

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY MAY 16<sup>th</sup>, 2024 AT 2:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	<b>PRESENT</b>	<p>Councillor: Marge Hanssen  Councillor: Keith Pederson  Councillor: Robert (Bob) Charter</p> <p>Administration: Dwight Moskalyk, Chief Administrative Officer</p> <p>Absent:</p> <p>Public Works: n/a  Public at Large: n/a</p>
<b>1.</b>	<b>CALL TO ORDER</b>	CAO Moskalyk called the meeting to order at 2:00 p.m..
<b>2.</b>	<b>AGENDA OG1 - 24</b>	<p><b>MOVED</b> by Councillor Hanssen that the agenda for the Thursday May 16<sup>th</sup>, 2024 Organizational Meeting of the Summer Village of Nakamun Park be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>SWEARING IN NEW COUNCILLORS</b>	<p>CAO Moskalyk recognized the results of the byelection, whereby Robert (Bob) Charter was declared Elected by Acclamation.</p> <p>CAO Moskalyk, acknowledging the presence of Councillor-Elect Charter, administered the Councillor Oath of Office and Councilor Charter assumed the office of councillor.</p>
<b>4.</b>	<b>ELECTION (MAYOR)  OG2 - 24</b>	<p>CAO Moskalyk called for nominations for the office of mayor of the Summer Village of Nakamun Park;</p> <p>Councillor Hanssen nominated Councillor Pederson.</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><b>MOVED</b> by Councillor Hanssen that nominations for the office of mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Keith Pederson was declared elected by acclamation to the office of mayor and took the Oath of Office and assumed the Chair.</p>
<b>5.</b>	<b>ELECTION (DEPUTY MAYOR)</b>	Mayor Pederson called for nominations for the office of deputy mayor of the Summer Village of Nakamun Park;

	OG3 - 24	<p>Mayor Pederson nominated Councillor Hanssen.</p> <p>Mayor Pederson called for nominations for the office of deputy mayor a second time;</p> <p>Mayor Pederson called for nominations for the office of deputy mayor a third time;</p> <p><b>MOVED</b> by Mayor Pederson that nominations for the office of deputy mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Marge Hanssen was declared elected by acclamation to the office of deputy mayor and took the Oath of Office.</p>
6.	<p><b>APPOINTMENT OF COMMITTEE REPRESENTATIVES</b></p> <p>OG4 - 24</p>	<p><b>MOVED</b> by Deputy Mayor Hanssen that the following council committee and external appointments be confirmed:</p> <ul style="list-style-type: none"> <li>a) Highway 43 East Waste Commission: Representative Councillor Charter, Alternate Mayor Pederson;</li> <li>b) Summer Village Lac. Ste. Anne County East: All of Council may attend; Voting Representative Mayor Pederson, First Alternate Voting Representative is Deputy Mayor Hanssen, Second Alternate Voting Representative is Councillor Charter;</li> <li>c) West Interlake District Regional Water Services Commission Annual General Meetings: All of Council may attend; Voting Representative Mayor Pederson, First Alternate Voting Representative is Deputy Mayor Pederson, Second Alternate Voting Representative is Councillor Charter;</li> <li>d) Recreation Committee: Representative Deputy Mayor Hanssen, no Alternate Appointment;</li> <li>e) Yellowhead Regional Library: Representative Mayor Pederson, Alternate Deputy Mayor Hanssen;</li> </ul>

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		<p>f) Lake Sustainability Initiatives: Representative Councillor Charter, Alternate Deputy Mayor Hanssen;</p> <p>g) Policing/Community Peace Officer Initiatives: Representative Councillor Charter, Alternate Mayor Pederson;</p> <p>h) Emergency Planning and Regional Emergency Management Advisory Committee: Representative Deputy Mayor Hanssen, Alternate Mayor Pederson;</p> <p>i) Fire Services Initiatives: Representative Deputy Mayor Hanssen, Alternate Mayor Pederson;</p> <p>j) Municipal Services Package: Representative Mayor Pederson, Alternate Councillor Charter;</p> <p>k) Rural Crime Watch Committee: Representative Deputy Mayor Hanssen No Alternate Appointment.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<p><b>BANKING AUTHORITY</b></p> <p>OG5 - 24</p>	<p><b>MOVED</b> by Deputy 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;"><b>CARRIED</b></p>
8.	<p><b>SIGNING AUTHORITY</b></p> <p>OG6 - 24</p>	<p><b>MOVED</b> by Mayor Pederson 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 Robert Charter 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>

