

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

	PRESENT	<p>Councillors: Graeme Horne, Bernie Poulin, Sherry Strong</p> <p>Administration: Chief Administrative Officer, Wendy Wildman Assistant CAO, Heather Luhtala</p> <p>Public Works: Public Works Supervisor, Dustin Uhlman</p> <p>Public at Large: 1 (via Zoom), 2 (in person)</p>
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	<p>MOVED by Councillor Horne that the Organizational Meeting Agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	NOMINATIONS 149-25 150-25	<p>Wendy Wildman called for nominations for Mayor.</p> <p>Councillor Horne nominated Councillor Poulin.</p> <p>Wendy Wildman called for nominations for Mayor a second time.</p> <p>Wendy Wildman called for nominations for Mayor a third time.</p> <p>MOVED by Councillor Horne that nominations cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Poulin was declared Mayor and took the Oath of Office for Mayor.</p> <p>Mayor Poulin assumed the Chair.</p> <p>Mayor Poulin called for nominations for Deputy Mayor.</p> <p>Councillor Strong nominated Councillor Horne.</p> <p>Mayor Poulin called for nominations for Deputy Mayor a second time.</p> <p>Mayor Poulin called for nominations for Deputy Mayor a third time.</p> <p>MOVED by Mayor Poulin that nominations cease.</p> <p style="text-align: right;">CARRIED</p>

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		Councillor Horne was declared Deputy Mayor and took the Oath of Office for Deputy Mayor.
5.	COMMITTEE APPOINTMENTS 151-25	<p>MOVED by Deputy Mayor Horne that the committee appointments be approved as follows:</p> <ul style="list-style-type: none"> 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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		<p>j) Capital Region Assessment Services Commission (Graeme Horne – Representative) (Sherry Strong – Alternate)</p> <p>k) Lake Isle Lac Ste. Anne (LILSA) (Bernie Poulin – Representative) (Graeme Horne – Alternate)</p> <p>l) Onoway Regional Medical Clinic (Bernie Poulin – Representative)</p> <p>m) Fallis Community Association NONE</p> <p>n) Local Library (Darwell) NONE</p> <p>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</p> <p style="text-align: right;">CARRIED</p>
	152-25	<p>MOVED by Deputy Mayor Horne that “Fallis Community Association” be removed from the Council Committee Appointments listing.</p> <p style="text-align: right;">CARRIED</p>
	153-25	<p>MOVED by Deputy Mayor Horne that “Local Library (Darwell)” be removed from the Council Committee Appointments listing.</p> <p style="text-align: right;">CARRIED</p>
6.	DESIGNATED OFFICER APPOINTMENTS 154-25	<p>MOVED by Mayor Poulin that the designated officer appointments be approved as follows:</p> <p>a) Chief Administrative Officer – Wendy Wildman, Wildwillow Enterprises Inc.</p> <p>b) Assistant Chief Administrative Officer – Heather Luhtala, Wildwillow Enterprises Inc.</p> <p>c) Finance Officer – Heather Luhtala, Wildwillow Enterprises Inc.</p>

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7.	<p>ADDITIONAL CONFIRMATIONS 155-25</p>	<p>d) Bylaw Enforcement Officer(s) / Community Peace Officer(s) – As per contract with Lac Ste. Anne County</p> <p>e) Development Authority – Tony Sonleitner</p> <p>f) Subdivision Authority, planning and administration – Jane Dauphinee, Municipal Planning Services</p> <p>g) Assessment Review Board Clerk – Gerryl Amorin, Capital Region Assessment Services Commission</p> <p>h) Municipal Assessor(s) – Mike Krim, Tanmar Consulting Inc.</p> <p>i) Subdivision and Development Appeal Board Clerk(s) – Emily House, Janet Zaplotinsky, and Cathy McCartney, of Milestone Municipal Services</p> <p>j) Safety Codes Officer – As per agreement with Inspections Group Inc.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Strong that the additional confirmations be approved as follows:</p> <p>a. Auditor – Seniuk & Company</p> <p>b. Solicitor – Patriot Law Group Onoway</p> <p>c. Access to Information Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.</p> <p>d. Protection of Privacy Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.</p> <p>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</p> <p>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</p>
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		<p>g. Fire Service Provider – Fire Rescue International as per agreement with Alberta Beach</p> <p>h. Municipal Fire Chief – David Ives as per agreement with Alberta Beach</p> <p>i. Regional Director of Emergency Management – Janice Christiansen as per Bylaw 339-2024</p> <p>j. Regional Deputy Director of Emergency Management – Marlene Walsh as per Bylaw 339-2024</p> <p>k. Local Director of Emergency Management – Dennis Woolsey</p> <p>l. Local Deputy Director of Emergency Management – Rick Wagner</p> <p>m. Municipal Planning Commission - all of Council</p> <p>n. Weed Inspector - Jackie Gamblin</p> <p style="text-align: right;">CARRIED</p>
<p>8.</p>	<p>COUNCIL ACKNOWLEDGEMENTS 156-25</p>	<p>MOVED by Deputy Mayor Horne that the following be acknowledged as received, reviewed and confirmed:</p> <ul style="list-style-type: none"> -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. <p style="text-align: right;">CARRIED</p>
<p>9.</p>	<p>FINANCIAL 157-25</p>	<p>MOVED by Councillor Strong that the following financial information be confirmed:</p> <p>a) Signing Authority to be all of Council and the Chief Administrative Officer and Assistant Chief Administrative Officer</p> <ul style="list-style-type: none"> • Two signatures are required • One signature to be any member of Council (Graeme Horne, Bernie Poulin, Sherry Strong)

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10.	MEETING DATES 158-25 159-25	<ul style="list-style-type: none"> One signature to be the Chief Administrative Officer, Wendy Wildman or the Assistant Chief Administrative Officer, Heather Luhtala b) Banking Authority – ATB Financial <p style="text-align: right;">CARRIED</p> <p>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. <p style="text-align: right;">CARRIED</p> <p>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. <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Horne that the municipal office location be confirmed as 2317, Twp Rd 545, Lac Ste. Anne County, Alberta T0E 0V0. <p style="text-align: right;">CARRIED</p> </p></p></p>
12.	ADJOURNMENT	Mayor Poulin declared the meeting adjourned at 9:42 a.m.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman