

# SUMMER VILLAGE OF ISLAND LAKE

## AGENDA

Tuesday, June 16<sup>th</sup>, 2020 at 4:30 p.m.

Via teleconference

As per bylaw 02-2016 there will be no audio/video recordings of Council or Council Committee Meetings

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1. Call to order
2. Agenda a) Tuesday, June 16<sup>th</sup>, 2020 Regular Council Meeting
3. Minutes: p1-5 a) Tuesday, May 19<sup>th</sup>, 2020 Regular Council Meeting Minutes
4. Appointments: a) 4:35 p.m. – Seniuk & Company to present 2019 Draft Audited Financial Statements (*approve statements as presented or as amended*)
5. Bylaws: n/a
6. Business: a) Seasonal Closure of the back alley between Tranquille Drive and Elk Avenue – further to the presentation at the last Council meeting we have attached Section 22, 24 and 25 of the Municipal Government Act with respect to road closures. Administratively I am still unclear of exactly where this closure is being proposed (the entire back alley or only the portion closer to the playground). I do believe all residents along this proposed closure should be notified of the proposed closure. If you follow section 25, temporary road closure, this can be achieved by Council motion. As opposed to a temporary closure would signage of “local road only, no through traffic” achieve any of the desired outcomes here? (*direction as given by Council at meeting time*)  
  
p6-7  
  
b) 3 Year Operating and 5 Year Capital Budgets – this item was deferred from the last Council meeting and is a new requirement for municipalities to have this in place (*approve as is or with amendments*)

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- 
- c) Boat Dock requests – further to discussions and approvals at the last meeting, the Province has come out with new regulations that Temporary Field Authorizations (TFA) must be obtained from the Province prior to placing a mooring structure in the water. If individuals are wishing to place same off of a municipally-owned or controlled property they must obtain a letter of “no objection” from the municipality:

- a) Don and Susan Cloutier of 67 Tranquil Drive would like to place a dock in the municipal reserve at the north end of Lake Shore Drive where it has been placed for the last 10 years
- b) Paul Rocque of 217 Lakeshore Drive North to place a dock off the municipal reserve area

*(that the Summer Village ratify letters of no objection to the placement of a docks as noted above providing all provincial guidelines are followed and provincial approvals are in place, or some other direction as given by Council at meeting time)*

- d) Road Quote for patching and repair – please refer to the attached quote from David Gray Enterprises for various patching throughout the Summer Village at a cost of \$13,000.00, repair of the frost boil on Tranquil north of intersection at Beaver at a cost of \$15,600.00, as well as gravel on the north side of the bridge between Lakeshore North and South at a cost of \$1,000.00. *(approve quote for all 3 projects, or certain projects, or some other direction as given by Council at meeting time)*

- e) Summer Village of Island Lake Safety Codes Quality Management Plan – as the Summer Village is accredited in this discipline Council must set the expectations and requirements to guide the safety codes officers within our Summer Village. Attached is a Quality Management Plan which is similar to ones in other Summer Villages. As this is a large document we are simply providing it now and will place it back at next month's agenda for approval consideration. *(defer further consideration of the Summer Village's Quality Management Plan to the July Council meeting)*

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p51

- f) Purchase of Outhouse – further to emails that were circulated with respect to the purchase of a Go-Box Platinum outhouse from Rockbox Structures in Leduc, Mayor Newton can speak further to this at meeting time. We do not have this included in our 2020 operating or capital budget so we do need a motion from Council. *(approve the purchase of an outhouse at a cost of \$4,775.00 plus GST, funds to come from reserves to cover this expense)*

p52

- g) Fire Ban and/or Restrictions – further to discussion at our last Council meeting please see the response from Athabasca County CAO Ryan Maier inquiring if the Summer Villages would consider a joint coordinated fire bans and levels of alert. *(direction as given by Council at meeting time)*

h)

i)

j)

- 7. Financial
  - a) Income & Expense Statement – as of May 31<sup>st</sup>, 2020

- 8. Councillors' Reports
  - a) Mayor Newton
  - b) Deputy Mayor Binder
  - c) Councillor Montague

- 9. Administration Reports
  - a) FOIP request update
  - b) Annual Information Meeting update
  - c) Road alignment update
  - d) MDP/LUB project update
  - e) Enhanced Policing update
  - f) Boat signage update

