

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE COUNCIL OF THE SUMMER VILLAGE OF LARKSPUR
HELD ON August 26, 2025
64 Newcastle Road, Sherwood Park at 7:00 pm**

Present	<div> <div>Council Members</div> <div>Blaine Boutin Jason Meliefste Scott Drazek</div> <div>Administrator</div> <div>Kim Bancroft</div> </div>
Call to Order	CAO Bancroft called the meeting to order at 7:00 p.m.
Mayor	<p>Deputy Mayor Boutin moved that Council Member Meliefste be appointed Mayor. He accepted.</p> <p style="text-align: right;">Carried.</p>
Deputy Mayor	<p>Moved by Council Member Drazek that Deputy Mayor Boutin be appointed Deputy Mayor. He accepted.</p> <p style="text-align: right;">Carried.</p>
Oath of Office	All 3 members of council took the Oath of Office
Council Honorarium	<p>Moved by Mayor Meliefste that council honorarium change to \$200 per month, with no mileage claimed on council meetings. Additional charges for committee meetings and training may be charged as approved by council resolution.</p> <p style="text-align: right;">Carried.</p>
Department Representatives	<p>Moved by Deputy Mayor Boutin that each council member represent the following committees;</p> <p> Transportation/Roads – Mayor Meliefste Fire Services – Deputy Mayor Boutin Reserves – Council Member Drazek Docks/Lifts – Council Member Drazek Maintenance – Deputy Mayor Boutin Westlock County – Mayor Meliefste </p> <p style="text-align: right;">Carried.</p>
Appointments	<p>Moved by Council Member Drazek that Municipal Assessment Services be appointed assessor for the Summer Village for the coming year.</p> <p style="text-align: right;">Carried.</p> <p>Moved by Mayor Meliefste that the Capital Region Assessment be appointed for the Assessment Review Board.</p> <p style="text-align: right;">Carried.</p>

Banking	Moved by Deputy Mayor Boutin that Milestone Municipal Services be appointed to the subdivision and development appeal board. Carried.
	Moved by Council Member Drazek that the Secretary of the Subdivision and Development Appeal Board be appointed as required. Carried.
	Moved by Mayor Meliefste that Kim Bancroft be appointed as the Development Authority. Carried.
	Moved by Deputy Mayor Boutin that Seniuk and Co be appointed auditor for the coming year. Carried.
	Moved by Mayor Meliefste that the CAO of Westlock County be appointed as the Director of Emergency Management for the Summer Village of Larkspur. Carried
	Moved by Deputy Mayor Boutin that banking remain at the ATB. Carried.
Meetings	Moved by Council Member Drazek that bank signing be any one member of council (Jason Meliefste, Blaine Boutin and Scott Drazek) and any one administration (Kim Bancroft) to sign cheques or approve e-transfers (only one signature required to transfer funds or invest monies). Carried.
	Moved by Mayor Meliefste that regular council meetings be scheduled every 6 weeks and held at 64 Newcastle Road, Sherwood Park unless changed. Carried.
Reimbursements	Moved by Mayor Meliefste that travel allowance per km match the mileage allowance posted on the CRA website at any given time. Carried.
Municipal Office	Moved by Council Member Drazek that the municipal office address be 64 Newcastle Road, Sherwood Park, AB T8A 6K8. Carried.
	The meeting was adjourned at 7:13 p.m.

Mayor

Administrator