

MINUTES OF A SPECIAL COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON WEDNESDAY, April 28, 2021, BY WEBEX VIDEO CONFERENCE, 724 BAPTISTE DRIVE, WEST BAPTISTE, AB.

A special meeting of Summer Village Council was called to order at 5:00 PM on Wednesday, April 28, 2021, hosted by the Municipal Office, 724 Baptiste Drive, West Baptiste, AB.

In Attendance

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.
Noel Chin, Metrix Group LLP, Chartered Professional Accountants, Summer Village Auditor (Entered Meeting 5:00 PM –Depart 5:26 PM)

Gallery

Kathy Grose (Via Teleconference)
Kathy Wasel (Via Teleconference)
Susan Coleman (Via Teleconference)
Lori Appleby (Via Teleconference)

Call to order

The meeting was called to order at 5:00 PM by Mayor, Blaine Page.

**Motion (2020 Audit)
Res. 001-2021-04-28**

Motion by Blaine Page that pursuant to a review by Council during a 30 minute presentation by Noel Chin, Metrix Group LLP, Chartered Professional Accountants, the audited annual Financial Statements are hereby endorsed by Council and shall be filed with Alberta Municipal Affairs and released to the public accordingly.
Carried.

**Motion (Agenda)
Res. 002-2021-04-28**

Motion by Blaine Page for the adoption of the agenda as reviewed by Council and as Emailed as part of the Agenda Package prior to today's meeting.
Carried.

**Minutes, previous
Council meeting
Res. 003-2021-04-28**

Motion by Wendy Appleby to adopt the minutes of the August 18, 2020, meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council.
Carried.

**Minutes, previous
Council meeting
Res. 004-2021-04-28**

Motion by Reg Stapley that Council approves the minutes of the September 29, 2020, Organizational meeting of Council as distributed by Email prior to today's meeting and as reviewed by Council.
Carried.

**Minutes, previous
Council meeting
Res. 005-2021-04-28**

Moved by Blaine Page that Council adopts the minutes of the October 16, 2020 special meeting of Council, as circulated by Email to members of Council prior to today's meeting.
Carried.

**Motion (Finance)
Res. 006-2021-04-28**

Moved by Reg Stapley to adopt the report on Financial Transactions for the period following the last meeting of Council. Reviewed statements are consistent with distribution in the agenda package by Email prior to today's meeting.
Carried.

**Motion (Payment of
Accounts)
Res. 007-2021-04-28**

The payment of accounts as presented in Financial reports was endorsed by Council on a motion by Blaine Page.
Carried.

**Motion (Disturbance
Standards for
placement of Docks
and Mooring
Structures)
Res. 008-2021-04-28**

Moved by Wendy Appleby that, pending further study, Council table Disturbance Standards for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes as distributed to Council by Email in a document titled "*2021 Application for use of Summer Village Land – South Baptiste Information Package*".
Carried.

**Motion (Municipal
Budget, 2021)
Res. 009-2021-04-28**

Motion by Blaine Page that Council adopts the 2021 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 \$131,928 (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 \$255,308.
5. Total Summer Village expenditures, including the Road Rehabilitation Projects and transfer to reserves, are estimated at \$255,308. Council projects a balanced budget for 2021.

Carried.

Motion Authorizing rates of Taxation for 2021.

Res. 010-2021-04-28

Motion by Reg Stapley endorsing rates of taxation for 2021, pursuant to a detailed review by Council, including several refinements to ensure budget consistency with additions and deletions for the 2021 fiscal year.

Specific rates of taxation shall be:

- General Municipal Minimum Tax \$350.00
- Special Road Levy \$220.00
- General Municipal 2.8700 Mils
- Alberta School Foundation Fund 2.4567 Mils
- Greater North Foundation 0.1136 Mils
- Non-Residential Milrate 2.8700 Mils
- Designated Industrial Property 0.0766 Mils

Total revenue from property taxes is \$131,928.