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		<b>CARRIED</b>
<b>9.</b>	<b>ADMINISTRATION, THE CAO, AND FINANCIAL OFFICER</b>	
	OG7 – 24	<b>MOVED</b> by Councillor Charter that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Nakamun Park.  <b>CARRIED</b>
	OG8 – 24	<b>MOVED</b> by Councillor Charter that Council appoint and confirm Dwight Darren Moskalyk as Chief Administrative Officer for the Summer Village of Nakamun Park.  <b>CARRIED</b>
	OG9 – 24	<b>MOVED</b> by Deputy Mayor Hanssen 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).  <b>CARRIED</b>
<b>10.</b>	<b>OFFICE LOCATION</b>	
	OG10 -24	<b>MOVED</b> by Councillor Charter 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.  <b>CARRIED</b>
<b>11.</b>	<b>MEETING DATES</b>	
	OG11 – 24	<b>MOVED</b> by Councillor Charter that Council confirm that the meeting date for regular council meetings be established as the third Tuesday 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.  <b>CARRIED</b>
<b>12.</b>	<b>AUDITOR</b>	
	OG12 - 24	<b>MOVED</b> by Deputy Mayor Hanssen that Council confirms the engagement of Seniuk and Company Chartered Accountants to the appointment of municipal auditor.  <b>CARRIED</b>

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13.	<b>SOLICITOR</b>  OG13 - 24	<b>MOVED</b> by Mayor Pederson that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor.  <b>CARRIED</b>
14.	<b>ASSESSOR</b>  OG14 – 24	<b>MOVED</b> by Deputy Mayor Hanssen 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.  <b>CARRIED</b>
15.	<b>ASSESSMENT REVIEW BOARD</b>  OG15 – 24  OG16 - 24	<b>MOVED</b> by Mayor Pederson that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite).  <b>CARRIED</b>  <b>MOVED</b> by Mayor Pederson that Assessment Review Board Panelists and Administration appointments be confirmed as; Gerryl Amorin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Nakamun Park; Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier, and Raymond Ralph as certified panelists; and Richard Ralph the Designated Chair of the Assessment Review Board for 2024.  <b>CARRIED</b>
16.	<b>FOIPP COORDINATOR</b>  OG17 - 24	<b>MOVED</b> by Councillor Charter 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.  <b>CARRIED</b>
17.	<b>INTEGRETY COMMISSIONER</b>  OG18 - 24	<b>MOVED</b> by Deputy Mayor Hanssen that Council confirm the appointment of Victoria Message as Municipal Integrity Commissioner for the Summer Village of Nakamun Park.  <b>CARRIED</b>

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<p><b>18.</b></p>	<p><b>LEGISLATIVE</b></p> <p>OG19 - 24</p> <p>OG20 - 24</p>	<p><b>MOVED</b> by Councillor Charter that Council acknowledge as received, and here now reviewed, the following notable bylaws and Policies: Bylaw 2023-8, being the duly passed Procedural Bylaw; Bylaw 2023-5, being the duly passed Councillor Code of Conduct Bylaw 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;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Charter 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;"><b>CARRIED</b></p>
<p><b>19.</b></p>	<p><b>DEVELOPMENT &amp; SUBDIVISION AND DEVELOPMENT APPEAL BOARD</b></p> <p>OG21 – 24</p> <p>OG22 – 24</p> <p>OG23 – 24</p> <p>OG24 – 24</p>	<p><b>MOVED</b> by 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;"><b>CARRIED</b></p> <p><b>MOVED</b> by 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;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Pederson 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;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy 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,</p>

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		John Roznicki; as duly trained and active Subdivision and Development Appeal Board Members. <b>CARRIED</b>
<b>20.</b>	<b>PLANNING AUTHORITY</b> OG25 – 24	<b>MOVED</b> by Deputy 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. <b>CARRIED</b>
<b>21.</b>	<b>COMMUNITY PEACE OFFICER</b> OG26 – 24	<b>MOVED</b> by Deputy Mayor Hanssen 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. <b>CARRIED</b>
<b>22.</b>	<b>FIRE PROTECTION</b> OG27 – 24	<b>MOVED</b> by Councillor Charter that Council confirm the engagement of Onoway Regional Fire Services as Fire Protection services provider for Nakamun Park; 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; and that Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire protection purposes. <b>CARRIED</b>
<b>23.</b>	<b>DIRECTOR OF EMERGENCY MANAGEMENT</b> OG28 – 24  OG29 – 24	<b>MOVED</b> by Deputy Mayor Hanssen that Council confirm the appointment of Jason Madge as the Municipal Director of Emergency Management for the Summer Village of Nakamun Park. <b>CARRIED</b>  <b>MOVED</b> by Deputy Mayor Hanssen that Council confirm the appointment of Keith Pederson as Municipal Deputy Director of Emergency Management for the Summer Village of Nakamun Park. <b>CARRIED</b>

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	OG30 - 24	<b>MOVED</b> by Deputy 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.  <b>CARRIED</b>
<b>24.</b>	<b>WEED INSPECTOR</b>  OG31 – 24	<b>MOVED</b> by Councillor Charter 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.  <b>CARRIED</b>
<b>25.</b>	<b>ADJOURNMENT</b>	Mayor Pederson declared the meeting adjourned at 2:46 p.m.

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Mayor Keith Pederson

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Chief Administrative Officer Dwight Moskalyk