

# SUMMER VILLAGE OF CASTLE ISLAND MEETING AGENDA

JANUARY 19<sup>TH</sup>, 2026 AGENDA – Immediately following the Land Use Bylaw (LUB) Public Hearing (Bylaw 2025-01) and Municipal Development Plan (MDP) Public Hearing (Bylaw 2025-02)  
Wildwillow Administration Office & Via Zoom  
2317 Township Road 545 Lac Ste. Anne County

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	<u>Call to Order</u>		
2.	<u>Agenda</u> Pages 1-5	a)	January 19 <sup>th</sup> , 2026 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> Pages 6-9	a)	November 27 <sup>th</sup> , 2025 Regular Council Meeting <i>(approve minutes as presented or as amended)</i>
4.	<u>Public Hearings:</u>  <i>Bylaw 2025-01 Draft Land Use Bylaw 1<sup>st</sup> Reading Version November 27<sup>th</sup>, 2025 Pages 10-46</i>	a)	<p><b><i>(Motion: that the Regular Council Meeting be recessed to move into a Public Hearing regarding Land Use Bylaw 2025-01 at 9:05 a.m. Regular Meeting will resume upon adjournment of the Land Use Bylaw Public Hearing)</i></b></p> <p>9:05 a.m. – Land Use Bylaw 2025-01 – a Bylaw to establish regulations for how land can be developed within the Summer Village of Castle Island. First reading to this Bylaw was given on November 27<sup>th</sup>, 2025 at the regular Council meeting. The Public Hearing package is attached with the agenda which includes the Notice of Public Hearing that was mailed out on January 8<sup>th</sup>, 2026 and any written submissions received prior to the deadline of January 15<sup>th</sup>, 2026. Any late submissions received will be distributed to Council at meeting time.</p> <p>The Regular meeting resumed at _____</p> <p>Bylaw 2025-01, Draft Land Use Bylaw (1<sup>st</sup> Reading Version November 27<sup>th</sup>, 2025) – subsequent to the Public Hearing for the Land Use Bylaw, it is now in order for Council to discuss matters and for Council to:</p> <p><i>(take action on the matter (consider any amending motions to the Land Use Bylaw (2025-01) and to give consideration to second and third readings of the Bylaw); schedule the matter for later Council deliberation, postpone the matter for additional staff work or other reasons, or some other direction as given by Council at meeting time)</i></p>

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		<p>Bylaw 2025-02 Draft Municipal Development Plan Bylaw, 1<sup>st</sup> Reading Version November 27<sup>th</sup>, 2025 Pages 47-59</p> <p>b) <i>(Motion: that the Regular Council Meeting be recessed to move into a Public Hearing regarding Municipal Development Plan Bylaw 2025-02 at _____, Regular Meeting will resume upon adjournment of the Municipal Development Plan Public Hearing)</i></p> <p>_____ a.m. – Municipal Development Plan – a long-range statutory document that describes the desired future land use for the Summer Village of Castle Island and outlines a high level plan on how the community may change over time.</p> <p>The regular meeting resumed at _____</p> <p>Bylaw 2025-02, Municipal Development Plan (1<sup>st</sup> Reading Version November 27<sup>th</sup>, 2025 – subsequent to the Public Hearing for the Municipal Development Plan, it is now in order for Council to discuss matters and for Council to:</p> <p><i>(take action on the matter (consider any amending motions to the Municipal Development Plan Bylaw (2025-02) and to give consideration to second and third readings of the Bylaw); schedule the matter for later Council deliberation, postpone the matter for additional staff work or other reasons, or some other direction as given by Council at meeting time)</i></p>
5.	<b>Action Items:</b> Bylaw 2026-01 Fees and Charges Bylaw Pages 60-63	<p>a) With the legislated amendments of the Land Use Bylaw, Part 3 – Development Permits, Section 4 – Permit Fees previously indicated that the Development Permit application fee shall be as established by resolution of Council. The <i>Municipal Government Act</i> notes that the fee shall be established by <b>Bylaw</b>. As the Summer Village of Castle Island does not have a Fees and Charges Bylaw, this Bylaw is necessary to bring the Summer Village into compliance.</p> <p><i>(that Bylaw 2026-01, being a Bylaw to establish Fees and Charges for the Summer Village of Castle Island be given first reading as presented)</i></p> <p><i>(that Bylaw 2026-01, Fees and Charges Bylaw be given second reading as presented)</i></p> <p><i>(that unanimous consent be given to proceed to third reading of Bylaw 2026-01 in one sitting)</i></p> <p><i>(that Bylaw 2026-01, Fees and Charges Bylaw be given third and final reading as presented)</i></p> <p>Or</p>

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			<p><i>(that draft Bylaw 2026-01 be accepted for information)</i></p> <p>Or</p> <p><i>(some other direction as provided by Council at meeting time)</i></p>
		b)	<p>Draft 2026 Operating Budget – supplied to Council is our second review of the draft 2026 Operating Budget for the Summer Village of Castle Island. This draft budget will be reviewed at meeting time.</p> <p><i>(that the 2<sup>nd</sup> review of the Draft 2026 Operating Budget be accepted for information, and that Administration make changes to this Draft 2026 Operating Budget as directed at meeting time, and that a 3<sup>rd</sup> review of the updated Draft 2026 Operating Budget take place at the next Council meeting)</i></p>
	Page 64	c)	<p>Invitation from Mayor Bridgitte Coninx and Onoway Town Council for an informal meeting of local Municipal Mayors, Senior Administration and Lac Ste. Anne County Reeve on January 14<sup>th</sup>, 2026. Mayor Smith be will available to attend, we would like Council approval for this attendance.</p> <p><i>(that Council approve the attendance of Mayor Smith at the Mayor/Reeve meeting in Onoway on the 14<sup>th</sup> day of January, 2026)</i></p> <p><i>(accept for information)</i></p>
	Page 65	d)	<p>Invitation from the Summer Villages of Lac Ste. Anne County East (SVLSACE) for attendance at a regional municipalities Meet and Greet scheduled for January 17<sup>th</sup>, 2026 between 7:00 p.m. and 9:00 p.m. at the Alberta Seniors Center. Should Council members choose to attend, we would like Council ratification.</p> <p><i>(that Council ratify the attendance of those Council members that choose to attend the Summer Villages of Lac Ste. Anne County East Regional Municipal Meet and Greet meeting on January 17<sup>th</sup>, 2026)</i></p> <p><i>(accept for information)</i></p>
	page 66	e)	<p>East End Bus Letter – the Summer Village of Castle Island received a letter from Jennifer Thompson, Town of Onoway requesting a contribution of \$375 towards the East End Bus operational expenses for 2026. At budget time, Council advised that they did not feel that the service was utilized enough by Castle Island residents to warrant the cost. The amount was</p>

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			included in the Draft Budget presented at the last meeting, however we have now removed it from the 2026 Draft Budget.  <i>(that the Town of Onoway be advised that the Summer Village of Castle Island no longer wishes to participate in the East End Bus Society annual operations budget in the amount of \$375 for 2026)</i>
	Page 67	f)	Lac Ste Anne County Regional Municipalities Meeting – Lac Ste. Anne County has scheduled the next Regional Municipalities Meeting for January 30 <sup>th</sup> , 2026 from 9:30 a.m. to approximately 3:30 p.m. at the Alberta Beach Seniors Center.  <i>(that Council approve the attendance of those Council members that choose to attend the Regional Municipalities meeting on Friday, January 30<sup>th</sup>, 2026 at the Alberta Beach Seniors Center from 9:30 a.m. to 3:30 p.m.)</i>
		g)	Future Meetings – the next regular Council meetings are scheduled for March 16 <sup>th</sup> , 2026 and May 18 <sup>th</sup> , 2026 which is Victoria Day. We will require an April meeting for 2025 Financial Statement presentation and final budget approval to ensure our tax rate bylaws are prepared in time for taxes in May. Does Council wish to schedule an April meeting on April 20 <sup>th</sup> , 2026 and then skip the May meeting and carry on with the June 15 <sup>th</sup> , 2026 meeting and regular schedule thereafter?  <i>(that Council schedule a Council meeting on April 20<sup>th</sup>, 2026 and cancel the May 18<sup>th</sup>, 2026 meeting and carry on thereafter with every third Monday of every second month starting with the June 15<sup>th</sup>, 2026 meeting)</i>
		h)	
		i)	
6.	<u>Council Reports:</u>		N/A
7.	<u>Development Permits</u>		N/A
8.	<u>Inspection Group Permits</u>		N/A
9.	<u>Financial</u>	a)	Income and Expense Statement – December 31, 2025 Income and Expense Statement and December 31 <sup>st</sup> , 2025 Bank Balance.

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			<i>(that the December 31<sup>st</sup>, 2025 Income and Expense Statement and December 31<sup>st</sup>, 2025 Bank Balances, be accepted for information)</i>
10.	<u>Correspondence</u> <i>Pages 68-71</i>	a)	December 8 <sup>th</sup> , 2025 email and letter from Minister of Municipal Affairs, Dan Williams regarding 2025 Engagement – Fire Level of Service – What We Heard
	<i>Pages 72-73</i>	b)	Update on Changes to Alberta's Police Funding Model outlining key changes to the current funding model, revised modifiers and enhanced transparency.
	<i>Pages 74-77</i>	c)	Lac Ste. Anne Foundation Board Meeting Minutes – October 8 <sup>th</sup> , 2025
	<i>Pages 78-81</i>	d)	Association of Summer Villages of Alberta – December 12 <sup>th</sup> , 2025 notice on Joint Use and Planning Agreements (JUPA) Regulation – we are pleased to see that there has been an exemption for municipalities that do not have school boards own or occupy a school building within the municipality's boundaries.
	<i>Page 82</i>	e)	December 16 <sup>th</sup> , 2025 letter of congratulations to all newly elected municipal councils.
	<i>Page 83-84</i>	f)	Summer Villages of Alberta 2025 Year in Review – Newsletter
	<i>Page 85</i>	g)	Alberta Municipalities – News Release, Initial Response to Provincial Government's Police Funding Model Announcement
	<i>Pages 86-88</i>	h)	2026 FortisAlberta Inc. Distribution Tarriff – effective January 1 <sup>st</sup> , 2026
	<i>Pages 89-90</i>	i)	Brownlee LLP – Emerging Trends in Municipal Law – agenda and cost of the seminar scheduled for February 12 <sup>th</sup> , 2026, virtual or in person attendance is available.
			<i>(accept Correspondence Items for information)</i>

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11.	<u>Chief Administrative Officer Report</u>	a) b) c)	To Do List – November 27 <sup>th</sup> , 2025  (accept CAO report for information)
12.	<u>Closed Session</u>		
13.	<u>Adjournment</u>		

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Meetings: March 16<sup>th</sup>, 2026 Regular Council Meeting  
April/May meeting to be determined  
June 15<sup>th</sup>, 2026 Regular Council Meeting  
August 17<sup>th</sup>, 2026 Regular Council Meeting  
October 19<sup>th</sup>, 2026 Regular Council Meeting  
December 21<sup>st</sup>, 2026 Regular Council Meeting

SUMMER VILLAGE OF CASTLE ISLAND  
REGULAR COUNCIL MEETING MINUTES  
MONDAY, NOVEMBER 27<sup>TH</sup>, 2025

SUMMER VILLAGE ADMINISTRATION OFFICE  
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	<b>PRESENT</b>	Mayor Calvin Smith Deputy Mayor: Jeff Elkow (via zoom) Councillor: Gary Guy  Administration: Wendy Wildman, Chief Administrative Officer (regrets) Diane Wannamaker, Administrative Assistant  Public attendance (in person): 0
1.	<b>CALL TO ORDER</b>	Mayor Smith called the meeting to order at 9:32 a.m.
2.	<b>AGENDA</b> 25-126	<b>MOVED</b> by Councillor Guy that the November 27 <sup>th</sup> , 2025 agenda be approved as presented. <b>CARRIED</b>
3.	<b>MINUTES</b> 25-127	<b>MOVED</b> by Mayor Smith that the minutes of the August 18 <sup>th</sup> , 2025 Regular Council Meeting be approved as presented. <b>CARRIED</b>
4.	<b>APPOINTMENTS</b>	N/A
5.	<b>ACTION ITEMS</b> 25-128  25-129  25-130	<b>MOVED</b> by Councillor Guy that Draft Bylaw 2025-01, being a Bylaw to amend the Land Use Bylaw with respect to Legislative Updates and Short Term Rentals, be given first reading and that a Public Hearing be scheduled for Monday, January 19 <sup>th</sup> , 2026 at 9:00 a.m. <b>CARRIED</b>  <b>MOVED</b> by Mayor Smith that the Bylaw 2025-02, Municipal Development Plan be given first reading, with wording changes to align with the Land Use Bylaw and that a Public Hearing be scheduled for Monday, January 19 <sup>th</sup> , 2026 at 9:15 a.m. <b>CARRIED</b>  <b>MOVED</b> by Mayor Smith that the Mutual Aid Agreement between Alberta Beach and Lac Ste. Anne County be accepted for information and further, that the Mutual Aid Fire Agreement Addendum between the Summer Village of Castle Island and Lac Ste. Anne County be approved and its execution authorized. <b>CARRIED</b>

SUMMER VILLAGE OF CASTLE ISLAND  
REGULAR COUNCIL MEETING MINUTES

MONDAY, NOVEMBER 27<sup>TH</sup>, 2025

SUMMER VILLAGE ADMINISTRATION OFFICE

2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

25-131	<p><b>MOVED</b> by Councillor Guy that an Interim 2026 Operating Budget be passed at ½ of the 2025 Operating Budget and that this Interim 2026 Operating Budget cease to have any force and effect once the final 2026 Operating Budget is approved.</p>	<b>CARRIED</b>
25-132	<p><b>MOVED</b> by Councillor Guy that the 1<sup>st</sup> review of the Draft 2026 Operating Budget be accepted for information, and that Administration make changes to this Draft 2026 Operating Budget as directed at meeting time, and that a 2<sup>nd</sup> review of the updated Draft 2026 Operating Budget take place at the January 19<sup>th</sup>, 2026 Council meeting.</p>	<b>CARRIED</b>
25-133	<p><b>MOVED</b> by Councillor Guy that Council approve the 2026 Capital Budget as presented with the understanding that this Budget may be amended moving forward, depending on project approval.</p>	<b>CARRIED</b>
25-134	<p><b>MOVED</b> by Councillor Guy that the 3-year Operating Plan and 5-year Capital Plan be approved for the Summer Village of Castle Island, as presented.</p>	<b>CARRIED</b>
25-135	<p><b>MOVED</b> by Mayor Smith that Council ratify the attendance of the Chief Administrative Officer at the October 16<sup>th</sup>, 2025 session at the Alberta Summer Villages Association Convention, and authorize the participation of the Summer Village of Castle Island in the proposed Matthewson and Co. Asset Management Project, on conditions same or similar as to those discussed on October 16<sup>th</sup>, 2025, including but not limited to group costs of approximately \$7,500 to be covered equally by all participating members, and scope of work as noted to a maximum cost of \$1,000 for the Summer Village of Castle Island.</p>	<b>CARRIED</b>
25-136	<p><b>MOVED</b> by Councillor Guy that Council approve the Family and Community Support Services (FCSS) Funding Agreement FCFA0002734 for January 1<sup>st</sup>, 2026 to December 31<sup>st</sup>, 2028 and ratify execution.</p>	<b>CARRIED</b>
25-137	<p><b>MOVED</b> by Councillor Guy that Pat Garvin be appointed to participate on the Lake Isle &amp; Lac Ste. Anne Stewardship Society (LILSA) Water Quality and Water Quantity Project Steering Committee, with Gary Guy as an alternate for the Summer Village of Castle Island.</p>	<b>CARRIED</b>

SUMMER VILLAGE OF CASTLE ISLAND  
REGULAR COUNCIL MEETING MINUTES  
MONDAY, NOVEMBER 27<sup>TH</sup>, 2025  
SUMMER VILLAGE ADMINISTRATION OFFICE  
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

