

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

Tuesday, January 14th, 2025 – 5:00 p.m.

2317 Township Road 545 Lac Ste. Anne County and Via Zoom

	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	Tuesday, January 14 th , 2025 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> Pages 1-6	a)	Tuesday, November 26 th , 2024 Council Meeting Minutes <i>(approve the Regular Council Meeting Minutes of November 26th, 2024 as presented or as amended)</i>
4.	<u>Appointments:</u>	a)	5:10 p.m. Henry Pasemko - Request for Tax Penalty Cancellation on Roll 019 – This property owner was late paying his taxes and has incurred penalties. Considerations: he does not have a clear reason for not paying his taxes on time other than circumstances and a misunderstanding, the due date has not changed, and the decision made by Council will set precedent and could result in further requests. The penalty of 12% was added July 1 st , 2024. The tax penalty currently outstanding is \$532.37. This situation was brought to Council at the November 26 th , 2024 Council meeting. At that time, Council elected to deny the request to waive the penalty of \$532.37. This was pointed out to Mr. Pasemko on December 4 th , 2024 in an email advising of the decision and a reminder was forwarded on December 18 th , 2024 noting that an additional penalty would be applied on January 1 st , 2025 if the amount was not cleared up prior to that time. Mr. Pasemko has advised that he did not receive either email, although neither of the emails bounced back and we have been in recent communication via the same email address recently. The total of the penalties owed to date now amount to \$628.20. <i>(direction as given by Council at meeting time)</i>
5.	<u>Action Items:</u> Bylaw 2024-07 Bylaw to Establish the Position of SDAB Clerk Pages 7-8	a)	Bylaw 2024-07, Bylaw to Establish the Position of SDAB Clerk- one of the gaps in our Municipal Accountability Program (MAP) review identified that Milestone Municipal Services be confirmed as the Subdivision and Development Appeal Board and we did not have a Bylaw appointing a Clerk to the Board. This Bylaw has been created to close this gap. At the November 2024 meeting, Council opted to contact Municipal Affairs to discuss whether the appointment of a Subdivision and Development

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

**Tuesday, January 14th, 2025 – 5:00 p.m.
2317 Township Road 545 Lac Ste. Anne County and Via Zoom**

			<p>Appeal Board was necessary. Administration was also in contact with Municipal Affairs who have indicated that this is a requirement under the <i>Municipal Government Act</i> and municipalities MUST have this in place, even though the thought may be that it may not be utilized. This also has to be addressed in the Land Use Bylaw, which we have included in the draft copy. The cost for this service is minimal and we do need the Bylaw in place.</p> <p><i>(that Bylaw 2024-07, being a Bylaw to Establish the Position of Subdivision and Development Appeal Board Clerk, be given first reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-07 be given second reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-07 be considered for third reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-07 be given third and final reading (as is or as amended)</i></p>
	<p><i>Bylaw 2025-02 Municipal Development Plan Pages 9-20</i></p>	<p>b)</p>	<p>Bylaw 2025-02, Municipal Development Plan (MDP) Bylaw – the Summer Village of Castle Island initiated a Municipal Development Plan in 2021. The required Public Input was completed at that time via a survey, however the actual Bylaw was never presented to Council other than for discussion purposes. Because the first reading of the MDP Bylaw (which was never completed) expires after two years, the entire Bylaw process is dead and will require a restart. This involves first reading, advertising, public hearing (during a regular or special council meeting) and then second and third readings. This was identified in the 2022 MAP review and required to close the gap. Subsequent to discussion with Municipal Affairs, the MDP that was drafted in 2021 is fine so no other changes have been made other than the date. Administration is suggesting that we advertise and schedule the public hearing in conjunction with the January, 2025 meeting. Administrative costs for work related to this matter are over and above the contracted monthly fee.</p> <p><i>(that the draft Municipal Development Plan be approved and that Council give first reading to Bylaw 2025-02, and set the date/time for the Public Hearing)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

Tuesday, January 14th, 2025 – 5:00 p.m.

