

# SUMMER VILLAGE OF CASTLE ISLAND MEETING AGENDA

Monday, August 18<sup>th</sup>, 2025 – 9:00 a.m.  
Wildwillow Administration Office & Via Zoom  
2317 Township Road 545 Lac Ste. Anne County

	<u><b>Call to Order</b></u>		
2.	<u><b>Agenda</b></u>	a)	August 18 <sup>th</sup> , 2025 Regular Council Meeting  <i>(approve agenda as presented or as amended)</i>
3.	<u><b>Minutes:</b></u> <i>Pages 1-7</i> <i>Pages 8-10</i>	a)	June 16 <sup>th</sup> , 2025 Organizational Council Meeting June 16 <sup>th</sup> , 2025 Regular Council Meeting  <i>(approve minutes as presented or as amended)</i>
4.	<u><b>Appointments:</b></u>	a)	N/A
5.	<u><b>Action Items:</b></u> <i>Pages 11-15</i>	a)	<p>Auditor Appointment – at the Organizational Meeting scheduled on June 16<sup>th</sup>, 2025, Council deferred the auditor appointment because of the exorbitant cost related to the 2024 Audit and Financial Statement preparation in May of 2025. The current audit firm of Doyle and Doyle completed the audit, with a total charge of \$8,470 for the work. We have already paid \$4,270 on the account and was then charged an additional \$4,200. The total amount was almost twice of the budgeted amount and Administration forwarded a letter on June 3<sup>rd</sup>, 2025 outlining our concern (attached). We received a response email on June 23<sup>rd</sup>, 2025 “explaining” why the costs were much higher, with a justification that the company had already “written off” much of what the audit and financial statements had cost (<i>they advised that the total that should have been invoiced was \$15,630</i>). Administration feels that this is costing the Summer Village more than necessary. There is little we can do now about the invoice, however we will need a motion to pay as it is over the amount budgeted.</p> <p>Subsequent to Council discussion at our last meeting, we reached out to two different audit firms for a quote for 2026 and received a quote of approximately \$3,500 per year from Seniuk &amp; Marcato, Chartered Professional Accountants and \$4,500 from Metrix Group, Chartered Professional Accountants. We currently use Seniuk for most of our municipalities; however we also utilize Metrix for one. Administration is recommending contracting our 2025 year end work to Seniuk &amp; Marcato, Chartered Professional Accounts.</p>

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			<p><i>(that Council confirm the appointment of the firm Seniuk and Marcato for the audit work and year end financial statements for the Summer Village of Castle Island for 2025 subject to an executed contract with the firm)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p> <p>and</p> <p><i>(that Council authorize the additional payment of \$4,200.00 to Doyle and Doyle for the work completed for the 2024 Audit and Financial Statements)</i></p>
		b)	<p>Appointment of Development Officer for the Summer Village of Castle Island – this appointment was also deferred from the Organizational Meeting to allow Council time to discuss this appointment with Rick Arndt.</p> <p><i>(that Council confirms the appointment of _____ as Development Officer for the Summer Village of Castle Island, being in part the Development Authority, as provided for under the Land Use Bylaw #2010-01, being also a designated officer position for the Summer Village of Castle Island)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Draft Land Use Bylaw 2025-01 Pages 16-52	c)	<p>Draft Land Use Bylaw (Bylaw 2025-01) – to reiterate, our current Land Use Bylaw (LUB) does not meet legislation according to the Municipal Accountability Program (MAP) review completed by Municipal Affairs. A list of deficiencies is as follows:</p> <ul style="list-style-type: none"> <li>a) The bylaw does not provide for how and to whom notice of the issuance of development permits is to be given</li> <li>b) Section 7(1)(c) provides an appeal period of 7 days following issue of a development permit. Section 686(1)(a)(i)(A) of the <i>Municipal Government Act</i> (MGA) has been amended to set the appeal period at 21 days</li> <li>c) Section 12(2) of the bylaw states that appeals may be made to the development appeal board. This is contrary to Section 685(1), which states the development authority must indicate whether an appeal lies to a subdivision and development appeal board or to the Land and Property Rights Tribunal.</li> </ul>

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			<p>d) Section 12(3) provides an appeal period of 14 days, contrary to the revised statute in Section 686(1)(a)(i)(A) requiring 21 days.</p> <p>Although these are not onerous changes, we must adopt a new LUB to ensure compliance to legislation. This does not have to be a complete rewrite, however Council has also indicated that they wish to have Short Term Rentals addressed in the new LUB. The process for compliance will be the same as the MDP, first reading, advertising, public hearing and then second and third readings. Administration has done the lion's share of the administrative work on the LUB to assist with lowering the cost, and an outside contractor has reviewed and made changes upon direction of Council. Council has had the opportunity to review the Draft LUB changes with no concerns, however the required Public Hearing was stalled due to the election. Our next Council meeting is currently scheduled for October 20<sup>th</sup>, 2025 at 9:00 a.m. Does Council wish to hold the Public Hearing prior to this meeting?</p> <p><i>(that Bylaw 2025-01, being a Bylaw to amend the Land Use Bylaw with respect to Legislative Updates, Riparian Considerations, Recreational and Guest Recreational Vehicles, Home Based Businesses and Short Term Rentals be given first reading and that a Public Hearing be scheduled for _____ 2025 during the regular Council meeting)</i></p> <p><i>or</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<i>Draft Bylaw 2025-02, Municipal Development Plan Pages 53-65</i>	d)	<p>Bylaw 2025-02, Municipal Development Plan (MDP) Bylaw – the Summer Village of Castle Island initiated a Municipal Development Plan in 2021. The required Public Input was completed at that time via a survey, however the actual Bylaw was never presented to Council other than for discussion purposes. Because the first reading of the MDP Bylaw (which was never completed) expires after two years, the entire Bylaw process is dead and will require a restart. This involves first reading, advertising, public hearing (during a regular or special council meeting) and then second and third readings. This was also identified in the 2022 MAP review and required to close the legislative gap. Subsequent to discussion with Municipal Affairs, the MDP that was drafted in 2021 is fine so no other changes have been made except to bring the Plan in line with the Land Use Bylaw. Administration is suggesting that we advertise and schedule the public hearing at the same time as the Land Use Bylaw.</p>

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			<p><i>(that the draft Municipal Development Plan to amend riparian considerations in line with the Land Use Bylaw be accepted and that Council give first reading to Bylaw 2025-02, and set the date/time for the Public Hearing as _____)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		e)	<p>Next Meeting Date – our next Council meeting is scheduled for Monday, October 20<sup>th</sup>, 2025 at 9:00 a.m. Considering the Land Use Bylaw and Municipal Development Plan requirement for a Public Hearing, does Council wish to set the meeting date to incorporate the Public Meetings?</p> <p><i>(direction as given by Council at meeting time)</i></p>
		f)	
		g)	
6.	<b><u>Council Reports:</u></b>		N/A
7.	<b><u>Development Permits</u></b> Page 66	a)	<p>25DP01-11, Construction of a boathouse/garage and guest house, 20 Martin Road</p> <p><i>(accept for information)</i></p>
8.	<b><u>Inspection Group Permits</u></b>		N/A
9.	<b><u>Financial</u></b>	a)	<p>Income and Expense Statement – July 31<sup>st</sup>, 2025</p> <p><i>(that the July 31<sup>st</sup>, 2025 Income and Expense Statement, be accepted as presented)</i></p>
10.	<b><u>Correspondence</u></b> Page 67-69	a)	Lac Ste. Anne Foundation Board Meeting Minutes – April 29 <sup>th</sup> , 2025
	Pages 70-71	b)	June 25-25 correspondence from the Royal Canadian Mounted Police advising that Trevor Daroux, O.O.M. is the new Commanding Officer for the Alberta RCMP
	Pages 72-74	c)	Town of Onoway – Full and Final Settlement of Onoway Regional Fire Services – the Town has completed the reconciliation of accounts and



