

**MINUTES OF A REGULAR COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON SATURDAY, APRIL 27TH, 2019, WEST BAPTISTE FIRE HALL AND RECREATION CENTER, 945 BAPTISTE DRIVE, WEST BAPTISTE, ALBERTA.**

A regular meeting of Summer Village Council was called to order at 10:00 AM on Saturday, April 27<sup>th</sup>, 2019 at the West Baptiste Fire Hall.

<b>In Attendance</b>	Blaine Page, Mayor, Summer Village of South Baptiste, Chairman. Wendy Appleby, Deputy Mayor, Summer Village of South Baptiste Reg Stapley, Councilor, Summer Village of South Baptiste. Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.
<b>Gallery</b>	Vacant.
<b>Call to order</b>	Mayor, Blaine Page, called the meeting to order at 10:00 AM.
<b>Motion (Agenda)</b> Res. 001-2019-04-27	Motion by Reg Stapley for adoption of the agenda as presented within the meeting agenda package and as circulated to members of Council prior to the meeting.  Carried.
<b>Minutes, previous Council meeting</b> Res. 002-2019-04-27	Motion by Wendy Appleby to adopt the minutes of the June 23 <sup>rd</sup> , 2018, regular meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council.  Carried.
<b>Minutes, previous Council meeting</b> Res. 003-2019-04-27	Moved by Blaine Page that Council adopt the minutes of the Organizational meeting of Council dated August 16 <sup>th</sup> , 2018, as circulated by Email to members of Council prior to today's meeting.  Carried.
<b>Minutes, previous Council meeting</b> Res. 004-2019-04-27	Moved by Reg Stapley that Council adopt the minutes of the special meeting of Council dated October 12 <sup>th</sup> , 2018, as circulated by Email prior to today's meeting and as reviewed by Council.  Carried.
<b>Motion (Finance)</b> Res. 005-2019-04-27	Moved by Blaine Page to adopt a Financial Report including all receipts and disbursements for the period between June 6, 2018 to date as reviewed by Council.  Carried.

**Motion (Payment of Accounts)**

**Res. 006-2019-04-27**

The payment of accounts as presented in the Financial report was endorsed by Council on a motion by Reg Stapley.

Carried.

**Motion (2018 Audit)**

**Res. 007-2019-04-27**

Motion by Reg Stapley that pursuant to a review by Council, the audited annual Financial Statements prepared by Al Scherbarth Professional Corporation is hereby endorsed by Council and shall be released to the public on the Summer Village Website.

Carried.

**Motion (Municipal Budget, 2019)**

**Res. 008-2019-04-27**

Motion by Blaine Page that Council adopt the 2019 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 \$130,595 (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 \$276,461
5. Total Summer Village expenditures, including the Road Rehabilitation Projects and transfer to reserves, are estimated at \$407,056. Council projects a balanced budget for 2019.

Carried.

**Bylaw Authorizing rates of Taxation for 2019.**

**Res. 009-2019-04-27**

The Summer Village Bylaw, authorizing rates of taxation for 2019, was reviewed in detail by Council. Members of Council suggested several refinements to ensure that the Bylaw is consistent with the budget for the 2019 fiscal year.

Specific rates of taxation shall be:

- General Municipal Minimum Tax           \$350.00
- Special Road Levy                           \$220.00
- General Municipal                           3.1640 Mils
- Alberta School Foundation Fund       2.4917 Mils
- Greater North Foundation               0.2371 Mils
- Non-Residential Milrate                 3.7600 Mils

Total revenue from property taxes is \$130,595

Moved by Reg Stapley that Bylaw No. 1-19 being the 2019 Tax Rate Bylaw, as refined, be read a first time.

Carried.

Moved by Wendy Appleby, that Bylaw No. 1-19 being the 2019 Tax Rate Bylaw be read a second time.

Carried.

Moved by Blaine Page, that Council authorizes three readings of Bylaw No. 1-19 in one session of Council.

Carried by unanimous consent.

Moved by Reg Stapley, that Bylaw No. 1-19 being the 2019 Bylaw Authorizing rates of Taxation be read a third and final time.

Carried.

**Bylaw, Road  
Maintenance Tax.**

**Res. 010-2019-04-27**

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

Moved by Blaine Page that Bylaw No. 2-19 being the 2019 Road Maintenance Tax Bylaw be read a first time.

Carried.

Moved by Wendy Appleby: That Bylaw No. 2-19 being the 2019 Road Maintenance Tax Bylaw be read a second time.

Carried.

Moved by Blaine Page, that Council authorize three readings of Bylaw No. 2-19 in one session.

Carried by unanimous consent.

Moved by Reg Stapley, that Bylaw No. 2-19 being the 2019 Bylaw to provide for a Road Maintenance Tax be read a third and final time.

Carried.

**Motion (Summer  
Village Signage Project)**

**Res. 011-2019-04-27**

Motion by Wendy Appleby that the CAO is hereby authorized to engage Brian Kuffa for the installation of Summer Village address signs, including other signage, as directed by Council.

Carried

**Motion (Summer  
Village Signage Project)**

**Res. 012-2019-04-27**

Motion by Reg Stapley, that pursuant to a review of several estimates by Council, authorization is hereby granted for the acquisition of a "Fire Lane" sign and any additional signs as directed by Council. Wendy Appleby is hereby appointed as project coordinator for acquisition and installation of the signs.

