

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

Tuesday, March 18th, 2025 – 4:00 p.m.
2317 Township Road 545 Lac Ste. Anne County and Via Zoom

	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	Tuesday, March 18 th , 2025 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> Pages 1-6	a)	Tuesday, January 14 th , 2025 Council Meeting Minutes <i>(approve the Regular Council Meeting Minutes of January 14th, 2025 as presented or as amended)</i>
4.	<u>Appointments:</u>	a)	4:10 p.m. – Henry Pasemko – Request for Tax Penalty Cancellation on Roll 019 – Mr. Pasemko is coming to Council once again (November 26 th , 2024 and January 14 th , 2025) to discuss the late penalty on his tax account. The situation has been discussed at length at prior meetings. The situation is slightly different now in that Mr. Pasemko has submitted monthly cheques for his tax account for January – June, 2025. The <i>Municipal Government Act, RSA 2000, Chapter M-26, Section 343(1)</i> states: “a tax payment must be applied first to tax arrears.” Consequently the payments processed to date have paid the arrears balance. Should Mr. Pasemko only pay the annual tax balance, he will continue to accumulate penalty charges on the outstanding balances moving forward. <i>(that the tax penalty cancellation discussion on Roll 019 be accepted for information, and further that no tax penalties will be waived in future and this matter is considered closed)</i> or <i>(some other direction as given by Council at meeting time)</i>
5.	<u>Action Items:</u> Page 7-11	a)	Maintenance Services – Request for Proposals – upon reviewing the Maintenance Services Agreement it was noted that the agreement with All Wood Services was executed on November 15 th , 2021 for a one-year term with a possible 2-year extension. In essence, the Summer Village has been operating without a contract since November, 2024. At the January 14 th , 2025 Council meeting, Council requested that discussion on the current maintenance contract be deferred to the March meeting and that Administration draft a Request for Proposal (RFP) for the required work. The RFP is attached for Council review. As per Council's previous

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		<p>direction, this RFP would be sent to Castle Island residents and All Wood Services.</p> <p><i>(that Council approve the Request for Proposal as presented and forward to Castle Island residents as well as to All Wood Services with a due date of _____)</i></p> <p>or</p> <p><i>(that Council approve the Request for Proposal with amendments as discussed and forward to Castle Island residents and All Wood Services with a due date of _____)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<p><i>Land Use Bylaw 2025-01 Pages 12-48</i></p>	<p>b) Land Use Bylaw (Bylaw 2025-01) – our current Land Use Bylaw (LUB) does not meet legislation according to the Municipal Accountability Program 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 Municipal Development Plan (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, and an outside contractor has reviewed the changes and ensure its' adherence to the <i>Municipal Government Act</i>. 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</p>

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		<p>approvals. At the January 14th, 2025 Council meeting, Council requested that the Land Use Bylaw be brought back to this Council meeting in order to allow for the LUB to be reviewed by Rick Arndt prior to first reading. Administration is suggesting that the LUB be given 1st reading as presented and that the required Public Hearing be scheduled in conjunction to the May 20th, 2025 Municipal Development Plan Public Hearing and the Regular Council meeting.</p> <p><i>(that the draft Land Use Bylaw be approved as presented or amended and that Council give first reading to Bylaw 2025-01, and set the date/time for the Public Hearing for May 20th, 2025 at 4:30 p.m. after the Municipal Development Plan Public Hearing at 4:15 p.m. and prior to the Regular Council Meeting following)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
<p>Page 49</p>	<p>c)</p>	<p>Appointment of Members to Local Assessment Review Board – Section 454.1 of the <i>Municipal Government Act</i> requires Council to appoint at least three persons to its Assessment Review Board (ARB), prescribe their terms of office, and prescribe remuneration and expenses payable. Section 456 requires Council to appoint a Clerk for the ARB. Castle Island has an Agreement with the Capital Region Assessment Services Commission (CRASC) to provide an Assessment Review Board. This Agreement outlines the remuneration payable to the Board but still requires Castle Island to appoint its ARB members for the calendar year. CRASC is recommending that we make the following appointments for the 2025 year:</p> <ul style="list-style-type: none"> ➤ ARB Chairperson – Raymond Ralph ➤ ARB Clerk – Gerry Amorin ➤ ARB Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph <p><i>(that the following appointments be made for the 2025 Summer Village of Castle Island's Local and Composite Assessment Review Boards with the Capital Region Assessment Service Commission:</i></p> <ul style="list-style-type: none"> • ARB Chairperson – Raymond Ralph • ARB Clerk – Gerry Amorin • ARB Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph)

