

SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, September 20th, 2022

Via Zoom – 5:00 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)	September 20 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)	August 16 th , 2022 Council Meeting Minutes <i>(that Council approve as is or as amended)</i>
	Pages 5-9	b)	August 29 th , 2022 Organizational Meeting Minutes <i>(that Council approve as is or as amended)</i>
4.	<u>Appointments or Delegation</u> Pages 10-12	a)	5:05 p.m. Development Officer Report, Rick Stuckenberg <i>(that the Development Officer Report be accepted as presented)</i>
		b)	5:45 p.m. Director of Agriculture and Community Services Dawn Phillips, Athabasca County – Community Peace Officer <i>(direction as given by Council at meeting time)</i>
5.	<u>Public Hearings</u>	a)	N/A
6.	<u>Bylaws</u>		N/A
7.	<u>Business</u> Pages 13-16	a)	Policy C-ADM-INFO-1, Administration – Development Officer Information Sharing Policy is presented for final approval. <i>(that Policy C-ADM-INFO-1, Administration – Development Officer Information Sharing Policy be accepted for information)</i>
	Pages 17-22	b)	Bylaw Enforcement Policy – attached is a very preliminary Bylaw Enforcement Policy for Council review and discussion. This Policy will be required if/once an Agreement is made for Community Peace Officer Enforcement Services and should be considered a work in progress at this time. <i>(that Council accept the Draft Bylaw Enforcement Policy for information and provide feedback on further development)</i>

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		c)	Complaint Policy – Councillor Wasmuth has requested that this item be placed on the agenda for discussion and direction on what Council would like to see the policy encompass. <i>(direction as given by Council at meeting time)</i>
		d)	Alberta Police Service Municipal Engagement Session – Councillor Wasmuth expressed interest in attending the session scheduled for September 14 th , 2022, however I believe these sessions have been pushed back due to the Queen's passing. Once they are scheduled again, if scheduling allows, attendance may be requested. <i>(that Council approve the attendance of those Council members that wish to participate in the Alberta Police Service Municipal Engagement Sessions once rescheduled)</i> <i>(some other direction as given by Council at meeting time)</i>
	Pages 23-24	e)	ASVA Conference 2022 and Annual General Meeting – the Association of Summer Villages of Alberta (ASVA) hosts an annual conference each fall (usually mid-October). This conference includes speakers, roundtables on hot topics, and the Annual General Meeting. The 2022 Conference is scheduled for October 20 th and 21 st and will be hosted at the Renaissance Hotel at the Edmonton Airport. A full list of the schedule and agenda items/topics is attached. <i>(that Council approve those Council members wishing to attend the 2022 Association of Summer Villages of Alberta Conference and the Annual General Meeting on October 20th and 21st, 2022 including rooms and expenses)</i>
		f)	
		g)	
8.	<u>Financial</u>	a)	Forwarded under separate cover as at August 31 st , 2022
9.	<u>Councillors' Reports</u>		
		a)	Mayor Newton

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		b)	Deputy Mayor Fisher
		c)	Councillor Wasmuth
10.	<u>Administration Reports</u>	a) b) c) d) e)	To Do Lists Alberta Transportation Roadside Development Permit Requirement MAP Report - Update Office Move – Update Tax Collection - Update
11.	<u>Communication and Correspondence</u> <i>Pages 25-29</i>	a)	22DP10-04, Plan 1123618, Blk 17, Lot 31A; 31 Tranquille Drive, construction of a shop/garage, access and drainage
	<i>Pages 30-32</i>	b)	22DP14-04, Plan 7820256, Blk 17, Lot 19; 86 Lakeshore Drive, accessory building/shed, access, site grading and drainage
	<i>Pages 33-37</i>	c)	22DP15-04, Plan 1025731m Blk 7, Lot 5; 72 Spruce Drive, modular home with cistern, in-ground septic collection and holding tank, driveway, on-site parking, site grading and drainage with power, gas and utilities
	<i>Pages 38-42</i>	d)	22DP16-04, Plan 3857KS, Blk 16, Lot 8; 15 Salmon Street, accessory building/garage with access, on site parking, grading and drainage
	<i>Pages 43-47</i>	e)	22DP18-04, Plan 3867KS, Blk 14, Lot 13; 159 Lakeshore Drive, modular home with carport, cistern, in-ground septic collection and holding tank, approach, driveway, on-site parking, site grading and drainage with power, gas and utilities
	<i>Pages 48-52</i>	f)	22DP19-04, Plan 1025731, Blk 7, Lot 7; 58 Spruce Drive, accessory building/shed-garage (40'x50') with power, access, on-site parking, site grading and drainage
	<i>Pages 53-57</i>	g)	22DP21-04, Plan 1025731, Blk 7, Lot 6; 62 Spruce Drive, accessory building/shed-garage with power, gas, access, on-site parking, site grading and drainage
	<i>Pages 58-62</i>	h)	22DP22-04, Plan 3867KS, Blk 10, Lot 10; 49 Lakeshore Drive, demolition of cabin and time extension of DP20DP08-04 to complete new home
	<i>Pages 63-64</i>	i)	Rural Municipalities Townhall Follow-up – September 8, 2022 email from Shannon Stubbs, MP Lakeland Crowfoot and Damien Kurek, MP Battle

**SUMMER VILLAGE OF ISLAND LAKE
AGENDA**

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			River outlining the top issues facing rural municipalities resulting from the Rural Municipalities Townhall meetings and correspondence submitted.
	<i>Pages 65-67</i>	j)	Northern Lights Library Board email of September 12, 2002 advising of an increase in fees for 2023. For the Summer Village of Island Lake, this will mean an increase from \$2,541.78 to \$2,579.91, an over-all increase of \$38.13.
	<i>Page 68</i>	k)	Northern Lights Library System – August 31 st , 2022 letter to the Honorable Ric McIver, Deputy Leader, Minister of Transportation and Minister of Municipal Affairs requesting consideration to commit with local municipalities to increase funding to at least meet inflation for library services.
13.	<u>Closed Session</u>		N/A
14.	<u>Next Meeting</u>		The next meeting is scheduled for October 18 th , 2022 at 5:00 p.m. Does Council wish to have an in-person meeting and zoom accommodation or via zoom only?
15.	<u>Adjournment</u>		

Next Meetings: 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, AUGUST 16TH, 2022
VIA TELECONFERENCE/ZOOM

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

Administration: CAO, Wendy Wildman (till 5:00 p.m.)
Administrative Assistant, Diane Wannamaker
Development Officer, Rick Stuckenberg – via zoom

Public at Large: 0 in person / 3 via zoom

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 4:31 p.m.
2.	AGENDA 22-129	MOVED by Mayor Newton that the August 16 th , 2022 Agenda be approved with the following addition: 7.h) Summer Village of Island Lake website CARRIED
3.	MINUTES 22-130	MOVED by Deputy Mayor Fisher that the July 19 th , 2022 Council Meeting Minutes be approved as presented. CARRIED
4.	APPOINTMENTS 22-131	Development Officer, Rick Stuckenberg, 4:35 p.m. MOVED by Mayor Newton that the Development Officer Report be accepted as presented. CARRIED
5.	PUBLIC HEARINGS	N/A
6.	BYLAWS	N/A
7.	BUSINESS 22-132	MOVED by Mayor Newton that Administration amend Policy C-ADM-INFO-1, Administration – Development Officer Information Sharing as discussed, with final approval deferred to the next meeting.

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, AUGUST 16TH, 2022
VIA TELECONFERENCE/ZOOM

		<p style="text-align:right">CARRIED</p> <p>Mr. Stuckenberg left the meeting at 5:17 p.m.</p>
22-133		<p>MOVED by Councillor Wasmuth 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 \$.75/kilometer through December 31st, 2022 based on the March 15th, 2022 contract.</p> <p style="text-align:right">CARRIED</p>
22-134		<p>MOVED by Mayor Newton that Administration draft a letter to Shannon Stubbs, M.P., Damien Kurek, M.P. and Jacques Gourde, M.P., Shadow and Deputy Shadow Ministers for Rural Economic Development & Rural Broadband Strategy, outlining three important issues impacting the economic development of our community as follows:</p> <ol style="list-style-type: none">1. Cost of policing and download of increased costs of RCMP remuneration2. Lack of adequate cell coverage and broadband3. Impacts of the Federal Carbon Tax relative to all services we provide, <p>and further, that we inquire when or whether a proposed townhall is planned for discussion.</p> <p style="text-align:right">CARRIED</p>
22-135		<p>MOVED by Mayor Newton that Administration draft a Bylaw Enforcement Policy for Council review and further direction at the September Council meeting.</p> <p style="text-align:right">CARRIED</p>
22-136		<p>MOVED by Mayor Newton that the discussion on enforcement issues in the Summer Village be accepted for information.</p> <p style="text-align:right">CARRIED</p>
22-137		<p>MOVED by Deputy Mayor Fisher that the cost of acquiring the services of a Bylaw Enforcement Officer from Edmonton be investigated for assistance on an as requested basis, to address enforcement issues in the Village.</p> <p style="text-align:right">CARRIED</p>
22-138		<p>MOVED by Mayor Newton that the speed bump request on the road adjacent to 149 Lakeshore Drive be accepted for information.</p> <p style="text-align:right">CARRIED</p>

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, AUGUST 16TH, 2022
VIA TELECONFERENCE/ZOOM

	22-139	MOVED by Mayor Newton that Administration follow up with the Development Officer the time lines required to review the current information submitted from 231 Lakeshore Drive, follow up with landowner and report back to Council CARRIED
	22-140	MOVED by Mayor Wasmuth that the discussion on the Summer Villages' website be accepted for information. CARRIED
8.	FINANCIAL REPORT 22-141	MOVED by Mayor Newton that the financial report for July 31 st , 2022 be accepted as presented. CARRIED
9.	COUNCIL REPORTS 22-142	MOVED by Mayor Newton that the Council reports be accepted as presented. CARRIED
10.	ADMINISTRATION REPORTS 22-143	MOVED by Mayor Newton that the Administration Reports be accepted as presented. CARRIED
11.	INFORMATION & CORRESPONDENCE 22-144	MOVED by Mayor Newton that the following correspondence be accepted as presented: <ul style="list-style-type: none"> - 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 CARRIED
12.	CLOSED MEETING	N/A

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, AUGUST 16TH, 2022
VIA TELECONFERENCE/ZOOM

13.	NEXT MEETING	Next meeting is the Annual Information Meeting scheduled for August 27 th , 2022 at 10:00 a.m. at the Athabasca Multiplex (in person and via zoom), with a Bar-B-Q to follow at the Blue Park in the Summer Village of Island Lake.
14.	ADJOURNMENT	The meeting adjourned at 6:40 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

Summer Village of Island Lake
Organizational Meeting
Monday, August 29th, 2022
Westlock Inn and Via Zoom 4:30 p.m.

