

SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, September 21st, 2021 at 4:30 p.m.

Westlock Inn & Via Zoom

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 21 st , 2021 Regular Council Meeting
3.	<u>Minutes:</u> pages 1-4 pages 5-9	a) b)	August 17 th , 2021 Special Council Meeting Minutes August 31 st , 2021 Organizational Meeting Minutes
4.	<u>Appointments or Delegation</u>	a)	N/A
5.	<u>Public Hearings</u>	a)	N/A
6.	<u>Bylaws:</u> Bylaw 05-2020 pages 10-18	a)	Bylaw 05-2020 Procedural Bylaw – Council has requested consideration to review and possibly amend Bylaw 05-2020 in consideration of the Agenda and Order of Business section with regard to time-lines for delegations, reports & documents and agenda release. <i>(Council direction is required).</i>
7.	<u>Business:</u> pages 19-20	a)	Northern Lights Library System – in April 2021 Council opted to withdraw from the Northern Lights Library System because of what was considered the value for dollar at that time. In the existing agreement that we have with the library system, in 2021 the levy for the Summer Village is \$10.46 per capita for a total of \$2,384.88. At the July Council meeting, James MacDonald, the Executive Director and Vicky Lefebvre, Board Chair attended to outline the investment that our dollars represent to the library system. Attached is the outline of that investment. <i>(that in consideration of the value for dollars contributed to the Northern Lights Library System by the Summer Village of Island Lake, that motion #21-81 made April 20th, 2021 as follows: “ that the Summer Village of Island Lake forward a letter to the Northern Lights Library System notifying of the intent to withdraw from The Northern Lights Library System Master Agreement” in accordance with clause 13.1 – Withdrawal from Agreement; and further, once this Agreement is terminated, and that any future contributions to libraries be forwarded directly to the Athabasca Library” be withdrawn; or that this motion stands and the Summer Village continues with the withdrawal process or some other direction by Council at meeting time.)</i>
	pages 21-22	b)	#179 Lakeshore Drive South – Mayor Newton has received a request from the property owner of 179 Lakeshore Drive South for a ditch install between the road and their property with culvert under the driveway to allow appropriate water flow. <i>(direction as given by Council at meeting time).</i>

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		c)	WSP Canada Inc. – Traffic Study and Safety Recommendations – WSP Canada was contracted to conduct a Traffic Study and Recommendations in late 2020. This traffic study involved conducting a traffic study at two peak times of the year to gain meaningful information about the traffic patterns within the Summer Village. The study will be provided to Council prior to the meeting of September 21 st as it was not available at agenda time. <i>(direction as given by Council at meeting time).</i>
	pages 23-26	d)	Request to Park Boat on Park Reserve – we have received a request from the resident at 9 Irene Ave to park his boat on a park reserve (R3) near his home. Attached is Policy C-ENV-APP-2, Management of Municipal Property – Waterfront, outlining the parameters of approval. <i>(direction as given by Council at meeting time).</i>
		e)	
		f)	
		g)	
8.	<u>Financial</u>	a)	Income & Expense Statement – September, 2021
9.	<u>Councillors' Reports</u>		
		a)	Mayor Newton
		b)	Deputy Mayor Fisher
		c)	Councillor Wasmuth
10.	<u>Administration Reports</u> pages 27-31	a) b) c)	Bylaw Enforcement Shared Services Update 43 & 45 Beaver Avenue Culvert Bylaw 06-2020 Temporary Mandate for the Wearing of Face Coverings
11.	<u>Correspondence & Information</u> pages 32-33	a)	Municipal Accountability Program (MAP) Review 2022. Please refer to the September 1 st , 2021 letter from Alberta Municipal Affairs advising of the review in 2022.
	pages 34-36	b)	21DP07-04, Notice of Decision for “as built” construction of a garage with 13’ walls, 12x18 overhead door, 2 windows, 2 walk in doors and vinyl siding, 229 Lakeshore Drive North

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	<i>pages 37-39</i>	c)	21DP08-04, Construction of a single detached dwelling c/w addition (raised deck), installation of a water supply and septic system, 95 Lakeshore Drive South.
	<i>pages 40-42</i>	d)	21DP09-04 Construction of a Deck, 264 Lakeshore Drive North
	<i>pages 43-44</i>	e)	Development Officers Report to Council, August 31 st , 2021
	<i>page 45</i>	f)	Government of Alberta – Statement of Direct Deposit of \$538.00 for FCSS September payment.
	<i>page 46</i>	g)	Government of Alberta – Statement of Direct Deposit of \$145,921 Municipal Sustainability Initiative – Capital Grant
13.	<u>Closed Session</u>		Closed Meeting Session – 3 rd Party Personal Privacy (FOIPP Act, Sec. 17)
14.	<u>Adjournment</u>		

Next Meetings: October 19th, 2021
 November 16th, 2021
 December 21st, 2021

SUMMER VILLAGE OF ISLAND LAKE
SPECIAL COUNCIL MEETING MINUTES
TUESDAY, AUGUST 17TH, 2021
WESTLOCK INN AND VIA ZOOM

Council: Mayor Chad Newton
Deputy Mayor Duncan Binder
Councillor Jim Montague

Administration: Chief Administrative Officer, Wendy Wildman
Administrative Assistant, Diane Wannamaker
Jane Dauphinee, Planner, Municipal Planning Services (via Zoom)

Public at Large: 0 in person / 2 via zoom

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 4:36 p.m.
2.	AGENDA 21-155	<p>MOVED by Deputy Mayor Binder that the August 17th, 2021 Agenda be approved with the following additions:</p> <p>7 .a) #49 Lakeshore 7. b) Land Purchase on Alley Realignment 7. c) Beaver 7. d) Public Access</p> <p>and the following amendment:</p> <p>Bylaws 5.a) that on the last paragraph, "Council Meeting" be amended to "Public Hearing".</p> <p style="text-align:right">CARRIED</p>
3.	MINUTES 21-156	<p>MOVED by Councillor Montague that the August 9th, 2021 Special Council Meeting Minutes be approved as presented.</p> <p style="text-align:right">CARRIED</p>
4.	APPOINTMENTS	N/A
5.	PUBLIC HEARINGS	N/A
6.	BYLAWS 21-157 08-2021 Land Use Bylaw	<p>MOVED by Deputy Mayor Binder that Bylaw 08-2021, being a Bylaw to repeal Bylaw 03-2012 be approved with all amendments as outlined on pages 7 – 9 of the Agenda, (Summer Village of</p>

SUMMER VILLAGE OF ISLAND LAKE
SPECIAL COUNCIL MEETING MINUTES
TUESDAY, AUGUST 17TH, 2021
WESTLOCK INN AND VIA ZOOM

		Island Lake Land Use Bylaw Amendments), as well as numbering changes required as a result of the amendments. CARRIED
	21-158	MOVED by Deputy Mayor Binder that Bylaw 08-2021, being a Bylaw to repeal Bylaw 03-2012 and adopt a new Land Use Bylaw for the Summer Village of Island Lake be given second reading as amended (as noted in Motion 21-157). CARRIED
	21-159	MOVED by Councillor Montague that Bylaw 08-2021, being a Bylaw to repeal Bylaw 03-2012 and adopt a new Land Use Bylaw for the Summer Village of Island Lake be given third and final reading as amended (as noted in Motion 21-157). CARRIED
	Ms. Jane Dauphinee, Municipal Planning Services	Ms. Dauphinee left the meeting at 4:48 p.m.
7.	BUSINESS	
	21-160	MOVED by Councillor Montague that the Summer Village contact the landowner of Lots 43 and 45 Beaver Ave. to see if there would be an interest for a grate in front of his properties rather than removing the culvert and filling in the drainage ditch. CARRIED
	21-161	MOVED by Deputy Mayor Binder that the Taxervice Engagement Letter be brought back to a future Council meeting for consideration at a later date. CARRIED
	21-162	MOVED by Mayor Newton that Council deny the request from a resident for a dissolution study as it is felt that the Summer Village is a vibrant and viable community. CARRIED
	21-163	MOVED by Councillor Montague that the Development Officer contact the owners of #49 Lakeshore Drive to ascertain whether an extension to their development permit is required. CARRIED
	21-164	MOVED by Mayor Newton that Administration follow up with the landman contracted to negotiate land purchase for the back lane realignment between Tranquille Drive and Elk Avenue (at the Park) as to status this project. CARRIED

