

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	PRESENT	<p>Councillor: Robert (Bob) Charter Councillor: Raymond (Ray) Gertz (via Zoom) Councillor: Keith Pederson</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Dwight Moskalyk, Chief Administrative Officer</p> <p>Absent:</p> <p>Public Works: n/a Public at Large: n/a</p>
1.	CALL TO ORDER	<p>CAO Moskalyk called the meeting to order at 6:00 p.m..</p>
2.	OATH OF OFFICE	<p>Council members participated in the Part I Council Orientation as presented by Mike Pashak of the Association of Summer Villages of Alberta on Wednesday, August 27th, 2025.</p> <p>CAO Moskalyk reported the results of the 2025 Municipal Election, which concluded on July 26, 2025, whereby Robert Charter, Raymond Gertz and Keith Pederson were each declared Elected by Acclamation.</p> <p>CAO Moskalyk, acknowledging the presence of Councillor-Elect Robert Charter, invited Councillor-Elect Charter to take the Councillor Oath of Office;</p> <p>Councillor-Elect Charter took the Oath, which was sworn before Dwight Moskalyk, a Commissioner for Oaths, and assumed the office of Councillor.</p> <p>CAO Moskalyk, acknowledging the presence of Councillor-Elect Raymond Gertz, invited Councillor-Elect Gertz to take the Councillor Oath of Office;</p> <p>Councillor-Elect Gertz took the Oath, which was sworn before Dwight Moskalyk, a Commissioner for Oaths, and assumed the office of Councillor.</p> <p>CAO Moskalyk, acknowledging the presence of Councillor-Elect Keith Pederson, invited Councillor-Elect Pederson to take the Councillor Oath of Office;</p> <p>Councillor-Elect Pederson took the Oath, which was sworn before Dwight Moskalyk, a Commissioner for Oaths, and assumed the office of Councillor.</p>

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3.	AGENDA OG1 - 25	MOVED by Councillor Pederson that the agenda for the Thursday August 28, 2025 Organizational Meeting of the Summer Village of Nakamun Park be approved as presented. CARRIED
4.	ELECTION (MAYOR) OG2 - 25	CAO Moskalyk called for nominations for the office of mayor of the Summer Village of Nakamun Park; Councillor Charter nominated Councillor Pederson. CAO Moskalyk called for nominations for the office of mayor a second time; CAO Moskalyk called for nominations for the office of mayor a third time; MOVED by Councillor Gertz that nominations for the office of mayor cease. CARRIED Keith Pederson was declared elected by acclamation to the office of mayor and took the Oath of Office and assumed the Chair.
5.	ELECTION (DEPUTY MAYOR) OG3 - 25	Mayor Pederson called for nominations for the office of deputy mayor of the Summer Village of Nakamun Park; Councillor Gertz nominated Councillor Charter. Mayor Pederson called for nominations for the office of deputy mayor a second time; Mayor Pederson called for nominations for the office of deputy mayor a third time; MOVED by Mayor Pederson that nominations for the office of deputy mayor cease. CARRIED Robert Charter was declared elected by acclamation to the office of deputy mayor and took the Oath of Office.
6.	APPOINTMENT OF COMMITTEE REPRESENTATIVES OG4 - 25	MOVED by Deputy Mayor Charter that the following council committee and external appointments be confirmed:

