

**SUMMER VILLAGE OF NAKAMUN PARK
AGENDA OF THE ORGANIZATIONAL MEETING OF COUNCIL
Held at the Administration Office
2317 TWP Rd 545 in Lac Ste. Anne County
August 25, 2026 – 2:00 p.m.**

1. **Call to Order (by the CAO): Wendy Wildman**
2. **Adoption of Agenda**
 - a. August 25, 2026 Organizational Meeting Agenda
(accept as presented or amended)

COUNCIL APPOINTMENTS:

3. **Election of Mayor** (Oath of Office)
 - a. Call for Nominations

(Oath of Office if necessary)
4. **Election of Deputy Mayor** (Oath of Office)
 - a. Call for Nominations

(Oath of Office if necessary)
5. **Appointment of Committee Representatives:**

Council needs to fill the following appointments:

- (a) Highway 43 East Waste Commission – (was Pederson with Charter as alternate)
- (b) Summer Villages Around Lac Ste Anne County East – (All of Council / Voting rep was Pederson with Charter as first alternate and Gertz as second alternate)
- (c) WILD Commission Annual General Meetings – (All of Council / Voting rep was Pederson with Charter as first alternate and Gertz as second alternate)
- (d) Recreation Committee – (was All of Council / Voting rep was Pederson with no alternate named)
- (e) Yellowhead Regional Library – (was Pederson with Charter as alternate)
- (f) Lake Sustainability Initiatives - (was Charter with Gertz as alternate)
- (g) Policing/CPO Initiatives/Negotiations – (was Charter with Gertz as alternate)
- (h) Emergency Planning Initiatives/SVREMP Rep. – (was Pederson with Charter as alternate)
- (i) Fire Services Initiatives/Negotiations – (was Pederson with Gertz as alternate)
- (j) Municipal Services Package – (was Charter with Pederson as alternate)
- (k) Intermunicipal Collaboration Framework Committee – (currently vacant, Council should discuss who will be assigned to this from Council and Administration)

FINANCIAL

6. **Banking Authority** – confirm the Alberta Treasury Branch (ATB) Financial as the Municipality's Banking Authority.
7. **Signing Authority** (For ATB Financial Account Summer Village of Nakamun Park (# [REDACTED])) – all of Council (Robert Charter, Raymond Gertz, Keith Pederson) and Chief Administrative Officer (Wendy Wildman):
 - a. Two signatures required
 - i. One signature to be any member of Council
 - ii. One signature from the Chief Administrative Officer or Administrative Designate
8. Online Banking Administrator (Including Tax Payment Plan Administration):
 - a. Chief Administrative Officer Wendy Wildman as Authorized Administrator
 - b. Chief Financial Officer Heather Luhtala as Designated Agent (Incl. Access Rights)

ADMINISTRATIVE

9. **Administration:**
 - a. General - confirm Wildwillow Enterprises Incorporated as the provider of Administrative Services.
 - b. Chief Administrative Officer – confirm Wendy Wildman as Chief Administrative Officer
 - c. Financial Officer – confirm Heather Luhtala as Financial Officer (Designated Officer)
10. **Office Location** – confirm that the official office location of the Summer Village of Nakamun Park be established as 2317 Township Road 545 in Lac Ste. Anne County, Alberta, Canada.
11. **Meeting Dates** – regular meetings currently scheduled as the fourth Tuesday of every month at 2:00pm (or some other date/time) in the Administrative Board Room at 2317 Township Road 545 in Lac Ste. Anne County (municipal office), or other suitable location, and further that tele/video-conferencing be deemed an acceptable way of holding a meeting, and that any changes to the date of a meeting be posted on the summer village website as an appropriate form of notice.
12. **Access** – municipal plans, policies, bylaws, budgets and financial statements are posted to the municipal website svnakamun.com, as well as minutes and agendas. Council is encouraged to utilize the website as a resource. If something cannot be found on the website, please ask administration.
13. **Appointment of Auditor** – confirm Seniuk and Company Chartered Accountants as Municipal Auditor.
14. **Solicitor Appointment** – confirm Patriot Law Group (Onoway) as Municipal Solicitor, with Brownlee LLP as designated alternate should need arise (i.e. conflicts of interest).