Carried

**Motion (Annual Open House)**

**Res. 013-2019-04-27**

Motion by Blaine Page to hold the Summer Village annual open house on Saturday, July 27<sup>th</sup>, 2019, commencing at 10:00 AM at the West Baptiste Firehall and Recreation Center, 945 Baptiste Drive, West Baptiste, Alberta.

Carried.

**Motion (Website Hosting Services)**

**Res. 014-2019-04-27**

Motion by Wendy Appleby that a report on McsNet Website Hosting and Email Services as expressed in a letter dated February 19, 2019 is hereby received by Council for information. Council hereby authorizes the CAO to transfer Summer Village Website files to a new hosting service accordingly. Consistent with direction by Council.

Carried.

**Motion (Winter Road Maintenance)**

**Res. 015-2019-04-27**

Moved by Blaine Page that Council receive a verbal report by the CAO on activities associated with winter road maintenance and snow removal.

Carried.

**Spring/Summer Newsletters**

**Res. 016-2019-04-27**

Moved by Blaine Page to prepare and mail newsletters to all property owners in the Summer Village in 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. 2019 Property Tax information.

Carried.

**Motion (Annual Road Maintenance)**

**Res. 017-2019-04-27**

Motion by Reg Stapley to contract David Gray Enterprises for road and street reconstruction during the 2019 fiscal year in accordance with direction by Council. The project is contingent upon clarification of several matters related to an estimate by the Contractor dated November 20, 2018. Members of Council are to meet with the Contractor accordingly. An expenditure not exceeding three hundred thousand dollars is hereby authorized.

Carried.

**Motion (Councilor Remuneration)**  
Res. 018-2019-04-27

Motion by Reg Stapley that given a review of rates of remuneration for members of Council in several other Summer Villages within the region, Council hereby authorizes an increase in monthly Honoraria to \$100 per month effective June 30<sup>th</sup>, 2019.

Carried.

**Motion (Information)**  
Res. 019-2019-04-27

Motion by Wendy Appleby that Council hereby receive the following correspondence for information:

- 2018-11-19 SDAB Training -- Appleby\_Tomaszyk.pdf
- 2019 Brad Padlewski -- Request for Culvert.pdf
- Dennis Irving@mcsnet.ca\_04.14.2019\_Baptiste Creek Bridge.pdf
- Ian\_Ferguson@shaw.ca\_04.12.2019\_RE Assessment Services Contract renewals.pdf
- Jane.Dauphinee@munplan.ab.ca\_04.16.2019\_IDP meeting (Intermunicipal Development Plan).pdf
- Pat Shafer@telus.net\_04.25.2019\_Re\_Development\_#66 Baptiste Drive - Lot 1 Block 1 Plan 2385 .pdf
- Rob Adair@horizonnorth.ca\_04.22.2019\_RE Adair waterfront Restoration and Erosion mitigation.pdf
- Rob Adair @horizonnorth.ca\_09.06.2018\_Adair waterfront Restoration and Erosion mitigation.pdf
- Ron\_Jackson@athabascacounty.com\_04.15.2019\_RE Free Hazardous Fuel Disposal Weekend.pdf
- Summer Villages@gmail.com\_04.09.2019\_Job Advertisement - Part Time - ASVA Executive Dir.pdf

Carried.

**Motion (Adair Waterfront and Erosion Mitigation)**  
Res. 020-2019-04-27

Motion by Wendy Appleby to table consideration of the request from Rob Adair dealing with Waterfront and Erosion Mitigation expressed in Emails dated 04.22.2019 and 09.06.2018. Additional time is required for clarification and further consultation with other Summer Villages in addition to Legal Counsel.

Carried.

**Motion (BAILS Update)**  
Res. 020-2019-04-28

Motion by Blaine Page that Council receive 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, 2019.
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 Pre authorized Payment Plan monthly property tax payments to reflect changes in 2019 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 27, 2019 at 10:00 AM in the West Baptiste Firehall. Steve Hamilton, Fire Services Coordinator, Athabasca County, is to be invited as a guest to give a presentation on the acquisition and installation of Wildfire Mitigation Systems. (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. (Blaine Page 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.

**Expense Claims**

Expense claim forms were distributed to members of Council 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 2:30 PM.

**SUMMER VILLAGE OF SOUTH BAPTISTE**

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**Blaine Page, Mayor**

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**Ed Tomaszuk, CAO**

**MINUTES OF A REGULAR COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON SATURDAY, JUNE 22<sup>nd</sup>, 2019, WEST BAPTISTE FIRE HALL AND RECREATION CENTER, 945 BAPTISTE DRIVE, WEST BAPTISTE, ALBERTA.**

A regular meeting of Summer Village Council was called to order at 10:00 AM on Saturday, June 22<sup>nd</sup>, 2019 at the West Baptiste Fire Hall.