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10. Information and Correspondence

- p53
- p54-55
- p56
- a) Government of Alberta Statement of Direct Deposit for \$538.00 deposited on June 2<sup>nd</sup>, 2020 representing the June FCSS payment from the Province
  - b) Alberta Urban Municipalities Association – May 19<sup>th</sup>, 2020 letter from Minister of Municipal Affairs Kaycee Madu to Mayor Newton on the Summer Village's 2020 Municipal Sustainability Initiative allocations being \$122,662 for MSI Capital (\$107,063 in MSI capital funding and \$15,599 in Basic Municipal Transportation funding) and \$10,037 in Municipal Sustainability Operating
  - c) Alberta Municipal Affairs – June 10<sup>th</sup>, 2020 letter from Minister Kaycee Madu advising of 2020 Gas Tax Fund allocation of \$18,042
  - d)

11. Closed Meeting (if required) n/a

12. Adjournment

Next Meetings:

Tuesday, July 14<sup>th</sup>, 2020 @ 4:30 p.m.

August, 18<sup>th</sup>, 2020 @ 4:30 p.m.

September 15<sup>th</sup>, 2020 @ 4:30 p.m.

October 20<sup>th</sup>, 2020 @ 4:30 p.m.

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, MAY 19, 2020  
HELD VIA TELECONFERENCE AT 4:32 P.M.

Council:

Mayor Chad Newton  
Deputy Mayor Duncan Binder  
Councillor Jim Montague

Administration:

Chief Administrative Officer, Wendy Wildman  
Administrative Assistant, Heather Luhtala

Appointments:

- a) 4:35 p.m. – Dave Shickle of 26 Lakeshore Drive to discuss possible seasonal closure of the back alley by the playground
- b) 4:50 p.m. – Jane or Kyle with Municipal Planning Services to give an update on the Intermunicipal Development Plan along with the Municipal Development Plan and Land Use Bylaw Steering Committee
- c) 5:05 p.m.- John Wasmuth & Daryn Hobal on behalf of the Island Lake Action Group to discuss the online survey with respect to the Island Lake Municipal Development Plan & Land Use Bylaw

Public at Large:

(it is estimated that up to 14 different phone numbers called into the meeting including Council, Administration and Appointments)

1.	<b>CALL TO ORDER</b>	Mayor Newton called the meeting to order at 4:32 p.m.
2.	<b>AGENDA</b> 20-59	<b>MOVED</b> by Councillor Montague that the April 21, 2020 Agenda be approved with the following additions:  Under Business: d) Fire Ban e) Playground Closure f) Summer Programs  <b>CARRIED</b>
3.	<b>MINUTES</b> 20-60	<b>MOVED</b> by Deputy Mayor Binder that the minutes of the regular Council meeting held on April 21, 2020 be approved as presented.  <b>CARRIED</b>

**SUMMER VILLAGE OF ISLAND LAKE**  
**REGULAR COUNCIL MEETING MINUTES**  
**TUESDAY, MAY 19, 2020**  
**HELD VIA TELECONFERENCE AT 4:32 P.M.**

4.	<b>APPOINTMENTS</b>  20-61       20-62       20-63	<p><u>4:35 p.m. - Dave Shickle of 26 Lakeshore Drive to discuss possible seasonal closure of the back alley by the playground</u>  <b>MOVED</b> by Deputy Mayor Binder that Council accept for information the presentation from Dave Shickle with respect to the request for a seasonal closure of the back alley located by the playground AND THAT Administration be directed to further investigate any rules and regulations that may be in place with respect to this request.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>4:42 p.m. - Municipal Planning Services to give an update on the Intermunicipal Development Plan along with the Municipal Development Plan and Land Use Bylaw Steering Committee</u>  <b>MOVED</b> by Councillor Montague that the update provided by Municipal Planning Services with respect to the Municipal Development Plan/Land Use Bylaw Steering Committee, as well as the Intermunicipal Development Plan project be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>4:53 p.m.- John Wasmuth &amp; Daryn Hobal on behalf of the Island Lake Action Group to discuss the online survey with respect to the Island Lake Municipal Development Plan &amp; Land Use Bylaw</u>  <b>MOVED</b> by Deputy Mayor Binder that Council accept for information the presentation by John Wasmuth and Darren Hobal on behalf of the Island Lake Action Group with respect to the Island Lake Municipal Development Plan &amp; Land Use Bylaw project.</p> <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b>BYLAWS</b>	n/a
6.	<b>BUSINESS</b> 20-64	<p><b>MOVED</b> by Mayor Newton that the following individuals be appointed to the Island Lake Municipal Development Plan/Land Use Bylaw Steering Committee:</p> <p><u>Members at Large:</u> David Kluthe, Terry Kuprowsky, Marc Lachambre, Darren Lamarre, Harold Walters</p> <p><u>BAILS Representative:</u> Morris Nesdole</p> <p><u>Summer Village of Island Lake Council:</u> Duncan Binder</p> <p style="text-align: right;"><b>CARRIED</b></p>



SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, MAY 19, 2020  
HELD VIA TELECONFERENCE AT 4:32 P.M.

20-65	<p><b>MOVED</b> by Mayor Newton that the Summer Village provide a letter of "no objection" to the placement of the following docks providing all provincial guidelines are followed and provincial approvals are in place:</p> <ul style="list-style-type: none"><li>a) Richard Girard of 218 Lakeshore Drive North looking to put a dock between 217 and 219 Lakeshore Drive North</li><li>b) Allan and Nicole Barwick of 257 Lakeshore Drive North, along with Cliff and Shelley Biermanski of 259 Lakeshore Drive North to share one dock and put off the reserve lot P</li><li>c) Guy Charrois of 200 Lakeshore Drive South to place a dock where they have in the past, and he further states 4 families utilize this one dock</li><li>d) Don and Debbie Nestorovich of 227 Lake Shore Drive to place a dock in the park to which their property borders</li></ul> <p style="text-align: right;"><b>CARRIED</b></p>
20-66	<p><b>MOVED</b> by Mayor Newton that the review and consideration of the 3-year Operating Budgets and the 5-Year Capital Plans be deferred to the June 2020 Council meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p>
20-67	<p><b>MOVED</b> by Councillor Montague that, further to the May 19, 2020 email notice from Athabasca County with respect to their downgrading to a Fire Restriction from a Fire Ban, administration inquire with Ron Jackson, Athabasca County Director of Agriculture and Emergency Services, for his feedback on supporting the Summer Village of Island Lake proceeding with the same fire status.</p> <p style="text-align: right;"><b>CARRIED</b></p>
20-68	<p><b>MOVED</b> by Mayor Newton that the Summer Village playground remain closed at this time and that the website and Facebook page be updated accordingly.</p> <p style="text-align: right;"><b>CARRIED</b></p>
20-69	<p><b>MOVED</b> by Councillor Montague that the Summer Village proceed with running the Summer Programs in the months of July and August providing that an individual can be hired to create safety plans for the program in accordance with the Provincial guidelines and restrictions in place respecting COVID19.</p> <p style="text-align: right;"><b>CARRIED</b></p>

**SUMMER VILLAGE OF ISLAND LAKE**  
**REGULAR COUNCIL MEETING MINUTES**  
**TUESDAY, MAY 19, 2020**  
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	20-70	<p><b>MOVED</b> by Mayor Newton that at this time, Island Lake Days be cancelled for 2020 due to COVID19 restrictions and the Provincial distancing and gathering rules and restrictions in place.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>FINANCIAL REPORT</b> 20-71	<p><b>MOVED</b> by Mayor Newton that the income and expense statement as of April 30, 2020 be accepted for information as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>COUNCIL REPORTS</b> 20-72	<p><b>MOVED</b> by Mayor Newton that the Council reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<b>ADMINISTRATION REPORT</b> 20-73	<p><b>MOVED</b> by Mayor Newton that Administration seek alternate options to hold the Annual Information Meeting to include the hiring of a moderator with the meeting to be held through an interactive social-media platform.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	20-74	<p><b>MOVED</b> by Mayor Newton that the Administration reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<b>INFORMATION AND CORRESPONDENCE</b> 20-75	<p><b>MOVED</b> by Mayor Newton that the following correspondence be accepted as information:</p> <ul style="list-style-type: none"> <li>a) Government of Alberta Statement of Direct Deposit for \$539.00 deposited on May 1st, 2020 representing the May FCSS payment from the Province</li> <li>b) Alberta Urban Municipalities Association – copy of the April 20th, 2020 letter from President Barry Morishita to the Minister of Municipal Affairs Kaycee Madu</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>



