



# Summer Village of Crystal Springs

Box 100, 605-2<sup>nd</sup> Avenue, Ma-Me-O Beach, AB T0C 1X0

Tel: 780-586-2494

Email: [information@svofficepl.com](mailto:information@svofficepl.com)

[www.crystalsprings.ca](http://www.crystalsprings.ca)

## Summer Village of Crystal Springs

### Organizational Meeting Minutes

August 8, 2019

#### Summer Villages Office

**PRESENT** Ms. Margaret Gagnon, Mr. Ian Rawlinson, Mr. Ron LaJeunesse  
Sylvia Roy, CAO

- A. **CALL TO ORDER** The meeting was called to order by the CAO at 10:00 am.
- B. **OATH OF OFFICE** The Oath of Office was sworn and signed by each council member.
- C. **APPOINTMENT OF MAYOR AND DEPUTY MAYOR**

**Res. # 19-149**

**Moved by Councillor LaJeunesse to appoint Councillor Rawlinson as Mayor of the Summer Village of Crystal Springs.**

**CARRIED**

**Res. # 19-150**

**Moved by Councillor Gagnon to appoint Councillor LaJeunesse as Deputy Mayor of the Summer Village of Crystal Springs.**

**CARRIED**

Mayor Rawlinson assumed the Chair for the remainder of the meeting.

#### **D. APPOINTMENTS**

##### **1. Auditor**

**Res. # 19-151**

**Moved by Deputy Mayor LaJeunesse that Seniuk and Company of Edmonton, AB be appointed as auditor for the Summer Village of Crystal Springs.**

**CARRIED**

##### **2. Assessor**

**Res. # 19-152**

**Moved by Mayor Rawlinson that Grant Clark of Leduc (Kevin Lawrence owner KCL Consulting Inc. St. Albert, AB) contracted through Capital Region Assessment Services Commission be appointed as Assessor for the Summer Village of Crystal Springs.**

**CARRIED**



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3. Capital Region Assessment Services Commission

Res. # 19-153

Moved by Deputy Mayor LaJeunesse that Councillor Gagnon be appointed as the representative to the Capital Region Assessment Services Commission for the Summer Village of Crystal Springs.

CARRIED

4. Alliance of Pigeon Lake Municipalities

Res. # 19-154

Moved by Councillor Gagnon that Mayor Rawlinson be appointed as the representative to the Alliance of Pigeon Lake Municipalities for the Summer Village of Crystal Springs.

CARRIED

5. Joint Services Committee

Res. # 19-155

Moved by Mayor Rawlinson that Deputy Mayor LaJeunesse be appointed as the representative to the Joint Services Committee for the Summer Village of Crystal Springs.

CARRIED

6. Intermunicipal Development Plan Committee

Res. # 19-156

Moved by Mayor Rawlinson that Deputy Mayor LaJeunesse be appointed as the representative to the Intermunicipal Development Plan Committee for the Summer Village of Crystal Springs.

CARRIED

7. Regional Emergency Management Agency

Res. # 19-157

Moved by Mayor Rawlinson that Councillor Gagnon be appointed as the representative for Regional Emergency Management Agency for the Summer Village of Crystal Springs.

CARRIED

8. South Pigeon Lake Summer Villages Wastewater Committee

Res. # 19-158

Moved by Mayor Rawlinson that Deputy Mayor LaJeunesse be appointed as the representative to the South Pigeon Lake Summer Villages Wastewater Committee for the Summer Village of Crystal Springs.

