

SUMMER VILLAGE OF CASTLE ISLAND MEETING AGENDA

**Monday, June 16th, 2025 – immediately following the Organizational Meeting
Wildwillow Administration Office & Via Zoom
2317 Township Road 545 Lac Ste. Anne County**

	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	June 16 th , 2025 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 1-4</i>	a)	April 28 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 5-9</i>	a)	<p>Bylaw 2025-06, Chief Administrative Officer and Designated Officer Bylaw – Section 205 of the <i>Municipal Government Act</i> (MGA) requires that municipalities establish by Bylaw a position of Chief Administrative Officer (CAO) and Section 201 of the MGA allows Council to establish by Bylaw one or more positions to carry out the powers, duties and functions of a designated officer. The Summer Village of Castle Island currently has a CAO Bylaw and a number of other Bylaws that establish designated officer positions. Many of these Bylaws name specific people in the various roles, so each time the person changes, the Bylaw must be repealed and replaced. Based on current best practices, a new Bylaw has been drafted to create the positions of the CAO and designated officers. The Bylaw also creates three new designated officer positions - Administrative Assistant, Finance Officer and Safety Codes Officer. This new Bylaw repeals the previous CAO Bylaw, as well as all the other designated officer bylaws. Both the draft Bylaw and the Bylaws that would be repealed are included in the agenda package. Council may pass one, two or all three readings today. However, administration is recommending all three readings.</p> <p><i>(that Bylaw 2025-06, being a Bylaw to establish the positions of Chief Administrative Officer and Designated Officers, be given first reading as presented)</i></p> <p><i>(that Bylaw 2025-06, CAO and Designated Officers Bylaw be given second reading as presented)</i></p> <p><i>(that unanimous consent be given to proceed to third reading of Bylaw 2025-06 in one sitting)</i></p>

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2317 Township Road 545 Lac Ste. Anne County**

			<p><i>(that Bylaw 2025-06, CAO and Designated Officers Bylaw be given third and final reading as presented)</i></p> <p>Or</p> <p><i>(that draft Bylaw 2025-06 be accepted for information)</i></p> <p>Or</p> <p><i>(some other direction as provided by Council at meeting time)</i></p>
	Pages 10-15	b)	<p>Association of Summer Villages of Alberta – (ASVA) 2025 Annual Conference & AGM. Registration is now open for the ASVA 225 Annual conference happening October 16-17, 2025 at the Wyndham Edmonton Hotel & Conference Center. We have booked a block of hotel rooms to ensure that we have them for any Councillors and Administration who are attending the Conference. There are no cancellation fees for any rooms we do not use.</p> <p>The Conference registration is \$349 and there is a \$50 cancellation fee. Registration is open until September 30th, 2025. Last year the conference filled up and there were Councillors in nearby communities that were unable to attend because of this. The ASVA has changed venues this year and we are hopeful that there will be room for everyone who wants to attend. We are able to register Councillors for the conference and then confirm their names after the election. In past, no one from the Summer Village had an interest to attend so we did not budget for this, however if one Council member wishes to attend, we will absorb the cost.</p> <p><i>(that one Council member be approved to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17, 2025 with costs to be absorbed in the 2025 budget.</i></p> <p>Or</p> <p><i>(that one Council member be approved to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17, 2025 be accepted for information)</i></p> <p>Or</p> <p><i>(some other direction as provided by Council at meeting time)</i></p>

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	Pages 16-20	c)	<p>North 43 Lagoon Commission – as Council is aware, when the contractor was drilling screw piles for the gazebo pad in early fall of 2023, he hit the sewer line in the area. The line was repaired, however the Commission requested a hold harmless agreement with the Summer Village for occurrences that may come about in future. In consultation with legal counsel, the Summer Village requested the following clauses clarified/addressed in the agreement:</p> <ul style="list-style-type: none"> ➤ Clarification of “the Lands” as an area within 1 meter of the gazebo structure ➤ The Summer Village, nor anyone authorized by the Summer Village, does not need permission from the Commission to utilize the gazebo area or the lands ➤ Include in the Agreement that a dispute resolution mechanism outlining mediation followed by arbitration if necessary) <p>We received the agreement with the requested items and it was ratified at a Commission meeting on April 21st, 2025. Ratification of the Agreement is requested.</p> <p><i>(that Council approve the Hold Harmless Agreement between the North 43 Lagoon Commission and the Summer Village of Castle Island and ratify execution of the Agreement Mayor Ian Kupchenko on April 21st, 2025)</i></p>
	Pages 21-22	d)	<p>Occupational Health & Safety (OH&S) – Summer Villages (unless an incident has occurred) have not had OH&S inspections in the past, however in the past several years there has apparently been a tragic spike in the number of incidents province wide for workplace related injuries and incidents. Unknown to Administration, OH&S began routine inspections to verify compliance with smaller municipalities. On April 10th, 2025, we were contacted by our local OH&S Officer, Adetokunbo Taliwo to review compliance regarding the Summer Village. Although we do not have any direct employees, and no “orders” were received, it is suggested that we review the “Occupational Health & Safety Starter Kit,” which is a 127 page document directing the municipality to consider some safety policies in future i.e. working alone, hazard assessment etc. to have in place. This will be looked at possibly during the winter months when things are abit slower in anticipation of what may be a requirement in future.</p> <p><i>(that the Contact Report provided by Occupational Health & Safety regarding their routine inspection on April 10th, 2025 be accepted for information at this time)</i></p>

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		e)	Next Meeting Date – considering the Land Use Bylaw and Municipal Development Plan requirement for a public meeting, does Council wish to set the meeting date to incorporate the Public Meeting? <i>(direction as given by Council at meeting time)</i>
		f)	
		g)	
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 – May 31 st , 2025 <i>(that the May 31st, 2025 Income and Expense Statement, be accepted as presented)</i>
10.	<u>Correspondence</u> Page 23	a)	May 12 th , 2025 letter from Ric McIver, Minister of Municipal Affairs confirming the 2025 Local Government Fiscal Framework (LGFF) allocations of \$62,177 Capital and \$5,454 Operating.
	Pages 24-30	b)	Yellowhead Regional Library 2024 Annual Report
	Pages 31-35	c)	Bill 50, Municipal Affairs Statutes Amendment Act, 2025, received royal assent and was proclaimed on June 1 st . As there were sweeping changes of legislation including but not limited to the repeal of the Councillor Code of Conduct, Collaborative Frameworks, Governance Procedures, CAO Accountability, Election Administration and more. Administration will be staying informed and proactive to ensure the changes are implemented for the Summer Village of Castle Island.
		d)	

**SUMMER VILLAGE OF CASTLE ISLAND
MEETING AGENDA**

**Monday, June 16th, 2025 – immediately following the Organizational Meeting
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2317 Township Road 545 Lac Ste. Anne County**

11.	<u>Chief Administrative Officer Report</u>	a) b) c)	To Do List - April 28, 2025 Doyle & Associates – Audit Costs – update Website Update
12.	<u>Closed Session</u>		N/A
13.	<u>Adjournment</u>		

Meetings: June 21st, 2025 – Summer Villages Lac Ste. Anne County East – Alberta Beach Seniors Center – 9:00 a.m. Birch Cove to host

SUMMER VILLAGE OF CASTLE ISLAND
REGULAR COUNCIL MEETING MINUTES
TUESDAY, APRIL 28TH, 2025
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	PRESENT	<p>Mayor Ian Kupchenko – via zoom Deputy Mayor: Calvin Smith Councillor: Jeff Elkow – via zoom</p> <p>Administration: Diane Wannamaker, Administration</p> <p>Absent: Wendy Wildman, Chief Administrative Officer</p> <p>Public attendance (in person): 0</p>
1.	CALL TO ORDER	Mayor Kupchenko called the meeting to order at 4:02 p.m.
2.	AGENDA 25-50	<p>MOVED by Mayor Kupchenko that the April 28th, 2025 agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 25-51	<p>MOVED by Councillor Elkow that the minutes of the March 18th, 2025 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS <i>Edward Chung, Dyle and Company, Chartered Accountants</i> 25-52	<p>4:05 p.m. Edward Chung – Doyle and Company, Chartered Professional Accounts – arrived at 4:05 p.m. via zoom for the meeting to present the Draft 2024 Financial Statements.</p> <p>Mr. Chung left the meeting at 4:10 p.m.</p> <p>MOVED by Mayor Kupchenko that the 2024 Draft Audited Financial Statements for the Summer Village of Castle Island presented by Edward Chung of Doyle & Company, Chartered Professional Accountants, be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
5.	ACTION ITEMS 25-53	<p>MOVED by Councillor Elkow that the 2025 Draft Operating and Capital Budget for the Summer Village of Castle Island be approved as presented.</p> <p style="text-align: right;">CARRIED</p>

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TUESDAY, APRIL 28TH, 2025
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25-54	<p>MOVED by Mayor Kupchenko that Bylaw 2025-03, being a Bylaw to set the Special Tax required for Fire Protection and Recreational Services for the 2025 taxation year for the Summer Village of Castle Island, be given 1st reading, as presented.</p> <p style="text-align:right">CARRIED</p>
25-55	<p>MOVED by Councillor Elkow that Bylaw 2025-03, Special Tax Bylaw be given 2nd reading as presented.</p> <p style="text-align:right">CARRIED</p>
25-56	<p>MOVED by Deputy Mayor Smith that unanimous consent be given to consider third reading of Bylaw 2025-03, Special Tax Bylaw in one sitting.</p> <p style="text-align:right">CARRIED UNANIMOUSLY</p>
25-57	<p>MOVED by Mayor Kupchenko that Bylaw 2025-03, Special Tax Bylaw be given third and final reading.</p> <p style="text-align:right">CARRIED</p>
25-58	<p>MOVED by Mayor Kupchenko that Bylaw 2025-04, being a Bylaw to authorize the rates of taxation imposed for all purposes for the 2025 year for the Summer Village of Castle Island be given 1st reading, as presented.</p> <p style="text-align:right">CARRIED</p>
25-59	<p>MOVED by Councillor Elkow that Bylaw 2025-04, Taxation Bylaw be given 2nd reading as presented.</p> <p style="text-align:right">CARRIED</p>
25-60	<p>MOVED by Deputy Mayor Smith that unanimous consent be given to consider third reading of Bylaw 2025-04, Taxation Bylaw in one sitting.</p> <p style="text-align:right">CARRIED UNANIMOUSLY</p>
25-61	<p>MOVED by Mayor Kupchenko that Bylaw 2025-04, Taxation Bylaw be given third and final reading.</p> <p style="text-align:right">CARRIED</p>
25-62	<p>MOVED by Mayor Kupchenko that Bylaw 2025-05, being a Bylaw to regulate the Procedure and Conduct of Council and Council Committee meetings for the Summer Village of Castle Island be given 1st reading as presented.</p> <p style="text-align:right">CARRIED</p>
25-63	<p>MOVED by Deputy Mayor Smith that Bylaw 2025-05, Procedural Bylaw by given 2nd reading as presented.</p> <p style="text-align:right">CARRIED</p>

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	25-64	MOVED by Councillor Elkow that unanimous consent be given to consider third reading of Bylaw 2025-05, Procedural Bylaw in one sitting. CARRIED UNANIMOUSLY
	25-65	MOVED by Mayor Kupchenko that Bylaw 2025-05, Procedural Bylaw be given third and final reading. CARRIED
	25-66	MOVED by Mayor Kupchenko that the payment of \$1,209.83 to the Village of Alberta Beach for legal fees relating to the Fire Contract be approved, with payment coming from reserves if required. CARRIED
	25-67	MOVED by Deputy Mayor Smith that the Request for Proposals for Landscape Maintenance be awarded to All Wood Services with the conditions as discussed by Council at meeting time for a one year term. CARRIED
	25-68	MOVED by Mayor Kupchenko that the next regularly scheduled Council meeting be set at Monday, June 16 th , 2025 beginning at 9:00 a.m. at the Wildwillow Administration Office, 2317 Twp Rd 545, Lac Ste. Anne County. CARRIED
6.	COUNCIL REPORTS 25-69	MOVED by Mayor Kupchenko that the Council reports be accepted as presented. CARRIED
7.	DEVELOPMENT PERMITS	N/A
8.	INSPECTION GROUP PERMITS	N/A
9.	FINANCIAL	N/A
10.	CORRESPONDENCE	N/A

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

11.	CAO REPORT	N/A
12.	CLOSED SESSION	N/A
13.	ADJOURNMENT	Mayor Kupchenko declared the meeting adjourned at 5:05 p.m.

Mayor, Ian Kupchenko

Chief Administrative Officer, Wendy Wildman

**A BYLAW OF THE SUMMER VILLAGE OF CASTLE ISLAND, IN THE
PROVINCE OF ALBERTA TO ESTABLISH THE POSITIONS OF CHIEF
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.**

WHEREAS Section 205 of the *Municipal Government Act* provides that a council must establish by bylaw a position of chief administrative officer;

AND WHEREAS Section 210 of the *Municipal Government Act* provides that a council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the positions of chief administrative officer and designated officers;

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

1. TITLE

- 1.1. This Bylaw may be cited as the "CAO and Designated Officers Bylaw".

2. INTERPRETATION

- 2.1. In this Bylaw, the following terms shall have the following meanings:
- a) "Bylaw" means this CAO and Designated Officer Bylaw;
 - b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
 - c) "Council" means the municipal council of the Summer Village;
 - d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
 - e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
 - f) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder; and
 - g) "Summer Village" means the municipal corporation of the Summer Village of Castle Island.
- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.
- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.
- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

3. CHIEF ADMINISTRATIVE OFFICER

- 3.1. The position of the CAO is hereby established.
- 3.2. The CAO shall be given the title "Chief Administrative Officer".
- 3.3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
- 3.4. The CAO shall have all the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
- 3.5. Without limiting the generality of section 3.4 of this Bylaw, the CAO is the head of the Summer Village within the meaning of *FOIP*.
- 3.6. Unless a Designated Officer is expressly appointed in this Bylaw or another Bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
- 3.7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.