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		<ul style="list-style-type: none"> a) Highway 43 East Waste Commission: Representative: Mayor Pederson, Alternate: Deputy Mayor Charter; b) Summer Village Lac. Ste. Anne County East: All of Council may attend; Voting Representative Mayor Pederson, First Alternate Voting Representative is Deputy Mayor Charter, Second Alternate Voting Representative is Councillor Gertz; c) West Interlake District Regional Water Services Commission Annual General Meetings: All of Council may attend; Voting Representative Mayor Pederson, First Alternate Voting Representative is Deputy Mayor Charter, Second Alternate Voting Representative is Councillor Gertz; d) Recreation Committee: Representative: All of Council, with the ranking member as Chair, Alternate: N/A; e) Yellowhead Regional Library: Representative: Mayor Pederson, Alternate: Deputy Mayor Charter; f) Lake Sustainability Initiatives: Representative: Deputy Mayor Charter, Alternate: Councillor Gertz; g) Policing/Community Peace Officer Initiatives: Representative: Deputy Mayor Charter, Alternate: Councillor Gertz; h) Emergency Planning and Regional Emergency Management Advisory Committee: Representative: Mayor Pederson, Alternate: Deputy Mayor Charter; i) Fire Services Initiatives: Representative: Mayor Pederson, Alternate: Deputy Councillor Gertz;
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		<p>j) Municipal Services Package: Representative: Deputy Mayor Charter, Alternate: Mayor Pederson;</p> <p>k) Rural Crime Watch Committee: Representative: N/A (Local Association Disbanded), Alternate: N/A (Local Association Disbanded).</p> <p style="text-align: right;">CARRIED</p>
7.	<p>BANKING AUTHORITY</p> <p>OG5 - 25</p>	<p>MOVED by Councillor Gertz that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>SIGNING AUTHORITY</p> <p>OG6 - 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirm the signing authority on ATB account # 8989 219 543790300 to include all of council (Mayor Pederson, Deputy Mayor Charter and Councillor Gertz, and Chief Administrative Officer Wendy Wildman and Dwight Moskalyk, as Administrative Designate, with two signatures required on all financial instruments with one signature required from any member of council one signature required from Administration (Chief Administrative Officer or Designate, if applicable), AND THAT Marge Hanssen be removed from Signing Authority effective August 28, 2025.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>ADMINISTRATION, THE CAO, AND FINANCIAL OFFICER</p> <p>OG7 – 25</p> <p>OG8 – 25</p> <p>D. Moskalyk</p>	<p>MOVED by Mayor Pederson that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Council appoint and confirm Wendy Wildman as Chief Administrative Officer for the Summer Village of Nakamun Park, and Dwight Moskalyk as Administrative Assistant.</p> <p style="text-align: right;">CARRIED</p> <p>D. Moskalyk left the meeting at 6:25 p.m.</p>

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	OG9 – 25	<p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Heather Luthala as Financial Manager, a designated officer position for the Summer Village of Nakamun Park and authorize the designation of Heather Luthala as Online Administrator for the Online Account(s) of the municipality’s Banking Institution (ATB Financial).</p> <p style="text-align: right;">CARRIED</p>
10.	OFFICE LOCATION	
	OG10 -25	<p>MOVED by Deputy Mayor Charter that Council assign and confirm the location of the municipal office for the Summer Village of Nakamun Park as 2317 Township Road 545 in Lac Ste. Anne County, Alberta Canada.</p> <p style="text-align: right;">CARRIED</p>
11.	MEETING DATES	
	OG11-25	<p>MOVED by Deputy Mayor Charter that Council confirm that the meeting date for regular council meetings be established as the third Tuesday of every month starting at 2:00 p.m., to be hosted in the municipal office board room, 2317 Township Road 545 in Lac Ste. Anne County in Alberta, Canada; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website and in the village kiosk as an appropriate form of notification.</p> <p style="text-align: right;">CARRIED</p>
12.	AUDITOR	
	OG12 - 25	<p>MOVED by Deputy Mayor Charter that Council confirms the engagement of Seniuk and Company Chartered Accountants to the appointment of municipal auditor.</p> <p style="text-align: right;">CARRIED</p>
13.	SOLICITOR	
	OG13 - 25	<p>MOVED by Deputy Mayor Charter that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor, with Brownlee LLP as designated alternate legal counsel where circumstance requires.</p> <p style="text-align: right;">CARRIED</p>

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14.	<p>ASSESSOR</p> <p>OG14 – 25</p>	<p>MOVED by Mayor Pederson that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Travis Horne as municipal assessor, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
15.	<p>ASSESSMENT REVIEW BOARD</p> <p>OG15 – 25</p> <p>OG16 - 25</p>	<p>MOVED by Mayor Pederson that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite).</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Assessment Review Board Panelists and Administration appointments be confirmed as; Gerryl Amarin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Nakamun Park; Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, and Raymond Ralph as Assessment Review Board Panelists for 2025, with Raymond Ralph as Chair of the Assessment Review Board for 2025.</p> <p style="text-align: right;">CARRIED</p>
16.	<p>PRIVACY COORDINATOR</p> <p>OG17 - 25</p>	<p>MOVED by Mayor Pederson that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the Head of the Public Body for the Purposes of the Access to Information Act and the Protection of Privacy Act, in and for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
17.	<p>HEALTH AND SAFETY REPRESENTATIVE</p> <p>OG18 - 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the designated Health and Safety Representative under the municipality’s Workplace Health and Safety Manual, and that Peden Safety Consulting Ltd. be confirmed as the municipality’s primary Occupational Health and Safety consultant.</p> <p style="text-align: right;">CARRIED</p>