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Meetings: October 16<sup>th</sup> and 17<sup>th</sup>, 2025 ASVA Convention (location TBA)  
Regular Council Meeting and Public Hearings - TBD  
November 12<sup>th</sup> – 14<sup>th</sup>, 2025 ABMunis Convention & Trade Show (Calgary TELUS Convention Centre)

SUMMER VILLAGE OF CASTLE ISLAND  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
MONDAY, JUNE 16<sup>TH</sup>, 2025 AT 9:00 A.M.  
SUMMER VILLAGE ADMINISTRATION OFFICE  
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	<b>PRESENT</b>	<p>Councillor: Jeff Elkow  Councillor: Calvin Smith  Councillor: Gary Guy</p> <p>Administration: Wendy Wildman, CAO (via zoom)  Administrative Assistant: Diane Wannamaker  Commissioner of Oaths, Angela Duncan</p> <p>Public attendance (in person): 0</p>
1.	<b>CALL TO ORDER</b>	Chief Administrative Officer Wendy Wildman called the meeting to order at 9:00 a.m.
	<b>SWEARING IN ALL OF COUNCIL</b>	<p>CAO Wildman recognized the results of the 2025 Election whereby Jeff Elkow, Calvin Smith and Gary Guy were elected by acclamation.</p> <p>Commissioner of Oaths, Angela Duncan administered the Councillor Oaths of Office and Jeff Elkow, Calvin Smith and Gary Guy assumed the office of Councillors.</p>
	<b>PART 1 COUNCILLOR ORIENTATION PRESENTATION</b>  25-70	<p>9:05 a.m. Alberta Summer Village Association – Mike Pashak – Part 1 Councillor Orientation Presentation – via zoom</p> <p>Mr. Pashak left the meeting at 9:41 a.m.</p> <p><b>MOVED</b> by Councillor Smith that Councillors Elkow, Smith and Guy accept for information and acknowledge receipt and completion of Part 1 of the required Councillor Orientation.</p>
2.	<b>AGENDA</b> 25-71	<p><b>MOVED</b> by Councillor Smith that the agenda for the June 16<sup>th</sup>, 2025 Organizational Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>ELECTION (MAYOR)</b>	<p>CAO Wildman called for nominations for the Office of the Mayor of the Summer Village of Castle Island;</p> <p>Councillor Elkow nominated Councillor Smith</p> <p>CAO Wildman called for nominations for the Office of Mayor a second time;</p> <p>CAO Wildman called for nominations for the Office of Mayor a third time;</p>

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	25-72	<p><b>MOVED</b> by Councillor Elkow that nominations for the Office of Mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councillor Smith was declared elected by acclamation to the Office of Mayor and took the Oath of Office and assumed the Chair.</p>
4..	<p><b>ELECTION (DEPUTY MAYOR)</b></p> <p>25-73</p> <p>Angela Duncan</p>	<p>Mayor Smith called for nominations for the Office of Deputy Mayor of the Summer Village of Castle Island;</p> <p>Mayor Smith nominated Councillor Elkow</p> <p>Mayor Smith called for nominations for the Office of Deputy Mayor a second time;</p> <p>Mayor Smith called for nominations for the Office of Deputy Mayor a third time;</p> <p><b>MOVED</b> by Councillor Guy that nominations for the Office of Deputy Mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councillor Elkow was declared elected by acclamation to the Office of the Deputy Mayor and took the Oath of Office.</p> <p>Ms. Duncan left the meeting at 9:55 a.m.</p>
5.	<p><b>CONFIRMATION OF COMMITTEE APPOINTMENTS</b></p> <p>25-74</p>	<p><b>MOVED</b> by Deputy Mayor Elkow that the following Council committee and external appointments be confirmed:</p> <ul style="list-style-type: none"> <li>a) North 43 Lagoon Commission: Representative: Mayor Smith</li> <li>b) Summer Villages of Lac Ste. Anne County East: all of Council may attend, Voting Representative Mayor Smith, First Alternate Voting Representative is Deputy Mayor Elkow, Second Alternate Voting Representative is Councillor Councillor Guy</li> </ul>

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		<p>c) West Inter Lake District Regional Water Services Commission (Annual General Meetings and/or special all member meetings): all of Council may attend; Voting Representative Mayor Smith, First Alternate Voting Representative is Deputy Mayor Elkow, Second Alternate Voting Representative if Councillor Guy;</p> <p>d) Emergency Management Mayor Smith, alternate Gary Guy</p> <p>e) Yellowhead Regional Library: Representative Mayor Smith, Alternate Deputy Mayor Elkow</p> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<b>SIGNING AUTHORITY</b> 25-75	<p><b>MOVED</b> by Deputy Mayor Elkow that Council confirm the signing authority to include all of Council (Mayor Smith, Deputy Mayor Elkow and Councillor Guy and for Administration, the Chief Administrative Officer (Wendy Wildman) and Administrative Assistant (Diane Wannamaker), with two signatures required on all financial instruments with one signature required from any member of Council and one signature required from Administration.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>BANKING AUTHORITY</b> 25-76	<p><b>MOVED</b> by Mayor Smith that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>ADMINISTRATION</b> 25-77	<p><b>MOVED</b> by Mayor Smith that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<b>CAO APPOINTMENT</b> 25-78	<p><b>MOVED</b> by Mayor Smith that Council confirm Wendy Wildman as Chief Administrative Officer for the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p>



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10.	<b>MEETING DATES</b> 25-79	<p><b>MOVED</b> by Mayor Smith that Council confirm that the meeting date for regular Council meetings be established as the third Monday of every other month starting at 9:00 a.m. to begin Monday, August 18<sup>th</sup>, 2025, hosted in the municipal office board room, 2317 Township Road 545 in Lac Ste. Anne County in Alberta; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website as an appropriate form of notification.</p> <p style="text-align: right;"><b>CARRIED</b></p>
11.	<b>OFFICE LOCATION</b> 25-80	<p><b>MOVED</b> by Mayor Smith that Council confirm the location of the municipal office for the Summer Village of Castle Island as 2317 Township Road 545 in Lac Ste. Anne County, Alberta.</p> <p style="text-align: right;"><b>CARRIED</b></p>
12.	<b>FINANCIAL OFFICER AND ADMINISTRATIVE ASSISTANT</b> 25-81	<p><b>MOVED</b> by Mayor Smith that Council confirm the appointment of Shelley Vaughan as Financial Officer and Diane Wannamaker as Administrative Assistant as designated officers for the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p>
13.	<b>CONFIRMATION OF AUDITOR APPOINTMENT</b> 25-82	<p><b>MOVED</b> by Mayor Smith that Administration request quotes from several Municipal Audit firms and that the appointment of municipal auditor be deferred to the next regular Council meeting, August 18<sup>th</sup>, 2025.</p> <p style="text-align: right;"><b>CARRIED</b></p>
14.	<b>SOLICITOR</b> 25-83	<p><b>MOVED</b> by Mayor Smith that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor for the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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15.	<b>ASSESSOR</b> 25-84	<p><b>MOVED</b> by Mayor Smith that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Travis Horne as municipal assessor, a designated officer position for the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p>
16.	<b>ASSESSMENT REVIEW BOARD</b> 25-85  25-86	<p><b>MOVED</b> by Mayor Smith that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite).</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Smith that Assessment Review Board Panelists and Administration appointments be confirmed as: Gerryl Amorin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Castle Island; Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meir and Raymond Ralph as certified panelists; and Richard Ralph the Designated Chair for the Assessment Review Board for 2025.</p> <p style="text-align: right;"><b>CARRIED</b></p>
17.	<b>ATI &amp; POP COORDINATOR</b> 25-87	<p><b>MOVED</b> by Mayor Smith that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the Access to Information and Protection of Privacy Coordinator for the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p>
18.- 21.	<b>LEGISLATIVE</b> 25-88	<p><b>MOVED</b> by Mayor Smith that Council acknowledge as received, and here now reviewed, the following notable Bylaw and Policies:</p> <p>Bylaw 2025-05, being the duly passed Procedural Bylaw  Policy C-COU-PAR-1, being the duly passed Public Participation Policy  Policy – being the duly passed Remuneration Policy</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	25-89	<p><b>MOVED</b> by Mayor Smith that Council acknowledges they have received and here now reviewed Section 208 of the <i>Municipal Government Act</i>, specifically the list of Performance of Major Administrative Duties of the municipality.</p> <p style="text-align: right;"><b>CARRIED</b></p>
22. & 23.	<p><b>DEVELOPMENT &amp; SUBDIVISION AND DEVELOPMENT APPEAL BOARD</b></p> <p>25-90</p> <p>25-91</p> <p>25-92</p>	<p><b>MOVED</b> by Mayor Smith that the appointment of Development Officer for the Summer Village of Castle Island, being in part the Development Authority, as provided for under the Land Use Bylaw be deferred to the August 18<sup>th</sup>, 2025 Council meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Smith that Council confirm Milestone Municipal Services as Subdivision and Development Appeal Board services provider and the appointment of Emily House, Janet Zaplotinsky and Cathy McCartney as Subdivision and Development Appeal Board Clerks, as designed officer positions for the Summer Village of Castle Island.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Smith that Council appoint and confirm the following pool of individuals (as provided through agreement with the Subdivision and Development Appeal Board services provider):</p> <p>Denis Meier  Rainbow Williams  John Roznicki  Chris Zaplotinsky  Tony Siegel  Jamie-Lee Kralej  Jason Shewchuk  John McIvor  Angela Duncan</p> <p style="text-align: right;"><b>CARRIED</b></p>