<b>In Attendance</b>	Blaine Page, Mayor, Summer Village of South Baptiste, Chairman. Wendy Appleby, Deputy Mayor, Summer Village of South Baptiste Reg Stapley, Councilor, Summer Village of South Baptiste. Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.
<b>Gallery</b>	Marvin and Anne Garton. (Arrive 10:05 AM and Depart 10:40 AM)
<b>Call to order</b>	Mayor, Blaine Page, called the meeting to order at 10:00 AM.
<b>Motion (Agenda)</b> Res. 001-2019-06-22	Motion by Wendy Appleby for adoption of the agenda as presented within the meeting agenda package and as circulated to members of Council prior to the meeting.  Carried.
<b>Minutes, previous Council meeting</b> Res. 002-2019-06-22	Motion by Blaine Page to adopt the minutes of the April 27 <sup>th</sup> , 2019, regular meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council.  Carried.
<b>Motion (Finance)</b> Res. 003-2019-06-22	Moved by Reg Stapley to adopt a Financial Report including all receipts and disbursements for the period between April 9 <sup>th</sup> , 2019 and June 12 <sup>th</sup> , 2019 as reviewed by Council.  Carried.
<b>Motion (Payment of Accounts)</b> Res. 004-2019-06-22	The payment of accounts as presented in the Financial report was endorsed by Council on a motion by Blaine Page.  Carried.
<b>Motion (Sunrise Drive East, Flood Mitigation – Culvert Installation)</b> Res. 005-2019-06-22	Motion by Blaine Page that with consideration to hearing opinions expressed by todays delegation, Council has concluded that culvert installation on Sunrise Drive East will not significantly resolve flooding issues in the vicinity. Additionally, there are Environmental concerns associated with direct drainage to the Lake.  Consequently, the Sunrise Drive East component of the proposed 2019 Infrastructure Project is hereby amended as follows: <ul style="list-style-type: none"><li>• 72 yards of road crush gravel is to be installed as directed by Council.</li></ul>



- Clean up the Public Walkway from the Cul-de-sac to the Lake consistent with direction by Council. Remove tree roots and apply topsoil as may be required.
- Remove trees along the edges of the Walkway as directed.
- Remove soil constituting Ice Ridges near the end of the Walkway.
- Clean up and fill in the treed area of the Cul-de-sac in accordance with direction by Council.

Since the proposed work is to be conducted on property owned by the Summer Village, Environmental approvals may not be required.

Carried

**Motion (Painted Crosswalks – Baptiste Drive – Public Safety)**  
Res. 006-2019-06-22

Motion by Wendy Appleby providing Council authorization to Blaine Page for the purpose of obtaining an estimate from Robert Balay on painted crosswalks in the following locations along Baptiste Drive:

- Lakeside Park Area adjacent to 29 Baptiste Drive.
- Two locations near 69 Baptiste Drive as directed.
- County Beach access consistent with Council direction.

Crosswalk locations may be augmented with “Pedestrian Crossing” signs and/or “Give our Children a Brake” on both sides of respective crosswalks.

Carried.

**Motion (Speed Humps – Baptiste Drive – Public Safety)**  
Res. 007-2019-06-22

Moved by Blaine Page providing Council Authorization for Reg Stapley to obtain estimates on speed humps for potential installation at crosswalk locations as directed by Council.

Carried.

**Motion (Summer Village Signage Project)**  
Res. 008-2019-06-22

Motion by Reg Stapley, that Council receive a verbal report on the current status of the Signage Project for information. A contract for installation of address and other signs has been awarded to Brian Kuffa upon the basis of being the most cost effective of three estimates from different Contractors.

Carried.

**Motion (Summer Village Signage Project)**  
Res. 009-2019-06-22

Moved by Blaine Page providing Council authorization for any or all members of Council work with and aid Brian Kuffa for the signage installation project.

Carried.

**Motion (Intermunicipal Collaboration Framework and Intermunicipal Development Plans)**  
Res. 010-2019-06-22

Given the mandatory requirement within the Municipal Government Act for all Municipalities to develop an Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan, (IDP) it is hereby moved by Blaine Page that the Summer Village of South Baptiste appoints the Mayor, or their designate, to the Intermunicipal Planning Committee with Athabasca County.

	Wendy Appleby and Reg Stapley are to serve as designates. Carried.
<b>Motion (Waterfront and Erosion Mitigation)</b> Res. 011-2019-06-22	Motion by Reg Stapley to arrange for a telephone conference call between Council and Summer Village Legal Counsel to deal with several legal matters consistent with Council Resolution <b>Res. 077-2018-08-16</b> . The resolution was adopted during the Organizational Meeting of Council held on August 16, 2018. Carried.
<b>Motion (BAILS appointment)</b> Res. 012-2019-04-28	Motion by Blaine Page that with consideration to the Baptiste and Island Lake Stewardship Association (BAILS) currently dealing with Lake Stewardship and a variety of Ecological and Environmental issues influencing the Community, Wendy Appleby is hereby reappointed to BAILS. The appointment shall be consistent with BAILS Bylaws and includes liaison responsibilities to Council of South Baptiste. Carried
<b>Motion (CAO Performance Appraisal)</b> Res. 013-2019-04-28	Given that Section 205.1 of the Municipal Government Act states that a Council must provide an annual written performance evaluation of the CAO with respect to fulfilling the responsibilities under Section 207. It is hereby moved by Blaine Page, that as an interim appraisal, Council of the Summer Village of South Baptiste considers the performance of the CAO acceptable. Carried.
<b>Other Business</b>	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.
<b>Next Meeting</b>	The tentative date of the next meeting of Council is July 15, 2019 and will be an evening meeting.
<b>Closing Remarks</b>	The Chairman thanked everyone for attending and participating in discussion throughout the meeting.
<b>Adjournment</b>	The meeting adjourned at 12:00 noon.

**SUMMER VILLAGE OF SOUTH BAPTISTE**

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**Blaine Page, Mayor**

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**Ed Tomaszuk, CAO**

**MINUTES OF A SPECIAL COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON MONDAY, JULY 15<sup>th</sup>, 2019, WEST BAPTISTE FIRE HALL AND RECREATION CENTER, 945 BAPTISTE DRIVE, WEST BAPTISTE, ALBERTA.**

A special meeting of Summer Village Council was called to order at 7:00 PM on Monday, July 15<sup>th</sup>, 2019 at the West Baptiste Fire Hall.