4. DELEGATION BY CAO

- 4.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 4.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint an **Administrative Assistant** and delegate the CAO's powers, duties and functions to that Administrative Assistant and to authorize that Administrative Assistant to act as the CAO during absences of the CAO. The Administrative Assistant shall be a designated officer.
- 4.3. Without limiting the generality of section 4.1 of this bylaw, the following designated officer positions are established:
 - a) Administrative Assistant
 - b) Finance Officer
 - b) Bylaw Enforcement Officer(s)
 - c) Development Authority
 - d) Subdivision Authority
 - e) Assessment Review Board Clerk
 - f) Municipal Assessor(s)
 - g) Subdivision and Development Appeal Board Clerk
 - h) Safety Codes Officer

- 4.4. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

5. APPLICATION

- 5.1. The delegation of **Finance Officer** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 309(1.d)-MGA	Contents of assessment notices
Section 334(1.e)-MGA	Contents of tax notices
Section 336(1)-MGA	Certifying date of sending tax notices
Section 343(2)-MGA	Application of the tax payments
Section 350-MGA	Issuing Tax Certificates
Section 612-MGA	Certified Copies

- 5.2. The delegation of **Bylaw Enforcement Officer(s)** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 420(2)-MGA	Obtaining possessions of lands
Section 436.11-MGA	Obtaining possession of manufactured homes
Section 439(2)-MGA	Preparing and issuing distress warrants and seizing goods
Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement
Section 544-MGA	Inspecting Meters
Section 545-MGA	Issuing orders to cease contravention of any bylaw
Section 546-MGA	Orders to remedy dangerous and unsightly properties

- 5.3. The delegation of **Development Authority** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 623-MGA	Development Authority
Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement
Section 545-MGA	Issuing orders to cease contravention of any bylaw
Section 546-MGA	Orders to remedy dangerous and unsightly properties
Section 645-MGA	Stop Orders

- 5.4. The delegation of **Subdivision Authority** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 623-MGA Subdivision Authority

The authority of the Subdivision Authority is restricted in that the decision to grant approval, with or without conditions, or to refuse subdivision approval shall be retained by the Village and shall be delegated expressly to Council.

- 5.5. The delegation of **Assessment Review Board Clerk** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 456(1)-MGA	Duties of the clerk of Assessment Review Board
Section 461 & 462-MGA	Assessment Complaints
Section 469(1)-MGA	Notice of decision of Assessment Review Board
Section 483-MGA	Decision admissible on appeal

- 5.6. The delegation of **Municipal Assessor(s)** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 284.2-MGA	Carry out duties and responsibilities of an assessor
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- 5.7. The delegation of **Subdivision and Development Appeal Board Clerk** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 627.1-MGA	Duties of the clerk of the Subdivision and Development Appeal Board
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- 5.8. The delegation of **Safety Codes Officer** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement

6. GENERAL

- 6.1. 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.
- 6.2. This Bylaw rescinds Bylaw 2023-08 Designated Officer – Assessor Bylaw, Bylaw 2013-04, Designated Officer – Development Authority, Bylaw 2023-10 Designated Officer – Assessment Review Board Clerk, Bylaw 2024-07 Designated Officer – Subdivision and Development Appeal Board Clerk, and Bylaw 2023-02 Chief Administrative Officer Bylaw.

7. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

READ a first time this 16th day of June, 2025.

READ a second time this 16th day of June, 2025.

UNANIMOUS CONSENT to proceed to third reading this 16th day of June, 2025.

READ a third and final time this 16th day of June, 2025.

SIGNED this 16th day of June, 2025.

Original Signed

Mayor,

Original Signed

Chief Administrative Officer, Wendy Wildman

ASVA - Annual Conference, October 16 & 17, 2025 -Registration is Open - Summer Villages

From ASVA Exec Director <summervillages@gmail.com>

Date Thu 2025-05-01 1:56 PM

To ASVA <summervillages@gmail.com>

 2 attachments (1 MB)

ASVA's 2025 Save the Date Information.pdf; ASVA Summer Village's Conference Invitation.pdf;

Good afternoon,

Hope this email finds everyone well. It is that time of year, where the ASVA's Conference Organizing Committee is hard at work, planning this year's annual conference. Please see the attached Conference Invite from ASVA's President Mike Pashak, and a Save The Date Notice, that outlines the details.

ASVA is encouraging the Summer Villages to send all of your Councils and CAO's this year, especially the newly elected Councils, as this will give everyone the opportunity to meet, share experiences, and learn together! Let's make this the best conference for all of them, and together, we can achieve that, and we have ample room this year to host everyone comfortably! 😊

Online Registration is Open! Registration deadline is September 30, 2025. Because it is an Election Year, you may not know who is attending this year's conference until your Election is held, but would still like to register early to hold your spot, you can enter the **CAO's name**, or use the name "**Unknown**", on the registration form, then once your Election is held, please ensure you send me an email with the names of **WHO** is attending so I can update all the records and name tags on my end. **This will be up to the Summer Village CAOs to ensure the appropriate names are forwarded onto me, thank you.**

Thank you in advance for your continued support of the ASVA, by helping make this year's event a huge success. Should you have any questions or concerns, please let me know, thanks!

Sincerely,
Kathy

Kathy Krawchuk, CLGM
Executive Director
Association of Summer Villages of Alberta
780-236-5456

execdirector@asva.ca

www.asva.ca



Association of
SUMMER VILLAGES
OF ALBERTA

May 01, 2025

"Facing the Future"

RE: ASVA's 67th Annual Conference and AGM – October 16 & 17, 2025 - Online Registration is Open

Good morning, Summer Village Mayors and CAO's;

ASVA is happy to inform you that Online Registration is open for the upcoming ASVA Conference. This year's Conference will be held on **October 16 & 17th, 2025, at the Wyndham Edmonton Hotel & Conference Center, 4440 Gateway Blvd. Edmonton, AB.**

Being an Election year, ASVA seeks your Summer Village's valued support by registering for this year's Conference, and hope that you will be able to join us, as it will give you the opportunity to meet newly Elected Officials from 51 Summer Villages and adjacent Counties, listen to presentations, visit the trade show, and enjoy the evening banquet with lots of PR, awards ceremony, silent auction and entertainment, fun to be had by all.

Please click on the link below to register. Once the Program is tentatively confirmed, it will be posted on the ASVA website www.asva.ca Please check back for further updates starting July.

<https://www.eventbrite.ca/e/facing-the-future-asvas-2025-annual-conference-agm-tickets-1255975218689?aff=oddtcreator>

ASVA is also requesting your consideration for the following:

- a cash sponsorship and/or
- an item for the silent auction.

The publicity you will receive from your cash sponsorship or silent auction item donation consists of the following exposure of your Municipality to:

- the Mayors, Deputy Mayors and Councilors from 51 Summer Villages in Alberta;
- Reeves and County Managers/CAO's within the Region;
- Ministers, and MLAs from various areas and departments within the Government Alberta

If you choose to become a Sponsor or provide a Silent Auction item, please contact ASVA's Executive Director Kathy Krawchuk at execdirector@asva.ca, and identify the level of Sponsorship, or the value of your silent auction item, who it is from, along with an email address and contact name.

If you choose become a Sponsor, below is how you will be recognized, when payment is received before **August 1st, 2025**. There is great value in being a Sponsor at the Conference.