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24.	<b>FIRE PROTECTION</b> 25-93	<b>MOVED</b> by Mayor Smith that Council confirms the engagement of the Alberta Beach Regional Fire Services as Fire Protection services provider for Castle Island; confirm Fire Chief David Ives as Fire Chief, respective of the terms of the service agreement and subsequent supplementary aid agreements; and that Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire protection purposes.  <b>CARRIED</b>
25.	<b>DIRECTOR OF EMERGENCY MANAGEMENT</b> 25-94	<b>MOVED</b> by Mayor Smith that the appointment of the Municipal Director of Emergency Management for the Summer Village of Castle Island be deferred to the August 18 <sup>th</sup> , 2025 regular Council meeting.  <b>CARRIED</b>
26.	<b>ADJOURNMENT</b>	The meeting adjourned at 10:20 a.m.

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

\_\_\_\_\_  
Chief Administrative Officer



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	<b>PRESENT</b>	<p>Mayor: Calvin Smith  Deputy Mayor: Jeff Elkow  Councillor: Gary Guy</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (via zoom)  Diane Wannamaker, Administrative Assistant</p> <p>Public attendance (in person): 0</p>
1.	<b>CALL TO ORDER</b>	Mayor Smith called the meeting to order at 10:20 a.m.
2.	<b>AGENDA</b> 25-95	<p><b>MOVED</b> by Deputy Mayor Elkow that the June 16<sup>th</sup>, 2025 agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> 25-96	<p><b>MOVED</b> by Deputy Mayor Elkow that the minutes of the April 28<sup>th</sup>, 2025 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS</b>	N/A
5.	<b>ACTION ITEMS</b>	
	25-97 <i>Bylaw 2025-06, Chief Administrative Officer &amp; Designated Officer Bylaw</i>	<p><b>MOVED</b> by Mayor Smith that Bylaw 2025-06, being a Bylaw to establish the positions of Chief Administrative Officer (CAO) and Designated Officers, be given first reading as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	25-98	<p><b>MOVED</b> by Mayor Smith that Bylaw 2025-06, CAO &amp; Designated Officers Bylaw be given 2<sup>nd</sup> reading as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	25-99	<p><b>MOVED</b> by Mayor Smith that unanimous consent be given to consider third reading of Bylaw 2025-06, CAO &amp; Designated Officers Bylaw in one sitting.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
	25-100	<p><b>MOVED</b> by Mayor Smith that Bylaw 2025-06, CAO &amp; Designated Officers Bylaw be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	25-101	<p><b>MOVED</b> by Deputy Mayor Elkow that Councillor Guy be authorized to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16<sup>th</sup> – 17<sup>th</sup>, 2025 in Edmonton if he is available.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	25-102	<p><b>MOVED</b> by Mayor Smith that Council approve the Hold Harmless Agreement between the North 43 Lagoon Commission and the Summer Village of Castle Island and ratify execution of the Agreement on April 21<sup>st</sup>, 2025 by previous Mayor Ian Kupchenko.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	25-103	<p><b>MOVED</b> by Mayor Smith that the Contact Report provided by Occupational Health &amp; Safety regarding their routine inspection on April 10<sup>th</sup>, 2025 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	25-104	<p><b>MOVED</b> by Deputy Mayor Elkow that the date for the Public Hearing for the Land Use Bylaw and Municipal Development Plan be deferred to the August 18<sup>th</sup>, 2025 regular Council meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<b>COUNCIL REPORTS</b> 25-105	<p><b>MOVED</b> by Mayor Smith that the Council reports be accepted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>DEVELOPMENT PERMITS</b>	N/A
8.	<b>INSPECTION GROUP PERMITS</b>	N/A
9.	<b>FINANCIAL</b> 25-106	<p><b>MOVED</b> by Mayor Smith that the May 31<sup>st</sup>, 2025 Income and Expense Statement be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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10.	<b>CORRESPONDENCE</b> 25-107	<b>MOVED</b> by Mayor Smith that the Correspondence and Information items be accepted for information.  <b>CARRIED</b>
11.	<b>CAO REPORT</b> 25-108  25-109	<b>MOVED</b> by Mayor Smith that the CAO report be accepted for information.  <b>CARRIED</b>  <b>MOVED</b> by Mayor Smith that Digital Rose Design be contracted to provide website updates for the Summer Village of Castle Island.  <b>CARRIED</b>
12.	<b>CLOSED SESSION</b>	N/A
13.	<b>ADJOURNMENT</b>	Mayor Smith declared the meeting adjourned at 10:57 a.m.

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

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





Box 8,  
Alberta Beach, AB T0E 0A0  
Phone: 780-967-0271  
Fax: 780-967-0431  
Email: [cvcastle@telus.net](mailto:cvcastle@telus.net)

---

June 3<sup>rd</sup>, 2025

Doyle & Company,  
Chartered Professional Accountants  
11210 – 107 Avenue NE  
Edmonton, AB T5H 0Y1

Via email: [edward@doyleca.com](mailto:edward@doyleca.com)

ATTENTION: Edward Cheung, Partner

Dear Mr. Cheung:

I hope this letter finds you well. I am writing to express our concern regarding the fees for the recent audit services provided by your firm. Upon reviewing the invoices, we were surprised to find that the charges are remarkably high compared to our expectations and previous engagements.

While we appreciate the thoroughness and professionalism of your work, the significant increase in fees has caused us considerable disappointment. There are only 20 properties in the Summer Village of Castle Island with limited transactions and the audit resulted in only 9 year end journal entries. All communication and information regarding the audit was via email with no in office visit or review. In comparison to other audits we have had completed under our corporate umbrella, some of which have 280 properties, the total cost of those audits were only 77% of the cost of the Castle Island audit, this is unacceptable. Further, the presentation to Council, was extremely short and only covered a small portion of the financial statements. We understand that not all Council members may be familiar with reading financial statements, however a comprehensive review should be provided.

We understand that past audits involved clean-up from previous years; however, this year was a clean audit, and accordingly, we budgeted \$5,500, which should have covered costs. We kindly request a detailed breakdown of the fees to better understand the charges and explore possible adjustments. We value our relationship with your firm and would like to discuss this matter further.