<b>In Attendance</b>	Blaine Page, Mayor, Summer Village of South Baptiste, Chairman. Wendy Appleby, Deputy Mayor, Summer Village of South Baptiste. Reg Stapley, Councilor, Summer Village of South Baptiste. Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.
<b>Gallery</b>	Ron Wasel. (Arrive 7:00 PM and Depart 8:06 PM) Lori Appleby. (Arrive 7:00 PM and Depart 8:06 PM)
<b>Call to order</b>	Mayor, Blaine Page, called the meeting to order at 7:00 PM.
<b>Motion (Agenda)</b> Res. 001-2019-07-15	Motion by Wendy Appleby for adoption of the agenda as presented within the meeting agenda package and as circulated to members of Council prior to the meeting. Carried.
<b>Minutes, previous Council meeting</b> Res. 002-2019-07-15	Motion by Reg Stapley to adopt the minutes of the June 22 <sup>nd</sup> , 2019, regular meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council. Carried.
<b>Motion (Finance)</b> Res. 003-2019-07-15	Moved by Wendy Appleby to adopt a Financial Report including all receipts and disbursements for the period between April 1 <sup>st</sup> , 2019 and July 12 <sup>th</sup> , 2019 as reviewed by Council. Carried.
<b>Motion (Payment of Accounts)</b> Res. 004-2019-07-15	The payment of accounts as presented in the Financial report was endorsed by Council on a motion by Reg Stapley. Carried.
<b>Motion (Status of 2019 Road Infrastructure Project)</b> Res. 005-2019-07-15	Moved by Blaine page that Council receive a verbal report on the 2019 road infrastructure project for information. Carried
<b>Motion (Painted Crosswalks – Baptiste Drive – Public Safety)</b> Res. 006-2019-07-15	Motion by Wendy Appleby that Council receive a verbal report by Blaine Page on a preliminary estimate from Robert Balay on painted crosswalks in the following locations along Baptiste Drive: <ul style="list-style-type: none"><li>• Lakeside Park Area adjacent to 29 Baptiste Drive.</li></ul>

- Two locations near 69 Baptiste Drive as directed.
- County Beach access consistent with Council direction.

Crosswalk locations may be augmented with “Pedestrian Crossing” signs and/or “Give our Children a Brake” on both sides of respective crosswalks.

Carried.

**Motion (Speed Humps – Baptiste Drive – Public Safety)**  
Res. 007-2019-07-15

Moved by Blaine Page that Council receive an interim verbal report by Reg Stapley on the estimated cost of installing removable speed humps for potential installation at crosswalk locations as directed by Council. The report is hereby received for information.

Carried.

**Motion (Signage Project report)**  
Res.009-2019-07-15

Moved by Wendy Appleby that Council receive a verbal report by Blaine Page and Reg Stapley on the current status of the Signage Project.

Carried.

**Motion (Adair -- Waterfront and Erosion Mitigation)**  
Res.008-2019-07-15

Motion by Reg Stapley to receive a written report dated 2019-07-12 by Kelsey Becker Brookes, Legal Counsel, for information. The report, including attachments was distributed to members of Council as part of the meeting agenda package.

Members of Council are to review documentation in detail and prepare a list of queries to be addressed by Legal Counsel.

Carried.

**Other Business**

A variety of issues including preparation for the Annual information meeting to be held on July 27th, summer road maintenance, and the Signage Project were considered and discussed by Council. There were also several other issues of interest discussed throughout the meeting.

**Next Meeting**

The tentative date of the next meeting of Council is the Annual Organizational meeting to be held on Saturday, August 24, 2019, at 10:00 AM.

**Closing Remarks**

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

**Adjournment**

The meeting adjourned at 8:06 PM.

**SUMMER VILLAGE OF SOUTH BAPTISTE**

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**Blaine Page, Mayor**

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**Ed Tomaszuk, CAO**

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE, HELD ON THURSDAY, AUGUST 22, 2019, AT THE WEST BAPTISTE FIREHALL AND RECREATION CENTER, 945 BAPTISTE DRIVE, WEST BAPTISTE, ALBERTA.**

The Organizational meeting of Summer Village Council was held on Thursday, August 22, 2019, 10:00 AM at the West Baptiste Firehall and Recreation Center.

**In Attendance**

Blaine Page, Councilor, Summer Village of South Baptiste.  
Wendy Appleby, Councilor, Summer Village of South Baptiste.  
Reg Stapley, Councilor, Summer Village of South Baptiste.  
Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.

**Gallery**

Vacant.

**Call to order**

Ed Tomaszuk, CAO, called the meeting to order at 10:00 AM and explained 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.

**Motion (Agenda)  
Res. 001-2019-08-22**

Moved by Wendy Appleby to adopt the agenda as reviewed by Council.  
Carried.

**Motion (Agenda  
Package)  
Res. 002-2019-08-22**

Motion by Wendy Appleby that with consideration to a detailed review and discussion of the meeting agenda package, Council hereby receives the package for information.  
Carried.

**Motion  
Res. 003-2019-08-22**

Moved by Reg Stapley to maintain the status quo in regard to respective positions on Council, including Mayor, Deputy Mayor and Councilor. This also includes the appointment to respective Boards and Committees.  
Carried.

