

# SUMMER VILLAGE OF ISLAND LAKE AGENDA

Monday, November 21, 2023

Via Zoom

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

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1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	<b>November 21<sup>st</sup>, 2023 Regular Council Meeting</b>  <b>Council Options</b> <ol style="list-style-type: none"> <li>1. THAT Council approve the November 21<sup>st</sup>, 2023, Regular Council Meeting Agenda as presented.</li> <li>2. THAT Council approve the November 21<sup>st</sup>, 2023, Regular Council Meeting Agenda as amended.</li> </ol>
3.	<u>Minutes:</u>  <i>Attachments</i>	a)	October 17 <sup>th</sup> , 2023 Regular Council Meeting Minutes  <b>Council Options</b> <ol style="list-style-type: none"> <li>1. THAT Council approve the October 17<sup>th</sup>, 2023, Regular Council Meeting Minutes as presented.</li> <li>2. THAT Council approve the October 17<sup>th</sup>, 2023, Regular Council Meeting Minutes as amended.</li> </ol>
4.	<u>Appointments or Delegation</u>	a)	Island Lake Historical and Improvement Society 5:05 p.m. Jamie McIntosh  <b>Council Options</b> <ol style="list-style-type: none"> <li>1. THAT the presentation from the Island Lake Historical and Improvement Society be received for information.</li> <li>2. THAT Council .....</li> </ol>
		b)	Morrison Hershfield Climate Adaptation and Resilience Plan 5:10 Matthew Pittana  <b>Council Options</b> <ol style="list-style-type: none"> <li>1. THAT Council accept the Climate Adaptation and Resilience Plan as presented.</li> <li>2. THAT Administration .....</li> </ol>

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November 21<sup>st</sup>, 2023 Regular Meeting Agenda Page 2/8

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		<ol style="list-style-type: none"><li>1. Application Form – we could not find one though it was mentioned as Condition 1 of the Rental Agreement.</li><li>2. Condition 5 mentions AB Gaming and Liquor Permits and Party Alcohol Liability Insurance, if this is listed as condition, copies should be submitted to the office prior to signed permit, before the events are allowed to take place.</li><li>3. Condition 7 mentions Liability Insurance protection is the responsibility of the booking party and also mentions waivers to be signed by participants; again this should be submitted to the office.</li><li>4. The ball diamond is a fairly small area, should there be an occupancy limit to the number of RV units to have on site?</li><li>5. Fees – there is no mention of fees for the rentals in the agreement. Is the area provided free of charge? If so, how do we charge back cleaning fees, damages, etc. to the group as stated in Conditions 8 and 9.</li><li>6. It seems that public urination and excessive garbage are two of the most prevalent complaints about groups using the area. Do we need to require a number of porta-potties and garbage cans to be supplied by the groups. (i.e. one toilet and 2 garbage containers for every 5 units?)</li></ol> <p><b>Council Options</b></p> <ol style="list-style-type: none"><li>1. THAT Administration draft an updated policy and process, along with appropriate fees for review by Council.</li><li>2. THAT the information on Ball Diamonds/Park Rentals be received for information.</li><li>3. THAT.....</li></ol>
Attachment	c)	<p><b>Reserve Area Parking</b></p> <p>At the October 17<sup>th</sup>, Council meeting Administration was tasked with bringing the reserves and parks Bylaw 209-05 to Council for review. The Bylaw is attached to agenda package for review and updates as required.</p> <p>Administration feels the bylaw to be very clear on what can be done on the reserves and possibly needs enforced.</p> <p><b>Council Options</b></p> <ol style="list-style-type: none"><li>1. THAT Administration work with Bylaw to inspect the reserves and start enforcement action.</li><li>2. THAT Administration inspect reserves and work with residents through an education program.</li><li>3. THAT the Bylaw 209-05 be received for information.</li><li>4. THAT.....</li></ol>

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<i>Attachment</i>	d)	<p><b>Athabasca County Enforcement</b></p> <p>At the October 17<sup>th</sup>, 2023 Council meeting Administration was tasked with working on the complaint form link with Athabasca County. In efforts to have the link updated, Administration spoke with Athabasca County and reviewed the documentation on contract.</p> <p>The Agreement expires on December 15, 2023 and will need renewed should Council so desire.</p> <p>The County wishes to continue to use the current process of having all complaints submitted through Administration, and this can be accomplished easily enough by adding a submit button to the form.</p> <p>The County also has a 24-hour complaint line registered to their web-site (587-746-0647) to speak with a dispatcher. Please note enforcement staff are not available 24 / 7 and work at various times. An officer will get back to you as soon as they are available.</p> <p>The web also indicates if you are reporting a criminal complaint or complaint involving a weapon, to contact the RCMP Detachment of 9-1-1.</p> <p>Athabasca County is not a response service, but rather a patrol or investigative service.</p> <p><b>Council Options</b></p> <ol style="list-style-type: none"><li>1. THAT Administration renew agreement with Athabasca County.</li><li>2. THAT Administration update the forms on the web to include the submit option.</li><li>3. THAT Administration provide Athabasca County the Summer Village priorities for the year.</li><li>4. THAT Administration develop an education program regarding the Bylaws in the Summer Village.</li><li>5. THAT.....</li></ol>
<i>Attachment</i>	e)	<p><b>Next Generation 9-1-1</b></p> <p>Administration has completed the review of the requirements of the agreement and has spoken with the dispatch agencies to ensure we are compliant in our contracts.</p>

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			<p>Administration has been working with AMDSP, to ensure our maps will be compliant. There is a bit of work to do; on Street Names and numbering, but we will get it done. AMDSP is contracted to provide the maps at no cost to Villages and Summer Villages.</p> <p><b>Council Options</b></p> <ol style="list-style-type: none"> <li>1. THAT Administration be authorized to sign and seal the Next Generation 9-1-1 Agreement.</li> <li>2. THAT Administration provide further information.</li> </ol>
	<p><i>Attachment sent under separate cover FOIP Sections 16 &amp; 18</i></p>	f)	<p><b>Subdivision and Appeal Services Agreement</b></p> <p>At previous meeting Council asked Administration to review the agreement for Subdivision and Development Appeal Board Services.</p> <p>The agreement was signed August 13, 2019 with a minimum of three years. The agreement can be terminated with 6 months notice prior to January 1, of the upcoming year.</p> <p>The Coordinator is responsible for coordinating the members of the hearing panel.</p> <p>The annual fee is \$300.00 as well as costs for hearings as established in the agreement.</p> <p><b>Council Options</b></p> <ol style="list-style-type: none"> <li>1. THAT the information on the Subdivision and Development Appeal Board be received as information.</li> <li>2. THAT.....</li> </ol>
8.	<p><b><u>Financial</u></b></p> <p><i>Forwarded under separate cover.</i></p>	a)	<p><b>October 31<sup>st</sup>, 2023 Income and Expense Statement</b></p> <p>The October 31<sup>st</sup> 2023 Income Statement shows an overage in insurance; Administration has identified 2 transactions as auto withdrawals and has started looking into what the fees were for. It is possible that the withdrawals are for 2024 prepaid expenses or were coded to the incorrect accounts.</p> <p><b>Council Options</b></p> <ol style="list-style-type: none"> <li>1. THAT the October 31<sup>st</sup>, 2023 Income and Expense Statement be received for information.</li> <li>2. THAT Administration .....</li> </ol>

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<i>Attachment</i>	b)	<b>3 Year Operating Plan</b>  As reported at the October meeting, there are 2 documents that are required to be submitted to meet the requirements of the Municipal Accountability Program, one of which is the 3 Year Operating Plan.  As this is a plan, it is subject to change annually.  Administration has included a draft of 3 Year Plan that can be sent to Municipal Affairs.  Now that the document is created it will be quite simple to update and provide on an annual basis.  <b>Council Options</b> <ol style="list-style-type: none"><li>1. To approve the 3 Year Operating Plan as presented.</li><li>2. To approve the 3 Year Operating Plan as amended.</li></ol>
<i>Attachment</i>	c)	<b>5 Year Capital Plan</b>  As reported at the October meeting, there are 2 documents that are required to be submitted to meet the requirements of the Municipal Accountability Program, one of which is the 5 Year Capital Plan.  As this is a plan, it is subject to change annually.  Administration has included a draft of 5 Year Capital Plan that can be sent to Municipal Affairs.  Now that the document is created it will be quite simple to update and provide on an annual basis.  <b>Council Options</b> <ol style="list-style-type: none"><li>1. THAT Council approve the 5 Year Capital Plan as presented.</li><li>2. THAT Council approve the 5 Year Capital Plan as amended.</li></ol>
<i>Attachment</i>	d)	<b>2024 Proposed Operating Budget</b>  The MGA requires that Council pass an operating or interim operating budget prior to the end of the calendar year.

