

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL
OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA
HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND HELD ELECTRONICALLY VIA ZOOM
OCTOBER 21, 2025 AT 7:00 P.M.**

PRESENT:

Councillor DecolynneJo Burns
Councillor Debbie Durocher
Councillor Tara Elwood
Councillor Kelly Muir
Councillor Daryl Weber
C.A.O. Kathy Skwarchuk
Assistant CAOCathy McCartney (Zoom Administrator)

CALL TO ORDER:

The Organizational Meeting was called to order by the C.A.O. at 7:03 P.M.

LAND ACKNOWLEDGEMENT:

The C.A.O. read a Land Acknowledgement Statement as follows:
Alberta Beach respectfully acknowledges that it is located on the First People’s traditional lands. We recognize this traditional Treaty Six Territory to show respect and understanding to the First Nations, Metis and Inuit peoples who walked this land for centuries. We express gratitude and respect for the land we use and reaffirm our relationship with one another.

ADOPTION OF AGENDA:

MOTION #146-25

MOVED BY Councillor Durocher that the agenda be approved as presented.
CARRIED UNANIMOUSLY

COUNCILLOR OFFICIAL OATH OF OFFICE:

Each Councillor took the Official Oath of Office for the position of Councillor for Alberta Beach.

NOMINATION: MAYOR

The CAO declared nominations open and called for nominations for the position of Mayor.
Councillor Weber nominated Councillor Muir.
Councillor Muir accepted the nomination.
Councillor Durocher nominated Councillor Elwood.
Councillor Elwood accepted the nomination.

The CAO called for nominations for the position of Mayor for the second time.
The CAO called for nominations for the position of Mayor for the third & final time.

The C.A.O. requested a motion that nominations for the position of Mayor cease.

MOTION #147-25

MOVED BY Councillor Elwood that nominations for the position of Mayor cease
CARRIED UNANIMOUSLY

There being 2 nominations for the position of Mayor, the CAO asked if Council prefers a vote by a show of hands or secret ballot. Council requested a vote by a show of hands and the vote was counted as follows:
All in favour of Councillor Muir as Mayor: 2
All in favour of Councillor Elwood as Mayor: 3
The CAO declared Councillor Elwood elected as Mayor.

Councillor Elwood was sworn into the office of Mayor and took the Mayor’s Official Oath of Office.
Mayor Elwood assumed the chair.

NOMINATION: DEPUTY MAYOR

Mayor Elwood declared nominations open and called for nominations for the position of Deputy Mayor.
Councillor Weber nominated Councillor Muir.
Councillor Muir declined the nomination.
Councillor Durocher nominated herself.

Mayor Elwood called for nominations for the position of Deputy Mayor for the second time.
Mayor Elwood called for nominations for the position of Deputy Mayor for the third & final time.

Mayor Elwood requested a motion that nominations for the position of Deputy Mayor cease.

MOTION #148-25

MOVED BY Councillor Weber that nominations for the position of Deputy Mayor cease.
CARRIED UNANIMOUSLY

Mayor Elwood declared Councillor Durocher elected as Deputy Mayor.
Councillor Durocher was sworn into the office of Deputy Mayor and took the Deputy Mayor’s Official Oath of Office.

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL
OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA
HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND HELD ELECTRONICALLY VIA ZOOM
OCTOBER 21, 2025 AT 7:00 P.M.**

CONFIRMATION OF MUNICIPAL OFFICE, MEETINGS, BOARDS, APPOINTMENTS AND AUTHORITIES:

MOTION #149-25

MOVED BY Councillor Muir that the Municipal office, all meetings, boards, appointments and authorities be confirmed as follows:

MUNICIPAL OFFICE:

that the Municipal Office be confirmed at 4935 – 50th Avenue, Alberta Beach.

REGULAR MEETING – DATE & TIME:

that the regular meeting date & time remain the 3rd Tuesday of the month at 7:00 P.M.

SIGNING AUTHORITIES:

that the Signing Authorities remain as the Mayor or Deputy Mayor or Councillor Muir and the C.A.O. or Assistant C.A.O.

BANKING AUTHORITY:

that ATB Financial remain the banking authority.

AUDITOR APPOINTMENT:

that Allen Lee and Steven Kim of Doyle & Company remain appointed the auditor.

SOLICITOR APPOINTMENT:

that Brownlee LLP and Patriot Law remain appointed as the solicitors.

ASSESSOR APPOINTMENT:

that the appointment of Assessor remain as Travis Horne, through agreement with Municipal Assessment Services Group.

ASSESSMENT REVIEW BOARD:

that the appointment of the Assessment Review Board remain through agreement with Capital Region Assessment Services Commission.

ASSESSMENT REVIEW BOARD MEMBERS AND CLERK:

that the appointment of the members of the Assessment Review Board remain as ARB Chairperson Raymond Ralph; ARB Clerk Gerryl Amorin; and ARB Panelists Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc and Raymond Ralph.

DEVELOPMENT AUTHORITY:

that Paul Hanlan be appointed the Development Authority through agreement with SV Planning & Development.

SUBDIVISION AUTHORITY:

that the appointment of Subdivision Authority remain as Council and administration of Subdivision Authority as Paul Hanlan through agreement with SV Planning & Development.

