

SUMMER VILLAGE OF CASTLE ISLAND
ORGANIZATIONAL COUNCIL MEETING MINUTES
MONDAY, JUNE 16TH, 2025 AT 9:00 A.M.
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	PRESENT	Councillor: Jeff Elkow Councillor: Calvin Smith Councillor: Gary Guy Administration: Wendy Wildman, CAO (via zoom) Administrative Assistant: Diane Wannamaker Commissioner of Oaths, Angela Duncan Public attendance (in person): 0
1.	CALL TO ORDER	Chief Administrative Officer Wendy Wildman called the meeting to order at 9:00 a.m.
	SWEARING IN ALL OF COUNCIL	CAO Wildman recognized the results of the 2025 Election whereby Jeff Elkow, Calvin Smith and Gary Guy were elected by acclamation. Commissioner of Oaths, Angela Duncan administered the Councillor Oaths of Office and Jeff Elkow, Calvin Smith and Gary Guy assumed the office of Councillors.
	PART 1 COUNCILLOR ORIENTATION PRESENTATION 25-70	9:05 a.m. Alberta Summer Village Association – Mike Pashak – Part 1 Councillor Orientation Presentation – via zoom Mr. Pashak left the meeting at 9:41 a.m. MOVED by Councillor Smith that Councillors Elkow, Smith and Guy accept for information and acknowledge receipt and completion of Part 1 of the required Councillor Orientation.
2.	AGENDA 25-71	MOVED by Councillor Smith that the agenda for the June 16th, 2025 Organizational Meeting be approved as presented. CARRIED
3.	ELECTION (MAYOR)	CAO Wildman called for nominations for the Office of the Mayor of the Summer Village of Castle Island; Councillor Elkow nominated Councillor Smith CAO Wildman called for nominations for the Office of Mayor a second time; CAO Wildman called for nominations for the Office of Mayor a third time;

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	25-72	MOVED by Councillor Elkow that nominations for the Office of Mayor cease. CARRIED Councillor Smith was declared elected by acclamation to the Office of Mayor and took the Oath of Office and assumed the Chair.
4..	ELECTION (DEPUTY MAYOR) 25-73 Angela Duncan	Mayor Smith called for nominations for the Office of Deputy Mayor of the Summer Village of Castle Island; Mayor Smith nominated Councillor Elkow Mayor Smith called for nominations for the Office of Deputy Mayor a second time; Mayor Smith called for nominations for the Office of Deputy Mayor a third time; MOVED by Councillor Guy that nominations for the Office of Deputy Mayor cease. CARRIED Councillor Elkow was declared elected by acclamation to the Office of the Deputy Mayor and took the Oath of Office. Ms. Duncan left the meeting at 9:55 a.m.
5.	CONFIRMATION OF COMMITTEE APPOINTMENTS 25-74	MOVED by Deputy Mayor Elkow that the following Council committee and external appointments be confirmed: a) North 43 Lagoon Commission: Representative: Mayor Smith b) Summer Villages of Lac Ste. Anne County East: all of Council may attend, Voting Representative Mayor Smith, First Alternate Voting Representative is Deputy Mayor Elkow, Second Alternate Voting Representative is Councillor Councillor Guy

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		c) West Inter Lake District Regional Water Services Commission (Annual General Meetings and/or special all member meetings): all of Council may attend; Voting Representative Mayor Smith, First Alternate Voting Representative is Deputy Mayor Elkow, Second Alternate Voting Representative if Councillor Guy; d) Emergency Management Mayor Smith, alternate Gary Guy e) Yellowhead Regional Library: Representative Mayor Smith, Alternate Deputy Mayor Elkow CARRIED
6.	SIGNING AUTHORITY 25-75	MOVED by Deputy Mayor Elkow that Council confirm the signing authority to include all of Council (Mayor Smith, Deputy Mayor Elkow and Councillor Guy and for Administration, the Chief Administrative Officer (Wendy Wildman) and Administrative Assistant (Diane Wannamaker), with two signatures required on all financial instruments with one signature required from any member of Council and one signature required from Administration. CARRIED
7.	BANKING AUTHORITY 25-76	MOVED by Mayor Smith that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Castle Island. CARRIED
8.	ADMINISTRATION 25-77	MOVED by Mayor Smith that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Castle Island. CARRIED
9.	CAO APPOINTMENT 25-78	MOVED by Mayor Smith that Council confirm Wendy Wildman as Chief Administrative Officer for the Summer Village of Castle Island. CARRIED