SUMMER VILLAGE OF ISLAND LAKE
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	21-165	MOVED by Deputy Mayor Binder that Councillor Montague arrange for a live trap of the beaver causing damage in and around the Bay. CARRIED
	21-166	MOVED by Mayor Newton that Administration forward a public response in regard to public access on Municipal Reserve land and ensure proper signage is installed. CARRIED
8.	FINANCIAL REPORT 21-167	MOVED by Mayor Newton that the Financial Report for July 31 st , 2021 be accepted as presented. CARRIED
9.	COUNCIL REPORTS 21-168	MOVED by Councillor Montague that the Council reports be accepted as presented. CARRIED
10.	ADMINISTRATION REPORTS 21-169	MOVED by Councillor Montague that the Administration Reports be accepted as presented. CARRIED
By		
11.	INFORMATION & CORRESPONDENCE 21-170	MOVED by Councillor Montague that the following correspondence and Information Items be accepted as presented: <ul style="list-style-type: none"> - Government of Alberta – Statement of Direct Deposit of \$538.00 for FCSS August payment - Alberta Municipal Affairs – Gas Tax Funding Increase for 2021 to \$36,696 - 21DP06-04 – as built installation of a septic system (holding tank) and construction of one (1) RV parking pad; and utilization upon the site of one RV for the purposes of occupation and storage, 72 Spruce Drive CARRIED

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12.	CLOSED MEETING	N/A
13.	ADJOURNMENT	The meeting adjourned at 5:16 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

Summer Village of Island Lake

Organizational Meeting

Tuesday, August 31st, 2021

Held at the Westlock Inn & Conference Centre & Zoom and Via Teleconference

	PRESENT	Councillors: Alan Fisher, Chad Newton, John Wasmuth Administration: Chief Administrative Officer Wendy Wildman Administrative Assistant, Diane Wannamaker Public at Large: 0 in person / 4 via teleconference
1.	CALL TO ORDER	Wendy Wildman called the meeting to order at 4:30 p.m.
2.	OATH OF OFFICE	Chief Administrative Officer Wendy Wildman administered the Oath of Office to each member of Council.
3.	AGENDA 21-171	MOVED by Councillor Newton that the August 31 st , 2021 Organizational Meeting Agenda be accepted as presented. CARRIED
4.	NOMINATIONS 21-172 21-173	Wendy Wildman called for nominations for Mayor. Councillor Fisher nominated Chad Newton. Wendy Wildman called for nominations a second time. Wendy Wildman called for nominations a third time. MOVED by Councillor Wasmuth that nominations cease. CARRIED Councillor Newton was declared Mayor and was administered the Oath of Office for Mayor and assumed the Chair Mayor Newton called for nominations for Deputy Mayor. Mayor Newton nominated Alan Fisher. Mayor Newton called for nominations a second time. Mayor Newton called for nominations a third time. MOVED by Councillor Wasmuth that nominations cease. CARRIED Alan Fisher was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.

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Organizational Meeting

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5.	COMMITTEE APPOINTMENTS 21-174	<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) (Alan Fisher)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) Land Use Bylaw & Municipal Development Plan (John Wasmuth)i) Intermunicipal Development Plan (John Wasmuth)j) Waterline Committee (all of Council) <p style="text-align: right;">CARRIED</p>
6.	FINANCIAL 21-175	<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:<ul style="list-style-type: none">-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 <p style="text-align: right;">CARRIED</p>

Summer Village of Island Lake

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	21-176	MOVED by Mayor Newton that the Council Remuneration Policy C-COU-REM-1 be approved as presented. CARRIED
	21-177	MOVED by Mayor Newton that the banking authority be approved as ATB Financial (Onoway, Alberta). CARRIED
7.	MEETINGS 21-178	MOVED by Mayor Newton that Regular Council meetings be scheduled for the third Tuesday of each month at 4:30 p.m., to be held at the Westlock Inn & Conference Centre 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 (during pandemic events, in-person public participation may be limited). CARRIED
8.	CONFIRMATION OF APPOINTMENTS 21-179	MOVED by Councillor Wasmuth that the Chief Administrative Officer appointment be confirmed as Wildwillow Enterprises Inc., Wendy Wildman, subject to review of contract if in place. CARRIED
	21-180	MOVED by Councillor Wasmuth that the Auditor Appointment be confirmed as Seniuk & Company, subject to review of contract if in place. CARRIED
	21-181	MOVED by Mayor Newton that the Solicitor appointment be confirmed as Patriot Law Group, subject to review of contract if in place. CARRIED
	21-182	MOVED by Mayor Newton that the Assessor Appointment be confirmed as Ray Crews, Municipal Assessment Services Group, subject to review of contract if in place. CARRIED
	21-183	MOVED by Councillor Wasmuth that the Assessment Review Board Clerk be confirmed as Richard Barnham of Capital Region Assessment Services Commission subject to review of contract if in place. CARRIED

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21-184	<p>MOVED by Mayor Newton that the Development Authority Appointment be confirmed as Tony Sonleitner subject to review of contract if in place.</p> <p>CARRIED</p>
21-185	<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>CARRIED</p>
21-186	<p>MOVED by Mayor Newton that the Subdivision and Development Appeal Board Clerk appointments be confirmed as Milestone Municipal Services, Emily House and Cathy McCartney.</p> <p>CARRIED</p>
21-187	<p>MOVED by Mayor Newton that the Municipal Planning Commission be confirmed as all of Council.</p> <p>CARRIED</p>
21-188	<p>MOVED by Mayor Newton that the Land Use Bylaw and Municipal Development Plan steering committee be discontinued as projects have been completed.</p> <p>CARRIED</p>
21-189	<p>MOVED by Deputy Mayor Fisher that the Freedom of Information and Protection of Privacy (FOIPP) Coordinator be confirmed as the Chief Administrative Officer, Wendy Wildman.</p> <p>CARRIED</p>
21-190	<p>MOVED by Mayor Newton that the Municipal Office Location be confirmed as 4808-51 Street, Town of Onoway.</p> <p>CARRIED</p>
21-191	<p>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:</p> <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- Bylaw 05-2020, Procedure and Conduct of Council and Council Committee Meetings- Municipal Affairs, A Handbook for Elected Officials- Roles and Responsibilities of Municipal Officials- Municipal Affairs, Pecuniary Interest for Municipal Councillors- Municipal Affairs, What Every Councillor Needs to Know

Summer Village of Island Lake

Organizational Meeting

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		<p>- Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Current as of December 9, 2020</p> <p>CARRIED</p>
	ADJOURNMENT	Mayor Newton declared the meeting adjourned at 6:12 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

Next Meetings:

September 21st, 2021

October 19th, 2021

November 16th, 2021

December 21st, 2021

**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

A Bylaw of the Municipality of the Summer Village of Island Lake to regulate the procedure and conduct of Council and Council committee meetings.

WHEREAS, the Council of the Summer Village of Island Lake considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Island Lake;

NOW THEREFORE, the Council of the Summer Village of Island Lake hereby enacts as follows:

Citation

1. This Bylaw may be cited as the "The Procedure Bylaw".

Definitions

2. In this Bylaw:
 - a) "Business Day" means every day but Saturday, Sunday and general holidays in the Province of Alberta as defined in the *Employment Standards Code*;
 - b) "CAO" means the Chief Administrative Officer, or their delegate, for the Municipality;
 - c) "Chair" means the Mayor, Deputy Mayor or other person authorized to preside over a Meeting;
 - d) "Closed Session" means a portion of a meeting of Council without the presence of the public, except for those invited by Council, where the matter to be discussed falls within one of the exceptions to disclosure in Division 2, of Part 1 of the FOIP Act;

- e) "Council" means the municipal council of the Summer Village of Island Lake;
- f) "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Mayor;
- g) "Delegation" means any person or group of persons that has permission of Council to appear at a Meeting to provide information or submissions about a subject to the Meeting.
- h) "Deputy Mayor" means the deputy chief elected official of the Municipality, who shall have the duties and obligations prescribed by the *Municipal Government Act*;
- a) "FOIP Act" means the *Freedom of Information and Protection of Privacy Act* of Alberta;
- b) "Mayor" is the title for the chief elected official of the Municipality and is the Councillor appointed by Council at the Organizational meeting to hold that position and to preside at meetings of Council;
- c) "Member" means a Councillor or person at large appointed by Council to a Council committee;
- d) "Meeting" means a meeting of Council and a meetings of a Council committee, as the case may be;
- e) "Municipality" means the Summer Village of Island Lake, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- f) "Public Hearing" is a pre-advertised segment of the Council meeting that Council is required to hold pursuant to the provisions of *Municipal Government Act* or another enactment; and
- g) "Quorum" means the minimum number of Members that must be present at a meeting for business to be legally transacted.