	PRESENT	<p>Councillors: Alan Fisher, Chad Newton, John Wasmuth</p> <p>Administration: Chief Administrative Officer Wendy Wildman Administrative Assistant, Diane Wannamaker</p> <p>Public at Large: 0 in person / 0 via teleconference</p>
1.	CALL TO ORDER	Wendy Wildman called the meeting to order at 4:32 p.m.
2.	AGENDA 22-145	<p>MOVED by Councillor Newton that the August 29th, 2022 Organizational Meeting Agenda be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	NOMINATIONS 22-146 22-147	<p>Wendy Wildman called for nominations for Mayor.</p> <p>Councillor Fisher nominated Councillor Newton for Mayor.</p> <p>Wendy Wildman called for nominations a second time.</p> <p>Wendy Wildman called for nominations a third time.</p> <p>MOVED by Councillor Wasmuth that nominations cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Newton was declared Mayor and was administered the Oath of Office for Mayor. Mayor Newton assumed the Chair.</p> <p>Mayor Newton called for nominations for Deputy Mayor.</p> <p>Councillor Wasmuth nominated Councillor Fisher.</p> <p>Mayor Newton called for nominations a second time.</p> <p>Mayor Newton called for nominations a third time.</p> <p>MOVED by Mayor Newton that nominations cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Fisher was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.</p>

Summer Village of Island Lake
Organizational Meeting
Monday, August 29th, 2022
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<p>5. COMMITTEE APPOINTMENTS 22-148</p>	<p>MOVED by Mayor Newton that the following Committee appointments be approved:</p> <ul style="list-style-type: none"> a) Public Works (Alan Fisher) b) Baptiste and Island Lake Society (BAILS) (Al Fisher and John Wasmuth) c) Association of Summer Villages of Alberta (ASVA) (John Wasmuth) d) Northern Lights Library System (John Wasmuth) e) Community League (Chad Newton) f) Island Lake Days (Chad Newton) g) Baptiste Fire Department (Chad Newton) h) Waterline Committee (all of Council) <p style="text-align: right;">CARRIED</p>
<p>22-149</p>	<p>MOVED by Mayor Newton that the Land Use Bylaw & Municipal Development Plan Committee and the Intermunicipal Development Plan Committee be dissolved.</p> <p style="text-align: right;">CARRIED</p>
<p>6. FINANCIAL 22-150</p>	<p>MOVED by Mayor Newton that the following financial information be confirmed:</p> <ul style="list-style-type: none"> a) Signing Authority to be all of the Council and the Chief Administrative Officer, and Administrative Assistant, Two signatures are required: -One signature to be any member of Council (Alan Fisher, Chad Newton, John Wasmuth) and; -One signature to be the Chief Administrative Officer Wendy Wildman or the Administrative Assistant Diane Wannamaker

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		<p>b) that the Banking Authority be approved at ATB Financial (Onoway, Alberta).</p> <p style="text-align: right;">CARRIED</p>
7.	<p>MEETINGS 22-151</p>	<p>MOVED by Mayor Newton that Regular Council meetings be scheduled for the third Tuesday of each month at 5:00 p.m., to be held at the Westlock Inn & Conference Centre when meeting in person, and that teleconferencing be deemed an acceptable way of holding a meeting and that any changes to the date of the meetings be posted on the Summer Village website – www.islandlake.ca</p> <p style="text-align: right;">CARRIED</p>
8.	<p>CONFIRMATION OF APPOINTMENTS 22-152</p> <p>22-153</p> <p>22-154</p> <p>22-155</p> <p>Bylaw 06-2022 22-156</p> <p>22-157</p>	<p>MOVED by Deputy Mayor Fisher that the Chief Administrative Officer appointment be confirmed as Wildwillow Enterprises Inc., Wendy Wildman.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Wasmuth that the Auditor Appointment be confirmed as Seniuk & Company.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Newton that the Solicitor appointment be confirmed as Patriot Law Group.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Fisher that the Assessor Appointment be confirmed as Ray Crews, Municipal Assessment Services Group.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Newton that Council give 1st reading to Bylaw 06-2022, a Bylaw for the purpose of establishing one or more Assessment Review Boards, with the following amendment: change the date of readings and signings from August 16th, 2022 to August 29th, 2022.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Newton that Council give 2nd reading to Bylaw 06-2022 as amended.</p> <p style="text-align: right;">CARRIED</p>

Summer Village of Island Lake
Organizational Meeting
Monday, August 29th, 2022
Westlock Inn and Via Zoom 4:30 p.m.

22-158	<p>MOVED by Mayor Newton that Bylaw 06-2022 be considered for third and final reading as amended.</p> <p style="text-align:right">CARRIED UNANIMOUSLY</p>
22-159	<p>MOVED by Councillor Wasmuth that Bylaw 06-2022 be given third and final reading as amended</p> <p style="text-align:right">CARRIED</p>
22-160	<p>MOVED by Councillor Wasmuth that the Assessment Review Board Clerk be confirmed as Gerryl Amorin of Capital Region Assessment Services Commission.</p> <p style="text-align:right">CARRIED</p>
22-161	<p>MOVED by Mayor Newton that the Development Authority Appointment be confirmed as iLand Services Inc., Rick Stuckenberg.</p> <p style="text-align:right">CARRIED</p>
22-162	<p>MOVED by Mayor Newton that the Subdivision Authority appointment be confirmed as Municipal Planning Services Ltd., Jane Dauphinee, as administration and Council of the Summer Village of Island Lake as the approving authority.</p> <p style="text-align:right">CARRIED</p>
22-163	<p>MOVED by Councillor Wasmuth that the Subdivision and Development Appeal Board Clerk appointments be confirmed as Milestone Municipal Services, Emily House and Cathy McCartney.</p> <p style="text-align:right">CARRIED</p>
22-164	<p>MOVED by Councillor Wasmuth that the appointment of the Municipal Planning Commission currently confirmed as all of Council be deferred to the next meeting for further discussion and consideration.</p> <p style="text-align:right">CARRIED</p>
22-165	<p>MOVED by Mayor Newton that the Freedom of Information and Protection of Privacy (FOIPP) Coordinator be confirmed as the Chief Administrative Officer, Wendy Wildman.</p> <p style="text-align:right">CARRIED</p>
22-166	<p>MOVED by Mayor Newton that the Integrity Commissioner be confirmed as Victoria Message.</p> <p style="text-align:right">CARRIED</p>
22-167	<p>MOVED by Deputy Mayor Fisher that the Municipal Office Location be confirmed as 4808-51 Street, Town of Onoway.</p> <p style="text-align:right">CARRIED</p>

Summer Village of Island Lake
Organizational Meeting
Monday, August 29th, 2022
Westlock Inn and Via Zoom 4:30 p.m.

22-168	MOVED by Mayor Newton that Council confirm Policy C-COU-REM-1, Council Remuneration Policy as is. CARRIED
22-169	MOVED by Mayor Newton that Council confirm Bylaw 03-2018, Code of Conduct for Members of Council as is. CARRIED
22-170	MOVED by Mayor Newton that Council confirm the Public Participation Policy, C-COU-PAR-1 and Public Participation Plan, as is. CARRIED
22-171	MOVED by Mayor Newton that pursuant to Section 208(1)(d) of the Municipal Government Act outlining Council's legislative responsibilities, that the following items be acknowledged as received: <ul style="list-style-type: none">- Bylaw 03-18, Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council- Section 208(1)(d) of the Municipal Government Act, outlining Council's legislative responsibilities CARRIED
ADJOURNMENT	Mayor Newton declared the meeting adjourned at 5:11 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 9, 2022
 Development Services - Activities for July / August
 Rick Stuckenberg BES, RPP, MCIP
 Development Officer

APPLICATIONS

PROPOSED USE / DISPOSITION

Permitted Use	<ul style="list-style-type: none"> Plan 7820256, Block 17, Lot 19 - 86 Lakeshore Drive Storage Shed Development Permit Issued
Permitted Use	<ul style="list-style-type: none"> Plan 1025731, Block 7, Lot 5 – 72 Spruce Drive Modular Home with cistern, in-ground septic, access, parking, site grading, U/G power, gas and utilities Development Permit Issued
Permitted Use	<ul style="list-style-type: none"> Plan 3857165, Block 16, Lot 8 – 15 Salmon Street Garage Development Permit Issued
Permitted Use	<ul style="list-style-type: none"> Plan 3857KS, Block 14, Lot 13 – 159 Lakeshore Drive Modular Home with cistern, in-ground septic, access, parking, site grading, power, gas, utilities Development Permit Issued
Discretionary Use	<ul style="list-style-type: none"> Plan 1025731, Block 7, Lot 7 – 58 Spruce Drive Garage Development Permit Issued
Discretionary Use	<ul style="list-style-type: none"> Plan 1025731, Block 7, Lot 6 – 62 Spruce Drive Garage Development Permit Issued
Permitted Use	<ul style="list-style-type: none"> Plan 3857KS, Block 10, Lot 10 – 49 Lakeshore Drive Demolition of cabin and time extension to complete new home Development Permit Issued
Permitted Use	<ul style="list-style-type: none"> Plan 0927584, Block 17, Lot 16A – 67 Tranquille Drive Time extension to complete new home Development Permit Issued
Inspections / meetings	<ul style="list-style-type: none"> Attended the municipal BBQ to meet residents Inspections / meetings August 26

DEVELOPMENT SERVICES

Development Compliance	<ul style="list-style-type: none">• 26 Lakeshore Drive – SeaCan addition to existing Single-Family dwelling. No concerns identified.<ol style="list-style-type: none">1. The SeaCan is:<ul style="list-style-type: none">▪ located at the rear of the dwelling▪ painted the same colour as the dwelling2. Development Permit 21DP11-04 does not list any conditions for exterior cladding to be affixed to the SeaCan.• 95 Lakeshore Drive - Seacan modules moved on-site in June for a new home. A copy of the development permit was only recently received. A visual inspection was conducted. No concerns identified.• 217 Lakeshore Drive –Modular home recently moved on-site. It encroaches into the side yard setback adjacent to a public walkway. An RPR was provided. A variance application is under review.• 229 Lakeshore Drive – Garage constructed without any approvals or Safety Code permits:<ol style="list-style-type: none">1. Exhaustive meetings were held with the land owner.2. The land owner confirmed that he would retain an engineer to prepare site plans for an application.3. No site plans, drawings, application or any viable scenario has been provided by the land owner.4. Three accessory buildings are constructed on the lot as well as another in the Municipal Reserve; it also has U/G power and must be removed.5. Section 4.2.1(g) of the Land Use Bylaw allows two (2) accessory buildings on a lot; there are three (3):<ul style="list-style-type: none">▪ a new accessory building exceeds the number of structures allowed on the lot.▪ It cannot stay on the lot unless the land owner permanently joins the garage to the dwelling (as discussed) and this will reduce the number of accessory budlings and bring the use into compliance with the Land Use Bylaw.▪ the garage must be moved off-site, demolished, or relocated on the lot with proper permits. No plan or application has been received. It is recommended that the Council take the necessary steps to demolish the garage.
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	<ul style="list-style-type: none">• 231 Lakeshore Drive:<ul style="list-style-type: none">(A) changes were made by the land owner to the septic disposal system:<ol style="list-style-type: none">1. The Inspections Group confirmed to the land owner that a Private Sewage and Disposal System permit is required.2. No permit has been obtained.3. A Stop Order was issued.(B) the land owner's remediation plan was rejected.<ol style="list-style-type: none">1. A new plan with additional information was requested, including removal of the gravel from the Municipal Reserve lands.2. The deadline to provide a new plan coincides with this Council meeting.3. An inspection will be conducted when a suitable remediation plan and survey is provided. This will enable further recommendations to the Council.
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Respectfully submitted,



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



Summer Village of Island Lake

Administrative 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 of the Summer Village.