2 – 51109 RR271 Spruce Grove, AB T7Y 1G7
Phone 780.236.5456
www.asva.ca

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Association of
SUMMER VILLAGES
OF ALBERTA

Sponsorship Level	Sponsorship Amount	Tradeshow Display Table Included	# of Breakfast, Snacks, Lunch & Banquet Tickets Provided with Sponsorship	# of Breakfast, Snacks, & Lunch Tickets Provided with Sponsorship	Recognized as a Sponsor in the Agenda Pkg.	Recognized on Power Point	Self-Introduction of the Company to the Delegates & Intro of Guest Speaker	Sponsor Name Sign at Meal Stations and or Coffee Station	Sponsor LOGO in ASVA Annual Report	Sponsor Logo displayed on ASVA Website
TITLE	\$4,000+	YES	6	0	YES	YES	YES	YES	YES	YES
PLATINUM	\$2,000+	YES	4	0	YES	YES	NO	YES	YES	YES
GOLD	\$1,000+	YES	2	0	YES	YES	NO	YES	YES	YES
SILVER	\$500+	YES	0	1	YES	YES	NO	NO	YES	YES
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	YES	NO

Thank you in advance for your consideration. As always, we appreciate your support. Hope to see everyone there.

Sincerely,

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

President, ASVA

**The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.

2 - 51109 RR271 Spruce Grove, AB T7Y 1G7
Phone 780.236.5456
www.asva.ca

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"FACING THE FUTURE"



REGISTRATION IS OPEN FOR
ASVA's 67th Annual Conference
& AGM

October 16 & 17, 2025

Conference
Registration Fee:
\$349 (Including Banquet
Ticket)

Cancellations must be in writing via
email to execdirector@asva.ca
before September 16, 2025, for a full
refund, less \$50 administration fee.
No refunds will be given after
September 16, 2025.

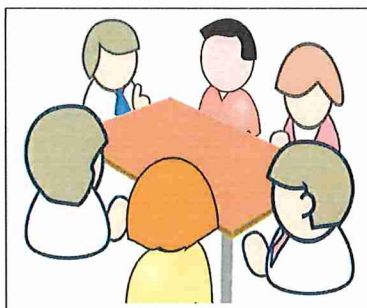
VENUE
WYNDHAM
EDMONTON HOTEL &
CONFERENCE CENTRE

4440 GATEWAY BLVD
EDMONTON, AB
T6H 5C2

CONFERENCE AGENDA

A Draft Conference Agenda
will be Emailed to the
Membership Once the
Speakers & Presentation
Topics are Confirmed. It will
also be Posted on the ASVA
Website at the End of August.
(Speakers are subject to Change Without
Notice).

Registration Closes September 30th, 2025
at 10:00am



Click on the Link to Register for ASVA's
67th Annual Conference & AGM (\$349)
and Or to Purchase Additional Banquet
Tickets (\$80):

<https://www.eventbrite.ca/e/where-collaboration-meets-creation-asvas-2025-annual-conference-agm-tickets-1255975218689?aff=oddttdtcreator>

ASVA is excited to be hosting the 2025 Annual Conference & AGM
at the Wyndham Edmonton Hotel & Conference Centre, where
there will be more than enough space for our entire Event,
including having the Trade Show & Silent Auction all in one BIG
Ballroom. This in person event will feature engaging sessions,
networking opportunities, and so much more. Don't miss out on
this chance to learn, connect, and grow with fellow peers. You
don't want to miss this opportunity. Hope to See You There!

OCTOBER 16TH BANQUET VENUE

- ❖ 6:00pm - Cocktails (Cash Bar)
- ❖ 6:30pm - Hot Dinner Buffet
- ❖ 7:15pm - Speeches & Award
Presentations
- ❖ 8:15pm - Entertainment
- ❖ 9:15pm - Silent Auction Closes

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"FACING THE FUTURE"

HOTEL RESERVATIONS:

Tel: 780.437.6010

Toll Free: 1.877.999.3223

Or Use Booking Link:

<https://www.wyndhamhotels.com/wyndham/edmonton-alberta/wyndham-edmonton-hotel-and-conference-centre/overview?checkInDate=10/15/2025&checkOutDate=10/17/2025&groupCode=101525ASV>

Group Name: Association of Summer Villages of Alberta

Booking Code: 101525ASV

Guestroom Rates Only, Does Not Include Taxes:

Room Type: Single: \$139, Double: \$139, Triple: \$149, Quad: \$159

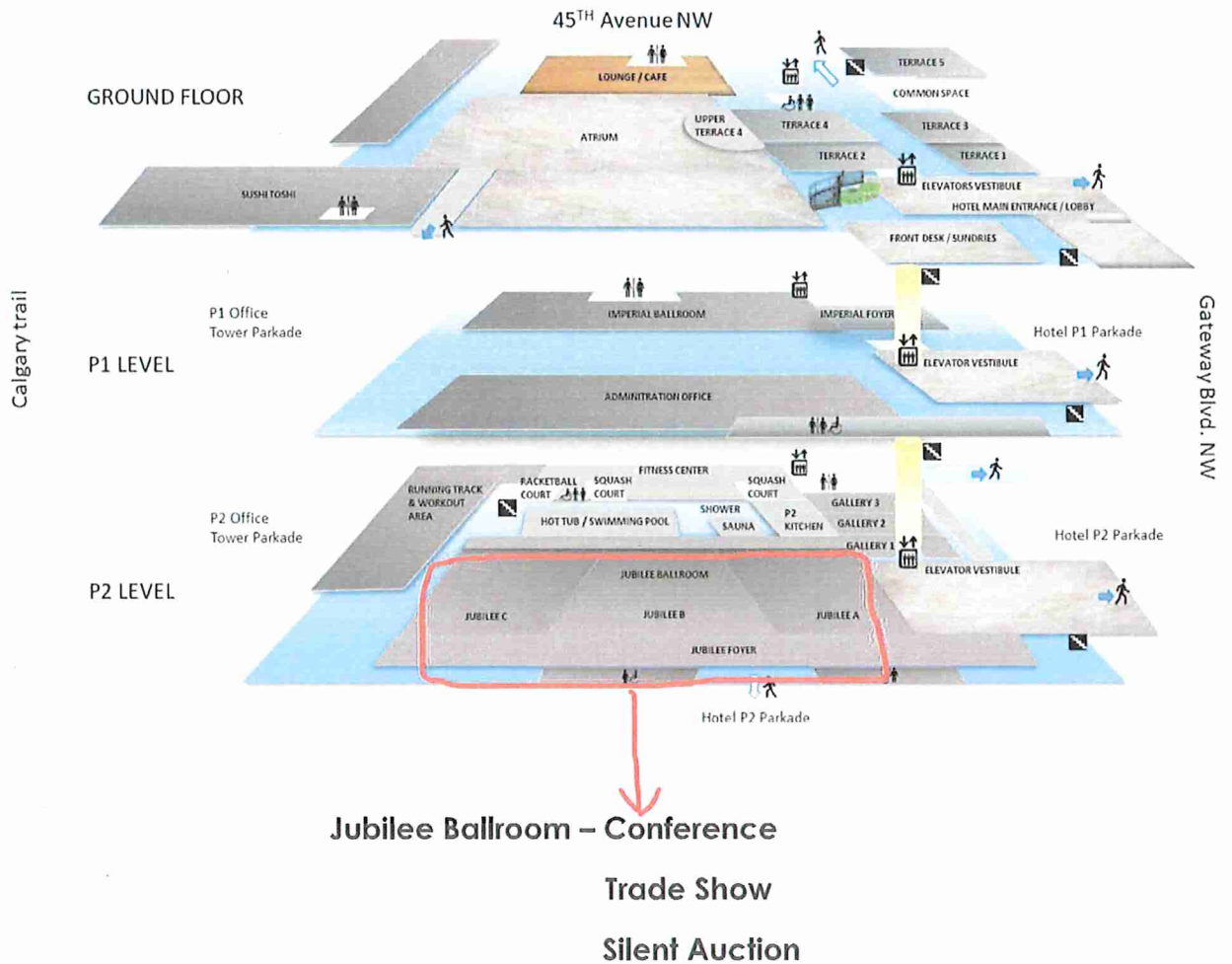
Individual Reservations can be cancelled without penalty up to 24 hours prior arrival. Early Booking is recommended.