25-131	<p><b>MOVED</b> by Councillor Guy that an Interim 2026 Operating Budget be passed at ½ of the 2025 Operating Budget and that this Interim 2026 Operating Budget cease to have any force and effect once the final 2026 Operating Budget is approved.</p>	<b>CARRIED</b>
25-132	<p><b>MOVED</b> by Councillor Guy that the 1<sup>st</sup> review of the Draft 2026 Operating Budget be accepted for information, and that Administration make changes to this Draft 2026 Operating Budget as directed at meeting time, and that a 2<sup>nd</sup> review of the updated Draft 2026 Operating Budget take place at the January 19<sup>th</sup>, 2026 Council meeting.</p>	<b>CARRIED</b>
25-133	<p><b>MOVED</b> by Councillor Guy that Council approve the 2026 Capital Budget as presented with the understanding that this Budget may be amended moving forward, depending on project approval.</p>	<b>CARRIED</b>
25-134	<p><b>MOVED</b> by Councillor Guy that the 3-year Operating Plan and 5-year Capital Plan be approved for the Summer Village of Castle Island, as presented.</p>	<b>CARRIED</b>
25-135	<p><b>MOVED</b> by Mayor Smith that Council ratify the attendance of the Chief Administrative Officer at the October 16<sup>th</sup>, 2025 session at the Alberta Summer Villages Association Convention, and authorize the participation of the Summer Village of Castle Island in the proposed Matthewson and Co. Asset Management Project, on conditions same or similar as to those discussed on October 16<sup>th</sup>, 2025, including but not limited to group costs of approximately \$7,500 to be covered equally by all participating members, and scope of work as noted to a maximum cost of \$1,000 for the Summer Village of Castle Island.</p>	<b>CARRIED</b>
25-136	<p><b>MOVED</b> by Councillor Guy that Council approve the Family and Community Support Services (FCSS) Funding Agreement FCFA0002734 for January 1<sup>st</sup>, 2026 to December 31<sup>st</sup>, 2028 and ratify execution.</p>	<b>CARRIED</b>
25-137	<p><b>MOVED</b> by Councillor Guy that Pat Garvin be appointed to participate on the Lake Isle &amp; Lac Ste. Anne Stewardship Society (LILSA) Water Quality and Water Quantity Project Steering Committee, with Gary Guy as an alternate for the Summer Village of Castle Island.</p>	<b>CARRIED</b>

SUMMER VILLAGE OF CASTLE ISLAND  
REGULAR COUNCIL MEETING MINUTES

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SUMMER VILLAGE ADMINISTRATION OFFICE

2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	25-138	<p><b>MOVED</b> by Mayor Smith that the Summer Village of Castle Island approve the three-year extension agreement with Municipal Assessment Services Group Inc. for Assessment services for the Summer Village, expiring December 31<sup>st</sup>, 2028.</p> <p style="text-align: right;">CARRIED</p>
6.	<b>COUNCIL REPORTS</b> 25-139	<p><b>MOVED</b> by Mayor Smith that the Council reports be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
7.	<b>DEVELOPMENT PERMITS</b>	N/A
8.	<b>INSPECTION GROUP PERMITS</b>	N/A
9.	<b>FINANCIAL</b> 25-140	<p><b>MOVED</b> by Mayor Smith that the October 31<sup>st</sup>, 2025 Income and Expense Statement and October 31<sup>st</sup>, 2025 Bank Balance be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
10.	<b>CORRESPONDENCE</b> 25-141	<p><b>MOVED</b> by Mayor Smith that the Correspondence and Information items be accepted for information as follows:</p> <ul style="list-style-type: none"><li>➤ August 27<sup>th</sup>, 2025 email from Alberta Municipalities on key messages with regard to Reporting to Council on the Use of Natural Person Powers, Councillor Information Requests, Council Meeting Procedures to Manage Conflict and what/how these changes will impact municipalities in Alberta</li><li>➤ Ministerial Order No. MAG:006/25 – effective July 31<sup>st</sup>, 2025 advising that the 2025 Designated Industrial Tax Requisition (linear) be cancelled for the Summer Village of Castle Island in the amount of \$1.29</li><li>➤ Lac Ste. Anne Foundation Board Meeting Minutes – June 24<sup>th</sup>, 2025 and August 26<sup>th</sup>, 2025</li><li>➤ Alberta Beach Organizational Chart and Committee Appointments</li></ul>

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		<ul style="list-style-type: none"><li>➤ Provincial Priorities Act (PPA) – November 3<sup>rd</sup>, 2025 email from Municipal Affairs marking the 6-month mark since inception and providing a fact sheet and information on Frequently Asked Questions</li><li>➤ Bill 7 – <i>Water Amendment Act</i> – email from Deputy Minister, Water &amp; Circular Economy Division, AB Environment advising that Bill 7 to amend the Water Act ws tabled in the Legislature October 30<sup>th</sup>, 2025. The Alberta Government's proposed changes keep the strong foundation of Alberta's water management system in place while introducing common-sense updates that protect the environment while supporting a growing Province and economy</li></ul>
		<b>CARRIED</b>
11.	<b>CAO REPORT</b> 25-142	<b>MOVED</b> by Mayor Smith that the CAO report be accepted for information.
		<b>CARRIED</b>
12.	<b>CLOSED SESSION</b>	N/A
13.	<b>ADJOURNMENT</b>	Mayor Smith declared the meeting adjourned at 11:30 a.m.

\_\_\_\_\_  
Mayor, Calvin Smith

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

# **Summer Village of Castle Island**

**Land Use Bylaw 2010-01 **2025-01****



**May, 2010 \_\_\_\_\_, 2025**

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This Bylaw comes into effect on the date of the third reading **and signed**.

First Reading: April 22, 2010  
Public Hearing: May 22, 2010  
Second Reading: May 22, 2010  
Third Reading: May 22, 2010

Mayor  
Calvin Smith

Chief Administrative Officer  
Shelley Marsh **Wendy Wildman**

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## **PART 1 – PURPOSE AND MEANINGS – DEFINITIONS**

### **SECTION 1 – PURPOSE**

The purpose of this Bylaw is to serve the vision of the Summer Village of Castle Island to provide for sustainable development by regulating the use of land in the Summer Village of Castle Island and by preserving the Summer Village's unique environment as a Single-Family Community.

### **SECTION 2 – MEANINGS – DEFINITIONS**

(1) In this Bylaw:

**ACCESSORY BUILDING** – means a building which is separate from the principal building on the site where both are located and which is normally subordinate to, and the use of which is incidental to that of the principal building and which includes such buildings as a garage, guesthouse and boathouse.

**ACCESSORY USE** – means a use of a building or land which is normally incidental to and subordinate to the principal use of the site on which it is located.

**ACT** – means the Municipal Government Act (MGA) 2000, Statute of Alberta as amended, and the regulations pursuant thereto.

**BOATHOUSE** – means an accessory building designed and used primarily for the storage of watercraft(s) and which may be designed in such a way as to permit the direct removal of these watercraft(s) from the water to the structure which may or may not have a guest house or garage for additional use.

**BUILDING** – means any structure, erection, sign or fixture that may be built or placed on land.

**BUILDING HEIGHT** – means the vertical distance between grade and the highest point of a building, excluding elevator housing, a mechanical housing, a ventilating fan, a chimney, and flagpole or similar device not structurally essential to the building.

**CARPORT** – means a roofed structure used for storing or parking of not more than two private vehicles which has not less than forty (40%) percent of its total perimeter open and unobstructed.

**CORNER** – means the intersection of any two property lines of a site.

**COUNCIL** – means the Council of the Summer Village of Castle Island.

**DEVELOPER** – means an owner, agent or any person, firm or company required to obtain or having obtained a development permit.

**DEVELOPMENT** – means development as defined in the Municipal Government Act, and includes the following:

- (i) The carrying out of any construction or excavation, or other operations in, on, over or under land, or the making of any change in the use or the intensity of use of any land, buildings, or premises. For the purposes of this Bylaw, development also means the demolition of a building;
- (ii) In a building or on a site used for dwelling purposes, any increase in the number of families occupying and living in the building or on the site;
- (iii) The placing of refuse or waste material on any land;
- (iv) The use of the land for the storage or repair of motor vehicles or other machinery or equipment;
- (v) The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw is enacted;
- (vi) The more frequent or intensive use of land for any type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way;
- (vii) The drilling of a water well and/or the installation of a cistern for domestic use;
- (viii) The installation of a holding tank or transfer tank for domestic use;
- (ix) The erection of a fence or gate which is no higher than 1.8 meters (6 feet) in height and provided that such a fence or gate does not obstruct the vision of persons using the road abutting the lot;
- (x)

(xi) Hard-surfacing of any yard area greater than nineteen (19) square meters on a lot for the purpose of providing vehicular access from a public roadway to on-site parking, provided that such hard-surfacing does not drain onto adjacent properties. Drainage from hard-surfacing must be contained on the property owner's lot.

**DEVELOPMENT APPEAL BOARD** – means the Development Appeal Board appointed pursuant to the Act.

**DEVELOPMENT OFFICER AND COUNCIL** – means the official or officials of the Municipality with the responsibility of receiving, considering and deciding on applications for the development under this Land Use Bylaw.

**DEVELOPMENT PERMIT** – means a certificate or document permitting a specified development and includes, where applicable, a plan or drawing or set of plans or drawings, specifications or other documents. This permit is separate and distinct from a building permit.

**DISCONTINUED** – means the time at which, in the opinion of the Development Officer and Council, substantial construction activity or a non-conforming use, or a conforming use has ceased.

**DISTRICT** – means an area of the Summer Village of Castle Island marked off for certain use to establish the regulation of how land may be developed.

**DWELLING** – means any building for domestic use with cooking, eating, living, sleeping and sanitary facilities, intended as a permanent or semi-permanent residence.

**EASEMENT** – means a right to use land, generally for access to other property or as a right-of-way for a public utility.

**EXCAVATION** – means any breaking of ground, except common household gardening and ground care.

**FAMILY UNIT** – means a single person occupying a dwelling, or two or more persons related by heredity, marriage, a common-law relationship or adoption who together are occupying a dwelling; or not more than two unrelated persons occupying a dwelling.

**FENCE** – means a vertical physical barrier constructed to prevent visual intrusion, sound abatement, decoration or unauthorized access.

**FLOOR AREA** – means the greatest horizontal area of a building above grade within the outside surface of exterior walls and the centerline of fire walls, but not including the floor areas of basements, attached garages, sheds, open porches, or breezeways.

**FOUNDATION** – means the lower portion of a building which may be concrete, masonry, and/or wood which includes the footings that transfer the weight of and loads on a building to the ground.

**FRONTAGE** – means the length of the lot boundary facing the lake.

**GARAGE** – means an accessory building or part of the principal building, designed and used primarily for the storage of motor vehicles which may or may not contain a guest house and/or boathouse for additional use.

**GRADE** – means the ground elevation established for the purpose of regulating the number of stories and the height of a building. The building grade shall be the level adjacent to the walls of the building if the finished grade is level. If the ground is not entirely level, the grade shall be determined by averaging the elevation of the ground for each face of the building.

**GUEST HOUSE** – means an accessory building used for seasonal or part-time sleeping accommodation and **not containing a kitchen**.

**HOME BUSINESS** – means any occupation, trade, profession or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building or accessory building for which remuneration or profit is normally accepted.

**IMPERVIOUS SURFACE RATIO** – means the ratio of the area of the site covered by building, porches, hard surfaced driveways, parking areas and patio, divided by the total site area.

**LOT** – means a part of a registered plan of subdivision identified by number and dimensions which is separately described in a certificate of title.

**MODULAR HOME** – means a finished section(s) of a completed dwelling built in a factory for transport to the site for installation. Finished means fully enclosed on the exterior and interior but need not include interior painting, taping, and installation of cabinets, floor covering, fixtures, heating system and exterior finishes.

**MUNICIPALITY** – means the Summer Village of Castle Island.

**NON-CONFORMING BUILDING** – means a building:

- (i) That is lawfully constructed or lawfully under construction at the date that a Land Use Bylaw or any amendment thereof affecting the building or land on which the building is situated becomes effective and;
- (ii) That on the date the Land Use Bylaw or any amendment thereof becomes effective does not, or when constructed will not comply with the Land Use Bylaw.

**NON-CONFORMING USE** – means a lawful specific use:

- (i) Being made of land or a building or intended to be made of a building lawfully under construction, at the date a Land Use Bylaw or any amendment thereof affecting the land or building becomes effective and;
- (ii) That on the date the Land Use Bylaw or any amendment thereof becomes effective, does not, or in the case of a building under construction, will not comply with the Land Use Bylaw.

**OCCUPANCY** – means the use or intended use of a building or part thereof for the shelter or support of persons or property.

**PARCEL** – means the aggregate of one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office.

**PERMITTED USE** – means the use of land or a building provided for in Schedule ‘B’ of this Bylaw for which a development permit shall be issued with or without conditions upon an application having been made which conforms to the Land Use Bylaw.

**PRINCIPAL BUILDING** – means a building which, in the opinion of the Development Officer and Council:

- (i) Occupies the major or central portion of a site;
- (ii) Is the chief or main building among one or more buildings on a site; or
- (iii) Constitutes by reason of its use, the primary purpose for which the site is used

there shall be no more than one principle building on each site unless specifically permitted otherwise in this Bylaw.

**PRINCIPAL USE** – means the primary purpose, in the opinion of the Development Officer and Council, for which a building or site is used.

**RECREATIONAL VEHICLE** – means a mobile unit that is designed to be used as temporary living or sleeping accommodation, whether or not it has been modified so as to no longer be mobile or capable of being mobile, and includes but is not limited to holiday trailers, tent trailers, truck campers, camper vans and motor homes, but does not include mobile homes.

**SETBACK** – means the perpendicular distance as measured between that part of a building nearest to the front, side or rear property line of the building site.

**SHORT-TERM RENTAL** – means accommodations provided to members of the public in a host's property, in exchange for money, for a period of less than 90 consecutive days. They are generally tourist accommodations that are often found in residential or resort areas. They may be advertised via online platforms such as Airbnb, VRBO, Expedia and FlipKey, and may also be advertised on other web forums including Facebook Marketplace, or found in classified ads in newspapers;

**SIGN** – means an object or device intended for the purpose of advertising or calling attention to any person, matter, thing or event.

**SITE** – means one or more lots or parcels for which an application for a development permit is being made.

**SITE AREA** – means the total area of a site.

**SITE BOUNDARIES** – means those boundaries which bound the site.

**SITE, COVERAGE** – means the combined area of all buildings on the lot, measured at the level of the lowest elevation containing habitable rooms and including all porches, and verandas, open or covered but excluding open and enclosed terraces at grade, steps, cornices, eaves, and similar projections, such areas shall include stair wells, and all other space within a building except inner or outer courts.

**SITE, DEPTH** – means the average horizontal distance between the front and rear site boundaries.

**STORAGE SHED** – means a small freestanding structure used for storage.

**YARD** - means a required open space unoccupied and unobstructed by a structure or portion of a structure above the general ground level of the graded lot, unless otherwise permitted in this Bylaw.

**YARD, FRONT** – means that portion of the site extending across the full width of the site from the front property boundary of the site to the nearest portion of the exterior wall of the principal building.

**YARD, REAR** - means that portion of the site extending across the full width of the site from the rear property boundary of the site to the nearest portion of the exterior all of the principal building.

**YARD, SIDE** – means that portion of the site extending from the front yard to the rear yard and lying between the side property boundary of the site and the nearest portion of the exterior wall of the building.

(2) Notwithstanding the meanings above, the Act takes precedence in a case of dispute on the meanings of all works or clauses.

## **PART 2 – ESTABLISHMENT OF THE OFFICE OF DEVELOPMENT OFFICER**

### **SECTION 3 – DEVELOPMENT OFFICER**

(1) The office of Development Officer is hereby established and shall be filled by a person or persons appointed by resolution of Council

(2) The Development Officer shall:

- (a) Receive and present to Council applications for a development permit;
- (b) Make available for inspection:
  - (i) A copy of this Bylaw as amended, and
  - (ii) A register of all applications including the decisions rendered on them and the reasons therefore;

- (c) Carry out their duties as prescribed in the Act with regard to appeals or, designate a person to do the same; and
- (d) Perform such duties as established to enforce this bylaw in conformance with the Act

## **PART 3 – DEVELOPMENT PERMITS**

### **SECTION 4 – PERMIT FEES**

The Development Permit application fee shall be as established by resolution ~~Bylaw~~ of Council.

### **SECTION 5 – WHERE A PERMIT IS REQUIRED**

- (1) Except as provided in Section 5, Subsection 2, no person shall commence any development unless the applicant has been issued a development permit in respect thereof;
- (2) A development permit is not required for development of the type described as follows:
  - a. The maintenance or repair of any building if the work does not include structural alterations, or
  - b. The completion of a development which was under construction in accordance with a lawful development permit issued at the effective date of this Bylaw provided that the development is completed within the time limit of such a permit or within twelve months of the effective date of this Bylaw, whichever is earlier, or
  - c. The completion, alteration, maintenance or repair of a street, lane or utility, undertaken upon a public thoroughfare or utility easement, or undertaken to connect the same with any lawful use of buildings or land, or
  - d. The erection or placement of a temporary building or sign, the sole purpose of which a development permit has been granted, provided the temporary building or sign is removed within thirty days of substantial completion or as determined by the Development Officer and Council, or

- e. The erection of campaign signs for federal, provincial, municipal or school board elections on private properties for no more than thirty days, or such other time as regulated under provincial or federal legislation, provided that:
  - i. Such signs are removed within three (3) days of the election date, and
  - ii. The consent of the property owner or occupant is obtained, and
  - iii. Such signs do not obstruct or impair vision or traffic, and
  - iv. Such signs are not attached to fences or utility poles, and
  - v. Such signs indicate the name and address of the sponsor and the person responsible for removal, or
- f. Landscaping where the proposed grades will not adversely affect the subject or adjacent properties, except where landscaping forms part of a development which requires a development permit, or
- g. One sign on a lot, advertising a residential property for sale or rent may be displayed on the property to which it pertains during the time the property is being offered for sale, and shall be removed within one day after the sale or rental agreement has been entered into. Such signs shall be a maximum of zero point six (0.6) square meters and shall be placed or erected no closer than three (3) meters from a public right-of-way, or
- h. The erection of internet receivers, towers, satellite dishes, electronic equipment, flag poles and other poles not exceeding four point five (4.5) meters from grade. If attached to a structure the attachment must not exceed three (3) meters above the highest point on the structure, or
- i. The erection of a fence or gate which is no higher than one point eight (1.8) meters in height and provided that such a fence does not obstruct the vision of persons using the road abutting the lot or the view of the lake in the front yard of the adjacent lot.
- j. **Garden shed less than or equal to 10 square meters (10 m<sup>2</sup>), less than 2.4 meters in height**

## **SECTION 6 – APPLICATION FOR DEVELOPMENT PERMIT**

(1) Every application for development permit shall **be made to the Development Authority in writing:**

- (a) and be made in the form prescribed as Form A;

- (b) be signed by the registered owner or his agent where a person other than the owner is authorized by the owner to make application. The correctness of information supplied shall, when required by the Development Officer and Council, be verified by a Statutory Declaration;
- (c) state the proposed use or occupancy of all parts of the land and buildings, and such other information as may be required by the Development Officer and Council;
- (d) include site plans in triplicate at a scale satisfactory to the Development Officer and Council, showing all of the following:
  - (i) Front, side and rear yards;
  - (ii) outlines of the roof overhangs on all buildings;
  - (iii) north point;
  - (iv) legal description of the property;
  - (v) location of existing and proposed municipal and private local improvements, principal building and other structures including accessory buildings, garages, carports, fences, driveways, paved areas, and major landscaped areas including buffering and screen areas where provided;
  - (vi) the height and horizontal dimensions of all buildings, existing and proposed;
  - (vii) the lowest floor elevation in either the basement or main floor in the principal dwelling and accessory buildings where applicable;
  - (viii) site coverage and impervious surface ratio;
  - (ix) any other pertinent information or tests required by the Development Officer and Council respecting the site or adjacent lands.
- (e) For any principal or accessory development, or any work taking place within the setbacks set forth in Schedule 'A' or upon the request of the Development Officer the following shall be provided with an application for a development permit:
  - (i) proof of ownership or authority to apply for a development permit;

- (ii) a written computation of the
  - a) site area;
  - b) floor areas for each floor;
  - c) gross and net floor areas; and
  - d) floor area ratio;
- (iii) plans detailing floor plans, elevations and perspectives of the proposed development and including a description of exterior finishing materials;
- (iv) a property survey by an Alberta Land Surveyor which includes the front, rear and side boundaries and the square meter area of the lot;

(f) An application for a home-based business use shall include a description of the home based business.

(2) The Development Officer and Council may require an Irrevocable Letter of Guarantee or Irrevocable Letter of Credit from the developer to secure performance of any of the conditions of a development permit.

(3) An application for development permit shall be considered by the Development Officer and Council who shall:

- (a) approve, with or without conditions, an application for permitted use where the proposed development conforms to this Bylaw, or
- (b) approves, with or without conditions, or refuses an application for discretionary use, or
- (c) refuse an application for a use which is neither a permitted use or a discretionary use.

(4) The Development Officer and Council may impose such conditions on the approval of an application as, in their opinion, are necessary to ensure the orderly and economical development of land within the Municipality.

(5) The Development Officer and Council may require, with respect to a development that, as a

condition of issuing a development permit, the applicant enter into an agreement with the Municipal Council to pay for the construction of utilities that are necessary to serve the development.

- (6) Where an application for a development permit is approved with conditions the Development Officer and Council may, before issuing the Development Permit, require the applicant or the owner of the land affected by the Development Permit to enter into an agreement with the Municipality to ensure compliance with the conditions, and such an agreement may be protected by Caveat registered by the Municipality.
- (7) Where an application for a development permit has been refused, another application for a development permit on the same site for the same use or similar use of land may not be submitted by the same or any other applicant until at least six months after the date of the refusal by the Development Officer and Council.

## **SECTION 7 – NOTICE OF PROPOSED DEVELOPMENT**

- (1) The Development Officer and Council shall notify by email, from the official Municipality directory listing, the adjacent property owners that a proposal of development is being applied for and the notice will state:
  - (a) the proposed use of the building or site, and
  - (b) that an application respecting the proposed use will be considered by the Development Officer and Council, and
  - (c) that any person who objects to the proposed use of the site may deliver to the Development Officer and Council a written statement of the objection within seven (7) days of the day of notification to such use indicating:
    - (i) The full name of the person registering the objection and the address for service of any notice to be given in respect of the objection, and
    - (ii) the reasons for the objection to the proposed use, and
    - (iii) a non-refundable fee, as outlined in the Fee Bylaw, must accompany the objection
- (1) A decision of the Development Authority on an application for a development permit must be in writing and a copy of the decision, together with a written notice specifying the date on which the

written decision was given and containing any other information required by the regulations, must be given or sent to the applicant on the same day the written decision is given.

- (2) When a development permit has been issued for a **permitted use and no variance to any regulation has been granted**, the Development Authority shall (on the same day the decision is given) give (or send) a decision on a development permit application send a notice by regular mail of the decision to the applicant and post a notice on the Summer Village's website, indicating the disposition of the application. Mailing the notice is not required when a applicant picks up a copy of the decision. The Development Authority shall ensure a notice is posted by the landowner of the decision immediately adjacent to the municipal address sign on the lot where it is visible from a public road.
- (3) In addition to 7.1 and 7.2, within five (5) working days after a decision on a development permit application for a **discretionary use or after a variance to any regulation has been granted**, the Development Authority shall:
  - a) send notice by regular mail (or by electronic mail if agreed to in advance by the applicant) to all affected adjacent landowners within 100.0 meters (300.0 feet) of the subject site, as identified on the Summer Village Assessment Roll, to provide notice of the decision and right of appeal; and
  - b) ensure a notice is posted by the landowner of the decision immediately adjacent to the municipal address sign on the lot where it is visible from a public road; and
  - c) post a notice of the decision on the Summer Village's website; and may
  - d) send a notice by regular mail (or by electronic mail if agreed to in advance by the applicant) to any other landowner, business, agency, adjacent municipality, person, group, organization or similar body that the Development Authority deems may be affected to provide notice of the decision and right of appeal.
- (4) The notice indicated in Section 7.2 and 7.3 shall state:
  - a) the legal description and the street address of the site of the proposed development;
  - b) the uses proposed for the subject development;
  - c) any discretion that was granted in the approval of the development, whether by use or by interpretation of this Bylaw, and any variation or relaxation in regulation that was made by the Development Authority when the development permit was approved;
  - d) the date the development permit was issued; and
  - e) how an appeal might be made to the Subdivision and Development Appeal Board

and the deadline for such appeal

- (5) Except for those permits described in Section 7.2 hereof, a permit granted pursuant to this Section does not come into effect until twenty-one (21) days after the date that notice of an order, decision, or development permit is received. For the purposes of this Bylaw, notice is deemed to be received on the 5<sup>th</sup> day after the date of the issuance of the order, decision or permit. Any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant.
- (6) Where an appeal is made, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit has been confirmed, modified or nullified thereby.

## **SECTION 8 – NOTICE OF DECISION**

- (1) The decision of the Development Officer and Council on application for a development permit shall be given to the applicant in Form A;
- (2) If a Development Officer and Council refuses an application for a development permit, the notice of decision shall contain the reasons for the refusal;

## **SECTION 9 – EFFECTIVE DATE OF PERMIT**

- (1) When a development permit has been issued by the Development Officer, it shall not be valid unless and until any conditions of approval have been met.
- (2) A development permit expires if the development authorized by the development is not commenced within twelve (12) months from the date that the development permit was issued.
- (3) The Development Officer may extend the period for commencement of a development set out in Section 9, Subsection 2 for up to twelve (12) additional months provided that the application for the extension is received before the existing development permit expires.

## **SECTION 10 – ISSUANCE OF DEVELOPMENT PERMIT**

- (1) The Development Officer and Council shall issue a development permit to the applicant immediately after completion of all of the following:

- (a) approval or conditional approval of the application by the Development Officer and Council, or approval or conditional approval after appeal to the Development Appeal Board;
- (b) the delivery of an Irrevocable Letter of Guarantee or an Irrevocable Letter of Credit, if required, pursuant to Section 6, Subsection 2;
- (c) the execution and delivery of the agreement if required, pursuant to Section 6, Subsection 6; and
- (d) the payment of the development permit fee as required pursuant to Section 4.

## **SECTION 11 – CONDITIONS OF DEVELOPMENT PERMIT**

- (1) a person to whom a development permit has been issued shall obtain, where applicable, from the appropriate authority, permits relating to building, plumbing, heating and electricity, and all other permits required in connection with the proposed development;
- (2) The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors to any public or private property;
- (3) The applicant shall prevent excess soil or debris from being spilled on public streets and lanes, and shall not place soil or any other materials on adjacent properties without permission in writing from adjacent property owners;
- (4) Section 11, Subsections 2 and 3 may be enforced pursuant to Section 14. Any costs incurred as a result of neglect to public property may be collected where letters have been required pursuant to Section 10, Subsection (1b);
- (5) The Development Officer and Council may require a property survey by an Alberta Land Surveyor relating to the building for which a permit is applied.

## **SECTION 12 – DEVELOPMENT APPEALS**

- (1) An application for a development permit shall be deemed to be refused when the decision of the Development Officer and Council is not made within forty (40) days of receipt of the application;
- (2) Where a Development Officer and Council:

- (a) refuses or fails to issue a development permit to a person, or,
- (b) issues a development permit subject to conditions, or
- (c) issues an order under **Section 645 of the Act**,

The person applying for the permit or affected by the order, as the case may be, may appeal to the Development Appeal Board in accordance with the Act; **the decision in accordance with Section 685(2) of the Act.**

(3) A person referred to in Section 12, Subsection 1 or any other person affected by an order, decision or development permit of the Development Officer and Council may appeal to the Development Appeal Board by serving a written notice of the appeal on the Development Appeal Board within fourteen (14) days after the order, decision or development permit was issued;

(4) The Notice of Appeal shall be in three (3) copies, and shall be addressed to the Secretary of the Development Appeal Board, shall contain the particulars set out on the form, and shall be served upon the Secretary of the Development Appeal Board by mail or delivery at his/her home/office; and

(5) The development appeal will be considered, and the Public Hearing will be held by the Development Appeal Board pursuant to the requirements of the Act.

(3) Despite Sections 12(1) and 12(2), no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted or the application for the development permit was deemed to be refused under Section 683.1(8) of the Act.

(4) Despite Sections 12(1), 12(2) and 12(3), if a decision with respect to a development permit application in respect of a direct control district:

- (a) is made by a Council, there is no appeal to the Subdivision and Development Appeal Board; or
- (b) is made by a Development Authority, the appeal is limited to whether the Development Authority followed the directions of Council, and if the Board hearing the appeal finds that the Development Authority did not follow the directions it may, in accordance with the directions, substitute its decision for the Development Authority's decision.

- (5) An appeal of a decision of the Development Authority for lands identified in Section 685(2.1)(a) of the *Act* shall be made to the Land and Property Rights Tribunal and shall proceed in accordance with the processes identified in the *Act* and the *Land and Property Rights Tribunal Act*.
- (6) An appeal of a decision of the Development Authority for lands identified in Section 685(2.1)(b) of the *Act* shall be made to the Subdivision and Development Appeal Board of the Summer Village.
- (7) An appeal with respect to an application for a development permit may be made by a person identified in Section 12(2) may be made by serving a written notice of appeal to the Board hearing the appeal:
  - (a) within 21 days after the date on which the written decision is given; or
  - (b) if no decision is made with respect to the application within the 40-day period (or within any extension to that period under Section 684 of the *Act*), within 21 days after the date the period or extension expires; or
  - (c) with respect to an order under Section 645 of the *Act*, within 21 days after the date on which the order is made.
- (8) An appeal with respect to an application for a development permit may be made by a person (Identified in Section 12(2)) by serving a written notice of appeal to the Board hearing the appeal within 21 days after the date on which the written decision is given.
- (9) An appeal to the Land and Property Rights Tribunal may be made by filing a notice to the Land and Property Rights Tribunal. The notice submission requirements shall be as established by the Land and Property Rights Tribunal.
- (10) An appeal to the Subdivision and Development Appeal Board may be launched by filing a notice by providing the following:
  - (a) the appeal application fee as identified in the Summer Village's Fees and Charges Bylaw;
  - (b) the legal description and/or the municipal address of the property to which the decision, order or issuance of the development permit relates;
  - (c) the name, contact information and address of the appellant; and

- (d) the reasons for the appeal and the issue or condition in the decision or order that are the subject of the appeal.

(11) Where a person files a notice of appeal with the wrong board, that board must refer the appeal to the appropriate board and the appropriate board must hear the appeal as if the notice of appeal had been filed with it and it is deemed to have received the notice of appeal from the applicant on the date it receives the notice of appeal from the first board, if:

- (a) in the case of a person referred to in Section 12(2) the person files the notice with the wrong board within 21 days after receipt of the written decision or the deemed refusal; or
- (b) in the case of a person referred to in Section 12(2), the person files the notice with the wrong board within 21 days after the date on which the notice of the issuance of the permit was given in accordance with the Land Use Bylaw.

## **SECTION 13 – SUBDIVISION APPEALS**

(1) The decision of a Subdivision Authority on an application for subdivision approval may be appealed:

- (a) by the applicant for the approval;
- (b) by a government department if the application is required by the Subdivision and Development Regulations to be referred to that department;
- (c) by the Council of the municipality in which the land to be subdivided is located if the Council, a Designated Officer of the Municipality or the Municipal Planning Commission of the Municipality is not the Subdivision Authority; or
- (d) by a School Board with respect to:
  - (i) the allocation of municipal reserve and school reserve or money in place of the reserve;
  - (ii) the location of school reserve allocated to it; or
  - (iii) the amount of the school reserve or money in place of the reserve.

- (2) An appeal of a decision of the Subdivision Authority for lands identified in Section 678(2)(a) of the *Act* shall be made to the Land and Property Rights Tribunal and shall proceed in accordance with the processes identified in the *Act* and the *Land and Property Rights Tribunal Act*.
- (3) An appeal of a decision of the Subdivision Authority for lands identified in Section 678(2)(b) and 678(2.1) of the *Act* shall be made to the Subdivision and Development Appeal Board of the Summer Village.
- (4) An appeal to the Land and Property Rights Tribunal may be made by filing a notice to the Land and Property Rights Tribunal. The notice submission requirements shall be as established by the Land and Property Rights Tribunal.

## **PART 4 – GENERAL REGULATIONS**

### **SECTION 14 – NON-CONFORMING USES AND NON-CONFORMING BUILDINGS**

- (1) Non-conforming buildings may not be enlarged. Non-conforming buildings must be brought into compliance for renovations, remodeling or rebuilding greater than fifty (50) percent of floor area or value of the building, whichever is greater.
- (2) The Act shall apply in the case of Non-Conforming Uses and Non-Conforming Buildings.

### **SECTION 15 – UNAUTHORIZED DEVELOPMENT, BYLAW ENFORCEMENT AND PERMIT VALIDITY**

- (1) A development permit shall lapse after one (1) year from the date of issuance unless development has commenced on the site;
- (2) A development once commenced is not to be discontinued or suspended for a period or periods totaling more than six (6) months unless the Development Officer and Council has notified the developer in writing that such discontinuance or suspension may be continued. If the notification of extension has not been obtained, the development permit shall be considered to have lapsed;
- (3) If, at any time while this Bylaw is in effect, it appears expedient to Council (upon finding that a permit has been approved by fraud or misrepresentation), the Council by resolution may suspend

or revoke the original approval;

- (4) In the case of suspension pursuant to Section 14, Subsection 3, if and when the development has been modified to comply with the original and intended approval, the Council may, by resolution authorize the resumption of the development; and
- (5) The Act shall apply in case of contravention of this Bylaw.

## **SECTION 16 – RIGHT OF ENTRY**

An authorized person may enter into or upon the land or building within the Municipal boundary for the purpose of ensuring compliance with this Land Use Bylaw.

## **SECTION 17 – AMENDMENTS AND VALIDITY OF BYLAW**

- (1) This Bylaw and any amendment thereto shall be enacted in conformance with the statutory plans as adopted or amended;
- (2) The requirement and procedure for amendment or repeal of this Bylaw or any part thereof is established by the Act.
- (3) The validity of this Bylaw and its amendments are governed by the Act;
- (4) The Public Hearing to be held with respect to a proposed Bylaw to amend or repeal this Bylaw or any part thereof shall be held not less than fourteen days after the notification;
- (5) When application is made to the Council for an amendment to this Bylaw, it shall be accompanied by:
  - (a) an application fee, to be determined by resolution of Council, although the Council may determine the whole or part of the application fee shall be returned to the applicant.
- (6) If it appears to the Development Officer and Council that any proposed amendment is at variance with statutory plan they shall so advise the applicant.

