay a meeting per diem of \$50 plus mileage to Elected Officials for attending Board & Committee meetings as representatives of the Summer Village.

MOTION CARRIED
Unanimous

10. Adjournment

Motion 13:08:05

Moved by Councillor Adair that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 10:27 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

2014 - 2015
Summer Village of White Sands
Board & Committee Appointments

Alberta Weed Control Act Appeal Panel

Members At Large – Rhonda Moravec, Christy Brennan & Richard Colley (Alternate In Order Of Priority)
Mayor, Deputy Mayor, Or The Remaining Councillor & CAO Graham Scott As Secretary

Ambulance Board

Mayor Lorne Thurston & CAO Graham Scott (Alternate)

Buffalo Lake Intermunicipal Development Committee

Mayor Lorne Thurston (Alternates In Order Of Priority) Councillor Colin Adair And Councillor Barry Guenette

Buffalo Lake Intermunicipal Development South Shore Plan Committee

Mayor Lorne Thurston

Buffalo Lake Management Team

Mayor Lorne Thurston

County Of Stettler Housing Authority

Councillor Barry Guenette & Members-At-Large Debbie Waugh & Debbie Habberfield (Alternate)

Emergency Management Committee

Mayor Lorne Thurston And Councillors Colin Adair & Barry Guenette

Local And/Or Composite Assessment Review Board

Mayor Lorne Thurston To Recruit And Appoint Qualified Board Members As Well As A Qualified Secretary In Accordance With New Legislation

Regional Emergency Management

Mayor Lorne Thurston (Alternates In Order Of Priority) Councillor Colin Adair & Councillor Barry Guenette

Regional Fire Authority

Mayor Lorne Thurston & CAO Graham Scott (Alternate)

Regional Waste Management Authority

Mayor Lorne Thurston & CAO Graham Scott (Alternate)

Shirley McClellan Regional Water Services Commission

Mayor Lorne Thurston & Councillor Colin Adair (Alternate)

Subdivision And Development Appeal Board

Members At Large –Christy Brennan & Richard Colley (Alternate In Order Of Priority), Mayor Thurston, Deputy Mayor, Or The Remaining Councillor & CAO Graham Scott As Secretary