

**SUMMER VILLAGE OF CASTLE ISLAND
COUNCIL ORGANIZATIONAL MEETING – VIA ZOOM
MONDAY, AUGUST 12th, 2024 AT 5:00 PM
Wildwillow Admin Office 2317 TWP RD 545 Lac Ste. Anne County**

A G E N D A

1. **Call to Order (by Chief Administrative Officer or Alternate Admin)**
2. **Adoption of Agenda**
3. **Mayor – Nomination & Appointment & Official Oath of Office**
4. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
5. **Confirmation of Council Meeting Dates & Time** (was the third Monday of every second month at 5:00 p.m. at the Admin Office 2317 TWP RD 545 Lac Ste. Anne County).
6. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
7. **Confirmation of Banking Authority** (Royal Bank of Canada)
8. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
9. **Confirmation of Auditor Appointment** (Doyle and Company)
10. **Confirmation of Solicitor Appointment** (Patriot Law, Onoway, Alberta)
11. **Confirmation of Subdivision & Development Appeal Board** – (Milestone Municipal Services – Emily House, Bylaw 2023-09)
12. **Confirmation of Assessment Review Board** – (Capital Region Assessment Services Commission; Bylaw 2023-06)
13. **Confirmation of FOIP Coordinator** (recommending Wildwillow Enterprises Inc., Wendy Wildman)
14. **Confirmation of Planning & Subdivision Authority** – (Municipal Planning Services – Jane Dauphinee, subject to entering into an Agreement)
15. **Confirmation of Integrity Commissioner** – (Victoria Message)
16. **Confirmation of Designated Officers**
 - a) Bylaw 2023-08, Assessor – Dan Kanuka, Municipal Services Group Inc.
17. **Confirmation of Committee Appointments:**
 - a) North 43 Lagoon Commission (was Mayor Kupchenko)
 - b) Summer Villages of Lac Ste Anne County East – all of Council
 - c) West Inter Lake District Regional Water Services Commission (was Mayor

- Kupchenko and Councillor Elkow)
- d) Emergency Management (was Deputy Mayor Smith)
- e) Yellowhead Regional Library (was Mayor Kupchenko)

18. **Municipal Office Location** (Wildwillow Administration Office 2317 TWP. RD. 545 Lac Ste. Anne County)

19. **Policy – Remuneration Policy – attached page 1** (confirm as is or approve with changes.

(that Council accept the Policy for Council Remuneration and Expense Reimbursement as is)

20. **Code of Conduct for Members of Council – (Bylaw 2023-01) attached pages 2-14** MGA 2000, Chapter M-26, Part 5, Section 146.1 outlines the requirements of what is to be included in the Code of Conduct Bylaw. It is an administrative practice that this Bylaw be reviewed annually by Council. **Administration recently has been in contact with Municipal Affairs regarding our Code of Conduct Bylaw resulting from municipal MAP reviews and were advised that our current Bylaw includes sanctions not Authorized under the Code of Conduct regulation. The Bylaw also excludes a Member against whom an allegation is made from attending the Closed Session where the report is discussed. This is contrary to Section 153 of the MGA which requires Councillors to participate in Council meetings. Therefore, our Code of Conduct Bylaw requires amendment. The amended Bylaw is on the regular agenda for review and approval.**

(that Council review the amended Code of Conduct Bylaw included on the regular agenda for the meeting following the Organizational Meeting for approval)

21. **Public Participation Policy & Plan C-COU-PAR-1 – attached pages 15-25) – MGA** 2000, Chapter M-26, Part 7, Section 216.1 outlines the requirements of a Public Participation Policy & Plan. It is an administrative practice that this Policy & Plan be reviewed annually by Council.

(that Council approve Policy C-COU-PAR-1, Public Participation Policy & Plan as attached)

22. **Council's Legislative Responsibilities** – Council was previously presented the following: Roles & Responsibilities of Municipal Officials, Pecuniary Interest for Municipal Councillors, What Every Councillor Needs to Know, A Council Member Handbook, Municipal Government Act, and the Council & Committee Procedural Bylaw and the Code of Conduct for Members of Council Bylaw.

(that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities be acknowledged as received)

23. **Adjournment**

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2317 Township Road 545 Lac Ste. Anne County

	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	Monday, July 12 th , 2024 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 1-4</i>	a)	Monday, June 10 th , 2024 Regular Council Meeting <i>(approve minutes as presented or as amended)</i>
4.	<u>Appointments:</u>	a)	N/A
5.	<u>Action Items:</u>	a)	Deputy Director of Emergency Management Update – this item was deferred from the June 10 th , 2024 meeting to allow Council time to speak with community members at the Annual Meeting and submit names for this position. Council will still need to establish an Emergency Management Plan and the Emergency Management Agency. Deputy Mayor Smith indicated that he had forwarded an email to Alberta Emergency Management Agency Field Officers, John Swist and Troy Carriere. Administration is requesting whether a Deputy Director of Emergency Management has been appointed/accepted and where the program is at. <i>(that _____ be appointed as Deputy Director of Emergency Management, effective immediately)</i> <i>Or</i> <i>(accept the information on the Summer Village of Castle Island Emergency Management Plan as presented)</i> <i>Or</i> <i>(some other direction as given by Council at meeting time)</i>
		b)	Aquatic Weed Harvesting – this item was deferred from the last meeting pending additional information from Council. <i>(direction as given by Council at meeting time)</i>

