# VILLAGE OF SPRING LAKE
# PROVINCE OF ALBERTA
# OCTOBER 8, 2024
# ORGANIZATIONAL COUNCIL MEETING
# 990 BAUER AVENUE, SPRING LAKE, ALBERTA
# AT 7:00 P.M.

## *PRESENT*

| | |
|---|---|
| Elected Officials: | Adam MacCormack<br>Kasey Quinn<br>Melanie Sera<br>Jason Shewchuk<br>Chris Zaplotinsky |
| Administrator: | Emily House |
| Administrative Assistant: | Janet Zaplotinsky |
| Public Works Supervisor: | Tony Siegel |

Three members of the public were in attendance.

## *1. CALL TO ORDER*

Administrator House called the October 8, 2024 Organizational Meeting to order at 7:00p.m.

## *2. ADOPTION OF AGENDA*

Motion 2024-01ORG MOVED BY Councillor Jason Shewchuk to adopt the October 8, 2024 Organizational Meeting Agenda as presented.

CARRIED

## *3. ELECTION OF MAYOR*

Administrator House called for nominations for the position of Mayor.

Councillor MacCormack nominated Councillor Shewchuk for the position of Mayor.

Councillor Shewchuk accepted the nomination of Mayor.

Administrator House called for additional nominations. There were no further nominations.

Motion 2024-02ORG MOVED BY Councillor Quinn to cease nominations for the position of Mayor.

CARRIED

Motion 2024-03ORG MOVED BY Councillor MacCormack that Councillor Shewchuk be appointed as Mayor for the Village of Spring Lake.

CARRIED

Jason Shewchuk was declared Mayor and assumed the Chair.

## *4. ELECTION OF DEPUTY MAYOR*

Mayor Shewchuk called for nominations for the position of Deputy Mayor.

Councillor Quinn nominated Councillor Sera for the position of Deputy Mayor.

Councillor Sera accepted the nomination for the position of Deputy Mayor.

Mayor Shewchuk called for additional nominations.

There were no further nominations

Motion 2024-04ORG MOVED BY Councillor Zaplotinsky to cease nominations for the position of Deputy Mayor.
CARRIED

Motion 2024-05ORG MOVED BY Councillor Quinn that Councillor Sera be appointed as Deputy Mayor for the Village of Spring Lake.
CARRIED

## 5. COMMITTEES

**5.1 Capital Region Assessment Services**
Representative – Councillor Quinn
Alternate Representative – Councillor Zaplotinsky

**5.2 Community League**
Representative – Councillor MacCormack
Alternate Representative – Deputy Mayor Sera

**5.3 Environment Advisory Committee**
Representative – Councillor MacCormack
Alternate Representative – Councillor Zaplotinsky

**5.4 Event Planning Committee**
Representative – Deputy Mayor Sera
Alternate Representative – Councillor MacCormack

**5.5 FireSmart Committee**
Representative – Councillor Zaplotinsky
Representative – Councillor Quinn

**5.6 Website Advisory Committee**
Representative – Councillor Zaplotinsky
Representative – Councillor Quinn

**5.7 Yellowhead Regional Library Committee**
Representative – Mayor Shewchuk
Alternate Representative – Deputy Mayor Sera

**5.8 Intermunicipal Committee (ICF)**
Representative – Mayor Shewchuk
Representative – Councillor Quinn

**5.9 Intermunicipal Development Committee (IDP)**
Representative – Councillor Quinn
Representative – Mayor Shewchuk

5.10 **Emergency Management Advisory Committee**
All of Council

Motion 2024-06ORG MOVED BY Deputy Mayor Sera to approve the committee representative appointments.

CARRIED

## 6. *SIGNING AUTHORITIES*

Motion 2024-07ORG MOVED BY Councillor Quinn to appoint Adam MacCormack, Jason Shewchuk, Melanie Sera and Administrator Emily House as signing authorities for the Village of Spring Lake for the Village's Accounts held at Servus Credit Union.

CARRIED

## 7. *BANKING AUTHORITY*

Motion 2024-08ORG MOVED BY Councillor MacCormack that Servus Credit Union remain the banking authority for the Village of Spring Lake.

CARRIED

## 8. *CAO APPOINTMENT*

Motion 2024-09ORG MOVED BY Councillor Zaplotinsky that Emily House remain CAO for the Village of Spring Lake.

CARRIED

## 9. *ADMINISTRATION OFFICE*

Motion 2024-10ORG MOVED BY Deputy Mayor Sera that Administration Office remain at 990 Bauer Avenue, Spring Lake, AB T7Z 2S9.