(cont.../2)

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We look forward to your prompt response and hope to resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Diane Wannamaker", with a long, sweeping flourish extending upwards and to the right.

Diane Wannamaker  
Administrative Assistant

dw

c.c. Chief Administrative Officer, Wendy Wildman  
Ricky Ting, Doyle & Associates



Summer Village of Castle Island &lt;svcastle@telus.net&gt;

**Re: 2025 AUDIT COSTS**

1 message

**Summer Village of Castle Island** <svcastle@telus.net>

Mon, Jun 23, 2025 at 12:53 PM

To: Edward Cheung &lt;Edward@doyleca.com&gt;

Hi Edward, we budgeted \$5,000 for this audit as we thought that was a better reflection of the work required. We will have to get Council motion for the extra expense as it is outside of budgeted amount. Thanks,

Diane

On Fri, Jun 20, 2025 at 2:38 PM Edward Cheung <Edward@doyleca.com> wrote:

Hi Diane/Wendy,

Thank you for bringing this to my attention. Sorry for my delayed response, I was travelling up north for some audits since beginning of May and we are just getting settled back in the office now.

I understand your disappointment and concerns; there are a couple of points that I would like to address specifically.

- Regardless of the size of municipality, an audit requires planning, risk assessment, and design every year that is issued by our office. No exceptions. This is needed for us to gather audit evidence to form an opinion.
- Any office visit or in person review would result in higher audit cost, messy books and records will also have additional audit fees as you mentioned as well.
- We bill you based on time spent on the file; I have attached a report that Brandee helped generate from our time tracking software where you will see that I have written off about ~\$7k of time. If you had a budget in mind for the audit, please communicate and discuss that with me beforehand as I can let you know if that is feasible for us and we can work together to figure an amount out so that you are not disappointed in the end.
- I am extremely disappointed to hear that you were not happy with the presentation to Council, had you wanted a more comprehensive review of all the numbers, statements and schedules along with everything audit related, you could have communicated that to me, I would have been more than happy to go through everything. I go with the mood and direction of the client and have never received a single piece of feedback from anyone at the SV that something was unclear or if there was an area that needed to be focussed on
  - In addition to that, I have never put or charged any time for any of the meetings I have had with yourself or Council, I have always included that in our fees and not as an extra charge
- I feel that our fees have been extremely competitive especially since I have already written off a big bulk of time due to our long-standing relationship. Audits have gone through a tremendous amount of change with a lot more paperwork and requirements from us as practitioners.

Thanks a million, have a nice weekend.

**Edward Cheung, CPA, CA**

**Partner**

**Doyle & Company**

**Chartered Professional Accountants**

11210 - 107 Avenue NW

Edmonton, Alberta T5H 0Y1

Office: (780) 452-2300 (ext: 4366)

Fax: (780) 452-2335

Disclaimer: This message is intended only for the individual(s) to whom it is addressed and may contain confidential information.

Any disclosure is strictly prohibited. If you have received this message in error, please delete all copies of the message.

**From:** Summer Village of Castle Island <[svcastle@telus.net](mailto:svcastle@telus.net)>

**Sent:** June 3, 2025 1:55 PM

**To:** Edward Cheung <[Edward@doyleca.com](mailto:Edward@doyleca.com)>

**Cc:** Ricky Ting <[ricky@doyleca.com](mailto:ricky@doyleca.com)>; Brandee Rintou <[brandee@doyleca.com](mailto:brandee@doyleca.com)>

**Subject:** 2025 AUDIT COSTS

**CAUTION:** This email is originated from outside of Doyle & Company. Carefully check the email before replying or clicking on any links. If you are not sure, contact your IT Support.

Please refer to the attached. We anticipate your response.

Thank you.

--

*Diane Wannamaker*

*Administration*

*Summer Village of Castle Island*

*PH: (780)967-0271*

*Box 8, Alberta Beach, T0E 0A0*

**NEW OFFICE LOCATION:**

**2317 TOWNSHIP ROAD 545 LAC STE ANNE COUNTY**

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## Doyle &amp; Company

## BW Detail - Overhead by Date by Client /36 Month

For the Period From 4/1/2025 to 5/31/2025

Client ID	Client Name	E-Mail Address	Phone Number
7-113900	Summer Village of Castle Island	svcastle@telus.net	(780) 418-8348

Box 8

Alberta Beach, AB T0E 0A0

Partner	Manager	Accountant	Other	A/R Total	\$4,782.90
EC				Last Invoice:	\$4,693.50 on 3/31/2025
Last Year Billed	\$8,250.00	Last Year Mark Up/Down	(\$3,370.00)	Last Payment:	(\$2,574.51) on 7/26/2024
				YTD Mark Up/Down	\$0.00

Month	January	February	March	April	May	June	July	August	September	October	November	December	Total Billed
<b>Year: 2025</b>													
Billed	\$0.00	\$0.00	\$4,470.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,470.00
Mark	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Year: 2024</b>													
Billed	\$0.00	\$0.00	\$5,250.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,250.00
Mark	\$0.00	\$0.00	\$0.00	(\$3,370.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,370.00)

Emp ID	Work Code	Date	T	Hours	Rate	Amount	Notes
RM	302 - File Preparation	3/26/2025	T	4.00	\$130.00	\$520.00	
RM	302 - File Preparation	3/27/2025	T	3.50	\$130.00	\$455.00	
RM	302 - File Preparation	3/27/2025	T	4.00	\$130.00	\$520.00	
RM	302 - File Preparation	3/28/2025	T	3.50	\$130.00	\$455.00	
RM	302 - File Preparation	3/28/2025	T	4.00	\$130.00	\$520.00	
BDR	302 - File Preparation	3/31/2025	T	1.00	\$150.00	\$150.00	
RM	302 - File Preparation	4/1/2025	T	2.00	\$130.00	\$260.00	
RT	302 - File Preparation	4/7/2025	T	5.00	\$280.00	\$1,400.00	
RT	302 - File Preparation	4/8/2025	T	4.00	\$280.00	\$1,120.00	
RT	302 - File Preparation	4/9/2025	T	7.00	\$280.00	\$1,960.00	
RT	302 - File Preparation	4/10/2025	T	3.50	\$280.00	\$980.00	
RT	302 - File Preparation	4/14/2025	T	6.00	\$280.00	\$1,680.00	
RT	302 - File Preparation	4/15/2025	T	7.00	\$280.00	\$1,960.00	
RT	302 - File Preparation	4/16/2025	T	7.00	\$280.00	\$1,960.00	
RT	302 - File Preparation	4/21/2025	T	1.75	\$280.00	\$490.00	
EC	303 - Supervision and Review	4/24/2025	T	3.00	\$400.00	\$1,200.00	

\*\*\*Total Client: 7-113900\*\*\*

66.25

\$15,630.00

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## **\*\*NEW\*\* MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW**

As legislated, the Summer Village of Castle Island, collectively with resident input drafted a Land Use Bylaw (LUB) in May 2010 and a Municipal Development Plan - MDP (which mirrored the LUB) in March 2021.

In September of 2022, the Summer Village went through a Municipal Accountability Program (MAP) review. The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. This program is designed to assist municipalities successfully meet the challenges involved in meeting the mandatory requirements.

During the review, it was noted that the LUB and MDP legislated process for the Summer Village of Castle Island was not followed through to completion and that there were some legislated changes in the *Municipal Government Act* that required updating. The process for approval of both documents, include a review of the documents, public notification and a public meeting to ensure that all residents are able to review the documents and provide input.