## **PART 4 – SITE REGULATIONS**

### **SECTION 18 – HOME BUSINESS**

- (1) the home business shall be operated as an accessory use only, and shall not change the principal character or external appearance of the dwelling in which it is located;
- (2) there shall be no outside storage of materials, commodities, or finished products;
- (3) there shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference with radio or television reception;
- (4) a home business shall not employ a person on the premises other than a resident of the dwelling;
- (5) no commodity other than the product or service of the home occupation shall be sold on the premises;
- (6) any vehicles parked on-street or off-street as a result of the home occupation shall not, in the opinion of the Development Officer, be a source of inconvenience to adjacent landowners;
- (7) the home business shall not, in the opinion of the Development Officer, be a source of interference with or affect the use, enjoyment or value, of neighboring properties by way of excessive noise, smoke, steam, traffic, odor, dust, vibration, or refuse matter which would not commonly be found in the neighborhood;
- (8) a permit issued for a home business is liable for recall after thirty (30) days and is valid for one (1) calendar year.

### **SECTION 19 – SHORT-TERM RENTALS**

Short-Term Rentals are neither “Permitted” nor “Discretionary” Use within any land use district within the Summer Village of Castle Island.

## **SECTION 20 – POLLUTION CONTROL**

(1) In any district, no storage or activity may be undertaken which, in the opinion of the Development Officer and Council, constitutes a danger or annoyance to persons on the site, on public property, or on any other sites, by reason of the generation of:

noise	radiation hazards
vibration	fire and explosive hazards
traffic	heat, humidity and glare
smoke	refuse matter
odor	waste or water-borne waste
toxic and noxious matter	water or steam
dust, and other particulate matter	

## **SECTION 21 – FENCING**

No electrified or barbed wire fences will be permitted.

## **SECTION 22 – OBJECTIONABLE ITEMS IN YARDS**

(1) household garbage shall be stored in weather-proof and animal-proof containers and shall be in a location easily accessible for pickup;

(2) no person shall keep or permit in any part of a yard in any residential district:

- any dismantled or wrecked vehicle for more than fourteen (14) successive days, or
- any vehicle weighing in excess of four thousand (4,000) kilograms gross vehicle weight for longer than is reasonably necessary to load or unload such a vehicle, or
- any object which, in the opinion of the Development Officer and Council, is unsightly or tends to adversely affect the amenities of the district, or
- any excavation, storage or piling up of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavations must assume full responsibility to ensure the situation does not prevail any

longer than reasonable necessary to complete a particular stage of construction work.

## **SECTION 23 – ON SITE AND OFF-SITE SERVICES AND IMPROVEMENTS**

Where any on-site services or improvements, or any off-site local improvements are required to service a proposed development, a person shall not begin excavation for the foundation nor commence the development until the Development Officer and Council is satisfied that such services or improvements will be undertaken.

## **SECTION 24 – UTILITY EASEMENTS**

Subject also to the conditions of a utility easement, no permanent structure other than a fence shall be constructed or placed on that utility easement unless:

- (1) in the opinion of the Development Officer and Council the said structure does not restrict access to the utility easement for the purpose of installation and maintenance of the utility, and
- (2) written consent has been obtained from the person for whose use the easement has been granted.

## **SECTION 25 – SITE GRADING**

In all cases, site grades shall be established with regard to preventing drainage from one site to the next.

## **SECTION 26 – STORAGE OF CONSTRUCTION EQUIPMENT**

Site storage of equipment is restricted to the length of time needed for construction as per the Development Permit.

## **SECTION 27 – BUILDINGS ON A LOT**

There shall be no more than one (1) dwelling and two (2) accessory buildings. Two (2) accessory buildings may be either a boathouse, guest house or garage or a combination of the above and not to exceed to a maximum of two (2). Storage sheds may be erected on a lot so long as they do not exceed the maximum

coverage per lot.

## **SECTION 28 – LOT SIZE**

- (1) No residential lot shall be less than one thousand one hundred eighty one (1,181) square meters in area.
- (2) The number of residential lots shall not exceed twenty (20). A lot created for residential use after the date of adoption of this Bylaw must be Lake Front and shall have a mean width of no less than twenty three (23) meters and an area of not less than two thousand two hundred thirty (2,230) square meters.

## **SECTION 29 – LAND USE DISTRICTS**

The Municipality is hereby divided into the following districts: (see Schedule B)

<u>Short Form</u>	<u>District Designation</u>
R	Residential
P	Park & Reserve
8U	Access to the Lake

## **SECTION 30 – LAND USE DISTRICT MAP**

- (1) Land Use district specified under Section 27 are described on the LAND USE DISTRICT MAP (Schedule B) which is an integral part of this Bylaw.
- (2) The district boundaries are delineated on the LAND USE DISTRICT MAP. Where uncertainty arises as to the precise location of the boundary of any district, the following guidelines shall apply:
  - (a) Where district boundaries are shown to approximate the following, they shall be deemed to be:
    - (i) the parcel boundaries, or
    - (ii) the Municipal boundaries
  - (b) District boundaries are referenced specifically to items indicated in Clause (a) shall

be determined on the basis of the scale of the map.

- (c) Where land use districts have been established in accord with a proposed subdivision of land, the districts shall be understood to confirm to the certificate of title or the plan of survey when registered in a land titles office. Prior to registration, the district boundary shall be determined on the basis of the scale of the map.
- (3) The district regulations of this Bylaw do not apply to roads, lanes or other public thoroughfares (See Schedule A).

### **SECTION 31 – INTERPRETATION**

If any part of this Bylaw is held to be invalid by a decision of a Court of competent jurisdiction, that decision will not affect the validity of the remaining portions.

### **SECTION 32 – CONTINUATION OF CONDITIONS**

A condition attached to a Development Permit issued under a former Land Use Bylaw continues under this Bylaw.

### **SECTION 33 – REPEAL OF EXISTING BYLAWS**

Bylaw 1999-02, the former Land Use Bylaw, and amendments thereto, are repealed.

### **SECTION 34 – FEES AND FORMS**

Fees and forms referred to in this Bylaw shall be established by resolution **Bylaws** of Council.

### **SECTION 35 – DATE OF COMMENCEMENT**

This Bylaw comes into effect on the date of third **and final** reading **and signed**.

First Reading: April 22, 2010  
Public Hearing: May 22, 2010

Second Reading: May 22, 2010  
Third Reading: May 22, 2010

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Mayor, Katherine Hunter  
Mayor, Calvin Smith

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Administrator, Shelley March  
Chief Administrative Officer, Wendy Wildman

REDACTED

## SCHEDEULE “A”

### 1. Regulations for the Residential District (R)

#### 1(1) Permitted Uses

The following uses are permitted:

- (a) Principle building (no more than one per lot)
  - (i) The total floor area of a single family dwelling shall not be less than fifty-five (55) square meters
  - (ii) Neither the width or length of the dwelling shall be less than six point four (6.4) meters
- (b) Accessory buildings (maximum two (2) per lot)
- (c) Storage Sheds
- (d) Recreational Vehicle
  - (i) Limited to one (1) recreational vehicle,
  - (ii) Subject to the required set-backs and thirty (30) percent of land use
  - (iii) Recreational vehicles that have been modified so as to no longer be mobile or capable of being mobile are not allowed.

#### 1(2) Discretionary Uses

- (a) Home Based Business
  - (i) Home based businesses that are not visited by a significant number of clients to the lot are permitted.

1(3) Maximum Lot Coverage

- (a) The maximum total floor area of all buildings cannot exceed thirty (30) percent of the area of the lot.
- (b) The maximum impervious surface ratio of a lot cannot exceed fifty (50) percent of the area of the lot.

1(4) Maximum Allowable Height

The maximum allowable height of any structure is two (2) stories not to exceed ten (10) meters.

1(5) Yards and Setbacks

The following minimum yards and setbacks are required;

Front Yard

eight (8) meters

Rear Yard

main buildings - six (6) meters,  
accessory buildings – three (3) meters

Side Yard

two (2) meters

1(6) Accessory Buildings

An accessory building may be built on any lot subject to Section 24 provided that:

- (a) all required yards and setbacks are maintained,
- (b) the total floor area of all buildings cannot exceed thirty (30) percent of the area of the lot, and
- (c) all accessory buildings shall be located in the rear yard and in the rear half of the lot with the exception of a boathouse which may be located in the front yard with approval of the

Development Officer, and

- (d) storage sheds cannot exceed eleven (11) square meters in area and two point four (2.4) meters in height.

1(7) Sanitation

- (a) no development permit shall be issued for any building until the Development Officer and Council is satisfied that there are satisfactory arrangements for the disposal of sewage.
- (b) Holding and transfer tanks – the regulations of the Alberta Department of Labor, Plumbing Inspection Branch and the County of Lac Ste. Anne, shall govern the installation of holding and transfer tanks.
- (c) any new dwelling shall be connected to the Regional Sanitary Force Main

1(8) Relocation of Buildings

- (a) Any person making application to relocate an existing building on a lot as a main or accessory building shall:
  - (i) make the usual application for a Development Permit
  - (ii) provide photographs of the building showing each elevation and the general condition of the building,
  - (iii) state the present location and use of the building.
- (b) The Development Officer and Council may, at their discretion, inspect the building, or cause the building to be inspected by a person they appoint, and shall determine the suitability of the building for the proposed use.
- (c) The Development Officer and Council may, at their discretion, require that certain works of structural alteration, repair, or maintenance of the building and preparation of the proposed site be carried out as a condition of the issuance of the permit.
- (d) If these works are to be completed after the building is moved onto the proposed site, the

Development Officer and Council may require that a bond be posted, equal to the cost of the necessary work. The bond shall be released upon satisfactory completion of the work, but shall be forfeited if the work is not completed.

Any travel or other costs incurred by the Development Officer and Council in processing a development permit for a moved-in-building shall be added to the fee for the development permit.

## 2. Regulations for a Park District (P)

### 2(1) Permitted Uses

(a) public parks and recreation areas with any necessary buildings

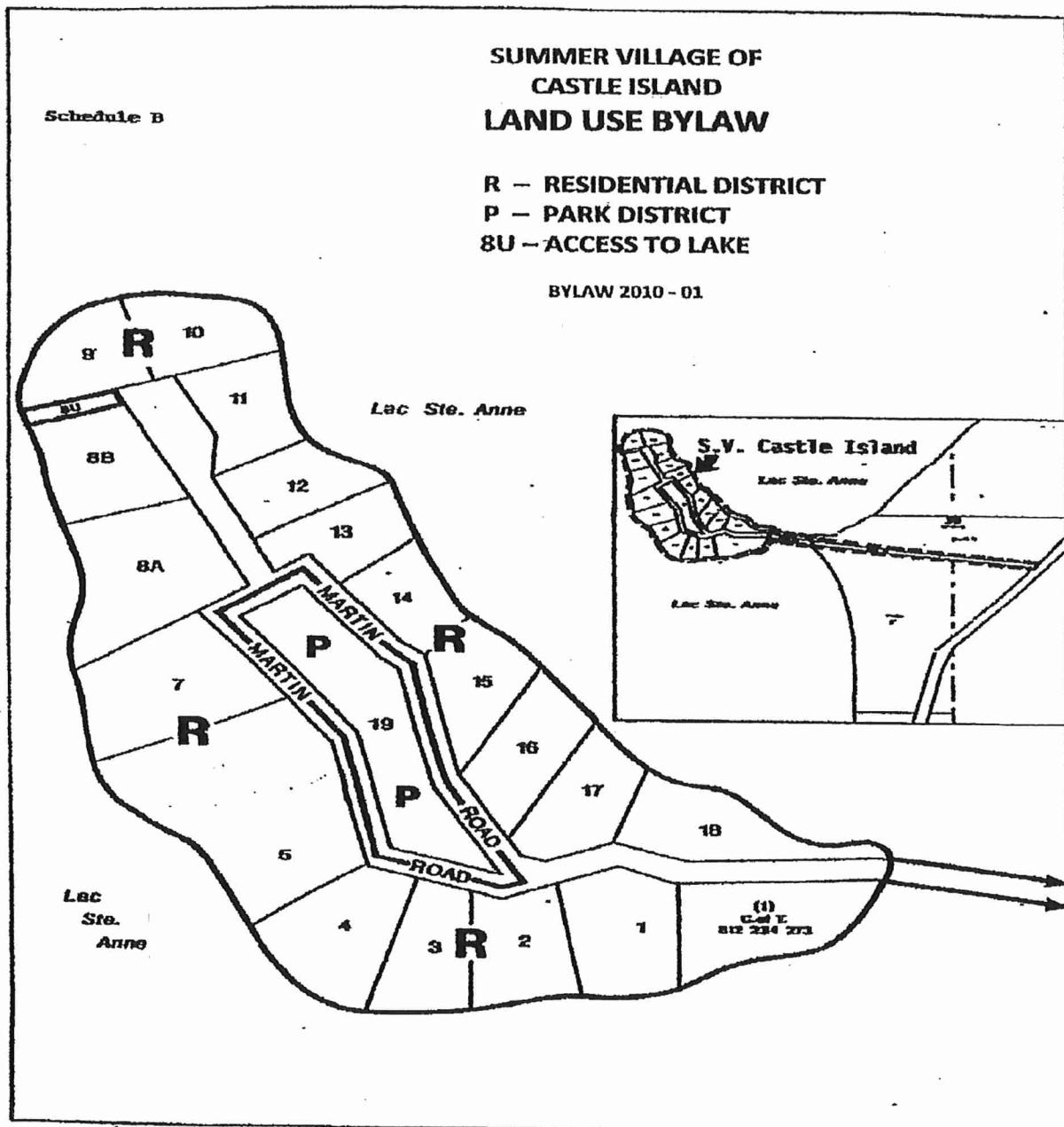
### 2(2) Yards and Setbacks

As for Residential District (R).

### 2(3) Sanitation

As for Residential District (R).

Schedule "B"



**Schedule “C”**

**Punitive Clause**

- 1) Development Permit;
  - (a) any work requiring a Development Permit begun before permit is issued shall result in an automatic fine of five hundred dollars (\$500.00).
  - (b) a continued violation of Section 1, Subsection 4 a) twenty-four (24) hours after notification shall result in an additional fine of five thousand dollars (\$5,000.00).
- 2) (a) Council shall notify the owner of the property of the violation and give them thirty (30) days to correct the situation after which time Council shall impose a five hundred dollar (\$500.00) fine.
  - (b) If the violation continues, Council shall notify the owner of the property of the violation and give them an additional fifteen (15) days to correct the situation after which time Council shall impose an additional two thousand five hundred dollar (\$2,500) fine.
  - (c) If the violation continues, Council shall notify the owner of the property of the violation and give them an additional fifteen (15) days to correct the situation after which time Council shall impose an additional five thousand dollar (\$5,000.00) fine.
  - (d) If the violation continues, the Council shall correct the situation and charge the full cost of the correction to the owner.
- 3) All fines are to be paid within thirty (30) days of receipt. If unpaid, all fines shall be added to the owners' tax bill.

**FORM A**

**Application Number** \_\_\_\_\_

**SUMMER VILLAGE OF CASTLE ISLAND**

**LAND USE BYLAW #2025-01**

**APPLICATION FOR A DEVELOPMENT PERMIT**

I/We hereby apply for a development permit for the use noted below:

Name of Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Address of property to be developed: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Registered owner of property to be developed: \_\_\_\_\_

Existing use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

A site plan must be attached to this application, showing the location of existing and proposed buildings on the land. Minimum yards are:

**Front:** eight (8) meters **Side:** two (2) meters **Rear:** six (6) meters **Rear for Accessory:** three (3) meters

**NOTICE OF DECISION RE: ABOVE APPLICATION**

Date of Issue: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

The above application has been:

Approved: \_\_\_\_\_ Subject to the following condition(s): \_\_\_\_\_ Refused: \_\_\_\_\_

The permit which has been refused or conditionally approved may be appealed to the Development Appeal Board.

Roll # \_\_\_\_\_

Receipt # \_\_\_\_\_

---

**BEING A BYLAW OF THE SUMMER VILLAGE OF CASTLE ISLAND TO  
ADOPT A MUNICIPAL DEVELOPMENT PLAN FOR THE MUNICIPALITY**

---

**WHEREAS** the Municipal Government Act, as amended from time to time, requires each municipality to adopt a Municipal Development Plan; and

**WHEREAS** Section 632(1) of the Municipal Government Act requires that the Municipal Development Plan be adopted by bylaw and Section 632 (3) of the Municipal Government Act establishes the requirements of what must be contained within the Municipal Development Plan; and

**WHEREAS** the Municipal Development Plan has been advertised by the Summer Village of Castle Island in accordance with Section 606 of the Municipal Government Act, and the required Public Hearing has been held in accordance with Section 216.4 of the Municipal Government Act;

**NOW THEREFORE** Council for the Summer Village of Castle Island, duly assembled, enacts the following:

**1. TITLE**

1.1 THAT this bylaw may be cited as the "Municipal Development Plan Bylaw."

**2. ADOPTION**

2.1 THAT this bylaw, including the Summer Village of Castle Island Municipal Development Plan that is hereto attached and forms part of this bylaw, is adopted.

