

**MINUTES OF THE REGULAR MEETING  
SUMMER VILLAGE OF WHITE SANDS COUNCIL  
held on November 17, 2025  
White Sands Municipal Office  
#8 Front Street, White Sands, AB and electronically  
streamed to YouTube.**

**Present:** Dan Zembal, Mayor  
Paul Ashford, Councillor (Zoom)  
Leona Thorogood, Councillor  
Melissa Beebe, CAO  
Erin Weinzierl, Administrative Assistant

**Absent:**

**Public: (0)**

**1. Call to Order:**

Mayor Zembal calls the Council Meeting to order at 9:31 AM

**2. Adoption of Agenda**

**Motion 25:11:01** Moved by Councillor Thorogood to approve the agenda as presented

MOTION CARRIED

**3. Adoption of Previous Minutes:**

**3.1. Regular Council Meeting Minutes of October 20, 2025**

**3.2. Joint Special Council Meeting SV White Sands & SV Rochon Sands Meeting  
Minutes of October 30, 2025**

**Motion 25:11:02** Moved by Councillor Ashford to adopt the Regular Council Meeting as of October 20, 2025, as presented.

MOTION CARRIED

**Motion 25:11:03** Moved by Mayor Zembal to adopt the Joint Special Council Meeting Minutes SV White Sands & SV Rochon Sands as of October 30, 2025, as presented.

MOTION CARRIED

**4. Public Hearing: None**

**5. Delegation/Presentation:**

**5.1. Corrine Phelan – Fire Service Invoice #20255148 & #20255158**

**Motion 25:11:04** Moved by Councillor Ashford to respond to Corrine Phelan’s – Fire Service Invoice #20255148 & #20255158’s email that Council have decided to stand by the decision at the October 20, 2025, meeting.

MOTION CARRIED

**6. Bylaws & Policies:**

**6.1. P&R 4.6: Dead Standing Tree Management on Municipal Reserve and Recreation Lease Lands**

- Motion 25:11:05** Moved by Councillor Thorogood to make further amendments as noted and seek further clarification through insurance and bring back to January's Meeting:
- **4.** Definition for "Hazard" – potential damage and accessibility to property and/or people
  - **6.** Bullets
  - **7.** Uncertainly - Muni will due diligence the village may engage the use of a pin finder. If that is unsuccessful, then will need an RPR.
  - **11.** Remove "spring" for dry seasons
  - **12.** Remove disclaimer
  - Clarity is needed when it is municipally initiated vs. resident initiated.

MOTION CARRIED

**6.2. RDS 3.1: Snow Removal Policy Review**

- Motion 25:11:06** Moved by Councillor Thorogood to approve RDS 3.1: Snow Removal Policy with the current and discussed amendments:
- 6. Remove 6" measurement
  - 7. Add in that residents must let the municipality know when there is a change of ownership when they are no longer a permanent resident. And permanent residents are identified with a red marker on the property's blue address sign.

MOTION CARRIED

**6.3. Fire Control Bylaw #202-24 & Insurance Review**

- Motion 25:11:07** Moved by Councillor Thorogood to amend Fire Control Bylaw 202-24 and bring back to the meeting December's meeting
- 9.1 exception for Jack's Pond (designed municipal fire pits)
  - 5.1.b change "benefitting" change to "receive services"

MOTION CARRIED

**6.4. Procedural Bylaw #200-23 – Agenda Package Distribution Timelines**

- Motion 25:11:08** Moved by Councillor Thorogood to change 5.a to add "no less than three business days" prior to the meeting and bring back on December's meeting.

MOTION CARRIED

**7. Business:**

**7.1. RFD – Drought & Flood Protection Grant – Consideration to Appy**

- Motion 25:11:09** Moved by Mayor Zembal to defer Council's participation in the December 1, 2025, intake of the Drought & Flood Protection Program and direct Administration to bring back costs and scope for

completing a CRMA and any necessary engineering work in preparation for the next intake.

MOTION CARRIED

**7.2. RFD – Summary & Background Information on the Summer Village of White Sands’ Drainage Plan**

**Motion 25:11:10** Moved by Councillor Thorogood to move Summary & Background Information on the Summer Village of White Sands’ Drainage Plan as information.

MOTION CARRIED

**7.3. RFD – Gravel Request & Placement for Jack’s Pond**

**Motion 25:11:11** Moved that Mayor Zembal Council direct Administration to coordinate purchase and delivery of one 15-yard load (~\$500) funded from general reserves and spread the gravel by maintenance of the village.

MOTION CARRIED

**7.4. RFD – Termination Letter of the Stettler Regional Fire Services Agreement**

**Motion 25:11:12** Moved by Councillor Thorogood to approve and authorize the Mayor and Chief Administrative Officer to sign the Schedule ‘B’ Notice of Termination and Agreement to Waive Notice Period as provided by the County of Stettler, formally ending the Stettler Regional Fire Services Agreement effective December 31, 2025.

