

Summer Village of Silver Sands
Organizational Meeting
Friday, August 29, 2025 at Fallis Hall
HELD IN PERSON & VIA ZOOM

	PRESENT	Councillors: Graeme Horne, Bernie Poulin, Sherry Strong Administration: Chief Administrative Officer, Wendy Wildman Assistant CAO, Heather Luhtala Public Works: Public Works Supervisor, Dustin Uhlman Public at Large: 1 (via Zoom), 2 (in person)
1.	CALL TO ORDER	Wendy Wildman called the meeting to order at 9:00 a.m.
2.	OATH OF OFFICE	Wendy Wildman swore in/affirmed each Council Member with the Oath of Office for Councillor.
3.	AGENDA ADOPTION 148-25	MOVED by Councillor Horne that the Organizational Meeting Agenda be approved as presented. CARRIED
4.	NOMINATIONS 149-25 150-25	Wendy Wildman called for nominations for Mayor. Councillor Horne nominated Councillor Poulin. Wendy Wildman called for nominations for Mayor a second time. Wendy Wildman called for nominations for Mayor a third time. MOVED by Councillor Horne that nominations cease. CARRIED Councillor Poulin was declared Mayor and took the Oath of Office for Mayor. Mayor Poulin assumed the Chair. Mayor Poulin called for nominations for Deputy Mayor. Councillor Strong nominated Councillor Horne. Mayor Poulin called for nominations for Deputy Mayor a second time. Mayor Poulin called for nominations for Deputy Mayor a third time. MOVED by Mayor Poulin that nominations cease. CARRIED

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		Councillor Horne was declared Deputy Mayor and took the Oath of Office for Deputy Mayor.
5.	COMMITTEE APPOINTMENTS 151-25	MOVED by Deputy Mayor Horne that the committee appointments be approved as follows: a) Summer Villages of Lac Ste. Anne County East (all of Council to attend) (Bernie Poulin – Representative) (Sherry Strong – Alternate) b) Highway 43 East Waste Commission (Graeme Horne – Representative) (Bernie Poulin – Alternate) c) Darwell Lagoon Commission (DLC) (including regional wastewater line) (Graeme Horne – Representative) (Bernie Poulin – Alternate) d) Lake Isle Aquatic Management Society (LIAMS) (Bernie Poulin – Representative) (Graeme Horne - Alternate) e) Yellowhead Regional Library (Sherry Strong – Representative) f) Summer Village Regional Emergency Management Partnership (Bernie Poulin – Representative) (Graeme Horne – Alternate) g) Flowering Rush Abatement Project (Bernie Poulin – Representative) (Graeme Horne - Alternate Representative) h) Alberta Beach Regional Fire Service (Bernie Poulin – Representative) (Graeme Horne - Alternate Representative) i) Family & Community Support Services/Recreation Board (Sherry Strong – Representative) (Graeme Horne – Alternate)

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		j) Capital Region Assessment Services Commission (Graeme Horne – Representative) (Sherry Strong – Alternate) k) Lake Isle Lac Ste. Anne (LILSA) (Bernie Poulin – Representative) (Graeme Horne – Alternate) l) Onoway Regional Medical Clinic (Bernie Poulin – Representative) m) Fallis Community Association NONE n) Local Library (Darwell) NONE o) Ad Hoc Committee for the Community Doc Initiative (Graeme Horne – Representative) (Sherry Strong – Alternate) Member(s) from the community: 3 (TBA) Other stakeholder member(s): 1 from the Silver Sands Golf & RV Resort CARRIED
	152-25	MOVED by Deputy Mayor Horne that “Fallis Community Association” be removed from the Council Committee Appointments listing. CARRIED
	153-25	MOVED by Deputy Mayor Horne that “Local Library (Darwell)” be removed from the Council Committee Appointments listing. CARRIED
6.	DESIGNATED OFFICER APPOINTMENTS 154-25	MOVED by Mayor Poulin that the designated officer appointments be approved as follows: a) Chief Administrative Officer – Wendy Wildman, Wildwillow Enterprises Inc. b) Assistant Chief Administrative Officer – Heather Luhtala, Wildwillow Enterprises Inc. c) Finance Officer – Heather Luhtala, Wildwillow Enterprises Inc.

