

SUMMER VILLAGE OF CASTLE ISLAND MEETING AGENDA

NOVEMBER 27TH, AGENDA 2025 – 9:00 a.m.
Wildwillow Administration Office & Via Zoom
2317 Township Road 545 Lac Ste. Anne County

	<u>Call to Order</u>		
2.	<u>Agenda</u> <i>Pages 1-8</i>	a)	November 26 th , 2025 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 9-12</i>	a)	August 18 th , 2025 Regular Council Meeting <i>(approve minutes as presented or as amended)</i>
4.	<u>Appointments:</u>	a)	N/A
5.	<u>Action Items:</u> <i>Pages 13-49</i>	a)	Draft Land Use Bylaw (Bylaw 2025-01) – 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: a) The bylaw does not provide for how and to whom notice of the issuance of development permits is to be given 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 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. 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. 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. 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. If we keep with our schedule according to

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			the Organizational meeting, our next Council meeting is currently scheduled for January 13th, 2026 at 5:00 p.m. Does Council wish to hold the Public Hearing prior to this meeting or alternatively change the date/time? <i>(that Bylaw 2025-01, being a Bylaw to amend the Land Use Bylaw with respect to Legislative Updates, and Short Term Rentals be given first reading and that a Public Hearing be scheduled for _____ 2026 during the regular Council meeting)</i> or <i>(some other direction as given by Council at meeting time)</i>
	Draft Bylaw 2025-02, Municipal Development Plan Pages 50-62	b)	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 very minor wording 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. <i>(that the draft Municipal Development Plan with wording changes to align with the Land Use Bylaw be accepted and that Council give first reading to Bylaw 2025-02, Municipal Development Plan and set the date/time for the Public Hearing as _____)</i> <i>(some other direction as given by Council at meeting time)</i>
	Pages 63-73	c)	Mutual Aid Fire Agreement – Lac Ste. Anne County – with the change in fire service from the Town of Onoway to Alberta Beach, Alberta Beach has negotiated a new mutual aid agreement with Lac Ste. Anne County. Included in this Agreement are addendums between Lac Ste. Anne County and the various Summer Villages that contract service from Alberta Beach. Alberta Beach approved the Agreement at their August 19th, 2025 Council meeting and have requested an addendum be added to include the

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			process for highway dual call-out. Alberta Beach is requesting that the Summer Villages sign and execute the appropriate addendum to the Agreement. <i>(that the Mutual Aid Agreement between Alberta Beach and Lac Ste. Anne County be accepted for information and further, that the Mutual Aid Fire Agreement Addendum between the Summer Village of Castle Island and Lac Ste. Anne County be approved and it's execution authorized)</i> Or <i>(some other direction as given by Council at meeting time)</i>
		d)	2026 Interim Operating Budget, each year Council must pass an Interim Operating Budget until such time as the final operating and capital budget is passed. <i>(that an Interim 2026 Operating Budget be passed at ½ the 2025 Approved Operating and Capital Budget and that this Interim 2026 Operating Budget cease to have any force and effect once the 2026 Operating Budget is approved)</i> Or <i>(some other direction as given by Council at meeting time)</i>
		e)	Draft 2026 Operating Budget – supplied to Council is our first review of the draft 2026 Operating Budget for the Summer Village of Castle Island. This draft budget will be reviewed at meeting time. <i>(that the 1st review of the Draft 2026 Operating Budget be accepted for information, and that Administration make changes to this Draft 2026 Operating Budget as directed at meeting time, and that a 2nd review of the updated Draft 2026 Operating Budget take place at the next Council meeting)</i>
		f)	2026 Capital Budget – previously Alberta Municipal Affairs amended the Municipal Government Act to require that the Capital Budget for the following year be passed by December 31st, of the previous year. This change is to allow municipalities to have the spending authority at the start of the year for engineering, planning and so forth. The Capital Budget may be amended in the new year moving forward, this just allows projects that require an early start in the year to move forward. Administration has

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			drafted the Capital Budget based on some of the discussions we have had and require approval of this Budget. <i>(that Council approve the 2026 Capital Budget as presented with the understanding that this may be amended moving forward, depending on project approval)</i>
	Page 74	g)	3 Year Operating Plan – an outstanding item in your 2022 Municipal Accountability Program (MAP) review was the requirement to pass a 3-Year Operating Plan and a 5-Year Capital Plan annually. Both Operating and Capital Plans were completed and forwarded to Municipal Affairs in August, 2025. The Capital Plan was accepted, however the 3-Year Operating Plan was returned because it did not include the components required by the Municipal Corporate Planning Regulation which must include: a) Anticipated total revenues and total expenses by major category b) The anticipated annual surplus or deficit, and c) The anticipated accumulated surplus or deficit The attached 3-Year Operating Plan now complies with the requirements. Administration is requesting approval of the plan to close this gap. <i>(that the 3-Year Operating Plan as presented is approved for the Summer Village of Castle Island and forwarded to Municipal Affairs to address the Municipal Accountability Program gap)</i> Or <i>(some other direction as given by Council at meeting time)</i>
	Pages 75-93	h)	Matthewson & Company Asset Management Planning Proposal – please reference the proposal included in your agenda package for the details on the meeting that was scheduled on October 16th, 2026 during the ASVA conference, where additional information was gathered. Please refer to the specifics and recommendation outlined on pages 75-76. This was an administrative meeting.

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		<i>(that the Council for the Summer Village of Castle Island ratify the attendance of the CAO to attend the October 16th, 2025 session at the Alberta Summer Villages Association Convention, and authorize the participation of the Summer Village of Castle Island in the proposed Matthewson and Co. Asset Management Project, on conditions same or similar as to those discussed on October 16th, 2025, including but not limited to group costs of approximately \$7,500 to be covered equally by all participating members, and scope of work as noted to a maximum cost of \$1,000.00 for the Summer Village of Castle Island)</i> Or <i>(some other direction as given by Council at meeting time)</i>
Pages 94-111	i)	Family and Community Support Services (FCSS) Funding Agreement – the Summer Village of Castle Island has received the FCSS Funding Agreement for the term of January 1st, 2026 to December 31st, 2028. Note that there has been an increase of \$2.04 per year over the current agreement. Administration is requesting ratification of Funding Agreement FCFA0002734. <i>(that Council ratify Family and Community Support Services (FCSS) Funding Agreement FCFA0002734 for January 1st, 2026 to December 31st, 2028)</i> Or <i>(some other direction as given by Council at meeting time)</i>
	j)	Lake Isle & Lac Ste. Anne Stewardship Society (LILSA) has forwarded a request for a Volunteer Steering Committee Member. The LILSA Board has approved a Water Quality Water Quantity Project ("WQ²) and are looking for volunteer committee members from each municipality or community. The project will last three to four years and it is estimated that the time commitment for each Committee member will average approximately 7 hours a month. Council has indicated that Pat Garvin has been approached to participate on this committee because of his long standing historical information on this issue. <i>(that Pat Garvin be appointed to participate on the LILSA Water Quality and Water Quantity Project Steering Committee as the Summer Village of Castle Island representative)</i>

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			Or <i>(some other direction as given by Council at meeting time)</i>
	Pages 112-121	k)	Municipal Assessment Services Group Inc. (MASG) – the Agreement with MASG expires on December 31st, 2025. Attached is the proposal to extend the Agreement for an additional 3 years. Comparatively, the increased costs are approximately 2.0% over the previous Agreement. <i>(that the Summer Village of Castle Island approve the three-year extension agreement with Municipal Assessment Services Group Inc. for Assessment services for the Summer Village, expiring December 31st, 2028)</i> Or <i>(some other direction as given by Council at meeting time)</i>
		l)	
		m)	
		n)	
6.	<u>Council Reports:</u>		N/A
7.	<u>Development Permits</u>		N/A
8.	<u>Inspection Group Permits</u>		N/A
9.	<u>Financial</u>	a)	Income and Expense Statement – October 31, 2025 Income and Expense Statement and November 20th, 2025 Bank Balance. <i>(that the October 31st, 2025 Income and Expense Statement and November 20th, 2025 Bank Balances, be accepted for information)</i>
10.	<u>Correspondence</u> Pages 122-133	a)	August 27th, 2025 email from Alberta Municipalities on key messages with regard to Reporting to Council on the Use of Natural Person Powers,

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			Councillor Information Requests, Council Meeting Procedures to Manage Conflict and what/how these changes will impact municipalities in Alberta.
	Pages 134-135	b)	Ministerial Order No. MAG:006/25 – effective July 31 st , 2025 advising that the 2025 Designated Industrial Tax Requisition (linear) be cancelled for the Summer Village of Castle Island in the amount of \$1.29.
	Pages 136-142	c)	Lac Ste. Anne Foundation Board Meeting Minutes – June 24 th , 2025 and August 26 th , 2025.
	Pages 143-144	d)	Alberta Beach Organizational Chart and Committee Appointments
	Pages 145-149	e)	Provincial Priorities Act (PPA) – the Act came into force April 1 st , 2025 – November 3 rd , 2025 email from Municipal Affairs marking the 6-month mark since inception and providing a fact sheet and information on Frequently Asked Questions.
	Pages 150-151	f)	Bill 7, <i>Water Amendment Act</i> – email from Deputy Minister, Water & Circular Economy Division, AB Environment advising that Bill 7 to amend the <i>Water Act</i> was tabled in the Legislature October 30 th , 2025. The Alberta Government's proposed changes keep the strong foundation of Alberta's water management system in place while introducing common-sense updates that protect the environment while supporting a growing Province and economy.
			<i>(accept Correspondence Items for information)</i>
11.	<u>Chief Administrative Officer Report</u>	a) b) c)	To Do List – August 18 th , 2025 <i>(accept CAO report for information)</i>
12.	<u>Closed Session</u>		
13.	<u>Adjournment</u>		

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Meetings: Regular Council Meeting and Public Hearings - TBD

SUMMER VILLAGE OF CASTLE ISLAND
REGULAR COUNCIL MEETING MINUTES
MONDAY, AUGUST 18TH, 2025
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	PRESENT	Mayor Calvin Smith Deputy Mayor: Jeff Elkow (regrets) Councillor: Gary Guy Administration: Wendy Wildman, Chief Administrative Officer (via zoom) Diane Wannamaker, Administrative Assistant Public attendance (in person): 0
1.	CALL TO ORDER	Mayor Smith called the meeting to order at 9:00 a.m.
2.	AGENDA 25-110	MOVED by Mayor Smith that the August 18th, 2025 agenda be approved with the following additions: 5.f) Debris in Garbages 5.g) Regional Emergency Management Discussion 5.h) Motion to Support Lake Isle/Lac Ste. Anne Stewardship Society initiative for investigating and developing a comprehensive Lake Management Plan CARRIED
3.	MINUTES 25-111	MOVED by Mayor Smith that the minutes of the June 16th, 2025 Organizational Meeting and June 16th, 2025 Regular Council Meeting be approved as presented. CARRIED
4.	APPOINTMENTS	N/A
5.	ACTION ITEMS 25-112	MOVED by Mayor Smith that Council confirm the appointment of the firm of 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. CARRIED
	25-113	MOVED by Mayor Smith 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. CARRIED

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25-114	MOVED by Mayor Smith that Council confirms the appointment of Rick Arndt 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. CARRIED
25-115	MOVED by Mayor Smith 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 deferred to the next regular Council meeting at the call of the Chair. CARRIED
25-116	MOVED by Mayor Smith that the draft Municipal Development Plan to amend riparian considerations in line with the Land Use Bylaw be deferred to the next regular Council meeting at the call of the Chair. CARRIED
25-117	MOVED by Mayor Smith that the October 20th, 2025 regular Council meeting be cancelled and the next meeting be at the call of the Chair. CARRIED
25-118	MOVED by Mayor Smith that Council fan out an email to Island residents reminding them that garbage pick-up is for household garbage only and not for bigger garbage items. CARRIED
25-119	MOVED by Mayor Smith that Administration forward correspondence to the Summer Villages Regional Emergency Management Partnership to inquire about joining the organization at a reduced rate. CARRIED
25-120	MOVED by Mayor Smith that the Summer Village of Castle Island Council endorse the Lake Isle/Lac Ste. Anne Stewardship Society (LILSA) – an established non-profit organization with a focus on lake stewardship, water quality, and wetland/riparian health, to take the lead in investigating and developing a comprehensive Lake Management Plan for Lac Se. Anne, Lake Isle and the surrounding watersheds, including Devils Lake, Big Lake and other applicable tributaries and further that Council recommend the plan include, at a minimum: • Strategies for protecting and improving water quality and quantity; • An assessment of historical and current lake levels; and

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		Consideration of the potential need for, and implications of, a water control structure, and further that all work undertaken through this initiative be conducted in alignment with applicable provincial regulatory requirements and environmental approval processes. CARRIED
6.	COUNCIL REPORTS 25-121	MOVED by Mayor Smith that the Council reports be accepted as presented. CARRIED
7.	DEVELOPMENT PERMITS 25-122	MOVED that Development Permit 25DP01-11, construction of a boathouse/garage and guest house, 20 Martin Road be accepted for information. CARRIED
8.	INSPECTION GROUP PERMITS	N/A
9.	FINANCIAL 25-123	MOVED by Mayor Smith that the July 31st, 2025 Income and Expense Statement be accepted for information. CARRIED
10.	CORRESPONDENCE 25-124	MOVED by Mayor Smith that the Correspondence and Information items be accepted for information as follows: ➤ Lac Ste. Anne Foundation Board Meeting Minutes – April 29th, 2025 ➤ 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 ➤ Town of Onoway – full and final settlement of Onoway Regional Fire Services – the town has completed the reconciliation of accounts and based on the percentages that municipalities contribute, the Summer Village of Castle Island will be receiving \$21.22 in operating surplus funding

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		➤ July 18/25 email from Municipal Affairs regarding survey or potential legislative amendments to address concerns regarding he recall threshold and process ➤ August 8, 2025 letter of Municipal Affairs confirming the 2025-26 Canada Community Building Fund allocation of \$5,911 ➤ Yellowhead Regional Library – Deputy Director Announcement, new appointment ➤ Lac Ste. Anne Foundation – Strategic Planning Session Report CARRIED
11.	CAO REPORT 25-125	MOVED by Mayor Smith that the CAO report be accepted for information. CARRIED
12.	CLOSED SESSION	N/A
13.	ADJOURNMENT	Mayor Smith declared the meeting adjourned at 10:00 a.m.

Mayor, Calvin Smith

Chief Administrative Officer, Wendy Wildman

Summer Village of Castle Island

Land Use Bylaw 2010-01 ~~2025-01~~



May, 2010-_____, 2025

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

First Reading: April 22, 2010

Public Hearing: May 22, 2010

Second Reading: May 22, 2010

Third Reading: May 22, 2010

Mayor
Calvin Smith

Chief Administrative Officer
~~Shelley Marsh~~ Wendy Wildman

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PART 1 – PURPOSE AND MEANINGS DEFINITIONS

SECTION 1 – PURPOSE

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

SECTION 2 – MEANINGS DEFINITIONS

(1) In this Bylaw:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MUNICIPALITY – means the Summer Village of Castle Island.

NON-CONFORMING BUILDING – means a building:

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

NON-CONFORMING USE – means a lawful specific use:

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

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

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

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

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

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

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

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

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

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

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

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

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

SITE AREA – means the total area of a site.

SITE BOUNDARIES – means those boundaries which bound the site.

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

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

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

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

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

YARD, REAR - means that portion of the site extending across the full width of the site from the rear property boundary of the site to the nearest portion of the exterior 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 ~~resolution~~ **Bylaw** of Council.

SECTION 5 – WHERE A PERMIT IS REQUIRED

- (1) Except as provided in Section 5, Subsection 2, no person shall commence any development unless the applicant has been issued a development permit in respect thereof;
- (2) A development permit is not required for development of the type described as follows:
 - a. The maintenance or repair of any building if the work does not include structural alterations, or
 - b. The completion of a development which was under construction in accordance with a lawful development permit issued at the effective date of this Bylaw provided that the development is completed within the time limit of such a permit or within twelve months of the effective date of this Bylaw, whichever is earlier, or
 - c. The completion, 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 that:
 - i. Such signs are removed within three (3) days of the election date, and
 - ii. The consent of the property owner or occupant is obtained, and
 - iii. Such signs do not obstruct or impair vision or traffic, and
 - iv. Such signs are not attached to fences or utility poles, and
 - v. Such signs indicate the name and address of the sponsor and the person responsible for removal, or
- f. Landscaping where the proposed grades will not adversely affect the subject or adjacent properties, except where landscaping forms part of a development which requires a development permit, or
- g. One sign on a lot, advertising a residential property for sale or rent may be displayed on the property to which it pertains during the time the property is being offered for sale, and shall be removed within one day after the sale or rental agreement has been entered into. Such signs shall be a maximum of zero point six (0.6) square meters and shall be placed or erected no closer than three (3) meters from a public right-of-way, or
- h. The erection of internet receivers, towers, satellite dishes, electronic equipment, flag poles and other poles not exceeding four point five (4.5) meters from grade. If attached to a structure the attachment must not exceed three (3) meters above the highest point on the structure, or
- i. The erection of a fence or gate which is no higher than one point eight (1.8) meters in height and provided that such a fence does not obstruct the vision of persons using the road abutting the lot or the view of the lake in the front yard of the adjacent lot.
- j. Garden shed less than or equal to 10 square meters (10 m²), less than 2.4 meters in height

SECTION 6 – APPLICATION FOR DEVELOPMENT PERMIT

- (1) Every application for development permit shall be made to the Development Authority in writing:
 - (a) and be made in the form prescribed as Form A;

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

- (ii) a written computation of the
 - a) site area;
 - b) floor areas for each floor;
 - c) gross and net floor areas; and
 - d) floor area ratio;
 - (iii) plans detailing floor plans, elevations and perspectives of the proposed development and including a description of exterior finishing materials;
 - (iv) a property survey by an Alberta Land Surveyor which includes the front, rear and side boundaries and the square meter area of the lot;
- (f) An application for a home-based business use shall include a description of the home based business.
- (2) The Development Officer and Council may require an Irrevocable Letter of Guarantee or Irrevocable Letter of Credit from the developer to secure performance of any of the conditions of a development permit.
- (3) An application for development permit shall be considered by the Development Officer and Council who shall:
- (a) approve, with or without conditions, an application for permitted use where the proposed development conforms to this Bylaw, or
 - (b) approves, with or without conditions, or refuses an application for discretionary use, or
 - (c) refuse an application for a use which is neither a permitted use or a discretionary use.
- (4) The Development Officer and Council may impose such conditions on the approval of an application as, in their opinion, are necessary to ensure the orderly and economical development of land within the Municipality.
- (5) The Development Officer and Council may require, with respect to a development that, as a

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

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

SECTION 7 – NOTICE OF PROPOSED DEVELOPMENT

- (1) ~~The Development Officer and Council shall notify by email, from the official Municipality directory listing, the adjacent property owners that a proposal of development is being applied for and the notice will state:~~

~~— (a) — the proposed use of the building or site, and~~

~~— (b) — that an application respecting the proposed use will be considered by the Development Officer and Council, and~~

~~— (c) — that any person who objects to the proposed use of the site may deliver to the Development Officer and Council a written statement of the objection within seven (7) days of the day of notification to such use indicating:~~

~~(i) — The full name of the person registering the objection and the address for service of any notice to be given in respect of the objection, and~~

~~— (ii) — the reasons for the objection to the proposed use, and~~

~~— (iii) — a non-refundable fee, as outlined in the Fee Bylaw, must accompany the objection~~

- (1) A decision of the Development Authority on an application for a development permit must be in writing and a copy of the decision, together with a written notice specifying the date on which the

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

- (2) When a development permit has been issued for a **permitted use and no variance to any regulation has been granted**, the Development Authority shall (on the same day the decision is given) give (or send) a decision on a development permit application send a notice by regular mail of the decision to the applicant and post a notice on the Summer Village's website, indicating the disposition of the application. Mailing the notice is not required when a applicant picks up a copy of the decision. The Development Authority shall ensure a notice is posted by the landowner of the decision immediately adjacent to the municipal address sign on the lot where it is visible from a public road.
- (3) In addition to 7.1 and 7.2, within five (5) working days after a decision on a development permit application for a **discretionary use or after a variance to any regulation has been granted**, the Development Authority shall:
 - a) send notice by regular mail (or by electronic mail if agreed to in advance by the applicant) to all affected adjacent landowners within 100.0 meters (300.0 feet) of the subject site, as identified on the Summer Village Assessment Roll, to provide notice of the decision and right of appeal; and
 - b) ensure a notice is posted by the landowner of the decision immediately adjacent to the municipal address sign on the lot where it is visible from a public road; and
 - c) post a notice of the decision on the Summer Village's website; and may
 - d) 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 5th day after the date of the issuance of the order, decision or permit. Any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant.
- (6) Where an appeal is made, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit has been confirmed, modified or nullified thereby.