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		e)	<p>Administration is presented a proposed operating budget for Council review and changes.</p> <p><b>Council Options</b></p> <ol style="list-style-type: none"> <li>1. THAT Council approve the interim 2024 budget as presented.</li> <li>2. THAT Council approve the interim 2024 budget as amended,</li> <li>3. THAT.....</li> </ol> <p><b>MSI Grant Status</b></p> <p>As part of the review work for the 5 Year Capital Plan and the transition from MSI to LGFF, administration has made certain that there is no outstanding MSI Capital funds from 2019 or prior that need to be returned to the Provincial Government. The 2023 SFE will report on the Elks Service Road and Tranquil Drive Upgrades and the Boat Launch Upgrades.</p> <p><b>Council Options</b></p> <ol style="list-style-type: none"> <li>1. That the information on Grants be received for information.</li> </ol>
9.	<u><b>Councillors' Reports</b></u>	a) <b>Mayor Newton</b>  b) <b>Deputy Mayor Fisher</b>  c) <b>Councillor Wasmuth</b>	
10.	<u><b>Administration Reports</b></u>	a)	<p><b>Administration</b></p> <p>We have been working on the following items:</p> <ul style="list-style-type: none"> <li>• Assisting residents on various issues and concerns, including assistance with tax payment plans, penalties and outstanding balances.</li> <li>• Catching up on bank reconciliations</li> <li>• Municipal Accountability Program requirements</li> <li>• MGA requirements</li> <li>• Tax Penalties</li> </ul>

**SUMMER VILLAGE OF ISLAND LAKE  
AGENDA**

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		b)	<b>Summer Village Inspections</b> Administration has completed two site visits since the last meeting and have found nothing of note.
		c)	<b>Outstanding from previous Meeting</b> October 17, 2023 <ol style="list-style-type: none"><li>1. Safe Boating requirements in newsletter</li><li>2. Complaint form<ol style="list-style-type: none"><li>a. Direction from Council</li></ol></li><li>3. LGA Requirement in NG 911 Agreement</li><li>4. Letter to Mr. Kuprowsky<ol style="list-style-type: none"><li>a. In contact with Mr. Kuprowski to keep him updated with progress.</li></ol></li><li>5. CPO Services Followup<ol style="list-style-type: none"><li>a. Direction from Council</li></ol></li></ol>
	<b><u>Communication and Correspondence</u></b>		N/A
<b>12.</b>	<b><u>Closed Session</u></b>		N/A
<b>13.</b>	<b><u>Next Meeting</u></b>		Next Meeting is scheduled for December 19 <sup>th</sup> , at 5:00 p.m. via zoom.
<b>14.</b>	<b><u>Adjournment</u></b>		

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Next Meetings:



SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 17, 2023  
WESTLOCK INN

Council: Mayor Newton  
Deputy Mayor Fisher  
Councillor Wasmuth

Administration: Chief Administrative Officer, Phyllis Forsyth  
Administrative Assistant, Les Forsyth

1.	<b>CALL TO ORDER</b>	Mayor Newton called the meeting to order at 5:00 p.m.
2.	<b>AGENDA</b> <b>23-187</b>	<p><b>MOVED</b> by Mayor Newton that the October 19, 2023, Regular Meeting Agenda be approved with the following additions:</p> <p>Additions:  7 b) SDAB Review  7 c) Motion Lists</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> <b>23-188</b>	<p><b>MOVED</b> by Deputy Mayor Fisher that the September 19, 2023, Regular Council Meeting Minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS or DELEGATIONS</b>  <b>23-189</b>         <b>23-190</b>	<p><b>Terry Kuprowsky</b></p> <p><b>MOVED</b> by Deputy Mayor Fisher the presentation by Mr. Kuprowsky be received for information.</p> <p>Mr. Kuprowsky left the meeting at 5:28 p.m.</p> <p><b>NG 9-1-1</b></p> <p><b>MOVED</b> by Mayor Newton that Administration review the requirements in the NG 9-1-1 agreement and ensure they are properly reflected in the service providers contracts; further this information is communicated back to Council.</p>

SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 17, 2023  
WESTLOCK INN

5.	<b>PUBLIC HEARINGS</b>	N/A
6.	<b>BYLAWS</b>	N/A
7.	<b>BUSINESS</b>	<b>Signing Authority</b>
	23-191	<b>MOVED</b> by Mayor Newton that Phyllis Forsyth be added to the ATB Bank as authorized signer and Wendy Wildman be removed from the ATB Bank.  <b>CARRIED</b>
		<b>Subdivision and Development Appeal Board</b>
	23-192	<b>MOVED</b> by Councillor Wasmuth that administration review current contract and provide report and options for the SDAB Board makeup.  <b>CARRIED</b>
		<b>Motions Listing</b>
	23-193	<b>MOVED</b> by Councillor Wasmuth that the active motion list prepared by previous administration and provided to current administration be updated and provided to Council.  <b>CARRIED</b>
		<b>Letter of Response</b>
	23-194	<b>MOVED</b> by Councillor Wasmuth that Administration prepare a draft letter of response to Mr. Kuprowsky for review of Council to go out under the signature of Mayor Newton.  <b>CARRIED</b>
		<b>229 Lakeshore Drive</b>
	23-195	<b>MOVED</b> by Councillor Wasmuth that Administration follow up with the Inspections Group regarding the results of all inspections on 229 Lakeshore Drive and the costs billed to the Summer Village of Island Lake for these inspections compared to the costs if proper permitting had been proceeded with for the Garage/Boathouse/Accessory Building by the owners and report back to Council.

SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 17, 2023  
WESTLOCK INN

8.	<b>FINANCIAL REPORT</b>	
	<b>23-196</b>	<b>September 30, 2023, Income and Expense Statement</b>  <b>MOVED</b> by Deputy Mayor Fisher that Administration submit only the information to September 30, 2023, to Council via email.  <b>CARRIED</b>
	<b>23-197</b>	<b>MOVED</b> by Councillor Wasmuth THAT Administration research all line items of Income and Expenses questioned by Council and provide explanations for variance (from August 31, 2023, statement) to Council at earliest opportunity.  <b>CARRIED</b>
9.	<b>COUNCIL REPORTS</b> <b>23-198</b>	<b>MOVED</b> by Mayor Newton that Council accept the Council Reports for information.  <b>CARRIED</b>
10.	<b>ADMINISTRATION REPORTS</b> <b>23-199</b>	<b>MOVED</b> by Mayor Newton that Council accept the Administration Report for information.  <b>CARRIED</b>
11.	<b>INFORMATION &amp; CORRESPONDENCE</b> <b>23-200</b>	<b>Municipal Accountability Program</b>  <b>MOVED</b> by Mayor Newton that the Information and Correspondence items be received for information.  <b>CARRIED</b>
12.	<b>CLOSED MEETING</b>	N/A

SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 17, 2023  
WESTLOCK INN

13.	<b>NEXT MEETING</b>	Next meeting is scheduled for November 21, 2023, at 5:00 p.m. via zoom.
14.	<b>ADJOURNMENT</b>  <b>23/201</b>	<b>MOVED</b> by Mayor Newton that the Regular Council meeting for the Summer Village of Island Lake for October 17, 2023, be adjourned at 7:22 p.m.

