

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY AUGUST 25th, 2026 AT 2:00 P.M. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	PRESENT	Councillor: Robert (Bob) Charter Councillor: Keith Pederson Administration: Wendy Wildman, Chief Administrative Officer (via Zoom) Sandra Schneider, Administrative Assistant Absent: Councillor Raymond (Ray) Gertz Public Works: n/a Public at Large: 0 in person/ 0 via Zoom
1.	CALL TO ORDER	CAO Wildman called the meeting to order at 2:00 p.m.
2.	AGENDA OG1 - 26	MOVED by Councillor Charter that the agenda for the Tuesday, August 25th, 2026 Organizational Meeting of the Summer Village of Nakamun Park be approved as presented. CARRIED
3.	ELECTION (MAYOR) OG2 - 26	CAO Wildman called for nominations for the office of mayor of the Summer Village of Nakamun Park; Councillor Charter nominated Councillor Pederson. CAO Wildman called for nominations for the office of mayor a second time; CAO Wildman called for nominations for the office of mayor a third time; MOVED by Councillor Pederson that nominations for the office of mayor cease. CARRIED Councillor Pederson was declared elected by acclamation to the office of mayor and took the Oath of Office and assumed the Chair.
4.	ELECTION (DEPUTY MAYOR)	Mayor Pederson called for nominations for the office of deputy mayor of the Summer Village of Nakamun Park; Mayor Pederson nominated Councillor Charter. Mayor Pederson called for nominations for the office of deputy mayor a second time; Councillor Charter nominated himself.

	OG3 - 26	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 Councillor Charter was declared elected by acclamation to the office of deputy mayor and took the Oath of Office.
5.	APPOINTMENT OF COMMITTEE REPRESENTATIVES OG4 - 26	MOVED by Deputy Mayor Charter that the following council committee and external appointments be confirmed: 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 Mayor Pederson, no Alternate Appointment; e) Yellowhead Regional Library: Representative Mayor Pederson, Alternate Deputy Mayor Charter; f) Lake Sustainability Initiatives: Representative Deputy Mayor Charter, Alternate Councillor Gertz;

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		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 Councillor Gertz; j) Municipal Services Package: Representative Deputy Mayor Charter, Alternate Mayor Pederson; k) Intermunicipal Collaboration Framework Committee: Representative Deputy Mayor Charter Alternate Mayor Pederson. CARRIED
6.	BANKING AUTHORITY OG5 - 26	MOVED by Mayor Pederson that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Nakamun Park. CARRIED
7.	SIGNING AUTHORITY OG6 - 26	MOVED by Mayor Pederson that Council confirm the signing authority on ATB accounts to include all of council (Mayor Keith Pederson, Deputy Mayor Robert Charter and Councillor Ray Gertz and the Chief Administrative Officer Wendy Wildman), 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). CARRIED
8.	ADMINISTRATION, THE CAO, AND FINANCIAL OFFICER	

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	OG7 – 26	MOVED by Mayor Pederson that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Nakamun Park. CARRIED
	OG8 – 26	MOVED by Deputy Mayor Charter that Council appoint and confirm Wendy Wildman as Chief Administrative Officer for the Summer Village of Nakamun Park. CARRIED
	OG9 – 26	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). CARRIED
9.	OFFICE LOCATION OG10 -26	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. CARRIED
10.	MEETING DATES OG11 – 26	MOVED by Mayor Pederson that Council confirm that the meeting date for regular council meetings be established as the fourth 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. CARRIED
11.	ACCESS OG12-26	MOVED by Deputy Mayor Charter that Council acknowledges it has access at any time to review municipal plans, policies, bylaws, budgets, audited financial statements, agendas and minutes via the municipal website. CARRIED
12.	AUDITOR OG13 - 26	MOVED by Deputy Mayor Charter that Council confirms the engagement of Seniuk and Company Chartered Accountants to the appointment of municipal auditor. CARRIED

