	PRESENT	Councillors: Tim Kirby via videoconference John McIvor via videoconference Tim Wiles via videoconference Administration: Emily House, Chief Administrative Officer via videoconference No members of the Public were present.
1.	CALL TO ORDER:	CAO House called the meeting to order at 5:30pm
2.	Adoption of Agenda Motion No. 001-25ORG	MOVED by Councillor Wiles to adopt the August 28, 2025 Organizational Meeting Agenda as presented. CARRIED
3.	NOMINATIONS 3.1 Mayor	CAO Emily House noted that Tim Kirby, John McIvor and Tim Wiles took their oaths of office for their positions of Councillor on August 27, 2025 following the Elected Officials Training. CAO Emily House asked for nominations for the position of Mayor. Councillor Kirby nominated Councillor Wiles for the position of Mayor. Councillor Wiles accepted. CAO Emily House asked if there were any additional nominations. There were none.
	Motion No. 002-25ORG	MOVED by Councillor Kirby that nominations cease for the position of Mayor. CARRIED Councillor wiles was declared as Mayor, took the oath of office and presided the rest of the meeting.
	3.2 Deputy Mayor	Mayor wiles asked for nominations for the position of Deputy Mayor. Councillor Kirby nominated Councillor McIvor for the position of Deputy Mayor. Councillor McIvor accepted. Mayor Wiles asked if there were any additional nominations. There were none.
	Motion No. 003-25ORG	MOVED by Councillor Kirby that nominations cease for the position of Deputy Mayor. CARRIED Councillor McIvor was declared as Deputy Mayor and took the oath of office for the position of Deputy Mayor.

4.	Committee Appointments Motion No. 004-25ORG	MOVED by Councillor Kirby that the following committee appointments be approved: a) Capital Region Assessment Services Commission - Mayor Wiles b) Wabamun Watershed Management Council – Councillor McIvor c) Emergency Management Advisory Committee – Mayor Wiles, Deputy Mayor McIvor and Councillor Kirby d) Intermunicipal Collaborative Framework Committee - Mayor Wiles, Deputy Mayor McIvor e) Yellowhead Regional Library – Deputy Mayor McIvor CARRIED
5.	Banking Institution Motion No. 005-25ORG	MOVED by Deputy Mayor McIvor that the Alberta Treasury Branch (ATB Financial) be confirmed as the Municipality's Banking Authority CARRIED
6.	Signing Authority Motion No. 006-25ORG	MOVED by Deputy Mayor McIvor that signing authority be designated as Member of Council Tim Wiles, Tim Kirby and John McIvor and Chief Administrative Officer, Emily House, with any tow signatures required. CARRIED
7.	Administration Office Motion No. 007-25ORG	MOVED by Councillor Kirby that the Summer Village of Kapasiwin Administration Office remain at 31 Lakeshore Drive, Sandy Beach, AB with the mailing address being Box 1075, Onoway, AB T0E 1V0. CARRIED
8.	Meeting Dates Motion No. 008-25ORG	MOVED by Deputy Mayor McIvor that Regular Council Meeting date and times with locations being 990 Bauer Avenue, Spring Lake, AB, the Kapasiwin Community Hall, Kapasiwin, AB or via electronic means be determined by Council during the previous meeting. CARRIED
9.	Confirmation of CAO Appointment Motion No. 009-25ORG	MOVED by Councillor Kirby that Emily House be confirmed as the Municipality's Chief Administrative Officer. CARRIED

10.	Confirmation of Auditor Motion No. 010-25ORG	**MOVED** by Deputy Mayor McIvor that Seniuk and Marcato Chartered Professional Accountants be confirmed as the Municipality's Auditor. CARRIED
11.	Confirmation of Solicitor Appointment Motion No. 011-25ORG	**MOVED** by Councillor Kirby that Michelle Gallagher of Patriot Law be confirmed as Solicitor for the Municipality. CARRIED
12.	Confirmation of Assessor Motion No. 012-25ORG Appointment	**MOVED** by Deputy Mayor McIvor that KCL Consulting, as represented by Grant Clark, be appointed a designated officer as the municipality's assessor, with assessment appeals handled through Capital Region Assessment Services Commission. CARRIED
13.	Confirmation of Development Officer Motion No. 013-25ORG	**MOVED** by Councillor Kirby that Tony Sonnleitner be confirmed as the municipality's Development Officer. CARRIED
14.	Confirmation of Subdivision Authority Motion No. 014-25ORG	**MOVED** by Deputy Mayor McIvor that Jane Dauphinee of Municipal Planning Services be confirmed as the Subdivision Authority. CARRIED
15.	Confirmation of Subdivision and Development Appeal Board Motion No. 015-25ORG	**MOVED** by Councillor Kirby that Jason Shewchuk, Rainbow Williams, John Roznicki, Denis Meier, Jamie Kraley, Tony Siegel, Angela Duncan and Chris Zaplotinsky be confirmed as Subdivision and Development Appeal Board Members. CARRIED
16.	Confirmation of Subdivision & Development Appeal Board Clerk Motion No. 016-25ORG	**MOVED** by Councillor Kirby that Emily House, Janet Zaplotinsky and Cathy McCarthy be appointed a designated officer as the Subdivision and Development

		Appeal Board Clerk. CARRIED
17.	Confirmation of Access to Information and Protection of Privacy Coordinator Motion No. 017-22ORG	MOVED by Councillor Kirby that the Chief Administrative Officer act as the Access to Information and Protection of Privacy Coordinator for the Municipality. CARRIED
18.	Adjournment Motion No. 018-25ORG	MOVED by Councillor Kirby that the August 28, 2025, Organizational Meeting be adjourned at 5:55pm. CARRIED

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Mayor

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Chief Administrative Officer