

**MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL, SUMMER VILLAGE OF SOUTH BAPTISTE, ON WEDNESDAY, AUGUST 20, 2025, HOSTED AT #54 LAKESIDE DRIVE**

Prior to the meeting, the Administrator presented the First part of the mandated Municipal 101 training to all present.

The meeting of Summer Village Council was called to order at 6:30 PM on Wednesday, August 20, 2025.

<b>In Attendance</b>	Wendy Appleby, Councilor, Summer Village of South Baptiste. Todd Dutchak, Councilor, Summer Village of South Baptiste. Karen Sliwkanich, Councilor, Summer Village of South Baptiste. Linda Roland, CAO, Recording Secretary.
<b>Call to order</b>	Linda Roland, CAO, called the meeting to order at 6:30 explaining that the purpose of the organizational meeting is to appoint the Mayor, Deputy Mayor and to establish respective committees of Council. Appointments would remain in effect for one year. The Annual Organizational Meeting of Council is mandated by the Municipal Government Act.
<b>Motion Agenda</b> <b>Res. 001-2025-08-20</b>	Moved by Wendy Appleby that Council adopts the agenda as distributed by Email prior to the meeting.  Carried.
<b>Positions on Council</b>	Members of Council may use any method considered appropriate to determine who serves as Mayor, Deputy Mayor, and Councilor. The chief elected official (Mayor) of a village, summer village or municipal district is to be appointed by council from among the councilors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality. The duties of the Mayor are set out in the Municipal Government Act.
<b>Motion</b> <b>Res. 002-2025-08-20</b>	Motion by Councilor, Karen Sliwkanich to nominate Wendy Appleby as the Mayor.  Carried.
<b>Oath of Office, Mayor.</b> <b>Motion</b> <b>Res. 003-2025-08-20</b>	The Mayor’s oath of office was endorsed for subsequent signature by Wendy Appleby. Motion by Councilor Todd Dutchak to nominate Karen Sliwkanich as Deputy Mayor.  Carried
<b>Oath of Office, Deputy Mayor.</b>	The Deputy Mayor’s oath of office was endorsed for subsequent signature by Karen Sliwkanich.

**Councilors Oath of Office**

The Councilor's oath of office was endorsed for subsequent signature by Todd Dutchak.

**Chairmanship**

Wendy Appleby, Mayor, then assumed chairmanship of the meeting.

**Motion, Regular Council Meeting Schedule**

**Res. 004-2025-08-20**

Motion by Karen that Council adopts a regular meeting schedule consistent with the following dates:

September 16, 2025	Tuesday Zoom 6:00 PM
October 21, 2025	Tuesday Zoom 6:00 PM
November 18, 2025	Tuesday Zoom 6:00 PM
December 16, 2025	Tuesday Zoom 6:00 PM
January 20, 2026	Tuesday Zoom 6:00 PM
February 17, 2026	Tuesday Zoom 6:00 PM
March 17, 2026	Tuesday Zoom 6:00 PM
April 21, 2026	Tuesday Zoom 6:00 PM
May 19, 2026	Tuesday Zoom 6:00 PM
June 20, 2024	Saturday 10:00 AM – Baptiste Fire Hall
July 18, 2024	Annual Information Meeting Saturday 10:00 AM – Baptiste Fire Hall
August 24, 2024	Organizational Meeting & Regular Meeting Saturday 10:00 AM - Baptiste Fire Hall

Any member of Council may request a council meeting to deal with matters of importance at any time.

Carried.

**Motion appointing Chief Administration Officer (CAO)**

**Res:005-2025-08-20**

Moved by Wendy Appleby that Linda Roland is the Chief Administration Officer (CAO)  
Carried

**Motion appointing Banking Authority**

**Res:006-2025-08-20**

Moved by Karen Sliwkanich to continue with Alberta Treasury Branch as the Village banking authority.

Carried

**Motion appointing Development Officer**  
**Res:007-2025-08-20**

Moved by Wendy Appleby to appoint the CAO (Administrator) as the Development Officer for the Summer Village of South Baptiste.

Carried.

**Motion, Financial  
Signing Authority  
Res. 008-2025-08-20**

Motion by Karen Sliwkanich that any two of the following persons are to be granted signing authority with respect to agreements, banking, financial commitments and purchasing matters on behalf of the Summer Village of South Baptiste:

Mayor, Wendy Appleby.

Deputy Mayor, Karen Sliwkanich.

Councilor, Todd Dutchak.

Linda Roland, CAO (Administrator)

Any previous resolutions dealing with signing authority are hereby rescinded.

Carried.

**Appointment of  
Auditor  
Res. 009-2025-08-20**

Moved by Wendy Appleby that Seniuk and Company, Chartered Professional Accountants, be appointed as the auditor for the 2025 Municipal audit of the Summer Village of South Baptiste.

Carried.

The address of the Accounting firm is:

Seniuk and Company, Chartered Accountants

#102, 12750 – 127 Street

Edmonton Alberta

T5L 1A5

**Appointment of  
Solicitor  
Res. 010-2025-08-20**

Moved by Wendy Appleby to appoint Reynolds Mirth Richards & Farmer LLP, Ben Thronson as Solicitors for the Summer Village of South Baptiste.

Carried.

**Committee and Board  
appointments  
Res. 011-2025-08-20**

Moved by Karen Sliwkanich that Council adopts the following Committee and Board Appointments thereby rescinding any previous appointments by Council:

Municipal Assessment

Travis Horne, Municipal Assessment Services Group. (As a Designated Officer of the Summer Village)

Municipal Planner

Jane Dauphinee, Municipal Planning Services Ltd. (Edmonton)

Assessment Review Board

Capital Regional Assessment Services

Roads

All of Council

Waste Management

Curtis Schoepp (All Villages)

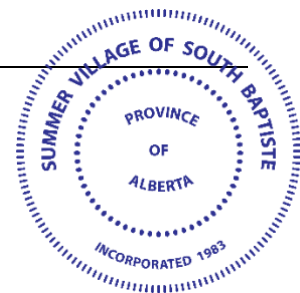
Baptiste & Island Lake Stewardship

Mayor Wendy Appleby

	Subdivision Authority	Jane Dauphinee, Municipal Planning services
	Subdivision Development &	Emily House and Janet Zaplotinsky,
	Appeal Board	Milestone Municipal Services
	Northern Lights Library	Curtis Schoepp (all Villages)
	Regional DEM	Bob Beck, County of Athabasca
<b>Motion, Council Reimbursement</b> <b>Res:012-2025-08-20</b>	Moved by Karen Sliwkanich that Council reimbursement remain at \$2400 per year with addition outside meeting per diem set at \$100 for less than 2 hours, \$150 for 2 – 4 hours and \$300 for 8 hours.	
	Carried	
<b>Motion Municipal Office address</b> <b>Res:013-2025-08-20</b>	Motion by Todd Dutchak that the Municipal Office remain located at 17940 – 99A Avenue NW, Edmonton, Alberta, T5T 3R1.	
	Carried	
<b>Motion, Infrastructure Projects.</b> <b>Res. 014-2025-08-20</b>	Moved by Wendy Appleby to maintain the status quo regarding the use of suitably qualified contractors for infrastructure projects involving road and street rehabilitation as well as vegetation removal as may be required.	
	Carried.	
<b>Motion: Grants</b> <b>Res. 015-2025-08-20</b>	Motion by Karen Sliwkanich authorizing the CAO to apply for Provincial and/or Federal Grants as needed, with input from Council, based on the best interests of the Summer Village. Carried.	
<b>Next Meeting</b>	Next meeting to be held on Tuesday, September 16, 2025, commencing at 6:00 PM by Zoom	
<b>Adjournment</b>	The meeting adjourned at 7:59 PM	

## SUMMER VILLAGE OF SOUTH BAPTISTE

\_\_\_\_\_  
Wendy Appleby, Mayor



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Linda Roland, CAO