

SUMMER VILLAGE OF SUNSET BEACH  
ORGANIZATIONAL MEETING MINUTES  
MONDAY, JULY 28, 2025  
945 BAPTISTE DRIVE, WEST BAPTISTE

PRESENT:      Council:      Councillor Dan Struski  
   Councillor Tim Evans  
   Councillor Fred Black

Absent:            n/a

Public:            1

Administration:    Kim Bancroft, Chief Administrative Officer

	MOTION #	
1.	<b>CALL TO ORDER</b>	Kim Bancroft called the meeting to order at 11:00 am.
2.	<b>AGENDA</b> 001-07-28-2025	<b>MOVED</b> by Tim Evans that the agenda be approved as presented. <b>CARRIED</b>
3.	<b>NOMINATIONS</b> Mayor 002-07-28-2025  Deputy Mayor 003-07-28-2025  Councillor	Kim Bancroft called for nominations for Mayor.  Fred Black nominated Tim Evans for Mayor.  No other nominations were made.  Tim Evans was declared Mayor and took the Oath of Office. <b>CARRIED.</b>  Kim Bancroft called for nominations for Deputy Mayor.  Tim Evans nominated Fred Black for Deputy Mayor.  Fred Black was declared Deputy Mayor and took the Oath of Office in 2021. <b>CARRIED.</b>  Dan Struski is a Councillor and took the Oath of Office.

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4.	<b>MEETING SCHEDULE</b> 004-07-28-2025	<p><b>MOVED</b> by Mayor Evans that meetings be as per the schedule listed but are subject to change. Future meetings to be held at 945 Baptiste Drive or via Zoom Video Conferencing.</p> <ul style="list-style-type: none"> <li>Monday, September 8, 2025 - 10:00 am - 945 Baptiste Drive</li> <li>Monday, October 20, 2025 - 10:00 am - online</li> <li>Monday, December 1, 2025 - 10:00 am - online</li> <li>Monday, January 12, 2026 - 10:00 am - online</li> <li>Monday, February 23, 2026 - 10:00 am - online</li> <li>Tuesday, April 7, 2026 - 10:00 am - online</li> <li>Friday, May 15, 2026 - 10:00 am - 945 Baptiste Drive</li> <li>Monday, June 29, 2026 - 10:00 am - 945 Baptiste Drive</li> <li>Monday, August 10, 2026 - 10:00 am - 945 Baptiste Drive</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b>SIGNING AUTHORITIES</b> 005-07-28-2025	<p><b>MOVED</b> by Deputy Mayor Black that All of Council and All of administration have signing authority, with signatures being required of one administration and one councillor.</p> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<b>APPOINTMENTS</b>  006-07-28-2025 (Chief Administrative Officer)  007-07-28-2025 (Banking Authority)  008-07-28-2025 (Development Officer)  009-07-28-2025 (Auditor)	<p><b>MOVED</b> by Mayor Evans that Kim Bancroft be appointed Chief Administrative Officer for the Summer Village of Sunset Beach.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Black that ATB remain as banking authority for the Summer Village of Sunset Beach.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Council Member Struski that Kim Bancroft be appointed Development Officer for the Summer Village of Sunset Beach.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Evans that Seniuk &amp; Company be appointed as Auditor for the 2024 Financial year for the Summer Village of Sunset Beach.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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010-07-28-2025 (Municipal Assessor)	<b>MOVED</b> by Deputy Mayor Black that Municipal Assessment Services be appointed the Assessor for the Summer Village of Sunset Beach. <b>CARRIED</b>
011-07-28-2025 (Planner)	<b>MOVED</b> by Mayor Evans that Jane Dauphinee of Municipal Planning Services be appointed the Municipal Planner for the Summer Village of Sunset Beach. <b>CARRIED</b>
012-07-28-2025 (Subdivision Authority)	<b>MOVED</b> by Council Member Struski that Jane Dauphine of Municipal Planning Services be appointed the Subdivision Authority for the Summer Village of Sunset Beach. <b>CARRIED</b>
013-07-28-2025 (Assessment Review Board Authority)	<b>MOVED</b> by Deputy Mayor Black that the Capital Region Assessment Services Commission (CRASC) be appointed as the Assessment Review Board for the Summer Village. <b>CARRIED</b>
014-07-28-2025 (Subdivision & Development Appeal Board Authority)	<b>MOVED</b> by Mayor Evans that Milestone Municipal Services be appointed the Subdivision & Development Appeal Board. <b>CARRIED</b>
015-07-28-2025 (Solicitor – AUMA))	<b>MOVED</b> by Council Member Struski that a Solicitor working through the Alberta Urban Municipalities Association be appointed Solicitor for the Summer Village of Sunset Beach. <b>CARRIED</b>
016-07-28-2025 (Winter Road Coordinator)	<b>MOVED</b> by Deputy Mayor Evans that Council Member Struski be appointed the Winter Road Coordinator for the Summer Village of Sunset Beach. <b>CARRIED</b>
017-07-28-2025 (General Road Maintenance)	<b>MOVED</b> by Mayor Evans that All of Council be appointed to the General Road Maintenance for the Summer Village of Sunset Beach. <b>CARRIED</b>
018-07-28-2025 (Athabasca Regional Waste Services Management Commission)	<b>MOVED</b> by Mayor Evans that Curtis Schoepp, Mayor of the Summer Village of Whispering Hills, be appointed to the Athabasca Regional Waste Services Management Commission for the Summer Village of Sunset Beach. <b>CARRIED</b>

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	019-07-28-2025 (Lake Stewardship BAILS)	<b>MOVED</b> by Deputy Mayor Black that Council Member Struski be appointed to the Baptiste and Island Lakes Stewardship Society (BAILS) for the Summer Village of Sunset Beach.  <b>CARRIED</b>
	020-07-28-2025 (Summer Village Municipal Office)	<b>MOVED</b> by Mayor Evans that the summer village Municipal Office be located at 64 Newcastle Road, Sherwood Park, AB T8A 6K8.  <b>CARRIED</b>
	021-07-28-2025 (Council Remuneration & Mileage)	<b>MOVED</b> by Deputy Mayor Black that the Council expense reimbursement claim remain at \$200.00 per Councillor per month, while mileage will be whatever the CRA current mileage rate is (currently \$0.70)  <b>CARRIED</b>
	022-07-28-2025 (Director of Emergency Management)	<b>MOVED</b> by Council Member Struski that Athabasca County be appointed the Director of Emergency Management for the Summer Village of Sunset Beach.  <b>CARRIED</b>
7.	<b>OTHER ITEMS:</b>	N/A
8.	<b>ADJOURNMENT</b>	The meeting adjourned at 11:13 pm.

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Mayor

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CAO