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7.	ADDITIONAL CONFIRMATIONS 155-25	d) Bylaw Enforcement Officer(s) / Community Peace Officer(s) – As per contract with Lac Ste. Anne County e) Development Authority – Tony Sonleitner f) Subdivision Authority, planning and administration – Jane Dauphinee, Municipal Planning Services g) Assessment Review Board Clerk – Gerryl Amarin, Capital Region Assessment Services Commission h) Municipal Assessor(s) – Mike Krim, Tanmar Consulting Inc. i) Subdivision and Development Appeal Board Clerk(s) – Emily House, Janet Zaplotinsky, and Cathy McCartney, of Milestone Municipal Services j) Safety Codes Officer – As per agreement with Inspections Group Inc. CARRIED MOVED by Councillor Strong that the additional confirmations be approved as follows: a. Auditor – Seniuk & Company b. Solicitor – Patriot Law Group Onoway c. Access to Information Coordinator – Wendy Wildman, Wildwillow Enterprises Inc. d. Protection of Privacy Coordinator – Wendy Wildman, Wildwillow Enterprises Inc. e. Subdivision & Development Appeal Board – as per agreement with Milestone Municipal Services Bylaw 289-2018, Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Angela Duncan, Jamie-Lee Krale, Jason Shewchuk, John McIvor f. Local & Composite Assessment Review Board – as per agreement with Capital Region Assessment Services Commission Bylaw 311-2021, Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph
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		g. Fire Service Provider – Fire Rescue International as per agreement with Alberta Beach h. Municipal Fire Chief – David Ives as per agreement with Alberta Beach i. Regional Director of Emergency Management – Janice Christiansen as per Bylaw 339-2024 j. Regional Deputy Director of Emergency Management – Marlene Walsh as per Bylaw 339-2024 k. Local Director of Emergency Management – Dennis Woolsey l. Local Deputy Director of Emergency Management – Rick Wagner m. Municipal Planning Commission - all of Council n. Weed Inspector - Jackie Gamblin CARRIED
8.	COUNCIL ACKNOWLEDGEMENTS 156-25	MOVED by Deputy Mayor Horne that the following be acknowledged as received, reviewed and confirmed: -that Part 6 of the MGA – Municipal Organization and Administration, outlining Council’s legislative responsibilities, be acknowledged as received; -that Council acknowledges it has received and reviewed Council & Committee Procedural Bylaw 349-2025; -that Council acknowledges it has received and reviewed the Summer Village of Silver Sand’s Public Participation Policy C-COU-PAR-1 and Public Participation Plan dated March 22, 2019; -that Council acknowledges it has access at any time to review municipal plans, policies, bylaws, budgets, and audited financial statements, agendas and minutes via the municipal website. CARRIED
9.	FINANCIAL 157-25	MOVED by Councillor Strong that the following financial information be confirmed: a) Signing Authority to be all of Council and the Chief Administrative Officer and Assistant Chief Administrative Officer • Two signatures are required • One signature to be any member of Council (Graeme Horne, Bernie Poulin, Sherry Strong)

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		One signature to be the Chief Administrative Officer, Wendy Wildman or the Assistant Chief Administrative Officer, Heather Luhtala b) Banking Authority – ATB Financial CARRIED
10.	MEETING DATES 158-25 159-25	Moved by Deputy Mayor Horne that the Council Remuneration and Expense Reimbursement Policy C-COU-REM-1 be approved as amended to increase each meal reimbursement line by \$5.00. CARRIED Moved by Mayor Poulin that regular Council meetings be held on the last Friday of each month at the Fallis Hall located at 533303 RR 52 Parkland County commencing at 9:00 a.m., except for the months of May and December, that teleconferencing be deemed an acceptable way of holding a meeting and that any changes to the date of the meetings be posted on the Summer Village website and that Policy C-COU-MTG-1 Notification of Council and Committee Meetings be confirmed as presented. CARRIED
11.	MUNICIPAL OFFICE LOCATION 160-25	Moved by Councillor Horne that the municipal office location be confirmed as 2317, Twp Rd 545, Lac Ste. Anne County, Alberta T0E 0V0. CARRIED
12.	ADJOURNMENT	Mayor Poulin declared the meeting adjourned at 9:42 a.m.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman