

MINUTES OF A REGULAR COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON WEDNESDAY, MAY 04, 2022, BY TEAMS VIDEO CONFERENCE, 724 BAPTISTE DRIVE, WEST BAPTISTE, AB.

A regular meeting of Summer Village Council was called to order at 6:30 PM on Wednesday, May 4th, 2022, hosted by the Municipal Office, 724 Baptiste Drive, West Baptiste, AB.

In Attendance	Wendy Appleby, Mayor, Summer Village of South Baptiste, Chairman. Blaine Page, Deputy Mayor, Summer Village of South Baptiste Karen Sliwkanich, Councilor, Summer Village of South Baptiste. Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.
Gallery	Vacant.
Call to order	Mayor, Wendy Appleby, called the meeting to order at 6:30 PM.
Motion (Agenda) Res. 001-2022--05-04	Motion by Wendy Appleby for adoption of the agenda as presented and as circulated to members of Council by Email prior to the meeting. Carried.
Minutes, previous Council meeting Res. 002-2022--05-04	Motion by Wendy Appleby to adopt the minutes of the March 16 th , 2022, regular meeting of Council as distributed by Email prior to today's meeting and as amended by Council. Carried.
Minutes, previous Council meeting Res. 003-2022--05-04	Moved by Karen Sliwkanich that Council adopts the minutes of the meeting of Council dated April 27 th , 2022, as circulated by Email to members of Council prior to today's meeting. Carried.
Motion- Financial Report Res. 004-2022--05-04	Moved by Karen Sliwkanich that a Financial Statement of Income and expenditures for the period between 2022-01-01 and 2022-05-01 is hereby received by Council for information. The onscreen report included a verbal explanation of selected accounts. Carried.
Motion (Best Practices – Municipal Auditors report) Res. 005-2022--05-04	Moved by Karen Sliwkanich authorizing Kathy Tomaszuk to make Banking Deposits as a designated Officer of the Summer Village as may be required consistent with discussion in Council. Carried.

Motion (Mooring Standards for Docks)
Res. 006-2022--05-04

Motion by Karen Sliwkanich that information on Disturbance Standards for Temporary Seasonal Docks and other Mooring Structures be published on the Summer Village Website.

Carried.

Motion (2021 Audit)
Res. 007-2022--05-04

Motion by Blaine Page that pursuant to a review by Council, the audited annual Financial Statements prepared by Metrix Group LLP Professional Corporation is hereby endorsed by Council and shall be released to the public on the Summer Village Website.

Carried.

Motion (Municipal Budget, 2022)
Res. 008-2022--05-04

Motion by Wendy Appleby that Council adopts the 2022 budget following a detailed review of both the budget and property tax roll subject to the following refinements:

1. The estimated total property tax levy shall be \$136,223 (including the Alberta School Foundation Fund, Minimum Tax, and the Special Road Maintenance Levy).
2. A Special Road Maintenance Levy shall be \$220.00 per taxable property. Levy revenue is to be used exclusively for road maintenance and repair.
3. The Summer Village of South Baptiste adopts a minimum tax of \$350.00 which applies exclusively to the Municipal component of property taxes as recorded on the property tax roll.
4. Estimated total Summer Village revenue from all sources, including the residential property tax levy, non-residential taxes, Provincial grants, and other sources shall be \$262,196
5. Total Summer Village expenditures, including the Road Rehabilitation Projects and transfers, are estimated at \$262,196. Council projects a balanced budget for 2022.

Carried.

Bylaw Authorizing rates of Taxation for 2022.
Res. 009-2022--05-04

The Summer Village Bylaw, authorizing rates of taxation for 2022, was reviewed in detail by Council. Members of Council suggested several refinements to ensure that the Bylaw is consistent with the budget for the 2022 fiscal year.

Specific rates of taxation shall be:

- General Municipal Minimum Tax \$350.00
- Special Road Levy \$220.00
- General Municipal 2.5000 Mills
- Alberta School Foundation Fund 2.7399 Mills

- Greater North Foundation 0.1077 Mils
- Non-Residential Milrate 2.500 Mils

Total revenue from property taxes is \$136,223

Moved by Blaine Page that Bylaw No. 1-22 being the 2022 Tax Rate Bylaw, as refined, be read a first time.

Carried.

Moved by Wendy Appleby, that Bylaw No. 1-22 being the 2022 Tax Rate Bylaw be read a second time.

Carried.

Moved by Wendy Appleby, that Council authorizes three readings of Bylaw No. 1-22 in one session of Council.

Carried by unanimous consent.

Moved by Blaine Page, that Bylaw No. 1-22 being the 2022 Bylaw Authorizing rates of Taxation be read a third and final time.

Carried.

**Bylaw, Road
Maintenance Tax.
Res. 010-2022--05-04**

The Special Road Maintenance Tax was set at \$220.00 for each taxable property in the Summer Village.

Moved by Wendy Appleby that Bylaw No. 2-22 being the 2022 Road Maintenance Tax Bylaw be read a first time.

Carried.

Moved by Wendy Appleby: That Bylaw No. 2-22 being the 2022 Road Maintenance Tax Bylaw be read a second time.

Carried.

Moved by Wendy Appleby, that Council authorizes three readings of Bylaw No. 2-22 in one session.

Carried by unanimous consent.

Moved by Blaine Page, that Bylaw No. 2-22 being the 2022 Bylaw to provide for a Road Maintenance Tax be read a third and final time.