Application and General Rules

- 3. This Bylaw applies to all Members attending Meetings as well as to Delegations and other members of the public appearing at Meetings.
- 4. The procedures contained in this Bylaw shall be observed in Council meetings.
- 5. The procedures contained in this Bylaw shall be observed in Council Committee meetings, with the exception of the limit of the number of times for speaking.

6. A Member may participate in any Meeting through electronic means and, when they do so, they are deemed to be present at the meeting.
7. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Robert's Rules of Order Newly Revised*.
8. Subject to any statutory obligation to the contrary, Council or a Council committee may temporarily suspend any provision of this Bylaw by passing a motion supported by two-thirds of the Members in attendance.
9. A resolution suspending any provision of this Bylaw as provided for in Section 8 is only effective for the meeting during which it is passed.

Council Meetings

5. The regular meetings and times of Council shall be established by resolution of Council at its annual organizational meeting.
6. Special meetings of Council shall be established as required by Council in accordance with the requirements of the *Municipal Government Act* and the public shall be given notice.
7. Council by resolution may establish other Council meeting dates.
8. Quorum for a meeting of Council is as set out in the *Municipal Government Act*.
9. As soon after the hour of which the meeting of Council was called, and a Quorum is present, the Mayor shall act as Chair and call the meeting to order.
10. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a Quorum is present, the Deputy Mayor shall act as Chair and call the meeting of Council to order.
11. If a Quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

Council Committee Meetings

12. Standing Committees of Council shall be established and governed by Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by Bylaw.
13. Council may designate the Chair of Council committees. If a Chair is not designated for a Council Committee, then the Council committee members shall elect a Chair from among the committee members at their first meeting.

14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the *Municipal Government Act*.
15. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. The Quorum for a Council committee meeting is a majority of the committee members present.
17. As soon after the hour of which the Council committee meeting was called, and a quorum is present, the Chair shall call the meeting to order.

Agenda and Order of Business

18. Prior to each Meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before the Meeting. To enable the CAO to do so, all reports and other supporting documents intended to be dealt with at the Meeting, including applications by Delegations to be heard, shall be received by the CAO not later than 1:00 pm on a Business Day at least five (5) Business Days before the Meeting.
5. Reports and other supporting documents related to items on the Agenda and that are received less than five (5) Business Days prior to the Meeting will be accepted only if the matter is time critical, otherwise the additional material and the affected item on the Agenda will be deferred to the next scheduled Meeting.
6. The CAO shall place at the disposal of each Member a copy of the Agenda for the Meeting and all supporting materials not later than 4:30 pm two (2) Business Days before the Meeting.
7. The business intended to be dealt with shall be stated in the Agenda in the following order where applicable:
 - a) Call to Order
 - b) Adoption of agenda
 - c) Adoption of Minutes
 - d) Delegations
 - e) Public Hearings
 - f) Bylaws
 - g) Business

- h) Financial
 - i) Council Reports
 - j) Administrative Reports
 - k) Correspondence
 - l) Closed Session
 - m) Adjournment
8. The Chair, in his or her sole discretion, may deviate from the Order of Business to accommodate special circumstances or to ensure effective and efficient use of time.
9. Additional Agenda items may be added to the Agenda prior to adoption of the Agenda by a majority vote of the Members in attendance.

Conduct of Meetings

10. No Member or Delegation may speak at a Meeting until recognized by the Chair.
11. The Chair, in his or her sole discretion, may authorize any member of the public in attendance at the Meeting to address the Members but only on the topic being discussed at that time and within the time limits specified by the Chair.
12. Unless otherwise determined by the Chair, no matter may be debated or voted on unless it is in the form of a motion.
13. A Member may move a motion whether or not the Member intends to support it.
14. A motion does not require a seconder.
15. The Chair may enter into any debate and propose motions in the same manner as any Member without relinquishing conduct of the Meeting.
16. A motion may be withdrawn by the Member who made it at any time before voting unless another Member in attendance at the Meeting objects to the motion being withdrawn.
17. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Chair.
18. Any Member can call for a recorded vote in which case the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.

19. Where a motion under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.
20. When required to do so by the *Municipal Government Act*, Council will provide reasons why a motion was defeated.
21. The following motions are not debatable by Members:
 - a) adjournment;
 - b) to take a recess;
 - c) question of privilege;
 - d) point of order;
 - e) to limit debate on a matter before members;
 - f) on division of a question;
 - g) postpone the matter to a time certain; and
 - h) to table the matter.
22. The Chair shall preserve order and decorum and shall decide questions of order. Decisions of the Chair shall be final unless reversed or altered by a majority vote of Members present.
23. After any question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.
24. A Meeting that has been duly convened but not terminated may be adjourned to a fixed future date. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
25. Before going into a Closed Session of a Meeting, a motion must be approved that identifies the basis on which, under an exception to disclosure in Division 2 of Part 1 of the FOIP Act, the part of the Meeting is to be closed. No minutes, notes, or recordings of the discussions in a Closed Session will take place and any printed reports provided to the Members will be retrieved by the CAO.
26. Recordings and recording devices:

- a. Meetings may not be filmed or recorded in any manner, except as specifically authorized by the Chair.
- b. No person may use a mechanical or electronic recording device at a public Meeting or a Public Hearing. All such devices must be removed from the meeting room.
- c. For certainty, mobile/cellular telephones do not have to be removed from the meeting room but must not be used to film or record any Meeting, except as specifically authorized by the Chair.
- d. Any person who fails to comply with this section may be ordered by the Chair to leave the meeting room.

Participation by Delegations

- 27. A Delegation seeking to be heard at a Meeting shall apply by addressing a letter or other written communication to the CAO briefly outlining the subject to be discussed. The letter shall be signed with the full name of the writer; the postal address of the writer, the email of the writer (if applicable), and shall include any documents that the Delegation wishes the Members to consider at the Meeting. If the Delegation wishes to appear in person before Council on the matter it shall be so stated in the letter. The application letter must be delivered, mailed or emailed to the CAO. The letter must be received by the CAO on or before 1:00 pm on a Business Day at least five (5) Business days immediately preceding the Meeting at which it is to be presented.
- 28. A Delegation that has properly applied to be heard shall be added to the Meeting Agenda. If more than one Delegation applies to be heard on substantially the same issue, the CAO may deny an application by any Delegation whose presentation, in the opinion of the CAO, will substantially duplicate that of another Delegation.
- 29. A Delegation shall be entitled to a maximum of fifteen (15) minutes to present the matter outlined in its letter to the Meeting. The Chair may grant additional time to a Delegation in his or her sole discretion.
- 30. Where a Delegation consists of more than one person, only one person may speak on behalf of the Delegation.
- 31. The number of times that a Delegation may speak on the same question or motion during a Meeting is three (3) times.
- 32. A Delegation may not bring substantially the same question or issue before a Meeting more than three (3) times within a 12-month period unless, in the opinion of the Chair, new and compelling information comes to light which would

warrant the Delegation within the 12-month period.

33. Delegations that have not applied to her heard in accordance with section 28 may, in the sole discretion of the Chair, be granted a brief opportunity to outline the matter they wish to present to the Meeting and following that outline, the Members shall determine if the Delegation is to be granted time to present the matter outlined.
34. Members of the public who attend a Meeting may not address the Meeting without permission of the Chair, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of Members. Should the behavior of a Member or members of the public in attendance at a Meeting become unruly, the Chair may direct that person to leave the meeting immediately.

