

**SUMMER VILLAGE OF CASTLE ISLAND
COUNCIL ORGANIZATIONAL MEETING – VIA ZOOM
MONDAY, JUNE 16th, 2025 AT 9:00 AM
Wildwillow Admin Office 2317 TWP RD 545 Lac Ste. Anne County**

A G E N D A

Call to Order (by Chief Administrative Officer or Alternate Admin)

Swearing in All of Council

- 1. Alberta Summer Village Association – Mike Pashak – Part 1 Councillor Orientation Presentation, Part 1 - 9:00 a.m.**
- 2. Adoption of Agenda**

COUNCIL

- 3. Mayor – Nomination & Appointment & Official Oath of Office**
- 4. Deputy Mayor - Nomination & Appointment & Official Oath of Office**
- 5. Confirmation of Committee Appointments:**
 - a) North 43 Lagoon Commission (was Mayor Kupchenko)
 - b) Summer Villages of Lac Ste Anne County East – all of Council
 - c) West Inter Lake District Regional Water Services Commission (was Mayor Kupchenko and Councillor Elkow)
 - d) Emergency Management (was Deputy Mayor Smith)
 - e) Yellowhead Regional Library (was Mayor Kupchenko)

FINANICAL

- 6. Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any one Council member (Jeff Elkow, Calvin Smith and Gary Guy) and Chief Administrative Officer or Administrative Assistant)
- 7. Confirmation of Banking Authority** (Alberta Treasury Branch)

ADMINISTRATIVE

- 8. Administration:** General – confirm Wildwillow Enterprises Incorporated as provider of administrative services
- 9. Confirmation of Chief Administrative Officer Appointment** – confirm Wendy Wildman as Chief Administrative Officer
- 10. Confirmation of Council Meeting Dates & Time** (was the second Tuesday of every second month at 5:00 p.m. at the Admin Office 2317 TWP RD 545 Lac Ste. Anne County with tele/video-conferencing deemed an acceptable way of holding a meeting and that any

changes to the date of a meeting be posted on the Summer Village website as an appropriate form of notice. Council had expressed an interest in scheduling meetings in future at an earlier time of day.

11. **Municipal Office Location** (Wildwillow Administration Office 2317 TWP. RD. 545 Lac Ste. Anne County)
12. **Confirmation of Financial Officer and Administrative Assistant** – confirm Shelley Vaughan as Financial Officer and Diane Wannamaker as Administrative Assistant (Designated Officers)
13. **Confirmation of Auditor Appointment** (Doyle and Company) (under consideration)
14. **Confirmation of Solicitor Appointment** (Patriot Law, Onoway, Alberta)
15. **Assessor Appointment** – confirm Municipal Assessment Services Group as assessment services provider, with Travis Horne as Municipal Assessor (Designated Officer)
16. **Confirmation of Assessment Review Board** – ARB Service Provider - Capital Region Assessment Services Commission; with Geryll Amorin as Clerk (Designed Officer); and,

Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph as Assessment Review Board Panelists for 2025, with Mr. Ralph as Chair
17. **Confirmation of FOIP Coordinator** (recommending Wildwillow Enterprises Inc., Wendy Wildman)

LEGISLATIVE

18. **Review of Procedural Bylaw** – that the attached Bylaw 2025-05, being the most recent duly passed procedural bylaw for the municipality be acknowledged here as received and reviewed by motion of Council. **Pages 1-17**
19. **Review of the Public Participation Policy** – that the attached Policy, Policy C-COU-PAR-1, Public Participation Policy, being the most recent duly passed public participation policy for the municipality, including the therein referenced Public Participation Plan, be acknowledged here as received and reviewed by motion of Council. **Pages 18-28**
20. **Review of Council Remuneration Policy** – that the attached policy, Remuneration Policy, being the most recent duly passed council remuneration and expense policy be acknowledged here as received and reviewed by motion of Council. **Page 29**
21. **Review of Section 208 (Municipal Government Act)** – that Council acknowledges they have received and reviewed the Section 208 (Municipal Government Act) list of Performance of major administrative duties (attached). **Page 30**

DEVELOPMENT

22. **Development Officer** –was Councillor Smith; discussion on moving forward with consideration of the new Land Use Bylaw – recommended by Administration to outsource on an as needed basis (if available) or contract a Development Officer on a monthly basis.

