

**SUMMER VILLAGE OF WHITE SANDS
ORGANIZATIONAL AGENDA
AUGUST 28th, 2020
10:00 AM
TOWN OF STETTLER OFFICE**

1. Call to Order
2. Appointment of Chief Elected Official (Mayor)
3. Appointment of Deputy Chief Elected Official(s) Terms
4. Review of Minutes
 - a. Minutes of the Organizational Meeting of Council held on Aug. 7th, 2019 2-4
5. Appointment of Representatives of Council and Members at Large to Boards and Committees 5-6
6. Establishment of Council Meeting Dates and Times
7. Appointment of Signing Officers for the Summer Village
8. Committee Meeting Attendance Per Diem for Elected Officials
9. Adjournment

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON WEDNESDAY, AUGUST 7th, 2019
IN THE TOWN OF STETTLER BOARD ROOM**

Present: Councillors Lorne Thurston, Bill Sanchuck & Carl Cornelssen
SVWS CAO Graham Scott

Absent: None

1. **Call to Order:** CAO G. Scott called the meeting to order at 1:00 p.m.

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

Chief Administrative Officer (CAO) G. Scott 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. Scott called for nominations for the appointed position of Mayor.

Councillor B. Sanchuck nominated Councillor C. Cornelssen for the position of Mayor.

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

No further nominations were received.

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

Motion 19:08:01

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

MOTION CARRIED

2 in favor/1 opposed (Councillor Thurston)

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

It was noted that CAO G. Scott will inform Alberta Municipal Affairs, the Alberta Urban Municipalities Association (AUMA), RMA and the Association of Summer Villages of Alberta regarding this appointment.

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

Chief Administrative Officer (CAO) G. Scott 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.

Motion 19:08:02

Moved by Councillor Sanchuck that the following schedule of appointments to the position of Deputy Chief Elected Official (Deputy Mayor) be approved:

Councillor Lorne Thurston - Present date; August 7, 2019 to December 31, 2019.

Councillor Bill Sanchuck - January 1, 2020 to the 2020 Organizational Meeting (as per Section 9 of the *Local Authorities Election Act*).

MOTION CARRIED
Unanimous

4. **Review of Minutes**

- (a) Minutes of the Organizational Meeting of Council held on August 10th, 2018

A copy of the minutes was presented for informational purposes only. These minutes had previously been approved at the September 21st, 2018 Council Meeting.

5. **Appointment of Representatives of Council and Members-at-Large to Boards & Committees**

Motion 19:08:03

Moved by Councillor Sanchuk that the following Boards and Committees appointments be established:

Alberta Weed Control Act Appeal Panel

Members-at-Large - Bob Green & Nicole Wright

Alternates – Judy Peeler, Councillor C. Cornelssen & Councillor B. Sanchuck

Secretary – CAO Graham Scott

Ambulance Board

Councillor C. Cornelssen & Councillor B. Sanchuck (alternate)

Buffalo Lake Intermunicipal Development Committee

Mayor L. Thurston, with alternates Councillor B. Sanchuck & Councillor C. Cornelssen

Buffalo Lake Intermunicipal Development South Shore Plan Committee - Mayor L. Thurston, with alternates Councillor B. Sanchuck & Councillor C. Cornelssen

Buffalo Lake Management Team – Mayor L. Thurston, with alternates Councillor B. Sanchuck & Councillor C. Cornelssen

County of Stettler Housing Authority

Councillor B. Sanchuck & Councillor C. Cornelssen (alternate)

Emergency Management Committee – Mayor L. Thurston, Councillor B. Sanchuck & Councillor C. Cornelssen

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

Regional Emergency Management

Councillor B. Sanchuck with Alternates (in order of priority)
Mayor L. Thurston & Councillor C. Cornelssen

Regional Fire Authority

Mayor L. Thurston & Councillor C. Cornelssen (alternate)

Regional Waste Management Authority

Councillor C. Cornelssen & Councillor B. Sanchuck (alternate)

Shirley McClellan Regional Water Services Commission

Mayor L. Thurston & Councillor B. Sanchuck (alternate)

Subdivision & Development Appeal Board
Members-at-Large – Bob Green & Nicole Wright
Alternates – Judy Peeler, Councillor C. Cornelssen & Councillor
B. Sanchuck
Secretary – CAO G. Scott

MOTION CARRIED
Unanimous

CAO G. Scott will notify Committees and Boards of appointment representative changes.