Preparation of Minutes

35. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting.
36. The CAO may delegate any duties related to the preparation of the Meeting Minutes to a recording secretary.
37. If a Member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the Minutes.

Bylaws

38. Where a Bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the Bylaw to appear on the Agenda in the appropriate place.
39. Every Bylaw shall have three readings.
40. After a Councillor has made the motion for the second reading of the Bylaw Council may:
 - a) debate the substance of the Bylaw; and
 - b) propose and consider amendments to the Bylaw.
41. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the Bylaw.
42. Public Hearings, when required or requested by Council, will be held prior to

second reading. Public Hearings shall be conducted in accordance with the requirements of the *Municipal Government Act*.

43. Unless the Councillors present at a Council meeting unanimously agree that a Bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the Bylaw shall not be given more than two readings at one meeting.
44. Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw, unless another method is specifically authorized by the *Municipal Government Act* or another enactment.

General

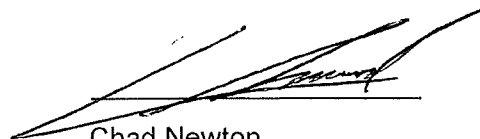
10. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid.
11. Bylaw No. 02-2016 is hereby repealed.
12. This Bylaw will come into force and effect upon third and final reading.

Read a First time this 21 day of November 2021

Read a Second time this 21 day of November 2021

Unanimous Consent for Third Reading this 21 day of November 2021

Read a Third time and duly passed this 21 day of November 2021



Chad Newton,
Mayor



Wendy Wildman,
Chief Administrative Officer

From: James MacDonald <jmacdonald@nlls.ab.ca>
Sent: July 27, 2021 12:36 PM
To: Wendy Wildman (CAO)
Cc: Vicky Lefebvre; Jennifer Anheliger; Curtis Schoepp
Subject: Foolow-up to or meeting
Attachments: Value of Investment.pdf

Good day Wendy.

Please pass our gratitude on to your council for taking the time to meet with us the other day. It was nice to meet everyone and I appreciated the conversation.

Attached are my notes from the meeting outlining the figures and statistics that we covered. We hope to have our services catalogue ready for printing in August. Your council will get the first copy of the press. Should you have further questions I may have missed here please do not hesitate to let me know.

Our Executive Committee meets the second week of August and we have on the agenda to discuss the matter of representation for the summer villages on the NLLS board. I am certain we will come to an agreeable accommodation there.

Thank you again for the time. We look forward to future discussions.

James MacDonald MLIS, DAS
Executive Director | Northern Lights Library System
E jmacdonald@nlls.ab.ca | www.nlls.ab.ca
O 1.780.724.2596 ext. 2112 | C 780.545.5072

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

NORTHERNLIGHTS LIBRARY SYSTEM

Island Lake – Investment

Northern Lights Representative – Curtis Schoepp

- Population – 228 (2018 population) used for Levy 2021
- Levy amount = \$2384.88 (book allotment amount = \$490.20)
- Amount of rural services grant - \$1348.65
- # of active library users in the community = 34 (some of these may represent an entire family)
- The closest libraries - Athabasca
- Board member reimbursements/honoraria paid out = \$0.00 from NLLS for 2021 YTD

Physical circulation for Island Lake Residents:

- 100 physical items circulated in 2020. Value of \$2400
- 127 physical items circulated thus far in 2021. Value of \$3,048

Electronic circulation for Athabasca (stats at a postal code level are not available from vendors citing privacy concerns).

- 4,395 ebooks and audiobooks in 2020 at a value of \$149,430
- 2,261 ebooks and audiobooks in 2021 thus far at a value of \$76,874

Rural Services grant 1348.65 + Book Allotment \$490.20 = \$1838.85 in direct funding to the Athabasca library because of your system membership.

Active library users 34 * non-resident fee \$60 = \$2,040. Active card holders in the community would need to pay should the community leave.

We provide far more than books:

- Supernet services (including wifi)
- Computer support, purchases, upkeep
- Professional IT assistance, software licensing and more
- Consulting services with professional librarians
- Bulk purchasing of books, office supplies, software, technology
 - we saved NLLS libraries a combined \$94,924.48 in book purchase discounts in 2020.
- Summer and Winter Reading Programs
- Membership in TRAC, a shared service connecting 200 Alberta libraries and access to 3.5 million library items and the means to get those items to you.
- Professional development and training of library staff
- Access to robust electronic resources: Duolingo for language training, Resume creating, Small engine repair database, Magazine collections, LinkedIn Learning and much more.



svislandlake@wildwillowenterprises.com

From: chad.newton@islandlake.ca
Sent: August 28, 2021 7:02 PM
To: svislandlake
Subject: Fwd: ditch and culvert for 179 Lakeshore Dr S

Can add it to the next council meeting.

Chad,

Begin forwarded message:

From: Anton J Smith
Date: August 28, 2021 at 1:38:59 PM MDT
To: chad.newton@islandlake.ca
Subject: RE: ditch and culvert for 179 Lakeshore Dr S

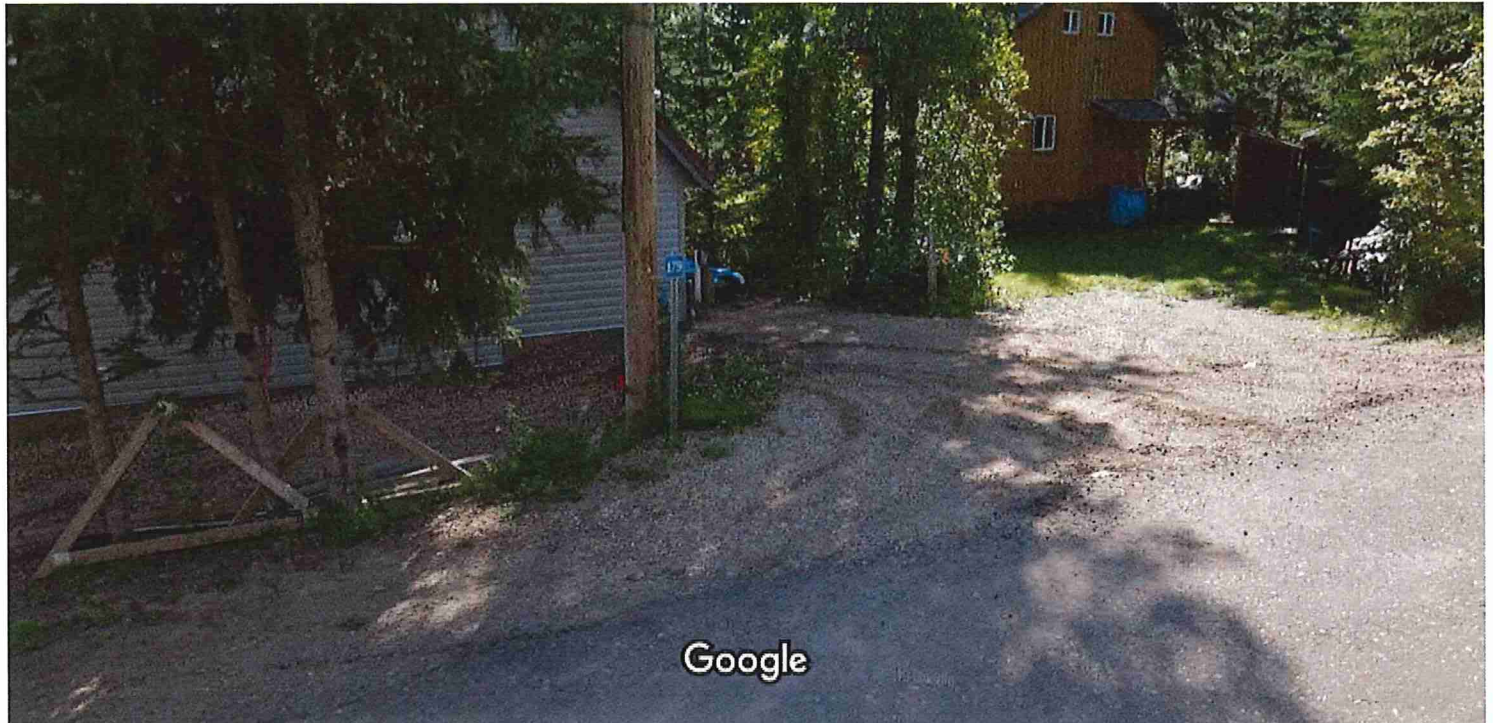
Hi Chad,

Thanks for coming to look at our property yesterday. We would like to formally request a ditch be developed between the road and our property and culverts be put in under our driveway to allow appropriate water flow. The water flow from the road flows into our lot and is creating a problem where we get water into our garage. We have tried to ameliorate this issues by putting weeping tile in around the garage. When we talked yesterday you said there should be a ditch and culverts to carry the water to the ditch of our neighbours ditch and to the lake via Buffalo Ave ditch. We recognize this we mean removing the three trees on the village property.