**3. SEVERABILITY**

3.1 THAT each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**4. COMING INTO FORCE**

4.1 THAT Bylaw shall come into effect upon the third and final reading and signing of this Bylaw.

**Municipal Government Act RSA 2000 Chapter M-26**  
**Part 17, Section 632**

READ A FIRST TIME this 27<sup>th</sup> day of November, A.D., 2025.

\_\_\_\_\_  
Mayor, Calvin Smith

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026.

\_\_\_\_\_  
Mayor, Calvin Smith

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026.

\_\_\_\_\_  
Mayor, Calvin Smith

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

# Summer Village of Castle Island

Municipal Development Plan

Date: \_\_\_\_\_



# SECTION ONE

## Welcome

This Section introduces the community vision and local demographics which underpin policies within the Municipal Development Plan.

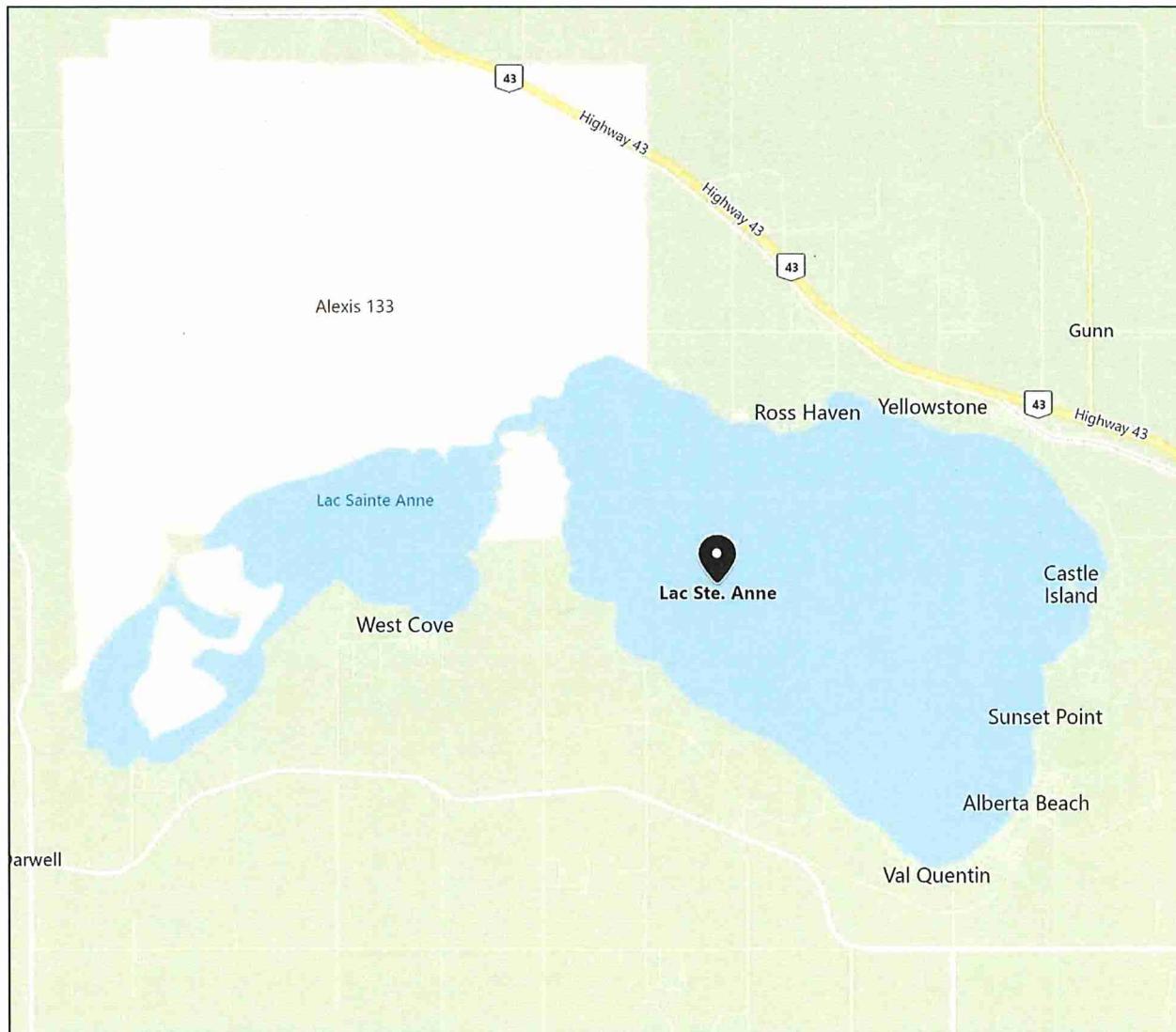
### 1.1 OUR COMMUNITY

The Summer Village of Castle Island is a small municipality located approximately one hour from Edmonton, Alberta. Castle Island is located on Lac Ste Anne, within Lac Ste Anne County. ~~From the late nineteenth century, Castle Island has been a summer playground for the nobility and well-to-do of Edmonton.~~ Castle Island may have been a place of importance to the Wood Cree who first lived in this area, but we cannot be certain of this. What we do know is that while the surrounding area was being settled by Metis and a few English settlers in the late nineteenth century, Castle Island – then Isle Constance – was being developed by Count Charles de Cazes, who initiated the construction of a great stone house which ~~was never completed but~~ came to be known as the castle and after which the island eventually took its name. Lac Ste Anne is a ~~good setting an excellent lake~~ for power boating, water skiing, swimming, fishing and canoeing ~~in summer and~~, snowmobiling, ice fishing, and cross-country skiing are enjoyed during the winter months.

### 1.2 OUR VISION

Our 20 Year Vision is: The Summer Village of Castle Island continues to be a quiet and safe place to live and recreate, remains focused on environmental stewardship, ~~and provides opportunities for residential growth~~ in a controlled and sustainable manner, while retaining its small ~~single family residential~~ Village character.

## MAP



### 1.3 DEMOGRAPHICS

Growth in Castle Island can be generally described as steady from the mid-1970s to 2020, Given there are 19 private dwellings as such, for the purposes of policy development, population growth is assumed to be of negligible affect.

## SECTION TWO

### Planning Framework

This Section introduces the purpose, scope and limitations of the Municipal Development Plan.

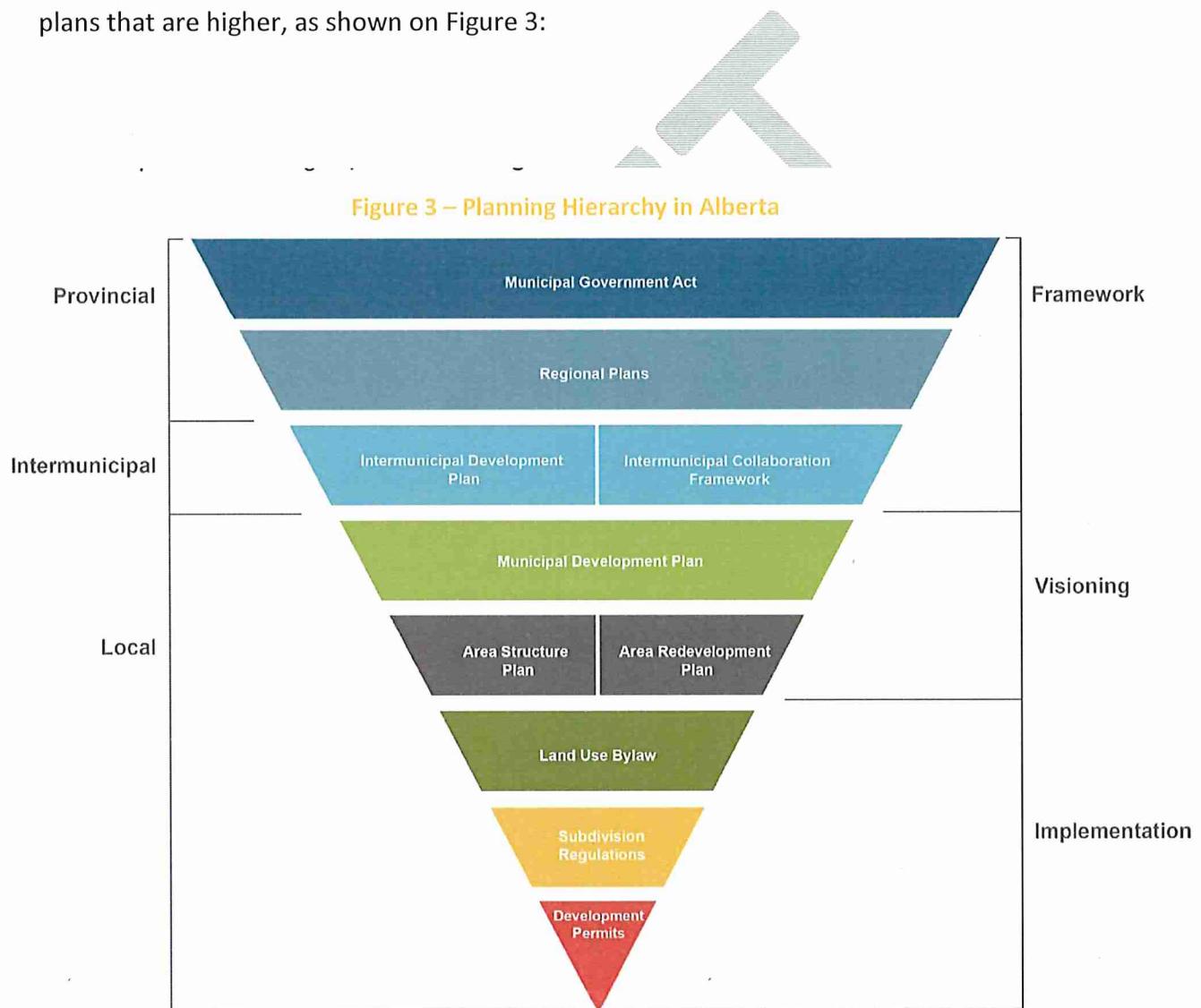
### 2.1 PURPOSE & SCOPE

A Municipal Development Plan (MDP) is a statutory document required by the Province of Alberta and adopted pursuant to the *Municipal Government Act* (MGA). MDPs offer municipalities a statutory tool to articulate a vision for the future, develop strategic goals and identify priorities for land use and infrastructure to support long-term growth. MDPs are prepared and adopted in accordance with the requirements of Section 632 of the MGA, which provides the parameters on MDP content: 632(3) A Municipal Development Plan (a) must address (i) the future land use within the municipality, (ii) the manner of and the proposals for future development in the municipality, (iii) the co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities, (iv) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities, and (v) the provision of municipal services and facilities either generally or specifically, (b) may address (i) proposals for the financing and programming of municipal infrastructure, (ii) the co-ordination of municipal programs relating to the physical, social and economic development of the municipality, (iii) environmental matters within the municipality, (iv) the financial resources of the municipality, (v) the economic development of the Municipality, and (vi) any other matter relating to the physical, social or economic development of the municipality, (c) may contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies, (d) must contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities, (e) must contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards, (f) must contain policies respecting the protection of agricultural operations, and (g) may

contain policies respecting the provision of conservation reserve in accordance with Section 664.2(1)(a) to (d) of the *Municipal Government Act*.

## 2.2 LEGISLATIVE FRAMEWORK

Provincial legislation, namely the MGA, establishes the planning context in which an MDP sits. In this planning hierarchy, plans, bylaws and approvals that are lower must be consistent with plans that are higher, as shown on Figure 3:



## 2.3 INTERPRETATION

In this plan, where the word “shall” is used in a policy, the policy is considered mandatory in order to achieve a desired result. Where “should” is used in a policy, it is anticipated that the policies will be applied in all situations, unless it can be clearly demonstrated to the satisfaction of the

development authority, that the policy is not reasonable, practical and feasible in a given situation.

## SECTION THREE

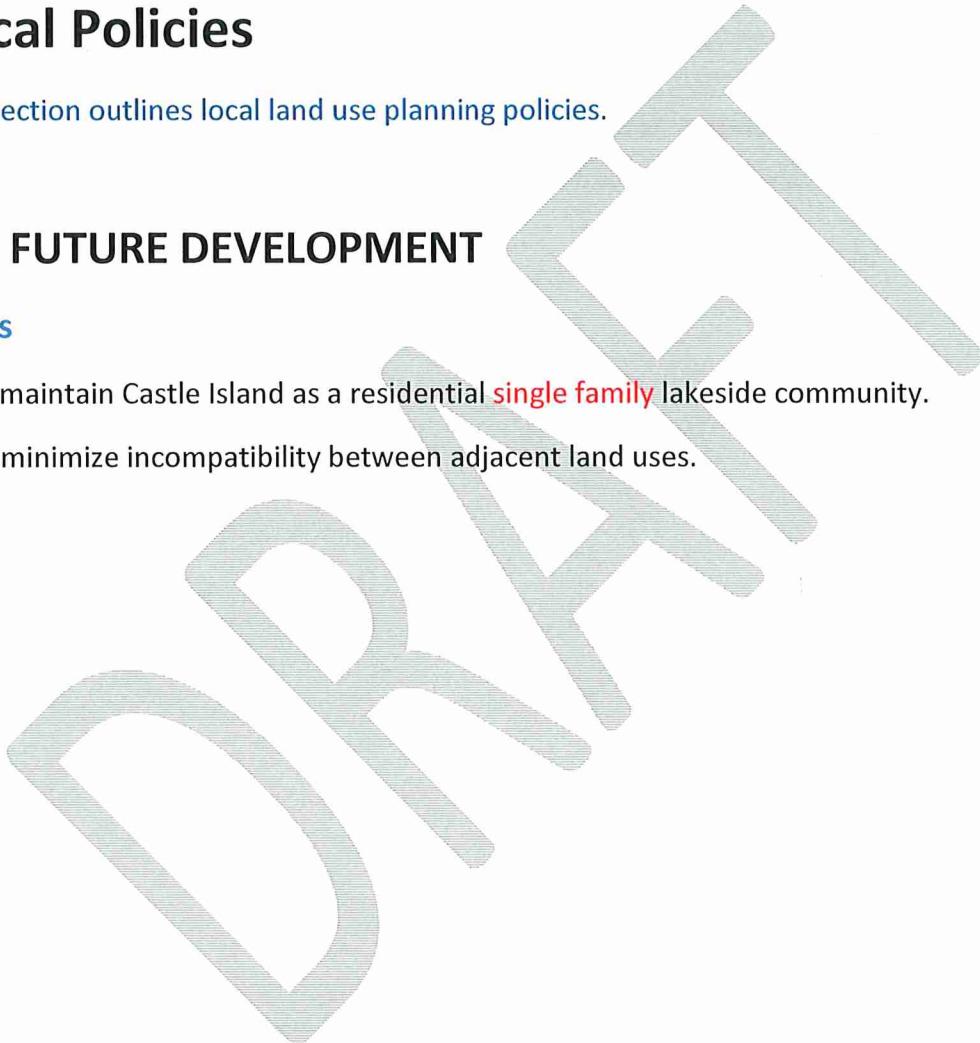
### Local Policies

This Section outlines local land use planning policies.

#### 3.1 FUTURE DEVELOPMENT

##### Goals

- a) To maintain Castle Island as a residential **single family** lakeside community.
- b) To minimize incompatibility between adjacent land uses.



## Policies

- 3.1.1 Residential infill should respect or complement the built form, including the height, size and architectural detailing of existing residential development.
- 3.1.2 Single residential development is encouraged in undeveloped residential lots
- 3.1.3 Natural vegetation and tree cover should be retained as much as possible when development occurs.
- 3.1.4 Servicing requirements and off-site upgrades shall be at the expense of the developer.
- 3.1.5 Buildings shall be setback from the high-water mark of Lac Ste Anne.
- 3.1.6 Commercial and Industrial development shall not be permitted.
- 3.1.7 Bed & Breakfasts shall not be permitted
- 3.18 Short Term Rentals such as “Airbnb” shall not be permitted.**
- 3.19 All new dwellings shall be connected to the Regional Sanitary Force Main.**

## PARKS, OPEN SPACE AND RECREATION

### Goals

- a) To develop and maintain green spaces and recreational amenities for Castle Island's residents.

## Policies

- 3.2.1 Parks and Open Spaces shall be preserved for the use and enjoyment of residents and visitors.
- 3.2.2 Lands which are zoned as Public Reserve District, as identified in the Land Use Bylaw (LUB), as amended, shall not be disposed of.

## MOBILITY

### Goals

- a) To maintain a well-connected, walkable/ wheelchair community.
- b) To provide a safe and efficient road network that meets residents' current and future needs.

### Policies

- 3.3.1 Trails and pathways shall be maintained and enhanced to link parks and open spaces and provide lake access.
- 3.3.2 The transportation network shall be maintained to meet current needs.

## MUNICIPAL SERVICING AND UTILITIES

### Goals

- a) To minimize negative impacts on the water quality of Lac Ste Anne as a result of development.