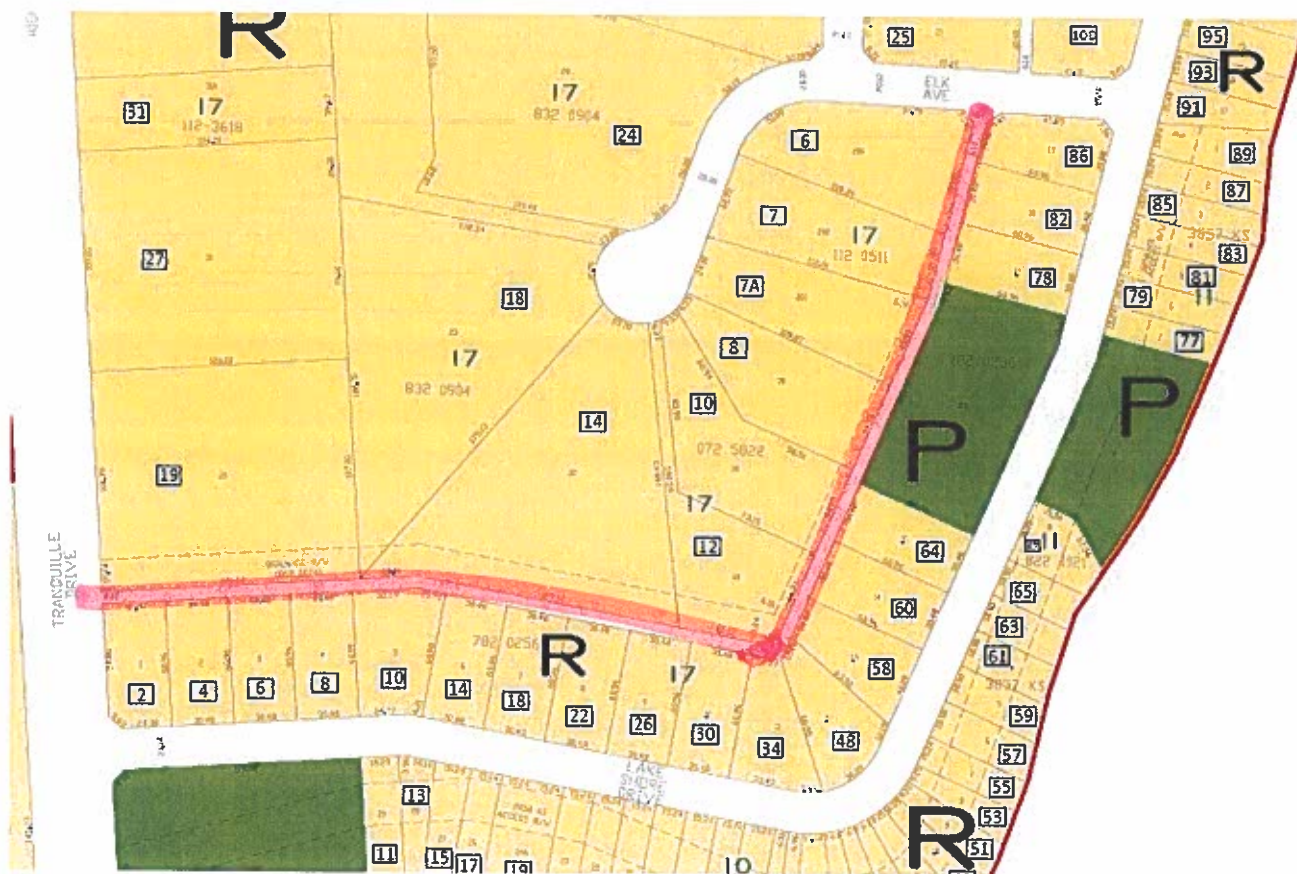
SUMMER VILLAGE OF ISLAND LAKE  
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11.	CLOSED MEETING	n/a
		The meeting adjourned at 5:53 p.m.

Next meeting:  
Tuesday, June 16, 2020 at 4:30 p.m. via teleconference.