Carried.

Motion (Property Tax Deferral)

Res. 011-2021-04-28

Moved by Wendy Appleby that given the stress placed on family incomes because of economic decline due to the COVID-19 situation, Council hereby endorses a property tax deferral program as follows:

- If possible, all property owners are encouraged to pay their taxes by the due date on the 2021 Combined Assessment and Property Tax Notices.
- The due date for collection of property taxes is hereby extended to December 1st for the current fiscal year (2021).
- Upon request, property owners participating in the pre-authorized payment plan for taxes may be given relief upon individual consideration of each case.
- All Tax Penalties incurred during the 2021 fiscal year are suspended.

Carried.

Motion (Annual Information Meeting)

Res. 012-2021-04-28

Motion by Reg Stapley that due to uncertainty associated with COVID-19 and the requirements for social isolation, the date of the Annual Information Meeting is hereby indefinitely deferred with possibility of cancellation as may be necessary.

Carried.

Motion (Appointment of Returning Officer and Substitute Returning Officer)

Res. 013-2021-04-28

Moved by Reg Stapley appointing Ed Tomaszuk, the Chief Administrative Officer, as the Returning Officer for the 2021 Municipal Election and Staphie Astasewich as Substitute Returning Officer in conformity with section 13 of the Local Authorities Elections Act. The Returning Officer is hereby granted Council approval to hire Election Workers as needed provided costs do not exceed the amount provided for in the 2021 Budget.

Carried.

Motion (Relevant Election Dates)
Res. 014-2021-04-28

Motion by Blaine Page that Election dates would be Saturday August 7th, 2021, for the Advance Poll and August 14th, 2021, for the election. The Advance Poll on August 14th shall be open for a total of four hours. Nomination Day is July 17th, 2021, between 10:00 AM and 12:00 noon.

Carried

Motion (Newsletter)
Res. 015-2021-04-28

Moved by Blaine Page to prepare a draft of a Summer Village Spring/Summer Newsletter for consideration by members of Council. Relevant Newsletter articles may include:

- Mayor's Message.
- Formal Public Notification of the mailing date for 2021 Property Tax Billing.
- Possible Cancellation of the Annual Information Meeting due to COVID.
- Election Notice as prescribed by the Local Authorities Election Act.
- Disturbance Standards for Seasonal Docks and Mooring Structures.
- Request information from property owners to update and complete contact information. (Telephone numbers and Email Addresses)
- Other information as may be required.

Carried.

Motion (Radar Controlled Speed Sign Repair)
Res. 016-2021-04-28

Moved by Wendy Appleby authorizing the repair of the Summer Village RADAR controlled Speed sign as directed by Council. (\$1,500 spending limit) The speed sign was never fully operational because of vandalism shortly after its initial installation. Blaine Page is hereby authorized to coordinate project completion.

Carried.

Motion (Summer Infrastructure Project)
Res. 017-2021-04-28

Moved by Blaine Page to conduct an inspection of the condition of Baptiste Drive and Service Roads and obtain estimates from David Gray Enterprises on repair and maintenance as may be required. Inspection shall include repairs to culverts and cleaning as contemplated by Council. Blaine to coordinate with members of Council.

Carried.

Motion (Installation of Speed Humps on Baptiste Drive)
Res. 018-2021-04-28

Due to concern about safety issues resulting from ongoing speeding vehicular traffic on Baptiste Drive, it is hereby moved by Wendy Appleby providing Council authorization for Reg Stapley to obtain additional information on the cost, installation and potential issues related to speed humps as contemplated by Council. Additional information may include consultation with other jurisdictions including:

- Summer Village of West Baptiste (Potential Cost Sharing)
- Athabasca County. (Fire Services, Ambulance, and Emergency Management)
- Alberta Ministry of Transportation.
- Aspen School District (School Bus Service)

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 a variety of issues:

