MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF KAPASIWIN, IN THE PROVINCE OF ALBERTA, HELD ON AUGUST 21, 2021 IN KAPASIWIN, ALBERTA AT 9:00 A.M.

	PRESENT	Councillors: Tim Kirby, John McIvor, Tim Wiles Administration: CAO Emily House No members of the Public were present.
1.	**CALL TO ORDER:**	CAO House called the meeting to order at 9:00 a.m.
2.	**01-21ORG** **Adoption of Agenda**	MOVED by Councillor Wiles to adopt the August 21, 2021 Organizational Meeting Agenda as presented. **CARRIED**
3.	**NOMINATIONS**	
	a) Mayor	CAO House called for nominations for Mayor. Councillor Kirby nominated Councillor Wiles. CAO House called for nominations a second time. CAO House called for nominations a third time.
	02-21OG **Nominations Cease**	**MOVED** by Councillor McIvor that nominations cease for the position of Mayor. **CARRIED**
	Oath of Office **- Mayor**	Tim Wiles was declared Mayor and was administered the Oath of Office for Mayor. Mayor Wiles assumed the Chair.
	b) Deputy Mayor	Mayor Wiles called for nominations for Deputy Mayor. Councillor Kirby nominated Councillor McIvor Mayor Wiles called for nominations a second time. Mayor Wiles called for nominations a third time.
	03-21OG **Nominations Cease**	**MOVED** by Councillor Kirby that nominations cease for the position of Deputy Mayor. **CARRIED**
	Oath of Office **-Deputy Mayor**	John McIvor was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.
	Oath of Office **-Councillor Kirby**	Councillor Kirby was administered the Oath of Office for Councillor.
4.	**04-21OG** **Committee Appointments**	**MOVED** by Councillor Kirby that the following committee appointments be approved: a) Capital Region Assessment Services Commission (John McIvor)

		b) Wabamun Watershed Management Council (John McIvor) c) Emergency management Advisory Committee (Tim Wiles, John McIvor, Tim Kirby) d) Intermunicipal Development Plan Committee (Tim Wiles and John McIvor) e) Yellowhead Regional Library (John McIvor) **CARRIED**
5.	05-21OG **Meeting Dates**	**MOVED** by Deputy Mayor McIvor that Regular meeting dates, times and locations to be determined by Council during the previous council meeting or at the call of the Mayor, with preference on location given to the Kapasiwin Village Hall, weather permitting, or the Village of Spring Lake Council Chambers, or Councillor Residence if necessary. **CARRIED**
6.	06-21OG **Confirmation of Banking Authority**	**MOVED** by Councillor Kirby that the Alberta Treasury Branch (ATB Financial) be confirmed as the Municipality's Banking Authority **CARRIED**
7	07-21OG **Signing Authority**	**MOVED** by Councillor Kirby that signing authority be designated as Member of Council Tim Wiles, Tim Kirby and John McIvor and Chief Administrative Officer, Emily House, with two signatures required. **CARRIED**
8.	08-21OG **Administration Office**	**MOVED** by Deputy Mayor McIvor that the Summer Village of Kapasiwin Administration Office remain at 31 Lakeshore Drive, Sandy Beach, AB with mailing address being Site 1, Box 157, RR 1, Onoway, AB T0E 1V0. **CARRIED**
9.	09-21OG **Confirmation of CAO Appointment**	**MOVED** by Councillor Kirby that Emily House be confirmed as the Municipality's Chief Administrative Officer. **CARRIED**
10.	10-21OG **Confirmation of Auditor**	**MOVED** by Councillor Kirby that Seniuk and Company Chartered Accountants be confirmed as the Municipality's Auditor. **CARRIED**
11.	11-201G **Confirmation of Solicitor Appointment**	**MOVED** by Deputy Mayor McIvor that Patriot Law be confirmed as Solicitor for the Municipality. **CARRIED**
12.	12-21OG **Confirmation of Assessor Appointment**	**MOVED** by Councillor Kirby 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.	13-21OG **Confirmation of Development Officer**	**MOVED** by Councillor Kirby that Tony Sonnleitner be confirmed as the municipality's Development Officer. **CARRIED**
14.	14-21OG **Confirmation of Subdivision Authority**	**MOVED** by Deputy Mayor McIvor that Jane Dauphaniee of Municipal Planning Services be confirmed as the Subdivision Authority. **CARRIED**

15.	**15-21OG Confirmation of Subdivision and Development Appeal Board**	**MOVED** by Councillor Kirby that Jason Shewchuk, Rainbow Williams, John Roznicki, Denis Meier, Jamie Kraley, John McIvor, Gerald Stark and Chris Zaplotinsky be confirmed as Subdivision and Development Appeal Board Members. **CARRIED**
16.	**16-21OG Confirmation of Subdivision and Development Appeal Board Clerk**	**MOVED** by Deputy Mayor McIvor that Emily House and Karen Provence be appointed a designated officer as the Subdivision and Development Appeal Board Clerk. **CARRIED**
17.	**17-21OG Confirmation of FOIP Coordinator**	**MOVED** by Councillor Kirby that the Chief Administrative Officer act as the FOIP Coordinator for the Municipality. **CARRIED**
18.	**18-21OG Adjournment**	**MOVED** by Deputy Mayor McIvor that the August 21, 2021 Organizational Meeting be adjourned at 9:31am. **CARRIED**

Mayor

Municipal Administrator