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

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Pages 5-6	c)	<p>5 Year Operating and Capital Budget - Council is required under the Municipal Government Act to adopt a three-year operating and five-year capital plan. This was a critical legislative gap in our last Municipal Accountability Plan review. The Capital Budget includes proposed projects discussed with Council at budget time.</p> <p><i>(that the 3 year Operating budget and 5 year Capital budget be approved as presented)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	e)	<p>Gazebo Project – the gazebo project is almost complete however Council is wanting to add sidewalks, railings and associated costs to the project. The estimate for this additional work is \$24,350. Administration is requesting approval for this amount to be funded through available grant funds.</p> <p><i>(that the quote provided by C & C Construction for the installation of sidewalks, rails and associated costs for the gazebo project in the amount of \$24,350 be ratified, cost to be funded by available grant funding)</i></p>
Bylaw 2024-04 Code of Conduct Bylaw Pages 7-20	e)	<p>Bylaw 2024-04, Code of Conduct for Council – this item was a legislative gap in our last MAP review. The appropriate Bylaw was passed in September of 2023, however when Municipal Affairs reviewed our Bylaw, they indicated that there were some areas that needed amending. The new Code of Conduct of Bylaw for Council has been redrafted with changes as indicated and now vetted by Municipal Affairs for approval.</p> <p><i>(that Bylaw 2024-04, being the Code of Conduct Bylaw for the Summer Village of Castle Island, be given first reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-04 be given second reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-04 be considered for third reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-04 be given third and final reading (as is or as amended)</i></p>
Bylaw 2024-05 Bylaw Enforcement Officer Bylaw Pages 21-29	f)	<p>Bylaw 2024-05, Bylaw Enforcement Officer Bylaw – this item was also a legislative gap in our last MAP review. Although we do not have a Bylaw Enforcement Officer, it is a requirement to have a Bylaw in place. The appropriate Bylaw was passed in September of 2023, however when Municipal Affairs reviewed our Bylaw, they indicated that there were some</p>

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			<p>areas that needed amending. Our Bylaw provides that an officer may appeal disciplinary action to the mayor and be heard by Council. This contradicts Section 180 of the MGA as discipline of employees is an administrative function. The changes as indicated have been made and was vetted by Municipal Affairs for approval.</p> <p><i>(that Bylaw 2024-05, being the Bylaw Enforcement Officers Bylaw for the Summer Village of Castle Island, be given first reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-05 be given second reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-05 be considered for third reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-05 be given third and final reading (as is or as amended)</i></p>
	Page 30	g)	<p>Municipal Indicator Results: Summer Village of Castle Island – Alberta Municipal Affairs annually reports a performance measure that based on financial and governance indicators in measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments. The performance measure is based on analysis of 13 municipal indicators. The Summer Village of Castle Island did not meet the threshold for one indicator in 2023; on-time financial reporting. Because of the delay in finding information for the auditor in 2023, our financial statements were not submitted to the government prior to the May 1st deadline. We did meet this deadline in 2024.</p> <p><i>(that the 2023 Municipal Indicators Report and response for the Summer Village of Castle Island be accepted for information)</i></p>
		h)	<p>Next Meeting – the next regular meeting is scheduled for September 9th, 2024 for 5:00 p.m. Does Council wish to proceed with a meeting for that date or reschedule for a date in October or November?</p> <p><i>(direction as given by Council at meeting time)</i></p>
		i)	
		j)	

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6.	<u>Council Reports:</u>	a)	Mayor Kupchenko
		b)	Deputy Mayor Smith
		c)	Councillor Elkow <i>(accept Council reports for information)</i>
7.	<u>Development Permits</u>		N/A
8.	<u>Inspection Group Permits</u>		N/A
9.	<u>Financial</u>	a)	July 31 st , 2024 Year to Date report – forwarded under separate cover <i>(that the July 31st, 2024 Income and Expense Statement be accepted for information)</i>
10.	<u>Correspondence</u> <i>Pages 31-33</i>	a)	Lac Ste. Anne Foundation Board Meeting Minutes – March 26 th , 2024
	<i>Pages 34-36</i>	b)	Government of Alberta, Municipal Affairs – June 24 th , 2024 Ministerial Order confirming the requisitions payable (and forgiveness thereof certain amounts via a program credit) for the Designated Industrial Property tax. The order includes a report listing all DIP's issued, attached is only the page that includes the Summer Village of Castle Island (indicating our credit back for the levied amount).
		c)	
		d)	
		e)	
		f)	
			<i>(accept for information)</i>

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11.	<u>Chief Administrative Officer Report</u> <i>Forwarded separate</i>		<ul style="list-style-type: none"> a) To Do List – June 10th, 2024 b) Land Acquisition Update c) d) e) <p style="text-align: center;"><i>(accept Chief Administrative Officer Report for information)</i></p>
12.	<u>Closed Session</u>		N/A
13.	<u>Adjournment</u>		

Next Meetings: TBD