CARRIED



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9. South Pigeon Lake Regional Wastewater Services Commission

**Res. # 19-158**

**Moved by Mayor Rawlinson that Deputy Mayor LaJeunesse be appointed as the representative to the South Pigeon Lake Regional Wastewater Services Commission for the Summer Village of Crystal Springs.**

**CARRIED**

10. Parks & Recreation Committee

**Res. # 19-159**

**Moved by Councillor Gagnon that Mayor Rawlinson be appointed as the representative to the Parks & Recreation Committee for the Summer Village of Crystal Springs.**

**CARRIED**

11. Yellowhead Regional Library

**Res. # 19-160**

**Moved by Deputy Mayor LaJeunesse that Councillor Gagnon be appointed as the representative to the Yellowhead Regional Library for the Summer Village of Crystal Springs.**

**CARRIED**

12. Subdivision & Development Appeal Board

**Res. # 19-161**

**Moved by Mayor Rawlinson that Councillor Gagnon be appointed as the representative to the Crystal Springs Subdivision & Development Appeal Board, that Deputy Mayor LaJeunesse be appointed the Alternate representative, and the public members are derived from a roster including: Byron Sommerville, Arnold Moerth, Brian Keeler, John Slater, and Pete Langelle.**

**CARRIED**

**Res. # 19-162**

**Moved by Mayor Rawlinson that Subdivision & Development Appeal Board members be paid an honorarium of \$125 for each appeal hearing in which they participate for the Summer Village of Crystal Springs.**

**CARRIED**

**Res. # 19-163**

**Moved by Mayor Rawlinson that Sylvia Roy be appointed as Clerk to the Subdivision and Development Appeal Board for the Summer Village of Crystal Springs.**

**CARRIED**



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## 13. Development Officer

**Res. # 19-164**

**Moved by Mayor Rawlinson that Judy McCardia be appointed as Development Officer for the Summer Village of Crystal Springs.**

**CARRIED**

## 14. Pigeon Lake Watershed Management Plan

**Res. # 19-165**

**Moved by Councillor Gagnon that Deputy Mayor LaJeunesse act as liaison to the Pigeon Lake Watershed Management Plan committee.**

**CARRIED**

## 15. Pigeon Lake Regional Chamber of Commerce

**Res. # 19-166**

**Moved by Deputy Mayor LaJeunesse that Councillor Gagnon act as liaison to the Pigeon Lake Regional Chamber of Commerce for the Summer Village of Crystal Springs.**

**CARRIED**

## 16. Pigeon Lake Watershed Association

**Res. # 19-167**

**Moved by Deputy Mayor LaJeunesse that Mayor Rawlinson act as liaison to the Pigeon Lake Watershed Association for the Summer Village of Crystal Springs.**

**CARRIED**

## **E. SIGNING AUTHORITY**

**Res. # 19-168**

**Moved by Mayor Rawlinson to approve signing authority for the Summer Village of Crystal Springs for Council Members Ian Rawlinson, Ron LaJeunesse and Margaret Gagnon, and for Administrative Members Sylvia Roy, Chief Administrative Officer; Jeff Riege, Chief Financial Officer and Gail Coleman, Assistant Chief Administrative Officer. Cheques are to be signed by one Council Member and one Administrative staff.**

**CARRIED**

## **F. AUTHORIZED CONTACTS**

**Res. # 19-169**

**Moved by Mayor Rawlinson that authorized contacts for the Summer Village of Crystal Springs for the Alberta Treasury Branch bank accounts are Sylvia Roy, Chief Administrative Officer; Jeff Riege, Chief Financial Officer and Rose Mary Peel, Accounting Clerk.**

**CARRIED**



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## G. COUNCIL MEETING DETAILS

Res. # 19-170

Moved by Mayor Rawlinson that Council Meetings be held every second Thursday of the month at 4:30 pm at the Summer Villages Office at 605-2<sup>nd</sup> Avenue, Ma-Me-O Beach, AB unless circumstances deem otherwise.

CARRIED

## H. CODE OF ETHICS AND CONDUCT POLICY

All Council Members received and signed a copy of the Code of Ethics and Conduct for Council Members Policy.

## I. ADJOURNMENT

Res. # 19-171

Moved by Mayor Rawlinson that the meeting be adjourned at 10:13 am.

CARRIED



Ian Rawlinson, Mayor  
Summer Village of Crystal Springs



Sylvia Roy, C.A.O.  
Summer Village of Crystal Springs