Attached are the Draft Municipal Development Plan and the Land Use Bylaw for your perusal. The legislated updates to meet Provincial Municipal Government requirements as well as Short Term Rental definitions/clauses are highlighted in "red." The highlighted "green" clauses include:

- The lakefront property boundary has been properly defined following the Alberta Government Survey Act Riparian definition, which all lots in the Summer Village fall under.
- Recreational Vehicles have been included with 1 per lot allowed under the Accessory Buildings.
- Guest Recreational Vehicles have been included; to a maximum of 1, for a maximum of 14 days, and must be able to be located within a lot.
- Guest houses have been included under Accessory Buildings and allow a convenience type kitchenette in the definition.
- Any new building floor elevations are to be above the Lac Ste. Anne high water geodetic elevation following the requirements of Lac Ste. Anne County.
- Home based businesses are better defined; maximum 2 employees including resident employed and maximum 1 visitor at a time with Employee and Visitor parking to be contained on the driveway of the residence
- Permit application requirements have been updated.

As we are approaching election season, once new Council is in place, a decision will be made to schedule a public hearing to present the Municipal Development Plan and the Land Use Bylaw to the public to enable input in order for these documents to move forward.

Should you have further questions or concerns, please contact the Administration office at (780)967-0271 or a Council member.

# Summer Village of Castle Island

## Land Use Bylaw 2025-01



\_\_\_\_\_, 2025

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

First Reading:  
Public Hearing:  
Second Reading:  
Third Reading:

\_\_\_\_\_  
Mayor  
Ian Kupchenko

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

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## **PART 1 – PURPOSE AND 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 – 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) 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, ten 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 air 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 wall 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 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, alternation, 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 by at:
  - 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) 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) sent 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 the decision in accordance with Section 685(2) 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:
  - (a) any dismantled or wrecked vehicle for more than fourteen (14) successive days, or
  - (b) 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
  - (c) 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
  - (d) 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 (2). 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)

Short Form

District Designation



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 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:

Public Hearing:

Second Reading:

Third Reading:

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Mayor, Ian Kupchenko

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Chief Administrative Officer, Wendy Wildman

**SCHEDULE "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.

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 "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 1, 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 #2010-01**  
**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 # \_\_\_\_\_

52

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

---

**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 230 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 \_\_\_\_ day of \_\_\_\_\_ A.D., 2025.

\_\_\_\_\_  
Mayor, Ian Kupchenko

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

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

\_\_\_\_\_  
Mayor, Ian Kupchenko

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

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

\_\_\_\_\_  
Mayor, Ian Kupchenko

\_\_\_\_\_  
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

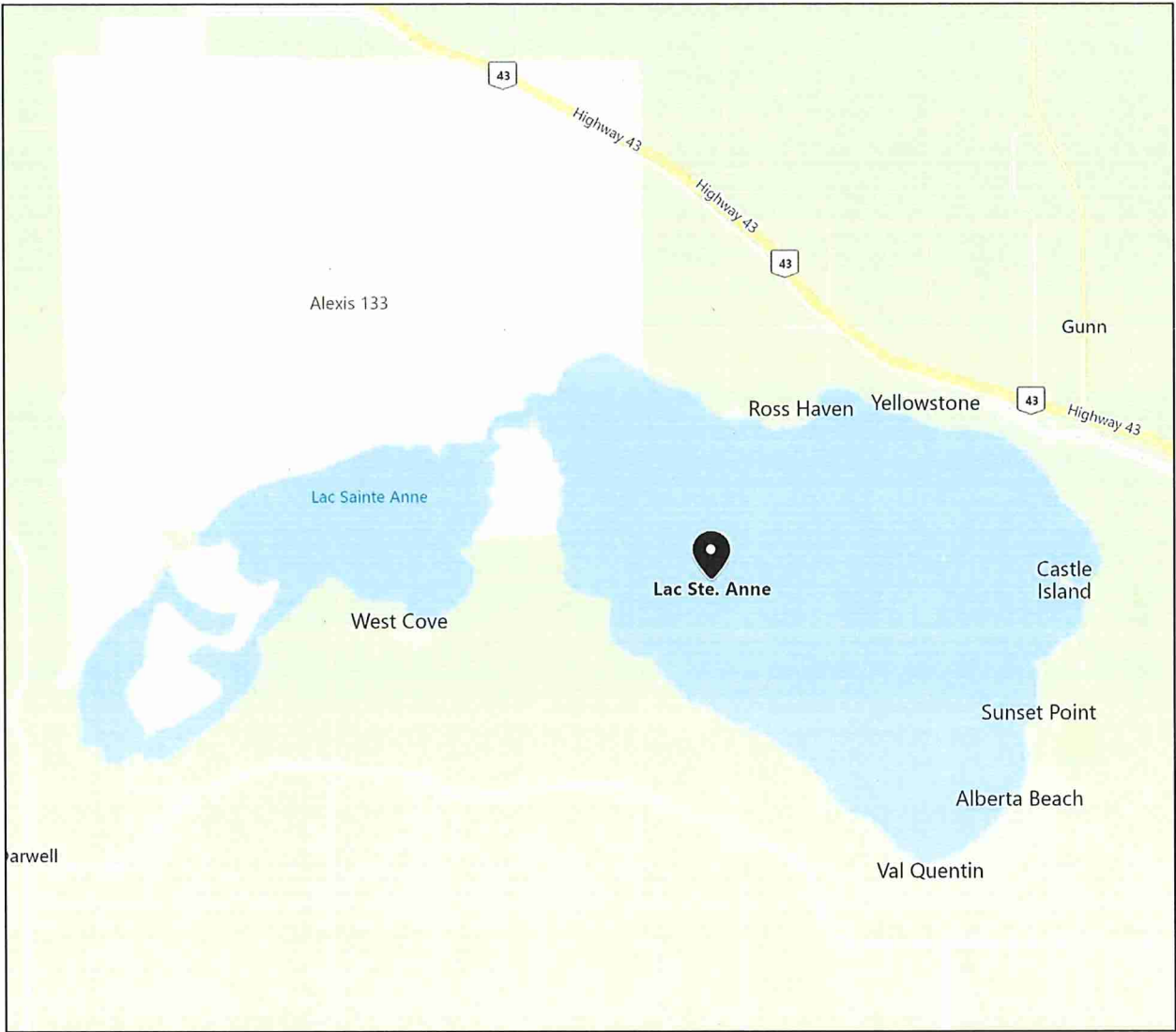
The Summer Village of Castle Island is a small municipality located approximately one hour from Edmonton, Alberta. Castle Island is located on Lac Ste Anne, within Lac Ste Anne County. ~~From the late nineteenth century, Castle Island has been a summer playground for the nobility and well-to-do of Edmonton.~~ 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 to 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.