- 23. Confirmation of Subdivision & Development Appeal Board** – that Milestone Municipal Services be confirmed as provider of Subdivision and Development Appeal Board services, with Emily House, Janet Zaplotinsky and Cathy McCartney as Clerks (Designated Officers) and further that the following pool of individuals be confirmed as duly trained and active appeal board members:

- I. Denis Meier
- II. Rainbow Williams
- III. John Roznicki
- IV. Chris Zaplotinsky
- V. Tony Siegel
- VI. Jamie-Lee Kraley
- VII. Jason Shewchuk
- VIII. John McIvor
- IX. Angela Duncan

EMERGENCY, COMMUNITY AND ENFORCEMENT

- 24. Fire Protection** – that Alberta Beach Regional Fire Services Agreement, Fire Chief Ives, and the provisions of subsequent supplementary aid agreements be confirmed as forming the fire protection appointment for the municipality, specifically:
- a. Fire Rescue International Ltd. be confirmed as municipal fire services provider; and
 - b. David Ives be confirmed as Municipal Fire Chief, and,
 - c. Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire services in the municipality
- 25. Local Director of Emergency Management** – confirm Calvin Smith as Municipal Director of Emergency Management.
- 27. Adjournment**

**A BYLAW OF THE SUMMER VILLAGE OF CASTLE ISLAND IN THE
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND CONDUCT
OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

WHEREAS, the Council of the Summer Village of Castle Island considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Castle Island;

AND WHEREAS, the Council of the Summer Village of Castle Island recognizes the need to promote effective participation in local governance by all stakeholders, including Councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

NOW THEREFORE, the Council of the Summer Village of Castle Island hereby enacts as follows:

Citation

1. This Bylaw may be cited as the "The Procedure Bylaw".

Definitions

2. In this bylaw:
 - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Castle Island.
 - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
 - c) "Council" means the Mayor and Councillors of the Summer Village of Castle Island for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
 - e) "Deputy Mayor" means the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
 - f) "Electronic Means" shall be defined in the *Municipal Government Act*, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

- g) "FOIP" means the *Freedom of Information and Protection of Privacy Act of Alberta* or any Act that replaces the Freedom of Information Act and Protection of Privacy Act.
- h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
- i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
- j) "Meetings" means meetings of Council and Council committees and in keeping with the interpretation of Section 199(1)(b) of the *Municipal Government Act*, shall include hearings.
- k) "Municipality" means the Municipality of the Summer Village of Castle Island, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

Application

- 3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

Severability

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid;

General

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A and as amended from time to time.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality, and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Castle Islands' Code of Conduct Bylaw.
- 9. A breach of the Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.

10. Public Hearings, held with respect to bylaws, when required or requested by Council, will be held prior to second reading. Public Hearings required under Part 17 of the *Municipal Government Act* shall be accessible via Electronic Means and shall be conducted in accordance with the procedures set out in Appendix C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council by resolution may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the *Municipal Government Act*.
15. Regular meetings of Council shall begin at ~~6:00~~ 6:30 pm.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. No person, persons or entity other than the Summer Village of Castle Island may record in whole or in part any meeting of Council or Council Committee using audio, video or any other recording means.
21. Should the Summer Village of Castle Island deem it appropriate to record a Council or Council Committee meeting, all parties present at the meeting must be verbally notified immediately prior to the start of the recording.

Conduct of Meetings

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a certain time
 - h) to table the matter
27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an issue has been brought before Council, the same issue cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information to be presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.
32. The Mayor or presiding officer shall preserve order and decorum and shall

decide questions or order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.