Please contact ASVA's xecutive Director Kathy Krawchuk should you have any questions at execdirector@asva.ca

"FACING THE FUTURE"

HOTEL MAP



THIS AGREEMENT made effective as of the 21 day of APRIL, 2025

BETWEEN:

NORTH 43 LAGOON COMMISSION
(the "Commission")

and

SUMMER VILLAGE OF CASTLE ISLAND
(the "Summer Village")

WHEREAS:

- A. The Commission operates a sewer line (the "Pipeline") that crosses lands within the Summer Village legally described as:

Schedule A

(the "Property").

- B. The Summer Village has constructed a gazebo structure on the Property, in a location that lies on top of the Pipeline (the "Gazebo"). The area of the Property where the Gazebo is located plus a one-meter radius around the Gazebo is referred to in this Agreement as the "Lands".
- C. In the event of any need for future maintenance or repair of the Pipeline, or in the event of an emergency, the Pipeline may have to be re-routed from the area under the Gazebo, and such work may also require removing trees from the Lands or other areas of the Property.
- D. The Parties have agreed upon the Commission's right to carry out such potential work on the Pipeline in the vicinity of the Gazebo if necessary, and to share in the cost of any such work as set out herein.

NOW THEREFORE the parties agree as follows:

1. The Commission and the Summer Village agree that the Pipeline can stay in its current location on the Property, and the Gazebo can stay in its current location on Lands.
2. If the Commission determines that any maintenance or repairs are required to the Pipeline, or that for any other reason in connection with maintaining its safe and efficient operation and integrity, the Pipeline needs to be relocated, the Commission will have the right to access and use the Lands or other portions of the Property for the purpose of:
 - a. Digging under the Lands or the Property to access the Pipeline;

- b. Removing and re-routing any portion of the Pipeline to another location on the Property that is not blocked by the Gazebo; and
- c. Access to land outside the one-meter radius to allow for remedial work, as required and determined by the Commission.

(collectively, the "Future Work").

- 3. For clarity, the Future Work may include removing trees or other vegetation necessary to complete the Future Work. It will also include reasonable restoration of the Lands and the Property, provided there shall be no obligation to specifically replace any trees or vegetation removed as part of the Future Work.
- 4. The Parties agree to share in the Commission's costs of the Future Work, including all necessary design, engineering, vegetation removal, construction contractor and material costs and site restoration costs associated with the Future Work (the "Costs") as follows:
 - a. The Commission will pay for 25% of the Costs; and
 - b. The Summer Village will pay for 75% of the Costs.
- 5. The Summer Village will reimburse the Commission for its share of the Costs within thirty (30) days of receiving an invoice from the Commission with reasonable supporting documentation.
- 6. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be given by personal delivery, prepaid registered mail or email, to the applicable addresses below:

Commission:

C/O LAC STE. ANNE COUNTY
56521 RR 65
BOX 219, SANGUDO, ALBERTA T0E 2A0

Attention: Commission Manager

Summer Village:

IAN KUPCHENKO
8 MARTIN ROAD
S.V. CASTLE ISLAND A.B.

Attention: Chief Administrative Officer

- 7. In the event of any dispute arising out of or relating to interpretation or performance of this Agreement or the breach thereof, the Commission and the Summer Village will use their best

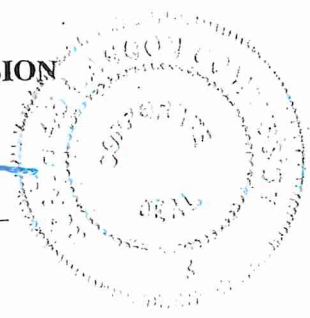
efforts to settle the dispute by directing negotiations to individuals with full settlement authority. Should such negotiations not be successful:

- a. Either party may submit the dispute to mediation pursuant to the National Mediation Rules of the ADR Institute of Canada, Inc. The Commission and the Summer Village will share equally the mediator's fees and any administrative fee, but will otherwise bear their own expense; and
 - b. Any dispute not otherwise resolved through mediation will be decided by binding arbitration by a single arbitrator under the arbitration rules of the Arbitration Act of Alberta, as amended from time to time. The Commission and the Summer Village will equally share the arbitrator's fee and any administrative fees, but will otherwise bear their own expenses.
8. Neither party will assign this Agreement, in whole or in part, to any person without the prior written consent of the other party. The Summer Village will not make any alterations or enhancements to the Gazebo or allow any other improvements to be constructed or installed in the vicinity of the Pipeline without the prior consent of the Commission. For clarity, nothing in this Agreement will limit the Summer Village's right to use (or grant permission to other groups to use) the Gazebo or the Lands.
 9. This Agreement may only be amended by an instrument in writing that is signed by a duly authorised representative of each of the Parties. No indulgence or forbearance by any party shall be deemed to constitute a party giving up its rights to insist on performance in full and in a timely manner of all covenants of the other party except as specifically agreed to in writing.
 10. Each of the parties shall execute and deliver all such further documents and do all such other things as the other party may reasonably request to give full effect to, better evidence or perfect the full intent and meaning of this Agreement.
 11. In the event that any provision of this Agreement is held invalid by any court or other authority having jurisdiction hereunder, the remaining provisions of this Agreement shall not be affected and shall remain valid and enforceable.
 12. This Agreement may be executed in any number of counterparts, where the signature of each party is on a separate signature page, each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. Delivery of an executed signature page to this Agreement by any party by electronic transmission will be as effective as delivery of a manually executed copy thereof by such party.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

NORTH 43 LAGOON COMMISSION

Per: 



SUMMER VILLAGE OF CASTLE ISLAND

Per: 

Per:

Trinity Hirsch
Witness.

Per:

Trinity Hirsch
Witness.

SCHEDULE A



Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name:

SUMMER VILLAGE OF CASTLE operating as
SUMMER VILLAGE OF CASTLE

Employer Representative/Title:

Wendy Wildman / Chief Administration Officer

Work Site Party Name Provided:

Summer Village of Castle Island

Phone Number:

(780) 967-0271

Work Site Address:

2317 TWP RD 545, LAC STE. ANNE COUNTY,
ALBERTA, T0E1V0

Email Address:

svcastle@telus.net

Site Name / Description:

Administrative Office

Completed By:

Adetokunbo Taiwo

Contact Activities

Item	Details	Date
Publications Delivered	Publication delivered by email. Catalogue Number BP035 Document Title Occupational Health and Safety Starter Kit	April 10, 2025
Inspection	On Thursday April 10, 2024 OHS office travelled to the administrative office of Summer Village of Castle Island (2317 Township Road 545 Onoway, AB) for the initial meeting and discussion about the inspection Initiative developed by Alberta OHS. The Chief Administration Officer was not on location but a call was put through to her and I was able to conduct a virtual over the phone inspection with her. She stated the below about the activities of Summer Village of Castle Island: - She has been contracted by the Municipality of Summer Village of Castle Island as the CAO and to offer administrative support services for the "Village"; - The "Village" has no direct employee at this time; - The "Village" has 19 taxable lots that with houses; - The "Village" provides services such as garbage pick up, snow removal, road fixing, grass cutting etc. to the community. This has been contracted to "All Wood Services" (Contractor), who provides these services every 2 weeks or on-call basis; - There is no public works department at the "Village"; - OHS officer explained legislative requirements of work site representatives within the Alberta OHS Legislation to the CAO.	April 10, 2025

This Contact Report was delivered electronically to: Wendy Wildman on April 11, 2025

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and posted for so long as the orders remain in effect.