Please let me know if you require any further information about this matter.

Anton

Google Maps 181 Lakeshore Dr S



Date de l'image : sept. 2013 © 2021 Google

Island Lake, Alberta



Street View – sept. 2013



22

Subject: Dock

From: Judy Spargo

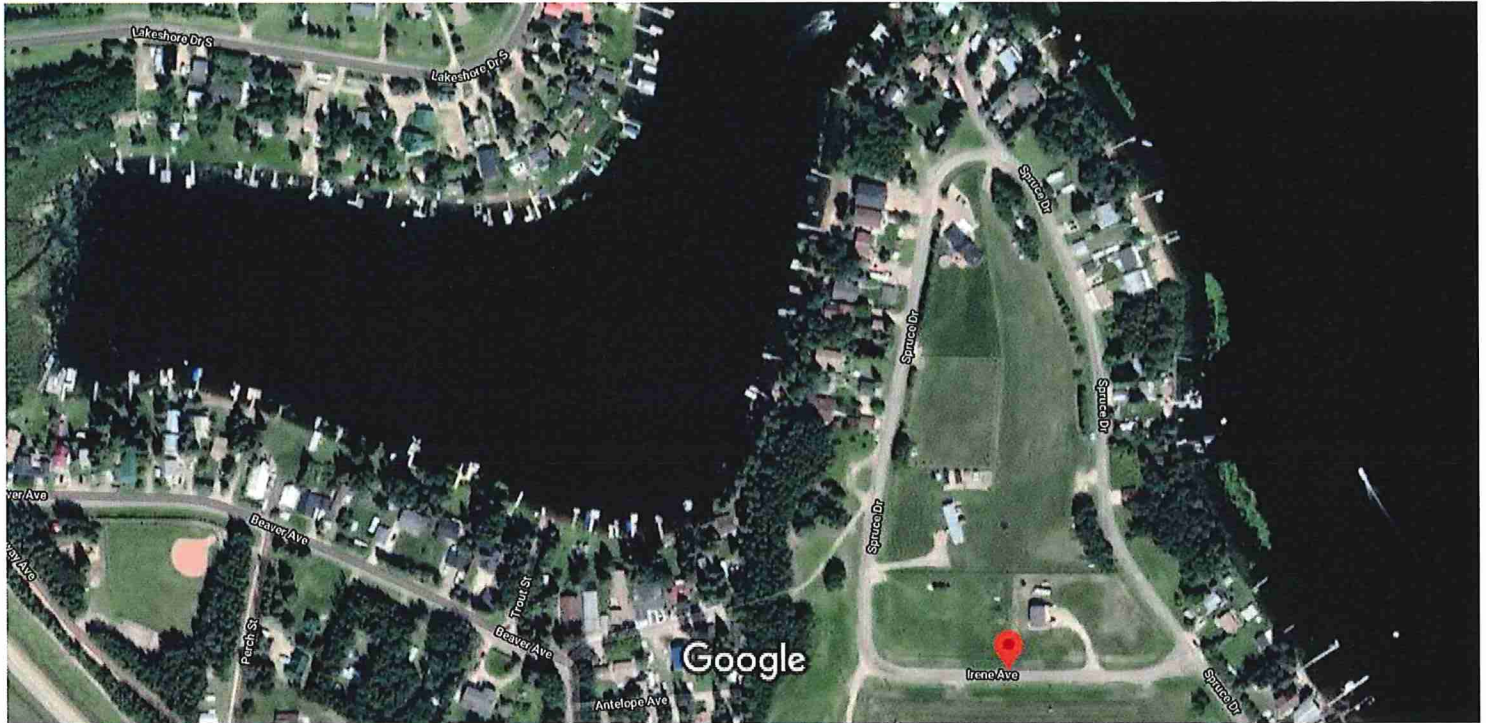
Date: Wed, Aug 25, 2021 9:33 am

To: svislandlake@wildwillowenterprises.com

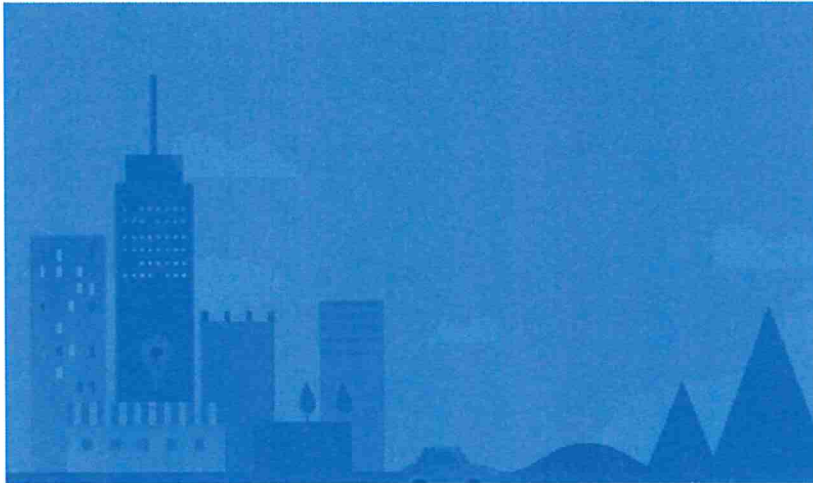
My name is Ivan Spargo I have a back lot on the summer village of island Lake plan 1025731 block 5 lot4. I would like to apply for a permit to be able to park my boat on a park reserve land near me on lot R -3. We don't come out much maybe 3 to 4 times a summer and don't put the boat in the water very often. There is a walk way on that park reserve already down to the water so won't have to disturb any trees or other types of growth. Thank you Ivan Spargo

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Google Maps Irene Ave



Imagery ©2021 CNES / Airbus, Maxar Technologies, Map data ©2021 50 m



Irene Ave

Island Lake, AB T9S 1S2



Directions



Save



Nearby



Send to your
phone



Share

24



Summer Village of Island Lake

Council Policy

Number	Title		
C-ENV-APP-2	Management of Municipal Property - Waterfront		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:	15-072	Resolution No:
	Date:	Dec. 1, 2015	Date:

PURPOSE:

The objective of this policy is to manage Municipal Property-Waterfront. It is related to the placement and storage of piers, docks, boat lifts, and other structures as well as the movement of watercraft in front of and/or on reserves, parks and any other Municipal property under the direction of Council. This Policy covers Policy and Procedure which ensures compliance with the requirements of Transport Canada regarding the Navigation Protection Act.

- a) The boat lift or pier cannot be placed more than 30m from any shore;
- b) The boat lift or pier must be marked with yellow reflective material (or lights) on all four sides; and
- c) Proof of consent from the upland property owner must be obtained and provided. The policy is in accordance with the Navigation Protection Act.

SCOPE:

This policy applies to Summer Village of Island Lake and future boards and commissions, agencies and other organizations that will fall within the reporting entity of the Summer Village.

POLICY STATEMENTS:

1. No boat lift, dock, pier or other structure may be placed in a manner so as to impede launching activities.
2. Boat lifts, piers, docks or other structures may be placed on the land or in the water at all public reserves, parks and other public land subject to the following conditions:
 - a. Where the Summer Village of Island Lake is the upland property owner, a site plan showing the location of the pier, dock, boat lift or other structure must be submitted to and approved by the Summer Village prior to the placement of any structure.