\_\_\_\_\_  
Mayor, Chad Newton

\_\_\_\_\_  
Chief Administrative Officer, Phyllis Forsyth

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**THIS IS A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE  
PROVINCE OF ALBERTA, TO BE KNOWN AS THE  
SUMMER VILLAGE OF ISLAND LAKE FEES & CHARGES BYLAW.**

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WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS the Summer Village of Island Lake wishes to establish, in a bylaw, certain fees and charges.

NOW THEREFORE, the Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw may be cited as the "FEES & CHARGES BYLAW".
2. The rates and fees for the Summer Village of Island Lake are as set out in Schedule "A" attached to and forming part of this bylaw.
3. The Council of the Summer Village of Island Lake may, by resolution, waive or excuse a person or persons from paying all or part of a fee or charge that is set out in Schedule "A" where Council assesses, in their discretion, that the circumstances warrant such waiver or excusal. For certainty, this power is in addition to the authority granted to the Chief Administrative Officer, as the head of the public body under the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 (the "Act"), to excuse a person from paying all or part of a fee under that Act.
4. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
5. Bylaw No. 05-2019 is repealed upon this bylaw passing and coming into full force and effect.
6. This bylaw shall come into force and have effect on the date of the third and final reading.

Read a first time on this 15th day of September, 2020.

Read a second time on this 15<sup>th</sup> day of September, 2020.

Unanimous Consent to proceed to third reading on this 15<sup>th</sup> day of September, 2020.

Read a third and final time on this 15<sup>th</sup> day of September, 2020.

Signed this 15<sup>th</sup> day of September, 2020.

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26  
Part 1, Section 8 Establishing Fees

<b>Summer Village of Island Lake</b>	
<b>Schedule “A” – The Fees Schedule</b>	<b>Page 1 of 3</b>
<b>SERVICES OTHER THAN UNDER THE <i>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</i> RSA 2000, c F-25 (“FOIP ACT”):</b>	
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$10.00
COST OF COPIES PER COPY	\$0.25
SPECIAL SERVICES RATE PER HOUR	\$75.00
(Special services rate applies to all inquiries for information that takes in excess of fifteen minutes to acquire. Estimates will be given under the \$10.00 fee.)	
TAX CERTIFICATES	\$25.00
COMPLIANCE CERTIFICATES	
-Standard	\$75.00
-Rush	\$150.00
ASSESSMENT APPEAL FEE (Refundable if applicant is successful.)	\$50.00
SUBDIVISION OR DEVELOPMENT APPEAL FEE	\$200.00
SUBDIVISION OR DEVELOPMENT APPEAL FEE (Adjoining neighbor.)	\$100.00
LOT CONSOLIDATION FEE	\$750.00
LAND USE BYLAW AMENDMENT FEE	\$1,000.00
<b><u>DEVELOPMENT PERMITS:</u></b>	
SINGLE FAMILY DWELLING	\$300.00
GUEST HOUSE	\$300.00
ACCESSORY BUILDING – GAZEBO OR SHED	\$150.00
ACCESSORY BUILDING – DETACHED GARAGE	\$300.00
GROUND LEVEL DECKS OR STRUCTURES	\$150.00
ADDITIONS TO DETACHED DWELLINGS	\$300.00
RECREATIONAL VEHICLE AND PARKING PAD	\$150.00
SEPTIC SYSTEM AND HOLDING TANKS	\$75.00
BOAT HOUSE	\$150.00
HOME OCCUPATION	\$150.00
VARIANCE (IN ADDITION TO THE FEE FOR THE STUCTURE)	\$150.00

Municipal Government Act RSA 2000 Chapter M-26  
Part 1, Section 8 Establishing Fees

<b>Summer Village of Island Lake</b>	
<b>Schedule “A” – The Fees Schedule</b>	<b>Page 2 of 3</b>
SIGNS	\$75.00
DEMOLITION PERMITS	\$75.00
COMMERCIAL	\$200.00
MAXIMUM DEVELOPMENT PERMIT FEE FOR MULTIPLE BUILDINGS OR STRUCTURES SUBMITTED ON ONE APPLICATION	\$500.00
<b><u>ADDITIONAL FEES FOR DEVELOPMENT PERMITS FOR “AS BUILT” OR AFTER CONSTRUCTION HAS STARTED:</u></b>	
DOUBLE THE FEE(S) OUTLINED ABOVE	
<b><u>SAFETY CODE PERMITS</u></b>	
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY
PLUMBING PERMITS	CODES
GAS & HEATING PERMITS	PROVIDER
REMOVAL OF STOP WORK ORDER	\$500.00
<b><u>DOCKS ON MUNICIPAL PROPERTY:</u></b>	
(Policy #2015-01 Management of Municipal Property-Waterfront)	
Registration and Annual application	\$0.00
Failing to remove by Sept 30 <sup>th</sup> , Failing to register	
-first offence*	\$50.00
-second offence*	\$250.00
-third offence*	\$500.00
*plus the cost of removal of the structure	

Municipal Government Act RSA 2000 Chapter M-26  
Part 1, Section 8 Establishing Fees

<b>Summer Village of Island Lake</b>	
<b>Schedule “A” – The Fees Schedule</b>	<b>Page 3 of 3</b>
<b>SERVICES RELATED TO REQUESTS UNDER THE <i>FOIP</i> ACT OTHER THAN THE INITIAL APPLICATION FEE WHERE THE FEES ESTIMATED BY THE SUMMER VILLAGE EXCEED \$150.00 AND SUCH FEES ARE PERMITTED BY THE <i>FOIP</i> ACT AND REGULATIONS*</b>	
For searching for, locating and retrieving a record	\$6.75 per ¼ hour
For producing a record from an electronic record – computer processing and related charges	Actual cost
For producing a record from an electronic record – computer programming	Actual cost up to \$20.00 per ¼ hour
For producing a copy of a paper record – photocopies and computer printouts – black and white up to 8 ½” x 14”	\$0.25 per page
For producing a copy of a paper record – photocopies and computer printouts – other formats	\$0.50 per page
For producing a copy of a paper record - from microfiche or microfilm	\$0.50 per page
For producing a copy of a paper record - plans and blueprints	Actual cost
For producing a copy of a record by duplication from microfiche or microfilm	Actual cost
For producing a copy of a record by duplication from computer disks	\$5.00 per disk
For producing a copy of a record by duplication from computer tapes	Actual cost
For producing a copy of a record by duplication from slides	\$2.00 per slide
For producing a copy of a record by duplication from audio and video tapes	Actual cost
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 4” x 6”	\$3.00
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 5” x 7”	\$6.00
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 8” x 10”	\$10.00
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 11” x 14”	\$20.00
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 16” x 20”	\$30.00
For producing a copy of a record by any process or in any medium or format not listed above	Actual cost
For preparing and handling a record for disclosure	\$6.75 per ¼ hour
For supervising the examination of a record	\$6.75 per ¼ hour
For shipping a record or a copy of a record	Actual cost
* The CAO, as head of the public body, has the authority to excuse an applicant from paying all or part of a fee for such services in accordance with the <i>FOIP</i> Act.	





