

MINUTES OF A SPECIAL COUNCIL MEETING OF THE SUMMER VILLAGE OF BONDISS HELD ON SATURDAY, APRIL 15, 2023, BY WEBEX VIDEO CONFERENCE, 724 BAPTISTE DRIVE, WEST BAPTISTE, AB.

A special meeting of Summer Village Council was called to order at 10:00 AM on Saturday, April 15th, 2023, by the Municipal Office, 724 Baptiste Drive, West Baptiste, AB.

In Attendance	April Clark, Mayor, Summer Village of Bondiss, Chairman. Leah Iwaniuk, Deputy Mayor, Summer Village of Bondiss Lawrence Habiak, Councilor, Summer Village of Bondiss. Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.
Gallery	Wes Clark
Call to order	Mayor, April Clark, called the meeting to order at 10:00 AM.
Motion (Agenda) Res. 001-2023-04-15	Motion by Lawrence Habiak for adoption of the agenda as presented and circulated to members of Council by Email prior to the meeting. Carried.
Minutes, previous Council meeting Res. 002-2023-04-15	Motion by April Clark to adopt the minutes of the January 30 th , 2023, meeting of Council as distributed by Email prior to today's meeting. Carried.
Motion- Financial Report Res. 003-2023-04-15	Moved by April Clark that a Financial Statement of Income and expenditures for the period between 2023-01-01 and 2023-04-15 is hereby received by Council for information. The onscreen report included a verbal explanation of selected accounts. Carried.
Motion, Payment of accounts. Res. 004-2023-04-15	The payment of accounts authorizing the expenditure of any non-budget items that may be in the financial report was endorsed by Council on a motion by Leah Iwaniuk. Carried.
Motion (Municipal Budget, 2023) Res. 005-2023-04-15	Motion by April Clark that Council adopts the 2023 budget following a detailed review of both the budget and property tax roll subject to the following refinements: <ol style="list-style-type: none">1. The estimated total property tax levy shall be \$344,092 (including the Alberta School Foundation Fund, Minimum Tax, and the Special Road Maintenance Levy).

2. A Special Road Maintenance Levy shall be \$30.00 per taxable property. Levy revenue is to be used exclusively for road maintenance and repair.
3. The Summer Village of Bondiss adopts a minimum tax of \$550.00 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 \$506,750.
5. Total Summer Village expenditures, including the Road Rehabilitation Projects and transfers, are estimated at \$506,750. Council projects a balanced budget for 2023.

Carried.

Bylaw Authorizing rates of Taxation for 2023.

Res. 006-2023-04-15

The Summer Village Bylaw, authorizing rates of taxation for 2023, was reviewed in detail by Council. Members of Council suggested several refinements to ensure that the Bylaw is consistent with the budget for the 2023 fiscal year.

Specific rates of taxation shall be:

- General Municipal Minimum Tax \$550.00
- Special Road Levy \$30.00
- General Municipal 2.1539 Mills
- Alberta School Foundation Fund 2.5166 Mills
- Greater North Foundation 0.0935 Mills
- Non-Residential Milrate 3.5202 Mills

Total revenue from property taxes is \$344,092.

Moved by Leah Iwaniuk that Bylaw No. 1-23 being the 2023 Tax Rate Bylaw, as refined, be read a first time.

Carried.

Moved by Lawrence Habiak, that Bylaw No. 1-23 being the 2023 Tax Rate Bylaw be read a second time.

Carried.

Moved by Leah Iwaniuk, that Council authorizes three readings of Bylaw No. 1-23 in one session of Council.

Carried by unanimous consent.

Moved by April Clark, that Bylaw No. 1-23 being the 2023 Bylaw Authorizing rates of Taxation be read a third and final time.

Carried.

**Bylaw, Road
Maintenance Tax.
Res. 007-2023-04-15**

The Special Road Maintenance Tax was set at \$30.00 for each taxable property in the Summer Village.

Moved by April Clark that Bylaw No. 2-23 being the 2023 Road Maintenance Tax Bylaw be read a first time.

Carried.

Moved by April Clark: That Bylaw No. 2-23 being the 2023 Road Maintenance Tax Bylaw be read a second time.

Carried.

Moved by Lawrence Habiak, that Council authorizes three readings of Bylaw No. 2-23 in one session.

Carried by unanimous consent.

Moved by Leah Iwaniuk, that Bylaw No. 2-23 being the 2023 Bylaw to provide for a Road Maintenance Tax be read a third and final time.

Carried.

**Motion, Amended
Financial Signing
Authority
Res. 008-2023-04-15**

Motion by April Clark 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 Bondiss:

Mayor, April Clark.

Deputy Mayor, Leah Iwaniuk.

Councilor, Lawrence Habiak.

Ed Tomaszuk, CAO (Administrator)

Any previous resolutions dealing with signing authority are hereby rescinded.

Carried.

**Spring/Summer
Newsletters
Res. 009-2023-04-15**

Moved by April Clark to prepare and mail one page newsletters to all property owners in the Summer Village consistent with direction by Council. In addition to other items, Newsletter articles shall include:

1. Message from Summer Village Council.
2. Date of the Annual Information Meeting.
3. 2023 Budget and rates of Taxation information.

Carried.

**Road and Street
Maintenance
Res. 010-2023-04-15**

Moved by April Clark to obtain at least two estimates from suitably qualified contractors to sweep Summer Village of Bondiss Streets in accordance with standards directed by Council. Lawrence Habiak volunteered to obtain an estimate from Northwest Paving Ltd., Edmonton. The intent is to obtain a second

estimate from the Village of Boyle contingent upon their ability to provide the service as may be required.

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 several 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. 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)
3. Update the property tax roll, prepare, and mail Property Tax Notices before June 1, 2023.
4. 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.
5. Adjust Preauthorized Payment Plan monthly property tax payments to reflect changes in 2023 property taxes. Enter information into the CIBC database and process monthly payments accordingly.
6. Prepare and publish a Summer Village Spring/Summer Newsletter as directed by Council.
7. 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)
8. 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.
9. Prepare for the Annual Information Meeting to be held on July 15th, 2023, at 10:00 AM in the Seniors Center in Boyle. (CAO to coordinate with Mayor and Members of Council)
10. Obtain estimates on Bondiss 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.
(Lawrence Habiak and David Gray Contracting)

11. Prepare documentation and apply for the Municipal Grants as directed by Council.

Prepare minutes of meetings and forward to members of Council. Carry out follow-up activities as may be required.

Expense Claims

Expense claim forms may be distributed to members of Council upon request to be completed accordingly.

Next Meeting

The date of the next meeting of Council will be at the call of the Mayor.

Closing Remarks

The Chairman thanked everyone for attending and participating in discussion throughout the meeting.

Adjournment

The meeting adjourned at 11:30 AM.

SUMMER VILLAGE OF BONDISS

April Clark, Mayor

Ed Tomaszuk, CAO