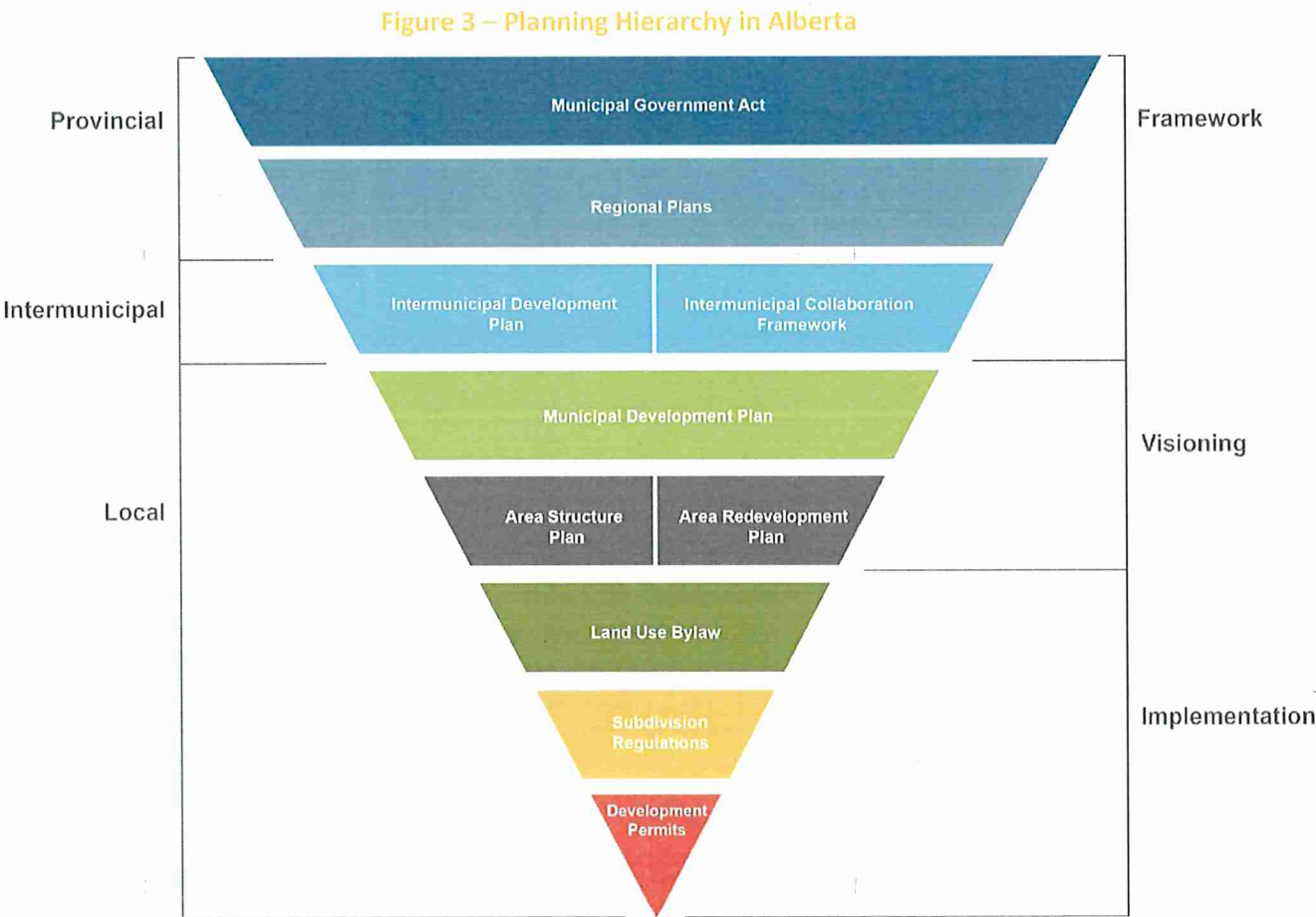
#### 2.1 PURPOSE & SCOPE

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) c) 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.~~ **only allowed on Lot 6, which was consolidated from 2 lots to 1, making the Summer Village of Castle Island having 19 lots as per Land Use Bylaw definitions "Subdivision". A maximum of 20 lots is only allowable in the Summer Village.**
- 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~~ **riparian legal bank** of Lac Ste Anne **as surveyed on each individual lot.**
- 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. **To be located below the high-water elevation of Lac Ste. Anne.**

3.5.3 Practices which minimize nutrients entering the lake from adjacent development **all properties within the Summer Village** are encouraged.

*(please refer to Association of Summer Village's of Alberta – Lake Stewardship Reference Guide for further information at:*

*<https://alms.ca/wp-content/uploads/2013/09/ASVALakeStwrshpGuideWholeDoc.pdf>)*

## 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

**DEVELOPMENT PERMIT NO: 25DP01-11**  
**SUMMER VILLAGE OF CASTLE ISLAND ROLL NO: 20000**  
**PURSUANT TO LAND USE BY-LAW 2010-01**

The attached application was considered by the Development Officer on August 7<sup>th</sup>, 2025 and was:

**APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

**LEGAL DESCRIPTION:**

**LOT 18, PLAN 4021KS**

**1. APPROVED** as follows:

Construction of a boathouse/garage and guest house as per submitted plan.

**SUBJECT TO: Landowner must ensure contractor provides a bin for waste materials as well as access to toilet facilities.**

**2. THE NOTICE OF DEVELOPMENT** must be displayed on the site.

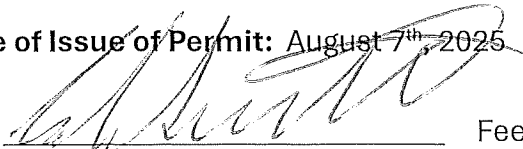
This is not a **BUILDING PERMIT REQUIRED UNDER THE ALBERTA SAFETY CODES ACT!** You are required to apply for a **Building Permit** and any other applicable permits under the **Safety Codes Act** such as **electrical, plumbing and gas** from Inspections Group Inc. before proceeding with construction.

**NOTE:** In addition to any other conditions noted above, this permit is subject to the following conditions:

- (a) This permit lapses and is automatically revoked if the development authorized by this permit is not commenced within a six-month period from the date of issue of this permit
- (b) The development once commenced, is not to be discontinued or suspended for a period of more than six months.

You are authorized to proceed with the development specified provided that any conditions appearing hereon are complied with and you have applied for, received, and submitted copies of any permits required under the Safety Codes Act. This permit becomes effective at the expiration of the appeal period specified in the Land Use By-law, unless an appeal has been launched within that period, in which case the permit does not become effective except in the manner and extent that is consistent with the final appeal decision.

**Date of Decision and Date of Issue of Permit:** August 7<sup>th</sup>, 2025

**DEVELOPMENT OFFICER:**  Fee \$629.25

(65)

**LAC STE. ANNE FOUNDATION**  
**BOARD MEETING MINUTES**  
**April 29, 2025**  
**Pleasant View Lodge – Community Center**  
**1:30 p.m.**

1. Call to Order- 12:22 p.m. by Ross Bohnet

Present: Ross Bohnet, Keith Pederson, Bernie Poulin, Daryl Weber, Sandy Morton, Paul Chauvet  
& Jeremy Wilhelm

Absent: Lisa Johnson

Guest:

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer

2. Additions to /Approval of Agenda

Board Member Jeremy Wilhelm moves:

**Motion #25-015: That the Board approves the agenda for April 29, 2025 as amended  
7f – ASCHA Conference Housing Report.**

Carried

3. Minutes

Board Member Bernie Poulin moves:

**Motion #25-016: That the Board approves the February 25, 2025 Board meeting minutes as  
presented.**

Carried

Board Member Daryl Weber Moves:

**Motion #25-017: That the Board approves the March 14, 2025 Special Board meeting minutes  
as presented.**

Carried

4. Financial



Board Member Jeremy Wilhelm moves:

**Motion #25 -018: The Board approves the Quarterly Financial Report at March 31, 2025 as presented.**

Carried

Board Member Keith Pederson moves:

**Motion #25-019: The Board approves the amended 2025 Management Budget as presented.**

Carried

Board Member Bernie Poulin moves:

**Motion #25-020: The Board approves the 2025 Maximum Rent Rates as presented.**

Carried

5. New/Other Business

Board Member Paul Chauvet moves:

**Motion #25-021: The Board approves the scope of work contract update for Derek Weiss Consulting in the amount of \$15,800.00 to be allocated from the proceeds received from the sale of the Community Houses under the Nominal Sum Disposal Program.**

Carried

6. Policy Review

7. Information Items

Board Member Jeremy Wilhelm moves:

**Motion #25-022: The Board approves accepts items 7a, 7b, 7c, 7d, 7e and 7f for the April 29, 2025 meeting as information.**

Carried

8. In Camera

9. Date, Place & Time of Next Meeting

All Board members move:

**Motion #25-023: The next Board Meeting is June 24, 2025 at 12:30 pm, location TBD.**

Carried

10. Adjournment

The Chair declares that as all matters have been attended to, the meeting is now adjourned at 1:45 pm.