SECTION 8 – NOTICE OF DECISION

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

SECTION 9 – EFFECTIVE DATE OF PERMIT

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

SECTION 10 – ISSUANCE OF DEVELOPMENT PERMIT

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

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

SECTION 11 – CONDITIONS OF DEVELOPMENT PERMIT

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

SECTION 12 – DEVELOPMENT APPEALS

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

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

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

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

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

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

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

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

(a) is made by a Council, there is no appeal to the Subdivision and Development Appeal Board; or

(b) is made by a Development Authority, the appeal is limited to whether the Development Authority followed the directions of Council, and if the Board hearing the appeal finds that the Development Authority did not follow the directions it may, in accordance with the directions, substitute its decision for the Development Authority's decision.

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

- (d) the reasons for the appeal and the issue or condition in the decision or order that are the subject of the appeal.
- (11) Where a person files a notice of appeal with the wrong board, that board must refer the appeal to the appropriate board and the appropriate board must hear the appeal as if the notice of appeal had been filed with it and it is deemed to have received the notice of appeal from the applicant on the date it receives the notice of appeal from the first board, if:
 - (a) in the case of a person referred to in Section 12(2) the person files the notice with the wrong board within 21 days after receipt of the written decision or the deemed refusal; or
 - (b) in the case of a person referred to in Section 12(2), the person files the notice with the wrong board within 21 days after the date on which the notice of the issuance of the permit was given in accordance with the Land Use Bylaw.

SECTION 13 – SUBDIVISION APPEALS

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

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

PART 4 – GENERAL REGULATIONS

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

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

SECTION 15 – UNAUTHORIZED DEVELOPMENT, BYLAW ENFORCEMENT AND PERMIT VALIDITY

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

or revoke the original approval;

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

SECTION 16 – RIGHT OF ENTRY

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

SECTION 17 – AMENDMENTS AND VALIDITY OF BYLAW

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

PART 4 – SITE REGULATIONS

SECTION 18 – HOME BUSINESS

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

SECTION 19 – SHORT-TERM RENTALS

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

SECTION 20 – POLLUTION CONTROL

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

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

SECTION 21 – FENCING

No electrified or barbed wire fences will be permitted.

SECTION 22 – OBJECTIONABLE ITEMS IN YARDS

- (1) household garbage shall be stored in weather-proof and animal-proof containers and shall be in a location easily accessible for pickup;
- (2) no person shall keep or permit in any part of a yard in any residential district:
- (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 (20). A lot created for residential use after the date of adoption of this Bylaw must be Lake Front and shall have a mean width of no less than twenty three (23) meters and an area of not less than two thousand two hundred thirty (2,230) square meters.

SECTION 29 – LAND USE DISTRICTS

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

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

SECTION 30 – LAND USE DISTRICT MAP

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

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

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

SECTION 31 – INTERPRETATION

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

SECTION 32 – CONTINUATION OF CONDITIONS

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

SECTION 33 – REPEAL OF EXISTING BYLAWS

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

SECTION 34 – FEES AND FORMS

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

SECTION 35 – DATE OF COMMENCEMENT

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

First Reading: _____ April 22, 2010

Public Hearing: _____ May 22, 2010

____ Second Reading: ____ May 22, 2010

____ Third Reading: ____ May 22, 2010

Mayor, Katherine Hunter
Mayor, Calvin Smith

Administrator, Shelley March
Chief Administrative Officer, Wendy Wildman

DRAFT

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.
- (c) any new dwelling shall be connected to the Regional Sanitary Force Main

1(8) Relocation of Buildings

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

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

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

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

2(1) Permitted Uses

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

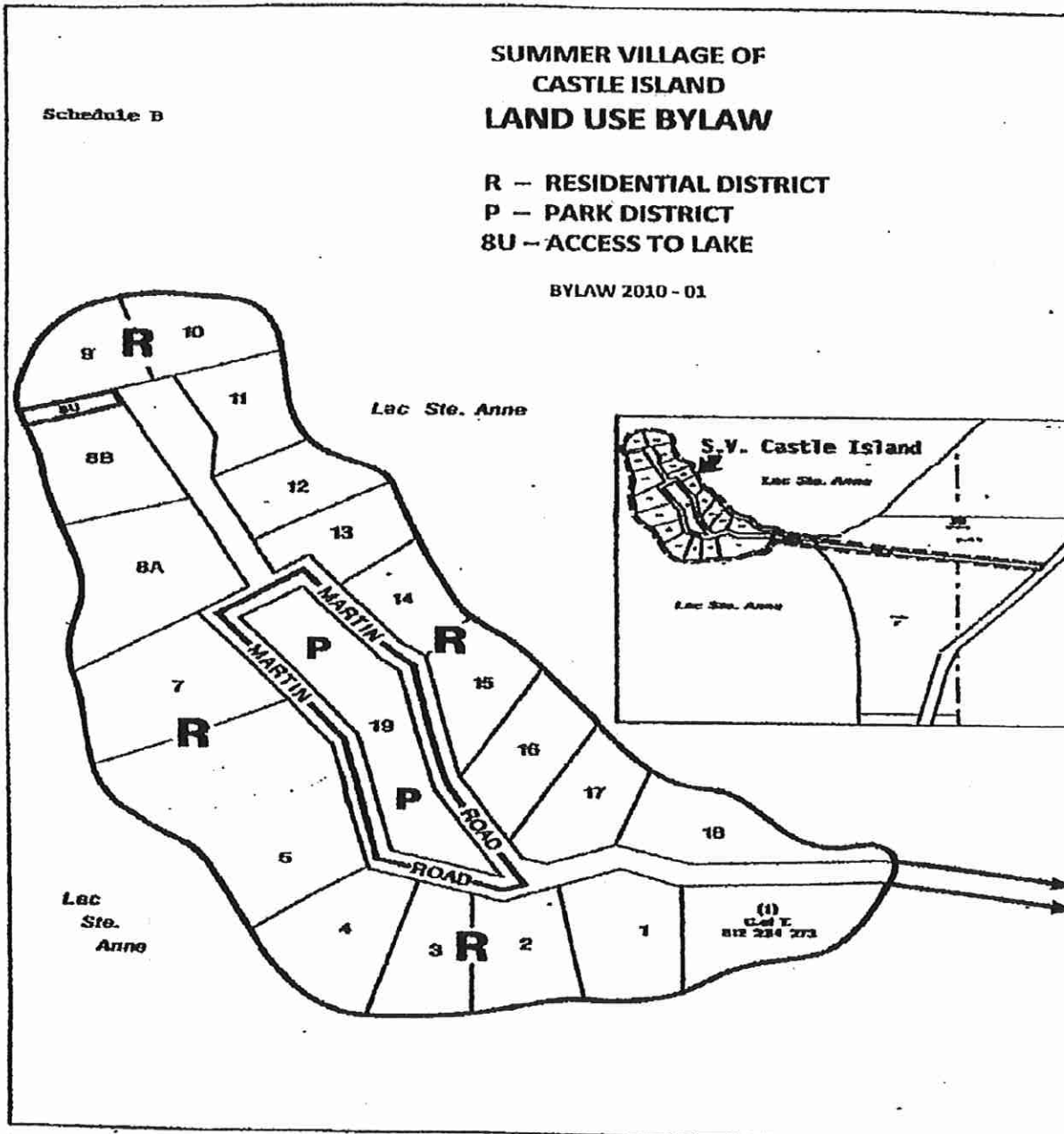
2(2) Yards and Setbacks

As for Residential District (R).

2(3) Sanitation

As for Residential District (R).

Schedule "B"



Schedule "C"

Punitive Clause

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

FORM A
Application Number _____
SUMMER VILLAGE OF CASTLE ISLAND
LAND USE BYLAW #2025-01
APPLICATION FOR A DEVELOPMENT PERMIT

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

Name of Applicant(s): _____ Phone: _____

Permanent Address: _____

Address of property to be developed: Lot _____ Block _____ Plan _____

Registered owner of property to be developed: _____

Existing use of property: _____

Proposed use of property: _____

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

Front: eight (8) meters **Side:** two (2) meters **Rear:** six (6) meters **Rear for Accesory:** 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 # _____

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.

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

READ A FIRST TIME this _____ day of _____ A.D., 2025.

Mayor, Calvin Smith

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, Calvin Smith

Chief Administrative Officer, Wendy Wildman

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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.

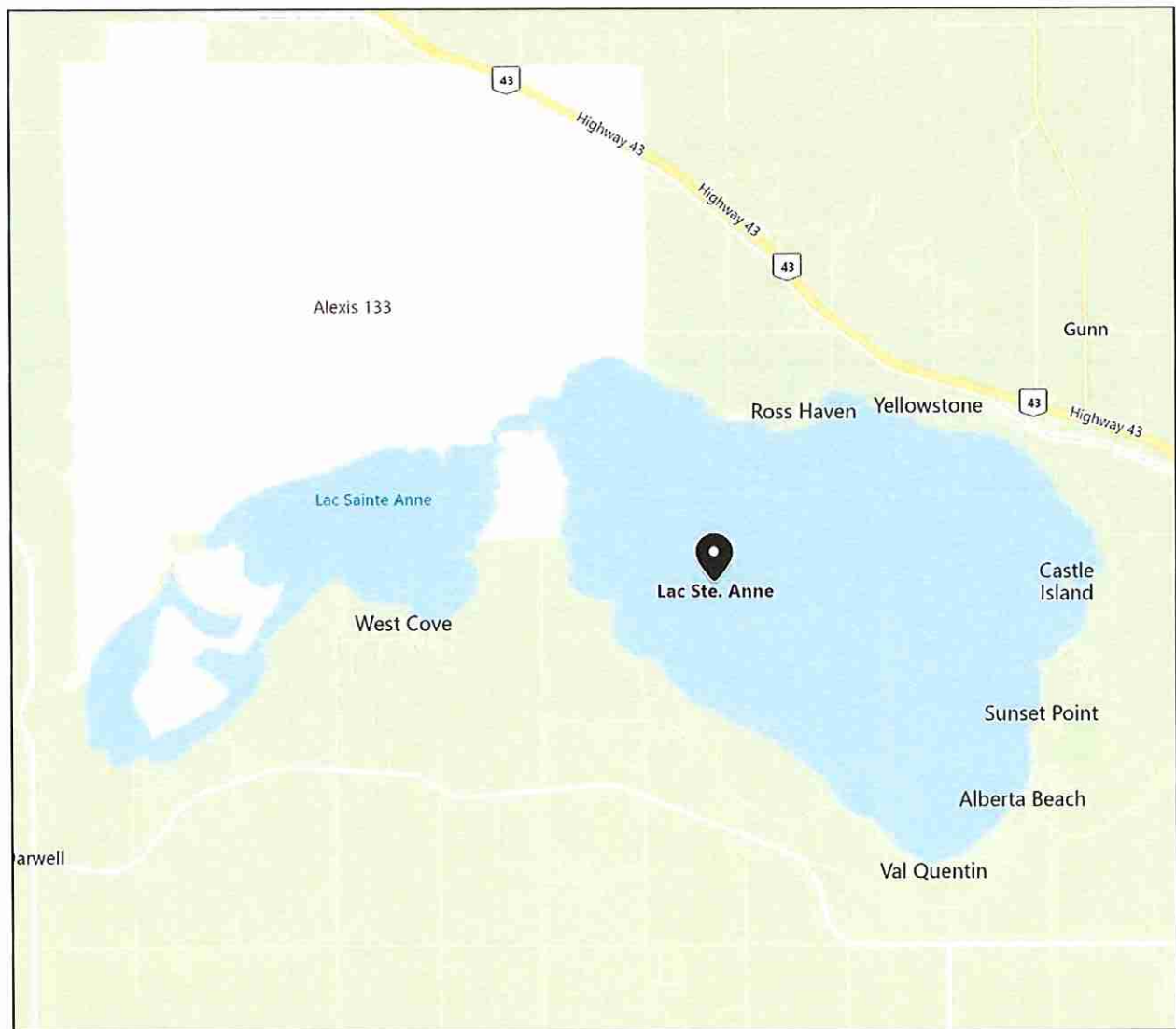
1.1 OUR COMMUNITY

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

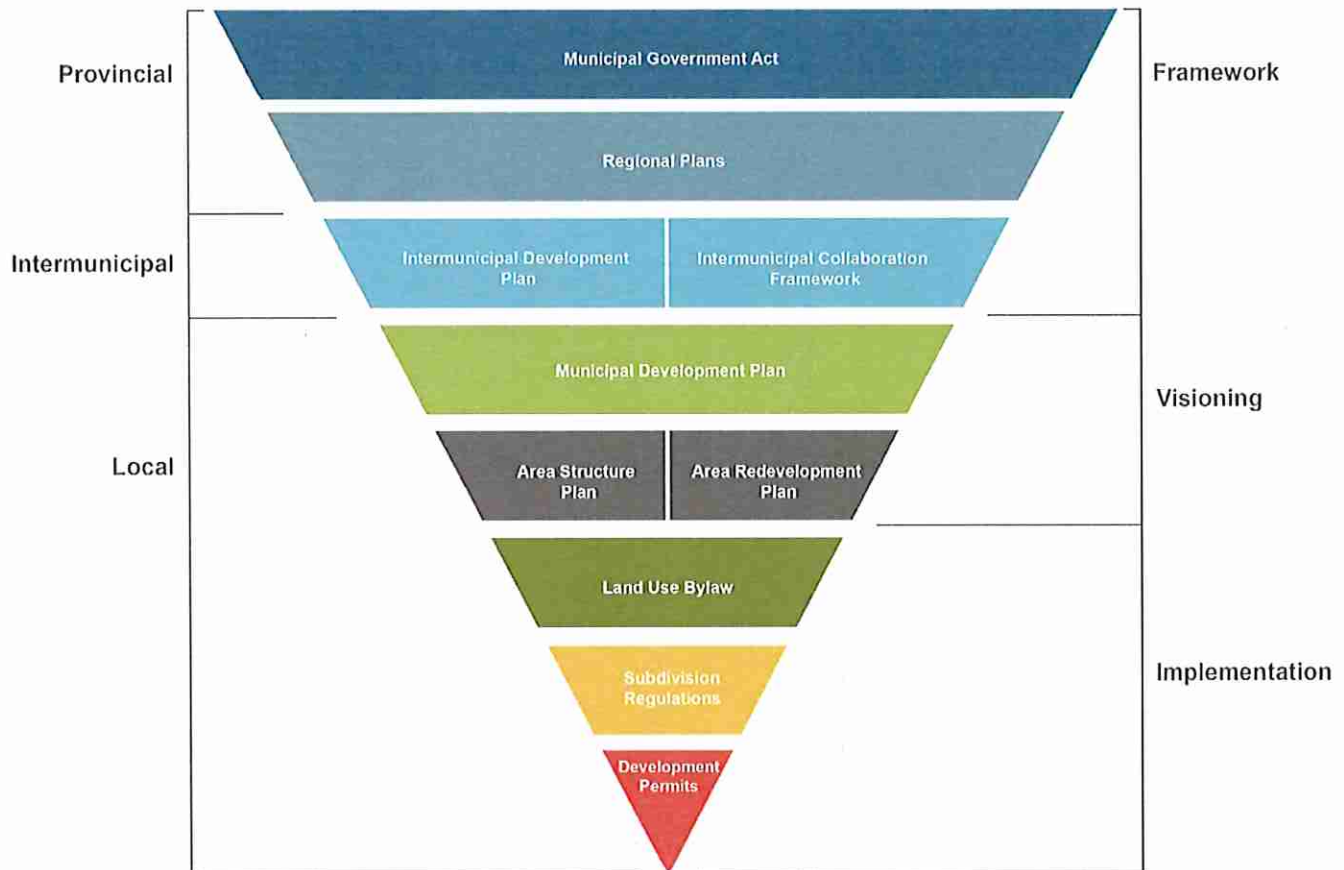
A Municipal Development Plan (MDP) is a statutory document required by the Province of Alberta and adopted pursuant to the *Municipal Government Act* (MGA). MDPs offer municipalities a statutory tool to articulate a vision for the future, develop strategic goals and identify priorities for land use and 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:

Figure 3 – Planning Hierarchy in Alberta



2.3 INTERPRETATION

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

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

SECTION THREE

Local Policies

This Section outlines local land use planning policies.

3.1 FUTURE DEVELOPMENT

Goals

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

Policies

3.1.1 Residential infill should respect or complement the built form, including the height, size and architectural detailing of existing residential development.

3.1.2 Single residential development is encouraged in undeveloped residential lots

3.1.3 Natural vegetation and tree cover should be retained as much as possible when development occurs.

3.1.4 Servicing requirements and off-site upgrades shall be at the expense of the developer.

3.1.5 Buildings shall be setback from the high-water mark of Lac Ste Anne.

3.1.6 Commercial and Industrial development shall not be permitted.

3.1.7 Bed & Breakfasts shall not be permitted

3.18 Short Term Rentals such as "Airbnb" shall not be permitted.

3.19 All new dwellings shall be connected to the Regional Sanitary Force Main.

PARKS, OPEN SPACE AND RECREATION

Goals

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

Policies

3.2.1 Parks and Open Spaces shall be preserved for the use and enjoyment of residents and visitors.

3.2.2 Lands which are zoned as Public Reserve District, as identified in the Land Use Bylaw (LUB), as amended, shall not be disposed of.

MOBILITY

Goals

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

Policies

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

MUNICIPAL SERVICING AND UTILITIES

Goals

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

Policies

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

ENVIRONMENTAL MANAGEMENT

Goals

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

Policies

3.5.1 Impacts to the natural environment as a result of future development shall be minimized to the greatest extent possible.