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<p>18.</p>	<p>LEGISLATIVE</p> <p>OG19 - 25</p> <p>OG20 - 25</p>	<p>MOVED by Deputy Mayor Charter that Council acknowledge as received, and here now reviewed, the following notable bylaws and Policies: Bylaw 2025-8, being the duly passed Procedural Bylaw; Policy 2018-1, being the duly passed Public Participation Policy; and, Policy C-COU-REM-1, being the duly passed Council Remuneration Policy.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Council acknowledges they have received and here now reviewed Section 208 of the Municipal Government Act, specifically the list of Performance of Major Administrative Duties of the municipality.</p> <p style="text-align: right;">CARRIED</p>
<p>19.</p>	<p>DEVELOPMENT & SUBDIVISION AND DEVELOPMENT APPEAL BOARD</p> <p>OG21 – 25</p> <p>OG22 – 25</p> <p>OG23 – 25</p> <p>OG24 – 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirms Municipal Planning Commission consisting of all of Council, as assigned in Bylaw #2022-5 and outlined in the Land Use Bylaw, #2025-5, being in part the Development Authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Council confirms the appointment of Tony Sonnleitner as Development Officer for the Summer Village of Nakamun Park, being in part the Development Authority, as provided for under the Land Use Bylaw #2025-5, being also a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Pederson that Council confirm the engagement of Milestone Municipal Services as Subdivision and Development Appeal Board services provider and the appointment of Emily House, Janet Zaplotinsky, and Cathy McCartney as Certified Subdivision and Development Appeal Board Clerks (Designated Officers), for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Pederson that Council appoint and confirm the following pool of individuals (as provided through agreement with the Subdivision and Development Appeal Board services provider): Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Angela Duncan, Jamie-Lee Kralej, Jason Shewchuk, John McIvor; each</p>

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		as duly trained and active Subdivision and Development Appeal Board Members. CARRIED
20.	PLANNING AUTHORITY OG25 – 25	MOVED by Deputy Mayor Charter that Council confirm the engagement of Municipal Planning Services as municipal planning services provider and the appointment of Jane Dauphinee as Planning Officer, a designated officer position, for the Summer Village of Nakamun Park. CARRIED
21.	BUILDING INSPECTIONS AND SAFETY CODES OG26-25	MOVED by Councillor Gertz that Superior Safety Codes be confirmed as the municipality's accredited Safety Codes agent for building, gas, electrical, plumbing, and private sewage inspections, and that Victoria Message be designated as Quality Management Plan Administrator for the municipality. CARRIED
22.	COMMUNITY PEACE OFFICER OG27 – 25	MOVED by Deputy Mayor Charter that Lac Ste. Anne County Community Peace Officer and Enforcement Agreement be confirmed and duly appointed and sworn Community Peace Officers and Enforcement Officers of Lac Ste Anne County be confirmed as Community Peace Officers and Enforcement Officers for the Summer Village of Nakamun Park (Designated Officers). CARRIED
23.	FIRE PROTECTION OG28 – 25	MOVED by Deputy Mayor Charter that Council confirm the engagement of Alberta Beach Regional Fire Services as Fire Protection services provider for Nakamun Park; confirm Fire Chief David Ives as Fire Chief for the Summer Village of Nakamun Park, respective of the terms of the service agreement and subsequent supplementary aid agreements; and that Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire protection purposes. CARRIED
	R. Gertz – Exited the Meeting (6:41 p.m.)	Councillor Gertz exited the meeting at 6:41 p.m.

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24.	<p>DIRECTOR OF EMERGENCY MANAGEMENT OG29 – 25</p> <p>OG30 – 25</p> <p>OG31 - 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Marlace Pederson as the Municipal Director of Emergency Management for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Pederson that Council confirm the appointment of Jason Madge as Municipal Deputy Director of Emergency Management for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Janice Christiansen as the Regional Director of Emergency Management for the membership of the Ste. Anne Regional Emergency Management Commission, including the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
25.	<p>WEED INSPECTOR OG32 – 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Jackie Gamblin as the Weed Inspector for the Summer Village of Nakamun Park, with all the powers as designated under the Alberta Weed Control Act to address noxious weed identification and abatement strategies in the community.</p> <p style="text-align: right;">CARRIED</p>
25.	ADJOURNMENT	Mayor Pederson declared the meeting adjourned at 6:43 p.m.



Mayor Keith Pederson



Chief Administrative Officer Wendy Wildman