Carried.

Council Recess

Council recessed at 9:45 PM to reconvene at a later date determined by Council.

Council Reconvenes

Summer Village Council reconvened at 2:00 PM on Thursday, May 12, 2022.

**Motion (Annual
information Meeting)**

Motion by Karen Sliwkanich that the Summer Village Annual Information Meeting

Res. 011-2022--05-04

be held at 10:00 AM on Saturday, July 16th, 2021, at the West Baptiste Firehall and Recreation Center, 945 Baptiste Drive, West Baptiste, Alberta. A barbecue including Hamburgers and Condiments be provided as directed by Council.

Carried

Motion (Northern Lights Library System)

Res. 012-2022--05-04

Motion by Karen Sliwkanich, that pursuant to a presentation by James MacDonald, Executive Director, NLLS, during a recent meeting of Summer Village Mayors and Councilors, Council hereby authorizes participation in the Northern Lights Library System. Participation shall be consistent with NLLS policy as directed by Council.

Carried

Motion (Website Hosting Services)

Res. 013-2022--05-04

Motion by Wendy Appleby that a report on Domainsunder.ca Website Hosting and Email Services is hereby received by Council for information. Council hereby authorizes the selection of a suitably qualified contractor to transfer Summer Village Website files to a new hosting service accordingly, consistent with direction by Council.

Carried.

Motion (Winter Road Maintenance)

Res. 014-2022--05-04

Moved by Wendy Appleby that Council receives a verbal report by the CAO on activities associated with winter road maintenance and snow removal.

Carried.

Spring/Summer Newsletters

Res. 015-2022--05-04

Moved by Wendy Appleby to prepare and mail newsletters to all property owners in the Summer Village consistent with a schedule determined by Council. In addition to other items, Newsletter articles shall include:

1. Mayors Message.
2. Date of the Annual Information Meeting.
3. 2022 Property Tax information.

Carried.

Motion (Annual Road Maintenance)

Res. 016-2022--05-04

Motion by Blaine Page to contract David Gray Enterprises for road and street reconstruction during the 2022 fiscal year in accordance with direction by Council. Members of Council are to meet with the Contractor accordingly.

Carried.

Motion (Information)

Res. 017-2022--05-04

Motion by Wendy Appleby that Council hereby receives discussion of the following items for information:

- Creation of a Provincial Police Force – Agenda Item for the Annual Information Meeting.
- Contact the Premier of Alberta’s Office expressing concern on behalf of the residents of South Baptiste about increasing utility rates – completed 2022-05 28.

Carried.

Motion (BAILS Update)
Res. 018-2022-04-28

Motion by Wendy Appleby that Council receives a verbal update by Wendy Appleby on recent BAILS (Baptiste and Island Lake Stewardship Association) for information.

Carried.

Other Business

A variety of issues including the condition of roads, summer road maintenance, and cleanup of ditches along Streets were considered and discussed by Council. There were also a number of other relevant issues discussed throughout the meeting. A summary of conclusions is included in the following “Action Items” list.

Action Items List

The following summarizes a list of activities that will be carried out on behalf of the Summer Village to deal with several issues discussed throughout the meeting:

1. Proceed with the recovery of Property Tax Arrears as directed by Council.
2. Update Summer Village Website as may be required.
3. Review the budget and property tax roll to ensure that the Revenue and Expenditure items accurately reflect figures discussed and approved by Council. (CAO and Council)
4. Update the property tax roll, prepare, and mail Property Tax Notices before June 1, 2022.
5. Finalize the Summer Village Budget, Rates of Taxation Bylaw and Roads Maintenance Tax Bylaw and advise Municipal Affairs and Municipal Assessment Services Group as needed. Ensure that appropriate documents are signed and sealed.
6. Adjust Preauthorized Payment Plan monthly property tax payments to reflect changes in 2022 property taxes. Enter information into the CIBC database and process monthly payments accordingly.
7. Prepare and publish a Summer Village Spring Newsletter as directed by Council.
8. Conduct activities associated with disbursements and receipts to maintain financial records of the Summer Village as needed. Ensure that expenditures are legitimate and accounts are paid in a timely manner.

File reports with Alberta Municipal Affairs as required by legislation. (CAO)

9. Collect and account for property taxes, assess tax penalties and advise property owners as needed. Updates of associated financial reports including Bank deposits, as required, will be conducted on behalf of the Summer Village.
10. Prepare for the Annual Information Meeting to be held on July 16th, 2022, at 10:00 AM in the West Baptiste Firehall. (CAO to coordinate with Mayor and Members of Council)
11. Obtain estimates on South Baptiste Drive and Service Road maintenance/reconstruction. Arrange for reconstruction consistent with discussion in Council. Make recommendations on the application of Road repairs in selected areas within the Summer Village. (Wendy Appleby in consultation with Members of Council)
12. Prepare documentation and apply for the Municipal Grants as directed by Council.
13. Prepare minutes of meetings and forward to members of Council. Carry out follow-up activities as may be required.

Next Meeting	The date of the next regular meeting of Council is tentatively scheduled for 10:00 AM, Saturday, June 18 th , 2022.
Closing Remarks	The Chairman thanked everyone for attending and participating in discussion throughout the meeting.
Adjournment	The meeting adjourned at 4:00 PM.

SUMMER VILLAGE OF SOUTH BAPTISTE

Wendy Appleby, Mayor

Ed Tomaszuk, CAO