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 3 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.



Summer Village of Island Lake

Administrative Policy

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.
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 Summer Village. 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 referral notice to be mailed within 3 business days of receipt 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

Administrative 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 the 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 3 days of receipt of said information.
17. The Summer Village Administration Office will ensure the approved Development Permits are posted on the municipal website within 3 business days of receipt 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. The Development Officer will provide a report to Administration for the Council meeting by the end of the first week of each month.
 - 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 5:05 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.
 - d. If there is a specific development issue on the agenda the Administration office will ensure the Development Officer is aware of same and provide relevant information/documentation on same by 1:00 p.m. 5 business days prior.
19. Requests by the Development Officer for information held by the Administration Office require time sensitive follow up to ensure statutory deadlines and timelines for notification are met. Once a request is received, the Administration Office will forward the requested information to the Development Officer within 3 business days.



Summer Village of Island Lake

Administrative Policy

Legal References:

Revisions:

Resolution Number	MM/DD/YY

DRAFT



Summer Village of Island Lake

Council Policy

Number	Title			
	Bylaw Enforcement Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

1. PURPOSE

- 1.1 To provide a formal policy and procedure governing the handling of Municipal Bylaw 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 Community Peace Officer enforcement services in a timely and effective manner. The goal of these services is to achieve compliance with Municipal Bylaws 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 Chief Administrative Officer (CAO) of the Summer Village of Island Lake
- 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 Community Peace Officer, in writing using the required form submitted to the Municipality
- 2.3 **Community Peace Officer** means a person appointed by the Municipality for the purpose of Municipal law enforcement including but not limited to a Building Inspector, Bylaw 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 Municipality of the Summer Village of Island Lake.



Summer Village of Island Lake

Council Policy

- 2.5 **Spite Complaint**, also known as **Frivolous and Vexatious** complaint, means a complaint submitted with ill will or with the 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 Community Peace Officer **or Administration** has already dealt with. After discussing it with the CAO, the determination of a complaint being a spite complaint shall be at the discretion of the Community Peace Officer.

3. BYLAW INVESTIGATION AND ENFORCEMENT POLICY AND PROCEDURE

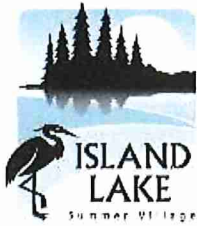
- 3.1 The Municipality shall only respond to complaints received from a complainant who provides their full name, telephone number, address and nature of the complaint in writing. Anonymous and/or incomplete complaints shall not be investigated:
- a) A Community Peace Officer may undertake an investigation on their own initiative upon observation of a possible situation of a Bylaw violation where the matter is of an immediate threat to health or safety.
 - b) Municipal staff may assist the public by providing Bylaw information but will not provide opinions regarding the appropriateness of any proposed activity.
- 3.2 The name and personal information provided by the complainant shall remain in the strictest confidence in accordance with *Free of Information and Protection of Privacy Act* and shall not be intentionally divulged to any member of Council, non-essential municipal staff, or the public unless so ordered by a Court or other tribunal or body of competent jurisdiction.
- 3.3 A Community Peace 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 Community Peace Officer may call the complainant, when necessary, for further details or to confirm or clarify information provided within the formal complaint.
- 3.5 A Community Peace Officer may attend the site to investigate the activity to determine if a Municipal or Provincial Bylaw contravention exists.



Summer Village of Island Lake

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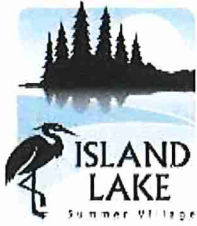
- 3.6 If a Community Peace Officer is unclear of a possible contravention, they may seek the advice of the appropriate Municipal staff, who in turn may contact the Municipal Solicitor for further direction.
- a) A Community Peace Officer may provide the information required to the appropriate party so that an informed determination can be provided and where necessary the appropriate actions initiated.
- 3.7 Where a violation of a Municipal Bylaw is determined by a Community Peace Officer, excluding set fine situations or documented, chronic violations or where otherwise warranted, a Community Peace 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 Bylaw, a Community Peace Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket.
- 3.9 Notwithstanding Sections 3.7 or 3.8 of this Policy; where provided for by Municipal Bylaw or otherwise a Community Peace 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 Community Peace Officer shall enter the complaint finalized date in the Bylaw matters database and close the file.
- 3.11 If the warning and/or order has not been complied with within the specified time, the Community Peace Officer may review the non-compliance with the CAO.



Summer Village of Island Lake

Council Policy

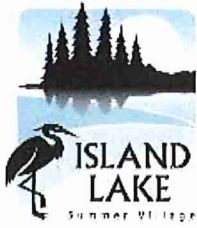
- 3.12 Following discussions with the CAO pursuant to Section 3.11 of this Policy, a Community Peace Officer shall determine whether to attempt a second written warning or proceed with the actions necessary to address the situation in accordance with Municipal Bylaws or otherwise:
- a) If a second written warning or formal order is issued, a Community Peace Officer shall determine a final time period to achieve compliance
 - b) If legal action is required, a Community Peace Officer shall recommend to the CAO 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 CAO the matter is of significant consequence, the matter may be brought before Council for direction
- 3.13 Spite Complaints or complaints based on neighbor disputes shall not be investigated by a Community Peace Officer unless deemed to be 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 Bylaw, Provincial or Federal legislation.
- 3.15 Frivolous and vexatious complaints will not be investigated unless deemed by the Community Peace 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 Community Peace Officer, with confirmation from the CAO, 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.



Summer Village of Island Lake

Council Policy

- 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 neighborhood;
 - 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 Bylaw or a decision by the CAO, may at any time be revisited.
- 3.20 In addition to Municipal Law Enforcement options, persons also have independent legal rights, which may be explored and pursued by said persons.
- 3.21 The Royal Canadian Mounted Police (RCMP) are responsible for emergency situations and should be contacted to deal with issues, including but not limited to loitering, trespassing, noise related neighbor 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 *Freedom of Information and Personal Privacy (FOIPP) Act*.
- 3.23 Council or Council members shall establish overall priorities for enforcement, enact Bylaws and adopt Bylaw enforcement Policies but shall not get involved in day-to-day Bylaw enforcement decisions.



Summer Village of Island Lake

Council Policy

4. APPLICATION

- 4.1 This Policy shall come into full force and effect on the day it is adopted by the Council of the Summer Village of Island Lake.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

REGISTRATION & PROGRAM INFORMATION:

October 20 & 21st, 2022

ASVA Conference & AGM

"COME TOGETHER TO GROW TOGETHER AGAIN"



Please register prior to September 20th – via Eventbrite

<https://www.eventbrite.ca/e/401002789137>

Venue: *Renaissance Hotel & Conference Center, Edmonton Airport*

- **A Room Block Discount is available for early booking until September 20, 2022**
Please contact reservations: tel. 1-877-231-1724 or email:
bailey.chomitzky@marriott.com and refer to ASVA Conference & AGM

Day 1: Full day Program

October 20th Registration & Breakfast Buffet 9:00 a.m. – 10:00 a.m.

Conference begins at 10:00 a.m. promptly with Minister's Welcome Program 10:00 a.m. – 4:00 p.m.

Coffee Break 10:30 a.m. – 10:45 a.m.

AGM 4:00 p.m. – 4:45 p.m.

Cocktail Hour 5:00 p.m. – 6:00 p.m.

Dinner Banquet 6:00 p.m. – 7:00 p.m.

Silent Auction & Entertainment 7:00 p.m. – 8:00 p.m.

Day 2: ½ day Program

Breakfast Buffet 8:00 a.m. – 9:00 a.m.

Emergency & Environmental Panel & Q&A 9:00 a.m. – 10:15 a.m.

Coffee Break & Snacks 10:15 a.m. – 10:30 a.m.

CAO Breakout Session & Panel 10:30 a.m. – Noon

12 Noon Closing of Session

Featured Keynotes, Panels and Topics:

Day 1 –

Advocacy Panel

R.C.M.P. K-Division "Policing Small Communities"

ALMS – Government of Alberta (Aquatic Species)

AB Municipalities - Future of Municipal Governments

RMA

Day 2 -

Emergency Management and Environmental Specialists Panel (GOA, AB Muni's, ALMS, FRIIA, and more) "Land, Air, Water"

CAO Breakout Session (Day 2)- featured topics and panel specialists:

SLGM – Tools and Resources for CAO's

LGAA – Tools and Resources for CAO's

Topic 1: The Recipe for Productive CAOs

Topic 2: Ingredients of Positive and Constructive Relationships with CAO's & Councils:

Mayor Bernie Poulin, and S.V. Itaska Beach, CAO June Boyda

Fostering a Culture of Respect and Future of Municipal Government Project research on the changing dynamics of CAOs



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

June 13, 2022

Our File: 22DP10 - 04

RE: APPROVAL OF DEVELOPMENT PERMIT 22DP10 - 04

Plan 1123618, Block 17, Lot 31A

31 Tranquille Drive, 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. The development permit is issued for construction of a shop / garage, access, and drainage (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 for obtaining any other permits, licenses, and approvals that may be required prior to commencing development of the Lands that may include, but is not limited to:
 - a. ALBERTA ENVIRONMENT AND PARKS should an approval be needed for development adjacent to a watercourse or wetland;
 - 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.
3. Permits as required in connection with building, electrical, gas or propane, plumbing, water, drainage, private sewage collection and disposal may be obtained from:

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

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

- a. **TEMPORARY SEPTIC SERVICE** – sanitary facilities (e. g. Porta Poty) acceptable to a certified Plumbing Inspector will be provided on-site during the construction.
 - b. **UTILITIES** - the land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of the power lines and other utilities.
4. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
 5. Grading away from the shop / garage is required to ensure proper drainage.
 6. The land owner shall prevent drainage, soil, debris, and deleterious materials from being spilled into any wetland or watercourse, public roads or 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.
 7. 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 shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
 8. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.
 9. The land owner is responsible for any damage to private or public property caused by their suppliers, agents, and contractors.
 10. The 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);
 - b. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - c. SIDE YARD SETBACK shall comply with the Alberta Building Code or be a minimum of 1.5 metres (5.0 ft) whichever is greater;
 - d. MAXIMUM HEIGHT shall be 2 storeys or 9.7 metres which ever is less in relation to the elevation of the adjacent road.