**Rental Agreement**

**Ball Diamond/Park**

I, \_\_\_\_\_ representing \_\_\_\_\_ confirm that I am the representative of the named group and that I have read this Agreement and my organization will abide by the following conditions:

**Conditions of Use:**

1. Use of the ball diamond shall be confined to the area(s) stated on the application.
2. All rentals must be completed by 11:00 p.m. with the exception of Friday and Saturday evenings where the time will be extended to 12:00 midnight.
3. Each group using the ball diamond shall name one person to be responsible, and this person must sign the Rental Agreement. Groups must supply adequate supervision and traffic control while on Village property.
4. This Agreement is not transferable.
5. Groups serving or selling liquor shall be required to obtain the proper Alberta Gaming and Liquor Commission permit and be responsible to follow the regulations of the Alberta Gaming and Liquor Commission. No liquor is permitted on the ball diamond. Party Alcohol Liability (PAL) insurance is required for any event serving alcohol.
6. The booking party shall be responsible for the care, custody and control of the premises and shall also be responsible for the safekeeping and safety of the people on the premises during the booking.
7. The booking party shall be responsible to provide their own liability insurance protection. The Summer Village of Island Lake will not be responsible for injuries occurring on the property. The booking party will indemnify the Summer Village of Island Lake for any claims due to the renting party's negligence. Waivers must be provided for all adult players and consent of risk forms for minors.
8. Should there be any damage or breakage to the ball diamond, the booking party shall be responsible to pay for any repair or replacement costs and assume responsibility for the actions of the group.
9. If the ball diamond and area are not cleaned by the booking party, to the satisfaction of the Village, costs to the Village for clean up will be the responsibility of the booking party.
10. The Village reserves the right to cancel bookings.
11. The booking party accepts the diamond/outdoor area in an "as is" condition and it is the team and individual players responsibility to familiarize themselves with the conditions and hazards on the field and in the vicinity.
12. **Rental of port-a-potties are the responsibility of the renter.**

### ***Summer Village of Island Lake – Ball Diamond/Park Rental Agreement***

13. Dogs/pets are not allowed in the park unless leashed at all times and the booking party is responsible to ensure all pet owners clean up after their pets.
14. If you are planning an event open to the public, please consult Alberta Health Services – Environmental Public Health at [https://www.albertahealthservices.ca/eph/Page\\_13999.aspx](https://www.albertahealthservices.ca/eph/Page_13999.aspx) for information and guidelines necessary to organize and host a special event. Notification and approval must be obtained via AHS.
15. Emergency Phone Numbers: Fire, Ambulance, Police – **911**.
16. The renter hereby releases, indemnifies (and save harmless) the Village against any claim or damage of any nature incurred by use of the rented diamond and park utilized. The Village shall not be liable in any way for personal injuries or damage to the property of the rental group, the group's guests, invitees, agents, employees, contractors or any other person(s) save and except for such injuries or damages as are caused by the gross negligence of the Village in the ball diamond and area contracted for herein. In any event, the liability of the Village and any other and any other incurred expenses shall not exceed the total amount of the general comprehensive liability of the comprehensive liability policy of the Village and it is expressly agreed that the Village shall in no event be liable for special, indirect or consequential damages.
17. In the case of inclement weather, the renter shall have the right to reschedule their rental if they contact the Village prior to 48 hours before the rental date(s).
18. This Rental Agreement shall be governed by and construed in accordance with the laws of the Province and Country in which the rental takes place.
19. This Rental Agreement represents the entire understanding of the parties hereto with respect to the subject matter hereof. All prior discussions are merged herein and superseded hereby.

**Summer Village of Island Lake – Ball Diamond/Park Rental Agreement**

**RENTERS AGREEMENT & RESPONSIBILITY**

I have read, understand and agree to comply with the Ball Diamond/Park located at Plan 3857KS, Block 1, Plan R (Roll #341) Rules and Regulations.

Renter: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ home \_\_\_\_\_ cell \_\_\_\_\_ business \_\_\_\_\_

Representing (Group Name if Applicable): \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_

Time(s): \_\_\_\_\_

Purpose: \_\_\_\_\_

This Agreement signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Summer Village of Island Lake

\_\_\_\_\_  
Renter

As the before mentioned renter, the individual signing the Summer Village of Island Lake Ball Diamond/Park Rental Agreement, is responsible for the Village ball diamond and park area and ensure that all rules and regulations are followed from the event start time to the event completion time as stated in the contract. This signed and dated Rental Agreement must be sent or returned to the Summer Village of Island Lake.

*The renter shall indemnify the Summer Village of Island Lake, its agents and employees, from and against any claims, demands, losses, damages, actions, suits or proceedings by third parties that arise out of a private booking of the Ball Diamond/Park, unless proven to be directly caused from gross negligence by the Summer Village of Island Lake.*

Personal information is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIPPA) and will be protected under Part 2 of the FOIPPA Act. Questions regarding this collection of personal information may be directed to the Summer Village of Island Lake FOIP Coordinator at (780)967-0271.

**THE SUMMER VILLAGE OF ISLAND LAKE  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 209-05**

- Being** a bylaw of the Summer Village of Island Lake, in the Province of Alberta to control the use of the Municipality owned reserves and parks within the Summer Village.
- Whereas** the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, Part 2, section 7 and 8 and amendments thereto, authorizes the Council of a municipality to pass bylaws pertaining to the protection of people, property and transportation systems, and
- Whereas** within the corporate limits of the Summer Village of Island Lake there are reserves and public parks under the ownership, control and management of the Summer Village of Island Lake, and
- Whereas** the Council of the Summer Village of Island Lake considers it desirable and expedient to do so.
- Now Therefore** the Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, enacts as follows:

**Section 1 – Name of Bylaw**

This Bylaw shall be known as “The Reserves and Parks Bylaw”

**Section 2 – Purpose of this Bylaw**

The purpose of this Bylaw is to protect municipally owned reserves and parks.

**Section 3 – Definitions**

In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:

- a) “Council” means the Council of the Summer Village of Island Lake
- b) “Peace Officer” means a member of the Royal Canadian Mounted Police, a Special Constable, or a Bylaw Enforcement Officer.
- c) “Person” means any person, individual, owner, public body, society, firm or partnership.
- d) “Reserve” means any area designated as a public reserve, community reserve, environmental reserve, or park, title to which is vested in the Summer Village of Island Lake.
- e) “Structure” means buildings, sheds, fences, tree houses, swings and similar installations.
- f) “Summer Village” means the Summer Village of Island Lake.
- g) “Vehicle” means a motor vehicle as defined in the Alberta Traffic Safety Act

**Section 4 – Reserves and Parks Protection – Uses and Restrictions**

- a) No camping is permitted in any reserve or park.
- b) No fires of any type are permitted in or on any reserve, park, road or pathway.
- c) The cutting of brush or trees, or the damaging of other natural growth, is prohibited in any reserve or park unless authorized in writing by Council.
- d) Council may prohibit any use in or on any reserve, park, road or pathway that is deemed to be obnoxious, a nuisance, or prejudicial to the Summer Village or its residents.
- e) No person shall deposit waste of any nature or kind in, or on, any reserve, park, road or pathway.
- f) No games or activities that may be dangerous to the health and safety of others are permitted in, or on, any reserve, park, road or pathway.
- g) No structures or excavations shall be permanently or temporarily placed on any reserve, park, road or pathway.

- h) No person or persons shall interfere with the natural flow of water or with wildlife in any reserve or park.
- i) No person or persons shall behave in a noisy and abusive manner or be in the possession of alcohol in or on any reserve, park, road or pathway.

#### **Section 5 – Severability**

- a) Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

#### **Section 6 – Penalty Provisions**

- a) A Peace Officer authorized to enforce this Bylaw under Section 7 of the Municipal government Act, R.S.A. 2000, Chapter M-26, and who has reasonable and probable grounds to believe that a person has contravened any section of this Bylaw, may under the authority of this Bylaw issue a violation ticket.
- b) Any person who contravenes the provisions of this Bylaw shall be guilty of an offense and liable on summary conviction to the penalty as set out in Schedule "A".
- c) Penalties set out in Schedule "A" may be amended from time to time by a resolution of Council.