**Motion  
Res. 004-2019-08-22**

Motion by Councilor, Reg Stapley that with consideration to Council's inclination to maintain the status quo for respective positions on Council, Blaine Page is therefore nominated as Mayor.  
Motion Carried.

**Oath of Office, Mayor.**

The Mayor's oath of office was administered and then signed by Blaine Page.

**Motion  
Res. 005-2019-08-22**

Motion by Blaine Page nominating Wendy Appleby as Deputy Mayor.  
Carried.

**Oath of Office, Deputy Mayor.**

The Deputy Mayor's oath of office was administered and then signed by Wendy Appleby.

**Oath of Office, Councilor**

The Councilor's oath of office was administered and then signed by Reg Stapley

**Regular Council Meeting Schedule  
Res. 006-2019-08-22**

Motion by Reg Stapley that meetings of Council be scheduled at the call of the Mayor. Any member of Council may request a council meeting at any time to deal with matters of importance. All proposed meetings are subject to approval by the majority of Council.

Carried.

**Interim Budget  
Res. 007-2019-08-22**

Moved by Wendy Appleby that Council adopt the 2019 budget as an interim budget for the 2020 fiscal year which will remain in effect until Council approves a new budget for 2020.

Carried

**Motion appointing Development Officer  
Res. 008-2019-08-22**

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

Carried.

**Motion, Financial Signing Authority  
Res. 009-2019-08-22**

Motion by Reg Stapley that the CAO, Ed Tomaszuk, and any of the following persons constitutes signing authority with respect to agreements, banking, financial commitments and purchasing matters on behalf of the Summer Village of South Baptiste:

Mayor, Blaine Page.

Deputy Mayor, Wendy Appleby.

Councilor, Reg Stapley.

Any previous resolutions dealing with signing authority are hereby rescinded.

Carried.

**Appointment of Auditor  
Res. 010-2019-08-22**

Moved by Reg Stapley that Al Scherbarth, Professional Corporation be appointed as the auditor for the 2019 Municipal audit of the Summer Village of South Baptiste.

Carried.

The address of the Accounting firm is:

Al Scherbarth Professional Corporation, Chartered Accountants  
#2020, Sun Life Place  
10123 99 Street  
Edmonton, Alberta  
T5J 3H1

**Appointment of  
Solicitor  
Res. 011-2019-08-22**

Moved by Blaine Page to retain the legal services provided by Reynolds, Mirth Richards and Farmer (RMRF) as Solicitors for the Summer Village of South Baptiste.  
Carried.

**Committee and Board  
appointments  
Res. 012-2019-08-22**

Moved by Wendy Appleby that Council adopt the following Committee and Board Appointments thereby rescinding any previous appointments by Council:

Weed Inspector	Ed Tomaszuk, CAO, Administrator
Municipal Assessor	Municipal Assessment Services Group (Ian Ferguson)
Municipal Planner	Jane Dauphinee Municipal Planning Services.
Assessment Review Board	To be appointed as needed.
Roads	All of Council
Waste Management	All of Council
Municipal Planning Commission	All of Council

Carried.

**ARWMSA Appointment.  
Res. 013-2019-08-22**

Motion by Blaine Page that Wendy Appleby be nominated as an alternate representative for the Board of Director Position on the Athabasca Regional Waste Management Services Commission from the Summer Villages adjacent to Baptiste and Island Lake.  
Carried.

**Winter Roads  
Maintenance  
Res. 014-2019-08-22**

Motion by Wendy Appleby to appoint the CAO, Ed Tomaszuk as the winter road maintenance coordinator. Any previous appointments are hereby rescinded.  
Carried.

**Annual ASVA  
Conference  
Res. 015-2019-08-22**

Moved by Wendy Appleby authorizing the registration of all members of Council, including the CAO, for the annual Association of Summer Villages of Alberta conference scheduled for October 17<sup>th</sup> and 18<sup>th</sup>, 2019.  
Carried

**Subdivision and  
Development Appeal  
Board  
Res. 016-2019-08-22**

Moved by Reg Stapley that the Summer Village Subdivision and Development Appeal Board be appointed as needed.  
Carried.

**Motion**  
**Res. 017-2019-08-22**

Motion by Blaine Page that with consideration to the Baptiste and Island Lake Stewardship Association (BAILS) currently dealing with Lake Stewardship and a variety of Ecological and Environmental issues having an effect on the Community, Wendy Appleby is hereby reappointed to BAILS as an observer with liaison responsibilities to Council of South Baptiste.

Carried

**FireSmart**  
**Res. 018-2019-08-22**

Moved by Reg Stapley appointing the CAO as the Summer Village representative to the Athabasca Regional Community Protection Program. This includes the authority to sign the Annual Mutual Aid Agreement and other matters relative to Emergency Management. Any previous appointments to the Committee are hereby rescinded.

Carried.

**Provincial Grants**  
**Res. 019-2019-08-22**

Moved by Blaine Page authorizing the CAO to apply for any Municipal grants as considered appropriate and in the best interests of the Summer Village.

Carried

**Closing Remarks**

Mayor Blaine Page thanked everyone for their support and participation in discussion throughout the meeting.

**Adjournment**

The meeting adjourned at 11:00 AM

### **Summer Village of South Baptiste**

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**Blaine Page, Mayor**

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**Ed Tomaszuk, CAO**



**MINUTES OF THE ORGANIZATIONAL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE, HELD ON THURSDAY, AUGUST 22, 2019, AT THE WEST BAPTISTE FIREHALL AND RECREATION CENTER, 945 BAPTISTE DRIVE, WEST BAPTISTE, ALBERTA.**

The Organizational meeting of Summer Village Council was held on Thursday, August 22, 2019, 10:00 AM at the West Baptiste Firehall and Recreation Center.