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17. 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.
18. A minimum of two (2) parking stalls must be provided on the Lands.
19. The attached notice must be conspicuously posted on the Lands, or the street abutting the Lands, for not less than twenty-one consecutive (21) days after the development permit is received.
20. Any development proceeded by the land owner prior to the expiry of the appeal period is done solely at the risk of the land owner.
21. 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 OF DECISION:

DATE APPLICATION DEEMED COMPLETE:	May 20, 2022
DATE OF DECISION:	June 13, 2022
EFFECTIVE DATE OF DEVELOPMENT PERMIT:	July 05, 2022

Per: Summer Village of Island Lake



Rick Stuckenberg BES, RPP, MCIP
Development Officer

APPEAL:

22. The Land Use Bylaw provides for any person claiming to be affected by a decision of the Development Officer may file an appeal to the Subdivision and Development Appeal Board by serving notice of appeal to the Clerk of the Subdivision and Development Appeal Board.
- a. Where no appeal is made, a development permit does not come into effect until twenty-one (21) days after the date that the development permit is received.
 - b. Where an appeal is made, a development permit does not come into effect until the appeal has been determined and the development permit has been confirmed, modified or nullified.
23. An appeal must be made in writing and delivered by mail or in person so as to be received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days of the Date of Decision. The 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 should include:

- a. payment of the appeal fee of \$200.00 plus GST;
- b. the legal description and/or the municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. your full name, mailing address, E-mail address, and phone number;
- d. a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal.

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 the Safety Codes Officer 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. Walls of buildings within 2.4 m of the property line must be constructed in compliance with the Alberta Fire Code with a minimum fire rating of not less than 45 minutes.
- D. The land owner may need to consider:
 - i. any special design requirements of building the foundation;
 - ii. design and construction of a drainage system adequate for the existing soils;
 - iii. site grading to provide drainage away from the buildings and improvements.
- E. 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**.
- F. Alberta Transportation issued Roadside Development Permit 2022 - 0002983 (File Number: RPATH0002983) dated June 13, 2022.
- G. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
- H. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
- I. Adjacent land owners, agencies, and the Summer Village of Island Lake will be notified of the approval of the application.
- J. Should you have questions with the approval of this development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).



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

August 25, 2022

Our File: 22DP14 - 04

RE: **APPROVAL OF DEVELOPMENT PERMIT 22DP14 - 04**

Plan 7820256, Block 17, Lot 19

86 Lakeshore Avenue - Summer Village of Island Lake

R1 - Residential Small Lot District (the "Lands")

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

1. The development permit is issued for an accessory building / shed, access, site grading and drainage (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 for obtaining any other permits, licenses, and approvals prior to commencing development of the Lands that may include, but is not limited to:
 - A. A Roadside Development permit from Alberta Transportation. There is no cost for the application. You must use **MyAlberta Digital ID** or **MyAlberta Digital ID** for business to submit an application. Proof of an approved Roadside Development Permit must be provided to the Municipality.
 - a. ALBERTA ENERGY REGULATOR related to natural gas lines, pipelines, and power lines located on the lands;
 - b. ALBERTA UTILITIES AND TELECOMMUNICATIONS related to telephone lines and utility services located on the lands.

3. Permits for building the shed 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

4. The land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of power lines and other utilities.
5. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
6. Site grading away from all structures is required to ensure proper drainage. The land owner will ensure that surface runoff will not discharge onto adjacent private properties or public roads.
7. The land owner will prevent 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.
8. The Lands and improvements shall be maintained in a safe, clean, and tidy condition during all stages of the construction, free from rubbish and debris. Receptacles for the purpose of disposing of construction waste, rubbish, and debris shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
9. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.
10. The land owner is responsible for any damage to private or public property caused by their suppliers, agents and contractors.
11. The Development must substantially comply with the plans, diagrams, and information submitted with the development permit application that includes, but not limited to:

- a. FRONT YARD SETBACK shall be a minimum of 8.0 metres (26.0 ft);
 - b. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - c. SIDE YARD SETBACK shall comply with the Alberta Building Code or be a minimum of 1.5 metres (5.0 ft) whichever is greater;
 - d. MAXIMUM HEIGHT shall be 2 storeys or 9.7 metres (32.0 ft) which ever is less in relation to the elevation of the adjacent road.
17. 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.
 18. The attached notice must be conspicuously posted on the Lands, or the street abutting the Lands, for twenty-one consecutive (21) days after the development permit is received.
 19. Any development proceeded by the land owner prior to the expiry of the appeal period is done solely at the risk of the land owner.
 20. 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 OF DECISION:

DATE APPLICATION DEEMED COMPLETE:	August 15, 2022
DATE OF DECISION:	August 25, 2022
EFFECTIVE DATE OF DEVELOPMENT PERMIT:	September 16, 2022

Per: Summer Village of Island Lake



Rick Stuckenberg BES, RPP, MCIP
Development Officer

APPEAL:

21. The Land Use Bylaw provides for any person claiming to be affected by a decision

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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

August 29, 2022

Our File: 22DP15 - 04

RE: **APPROVAL OF DEVELOPMENT PERMIT 22DP15 - 04**

Plan 1025731, Block 7, Lot 5

72 Spruce Drive, Summer Village of Island Lake

R1 - Residential Large Lot District (the "Lands")

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

1. The development permit is issued for a Modular Home with cistern, in-ground septic collection and holding tank, driveway, on-site parking, site grading and drainage with power, gas and utilities (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 for obtaining any other permits, licenses, and approvals that may be required prior to commencing development of the Lands that may include, but is not limited to:
 - a. A Roadside Development permit must be obtained from Alberta Transportation. There is no cost for the application. You must use MyAlberta Digital ID or MyAlberta Digital ID for business to submit the application. Proof of an approved Roadside Development Permit must be provided to the Municipality before starting the Development.
 - 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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3. Permits required for the building, electrical, gas or propane, plumbing, water and private sewage collection and disposal must 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

Approvals from the Inspections Group are needed for:

- a. **ENGINEERING** for the foundation system must be designed by a professional engineer and approved the Inspections Group Inc.
 - b. **TEMPORARY SEPTIC SERVICE** – sanitary facilities acceptable to a certified Plumbing Inspector will be provided on-site during the construction.
 - c. **SEPTIC COLLECTION AND DISPOSAL SYSTEM** - installation of an in-ground septic collection system and holding tank must be approved by a certified Plumbing Inspector and comply with the Private Sewage Systems Standard of Practice (2015) for use in the Province of Alberta.
 - d. **WATER SUPPLY** - the cistern needs inspected by a certified plumbing inspector.
 - e. **UTILITIES** - the land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of power lines and other utilities.
4. Open excavations must be fenced and backfilled when appropriate to the stage of construction.
5. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
6. Site grading away from all structures is required to ensure proper drainage.
7. The land owner will ensure that surface runoff will not discharge onto adjacent private properties or impact the water quality of the lake.
8. The land owner will prevent soil, debris, and deleterious materials from being spilled into the public roads 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 the construction, free from rubbish and debris. Receptacles for the purpose of disposing of construction waste, rubbish, and debris shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
10. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.
11. The land owner is responsible for any damage to private or public property caused by their suppliers, agents, and contractors.
12. The Development must substantially comply with the plans, diagrams, and information submitted with the development permit application that includes, but not limited to:
 - a. FRONT YARD SETBACK shall be a minimum of 8.0 metres (26.0 ft);
 - b. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - c. SIDE YARD SETBACK shall comply with the Alberta Building Code or be a minimum of 1.5 metres (5.0 ft) whichever is greater;
 - d. MAXIMUM HEIGHT shall be 2 storeys or 9.7 metres (32.0 ft) which ever is less in relation to the elevation of the adjacent road.
17. 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.
18. Access from Spruce Drive is via the existing approach. A driveway access and minimum of two (2) on-site parking stalls will be provided.
19. The attached notice must be posted on the Lands, or the street abutting the Lands, for not less than twenty-one consecutive (21) days after the development permit is received.
20. Any development proceeded by the land owner prior to the expiry of the appeal period is done solely at the risk of the land owner.
21. 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 OF DECISION:

DATE APPLICATION DEEMED COMPLETE: August 2, 2022

DATE OF DECISION: August 27, 2022

EFFECTIVE DATE OF DEVELOPMENT PERMIT: September 20, 2022

Per: Summer Village of Island Lake



Rick Stuckenberg BES, RPP, MCIP
Development Officer

APPEAL:

22. The Land Use Bylaw provides for any person claiming to be affected by a decision of the Development Officer may file an appeal to the Subdivision and Development Appeal Board by serving notice of appeal to the Clerk of the Subdivision and Development Appeal Board:
- a. Where no appeal is made, a development permit does not come into effect until twenty-one (21) days after the date that the development permit is received.
 - b. Where an appeal is made, a development permit does not come into effect until the appeal has been determined and the development permit has been confirmed, modified or nullified.
23. An appeal must be made in writing and delivered by mail or in person so as to be received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days of the Date of Decision. The 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 should include:

- a. payment of the appeal fee of \$200.00 plus GST;
- b. the legal description and/or the municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. your full name, mailing address, E-mail address, and phone number;
- d. a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal.

NOTES:

- A. A development permit is not a building permit. The land owner must obtain and adhere to all Safety Code permits and requirements.
- 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. Walls of buildings within 2.4 m of the property line must be constructed in compliance with the Alberta Fire Code with a minimum fire rating of not less than 45 minutes.
- D. The land owner may need to consider:
 - i. any special design requirements of building the foundation;
 - ii. design and construction of a drainage system adequate for the existing soils;
 - iii. site grading to provide drainage away from the buildings and improvements.
- E. 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**.
- F. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
- G. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
- H. Adjacent land owners, agencies, and the Summer Village of Island Lake will be notified of the approval of the application.
- I. Should you have questions with the approval of this development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).