2317 Township Road 545 Lac Ste. Anne County and Via Zoom

<p><i>Land Use Bylaw 2025-01 Pages 21-56</i></p>	<p>c)</p>	<p>Land Use Bylaw (Bylaw 2025-01) – our current Land Use Bylaw (LUB) does not meet legislation according to the MAP review. A list of deficiencies is as follows:</p> <ul style="list-style-type: none"> a) The bylaw does not provide for how and to whom notice of the issuance of development permits is to be given b) Section 7(1)(c) provides an appeal period of 7 days following issue of a development permit. Section 686(1)(a)(i)(A) of the <i>Municipal Government Act</i> (MGA) has been amended to set the appeal period at 21 days c) Section 12(2) of the bylaw states that appeals may be made to the development appeal board. This is contrary to Section 685(1), which states the development authority must indicate whether an appeal lies to a subdivision and development appeal board or to the Land and Property Rights Tribunal. d) Section 12(3) provides an appeal period of 14 days, contrary to the revised statute in Section 686(1)(a)(i)(A) requiring 21 days. <p>Although these are not onerous changes, we must budget for a new LUB to ensure compliance to legislation. This does not have to be a complete rewrite, however Council has also indicated that they wish to have Short Term Rentals addressed in the new LUB. The process for compliance will be the same as the MDP, first reading, advertising, public hearing and then second and third readings. Administration has done the lion's share of the work on the LUB to assist with lowering the cost, however an outside contractor will be required to review the changes and ensure its' adherence to the <i>Municipal Government Act</i>. Administrative costs for work related to this matter are over and above the contracted monthly fee. Council has the opportunity to review the Draft LUB with changes highlighted in red prior to moving forward with the required Public Hearing and further approvals.</p> <p><i>(that the Summer Village of Castle Island include in the 2025 budget, costs required to initiate the revision of the Land Use Bylaw to meet legislation compliance)</i></p> <p><i>(that the draft Land Use Bylaw be approved and that Council give first reading to Bylaw 2025-01, and set the date/time for the Public Hearing)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
--	-----------	---

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

Tuesday, January 14th, 2025 – 5:00 p.m.

2317 Township Road 545 Lac Ste. Anne County and Via Zoom

		d)	<p>Municipal Election 2025 – As per the Local Authorities Elections Act RSA 2000 c-L-21 (LAEA), there are a number of motions that Council will need to make regarding the upcoming 2025 municipal elections. The first step is for Council to appoint a Returning Officer, who will then work to organize the necessary details and then bring further motions back to Council at a later date. Typically, we have managed elections in-house, utilizing Wildwillow Enterprises Inc. resources. If Council would like to use in-house administration, Angela Duncan will be acting as the Returning Officer. Our budget estimate for a full, contested election with an advance vote is \$6,000.</p> <p><i>(that the Summer Village of Castle Island appoints Angela Duncan as Returning Officer for the 2025 Municipal Elections, with services provided via Wildwillow Enterprises Inc.)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		f)	<p>2025 Election – Candidate Orientation Workshop – at the Alberta Municipalities Convention in September, a common theme was Municipal Candidate Orientation Workshops. Many municipalities are considering offering these to help candidates better understand the role of a Councillor and how they work with other governments, prior to running for Council. Council should consider if the Summer Village will offer a Candidate Workshop for potential candidates before nominations. We would plan to run this workshop in the spring, before nominations open. Costs for this workshop are dependent on how many municipalities choose to offer the workshop and the costs of the provider; however, we anticipate it will cost between \$200 and \$1,000 per municipality to offer the workshop. A decision on the workshop is required today, but an indication of interest will help us source a provider and provide more accurate costing. Depending on election and workshop costs, we may or may not be able to absorb these expenses within the election costs.</p> <p><i>(that the Summer Village of Castle Island is interested in providing a candidate orientation workshop for potential candidates prior to the opening of candidate nominations and further that more information be brought back regarding the workshop, including costs)</i></p> <p>Or</p> <p><i>(that the information and discussion regarding a potential candidate orientation workshop be accepted for information)</i></p> <p>Or</p>

