

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF KAPASIWIN, IN THE PROVINCE OF ALBERTA, HELD ON AUGUST 23, 2018 IN KAPASIWIN, ALBERTA AT 6:30 P.M.

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|           | <b>PRESENT</b>                      | <p>Councillors: Tim Kirby, John McIvor, Tim Wiles</p> <p>Administration: CAO Emily House</p> <p>Public Works: 0</p> <p>Public at Large: Jeff Nixon and Kevin, Alberta Municipal Affairs</p>                                      |
| <b>1.</b> | <b>CALL TO ORDER:</b>               | CAO House called the meeting to order at 6:35 p.m.   |
| <b>2.</b> | <b>AGENDA</b>                       | <p>MOVED by Councillor Wiles to adopt the August 23, 2018 Organizational Meeting Agenda as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| <b>3.</b> | <b>NOMINATIONS</b>                  |  |
|           | <b>a) Mayor</b>                     | <p>CAO House called for nominations for Mayor.</p> <p>Councillor Kirby nominated Councillor Wiles.</p> <p>CAO House called for nominations a second time.</p> <p>CAO House called for nominations a third time.</p>              |
|           | <b>1-17OG Nominations Cease</b>     | <p><b>MOVED</b> by Councillor McIvor that nominations cease for the position of Mayor.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
|           | <b>Oath of Office - Mayor</b>       | <p>Tim Wiles was declared Mayor and CAO House administered the Oath of Office for Mayor.</p> <p>Mayor Wiles assumed the Chair.</p>   |
|           | <b>b) Deputy Mayor</b>              | <p>Mayor Wiles called for nominations for Deputy Mayor.</p> <p>Councillor Kirby nominated Councillor McIvor</p> <p>Mayor Wiles called for nominations a second time.</p> <p>Mayor Wiles called for nominations a third time.</p> |
|           | <b>2-17OG Nominations Cease</b>     | <p><b>MOVED</b> by Councillor Kirby that nominations cease for the position of Deputy Mayor.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
|           | <b>Oath of Office -Deputy Mayor</b> | <p>John McIvor was declared Deputy Mayor and CAO House administered the Oath of Office for Deputy Mayor.</p>   |

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| <b>3.</b> | <b>COMMITTEE APPOINTMENTS</b><br><br><b>03-17OG<br/>Committee<br/>Appointments</b> | <p><b>MOVED</b> by Councillor Kirby that the following committee appointments be approved:</p> <ul style="list-style-type: none"> <li>a) Footpath Research and Action Committee (Tim Wiles, Tim Kirby and Dennis Thomas)</li> <li>b) Kapasiwin Enhanced Security Committee (John McIvor)</li> <li>c) Capital Region Assessment Services Commission (John McIvor)</li> <li>e) Wabamun Watershed Management Council (John McIvor)</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> |
| <b>4.</b> | <b>FINANCIAL</b><br><br><b>4-17OG<br/>Signing Authority</b>                        | <p><b>MOVED</b> 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, one being a Member of Council and one being CAO Emily House</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| <b>5.</b> | <b>5-17OG<br/>Meeting Dates</b>  | <p><b>MOVED</b> by Councillor Kirby 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.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| <b>6.</b> | <b>6-17OG<br/>Confirmation of<br/>Banking Authority</b>                            | <p><b>MOVED</b> by Deputy Mayor McIvor that the Alberta Treasury Branch (ATB Financial) be confirmed as the Municipality's Banking Authority</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| <b>7.</b> | <b>07-17OG<br/>Confirmation of<br/>CAO Appointment</b>                             | <p><b>MOVED</b> by Deputy Mayor McIvor that Emily House, Milestone Municipal Services, be confirmed as the Municipality's Chief Administrative Officer.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| <b>8.</b> | <b>08-17OG<br/>Confirmation of<br/>Auditor</b>                                     | <p><b>MOVED</b> by Deputy Mayor McIvor that Seniuk and Company Chartered Accountants be confirmed as the Municipality's Auditor.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |

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| <b>9.</b>  | <b>09-17OG<br/>Confirmation of<br/>Solicitor<br/>Appointment</b>             | <b>MOVED</b> by Councillor Kirby that Patriot Law be confirmed as Solicitor for the Municipality.<br><br><b>CARRIED</b>   |
| <b>10.</b> | <b>10-17OG<br/>Confirmation of<br/>Assessor<br/>Appointment</b>              | <b>MOVED</b> by Councillor Kirby that KCL Consulting as represented by Grant Clark, be confirmed as the municipality's assessor, with assessment appeals handled through Capital Region Assessment Services Commission.<br><b>CARRIED</b> |
| <b>11.</b> | <b>11-17OG<br/>Confirmation of<br/>Development<br/>Officer</b>               | <b>MOVED</b> by Councillor Kirby that Tony Sonnleitner be confirmed as the municipality's Development Officer.<br><b>CARRIED</b>  |
| <b>12.</b> | <b>12-17OG<br/>Confirmation of<br/>Municipal<br/>Planning<br/>Commission</b> | <b>MOVED</b> by Deputy Mayor McIvor that all of Council form the Municipal Planning Committee.<br><b>CARRIED</b>  |
| <b>13.</b> | <b>13-17OG<br/>Confirmation of<br/>FOIP Coordinator</b>                      | <b>MOVED</b> by Councillor Kirby that the Chief Administrative Officer act as the FOIP Coordinator for the Municipality.<br><b>CARRIED</b>  |
| <b>14.</b> | <b>ADJOURNMENT</b>   | <b>MOVED</b> by Councillor Kirby that the August 23, 2018 Organizational Meeting be adjourned.<br><b>CARRIED</b>  |

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Mayor

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Municipal Administrator