3.5.2 No new permanent structures shall be permitted within the 1:100 year flood plain.

3.5.3 Practices which minimize nutrients entering the lake from adjacent development, are encouraged.

SECTION FOUR

Intermunicipal Policies

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

COLLABORATION

Goals

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

Policies

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

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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

MUTUAL AID FIRE AGREEMENT

THIS AGREEMENT made this _____ day of _____ A.D. 2025

BETWEEN:

Lac Ste. Anne County
56521 Range Road 65
Box 219
Sangudo, Alberta T0E 2A0
(the "County")

- AND -

Alberta Beach
4935-50 Ave
Box 278
Alberta Beach, Alberta T0E 0A0
(the "Village")

WHEREAS the County and the Village, as Parties to this Agreement, are Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act, RSA 2000, C-26*, as amended;

AND WHEREAS each Party to this Agreement provides fire protection services within their respective municipal boundaries;

AND WHEREAS the Village has also entered into fire services Agreements with the Additional Municipalities for the Village to provide fire services to each of the Additional Municipalities;

AND WHEREAS the Village has contracted with Fire Rescue International Ltd. for the provision of its municipal Fire Services, and to provide the Fire Services to the Additional Municipalities, as a subcontractor;

AND WHEREAS each of the Additional Municipalities consents to this Agreement by signing applicable Addendum to this Agreement;

AND WHEREAS the Parties hereto wish to enter into this Agreement to formalize the systems and procedures for which municipal fire services can be utilized in order for a Party to request mutual aid and assistance from the other Party to this Agreement, and respond to such requests;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, covenants and Agreements set out herein, the Parties covenant and agree as follows:

1. In this Agreement, including any appendices and amendments, the following words and terms have the following meaning:
 - a) "Additional Municipality" means the Summer Village of Castle Island, the Summer Village of Nakamun Park, the Summer Village of Silver Sands, the Summer Village of South View, the Summer Village of Val Quentin. "Additional Municipality" means any one of such Additional Municipalities, as the context requires;
 - b) "Assistance" means the provision of emergency response assistance that includes firefighting and fire protection services, to the standard of service normally provided throughout the Parties' respective municipal boundaries, available pursuant to this Agreement. Assistance will be related to incidents which the Requesting Party believes it would be prudent to require further or other forces for firefighting or fire protection purposes;
 - c) "Claims" means any and all manner of action or actions, cause and causes of action, suits, debts, dues, sums of money, general damages, special damages, interests, costs, fees (including legal fees on a solicitor-and-his-own-client full indemnity basis), claims and demands of every nature and kind at law or in equity or under any statute which either Party has, had or shall have directly or indirectly;
 - d) "Dispatch Centre" means the Dispatch Centre taking and transferring 911 emergency fire calls within the geographic boundaries of the Parties to this Agreement or the Additional Municipalities, such centre currently being Parkland Emergency Control Centre;
 - e) "Effective Date" means the date first written above;
 - f) "Equipment" means any emergency response firefighting vehicles, equipment, apparatus, and tools which are used to provide Assistance;
 - g) "Fire Chief" means the person appointed to this office by either the County or the Village, as the context requires;
 - h) "Fire Service Bylaw" means the Fire Service Bylaw in place for the applicable Party, as amended from time to time;
 - i) "Fire Response" means the Party identified by the Dispatch Centre as having the jurisdictional responsibility to provide municipal fire service providers for a 911 emergency call;
 - j) "Force Majeure" means any cause not within the reasonable control of the Responding Party including, without limitation, the inability to assemble sufficient personnel to adequately respond to a request for Assistance, interruption of telecommunications, gas, electric or other utility services, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public

enemy, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high water, washouts, inclement weather, orders or acts of military authorities, civil disturbances and explosions;

- k) "Incident Command" means the fire department assigned to the overall leadership and responsibility of all activities at an emergency scene;
 - l) "FRI" means the corporation with which the Village has contracted for the provision of municipal fire Services, being Fire Rescue International Ltd.;
 - m) "Party" or "Parties" means either the County or the Village, or both, as the context requires;
 - n) "Requesting Party" means a Party to this Agreement which requests Assistance from the other Party to this Agreement; and
 - o) "Responding Party" means a Party to this Agreement which responds to a request for Assistance from the other Party to this Agreement.
2. This Agreement shall come into force and effect from the Effective Date, until one or both Parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.
 3. Either of the Parties to this Agreement may withdraw from this Agreement by providing the other Party with ninety (90) days' written notice of their intention to withdraw.
 4. This is not an Agreement to provide First Response, it is to provide Mutual Aid when requested.
 5. The Responding Party shall have no First Response authority within the jurisdiction of the Requesting Party's service boundaries until the Responding Party is in receipt of a request for Assistance, through the Dispatch Centre or from the Requesting Party.
 6. All requests for Assistance pursuant to this Agreement shall be dispatched by or through the Dispatch Centre, or by the Fire Chief, or designate, of the Requesting Party.
 7. The Parties covenant and agree they will actively consider, in good faith, whether they can respond in a timely fashion to calls received from the Dispatch Centre considering, among other things, their current manning, the location of the incident in question, and the seriousness of the incident.
 8. The Responding Party shall have the right to refuse to provide Assistance to the Requesting Party if the Responding Party's personnel or Equipment are not available due to providing fire protection services at another location, or if the Responding Party is unable to mount a safe response due to a shortage of personnel or Equipment, dangerous road conditions or weather conditions, and the Responding Party shall not be liable to the Requesting Party or any other party for any such refusal to provide Assistance. The Requesting Party shall have no Claim for damages or compensation

against the Responding Party arising out of the refusal of that Responding Party to render Assistance.

9. Where a Responding Party's Assistance is delayed, or the Responding Party is prevented from rendering Assistance, the Responding Party shall, as soon as reasonably possible, give notice to the Dispatch Centre as to the nature, extent and cause for such delay or inability to provide Assistance.
10. The Responding Party may, even after commencement of providing Assistance, withdraw Assistance where it is necessary or desirable that the Responding Party's personnel or Equipment provide emergency services at another location, or it is deemed to be unsafe to provide or continue to provide Assistance, and the Requesting Party shall have no Claim for damages, compensation or indemnity arising out of the withdrawal of Assistance.
11. The Responding Party shall not be liable to the Requesting Party for any failure or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement, if such failure or delay has arisen from Force Majeure. When the Responding Party is prevented from carrying out its obligation hereunder due to Force Majeure, the Responding Party shall, as soon as possible, give notice of the occurrence of such Force Majeure to the Requesting Party and the Responding Party shall thereupon be excused from the performance of such obligations for the period of time directly attributable to the effect of the Force Majeure.
12. When providing Assistance, the following command and control structure will apply:
 - a) The first fire department of a Party to arrive at the scene of an incident shall assume Incident Command;
 - b) In the event a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume Incident Command until such time as the Requesting Party's fire department arrives, and after receiving a briefing or update, Incident Command is transferred; and
 - c) When providing Assistance, the Responding Party's personnel shall remain under the immediate control and direction of the Responding Party's Fire Chief or designate. Commands and requests of the Requesting Party's Fire Chief, or designate, shall be communicated to the Responding Party's Fire Chief or designate under a unified command structure.
13. Communications between the Responding Party and the Requesting Party during an Incident will be outlined as part of the briefing or update information sharing process, and may include, but not be limited to, necessary radio channels and expected protocols, hand signals, and area mapping.
14. In providing Assistance, the Responding Party shall not be required to provide Equipment which is not owned by the Responding Party (or in the case of the Village, not owned or operated by FRI or any other fire service acting on behalf of the Village), or employees or volunteers who are not employed or usually utilized by the Responding Party (or in the case of the Village, not employees or volunteers or others normally utilized by FRI or any other fire service acting on behalf of the Village).

15. The Requesting Party shall indemnify and save harmless the Responding Party from any and all Claims brought by any party which is not a Party to this Agreement, arising out of or in any way related to the Responding Party providing Assistance and the proper discharge of the obligations of the Responding Party excepting where such Claims result from the negligence or willful misconduct of the Responding Party, its officials, councillors, employees, servants, agents, insurers, successors or assigns.
16. Both Parties agree to participate in meetings of their respective Fire Chiefs and appropriate staff as deemed necessary.
17. It is encouraged, when it can be accommodated, that the Parties to this Agreement participate in joint training initiatives and information exchanges, as may be arranged by the Parties from time to time. Each Party shall bear its own costs with respect to such activities.
18. Both Parties agree to share between their respective Fire Departments such information relating to operating procedures, staff levels, competencies, and other information as is necessary to facilitate inter-operability between the respective Fire Departments as mutual aid partners.
19. Where a request for Assistance is received or confirmed through the Dispatch Centre, and the Responding Party provides Assistance, the Requesting Party shall compensate the Responding Party for all applicable labour and Equipment provided by the Responding Party based on the fee schedule set out in Appendix "A" attached hereto, or such other fees or rates as the Parties may subsequently agree to in writing.
20. The level of service to be provided by the Responding Party in providing Assistance to the Requesting Party shall be the same level of service as provided within its respective municipal boundaries as outlined in their respective Fire Service Bylaws.
21. The Parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:
 - a) Failure to respond to a request for Assistance, or failure to provide Assistance;
 - b) Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;
 - c) Consequential, indirect, exemplary or punitive damages;
 - d) Economic loss; and
 - e) Any Claims that arise as a result of a Party's refusal or inability to provide Assistance.
22. In accordance with Alberta Minister of Municipal Affairs Ministerial Order No. P:011/16, unless and until the Parties otherwise agree in writing, FRI (or any other fire service acting on behalf of the Village) shall not, on behalf of the Village, respond to emergency situations within the other Party's

municipal boundaries of the County or the municipalities for which the County has a contract to provide such services except where a response by FRI is requested by the County pursuant to this Agreement.

23. Notwithstanding paragraphs 5 and 22 above, however, the Parties agree that if either of the County fire services or FRI, happen upon the scene of fire or other emergency situation within the other Parties municipal boundaries, they shall immediately report the matter to the Dispatch Centre and they may take any action directed by or approved by either the Dispatch Centre or the fire department responsible for first response.
24. Each Party shall, during the currency of this Agreement:
- a) Maintain all requisite Federal, Provincial and Municipal licenses, permits and approvals for all services contemplated pursuant to this Agreement (or, in the case of the Village, where applicable, ensure that FRI maintains such licenses, permits and approvals);
 - b) Maintain all emergency Equipment in good working order (or, in the case of the Village, ensure that FRI maintains all emergency Equipment in good working order);
 - c) Maintain coverage for all its personnel pursuant to the *Workers' Compensation Act*, revised Statutes of Alberta 2000, Chapter W-15 (or, in the case of the Village, ensure that the FRI maintains such coverage);
 - d) Maintain commercial general liability Insurance, including coverage relating to the provision of fire protection services, of not less than Five Million (\$5,000,000.00) Dollars per occurrence for personal injury and/or property damages together with such other insurance that may be agreed to in writing by the Parties hereto as being reasonable and obtainable; and
 - e) Inform their respective residents of primary first response provider information for purpose of private insurance provision requirements.
25. Excepting requests for Assistance, all notices, communications and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served to the relevant address as set forth below or to such other address as each Party hereto, may from time to time direct, in writing:

Lac Ste. Anne County
56521 Range Road 65
Box 219
Sangudo, AB, T0E 2A0
FAX: 780-785-2359
PH: 780-785-3411
EMAIL: lsac@lsac.ca

Village of Alberta Beach
4935 – 50 Avenue
Box 278

Alberta Beach, Alberta TOE OA0
FAX: 780-924-3513
PH: 780-924-3581
EMAIL: aboffice@albertabeach.com

- a) Personally, by delivering the Notice to the Party on whom the Notice is to be served at the address set out above, provided such delivery shall be during normal business hours. A personally delivered Notice shall be deemed received when actually delivered as aforesaid.
 - b) By facsimile, or by any other like method by which a written, recorded message may be sent, directed to the Party on whom the Notice is to be served at the address set out herein. A Notice so served shall be deemed received on the earlier of:
 - i. Upon transmission with answer-back confirmation if received within the normal working hours of the business day; or
 - ii. If received after normal working hours of the business day, at the commencement of the next ensuing business day following transmission with answer-back confirmation thereof; or
 - c) By mail, via first class registered post, postage prepaid, to the Party on whom the Notice is served. A Notice so served shall be deemed to be received seventy-two (72) hours after the date the Notice is postmarked. In the event of postal interruption, no Notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption, or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
26. Nothing in this Agreement, nor any of the acts of either Party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the Parties hereto, and neither of the Parties have the authority to bind any other party to this Agreement to any obligation of any kind.
27. If any term, covenant or conditions of this Agreement or the Application thereof to any Party or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable, shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.
28. This Agreement, with Appendices and Addendums hereto attached, constitutes the entire Agreement between the Parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous Agreements, understandings, negotiations and discussions, whether oral or written, of the Parties, and there are not general or specific warranties, representations or

other agreements by or among the Parties in connection with the entering into this Agreement or the subject matter hereof except as specifically set forth herein.

29. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, both Parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the Parties to any such dispute.
30. The Parties hereto acknowledge and agree that the Parties may have entered into other agreements for the provision of fire services, including an emergency management aid agreement, and that this Agreement is not dependent upon any other agreements, but rather is independent thereof, and contains separate and distinct agreements which are intended to operate notwithstanding the provision of any such other agreements.
31. The Parties hereto will notify their respective fire department officers of this Agreement so that they may become familiar with the Agreement, and its terms.
32. The Parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.
33. This Agreement shall not be assignable by either Party hereto to any other person, firm or corporation without the prior consent of both Parties hereto.

ALBERTA BEACH

LAC STE. ANNE COUNTY

Mayor

Reeve

Chief Officer

County Manager

Appendix "A"

Fee Schedule

1. Personnel Rates

Personnel shall be charged in accordance with the most current edition of the *Alberta Wildland Urban Interface Guideline*.

2. Equipment Rates

Equipment shall be charged in accordance with the most current edition of the *Alberta Wildland Urban Interface Guideline*.

If a specific piece of equipment or personnel type is not listed in this guideline, payment shall be made in accordance with the most current edition of the *Alberta Road Builders and Heavy Construction Association Equipment Rental Rates Guide*.

3. Consumables

Consumables shall be charged at cost plus ten percent (10%).

4. Other

Where a rate is not provided in either the *Alberta Wildland Urban Interface Guideline* or the *Alberta Wildland Urban Interface Guideline*, a rate shall be negotiated between the Administration of Alberta Beach and Lac Ste. Anne County.

Alberta Wildland Urban Interface Guidelines: <https://open.alberta.ca/publications/alberta-wildland-urban-interface-guidelines>

Alberta Road Builders and Heavy Construction Association Equipment Rental Rates Guide: <https://www.arhca.ab.ca/product-page/2025-equipment-rental-rates-guide-membership-listings>

MUTUAL AID FIRE AGREEMENT ADDENDUM

THIS AGREEMENT made this _____ day of _____ A.D. 2025

BETWEEN:

Lac Ste. Anne County

56521 Range Road 65

Box 219

Sangudo, Alberta T0E 2A0

FAX: 780-785-2359

PH: 780-785-3411

EMAIL: lsac@lsac.ca

- AND -

Summer Village of Castle Island

2317 Township Road 545

Box 8

Alberta Beach, Alberta T0E 0A0

PH: 780-967-0271

EMAIL: svcastle@telus.net

WHEREAS Lac Ste. Anne County and Alberta Beach are Parties to the Mutual Aid Fire Agreement to which this Addendum forms a part;

AND WHEREAS Alberta Beach, through Fire Rescue International Ltd., provides fire services to the Summer Village of Castle Island;

AND WHEREAS Lac Ste. Anne County's Fire Services requires the permission of the Summer Village of Castle Island to provide mutual aid fire services within the Summer Village of Castle Island when requested by Fire Rescue International Ltd.;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, covenants and Agreements set out herein, the Parties covenant and agree as follows:

1. Until such a time that:

- a.** Alberta Beach, through Fire Rescue International Ltd., no longer provides fire services for the Summer Village of Castle Island; or

- b. The Mutual Aid Fire Agreement to which this Addendum forms a part is cancelled or terminated; or
- c. The Summer Village of Castle Island withdraws from this Addendum by providing Lac Ste. Anne County with ninety (90) days' written Notice of their intention to withdraw.

The Summer Village of Castle Island gives Lac Ste. Anne County's Fire Services permission to provide mutual aid fire services within the Summer Village of Castle Island when requested by Fire Rescue International Ltd.

- 2. The Summer Village of Castle Island acknowledges that Lac Ste. Anne County Fire Services has no first response obligation to their community, as the Summer Village of Castle Island does not contract Lac Ste. Anne County for that service.
- 3. Lac Ste. Anne County Fire Services shall not be liable to the Summer Village of Castle Island for any failure or delay in the performance of its obligations hereunder nor be deemed to be in breach of the Mutual Aid Fire Agreement to which this Addendum forms a part, if such failure or delay has arisen from Force Majeure.
- 4. The Summer Village of Castle Island shall indemnify and save harmless Lac Ste. Anne County and Lac Ste. Anne County Fire Services from any and all Claims brought by any party which is not a Party to this Addendum or the Mutual Aid Fire Agreement to which this Addendum forms a part, arising out of or in any way related to Lac Ste. Anne County Fire Services providing Assistance and the discharge its obligations excepting where such Claims result from the negligence or willful misconduct of Lac Ste. Anne County, Lac Ste. Anne County Fire Services, its officials, councillors, employees, servants, agents, insurers, successors or assigns.