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

Tuesday, January 14th, 2025 – 5:00 p.m.
2317 Township Road 545 Lac Ste. Anne County and Via Zoom

			<i>(some other direction as given by Council at meeting time)</i>
		g)	2025 Draft Operating and Capital Budget - provided is our second review of the draft 2025 Operating Budget for the Summer Village of Castle Island. This draft budget will be reviewed at meeting time. <i>(that the 2nd review of the Draft 2025 Operating and Capital Budget be accepted for information, and that Administration make changes to this Draft 2025 Operating and Capital Budget as directed at meeting time, and that a 3rd and final review of the updated Draft 2025 Operating and Capital Budget take place at the March 18th, 2025 Council meeting)</i>
		h)	
		i)	
		m)	
6.	<u>Council Reports:</u>	a)	Mayor Kupchenko
		b)	Deputy Mayor Smith
		c)	Councillor Elkow <i>(accept Council reports for information)</i>
7.	<u>Development Permits</u>		N/A
8.	<u>Inspection Group Permits</u>		N/A
9.	<u>Financial</u>	a)	December 31 st , 2024 Year to Date report – forwarded under separate cover

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

**Tuesday, January 14th, 2025 – 5:00 p.m.
2317 Township Road 545 Lac Ste. Anne County and Via Zoom**

			<i>(that the December 31st, 2024 Income and Expense Statement be accepted for information)</i>
10.	<u>Correspondence</u> <i>Page 57</i>	a)	November 28, 2024 article – Red Deer Advocate regarding fire response refund situation.
	<i>Pages 58-60</i>	b)	December 2 nd , 2024 Edmonton Journal article regarding provincial funding for fire protection - Alberta Municipalities advocating.
	<i>Page 61-67</i>	c)	Alberta Municipalities – current events – news for December 6 th , 2024
	<i>Pages 68-71</i>	d)	Alberta Municipal Affairs, December 5 th , 2024 correspondence regarding the 2024 Assessment Year Modifiers (AYM's). AYM's serve as a cost index, adjusting the assessment values of regulated properties each year.
	<i>Pages 72-74</i>	e)	Association of Summer Villages of Alberta – 2024 Year in Review – Newsletter
	<i>Pages 75-76</i>	f)	Alberta Municipalities – December 12-24 announcement that Mr. Dana Mackie has been appointed as new Chief Executive Officer effective January 2 nd , 2025
	<i>Page 77</i>	g)	Holiday Newsletter from Municipal Planning Services outlining staff compliments and the opportunity to provide "Planning 101" training for Councils, Administration etc.
		h)	
		i)	
		j)	
			<i>(accept for information)</i>
11.	<u>Chief Administrative Officer Report</u>	a) b) c) d) e)	To Do List – November 26 th , 2024 <i>(accept Chief Administrative Officer Report for information)</i>

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

**Tuesday, January 14th, 2025 – 5:00 p.m.
2317 Township Road 545 Lac Ste. Anne County and Via Zoom**

12.	<p><u>Closed Session</u> <i>Disclosure Harmful to Business Interests of a 3rd Party – FOIPP Act Section 16, Public Works Contract</i></p>	a)	Disclosure Harmful to Business Interests of a 3 rd Party – Public Works Contract – FOIPP Act Division 2, Section 16
13.	<p><u>Adjournment</u></p>		

Next Meetings: March 11th, 2025 Regular Council Meeting
 May 9th, 2025 Regional Municipalities Meeting 9:30 a.m. Alberta Beach
 May 13, 2025 Regular Council Meeting