

SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, August 16th, 2022

Via Zoom – 4:30 p.m.

As per Bylaw 02-2016 there will be no audio/video recordings of Meetings

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	August 16 th , 2022 Regular Council Meeting <i>(that Council approve as is or with additions/deletions as amended)</i>
3.	<u>Minutes:</u> Pages 1-4	a)	July 19 th , 2022 Council Meeting Minutes <i>(that Council approve as is or as amended)</i>
4.	<u>Appointments or Delegation</u> Pages 5-8	a)	4:35 p.m. Development Officer Report, Rick Stuckenberg
5.	<u>Public Hearings</u>	a)	N/A
6.	<u>Bylaws</u>		N/A
7.	<u>Business</u> Pages 9-11	a)	Fuel Rate Adjustment/Mileage – this item was tabled from the last meeting for further information and discussion. The Report and Recommendations (attached) provided by Councillor Wasmuth incorporates the information that was compiled from other municipalities that were investigated. Both the Provincial and Federal rate currently is \$.61/km for the first 5,000 km, then \$.55/km thereafter. The current rate for Council is \$0.53/km (Dec. 2019), Administration is \$.60/km, and as per contract the rate is \$0.75 for the Development Officer. Councillor Wasmuth's recommendation is as follows: <i>(that Council adjust the mileage rate for Council and Administration to \$0.61/kilometer retroactive to January 1st, 2022, and further that the mileage rate for iLand Services Inc. remain at \$0.75/kilometer through December 31st 2022 based on the March 15th, 2022 contract.</i> <i>(some other direction as given by Council at meeting time)</i>
	Pages 12-14	b)	Process Regarding Information Sharing between the Administration Office and the Development Officer – this item was tabled from the last meeting to allow time for Administration and the Development Officer to coordinate a process moving forward with regard to time lines and information sharing to ensure timely development approvals and/or other development issues that come up from time to time. Administration has drafted a Policy that outlines the parameters with input from both parties for Council consideration.

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			<p><i>(that Council approve Policy C-ADM-INFO-1, Administration-Development Officer Information Sharing as presented)</i></p> <p><i>(that Council approve Policy C-ADM-INFO-1, Administration-Development Officer Information Sharing with amendments)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Page 15	c)	<p>Rural Economic Development Questions & Responses – this item was deferred at the last meeting, which referenced a June 2022 letter forwarded by Shannon Stubbs, M.P. Shadow Minister for Rural Economic Development and Rural Broadband Strategy Lakeland (attached). As there was thought that there should be a response to this correspondence, it is here for discussion and direction Suggestion for the <i>three most important issues</i> were: 1) Cost of Policing and download of increased costs of RCMP remuneration, 2) Lack of adequate cell coverage & broadband and 3) Impacts of the Federal Carbon Tax relative to all services we provide.</p> <p><i>(direction as given by Council at meeting time)</i></p>
	Pages 16-28	d)	<p>Bylaw Enforcement Policies – this item was deferred from the last meeting with direction for Administration and Council to review policies and bring back for discussion. Also attached is a response from Municipal Planning Services regarding same.</p> <p><i>(direction as given by Council at meeting time)</i></p>
	Pages 29	e)	<p>Bylaw Enforcement Concern – a concern was forwarded to Council regarding enforcement issues in the Summer Village on July 28th, 2022. Mayor Newton responded to the resident (attached) and has asked that this item be placed on the agenda for further discussion.</p> <p><i>(direction as given by Council at meeting time)</i></p>
	Page 30	f)	<p>Speed Bump Request – a request for a speed bump has been received by several landowners around 149 Lakeshore Drive (attached).</p> <p><i>(that the road adjacent to 149 Lakeshore Drive be inspected to ascertain whether speed bump(s) in the area may be warranted to slow traffic)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>

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	<i>Letter forwarded under separate cover</i>	g)	Encroachment on Municipal Reserves – Bed and Shore of Island Lake, Plan 763TR, Block 1, Lot 13; 231 Lakeshore Drive – per Council direction, a letter was forwarded by Administration July 14 th , 2022 giving time lines to have the chattels removed and a remediation plan forwarded to the Municipality by August 15 th , 2022 at which time the Summer Village would remove chattels and prepare and execute a remediation plan. At agenda preparation time, no response has been received from the property owner. Administration will seek direction on this issue. (Council direction at meeting time)
		h)	
		i)	
8.	<u>Financial</u>	a)	Forwarded under separate cover as of July 31 st , 2022
9.	<u>Councillors' Reports</u>		
		a)	Mayor Newton
		b)	Deputy Mayor Fisher
		c)	Councillor Wasmuth
10.	<u>Administration Reports</u>	a) b) c)	To Do List, June 21 st , 2022 (forwarded under separate cover) Waterline Verbal Update Letter to 115 Lakeshore Drive South – sent August 10 th , 2022 per Council direction
11.	<u>Communication and Correspondence</u> <i>Pages 31-35</i>	a)	22DP13-04, Plan 1025731, Block 5, Lot 5; 5 Irene Ave. Accessory Building, two RV stalls, two additional on-site parking sites, gravel driveway, site grading and drainage with services
		b)	
13.	<u>Closed Session</u>		N/A

**SUMMER VILLAGE OF ISLAND LAKE
AGENDA**

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Via Zoom – 4:30 p.m.

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14.	<u>Next Meeting</u>		The next meeting, which will be the Annual Information Meeting, is scheduled August 27 th , 2022, 10:00 a.m. at the Athabasca Multiplex in person and via Zoom, followed by a BBQ at the Blue Park in the Summer Village of Island Lake at 12:30 p.m.
15.	<u>Adjournment</u>		

Next Meetings:

- August 27th, 2022 – Annual Information Meeting 10:00 a.m.
In person and via Zoom
- August 29th, 2022 – Organizational Meeting Westlock Inn 4:30 p.m. and via Zoom
- September 20th, 2022 – Regular Council Meeting
- October 18th, 2022 – Regular Council Meeting
- November 15th, 2022 – Regular Council Meeting
- December 20th, 2022 – Regular Council Meeting

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JULY 19TH, 2022
VIA TELECONFERENCE/ZOOM

Council: Mayor Chad Newton
Deputy Mayor Alan Fisher
Councillor John Wasmuth

Administration: Chief Administrative Officer, Wendy Wildman
Administrative Assistant, Diane Wannamaker
Development Officer, Rick Stuckenberg

Public at Large: 0 in person / 0 via zoom

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 4:44 p.m.
2.	AGENDA 22-112	MOVED by Councillor Wasmuth that the July 19 th , 2022 Agenda be approved with the following addition: 7. d) Status of Letter to 231 Lakeshore Drive e) Addition of Rick Stuckenberg to Insurance f) Development Officer Report g) Status of Shared Bylaw Enforcement h) Performance Review of CAO i) RV Parking Issue on Lakeshore Drive j) Request for Speed Bumps 109 Lakeshore Drive k) Rural Economic Development Questions & Responses CARRIED
3.	MINUTES 22-113	MOVED by Deputy Mayor Fisher that the June 21 st , 2022 Council Meeting Minutes be approved as presented. CARRIED
4.	APPOINTMENTS	N/A
5.	PUBLIC HEARINGS	N/A
6.	BYLAWS	N/A

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JULY 19TH, 2022
VIA TELECONFERENCE/ZOOM