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10.	MEETING DATES 25-79	MOVED by Mayor Smith that Council confirm that the meeting date for regular Council meetings be established as the third Monday of every other month starting at 9:00 a.m. to begin Monday, August 18th, 2025, hosted in the municipal office board room, 2317 Township Road 545 in Lac Ste. Anne County in Alberta; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website as an appropriate form of notification. CARRIED
11.	OFFICE LOCATION 25-80	MOVED by Mayor Smith that Council confirm the location of the municipal office for the Summer Village of Castle Island as 2317 Township Road 545 in Lac Ste. Anne County, Alberta. CARRIED
12.	FINANCIAL OFFICER AND ADMINISTRATIVE ASSISTANT 25-81	MOVED by Mayor Smith that Council confirm the appointment of Shelley Vaughan as Financial Officer and Diane Wannamaker as Administrative Assistant as designated officers for the Summer Village of Castle Island. CARRIED
13.	CONFIRMATION OF AUDITOR APPOINTMENT 25-82	MOVED by Mayor Smith that Administration request quotes from several Municipal Audit firms and that the appointment of municipal auditor be deferred to the next regular Council meeting, August 18th, 2025. CARRIED
14.	SOLICITOR 25-83	MOVED by Mayor Smith that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor for the Summer Village of Castle Island. CARRIED

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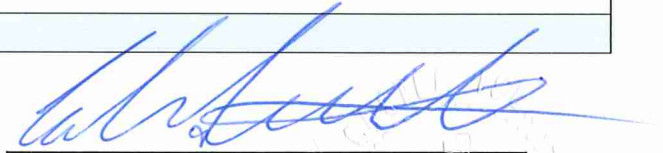
15.	ASSESSOR 25-84	MOVED by Mayor Smith that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Travis Horne as municipal assessor, a designated officer position for the Summer Village of Castle Island. CARRIED
16.	ASSESSMENT REVIEW BOARD 25-85 25-86	MOVED by Mayor Smith that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite). CARRIED MOVED by Mayor Smith that Assessment Review Board Panelists and Administration appointments be confirmed as: Gerryl Amorin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Castle Island; Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meir and Raymond Ralph as certified panelists; and Richard Ralph the Designated Chair for the Assessment Review Board for 2025. CARRIED
17.	ATI & POP COORDINATOR 25-87	MOVED by Mayor Smith that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the Access to Information and Protection of Privacy Coordinator for the Summer Village of Castle Island. CARRIED
18.- 21.	LEGISLATIVE 25-88	MOVED by Mayor Smith that Council acknowledge as received, and here now reviewed, the following notable Bylaw and Policies: Bylaw 2025-05, being the duly passed Procedural Bylaw Policy C-COU-PAR-1, being the duly passed Public Participation Policy Policy – being the duly passed Remuneration Policy CARRIED

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	25-89	MOVED by Mayor Smith that Council acknowledges they have received and here now reviewed Section 208 of the <i>Municipal Government Act</i>, specifically the list of Performance of Major Administrative Duties of the municipality. CARRIED
22. & 23.	DEVELOPMENT & SUBDIVISION AND DEVELOPMENT APPEAL BOARD 25-90 25-91 25-92	MOVED by Mayor Smith that the appointment of Development Officer for the Summer Village of Castle Island, being in part the Development Authority, as provided for under the Land Use Bylaw be deferred to the August 18th, 2025 Council meeting. CARRIED MOVED by Mayor Smith that Council confirm Milestone Municipal Services as Subdivision and Development Appeal Board services provider and the appointment of Emily House, Janet Zaplotinsky and Cathy McCartney as Subdivision and Development Appeal Board Clerks, as designed officer positions for the Summer Village of Castle Island. CARRIED MOVED by Mayor Smith that Council appoint and confirm the following pool of individuals (as provided through agreement with the Subdivision and Development Appeal Board services provider): Denis Meier Rainbow Williams John Roznicki Chris Zaplotinsky Tony Siegel Jamie-Lee Krale Jason Shewchuk John McIvor Angela Duncan CARRIED

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24.	FIRE PROTECTION 25-93	MOVED by Mayor Smith that Council confirms the engagement of the Alberta Beach Regional Fire Services as Fire Protection services provider for Castle Island; confirm Fire Chief David Ives as Fire Chief, respective of the terms of the service agreement and subsequent supplementary aid agreements; and that Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire protection purposes. CARRIED
25.	DIRECTOR OF EMERGENCY MANAGEMENT 25-94	MOVED by Mayor Smith that the appointment of the Municipal Director of Emergency Management for the Summer Village of Castle Island be deferred to the August 18 th , 2025 regular Council meeting. CARRIED
26.	ADJOURNMENT	The meeting adjourned at 10:20 a.m.



Mayor Calvin Smith



Chief Administrative Officer