

**SUMMER VILLAGE OF POPLAR BAY  
ORGANIZATIONAL MEETING  
FRIDAY, AUGUST 7, 2020 at 1:00 P.M.  
SUMMER VILLAGES OFFICE  
605-2<sup>ND</sup> Avenue, MA-ME-O BEACH, ALBERTA**

**MINUTES**

**Present:**

Councillor Fraser Hubbard  
Councillor Gary Carew  
Councillor Brian Meaney  
CAO Sylvia Roy

---

Council Members may participate in this meeting via electronic communications (teleconference) as per Municipal Government Act S. 199.

**CALL TO ORDER**

CAO Sylvia Roy called the Organizational Meeting of Poplar Bay to order at 1:00 p.m.

**A. APPOINTMENT OF MAYOR AND DEPUTY MAYOR**

**Res. #2020-112**

**Moved by Councillor Carew that Councillor Hubbard be appointed as Mayor.**

**CARRIED**

**Res. #2020-113**

**Moved by Mayor Hubbard that Councillor Meaney be appointed as Deputy Mayor.**

**CARRIED**

Mayor Hubbard assumed the Chair at 1:00 pm.

**B. APPOINTMENTS:**

1. Auditor:

**Res. #2020-114**

**Moved by Mayor Hubbard that Seniuk and Company be appointed as Auditor for the Summer Village of Poplar Bay.**

**CARRIED**

2. Assessor:

**Res. #2020-115**

**Moved by Councillor Carew that Grant Clark of KCL Consulting Ltd be appointed as Assessor for the Summer Village of Poplar Bay.**

**CARRIED**

3. Capital Region Assessment Services Commission:

**Res. #2020-116**

**Moved by Mayor Hubbard that Councillor Carew be appointed as representative to the Capital Region Assessment Services Commission.**

**CARRIED**

4. Pigeon Lake Summer Village Strategic Alliance

**Res. #2020-117**

Moved by Mayor Hubbard that Councillor Carew be appointed as representative to the Pigeon Lake Summer Village Strategic Alliance for the Summer Village of Poplar Bay.

CARRIED

5. Alliance of Pigeon Lake Municipalities :

**Res. #2020-118**

Moved by Councillor Carew that Deputy Mayor Meaney represent the Summer Village of Poplar Bay on the Alliance of Pigeon Lake Municipalities.

CARRIED

6. Joint Services Committee :

**Res. #2020-119**

Moved by Councillor Carew that Mayor Hubbard represent the Summer Village of Poplar Bay on the Joint Services Committee.

CARRIED

7. Public Works:

**Res. #2020-120**

Moved by Councillor Carew that Deputy Mayor Meaney be appointed as Public Works Chairman.

CARRIED

8. Regional Emergency Management Agency:

**Res. #2020-121**

Moved by Councillor Carew that Mayor Hubbard represent the Summer Village on the Regional Emergency Management Agency.

CARRIED

9. Development Officer

**Res. #2020-122**

Moved by Mayor Hubbard that Judy McCardia be appointed Development Officer for the Summer Village of Poplar Bay.

CARRIED

10. Subdivision Authority

**Res. #2020-123**

Moved by Councillor Carew that Municipal Planning Services Ltd of Edmonton, Ab be appointed as the Subdivision Authority for the Summer Village of Poplar Bay.

CARRIED

11. Subdivision and Development Appeal Board:

**Res. #2020-124**

Moved by Mayor Hubbard that the Board shall consist of three members of the public, from the following roster: Arnold Moerth, Brian Keeler, John Slater, Pete Langelle, Al Greenslade, Phil Pawlyk and Bob Mieske.

CARRIED

**Res. #2020-125**

Moved by Mayor Hubbard that Sylvia Roy serve as Clerk to the Subdivision & Development Appeal Board.

CARRIED

**Res. #2020-126**

Moved by Councillor Carew that the Subdivision & Development Appeal Board honorarium be \$125 per hearing.

CARRIED

12. Yellowhead Regional Library

**Res. #2020-127**

Moved by Councillor Carew that Mayor Hubbard be appointed as representative to the Yellowhead Regional Library.

CARRIED

13. Intermunicipal Development Plan (IDP) Committee

**Res. #2020-128**

Moved by Mayor Hubbard that Councillor Carew be appointed as the Poplar Bay representative for the IDP Committee.

CARRIED

14. Intermunicipal Collaboration Framework (ICF) Committee

**Res. #2020-129**

Moved by Mayor Hubbard that Councillor Carew be appointed as the Poplar Bay representative for the ICF Committee.

CARRIED

15. Family & Community Support Services (FCSS) Committee

**Res. #2020-130**

Moved by Councillor Carew that Mayor Hubbard be appointed as the Poplar Bay representative for the FCSS Committee.

CARRIED

16. South Pigeon Lake Regional Wastewater Commission

**Res. #2020-131**

Moved by Councillor Carew that Deputy Mayor Meaney be appointed as the Poplar Bay representative for the South Pigeon Lake Regional Wastewater Commission.

CARRIED

17. South Side Wastewater Committee

**Res. #2020-132**

Moved by Mayor Hubbard that Deputy Mayor Meaney be appointed as the Poplar Bay representative for the South Side Wastewater Committee.

CARRIED

**C. SIGNING AUTHORITY**

**Res. #2020-133**

Moved by Mayor Hubbard to approve the signing authority for Sylvia Roy, Chief Administrative Officer; Gail Coleman, Assistant Chief Administrative Officer, Jeff Riege, Chief Financial Officer and Poplar Bay Council Members Fraser Hubbard, Gary Carew and Brian Meaney.

CARRIED

**D. AUTHORIZED CONTACTS**

**Res. #2020-134**

Moved by Councillor Carew that authorized contacts for the Alberta Treasury Branch bank accounts are Sylvia Roy, Chief Administrative Officer; Jeff Riege, Chief Financial Officer; Gail Coleman, Assistant Chief Administrative Officer and Rose Mary Peel, Accounting Clerk.


CARRIED

**E. ADJOURNMENT**

**Res. #2020-135**

Moved by Councillor Carew to adjourn the meeting at 1:05 pm.

**CARRIED**

  
\_\_\_\_\_  
Fraser Hubbard, Mayor  
Summer Village of Poplar Bay

  
\_\_\_\_\_  
Sylvia Roy, Chief Administrative Officer  
Summer Village of Poplar Bay