7.	BUSINESS 22-114	MOVED by Mayor Newton that the annual information meeting be rescheduled from August 20 th to August 27 th , 2022 beginning at 10:00 a.m., location to be determined. CARRIED
	22-115	MOVED by Deputy Mayor Fisher that the fuel rate adjustment/mileage review be deferred to the August Council meeting at which time Councillor Wasmuth will provide a report and recommendations. CARRIED
	22-116	MOVED by Mayor Newton that Administration and the Development Officer coordinate a process moving forward with regard to information sharing between the Administration office and the Development Officer and share the process with Council at the next meeting. CARRIED
	22-117	MOVED by Mayor Newton that Council and Administration review the Bylaw Enforcement Policies provided by Mayor Chad Newton and CAO Wendy Wildman to be discussed further at the next meeting. CARRIED
	22-118	MOVED by Councillor Wasmuth that Administration place Development Officer (DO), Rick Stuckenberg on the Agenda of all future regular Council meetings to provide his Report to Council, unless the DO advises that he has nothing to report, and further that his appointment with Council be set as item #4 on the Agenda to enable Mr. Stuckenberg to exit the meeting after his report has concluded. CARRIED
	22-119	MOVED by Mayor Newton that the report presented by Development Officer, Rick Stuckenberg be accepted for information. CARRIED
	22-120	MOVED by Councillor Wasmuth that Council complete the Annual Performance Appraisal (PA) of the Chief Administrative Officer (CAO) for the period August 31 st , 2021 through August 15 th , 2022 utilizing the CAO Appraisal Form to be provided by Administration, and further that such PA be completed by each member of Council submitting their individual appraisal forms to all Council members prior to August 16 th , 2022 at which time Councillor Wasmuth will assemble into one PA, and further that Council review the PA with CAO Wendy Wildman and any

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JULY 19TH, 2022
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		designated Administrator(s) at the Council meeting scheduled for August 29 th , 2022. CARRIED
	22-121	MOVED by Mayor Newton that the Organizational Meeting be scheduled for August 29 th at 4:30 p.m. at the Westlock Inn. CARRIED
	22-122	MOVED by Councillor Wasmuth that Administration draft a letter, under CAO Wildman's signature, to the owners of 115 Lakeshore Drive notifying them that the parking of an Recreational Vehicle in front of their garage is in contravention of Bylaw 01-2022 as well as Bylaw 08-2021 (Land Use Bylaw), and that such future infractions will result in fines, tagging and possibly towing and storage charges to/from a local impound lot. CARRIED
	22-123	MOVED by Deputy Mayor Fisher that the road adjacent to 109 Lakeshore Drive be inspected to ascertain whether speed bumps in the area may be warranted to slow traffic. CARRIED
	22-124	MOVED by Mayor Newton that item 7.k), Rural Economic Development Questions & Responses be deferred to the next meeting scheduled for August 16 th , 2022. CARRIED
	22-125	MOVED by Mayor Newton that the following items be accepted for information: 7. d) Status of Letter to 231 Lakeshore Drive e) Addition of Rick Stuckenberg to Insurance f) Development Officer Report g) Status of Shared Bylaw Enforcement CARRIED
8.	FINANCIAL REPORT 22-126	MOVED by Mayor Newton that the financial report for June 30 th , 2022 be accepted as presented. CARRIED
9.	COUNCIL REPORTS 22-127	MOVED by Mayor Newton that the Council reports be accepted as presented.

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JULY 19TH, 2022
VIA TELECONFERENCE/ZOOM

		CARRIED
10.	ADMINISTRATION REPORTS 22-128	MOVED by Mayor Newton that the Administration Reports be accepted as presented. CARRIED
11.	INFORMATION & CORRESPONDENCE	N/A
12.	CLOSED MEETING	N/A
13.	NEXT MEETING	Next meeting is scheduled for August 16 th , 2022, 4:30 p.m. via zoom.
14.	ADJOURNMENT	The meeting adjourned at 8:43 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman



Summer Village of Island Lake

Box 8, Alberta Beach, AB T0E 0A0

Phone: 1-780-967-0271 Fax: 1-780-967-0431

Website: www.islandlake.ca

Email: svislandlake@wildwillowenterprises.com

REPORT TO COUNCIL

Council Meeting
Subject
Prepared by

August 16, 2022
Development Services - Activities for July / August 2022
Rick Stuckenberg BES, RPP, MCIP
Development Officer

APPLICATIONS

PROPOSED USE / DISPOSITION

Discretionary Use	PLAN 1025731, BLOCK 5, LOT 5 - 28 TROUT AVENUE <ul style="list-style-type: none">2 RV Stalls, storage shed, access, site grading, cistern, in-ground septic tank, and services: power and potable water.<i>Development Permit Issued</i>
Inspections / meetings	<ul style="list-style-type: none">Inspections / meetings July 25thA lot of new applications will be forthcoming in August. To date, a substantial amount of time has been invested with land owners through pre-application meetings.

DEVELOPMENT SERVICES

Development Monitoring and Compliance	<ul style="list-style-type: none">49 LAKESHORE DRIVE – An erosion and sediment control plan is received and accepted. It is for both the removal of the cabin and the backfill of excavations for the new home. The demolition permit application is received.LAKESHORE DRIVE - a Seacan is reported to be moved onto a building site however, a copy of the development permit has not been provided for inspection and follow up, if so required.217 LAKESHORE DRIVE – a modular home was moved on site. It encroaches into the (north) side yard setback. The land owner has accepted that a variance application is required. An RPR was recently provided.229 LAKESHORE DRIVE – the land owner has not provided a site plan, proposal, or any information to warrant accepting an application. The SDAB Hearing decision was only recently provided. This will require review of the new evidence.
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5

	<ul style="list-style-type: none">• 231 LAKESHORE DRIVE – it is indicated by a family member that a remediation plan is being prepared. Removal of the chattels needs to be verified through an inspection and/or survey. The Inspections Group has confirmed to the land owner that a new PSDP permit is required for changes to the septic system.
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Appended is:

INFORMATION FLOW BETWEEN
SVIL ADMINISTRATION AND THE DEVELOPMENT OFFICER

Respectfully submitted,



Rick Stuckenberg BES, RPP, MCIP
Development Officer
iLand Services Inc.
780-542-0445
SVILPERMITS@outlook.com

INFORMATION FLOW BETWEEN
SVIL ADMINISTRATION AND THE DEVELOPMENT OFFICER

1. The DO will hold pre-application meetings with the land owner. In some situations, an inspection / site meeting is needed to clarify the application requirements.
2. The DO will verify when a proposed DP application is deemed complete, ready for intake, processing, and how to pay the application fee.
3. The application forms and information gathered by the DO are used for the evaluation of the DP application, decision, and SDAB appeal.
4. A roster of current DP applications will be updated by the DO (e. g. land owner, legal, civic address, date of referral notices, date of notices to adjacent land owners, DP file #, date of decision, and brief description of the proposed use) and is for internal use only.
5. The DO will confirm the application fee, notify the land owner (applicant / agent) by email with a Cc provided to the SVIL for their tracking and record purposes.
6. Payment of the application fee is provided directly to the SVIL by cheque or e-transfer. To make the arrangements, the land owner is advised to contact:

Diane Wannamaker,
S.V. of Island Lake
Administration
Phone: 780-967-0271
Fax: 780-967-0431
Mailing: Box 8, Alberta Beach, AB T0E 0A0
Web: www.islandlake.ca
Email: svislandlake@wildwillowenterprises.com

7. The land owner is requested to notify the DO when the application fee is paid to the SVIL.
8. The MGA provides:
 - a. 20 days to confirm that a proposed DP application is deemed complete;
 - b. 40 days to evaluate the DP application after the application is deemed complete and accepted for processing;
 - c. The date that an application is deemed complete is required in the Development Permit and Decision Notice.
 - d. Issuance of a DP and Decision Notice sets the timeframe to file an appeal.
9. The DO will liaise with the land owner, conduct an inspection, prepare and e-distribute referral notices to the external agencies. The notice provides the coordinates of the DO for an email response or telephone inquiry.