**In Attendance**

Blaine Page, Councilor, Summer Village of South Baptiste.  
Wendy Appleby, Councilor, Summer Village of South Baptiste.  
Reg Stapley, Councilor, Summer Village of South Baptiste.  
Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.

**Gallery**

Vacant.

**Call to order**

Ed Tomaszuk, CAO, called the meeting to order at 10:00 AM and explained 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.

**Motion (Agenda)  
Res. 001-2019-08-22**

Moved by Wendy Appleby to adopt the agenda as reviewed by Council.  
Carried.

**Motion (Agenda  
Package)  
Res. 002-2019-08-22**

Motion by Wendy Appleby that with consideration to a detailed review and discussion of the meeting agenda package, Council hereby receives the package for information.  
Carried.

**Motion  
Res. 003-2019-08-22**

Moved by Reg Stapley to maintain the status quo in regard to respective positions on Council, including Mayor, Deputy Mayor and Councilor. This also includes the appointment to respective Boards and Committees.  
Carried.

**Motion  
Res. 004-2019-08-22**

Motion by Councilor, Reg Stapley that with consideration to Council's inclination to maintain the status quo for respective positions on Council, Blaine Page is therefore nominated as Mayor.  
Motion Carried.

**Oath of Office, Mayor.**

The Mayor's oath of office was administered and then signed by Blaine Page.

**Motion  
Res. 005-2019-08-22**

Motion by Blaine Page nominating Wendy Appleby as Deputy Mayor.  
Carried.

**Oath of Office, Deputy Mayor.**

The Deputy Mayor's oath of office was administered and then signed by Wendy Appleby.

**Oath of Office, Councilor**

The Councilor's oath of office was administered and then signed by Reg Stapley

**Regular Council Meeting Schedule  
Res. 006-2019-08-22**

Motion by Reg Stapley that meetings of Council be scheduled at the call of the Mayor. Any member of Council may request a council meeting at any time to deal with matters of importance. All proposed meetings are subject to approval by the majority of Council.

Carried.

**Interim Budget  
Res. 007-2019-08-22**

Moved by Wendy Appleby that Council adopt the 2019 budget as an interim budget for the 2020 fiscal year which will remain in effect until Council approves a new budget for 2020.

Carried

**Motion appointing Development Officer  
Res. 008-2019-08-22**

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

Carried.

**Motion, Financial Signing Authority  
Res. 009-2019-08-22**

Motion by Reg Stapley that the CAO, Ed Tomaszuk, and any of the following persons constitutes signing authority with respect to agreements, banking, financial commitments and purchasing matters on behalf of the Summer Village of South Baptiste:

Mayor, Blaine Page.

Deputy Mayor, Wendy Appleby.

Councilor, Reg Stapley.

Any previous resolutions dealing with signing authority are hereby rescinded.

Carried.

**Appointment of Auditor  
Res. 010-2019-08-22**

Moved by Reg Stapley that Al Scherbarth, Professional Corporation be appointed as the auditor for the 2019 Municipal audit of the Summer Village of South Baptiste.

Carried.

The address of the Accounting firm is:

Al Scherbarth Professional Corporation, Chartered Accountants  
#2020, Sun Life Place  
10123 99 Street  
Edmonton, Alberta  
T5J 3H1

**Appointment of  
Solicitor  
Res. 011-2019-08-22**

Moved by Blaine Page to retain the legal services provided by Reynolds, Mirth Richards and Farmer (RMRF) as Solicitors for the Summer Village of South Baptiste.  
Carried.

**Committee and Board  
appointments  
Res. 012-2019-08-22**

Moved by Wendy Appleby that Council adopt the following Committee and Board Appointments thereby rescinding any previous appointments by Council:

Weed Inspector	Ed Tomaszuk, CAO, Administrator
Municipal Assessor	Municipal Assessment Services Group (Ian Ferguson)
Municipal Planner	Jane Dauphinee Municipal Planning Services.
Assessment Review Board	To be appointed as needed.
Roads	All of Council
Waste Management	All of Council
Municipal Planning Commission	All of Council

Carried.

**ARWMSA Appointment.  
Res. 013-2019-08-22**

Motion by Blaine Page that Wendy Appleby be nominated as an alternate representative for the Board of Director Position on the Athabasca Regional Waste Management Services Commission from the Summer Villages adjacent to Baptiste and Island Lake.  
Carried.

**Winter Roads  
Maintenance  
Res. 014-2019-08-22**

Motion by Wendy Appleby to appoint the CAO, Ed Tomaszuk as the winter road maintenance coordinator. Any previous appointments are hereby rescinded.  
Carried.

**Annual ASVA  
Conference  
Res. 015-2019-08-22**

Moved by Wendy Appleby authorizing the registration of all members of Council, including the CAO, for the annual Association of Summer Villages of Alberta conference scheduled for October 17<sup>th</sup> and 18<sup>th</sup>, 2019.  
Carried

**Subdivision and  
Development Appeal  
Board  
Res. 016-2019-08-22**

Moved by Reg Stapley that the Summer Village Subdivision and Development Appeal Board be appointed as needed.  
Carried.