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13.	SOLICITOR OG14 - 26	MOVED by Mayor Pederson that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor with Brownlee LLP as designated alternate should need arise (ie. conflicts of interest). CARRIED
14.	ASSESSOR OG15 – 26	MOVED by Deputy Mayor Charter 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. CARRIED
15.	ASSESSMENT REVIEW BOARD OG16 – 26 OG17 - 26	MOVED by Mayor Pederson that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite). CARRIED MOVED by Mayor Pederson that Assessment Review Board Panelists and Administration appointments be confirmed as; Gerryl Amorin 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, Roland Merkosky, Braden Lancot and Raymond Ralph as certified panelists; and Richard Ralph the Designated Chair of the Assessment Review Board for 2026/2027. CARRIED
16.	ATIA/POPA COORDINATOR OG18 - 26	MOVED by Deputy Mayor Charter that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) Coordinator for the Summer Village of Nakamun Park. CARRIED
17.	HEALTH AND SAFETY REPRESENTATIVE OG19 - 26	MOVED by Deputy Mayor Pederson that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the

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		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. CARRIED
18.	LEGISLATIVE OG20 - 26 OG21 - 26	MOVED by Mayor Pederson 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; Policy C-COU-MTG-1, being the duly passed Notification of Council and Committee Meetings Policy; and, Policy C-COU-REM-1, being the duly passed Council Remuneration Policy. CARRIED MOVED by Mayor Pederson that Council acknowledges they have received and here now reviewed Section 208 Part 6 of the Municipal Government Act, Municipal Organization and Administration. CARRIED
19.	DEVELOPMENT & SUBDIVISION AND DEVELOPMENT APPEAL BOARD OG22 – 26 OG23 – 26 OG24 – 26	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. CARRIED MOVED by Deputy Mayor Charter that Council confirms the appointment of Tony Sonleitner 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. CARRIED MOVED by Deputy Mayor Charter 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 Subdivision and Development Appeal Board Clerks, (Designated Officers) for the Summer Village of Nakamun Park. CARRIED

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	OG25 – 26	MOVED by Deputy Mayor Charter 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, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Angela Duncan, Jamie-Lee Kraley, Jason Shewchuk, John McIvor, and David Noyes; as duly trained and active Subdivision and Development Appeal Board Members. CARRIED
20.	PLANNING AUTHORITY OG26 – 26	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 OG27-26	MOVED by Deputy Mayor Charter that Superior Safety Codes be confirmed as the municipality's accredited Safety Codes agent for building, gas, electrical, plumbing, and private sewage inspections. CARRIED
22.	COMMUNITY PEACE OFFICER OG28 – 26	MOVED by Mayor Pederson 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 OG29 – 26	MOVED by Mayor Pederson that Council confirm the engagement of Alberta Beach Regional Fire Services through Fire Rescue International as the summer village's 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

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24.	DIRECTOR OF EMERGENCY MANAGEMENT OG30 – 26	MOVED by Mayor Pederson that Council confirm the appointment of Marlace Pederson as the Municipal Director of Emergency Management for the Summer Village of Nakamun Park. CARRIED
	OG31 – 26	MOVED by Mayor Pederson that Council confirm the appointment of Wendy Wildman as Municipal Deputy Director of Emergency Management for the Summer Village of Nakamun Park. CARRIED
	OG32 – 26	MOVED by Mayor Pederson that Council confirm the appointment of Stephen Wright 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. CARRIED
	OG33 - 26	MOVED by Mayor Pederson that Council confirm the appointment of Marlene Walsh as the Regional Deputy Director of Emergency Management for the membership of the Ste. Anne Regional Emergency Management Commission, including the Summer Village of Nakamun Park. CARRIED
25.	WEED INSPECTOR OG34 – 26	MOVED by Mayor Pederson 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. CARRIED
26.	ADJOURNMENT	Mayor Pederson declared the meeting adjourned at 2:15 p.m.

Mayor Keith Pederson

Chief Administrative Officer Wendy Wildman