

MINUTES
ORGANIZATIONAL MEETING
SUMMER VILLAGE OF ROSS HAVEN
AUGUST 13, 2026
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
1 – Resident Via ZOOM

CALL TO ORDER

CAO, Tony Sonnleitner called the meeting to order at 7:03 p.m.

AGENDA ADOPTION

Res A26-079

Moved by Dieter Brandt that the Organizational Meeting Agenda be approved as presented.

CARRIED

NOMINATIONS

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 A26-080

Moved by Dieter Brandt that nominations cease.

CARRIED

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

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Mayor, R. Hutschal called for nominations for Deputy Mayor.

Mayor, R. Hutschal nominated Dieter Brandt.

Dieter Brandt accepted the nomination.

Mayor R. Hutschal called for nominations for Deputy Mayor a second time; no response.

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

Res A26-081

Moved by Mayor, R. Hutschal that nominations cease.

CARRIED

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

Deputy Mayor, D. Brandt, assumed the Chair.

APPOINTMENT OF COMMITTEE APPOINTEES

- a) Emergency Management / Disaster Services – D. Brandt; Alt. B. Stonehouse.
- b) Onoway Regional Medical Clinic – B. Stonehouse
- c) North 43 Lagoon Commission – D. Brandt; Alt. B. Stonehouse
- d) Wild Regional Water Commission – R. Hutschal
- e) FCSS – all members of council
- f) Summer Villages of Lac Ste. Anne County East – D. Brandt; Alt. R. Hutschal
- g) Lake Isle & Lac Ste. Anne Water Quality Management Society – R. Hutschal.

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- h) Other appointments: Inter-Municipal Collaboration (ICF) / Inter-Municipal Development Plan, East End Bus, Yellowhead Regional Library, Lac Ste. Anne Foundation, Alberta Summer Villages Association, and Alberta Urban Municipalities Association – As needed, direction of Council.

Res A26-082 Moved by Mayor, R. Hutscal that the appointment of committee appointees be as noted above.

CARRIED

APPOINTMENT OF MUNICIPAL AUDITOR

Res A26-083 Moved by Mayor, R. Hutscal that Seniuk and Marcato be appointed as municipal auditors.

CARRIED

APPOINTMENT OF FOIPP COORDINATOR

Res A26-083 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 A26-084 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 A26-085 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.

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CARRIED

APPOINTMENT OF SUBDIVISION AUTHORITY

Res A26-086 Moved by Mayor, R. 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 A26-087 Moved by Mayor, R. Hutschal that Tony Sonnleitner be appointed as Chief Administrative Officer and Designated Officer of the Municipality.

CARRIED

APPOINTMENT OF MUNICIPAL LEGAL COUNCIL

Res A26-088 Moved by Mayor, R. Hutschal that Reynolds Mirth Richards & Farmer be appointed as Municipal Legal Counsel.

CARRIED

APPOINTMENT OF DEVELOPMENT OFFICER AND DESIGNATED OFFICER OF THE MUNICIPALITY

Res A26-089 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 A26-090 Moved by Councillor, B. Stonehouse that the designates from Lac Ste. Anne County being: Stacey Wagner

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Jane Holman
Cindy Suter, and
Trinity Hinds,
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 A26-091 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 A26-092 Moved by Mayor, R. 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 A26-093 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. Gerryl Amorin
be appointed as Assessment Review Board Clerk and
Designated Officer of the Municipality. Further, the
certified panelists of the Board are:
Darlene Chartrand
Sheryl Exley

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Tina Groszko
Richard Knowles
Braden Lancot
Marcel LeBlanc
Roland Merkosky
Raymond Ralph

CARRIED

CONFIRMATION OF FINANCIAL INFORMATION

Res A26-094

Moved by Mayor, R. Hutscal that the following financial information be confirmed:

- 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 A26-095

Moved by Mayor, R. Hutscal 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).

CARRIED

APPOINTMENT OF MUNICIPAL ADDRESS

Res A26-096

Moved by Mayor, R. Hutscal that the formal contact address for the Municipality shall be:

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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

ACKNOWLEDGEMENT OF COUNCIL'S LEGISLATIVE RESPONSIBILITIES

Res A26-097

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, Deputy Mayor Dieter Brandt adjourned the meeting at 7:19 p.m.

These minutes approved this 10th day of September , AD 2026.

Mayor, Ray Hutscal

Chief Administrative Officer