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

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman



back alley in pink

6

## **Subject: Road - Temporary Road Closure - Island Lake**

Wendy, see below from the MGA (section 25 is the important section but it references section 22 so I copied both as well as section 24)

### **Road closure**

- 22(1)** No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.
- (2) A bylaw closing a road must be advertised.
- (3) A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading.
- (4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the council.

### **Closure of unnecessary road**

**24** Despite section 22, the council of a municipal district may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a road described in a surveyed road plan that the council determines is no longer required for use by the travelling public owing to the existence of an alternate route.  
RSA 2000 cM-26 s24;2007 c16 s5;2013 c10 s21

### **Temporary road closure**

**25** Despite section 22, a council by resolution or a designated officer if authorized by resolution of the council may temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.  
1994 cM-26.1 s25

What else can we look at??

**Heather Luhtala,**

1

[Print](#) | [Close Window](#)

**Subject:** Re: Dock Application Information  
**From:** Don Cloutier  
**Date:** Thu, May 21, 2020 1:44 pm  
**To:** [svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)

We, Don and Susan Cloutier would like to ask the summer village of Island Lake for a letter of no objection to have our existing dock on the public reserve at the north end of lakeshore drive. The dock has been there for 10 years now and gets put in the water in the spring and taken out in the fall. We need this letter of no objection so we can obtain a dock permit from the province. Thank you

Sent from my iPhone

On May 21, 2020, at 1:24 PM, <[svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)> <[svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)> wrote:

Hello Don, it was nice speaking with you today.

Please find attached the following to get you started on your application to the Province for your seasonal dock.

- Application for a Client ID
- Provincial Dock Application
- Docks User Guide

Please note that, as discussed, you will have to request a letter of "no objection" from the Summer Village as the adjacent land owner to the water where you want to place your dock. You can request this by replying to this email and providing some further detail on placement etc.

Once your application is completed, you can email it to the province - the email address for the Island Lake area is within the attached User Guide.

If you have any further questions, please let our office know.

Thank you,

**Heather Luhta**  
**S.V. of Island Lake**  
**Administration**  
**Phone: 780-967-0271**  
**Fax: 780-967-0431**  
**Mailing: Box 8, Alberta Beach, AB T0E 0A0**  
**Web: [www.islandlake.ca](http://www.islandlake.ca)**  
**Email: [svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)**

| <ep-application-client-id.docx>

| <Application-TFA-PersonalRecDocks-Jun2019 (1).docx>

| <User Guide for Dock Permits.pdf>

8

# Dock

"Paul Rocque"

Sent: 5/28/2020 1:22 AM

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

Hi,

My name is Paul Rocque and I am the primary resident of 217 lakeshore drive north. My property has a reserve buffer on the frontage and I would like permission to apply for status for the legal placement of my dock on the lakeshore.

Thank you,  
Paul Rocque

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by replying to this e-mail and delete the message and any attachments from your computer.

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9

**David Gray Enterprises Inc.**

met.ca

**S.V. of Island Lake**

C/o Jim Montague,

C/o Wendy Wildman svislandlake@wildwillowenterprises.com

June 5, 2020

RE: Quote for 2020 Road Maintenance

**1) Cost for Various Patching throughout Village = \$13,300.00**

*Includes:*

\*60 yards cold mix \*MC30 tack oil \*Spread with skidsteer & compaction with vibratory packer

- Lakeshore North Lot #258 – 4 yards

- Lakeshore North Lot #213 – 10 yards (2 patches)

- Moose just off Highway 2 – 5 yards

- Repair settled patch on intersection south of store – 3 yards

- Intersection of Lakeshore South & Tranquil Drive = 10 yards

- Lakeshore South Lot #15 – 6 yards

Lot #77 – 4 yards

Lot #139 – 4 yards

Lot #169 – 4 yards

Lot #194 – 6 yards

By Playground – 3 yards

- Spruce Lot #107 – 1 yards (shoulder repair)

**2) Cost to Repair Frost Boil (30m long stretch) on Tranquil Drive 75m north of intersection to Beaver = \$15,600.00**

*Includes:*

\*Mobilization & demobilization of equipment

\*Dig out & haul away an area of 30m x 7.5m x 12" deep

\*Dig 4 cross trenches in bottom of excavation 8" deep

\*Install weeping tile 120' total \*Bury weeping tile in 20 yards (20 tonne) screened drain stone

\*Install geotextile matting over entire excavated area

\*Place 30 cm crushed 2" gravel on matting, water if needed & Compact – approx. 120 yards (144 tonne)

\*MC30 tack oil \*Place, Spread & Compact 40 yards (48 tonne) cold mix

**3) Gravel on north side of bridge between Lakeshore North & Lakeshore South = \$1,000.00**

*Includes:*

\*24 yards (29 tonne) ¾" road crush gravel \*Equipment to spread & place gravel

If you have any questions, please feel free to contact us at any time.