INFORMATION FLOW BETWEEN
SVIL ADMINISTRATION AND THE DEVELOPMENT OFFICER

10. The DO will provide the SVIL with a notice to be mailed to the adjacent land owners and identify the sites for the mail out. The notice provides the coordinates of the DO for an email response or telephone inquiry.
11. Should the SVIL receive any written comments or an inquiry regarding a DP application, the SVIL must send all the information to the DO as soon as practicable.
12. The DO will prepare a written decision (approval / refusal) and e-distribute the decision letter and the applicable Decision Notice to the land owner (applicant / agent) and SVIL.
13. The land owner must post the Decision Notice on the lands under application. It provides key dates and timeline for the SDAB appeal.
14. The SVIL will mail out the Decision Notice to the adjacent land owners.
15. The SVIL will post the approved DPs on the municipal website and add the DP to the next regular Council meeting agenda.
16. The DO will prepare a monthly report to Council that will summarize the DP application outcomes and development activities.
 - a. The rolling cut off date for the preparation of the reports must be confirmed by the SVIL;
 - b. The estimated time allowance for the DO to attend a Council meeting is 0.75 hrs. and must be carefully scheduled.
 - c. If there is no report or a specific development issue on the Council agenda, the DO will not be requested to attend the virtual Council meeting.
17. The application forms posted on the SVIL website suggests that the DO has a FAX #. This is not the case. The SVIL is to make this correction. Should the SVIL receive FAX about a current DP application, it will be scanned and provided to the DO as soon as practicable.
18. Requests by the DO for information held by the SVIL require time sensitive follow up to ensure statutory deadlines and timelines for notifications are met. A full response within 2-business days is requested and required.

Rick Stuckenberg BES, RPP, MCIP
iLand Services Inc.

REPORT AND RECOMMENDATIONS TO SVIL COUNCIL RE: MILEAGE RATES

TASK

Councillor Wasmuth and Diane Wannamaker undertook a survey of other Alberta summer villages and municipalities to obtain current rates and determine if they had recently adjusted their mileage rates paid to administration, service contractors and/or councilors due to the recent rise in fuel costs, to enable recommendations to Council of SVIL.

METHODOLOGY

Completed telephone surveys of other summer villages by contacting CAOs or other administrators and obtaining responses to the following four questions:

- 1) Have you made any adjustments to your mileage re-imbursements rates as a result of recent increases in fuel and other operating costs?
- 2) Do you have one rate that is paid to council members, administrators and contractors
- 3) Can you advise as to your current mileage rate?
- 4) Do you provide any additional payments to compensate for personal vehicle operating costs?

RESULTS

While several of the summer villages in the immediate area of Island Lake and Baptiste Lake are paying mileage rates in the range of \$0.52 to \$0.56 per kilometer, the vast majority of summer villages are paying \$0.61 per kilometer. The rates paid by each municipality surveyed are provided within the attached Excel Spreadsheet. Those paying \$0.61/km consistently advised that they base their rate on the reasonable allowance criteria found on the CRA website ([Reasonable per-kilometre allowance - Canada.ca](http://Reasonable%20per-kilometre%20allowance%20-%20Canada.ca)). CRA establishes these rates in January of each year.

RESPONSES TO QUESTIONS

- 1) None of the summer villages surveyed had made any adjustments as a result of recent increases in fuel and other operating costs, although there was some discussion during Council Meetings of nearby summer villages of possibly adjusting rates. Their rates are lower than \$0.61/km.
- 2) All summer village respondents advised the same rate was applicable to council and administration. Rates paid to contractors were either the same or a rate agreed to in the respective service contract.
- 3) SEE ATTACHED EXCEL SPREADSHEET for current mileage rates of each municipality surveyed.
- 4) None of the summer villages surveyed provided any additional payments beyond mileage rate.

OTHER INFORMATION

I have noticed that although gasoline prices increased substantively in the Spring of 2022 to approximately \$2.00/litre in north-central Alberta, over the past month gasoline prices have moderated to the range of \$1.36/litre to \$1.56/litre in north-central Alberta.

CURRENT SV ISLAND LAKE MILEAGE RATES

My understanding of current rates paid by SVIL are as follows:

- SVIL Council ...\$0.53/km per Council Resolution No. 19-154, December 17, 2019
- SVIL Administration...\$0.60/km per Contract Resolution M#21-91, April 20, 2021
- iLand Services Inc...\$0.75/km per Contract commencing March 15, 2022

RECOMMENDATIONS

Based on the survey information and the information from the CRA website regarding "reasonable per-kilometre allowance" I recommend the following adjustments to mileage rates:

- SVIL Council & Administration...\$0.61/km retroactive to January 1, 2022
- iLand Services Inc...\$0.75/km through December 31, 2022 based on March 15, 2022 Contract

John Wasmuth
SVIL Councillor
john.wasmuth@islandlake.ca

SURVEY SUMMARY RE: MILEAGE RATES PAID BY VARIOUS SUMMER VILLAGES
(T/C Surveys by JFW & Diane Wannamaker - July, 2022)

<u>Summer Village</u>	<u>CAO</u>	<u>Recent Adjustments</u> <u>Re: Fuel Cost</u>	<u>Current Rate</u> <u>\$/km</u>	<u>Additional Comp. for</u> <u>Personal Vehicle Use</u>
Island Lake South	Kim Bancroft	None	0.56	None
Sunset Beach	Kim Bancroft	None	0.56	None
Whispering Hills	Kim Bancroft	None	0.55	None
Mewatha Beach	Kim Bancroft	None	0.56	None
Larkspur	Kim Bancroft	None	0.54	None
South Baptiste	Edwin Tomaszuk	None	0.52	None
Bondiss	Edwin Tomaszuk	None	0.52	None
South View			\$0.60	
Nakamun Park			\$0.61	
Silver Sands			\$0.61	
West Cove			\$0.60	
Birch Cove	Dennis Evans	None	0.61	None
Val Quentin	Dennis Evans	None	0.61	None
Spring Lake	Emily House	None	0.61	None
Seba Beach	Emily House	None	0.61	None
Kapasiwin	Emily House	None	0.61	None
Lakeview	Emily House	None	0.61	None
Betula Beach	Emily House	None	0.61	None
Waiperos	Suzanne Gaida	None	0.61	None
Itaska Beach	June Boyda	None	0.61	None
Silver Beach	June Boyda	None	0.61	None
Sundance Beach	June Boyda	None	0.61	None
Half Moon Bay	Tanner Evans	None	0.61	None
Norglenwold	Tanner Evans	None	0.61	None
Jarvis Bay	Tanner Evans	None	0.61	None
Birchcliff	Tanner Evans	None	0.61	None
Sunbreaker Cove	Tanner Evans	None	0.61	None
Argentia Beach	Sylvia Roy	None	0.61	None
Crystal Springs	Sylvia Roy	None	0.61	None
Golden Days	Sylvia Roy	None	0.61	None
Grandview	Sylvia Roy	None	0.61	None
Ma-Me-O Beach	Sylvia Roy	None	0.61	None
Norris Beach	Sylvia Roy	None	0.61	None
Poplar Bay	Sylvia Roy	None	0.61	None
Rochan Sands	Dean Pickering	None	0.61	None
White Sands	Dean Pickering	None	0.61	None
Town of Athabasca			\$0.52	
Town of Westlock			\$0.51	
Town of Wainwright			\$0.56	
Athabasca County			\$0.61	
Beaver County			\$0.50	
Camrose County			\$0.47	
Flagstaff County			\$0.52	
Lamont County			\$0.51	
Minburn County			\$0.55	



Summer Village of Island Lake

Council Policy

Number	Title			
C-ADM-INFO-1	Administration-Development Officer Information Sharing			
Approval	Approved		Last Revised	
(CAO Initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To establish a process for timely information sharing between the Administration Office and the Development Officer Office.