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

August 30, 2022

Our File: 22DP16 - 04

RE: APPROVAL OF DEVELOPMENT PERMIT 22DP16 - 04

Plan 3857KS, Block 16, Lot 8

15 Salmon Street - Summer Village of Island Lake

R1 - Residential Small Lot District (the "Lands")

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

1. The development permit is issued for an accessory building / garage with access, on-site parking, grading and drainage (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 for obtaining any other permits, licenses, and approvals prior to commencing development of the Lands that may include, but is not limited to:
 - a. A Roadside Development permit from Alberta Transportation is required. There is no cost for the application. You must use MyAlberta Digital ID or MyAlberta Digital ID for business to submit an application;
 - b. Proof of an approved Roadside Development Permit must be provided to the Municipality before commencing the Development;
 - c. ALBERTA ENERGY REGULATOR related to natural gas lines, pipelines, and power lines located on the lands;
 - d. ALBERTA UTILITIES AND TELECOMMUNICATIONS related to telephone lines and utility services located on the lands;

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- e. Safety Codes Permits for building the shed 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

- f. Engineering for the foundation system and structural building components is required.
- g. The land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of power lines and other utilities.
4. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
5. Site grading away from all structures is required to ensure proper drainage. The land owner will ensure that surface runoff will not discharge onto adjacent private properties or the lane.
6. The land owner will prevent soil, debris, and deleterious materials from being spilled on public roads, lane, 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.
7. The Lands and improvements shall be maintained in a safe, clean, and tidy condition during all stages of the construction, free from rubbish and debris. Receptacles for the purpose of disposing of construction waste, rubbish, and debris shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
8. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.
9. The land owner is responsible for any damage to private or public property caused by their suppliers, agents and contractors.

10. The Development must substantially comply with the plans, diagrams, and information submitted with the development permit application that includes, but not limited to:
- a. FRONT YARD SETBACK shall be a minimum of 8.0 metres (26.0 ft);
 - b. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - c. SIDE YARD SETBACK shall comply with the Alberta Building Code or be a minimum of 1.5 metres (5.0 ft) whichever is greater;
 - d. MAXIMUM HEIGHT shall be 2 storeys or 9.7 metres (32.0 ft) which ever is less in relation to the elevation of the adjacent road;
 - e. Two on-site parking sites must be provided;
 - f. A survey is required to confirm the east boundary of the lot and setback from the lane to the garage.
11. 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.
12. The attached notice must be conspicuously posted on the Lands, or the street abutting the Lands, for twenty-one consecutive (21) days after the development permit is received.
13. Any development proceeded by the land owner prior to the expiry of the appeal period is done solely at the risk of the land owner.
14. 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 OF DECISION:

DATE APPLICATION DEEMED COMPLETE:	August 24, 2022
DATE OF DECISION:	August 30, 2022
EFFECTIVE DATE OF DEVELOPMENT PERMIT:	September 21, 2022

Per: Summer Village of Island Lake



Rick Stuckenberg BES, RPP, MCIP
Development Officer

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APPEAL:

15. The Land Use Bylaw provides for any person claiming to be affected by a decision of the Development Officer may file an appeal to the Subdivision and Development Appeal Board by serving notice of appeal to the Clerk of the Subdivision and Development Appeal Board:
 - a. Where no appeal is made, a development permit does not come into effect until twenty-one (21) days after the date that the development permit is received.
 - b. Where an appeal is made, a development permit does not come into effect until the appeal has been determined and the development permit has been confirmed, modified or nullified.
16. An appeal must be made in writing and delivered by mail or in person so as to be received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days of the Date of Decision. The 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 should include:

- a. payment of the appeal fee of \$200.00 plus GST;
- b. the legal description and/or the municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. your full name, mailing address, E-mail address, and phone number;
- d. a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal.

NOTES:

1. A development permit is not a building permit. The land owner must obtain and adhere to all Safety Code permits and requirements.
2. The Development must comply with the Alberta Electrical Communication and Utility Code that provides for a minimum clearance from overhead wires and conductors.
3. Walls of buildings within 2.4 m of the property line must be constructed in compliance with the Alberta Fire Code with a minimum fire rating of not less than 45 minutes.
4. 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**.
5. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
6. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
7. Adjacent land owners, agencies, and the Summer Village of Island Lake will be notified of the approval of the application.
8. Should you have questions with the approval of this development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).



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

August 29, 2022

Our File: 22DP18 - 04

RE: **APPROVAL OF DEVELOPMENT PERMIT 22DP18 - 04**
Plan 3867KS, Block 14, Lot 13
159 Lakeshore Drive, Summer Village of Island Lake
R1 - Residential Small Lot District (the "Lands")

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

1. The development permit is issued for a Modular Home with carport, cistern, in-ground septic collection and holding tank, approach, driveway, on-site parking, site grading and drainage with power, gas and utilities (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 for obtaining any other permits, licenses, and approvals that may be required prior to commencing development of the Lands that may include, but is not limited to:
 - a. A Roadside Development permit must be obtained from Alberta Transportation. There is no cost for the application. You must use MyAlberta Digital ID or MyAlberta Digital ID for business to submit the application. Proof of an approved Roadside Development Permit must be provided to the Municipality before starting the Development.
 - 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.

Permits required for the building, electrical, gas or propane, plumbing, water and private sewage collection and disposal must 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

Approvals from the Inspections Group are needed for:

- d. **GEOTECHNICAL AND CIVIL ENGINEERING** - the foundation system must be designed by a professional engineer.
 - e. **TEMPORARY SEPTIC SERVICE** – sanitary facilities acceptable to a certified Plumbing Inspector will be provided on-site during the construction.
 - f. **SEPTIC COLLECTION AND DISPOSAL SYSTEM** – relocation and installation of the existing in-ground septic collection system and holding tank must be approved by a certified Plumbing Inspector and comply with the Private Sewage Systems Standard of Practice (2015) for use in the Province of Alberta.
 - g. **WATER SUPPLY** - the cistern needs approved by a certified plumbing inspector.
 - h. **UTILITIES** - the land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of power lines and other utilities.
- 4. Open excavations must be fenced and backfilled when appropriate to the stage of construction.
 - 5. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
 - 6. Site grading away from all structures is required to ensure proper drainage.
 - 7. An erosion and sediment control plan will be implemented during all phases of the construction. Surface runoff must not discharge onto adjacent private properties or impact the water quality of the lake.
 - 8. The land owner will prevent soil, debris, and deleterious materials from being spilled into the lake or public roads 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 the construction, free from rubbish and debris. Receptacles for the purpose of disposing of construction waste, rubbish, and debris shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
10. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.
11. The land owner is responsible for any damage to private or public property caused by their suppliers, agents, and contractors.
12. The Development must substantially comply with the plans, diagrams, and information submitted with the development permit application that includes, but not limited to:
 - a. Plans provided by Western Modular homes and/or the land owner;
 - b. FRONT YARD SETBACK shall be a minimum of 8.0 metres (26.0 ft);
 - c. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - d. SIDE YARD SETBACK shall comply with the Alberta Building Code or be a minimum of 1.5 metres (5.0 ft) whichever is greater;
 - e. MAXIMUM HEIGHT shall be 2 storeys or 9.7 metres (32.0 ft) which ever is less in relation to the elevation of the adjacent road.
17. 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.
18. The land owner must provide a Real Property Report (RPR) prepared by an Alberta Land Surveyor. The RPR must be completed at the foundation stage of development and provided to the Development Officer to confirm the development complies with all land use and development regulations.
19. The access from Lakeshore Drive will be relocated. Should a culvert be required for the approach it will be installed at the land owner's cost and sized so as to not impeded the flow of storm drainage in the road right-of-way. A minimum of two (2) on-site parking stalls will be provided.
20. The attached notice must be posted on the Lands, or the street abutting the Lands, for not less than twenty-one consecutive (21) days after the development permit is received.
21. Any Development proceeded on the Lands prior to the expiry of the appeal period is done solely at the risk of the land owner.

22. 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 OF DECISION:

Date Application Deemed Complete:	August 22, 2022
Date of Decision:	August 29, 2022
Effective Date of Development Permit:	September 20, 2022

APPEAL:

23. The Land Use Bylaw provides for any person claiming to be affected by a decision of the Development Officer may file an appeal to the Subdivision and Development Appeal Board by serving notice of appeal to the Clerk of the Subdivision and Development Appeal Board:
- a. Where no appeal is made, a development permit does not come into effect until twenty-one (21) days after the date that the development permit is received.
 - b. Where an appeal is made, a development permit does not come into effect until the appeal has been determined and the development permit has been confirmed, modified or nullified.
24. An appeal must be made in writing and delivered by mail or in person so as to be received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days of the Date of Decision. The 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 should include:

- a. payment of the appeal fee of \$200.00 plus GST;
- b. the legal description and/or the municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. your full name, mailing address, E-mail address, and phone number;
- d. a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal.

NOTES:

- A. A development permit is not a building permit. The land owner must obtain and adhere to all Safety Code permits and requirements.
- 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. Walls of buildings within 2.4 m of the property line must be constructed in compliance with the Alberta Fire Code with a minimum fire rating of not less than 45 minutes.
- D. The land owner may need to consider:
 - i. any special design requirements of building the foundation;
 - ii. design and construction of a drainage system adequate for the existing soils;
 - iii. site grading to provide drainage away from the buildings and improvements.
- E. 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**.
- F. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
- G. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
- H. Adjacent land owners, agencies, and the Summer Village of Island Lake will be notified of the approval of the application.
- I. Should you have questions with the approval of this development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).



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

August 29, 2022

Our File: 22DP19 - 04

RE: APPROVAL OF DEVELOPMENT PERMIT 22DP19 - 04

Plan 1025731, Block 7, Lot 7

58 Spruce Drive, Summer Village of Island Lake

R1 - Residential Large Lot District (the "Lands")

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

1. The development permit is issued for an accessory building / shed-garage (40' x 50') with power, access, on-site parking, site grading and drainage (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 for obtaining any other permits, licenses, and approvals prior to commencing development of the Lands that may include, but is not limited to:
 - a. Roadside Development permit from Alberta Transportation is required. There is no cost for the application. You must use MyAlberta Digital ID or MyAlberta Digital ID for business to submit an application. The contact at Alberta Transportation is Michelle.Olsen@gov.ab.ca or 780 - 968 - 4215
 - b. Proof of an approved Roadside Development Permit must be provided to the Municipality before the Development on the Lands commences.
 - c. ALBERTA ENERGY REGULATOR related to natural gas lines, pipelines, and power lines located on the lands;
 - d. ALBERTA UTILITIES AND TELECOMMUNICATIONS related to telephone lines and utility services located on the lands.

