

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
JULY 10, 2025  
IN-PERSON AND VIA ZOOM

**IN ATTENDANCE**

Ray Hutscal - ZOOM  
Dieter Brandt  
Bruce Stonehouse  
CAO, Tony Sonnleitner  
Commissioner of Oaths – Dwight Moskalyk  
0 - Residents in the gallery  
2 – Residents Via ZOOM

**CALL TO ORDER**

CAO, Tony Sonnleitner called the meeting to order at 7:09 p.m.

**NOMINIATIONS**

Tony Sonnleitner called for nominations for Mayor.  
Dieter Brandt nominated Ray Hutscal.  
Ray Hutscal accepted the nomination.  
Tony Sonnleitner called for nominations a second time; no response.  
Tony Sonnleitner called for nominations a third time; no response.

Res A25-072

Moved by Dieter Brandt that nominations cease.

CARRIED

Ray Hutscal was declared Mayor and was administered the Oath of Office.

Mayor, Ray Hutscal assumed the Chair.

Mayor, Ray Hutscal called for nominations for Deputy Mayor.

Dieter Bruce Stonehouse nominated Dieter Brandt.

Dieter Brandt accepted the nomination.

Mayor Ray Hutscal called for nominations for Deputy Mayor a second time; no response.

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
JULY 10, 2025  
IN-PERSON AND VIA ZOOM

Mayor Ray Hutschal called for nominations for Deputy Mayor a third time; no response.

Res A25-073

Moved by Mayor, Ray Hutschal that nominations cease.

CARRIED

Dieter Brandt was declared Deputy Mayor and was administered the Oath of Office.

Councillor, Bruce Stonehouse was administered the Oath of Office.

**APPOINTMENT OF COMMITTEE APPOINTEES**

- a) Emergency Management / Disaster Services – D. Brandt; Alt. B. Stonehouse.
- b) Onoway Regional Medical Clinic – B. Stonehouse; Alt. D. Brandt
- c) North 43 Lagoon Commission – D. Brandt; Alt. R. Hutschal
- d) Highway 43 East Waste Commission – B. Stonehouse; Alt. D. Brandt
- e) Wild Regional Water Commission – R. Hutschal
- f) FCSS – all members of council
- g) Summer Villages of Lac Ste. Anne County East – B. Stonehouse; Alt. R. Hutschal
- h) Lake Isle & Lac Ste. Anne Water Quality Management Society – R. Hutschal.
- i) Other appointments: Inter-Municipal Collaboration (ICF) / Inter-Municipal Development Plan, East End Bus, Yellowhead Regional

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
JULY 10, 2025  
IN-PERSON AND VIA ZOOM

Library, Lac Ste. Anne Foundation, Alberta Summer Villages Association, and Alberta Urban Municipalities Association – As needed, direction of Council.

Res A25-074                      Moved by Mayor, R. Hutscal that the appointment of committee appointees be as noted above.

CARRIED

**APPOINTMENT OF MUNICIPAL AUDITOR**

Res A25-075                      Moved by Mayor, Ray Hutscal that Seniuk and Company be appointed as municipal auditors.

CARRIED

**APPOINTMENT OF FOIPP COORDINATOR**

Res A25-076                      Moved by Mayor, R. Hutscal that the FOIPP Coordinator be confirmed as the Chief Administrative Officer of the Municipality.

CARRIED

**APPOINTMENT OF INTEGRITY COMMISSIONER**

Res A25-077                      Moved by Moved by Mayor, R. Hutscal that the position of Integrity Commissioner remains vacant at this time.

CARRIED

**APPOINTMENT OF COMMUNITY PEACE OFFICER**

Res A25-078                      Moved by Mayor, R. Hutscal that per the Bylaw Enforcement Services Agreement between the Summer Village of Ross Haven and Lac Ste. Anne County, Peace Officers from Lac Ste. Anne County are appointed as Community Peace Officers.

CARRIED

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
JULY 10, 2025  
IN-PERSON AND VIA ZOOM

**APPOINTMENT OF SUBDIVISION AUTHORITY**

Res A25-079                      Moved by Mayor, Ray Hutschal that All of Council act as the Subdivision Authority for the Municipality.

CARRIED

**APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER AND DESIGNATED OFFICER OF THE MUNICIPALITY**

Res A25-080                      Moved by Mayor, Ray Hutschal that Tony Sonnleitner be appointed as Chief Administrative Officer and Designated Officer of the Municipality.