READ A FIRST TIME THIS 27 DAY OF May 2005, .

READ A SECOND TIME THIS 27 DAY OF May 2005, .

BY UNANIMOUS CONSENT OF ALL COUNCIL MEMBERS PRESENT,  
READ A THIRD AND FINAL TIME AND FINALLY PASSED THIS 27  
DAY OF May 2005 .

SUMMER VILLAGE OF ISLAND LAKE

  
Mayor, BRUCE MCINTOSH

  
Administrator, LORRAINE ROBERTSON

**Schedule "A" to Bylaw 209-05 – Summer Village of Island Lake**

**A Bylaw to control the use of the Municipally Owned Reserves and Parks  
within the Summer Village of Island Lake**

**PENALTIES FOR FIRST OFFENCE**

<b><u>Offence</u></b>	<b><u>Section</u></b>	<b><u>Fine</u></b>
Camping, causing or having fires, cutting of brush or trees, damaging natural growth, use in or on any reserve, park, road or pathway that is deemed obnoxious, depositing waste of any nature or kind on any reserve, park, road or pathway.	4 a-c)	\$100.00
Games or activities dangerous to the health and safety of others in or on any reserve, park, road or pathway.	4 f)	\$150.00
Placing of structures or excavations on any reserve, park, road or pathway	4 g)	\$100.00
Interference with the natural flow of water or with wildlife in any reserve or park.	4 h)	\$ 75.00
Behaving in an noisy and abusive manner or being in possession of alcohol in or on any reserve, park, road or pathway.	4 i)	\$100.00

**PENALTIES FOR SECOND OFFENCE**

**The penalties for second offence are double of the first offence fines**

**The penalties for the third and subsequent offences will be \$1000.00 per charge**



# Community Peace Officer

Community Peace Officers (CPOs) play a vital role within the County of Athabasca. CPOs are tasked with a number of responsibilities, such as, maintaining public safety, investigating and enforcing bylaw and provincial statutes and participate in Community Engagements. CPOs enhance public safety on County roadways by partnering with the RCMP, Alberta Sheriffs, Fish & Wildlife and neighbouring Community Peace Officers to enforce the Traffic Safety Act.

Athabasca County Peace Officers have a number of responsibilities under their appointment that they deal with including, but not limited to, the Traffic Safety Act, Gaming, Liquor and Cannabis Act/Regulation, Forest and Prairie Protection Act, Petty Trespass/Trespass to Premises Act, Dangerous Dogs Act, Commercial Vehicle Enforcement, Community Standards Bylaw, Dog Control Bylaw, and the Off Highway Vehicle Bylaw.

As part of their jurisdiction, they're also responsible for enforcement in the Village of Boyle, Summer village of Island Lake, Summer village of South Baptiste and the hamlets within the County. At times, they will participate in Joint Force Operations with other agencies within and outside the County.

Athabasca County Peace Officers participate in a number of community events to foster a positive relationship with the community and members of the public. Whether its through the Child Seat Safety Inspection Program, participating in community clean up, town halls, regularly visiting schools and campgrounds or speaking at general assemblies/meetings on safety specific topics, Athabasca Peace Officers are dedicated to providing excellent service and be exemplary ambassadors for the County.

## Submit a complaint

You can call the 24 hour Complaint Line 587-746-0647 to speak with a dispatcher. Please note enforcement staff are not available 24/7 and work at various times. An officer will get back to you as soon as they are available.

You can send an email with the completed complaint form to [protectiveservices@athabascacounty.com](mailto:protectiveservices@athabascacounty.com) and it will be addressed by a Peace Officer when time allows.

Once the complaint has been dispatched, an officer may contact you if further information is required or a statement needs to be filled out. Once

the investigation is completed, an officer will make every attempt to contact you with the disposition of your complaint.

To have your complaint investigated, please fill out the complaint form in full (see complaint form link at the bottom).

***Incomplete forms and Anonymous complaints will not be accepted.***

**PLEASE NOTE:** If you are reporting an criminal complaint or a complaint involving a weapon, please contact the RCMP Detachment or 911.

Athabasca RCMP 780.675.4252

Boyle RCMP 780.689.3622

You may be asked to provide a sworn statement to the CPO, as well as to attend court. If you are required to attend court in regard to your complaint, your name may be provided to the defendant as part of disclosure.

**Complaint Form**





# COMPLAINT FORM



## COMPLAINANT INFORMATION:

DATE: \_\_\_\_\_

Name : \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Residential/Rural Address: \_\_\_\_\_

Town/Hamlet: \_\_\_\_\_

Contact No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Cell / Home / Work)

## COMPLAINT DETAILS:

Type of Offense:

Bylaw

Provincial Act

Traffic Related

Details of Offense:

Location of Complaint : \_\_\_\_\_

Town/Hamlet: \_\_\_\_\_

Date & Time Offense Occurred: \_\_\_\_\_ / \_\_\_\_\_

Name of suspect (if known): \_\_\_\_\_

Contact No. (If known): \_\_\_\_\_

Supporting Evidence:

Yes

No

If yes, what type:

Audio

Video

Photo

Witness

Name of witness: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**It is an offence to make a false report.**

The information on this form is being collected under the authority of section 33 (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this formation, please contact the Athabasca County FOIP Coordinator at 3602 – 48 Avenue Athabasca, AB T9S 1M8 780.675.2273.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## SUMMER VILLAGE OF ISLAND LAKE

Box 409 Darwell, AB T0E 0L0  
Phone 780-892-0104 Email: svoffice@telusplanet.net

### GENERAL COMPLAINT

#### COMPLAINANT

Date \_\_\_\_\_

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Work: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Cell: \_\_\_\_\_

#### COMPLAINT AGAINST

Full Name: \_\_\_\_\_ Phone(If available): \_\_\_\_\_

Address: \_\_\_\_\_ Email(If available): \_\_\_\_\_

#### DETAILS

Indicate your complaint in the space provided below

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### INVESTIGATION AND ACTION TAKEN (INTERNAL USE ONLY)

Comments

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

File No: \_\_\_\_\_



Summer Village of Island Lake  
Address Map  
November 15, 2023



ATHABASCA COUNTY

S.V. of ISLAND LAKE

Legend

Public Roads

DRIVEWAY





# SUMMER VILLAGE OF ISLAND LAKE

2024 - 2025 - 2026

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2023-Nov-16  
8:33:11PM

General Ledger	Description	2024 Budget	2025 Budget	2026 Budget
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## Revenues

1-00-11-000-00	Taxes - Residential	249,740.95	250,256.70	257,764.40
1-00-11-100-00	Taxes - Non-Residential Commercial	1,982.48	2,041.96	2,103.22
1-00-11-110-00	Taxes - Minimum Municipal (2022 - \$705)	59,118.08	60,891.62	62,718.37
1-00-19-000-00	Taxes - Non-Residential Linear	4,454.88	4,588.53	4,726.19
1-00-51-000-00	Admin - Tax Penalties and Costs	9,476.00	9,760.28	10,053.09
1-00-55-000-00	Admin - Return on Investment	11,000.00	12,730.80	13,112.72
1-12-52-000-00	Admin - Tax Certificates	600.00	636.54	655.64
1-12-59-000-00	Admin - Misc/Fine Revenue	0.00	0.00	0.00
1-61-59-000-00	Development - Permits/Compliances	2,500.00	5,304.50	5,463.64
1-12-60-000-00	Development - Safety Codes	2,000.00	4,243.60	4,370.91
1-32-50-000-00	Grants - MSI-Operating	19,724.50	20,316.24	20,925.72
1-32-55-000-00	Grants - FCSS	6,659.98	6,859.78	7,065.57
1-32-84-000-00	Grants - Canada Day	800.00	721.41	743.05
* Total Revenues		368,056.87	378,351.95	389,702.51