**Motion**  
**Res. 017-2019-08-22**

Motion by Blaine Page that with consideration to the Baptiste and Island Lake Stewardship Association (BAILS) currently dealing with Lake Stewardship and a variety of Ecological and Environmental issues having an effect on the Community, Wendy Appleby is hereby reappointed to BAILS as an observer with liaison responsibilities to Council of South Baptiste.

Carried

**FireSmart**  
**Res. 018-2019-08-22**

Moved by Reg Stapley appointing the CAO as the Summer Village representative to the Athabasca Regional Community Protection Program. This includes the authority to sign the Annual Mutual Aid Agreement and other matters relative to Emergency Management. Any previous appointments to the Committee are hereby rescinded.

Carried.

**Provincial Grants**  
**Res. 019-2019-08-22**

Moved by Blaine Page authorizing the CAO to apply for any Municipal grants as considered appropriate and in the best interests of the Summer Village.

Carried

**Closing Remarks**

Mayor Blaine Page thanked everyone for their support and participation in discussion throughout the meeting.

**Adjournment**

The meeting adjourned at 11:00 AM

### **Summer Village of South Baptiste**

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**Blaine Page, Mayor**

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**Ed Tomaszuk, CAO**

**MINUTES OF A REGULAR COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON THURSDAY, OCTOBER 10<sup>th</sup>, 2019, WEST BAPTISTE FIRE HALL AND RECREATION CENTER, 945 BAPTISTE DRIVE, WEST BAPTISTE, ALBERTA.**

A regular meeting of Summer Village Council was called to order at 10:00 AM on, October 10<sup>th</sup>, 2019 at the West Baptiste Fire Hall.

<b>In Attendance</b>	Blaine Page, Mayor, Summer Village of South Baptiste, Chairman. Wendy Appleby, Deputy Mayor, Summer Village of South Baptiste. Reg Stapley, Councilor, Summer Village of South Baptiste. Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.
<b>Gallery</b>	Lucien Cloutier, Municipal Accountability Advisor, Municipal Capacity Building Desiree Kouri, Municipal Accountability Advisor, Municipal Capacity Building
<b>Call to order</b>	Mayor, Blaine Page, called the meeting to order at 10:00 AM.
<b>Motion (Agenda)</b> Res. 001-2019-10-10	Motion by Wendy Appleby to adopt the agenda as presented within the meeting agenda package and as circulated to members of Council prior to the meeting. Carried.
<b>Motion (Agenda Package)</b> Res. 002-2019-10-10	Moved by Reg Stapley that Council receive the meeting agenda package for information as distributed to Council Members at today's meeting. Carried
<b>Minutes, previous Council meeting</b> Res. 003-2019-10-10	Motion by Wendy Appleby to adopt the minutes of the July 15 <sup>th</sup> , 2019, regular meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council. Carried.
<b>Minutes, previous Council meeting</b> Res. 004-2019-10-10	Motion by Blaine Page to adopt the minutes of the August 22 <sup>nd</sup> , 2019, regular meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council. Carried.
<b>Motion (Finance)</b> Res. 005-2019-10-10	Moved by Blaine Page to adopt a Financial Report including all receipts and disbursements for the period between July 12 <sup>th</sup> , 2019 and October 3 <sup>rd</sup> , 2019 as reviewed by Council. Carried.
<b>Motion (Payment of Accounts)</b> Res. 006-2019-10-10	The payment of accounts as presented in the Financial report was endorsed by Council on a motion by Reg Stapley. Carried.

**Motion (Municipal  
Accountability  
Program)**  
Res. 007-2019-10-10

Moved by Wendy Appleby that Council receive a verbal report on the Municipal Accountability program as presented by Lucien Cloutier and Desiree Kouri for information.

Carried.

**Motion (Status of 2019  
Road Infrastructure  
Project)**  
Res. 008-2019-10-10

Moved by Reg Stapley that Council receive a verbal report on the 2019 road infrastructure project for information.

Carried.

**Motion (Sediment  
Filter)**  
Res. 009-2019-10-10

Moved by Reg Stapley that as a consequence of concern expressed about sediment going into Baptiste Lake through a new culvert installation, Council hereby authorizes obtaining an estimate from David Gray Enterprises for acquisition and installation of a sediment filter on the upstream end of a culvert on Baptiste Drive. The culvert is located near the driveway of 69 Baptiste Drive and provides drainage from the CNRL road.

Carried.

**Motion (Painted  
Crosswalks – Baptiste  
Drive – Public Safety)**  
Res. 010-2019-10-10

Motion by Reg Stapley that Council receive a verbal report (update) by Blaine Page on an estimate from Robert Balay on painted crosswalks in the following locations along Baptiste Drive:

- Lakeside Park Area adjacent to 29 Baptiste Drive.
- Two locations near 69 Baptiste Drive as directed.
- County Beach access consistent with Council direction.

Crosswalk locations may be augmented with “Pedestrian Crossing” signs and/or “Give our Children a Brake” on both sides of respective crosswalks.

Carried.

**Motion (Speed Humps  
– Baptiste Drive –  
Public Safety)**  
Res. 011-2019-10-10

Moved by Wendy Appleby to obtain an estimate on the acquisition and cost of installing removable speed humps for installation at crosswalk locations as directed by Council.

Carried.

**Motion (Signage  
Project report)**  
Res.012-2019-10-10

Moved by Wendy Appleby that Council receive a verbal report (update) on the current status of the Signage Project for information.

Carried.

