

**MINUTES OF THE REGULAR MEETING
SUMMER VILLAGE OF WHITE SANDS
COUNCIL**

**held on September 17, 2025
White Sands Municipal Office
#8 Front Street, White Sands, AB and
electronically streamed to YouTube.**

Present:

Dan Zembal, Mayor
Paul Ashford, Councillor
Leona Thorogood, Councillor
Melissa Beebe, CAO
Erin Weinzierl, Administrative Assistant
Cam Russell, S. Sg. Stettler RCMP Detachment
Brad MacDonald, Municipal Planning Services
Jane Dauphinee, Municipal Planning Services
Sarah Kun, Aptus Engineering
Brandon Wetmore, Aptus Engineering

Absent:

Public: (0)

1. Call to Order:

Mayor Zembal calls the Council Meeting to order at 9:30 AM

2. Adoption of Agenda

Motion 25:09:01 Moved by Councillor Zembal to approve the agenda as amended:

- Switch items 7 above 6, and 6 down to 7

MOTION CARRIED

3. Adoption of Previous Minutes:

3.1. Regular Council Meeting Minutes of July 9, 2025

Motion 25:09:02 Moved by Councillor Ashford to adopt the items 3.1 to 3.2.

MOTION CARRIED

4. Public Hearing: None

5. Delegation/Presentation:

5.1. S. Sgt. Cam Russell, Stettler RCMP Detachment

- Now have bodycams on the police officers in Stettler. Dashcams still in the vehicles.
 - Can capture statements on the camera instead of paper statements
 - People can send pictures to camera via a link for easy access to pictures to help for investigations
 - Mandated throughout Canada
- Status quo for policing
- Resource issues and having to help cover both Bashaw and Stettler

S. Sgt Russell withdraws from the meeting at 9:48 AM.

Motion 25:09:03 Moved by Councillor Thorogood to accept S. Sgt Russell's presentation as information.

MOTION CARRIED

6. Business:

6.1. RFD – Shoreline Management Plan, Municipal Planning Services

Motion 25:09:06 Moved by Mayor Zembal to schedule a meeting with MPS and Council to complete a walk-through on the beach and shoreline on October 1, 2025, at 10:00 am.

MOTION CARRIED

6.2. RFD – Boat Launch Proposal, Aptus Engineering

Motion 25:09:07 Moved by Councillor Thorogood to table the boat launch proposal until after the shoreline walk-through with MPS on October 1, 2025, until the regular council meeting scheduled in October.

MOTION CARRIED

6.3. RFD – Summer Village of White Sands' Drainage Plan and Water Act Overview, Aptus Engineering

Motion 25:09:08 Moved by Mayor Zembal to accept Summer Village of White Sands' Drainage Plan and Water Act overview as information.

MOTION CARRIED

Councillor Ashford calls for a 10-minute recess at 11:30 am.
Mayor Zembal calls meeting to order at 11:44 am.

6.4. RFD – Transportation Routing & Vehicle Information System (TRAVIS) Memorandum of Agreement

Motion 25:09:04 Moved by Councillor Ashford to approve the signing of the renewal of the TRAVIS Memorandum.

MOTION CARRIED

6.5. RFD – Apex Utilities Franchise Fee 2026

Motion 25:09:05 Moved by Mayor Zembal to continue the approval the 0% franchise fee with Apex Utilities.

MOTION CARRIED

6.6. RFD – Vegetation Clean-Up Bin

Motion 25:09:09 Moved by mayor Zembal to table this to the November or December regular council meeting, and administration to come back with a plan.

MOTION CARRIED

7. Bylaws & Policies:

7.1. Meeting Rate Review of CNL 2.1: Council Remuneration Policy

Motion 25:09:10 Moved by Mayor Zembal to amend the remuneration policy “Schedule A” to keep the honourariums as is and change the “Meeting Per Diem Rates” up to 4 hours from \$75 to \$125 per meeting, and meetings over 4 hours from \$100 to \$200 per meeting, effective on October 1, 2025.

MOTION CARRIED

7.2. P&R 4.6: Municipal & Environmental Reserve Land Dead-Standing Tree Policy

Motion 25:09:11 Moved by Councillor Thorogood to table P&R 4.6: Municipal & Environmental Reserve Land Dead-Standing Tree Policy for amendments and bring back to the regular October council meeting.

- Fire-risk component
- Who is responsible for what
- Precises steps
- Add annual review and removal of dead-standing trees

MOTION CARRIED

7.3. Adoption of Revised Human Resources Policy – ADM 1.4: Employee Hiring & Employee Process/Human Resources

Motion 25:09:12 Moved by Mayor Zembal to approve the revised ADM 1.4: Employee Hiring & Employee Process/Human Resources as amended:

- 3.1. first bullet, add “Any closures within these hours will be posted with reasonable notice and advertised.”
- 5. Annual performance review: Change “may” to “will”.
- Discipline: change to “will normally” a progressive format.