### Policies

- 3.4.1 Low Impact Development (LID) practices, designed to alleviate stormwater discharge, are encouraged.
- 3.4.2 Encourage **all** residences to connect up to **the Regional Sanitary** force main

## ENVIRONMENTAL MANAGEMENT

### Goals

- a) To protect and preserve environmentally significant areas within Castle Island.
- b) To protect and enhance Castle Island's water quality and natural habitat.

## Policies

- 3.5.1 Impacts to the natural environment as a result of future development shall be minimized to the greatest extent possible.
- 3.5.2 No new permanent structures shall be permitted within the 1:100 year flood plain.
- 3.5.3 Practices which minimize nutrients entering the lake from adjacent development, are encouraged.

## SECTION FOUR

### Intermunicipal Policies

This Section outlines policies designed to support collaboration between the Summer Village and Lac Ste Anne County.

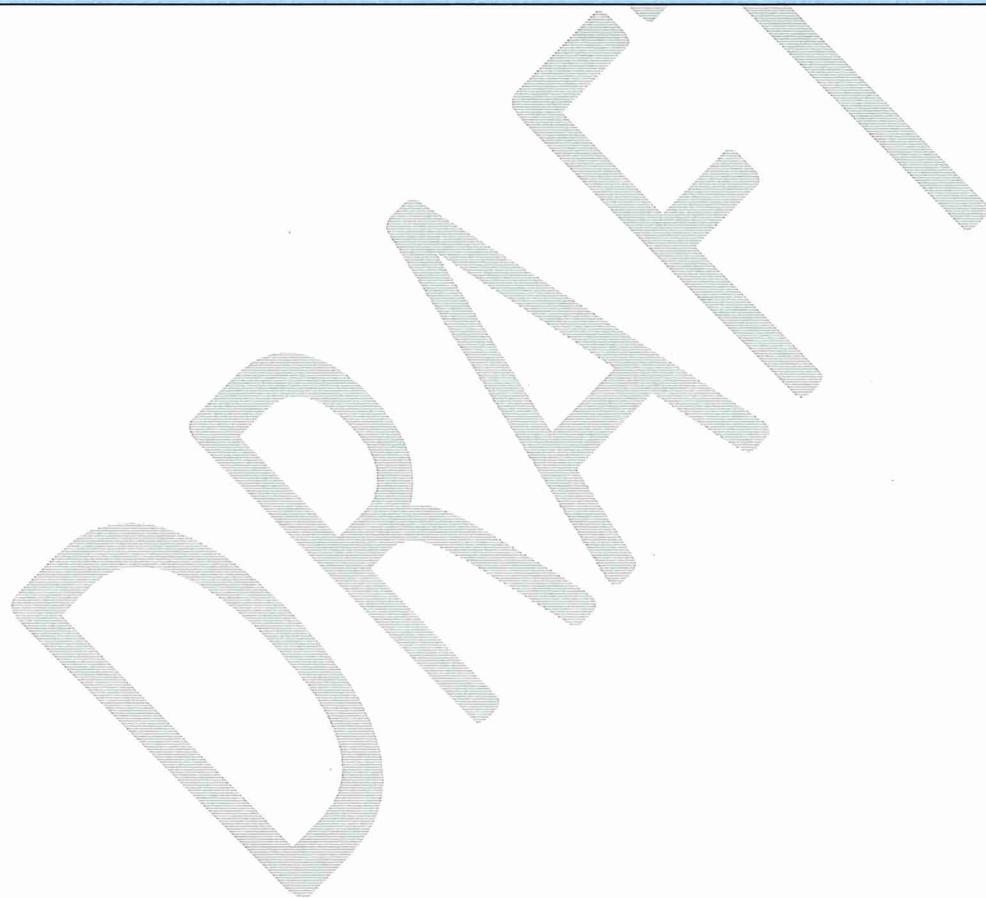
#### COLLABORATION

#### Goals

- a) To work with Lac Ste Anne County and neighbouring Summer Villages to provide enhanced services and amenities to Summer Village and County residents.

## Policies

- 4.1.1 Castle Island shall collaborate with Lac Ste Anne County and neighbouring Summer Villages to explore tying into regional fibre optic, potable water and sanitary system servicing opportunities.
- 4.1.2 Castle Island shall collaborate with Lac Ste Anne County and neighbouring Summer Villages to develop an Intermunicipal Collaboration Framework (ICF) that is mutually beneficial.
- 4.1.3 Council will advocate that existing agricultural land uses adjacent to the Summer Village boundary with Lac Ste Anne County are preserved until future development is anticipated.



# SECTION FIVE

## Implementation Policies

This Section outlines policies designed to implement MDP policies and measure progress made towards achieving them.

### 5-1 IMPLEMENTATION

#### Goals

- a) To implement the policies of this Municipal Development Plan.

#### Policies

5.1.1 The MDP shall be reviewed and updated approximately every ten (10) years to ensure that development continues to reflect the vision and goals herein. A review may also be necessary to reflect:

- a) Shifts in economic, social and development opportunities and constraints,
- b) Changes in Federal and Provincial legislation and regulations, and
- c) Changes to Council's strategic priorities.

5.1.2 Council shall review and update the LUB to implement the policies of this MDP



7 Delwood Place  
St. Albert, AB T8N 6Y5  
Phone: (780) 418-8348  
email: [svcastle@telus.net](mailto:svcastle@telus.net)

## Development Permit Fees

Description	Fee
Land Use Compliance Certificate	\$200.00
Interior Renovations	\$50.00
Fences	\$60.00
Signs	\$100.00
New construction: main and/or second floor	\$.25/ sq. ft
Demolition permit	\$150.00
Change of use	\$60.00
Fireplace construction	\$100.00
Residential sanitary sewer hook-up to main	\$50.00
Hard Surface -driveway, sidewalk, patio over 10 sq. ft	\$75.00
Residential Business Permit	\$55.00

---

**THIS IS A BYLAW OF THE SUMMER VILLAGE OF CASTLE ISLAND, IN  
THE PROVINCE OF ALBERTA, TO BE KNOWN AS THE SUMMER  
VILLAGE OF CASTLE ISLAND FEES & CHARGES BYLAW.**

---

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of Castle Island wishes to establish, in a bylaw, certain fees and charges.

NOW THEREFORE, the Council of the Summer Village of Castle Island, in the Province of Alberta, duly assembled, enacts as follows:

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW".
2. That the Summer Village of Castle Island shall charge fees as established in Schedule A, 'The Fee Schedule', attached hereto.
3. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.

Read a first time on this 19<sup>th</sup> day of January, 2026

Read a second time on this 19<sup>th</sup> day of January, 2026

Read a third and final time on this 19<sup>th</sup> day of January, 2026

Signed this 19<sup>th</sup> day of January, 2026

\_\_\_\_\_  
Mayor, Calvin Smith

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

SCHEDULE 'A' – Page 1 of 2  
BYLAW # 2026-01 FEES & CHARGES**Summer Village of Castle Island****ADMINISTRATIVE FEES**

REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$25.00
COST OF COPIES PER COPY	\$0.50
SPECIAL SERVICES RATE PER HOUR	\$75.00
TAX CERTIFICATES	\$25.00

**APPEAL/AMENDMENT FEES**

ASSESSMENT APPEAL FEE (MATTERS RELATING TO ASSESSMENT COMPLAINTS REGULATION, 2018, Alberta Regulation 201/2017 & Section 481(1) of the MGA)	\$50
DEVELOPMENT APPEAL FEE (Non refundable)	\$1,250.00
SUBDIVISION APPEAL FEE (Non refundable)	\$1,250.00
LAND USE BYLAW AMENDMENT FEE	\$2,000.00
STOP ORDER APPEAL FEE	\$1,250

**DEVELOPMENT FEES****PERMITTED USES**

DEVELOPMENT PERMITS - DWELLINGS	\$.25/SQ FT
DEVELOPMENT PERMITS - ACCESSORY/ADDITIONS	\$.25/SQ FT
DEVELOPMENT PERMITS - SEPTIC, CISTERN, FENCE	\$60.00
DEVELOPMENT PERMITS - DEMOLITION	\$150.00
DEVELOPMENT PERMITS – RESIDENTIAL BUSINESS PERMIT	\$ 55.00

**DISCRETIONARY USES**

DEVELOPMENT PERMITS - DWELLINGS	\$.25/SQ FT
DEVELOPMENT PERMITS - ACCESSORY/ADDITIONS	\$.25/SQ FT
DEVELOPMENT PERMITS - SEPTIC, CISTERN, FENCE	\$60.00
DEVELOPMENT PERMITS - DEMOLITION	\$150.00
DEVELOPMENT PERMITS – RESIDENTIAL BUSINESS PERMIT	\$55.00

**OTHER**

LETTER OF COMPLIANCE - STANDARD	\$95.00
LETTER OF COMPLIANCE - RUSH	\$190.00
PLAN CANCELLATION BYLAW FOR LOT CONSOLIDATION	\$800.00
PLAN CANCELLATION BYLAW REGISTRATION FEE	\$35.00
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY
PLUMBING PERMITS	CODES
GAS & HEATING PERMITS	PROVIDER

SCHEDULE 'A' – Page 2 of 2  
BYLAW # 488-2023 FEES & CHARGES  
**Summer Village of Castle Island**

**SUB-DIVISION FEES (SUBDIVISION AUTHORITY)**

Subdivision fees at application for up to 3 lots

\$750 + \$250 per lot

Separation of Titles (MGA 652 (4))

\$700

Condominium Plan Consent

\$50 per unit

Extension The extension request and fee must be received before the file expires. **Once a file has expired, an extension cannot be processed, and a new subdivision application will be required.**

\$350

Re-circulation

\$250

Fee at Endorsement

(\$200 per lot)

\*\*Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles

\$15 (per title)

Current Land Title

\$7 (per photo)

G.S.T. is payable on all Subdivision Fees (Subdivision Authority)

Air Photo

**SUB-DIVISION FEES (MUNICIPALITY)**

Lot Subdivision fee for lots that were previously consolidated:

- 1 <sup>st</sup> Lot	\$5,000
- each subsequent lot	\$2,500

**RE-DISTRICTING/RE-ZONING FEES**

Re-districting application	\$2,000
Amend Municipal Development Plan	\$2,000
Amend Land Use Bylaw	\$2,000
Amend Provision of a Statutory Plan	\$2,000
Adoption of New Statutory Plan	\$2,000

*GST will be charged where applicable.*

**MAYOR'S AND REEVE MEETING  
JANUARY 14, 2026  
ONOWAY COMMUNITY HALL – 4920 – 49 AVE.  
COMMENCING AT 10:30 A.M.**

**INTRODUCTIONS AND CALL TO ORDER**

- 1 REGIONAL POLICE SERVICE
- 2 AUTO-AID AGREEMENT – FIRE SERVICES
- 3 ICF'S
- 4 SAFETY MITIGATION - PROPOSED GRAVEL PIT ON 544
  - Link to Traffic Impact Assessment (TIA) provided
- 5 EAST END BUS

*Save the Date – January 17, 2026*

*At the Invitation of Chair Gwen Jones  
and Vice-Chair Kathy Dion*

***The Summer Villages of Lac Ste. Anne  
County East (SVLSACE) welcomes your  
attendance at a regional municipalities  
Meeting and Greet.***

Date: January 17, 2026  
Time: 7 pm – 9 pm  
Location: Alberta Beach Seniors  
Heritage Centre (5012-49Ave)  
Invitees: Municipal Elected and CAOs  
(and Plus-Ones)

Charcuterie and Refreshments Provided

**Please RSVP by January 12, 2026 to:**  
[administrator@svlsace.ca](mailto:administrator@svlsace.ca)

*Join your municipal colleagues in ushering in a  
New Year of collaboration, camaraderie, and  
prosperity for the greater Lac Ste. Anne region.*



January 5, 2026

Summer Village of Castle Island  
Box 8  
Alberta Beach, AB  
T0E-0A0

Dear Council:

Lac Ste. Anne East End Bus Society has considered challenges in operations due to inflationary increases. The Society has depended on FCSS funding to subsidize trips for seniors to reduce isolation by increasing socialization. As you are aware, many community groups request FCSS funding and funding levels to EEB have shifted in some communities. There were no funding increases in 2025.

In 2025 to adjust to the economic pressures, EEB Society Board members have:

- increased single trip fees from \$18.00 to \$20.00
- increased patron portion of booked trips by 10%.

In 2025 the funding format transitioned to a per Capita rate of \$6.78 per Capita. To meet the operational needs of the service for 2026, the board has authorized an increase to \$7.50 per Capita to member municipalities. The Summer Villages contribute \$375.00 voluntarily toward operational costs as well.

Per Capital Rate	\$ 7.50			
	LSAC	Onoway	Alberta Beach	Summer Villages
Population	7628	966	864	
2026 Rate	\$ 57,210.00	\$ 7,245.00	\$ 6,480.00	\$ 4,125.00
Operating Add On	\$ 4,000.00	\$ 5,000.00	\$ 3,600.00	
Operating Sub Total	\$ 61,210.00	\$ 12,245.00	\$ 10,080.00	\$ 4,125.00

We recognize the additional contributions of the partner municipalities, without financial and operational assistance, this service would not be feasible.

We thank you for your continued support and championing transit options for rural Albertans in our region.

Best Regards,

Jennifer Thompson  
Chief Administrative Officer  
Town of Onoway

## Regional Municipalities Meeting

1 message

**Cindy Suter** <csuter@lsac.ca>

Thu, Nov 27, 2025 at 4:07 PM

To: 1LSA-COUNCIL2025 <councillors2025@lsac.ca>, Trista Court <tcourt@lsac.ca>, Carla Callihoo <ccallihoo@lsac.ca>, Brian Hartman <bhartman@lsac.ca>, Greg Edwards <GEdwards@lsac.ca>, Cindy Suter <csuter@lsac.ca>, Alexis Nakota Sioux Nation <chief@ansn.ca>, Wendy Wildman Birch Cove <cao@birchcove.ca>, Summer Village of Castle Island <svcastle@telus.net>, "cao@nakamun.com" <cao@nakamun.com>, Tony Sonneleitner <cao@rosshaven.ca>, Rudolf Liebenberg <svsandyb@xplornet.ca>, "Wendy Wildman Silver Sands, Castle Island, South View" <administration@wildwillowenterprises.com>, Summer Village of South View <svsouthview@outlook.com>, "administration@svsunrisebeach.ca" <administration@svsunrisebeach.ca>, Matthew Ferris - Summer Village of Sunset Point <office@sunsetpoint.ca>, Marlene Walsh <cao@valquentin.ca>, Wendy Wildman West Cove <svwestcove@outlook.com>, Kim Hanlan <office@svyellowstone.ca>, "Karen St. Martin" <cao@mayerthorpe.ca>, Jennifer Thompson <cao@onoway.ca>, Kathy Skwarchuk <aboffice@albertabeach.com>, "svcastle.smith@gmail.com" <svcastle.smith@gmail.com>, "keith.pederson@svnakamun.com" <keith.pederson@svnakamun.com>, Ray Hutschal <ray.hutschal@rosshaven.ca>, "dave.noyes@sandybeach.ca" <dave.noyes@sandybeach.ca>, "bernie@summervilleofsilversands.com" <bernie@summervilleofsilversands.com>, "sandi@summervilleofsouthview.com" <sandi@summervilleofsouthview.com>, "brian@svsunrisebeach.ca" <brian@svsunrisebeach.ca>, "lee.landsberg@sunsetpoint.ca" <lee.landsberg@sunsetpoint.ca>, Kathy Dion <k.dion@valquentin.ca>, "chris.kelly@westcove.ca" <chris.kelly@westcove.ca>, Don Bauer <mayor@svyellowstone.ca>, "allen.malcolm@mayerthorpe.ca" <allen.malcolm@mayerthorpe.ca>, "bconinx@onoway.ca" <bconinx@onoway.ca>, Tara Elwood <taraelwood@albertabeach.com>, Kevin Bird <kevin.bird@ngps.ca>, "Kevin Ouderkerk (kouderkirk@steannegas.com)" <kouderkirk@steannegas.com>, "TRL Gas Co-op Ltd. (trgadmin@telusplanet.net)" <trgadmin@telusplanet.net>, "McGillivray, Kevin (RCMP/GRC)" <kevin.mcgillivray@rcmp-grc.gc.ca>, "Jamie.Robertson@rcmp-grc.gc.ca" <Jamie.Robertson@rcmp-grc.gc.ca>

Good afternoon, at today's Council meeting Council resolved to have a Regional Municipalities meeting on Friday, January 30, 2026, at the Alberta Beach Senior's Center. For the new members this is a meeting for all the municipalities to discuss issues, discuss projects and a general meet and greet.

**Location:**

<https://maps.app.goo.gl/4sQGgNjtjK5ZXPP8>

If you have agenda items, please provide them to prior to January 20, 2025. Please provide some backing to the item.

A light lunch will be provided.

Please respond to this email so I can have the correct number of attendees.

Thank you.

**Cindy Suter**

Legislative & Support Services Supervisor

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0

PHONE: 780.785.3411 Ext. 3698 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985

Dear Stakeholder:

In June and July 2025, Municipal Affairs held engagement sessions regarding potential legislative changes to require each municipality establish a level of service for their fire service and to gather feedback on related supports from the Government of Alberta.