**Motion (Address  
change – Lakeside  
Drive)**  
Res.013-2019-10-10

Motion by Reg Stapley to table a proposal to rename 54 Lakeside Drive to 54 Baptiste Drive pending the acquisition of additional information.

Carried.

**Motion (Fireworks  
Bylaw)**  
Res.014-2019-10-10

Motion by Reg Stapley to table a proposal for the Summer Village to enact a Fireworks Bylaw.

Carried.

**Motion (License of Occupation)**  
Res.015-2019-10-10

Motion by Reg Stapley that Council adopt and enact an Environmental Reserve License of Occupation as proposed by Reynolds, Mirth Richards and Farmer LLP and as amended by Council. Adoption is contingent upon a review for consistency with current Summer Village Bylaws and Council resolutions.

Carried.

**Motion (Donation)**  
Res.016-2019-10-10

Moved by Reg Stapley to obtain additional information on the Athabasca Regional Multiplex Fitness and Aquatic Center to facilitate a possible financial donation by the Summer Village of South Baptiste.

Carried.

**Other Business**

A variety of issues including winter road maintenance, and the Signage Project were considered and discussed by Council. There were also several other issues of interest discussed throughout the course of the meeting.

**Next Meeting**

The next meeting of Council will be held 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 11:45 AM.

## **SUMMER VILLAGE OF SOUTH BAPTISTE**

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**Blaine Page, Mayor**

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**Ed Tomaszuk, CAO**

**MINUTES OF A REGULAR COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON WEDNESDAY, DECEMBER 18<sup>th</sup>, 2019, WEST BAPTISTE FIRE HALL AND RECREATION CENTER, 945 BAPTISTE DRIVE, WEST BAPTISTE, ALBERTA.**

A regular meeting of Summer Village Council was called to order at 10:00 AM on, December 18<sup>th</sup>, 2019 at the West Baptiste Fire Hall.

<b>In Attendance</b>	Blaine Page, Mayor, Summer Village of South Baptiste, Chairman. Wendy Appleby, Deputy Mayor, Summer Village of South Baptiste. Reg Stapley, Councilor, Summer Village of South Baptiste. Ed Tomaszuk, Chief Administrative Officer, Recording Secretary.
<b>Gallery</b>	Vacant
<b>Call to order</b>	Mayor, Blaine Page, called the meeting to order at 10:00 AM.
<b>Motion (Agenda)</b> Res. 001-2019-12-18	Motion by Wendy Appleby to adopt the agenda as presented within the meeting agenda package and as circulated to members of Council by Email prior to the meeting.  Carried.
<b>Motion (Agenda Package)</b> Res. 002-2019-12-18	Moved by Wendy Appleby that Council hereby receives the meeting agenda package for information as distributed to Council Members at today's meeting.  Carried.
<b>Minutes (previous Council meeting)</b> Res. 003-2019-12-18	Motion by Reg Stapley to adopt the minutes of the October 10 <sup>th</sup> , 2019, regular meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council.  Carried.
<b>Motion (Athabasca Swimming Pool)</b> Res. 004-2019-12-18	Moved by Wendy Appleby that the Summer Village of South Baptiste donate the sum of ten thousand dollars to the Athabasca Regional Multiplex as a one-time contribution to the new Aquatic and Fitness Center.  Carried.
<b>Motion (Finance)</b> Res. 005-2019-12-18	Moved by Blaine Page to adopt a Financial Report including all receipts and disbursements for the period between October 3 <sup>rd</sup> , 2019 and December 5 <sup>th</sup> , 2019 as reviewed by Council.  Carried.
<b>Motion (Payment of Accounts)</b> Res. 006-2019-12-18	The payment of accounts as presented in the Financial report was endorsed by Council on a motion by Reg Stapley.  Carried.



**Motion (South Baptiste Regional Emergency Management Bylaw)**

**Res. 007-2019-12-18**

Moved by Reg Stapley that Bylaw No. 3-19 being the 2019 South Baptiste Regional Emergency Management Bylaw, as refined, be read a first time.

Carried.

Moved by Wendy Appleby, that Bylaw No. 3-19 being the 2019 South Baptiste Regional Emergency Management Bylaw be read a second time.

Carried.

Moved by Blaine Page, that Council authorizes three readings of Bylaw No. 3-19 in one session of Council.

Carried by unanimous consent.

Moved by Reg Stapley, that Bylaw No. 3-19 being the 2019 South Baptiste Regional Emergency Management Bylaw be read a third and final time.

Carried.

**Motion (Intermunicipal Development Plan)**

**Res. 008-2019-12-18**

Moved by Wendy Appleby that a Council decision on the proposal outlined in a letter from Athabasca County dated 2019-12-16 "to not proceed with Intermunicipal Development Plans (IDP's)" is hereby tabled, pending the acquisition of additional information from other participating Municipalities (Summer Villages).

Carried.

**Motion (Greater North Foundation – Capital Reserve)**

**Res. 009-2019-12-18**

Motion by Blaine Page that the Summer Village of South Baptiste supports the creation of a Capital Reserve as proposed in a letter from the Greater North Foundation dated 2019-11-14. Authors of the letter shall be notified accordingly.

Carried.

**Expense Claims**

Expense claims for the period between June 30<sup>th</sup>, 2019 and December 31<sup>st</sup>, 2019 were distributed and acted upon accordingly.

**Next Meeting**

The next meeting of Council will be held 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 12:00 PM.

**SUMMER VILLAGE OF SOUTH BAPTISTE**

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**Blaine Page, Mayor**

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**Ed Tomaszuk, CAO**