## Council Expenses

2-11-21-000-00	Council - Honorarium	6,000.00	8,487.20	8,741.82
2-11-21-100-00	Council - Travel & Subsistence	2,000.00	2,121.80	2,185.45
2-12-21-600-00	Council - Internet Expense Reimburse	1,850.00	1,962.67	2,021.55
2-12-97-000-00	Admin - Donations	500.00	530.45	546.36
* Council Expenses		10,350.00	13,102.12	13,495.18

## Administration Expense

2-12-11-100-00	Admin - CAO Contract	71,000.00	82,631.38	85,110.32
2-12-13-100-00	Admin - WCB Fees	875.50	901.77	928.82
2-12-20-000-00	Admin - Conferences/Courses	0.00	742.63	764.91
2-12-21-100-00	Admin - Travel & Subsistence	1,000.00	2,652.25	2,731.82
2-12-21-500-00	Admin - Postage	1,000.00	1,273.08	1,311.27
2-12-21-700-00	Admin - Phone/Storage/Office/Internet	0.00	5,304.50	5,463.64
2-12-21-900-00	Admin - Website	500.00	477.41	491.73
2-12-22-000-00	Admin - Assessor Fees	13,000.00	9,017.65	9,288.18
2-12-22-200-00	Admin - Assessment/SDAB Appeal	10,000.00	10,609.00	10,927.27
2-12-22-400-00	Admin - Memberships	1,236.00	1,273.08	1,311.27



# SUMMER VILLAGE OF ISLAND LAKE

2024 - 2025 - 2026

Page 2 of 3

2023-Nov-16

8:33:11PM

General Ledger	Description	2024 Budget	2025 Budget	2026 Budget
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2-12-23-100-00	Admin - Audit	6,300.00	5,092.32	5,245.09
2-12-23-200-00	Admin - Legal	7,000.00	8,487.20	8,741.82
2-12-23-900-00	Admin - Elections	0.00	0.00	0.00
2-12-24-000-00	Admin - Advertising	1,000.00	530.45	546.36
2-12-25-000-00	Admin - Form Paper/Land Titles	200.00	212.18	218.55
2-12-25-000-01	Admin - Software Support/Add. Module	2,500.00	2,333.98	2,404.00
2-12-26-000-00	Admin - Annual Info Mtg/Mtg Room Fees	1,000.00	848.72	874.18
2-12-27-400-00	Admin - Insurance	6,750.00	7,161.08	7,375.91
2-12-30-000-00	Admin - Tax Recovery & Rebates	900.00	1,273.08	1,311.27
2-12-51-000-00	Admin - Office Supplies	2,400.00	795.68	819.55
2-12-51-200-00	Admin - Photocopying	0.00	2,333.98	2,404.00
2-12-81-000-00	Admin - Bank/Interest Charges	700.00	742.63	764.91

* Total Administration Expense		127,361.50	144,694.03	149,034.85
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## Planning and Development

2-22-23-000-00	Admin - Integrity Comm/Safety Codes	2,500.00	3,389.58	3,491.26
2-22-21-000-00	Development - DO Fees & Services	18,000.00	19,096.20	19,669.09
2-42-21-000-00	Development - Permit Fees	0.00	0.00	0.00
2-61-20-000-00	Development - Planning Services	500.00	530.45	546.36

* TOTAL Planning and Development		21,000.00	23,016.23	23,706.71
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## Public Works

2-32-23-000-00	Public Works - Signs	2,000.00	2,121.80	2,185.45
2-32-25-000-00	Roads - Contracted Services/Maintenance	55,000.00	56,227.70	57,914.53

* TOTAL Public Works		57,000.00	58,349.50	60,099.99
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## Protective Services

2-23-35-000-00	Protective Services - Fire	6,695.00	6,895.85	7,102.73
2-23-36-000-00	Protective Services - Provincial Police	14,214.00	14,640.42	15,079.63
2-22-20-000-00	Protective Services - Bylaw Enf/RCMP	6,180.00	6,365.40	6,556.36

* TOTAL Protective Services		27,089.00	27,901.67	28,738.72
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## Solid Waste

2-43-20-000-00	Solid Waste - Regional Waste Commission	47,380.00	48,801.40	50,265.44
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# SUMMER VILLAGE OF ISLAND LAKE

2024 - 2025 - 2026

Page 3 of 3

2023-Nov-16

8:33:11PM

General Ledger	Description	2024 Budget	2025 Budget	2026 Budget
<hr/>				
* TOTAL Solid Waste		47,380.00	48,801.40	50,265.44
 <b>Parks and Recreation</b>				
2-62-31-000-00	Parks & Rec - Materials & Supplies	721.00	742.63	764.91
2-62-41-000-00	Parks & Rec - Bay Days, Community Events	3,090.00	3,182.70	3,278.18
2-62-42-000-00	Parks & Rec - FCSS Municipal Contr	0.00	0.00	0.00
2-72-20-000-00	Parks & Rec - Contracted Services	8,240.00	8,487.20	8,741.82
2-72-21-000-00	Parks & Rec - Grass Cutting	12,875.00	13,261.25	13,659.09
2-72-21-700-00	Parks & Rec - Public Access	1,030.00	1,060.90	1,092.73
2-72-21-730-00	Parks & Rec - Summer Staff	14,420.00	14,852.60	15,298.18
2-72-21-740-00	Parks & Rec - Wage Deductions	1,236.00	1,273.08	1,311.27
2-72-21-750-00	Parks & Rec - Playground Maintenace	515.00	530.45	546.36
2-72-31-000-00	Parks & Rec - Fire Smart	0.00	0.00	0.00
2-72-51-000-00	Parks & Rec - Tree Removal	3,090.00	3,182.70	3,278.18
2-72-54-000-00	Parks & Rec - Utilities (Street Lights)	15,450.00	15,913.50	16,390.91
		<hr/>	<hr/>	<hr/>
* TOTAL Parks and Recreation		60,667.00	62,487.01	64,361.62
		<hr/>	<hr/>	<hr/>
**P Net Gain (Deficit)		17,209.37	0.00	0.00

\*\*\* End of Report \*\*\*

# Summer Village of Island Lake

## 5 Year Plan 2023

Summary Capital	2023	2024	2025	2026	2027
Trails		\$ 10,609		\$ 10,000	
Boat Lanches	\$ 25,000	\$ 25,000		\$ 25,000	
Parking Lots	\$ -	\$ 10,000		\$ 5,000	\$ -
Roads	\$ 110,000	\$ -	\$ 100,000	\$ -	\$ 100,000
Public Beaches		\$ 10,000		\$ 10,000	
Total	\$135,000	\$55,609	\$100,000	\$50,000	\$100,000

Funding Sources					
Unrestricted Surplus	\$ 142,057	\$ 122,170	\$ 114,224	\$ 120,000	\$ 122,000
Restricted Cash	\$ 55,939	\$ 56,000	\$ 58,000	\$ 55,000	\$ 55,000
MSI Capital Grant / LGFF	\$ 64,981	\$ 60,000	\$ 55,391	\$ 55,000	\$ 65,000
CCBF Grant	\$ 50,132	\$ 18,663	\$ 36,663	\$ 18,000	\$ 36,000
Water For Life Grant					
Borrowing					
CFEP Grant					
Available Funding	\$ 313,109	\$ 256,833	\$ 264,278	\$ 248,000	\$ 278,000

Available Funding at Year End	\$ 178,109	\$ 201,224	\$ 164,278	\$ 198,000	\$ 178,000
Notes and Assumptions:					





# SUMMER VILLAGE OF ISLAND LAKE

## 2024

Page 1 of 5  
2023-Nov-16  
8:34:27PM

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
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### Requisition Revenue