33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
 - a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. In the case of a meeting by Electronic Means voting may be done verbally.
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place, but which has not been completed;
39. As per Section 197 of the *Municipal Government Act*, a formal motion will be made to go to a "Closed Meeting" session, identifying the relevant Sections(s) of the of the *Freedom of Information and Privacy Act*. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to an open meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place in a Closed Meeting session and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be

notified that the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons in attendance and, if applicable, the reason for their attendance.

Delegations

40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer and delivered or mailed to the CAO. The letter must arrive at least at 1:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
42. Delegations that have not submitted a letter in accordance with Section 40 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under Section 41 to present the matter outlined.
43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
44. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order as may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Provision for Attendance and Participation by Electronic Means

45. In accordance with the provisions of Section 199(2) of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council. Further, in accordance with Section 199(2.1) of the Municipal Government Act, all public hearings required under Part 17 of the Act shall be conducted via Electronic Means. Public Hearings, other than those required by Part 17 of the Act, may be conducted via Electronic Means.
- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
- A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
 - A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.
- b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
- c) Except as required by Section 199(2.1) of the Municipal Government Act, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.
- d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
- e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:



- Those voting members or councillors present;
 - Those administration present;
 - Those delegations that may be present; and
 - The general count of those public present.
46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:
- a) Telephone participation, both traditional landline and cellular mobile participation;
 - b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
 - c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
 - d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).
47. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:
- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
 - b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
 - c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
 - d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
 - e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this



option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.

- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

48. When making access by Electronic Means available to the general public:

- a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and/or shall be posted on the Summer Village Website and distributed by the same means used to circulate the notice of meeting and agenda.
- b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderator of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
- c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic means platform, and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

Motion to Recess

- 49. The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.
- 50. Any Councillor may move that Council Recess for a specific period.
- 51. After the Recess, business will be resumed at the point where it was interrupted.
- 52. A Recess will follow a motion to go into closed session and a Recess will precede a motion to come out of closed session;

Rules of Order

53. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order Revised";

Agenda and Order of Business

54. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least five (5) days before the meeting.
55. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
56. Where the deadlines in Section 54 and 55 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
57. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
1. Call to Order
 2. Adoption of agenda
 3. Adoption of Minutes
 4. Appointments
 5. Action Items
 6. Council Reports
 7. Development Permits
 8. Inspection Group Permits
 9. Financial
 10. Information & Correspondence
 11. CAO Report
 12. Closed Session
 13. Adjournment
58. The order of business established in Section 57 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
59. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

60. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
61. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
62. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

63. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
64. Every bylaw shall have three readings.
65. After a member has made the motion for the second reading of the bylaw Council may:
 - a) debate the substance of the bylaw; and
 - b) propose and consider amendments to the bylaw.
66. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
67. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
68. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
69. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
 - a) Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or

- b) Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

Website

70. Regular agenda packages Council Meeting agenda and links to join the meeting via Electronic Means, as applicable, will are to be posted within 2 days prior to the meeting on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
71. Special Council meeting agendas will be posted on the Summer Village website prior to the Special Council meeting after it is prepared and distributed to Council.
72. Unapproved meeting minutes are to be posted on the Summer Village website within 7 days of the meeting.
73. Approved minutes are to be posted within 3 business days of the meeting in which they were approved.
74. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #2011-02

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

READ a first time this 28th day of April, 2025

READ a second time this 28th day of April, 2025

UNANIMOUS CONSENT to proceed to third reading this 28th day of April 30th, 2025

READ a third and final time this 28th day of April, 2025

SIGNED this 28th day of April, 2025

Mayor, Ian Kupchenko

Chief Administrative Officer, Wendy Wildman

**Municipal Government Act RSA 2000 Chapter M-26
Division 9 Council Proceedings**

SUMMER VILLAGE OF CASTLE ISLAND
APPENDIX A

Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors

General duties of Councillors
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Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