Section 45 of the Occupational Health and Safety Act allows for orders and some decisions to be appealed. Visit Occupational Health and Safety or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118837

May 12, 2025

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

Dear Mayor Kupchenko:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Summer Village of Castle Island:

- The 2025 LGFF Capital allocation is \$62,177.
- The 2025 LGFF Operating allocation is \$5,454.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$62,640. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

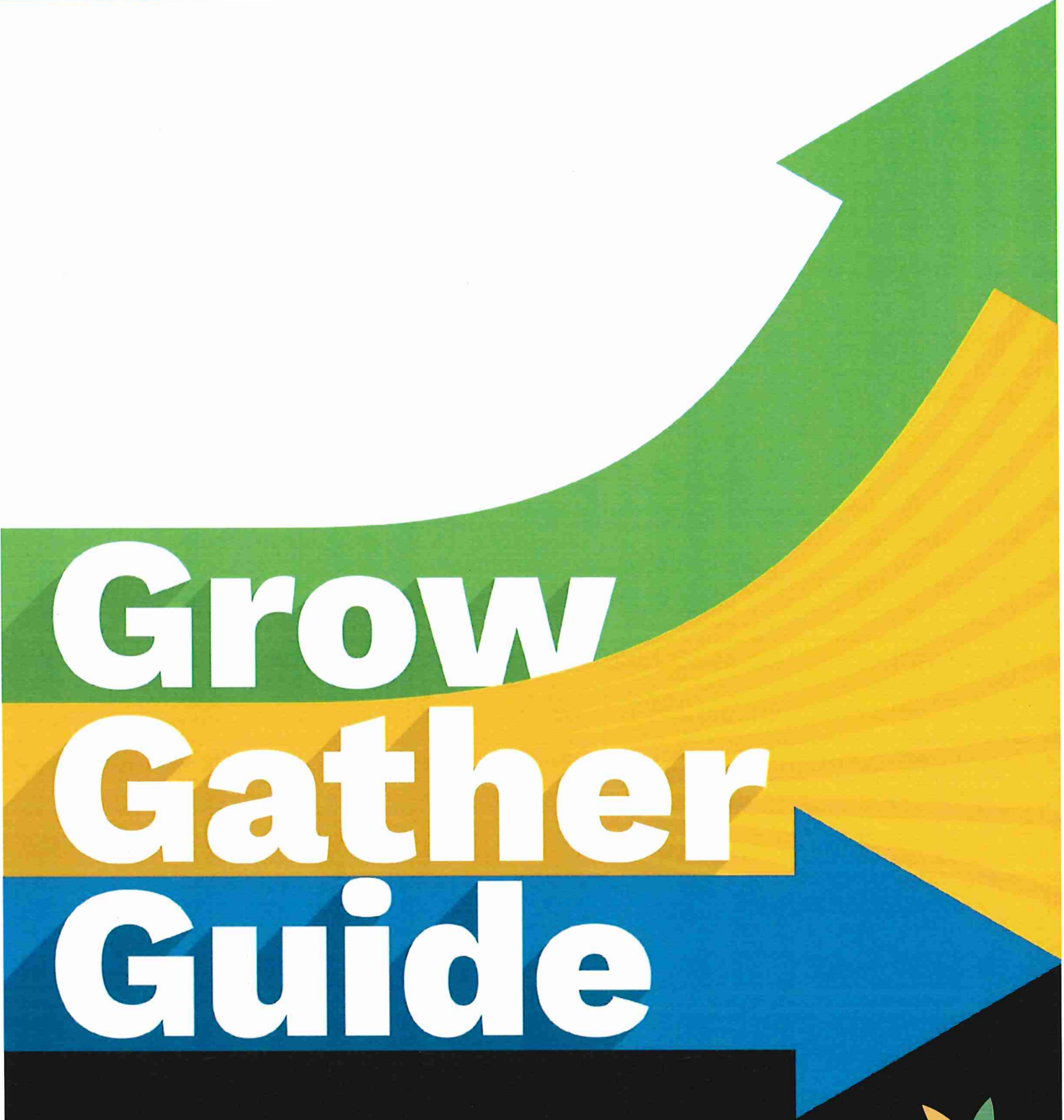
Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

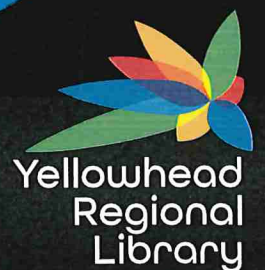
Ric McIver
Minister

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



Grow Gather Guide

2024 Annual
Report



Introduction

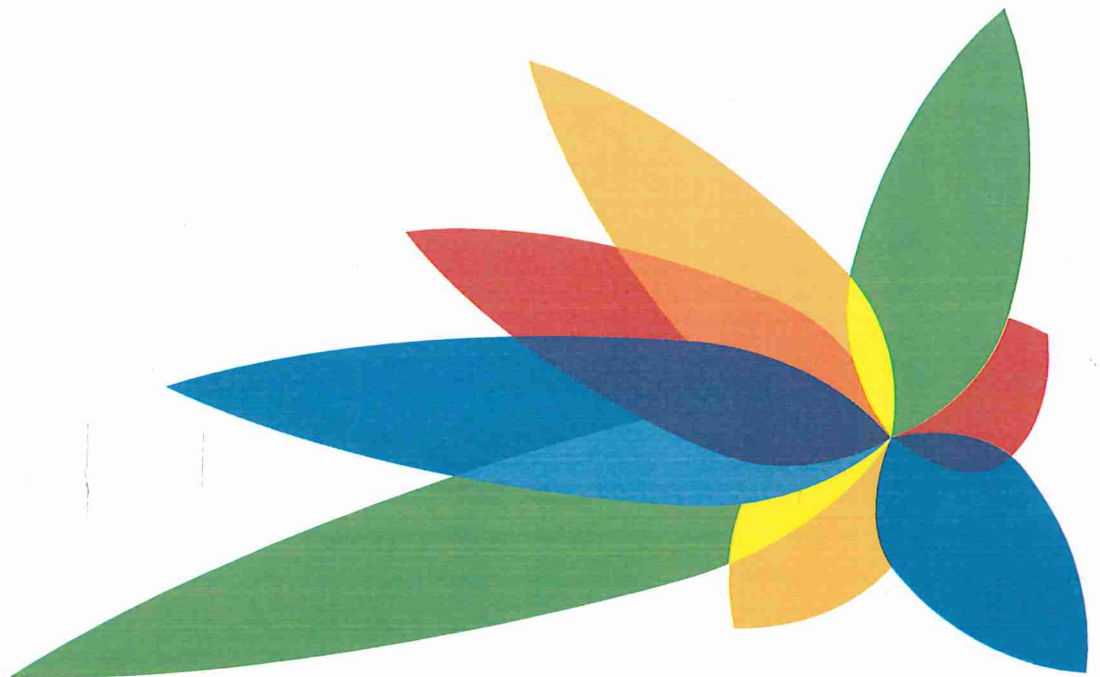
2024 was a year for Yellowhead Regional Library to **Grow, Gather** and **Guide**.