1-00-11-200-00	Requisition - Designated Industrial Tax	35.42	35.42	35.85	35.85	36.93
1-00-15-000-00	Requisition - Greater North Seniors	11,614.00	11,613.18	14,504.00	14,503.99	14,939.12
1-00-15-100-00	Requisition - School Residential	290,343.00	290,320.61	295,487.00	295,486.99	304,351.61
1-00-15-200-00	Requisition - School Non Residential	2,485.00	2,484.99	2,466.00	2,466.00	2,539.98
* TOTAL Requisitions		304,477.42	304,454.20	312,492.85	312,492.83	321,867.64

### Grant Revenue

1-32-10-000-00	Grants - Firesmart	0.00	0.00	0.00	0.00	0.00
1-32-15-000-00	Grants - Misc. (WSP - Reserves)	6,500.00	0.00	0.00	0.00	0.00
1-32-15-000-01	Grants - Canada Summer Jobs	1,700.00	0.00	0.00	0.00	0.00
1-32-20-000-00	Grants-MSI-C 110,756 Tranq 25,000 launch	66,818.00	56,940.00	135,756.00	0.00	139,828.68
1-32-25-000-00	Grants - MOST	0.00	0.00	0.00	0.00	0.00
1-32-26-000-00	Grants - MSP	0.00	0.00	0.00	0.00	0.00
1-32-30-000-00	Grants - Municipal Water Study	0.00	0.00	0.00	12,280.60	0.00
1-32-50-000-00	Grants - MSI-Operating	9,575.00	9,575.00	19,150.00	19,150.00	19,724.50
1-32-55-000-00	Grants - FCSS	6,466.00	6,466.00	6,466.00	6,361.38	6,659.98
1-32-56-000-00	Grants - CRCB Climate Resil. Capacity	0.00	0.00	0.00	53,765.00	0.00
1-32-72-000-00	MSI Capital - Parks and Rec	0.00	4,417.79	0.00	0.00	0.00
1-32-84-000-00	Grants - Canada Day	680.00	680.00	680.00	800.00	800.00
1-32-90-000-00	Grants - Special Projects - Water Study	0.00	0.00	0.00	0.00	0.00
1-00-74-000-00	Grants - CCBF	73,401.00	24,210.00	0.00	19,273.00	0.00
* TOTAL Grant Revenue		165,140.00	102,288.79	162,052.00	111,629.98	167,013.16

### Reserve Transfers

1-00-02-000-00	Reserve Transfers - Roads (Boundary Cor)	32,000.00	0.00	23,000.00	20,684.71	23,690.00
1-12-25-000-00	Reserve Transfers - Unrestricted (LUB)	0.00	0.00	0.00	0.00	0.00
1-12-61-000-00	Reserve Transfers - Elections	0.00	0.00	0.00	0.00	0.00
1-32-70-000-00	Reserve Transfers	0.00	0.00	0.00	0.00	0.00
1-32-75-000-00	Reserve Transfers - Playground	0.00	0.00	0.00	0.00	0.00
* TOTAL Reserve Transfers		32,000.00	0.00	23,000.00	20,684.71	23,690.00

### Administration Revenue



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General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
1-00-11-000-00	Taxes - Residential	237,761.76	237,761.69	249,740.94	249,740.95	249,740.95
1-00-11-100-00	Taxes - Non-Residential Commercial	1,740.69	1,740.69	1,924.74	1,924.74	1,982.48
1-00-11-110-00	Taxes - Minimum Municipal (2022 - \$705)	56,368.59	56,368.63	57,396.19	57,396.19	59,118.08
1-00-19-000-00	Taxes - Non-Residential Linear	4,161.96	4,161.96	4,325.13	4,325.13	4,454.88
1-00-51-000-00	Admin - Tax Penalties and Costs	8,000.00	8,568.67	9,200.00	13,462.42	9,476.00
1-00-55-000-00	Admin - Return on Investment	3,000.00	6,851.24	12,000.00	12,044.18	11,000.00
1-61-59-000-00	Development - Permits/Compliances	4,500.00	5,340.00	5,000.00	1,375.95	2,500.00
1-12-52-000-00	Admin - Tax Certificates	600.00	1,115.00	600.00	585.00	600.00
1-12-59-000-00	Admin - Misc/Fine Revenue	0.00	67.04	0.00	4,036.56	0.00
1-12-60-000-00	Development - Safety Codes	2,800.00	5,948.71	4,000.00	1,098.68	2,000.00
1-32-76-000-00	Annexation and Shank Lot Purchases	10,000.00	0.00	10,000.00	0.00	10,000.00
* TOTAL Administration Revenue		328,933.00	327,923.63	354,187.00	345,989.80	350,872.39
** Total Revenue		830,550.42	734,666.62	851,731.85	790,797.32	863,443.19
Council Expense						
2-11-21-000-00	Council - Honorarium	8,000.00	5,679.95	8,000.00	1,200.00	6,000.00
2-11-21-100-00	Council - Travel & Subsistence	3,000.00	690.87	2,000.00	289.39	2,000.00
2-12-21-600-00	Council - Internet Expense Reimburse	1,850.00	1,364.99	1,850.00	400.00	1,850.00
2-12-97-000-00	Admin - Donations	500.00	400.00	500.00	0.00	500.00
2-12-26-000-00	Admin - Annual Info Mtg/Mtg Room Fees	1,200.00	152.50	800.00	1,148.75	1,000.00
* TOTAL Council Expense		14,550.00	8,288.31	13,150.00	3,038.14	11,350.00
Administration Expense						
2-12-11-100-00	Admin - CAO Contract	73,134.00	73,269.29	77,888.00	72,999.35	71,000.00
2-12-13-100-00	Admin - WCB Fees	867.00	836.09	850.00	2,375.50	875.50
2-12-20-000-00	Admin - Conferences/Courses	700.00	0.00	700.00	700.00	0.00
2-12-21-100-00	Admin - Travel & Subsistence	2,500.00	2,274.00	2,500.00	2,027.20	1,000.00
2-12-21-500-00	Admin - Postage	2,000.00	943.05	1,200.00	993.91	1,000.00
2-12-21-700-00	Admin - Phone/Storage/Office/Internet	4,500.00	4,727.25	5,000.00	3,672.96	0.00
2-12-21-900-00	Admin - Website	450.00	240.00	450.00	240.00	500.00
2-12-22-400-00	Admin - Memberships	2,200.00	2,220.71	1,200.00	3,233.10	1,236.00
2-12-23-100-00	Admin - Audit	4,800.00	6,000.00	4,800.00	6,150.00	6,300.00
2-12-23-200-00	Admin - Legal	3,000.00	9,298.52	8,000.00	6,660.00	7,000.00
2-12-23-900-00	Admin - Elections	0.00	0.00	0.00	0.00	0.00
2-12-24-000-00	Admin - Advertising	500.00	0.00	500.00	1,800.00	1,000.00
2-12-25-000-00	Admin - Form Paper/Land Titles	100.00	206.30	200.00	79.99	200.00



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General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
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2-12-25-000-01	Admin - Software Support/Add. Module	2,200.00	1,978.54	2,200.00	2,097.88	2,500.00
2-12-30-000-00	Admin - Tax Recovery & Rebates	0.00	1,090.00	1,200.00	900.00	900.00
2-12-51-000-00	Admin - Office Supplies	1,000.00	498.20	750.00	700.84	2,400.00
2-12-51-200-00	Admin - Photocopying	2,200.00	2,499.45	2,200.00	1,857.00	0.00
2-12-81-000-00	Admin - Bank/Interest Charges	700.00	511.16	700.00	550.79	700.00
2-12-27-400-00	Admin - Insurance	5,500.00	6,448.21	6,750.00	9,197.01	6,750.00
* TOTAL Administration Expense		106,351.00	113,040.77	117,088.00	116,235.53	103,361.50