Thank you to everyone who contributed their valuable time and insights to this engagement. Municipal Affairs has developed a What We Heard report, which I am pleased to share with you as a valued stakeholder.

I am also pleased to share that following this engagement, Municipal Affairs is not considering legislative changes at this time. Instead, my department will work with municipal associations and fire service stakeholders through the Provincial Fire Liaison Committee to explore, develop, and implement additional supports to assist interested municipalities in defining a fire level of service.

If you have any questions regarding this engagement or next steps, please reach out to the Office of the Fire Commissioner at [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

Sincerely,

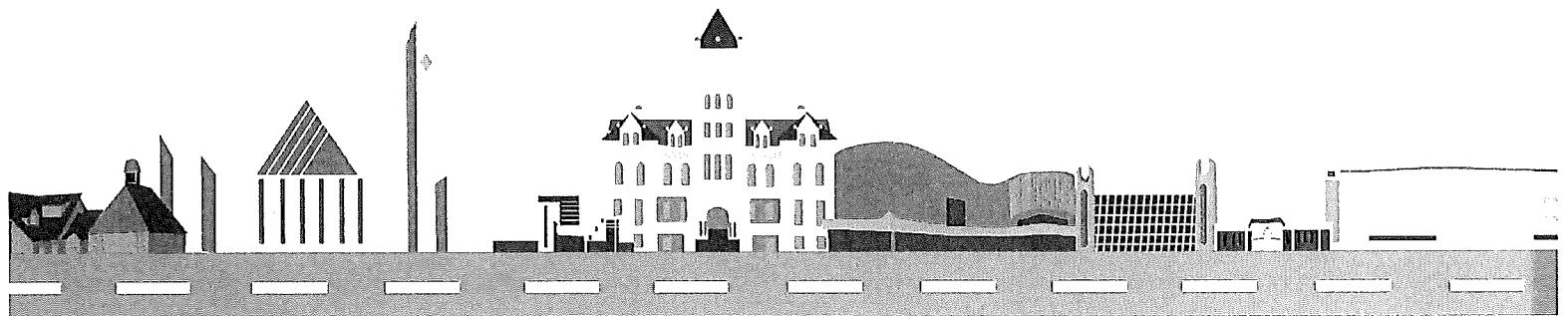


Dan Williams, ECA  
Minister of Municipal Affairs

Attachment: Report: Fire Level of Service 2025 Engagement – What We Heard



Alberta



## Fire Level of Service

### 2025 Engagement – What We Heard

Municipal Affairs | September 2025

## Overview

Municipal Affairs conducted engagements in June and July 2025 to gather input on the feasibility of requiring Alberta municipalities with fire services to establish a council-approved minimum level of service. The engagement focused on adding a requirement into the *Municipal Government Act* and identifying the supports or guidance the province could provide to assist municipalities in developing their service levels.

Following these engagements, Municipal Affairs is not considering legislative changes at this time and will move forward with non-legislative means to support interested municipalities to develop a level of service.

## Methods

Consultation was conducted through four engagement sessions, a survey, and an invitation to submit written responses to Municipal Affairs. This engagement was focused on participation from the Alberta Fire Chiefs Association (AFCA), the Alberta Professional Fire Fighters and Paramedics Association (APFFPA), Alberta Municipalities (ABMunis), the Rural Municipalities of Alberta (RMA), and municipal chief administrative officers (CAOs) or equivalent.

Additionally, the Metis Settlements General Council was invited to participate as Metis Settlements are impacted by provincial legislation and may be affected by changes in requirements for fire services that neighbour Metis Settlements.

## Understanding Levels of Service

Some stakeholders requested more clarity on what a level of service includes and the scope of services fire departments deliver above and beyond fire suppression. Stakeholders requested additional clarification on what is involved with drafting a level of service and conducting fire service-specific community risk assessments.

## Participation

Engagement Sessions – engagement sessions were held on June 23 and 24, and July 9 and July 16 and had over 200 participants. The first session targeted the AFCA and the APFFPA, and the final session targeted the RMA, ABMunis, and the Mid-sized Cities Mayor's Caucus. The June 24 and July 9 sessions were open to all invited stakeholders.

Survey – the survey launched June 6, 2025, and closed on July 11, 2025, and a total of 314 survey responses were received with 131 being complete (all questions answered). Seven additional written responses were also received.

## Profile of Survey Respondents

### Demographic Breakdown

Summer Village or Village	16.15%
Town or City (population under 20,000)	34.16%
City (population 20,000 or more)	13.04%
County or Municipal District	31.06%
Special Area or Improvement District	0.62%
Metis Settlement	0.62%
Fire Service Representative	4.35%

### Fire Service Type

Career fire service	9.49%
Combination (both full-time firefighters and paid-on call)	30.38%
Paid-on-call (firefighters receive compensation for services)	29.75%
Volunteer (firefighters receive no compensation for service)	21.52%
Mutual Aid Agreement (the municipality does not have a fire service but contracts services under a formal agreement)	8.86%

## Common Themes

### Current State

23.72 per cent of survey respondents reported that their municipality currently did not have a level of service for their fire service, while 12.18 per cent were unsure if their municipality had a level of service. While this reflects the understanding that most municipalities in Alberta have a level of service, it also highlights a potential gap for Alberta's municipal fire services.

Some stakeholders reported an opportunity for more awareness for local elected officials on the scope of fire services provided in communities.

There is a significant range in the services provided across the province and sometimes even within the same municipality (particularly large rural municipalities with a wide geographic range and unique needs in communities across the municipality).

Many stakeholders indicated that some services, such as ice rescue and medical calls, are provided informally without being included in a level of service

and suggested an opportunity to increase awareness surrounding budgeting and risk management.

### **Municipal Autonomy and Authority**

Stakeholders were generally not supportive of a legislative requirement to establish a level of service. Feedback strongly suggested municipalities should retain autonomy to determine service levels in a manner that fits their communities. Stakeholders indicated municipalities are in the best position to assess local risks and determine what their fire service will respond to or what other mitigation is needed. Almost all stakeholders emphasized the importance of councils retaining the ability to tailor service levels to local resources and risks.

A majority of stakeholders indicated that a council approved level of service could strengthen the relationship between municipal leadership, local elected officials, and the fire service. However, most stakeholders also stressed the importance of avoiding a one-size-fits all approach as it could impact local viability and retention for volunteer departments.

### **Financial Barriers and Operational Considerations**

Almost all stakeholders noted that municipal financial constraints and the lack of additional funding were significant barriers for the fire service and level of service development.

Municipal stakeholders acknowledged municipalities could modify or discontinue certain services to address budget and staffing pressures; however, many also noted potential resistance from fire service personnel. Moreover, a few stakeholders noted that defining minimum service levels may result in demands for expanded services.

Retention was a concern for local fire services, particularly for departments that rely on volunteers or paid-on-call firefighters. Stakeholders indicated volunteers find it challenging to find time to attend required training while maintaining full-time employment outside the fire service. This can impact their ability to consistently meet a level of service.

Stakeholders acknowledged inconsistent service levels between counties and partner municipalities. Many municipalities anticipate relying on regional or mutual aid agreements to fulfil the response needs of the region. This was provided as an example of why

stakeholders felt levels of service were best determined at the local level.

While it was acknowledged that establishing a level of service could help inform funding, training, and equipment needs, stakeholders raised concerns that it takes time and appropriate staffing levels to conduct a community risk assessment, develop the level of service, adjust municipal budgets as required, and for firefighters to meet training and competency requirements.

### **Provincial Supports**

Almost all stakeholders suggested they would welcome further provincial support to help municipalities develop and improve service levels.

Most stakeholders advocated for supports to build municipal capacity to tailor their fire services to meet community needs. Additional education was requested for local elected officials regarding municipal fire services and the risk associated with not appropriately defining a level of service and the importance of training and equipping to that level of service.

Most stakeholders advocated for additional non-legislative measures, including tool kits, templates, benchmarks, best practice documents, and guidelines, all centralized under the Office of the Fire Commissioner. Stakeholders would also appreciate more training and awareness regarding existing tools and resources.

For additional information, please contact the Office of the Fire Commissioner at [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

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## Update on Changes to Alberta's Police Funding Model

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From PSES Minister <PSES.Minister@gov.ab.ca>

Date Thu 2025-12-18 7:30 AM

Dear colleagues,

I am writing to update you on changes to Alberta's Police Funding Model (PFM) that will affect your municipality beginning on April 1, 2026. The changes resulted from recommendations arising from the independent review of the PFM conducted by MNP LLP during spring and summer 2025, which included comprehensive stakeholder engagement. The changes to the PFM are designed to create a more equitable, transparent, and sustainable approach to funding front-line policing services for communities policed under the Provincial Police Service Agreement (PPSA).

### **Background**

Since 2020, the Police Funding Regulation has enabled communities policed under the PPSA to contribute toward front-line policing costs. This has supported 285 additional Royal Canadian Mounted Police (RCMP) officers and 244 civilian staff to RCMP units across Alberta. However, the original model tied contributions to 2018 policing costs (\$252.3 million) rather than current expenditures. The costs of the PPSA have risen over time to well over \$380.5 million for 2025-26. This increase is due to RCMP contracted salary adjustments and inflation, as well as the additional positions enabled by the PFM.

As Minister, I held the costs to municipalities at approximately 19% of front-line policing costs (which is below the intended 30%), and the province contributed a higher share of the cost in order to allow for the review of the PFM to occur.

With the review complete, and the Police Funding Regulation expiring in March 2026, Alberta is now updating the model to ensure it reflects the real cost of policing today while maintaining predictability for municipal budgeting.

.../2

### **Key Changes to the Funding Model**

#### **Phased Cost Sharing Implementation**

Beginning on April 1, 2026, municipal contributions will increase to 22% of current front-line policing costs, gradually reaching 30% over the next five years. This phased approach ensures predictable increases that support local fiscal planning. Importantly, contributions will now be based on actual front-line policing costs from the most recently completed fiscal year, rather than historical fixed costs.

To provide flexibility and to address unique circumstances, the Minister will have regulatory discretion to cap costs, remove significant one-time expenditures from municipal obligations, and provide targeted discounts to municipalities facing exceptional or substantial cost increases.

#### **Modernized Funding Formula**

The formula for calculating municipal contributions is being updated to better reflect actual demand for policing services. The base formula updates will be phased-in, with changes to weighted occurrences beginning on April 1, 2028, and reaching full implementation by April 1, 2030. Once complete, the formula will be calculated based on:

- 50% population;
- 30% equalized assessment (reduced from 50%); and
- 20% weighted occurrences (calls for service).

This phased timeline allows the province to work with the RCMP and municipalities to refine the underlying data and ensure it reliably informs the model. The introduction of weighted occurrences reflects actual policing workload and demand which reduces reliance on property values alone.

## Revised Modifiers and Subsidies

Several adjustments are being made to improve equity and better reflect service delivery realities:

- **Removing inequitable subsidies:** The Crime Severity Index and detachment subsidies are being eliminated, as they were widely viewed as unbalanced and not aligned with actual service levels.
- **Updating shadow population:** The shadow population approach has been revised to subtract eligible shadow population directly from total population in calculations, rather than applying it as a separate subsidy (previously up to 5%).
- **New vacancy subsidy:** A vacancy modifier will provide discounts to municipalities experiencing RCMP staffing vacancies higher than the provincial average, acknowledging potential reduced service levels.
- **New population density subsidy:** This subsidy will reduce contributions for rural and remote municipalities with significantly lower than average density, recognizing these unique policing challenges and higher associated costs in these communities.

## Enhanced Transparency and Accountability

A new annual public reporting process will be introduced, providing clear visibility into:

- Amounts collected from municipalities under the model;
- How funds collected under the model are allocated; and
- How reinvestments support front-line policing capacity across Alberta.

The province will continue to look for opportunities to enhance transparency, including through collaboration with the Provincial Police Advisory Board. All funds collected through the PFM will continue to be invested in front-line policing provided under the PPSA to support ongoing costs and future growth where possible.

## Next Steps

Further details regarding implementation timelines and specific impacts to your municipality will be provided in the coming weeks. We are committed to working collaboratively with municipalities throughout this transition to ensure an effective implementation process.

Should you have questions or require additional information, please contact my ministry at [abpfm@gov.ab.ca](mailto:abpfm@gov.ab.ca).

Thank you for your continued partnership in maintaining safe and well-served communities across Alberta.

Sincerely,

Honourable Mike Ellis  
Deputy Premier of Alberta  
Minister of Public Safety and Emergency Services

**LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES  
October 8, 2025  
Chateau Lac Ste. Anne – Family Dining Room  
10:00 a.m.**

**1. Call to Order- 10:01 a.m. by Ross Bohnet**

Present: Ross Bohnet, Keith Pederson, Gwen Jones, Daryl Weber, Sandy Morton, Paul Chauvet, Jeremy Wilhelm & Lisa Johnson

Absent:

Guest:

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer, Christine Lafreniere – Recording Secretary

**2. Additions to /Approval of Agenda**

Board Member Paul Chauvet moves:

**Motion #25-045:** That the Board approves the agenda as presented with the following additions:  
5e. – Nordic Mechanical Proposal – CLSA/SVL.  
5f. – Nordic Water Heater Replacement PVL - Ratification.

Carried

**3. Minutes**

Board Member Sandy Morton moves:

**Motion #25-046:** That the Board approves the August 26, 2025 Board meeting minutes as presented.

Carried

**4. Financial**

Board Member Paul Chauvet Moves:

**Motion #25-047:** That the Board approves the 2026 Draft Budget – Foundation as presented.

Carried

Board Member Paul Chauvet moves:

**Motion #25-048:** The Board approves the 2026 Draft Budget – Management as presented.

Carried

Board Member Gwen Jones moves:

**Motion #25-049:** The Board approves the 2026 Draft Budget – Personal Care Services as presented.

Carried

Board Member Lisa Johnson moves:

**Motion #25-50:** The Board approves the 2026 Draft Budget – Capital Maintenance/Projects Budget as presented.

Carried

## 5. New/Other Business

Board Member Keith Pederson moves:

**Motion #25-051:** The Board approves to proceed with the contract proposal with Sinke Consulting as presented to be allocated from the 2025 Requisition Surplus as presented.

Carried

Board Member Keith Pederson moves:

**Motion #25-052:** The Board approves the 2025 Resident Survey results as presented and directs the Chief Administrative Officer to create an action plan to address common issues as presented.

Carried

Board Member Paul Chauvet moves:

**Motion #25-053:** The Board declines the manor applicant request to have a pet as per section 17 of schedule “A” of the Residential Lease Agreement.

Carried

Board Member Jeremy Wilhelm moves:

**Motion #25-054:** That the Board ratifies the completion of the Chief Administrative Officer’s (CAO) performance evaluation for 2025 and approve the renewal of the CAO’s employment contract effective January 1, 2025, under the terms and Conditions presented via email by Ross Bohnet – Board Chair on August 29, 2025.

Carried

Board Member Sandy Morton moves:

**Motion #25-55:** The Board approves the Nordic Mechanical Proposal – CLSA/SVL as presented.

Carried

Board Member Lisa Johnson moves:

**Motion #25-56:** That the Board approves to ratify the Nordic Water Heater Replacement at Pleasant View Lodge as per the email request on October 3, 2025 to be allocated from the 2025 Requisition Surplus.

Carried

## 6. Policy Review

Board Member Jeremy Wilhelm moves:

**Motion #25-57:** That the Board approves the Lac Ste. Anne Foundation Emergency Response Plans for Pleasant View Lodge, Chateau Lac Ste. Anne Lodge and Spruce View Lodge as amended.

Carried

## 7. Information Items

Board Member Lisa Johnson moves:

**Motion #25-058:** The Board accepts items 7a, 7b and 7c for the October 8, 2025 meeting as information.

Carried

8. In Camera

9. Date, Place & Time of Next Meeting

All Board members move:

**Motion #25-059:** The next Board Meeting is December 5, 2025 – 1:00 pm at PVL Community Center.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to, the meeting is now adjourned at 11:14 am.

Deva Box

Chairperson

Dec 5, 2025

Date

  
\_\_\_\_\_  
Chief Administrator Officer

Dec 5, 2025

Date



Association of  
**SUMMER VILLAGES**  
OF ALBERTA

December 12, 2025

**RE: Joint Use and Planning Agreements Regulation**

Dear Members,

Joint use and planning agreements (JUPAs) are a formal partnership between a municipality and a school board to enable the integrated and long-term planning and use of school sites on municipal reserve (MR), school reserve (SR) and municipal and school reserve (MSR) land. More than one municipality or school board may be a party to a JUPA.

The current deadline to have a Joint Use and Planning Agreement (JUPA) in place is June 10, 2026. This deadline was extended from an earlier date and requires municipalities to formalize partnerships with school boards for the integrated planning and use of school sites, facilities, and other shared lands.

As per the attached Regulation, there has recently been an exemption granted “if the school board does not own or occupy a school building within the municipality’s boundaries.”