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

The consensus was to have the Council Meetings on Fridays at the Call of the Chair. Notice of upcoming Council Meetings will be posted in the meeting agendas on the website.

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

Motion 19:08:04 Moved by Councillor Thurston that Mayor Cornelssen, Councillor Thurston, Councillor Sanchuck, Chief Administrative Officer G. Scott and Town of Stettler CAO G. Switenky 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

8. **Committee Meeting Attendance Per Diem for Elected Officials**

Motion 19:08:05 Moved by Councillor Sanchuck that Committee Meeting attendance per diem for Elected Officials be \$75.00 per meeting.

MOTION CARRIED
Unanimous

9. **Adjournment**

Motion 19:08:06 Moved by Councillor Thurston that this Organizational Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 1:21 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Draft 2020 - 2021
Summer Village of White Sands Board & Committee Appointments

Alberta Weed Control Act Appeal Panel

Members At Large – Bob Green, Nicole Wright, Steve Wigglesworth
Alternates – Judy Peelar, Councillor Carl Cornelssen & Councillor Bill Sanchuck,
Clerk – CAO

Buffalo Lake Intermunicipal Development Committee

Councillor Lorne Thurston, with Alternates Councillor Carl Cornelssen & Councillor Bill Sanchuck

Buffalo Lake Intermunicipal Development South Shore Plan Committee

Councillor Lorne Thurston

Buffalo Lake Management Team

Councillor Lorne Thurston

County Of Stettler Housing Authority

Councillor Carl Cornelssen & Bill Sanchuck (Alternate)

District Ambulance Association

Councillor Bill Sanchuck & Councillor Carl Cornelssen (Alternate)

Local and/or Composite Assessment Review Board

Mayor to recruit and appoint qualified Board Members as well as a qualified clerk in accordance with legislation

Municipal Emergency Management Agency

Councillor Lorne Thurston, Councillor Bill Sanchuck, & Councillor Carl Cornelssen

Regional Emergency Advisory Committee

Councillor Carl Cornelssen, with Alternates Councillor Lorne Thurston & Councillor Bill Sanchuck

Regional Fire Advisory

Councillor Lorne Thurston & Councillor Bill Sanchuck (Alternate)

Regional Waste Management Authority

Councillor Bill Sanchuck & Councillor Carl Cornelssen (Alternate)

Shirley McClellan Regional Water Services Commission

Councillor Lorne Thurston & Councillor Carl Cornelssen (Alternate)

Subdivision & Development Appeal Board

Members At Large – Bob Green, Nicole Wright, Steve Wigglesworth
Alternates – Judy Peelar, Councillor Carl Cornelssen & Councillor Bill Sanchuck,
Secretary – CAO

Development Authority

Leann Graham

Assessor

Terry Willoughby, A.M.A.A.
Municipal Property Consultants (2009) Ltd.

Auditor

Gitzel & Company

INFORMATION OF BOARD/COMMITTEE STRUCTURES, MEETINGS, ETC. (WHERE AVAILABLE)

COUNTY OF STETTLER HOUSING AUTHORITY

Meetings: Once a month (Third Thursday)
Where: Willow Creek
Time: 6:00 p.m.
Contact: Betty Tschritter - 742-2953

DISTRICT AMBULANCE ASSOCIATION

Meetings: Minimum Four times a year - Call of the Chair
Where: County of Stettler Municipal Office
Time: 1:00 p.m.
Contact: Yvette Cassidy – 742-4441

MUNICIPAL EMERGENCY MANAGEMENT AGENCY

All Members of Council, CAO & Emergency Services Director
Meetings: Call of the Chair
Where: County Office
Contact: Lee Hardman – 742-4441

REGIONAL FIRE ADVISORY

Meetings: Quarterly – Call of the Chair
Where: Stettler Fire Station
Time: 12 Noon
Contact: Veronica Salmon - 742-8305

REGIONAL WASTE MANAGEMENT AUTHORITY EXECUTIVE COMMITTEE

Meetings: Quarterly
When: Call of the Chair
Where: County Office
Contact: Yvette Cassidy - 742-4441

REGIONAL WATER SERVICES

Meetings: Call of the Chair

SUBDIVISION & DEVELOPMENT APPEAL BOARD

Members-at-Large (2) with (1) Alternate
Meetings: Upon Receipt of a Complaint
Contact: CAO

Ex-Officio Committee Member: The Mayor is the ex-officio member of all committees.

Commissioners for Oaths: All Councillors are "Commissioners for Oaths".