CARRIED

**APPOINTMENT OF MUNICIPAL LEGAL COUNCIL**

Res A25-081                      Moved by Mayor, Ray Hutschal that Reynolds Mirth Richards & Farmer be appointed as Municipal Legal Counsel.

CARRIED

**APPOINTMENT OF DEVELOPMENT OFFICER AND DESIGNATED OFFICER OF THE MUNICIPALITY**

Res A25-082                      Moved by Deputy Mayor, D. Brandt that Tony Sonnleitner be appointed as Development Officer and Designated Officer of the Municipality

CARRIED

**APPOINTMENT OF CLERK OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD AND DESIGNATED OFFICER OF THE MUNICIPALITY**

Res A25-083                      Moved by Councillor, B. Stonehouse that the designates from Lac Ste. Anne County being:  
Stacey Wagner  
Jane Holman  
Cindy Suter, and  
Trinity Hindes,

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
JULY 10, 2025  
IN-PERSON AND VIA ZOOM

per SDAB Contract, be appointed as Clerks of the Subdivision and Development Appeal Board and Designated Officers of the Municipality.

CARRIED

**APPOINTMENT OF WEED INSPECTOR AND DESIGNATED OFFICER OF THE MUNICIPALITY**

Res A25-084 Moved by Deputy Mayor, D. Brandt that Jackie Gamblin be appointed as Weed Inspector and Designated Officer of the Municipality.

CARRIED

**APPOINTMENT OF MUNICIPAL ASSESSOR AND DESIGNATED OFFICER OF THE MUNICIPALITY**

Res A25-085 Moved by Mayor, Ray Hutscal that Travis Horne – Municipal Assessment Services Group be appointed as Municipal Assessor and Designated Officer of the Municipality.

CARRIED

**APPOINTMENT OF ASSESSMENT REVIEW BOARD, CLERK OF THE ASSESSMENT REVIEW BOARD AND DESIGNATED OFFICERS OF THE MUNICIPALITY**

Res A25-086 Moved by Councillor, B. Stonehouse that the designates from Capital Region Assessment Services Commission shall act as the Assessment Review Board for the Municipality and Designated Officers of the Municipality, as per agreement. Further, Gerryl Amarin be appointed as Assessment Review Board Clerk and Designated Officer of the Municipality.

CARRIED

**CONFIRMATION OF FINANCIAL INFORMATION**

Res A25-087 Moved by Mayor, Ray Hutscal that the following financial information be confirmed:

MINUTES  
ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
JULY 10, 2025  
IN-PERSON AND VIA ZOOM

- a) Signing Authority to be all of the Council and the Chief Administrative Officer.
- Two signatures are required.
  - One signature to be any member of Council.
  - One signature to be the Chief Administrative Officer.
- b) Banking Authority – Royal Bank of Canada.

CARRIED

**APPOINTMENT OF PLACE, DATE AND TIME FOR COUNCIL MEETINGS**

Res A25-088

Moved by Mayor, R. Hutschal that regular meetings of Council be held on the second Thursday of each month at the Onoway Civic Centre, 4812 – 51 Street, Onoway, AB. T0E 1V0 and Via ZOOM Meeting, commencing at 7:00 p.m., and that any changes to the place, date or time of meetings be posted on the Summer Village website ([www.rosshaven.ca](http://www.rosshaven.ca)).

CARRIED

**APPOINTMENT OF MUNICIPAL ADDRESS**

Res A25-089

Moved by Mayor, R. Hutschal that the formal contact address for the Municipality shall be:  
700 Parkins Avenue within the Summer Village of Ross Haven. Further, the mailing address for the Municipality be:

Summer Village of Ross Haven, Box 70, Site 19, RR 1,  
Gunn, AB T0E 1A0

CARRIED

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ORGANIZATIONAL MEETING  
SUMMER VILLAGE OF ROSS HAVEN  
JULY 10, 2025  
IN-PERSON AND VIA ZOOM

**ACKNOWLEDGEMENT OF COUNCIL'S LEGISLATIVE RESPONSIBILITIES**

Res A25-090

Moved by Councillor, B. Stonehouse that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received.

CARRIED

**ADJOURNMENT**

Having no further business to attend to for this meeting, Mayor Ray Hutschal adjourned the meeting at 7:32 p.m.

**These minutes approved this 14<sup>th</sup> day of August , AD 2025.**

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Mayor, Ray Hutschal

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Chief Administrative Officer