1. Proceed with the implementation of Property Tax deferrals 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, 2021.
4. Prepare Taxation Bylaws for approval during the next meeting of Council.
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 2021 property taxes. Enter information into the CIBC database.
7. Prepare and coordinate the preparation of the Summer Village Spring/Summer Newsletter as contemplated 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 in accordance with tax deferral policy approved by Council. Updates of associated financial reports, including Bank deposits as required, will be conducted on behalf of the Summer Village.
10. If needed, ascertain the extent of road repairs that may be required in selected areas within the Summer Village. Obtain estimates on Baptiste Drive and Service Road maintenance/reconstruction as authorized by Council.

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 are to be completed and submitted accordingly by members of Council.

Next Meeting

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


Closing Remarks

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

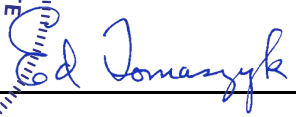
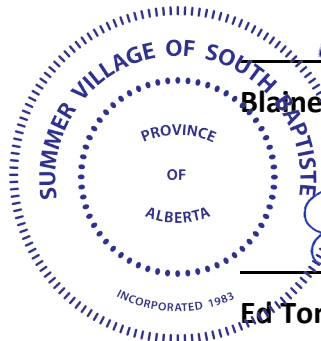
Adjournment

The meeting adjourned at 8:00 PM.

SUMMER VILLAGE OF SOUTH BAPTISTE



Blaine Page, Mayor



Ed Tomaszuk, CAO


MINUTES OF A SPECIAL COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON WEDNESDAY, MAY 26, 2021, BY WEBEX VIDEO CONFERENCE, 724 BAPTISTE DRIVE, WEST BAPTISTE, AB.

A Special meeting of Summer Village Council was called to order at 6:30 PM on Wednesday, May 26, 2021, hosted by the Municipal Office, 724 Baptiste Drive, West Baptiste, AB.


In Attendance	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.
Gallery	Vacant
Call to order	The meeting was called to order at 6:30 PM by Mayor, Blaine Page.
Motion (Waiver of Notice) Res. 001-2021-05-26	Moved by Blaine Page that Council of the Summer Village of South Baptiste hereby waive notice of a special meeting to be held via Webex Video Conference for the purpose of discussing and acting upon items related to: <ol style="list-style-type: none">1. First, Second, and Third reading of Taxation Bylaw 1-21 and 2-21.2. Painted Crosswalk and road surface speed control signs – Baptiste Drive. Summer Village Council further consents to the transaction of any business, in addition to the business stated above, that may come before the meeting. Carried.
Motion (First Reading of Bylaw 1-21) Res. 002-2021-05-26	Motion by Wendy Appleby to give first reading to the Rates of Taxation Bylaw 1-21. Carried.
Motion (Second Reading of Bylaw 1-21) Res. 003-2021-05-26	Moved by Blaine Page: That Bylaw No. 1-21 being the 2021 Rates of Taxation Bylaw be read a second time. Carried.
Motion (Provide for 3 readings in one Session.) Res. 004-2021-05-26	Moved by Reg Stapley, that Council authorizes three readings of Bylaw No. 1-21 in one session of Council. Carried by unanimous consent.
Third reading -- Bylaw 1-21 Authorizing rates of Taxation for 2021. Res. 005-2021-05-26	Moved by Reg Stapley that upon a detailed review by Council, the Summer Village Bylaw 1-21, authorizing rates of taxation for 2021, is hereby given third and final reading. Carried by unanimous consent.