15. **Assessor Appointment** – confirm Municipal Assessment Services Group as assessment services provider, with Travis Horne as Municipal Assessor (Designated Officer)
16. **Assessment Review Board** – confirm:
 - a. ARB Service Provider – Capital Region Assessment Services Commission as Assessment Review Board services provider, with Gerryl Amorin as Clerk (Designated Officer); and,
 - b. Panelists - Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Braden Lanctot, and Raymond Ralph as Assessment Review Board Panelists for 2026, with Raymond Ralph as Chair of the Assessment Review Board for 2026.
17. **Privacy Coordinator** – that the Chief Administrative Officer be confirmed as the “Head of the public body for the purposes of the Access to Information Act and the Protection of Privacy Act.”
18. **Health and Safety Representative** – that the Chief Administrative Officer be confirmed 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.

LEGISLATIVE

19. **Review of the Procedural Bylaw** – that the attached bylaw, Bylaw 2025-8, being the most recent duly passed procedural bylaw for the municipality be acknowledged here as received and reviewed by motion of council.
20. **Review of the Public Participation Policy** – that the attached policy, Policy 2018-1, being the most recent duly passed public participation policy for the municipality, including the therein referenced Public Participation Plan, be acknowledged here as received and reviewed by motion of council.
21. **Review of the Notification of Council and Committee Meetings** – that the attached policy, Policy C-COU-MTG-1, being the most recent duly passed notification of Council and Committee Meetings, be acknowledged here as received and reviewed by motion of council.
22. **Review of the Council Remuneration Policy** – that the attached policy, Policy C-COU-REM-1, being the most recent duly passed council remuneration and expense policy be acknowledged here as received and reviewed by motion of council.
23. **Municipal Government Act** – that council acknowledges they have received and reviewed Part 6 (Municipal Government Act) - Municipal Organization and Administration (attached).

DEVELOPMENT

24. **Development Authority:**

- a. Municipal Planning Commission – That all of Council be confirmed as the Municipal Planning Commission as outlined in Bylaw #2022-5 and Land Use Bylaw #2025-5.
- b. Development Officer - that Tony Sonleitner be confirmed as Municipal Development Authority in general, and specifically as a Development Officer (Designated Officer).

25. **Subdivision and Development Appeal Board:**

- a. Clerk –that Milestone Municipal Services be confirmed as provider of Subdivision and Development Appeal Board services, with Emily House, Janet Zaplotinsky, and Cathy McCartney as Certified Clerks (Designated Officers)
- b. Board – that the following pool of individuals be confirmed as duly trained and active appeal board members: Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Angela Duncan, Jamie-Lee Krale, Jason Shewchuk, John McIvor.

26. **Planning Authority** – that Municipal Planning Services be confirmed as provider of planning authority services, with Jane Dauphinee as Planning Officer (Designated Officer).

27. **Building Inspections and Safety Codes** – that Superior Safety Codes be confirmed as the municipality's accredited Safety Codes agent for building, gas, electrical, plumbing, and private sewage inspections.

EMERGENCY, COMMUNITY AND ENFORCEMENT

28. **Community Peace Officer** – 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).

29. **Fire Protection** – that the Alberta Beach Regional Fire Services Agreement, Fire Chief Ives, and the provisions of subsequent supplementary aid agreements be confirmed as forming the fire protection appointment for the municipality, specifically:

- a. Fire Rescue International, through agreement with Alberta Beach Regional Fire Services, be confirmed as municipal fire services provider; and
- b. David Ives be confirmed as Municipal Fire Chief, and,
- c. Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire services in the municipality.

30. **Local Director of Emergency Management** – confirm Marlace Pederson as Municipal Director of Emergency Management.

31. **Local Deputy Director of Emergency Management** – confirm Wendy Wildman (currently advertising this position) as Municipal Deputy Director of Emergency Management.

32. **Regional Director of Emergency Management** – confirm Stephen Wright as Regional Director of Emergency Management.

33. **Regional Deputy Director of Emergency Management** – confirm Marlene Walsh as Regional Deputy Director of Emergency Management.
34. **Weed Inspector** – Confirm Jackie Gamblin as Village Weed Inspector with the powers as designated under the Alberta Weed Control Act to address noxious weed identification and abatement strategies in the community.

OTHER

35. Adjournment