SUMMER VILLAGE OF CASTLE ISLAND

LAC STE. ANNE COUNTY

Mayor

Reeve

Chief Administrative Officer

County Manager

Master Code Block - Inflation and Growth Projections									
Class A	"General Admin"	3%	Class D	"Utilities and Fuel"	7%				
Class B	"General Contract"	5%	Class E	"Other"	Manual Input				
Class C	"Specific Contract"	Manual Input							

2025	Approved Budget
Budget Function	Total
Expenses	Budget
Council	
Council - Remuneration	
Council - Expenses and Mileage	\$ 300
Total Council	\$ 300
Administration	
Admin - Contract	\$ 14,276
Admin - MAP/MISC	\$ 1,500
Admin - Land Use Bylaw	\$ 3,000
Admin - Travel & Subsistence	\$ 500
Admin - VCB	\$ 300
Admin - Membership Fees	\$ 1,500
Admin - Office Supp/Storage/Comm	\$ 4,000
Admin - Assessment	\$ 3,120
Admin - Sub & Dev App (Milestone)	\$ 300
Admin - Assess. Rev. B (CRASC)	\$ 950
Admin - Audit	\$ 5,500
Admin - Legal	\$ 800
Admin - Website	\$ 500
Admin - Misc Expenses	\$ 1,000
Admin - Election	\$ 2,500
Admin - Bank Charges	\$ 500
Admin - Insurance & Bond	\$ 3,051
Total Administration	\$ 43,297
Water/Sewer	
Water - Wild Water Commission	\$ 80
Sewer - Misc	\$ 3,550
Total Water/Sewer	\$ 3,630
Park & Rec	
Park and Rec - Library (YRL)	\$ 100
Park and Rec - FCSS	\$ 1,247
Park and Rec - Beachwave Park	\$ 450
Park and Rec - Summer Contract	\$ 17,000
Park and Rec - Fall Clean/Fire Pit	\$ 4,000
Park and Rec - Tree Removal	\$ 600
Park and Rec - Utilities	\$ 1,100
Park and Rec - Annual Picnic	\$ 100
Park and Rec - East End Bus	\$ 375
Park and Rec - Annual Picnic	\$ 500
Total Park and Recreation Services	\$ 25,472
Emergency Services	
Emerg - Fire Services	\$ 3,400
Emerg - Provincial Policing	\$ 1,857
Total Emergency Services	\$ 5,257
Public Works	
PW - Roads (Contracted Services)	\$ 6,000
PW - Roads (General Supply)	\$ 500
PW - Street Lights	\$ 2,400
PW - Waste Contract	\$ 4,500
PW - HWY 43 East Waste	\$ 600
Total Public Works	\$ 14,000
Reserve and Amortization	
Reserve - Policing	
Reserve - Election	\$ 500
Reserve - Amortization (Capital) Reserve	\$ -
Total Reserves	\$ 500
Total Expenses (Annual Operating)	\$ 92,456

Assigned Code	Assigned Rate
Class	%
A	3%
B	5%
B	5%
E	0%
B	0%
A	3%
A	3%
A	3%
B	5%
B	5%
A	3%
A	3%
A	3%
A	3%
A	3%
B	5%
A	3%
B	5%
B	5%
E	3%
E	3%
E	3%
E	5%
E	0%
E	0%
B	5%
E	3%
E	3%
D	3%
E	0%
E	3%
E	3%
E	0%
B	5%
B	20%
E	3%
E	5%
B	5%
A	3%
D	7%
B	5%
B	5%
B	5%
B	5%
E	15%

DO NOT TOUCH CELLS OTHER THAN CLASS C AND E CODES				
Budget Projections				
2026		2027		2028
	2029			
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 315	\$ 331	\$ 347	\$ 365	\$ 365
\$ 315	\$ 331	\$ 347	\$ 365	\$ 365
\$ 14,990	\$ 15,739	\$ 16,526	\$ 17,352	\$ 17,352
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 515	\$ 530	\$ 546	\$ 563	\$ 563
\$ 309	\$ 318	\$ 328	\$ 338	\$ 338
\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,688
\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 4,862
\$ 3,276	\$ 3,440	\$ 3,612	\$ 3,792	\$ 3,792
\$ 309	\$ 318	\$ 328	\$ 338	\$ 338
\$ 979	\$ 1,008	\$ 1,038	\$ 1,069	\$ 1,069
\$ 5,665	\$ 5,835	\$ 6,010	\$ 6,190	\$ 6,190
\$ 824	\$ 849	\$ 874	\$ 900	\$ 900
\$ 515	\$ 530	\$ 546	\$ 563	\$ 563
\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,126
\$ -	\$ -	\$ -	\$ 2,625	\$ 2,625
\$ 515	\$ 530	\$ 546	\$ 563	\$ 563
\$ 3,204	\$ 3,364	\$ 3,532	\$ 3,709	\$ 3,709
\$ 37,875	\$ 39,524	\$ 41,249	\$ 45,678	\$ 45,678
\$ 84	\$ 88	\$ 93	\$ 97	\$ 97
\$ 1,550	\$ 1,597	\$ 1,644	\$ 1,694	\$ 1,694
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,634	\$ 1,685	\$ 1,737	\$ 1,791	\$ 1,791
\$ 105	\$ 110	\$ 116	\$ 122	\$ 122
\$ 1,247	\$ 1,247	\$ 1,247	\$ 1,247	\$ 1,247
\$ 450	\$ 450	\$ 450	\$ 450	\$ 450
\$ 17,850	\$ 18,743	\$ 19,680	\$ 20,664	\$ 20,664
\$ 4,120	\$ 4,244	\$ 4,371	\$ 4,502	\$ 4,502
\$ 1,247	\$ 1,284	\$ 1,323	\$ 1,363	\$ 1,363
\$ 1,133	\$ 1,167	\$ 1,202	\$ 1,238	\$ 1,238
\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
\$ 386	\$ 398	\$ 410	\$ 422	\$ 422
\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
\$ 27,139	\$ 28,243	\$ 29,398	\$ 30,607	\$ 30,607
\$ 3,570	\$ 3,749	\$ 3,936	\$ 4,133	\$ 4,133
\$ 2,228	\$ 2,674	\$ 3,209	\$ 3,851	\$ 3,851
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 5,798	\$ 6,423	\$ 7,145	\$ 7,983	\$ 7,983
\$ 6,300	\$ 6,615	\$ 6,946	\$ 7,293	\$ 7,293
\$ 515	\$ 530	\$ 546	\$ 563	\$ 563
\$ 2,568	\$ 2,748	\$ 2,940	\$ 3,146	\$ 3,146
\$ 4,725	\$ 4,961	\$ 5,209	\$ 5,470	\$ 5,470
\$ 630	\$ 662	\$ 695	\$ 729	\$ 729
\$ 14,738	\$ 15,516	\$ 16,336	\$ 17,201	\$ 17,201
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 525	\$ 551	\$ 579	\$ 608	\$ 608
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 525	\$ 551	\$ 579	\$ 608	\$ 608
\$ 88,024	\$ 92,273	\$ 96,792	\$ 104,232	\$ 104,232

Budget Function	Total Budget
Income	
TAXES	\$ 78,354
GRAHT - MSI OPERATING (LGFF)	\$5,454
GRAHT - FCSS	\$998
OTHER - TAX PENALTIES	\$50
OTHER - PERMITS & LICENSES	\$50
OTHER - DP & COMPLIANCE	\$50
OTHER - BANK INTEREST	\$500
OTHER - MISC. REVENUE	\$0
OTHER - TRANS RES/UNRES SURP (ELECTION)	\$4,000
OTHER - TRANS RES/UNRES SURP (LUB/MDP)	\$3,000
Total Income	\$92,456
Surplus/Deficit (current year)	\$ -
Accumulated Surplus (ending prior year)(fs)	\$1,042,387
Transfers to reserves	\$500
Transfers from reserves	(\$7,000)
Accumulated Surplus (ending current year)	\$1,035,887

Total Budget	Total Budget	Total Budget	Total Budget
\$ 80,922	\$ 65,171	\$ 89,690	\$ 94,506
\$5,454	\$5,454	\$5,454	\$5,454
\$998	\$998	\$998	\$998
\$50	\$50	\$50	\$50
\$50	\$50	\$50	\$50
\$50	\$50	\$50	\$50
\$500	\$500	\$500	\$500
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$2,625
\$0	\$0	\$0	\$0
\$88,024	\$92,273	\$96,792	\$104,232
\$0	\$0	\$0	\$0
\$1,035,887	\$1,036,412	\$1,035,963	\$1,037,542
\$525	\$551	\$579	\$608
\$0	\$0	\$0	(\$2,625)
\$1,036,412	\$1,036,963	\$1,037,542	\$1,035,525

Year	2026	2027	2028	2029
Annual Increase (\$\$\$)	2,567	4,249	4,519	7,441
Annual Increase (%)	3.28%	5.25%	5.31%	5.37%

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**Summer Village of Castle Island
Request For Decision
October 22nd, 2025**

Meeting:	
Meeting Date:	To be Ratified at Next Council Meeting
Originated By:	Administration
Title:	Invitation to SVLSACE Asset Management Planning
Agenda Item Number:	

BACKGROUND/PROPOSAL:

Council may recall that the Summer Villages of Lac Ste. Anne County East (SVLSACE) has been investigating options for Asset Management Planning. SVLSACE has been working with CAO Marlene Walsh (Val Quentin) to explore Asset Management services through Matthewson & Company.

Following a group meeting with Matthewson and Co, SVLSACE arranged an in person meeting with stakeholders (Matthewson and any interested SVs CAOs and Elected) to occur during the ASVA Conference (Oct. 16-17).

The purpose of this action item is to (a) ratify attendance of the CAO who attended this meeting on Oct 16, 2025, and (b) seek direction on if Council would like to engage in a service negotiation for this Asset Management Planning service.

CAO Walsh's email is attached for more context.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Asset Management is a bit of a new trend for Summer Villages, but also increasingly considered a "must do" as many core grant funds are being tied to having an approved Asset Management Plan. Specifically the Canada Community Building Fund (CCBF) grant is requiring municipalities to develop and implement an Asset Management plan. The CCBF allocation for Castle Island in 2025 is \$5,911. In consideration of this, we are eager to get something done on this portfolio very soon. The question we are asking Council to consider is whether the Matthewson proposal has a place in the interim now.

At the meeting at ASVA, the Matthewson proposal gave us a starting point whereby they would do the asset catalogues and initial condition assessment, as well as draft an asset management policy to use for future plan development). The Matthewson proposal was also very cost effective – being offered at ~\$7,500 divided between all SVLSACE members who wished to join (so if it is all of us, that equals \$625 each). Note that usually it is \$7,500/municipality so this is an awesome deal.

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In Administration's view, we should join this Matthewson project – even if it is just a precursor to a larger asset management project. The Matthewson project will yield the basic deliverables we need to keep us compliant as a very cost effective solution. If a larger asset management project is a requirement in future, none of the Matthewson project material will be "wasted" it will just mean that project gets a bit of a head start itself. I think for the Summer Village of Castle Island – as we have larger assets (gazebo, playground etc) – this solution is the best all-round option to get us compliance and keep us compliant, as well as making an Asset Management Plan that is proactive and actually functional for our municipality.

COSTS/SOURCE OF FUNDING (if applicable)

These costs would be incurred in the 2026 Operating and Capital Budget. There **may** also be "committee costs" – like honourariums and travel for any Castle Island reps to populate the working group on this project, should Council agree.

RECOMMENDED ACTION: this will be the ratified motion on the next meeting should Council agree:

- 1) That Council for the Summer Village of Castle Island ratify the attendance of the CAO or designate to attend this October 16th, 2025 Asset Management session, and authorize the participation of the Summer Village of Castle Island in the proposed Matthewson and Co Asset Management Project, on conditions same or similar as to those discussed on Oct. 16, 2025, including but not limited to group costs of approximately \$7,500 to be covered equally by all participating members, and scope of work as noted to a maximum cost of \$1,000.00 for the Summer Village of Castle Island.

--

Subject **Invitation to SVLSACE CAOs – Asset Management Planning Discussion with Matthewson & Company**

From Marlene Walsh <cao@valquentin.ca>

To <cao@birchcove.ca>, <cao@svnakamun.com>, <cao@rosshaven.ca>, <cao.svsandyb@xplornet.ca>, Summer Village Office <administration@wildwillowenterprises.com>, <svwestcove@outlook.com>, <svcastle@telus.net>, <emily@springlakealberta.com>, <office@sunsetpoint.ca>, <office@svyellowstone.ca>, 1 more...

Cc Gwen Jones <gwen.jones@sunsetpoint.ca>, Ren Giesbrecht <renjgiesbrecht@gmail.com>, <ddm@kronprinzconsulting.ca>

Date 2025-10-08 15:05



- _Summer Vill Lac Ste. Anne.pdf(~4.8 MB)

Good Afternoon CAOs of SVLSACE,

On October 7, 2025 Dwight, Ren, Gwen and I met virtually Lorri from Matthewson and Company to review the attached Asset Management proposal.

This funding proposal is intended to include all 12 of the summer villages associated with the Summer Villages of Lac Ste. Anne County East, with the objective being to provide each Summer Village with an asset management policy, plan and implementation support to meet or exceed the expectations of the Alberta Legislation following the FCM's asset readiness guide as a starting point.

We would like to invite you to review the attached document, and join a discussion on **Asset Management Planning with Matthewson & Company** during the upcoming **ASVA Conference on October 16 and 17, 2025**.

We are proposing to hold this meeting **after 4:00 PM on Thursday, October 16**, to allow for attendance following the day's conference sessions and prior to the evenings activities. This will provide opportunity to explore available supports, and discuss strategies to strengthen our collective asset management practices within the SVLSACE municipalities.

We appreciate confirmation of your availability for this proposed time.

Thank you, and we look forward to your participation in this conversation.

Regards,

Marlene Walsh
CAO
Summer Village of Val Quentin
p: 780 668 3182
e: cao@valquentin.ca
Val Quentin: A Year-Round Community

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Matthewson
& Co.

We Build Communities

OCTOBER 7TH, 2025

ASSET MANAGEMENT PROPOSAL



www.smallplacesrock.com



anna@smallplacesrock.com



Matthewson & Co.



306-575-8330

Prepared For:

Summer Villages of Lac
Ste. Anne County East

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9: Project Costs & Additional Information



ABOUT MATTHEWSON & CO.



Matthewson & Co. is a for-profit social enterprise founded by Lorri Matthewson, specializing in economic development support for small population communities—specifically those with fewer than 5,000 residents in Saskatchewan, Manitoba, and Alberta.

We understand that each community is unique, and so are its needs. Our services are tailored, affordable, and accessible. Whether you need us to attend a Council meeting in person or connect virtually, we're committed to meeting you where you are—literally and figuratively.

Lorri Matthewson began her career in economic development over two decades ago, working first as a community economic development officer and later as a grant writer. She saw firsthand the challenges small municipalities face in meeting expectations with limited resources—sparking the idea to start Matthewson & Co. (formerly Solomon Matthewson Consulting & The Sustainability Project).



In 2015, Lorri returned to school and earned her MBA in Community Economic Development from Cape Breton University in 2019. Since then, Matthewson & Co. has grown from a solo operation into a growing business with a small but mighty team. This growth reflects the increasing demand for our services in small communities across the Prairies.

THE MATTHEWSON & CO. TEAM



Lorri Matthewson

Owner, Founder & Facilitator

Lorri Matthewson started the company many years ago after acknowledging the gap between what municipal Councils are expected to provide and the resources available to provide them.

In 2019, Lorri graduated from Cape Breton University with her Masters in Community Economic Development and has a Certificate in Asset Management.

Lorri has skills and experience in all areas of this field, including live Council training, policy and bylaw development, asset management planning, and facilitation, to name a few.



Anna Beaulieu

Facilitator & Services Coordinator

Anna joined the team in 2020. She joined with minimal municipal experience but quickly caught on to concepts and now brings an added set of skills to the team.

Anna has a Diploma in Business (Management) and is working towards completing her Business Degree.

Anna is the grant writer, bringing in more than \$7,000,000 for municipal projects in 2023. She also helps manage those projects and complete the required reporting.

Anna is our Service Coordinator for webinars, contract opportunities, marketing, bursary inquiries, and most things in between.



Jennifer Beard

Executive Assistant, Boissevain

Jennifer Beard joined our team in February of 2025 as the Executive Assistant in our Boissevain office. Jennifer has extensive experience in the non-profit sector, including but not limited to managing several staff departments and organizing and executing tradeshow, fairs, and galas.

Jennifer comes to us with over 15 years of experience providing administrative support and 13 years of experience in program and event coordination.

We are eager to introduce Jennifer to the for-profit business sector and teach her all things municipal.

MATTHEWSON & CO.'S

SERVICES



Consider this list a starting point for discussion; we can customize many of our supports and offer a wide range of supports that are not included in this list.

Monthly Economic Development Support

Our process starts with a strategic planning session and a Quality-of-Life Survey to hear directly from residents. We use that input to build tailored recommendations and an implementation plan. From there, we work side-by-side with Administration and Council to put the plan into action, offering ongoing support for up to a year, with options to continue. This service includes grant writing support, community engagement and facilitation, plus free access to all our webinars.

Council Training

We offer fully customizable training tailored to your Council's unique needs, covering essential topics such as roles and responsibilities of Council and Administration, the role of the Ombudsman, legislative obligations, meeting procedures, confidentiality, bylaws, policies, and community engagement. Sessions are available in person or virtually, with evening options available upon request to accommodate busy schedules.

Code of Ethics Investigations

We offer unlimited third-party Code of Ethics investigations for one annual fee, ensuring every complaint is handled professionally, impartially, and with strict confidentiality. This service protects your municipality from ethical and legal risks while saving time for Administration and Council to focus on their core responsibilities. Each case is managed with care and diligence, and current subscribers receive priority service due to high demand.

MATTHEWSON & CO.'S

SERVICES



Strategic Planning

We start with a strategic planning session to set your community's goals and direction, followed by a Quality-of-Life Survey to capture resident priorities. From marketing to data analysis, we handle the entire process. The results are used to develop clear recommendations and a practical implementation plan, with optional support available to help put the plan into action—based on your community's needs.

Project Management

We assist with funding applications to help get your project off the ground, support engineering procurement and coordination, and provide oversight to keep everything on track. From progress reports to documentation, we're here every step of the way. Our support is fully customized to meet your project's unique needs—with the goal of ensuring it runs smoothly, efficiently, and successfully.

Policy Development

We start by reviewing your existing policies to ensure they meet current legislative requirements. Outdated or non-compliant content is removed, and we draft any missing policies using best practices and applicable laws. Then, we organize everything into a customized, easy-to-use manual. The end result: a complete, up-to-date policy manual that's ready for Council adoption.

Asset Management

We provide support to help your community meet legislated asset management requirements, including assistance with funding applications where available. We facilitate and update your asset management plan, working closely with your team to ensure it's realistic, useful, and actionable. Our goal is to keep your community organized, compliant, and prepared for long-term planning.

PROJECT PROPOSAL



At Matthewson & Co., we follow a structured but practical approach to support municipalities in developing or enhancing their asset management systems. Our process is flexible to meet your community's unique needs while aligning with provincial and federal funding expectations.

This funding proposal is intended to include all 12 of the summer villages associated with the Summer Villages of Lac Ste. Anne County East., with the objective being to provide each Summer Village with an asset management policy, plan and implementation support intended to meet or exceed the expectations of the Alberta Legislation following the FCM's asset readiness guide as a starting point.

I: Data Collection & Review

We begin by gathering and reviewing key documents and data from each municipality, including:

- Tangible Capital Asset (TCA) registry
- Existing asset management plans or reports
- Maintenance logs and schedules
- Relevant municipal policies
- Assessments from engineering or other professionals

II: Asset Inventory & Evaluation

Using each TCA registry, we develop a spreadsheet that categorizes assets:

- Past their useful life
- Still within their useful life

The municipality evaluates the assets based on two additional criteria:

- Condition (as rated by municipal staff)
- Importance to municipal function

This helps establish clear priorities for future investment.



III: Customized Tracking Tools

We develop customized logs and tracking templates based on your operational needs. These tools make it easier to maintain, monitor, and update your asset information over time. Sharing information between your villages, and coming up with common templates supports a low cost asset management framework that allows each village to customize it based on their particular needs.

IV: 10-Year Capital Plan

We prepare a realistic and actionable 10-year capital plan that reflects your municipality's infrastructure priorities, funding capacity, and service delivery goals.

V: Asset Management Plan & Policy

Finally, we deliver a complete asset management plan that includes:

- A summary of your current assets and priorities
- A capital planning framework
- An Asset Management Policy and Implementation Policy to guide long-term decision-making
- Risk and risk management.



Asset Management Plan	\$7000.00
GST	\$350.00
Total	\$7350.00

This cost is based on the Summer Villages of Lac St. Anne, and is the same no matter how many villages within the region are on board.

Mileage and accommodations: Where necessary, mileage is billed at .45/km. If in-person meetings are required, accommodations will be billed at cost recovery to the municipality.

TERMS: 50% will be billed up front, with the remainder due upon completion of the plan. One village is expected to act as the treasurer for the rest.

if you have any questions, we are happy to answer them!