Policy Statement

1. Development Permit (DP) (and related) applications can be found on the Summer Village website, or by contacting the Administration Office or Development Officer office.
2. Within 5 business days of a Development Permit application being received by the Development Officer it will be forwarded to the Administration Office (and vice versa) to ensure timely establishment of a permit file by both parties.
3. The Development Officer will hold pre-application meetings with the landowner. In some situations, an inspection/site meeting may be needed to clarify requirements.
4. The Development Officer will verify when a proposed DP application is deemed complete, ready for intake, processing and how to pay the application fee.
5. The application forms and information gathered by the Development Officer are used for the evaluation of the DP application, decision and Subdivision and Development Appeal Board (SDAB) appeal (if required).
6. A roster of current DP applications will be updated by the DO (e.g. landowner, legal, civic address, date of referral notices, date of notices to adjacent landowners, DP file #, date of decision and brief description of the proposed use) and is for internal use only.
7. The Development Officer will confirm the application fee, notify the landowner (applicant/agent) by email (or alternate method) with a cc provided to the Summer Village administration office for their tracking and record purposes.



Summer Village of Island Lake

Council Policy

8. Payment of the application fee is provided directly to the Summer Village Administration Office by cheque or e-transfer. To make arrangements, the landowner is advised to contact:

Summer Village of Island Lake Administration Office

Phone: 780-967-0271 Fax 780-967-0431

Mail: Box 8, Alberta Beach AB. T0E 0A0

Email: svislandlake@wildwillowenterprises.com

9. The landowner is requested to notify the Development Officer when the application fee is paid to the SVIL. Upon receipt of payment, the Summer Village administration office will advise the Development Officer payment has been received.

10. The Municipal Government Act provides:

- a. 20 days from receipt of application to confirm that a proposed DP application is deemed complete
- b. 40 days from when an application is deemed complete, to evaluate the DP application and complete processing
- c. The date that an application is deemed complete is required in the Development Permit and Decision Notice
- d. Issuance of a Development Permit and Decision Notice sets the timeframe to file an appeal.

11. The Development Officer will liaise with the landowner, conduct an inspection, prepare and e-distribute referral notices to the external agencies. The notice provides the coordinates of the Development Officer for an email response or telephone inquiry.

12. The Development Officer will provide the Summer Village Administration Office with a notice to be mailed to the adjacent landowners and identify the specific properties for this mailout. The notice provides the coordinates of the Development Officer for an email response or telephone inquiry.

13. Should the Summer Village Administration Office receive any written comments or an inquiry regarding a DP application, the administration office will forward all information to the Development Officer within 3 business days.



Summer Village of Island Lake

Council Policy

14. The Development Officer will prepare a written decision (approval/refusal) and e-distribute (or alternate method) the decision letter and the applicable decision notice to the landowner (applicant/agent) and SVIL Administration Office.
15. The landowner must post the Decision Notice on the lands under application. This notice provides key dates and timeline for any potential SDAB appeal.
16. The Summer Village Administration office will mail out the Decision Notice to the adjacent landowners as identified by the Development Officer within 5 days of receipt of said information.
17. The Summer Village Administration Office will post the approved Development Permits on the municipal website and add the Development Permit to the next regular Council meeting agenda as information.
18. The Development Officer will prepare a monthly report to Council and will summarize the Development Permit application outcomes and development activities for the month.
 - a. As per the Summer Village Council Procedural Bylaw, the cut off date for the Development Officer report to be forwarded to the Administration Office is 1:00 p.m. 5 business days prior to the meeting. Regular Council meetings are scheduled for the 3rd Tuesday of each month, commencing at 4:30 p.m.. If a meeting date changes, the Summer Village Administration Office will notify the Development Officer of said change.
 - b. The estimated time allowance for the Development Officer to attend a Council meeting is 45 minutes, and the Development Officer will be given a standing appointment time of 4:35 p.m.
 - c. If there is no report or a specific development issue on the Council agenda, the Development Officer will not be required to attend the virtual Council meeting. If there is no report or specific development issue the Development Officer will advise the Summer Village administration office by 1:00 p.m. 5 business days prior to the meeting so he can be removed from the agenda.
19. Requests by the Development Officer for information held by the SVIL Administration Office require time sensitive follow up to ensure statutory deadlines and timelines for notification are met. Once a request is received, the SVIL Administration Office will forward the requested pertinent information to the Development Officer within 5 business days.



MAYOR CHAD NEWTON
PO BOX 8
ALBERTA BEACH AB T0E 0A0

Ottawa, June 2022

Dear MAYOR CHAD NEWTON and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at shannon.stubbs@parl.gc.ca, M.P. Kurek at damien.kurek@parl.gc.ca, or M.P. Gourde at jacques.gourde@parl.gc.ca.

Thank you for your time.

Shannon Stubbs, M.P.
Shadow Minister for Rural Economic Development
and Rural Broadband Strategy
Lakeland

Damien C. Kurek, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Battle River—Crowfoot

Jacques Gourde, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Lévis—Lotbinière



COUNCIL POLICY MANUAL

POLICY: Bylaw Enforcement

SECTION: Administration

APPROVAL DATE: July 15, 2019

AMENDMENT DATE: January 20, 2020

PURPOSE:

To provide guidance to staff, stakeholders, and members of the public for the receipt of complaints and the initiation of investigation and enforcement proceedings related to bylaw contraventions in the City of Duncan.

DEFINITION:

Valid Complaint means a complaint about a potential bylaw contravention that contains the following information:

- The complainant's name, address, and telephone number or email;
- The location and general nature of the potential bylaw contravention, such as the 'who', 'where', 'what', and 'when' of the issue;
- Any previous attempts by the complainant to resolve the issue; and
- Is not made as a retaliatory or vexatious complaint.

Vexatious Complaint means a complaint that was not made in good faith, including where, in the opinion of a Bylaw Enforcement Supervisor, the complaint was made for vindictive or bad faith purposes and forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.

POLICY:

The main goals of bylaw enforcement in the City are to ensure public safety and to maintain community harmony.

The City's approach to bylaw enforcement is primarily complaint based. The City does not have the resources to proactively monitor all areas of the City to confirm compliance with all potentially applicable bylaws. The City will use discretion on a case-by case basis to evaluate bylaw contraventions, and take reasonable steps to investigate contraventions in accordance with the criteria and guidelines in this policy.

The City is not obliged to enforce any bylaw or to pursue law enforcement action on any bylaw infraction.

Bylaw Enforcement Investigations

The investigation of an alleged bylaw contravention is at the discretion of the City. Complaints may not be investigated or otherwise acted upon if, in the opinion of the staff person responsible, they:

- a) Do not qualify as a valid complaint under this policy;
- b) Are not made by a person who is directly affected by the alleged violation; or
- c) Are primarily related to a dispute between two private parties, including *vexatious complaints* or situations where complaints are based on matters such as fences between privately-owned properties.

The City recognizes that resources are limited. As such, the City will prioritize investigations regarding complaints to ensure that health and safety matters are addressed in the most expedient fashion possible.