### Planning and Development Exps

2-12-22-000-00	Admin - Assessor Fees	8,337.00	6,075.00	8,500.00	12,161.69	13,000.00
2-12-22-200-00	Admin - Assessment/SDAB Appeal	4,000.00	1,193.00	10,000.00	13,289.50	10,000.00
2-12-91-000-00	Development - Land Use Bylaw	0.00	0.00	0.00	0.00	0.00
2-22-21-000-00	Development - DO Fees & Services	15,000.00	22,721.05	18,000.00	14,380.00	18,000.00
2-22-23-000-00	Admin - Integrity Comm/Safety Codes	3,000.00	3,000.00	3,195.00	2,250.00	2,500.00
2-42-21-000-00	Development - Permit Fees	0.00	1,350.00	0.00	0.00	0.00
2-61-20-000-00	Development - Planning Services	500.00	350.00	500.00	0.00	500.00
* TOTAL Planning and Development		30,837.00	34,689.05	40,195.00	42,081.19	44,000.00

### Public Works

2-32-23-000-00	Public Works - Signs	9,500.00	540.09	2,000.00	1,968.27	2,000.00
2-32-24-000-00	Public Works - Position	0.00	0.00	0.00	0.00	0.00
2-32-25-000-00	Roads - Contracted Services/Maintenance	50,000.00	48,014.05	53,000.00	30,126.92	55,000.00
2-43-20-000-00	Solid Waste - Regional Waste Commission	45,876.00	45,875.00	46,000.00	42,893.62	47,380.00
* TOTAL Public Works		105,376.00	94,429.14	101,000.00	74,988.81	104,380.00

### Parks and Recreation

2-62-31-000-00	Parks & Rec - Materials & Supplies	700.00	650.34	700.00	238.03	721.00
2-62-41-000-00	Parks & Rec - Bay Days, Community Events	2,680.00	3,174.39	3,000.00	711.86	3,090.00
2-62-42-000-00	Parks & Rec - FCSS Municipal Contr	0.00	0.00	0.00	0.00	0.00
2-72-20-000-00	Parks & Rec - Contracted Services	12,000.00	11,605.00	8,000.00	7,587.00	8,240.00
2-72-21-000-00	Parks & Rec - Grass Cutting	10,000.00	11,935.00	12,500.00	13,682.50	12,875.00
2-72-21-700-00	Parks & Rec - Public Access	5,000.00	0.00	1,000.00	177.50	1,030.00
2-72-21-730-00	Parks & Rec - Summer Staff	14,000.00	13,019.24	14,000.00	13,470.62	14,420.00
2-72-21-740-00	Parks & Rec - Wage Deductions	900.00	1,376.43	1,200.00	981.17	1,236.00
2-72-21-750-00	Parks & Rec - Playground Maintenance	2,200.00	215.00	500.00	0.00	515.00
2-72-31-000-00	Parks & Rec - Fire Smart	0.00	0.00	0.00	0.00	0.00



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2-72-51-000-00	Parks & Rec - Tree Removal	1,500.00	875.00	3,000.00	1,360.00	3,090.00
2-72-54-000-00	Parks & Rec - Utilities (Street Lights)	14,500.00	12,803.15	15,000.00	10,053.85	15,450.00
* TOTAL Parks and Recreation		63,480.00	55,653.55	58,900.00	48,262.53	60,667.00
Protective Services						
2-22-20-000-00	Protective Services - Bylaw Enf/RCMP	900.00	(1,714.18)	6,000.00	2,475.00	6,180.00
2-23-35-000-00	Protective Services - Fire	6,500.00	8,627.20	6,500.00	0.00	6,695.00
2-23-36-000-00	Protective Services - Provincial Police	10,068.00	10,068.00	13,800.00	14,309.00	14,214.00
* TOTAL Protective Services		17,468.00	16,981.02	26,300.00	16,784.00	27,089.00
Projects Expense						
2-12-12-100-00	Projects - Boundary Correction	32,000.00	5,766.14	23,000.00	20,684.71	0.00
2-22-22-000-00	Projects - MDP	0.00	0.00	0.00	0.00	0.00
2-25-01-000-00	Projects - To Reserves/Def. Rev.	0.00	(3.00)	0.00	0.00	0.00
2-97-76-400-00	Projects - Multiplex	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-97-77-000-00	Projects - Land Use Bylaw	0.00	0.00	0.00	0.00	0.00
2-97-77-100-00	Projects - WSP Traffic Study	6,500.00	0.00	0.00	0.00	0.00
2-97-77-200-00	Projects - Annexation (Reserves)	10,000.00	0.00	10,000.00	0.00	10,000.00
2-97-77-300-00	Project - Water Line Study	0.00	0.00	0.00	33,234.41	0.00
2-32-27-000-00	Projects - Road/Tranquil 111k+25k launch	125,719.00	4,000.00	135,756.00	115,345.78	139,828.68
2-32-28-000-00	Projects - Playground	0.00	0.00	0.00	0.00	0.00
2-72-56-000-00	Grant - Climate Resilience Cap (\$53765)	0.00	0.00	0.00	41,401.10	0.00
* TOTAL Projects Expense		184,219.00	19,763.14	178,756.00	220,666.00	159,828.68
Requisitions						
2-73-51-000-00	Requisition - Greater North Seniors	11,614.00	11,613.84	14,504.00	14,624.11	14,794.08
2-73-52-000-00	Requisition - Over/Under Senior Levy	0.00	0.00	0.00	0.00	0.00
2-75-00-100-00	Requisition - School Residential	290,343.00	290,343.11	295,487.00	218,999.94	301,396.74
2-75-00-200-00	Requisition - School Non-Residential	2,485.00	2,485.00	2,466.00	621.15	2,515.32
2-75-00-210-00	Requisition - Designated Industrial Tax	35.42	0.00	35.85	0.00	36.57
2-75-00-500-00	Requisition - Over/Under School Levy	0.00	0.00	0.00	0.00	0.00
2-12-95-000-00	Admin - Northern Lights Library Levy	2,542.00	2,541.78	2,600.00	2,580.66	2,678.00
* TOTAL Requisitions		307,019.42	306,983.73	315,092.85	236,825.86	321,420.71

### Reserves



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2-97-70-400-00	Reserves - Elections	1,250.00	0.00	1,250.00	0.00	1,275.00
2-97-71-400-00	Reserves - Tree Removal	0.00	0.00	0.00	0.00	0.00
2-97-72-400-00	Reserves - Snow Removal	0.00	0.00	0.00	0.00	0.00
2-97-73-400-00	Reserves - Legal	0.00	0.00	0.00	0.00	0.00
2-97-74-400-00	Reserves - Sustainability (MSI-O Offset)	0.00	0.00	0.00	0.00	0.00
2-97-75-400-00	Reserves - Provincial Police(fund 6 yrs)	0.00	0.00	0.00	0.00	0.00
2-97-77-400-00	Reserves - Roads	0.00	0.00	0.00	0.00	0.00
* TOTAL Reserves		1,250.00	0.00	1,250.00	0.00	1,275.00
**P TOTAL Expense		(830,550.42)	(649,828.71)	(851,731.85)	(758,882.06)	(833,371.89)
*** Variance		0.00	(84,837.91)	0.00	(31,915.26)	(30,071.30)

## Amortizations

2-23-99-999-99	Amortization - Fire	0.00	4,058.49	0.00	0.00	0.00
2-32-99-999-99	Amortization - Year End Audit	0.00	152,633.70	0.00	0.00	0.00
2-72-99-999-99	Amortization - Parks & Rec	0.00	12,562.49	0.00	0.00	0.00
2-42-99-999-99	Amortization - Storm Water	0.00	8,853.51	0.00	0.00	0.00
* TOTAL Amortizations		0.00	178,108.19	0.00	0.00	0.00

\*\*\* End of Report \*\*\*