RSA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

**Municipal Government Act RSA 2000 Chapter M-26
Division 9 Council Proceedings**

SUMMER VILLAGE OF CASTLE ISLAND
APPENDIX B

Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors

General duties of chief elected official
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- (1)** A chief elected official, in addition to performing the duties of a Councillor, must:
- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2)** Repealed 2022 c16 s9(40).
- (2)** Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

**Municipal Government Act RSA 2000 Chapter M-26
Division 9 Council Proceedings**

SUMMER VILLAGE OF CASTLE ISLAND
APPENDIX C

Public Hearing Procedure

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

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**Municipal Government Act RSA 2000 Chapter M-26
Division 9 Council Proceedings**

PUBLIC HEARING PROCEDURES

Definitions

1. "Chair" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate Introduction & Procedures

SUMMER VILLAGE OF CASTLE ISLAND PUBLIC HEARING

Date Time

Bylaw #**

INTRODUCTION & PROCEDURES

- 1 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chair) "The following rules of conduct will be followed during the Public Hearing:"

Presentation should be brief and to the point
The order of presentation shall be:

- a. Entry of written submission(s)
- b. Comments from ~~the ***~~ those physically in attendance in support of the Bylaw
- c. Comments from those attending virtually in support of the Bylaw
- d. Comments from those physically in attendance opposing the Bylaw,
- e. Comments for those attending virtually opposing the Bylaw

The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw **** open"

(Secretary) "The purpose of Bylaw **** is to amend ***.

First Reading was given to Bylaw **** on (insert date)

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

**Municipal Government Act RSA 2000 Chapter M-26
Division 9 Council Proceedings**

The following written comments have been received to (insert date)

(Chair) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record)
"Comments from the **** Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

(Chair) "Are there any further comments from the **** Dept."

(Chair) "Do the Councilors have any further questions"

(Chair) "If not, I hereby declare this Public Hearing relating to Bylaw **** be closed and will accept a motion to adjourn this Public Hearing.



Summer Village of Castle Island Council Policy

Number	Title			
C-COU-PAR-1	Public Participation Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	23-149	Resolution No:	
	Date:	Nov. 30/23	Date:	

PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.



Summer Village of Castle Island Council Policy

DEFINITIONS

1. **"Chief Administrative Officer"** means the chief administrative officer of the Municipality or their delegate, abbreviated "CAO".
2. **"Council"** means the elected representatives of the Municipality.
3. **"Municipal Stakeholders"** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
4. **"Municipality"** means the Summer Village of Castle Island.
5. **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
6. **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
7. **"Public Participation Tools"** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

POLICY RESPONSIBILITIES

1. **Council Responsibilities**
 - (a) Council shall:



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- i. review and approve Public Participation Plans as drafted by the CAO at the direction of Council;
- i. consider input obtained through Public Participation; and
- ii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iii. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

2. Administration Responsibilities

(b) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. Consider and advise Council regarding timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

II. PUBLIC PARTICIPATION OPPORTUNITIES

(c) CAO shall develop and implement, as directed by Council, a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;



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- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

POLICY EXPECTATIONS

1. Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2. Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.



Summer Village of Castle Island Council Policy

PUBLIC PARTICIPATION PLANS

(a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:

- i. the nature of the matter for which Public Participation is being sought;
- ii. the impact of the matter on Municipal Stakeholders;
- iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- iv. the timing of the decision and time required to gather input;
- v. what information is required, if any, to participate; and
- vi. available resources and reasonable costs.

(b) Public Participation Plans will, at minimum, include the following:

- vii. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- viii. identification of which Public Participation Tools will be utilized;
- ix. timelines for participation;
- x. information about how input will be used;
- xi. the location of information required, if any, to inform the specific Public Participation.

REPORTING AND EVALUATION

(a) Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.