1. Pro-Active Investigation

The following bylaws will be enforced on a pro-active basis by the department indicated:

Bylaw	Infraction Type
Animal Regulation and Impounding Bylaw	Licensing; Animals At-Large; and Animal Welfare
Building Regulation Bylaw	Building Permits
Business Licence Regulation Bylaw	Licensing
Garbage, Recyclables & Organics Bylaw	Contamination
Good Neighbour Bylaw	Sidewalk Snow and Ice*
Panhandling Bylaw	All
Parks and Public Open Spaces Bylaw	Camping
Sign Bylaw	All
Streets and Parking Enforcement Bylaw	Parking
Smoke-Free Bylaw	All
Waterworks Regulation Bylaw	Water Restrictions

2. Investigation in Response to Complaints

Investigations regarding potential bylaw violations may be initiated after receiving a *valid complaint*. Complaints may be received through the following:

- Complaints from a member of the public about a bylaw contravention.* Complainants should address the information requirements of a valid complaint. Complaints may be received by the City in person, by phone, in writing through the online form or by email;
- Observations of a member of staff of a bylaw infraction, apparent unsafe condition, or failure to obtain a permit;
- Information from a credible third-party source, such as a police officer, Provincial or Federal enforcement official, or Island Health; or
- During the regular course of their duties, the Bylaw Enforcement Supervisor or the Building Inspector may seek out bylaw infractions for issues of public health or safety violations.

* For enforcement of sidewalk snow and ice clearing under the *Good Neighbour Bylaw*, the City will follow the *Sidewalk Snow and Ice Clearing Enforcement Policy*. For complaints regarding all other *Good Neighbour Bylaw* contraventions (i.e. noise, graffiti, litter, , unsightly property, weeds) the City will not investigate until two (2) separate complaints by unrelated complainants have been received unless potential safety, liability, or health issues are raised. Determination will be made by the Bylaw Enforcement Supervisor.

* For complaints regarding *Maintenance of Property Bylaw* contraventions, the City will follow the *Enforcement Direction – Property Maintenance Bylaw Policy*.

The City will not respond to anonymous complaints unless potential safety, liability, or health issues are raised. Determination will be made by the Bylaw Enforcement Supervisor.

For a complaint to be considered, it shall be submitted by a person who is affected by the alleged infraction, or who owns, resides upon, or otherwise has an interest in property that is affected by the alleged infraction. Enforcement of City bylaws will be overseen by the applicable departments on a complaints basis in accordance with this policy.

Where applicable, the City may refer complaints to another agency with jurisdiction within the City. For example, all complaints received regarding animals are referred to the City's animal control contractor.

3. Confidentiality

The complainant must be willing to provide a statement and willing to attend court to attest to their evidence as the primary witness to the infraction. This commitment is required if a Bylaw Offence Notice Enforcement Notice is issued or if court action is initiated. However, a complaint's name and any particulars of the complaint that may reveal the identity of the complainant will not be disclosed to the alleged offender or any member of the public.

The anonymity and confidentiality afforded complainants and alleged violators by this policy cannot be assured if the investigation results in court proceedings as the complainant may be required to act as a witness for the prosecution.

4. Recording of Complaints

Where it is determined that a bylaw infraction is occurring or has occurred, the information will be recorded by the staff person receiving the complaint in the City's complaint database. This information will be stored in compliance with the *Freedom of Information and Protection of Privacy Act*. The database will be used to maintain an accurate recorded history of calls, infractions and action(s) taken, and the outcome relating to the bylaw infraction(s). The department who is responsible for investigating the complaint, in accordance with the Administrative Policy - Bylaw Enforcement, will be responsible for recording the complaint and documenting the enforcement action in the City's database.

5. Site Visit

City staff may undertake a site visit to document the alleged bylaw infraction(s). When visiting the exterior of the property, staff are not obligated to provide notice and may inspect the property at any time. In accordance with provincial legislation, local government inspections may include entering onto the property at reasonable times and in a reasonable manner to determine whether infraction(s) are occurring or have occurred. When visiting a property without notice, staff will attempt to advise the owner or occupant that they are on site prior to conducting any site investigation.

When visiting the interior of a residence, staff will obtain the occupant's consent to enter or give written notice to the occupant at least 24 hours before entering, to assess if a bylaw infraction has occurred or is occurring. While encouraging compliance with bylaws is important, staff safety is paramount. If a staff member is verbally or physically threatened while administering the bylaws, then no further investigative action shall be carried out until a police officer accompanies the staff member on any site inspections. Authorization requirements to enter a property or building will be followed as per *Community Charter* (Section 16). Tenant rights as specified in the *Residential Tenancy Act* will be respected during enforcement.

6. Determination

If, following consideration or investigation, no infraction is found to have taken place or the issue is found not to be a City bylaw enforcement matter, all affected parties will be advised by the staff person responsible, the investigation will cease and a record will be filed.

Should the staff person determine that a bylaw infraction is occurring, they will respond to the complainant with the following information (a response to the complainant may be withheld if legal action is pending):

- Acknowledge receipt of the complaint;
- Describe any steps taken to address the complaint;
- Describe any enforcement action taken or planned, or the reason for no enforcement action; and
- Provide any other relevant information.

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Compliance Proceedings

In the event that a bylaw infraction is confirmed, a Bylaw Issues file will be created and compliance proceedings will commence in accordance with the provisions set out below.

The staff person responsible will keep documentation, including any investigation notes, communications, rationale, evidence gathering, and references to any relevant bylaws. This evidence may be submitted and used in court or form the basis of reports submitted for court consideration.

Should the City decide that enforcement proceedings are required, the reason for this will be communicated to the person committing the infraction, including information on how to appeal the decision.

1. Staff Enforcement Tools

The City will handle complaints and bylaw enforcement issues as operational matters to be handled at a staff level rather than at a Council level, but will advise Council on enforcement matters on an as-needed basis or in response to complaints received by Council about the implementation of this policy.

a) Voluntary Compliance

Staff will provide verbal advice and education regarding City bylaws as a first step to obtaining voluntary compliance. Should the infraction continue or be repeated, staff may send a letter:

- Advising of the alleged infraction (including the full text of the bylaw section(s) that are in contravention);
- Outlining the steps required to rectify the situation, providing a timeline for specific actions; and providing an opportunity for the resident to meet with staff to further discuss the alleged infractions.

Alleged offenders will be asked to cease the activity and be given the opportunity to achieve compliance before further action is taken, except in the case of the imminent health safety or liability concerns, where the City may be required to take immediate action. Depending on the nature and severity of the offence, staff may also issue fines immediately, prior to seeking voluntary compliance, and may initiate court action to obtain a Court Order to address the infraction and achieve compliance.

b) Stop Work Order

Where a particular bylaw provides the authority, the Building Inspector may order the cessation of any work that is proceeding in contravention of a bylaw by posting a Stop Work Order.

c) Suspension of Licence or Permit

Where compliance with a bylaw is a condition of a licence or a permit, the City may suspend the licence or permit (i.e. business licences, building permits, or development permits) until the condition(s) have been rectified and the person, or persons, are in compliance with the provisions of the bylaw.

d) Direct Enforcement

Direct enforcement involves carrying out enforcement remedies and adding the cost of doing so to the subject property's taxes. Council approval may be required, depending on the contravention.

e) *Bylaw Offence Notice*

Where voluntary compliance is not achieved, compliance will be sought through the issuance of fines in accordance with the Bylaw Offence Notice Enforcement Bylaw. The Notice is completed and personally delivered or mailed by a staff person to the alleged offender. The alleged offender has the option of admitting the offence and paying the penalty within a specified time period, or disputing the offence and waiting for a bylaw adjudication appearance.

f) *Solicitor Involvement*

Staff may request the assistance of a solicitor in providing the alleged offender with a warning letter.

g) *Municipal Ticket Information*

The Municipal Ticket Information (MTI) Bylaw can be used for the prosecution of minor local government bylaw matters. The MTI is completed and personally delivered by an Enforcement Officer to the alleged offender. The alleged offender has the option of admitting the offence and paying the penalty within a specified time period, or disputing the offence and waiting for a court appearance.