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		<p>d) Appointment of Members to Subdivision and Development Appeal Board (SDAB) – Bylaw 2023-09, Subdivision and Development Appeal Board Bylaw, Section 2.1 require the Summer Village to appoint members to the SDAB by resolution for a term not to exceed three years. Administration could not find any indication that the Summer Village of Castle Island has appointed members to the SDAB and therefore Administration is recommending that a motion be made to appoint board members for a 3-year term. Castle Island currently has a contract with Milestone Municipal Services for the provision of an SDAB and they have provided a list of their current board members. The following are available to be appointed to our SDAB; if there are any persons on the list that Council believes have a conflict of interest in their capacity as a Board member, it should be noted at meeting time and person taken off the list:</p> <ul style="list-style-type: none"> • Denis Meier • John Roznicki • Rainbow Williams • Chris Zaplotinsky • Tony Siegel • Jamie-Lee Kraley • Jason Shewchuk • John McIvor • Angela Duncan <p><i>(that Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Jamie-Lee Kraley, Jason Shewchuk, John McIvor, and Angela Duncan be appointed to the Summer Village of Castle Island Subdivision and Development Appeal Board for a 3-year term)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<p>Page 50-69</p>	<p>e) Intermunicipal Collaboration Frameworks – Part 17.2 of the <i>Municipal Government Act</i> outlines the requirements for municipalities to enter into Intermunicipal Collaboration Frameworks (ICF's) with each municipalities that they share a border with. Initial Agreements had to be signed by April 1st, 2020 (Section 708.25). In April 2023 Ministerial Order MSD:024/23 was signed, which allows for an additional 2 years to complete the first review of the ICF Agreements; if the renewal date is not stipulated in the original Agreement or it is mutually agreed to. Lac Ste. Anne County has sent a letter requesting that the timeline be extended until March 31st, 2027, as allowed in the Ministerial Order, and further that the review begin sooner rather than later. Castle Island's ICF with Lac Ste. Anne County</p>

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		<p>says that the ICF will be reviewed "as required" except recreation which shall be reviewed every 5 years.</p> <p><i>(that the deadline to review the Intermunicipal Collaboration Framework Agreement between the Summer Village of Castle Island and Lac Ste. Anne County be extended to March 31st, 2027, as permitted by Ministerial Order MSD:024-23)</i></p> <p><i>or</i></p> <p><i>(that the February 14th, 2025 correspondence from Lac Ste. Anne Co9unty regarding the Intermunicipal Collaboration Framework be accepted for information and further, that the Summer Village of Castle Island does not agree to extend the timeline to review the Agreement)</i></p> <p><i>or</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<p><i>Pages 70-102</i></p>	<p>f) Fire Service Agreements – Fire Rescue International Ltd. and partners and Parkland Dispatch, there has been ongoing negotiation with Regional partners for a revamped regional fire service that will replace the Onoway Regional Fire Service model post March 7th, 2025. Council, along with the Councils of other regional municipalities have finalized the agreements for the new model and the Council of Castle Island has indicated their approval as presented.</p> <p><i>(that Council approve the Fire Service Agreement with Fire Rescue International Ltd, Alberta Beach and the Summer Villages of Castle Island, Nakamun Park, Silver Sands, Southview and Val Quentin as previously presented and ratify execution of same by Mayor Kupchenko)</i></p> <p><i>and</i></p> <p><i>(that Council approve the Parkland Dispatch Service Agreement with Parkland County as previously presented and ratify execution of same by Mayor Kupchenko)</i></p> <p><i>Or</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>

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Pages 103-105	g)	<p>Lac Ste. Anne County Home Support Program – please refer to the attached January 31st, 2025 email on the noted program provided by Lac Ste. Anne County. Currently there are no clients in the program from Castle Island and therefore an agreement is not required at this time, unless Council wishes otherwise. If required in the future, this could be renegotiated.</p> <p><i>(that the information provided by Lac Ste. Anne County with respect to their Home Support Program be accepted for information)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Pages 106-108	h)	<p>Freedom of Information and Protection of Privacy Act (FOIPP) Changes and New Privacy and Access to Information Legislation – the Government of Alberta recently passed legislation that will expand the scope of FOIPP and break the legislation down into three independent but complimentary Acts: Access to Information Act (AIA), Protection of Privacy Act (POPA) and Personal Information Protection Act (PIPA). Only the first two AIA and POPA relate to municipalities. While there will be some administrative changes that will need to be made with the change to the new Acts, the larger challenge is that POPA requires municipalities to adopt a "Privacy Management Program" which includes updated policies and procedures at the local level. The Summer Village of Nakamun Park has engaged legal counsel, Michelle Gallagher with Patriot Law, to prepare a plan that will meet the new requirements. They are inviting other Summer Villages, if they are interested in sharing in the cost. It is estimated that the total cost to draft everything will be \$3,500, which would be split amongst participating Summer Villages.</p> <p><i>(that the Summer Village of Castle Island will partner with the Summer Village of Nakamun Park to engage legal counsel to investigate and prepare the requirements for compliance with the new privacy legislation, Access to Information Act (AIA) and Protection of Privacy Act (POPA), specifically as it relates to a comprehensive Privacy Management Plan)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Pages 109-135	i)	<p>North 43 Lagoon Commission Agreement – it was requested that this item be placed on the agenda again in an attempt to finalize the agreement between the North 43 Lagoon Commission and the Summer Village of Castle Island. This has been discussed prior several times, however we</p>

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		<p>have received a request from the Commission to finalize this. As referenced by legal counsel opinion, administration is recommending the following:</p> <p><i>(that the Summer Village of Castle Island advise that North 43 Lagoon Commission that the Agreement MUST be amended to include:</i></p> <ul style="list-style-type: none"> ➤ <i>Clarification of "the Lands" as an area within 1 meter of the gazebo structure</i> ➤ <i>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</i> ➤ <i>Include in the Agreement that a dispute resolution mechanism outlining mediation followed by arbitration if necessary)</i> <p><i>or</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	j)	<p>April Meeting – as Castle Island does not have a meeting in April, we need to schedule a Special Meeting to pass the Special Tax and Tax Bylaws. This should not be a long meeting, however it is required to allow tax notices to go out in May. We will also schedule the presentation of the Financial Statements at this meeting.</p> <p><i>(direction as given by Council at meeting time)</i></p>
Page 136-167	k)	<p>The Summer Village of Castle Island has received a letter of non-compliance from Inspections Group for the gazebo. The remaining outstanding item was to be addressed some time ago, however we have never received the required documentation. We need a site plan with dimensions, a letter of review stamped by an engineer and signed structural drawings from the engineer. The original Request for Quotation indicated that the contractor was responsible for all permits; when his quote came in, he had a clause that said he would not be responsible for permits so it was submitted under the Summer Village of Castle Island. As it was a commercial build, it was advised that the applicant had to be the contractor so we resubmitted it under C & C Construction. Once we were made aware of the requirement of the deficiency of documentation, we added another \$3,600 to the gazebo budget to offset the costs as per Rick Arndt. This was never completed and because there was quite a sum of money invested in the project, we closed the project to ensure grant funding would come in. I am not certain how/if this may affect insurance on the structure should we ever have a claim as well, if there is a cost now, the Summer Village will be responsible to pay these.</p>

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			<i>(direction as given by Council at meeting time)</i>
		i)	<p>New Councillor Orientation – amendments have been made to the <i>Municipal Government Act</i> which impacts new Councillor orientation. Section 201.1 says that the Municipality must offer, and each Councillor must attend, Councillor orientation training, which is to be offered in two parts. Part 1 must be completed prior to the Organizational meeting and Part 2 must be completed prior to the first regular meeting. The timeline for Part 2 can be extended by 90 days with a motion of Council; there is no option to extend Part 1. Administration is working on organizing both parts of the orientation and tentative costs have been included in the 2025 draft budget. To allow maximum flexibility, administration is requesting that Council pass a motion allowing the 90-day extension for the delivery of Part 2.</p> <p><i>(that the timeline for Part 2 of the Councillor Orientation, as required by Section 201.1(1) of the Municipal Government Act RSA 2000 C M-26, be extended by 90 days, as allowed by Section 201.1(2)</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 final review of the draft 2025 Operating Budget for the Summer Village of Castle Island. This draft budget will require Council final approval as presented or with changes to ensure that tax rate bylaw can be passed in April.</p> <p><i>(that the 3rd and final review of the Draft 2025 Operating and Capital Budget be approved as presented with final changes, and that Administration prepare the Special Tax Bylaw and Tax Bylaw based on this budget)</i></p>
		k)	
		l)	
6.	<u>Council Reports:</u>	a)	Mayor Kupchenko
		b)	Deputy Mayor Smith

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		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)	February 28 th , 2025 Year to Date report – included with Draft Budget <i>(that the financial reports to February 28th, 2025 , as reviewed in the Draft Budget, be accepted for information)</i>
10.	<u>Correspondence</u> <i>Pages 168-169</i>	a)	2025 Education Property Tax – the education property tax provides Alberta's education system with a stable and sustainable source of revenue. The tax supports all public and separate school students and helps pay for basic instruction costs, including teacher salaries, textbooks and other classroom resources. After being frozen in 2024-2025, education property tax requisitions from 2.7 billion in 2024-25 to 3.1 billion in 2025-2026. The impact to the Summer Village of Castle Island is an increase from \$35,579 in 2024 to \$37,112 in 2025, an increase of 4%.
	<i>Pages 170-171</i>	b)	Ministerial Order – MAG:006/24, Designated Industrial Property (DIP) Requisition Assessment and 2024 & DIP Quick Facts
	<i>Pages 172-173</i>	c)	January 23 rd , 2025 letter from Alberta Municipal Affairs re: 2024 Tax Year Balances for the Provincial Assessment Rolls
	<i>Pages 174-175</i>	d)	January 24 th , 2025 letter from Alberta Municipal Affairs re: 2024 Tax Year – Reconciled Designated Industrial (DI) Property Requisition, Castle Island's Requisition is \$1.33 and as per Government Policy Credit, 2024 requisitions under \$1,000 are cancelled.
	<i>Pages 176-177</i>	e)	February 4 th , 2025 Notification that the Alberta Treasury Branch in Alberta Beach will be permanently closed on Friday, March 21 st , 2025 at 12 p.m.
	<i>Page 178</i>	f)	February 5 th , 2025 letter from Lac Ste. Anne County to Alberta Treasury Branches with regard to the closure of the Alberta Beach Agency and the impact on the community.

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Pages 179-180	g)	February 5 th , 2025 letter from the Village of Alberta Beach with regard to the closure of the Alberta Beach Agency and the impact on the community.
Pages 181-182	h)	Government of Alberta, Municipal Affairs – February 13 th , 2025 letter regarding deferral of the required Joint Use and Planning Agreements (JUPAs) with municipalities and school boards. This does not apply to Castle Island directly.
Page 183	i)	North 43 Lagoon Commission – February 11 th , 2025 letter offering inspections of the back-flow prevention valves on low-pressure sewer collection systems in the Summer Village. This was forwarded to all residents for consideration.
Page 184	j)	Town of Onoway, AFRRCS Radios – February 13 th , 2025 letter advising of how the AFRRCS Radios will be handled during the transition out of Onoway Regional Fire Services. Recall that all the partners received a grant to get these radios, then surrendered the care and control of same to ORFS to support the regional fire service, we are now getting them back and will transfer to the new service provider.
Page 185	k)	Wild Water Commission – February 12 th , 2025 advisement of the 2025 Annual General Meeting scheduled for April 29 th , 2025 at the Alberta Beach Seniors Centre.
Page 186	l)	Highway 43 East Waste Commission, Community Improvement Policy – advising that the Hwy 43 East will provide no charge tipping fee to municipalities who proceed with demolishing and removing tax sale properties, with caveats.
Pages 187-188	m)	February 26 th , 2025 letter from Municipal Affairs Minister Ric McIver re: Provincial Priorities Act
Pages 189-190	n)	February 27 th , 2025 letter from Municipal Affairs regarding Budget 2025.
		(accept for information)
11.	<u>Chief Administrative Officer Report</u>	<ul style="list-style-type: none"> a) To Do List – January 14th, 2025 b) 2025 Audit for 2024 c) North 43 Lagoon Commission – Return of Rate Stabilization \$4,023.66 d) e)

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			<i>(accept Chief Administrative Officer Report for information)</i>
12.	<u>Closed Session</u>		
13.	<u>Adjournment</u>		

Next Meetings: May 9th, 2025 Regional Municipalities Meeting 9:30 a.m. Alberta Beach
 May 20th, 2025 Regular Council Meeting