Warmest regards,

Lorri Matthewson

Lorri Matthewson, Owner

Assumptions:



To ensure the success and cost-efficiency of the shared plan (estimated at \$7,000 total, divided among 12 villages = approx. \$583 per village), the following conditions are recommended:

1. Adherence to Alberta Government's Asset Management Planning Process
 - Follow the Alberta Municipalities' guidelines for asset management planning, including lifecycle analysis, asset inventories, and risk-based decision-making. [www.abmunis.ca]
2. Alignment with FCM's Asset Management Readiness Scale
 - Each village must commit to progressing through the five competencies:
 - Policy & Governance
 - People & Leadership
 - Data & Information
 - Planning & Decision-Making
 - Contribution to Asset Management Practice [fcm.ca]
3. Collaborative Participation
 - Villages must actively participate in shared workshops, data collection, and decision-making processes.
4. Designation of a Single CAO or Project Lead
 - One CAO or designated lead will coordinate the process, ensuring consistency and accountability.
5. Commitment to Populate the Plan
 - Villages must provide existing asset data, participate in needs assessments, and contribute to the development of individualized components.
6. Agreement to Shared Cost Model
 - Each village agrees to contribute their portion of the \$7,000 cost.

Terms of Reference (ToR)

Shared Asset Management Plan – Summer Villages of Lac Ste. Anne

1. Purpose

To define the roles, responsibilities, and expectations of participating CAOs in the development and implementation of a collaborative asset management plan that supports individualized municipal needs while leveraging shared resources and expertise.

2. Objectives

- Develop a functional, scalable asset management plan aligned with:
- Alberta Government's Asset Management Planning Process
- Federation of Canadian Municipalities (FCM) Asset Management Readiness Scale
- Promote intermunicipal collaboration and cost-efficiency
- Ensure consistent data collection, reporting, and decision-making

3. Scope

This ToR applies to all CAOs representing the 12 Summer Villages participating in the shared asset management initiative.

4. Roles and Responsibilities

Lead CAO (Designated Coordinator)

- Serve as the primary liaison with the consultant and funding agencies
- Coordinate meetings, timelines, and deliverables
- Ensure consistent communication across villages
- Submit required documentation and reports

Participating CAOs

- Provide existing asset data and documentation
- Participate in workshops, training, and planning sessions
- Review and validate individualized components of the plan
- Support the implementation of asset management practices locally
- Ensure alignment with municipal council priorities

5. Governance and Decision-Making

- Decisions will be made by majority among participating CAOs
- The Lead CAO will facilitate discussions and escalate unresolved issues to the collective group
- Each CAO retains autonomy over their municipality's final asset management plan

6. Funding and Cost-Sharing

Total project cost: \$7,000, shared equally among 12 villages (\$583.33 per village)

Costs do not include engineering, or other reports.

Funding may be supplemented through:

- FCM's Municipal Asset Management Program (MAMP)
- Alberta's Local Government Fiscal Framework (LGFF)
- Each CAO is responsible for securing their municipality's contribution

7. Reporting and Accountability

- Progress reports will be shared monthly.

Final deliverables include:

- Shared asset management framework
- Individualized municipal asset management plans
- Recommendations for ongoing implementation and updates

8. Duration

This ToR is valid for the duration of the project, estimated at 6–9 months, unless extended by mutual agreement.

[Home](#) /

ASSET MANAGEMENT

Local governments provide safe, reliable, and sustainable services that promote economic development, protect the environment, and build strong communities. Efficient delivery of municipal services requires good infrastructure. To maintain a state of good repair and balance cost, risk, and service level, local governments must engage in proactive asset management.

Under the [Municipal Funding Agreement](#), municipalities are required to develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., [O. Reg. 588/17](#)). Further emphasis is put on asset data in the agreement as municipalities are also required to continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

DEFINING ASSET MANAGEMENT

Asset management is a strategic approach to proactively manage and efficiently invest in infrastructure to meet pre-defined levels of service. Asset management is best practice for local governments seeking to manage community expectations, limit risk, and make cost-effective decisions with a long-term vision.

ASSET MANAGEMENT TOOLS



change adaptation and mitigation, and growth and housing supply management.

ASSET MANAGEMENT PLAN

An asset management plan (AMP) is a publicly available strategic document used as a tool to communicate to the community and other levels of governments the municipality's current state of infrastructure, potential risks to services, current and proposed levels of service, and anticipated funding needs. In Ontario, municipalities are expected to align their AMP with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure (O. Reg. 588/17).

AMO CAN HELP

AMO supports municipal sector progress in asset management through several capacity-building projects, policy directives, and administration of the Canada Community-Building Fund (CCBF). The CCBF provides predictable infrastructure and capacity-building funding that allows municipalities to engage in long-term planning, manage levels of service, invest in priority projects, and advance their asset management programs.

The CCBF Municipal Funding Agreement states that recipients must develop and implement an asset management culture, plan, and methodology in accordance with Ontario regulation. To further enable asset management progress in accordance with the CCBF agreements, AMO also provides support for municipalities by developing educational resources for elected officials, and offering training for municipal staff to build technical expertise and facilitate the adoption of better practices in asset management for Council.

AMO staff regularly review all asset management plans collected during the most recent reporting cycle. Upon request, AMO staff is available to provide feedback + municipalities on their current asset management plans.

(93)

THIS AGREEMENT is effective January 1, 2026.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
as represented by the Minister of Assisted Living and Social Services
(the "Minister")

~ and ~

SUMMER VILLAGE OF CASTLE ISLAND
created pursuant to the laws of Alberta
(the "Municipality")

WHEREAS the Municipality has applied for a grant to be used for the purposes of FCSS Services;

WHEREAS the Minister agrees to provide Funding for said purpose under the Provincial Program and subject to the terms and conditions of this Agreement;

WHEREAS the FCSS Act and the Grants Regulation authorizes such a grant being made;

WHEREAS the Municipality is prepared to perform and enter into certain undertakings relative to the payment of the grant;

NOW THEREFORE the parties agree as follows:

1. DEFINITIONS:

(a) "Agreement" means this document and the attached Schedule A, Schedule B, Schedule C, and Appendix 1 to Schedule C, and including any amendments made in writing by the parties;

(b) "Effective Date" means the date first noted above;

(c) "FCSS Act" means the *Family and Community Support Services Act* (Alberta), as amended from time to time;

(d) "FCSS Framework" means the FCSS Accountability Framework, as amended by the Minister from time to time, a copy of which can be found at <https://open.alberta.ca/publications/family-and-community-support-services-accountability-framework>.

(e) "FCSS Program Policies" means the collective policies, as implemented and amended from time to time, by the Minister relating to the Provincial Program and any funding provided pursuant to that program;

- (f) "FCSS Regulation" means the Family and Community Support Services Regulation (Alberta), as amended from time to time;
- (g) "FCSS Services" means the activities to be performed by the Municipality as described in Schedule A for the purposes of establishing, administering and operating a local family and community support services program as set out in the FCSS Act, FCSS Regulation, the FCSS Framework, and the FCSS Program Policies;
- (h) "FCSS Services' total cost" means \$3,750.00 and is comprised of the Funding provided by the Minister under this Agreement and the Municipality's Contribution as set out in Clause 6 of this Agreement;
- (i) "Funding" means the grant monies to be contributed by the Minister pursuant to this Agreement and any interest earned thereon;
- (j) "Grants Regulation" means the Ministerial Grants Regulation A.R. 215/2022, as amended from time to time;
- (k) "Municipality's Contribution" is the Municipality's financial contribution towards the FCSS Services as set out in Clause 6 of this Agreement;
- (l) "Provincial Program" means the Provincial Family and Community Support Services Program administered by the Minister and delivered in accordance with the FCSS Act, FCSS Regulation, and FCSS Framework;
- (m) "Provincial Prevention Priorities" means key social issues affecting Albertans as listed in the FCSS Framework and identified in Schedule A;
- (n) "Provincial Prevention Strategies" means strategies, as listed in the FCSS Framework and identified in Schedule A, that guide the development and delivery of preventative services to meet the needs of a local community;
- (o) "Surplus" means the amount by which payments made by the Minister exceed the Municipality's expenditures to perform the FCSS Services, as determined by the Minister, in consultation with the Municipality;
- (p) "Term" means the period from **January 1, 2026 to December 31, 2028**.

2. RESPONSIBILITIES OF THE MUNICIPALITY:

- (a) The Municipality shall perform the FCSS Services as described in Schedule A and in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.
- (b) The Municipality shall perform FCSS Services in alignment with the FCSS Framework.
- (c) The Municipality may transfer to another municipality all or part of the Funding received pursuant to this Agreement as described in the FCSS Program Policies.

- (d) The Municipality shall comply with all applicable laws in its performance of the FCSS Services.
- (e) The Municipality shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding, except in consultation with and upon receiving the approval of the Minister as to the contents of the announcement or press release, such approval shall not be unreasonably withheld.
- (f) The Municipality warrants that it has entered into an agreement with other municipalities to jointly establish, administer, and operate the FCSS Services and that the Municipality has the authority to enter into this Agreement on the behalf of the other municipalities.
- (g) The Municipality warrants that the Funding will be allocated among itself and the other municipalities as follows:

Municipality	Funding Allocation (year 1)	Funding Allocation (year 2)	Funding Allocation (year 3)	Total Funding Allocation (for entire term)
SUMMER VILLAGE OF CASTLE ISLAND	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00

3. TERM:

This Agreement shall be effective for the Term.

4. REPRESENTATIVES:

- (a) The Minister designates the **Executive Director of Civil Society and Community Initiatives** to be the Minister's representative to maintain a continuing liaison with the Municipality in matters relating to this Agreement.
- (b) The Municipality designates the **CAO** to be the Municipality's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.
- (c) In the event there is a change in either party's representative, notice should be provided to the other party pursuant to Clause 15.

5. FUNDING:

- (a) The Minister will provide Funding to the Municipality in the amount of no more than **\$3,000.00**, subject to:

i. the appropriation of funds by the Legislature sufficient to provide the Funding under this Agreement, the sufficiency of which shall be determined in the sole discretion of the Minister; and

ii. early termination of this Agreement,

and that there will be no additional funding from the Minister in the case of cost overruns.

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

i. \$1,000.00 for the first year of the Term (2026-01-01 to 2026-12-31)

ii. \$1,000.00 for the second year of the Term (2027-01-01 to 2027-12-31)

iii. \$1,000.00 for the third year of the Term (2028-01-01 to 2028-12-31)

(c) The Municipality shall immediately notify the Minister of any overpayment of the Funding and shall repay the amount of any overpayment, unless directed otherwise in writing by the Minister. Any amount of overpayment not repaid to the Minister shall be considered a debt due to the Minister. The Minister may in the Minister's sole discretion cease to make payments under this Agreement or any other agreement made between the Municipality and the Minister if an overpayment is not repaid forthwith.

(d) The Funding shall be released to the Municipality in accordance with Schedule B.

(e) Notwithstanding Schedule B, the Minister may withhold any Funding during the Term of this Agreement:

i. upon failure of the Municipality to provide any reports required by this Agreement or any Schedule to this Agreement; or

ii. upon the Municipality's non-compliance with any term or condition of this Agreement.

(f) Notwithstanding Clause 5(a), (b), and (d) of this Agreement, the total amount of Funding or any scheduled payment of Funding during the Term may be adjusted (including an increase or decrease) in the sole discretion of the Minister.

(g) If the total amount of Funding or any scheduled payment of Funding is to be adjusted pursuant to Clause 5(f):

i. the Minister shall provide the Municipality sixty (60) days' written notice of any proposed adjustment;

ii. upon receipt of the Minister's notice to adjust Funding or adjust a scheduled payment of Funding, the Municipality shall have thirty (30) days to either accept the adjustment or terminate this Agreement, which decision shall be communicated to the Minister in writing pursuant to Clause 15;

- iii. if the Municipality chooses to accept the adjustment, the Municipality and the Minister may mutually agree to amend the Services under this Agreement and shall amend the Agreement accordingly;
- iv. if the Municipality chooses to terminate this Agreement, termination shall be effective thirty (30) days after the date of the notice of termination by the Municipality.

6. THE MUNICIPALITY'S CONTRIBUTION

- (a) In accordance with section 3 of the FCSS Act and section 5(b) of the FCSS Regulation, the Municipality shall provide a financial contribution of no less than twenty percent (20%) of the FCSS Services' total cost. The Municipality shall also demonstrate a financial contribution of at least twenty percent (20%) towards the FCSS Services' annual costs.
- (b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:
 - i. \$250.00 for the first year of the Term (2026-01-01 to 2026-12-31)
 - ii. \$250.00 for the second year of the Term (2027-01-01 to 2027-12-31)
 - iii. \$250.00 for the third year of the Term (2028-01-01 to 2028-12-31)
- (c) In the event the total amount of Funding is increased or decreased either during the Term or by any amendment to this Agreement, the Municipality's Contribution may change accordingly, and the Municipality must provide written notice the Minister of any changes to the Municipality's Contribution pursuant to Clause 15.

7. USE OF GRANT FUNDING:

- (a) The Municipality covenants and agrees that it is and will be, in relation to the Funding, bound by the provisions of this Agreement, the FCSS Act, FCSS Regulation, and the Grants Regulation.
- (b) The Municipality agrees that the Funding shall be used only for the purposes described in Schedule A and the expenditures and costs associated with the purposes as further described in the FCSS Regulation and FCSS Program Policies, and the Municipality shall not use the Funding for any other purpose without the prior written consent of the Minister.
- (c) The Minister reserves the right to disallow and recover from the Municipality the amount of any expenditure of the Funding that is contrary to the terms and conditions of this Agreement.

8. PUBLICATION, DISSEMINATION AND RELEASE OF INFORMATION:

- (a) The Municipality has the requisite authority to collect and disclose all information contained in any reports and other records submitted to the Minister under this Agreement.

(b) The Municipality acknowledges that this Agreement, including the name of the Municipality, and the terms and conditions of the Grant under this Agreement, may be subject to disclosure pursuant to the Access to Information Act (Alberta) ("ATIA Act"), as amended from time to time. The Municipality further acknowledges that the ATIA Act applies to information obtained, related, generated, collected or provided to the Minister under this Agreement, including all reports and other records submitted to the Minister by the Municipality, and that any information in the custody or under the control of the Minister may be disclosed.

(c) Subject to any applicable laws, the Municipality shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected or produced under this Agreement.

9. FCSS SERVICES REPORTING REQUIREMENTS:

(a) The Municipality shall provide the Minister with a detailed annual report as described in Schedule C within one hundred twenty (120) days after the end of each year of the Term.

(b) The Minister may at any time during the Term of this Agreement request any additional information or ad hoc reports required, in the sole discretion of the Minister, to inform the Minister about the FCSS Services and the Municipality shall comply forthwith.

(c) The Minister shall have the right and ability to use, publish, or distribute reporting as the Minister determines appropriate, subject to any applicable laws.

(d) In the event the total amount of Funding is increased either during the Term or by any amendment to this Agreement, any reporting, financial or otherwise may change accordingly.

10. ACCOUNTING:

The Municipality shall:

(a) deposit and maintain the Funding in a separate bank account used only for the Funding or in the same bank account as other monies provided that the Funding is kept separate from other monies in the books of account, such that the Funding can be accounted for;

(b) maintain adequate financial records relating to the Funding. It shall keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian generally accepted accounting principles, and have them available at all times during the Term of this Agreement and for a period of six (6) years after the termination or expiry of this Agreement; and

(c) during the Term and for six (6) years after the termination or expiry of this Agreement, produce on demand to any representative of the Minister or the Auditor General of Alberta any of the financial records referred to in Clause 10(b) and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.

11. SURPLUS DURING THE TERM AND ON EXPIRY OR TERMINATION:

(a) If the Minister determines there is a Surplus during any year of the Term or at any time following the expiry or termination of this Agreement, the Minister, in the Minister's sole discretion, may:

- i. demand repayment of all or part of the Surplus by the Municipality to the Government of Alberta within ninety (90) days of the demand or the expiry or termination of this Agreement;
- ii. adjust the total amount of Funding by withholding payment of any portion of Funding equal to the Surplus amount, or by setting-off the Surplus amount against any future scheduled payments of Funding in the Term;
- iii. authorize the Municipality to retain the Surplus and redistribute the Surplus amount across the remaining year(s) of the Term; or
- iv. apply the Surplus to any payment made by the Minister pursuant to a further grant agreement with the Municipality for the same or similar purpose.

(b) The Municipality acknowledges that the parties may need to amend this Agreement or enter into a new agreement or amend an existing agreement if the Minister determines that there is a Surplus during the Term or at any time following the expiry or termination of this Agreement in accordance with Clause 11(a).

12. GENERAL PROVISIONS:

(a) The parties agree that Schedule A, Schedule B, Schedule C and any appendices to these Schedules form part of the Agreement, but in the event of a conflict between a provision in a Schedule or any appendices and a provision in the body of the Agreement, the provision in the body of the Agreement shall govern.

(b) The Municipality shall indemnify and hold harmless the Minister, the Minister's employees, contractors, agents or volunteers from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Municipality or its employees, contractors, agents or volunteers with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.

(c) The Minister shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Municipality, its employees, contractors, agents or volunteers in carrying out this Agreement.

(d) The Municipality shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with Alberta's *Insurance Act*, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof.

(e) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties hereto, but not otherwise.

- (f) The Municipality is an independent entity and any persons engaged by the Municipality to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Municipality and not of the Minister.
- (g) The Municipality may not assign this Agreement or any part of it.
- (h) Despite any other provision of this Agreement, those clauses which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including: Clauses 7(c), 8, 9(b), 9(c), 10, 11, 12(b), 12(c) and 12(d).
- (i) This Agreement is binding upon the parties and their successors.
- (j) The parties agree that this Agreement will be governed and interpreted in accordance with the laws of the Province of Alberta and the parties irrevocably attorn to the exclusive jurisdiction of the courts in Alberta.
- (k) This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.
- (l) If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect, provided however that this Agreement is not materially altered.

13. BREACH OF AGREEMENT:

Where the Minister, in the Minister's sole discretion, determines that the Municipality has failed to fulfill any term or condition of this Agreement, the Minister may do any one or more of the following:

- (a) terminate this Agreement immediately;
- (b) withhold payment of all or any portion of the funding under subsequent grant agreements; and
- (c) demand repayment of all or any portion of the Funding and the Municipality shall repay forthwith, all or part of the Funding to the Government of Alberta.

14. TERMINATION OF AGREEMENT:

This Agreement may be terminated:

- (a) at any time by mutual written agreement of the parties; or
- (b) at any time by either party without cause or reason with ninety (90) days written notice to the other party. Upon the Municipality's receipt of a notice of termination from the Minister, the Municipality shall not make or commit any further expenditure of the Funding without the prior written consent of the Minister.

15. NOTICES:

(a) All notices required or permitted to be given or submitted by one party to the other under this Agreement shall be deemed given or submitted to the other party if in writing and either personally delivered to the office of the addressee or sent by registered mail, postage prepaid, or sent by email to the address provided below:

For the Minister:

Executive Director, Civil Society and Community Initiatives [CSCI]
9942 108 Street, Edmonton, Alberta, T5K 2J5
SCSS.FCSSAdmin@gov.ab.ca

For the Municipality:

CAO
7 Delwood Place, St. Albert, Alberta T8N 6Y5
svcastle@telus.net

(b) The address of either party may be changed by notice in writing to the other party.

(c) Notice personally served or sent by email shall be deemed received when actually delivered between 8:15 am to 4:30 pm in Alberta from Monday through Friday excluding holidays observed by the Minister (a "business day") or if not delivered on a business day on the next following business day, and

- i. in the case of notice by email, when actually delivered as indicated by the email delivery receipt or other reasonable forms of confirmation of delivery; or
- ii. in the case of notice sent by prepaid registered mail, on the fourth business day following mailing in any post office in Canada, except in the case of postal disruption, then any notice shall be given by email or personally served.