Summer Village of Island Lake

Council Policy

- b. Efforts are to be made to co-ordinate placement with other residents as well as the sharing of piers and docks to reduce congestion. Number of boat lifts, docks, piers or other structures in front of municipal property may be limited to avoid congestion and permit swimming, wading, etc. (aquatic activities).
 - c. Boat lifts, docks or piers must be marked to ensure visibility: such as with yellow reflective material (or lights) on all four sides.
 - d. Boat lifts cannot be placed more than 30 metres from any shore. Piers or docks cannot extend beyond 30 metres from the shore.
 - e. Boat lifts, docks and piers are to be clearly marked as to the owner's identity.
 - f. Boat lifts docks and piers are to be stored during the winter months in such a manner as not to prevent access to the lake or to cause damage to vegetation.
 - g. Boat lifts, docks, piers or other structures not removed by September 30th shall be removed to the owner's property, at the owner's expense. Unidentified structures will be disposed of by the Summer Village.
3. The CAO or designate shall issue a Letter of Consent to any person requesting to place a boat lift, dock, pier or other structure in the waters directly in front of any public reserve, provided the above conditions are satisfied or approved.
4. Failure to comply with this Policy may result in removal and disposal of the boat lift, pier or other structures at the owner's expense.
5. Appeals may be made to Council in writing and will be dealt with in an expedient manner.
6. Penalties: First offence \$50, second offence \$250, third offence \$500, plus costs to move the structure(s).

For further information or to obtain dock placement approval for municipal reserves, please contact the Summer Village office.

If you own lakefront property, you cannot place items more than 30m from any shore, items must be marked to ensure visibility; such as yellow reflective material (or lights) on all four sides.

A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE IN THE PROVINCE OF ALBERTA TO TEMPORARILY MANDATE THE WEARING OF FACE COVERINGS.

WHEREAS Pursuant to Section 7 of the Municipal Government Act, a Council may pass a Bylaw for Municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Chief Medical Office of Health for Alberta recommends people wear face coverings as a way to reduce the risk of spreading COVID-19 in circumstances where two-meter physical distancing is challenging or not possible; and

WHEREAS Council of the Summer Village of Island Lake now deems it necessary and expedient to establish regulations in relation to temporary mandate the wearing of face coverings.

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

SHORT TITLE

1. This Bylaw will be cited as the "Temporary Face Coverings Bylaw"

DEFINITIONS AND INTERPRETATION

2.
 - I. **Act** means the Municipal Government Act, R.S.A. 2000, c. M-26.
 - II. **Chief Administrative Officer (CAO)** means the person appointed by Village Council as its Chief Administrative Officer or that person's designate.
 - III. **Council** means the Mayor, Deputy Mayor and Councillor of the Summer Village of Island Lake for the time being elected.
 - IV. **Face Coverings** means a mask or other face covering as recommended by the Alberta Government that covers the mouth and nose and chin ensuring a barrier that limits the transmission of respiratory droplets.

- V. **Peace Officer** means any RCMP, Community Peace Officer or Bylaw Enforcement Officer designated under the authority of the County of Athabasca.
- VI. **Public Place** means an indoor space open to the public by right or by express or implied invitation regardless of who owns or occupies the indoor space, whether on payment of any fee or not and includes the area occupied by the driver and passengers in a Public Vehicle but does not include an indoor space located within:
- i. a school or other educational institution;
 - ii. a hospital or other health care facility;
 - iii. a childcare facility;
- VII. **Public Vehicle** means a motor vehicle used or offered for the transportation of at least one passenger in return for a fee and includes but is not limited to motor vehicles typically referred to as buses, taxis, shuttles, transportation network vehicles and limousines.
- VIII. **Summer Village** means the Summer Village of Island Lake, its employees or its duly authorized representatives.
- XI. **Violation Ticket** means a specified penalty issued under the Provincial Offences Procedure Act.
- X. **Watch** means at least 7 active cases and more than 50 active cases per 100,000

ENACTMENT

3. 3.1 The provisions of this Bylaw shall be enacted if the Alberta Government places the Athabasca Region under a "Watch" status based on the existing COVID-19 cases.
- 3.2 The provisions of this Bylaw shall remain in place for two weeks (14 days) after the Athabasca Region has been taken off a "Watch" status.
- 3.3 All persons shall wear a face covering in an indoor, enclosed or substantially enclosed public place or public vehicle where a physical barrier is not in place or where physical distancing of two meters is challenging or not possible.

EXEMPTIONS

4. Section 3 does not apply to the following persons:
- (a) persons under the age of 10;

- (b) persons who are unable to place, use, or remove a face covering without assistance;
- (c) persons unable to wear a face covering due to a mental or physical concern or limitation, or a protected ground under the Alberta Human Rights Act, RSA 2000, A25-5;
- (d) persons consuming food or drink while seated in a designated food and drink seating area, or as part of a religious or spiritual ceremony;
- (e) persons engaged in water activities or engaged in physical exercise or other physical activity, within an area designated for such activities;
- (f) persons providing care or assistance to a person with a disability where a face covering would hinder that caregiving or assistance;
- (g) persons engaging in services that require the temporary removal of a face covering;
- (h) persons participating in a dance, theatrical or musical public performance, if all participants in the performance are able to maintain at least two meters of physical distance from each other and do not enter the areas where the public is viewing the performance;
- (i) persons providing or receiving a service that requires personal consultation if that activity occurs in a closed office or meeting room and all participants in the personal consultation are able to maintain physical separation of at least two meters from each other; and
- (j) persons separated from others by physical barriers or shields such as plexiglass.

OFFENCES & VIOLATIONS

5. No person shall cause or allow a contravention of this Bylaw, where a Peace Officer believes that a person has contravened any provision of this Bylaw, the Peace Officer may commence proceedings in accordance with **Schedule A** of this Bylaw.

6. This Bylaw comes into force on the final passing thereof.

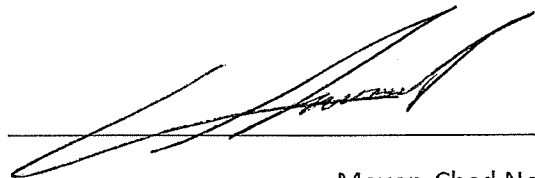
READ a first time this 21 day of November, 2021

READ a second time this 21 day of November 2021

UNANIMOUS CONSENT to proceed to third reading this 21 day of November 2021

READ a third and final time this 21 day of November 2021

SIGNED this 21 day of November 2021



Mayor, Chad Newton



Chief Administrative Officer, Wendy Wildman

SCHEDULE A

OFFENCES

Description of Offence	First Offence	Second & Subsequent Offences
Any offence as outlined in this Bylaw	\$100.00	\$150.00

Deputy Minister
18th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
MA.DMO@gov.ab.ca

AR106286

September 1, 2021

Wendy Wildman
Chief Administrative Officer
Summer Village of Island Lake
PO Box 8
Alberta Beach AB T0E 0A0

Dear Ms. Wildman:

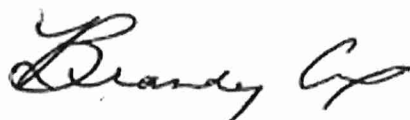
I wish to advise that your municipality has been selected to participate in a Municipal Accountability Program (MAP) review in 2022. Attached is a program summary.

The MAP process will include a meeting with you to review municipal documents and discuss policies, procedures, and processes. A report identifying areas of legislative compliance and any gaps that may exist will be provided to you. In order to assist you in addressing any areas of non-compliance, the report will also include recommendations and resources specific to each matter identified. It is my expectation the report generated as a result of the MAP review will be shared with council at a public council meeting.

A municipal accountability advisor will be contacting you in the near future to provide further details regarding the program as well as to discuss requirements and scheduling of the review. Scheduling will take into consideration your workload and availability.

If you have any questions or concerns, please contact a municipal accountability advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,



Brandy Cox
Deputy Minister

Attachment: Municipal Accountability Program Summary

(32)

Municipal Accountability Program

Program Summary

Objective

To collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

Continued proactive contact, support, and relationship building will be maintained throughout a multi-year cycle with each municipality as needed or as requested, regardless of compliance status.

There is no cost to municipalities participating in the MAP.

Summary

The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

The MAP will consist of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. Municipalities with populations of 2,500 or less will participate in the MAP.