Sandy Minton  
Chairperson

June 24, 2025  
Date

[Signature]  
Chief Administrator Officer

June 24/25  
Date

Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

June 25, 2025

His Worship Ian Kupchenko  
Summer Village of Castle Island  
Box 8  
Alberta Beach, AB T0E 0A0

JUL 15 2025

JUL 15 2025

Dear Mayor Ian Kupchenko:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445





## TOWN OF ONOWAY

Mail: Box 540  
Onoway, Alberta  
T0E-1V0  
Town Office: 4812-51 Street  
Phone: 780-967-5338  
[cao@onoway.ca](mailto:cao@onoway.ca)

July 11, 2025

Onoway Regional Fire Services  
Member Municipalities via email

**Re: Full and Final Settlement of Onoway Regional Fire Services**

Dear Members of Onoway Regional Fire Services:

Administration for the Town of Onoway has completed the reconciliation of accounts for Onoway Regional Fire Services. In 2022 the Town of Onoway requested true transparency for the Onoway Regional Fire Services and administration created revenue and expense accounts attributed directly to Onoway Regional Fire Services. The Town held ORFS as a fund in their financial statements. However prior to 2022 these amounts were not coded to Onoway Regional Fire Services or a fire service fund. As this was the case and excel spreadsheets were presented to the member municipalities it is difficult to complete a full accounting without significant staff time. You will find attached an excel spreadsheet from the financial accounting software detailing the expenses of Onoway Regional Fire Services which was required to provide multiple year comparison. This reconciliation encompasses 2022-2025, although 2020 & 2021 are included. The final accounting concludes an operating surplus of \$2,508.44. Based on the percentages that municipalities contribute, the following distribution of funds will be made before the end of July 2025.

Alberta Beach	28%	(708.53)
Onoway	19%	(471.81)
Silver Sands	12%	(288.96)
South View	4%	(106.12)
Yellowstone	6%	(143.67)
Nakamun Park	6%	(155.09)
Sunset Point	10%	(248.97)
SSP adj to bible campg		0.00
Val Quentin	7%	(164.89)
Castle Island	1%	(21.22)
Ross Haven	8%	(199.17)
		<u>(2,508.44)</u>

Town Council has directed Administration to distribute the funds to member municipalities before the end of July 2025. The Town of Onoway considers all obligations to Onoway Regional Fire Services member municipalities concluded. Should you have questions, please direct them to our Administration at [cao@onoway.ca](mailto:cao@onoway.ca) and Council will review and respond accordingly.

72

Regards,



Lenard Kwasny  
Mayor

LK/jt

cc: Town Council



# TOWN OF ONOWAY

## Description

Revenue Operating	2020 Actuals	2021 Actuals	2022 Actuals	2023 Actuals	2024 Actuals	2025 Actuals	
1-23-00-950 FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	(183,351.02)	(208,171.88)	0.00	0.00	0.00	0.00	
1-23-00-920 FIRE - TRANSFER FROM RESERVES	5,000.00	0.00	0.00	0.00	0.00	0.00	
1-23-00-931 FIRE REV. - LSAC MVA RESPONSE	(38,918.75)	(45,824.08)	0.00	0.00	0.00	0.00	
1-23-00-940 FIRE - ONOWAY INCIDENT RECOVERY	(35,258.08)	(71,117.93)	(3,643.82)	(5,413.15)	(24,501.71)	(2,478.56)	
1-23-00-990 OTHER REVENUE - ADMIN CHARGES	(48,036.00)	(45,781.38)	0.00	0.00	0.00	0.00	
1-23-00-992-1 ORFS - REVENUE HIGHWAY RESPONSES				(31,231.25)	(10,392.50)	(4,020.00)	
1-23-00-992-2 ORFS - LSAC				(18,344.47)	(25,195.00)		
1-23-00-993 ORFS - OPERATIONAL COST (other muni's)	0.00	0.00	(50,848.10)	(52,807.22)	(52,781.35)	(8,046.84)	0.28
1-23-00-994 ORFS - NWFF CONTRACT (other muni's)	0.00	0.00	(210,460.33)	(217,155.40)	(231,270.72)	(43,303.38)	0.19
1-23-00-995 ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	0.00	0.00	(26,417.39)	(134,680.31)	(40,120.54)	(7,339.14)	0.12
1-23-00-996 ORFS - FIRE RESER. TRANS.(\$9761 & \$7801)	0.00	0.00	(17,124.00)	0.00	0.00	0.00	0.04
1-23-00-997-1 ORFS - CONTRACT/ADMIN (Onoway)			(11,779.73)	(12,223.62)	(12,227.50)		0.06
1-23-00-997-2 ORFS - NWFF Contract (Onoway)				(53,060.45)	(56,509.38)	(1,580.08)	0.06
	(301,553.85)	(371,895.05)	(338,617.84)	(551,765.40)	(438,443.24)	(77,532.16)	
2-23-00-110 FIRE - ONOWAY INCIDENT RESPONSES	39,376.76	71,882.64	5,240.44	13,494.19	23,008.34	2,478.56	0.10
2-23-00-111 FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	14,740.00	14,740.00	3,725.54	0.00	0.00	0.00	0.07
2-23-00-112 FIRE EXP. - LSAC MVA RESPONSES	31,648.39	33,646.15	0.00	0.00	0.00	0.00	0.01
2-23-00-113 ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00	15,395.27	11,691.48	14,740.00	3,068.25	0.08
2-23-00-114-1 ORFS - LSAC MVA/MUTUAL AID RESP.	31,648.39	33,646.15	62,346.75	123,372.54	22,069.75	1,851.37	
2-23-00-114-2 ORFS - WVC				23,268.83	8,140.21	2,463.90	
2-23-00-115 ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	0.00	0.00	9,517.57	8,393.81	22,403.44	3,792.07	
2-23-00-116 ORFS - ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	
2-23-00-141 ORFS - UNRECOVERABLE INCIDENTS	0.00	0.00	0.00	0.00	0.00	0.00	
2-23-00-143 ORFS - COPIES/POSTAGE	0.00	0.00	1,000.00	1,000.00	1,065.00	193.00	
2-23-00-211 ORFS - ADMINISTRATION	0.00	0.00	12,000.00	12,000.00	12,000.00	2,170.00	
2-23-00-215 ORFS - MISC (HALL RENT/PHONE/LUNCH)	0.00	0.00	168.00	82.50	1,155.00	0.00	
2-23-00-216 FIRE - RADIOS/LEGAL	9,528.96	9,034.72	0.00	0.00	0.00	0.00	
							Critical Communications & Radio License, WCI
2-23-00-217 ORFS - VOLUNTEER FIRE INSURANCE	0.00	0.00	1,480.00	1,480.00	1,480.00	516.00	
2-23-00-218 ORFS - RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	
2-23-00-219 ORFS - NWFF CONTRACT(other muni's)	0.00	0.00	207,951.43	0.00	0.00	0.00	
2-23-00-220 ORFS - ADD. OPERATIONAL (AB & ON)	0.00	0.00	14,670.00	14,670.00	16,300.00	3,925.00	
2-23-00-221 ORFS - HALL IMPRV.(\$5000 ONO, \$6900 AB)	0.00	0.00	11,800.00	11,800.00	11,800.00	0.00	
2-23-00-223 ORFS - RADIOS	0.00	0.00	6,006.45	4,518.00	4,718.50	1,404.00	
2-23-00-224 ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00	19,735.89	0.00	0.00	0.00	
2-23-00-225 ORFS - RADIOS LICENSE	0.00	0.00	936.88	1,000.62	1,044.61	0.00	
2-23-00-231 FIRE-ALBERTA BEACH REIMBURSEMENT	14,170.00	14,170.00	0.00	0.00	0.00	0.00	
2-23-00-233 FIRE - VEHICLE/CUP. REPAIR & MAIN	0.00	0.00	0.00	0.00	0.00	0.00	
2-23-00-274 ORFS - LEGAL	0.00	0.00	0.00	0.00	0.00	0.00	
2-23-00-352 FIRE - NWFF CONTRACT	183,350.95	208,167.00	0.00	3,400.00	0.00	0.00	
2-23-00-513 ORFS - CONTRACT	0.00	0.00	694.40	270,215.59	287,780.42	53,884.25	
2-23-00-517 ORFS - RADIO REPAIR	0.00	0.00	44.05	676.00	0.00	0.00	
2-23-00-544 FIRE - UNRECOVERABLE INCIDENTS	0.00	0.00	1,286.73	501,063.86	6,109.17	0.00	
Total Expenses	324,463.45	385,266.66	373,997.40	501,063.86	433,815.44	75,074.40	
Deficit (Surplus)	22,899.60	13,371.61	35,379.56	(30,702.44)	(4,627.80)	(2,557.76)	(2,508.44) (2022-2025)

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## Municipal Affairs – Recall Survey to Municipalities

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From MA Engagement Team <ma.engagement@gov.ab.ca>

Date Fri 2025-07-18 10:27 AM

On behalf of Gary Sandberg

Dear Chief Administrative Officers and Elected Officials,

Municipal Affairs is exploring potential legislative amendments to address concerns regarding the recall threshold and recall process. I invite you to share your perspectives on these matters through the survey link below.