2. Council Enforcement Tools

Enforcement proceedings will commence when compliance cannot be achieved through voluntary compliance or the issuance of fines. Any or all of the following measures may be considered and approved by Council, depending on the circumstances:

a) *Notice on Title*

Where an investigation has confirmed that unauthorized construction has taken place that represents, in the opinion of the City, a potential health, safety, or liability concern, staff may prepare a report for Council recommending that a Notice on Title be registered against the subject property in accordance with the *Community Charter* (Section 57).

Where Notice on Title has been registered against a property, it may not be removed until such time that the Building Inspector has confirmed that all issues related to the Notice on Title have been sufficiently rectified and the appropriate fee has been paid to remove the Notice. The Building Inspector will then notify the Director of Corporate Services who will submit the appropriate release documentation to the Land Title Office.

b) *Remedial Action Requirements*

Council may impose remedial action requirements in relation to hazardous conditions or declared nuisances. A remedial action requirement may be imposed on the owner or lessee of the matter or thing, or the owner or occupier of the land on which it is located. A remedial action requirement may require the person to remove or demolish the matter or thing; fill it in, cover it over, or alter it; bring it up to a standard specified by bylaw, or otherwise deal with it in accordance with the directions of Council or a person authorized by Council.

c) *Court Proceedings*

Staff will bring forward any recommendation for prosecution of an offence under the *Offence Act* or court action through civil proceedings, to Council for its consideration. The *Community Charter* (Section 263) authorizes a municipality to proceed with a quasi-criminal prosecution of a bylaw offence with a maximum fine of up to \$10,000.

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Although these prosecutions involve a lengthy Provincial Court process, they are appropriate for major offences if a larger fine is warranted. In addition to the penalty imposed, the court may make a compliance order prohibiting the offender from repeating the offence as well as directing the offender to remedy any harm done. Council approval may be required prior to commencing proceedings.

d) *Consent Order*

This is an order where legal proceedings have commenced, however, prior to appearing before a judge or master of the court, the parties agree to a Consent Order. Once the order is signed by all parties it is then registered with the court and has the same effect as a court order. Council approval is required prior to filing the initial statement of claim or petition and may also be required to accept the terms of a consent order.

e) *Injunction Proceedings*

An injunction is a Supreme Court Order directing a person to do, or not to do, a specified act. Council approval is required prior to seeking an injunction.



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SHELburne
ONTARIO, CANADA

CORPORATE POLICY

DEPARTMENT: Clerks Department/Legislative Services

POLICY: BY-LAW ENFORCEMENT POLICY

APPROVAL: COUNCIL

POLICY NUMBER: 2019-07

DATE OF PRESENTATION: December 16, 2019

EFFECTIVE DATE: December 16, 2019

1. PURPOSE

- 1.1 To provide a formal policy and procedure governing the handling of municipal by-law complaints by the municipality and to ensure standardized, thorough, prompt and courteous receipt, processing, investigation and resolution thereof.
- 1.2 The municipality is committed to the delivery of municipal law enforcement services in a timely and effective manner. The goal of these services is to achieve compliance with municipal by-laws through education and enforcement.
- 1.3 The municipality shall operate on a reactive complaint-based process in regard to municipal law enforcement with the exception of a violation that is an immediate threat to health or safety.

2. DEFINITION

- 2.1. **Administrator** means the Clerk/Director of Legislative Services of the Corporation of the Town of Shelburne.
- 2.2. **Complaint** means a complaint received by the municipality, wherein the complainant provides their full name, address, phone number and nature of complaint that can be verified by the Municipal Law Enforcement Officer, in writing using the required form submitted to the municipality.



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SHELburne
ONTARIO, CANADA

- 2.3. **Municipal Law Enforcement Officer** means a person appointed by the municipality for the purpose of municipal law enforcement including, but not limited to a Building Inspector, By-law Enforcement Officer, Police Officer and a person authorized by Council or an assigned individual with the responsibility for enforcing and administering this policy.
- 2.4. **Municipality** means the Corporation of the Town of Shelburne.
- 2.5. **Spite Complaint**, also known as **Frivolous and Vexatious** complaint, means a complaint submitted with ill will or with intention of malice towards another person and may include retaliatory complaints and civil disputes. A spite complaint may also be defined as a complaint that is part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process. Such a pattern occurs when on three (3) or more occasions a complaint comes forward on a matter a Municipal Law Enforcement Officer has already dealt with. After discussing it with the Administrator, the determination of a complaint being a spite complaint shall be at the discretion of the Municipal Law Enforcement Officer.

3. BY-LAW INVESTIGATION AND ENFORCEMENT POLICY AND PROCEDURE

- 3.1. The Municipality shall only respond to complaints received from a complainant who provides their full name, telephone number, address and nature of the complaint in writing. Anonymous and/or incomplete complaints shall not be investigated:
- a) A Municipal Law Enforcement Officer may undertake an investigation on their own initiative upon observation of a possible situation of a by-law violation where the matter is of an immediate threat to health or safety.
 - b) Municipal staff may assist the public by providing by-law information but will not provide opinions regarding the appropriateness of any proposed activity.
- 3.2. The name and any personal information provided by the complainant shall remain in the strictest confidence in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be



intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a Court or other tribunal or body of competent jurisdiction. Persons who are the subject of a complaint are also protected under the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a Court or other tribunal body of competent jurisdiction.

- 3.3. A Municipal Law Enforcement Officer may conduct a preliminary review of the complaint to verify the information provided and research any supporting documentation which may be available in municipal records.
- 3.4. A Municipal Law Enforcement Officer may call the complainant, when necessary, for further details or to confirm or clarify information provided within the formal complaint.
- 3.5. A Municipal Law Enforcement Officer may attend the site to investigate the activity to determine if a municipal by-law contravention exists.
- 3.6. If a Municipal Law Enforcement Officer is unclear of a possible contravention, they may seek the advice of the municipal prosecutor or municipal solicitor if required, or the appropriate municipal staff member:
 - a) A Municipal Law Enforcement Officer may provide the information required to the appropriate party so that an informed determination can be provided and where necessary the appropriate actions initiated.
- 3.7. Where a violation of a municipal by-law is determined by a Municipal Law Enforcement Officer, excluding set fine situations or documented, chronic violations or where otherwise warranted, a Municipal Law Enforcement Officer may provide an initial warning to the person by any of the following four (4) methods:
 - a) In person;
 - b) By telephone;
 - c) Email or;
 - d) In writing.



- 3.8. Notwithstanding section 3.7 of this policy; in situations wherein set fines have been established for violations of a municipal by-law, a Municipal Law Enforcement Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket.
- 3.9. Notwithstanding section 3.7 or 3.8 of this policy; where provided for by municipal by-law or otherwise a Municipal Law Enforcement Officer may issue an emergency order to remedy a violation in lieu of an initial warning when such a violation poses an immediate threat to health or safety.
- 3.10. When compliance with the warning and/or order is confirmed, a Municipal Law Enforcement Officer shall enter the complaint finalized date in the By-law matters database and close the file.
- 3.11. If the warning and/or order has not been complied with within the specified time, the Municipal Law Enforcement Officer may review the non-compliance with the Administrator.
- 3.12. Following discussions with the Administrator pursuant to section 3.11 of this policy, a Municipal Law Enforcement Officer shall determine whether to attempt a second written warning or proceed with the actions necessary to address the situation in accordance with municipal by-laws or otherwise:
- a) If a second written warning or formal order is issued, a Municipal Law Enforcement Officer shall determine a final time period to achieve compliance.
 - b) If legal action is required, a Municipal Law Enforcement Officer shall recommend to the Administrator to proceed with legal action when it appears obvious compliance is not forthcoming.
 - c) At any stage of the enforcement process, if, in the opinion of the Administrator the matter is of significant consequence, the matter may be brought before Council for direction.
- 3.13. Spite Complaints or complaints based on neighbour disputes shall not be investigated by a Municipal Law Enforcement Officer unless deemed to be



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ONTARIO, CANADA

an immediate threat to health and safety.

- 3.14. Failure to comply with any provision of this policy shall not invalidate any proceeding or any step, document or order in a proceeding otherwise in accordance with any municipal by-law, provincial or federal legislation.
- 3.15. Frivolous and Vexatious complaints will not be investigated unless deemed by the Municipal Law Enforcement Officer to be an immediate threat to health and safety.
- 3.16. In situations where multiple complaints are received from a single person at one time, or where a single person continuously submits a variety of complaints on an ongoing basis, the Municipal Law Enforcement Officer, with confirmation from the Administrator, are given the discretion to decide on an appropriate level of response to such complaints. The level of response may include a decision to act on some or all of the complaints, to not act on some or all of the complaints, or to assign priority to some or all of the complaints.
- 3.17. If a decision not to act is reached, this will be conveyed to the complainant in writing.
- 3.18. In making a decision on the appropriate level of response to such complaints, staff will have regard to the following criteria:
 - Safety factors;
 - Available resources;
 - Potential impact on the complainant;
 - Impact on the immediate neighbourhood;
 - Complaints that appear to result from a vendetta or retribution, or are otherwise deemed to be frivolous and vexatious;
 - Offer for formal remediation.
- 3.19. Any decision made under this policy, including a decision not to respond to a complaint or enforce a by-law or a decision by the Administrator, may at any time be revisited.



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- 3.20. In addition to municipal law enforcement options by the Municipality, persons also have independent legal rights, which may be explored and pursued by said persons.
- 3.21. The Shelburne Police Service are responsible for emergency situations and should be contacted to deal with issues, including but not limited to loitering, trespassing, noise related neighbour or domestic disputes, possible drug activity, vandalism or other possible criminal activity.
- 3.22. Pursuant to section 3.2 of this policy; once a complaint has been filed, other than acknowledgement of receipt of the complaint, no follow-up, involvement, information or correspondence regarding the complaint shall be provided to the complainant as the process is protected by the *Municipal Freedom of Information and Protection of Privacy Act*.
- 3.23. Council or Council Members shall establish overall priorities for enforcement, enact by-laws and adopt by-law enforcement policies but shall not get involved in day-to-day by-law enforcement decisions.

4. APPLICATION

- 4.1. This policy shall come into full force and effect on the day it is adopted by the Council of the Corporation of the Town of Shelburne.

Subject: RE: BYLAW ENFORCEMENT POLICY

From: Jane Dauphinee <j.dauphinee@munplan.ab.ca>

Date: Fri, Jul 22, 2022 10:45 am

To: "svislandlake@wildwillowenterprises.com" <svislandlake@wildwillowenterprises.com>

Attach: image001.png

Hi Diane,

My apologies for the delayed response. I don't have a policy document for enforcement, I have actually never heard of a municipality having one 😊. – That doesn't mean you couldn't develop one but it is not something I have experience with. Normally the process is identified in the LUB and that is what is used to undertake enforcement action. IF you do decide to develop a policy in addition to what is identified in the LUB then you will need to make sure the Policy, the LUB and the requirements in the MGA are all consistent. Legal should probably be involved in some capacity – be it in the drafting or review of a draft policy.

I am sorry I can't provide more assistance with regards to this particular matter.

Sincerely,

JANE DAUPHINEE RPP MCIP

Principal & Senior Planner



p: 780.486.1991
e: j.dauphinee@munplan.ab.ca
a: #206, 17511 – 107 Ave NW
Edmonton, AB T5S 1E5
www.munplan.ab.ca

COVID-19:

To proactively protect our staff, families, and clients from the spread of COVID-19 we are limiting visitors to our office. Please note that during this time, members of our staff will be working from our office and remotely as the need arises. Although we may not be in the office at the moment, our email and voice messages will be checked regularly. Thank you. We appreciate your understanding as we all work together to protect the health of our communities.

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is unauthorized. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments. Thank you.

From: svislandlake@wildwillowenterprises.com <svislandlake@wildwillowenterprises.com>

Sent: July 19, 2022 6:47 PM

To: Jane Dauphinee <j.dauphinee@munplan.ab.ca>

Subject: BYLAW ENFORCEMENT POLICY

Hi Jane, Council is looking for a Policy with regard to (specifically) development enforcement i.e. time lines between initial letters, Stop Orders and further action if it is required. Does MPA have anything like that available, or do you know of anyone that may have something like this? Thanks so much.

Diane Wannamaker,

**S.V. of Island Lake
Administration**

Phone: 780-967-0271

Fax: 780-967-0431

Mailing: Box 8, Alberta Beach, AB T0E 0A0

Web: www.islandlake.ca

Email: svislandlake@wildwillowenterprises.com

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Subject: Re: Summer Village of Island Lake Bylaw Enforcement

From: "chad.newton@islandlake.ca" <chad.newton@islandlake.ca>

Date: Thu, Jul 28, 2022 12:31 pm

To: Mary McDonough

Cc: alan.fisher@islandlake.ca, john.wasmuth@islandlake.ca, svislandlake
<svislandlake@wildwillowenterprises.com>

Dan,

I can provide some updates on behalf of council.

1. Our bylaw was updated specifically for traffic and parking and includes RV's on roadway(not allowed) it can viewed on our website. We have been enforcing items as the are identified. I invite you report any items of non compliance.

<https://www.islandlake.ca/files/bylaws/01-2022%20Control%20of%20Vehicle,%20Animal%20&%20Pedestrian%20Traffic.docx>

2. We are attempting to partner with Athabasca to provide additional proactive bylaw enforcement support. This is still in process.

As far as issues of noise specifically, the RCMP will also enforce this and can be called.

3. Speed- We completed a study in regards to speed within the village and received recommendations which some of which have been implemented, line painting, road sign painting, speed bumps and in addition we have ordered 2 electronic speeds signs which haven't arrived yet we hope this will provide additional help in curbing speed.

4. I have also asked that your email be placed on the Agenda at our next meeting and I invite you to attend for a discussion just let us know if you would like to speak.

I know this may not give you the total answer your looking for but I can state that council is moving forward and understand the concerns you have identified.

Feel free to reach out to me directly if you have any further thoughts or questions.

Thanks,
Chad Newton
780-909-2423

On Jul 28, 2022, at 11:56 AM, Mary McDonough wrote:

Hello Council,

With the upcoming long weekend, I was wondering if any of the Bylaws will be enforced or is it just another regular weekend at Island Lake? Fireworks at all hours, P.A. systems used on lots, excessive noise after 11pm, speeding both on the roads and on the water, excessive numbers of R.V's on lots, parking on roadways, I could go on and on. With the new administration, I was hoping for some changes because I am disappointed with the the direction the Summer Village is going. Island Lake is still one of Alberta's gems and we would like to keep it that way.