The primary contact for the ministry will be the chief administrative officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate.

Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.

Program Highlights

- Designed to support municipalities by helping to understand legislative requirements.
- Assisting CAOs in confirming the areas where they are doing well, and identifying any areas of concern to avoid concerns from developing into significant problems.
- A proactive approach with the ministry working collaboratively with CAOs to develop a report for the CAO that will contain recommendations and resources.



Development Services Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

NOTICE OF DECISION

August 29, 2021

File: 21DP07-04

Re: Development Permit Application No. 21DP07-04
Plan 763 TR, Block 1, Lot 12 : 229 Lakeshore North (the "Lands")
R1 – Residential – Small Lot District : Summer Village of Island Lake

Preamble: Development Permit Application No. 21DP07-04 was received, and deemed complete, under the previous Land Use Bylaw 03-2012; where the decision on that application is based on the provisions and requirements of that bylaw. The provisions and requirements of the current Land Use Bylaw 08-2021, finally passed on August 17, 2021, were also taken into consideration when making the decision on the Development Permit Application.

DECISION OF THE DEVELOPMENT AUTHORITY

You are hereby notified that your application for a development permit regarding the following:

"AS-BUILT" CONSTRUCTION OF A GARAGE (96.15 m²) WITH 13' WALLS, 12x18 OVERHEAD DOOR, 2 WINDOWS, 2 WALK-IN DOORS, AND VINYL SIDING (the "AS-BUILT GARAGE")

has been **REFUSED** for the following reasons:

LAND USE BYLAW 03-2012 REQUIREMENTS

- 1- The Summer Village of Island Lake Land Use Bylaw No. 03-2012, Section 6.8(3) requires that except fences, accessory buildings shall be located such that the minimum distances shown on the Figures "3" and "4" between the accessory buildings and the principal buildings, lot lines, and other buildings, structures, and uses are provided. See Figure "Minimum Setback Requirements for Garages" below.

Figure 5 - Minimum Setback Requirements for Garages

This sketch shows required yards

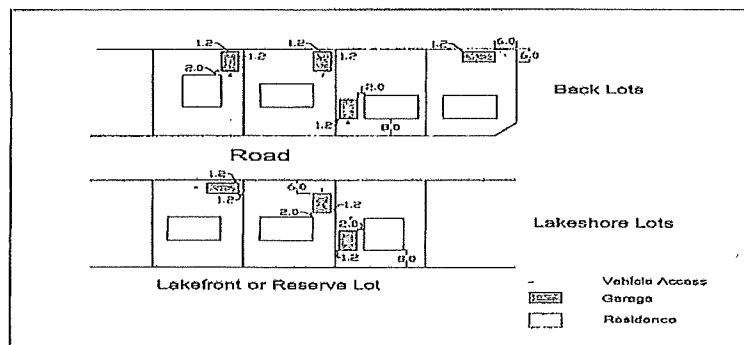


Figure 5: Minimum Setback Requirements for Garages

All distances shown in metres



Development Services

Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

The figure Minimum Setback Requirements for Garages indicates that Garages are to be located no closer to the front yard than the front line of the residence, with 1.2 metres setbacks from both the side and rear yards; where the "As-Built" Garage, as shown on the Real Property Report prepared by Don Wilson Surveys Ltd., dated May 25, 2021, is located closer to the front yard than the Residence and 0.61 metre from the side yard.

- 2- The Real Property Report prepared by Don Wilson Surveys Ltd., dated May 25, 2021, shows the "As-Built" Garage to encroach onto the adjacent Environmental Reserve Lands, Plan 763 TR, Block 1, 33R. Pursuant Summer Village of Island Lake Land Use Bylaw No. 03-2012, Section 2.3(7)(a) the issuance of Development Permits on Environmental and other Reserve Lands is limited to developments such as landings, walkways, stairs, retaining walls or similar; where the Garage proposed under the subject Development Permit Application does not meet these requirements.

LAND USE BYLAW 08-2021 REQUIREMENTS

The Summer Village of Island Lake Land Use Bylaw No. 08-2021, Section 8.1(1)(a) requires:

(iii) All accessory buildings shall be no closer to the front yard than the closest portion of the principal building; where the "As-Built" Garage, as shown on the Real Property Report prepared by Don Wilson Surveys Ltd., dated May 25, 2021, is located closer to the front yard than the principal building.

Note: Subsection 8.1(1)(a)(iv) states, "Notwithstanding 8.1.1.a.iii above, one boathouse (with a maximum area of 13.9 m² (150.0 ft²) may be allowed at the discretion of the Development Officer, within the front yard of a lakefront lot. The boat house must be setback a minimum of 2.0 m (6.6 ft) from the front property line. The "As-Built" Garage, as shown on the Real Property Report prepared by Don Wilson Surveys Ltd., dated May 25, 2021, has an area of 97.5 m² (1050.0 ft²), does not meet the front yard setback requirement, and encroaches into the adjacent Environmental Reserve Lands, and the same Real Property Report shows that another Accessory Building is already located within the front yard of the Lands. The "As-Built" Garage, as shown on the Real Property Report prepared by Don Wilson Surveys Ltd., dated May 25, 2021 does not meet the requirements of Subsection 8.1(1)(a)(iv).

(ix) Accessory Buildings shall be situated so that the exterior wall is at least 1.2 m (3.9 ft) from the side boundaries and 1.0 m (3.3 ft) from the rear boundary of the parcel; where the "As-Built" Garage, as shown on the Real Property Report prepared by Don Wilson Surveys Ltd., dated May 25, 2021 is located 0.61 m (2.0 ft) from the side boundary adjacent to Lot 11.

The Summer Village of Island Lake Land Use Bylaw No. 08-2021, Section 11(4)(b) ENVIRONMENTAL SITE CONDITIONS – Flood Plains, Flood Hazard Areas, and Highwater Tables requires:

- (a) No development should be permitted in the 1 in 100-year flood plain of a waterbody or water course, or as established by Alberta Environment and Parks as otherwise prone to flooding or subsidence, unless the applicant demonstrates to the satisfaction of the Development Authority that preventative engineering and construction measures can be used to make the site suitable.
- (b) Notwithstanding any other provisions of this bylaw to the contrary, no development of dwellings or accessory buildings to dwellings other than fences, patios and similar buildings may be allowed on lands which, in the opinion of the Development Authority, may be subject to a flood hazard; where the "As-Built" Garage, as shown on the Real Property Report prepared by Don Wilson Surveys Ltd., dated May 25, 2021, may be so located.



Development Services

Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

3- Lastly, in light of all of the above, an encroachment agreement to permit the garage to remain in its current location would not be appropriate.

Should you have any questions please contact Tony Sonnleitner, Development Officer at (780) 718-5479.

Date of Decision August 29, 2021

Signature of Development
Officer

Tony Sonnleitner, Development Officer, Summer Village of Island Lake

cc Wendy Wildman, CAO, Summer Village of Island Lake
Administration, Summer Village of Island Lake
Naomi Van Brabant, Commercial Paralegal, Putnam Law, naomiv@putnamlawllp.ca

Note: An appeal of the decision by the Development Authority may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the date of the notice of decision. The appeal should be directed to this office at:

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

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$200.00.



Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

September 7, 2021

File: 21DP08-04

**Re: Development Permit Application No. 21DP08-04
Plan 3857 KS, Block 12, Lot 15 : 95 Lakeshore Drive South (the "Lands")
R1 – Residential – Small Lot District : Summer Village of Island Lake**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following:

CONSTRUCTION OF A SINGLE DETACHED DWELLING (89.2 SQ. M.) C/W ADDITION (RAISED DECK – 36.0 SQ. M.), INSTALLATION OF A WATER SUPPLY AND SEPTIC SYSTEM

has been **APPROVED** subject to the following conditions:

1- All municipal taxes must be paid.

2- SEPTIC SYSTEM:

Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2015 as adopted by legislation for use in the Province of Alberta.

3- WATER SUPPLY:

The cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.

4- Two (2) Off-Street parking spaces must be provided on site.

5- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.

6- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer.

7- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.