The survey will be open from **July 18 to August 8, 2025**, and your participation is voluntary. Your feedback is anonymous (will not be linked back to you as an individual). While survey responses will be reported in aggregate (together with other responses), verbatim quotes may be used in survey reporting but will not be attributed to individuals. Feedback from the engagement will be shared with the Minister of Municipal Affairs to inform any potential legislative amendments and may be included in a public-facing 'What We Heard' report.

Please use the link below to participate in the survey.

**Survey Link:** <https://extranet.gov.ab.ca/opinio6//s?s=66213>

If you have any questions about this engagement or the survey, please email the Municipal Affairs' Engagement Team at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Thank you for your participation. Your feedback is genuinely appreciated.

Gary Sandberg  
Assistant Deputy Minister  
Municipal Services Division  
Municipal Affairs

Classification: Protected A

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Peace River*

AR119711

August 8, 2025

His Worship Calvin Smith  
Mayor  
Summer Village of Castle Island  
Box 8  
Alberta Beach AB T0E 0A0

Dear Mayor Smith:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Summer Village of Castle Island, your 2025 CCBF allocation is \$5,911.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA  
Minister of Municipal Affairs

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of Castle Island

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## Deputy Director Announcement

Yellowhead Regional Library (YRL) Director Karla Palichuk, is pleased to announce the appointment of Jocie Wilson as the Deputy Director effective September 3, 2025, taking over from Wendy Sears Ilnicki who is retiring.

Jocie began working at YRL in June 2010 as a Library Consultant before moving into the role of Manager, Collections and Resource Sharing, in September 2019. During her time at YRL, Jocie has continued to demonstrate her ability to lead by co-chairing the joint health and safety committee, chairing the TRAC Bibliographic Services Group and ad hoc Digital Content Group, and helped to plan many annual conferences including chairing the Stronger Together Library Conference planning team in 2024.

In addition to her work at YRL, Jocie has undertaken other professional roles across the province and beyond, including Second Vice President and Director for the Library Association of Alberta from 2021 to 2024, and chairing the Young Reader's Choice Award through the Pacific Northwest Library Association since 2011. Most recently, Jocie joined the academic teaching staff at the University of Alberta School of Library and Information Studies teaching the Digital Libraries class in January of 2025.

Through the University of Alberta, Jocie earned a Master of Library and Information Studies in 2010 and a Bachelor of Arts in 2006.

Karla welcomes Jocie to her new position and, along with the YRL staff, looks forward to working with her in her new leadership role at YRL.

Good afternoon,

I hope this message finds you well.

We are pleased to share with you a summary overview of our LSAF Board of Directors Strategic Planning session, which outlines our key priorities & goals for the coming 5-10 years. This plan reflects the Board of Directors collective input and is intended to guide our organization's growth, impact, and sustainability.

The attached summary highlights:

- Core focus areas and objectives
- Short term planned initiatives and timelines

Thank you for your commitment to the Lac Ste. Anne Foundation.

**Dena Krysik**

**Chief Administrative Officer**

Office: 780-786-3167 | Fax: 780-786-4810 | Cellular: 780-269-0084

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[www.lsaf.ca](http://www.lsaf.ca)



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*To provide high quality living options and support to all those we serve*

## **Board of Directors Strategic Planning Session Report**

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April 28 & 29, 2025

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*The Lac Ste. Anne Foundation is proud to be a community leader committed to provide superior client focused care and an exceptional living experience*

**Facilitated by:**

Nolan Crouse – Crouse Developments Inc.  
Derek Weiss – Independent Consultant

**Summary Report Developed by:**

Dena Krysik – LSAF Chief Administrative Officer



In April 2025, the following Board of Directors of the Lac Ste. Anne Foundation attended a strategic planning session:

Ross Bohnet – Board Chair	Sandy Morton – Vice Chair
Jeremy Wilhelm – Director	Bernie Poulin – Director
Paul Chauvet – Director	Daryl Weber - Director
Keith Pederson - Director	

The purpose of the session was to review and determine:

- A path forward from 2025 for the next 5 to 10 years at a high level
- To reaffirm/define our:
  - Vision of our organization in the future
  - Mission... the goals and objectives that will allow us to reach our vision

During this planning session, the following priorities were established:

- **Operations:**
  - Assess & create a succession plan for key positions
  - Implement a funded maintenance plan
  - Design & implement an asset renewal plan
- **Governance & Communications:**
  - Assess Board composition and explore members at large, indigenous partnerships and regional balance
  - Pursue opportunities to participate in and advocate for changes affecting Housing Management Bodies
  - Develop a communication plan for Board advocacy
- **Asset Management and Development:**
  - Develop a sustainable revenue model for the Lodge facilities
  - Assess and address recommendations from the Lodge building condition assessments
  - Explore and pursue funding and financing that may be available through provincial and federal programs
  - Develop a 10-year capital plan & establish priority projects in alignment with community need, identified resources and general demand, including the exploration of funding and financing that informs this plan.

In addition, the remainder of this report outlines the results of the discussions and brainstorming.

- **Topics affecting Housing Management Bodies:**

- Federal results and housing platform
- Provincial Priorities Regulation implementation
- Potential Tariff impacts
- Provincial/Federal collaboration
- Stronger Foundations Affordable 10-year Housing Strategy
  - Growing demand for affordable housing
  - Diverse & unique needs in various regions
  - Challenges to increasing the supply of affordable housing
  - Aging infrastructure
  - Fiscal Challenges
  - System complexity

- **LSAF Risks:**

- AHS contracts – Continuing Care transition to the Housing Ministry
- Current funding and financing programs administered at Provincial and Federal levels in which the capital plan may be based
- Leadership/management skillset availability
- Aging infrastructure

- **LSAF Successes:**

- Cohesive administration and board relationship
- Board consistency – consecutive appointments
- Positive community and resident feedback
- Increased revenue (Provincial/AHS)

- **LSAF Areas for Consideration:**

- Potential changes to Board members following the fall Municipal Election
- Pursuit of seed funding through the Community Housing Transformation Centre
- Pursuit of capital funding as it relates to the 10-year capital plan

- Strategies for continued staff retention
- Provincial relationships at the Board level
- Board advocacy – develop elevator pitches for consistent communication

**Next Steps & Timelines:**

- Update the LSAF Strategic Plan (2025-2030) for Board review & approval – June 2025
- Review the current Board orientation process in preparation for the October 2025 election – August 2025
- Review and develop a revenue model for the Lodge facilities for Board review – August 2025
- Review and develop a short- and long-term capital maintenance & funding plan to address recommendations outlined in the building condition assessments related to the current lodge buildings – October 2025
- Explore expansion and new build opportunities & sustainability models and determine communities of priority – February 2026