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 20, 2026 AT 7:00 P.M.

PRESENT:

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

ABSENT:

Councillor ..... DecolynneJo Burns (on approved Leave of Absence)

CALL TO ORDER:
The Organizational Meeting was called to order by the C.A.O. at 7:00 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 #170-26
MOVED BY Councillor Elwood that the agenda be approved as presented.
CARRIED UNANIMOUSLY

COUNCIL OFFICIAL OATH OF OFFICE:
Council members had previously taken the Council Official Oath of Office.

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 Elwood nominated herself.

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 #171-26
MOVED BY Councillor Durocher that nominations for the position of Mayor cease
CARRIED UNANIMOUSLY

MOTION TO ESTABLISH THE VOTING PROCEDURES:
The C.A.O. requested a motion of Council to confirm whether Council prefers the vote to be conducted by a show of hands or secret ballot, and to establish the procedure for resolving a tie vote.
MOTION #172-26
MOVED BY Councillor Weber that Council approves to conduct the vote by a show of hands and that in the event of a tie vote, the tie be resolved in accordance with the Alberta Local Elections Act, whereby each of the names of the 2 Councillors shall be placed in a box and one name shall be drawn.
CARRIED UNANIMOUSLY

The vote for the position of Mayor was counted as follows:
All in favour of Councillor Muir as Mayor: 3
All in favour of Councillor Elwood as Mayor: 1
The CAO declared Councillor Muir elected as Mayor.

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

NOMINATION: DEPUTY MAYOR
Mayor Muir declared nominations open and called for nominations for the position of Deputy Mayor.
Councillor Weber nominated Councillor Durocher.
Councillor Durocher accepted the nomination.
Councillor Elwood nominated herself.

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

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

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MOTION #173-26
MOVED BY Councillor Weber that nominations for the position of Deputy Mayor cease.
CARRIED UNANIMOUSLY

The vote for the position of Deputy Mayor was counted as follows:
All in favour of Councillor Durocher as Deputy Mayor: 3
All in favour of Councillor Elwood as Deputy Mayor: 1
Mayor Muir 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.

Councillor Weber left the meeting at 7:09 P.M.

CONFIRMATION OF MUNICIPAL OFFICE, MEETINGS, BOARDS, APPOINTMENTS AND AUTHORITIES:
MOTION #174-26
MOVED BY Deputy Mayor Durocher 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 Elwood **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 Patriot Law and Brownlee LLP 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, Roland Merkosky 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, Rainbow Williams, John Roznicki, Jamie-Lee Kraley, Denis Meier, Chris Zaplotinsky and John McIvor.

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.

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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 Lucas Stacey be appointed as Designated Officers in the capacity of Bylaw Enforcement Officers;
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 Gwen Jones, Doris Wylie, Kathy Dion, Tara Elwood, Judey Jackson, Jolena Hove, Patricia Grimley and Ralph Korner, all with a term expiry being October 31, 2027 and further Donna Warwaruk be appointed 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 #175-26
MOVED BY Mayor Muir that all committee appointments be confirmed as follows:

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

ALBERTA BEACH CAMPGROUND ADVISORY COMMITTEE
Councillor Elwood and Councillor Burns (Councillor Weber during Councillor Burns absence)

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

ALBERTA BEACH LIBRARY BOARD
Councillor Elwood

ALBERTA BEACH MUSEUM & ARCHIVES
Councillor Elwood

ALBERTA BEACH PUBLIC WORKS ADVISORY COMMITTEE
Councillor Elwood and Councillor Burns (Councillor Weber during Councillor Burns absence)

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

COMMUNITY FUTURES YELLOWHEAD EAST
Councillor Burns (Deputy Mayor Durocher during Councillor Burns absence)

STE. ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP ADVISORY COMMITTEE
Councillor Burns (Councillor Elwood during Councillor Burns absence)

FCSS TRIVILLAGE COMMITTEE
Mayor Muir

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

INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) COMMITTEE
Mayor Muir and Councillor Weber and Councillor Elwood 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
Deputy Mayor Durocher and Councillor Elwood

FIRE SERVICES STEERING COMMITTEE
Mayor Muir and Deputy Mayor Durocher

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

WATER DISTRIBUTION FEASIBILITY STUDY STEERING COMMITTEE
Mayor Muir and Councillor Burns (Councillor Elwood during Councillor Burns absence)

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

YELLOWHEAD REGIONAL LIBRARY BOARD
Councillor Elwood and Councillor Weber as Alternate

CARRIED UNANIMOUSLY

ADJOURNMENT:
The meeting adjourned at 7:15 P.M.

Mayor – Kelly Muir

C.A.O. – Kathy Skwarchuk