SUBDIVISION & DEVELOPMENT APPEAL BOARD MEMBERS:

that the appointment of the Subdivision & Development Appeal Board Members remain as Jason Shewchuk, Gerald Stark, Rainbow Williams, John Roznicki, Jamie-Lee Krale and Denis Meier.

SUBDIVISION & DEVELOPMENT APPEAL BOARD CLERKS:

that the appointment of the Subdivision & Development Appeal Board Clerks remain as Cathy McCartney and Emily House.

MUNICIPAL PLANNING COMMISSION:

that the appointment of the Municipal Planning Commission remain as Council.

ACCESS TO INFORMATION ACT COORDINATOR:

that the CAO or Designate remain appointed the Access to Information Act Coordinator.

DIRECTOR OF EMERGENCY MANAGEMENT:

that Janice Christiansen remain the Director of Emergency Management as appointed by Bylaw #294-23.

DESIGNATED OFFICERS:

that Kathy Skwarchuk be appointed as Designated Officer in the capacity of Chief Administrative Officer;
that Travis Horne of Municipal Assessment Services Group be appointed as Designated Officer in the capacity of Assessor;
that Bruce Parno and Andrew Darragh be appointed as Designated Officers in the capacity of Bylaw Enforcement Officers;

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL
OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA
HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND HELD ELECTRONICALLY VIA ZOOM
OCTOBER 21, 2025 AT 7:00 P.M.**

that Paul Hanlan of SV Planning & Development be appointed as Designated Officer in the capacity of Development Authority;
that Paul Hanlan of SV Planning & Development be appointed as Designated Officer in the capacity of Administration of Subdivision Authority; and
that Cathy McCartney and Emily House be appointed as Designated Officers in the capacity of Subdivision & Development Appeal Board Clerks.

LIBRARY BOARD MEMBERS:

that the appointment of the Alberta Beach Library Board members be Kathy Dion, Sharon Hansen, Judey Jackson, Gwen Jones, and Tara Elwood and further Donna Warwaruk as Auditor.

ROUND TABLE MEETING – DATE & TIME:

that the round table meeting date and time remain the 2nd Tuesday of the month at 5:30 P.M.

CARRIED UNANIMOUSLY

COMMITTEE APPOINTMENTS:

MOTION #150-25

MOVED BY Deputy Mayor Durocher that all committee appointments be confirmed as follows:

ALBERTA BEACH AG SOCIETY AGLIPLEX OPERATIONS COMMITTEE
Councillor Muir and Councillor Burns as Alternate

ALBERTA BEACH CAMPGROUND ADVISORY COMMITTEE
Mayor Elwood and Councillor Burns

ALBERTA BEACH INTER-MUNICIPAL DEVELOPMENT PLAN STEERING COMMITTEE
Mayor Elwood and Councillor Muir

ALBERTA BEACH LIBRARY BOARD
Mayor Elwood

ALBERTA BEACH MUSEUM & ARCHIVES
Deputy Mayor Durocher

ALBERTA BEACH PUBLIC WORKS ADVISORY COMMITTEE
Mayor Elwood and Councillor Burns

BEACHWAVE PARK STAKEHOLDERS COMMITTEE
Deputy Mayor Durocher and Councillor Muir as Alternate

COMMUNITY FUTURES YELLOWHEAD EAST
Councillor Burns

STE. ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP
ADVISORY COMMITTEE
Councillor Burns

FCSS TRIVILLAGE COMMITTEE
Councillor Muir

HIGHWAY 43 EAST WASTE COMMISSION
Councillor Weber and Councillor Burns as Alternate

INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) COMMITTEE
Mayor Elwood and Councillor Weber and Councillor Muir as Alternate

LAC STE. ANNE EAST END BUS SOCIETY
Deputy Mayor Durocher

LAC STE. ANNE FOUNDATION
Councillor Weber

LAKE ISLE AND LAC STE. ANNE STEWARDSHIP SOCIETY:
Deputy Mayor Durocher

LAND USE BYLAW REVIEW COMMITTEE
Mayor Elwood and Deputy Mayor Durocher

FIRE SERVICES STEERING COMMITTEE
Mayor Elwood and Councillor Muir

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL
OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA
HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND HELD ELECTRONICALLY VIA ZOOM
OCTOBER 21, 2025 AT 7:00 P.M.**

STE. ANNE RECREATIONAL LAKE USE COMMITTEE (SARLUC)
Councillor Muir and Councillor Weber

STONY PLAIN CRIME PREVENTION ASSOCIATION
(No Councillor appointed –same night as Council meetings)

STURGEON RIVER WATERSHED ALLIANCE
Councillor Weber

TRIVILLAGE REGIONAL SEWAGE SERVICE COMMISSION
Councillor Muir and Councillor Weber

WATER DISTRIBUTION FEASIBILITY STUDY STEERING COMMITTEE
Councillor Muir and Councillor Burns

WEST INTER LAKE DISTRICT (WILD) WATER COMMISSION
Mayor Elwood and Deputy Mayor Durocher as Alternate

YELLOWHEAD REGIONAL LIBRARY BOARD
Mayor Elwood and Councillor Weber as Alternate

CARRIED UNANIMOUSLY

ADJOURNMENT:

The meeting adjourned at 7:25 P.M.

Mayor – Tara Elwood

C.A.O. – Kathy Skwarchuk