16. ELECTRONIC SIGNING

The Parties may execute this Agreement with the use of electronic signatures so long as:

- (a) the electronic signatures are verified by the use of an Alberta approved electronic signature platform;
- (b) the electronic signatures are authenticated to confirm the identity of the signing party; and
- (c) the electronic signatures as applied are in adherence with Alberta's Electronic Transactions Act, SA 2001, c E-5.5.

THIS SPACE IS INTENTIONALLY LEFT BLANK

17. COUNTERPART:

This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by emailed PDF shall constitute good delivery.

IN WITNESS WHEREOF, notwithstanding the dates of signature below, the parties have made this Agreement to be effective as of the day, month and year first above written.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
as represented by the Minister of Assisted Living and Social Services

Executive Director, CSCI

Date

SUMMER VILLAGE OF CASTLE ISLAND

Signature of Authorized Official
Wendy Wildman

Date

CAO

SCHEDULE A

DESCRIPTION OF FCSS SERVICES

**Grant Agreement Between
His Majesty the King in Right of Alberta
as represented by the Minister of Assisted Living and Social Services and
SUMMER VILLAGE OF CASTLE ISLAND**

Term of Agreement: from January 1, 2026 to December 31, 2028

Description of FCSS Services

1. Purpose of Funding

Funding is intended to provide for the establishment, administration and operation of a family and community support services program in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.

- Services must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.
- Under the FCSS Framework, prevention is defined as a proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

2. Description of Grant Activities

2.1 For the purposes of this Agreement, the Municipality shall perform FCSS Services that meet the following minimum requirements:

- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the responsibilities set out in section 2 of the FCSS Regulation (described in more detail at 2.2 below);
- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the service requirements set out in section 2.1 of the FCSS Regulation (described in more detail at 2.3 below);
- perform FCSS Services in accordance with the FCSS Framework, in particular the Provincial Prevention Priorities and Provincial Prevention Strategies (described in more detail at 2.4 below);
- perform FCSS Services in accordance with the FCSS Program Policies (as defined in this Agreement);
- ensure FCSS Services are of a preventive nature, aligning with the definition of prevention as found in the FCSS Framework.

2.2 Responsibilities of the Municipality

The responsibilities of the Municipality are as set out section 2 of the FCSS Regulation and include:

- promote and facilitate the development of stronger communities;
- promote public participation in planning, delivering and governing the program and services provided under the program;
- promote and facilitate the involvement of volunteers;
- promote efficient and effective use of resources; and,
- promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

2.3 Service requirements of the Municipality

- The service requirements of the Municipality are as set out in section 2.1(1)(b) of the FCSS Regulation and include:
 - help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - help people to develop an awareness of social needs;
 - help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - help people and communities to assume responsibility for decisions and actions which affect them;
 - provide supports that help sustain people as active participants in the community.
- The Municipality must not include the services set out in section 2.1(2) of the FCSS Regulation. These services include:
 - provide primarily for the recreational needs or leisure time pursuits of individuals,
 - subject to subsection 2.1(3) of the FCSS Regulation, offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
 - be primarily rehabilitative in nature, or
 - duplicate services that are ordinarily provided by a government or government agency.

2.4 FCSS Framework

The Municipality shall perform FCSS Services in alignment with the FCSS Framework, in particular:

- the following Provincial Prevention Priorities:
 - Homelessness and housing insecurity
 - Mental health and addictions
 - Employment
 - Family and sexual violence across the lifespan
 - Aging well in community
- the following Provincial Prevention Strategies:
 - Promote and encourage active engagement in the community
 - Foster a sense of belonging

- Promote social inclusion
- Develop and maintain healthy relationships
- Enhance access to social supports
- Develop and strengthen skills that build resilience

SCHEDULE B
FUNDING SCHEDULE
 Grant Agreement Between
 His Majesty the King in Right of Alberta
 as represented by the Minister of Assisted Living and Social Services
 and
SUMMER VILLAGE OF CASTLE ISLAND

Funding shall be paid to the Municipality in accordance with the following table:

Year of Term	Release Date	Funding Amount
Year 1 (from 2026-01-01 to 2026-12-31)	2026-01-01	\$250.00
	2026-04-01	\$250.00
	2026-07-01	\$250.00
	2026-10-01	\$250.00
	2027-01-01	\$250.00
Year 2 (from 2027-01-01 to 2027-12-31)	2027-04-01	\$250.00
	2027-07-01	\$250.00
	2027-10-01	\$250.00
	2028-01-01	\$250.00
	2028-04-01	\$250.00
Year 3 (from 2028-01-01 to 2028-12-31)	2028-07-01	\$250.00
	2028-10-01	\$250.00

SCHEDULE C **REPORTING REQUIREMENTS**

Grant Agreement Between
His Majesty the King in Right of Alberta
as represented by the Minister of Assisted Living and Social Services
and
SUMMER VILLAGE OF CASTLE ISLAND

1. Report Form – All reports must contain the information and be in a format specified by or acceptable to the Minister.
2. Annual Reporting - In accordance with Clause 9 of this Agreement, the Municipality shall provide the Minister with a detailed annual report which contains the following:
 - i. An audited financial statement for each year of the Term that complies with sections 6, 6.1 and 6.2 of the FCSS Regulation, outlined below, and any requirements as set out in the FCSS Program Policies.

Under the FCSS Regulation, an audited financial statement shall include:

- If the Municipality receives Funding of \$250,000 or less (section 6 of the FCSS Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation; and,
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation (review section 6(b) of the FCSS Regulation for further details of the items to be included in the Municipality's certificate).
- If the Municipality receives Funding of more than \$250,000 but less than \$500,000 (section 6.1 of the FCSS Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation; and
 3. a review engagement report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for review engagement reports.
- If a Municipality received Funding of \$500,000 or more (section 6.2 of the FSCC Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation.

3. an auditor's report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for auditors' reports.

ii. Non-identifying data and information as identified by the Minister. Such data shall be relevant to the key performance measures as identified by the Minister in the FCSS Framework and in accordance with any applicable FCSS Program Policies.

- This information must include the information listed in the Reporting Framework Checklist attached as Appendix 1 to Schedule C.

3. The Municipality shall submit all annual reporting using the FCSS Portal: <https://goaproduct.service-now.com/fcss>

Note: The Municipality should review section 11(b) of the FCSS Regulation, which, among other things, allows the Minister to withhold funding under any new agreement in the event that the above audited financial statements are not submitted to the Minister within 120 days of the end of the Municipality's fiscal year.

APPENDIX 1 TO SCHEDULE C

REPORTING CHECKLIST

1. Overview Information

- Report of all revenues and funding sources related to FCSS-funded activities
- Indication of whether a needs assessment has been conducted to inform programming
- Report of the number of partnerships
- Identification of the activity types the local FCSS program is delivering (Programming, Community Events, Information and Referrals, Community Development and Capacity Building)

2. Programming Information

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per program
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Participation counts (record of each engagement; not unique participants)
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (for at least one program)
- Impact narrative (optional)

3. Community Events

Community events are typically one-time events that are open to the broader community. Required reporting components include:

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per event
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Attendee counts
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

4. Information and Referrals

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity

- Activity categorization
- Count of total referral interactions
- Impact narrative (optional)

5. Community Development & Capacity Building

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

6. Direct Assistance (Emergencies Only)

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Impact narrative (optional)

Municipal Assessment Services Group Inc.

May 12, 2025

Ms. Wendy Wildman
Chief Administrative Officer
Box 8, Alberta Beach, AB T0E0A0

Dear Wendy:

RE: PROPOSAL TO EXTEND/RENEW PROPERTY ASSESSMENT SERVICES

Municipal Assessment Services Group Inc. is proud to have been the assessment service provider to the Summer Village of Castle Island for the past 26 years. We hope the service we have provided has exceeded all the expectations of Council and Administration during that time.

Our current agreement expires on **December 31, 2025**. We would like to take the opportunity to offer a renewal/extension of the existing agreement with the same terms of service.

We've used a renewal contract term period of three years. If any of the terms are not what you need, we are more than willing to discuss your individual needs.

*First year of Term Price @ \$3,200 (\$800 Quarterly)
(For the period January 1, 2026, to December 31, 2026)*

*Second year of Term Price @ \$3,300 (\$825 Quarterly)
(For the period January 1, 2027, to December 31, 2027)*

*Third year of Term Price @ \$3,400 (\$850 Quarterly)
(For the period January 1, 2028, to December 31, 2028) ¹*

¹ Prices do not include GST.





We are proud of our extensive track record earned over the past 30 years surpassing all our clients' expectations and will continue to provide you with unmatched service. We're looking forward to working with you to support of any plans for continuing growth and development in the years to come.

It is a pleasure to work for you, and we look forward to continuing the great working relationship that's been established over the years.

Best regards,

Travis Horne, AMAA, MAS, AIMA, CRA PApp, LAAS
President
Municipal Assessment Services Group Inc.





THIS AGREEMENT made this ____ day of _____, 2025

BETWEEN:

MUNICIPAL ASSESSMENT SERVICES GROUP INC.

(hereinafter called "MASG")

- and -

SUMMER VILLAGE OF CASTLE ISLAND

(hereinafter called the "Municipality")

1.0 Background

- 1.1 Assessment services are required by the Municipality in order to carry out the assessment of property within the Municipality, primarily for taxation purposes.
- 1.2 MASG has been asked by the Municipality to provide certain assessment services as set out in this agreement and MASG has agreed to provide such services.

2.0 Description and Scope of Services

- 2.1 MASG will, on behalf of the Municipality, prepare the assessments and undertake the assessment related activities, all of which are set out in **Schedule "A"**, which is attached to and forms a part of this agreement.

3.0 Appointed Assessor

- 3.1 For the purposes of the applicable provincial legislation and municipal bylaws relating to assessment, MASG shall designate an assessor acceptable to the Municipality from within MASG to do the assessments and shall duly be the "appointed assessor" respecting such assessments.

4.0 Level and Standards

- 4.1 The appointed assessor will be an Accredited Municipal Assessor of Alberta [AMAA].
- 4.2 The appointed assessor will be required to exercise independence and judgment in equating all of the relevant data involved in property assessment and in determining final assessment value of property.



- 4.3 The appointed assessor will endeavor to maintain property equity in assessments within the Municipality.

5.0 Term

- 5.1 This agreement will come into effect once it has been signed by both parties.
- 5.2 This agreement involves services with a commencement date of **January 1, 2026**, and expires on **December 31, 2028**, with an option of renewal upon written agreement of both parties.
- 5.3 During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

6.0 Fees, Expenses, and Payments

- 6.1 The cost of the assessment services is set out in **Schedule "A"** which the Municipality will pay to MASG in the manner provided for in article **6.2**.
- 6.2 The Municipality will be invoiced on a quarterly basis for work in progress and payments must be paid within thirty (30) days of invoice. Interest at the rate of twelve percent (12%) per annum, calculated monthly shall be due on any late payments.
- 6.3 Goods and Services Tax [GST] or any substitute for the GST shall be added (when applicable) to the cost of assessment services.
- 6.4 Should the Municipality request MASG to undertake work that is not set out in **Schedule "A"**, such additional work shall be charged at an hourly rate of **\$90.00** per hour plus expenses.

7.0 Confidentiality and Non-disclosure

- 7.1 Unless required by law, any data or other information concerning MASG which is obtained by the Municipality in its dealings with MASG under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by MASG.
- 7.2 Unless required by law, any data or other information concerning the Municipality, which is obtained by MASG in its dealings with the Municipality under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by the Municipality.



8.0 Indemnification

- 8.1 MASG will ensure that its employees, when on assignments, will comply with any safety and security regulations and procedures in effect regarding the properties being assessed.
- 8.2 MASG will indemnify and save harmless the Municipality against all claims, damages and expenses that relate to MASG employees who may be injured while performing assessment functions pursuant to this agreement unless such injury results from a willful or negligent act on the part of the Municipality, its officers, employees, or agents.
- 8.3 MASG will not be liable for any claims or other legal action that may result from or in any way relate to the assessment services performed on behalf of the Municipality.

9.0 Termination of Contract

- 9.1 Either party may terminate this agreement at any time, without cause by giving notice in writing to the other party of not less than one hundred twenty (120) days.
- 9.2 If MASG provides notice of termination to the Municipality or receives a termination notice from the Municipality, it shall outline what portions of the services under the agreement will not be completed by the date of the termination. It will then be the responsibility of the Municipality to make appropriate arrangements to have the required assessments completed.
- 9.3 Upon termination, MASG shall submit to the Municipality an invoice for services rendered but not previously invoiced and the Municipality shall pay such invoice within 30 days of its receipt by the Municipality. Interest, at the rate of twelve percent (12%) per annum, calculated monthly not in advance, shall be due regarding any late payments.

10.0 Amendments

- 10.1 This agreement may be amended solely by written consent of both parties.
- 10.2 This agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

11.0 Contract Renewal

- 11.1 Contract renewals will be available subsequent to this agreement, as determined by both parties as outlined in article 5.3.



12.0 Arbitration

- 12.1 Should the parties be unable to resolve any disputes which may arise regarding this agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, Revised Statutes of Alberta 2000, Ch. A-43.

13.0 Binding

- 13.1 This agreement ensures to the benefit of and is binding upon the parties to this agreement and their respective successors and any assignees of MASG and the Municipality.

14.0 Representatives

- 14.1 The representatives of the parties and the address for notices for the purpose of this agreement are as follows:

a) for MASG:

Representative: Travis Horne, AMAA, MAS, AIMA, CRA PApp, LAAS
President
Appointed Assessor/Designated Officer

Address: PO Box 3369
10404 – 100 Avenue
Morinville, AB T8R 1S2

b) for the Municipality:

Representative: Wendy Wildman
Chief Administrative Officer

Address: Box 8
Alberta Beach, AB T0E0A0



15.0 Signatures

- 15.1 This agreement is executed by the parties as of the date shown on the first page of this agreement.

MASG

Per: _____

Travis Horne, AMAA, MAS, AIMA, CRA PApp, LAAS
President

The Municipality

Per: _____

SCHEDULE "A"

The following assessment services are provided pursuant to the agreement between MASG and the Municipality.

MASG ASSESSMENT SERVICES WILL INCLUDE:

- All computer hardware and software, relative to the CAMALOT Assessment System in the MASG Morinville office. This includes licensing and associated fees for CAMALot and Costing Manuals.
- All travel costs such as mileage, meals, and accommodation.
- Annual assessment of new properties, as well as reported changes to existing properties.
- The 20% method of inspection in the current value program will continue annually.
- The Municipality will receive the assessment values in report form or electronic data transfer.
- Administration and council support relating to property assessment matters.
- The assessor will be available to address assessment inquiries and estimates of taxation from property owners by telephone, or in person when required.
- Assessment and Growth shift studies shall be provided after each valuation.
- Required Annual recapitulation and assessment to market ratio studies shall be reported to the Assessment Audit Unit of Municipal Affairs via MileNet.
- Required Standards and Reporting as per all legislation and regulation in the Province of Alberta. This includes, but not limited to, the Municipal Government Act [MGA], Matters Relating to Assessment and Taxation [MRAT], and Alberta Assessment Quality Minister's Guidelines.
- The assessor's time and travel expense reviewing and preparing for the defense of assessments complained to the Local Assessment Review Board (**LARB**) and Composite Assessment Review Board (**CARB**) hearing(s), percentage not to exceed one (1) percent of total combined parcels **or** on assessments less than \$3,000,000.

SCHEDULE "A"

PAYMENTS TO MASG FOR ASSESSMENT SERVICES:

Term

1st Year: Commencing January 1, 2026, to December 31, 2026: **\$3,200** per annum (**\$800** quarterly).

2nd Year: Commencing January 1, 2027, to December 31, 2027: **\$3,300** per annum (**\$825** quarterly).

3rd Year: Commencing January 1, 2028, to December 31, 2028: **\$3,400** per annum (**\$850** quarterly).

NOTE: All quarterly payments considered Beginning of Period and exclude GST. The above quarterly payments are based on a full year's contract.

Prices do not include GST.

THE MUNICIPALITY WILL BE RESPONSIBLE FOR:

- All required maps, subdivision plans, development/building permits including plans where available.
- All costs incurred at Land Titles Office and Corporate Registry.

All costs resulting from ratepayer information brochures, newspaper advertisements and bulk mailing.

SCHEDULE "B"

MASG ASSESSMENT SERVICES NOT INCLUDED: (ESTIMATED AS REQUIRED)

Should the Municipality request MASG to undertake work that is not set out in **Schedule "A"**, such additional work shall be charged in the manner as shown in **Section 6.4** of the contract.

- Any Local Assessment Review Board (**LARB**) hearing(s) and/or hearings Composite Assessment Review Board (**CARB**) hearing(s) exceeding 1% of total parcels; or any Higher Court attendance.
- Any charges for legal counsel, relating to the defense and/or dispute of any assessment and/or taxation matter.
- New major or non-typical development over **\$3,000,000** will be negotiated and cost separately relative to annual assessments.
- Any annexations or municipal boundary changes.
- Equalization Appeals.
- Municipal Appraisals as required for insurance, sale of property from tax forfeiture proceedings as well as properties owned by the Municipality held for re-sale.
- Business Tax assessments.
- Assessment changes arising out of legislative changes.
- Property designated as a "major plant" by the [2017 Alberta Machinery and Equipment Minister's Guidelines](#) regulation; for example, large refineries, upgraders, pulp and paper mills.



Outlook

ABmunis recommendations on the implementation of Bill 50 changes

From Tyler Gandam <president@abmunis.ca>

Date Wed 2025-08-27 1:32 PM

To

1 attachment (407 KB)

ABmunis Submission to MA re Implementation of Bill 50 Changes 20250826.pdf;

Dear Mayors, Councillors, and CAOs:

When the legislature passed Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*, we knew there would be further engagements this summer on how the province would implement some of the changes to the *Municipal Government Act*. On August 15, Municipal Affairs sent ABmunis and other municipal associations a series of questions and then held an engagement meeting on August 18. Despite the short window for input, ABmunis collected feedback from some members, and our Board approved the attached recommendations.

Key Messages based on ABmunis' Recommendations

We are sharing the following key messages to help you in any conversations that you have with provincial officials on these matters.

Reporting to Council on the Use of Natural Person Powers

- The Government of Alberta should not implement a regulation that defines when the CAO must immediately report to council on the municipality's use of natural person powers.
- The responsibility for determining what and when the CAO should report should be left to the authority of each council.
- If the Government of Alberta wants to define when the CAO must report to council on the use of natural person powers, then ABmunis has made some suggestions in their August 26 submission (attached).

Councillor Information Requests

- The MGA should be updated to require municipalities to have a policy for how information requests from individual councillors are handled.
- Each municipality's policy should define when an information request by a councillor requires the approval by council.
- This policy will help ensure that municipal staff resources are focused on the priorities of council as a whole and not tied up with one councillor's interests.

Council Meeting Procedures to Manage Conflict

- Councils range in size so rules in one municipality may not work for another.
- Robert's Rules of Order already provide significant guidance for managing meetings.
- Instead of creating a standard meeting procedure for every council, Municipal Affairs could define what procedures must be addressed in each municipality's procedural bylaw.
- We await the Government of Alberta to follow through on its commitment to engage on the creation of a municipal ethics commissioner to deal with misconduct by councillors inside and outside of council meetings.

If you have any questions about ABmunis' input, please email advocacy@abmunis.ca.