Regards,
Dan McDonough

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Subject: Fwd: Speed bump lakeshore drive S

From: Chad Newton <chad.newton@telus.net>

Date: Sun, Aug 07, 2022 10:45 am

To: "alan.fisher" <alan.fisher@islandlake.ca>, John Wasmuth <john.wasmuth@islandlake.ca>, svislandlake <svislandlake@wildwillowenterprises.com>

Speed bump request

Chad,

Begin forwarded message:

From: Stacey Mabey

Date: August 7, 2022 at 10:25:19 AM MDT

To: chad.newton@telus.net

Subject: Speed bump lakeshore drive S

Hi Chad,

There is a group of cabins around us that all have younger children and we are hoping we can get a speed bump in front or near to in front of our cabins along lakeshore drive south. In front of 149 or close. We have people 'cooking it' past going likely 80+. Hoping the council will consider doing so immediately and in the future.

Thank you. Sincerely

Stacey Mabey and Kerry Olesen

Sent from my iPhone

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Summer Village of Island Lake

Box 8, Alberta Beach, AB T0E 0A0

Phone: 1-780-967-0271 Fax: 1-780-967-0431

Website: www.islandlake.ca

Email: svislandlake@wildwillowenterprises.com

AUG 03 2022

Our File: 22DP13-04

Via E-mail:

RE: **APPROVAL OF DEVELOPMENT PERMIT 22DP13 - 04**

Plan 1025731, Block 5, Lot 5

5 Irene Avenue, Summer Village of Island Lake

R2 - Residential Large Lot District (the "Lands")

Your development permit application for a discretionary use is approved, subject to the following conditions:

1. An accessory building, two RVs stalls, two additional on-site parking sites, a gravel driveway, site grading and drainage with services: well, power, above ground cistern, temporary septic service during construction, in-ground septic collection and holding tank for seasonal use and occupation of two RVs (the "Development").
2. The land owner is responsible for all development costs, fees, permits, approvals, licenses, and property taxes thereto.
3. The land owner is responsible to obtain provincial or federal approvals, permits, and licenses prior to commencing development on the Lands that may include, but is not limited to:
 - a. Alberta Transportation, Roadside Development Permit (File RPATH0004141)
Contact: Ms. Michelle Olsen michelle.olson@gov.ab.ca to apply for the permit
Construction and Maintenance Division
North Central Region; Athabasca
4709 - 44 Avenue, Provincial Building & Courthouse
Stony Plain AB T7Z 1N4
 - b. ALBERTA ENERGY REGULATOR related to natural gas lines, pipelines, and power lines located on the lands;
 - c. ALBERTA UTILITIES AND TELECOMMUNICATIONS related to telephone lines and utility services located on the lands.

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4. Access will be via the existing approach on Irene Drive.
5. The Development must be in substantial compliance with the plans, diagrams and information provided with the application, including:
 - a. Each RV stall will have permanent corner markers.
 - b. RV stalls can be gravel, grassed or hard surface (concrete or pavement).
 - c. One RV is permitted in each RV stall.
 - d. Two additional on-site parking stalls will be provided with a minimum size of 2.5 m (8.5 ft) wide and 6.0 m (19.7 ft) long.

6. Safety Code permits as required in connection with the Development may be obtained from:

The Inspections Group Inc.
12010 – 111 Avenue NW
Edmonton, AB T5G 0E6

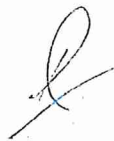
Email: questions@inspectionsgroup.com
Phone: 780-454-5048
Fax: 780-454-5222

Toll Free Phone: 1-866-554-5048
Toll Free Fax: 1-866-454-5222

- a. **TEMPORARY SEPTIC SERVICE** – sanitary facilities (Porta Potty) acceptable to a certified Plumbing Inspector will be provided on-site during the construction.
 - b. **SEPTIC HOLDING TANK:** the in-ground septic tank must be installed and approved by a certified Plumbing Inspector and will comply with the Private Sewage Systems Standard of Practice (2015) for use in the Province of Alberta.
 - c. **WATER SUPPLY:** an above ground water cistern must be installed in conformance with the Safety Codes Act, inspected and approved by a certified Plumbing Inspector.
 - d. **WELL:** the supply of potable water will be in conformance with the Safety Codes Act and requirements of a certified Plumbing Inspector.
 - e. **POWER:** must be installed and approved by an Electrical Inspector.
7. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners and will ensure that surface runoff does not discharge from the Lands onto adjacent private properties.
 8. The land owner will prevent overland drainage, soil, debris, and deleterious materials from being spilled on public roads, lanes, and must not place any soil, fill or construction materials on private or public property without first obtaining the written permission of the land owner or as applicable, the Summer Village of Island Lake.

9. The Lands and improvements shall be maintained in a safe, clean, and tidy condition during all stages of construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris will be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
10. The land owner is responsible for any damage to private or public property caused by their suppliers, agents, and contractors.
11. The proposed Development must substantially comply with the plans, diagrams and information submitted with the development permit application that includes, but is not limited to:
 - a. FRONT YARD SETBACK shall be a minimum of 8.0 metres (26.0 ft) from Irene Avenue;
 - b. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - c. SIDE YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft).
12. The land owner is responsible to ensure the Development is consistent with the conditions of any easement, covenant, rights-of-way or other agreements registered on the title of the Lands.
13. The attached notice will be posted on the Lands, or street abutting the Lands, for twenty-one consecutive (21) days.
14. Any development started by the land owner prior to the expiry of the appeal period is done solely at the risk of the land owner.
15. This approval is valid for one (1) year from the effective date shown below. If substantial work on the Development has not commenced within one (1) year, this development permit is deemed to be void, unless an extension is granted by the Development Officer.

DATE APPLICATION DEEMED COMPLETE:	JULY 19, 2022
DATE OF DECISION:	AUG 03, 2022
EFFECTIVE DATE OF DEVELOPMENT PERMIT:	AUG 25, 2022



Summer Village of Island Lake
Rick Stuckenberg BES, RPP, MCIP
Development Officer

APPEAL:

16. Any person claiming to be affected by a decision of the Development Officer may file an appeal. An appeal must be made in writing and received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after the Date of Decision.
- a. Where an appeal is made, a development permit does not come into effect until the appeal has been determined and the permit has been confirmed, modified or nullified.
 - b. Where no appeal is made, this development permit does not come into effect until the effective date: AUG 25, 2022.
17. An appeal should be directed to the Clerk of the Subdivision and Development Appeal Board and may be delivered:

By mail:

Summer Village of Island Lake
Box 8
Alberta Beach, AB
T0E 0A0

In person:

4808 51 Street
Onaway, AB
T0E 1V0

The appeal must:

- a. Include payment of the appeal fee of \$200.00 plus GST;
- b. Provide the legal description and/or municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. Provide your full name, mailing address, E-mail address, and phone number;
- d. Provide a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal; and,
- e. Be received by the Clerk of the Subdivision and Development Appeal Board no later than August 24, 2022.

NOTES:

- A. A development permit is not a building permit. The land owner must obtain and adhere to all Safety Code permits and requirements of any other authority having jurisdiction.
- B. The Development must comply with the Alberta Electrical Communication and Utility Code that provides for a minimum clearance from overhead wires and conductors.
- C. The land owner may need to consider:
 - i. a drainage system adequate for the existing soils;
 - ii. site grading to provide drainage away from the buildings and improvements that will not impact the adjacent lands or public roads.
- D. To request that buried utilities on your property be located and marked, submit a request online anytime at **ClickBeforeYouDig** or call **1-800-242-3447**.
- E. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
- F. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
- G. A copy of the development permit will be provided to the Summer Village of Island Lake, posted on their website, and notices sent to adjacent land owners.
- H. Should you have questions with the approval of the municipal development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).