MOTION CARRIED

7.4. ADM 1.9: Respectful Workplace & Fair Treatment Policy

Motion 25:09:13 Moved by Mayor Zembal to approve ADM: 1.9: Respectful Work Place & Fair Treatment policy with amendments:

- Communication Plan bullet 1: add “and elected officials”
- Page 48 of agenda: Reviewed every three-years
- Bullet not floating
 - Fair & Respectful Treatment of Employees
 - Respectful Communication Standards

MOTION CARRIED

7.5. ADM 1.10: Employee Wage & Compensation Policy

Motion 25:09:14 Moved by Councillor Ashford to approve ADM: 1.10: Employee Wage & Compensation Policy as presented.

MOTION CARRIED

8. Council Reports:

8.1. Mayor Zembal (Verbal Report)

- BLMT: Sept 15th

- Report on Gull Lake and Buffalo Lake.
 - Final design phase, proposed April pumping in Gull. Was funded by Agricultural and Irrigation.
 - Buffalo Lake must be patient. Letter to remove suspension. Same consultant. Require larger filters (36" line vs. 24" line). Require more filters and system. Consultant study. Request final removal of moratorium of pumping. Pumping historically is only increase 10cm/yr above evaporation. Right now, below 1.3m, not the lowest but comparable to '60s. Take 9-10 years to fill. No major repairs until approval. 2010 pumps have been off and public engagement could happen in spring of 2026, and possibly open in 2027 (earliest possible).
- Old business: boat launches not working or challenges. Pelican Point used rubberized rig mats for launches.
- Would like to formalize this group to be able to have more pull when it comes to public engagement.
- Rochon is sending a letter to remove the rocks in the bay (use to be apart of an old road) and possible dredging of the marina.
- Waste Meeting was postponed to November/December due to lack of agenda items.,

8.2. Councillor Thorogood (Verbal Report)

- Munis 101 Training
- Fire Commission meeting is on Sept 18

8.3. Councillor Ashford (Written Report)

Motion 25:09:14 Moved by Councillor Thorogood to approve the Council Reports 8.1 to 8.3 as information.

MOTION CARRIED

9. CAO Reports

9.1. Written Report

9.2. CAO Action List

9.3. Municipal Elections Statistical Report – Erin Weinzierl, Returning Officer

Motion 25:09:15 Moved by Mayor Zembal to accept the CAO report 9.1 to 9.3 as information.

MOTION CARRIED

10. Financial Reports:

- 10.1. Council Revenue and Expenditures as August 31, 2025**
- 10.2. Capital Revenue and Expenditures as of August 31, 2025**
- 10.3. Bank Reconciliation as of July 31, 2025**
- 10.4. Bank Reconciliation as of August 31, 2025**
- 10.5. Outstanding Property Taxes as of September 3, 2025**
- 10.6. Councillor Expenses as of July 31, 2025**
- 10.7. RFD – Lakeside Artisan Shop (Service Award Recognition)**

Motion 25:09:16 Moved to Councillor Ashford bring back cost to date of shoreline, drainage, office to the October regular meeting.

MOTION CARRIED

Motion 25:09:17 Moved by Councillor Thorogood to bring back any information for any encumbrances for the two reserves for the December regular meeting.

MOTION CARRIED

Motion 25:09:18 Moved to Councillor Ashford approve items 10.1 to 10.6 of Financial Reports as presented.

MOTION CARRIED

Motion 25:09:19 Moved by Councillor Thorogood to approve Lakeside Artisan Shop invoice of \$250 to be paid through Council – Other Goods budget

MOTION CARRIED

Motion 25:09:20 Moved to Councillor Ashford have administration draft a policy for recognition and community promotion, and present at the October regular meeting.

MOTION CARRIED

11. Correspondence

- 11.1. **Re: Water Levels at Buffalo Lake – Honourable Rebecca Schultz, Environment & Protected Areas Minister**
- 11.2. **Fact Sheet – Community Organization Property Tax Exemption Regulation (COPTER)**
- 11.3. **White Sands Hall Society AGM Minutes, June 29, 2025**
- 11.4. **Buffalo Lake IDP Minutes, January 17, 2025**
- 11.5. **CCBF Grant 2025 Allocation**
- 11.6. **ASVA Conference Information, October 16-17, 2025**
- 11.7. **Alberta Municipalities Conference**
- 11.8. **Stettler District Ambulance Association – Re: SDAA Agreement – Member-at-Large, August 27, 2025**
- 11.9. **Bylaw 200-23: Procedural Bylaw**

Motion 25:09:21 Moved by Mayor Zembal to post on our municipal website and Facebook page the letter issued on item 11.1.

MOTION CARRIED

Motion 25:09:22 Moved by Councillor Thorogood to have Councillor Ashford report back on as the reasoning for a need of option for a second Member-at-large and report back to Council at the October regular council meeting.

MOTION CARRIED

Motion 25:09:23 Moved by Mayor Zembal to approve Correspondence 11.1 to 11.8 as information.

MOTION CARRIED

Motion 25:09:24 Moved by Mayor Zembal accept the Procedural Bylaw 200-23 as information.

MOTION CARRIED

12. Closed Meeting Session: None

13. Adjournment

Motion 25:09:25 Moved by Mayor Zembal adjourns the meeting at 2:11 PM.

MOTION CARRIED

Next Regular Council Meeting is October 20, 2025. Public Welcome.

Original Signed

Mayor

Original Signed

Chief Administrative Officer