Thank you,

Tyler Gandam | President

E: president@abmunis.ca

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 |

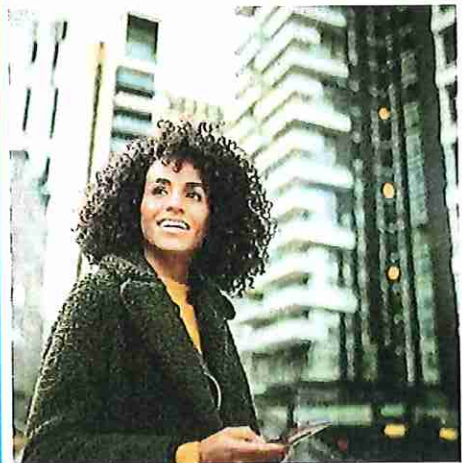
www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Recommendations on Implementation of Bill 50 Changes



 **Alberta
Municipalities**
Strength
In Members

Submitted to Alberta Municipal Affairs

August 26, 2025

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Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' August 15, 2025 discussion guide questions on potential considerations to implement changes to the *Municipal Government Act* made by Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* regarding proposals to:

- Require the CAO to report to council on the use of natural person powers.
- Set standard procedures for councils to manage conflict in council meetings.
- Improve rules for managing information requests by councillors.

Natural Person Powers

Background from Municipal Affairs

The 2025 MGA amendments initially required CAOs to provide notice, in writing and to council, within 72 hours of exercising any Natural Person Powers. Based on feedback from municipal stakeholders, this section was amended to remove the reference to 72 hours, establish regulation making authority, and delay these sections coming into force until proclamation to ensure sufficient time to put clear rules in place.

A potential policy approach is to create a very limited scope of CAO use of Natural Person Powers that would need to be reported. Issues that would **not** need to be reported to council are matters that are:

- Authorities contained in the CAO bylaw,
- Addressed in the emergency management bylaw,
- Previously approved by council in the budget, and
- Human resources matters, including seeking legal advice regarding personnel issues.

1.1. Would this scope ensure that only significant, "out of the norm" actions are reported to council?

ABmunis remains concerned that the proposal to mandate CAO reporting on the use of natural person powers opens the door for red tape and inefficient use of government workers' time. It may be time-consuming for municipal administrators to continually cross-reference the details of the CAO bylaw and emergency management bylaw and annual budget to determine if the exact situation they are facing is required to be reported to council within the timelines that are prescribed in the regulation. This is an inefficient use of time, particularly if the matter is of little importance or relevance to council's role in governance.

The term 'natural person powers' is not well understood and generally requires legal advice as to whether an action by the municipality is a use of natural person powers. Administrators that are new to the municipal sector will not understand if an action by the municipality is a use of natural person powers and may then feel the need to go through the extra effort of reporting a matter to council regardless of its importance, just to avoid breaking the law.

ABmunis recommends that:

The province repeal this provision from the MGA and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting of their CAO. This would then be managed through any policies or agreements that relate to the performance of the CAO such as the CAO bylaw, employment contract, or performance plan instead of legislation that applies to every CAO and council.

Recommendations on Implementation of Bill 50 Changes

Alternative Option

If the Government of Alberta is committed to legislating irregular situations where the CAO must report to council, ABmunis would recommend excluding matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw.

To help strengthen the relationship between CAOs and councils, ABmunis and the Rural Municipalities of Alberta are collaborating to develop resources for municipalities. This includes:

- A guide on best practices for CAO-council relationships.
- Launch a new course through the Elected Officials Education Program focused on Council's Role in the Employment of the CAO.

1.2. Given the scope, would reporting of such uses of Natural Person Powers within 72 hours be attainable? Why or why not?

In larger municipalities, the CAO may delegate the reporting function to other staff and it may be challenging to track every instance where natural person powers are used and where front-line staff may not recognize the time urgency to report those instances to council.

In smaller municipalities, the CAO may be the only office administrator where a 72-hour deadline may not be possible because the CAO works part time.

In addition, there are challenges with long weekends or circumstances where there are a variety of factors competing for the CAO's time such as higher priority issues, off-site events, or personal circumstances.

It may be challenging to determine what triggers the start of the 72 hours and would some councillors weaponize this against the CAO? For example, is it when the municipality has exercised those powers or when the CAO becomes aware of the use of those powers?

ABmunis recommends that:

If the province is committed to legislating reporting on the use of natural person powers, then councils should be required to pass a bylaw that prescribes the time period that the CAO must report to council to ensure the time period works based on their local circumstances.

1.3. Would it be practicable to allow written notice of Natural Person Power use to be given by electronic methods such as email? Why or why not?

Yes, but some municipalities may prefer other communication methods such as text or a written memo that is published in the council agenda for transparency for the public.

Councillor Information Requests

Background from Municipal Affairs

The 2025 MGA amendments established that CAOs must share information with a councillor as soon as practicable once the information has been requested. If information is not shared due to personal privacy or confidentiality reasons, the reason for not sharing must be provided to all councillors. Information must be provided to all other councillors within 72 hours of the information being provided to the requesting councillor.

An approach to ensure guardrails are in place would be to delineate between information that is readily available within the administration, versus information that will require staff time to conduct research and analysis. Requests for new information that require significant staff time would need to be conducted through a council resolution.

2.1. Is it feasible to distinguish between 'readily available' and 'new information'? Why or why not?

Yes, the policies used by some municipalities (e.g. City of Edmonton, City of Calgary, and City of Lethbridge) demonstrate that it's feasible to distinguish when an information request exceeds a reasonable cost to the municipality and when that is triggered, that council is required to approve the information request before administration takes action. The cost of the information request can be measured based on the estimated time and/or direct costs for staff to research and analyze the issue and prepare the information for the councillor.

2.2. Do you have any additional thoughts or concerns about the approach?

Experience has shown that some councillors may regularly ask for information that can create a burden on municipal administration, without the support of the majority of council. Therefore, there is merit in requiring municipalities to pass a bylaw or policy that prescribes how information requests by a councillor are handled and when the request warrants approval by the majority of council.

This may include defining:

- The process to submit a request.
- What criteria will trigger the need for a councillor's individual request for information to be approved by council.
- The period that administration has to complete the request or explain why a request cannot be met within the standard time period.

2.3. Should there be a requirement for a formal request for information by a council meeting resolution, decision of council, or request of council?

While some cities use a threshold of \$2,000 to determine when council must approve an information request, a lower amount would be more appropriate for smaller municipalities.

ABmunis recommends that:

That the MGA require municipalities to have a policy or bylaw for how councillor information requests are handled and that the policy/bylaw should define when a request needs to be approved by council. This ensures that the process works based on each municipality's administrative capacity and each council's expectations for how information requests by a councillor are handled.

Council Meeting Procedures

Background from Municipal Affairs

The MGA establishes that a council may, by bylaw, establish functions and procedures for council and council committee meetings. Many municipalities have opted to pass a meeting procedures bylaw because it establishes processes and clarifies expectations for council, administration, and the public. Items typically seen in municipal procedural bylaws include procedural rules, committee membership, public hearings, quorum, absences, and electronic meetings.

Recent amendments to the MGA allow the Minister of Municipal Affairs to establish standard meeting procedures through Ministerial Order. A policy approach would be to only establish procedures to affirm the authority of the chair to deal with councillor behaviour within a council meeting.

3.1. Could adding responsibility for the mayor/reeve to ensure meeting procedures are followed and in-meeting disputes are addressed help address councillor conflict? Why or why not?

It would be important to define if the special responsibilities will be specific to the mayor/reeve or apply to whoever is serving as the chair. In some cases, mayors or reeves are not the chair of each council committee and having additional authorities outside of being a member of the committee could create additional conflicts.

If the reference to mayor/reeve is to their role as chair, there are many existing best practices within parliamentary procedures that outline the role of the chair. Within Roberts Rules of Order, the chair is seen as a facilitator of discussion and decision-making process, not the sole decision maker. The core responsibilities of the chair include opening and closing meetings, announcing business, recognizing speakers, amongst many other responsibilities that ensure the fair, efficient and clear management of meetings.

A key part of this responsibility of the chair is to ensure procedures are followed, decorum is maintained, and in-meeting disputes and behaviour are managed according to the agreed to procedures. Chairs are regularly called on to rule on procedure. There is also usually a way for members to challenge these rulings, if a member of the assembly (council or committee) does not agree with the ruling, and ultimately it is up to the assembly to vote on whether to uphold the decision of the chair.

Currently there is the ability of each municipality to develop a procedures bylaw if they deem necessary, and this enables each municipality to develop procedures that reflect their unique needs, the size of their council, and past precedence built up over many years.

ABmunis recommends that:

Mandate that each municipality's procedural bylaw include:

- A procedure for the chair to manage in-meeting disputes, including the ability of the chair to rule on procedure (e.g., points of privilege, points of order, out of order motions, etc.), and
- The ability of the council or committee to appeal the chair's rulings if they deem necessary.

3.2. How should council meeting procedures address situations when the mayor/reeve is part of the conflict?

As noted above, often councils have existing procedural bylaws or apply parliamentary procedures such as Roberts Rules. There are common rules that enable council and/or committees to keep a balance between the power of the chair (mayor/reeve) and the members of council or committee as a whole. This includes the ability to challenge the ruling of the chair by the wider assembly which is important to ensure the chair is not overstepping in their role.

Recommendations on Implementation of Bill 50 Changes

The chair is meant to maintain impartiality and if there is a conflict of which the chair is a party to, the assembly can temporarily appoint a different member as the presiding officer and/or the chair can pass the role to another member for the duration of the item where there is a conflict.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw either defer to Robert's Rules of Order or include a procedure for when a chair is directly involved in an in-meeting conflict.

3.3. Should the meeting chair have the authority to eject a councillor from a meeting? If so, should this require a supermajority vote of council (a specified proportion of votes greater than a simple majority)?

There are existing options for how to manage the potential need to eject a member of council from a meeting if deemed necessary. Given the role of council and the elected nature of these roles, it is important to have clear steps to outline how to and why a member of council could be ejected. For example, it should not be for expressing an opinion that is different from others in the meeting, but amount to harassment or something more concerning and ejection should be considered only as a last resort. It is important if the chair has the power to eject a member of council, that the decision is appealable by the assembly. This would be in line with Roberts Rules ability to challenge or appeal the decision of the chair. Given the need to ensure this power is not overly used or abused, Municipal Affairs provide guidance on the limitations of when this power to eject members be used. Given that some councils can have as few as three members a supermajority should not be required in any appeal of the chair's ruling.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw include a procedure for managing the temporary ejection of a councillor when there is a serious breach of conduct that is threatening to members of council or the proceedings of council business. Municipal Affairs should ensure that this decision by the chair is able to be appealed by council or committee and provide clear guidance on when this power should be exercised by the chair.

3.4. Are there other elements that could be added to council meeting procedures to prevent, mitigate, or address councillor conflict?

Sometimes the issue is not the exact procedure, but rather the capacity of each council to manage conflicts. Rather than focusing on specific procedures, councils could benefit from training on general parliamentary procedures. This could demystify meeting procedures and clarify that even a motion such as appealing a ruling of the chair does not have to be combative but rather is another step in good governance.

Alberta's Elected Officials Education Program already offers a course on Effective Meetings. With financial support, the curriculum of this course could be updated to include additional guidance on managing conflicts. In addition, ABmunis would be open to working with Municipal Affairs and other municipal associations on a procedural bylaw guide to support municipalities in adopting practical and effective meeting procedures and practices.

3.5. Are there other common elements of meeting procedures which should be standardized across the province to reduce the potential for councillor conflict?

Rather than standardizing specific procedures it might be more effective to outline the requirement to have a procedural bylaw and what elements must be included in these bylaws. This would enable municipalities to have procedural rules that meet their needs based on the unique size of each council.

Experience has shown that conflict and misconduct take place inside and outside of council meetings and therefore, a procedural bylaw for how council meetings are run will only address part of the issue. We note that our recommendations are made based on the expectation that the Government of Alberta will follow

Recommendations on Implementation of Bill 50 Changes

through on its commitment to engage on the creation of an independent municipal ethics commissioner to assist councils to manage cases of serious misconduct by councillors.

Again, a guide that includes examples of best practices and lessons learned may be more effective at enhancing the capacity of municipalities to adopt effective procedural bylaws than overly prescriptive legislation that may not meet the needs of Alberta's diverse municipalities.

Final Thoughts

Timelines for Engagement

ABmunis strongly encourages Alberta Municipal Affairs to provide materials for engagements at least one week prior to any meetings.

For context, Municipal Affairs provided the discussion guide questions on a Friday afternoon for a meeting being held on the following Monday, giving less than 8 hours of regular office hour time for review on matters that will have a significant impact on the operations of all municipal governments. The discussion guide included questions that had not been previously considered by ABmunis and therefore offered minimal time for evaluation with members and subject matter experts.

ABmunis encourages Alberta Municipal Affairs to consider what processes or capacity challenges can be improved to provide adequate time for municipalities and partners to meaningfully participate in engagements and come to the table with valuable solutions.

Summary of Recommendations

Reporting on the Use of Natural Person Powers

1. That the province repeal this provision and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting by their CAO.
2. If the province is committed to legislating reporting on the use of natural person powers, then ABmunis recommends that:
 - a. The province exclude reporting for matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw. Matters that were approved in the budget and human resources matters should also be excluded from reporting by the CAO unless the CAO sees merit in communicating with council.
 - b. Each council should prescribe the time period that the CAO must report to council to ensure alignment with each municipality's administrative capacity and local context.
 - c. Each council should prescribe the form in which the CAO must report to council on the use of natural person powers (e.g. text, email, memo, etc.).

Councillor Information Requests

3. That the province require municipalities to have a policy or bylaw that defines:
 - a. How a councillor must submit an information request,
 - b. What criteria will trigger the need for a councillor's request for information to be approved by council, and
 - c. The time period that administration has to complete the request and the process for reporting to council when a request cannot be met within the standard time period.

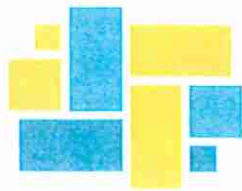
Recommendations on Implementation of Bill 50 Changes

Council Meeting Procedures

4. If the province is committed to creating standardization across council meeting procedures, ABmunis recommends that Municipal Affairs require that procedure bylaws be created by each municipality and include specific types of procedures that must be included but not specify the procedures themselves.

The required procedures in the bylaw could include, but are not limited to:

- a. The role of the chair in managing an in-meeting conflict, including how the council or committee can appeal the ruling of the chair.
- b. When the chair must cede the chair to another member due to their involvement in an in-meeting conflict.
- c. If, when and how a member could be ejected from a meeting for misconduct, including that the chair's decision to eject a councillor be appealable by council, and provide clear guidance on the limited situations when this power should be used.

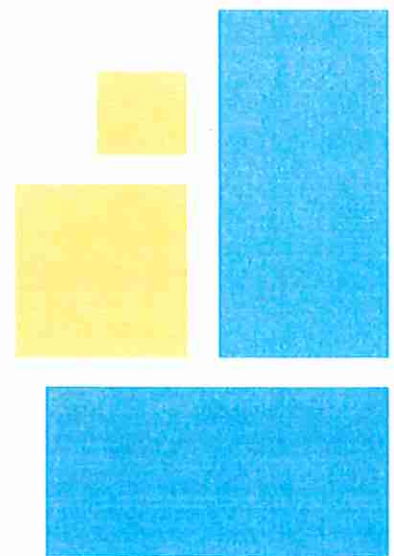


Alberta Municipalities Strength In Members

Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca





ALBERTA
MUNICIPAL AFFAIRS

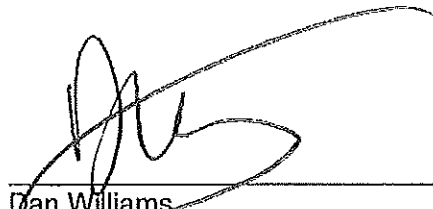
*Office of the Minister
MLA, Peace River*

MINISTERIAL ORDER NO. MAG:006/25

I, Dan Williams, Minister of Municipal Affairs, pursuant to Section 359.4 of the *Municipal Government Act (MGA)*, make the following order:

The amount of the requisitions payable under Section 326(1)(a)(vi) of the *MGA*, by the municipalities listed in the attached Appendices are cancelled or reduced by the amounts set out in Appendix A for the 2018, 2019, 2020, 2021, 2022, 2023 and 2024 taxation years, Appendix B for the 2025 taxation year and Appendix C for the 2024 taxation year.

Dated at Edmonton, Alberta, this 31 day of July, 2025.



Dan Williams
Minister of Municipal Affairs

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2025 Designated Industrial Property Tax Requisition Under \$1,000 Cancellations			
Municipality	2024 Assessment Year Designated Industrial Assessment	2025 Designated Industrial Property Requisition Tax Rate	2025 Designated Industrial Requisition
Summer Village of Castle Island	\$18,410	0.0701	\$1.29
Summer Village of Burnstick Lake	\$39,640	0.0701	\$2.78
Summer Village of Half Moon Bay	\$48,060	0.0701	\$3.37
Summer Village of Waiparous	\$54,450	0.0701	\$3.82
Summer Village of Birch Cove	\$60,770	0.0701	\$4.26
Summer Village of Betula Beach	\$63,160	0.0701	\$4.43
Summer Village of Larkspur	\$63,510	0.0701	\$4.45
Summer Village of Ghost Lake	\$74,640	0.0701	\$5.23
Summer Village of Lakeview	\$76,670	0.0701	\$5.37
Summer Village of Point Alison	\$84,220	0.0701	\$5.90
Summer Village of Kapasiwin	\$91,580	0.0701	\$6.42
Summer Village of Sundance Beach	\$97,060	0.0701	\$6.80
Village of Edberg	\$113,640	0.0701	\$7.97
Summer Village of Island Lake South	\$120,030	0.0701	\$8.41
Summer Village of South View	\$145,370	0.0701	\$10.19
Summer Village of West Baptiste	\$147,270	0.0701	\$10.32
Summer Village of South Baptiste	\$148,390	0.0701	\$10.40
Summer Village of Sunrise Beach	\$161,720	0.0701	\$11.34
Summer Village of Nakamun Park	\$168,400	0.0701	\$11.80
Summer Village of Sunset Beach	\$168,980	0.0701	\$11.85
Summer Village of Itaska Beach	\$171,740	0.0701	\$12.04
Summer Village of Sunbreaker Cove	\$180,900	0.0701	\$12.68
Summer Village of Yellowstone	\$187,520	0.0701	\$13.15
Summer Village of Bonnyville Beach	\$189,170	0.0701	\$13.26
Summer Village of Norris Beach	\$190,250	0.0701	\$13.34
Village of Milo	\$200,530	0.0701	\$14.06
Summer Village of Sunset Point	\$210,740	0.0701	\$14.77
Summer Village of Horseshoe Bay	\$214,960	0.0701	\$15.07
Summer Village of Silver Beach	\$224,000	0.0701	\$15.70
Summer Village of West Cove	\$233,780	0.0701	\$16.39
Summer Village of Ross Haven	\$247,100	0.0701	\$17.32
Village of Arrowwood	\$254,510	0.0701	\$17.84
Summer Village of Mewatha Beach	\$254,640	0.0701	\$17.85
Summer Village of Gull Lake	\$256,060	0.0701	\$17.95

LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
June 24, 2025
Pleasant View Lodge – Community Center
1:00 p.m.