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Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

- 8- **The applicants are required to have a Real Property Report (RPR), prepared and signed by an Alberta Land Surveyor, and submitted to the Development Officer. The RPR is to be completed at foundation stage and prior to commencement of framing of the development, for evaluating the compliance of the development against all Land Use regulations relating to the building(s) that are the subject of this development permit application, including the ground floor elevation.**
- 9- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 10- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 11- **The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including:**
 - **Plot Plan prepared by Don Wilson Surveys, dated September 3, 2021;**
 - **Front Yard setback shall be a minimum of 8.0 metres;**
 - **Side Yard setback shall comply with the requirements of the Alberta Building Code or be a minimum of 1.5 metres whichever is greater. Further, one side yard shall be a minimum of 2.4 metres to allow for access to the front yard;**
 - **Rear Yard setback shall be a minimum of 1.5 metres; and**
 - **Maximum Height shall be 9.7 metres (average grade to peak).**

Note: Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code - Article 9.10.15.5).

Note: Development shall also conform to the Alberta Electrical and Communication Utility Code. A copy of TABLE 9 – Minimum Design Clearances From Wires and Conductors not Attached to Buildings, Signs and Similar Plants is attached to the permit for your information.

- 12- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 13- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 14- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.



Development Services

Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

Notes:

It is strongly recommended that the applicant(s):

- I. design and construct a building foundation drainage system adequate for the existing soil conditions.
- II. determine if there are any special considerations required for building foundation construction.
- III. provide positive grading to ensure drainage. A minimum gradient of two percent (and greater if possible) is recommended.

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed **September 7, 2021**

Complete

Date of Decision

September 7, 2021

Effective Date of

Permit

October 6, 2021

Signature of Development
Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake
Ray Crews - Assessor

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

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

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$200.00.



Development Services

Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

September 1, 2021

File: 21DP09-04

**Re: Development Permit Application No. 21DP09-04
Plan 763 TR, Block 2, Lot 26 : 264 Lakeshore Drive North (the "Lands")
R1 – Residential – Small Lot District : Summer Village of Island Lake**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following:

CONSTRUCTION OF A DECK (22.3 SQ. M.)

has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid.
- 2- Two (2) Off-Street parking spaces must be provided on site.
- 3- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 4- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer.
- 5- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 6- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.



Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

8- The improvements take place in accordance with the plans and sketch submitted as part of the permit application; including:

- **Front Yard setback shall be a minimum of 8.0 metres;**
- **Side Yard setback shall comply with the requirements of the Alberta Building Code or be a minimum of 1.2 metres whichever is greater;**
- **Rear Yard setback shall be a minimum of 1.0 metre;**
- **The building shall be located in such a manner that it does not encroach upon easements and rights-of-way.**

9- All improvements shall be completed within twelve (12) months of the effective date of the permit.

10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.

11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

Notes:

It is strongly recommended that the applicant(s):

- I. have a Real Property Report (RPR), prepared and signed by an Alberta Land Surveyor, and submitted to the Development Officer. The RPR should be completed at foundation stage and prior to commencement of framing of the development, for evaluating the compliance of the development against all Land Use regulations relating to the building(s) that are the subject of this development permit application.
- II. design and construct a building foundation drainage system adequate for the existing soil conditions.
- III. determine if there are any special considerations required for building foundation construction.
- IV. provide positive grading to ensure drainage. A minimum gradient of two percent (and greater if possible) is recommended.



Development Services

Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed **September 1, 2021**

Complete

Date of Decision **September 1, 2021**

Effective Date of

Permit **September 30, 2021**

Signature of Development
Officer

Tony Sonleitner, Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake
Municipal Assessment Services Group Inc. = Ray Crews

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

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

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$200.00.



Summer Village of Island Lake

Box 8, Alberta Beach, Alberta T0E 0A0
Phone: 1-780-967-0271 Fax 1-780-967-0431
Email: svislandlake@wildwillowenterprises.com

Summer Village of Island Lake Report to Council

Meeting: August 31, 2021 - Regular Council Meeting

Originated By: Tony Sonnleitner, Development Officer, Summer Village of Island Lake.

Development Applications:

21DP01-04 Plan 763 TR, Block 2, Lot 16 : 240 Lakeshore Drive North

CONSTRUCTION OF AN ACCESSORY BUILDING (33.4 SQ. M.).

21DP02-04 Plan 498 NY, Block 1, Lot 13 : 89 Spruce Drive

CONSTRUCTION OF A SINGLE DETACHED DWELLING (120.8 SQ. M.), INSTALLATION OF A WATER SUPPLY AND SEPTIC SYSTEM).

21DP03-04 Plan 763 TR, Block 1, Lot 4 : 213 Lakeshore Drive North

CONSTRUCTION OF A DECK (80.3 SQ. M.).

21DP04-04 Plan 3857 KS, Block 10, Lot 15A : 39 Lakeshore Drive

CONSTRUCTION OF A GARAGE (83.6 SQ. M.) C/W LOFT, UTILIZATION OF EXISTING, OR INSTALLATION OF WATER SUPPLY AND SEPTIC SYSTEM C/W VARIANCE TO THE SITING REQUIREMENTS.

21DP05-04 Plan 3857 KS, Block 15, Lot 12 : 185 Lakeshore Drive South

PLACEMENT OF A MOBILE HOME (67.6 SQ. M.) AS A DISCRETIONARY USE AND DECK (23.8 SQ. M.), INSTALLATION, OR UTILIZATION OF EXISTING, OF A WATER SUPPLY AND SEPTIC SYSTEM, ONE RV PARKING PAD AND UTILIZATION FOR THE PURPOSES OF USE AND STORAGE OF ONE RECREATIONAL VEHICLE.



Summer Village of Island Lake

Box 8, Alberta Beach, Alberta T0E 0A0
Phone: 1-780-967-0271 Fax 1-780-967-0431
Email: svislandlake@wildwillowenterprises.com

21DP06-04

Plan 102 5731, Block 7, Lot 5 : 72 Spruce Drive

"AS-BUILT" INSTALLATION OF A SEPTIC SYSTEM (HOLDING TANK) AND CONSTRUCTION OF ONE (1) RECREATIONAL VEHICLE PARKING PAD; AND UTILIZATION UPON THE SITE OF ONE (1) RECREATIONAL VEHICLE FOR THE PURPOSES OF OCCUPATION AND STORAGE.

Letter of Compliance:

21COMP04-04 Plan 3857 KS, Block 14, Lot 2 : 181 Lakeshore Drive

21COMP05-04 Plan 3857 KS, Block 5, Lot 11 : 47 Beaver Avenue

Regards,

Tony Sonleitner, Development Officer, Summer Village of Island Lake
cc: Wendy Wildman, Municipal Administrator, Summer Village of Island Lake

VENDOR		VENDOR ID		DATE ISSUED	
SUMMER VILLAGE OF ISLAND LAKE		0070000405		08-Sep-2021	
DEPOSITED AT BANK: 021908989		DEPOSIT NO	DATE	AMOUNT	
BRANCH: 08989	ACCOUNT: 00798679300	2001370662	08-Sep-2021	\$538.00	
TOTAL				\$538.00	

DEPOSIT NO: 2001370662		DEPOSIT DATE: 08-Sep-2021		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901631551	FCSS SEPTEMBER PAYMENT	095261113FCS0921	\$538.00	
	Total Payment From C&SS For Inquiries Call 825 468 4314			\$538.00
DEPOSIT TOTAL				\$538.00

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SUMMER VILLAGE OF ISLAND LAKE
PO BOX 8
ALBERTA BEACH, AB
T0E 0A0

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VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ISLAND LAKE		0070000405	31-Aug-2021	
DEPOSITED AT BANK: 021908989		DEPOSIT NO	DATE	AMOUNT
BRANCH: 08989	ACCOUNT: 00798679300	2001348116	31-Aug-2021	\$145,921.00
TOTAL				\$145,921.00

DEPOSIT NO: 2001348116		DEPOSIT DATE: 31-Aug-2021		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901601291	Municipal Sustainability Initiative-Capital Grant	CAP202183313	\$145,921.00	
	Total Payment From MA For Inquiries Call 780 427 7481			\$145,921.00
			DEPOSIT TOTAL	
			\$145,921.00	

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SUMMER VILLAGE OF ISLAND LAKE
PO BOX 8
ALBERTA BEACH, AB
T0E 0A0



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