If you have not yet done so, it is recommended that each Summer Village contact their school division(s) to confirm you fall under the exemption and do not need to enter into a JUPA.

Regards,

Brian Waterhouse  
President ASVA



Province of Alberta

## MUNICIPAL GOVERNMENT ACT

# JOINT USE AND PLANNING AGREEMENTS REGULATION

**Alberta Regulation 110/2025**

Filed on May 15, 2025, in force May 31, 2025

### Extract

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### **Note**

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(no amdt)

**ALBERTA REGULATION 110/2025**

**Municipal Government Act**

**JOINT USE AND PLANNING AGREEMENTS REGULATION**

**Definitions**

**1** In this Regulation,

- (a) “approved new school project” means an approved new school project as defined in section 186.1 of the *Education Act*;
- (b) “school building” means a school building as defined in the *Education Act*.

**Joint use and planning agreements exemption**

**2(1)** Subject to subsection (2), a municipality is exempt from entering into an agreement with a school board under section 670.1 of the Act if the school board does not own or occupy a school building within the municipality’s boundaries.

**(2)** The exemption under subsection (1) does not apply if an approved new school project is being undertaken by or on behalf of the school board within the municipality’s boundaries.

**Expiry**

**3** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on September 30, 2030.

**Coming into force**

**4** This Regulation comes into force on May 31, 2025.



**Honourable Ric McIver, ECA, MLA**  
Calgary-Hays

December 16, 2025

To All Newly Elected Municipal Councils,

I am pleased to extend my warmest congratulations to both new returning councilors on your election to municipal office this past October. Serving your communities is both a privilege and a profound responsibility, and I commend you for stepping forward to represent the residents who have placed their trust in you.

As someone who previously had the honour of serving as on a municipal council and as Minister of Municipal Affairs, I want to express my deep appreciation for the dedication demonstrated by municipal leaders across our province. It was truly an honour working with you, and I remain grateful for the important role you play in strengthening local governance and improving the quality of life for your communities. Municipal governance is often closest to the day-to-day needs of residents. The decisions you make—whether related to infrastructure, community safety, local services, or neighbourhood development—have a direct and immediate impact on the lives of the people you serve. I encourage you to continue working with the new minister in this endeavor.

As we enter the Christmas season, I extend my heartfelt wishes to you, your councils, and your families for a joyful and peaceful Christmas, and a healthy and prosperous New Year. May the months ahead be filled with success as you carry out the vital work of serving your residents.

Sincerely,

Honourable Ric McIver, ECA, MLA  
Speaker of the Legislative Assembly of Alberta  
Calgary-Hays



Association of  
**SUMMER VILLAGES**  
OF ALBERTA

## 2025 Year in Review - Newsletter

As the year draws to a close, we reflect on ASVA's initiatives and achievements on behalf of our members. This has been a productive year for ASVA, highlighted by hosting one of the most successful conferences to date. Representatives from 84% of the member summer villages participated, ensuring robust engagement across our community. Some resolutions were submitted and the Board will work on advocating these to the GOA. The open mic session facilitated valuable discussions and generated ideas that have been submitted to the Board for consideration. Additionally, the Conference Organizing Committee has commenced preparations for the 2026 conference.

At this year's conference, the Summer Village of Ma-Me-O Beach provided an update on their viability audit and described the challenges faced thus far. In support of Ma-Me-O's continued status as a summer village, the ASVA participated in the viability review committee, submitted letters of endorsement to Municipal Affairs Minister Dan Williams, and held meetings with him. The Minister has since granted approval for Ma-Me-O to remain a summer village.

On November 12, Mike Pashak and I had a meeting with Minister Dan Williams and his support staff. The purpose of this meeting was to introduce the Minister to Summer Villages and discuss ASVA's achievements as well as our collaboration with his Ministry. Key topics included the evolving nature of Summer Villages, notably our population growth which is outpacing that of most smaller municipalities in Alberta, and the resulting demand from residents for enhanced urban-style infrastructure such as roads, bridges, water and wastewater systems, recreational amenities, and broadband connectivity. The Minister expressed particular interest in our work on financial health metrics and their potential to provide early warning indicators for municipalities experiencing fiscal stress. He also engaged with our recommendations regarding the Education Property Tax requisition and its potential benefits for municipalities with populations of 2,500 or fewer. The Minister made it clear there would be no increase to LGFF, referencing Alberta's \$6 billion deficit to reinforce this position, and noted his concern about the viability of certain municipalities facing declining populations and aging infrastructure.



Association of  
**SUMMER VILLAGES**  
OF ALBERTA

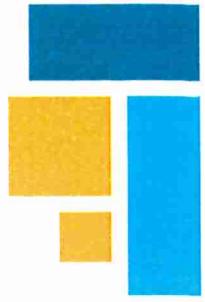
In the past year, two Chief Administrative Officer (CAO) focus sessions were conducted virtually, addressing topics such as election planning, financial metrics, and post-election analysis. These sessions received strong participation. The financial metrics indicated that Municipal Affairs is currently developing policies centered on three main areas: financial health assessment, fiscal relationship review, and early intervention and support, all within the evolving Fiscal Sustainability Framework. Post-election data revealed that 35% of councillors are new to council, and elections occurred in 37% of summer villages. These focus group sessions will continue through 2026, so watch for the invitations.

During the Board of Directors meeting on December 11, the directors resolved to maintain the 2026 membership fees at the same level as those set for 2025. The success of the recent conference provided subsidy for the 2026 fees. As we all look forward to a new year, the ASVA Board of Directors want to thank all of you for your continued support. We must all stick together as a larger voice gets more recognition. If you have any questions, suggestions, or comments, don't hesitate to call our Executive Director, Kathy Krawchuk at (780)236-5456 or email her at [execdirector@asva.ca](mailto:execdirector@asva.ca)

On behalf of the Board of Directors, we wish you and your families a Merry Christmas and a Happy New Year.

Sincerely,

Brian Waterhouse  
President ASVA



## NEWS RELEASE

### **ABmunis' initial response to provincial government's Police Funding Model announcement**

December 19, 2025

**EDMONTON** – *The following statement is issued on behalf of Alberta Municipalities' President Dylan Bressey and the Board of Directors:*

Yesterday's Government of Alberta news release about the Police Funding Model (PFM) highlights the pressure that increased policing costs are placing on strained municipal budgets throughout Alberta.

Financial pressures such as those created by the PFM are what prompted us to launch our Property Taxes Reimagined initiative in October 2025. The initiative provides an overview of the various factors that, over the past 15 years, led to the fiscal dilemma many municipal councils currently find themselves in.

The Government of Alberta contracted the RCMP to provide provincial policing and shared the cost with the federal government until 2020. Since then, the PFM has required small communities that receive RCMP community policing to pay a percentage of the total cost. Combined with rising policing expenses, this has created additional strain on municipal finances at a time when population growth, inflation, reduced provincial funding, and restrictions on local revenue tools are already forcing municipalities to increase property taxes to maintain core services and infrastructure.

We have concerns about the timing, implementation and rollout of the PFM. Many municipalities have just set their annual budgets for 2026. When it comes to policing, an important principle is that our members have "say with pay." In this instance, the provincial government prioritized payment over governance. To date, municipalities have not had the input necessary to have confidence that their financial contributions are improving local community safety.

Alberta Municipalities believes something needs to be done to bend the "cost curve" down on policing. We know that investing in prevention is one of the best ways to accomplish this. That's why we're optimistic that the Government of Alberta will increase its annual funding for Family and Community Support Services (FCSS) by about 60 per cent in the 2026 Budget (from about \$105 million/year to \$161.5 million/year) so communities can deliver more evidence-based, preventative support services that reduce demand on more costly services like crisis intervention and policing.

Our association will continue advocating for an equitable funding model that reflects demand for services and ability to pay, strengthens oversight and accountability, and reinvests all funds raised back into front-line policing and public safety. We'll analyze the funding model announced on December 18 and speak with our members about it in the new year.

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Jennifer MacGowan  
Director  
Stakeholder Engagement

**FortisAlberta Inc.**  
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Calgary, Alberta T2S 2V1  
Phone: (403) 310 - Wire (9437)  
[www.fortisalberta.com](http://www.fortisalberta.com)

December 23, 2025

**RE: 2026 FortisAlberta Inc. Distribution Tariff**

This letter is to advise that on December 17, 2025, the Alberta Utilities Commission (AUC) issued Decision 30274-D01-2025: FortisAlberta Inc. Annual Performance-Based Regulation Rate Adjustment, approving updates to FortisAlberta's Distribution Tariff effective January 1, 2026.

FortisAlberta's 2026 Distribution Tariff is comprised of its Customer and Retailer Terms and Conditions of Electric Distribution Service, Fee Schedule, Customer Contribution Schedules and Rates, Options and Riders Schedules, available at [www.fortisalberta.com](http://www.fortisalberta.com).

To support your business planning activities for this coming year, we have attached a sample of estimated bill impacts to show the total percentage change from December 2025 to January 2026 for each rate class based on consumption and demand. These values include transmission, distribution, and energy charges, where energy charges are based on EPCOR Energy Alberta Inc.'s Rate of Last Resort. Additionally, we have provided an excerpt of FortisAlberta's 2026 Maximum Investment Levels (Table 1), which represent the maximum approved amount that FortisAlberta may invest in a new or upgraded service.

Changes to FortisAlberta's Distribution Tariff for 2026 take into account a variety of factors and adjustment mechanisms related to inflation, capital funding, benefit-sharing provisions, and other adjustments, as determined and approved by the AUC. You may learn more about the AUC's 2024-2028 Performance-Based Regulation Plan for Alberta Electric and Gas Distribution Utilities in Decision 27388-D01-2023, available at [www.auc.ab.ca](http://www.auc.ab.ca).

We appreciate the opportunity to keep you informed of these updates. As your trusted electric system distribution provider, FortisAlberta is dedicated to serving you and is excited about continuing our valued partnership. If you require further information or have any questions with respect to FortisAlberta's 2026 Distribution Tariff, please feel free to contact your dedicated Stakeholder Relations Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "J. MacGowan".

Jennifer MacGowan  
Director, Stakeholder Engagement



## Sample of Average Monthly Bill Impacts by FortisAlberta Inc. Rate Class

(Includes Energy, Retail, Distribution and Transmission Rates, and Riders based on values approved by the Alberta Utilities Commission for Q4-2025 and Q1-2026)

Rate Class	Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2025 Bill	Jan 2026 Bill	\$ Difference	% Change
<b>11</b> <b>Residential</b>		300 kWh		\$102.48	\$103.32	-\$0.84	0.8%
		640 kWh		\$170.17	\$171.16	-\$0.99	0.6%
		1,200 kWh		\$281.64	\$282.87	-\$1.23	0.4%
<b>21</b> <b>Farm (Breakered) (Closed)</b>		200 kWh	5 kVA	\$137.53	\$140.13	-\$2.60	1.9%
		1,400 kWh	10 kVA	\$423.34	\$430.58	-\$7.24	1.7%
		7,500 kWh	25 kVA	\$1,760.37	\$1,788.75	-\$28.38	1.6%
<b>22</b> <b>Farm (Demand Metered)</b>		700 kWh	10 kVA	\$326.67	\$332.72	-\$6.04	1.8%
		3,000 kWh	20 kVA	\$882.43	\$897.56	-\$15.12	1.7%
		15,000 kWh	60 kVA	\$3,543.79	\$3,601.16	-\$57.37	1.6%
<b>26</b> <b>Irrigation (Seasonal Bill)</b>		6,000 kWh	20 kW	\$2,411.56	\$2,491.70	-\$80.15	3.3%
		15,000 kWh	33 kW	\$4,955.61	\$5,132.36	-\$176.76	3.6%
		45,000 kWh	100 kW	\$14,855.02	\$15,386.02	-\$531.00	3.6%
<b>31</b> <b>Streetlighting (Investment)</b>		5,144 kWh	12,500 W	\$4,130.54	\$4,200.78	-\$70.24	1.7%
		7,900 kWh	20,000W	\$2,370.43	\$2,392.23	-\$21.80	0.9%
	<b>38</b> <b>Yard Lighting</b>	5,000 kWh	12,000 W	\$2,688.07	\$2,727.58	-\$39.51	1.5%
Rates 31, 33 and 38 are based on 100 HPS Lights in assorted fixture wattages.							
<b>41</b> <b>Small General Service</b>		1,083 kWh	5 kW	\$285.64	\$294.17	-\$8.52	3.0%
		2,165 kWh	10 kW	\$525.91	\$542.18	-\$16.27	3.1%
		10,825 kWh	50 kW	\$2,448.06	\$2,526.29	-\$78.24	3.2%
<b>45</b> <b>Oil and Gas Service</b>		2,590 kWh	7.5 kW	\$742.11	\$759.43	-\$17.32	2.3%
		5,179 kWh	15 kW	\$1,353.27	\$1,387.43	-\$34.16	2.5%
		25,895 kWh	75 kW	\$6,242.54	\$6,411.45	-\$168.91	2.7%
<b>61</b> <b>General Service</b>		32,137 kWh	100 kW	\$3,744.23	\$3,865.96	-\$121.73	3.3%
		63,071 kWh	196 kW	\$7,306.66	\$7,544.66	-\$238.01	3.3%
		482,055 kWh	1,500 kW	\$55,558.54	\$57,371.45	-\$1,812.91	3.3%
<b>62</b> <b>EV Fast Charging Station Service</b>		500 kWh		\$387.67	\$412.05	-\$24.38	6.3%
		1,000 kWh		\$723.00	\$770.83	-\$47.83	6.6%
		3,000 kWh		\$2,064.27	\$2,205.91	-\$141.64	6.9%
<b>63</b> <b>Large General Service</b>		824,585 kWh	2,500 kW	\$94,044.18	\$92,257.28	\$1,786.90	-1.9%
		1,529,769 kWh	4,638 kW	\$166,257.69	\$162,820.17	\$3,437.52	-2.1%
		3,298,338 kWh	10,000 kW	\$347,365.66	\$339,788.47	\$7,577.20	-2.2%
<b>65</b> <b>Transmission Connected Service</b>	The Distribution Component will increase from \$50.240044/day to \$50.619440/per day. The Transmission Component is the applicable rate of the Alberta Electric System Operator (AESO).						



### Customer Contribution Schedules

**Table 1 - Excerpt**

**2026 Maximum Investment Levels for Distribution Facilities When the Investment Term is 15 years or more**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$3,168 per service
Rate 11 Residential Development	\$3,168 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,787 base investment, plus \$971 per kVA of Peak Demand
Rate 26 Irrigation	\$6,787 base investment, plus \$1,080 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,493 per fixture
Rate 38 Yard Lighting	\$966 per fixture
Rate 41 Small General Service	\$6,787 base investment, plus \$1,080 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,787 base investment, plus \$1,080 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,787 base investment, plus \$1,080 per kW for the first 150 kW, plus \$135 for additional kW of Peak Demand
Rate 63 Large General Service	\$122 per kW of Peak Demand, plus \$134 per metre of Customer Extension

**Notes:** Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

# EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED  
BY



BROWNLEE LLP  
*Barristers & Solicitors*

**CALGARY** **February**  
5th, 2026

**EDMONTON** **February**  
12th, 2026

The Edmonton and Calgary sessions are filling up fast, register today!

Don't miss out on the opportunity to learn about the latest legal insights and current issues relevant to municipalities across the province. We will address topics including:

- preparing for new AI data centres
- protecting municipalities from internal fraud
- owner's duty of care: an emerging area of concern
- dual loyalties in regional governance and much more.

Emerging Trends in Municipal Law will be held in-person in Calgary and Edmonton, and the Edmonton date will also offer a live-stream option for virtual attendance.

## Event Details

CALGARY	EDMONTON
<b>WinSport Arena</b> 88 Canada Olympic Rd SW, Calgary	<b>Edmonton Expo Centre</b> 7515 - 118 Ave. NW, Edmonton
Thursday, February 5, 2026 7:45 am – 4:30 pm	Thursday, February 12, 2026 7:45 am – 4:30 pm
In-person only	In-person   Virtual

## Tickets

**In-Person Admission: \$209** + applicable taxes & fees  
**Virtual Admission: \$149** + applicable taxes & fees

## Hotel Booking Information

Should you require accommodation feel free to access our discounted hotel rates:

### Calgary

**Hotel:** Four Points by Sheraton Calgary West

**Address:** 8220 Bowridge Crescent, NW

The deadline for the group rate has ended. You can still contact the hotel if you require a room at **403.288.4441** or [book a room](#) online

### Edmonton

**Hotel:** Sandman Signature Edmonton Downtown

**Address:** 10235 – 101 St. NW, Edmonton

To book a room [before January 26<sup>th</sup>](#), 2026, call **1-800-SANDMAN**, [email the hotel](#), or [book a room online](#) and provide the following information:

**Block Code:** “2602EMERGI”

If you have any questions, please contact Dania Atique at [datique@brownleelaw.com](mailto:datique@brownleelaw.com).

*This event is by invitation only.*

We hope you can join us!

### Brownlee LLP

*This message is sent on behalf of the Brownlee Municipal Practice Area.*

*You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.*

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