These three words form the theme of this year's annual report and reflect YRL's 2023-2025 Strategic Plan direction: **YRL is a Verb**. They capture how we support member libraries by growing resources and skills, gathering insights and collaboration, and guiding effective service and growth.

Behind the scenes, YRL staff enhanced day-to-day member library operations through advice, support, technology, and policy guidance. This helped local library staff build skills and deliver efficient, responsive service grounded in best practices and community needs.

Strategic direction from the YRL Board continued to shape our work. In 2024, the Board approved several new policies that strengthened governance and long-term sustainability. These actions reinforce our commitment to intellectual freedom, equity and access, advocating for professional and independent public library service across Alberta.

Together, these efforts reflect a deep commitment to strong public and school libraries and the communities they serve. As we look ahead, YRL remains a reliable, responsive partner, living the spirit of **Grow. Gather. Guide.** every step of the way.





Grow

In 2024, YRL supported member libraries in **growing access to collections and resources** and **growing community impact**, key priorities outlined in our 2023–2025 Strategic Plan. We invested in cataloguing improvements, delivered focused training, and supported programming that reflected local needs. These efforts helped libraries grow where it counts: in their services, staff, and relationships with the people they serve.

Growing Access to Collections and Resources

- ➔ Transitioned our larger member public libraries to **OCLC WorldShare**, improving cataloguing speed and helping libraries circulate timely, community-relevant materials to patrons faster.
- ➔ Established **team item sorting procedures** at headquarters, improving delivery times between libraries and ensuring patrons received their holds quickly.
- ➔ Introduced **new cataloging standards** to support the growth of Library of Things collections, allowing member libraries to expand core collections and give patrons access to more creative, non-traditional items.
- ➔ Launched **two new databases**, ComicsPlus and The Athletic, helping public libraries meet community demand for diverse, accessible online resources.

Growing Community Impact

- ➔ Improved the **delivery of monthly usage statistics**, giving public libraries clearer insights into local needs and helping them adapt services to better support their communities.
- ➔ **Launched seven new kits**, enabling public and school libraries to deliver creative, cost-effective programs that reflect community interests and expand access to informal learning opportunities.



Gather

In 2024, YRL focused on gathering and sharing knowledge, relationships and support, and gathering tools to stay connected, priorities that align with our 2023–2025 Strategic Plan. We responded to thousands of staff inquiries, on-boarded new managers, and shared tools, resources and ideas to help libraries solve problems, stay connected and deliver high-quality service. These efforts helped libraries gather the knowledge, connections and tools they need to collaborate, adapt and deliver consistent, high-quality services to their communities.

Gathering and Sharing Knowledge, Relationships and Support

- Shared over **190 intranet resources**, including 17 new public library documents and a new 11-page school library hub, giving staff access to up-to-date tools that support efficient, community-focused service.
- Fulfilled **23 curriculum support requests** and **37 material selection projects** for school libraries, sourcing 169 borrowed items and hundreds of new acquisitions at reduced cost.
- Strengthened our commitment to diversity, equity and inclusion by welcoming an **Indigenous Initiatives Librarian** to help build respectful relationships with First Nations in our region, including Alexis Nakota Sioux Nation and Paul First Nation.
- On-boarded **eight new managers** across five public libraries, supported by updated orientation resources to promote confident leadership transitions.

Gathering Tools to Stay Connected

- Installed **60 new wireless access points** at member public libraries, to improve service continuity, internet reliability, and patron access to online resources.
- Improved meeting and training spaces at YRL headquarters with **new, comprehensive audiovisual equipment** to support virtual board meetings, staff development and planning, making it easier for library staff and trustees to connect, learn and collaborate.



Guide

In 2024, YRL supported member libraries in **guiding technology and systems improvements**, and **guiding library governance**, both of which are core priorities in our 2023–2025 Strategic Plan. YRL also worked on internal policies and procedures to **guide organizational strength and culture**. Through targeted consulting, infrastructure improvements and policy development, we helped libraries operate with greater stability, transparency and strategic focus.

Guiding Technology and Systems Improvements

- ➔ Implemented a **reboot-to-restore software solution** to protect public access computers and user privacy.
- ➔ Introduced **cybersecurity awareness training** to member public libraries, allowing library staff to mitigate cyber risks and protect patron data.

Guiding Library Governance

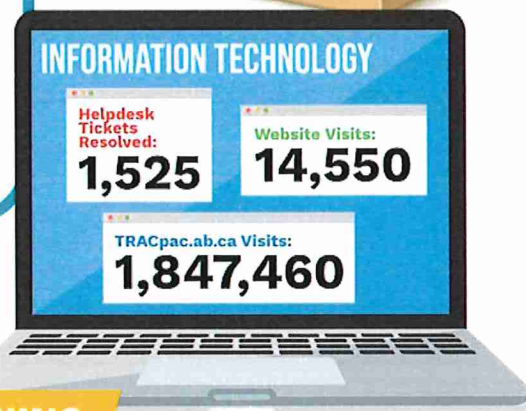
- ➔ Conducted **26 outreach visits and/or presentations to municipal councils and library boards, and school division boards** to strengthen partnerships and share information on YRL services.
- ➔ Participated in and distributed the **provincial 2023-24 System Salary Wages and Compensation Report** to provide public libraries with accurate data for decision-making.

Guiding Organizational Strength and Culture

- ➔ Introduced new human resources policies to support our commitment to a healthy work environment, including a **Disconnect from Work** policy and a **Reduced Scent** policy.
- ➔ Introduced new policies on **Information Technology, Use of Artificial Intelligence**, and **Video Camera Surveillance**, and a new bylaw on **Public Attendance and Presentation at Board Meetings** to support transparency, security, and alignment with governance best practices.
- ➔ Updated the **Collection Development Policy** to reinforce YRL's commitment to intellectual freedom and guide collection development support that helps libraries build relevant, balanced collections that serve diverse community needs.

A Year in Review

By the Numbers



Conclusion

As libraries continue to evolve, YRL remains committed to responsive, forward-thinking support that helps member libraries thrive. Grounded in our 2023–2025 Strategic Plan and guided by the belief that YRL is a Verb, we will continue to grow capacity, gather insight, and guide sustainable service. With this plan now in its final year, we've already begun shaping our next strategic direction—ensuring that our work continues to meet the needs of libraries and the communities they serve, now and into the future.