CARRIED

## 10. *AUDITOR APPOINTMENT*

Motion 2024-11ORG MOVED BY Councillor Zaplotinsky that Seniuk & Company remain appointed as the Auditor.

CARRIED

## 11. *SOLICTOR APPOINTMENT*

Motion 2024-12ORG MOVED BY Councillor Quinn to appoint Patriot Law as the Village's Solicitor.

CARRIED

## 12. *ASSESSMENT SERVICES APPOINTMENT*

Motion 2024-13ORG MOVED BY Deputy Mayor Sera that Capital Region Assessment Services Commission remain appointed to provide Assessment Services to the Village of Spring Lake.

CARRIED

## 13. *ASSESSOR APPOINTMENT*

Motion 2024-14ORG MOVED BY Councillor MacCormack to appoint Grant Clark as a designated officer for the Village of Spring Lake in the capacity of Assessor.

CARRIED

## 14. *DEVELOPMENT AUTHORITY APPOINTMENT*

Motion 2024-15ORG MOVED BY Councillor Quinn that Tony Sonnleitner remain appointed as the Development Authority.

CARRIED

## 15. *DIRECTOR OF EMERGENCY MANAGEMENT APPOINTMENT*

Motion 2024-16ORG MOVED BY Councillor MacCormack that Emily House be appointed as the Director of Emergency Management.

CARRIED

## 16. *DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT APPOINTMENT*

Motion 2024-17ORG MOVED BY Councillor Zaplotinsky that Randy Denby and Janet Zaplotinsky be appointed as the Deputy Director of Emergency Management.

CARRIED

## 17. *SUBDIVISION AND MUNICPAL PLANNING AUTHORITY APPOINTMENT*

Motion 2024-18ORG MOVED BY Deputy Mayor Sera that Jane Dauphinee Municipal Planning Services (2009) Ltd. remain appointed as the Subdivision and Municipal Planning Authority.

CARRIED

## 18. *SUBDIVISION AND DEVELOPMENT APPEAL BOARD MEMBERS APPOINTMENT*

Motion 2024-19ORG MOVED BY Councillor Quinn that Council appoint Jason Shewchuk, John Roznicki, , Rainbow Williams, Denis Meier, Jamie-Lee Kraley, and Chris Zaplotinsky as Board Members to the Subdivision and Development Appeal Board.

CARRIED

## 19. *SUBDIVISION AND DEVELOPMENT APPEAL BOARD CLERK APPOINTMENT*

Motion 2024-20ORG MOVED BY Councillor Zaplotinsky that Council appoint Cathy McCarthy, Emily House and Janet Zaplotinsky as a designated officers for the Village of Spring Lake in the capacity of Clerk to the Subdivision and Development Appeal Board.

CARRIED

## 20. *ENGINEER APPOINTMENT*

Motion 2024-21ORG MOVED BY Deputy Mayor Sera to appoint Nichols Environmental (Canada) Ltd. as the Village of Spring Lake's Engineer.

CARRIED

## 21. *WEED INSPECTOR APPOINTMENT*

Motion 2024-22ORG MOVED BY Councillor Quinn that Council appoint Tony Siegel and Zachary Archibald as Weed Inspectors for the Village of Spring Lake.

CARRIED

## 22. *FOIP COORDINATOR APPOINTMENT*

Motion 2024-23ORG MOVED BY Councillor MacCormack to appoint Emily House as FOIP Coordinator.

CARRIED

## 23. *TIME AND DATES OF MEETINGS*

Motion 2024-24ORG MOVED BY Councillor Zaplotinsky that the time and date of Regular Council Meetings be amended to start at 7:00pm. be in accordance with the Village's Procedural ByLaw #381 and any amendments hereto.

CARRIED

Motion 2024-25ORG MOVED BY Deputy Mayor Sera to direct Administration to amend Procedural Bylaw No. 381 to update the start time of Regular Council Meetings to 7:00pm.

CARRIED

## 24. FORM OF MEETING

Motion 2024-26ORG MOVED BY Councillor Quinn that the form of meetings remain in accordance with the Village's Procedural ByLaw #381 and any amendments hereto.

CARRIED

## 25. ADJOURNMENT

Motion 2024-27ORG MOVED BY Councillor MacCormack that the October 8, 2024 Organizational Meeting be adjourned at 7:21 pm.

CARRIED

Jason Sera
Mayor

Emily House
Administrator