Motion Bylaw 2-21 Res. 005-2021-05-26	Moved by Reg Stapley that Bylaw 2-21, being the Special Road Levy Bylaw, is hereby given first reading. Carried
Motion Bylaw 2-21 Res. 006-2021-05-26	Moved by Wendy Appleby that Bylaw 2-21, being the Special Road Levy Bylaw, is hereby given second reading. Carried
Motion Bylaw 2-21 Res. 007-2021-05-26	Moved by Blaine Page, that Council authorizes three readings of Bylaw No. 2-21 in one session of Council. Carried by unanimous consent.
Motion Bylaw 2-21 Res. 008-2021-05-26	Moved by Reg Stapley that Bylaw 2-21, being the Special Road Levy Bylaw is hereby given third reading. Carried
Motion (Painted Crosswalks – Baptiste Drive – Public Safety) Res. 009-2021-05-26	Motion by Reg Stapley for Council approval to hire a Contractor, Robert Balay, and proceed with painting of crosswalks in selected locations on Baptiste Drive consistent with direction expressed by Council. An explanation for reasons why painted crosswalks and road surface signs does not seem to last more than one year is to be obtained from the Contractor. Carried.
Next Meeting	The date of the next meeting of Council is tentatively scheduled for Monday, June 14, 2021, Commencing at 5:00 PM
Closing Remarks	The Chairman thanked everyone for participating in discussion throughout the meeting.
Adjournment	The meeting adjourned at 7:15 PM.


SUMMER VILLAGE OF SOUTH BAPTISTE



Blaine Page, Mayor



Ed Tomaszuk, CAO



MINUTES OF A SPECIAL COUNCIL MEETING OF THE SUMMER VILLAGE OF SOUTH BAPTISTE HELD ON MONDAY, JUNE 21, 2021, BY WEBEX VIDEO CONFERENCE, 724 BAPTISTE DRIVE, WEST BAPTISTE, AB.

A Special meeting of Summer Village Council was called to order at 5:00 PM on Monday, June 21, 2021, hosted by the Municipal Office, 724 Baptiste Drive, West Baptiste, AB.

In Attendance	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.
Gallery	Karen Sliwkanich
Call to order	The meeting was called to order at 5:00 PM by Mayor, Blaine Page.
Motion (Meeting Agenda) Res. 001-2021-06-21	Moved by Wendy Appleby that Council adopts the meeting agenda as circulated by Email prior to today’s meeting and as reviewed by Council. Carried.
Motion (Minutes 2021-04-28) Res. 002-2021-06-21	Moved by Blaine Page to adopt the Minutes of the 2021-04-28 meeting of Council as circulated by Email and as reviewed by Council. Carried.
Motion (Minutes 2021-05-26) Res. 003-2021-06-21	Moved by Reg Stapley that Council adopts the minutes of the May 26 th , 2021 special meeting of Council, as circulated by Email to members of Council prior to today’s meeting. Carried.
Motion Senate and Referenda Elections Res. 004-2021-06-21	Motion by Wendy Appleby to table proposed conduct of the Federal Senate and Referenda votes for Electors pending the acquisition of additional information on whether the Municipal Affairs, Capacity and Sustainability unit, is successful in making arrangements with the Town of Athabasca. The Town would conduct Senate Elections on behalf of all Summer Villages in the region and receive the grant funding allotted for Summer Villages. Carried
Motion Installation of Speed Humps. Res. 005-2021-06-21	Moved by Wendy Appleby to table a Council Decision on the installation of speed humps until Council obtains additional information on locations and costs as discussed in Council. Carried

Next Meeting Due to the proposed lifting of COVID-19 restrictions, the date of the next meeting of Council is tentatively scheduled for Monday, July 5th, 2021, Commencing at 5:30 PM at the West Baptist Firehall and Recreation Center.

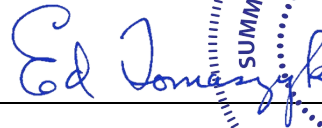
Closing Remarks The Chairman thanked everyone for participating in discussion throughout the meeting.

Adjournment The meeting adjourned at 6:15 PM.

SUMMER VILLAGE OF SOUTH BAPTISTE



Blaine Page, Mayor



Ed Tomaszuk, CAO