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Permits for the building 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

- e. **GEOTECHNICAL AND CIVIL ENGINEERING** - the foundation system and shed-garage (40' x 50') must be designed by a professional engineer.
 - f. **TEMPORARY SEPTIC SERVICE** – sanitary facilities acceptable to a certified Plumbing Inspector will be provided on-site during the construction.
 - g. **UTILITIES** - the land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of power lines and other utilities.
- 3. The land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of power lines and other utilities.
 - 4. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
 - 5. Site grading away from all structures is required to ensure proper drainage. The land owner will ensure that surface runoff will not discharge onto adjacent private properties or public roads.
 - 6. The land owner will prevent 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.
 - 7. The Lands and improvements shall be maintained in a safe, clean, and tidy condition during all stages of the construction, free from rubbish and debris. Receptacles for the purpose of disposing of construction waste, rubbish, and debris shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
 - 8. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.

9. The land owner is responsible for any damage to private or public property caused by their suppliers, agents and contractors.
10. The Development must substantially comply with the plans, diagrams, and information submitted with the development permit application that includes, but not limited to:
 - a. FRONT YARD SETBACK shall be a minimum of 8.0 metres (26.0 ft);
 - b. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - c. SIDE YARD SETBACK shall comply with the Alberta Building Code or be a minimum of 1.5 metres (5.0 ft) whichever is greater;
 - d. MAXIMUM HEIGHT shall be 2 storeys or 9.7 metres (32.0 ft) which ever is less in relation to the elevation of the adjacent road.
17. Two on-site parking areas must be provided. The existing access / approach is shared with Lot 6. 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.
18. The attached notice must be posted on the Lands, or the street abutting the Lands, for twenty-one consecutive (21) days after the development permit is received.
19. Any development proceeded by the land owner prior to the expiry of the appeal period is done solely at the risk of the land owner.
20. 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 OF DECISION:

DATE APPLICATION DEEMED COMPLETE:	August 16, 2022
DATE OF DECISION:	August 29, 2022
EFFECTIVE DATE OF DEVELOPMENT PERMIT:	September 16, 2022

Per: Summer Village of Island Lake



Rick Stuckenberg BES, RPP, MCIP
Development Officer

APPEAL:

21. The Land Use Bylaw provides for any person claiming to be affected by a decision of the Development Officer may file an appeal to the Subdivision and Development Appeal Board by serving notice of appeal to the Clerk of the Subdivision and Development Appeal Board:
- a. Where no appeal is made, a development permit does not come into effect until twenty-one (21) days after the date that the development permit is received.
 - b. Where an appeal is made, a development permit does not come into effect until the appeal has been determined and the development permit has been confirmed, modified or nullified.
22. An appeal must be made in writing and delivered by mail or in person so as to be received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days of the Date of Decision. The 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 should include:

- a. payment of the appeal fee of \$200.00 plus GST;
- b. the legal description and/or the municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. your full name, mailing address, E-mail address, and phone number;
- d. a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal.

NOTES:

1. A development permit is not a building permit. The land owner must obtain and adhere to all Safety Code permits and requirements.
2. The Development must comply with the Alberta Electrical Communication and Utility Code that provides for a minimum clearance from overhead wires and conductors.
3. Walls of buildings within 2.4 m of the property line must be constructed in compliance with the Alberta Fire Code with a minimum fire rating of not less than 45 minutes.
4. 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**.
5. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
6. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
7. Adjacent land owners, agencies, and the Summer Village of Island Lake will be notified of the approval of the application.
8. Should you have questions with the approval of this development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).



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

August 29, 2022

Our File: 22DP21 - 04

RE: APPROVAL OF DEVELOPMENT PERMIT 22DP21 - 04

Plan 1025731, Block 7, Lot 6

62 Spruce Drive, Summer Village of Island Lake

R1 - Residential Large Lot District (the "Lands")

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

1. The development permit is issued for an accessory building / shed-garage (40' x 50') with power, gas, access, on-site parking, site grading and drainage (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 for obtaining any other permits, licenses, and approvals prior to commencing development of the Lands that may include, but is not limited to:
 - a. Roadside Development permit from Alberta Transportation is required. There is no cost for the application. You must use MyAlberta Digital ID or MyAlberta Digital ID for business to submit an application. The contact at Alberta Transportation is Michelle.Olsen@gov.ab.ca or 780 – 968 – 4215
 - b. Proof of an approved Roadside Development Permit must be provided to the Municipality before the Development on the Lands commences.
 - c. ALBERTA ENERGY REGULATOR related to natural gas lines, pipelines, and power lines located on the lands;
 - d. ALBERTA UTILITIES AND TELECOMMUNICATIONS related to telephone lines and utility services located on the lands.

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Permits for the building, power, and gas 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

- e. **GEOTECHNICAL AND CIVIL ENGINEERING** - the foundation system and shed-garage (40' x 50') must be designed by a professional engineer.
 - f. **TEMPORARY SEPTIC SERVICE** – sanitary facilities acceptable to a certified Plumbing Inspector will be provided on-site during the construction.
 - g. **UTILITIES** - the land owner is responsible for contacting the utility service providers prior to disconnection and/or relocation of power lines and other utilities.
- 4. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
 - 5. Site grading away from all structures is required to ensure proper drainage. The land owner will ensure that surface runoff will not discharge onto adjacent private properties or public roads.
 - 6. The land owner will prevent 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.
 - 7. The Lands and improvements shall be maintained in a safe, clean, and tidy condition during all stages of the construction, free from rubbish and debris. Receptacles for the purpose of disposing of construction waste, rubbish, and debris shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
 - 8. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.

9. The land owner is responsible for any damage to private or public property caused by their suppliers, agents and contractors.
10. The Development must substantially comply with the plans, diagrams, and information submitted with the development permit application that includes, but not limited to:
 - a. FRONT YARD SETBACK shall be a minimum of 8.0 metres (26.0 ft);
 - b. REAR YARD SETBACK shall be a minimum of 1.5 metres (5.0 ft);
 - c. SIDE YARD SETBACK shall comply with the Alberta Building Code or be a minimum of 1.5 metres (5.0 ft) whichever is greater;
 - d. MAXIMUM HEIGHT shall be 2 storeys or 9.7 metres (32.0 ft) which ever is less in relation to the elevation of the adjacent road.
11. Two on-site parking areas must be provided. The existing access / approach is shared with Lot 7. 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.
12. The attached notice must be posted on the Lands, or the street abutting the Lands, for twenty-one consecutive (21) days after the development permit is received.
13. Any development proceeded by the land owner prior to the expiry of the appeal period is done solely at the risk of the land owner.
14. 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 OF DECISION:

DATE APPLICATION DEEMED COMPLETE:	August 23, 2022
DATE OF DECISION:	August 29, 2022
EFFECTIVE DATE OF DEVELOPMENT PERMIT:	September 16, 2022

Per: Summer Village of Island Lake



Rick Stuckenberg BES, RPP, MCIP
Development Officer

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APPEAL:

15. The Land Use Bylaw provides for any person claiming to be affected by a decision of the Development Officer may file an appeal to the Subdivision and Development Appeal Board by serving notice of appeal to the Clerk of the Subdivision and Development Appeal Board:
- a. Where no appeal is made, a development permit does not come into effect until twenty-one (21) days after the date that the development permit is received.
 - b. Where an appeal is made, a development permit does not come into effect until the appeal has been determined and the development permit has been confirmed, modified or nullified.
16. An appeal must be made in writing and delivered by mail or in person so as to be received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days of the Date of Decision. The 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 should include:

- a. payment of the appeal fee of \$200.00 plus GST;
- b. the legal description and/or the municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. your full name, mailing address, E-mail address, and phone number;
- d. a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal.

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NOTES:

1. A development permit is not a building permit. The land owner must obtain and adhere to all Safety Code permits and requirements.
2. The Development must comply with the Alberta Electrical Communication and Utility Code that provides for a minimum clearance from overhead wires and conductors.
3. Walls of buildings within 2.4 m of the property line must be constructed in compliance with the Alberta Fire Code with a minimum fire rating of not less than 45 minutes.
4. 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**.
5. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
6. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
7. Adjacent land owners, agencies, and the Summer Village of Island Lake will be notified of the approval of the application.
8. Should you have questions with the approval of this development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).



Summer Village of Island Lake

Box 8, Alberta Beach TOE 0A0

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

Website: www.islandlake.ca

Email: svislandlake@wildwillowenterprises.com

September 07, 2022

22DP22 - 04

Re: Development Permit 22DP22 – 04
Plan 3867KS, Block 10, Lot 10
49 Lakeshore Drive, Summer Village of Island Lake
Residential Small Lot District (the "Lands")

Your application for a development permit to demolish the existing cabin and a time extension of Development Permit 20DP08-04 to complete the new home is approved, subject to the following conditions:

1. All terms and conditions of Development Permit 20DP08-04 issued July 16, 2020 shall remain in force.
2. This approval is valid for one (1) year from the effective date shown below.

DATE OF DECISION:

DATE APPLICATION DEEMED COMPLETE:	August 23, 2022
DATE OF DECISION:	September 07, 2022
EFFECTIVE DATE OF DEVELOPMENT PERMIT:	September 29, 2022

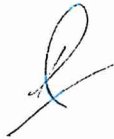
3. The Sediment and Erosion Control Plan (the "ESC") provided with the demolition permit application will be implemented for all phases of the completion of the new home and demolition of the existing cabin. The ESC includes, but is not limited to:
 - a. The front yard will be graded to match both neighbors' site grade.
 - b. There will be grass sod laid starting 10 feet in front of new cabin. This should equal 70ft of grass before lakes edge.
 - c. Weeping tile, gutters and down spouts will drain into the grass sod area.
 - d. West side yard will be a path down to 15 feet past the front of new cabin.