MOTION CARRIED

**7.5. RFD – Interim Summer Village of White Sands Agreement Fire Services**

**Motion 25:11:13** Moved by Councillor Thorogood that Council authorizes Administration to execute the 2026 Joint Fire Services Agreement with the County of Stettler No. 6, effective January 1, 2026, to December 31, 2026, as presented, ensuring continued fire and rescue service coverage for the Summer Village of White Sands during the transition to the Heartland Regional Fire Commission.

MOTION CARRIED

**7.6. RFD – ACP Grant Application for Fire Services Governance Review**

**Motion 25:11:14** Moved by Councillor Thorogood that Council approve the submission of a joint Alberta Community Partnership (ACP) grant application for the Regional Fire Services Framework and Governance Study, with the Summer Villages of Rochon Sands and White Sands serving as joint Managing Partners for the project in collaboration with the County of Stettler No. 6, and the Villages of Big Valley and Donalda; and further, that Administration be authorized to finalize the application and submit it prior to the November 28, 2025 deadline.

MOTION CARRIED

Mayor Zembal calls for a 15-minute recess at 11:15 am.  
Mayor Zembal resumes meeting to order at 11:28 am.

## **8. Council Reports:**

### **8.1. Mayor Zembal (Verbal Report)**

- Emergency Services Training
  - How to declare a local emergency.
  - Bylaw and delegated to Clint Sime.
  - Opportunities for councillors to have further training.
- Joint Meeting with Rochon Sands
  - Closed Meeting about fire services
- County of Stettler meeting regarding fire services.
  - Good progression

### **8.2. Councillor Thorogood (Verbal Report)**

- Same meetings as the Mayor
- Would be interested in Incident Command System (ICS) training and will have admin ask if there is a cost for council to do some training
- Trying to have a SMRWSC and a date to be scheduled soon.

### **8.3. Councillor Ashford (Verbal Report)**

- Joint meeting with Rochon and White Sands
- Coming up Senior Housing Authority and Ambulance.

**Motion 25:11:15**                      Moved by Councilor Thorogood to approve the Council Reports 8.1 to 8.3 as presented.

MOTION CARRIED

## **9. CAO Reports**

### **9.1. Written Report with Council Resolution Action List**

### **9.2. General Overview of Council/Admin Calendar**

**Motion 25:11:16**                      Moved by Councillor Ashford to accept the CAO Written Report with Council Resolution Action List as presented.

MOTION CARRIED

**Motion 25:11:17**                      Moved by Councillor Ashford to accept the General Overview of Council/Admin Calendar as information.

MOTION CARRIED

## **10. Financial Reports:**

**10.1.        Council Revenue and Expenditures as October 31, 2025**

**10.2.        Capital Revenue and Expenditures as of October 31, 2025**

**10.3.        Bank Reconciliation as of October 31, 2025**

**Motion 25:11:18**                      Moved by Mayor Zembal to approve the financial reports items 10.1 to 10.3 reports as presented.

MOTION CARRIED

## **11. Correspondence**

**11.1.        RFD – Concerned Residents Fire at Jack’s Pond**

**Motion 25:11:19**                      Moved to Mayor Zembal receives Concerned Residents Fire as Jack’s Pond as information.

MOTION CARRIED

- 11.2. **County of Stettler Press Release of Termination of the Stettler Regional Fire Services Agreement**
- 11.3. **Congratulations from Minister Dan Williams, Minister of Municipal Affairs**
- 11.4. **RFD – Bar W RV Resort Mini Golf Letter of Support Request**

**Motion 25:11:20** Moved by Mayor Zembal to approve Option 1 letter of support for Bar W RV Resort Mini Golf Letter and send to the requestor.

MOTION CARRIED

- 11.5. **General Municipal Acronyms – ASVA**

**Motion 25:11:21** Moved by Councillor Ashford to accept Correspondence items 11.2 to 11.3, 11.5 as information.

MOTION CARRIED

- 11.6. **Red Deer River Watershed Alliance (RDRWA) Funding Partner Request Letter**

**Motion 25:11:22** Moved by Councillor Ashford to accept as information and have administration to ask RDRWA to come as delegation in Spring 2026.

MOTION CARRIED

**12. Closed Meeting Session:**

**13. Adjournment**

**Motion 25:11:23** Moved by Mayor Zembal adjourns the meeting at 12:41 PM.

MOTION CARRIED

*Next Regular Council Meeting is December 15, 2025. Public Welcome.*

Original Signed

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**Mayor**

Original Signed

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**Chief Administrative Officer**