(b) The report shall include, at minimum, the following:

- i. an overview of the Public Participation Plan and how it was developed;



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- ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- (c) Reports shall be provided to Council for review.

Legal References: MGA 216.1, 230, 606, 692

Revisions:

Resolution Number	MM/DD/YY



PUBLIC PARTICIPATION PLANS

Summer Village of Castle Island

The purpose of this plan is to outline Council and Administration's plan to engage and encourage public participation with the Summer Village of Castle Island.

Approved:

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Introduction

Relationships among people are a critical element of municipal business. This Plan provides some guidance about how the Summer Village can maintain good relationships through appropriate public input regarding decisions made by Council.

It is anticipated that the readers of this document will be:

- a) those in municipal administration who are responsible for integrating public input opportunities into municipal projects and plans,
- b) those on Council who will be making decisions about appropriate public input,
- c) those in municipal administration who will be determining if developers or other proponents have provided for an adequate public input process, and
- d) those who own property within the municipality

Public Input

The Purpose of Public Input

Municipal Councils make decisions in public for the public good. This plan supports the involvement of citizens in these public decisions. The public input is sought after when there is a decision to be made that will impact the residents of the Summer Village. Public input is valuable for decisions that impact residents for three reasons:

1. It helps strengthen the relationship between the council and the citizens of the Summer Village
2. It informs the citizens of the Summer Village, therefore, minimizing complaints and costs caused by last minute changes
3. It leads to better solutions for everyone involved in the Summer Village

Determining When Public Input is Needed

Public input is essential to the municipal decision process. The Municipal Government Act (MGA) has a legal requirement for Council and Council committees to conduct business in public and to ensure the public is notified of certain kind of decisions.

Most of the decisions made by council can be or are enhanced by public input. The few situations where public input is not required are referred to as directive decisions. Directive decisions are those made by a person authorized to do so, and are issued to others simply to inform them the decision has been made. The situations where a directive decision is appropriate are as follows:

1. There is an urgent need to respond immediately (e.g. flood response).
2. A person in authority is acting within their authority (e.g. police carrying out their duties).



3. The decisions are routine and are accepted as part of the municipality's operations (e.g. snow removal after a heavy snowfall).
4. The decisions are dictated by law (e.g. improvements to water treatment plant).
5. The decisions have substantial effect only on those who have already agreed to be affected through some form of contract (e.g. employment, volunteerism, accepting elected office).

In these cases, the municipality is acting within its authority and is expected to implement the decision efficiently. These decisions are posted to the public through the website and the community information signs. The public can also contact the Summer Village's office if they have any questions or concerns about the decisions made.

Public input is necessary when consultative decisions are to be made. These types of decisions usually have one or more of the following characteristics:

1. Public notification and input are required by law (see MGA requirements in the Introduction).
2. The decision is a known concern of other parties, or is likely to have a significant impact on other parties (e.g. a proposed casino).
3. The decision affects society's moral or emotional expectations (e.g. expansion of a recreation centre).
4. The decision affects the "comfort envelope" (lifestyle or habits) of citizens (e.g. road closure affecting how people access the highway).
5. People perceive there are risks associated with the decision (e.g. approving a "half-way" house to support convict rehabilitation).
6. Council or administration requests public input prior to making the decision (e.g. public buildings or open space management).

Consultative decisions are common in municipalities, however, the final decision rests with Council. For consultative decisions, public engagement is required. Ways in which the Summer Village encourages engagement is through surveys, the annual gatherings, council meetings that are open to the public, and annual newsletters.

Ways in Which the Summer Village Solicits Input

During the decision making process, the following questions will aid Council and Administration when determining what manner of public input is required:

- What kind of decision is being made?
- Who is going to be affected?
- How will those affected perceive the matter?

After asking these questions, Council and Administration can determine, choose from the listing above, which way public input is carried out.