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- e. The trail will be filled with crush to expedite water run off to proposed sod area.
 - f. East side will be backfilled and grass sod.
 - g. Rear of house will have landscape fabric installed to prevent erosion of bank once boot room construction is completed.
 - h. Demolition of old cabin will begin in mid September.
 - i. Contents of cabin will be moved out and exterior wood will begin to be removed for interior projects in new cabin.
 - j. Garbage bins will be staged at the rear of the property for demolition debris.
 - k. Expected completion date for demolition would be Feb-Mar 2023.
 - l. Expected completion date for final inspection expected fall 2023. (Supply chain issues may impede this date).
 - m. A site plan for the ESC is appended.
- 4. Surface runoff must not discharge onto adjacent private properties or impact the water quality of the lake.
 - 5. The land owner is responsible for all development costs, fees, permits, approvals, licenses, and property taxes thereto.
 - 6. Open excavations must be backfilled when appropriate to the stage of construction and demolition.
 - 7. The land owner will control dust or any other nuisance that would negatively affect the adjacent lands and land owners.
 - 8. The land owner will prevent soil, debris, and deleterious materials from being spilled into the lake or public roads 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 the construction, free from rubbish and debris. Receptacles for the purpose of disposing of construction waste, rubbish, and debris shall be provided on the Lands during the construction to prevent the scatter of debris and rubbish.
 - 10. The land owner assumes full responsibility for safety of the Lands and construction of the improvements. No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required for construction unless all necessary safety measures are undertaken. Materials are only to be stored on the Lands as is reasonably necessary to complete a particular stage of construction.
 - 11. The land owner is responsible for any damage to private or public property caused by their suppliers, agents, and contractors.

12. The attached notice must be posted on the Lands, or the street abutting the Lands, for not less than twenty-one consecutive (21) days after the development permit is received.

Per: Summer Village of Island Lake



Rick Stuckenberg BES, RPP, MCIP
iLand Services Inc.
Development Officer

APPEAL:

13. The Land Use Bylaw provides for any person claiming to be affected by a decision of the Development Officer may file an appeal to the Subdivision and Development Appeal Board by serving notice of appeal to the Clerk of the Subdivision and Development Appeal Board.
- a. Where no appeal is made, a development permit does not come into effect until twenty-one (21) days after the date that the development permit is received.
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By mail:
Summer Village of Island Lake
Box 8
Alberta Beach, AB
T0E 0A0

In person:
4808 51 Street
Onaway, AB
T0E 1V0

(60)

The appeal should include:

- a. payment of the appeal fee of \$200.00 plus GST;
- b. the legal description and/or the municipal address of the property to which the decision, issuance, or order of the development permit relates;
- c. your full name, mailing address, E-mail address, and phone number;
- d. a statement of the reasons for appeal and the issue or condition in the decision or order that are the subject of the appeal.

NOTES:

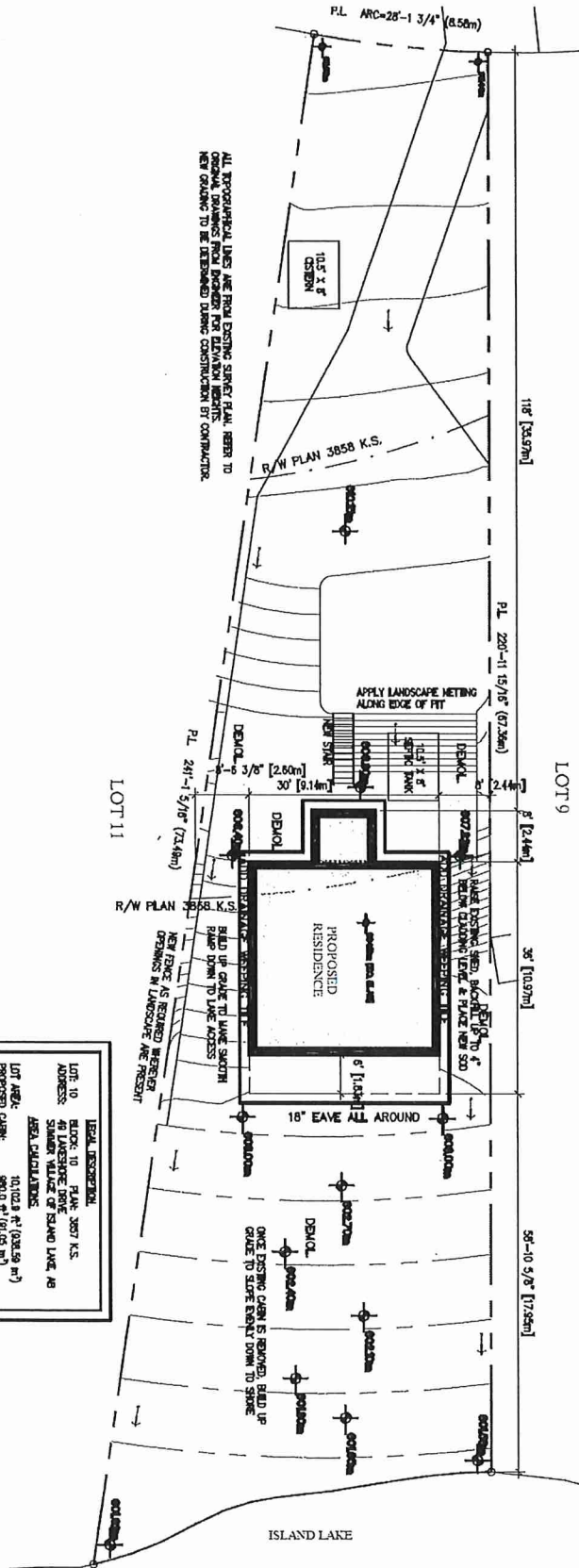
- A. A development permit is not a building permit. The land owner must obtain and adhere to all Safety Code permits and requirements.
- B. The Development must comply with the Alberta Electrical Communication and Utility Code that provides for a minimum clearance from overhead wires and conductors.
- C. Walls of buildings within 2.4 m of the property line must be constructed in compliance with the Alberta Fire Code with a minimum fire rating of not less than 45 minutes.
- D. The land owner may need to consider:
 - i. design and construction of a drainage system adequate for the existing soils;
 - ii. site grading to provide drainage away from the buildings and improvements.
- E. 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**.
- F. A development permit that has expired or needs to be modified requires a separate application and approval issued by the Development Officer.
- G. Compliance with this approval requires the land owner to adhere to all conditions attached hereto.
- H. Adjacent land owners, agencies, and the Summer Village of Island Lake will be notified of the approval of the application.
- I. Should you have questions with the approval of this development permit, contact the Development Officer (SVILPERMITS@outlook.com or 780-542-0445).

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SITE PLAN

SCALE: 1"=20'-0"



LEGAL DESCRIPTION	LOT 10
BLK 10 - PLAT 3857 K.S.	
ADDRESS	48 LAKESIDE DRIVE
SUBDIVISION	SUNNYSIDE VILLAGE OF ISLAND LAKE, MO
AREA CALCULATIONS	
LOT AREA:	10,102.9 sq ft (934.59 m ²)
PROPOSED COVER:	980.0 sq ft (90.65 m ²)
PROPOSED COVERAGE	9.7 %

Subject: Follow-Up: Rural Municipalities Townhall

From: "Stubbs, Shannon - M.P." <Shannon.Stubbs@parl.gc.ca>

Date: Thu, Sep 08, 2022 9:11 am

To:

Cc: "Kurek, Damien C. - M.P." <Damien.Kurek@parl.gc.ca>

Attach: image002.jpg

Good morning,

On behalf of MP's Shannon Stubbs and Damien Kurek, we would like to thank everyone who was able to attend the Rural Townhall on Wednesday, August 31.

As requested, below please find the top issues facing rural municipalities that we had flagged to our offices – in addition to the issues we heard at the townhall, for those who may have been unable to attend:

Concerns Raised by Rural Municipalities, ranked by how many Municipalities raised in their top 3:

1. Infrastructure Concerns, specifically including:
 - Insufficient internet and cell phone infrastructure (largest concern)
 - Insufficient/deteriorating water and/or water treatment infrastructure
 - Insufficient utilities infrastructure (Electricity, Natural Gas)
 - Insufficient/deteriorating road infrastructure
2. Red Tape Barriers, including:
 - Application updates & re-works due to government changes
 - Burdensome and complicated grant applications
 - "Nonsensical" long-term planning regulations impeding investment opportunity
 - Federal legislation developed for urban centres isn't applicable to rural communities
3. Lack of rural economic development opportunity
 - Specifically, municipalities noted that economic development is hampered by a number of factors including capacity and red tape, and that infrastructure concerns make attracting (and retaining) skilled workers and new business and investment in industries like manufacturing more difficult. The Urban/Rural divide was also noted, as many opportunities that arise for urban centres just don't materialize for rural municipalities.
4. Capacity:
 - Municipalities raised issues from lack of funding for engineering studies, to complicated applications requiring outside consulting firms, to insufficient staffing resources to dedicate time to grant writing processes. Capacity was a primary issue in applying for federal funding projects or grants, or even just doing the basics of running the municipality.
5. Lack of quality jobs/workers
 - Municipalities mentioned labour shortages, workers moving away to cities because industry had left the town and jobs were no longer there, workers not wanting to move into the town because of infrastructure and housing concerns, and the decline in many rural economy drivers like oil & gas and agriculture.
6. Housing
 - While cost of housing was mentioned as a factor, most municipalities facing housing issues ranked access to quality housing, ability to build new housing, and general infrastructure barriers to new development (like utilities and road infrastructure) as the biggest issues with housing in their communities.
7. Health Services, including:
 - Remote/no access to medical transportation
 - Inability to attract and retain doctors and nurses
 - Clinic and hospital staffing shortages
8. Definition of rural
 - Numerous municipalities mentioned the population threshold for municipalities was an issue – as the current federal definition of "rural" is a municipality under 100,000 population. These municipalities all compete for the same funding, despite a vast disparity in resources from a 900-person town to a 80,000

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population city. Also noted was the challenges of "hub towns", who provide infrastructure and core services for surrounding communities, but only receive funding for their population on a per-capita basis.

- o Several municipalities also raised issues with Statistics Canada's tracking of their population, specifically regarding the 2021 census which inaccurately calculated the population in their municipality. We also heard that this jeopardized budgets for many smaller municipalities, as funding is received on a per-capita basis.

9. Transportation

- o Many municipalities mentioned a lack of transportation from community to community, or to major hub centres, was a serious challenge. Public transit was also mentioned as a concern for some larger rural municipalities.

10. Tied:

- o Increased cost/opportunity cost of living rural compared to cities
 - Municipalities noted that living in rural Canada just costs more in general – that, for a combination of factors, rural communities miss out on opportunities, or simply cannot afford them – with several communities mentioning "Missed opportunity cost" as a factor hampering their development.
- o Carbon taxes
 - Many municipalities specifically mentioned the carbon tax as a serious detriment to their economic development and/or their cost of living
- o Inflation/cost of living increases
 - Municipalities mentioned a noticeable increase in cost of living over recent years, and specifically mentioned how it was disproportionately impacting rural communities for transportation of goods, or seniors on fixed incomes.

Many other issues were raised, from the RCMP funding to census irregularities. Our offices continue to track these issues, and are following up with the affected municipalities.