Yellowhead Regional Library

Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

Building Location

433 King Street, Spruce Grove, AB T7X 2C6

Phone

780-962-2003

Toll-free

1-877-962-2003

yrl.ab.ca

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Be sure to check out our resources! View previously recorded webinars on a variety of topics. x



The NEWS



Sign Up for T

Apr 23 • Written By Zack Ziolkowski

Big Changes Ahead: What Bill 50 Means for your Municipality

The Alberta government's Bill 50, the *Municipal Affairs Statutes Amendment Act*, introduces a sweeping series of legislative changes that will impact how municipalities collaborate, govern, administer, and engage in local elections. While some changes are administrative, others will significantly affect day-to-day operations for councils and CAOs across the province. Here's what you need to know.

1. Reworking Intermunicipal Collaboration Frameworks (ICFs)

Municipalities have had ICFs in place since 2020, but Bill 50 sharpens their scope and the rules around them. Most notably, **arbitration will now be limited to only mandatory services**—like water, wastewater, solid waste, emergency services, and roads.

New rules also aim to promote transparency and fairness in capital projects shared by municipalities. Going forward, **capital costs must be agreed to in advance**, and all participating municipalities must be given an opportunity to contribute to the design and decision-making process before any build begins. This change responds to longstanding concerns from smaller municipalities about being left out of costly decisions.

Additionally, **cost-sharing data must be exchanged between municipalities**, and once an arbitrator renders a decision on a mandatory service, that ruling must be implemented in the ICF. If municipalities fail to adopt the decision, the Minister can step in and impose it.

Perhaps most notably for rural municipalities: **any two rural neighbours that share a border can mutually agree to opt out of an ICF entirely**—but only after reviewing their existing agreements. This offers flexibility for those who feel that existing relationships are already serving them well.

2. Councillor Conduct and Council Meeting Procedures

One of the most controversial elements of Bill 50 is the **repeal of the mandatory councillor code of conduct**. While councils may still choose to adopt their own codes, the province is stepping away from

requiring them and from overseeing complaints and sanctions. Any ongoing matters that have not made it to the courts will now be dropped.

In its place, the government will **establish standardized meeting procedures** for council and committee meetings. These procedures are expected to be consistent across the province and could streamline meeting governance, especially in communities where interpretation of procedural rules has been inconsistent or problematic.

3. New Requirements for Chief Administrative Officers (CAOs)

CAOs will face increased obligations to council under Bill 50. The changes are designed to promote transparency and clarity in the CAO-council relationship.

Under the new rules, a CAO must:

- **Provide information to councillors upon request**—unless legally restricted.
- **Distribute any information shared with one councillor to all others within 72 hours.**
- **Report in writing to council within 72 hours of using natural person powers** (e.g., signing contracts or purchasing land).

The legislation also **limits municipalities to a single CAO** and clarifies that appointment, suspension, or removal of a CAO requires only a simple majority vote of council—not a two-thirds vote, as some councils previously used.

These changes may require municipalities to revisit internal policies or governance handbooks to ensure compliance and clarity.

4. Expanded Role for Official Administrators

Bill 50 gives **Official Administrators (OAs)** broader authority and access during periods of municipal instability or intervention.

OAs will now:

- **Receive notice of all council meetings** and be allowed to attend **closed sessions**, except those protected by legal privilege.
- **Have the right to demand any municipal records**, again excluding legally privileged material.
- **Be required to co-sign major financial instruments**, offering oversight on significant spending decisions.

While this change will not affect most municipalities on a day-to-day basis, it signals a more proactive stance by the province when it does intervene.

5. Broad New Regulation-Making Powers

The Bill also gives the **Lieutenant Governor in Council** the authority to define what constitutes the “public interest” and “government policy” under the Municipal Government Act.

This could have implications for future decisions about municipal conduct, planning, or even oversight. While “public interest” will be defined later, “government policy” is clarified to include **formal government instruments** such as legislation, regulations, and orders-in-council.

This provision may become important in interpreting or challenging provincial decisions that affect municipal autonomy.

6. Election Administration Modernization

Several technical but meaningful changes are made to the *Local Authorities Election Act* (LAEA).

Key updates include:

- A **special residency rule** for the Municipality of Jasper, whose residents were displaced due to wildfires during census day.
- A **clear separation between recount provisions** and general election rules, aiming to make recount procedures more transparent and less ambiguous.
- Candidates may now **withdraw within 24 hours after nomination day**, providing a buffer for reconsideration.
- **School boards** can now request the **use of the permanent electors register**, which may streamline voting logistics.
- Definitions of **“campaign expense”** and **“contribution”** have been expanded to ensure greater clarity and accountability.

7. Campaign Fund Transfers Now Allowed

Political parties and candidates can now move money more freely. Bill 50 permits **unlimited financial transfers between local political parties and the candidates they endorse**. These transfers must be declared in annual financial disclosures, ensuring transparency.

This change may raise concerns about campaign equity but reflects the province’s continued shift toward formalizing the role of local political parties.

8. Support for Voters with Disabilities

Bill 50 explicitly enables municipalities to provide **elector assistance terminals**—secure, standalone voting machines for individuals with disabilities.

These terminals must:

- Be **offline**, with **no internet connectivity**.

- **Print a paper ballot** that can be counted manually.
- Be approved through a **municipal bylaw passed before June 30** in the year of a general election.

This is a welcome move for many councils seeking to improve accessibility and remove barriers for voters.

9. Home Warranty and Building Regulation Changes

Finally, Bill 50 makes a number of adjustments to the *New Home Buyer Protection Act* and *Safety Codes Act*, with a focus on **owner-builders and financial hardship exemptions**.

Highlights include:

- A **simplified process** for owner-builder authorization.
- Authority for the **Registrar to register a caveat** if an unwarranted home is being sold.
- A **requirement to disclose warranty coverage** to prospective buyers when selling a recently built home.
- An expanded list of circumstances under which warranty exemptions can be granted, including undue financial hardship.
- Reinstated **appeal mechanisms** for owner-builders and others affected by Registrar decisions.
- The ability for the Minister to seek advice directly from the **Safety Codes Council**.

These reforms aim to balance consumer protection with flexibility for builders and homeowners.

What's Next?

While Bill 50 does not represent as sweeping a shift as last year's Bill 20, it nonetheless introduces a broad range of targeted amendments that will require attention from municipal leaders and administrators. The changes span collaborative frameworks, governance procedures, CAO accountability, election administration, and more.

Some of these reforms—like the repeal of the councillor code of conduct or the allowance for campaign fund transfers—will reshape how councils operate politically. Others—such as new requirements for CAOs and options for accessibility voting terminals—will have operational impacts that may require updates to bylaws, policies, and internal protocols.

Municipal councils and administrations should consider the following actions:

- **Review and update ICFs** to reflect new limitations on arbitration and capital project agreements.
- **Reassess local conduct policies**, as provincial oversight for councillor conduct is being removed.
- **Ensure governance and reporting processes are aligned** with the new expectations placed on CAOs.

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- **Plan for election-related changes** well in advance of the 2025 general municipal elections.
- **Monitor for upcoming regulations** that will define “public interest” and “government policy,” as these could influence how provincial decisions interact with local autonomy.

As always, staying proactive and informed will be essential. We'll continue monitoring developments and provide updates and interpretations as regulations and guidelines are released. If you need help interpreting these changes or implementing them locally, our team is ready to assist.

Zack Ziolkowski

<https://www.albertacounsel.com/zack>

< At a Glance - Week of May 7, 2025

2025 Federal Election: Alberta's
Place in the National Debate >

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Edmonton, AB T5K 2L9