While the MGA defines the minimum legal requirements for a municipality to provide public notification which are strictly followed, some additional ways that public input is and can be petitioned by the Summer Village are:

- Summer Village website page
- Annual picnics, gatherings, information meetings
- On-line or Paper Surveys
- Community information sign
- Annual newsletters
- Council meetings
- Mail outs

These methods are used to encourage public input from a variety of people who belong to certain demographic groups. This allows for a wide range of input to help Council members come to a decision that can help satisfy the needs of the Municipality.

Resources

Resources are available to help residents develop more informed inputs for decisions regarding the Municipality. The following resources are posted on the Summer Village's website:

- All policies that effect the Summer Village
- All bylaws that effect the Summer Village
- All meeting agendas and minutes from Council meetings
- Contact information for the Summer Village

With the help of these resources, Council and Administration hopes that the public will utilize them to help make better informed inputs.



Summer Village of Castle Island

Date: April 12, 2011

Policy Name: Remuneration Policy

OBJECTIVE:

1. To recognize the time and out of pocket expenses incurred by members of the Summer Village Council on meetings, functions and other activities relating to or required by their elected positions.

To establish the rates and guidelines for the claiming of remuneration by Council and the expenses incurred by Council, Staff Members and Citizen Members at large attending meetings, conferences, seminars, courses, workshops, etc.

Meeting Rates

To recognize the time spent attending meetings and local functions when the presence of members of Council are requested, when protocol dictates a Council presence or where good public relations warrants Council attendance to recognize the time spent on other local matters pertaining to the office of Council of the Summer Village and to recognize the representation of Council.

Half day rate shall be \$75.00

Full day rate shall be \$150.00

Expenses

Hotel/Motel Accommodations for attendance at functions/meetings/conferences/conventions/workshop, etc, requiring an overnight stay shall be paid as per receipts submitted.

Meals – shall be reimbursed for actual expenses subject to a maximum of \$60.00 per 24 hour period – receipts will be required.

Mileage –

Shall be reimbursed as the rate set by the provincial government.

Other Expenses:

Telephone Calls – actual expense for costs incurred for calls relating to Summer Village business – a copy of telephone bill must be submitted

Parking Charges – actual expense based on submitted receipt, except that no receipts are required for parking meter costs.

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts

(4) If requested by the officer, council must give the officer or the officer's representative a reasonable opportunity to be heard before council.

(5) A chief administrative officer whose appointment is revoked without cause is, subject to any written agreement between council and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

(6) A chief administrative officer whose appointment is revoked with cause is, subject to any written agreement between council and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26.1 s206;1995 c24 s24

Chief administrative officer's responsibilities

207 The chief administrative officer

- (a) is the administrative head of the municipality;
- (b) ensures that the policies and programs of the municipality are implemented;
- (c) advises and informs the council on the operation and affairs of the municipality;
- (d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

1994 cM-26.1 s207

Performance of major administrative duties

208(1) The chief administrative officer must ensure that

- (a) minutes of each council meeting
 - (i) are recorded in the English language,
 - (ii) include the names of the councillors present at the council meeting,
 - (iii) are given to council for adoption at a subsequent council meeting, and
 - (iv) are recorded in the manner and to the extent required under section 216.4(6) when a public hearing is held;
- (b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;

(c) the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;

(d) the council is advised in writing of its legislative responsibilities under this Act.

(2) Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.

RSA 2000 cM-26 s208;2015 c8 s22;2019 c22 s10(7);2022 c16 s(83)

Delegation by chief administrative officer

209 A chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this Act, including the chief administrative officer's duties referred to in section 208(1), or under any other enactment or bylaw to a designated officer or an employee of the municipality.

RSA 2000 cM-26 s209;2015 c8 s23

Designated officers

210(1) A council may

- (a) by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions, and
 - (b) appoint individuals to the designated officer positions.
- (2), (3) Repealed 2022 c16 s9(44).
- (4) Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the chief administrative officer.
- (5) A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if
- (a) no position of designated officer has been established by council,
 - (b) the position of designated officer is vacant, or

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