Thank you again for attending the townhall, and please keep in touch as issues arise in your municipalities!

Sincerely,

On behalf of the Offices of

*MP Shannon Stubbs
Lakeland
Crowfoot*

and

*MP Damien Kurek
Battle River-*

E: Shannon.Stubbs@parl.gc.ca

E : Damien.Kurek@parl.gc.ca

T: 780-657-7075

T : 780-608-4600

F: 780-657-7079

F: 780-608-4603



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FW: Budget Considerations

James MacDonald <jmacdonald@nlls.ab.ca>

Mon 9/12/2022 8:25 AM

To: Municipalities <Municipalities@nlls.ab.ca>; Library Board Chairs <libraryboardchair@nlls.ab.ca>

Cc: NLLS Board <nllsboard@nlls.ab.ca>

Dear Mayor and Council.

On behalf of the Northern Lights Library Board I write to inform you that the Board met in late August to discuss our 2023 budget and a budget projection out to 2026. The Board and Staff have worked diligently to find efficiencies in delivering our services within our fiscal limits, including: reducing our van run from 3 to 2 vans, leasing a small portion of our building to a 3rd party, and undertaking a thorough organizational review and restructure. As a result we have decreased costs and increased revenues while maintaining and improving on system services.

2022 was the 3rd year at the current rate for our member municipalities and local library boards. The province has not increased their grant funding since 2015 when it went from \$4.60 to \$4.70 per resident. We recently sent a letter to Minister McIver requesting an increase to that grant and invited you to do the same.

Our proposed budget for 2023 includes a modest levy increase of 1.5%. In June we sent a letter to your representative confirming that the province will be using the 2016 population figures to calculate library grants in 2023 and therefore it is the population list we must use to calculate your levies. The Board will vote on the budget November 25th. We wanted to ensure you had this information in advance of your own budget deliberations. Included in this email is a table showing the municipality's levy in 2022 and the proposed change in 2023. We hope this will help with your budget deliberations. Municipalities with Library Boards divide the levy between the municipality and the Board.

Library services are essential to the health and well-being of your community. We thank you for your continued commitment and support of these services. Should you have any questions please do not hesitate to reach out.

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

Northern Lights Library Board		2022		2023		
Municipality	2016 Population	Amt	Levy Amt	Amt	Levy Amt	Diff
Andrew	379	\$5.23	\$1,982.17	\$5.31	\$2,011.90	\$29.73
Athabasca	2990	\$5.23	\$15,637.70	\$5.31	\$15,872.27	\$234.57
Athabasca County	7662	\$5.23	\$40,072.26	\$5.31	\$40,673.34	\$601.08
Beaver County (NB)	5689	\$10.46	\$59,506.94	\$10.62	\$60,399.54	\$892.60
Bon Accord	1488	\$5.23	\$7,782.24	\$5.31	\$7,898.97	\$116.73
Bondiss S.V. (NB)	106	\$10.46	\$1,108.76	\$10.62	\$1,125.39	\$16.63
Bonnyville	6921	\$5.23	\$36,196.83	\$5.31	\$36,739.78	\$542.95
Bonnyville No. 87, M.D.	13233	\$10.46	\$138,417.18	\$10.62	\$140,493.44	\$2,076.26

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Boyle	948	\$5.23	\$4,958.04	\$5.31	\$5,032.41	\$74.37
Bruderheim	1348	\$5.23	\$7,050.04	\$5.31	\$7,155.79	\$105.75
Chauvin	345	\$5.23	\$1,804.35	\$5.31	\$1,831.42	\$27.07
Cold Lake	15736	\$5.23	\$82,299.28	\$5.31	\$83,533.77	\$1,234.49
Edgerton	401	\$5.23	\$2,097.23	\$5.31	\$2,128.69	\$31.46
Elk Point	1646	\$5.23	\$8,608.58	\$5.31	\$8,737.71	\$129.13
Frog Lake	2021	\$5.23	\$10,569.83	\$5.31	\$10,728.38	\$158.55
Fishing Lake	491	\$10.46	\$5,135.86	\$10.62	\$5,212.90	\$77.04
Gibbons	3030	\$5.23	\$15,846.90	\$5.31	\$16,084.60	\$237.70
Holden	381	\$5.23	\$1,992.63	\$5.31	\$2,022.52	\$29.89
Innisfree	220	\$5.23	\$1,150.60	\$5.31	\$1,167.86	\$17.26
Irma	457	\$5.23	\$2,390.11	\$5.31	\$2,425.96	\$35.85
Island Lake S.V. (NB)	243	\$10.46	\$2,541.78	\$10.62	\$2,579.91	\$38.13
Island Lake South S.V. (NB)	72	\$10.46	\$753.12	\$10.62	\$764.42	\$11.30
Kitscoty	976	\$5.23	\$5,104.48	\$5.31	\$5,181.05	\$76.57
Lac La Biche County	9531	\$5.23	\$49,847.13	\$5.31	\$50,594.84	\$747.71
Lamont	1753	\$5.23	\$9,168.19	\$5.31	\$9,305.71	\$137.52
Lamont County	3872	\$5.23	\$20,250.56	\$5.31	\$20,554.32	\$303.76
Mannville	803	\$5.23	\$4,199.69	\$5.31	\$4,262.69	\$63.00
Marwayne	667	\$5.23	\$3,488.41	\$5.31	\$3,540.74	\$52.33
Mewatha Beach S.V. (NB)	79	\$10.46	\$826.34	\$10.62	\$838.74	\$12.40
Minburn No. 27, County of	3383	\$10.46	\$35,386.18	\$10.62	\$35,916.97	\$530.79
Morinville	9893	\$5.23	\$51,740.39	\$5.31	\$52,516.50	\$776.11
Mundare	855	\$5.23	\$4,471.65	\$5.31	\$4,538.72	\$67.07
Myrnam (NB)	370	\$10.46	\$3,870.20	\$10.62	\$3,928.25	\$58.05
Paradise Valley	174	\$5.23	\$910.02	\$5.31	\$923.67	\$13.65
Pelican Narrows S.V. (NB)	162	\$10.46	\$1,694.52	\$10.62	\$1,719.94	\$25.42
Redwater	2116	\$5.23	\$11,066.68	\$5.31	\$11,232.68	\$166.00
Ryley	497	\$5.23	\$2,599.31	\$5.31	\$2,638.30	\$38.99
Smoky Lake	1022	\$5.23	\$5,345.06	\$5.31	\$5,425.24	\$80.18
Smoky Lake County (NB)	2459	\$10.46	\$25,721.14	\$10.62	\$26,106.96	\$385.82
St. Paul	6004	\$5.23	\$31,400.92	\$5.31	\$31,871.93	\$471.01
St. Paul No. 19, County of	6168	\$5.23	\$32,258.64	\$5.31	\$32,742.52	\$483.88
Sturgeon County (NB)	19578	\$10.46	\$204,785.88	\$10.62	\$207,857.67	\$3,071.79
Sunset Beach S.V. (NB)	44	\$10.46	\$460.24	\$10.62	\$467.14	\$6.90
Thorhild County	3417	\$5.23	\$17,870.91	\$5.31	\$18,138.97	\$268.06
Tofield	2182	\$5.23	\$11,411.86	\$5.31	\$11,583.04	\$171.18
Two Hills	1431	\$5.23	\$7,484.13	\$5.31	\$7,596.39	\$112.26
Two Hills No. 21, County of	3435	\$10.46	\$35,930.10	\$10.62	\$36,469.05	\$538.95
Vegreville	5758	\$5.23	\$30,114.34	\$5.31	\$30,566.06	\$451.72
Vermilion	4545	\$5.23	\$23,770.35	\$5.31	\$24,126.91	\$356.56
Vermilion River, County of	8317	\$10.46	\$86,995.82	\$10.62	\$88,300.76	\$1,304.94

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Viking	1041	\$5.23	\$5,444.43	\$5.31	\$5,526.10	\$81.67
Vilna	290	\$5.23	\$1,516.70	\$5.31	\$1,539.45	\$22.75
Wainwright	6289	\$5.23	\$32,891.47	\$5.31	\$33,384.84	\$493.37
Wainwright No. 61, M.D. of	4138	\$10.46	\$43,283.48	\$10.62	\$43,932.73	\$649.25
Waskatenau	255	\$5.23	\$1,333.65	\$5.31	\$1,353.65	\$20.00
West Baptiste S.V. (NB)	52	\$10.46	\$543.92	\$10.62	\$552.08	\$8.16
Whispering Hills S.V. (NB)	108	\$10.46	\$1,129.68	\$10.62	\$1,146.63	\$16.95



Northern Lights Library System

5615 - 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0
Tel (780) 724-2596 Fax (780) 724-2597 info@nlls.ab.ca

Hon. Ric McIver
Deputy Leader, Minister of Transportation and Minister of Municipal Affairs
Government of Alberta

CC: Greg Smith, Chief of Staff for Ric McIver, Minister of Municipal Affairs,
Government of Alberta

August 31, 2022

Dear Minister McIver,

The Northern Lights Library System, the 55 municipalities and the Indigenous communities it represents, would like to thank you for your ongoing support of libraries in our province and especially in our rural communities. Your choice to maintain consistent funding for libraries in the face of economic instability is applauded and welcomed. Thank you.

We are aware you have received a number of letters from across the province regarding library funding. Some have suggested updating the population list used to calculate library grant funding. Others have rightly pointed out, that change alone would be insufficient in meeting the needs of rural municipalities that do not have rapidly growing populations but still feel the pressure of rising inflation. We recognize that funding models are complicated but support the request for further funding so libraries can continue to meet the needs of Albertans.

A simple shift to the population numbers used to calculate the grants will not meet the increasing demands on library services in rural Alberta. Most of our municipalities face a reduced or static tax base. Despite this, and for good reasons, local municipalities have made increasing investments in library services. Northern Lights Board has prepared a 4-year projected budget and is asking municipalities to commit to a modest levy increase each year to meet the demands of inflation.

The last increase from the province to library system grants was in 2015 when it moved from \$4.60 to \$4.70 (10 cents) per resident. Since that time our municipalities have raised their contributions by 29 cents per resident. We are asking the provincial government to commit with local municipalities to increase funding to at least meet inflation. Meeting inflation will ensure our libraries can continue to provide the services they do today. Greater funding would allow libraries to reach more Albertans, especially our underserved populations.

We are asking our local governments to recognize that cost increases are inevitable and to assist libraries in planning and preparing for the future. Modest, committed increases, will ultimately save Albertans money while ensuring sustainable services. We appeal to the province to meet their municipal partners in increasing funding for library services.

Respectfully,

Vicky Lefebvre
Board Chair
Northern Lights Library System

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