1. Call to Order- 12:58 p.m. by Ross Bohnet

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

Absent:

Guest:

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

2. Additions to /Approval of Agenda

Board Member Jeremy Wilhelm moves:

Motion #25-024: That the Board approves the agenda for June 24, 2025, as amended.
5d. – Request for Land Transfer.
7c. – 8760 Utility Contract Renewal
7g. – LSAF Benefit Renewal

Carried

3. Minutes

Board Member Paul Chavet moves:

Motion #25-025: That the Board approves the April 29, 2025 Board meeting minutes as presented.

Carried

4. Financial

Board Member Jeremy Wilhelm Moves:

Motion #25-026: That the Board approves to reinvest \$2,157,076.28 of the revenue received from the community housing sales into a GIC for a term of 365 days as

presented at 2.65%

Carried

Board Member Paul Chavet moves:

Motion #25-027: The Board approves the May 31, 2025 Financial Report as presented.

Carried

5. New/Other Business

Board Member Jeremy Wilhelm moves:

Motion #25-028: The Board accepts the 2025 Business Plan Submission as presented.

Carried

Board Member Daryl Weber moves:

Motion #25-029: The Board accepts the 2025-2030 Board Summary Strategic Plan as presented.

Carried

Board Member Jeremy Wilhelm moves:

Motion #25-030: The Board approves the Town of Whitecourt – Request for Presentation as presented.

Carried

Board Member Bernie Poulin moves:

Motion #25-031: The Board approves the Request for Land Transfer as presented with amendments.

6. Policy Review

7. Information Items

Board Member Sandy Morton moves:

Motion #25-032: The Board accepts items 7a, 7b, 7c, 7d, 7e, 7f and 7g for the June 24, 2025 meeting as information.

Carried

8. In Camera

Board Member Paul Chavet moves:

Motion #25-033: The Board Moves to go into Camera at 2:04 pm.

Carried

Board Member Paul Chavet moves:

Motion #25-034: The Board Moves to come out of Camera at 2:09 pm.

Carried

9. Date, Place & Time of Next Meeting

All Board members move:

Motion #25-035: The next Board Meeting is August 26, 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 2:09 pm.

Sandy Minton
Chairperson

Aug 26 / 25
Date

[Signature]
Chief Administrator Officer

Aug 26 / 25
Date

**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
August 26, 2025
Spruce View Lodge – Legacy Room
1:00 p.m.**

1. Call to Order- 12:59 p.m. by Ross Bohnet

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

Absent: Jeremy Wilhelm

Guest:

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

2. Additions to /Approval of Agenda

Board Member Paul Chauvet moves:

Motion #25-036: That the Board approves the agenda for August 26, 2025, as presented.

Carried

3. Minutes

Board Member Bernie Poulin moves:

Motion #25-037: That the Board approves the June 24, 2025 Board meeting minutes as presented.

Carried

4. Financial

Board Member Paul Chauvet Moves:

Motion #25-038: That the Board approves the Quarterly Financial Report as presented.

Carried

Board Member Daryl Weber moves:

Motion #25 -039: The Board approves the 2025 – 2027 rental rate review with the changes in rent for 2026 and 2027 as presented.

Carried

5. New/Other Business

Board Member Sandy Morton moves:

Motion #25-040: The Board approves to enter into a preventative Maintenance contract with Nordic Mechanical effective September 1, 2025 as presented.

Carried

6. Policy Review

7. Information Items

Board Member Lisa Johnson moves:

Motion #25-041: The Board accepts items 7a, 7b, 7c, 7d, 7e and 7f for the August 26, 2025 meeting as information.

Carried

8. In Camera

Board Member Ross Bohnet moves:

Motion #25-042: The Board Moves to go into Camera at 1:52 pm.

Carried

Board Member Ross Bohnet moves:

Motion #25-043: The Board Moves to come out of Camera at 2:40 pm.

Carried

9. Date, Place & Time of Next Meeting

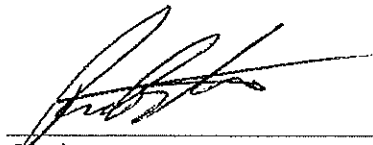
All Board members move:

Motion #25-044: The next Board Meeting is October 8, 2025 at 10:00 am, location CLSA.

Carried

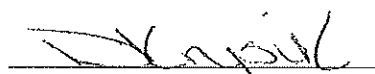
10. Adjournment

The Chair declares that as all matters have been attended to, the meeting is now adjourned at 2:40 pm.



Chairperson

Oct 8/25
Date



Chief Administrator Officer

Oct 9, 2025
Date



Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

October 23, 2025

Lac Ste. Anne County

Town of Onoway

Town of Mayerthorpe

Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,
South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

Re: Alberta Beach Organizational Meeting

Alberta Beach Council held their Organizational Meeting on October 21st, 2025. Please be advised that the results of their Organizational Meeting are as follows;

Mayor.....	Tara Elwood	taraelwood@albertabeach.com
Deputy Mayor.....	Debbie Durocher	debbiedurocher@albertabeach.com
Councillor.....	DecolynneJo Burns	decolynnejoburns@albertabeach.com
Councillor.....	Kelly Muir	kellymuir@albertabeach.com
Councillor.....	Daryl Weber	aboffice@albertabeach.com

Please do not hesitate to contact the undersigned if you require any further information, I can be reached at 780-924-3181 or aboffice@albertabeach.com.

Sincerely,

Kathy Skwarchuk

Kathy Skwarchuk,
C.A.O.



Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

October 23, 2025

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 21st, 2025. The results of their Organizational Meeting are as follows;

Mayor.....	Tara Elwood	taraelwood@albertabeach.com
Deputy Mayor.....	Debbie Durocher	debbiedurocher@albertabeach.com
Councillor.....	Decolynne Jo Burns	decolynnejoburns@albertabeach.com
Councillor.....	Kelly Muir	kellymuir@albertabeach.com
Councillor.....	Daryl Weber	aboffice@albertabeach.com

Committee Appointments:

Alberta Beach Ag Society Agliplex Operations Committee – Councillor Muir & Councillor Burns as alternate
Alberta Beach Campground Advisory Committee – Mayor Elwood & Councillor Burns
Alberta Beach Inter-municipal Development Plan Steering Committee – Mayor Elwood & Councillor Muir
Alberta Beach Library Board – Mayor Elwood
Alberta Beach Museum & Archives – Deputy Mayor Durocher
Alberta Beach Public Works Advisory Committee – Mayor Elwood & Councillor Burns
Beachwave Park Stakeholders Committee – Deputy Mayor Durocher & Councillor Muir as alternate
Community Futures Yellowhead East – Councillor Burns
Ste. Anne Summer Village Regional Emergency Partnership Advisory Committee – Councillor Burns
FCSS Trivillage Committee – Councillor Muir
Highway 43 East Waste Commission – Councillor Weber & Councillor Burns as alternate
Inter-municipal Collaboration Framework (ICF) Committee – Mayor Elwood & Councillor Weber & Mayor Muir as alternate
Lac Ste. Anne East End Bus – Deputy Mayor Durocher
Lac Ste. Anne Foundation – Councillor Weber
Lake Isle and Lac Ste. Anne Stewardship Society – Deputy Mayor Durocher
Land Use Bylaw Review Committee – Mayor Elwood & Deputy Mayor Durocher
Municipal Planning Commission – All Council members
Fire Services Steering Committee – Mayor Elwood & Councillor Muir
Ste. Anne Recreational Lake Use Committee (SARLUC) – Councillor Muir & Councillor Weber
Sturgeon River Watershed Alliance – Councillor Weber
Trivillage Regional Sewage Service Commission – Councillor Muir & Councillor Weber
Water Distribution Feasibility Study Steering Committee – Councillor Muir & Councillor Burns
West Inter Lake District (WILD) Water Commission – Mayor Elwood & Deputy Mayor Durocher as alternate
Yellowhead Regional Library Board – Mayor Elwood & Councillor Weber as alternate

Six-Month Follow-Up on the Provincial Priorities Act (PPA)

From MA.ProvincialPrioritiesAct@gov.ab.ca <MA.ProvincialPrioritiesAct@gov.ab.ca>

Date Mon 2025-11-03 10:27 AM

To Wendy Wildman

 1 attachment (124 KB)

ma-provincial-priorities-act-fact-sheet.pdf;

Dear Chief Administrative Officers,

As we mark six months since the *Provincial Priorities Act* (PPA) and Provincial Priorities Regulation came into force on April 1, 2025, we would like to thank you for your continued cooperation and support in submitting agreements subject to this legislation. As a reminder, provincial entities, such as municipalities, must receive approval from the Province before entering, amending, extending, or renewing agreements with the federal government.

The Province appreciates the submissions received to date and reminds municipal entities to continue submitting agreements that fall under the scope of the PPA. Information regarding which agreements are subject to the PPA, along with a PPA fact sheet (attached), and links to the legislation and regulations themselves can all be found online [here](#). To support collaborative learning, we have compiled a few Frequently Asked Questions and a few agreement examples for your awareness (please see below).

Thank you again for your attention to this important process. If you have additional questions or need guidance, please contact us at MA.provincialprioritiesact@gov.ab.ca. If your question is urgent, please contact a Grant Advisor at the toll-free number 310-0000, then 780-422-7125. We are happy to help you navigate this process.

Sincerely,

JD Kliewer

Executive Director, Grant and Education Property Tax
Municipal Affairs

Frequently Asked Questions

- Do we need to submit agreements under \$100,000?
 - Yes, all agreements regardless of value must be submitted with a complete Intake Form if they involve federal funding.
- Where can I find the Intake Form and details about submission requirements?

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- The Intake Form, PPA Fact Sheet, as well as the Act and Regulation are available at <https://www.alberta.ca/federal-agreements-and-the-municipal-sector> under the 'Resources' header, near the bottom of the page.
- If the original agreement was signed prior to the PPA, do we need to submit amendments for minor administrative changes to that agreement?
 - Yes, even if the initial agreement predates PPA all subsequent amendments are subject to PPA and need to be submitted.
 - Administrative changes for the purpose of PPA are minor, non-substantive updates such as:
 - Changes in project start or end dates of one year or less;
 - Changes in total project length of one year or less;
 - Increases in total federal funding that are less than 10 per cent of the original amount, or below the exemption limit - \$100,000 for municipal, health, education, and post-secondary sectors, and \$250,000 for the housing sector; and
 - Correcting typographical errors or updating reporting deadlines.
 - What do you do if you forgot to submit an agreement that has now been fully signed?
 - Contact Municipal Affairs as soon as possible to let us know.
 - Submit the Intake Form and the agreement or amendment to MA.provincialprioritiesact@gov.ab.ca and we will process your submission.
 - Please note, agreements over \$100,000 are subject to either Minister or Cabinet review. There are no guarantees that agreements will be approved, despite an agreement already being executed.

Agreement Types

Since implementation, a wide range of agreements have been received, including:

- Active Transportation Fund;
- Canada Public Transit Fund;
- Canada Summer Jobs;
- Housing Accelerator Fund;
- New Horizons for Seniors Program; and
- Universal Broadband Fund.

Provincial Priorities Act

Municipal Sector

Fact Sheet

Background

The Provincial Priorities Act (PPA) and Provincial Priorities Regulation (PPR) came into force on April 1, 2025. As the lead for the municipal sector, Municipal Affairs (MA) will oversee the intake of all agreements between municipalities or municipal entities and federal entities.

The PPR defines provincial entities under municipal authority (i.e., municipal entities) as:

- Municipal and intermunicipal library boards as defined in the *Libraries Act*.
- Municipally Controlled Corporations as defined in the *Municipal Government Act*.
- Growth Management Boards as defined in the *Municipal Government Act*.
- Regional Services Commissions as defined in the *Municipal Government Act*.
- Entities created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board.
- Entities that are a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation.

Federal entities include Government of Canada departments, federal Crown corporations, and federal agencies.

Submission Requirements

Municipalities and municipal entities must submit information on all new agreements with federal entities, including any new agreement amendments, extensions, and renewals. These details must be provided via the intake form, as well as the requirement to provide a copy of the agreement to MA, regardless of the agreement's monetary value.

- Agreements valued under \$100,000 must be submitted to MA but do not need approval.
- Agreements valued between \$100,000 and under \$5 million require ministerial approval. The lead ministry responsible to carry out the review process for each federal-municipal agreement will be dependent on the subject matter within the content of the agreement submitted. For example, agreements related to public transit will fall under the responsibility of the Minister of Transportation and Economic Corridors, and agreements related to housing will fall under the responsibility of the Minister of Assisted Living and Social Services.
- Agreements valued at \$5 million or more require Cabinet approval. The lead ministry responsible will develop recommendations for Cabinet consideration.

There are additional exceptions where provincial approval is not required. While the approval of agreements designated as exceptions is not required, the agreements and intake form must be submitted to MA for the exception to apply.

These exceptions include:

- Minor administrative amendments to agreements previously approved under the PPA. This includes adjustments to start and end dates by no more than one year, extensions of project length by one year or less, federal funding increase is less than \$100,000 and less than 10% of the original funding; and minor project scope changes;
- Agreements with no funding attached or only in-kind contributions;
- For agreements related to housing accommodations, if the federal entity provides \$250,000 or less in funding (exception does not apply to the Calgary Homeless Foundation or Homeward Trust Edmonton);
- Agreements for the purpose of responding to a disaster or emergency;
- Agreements between federal entities and controlled corporations;
- Agreements with the Canadian Armed Forces;
- Agreements involving the municipalities of Banff, Jasper, and Lloydminster;

- Mortgage agreements with the Canada Mortgage and Housing Corporation.

Existing agreements made between a municipality or a municipal entity that were signed prior to April 1, 2025, are not subject to the PPA, unless they are being amended, extended or renewed.

Intake Process

Agreements and intake forms should be submitted to MA to ma.provincialprioritiesact@gov.ab.ca when the signatories to the agreement are ready to sign the agreement or are in the final stages of negotiations.

- The intake form collects high-level agreement information to assist in efficient processing of approval requests.
- Municipalities and municipal entities are encouraged to indicate on the intake form whether the execution of the agreement is time sensitive and the potential consequences of agreement delay.

The intake form is available on the [Federal Agreements and the Municipal Sector website](#) and was also provided by email to all municipalities.

While not part of the formal intake process, situations may arise where municipalities or municipal entities would like to understand whether the province is likely to have concerns with an agreement prior to applying to a federal program and/or negotiating a final agreement. In such cases, they may contact MA for additional information on how federal program requirements may conflict with the requirements of the PPA, or they may submit a draft copy of the agreement for a preliminary assessment. MA will coordinate these requests with the lead ministry, which will review the information and identify any potential concerns.

The Government of Alberta [budgetary documents](#), [strategic plans](#), and [mandate letters](#) are available to provide an overview of government priorities. If you have any additional questions about the intake process or exemptions, please contact the PPA team via email: ma.provincialprioritiesact@gov.ab.ca.

Review Process

Upon receipt of the agreement, MA will forward the agreement to the appropriate lead ministry for approval.

The lead ministry, or Cabinet when required, will review the agreement, and the municipality or municipal entity will be notified in writing of the decision to approve or reject the agreement or approve the agreement subject to specific conditions.

If an agreement is approved subject to specific conditions, the municipality or municipal entity will be given the opportunity to work with the federal entity to incorporate these conditions.

The Government of Alberta is committed to efficiently screening all agreements to minimize delays and ensure timely funding for Alberta's municipalities and municipal entities.

Agreement Eligibility

Since the launch of the PPA and PPR we have received several questions regarding specific grants. While this list is non-exhaustive, grant agreements under the following programs and organizations do not need to be submitted as they are not subject to the PPA. In addition, agreements where the province is a signatory do not need to be submitted.

- Investing in Canada Infrastructure Program
- Canada Community-Building Fund
- Canadian Council of Archives Funding
- Federation of Canadian Municipalities
- Fire Smart Agreements
- Payment in Lieu of Taxes program
- Environmental assessments without funding components
- First Nation and Metis Settlement agreements

Contact Information

Additional information regarding the PPA and PPR can be found on the Federal Agreements and the Municipal Sector website, and additional questions can be directed to Municipal Affairs using the contact information below.

Hours: 8:15 a.m. to 4:30 p.m. (open Monday to Friday, closed statutory holidays)

Phone: 780-422-7125

Toll free: 310-0000 before the phone number (in Alberta)

Email: ma.provincialprioritiesact@gov.ab.ca

Website: [Federal agreements and the municipal sector | Alberta.ca](https://www.alberta.ca/federal-agreements-and-the-municipal-sector)

Government of Alberta Bill 7 Water Amendment Act

From EPA Water <EPA.Water@gov.ab.ca>
Date Thu 2025-10-30 4:44 PM
To EPA Water <EPA.Water@gov.ab.ca>
Cc Kate Rich <Kate.Rich@gov.ab.ca>; Gary Sandberg <gary.sandberg@gov.ab.ca>

Sent to: all municipal CAOs contacts in the Municipal Officials Directory

I am writing to inform you that a bill to amend the *Water Act* was tabled today in the Alberta Legislature.

Bill 7, the *Water Amendment Act*, follows from the water availability engagement held earlier this year. If passed, the proposed act amendments will:

- streamline regulatory requirements;
- improve water monitoring and transparency;
- allow lower risk inter-basin transfers to be approved by the Minister; and,
- support the use of alternative water sources, including rainwater and wastewater.

Information on the Bill 7 is online, including:

- News release at: [Meeting Alberta's rising demand for water | alberta.ca](#)
- Legislation at: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>
- The water availability engagement information at: www.alberta.ca/water-availability-engagement

The proposed act changes enable future regulations and policy to be developed to enhance water availability. Continued engagement is planned to inform policy development, such as related to measurement and reporting.

Thank you to those who submitted feedback on the proposed act changes earlier this year, and thank you in advance for your continued involvement in engagement to enhance water availability.

If you have questions on the tabled bill, please let me know or contact epa.water@gov.ab.ca.

Kate
Kathleen Rich
Assistant Deputy Minister, Water and Circular Economy Division, Alberta Environment and Protected Areas
Government of Alberta
Level 12, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta
E: kate.rich@gov.ab.ca | M: 780-203-0844

Classification: Protected A

From: EPA Water <EPA.Water@gov.ab.ca>
Sent: April-29-25 10:21 AM
To: EPA Water <EPA.Water@gov.ab.ca>
Cc: Kate Rich <Kate.Rich@gov.ab.ca>; Gary Sandberg <gary.sandberg@gov.ab.ca>
Subject: Water Availability Engagement - Phase 2

Sent to: all municipal CAOs contacts in the Municipal Officials Directory

I am writing to inform you that the next phase of water availability engagement launched today. It focusses on proposed changes to the *Water Act* and complementary policy to increase the availability of water licences to Alberta municipalities, businesses, agricultural producers and others, while continuing to protect the aquatic ecosystem.

Please see the attached letter with details. Also, here are the links to the news release and to the engagement website:

- News release: [Making every drop of water count | alberta.ca](#)
- Engagement site: [Water availability engagement | Alberta.ca](#)

Thank you for your feedback during the first phase to identify opportunities and barriers to enhance water availability, and we appreciate your feedback on these proposals.

Please do not hesitate to contact me or EPA Water with any questions.

Thanks.

Kate

Kathleen Rich

Assistant Deputy Minister, Water and Circular Economy Division, Alberta Environment and Protected Areas
Government of Alberta

Level 12, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta

E: kate.rich@gov.ab.ca | M: 780-203-0844

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