

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

Tuesday, November 26th, 2024 – 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, November 26 th , 2024 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 1-4</i>	a)	Thursday, September 12 th , 2024 Council Meeting Minutes <i>(approve the Regular Council Meeting Minutes of August 12th, 2024 as presented or as amended)</i>
4.	<u>Appointments:</u>	a)	N/A
5.	<u>Action Items:</u> <i>Bylaw 2024-07 Bylaw to Establish the Position of SDAB Clerk Pages 5-6</i>	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 Board and we did not have a Bylaw appointing a Clerk to the Board. This Bylaw has been created to close this gap. <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> <i>(that Bylaw 2024-07 be given second reading (as is or as amended)</i> <i>(that Bylaw 2024-07 be considered for third reading (as is or as amended)</i> <i>(that Bylaw 2024-07 be given third and final reading (as is or as amended)</i>
	<i>Bylaw 2024-06 Borrowing Bylaw Pages 7-8</i>	b)	Bylaw 2024-06 is a Borrowing Bylaw in the amount of \$100,000 for bridge financing for the north causeway rehabilitation project to assist until grant funding is received for the project. This is a line of credit and would not be accessed unless needed. <i>(that Bylaw 2024-06, being a Borrowing Bylaw for \$100,000 for bridge financing, be given first reading (as is or as amended)</i> <i>(that Bylaw 2024-06 be given second reading (as is or as amended)</i>

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			<p><i>(that Bylaw 2024-06 be considered for third reading (as is or as amended)</i></p> <p><i>(that Bylaw 2024-06 be given third and final reading (as is or as amended)</i></p>
	<p><i>Bylaw 2024-08 Municipal Development Plan Pages 9-21</i></p>	c)	<p>Bylaw 2024-08, 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 2024-08, 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>
		d)	<p>Land Use Bylaw – 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.

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			<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 may wish to review the LUB to see if any other changes may be required (i.e. Short Term Rentals). The process for compliance will be the same as the MDP, first reading, advertising, public hearing and then second and third readings. The Summer Village will need to hire an outside contractor to lead this review, and Administrative costs for work related to this matter are over and above the contracted monthly fee.</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>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Pages 22-44	e)		<p>Capital Region Assessment Services Commission (CRASC) – our service agreement with CRASC expires at the end of December, 2024. They have forwarded a new agreement that covers 2025, 2026 and 2027. The new agreement affords several changes to the current agreement, primarily to better clarify the obligations of the Commission and the Participants, as well as adjust the fees that CRASC will charge. Changes are listed below:</p> <p>Clause #6 LEGAL EXPENSES has been added (as highlighted in the new agreement),</p> <p>Clause 14 OTHER: Judicial Review of an ARB Decision has been added (highlighted)</p> <p>Also highlighted are the increase(s) in fees; the Core fee has increased from \$800 to \$900/year, as well the per parcel fee has increased from \$0.30/parcel to \$0.35/parcel. The remainder of the fee increases are related to Hearing Fees and Expenses.</p> <p><i>(that the Capital Region Assessment Services Commission Memorandum of Agreement for 2025, 2026 and 2027 to provide Assessment Review Board Services be approved as presented and execution ratified)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>

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Pages 45-53	f)	<p>Canada Community Building Fund (CCBF) – Alberta and Canada have agreed to a renewed administrative agreement for the CCBF program. The program had been governed by a 10-year administrative agreement that covered the 2014-15 to 2023-24 period and expired in March 2024. The renewed CCBF administrative agreement, signed in July 2024, covers the 2024-25 to 2033-34 period. Starting in 2024, all eligible local governments receive a base funding amount (\$50,000 for most communities; \$5,000 for summer villages), with the remaining federal funding distributed on a per capita basis. In the past, funding was distributed on a per capita basis with each community guaranteed a minimum of \$50,000 (although summer villages received a base funding amount). This change ensures local governments benefit from any increases to federal CCBF funding over the course of the administrative agreement.</p> <p>Other noted changes to the program include annual reporting requirements on project outcomes in addition to expenditure and project status, a revised payment condition that requires financial reporting to be certified prior to the payment of CCBF funding, a federal requirement for local governments to maintain a distinct bank account for CCBG funding, and the introduction of CCBF spending restrictions for local governments with infrastructure management challenges, in alignment with the restrictions under the Local Government Fiscal Framework program. Current allocation is \$5,874.</p> <p><i>(that the Canada Community Building Fund (CCBF) Memorandum of Agreement between His Majesty in Right of Alberta as represented by the Minister of Municipal Affairs and the Summer Village of Castle Island for the period April 1st, 2024-25 to March 31st, 2033-34 be approved and execution authorized)</i></p>
	g)	<p>2025 Interim Operating Budget, each year Council must pass an Interim Operating Budget (for the subsequent year prior to the end of the previous year) until such time as the final operating and capital budget is passed.</p> <p><i>(that an Interim 2025 Operating Budget be passed at ½ of the 2024 Approved Operating and Capital Budget and that this Interim 2025 Operating Budget cease to have any force and effect once the 2025 Operating and Capital Budget is approved)</i></p>
	h)	<p>Fire Services – our current contract for Fire Services through Onoway Regional Fire Services ends in March 2025. Many meetings and discussions have taken place with those municipalities wishing to continue on with Fire Rescue International. Further discussion to take place at meeting time.</p>

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			<i>(direction as given by Council at meeting time)</i>
		i)	<p>North side of Causeway Repair – Administration is requesting formal motions from Council approving the north side of the causeway repair project as follows:</p> <p><i>(that Council approve the quote provided by Eco Contracting Services for the rehabilitation work required on the north side of the causeway in the amount of \$98,000)</i></p> <p><i>(that Council approve the quote provided by All Wood Services for brush clearing required on the north side of the causeway in the amount of \$4,000)</i></p> <p><i>(that Council approve the north causeway repair project in the amount of \$130,000, funds to come from available grant funding)</i></p>
	Page 54	j)	<p>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 1st, 2024. The tax penalty currently outstanding is \$532.37.</p> <p><i>(that the request from the property owner of tax roll 019 for a reversal of the penalty in the amount of \$532.37 be denied)</i></p> <p>or</p> <p><i>(that the request from the property owner of tax roll 019 for a reversal of the penalty in the amount of \$532.37 be approved)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Page 55	k)	<p>Rural Highspeed Internet – the Summer Villages of Lac Ste. Anne County East (SVLSACE) regional partners have been working with Connect Mobility to access the Universal Broadband Fund (UBF) to secure funding for local highspeed internet upgrades in “underserved” communities. The service mapping has now been</p>

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		<p>complete and most members of the SVLSACE area are eligible to be included in the latest round of project funding. The project application was due November 9th, 2024 with Letters of Support to be submitted on or before November 8th, 2024 in order to complete a bid on time. At this time there is no commitment in terms of funding required from the Summer Village. If/when the bid is successful there would be discussion on if the Summer Village cost shares the capital install. If we did cover the project costs ourselves (we would retain business operating rights) or Connect Mobility will cover our portion of capital costs (in exchange for our franchise rights). The Summer Village of Castle Island was approved at 18 dwellings.</p> <p><i>(that Council ratify the Letter of Support forwarded for Connect Mobility's 2024 Project Application under the Universal Broadband Fund (Alberta Broadband Fund branch) for the installation and delivery of highspeed internet services to the area, inclusive of the Summer Village of Castle Island)</i></p> <p>Or</p> <p><i>(other direction as given at meeting time)</i></p>
Pages 56-58	l)	<p>North Saskatchewan Watershed Alliance Funding Request – this is an annual funding request that is sent by the NSWA to all municipalities within the North Saskatchewan River Watershed to help them support watershed management.</p> <p><i>(that the 2025 funding request for \$100 to support watershed management, from the North Saskatchewan Watershed Alliance be approved)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	m)	<p>2025 Draft Operating and Capital Budget - provided is our first review of the draft 2025 Operating Budget for the Summer Village of Castle Island. This draft budget will be reviewed at meeting time.</p> <p><i>(that the 1st 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</i></p>

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			<i>meeting time, and that a 2nd review of the updated Draft 2025 Operating and Capital Budget take place at the January, 2025 Council meeting)</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)	October 31 st , 2024 Year to Date report – forwarded under separate cover <i>(that the October 31st, 2024 Income and Expense Statement be accepted for information)</i>
10.	<u>Correspondence</u> <i>Pages 59</i>	a)	Universal Broadband Fund and Alberta Broadband Fund – call for interest – October 6 th , 2024 email from ASVA Executive Director
	<i>Page 60</i>	b)	Alberta Municipal Affairs – October 2 nd , 2024 letter from Municipal Affairs Minister Ric McIver on the Carbon Tax Impact
	<i>Page 61</i>	c)	October 8 th , 2024 email from Lac Ste. Anne County regarding Highway 43 East Waste Commission Recycling List
	<i>Pages 62-63</i>	d)	2025 Equalized Assessment Report (based on the 2023 Assessment) – Castle Island equalized assessment comparison is 2025/2024 Residential \$13,644,235 / \$13,898,034 and 2025/2024 Non Residential \$17,380 / \$16,430. In accordance with legislation, assessment levels must fall within

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			a range of 95 to 105 percent market value. Castle Island's assessment is .968 or 96.8% of the market value.
	<i>Pages 64</i>	e)	Local Government Fiscal Framework (LGFF) – Capital Funding – we have received confirmation of our LGFF funding for the next few years as follows: 2024 - \$61,868, 2025 - \$62,177 and 2026 - \$62,640.
	<i>Page 65</i>	f)	Letter from Minister of Municipal Affairs, Ric McIver outlining concerns with regard to the federal carbon tax's impact on municipalities.
	<i>Pages 66-68</i>	g)	<p>Alberta Municipalities – October 28th, 2024 email from President, Tyler Gandam regarding information on the impact of Provincial decisions on municipal tax payers regarding Grants in Place of Property Taxes (GIPOT). Properties owned by the Government of Alberta are exempt from municipal property taxes, however the Province provides a Grants in Place of Taxes program to fund municipalities for the municipal services provided to Provincial properties. The 2019-2020 Provincial budgets have made significant reductions in GIPOT funding thereby placing an unfair and disproportionate burden on municipal ratepayers by downloading these costs to the ratepayers within the municipalities. As the Summer Village of Castle Island does not have any government owned properties, this will not affect the Summer Village, although it is good to know what other municipalities may be facing.</p> <p>As well, the email also outlines the decision to remove vote counting machines. Again, this is not an issue for the Summer Village of Castle Island.</p>
	<i>Page 69-82</i>	h)	October 29 th , 2024 email from Tyler Gandam, President of ABMunis regarding the Alberta Interim Police Advisory Board (AIPAB).
	<i>Page 83-84</i>	i)	Government of Alberta – Red Tape Reduction, Nov. 5/24 email from Minister Nally regarding Bill 34 and the updated FOIPP Act in Alberta.
	<i>Pages 85-87</i>	j)	November 6 th , 2024 – advice that Policing Costs for Small Municipalities going up 39% but Alberta government will cover the overage for one year (2025).

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	Pages 88-89	k)	Municipal Musings, October 2024 Edition – information newsletter on updates, Municipal Training Sessions, Municipal Statistics, On Time Financial Reporting
	Pages 90-91	l)	Lac Ste. Anne County Organizational Chart
	Pages 92-93	m)	Alberta Beach Organizational Chart
	Pages 94-95	n)	Town of Onoway – Organizational Chart
	Pages 96-97	o)	Oct. 22, 2024 Alberta Municipalities – Casual Legal Article – Share Wisely
	Pages 98-99	p)	November 14/24 – Emerging Trends in Municipal Law – Brownlee LLP scheduled for Edmonton February 13 th , 2025. More information will be forthcoming.
	Pages 100-103	q)	Sample Ad that will be circulating soon announcing a major change and upgrade in Fire Rescue Internationals enhanced medical co-response. Added will be Entonox (laughing gas – for pain management).
	Page 104	r)	November 19, 2024 letter from Dr. Rithesh Ram, President, Section of Rural Medicine outlining new grant funding for rural health care.
			<i>(accept for information)</i>
11.	<u>Chief Administrative Officer Report</u>	a) b) c) d) e)	To Do List – September 12 th , 2024 Land Purchase from Arndt/Brookview – leave as separate title or consolidate <i>(accept Chief Administrative Officer Report for information)</i>
12.	<u>Closed Session</u>		N/A
13.	<u>Adjournment</u>		

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Next Meetings: January 14th, 2025 Regular Council Meeting
 March 11th, 2025 Regular Council Meeting
 May 9th, 2025 Regional Municipalities Meeting 9:30 a.m. Alberta Beach
 May 13, 2025 Regular Council Meeting