Best regards,

David Gray

@David Gray Enterprises Inc.

wg

10



# **Summer Village of Island Lake**

## **Quality Management Plan**



**QMP Version: February 2020 v1.1**

**June 2020**

11

# Summer Village of Island Lake

## Quality Management Plan

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This Quality Management Plan has been accepted  
by the Administrator of Accreditation.

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**Peter Thomas**  
**Administrator of Accreditation**

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**Date**



**Safety  
Codes  
Council**

12

## Table of Contents

<b>Schedule A - Scope and Administration.....</b>	<b>5</b>
<b>1.0 Scope of Accreditation.....</b>	<b>6</b>
1.1 Building .....	6
1.2 Electrical.....	6
1.3 Gas .....	6
1.4 Plumbing .....	6
<b>2.0 Quality Management Plan Administration .....</b>	<b>7</b>
2.1 Overall Administration.....	7
2.1.1 <i>Delivery of Safety Codes Services</i> .....	7
2.1.2 <i>Contracted Accredited Agency</i> .....	7
2.1.3 <i>Monitoring and Oversight</i> .....	7
2.2 Personnel .....	8
2.2.1 <i>Appointment of a QMP Manager</i> .....	8
2.2.2 <i>SCO Authority</i> .....	8
2.2.3 <i>Declaration of Status</i> .....	8
2.2.4 <i>Registry of SCO and Permit Issuers</i> .....	8
2.2.5 <i>Training and Professional Development</i> .....	9
2.3 QMP Access.....	9
2.4 Training on the Contents of this QMP .....	10
2.5 Freedom of Information and Confidentiality.....	10
2.6 Records .....	10
2.7 Council Levy .....	11
2.8 Permit Information and Permissions .....	11
2.9 QMP Amendments and Revisions.....	11
2.10 Annual Internal Review.....	11
2.11 Cancellation of Accreditation.....	12
2.12 Organizational Chart .....	13
2.13 Municipal Agreement .....	Error! Bookmark not defined.
2.14 QMP Manager Information.....	14
2.15 Notices .....	14
2.13 Municipal Agreement – Update or Scope Change.....	Error! Bookmark not defined.
2.14 QMP Manager Information.....	Error! Bookmark not defined.
2.15 Notices .....	Error! Bookmark not defined.
<b>Schedule B - Operational Requirements.....</b>	<b>16</b>
<b>3.0 Operational Requirements .....</b>	<b>17</b>
3.1 Definitions.....	17
3.1.1 <i>Deficiency</i> .....	17
3.1.2 <i>Unsafe Condition</i> .....	17
3.1.3 <i>Final Inspection</i> .....	17
3.1.4 <i>Imminent Serious Danger</i> .....	17
3.2 Scope of Services .....	17

## Summer Village of Island Lake

3.3	Interdisciplinary Technical Coordination .....	18
3.4	Orders .....	18
3.5	Emergency Situations .....	19
3.6	Alternative Solution Proposals and Variances .....	19
3.7	Permit Administration.....	20
3.7.1	Permit Applications .....	20
3.7.2	Permit Information.....	20
3.7.3	Terms and Conditions of Permit .....	21
3.7.4	Annual Permits .....	21
3.7.5	Permit Expiry .....	21
3.7.6	Permit Extension.....	22
3.7.7	Permit Services Report .....	22
3.7.8	Permit Refusal, Suspension, or Cancellation .....	22
3.8	Site Inspections .....	23
3.9	Site Inspection Reports .....	23
3.10	No-Entry Policy.....	24
3.11	Verification of Compliance (VOC) .....	24
3.12	Investigation and Reporting of an Unsafe Condition, Accident, or Fire .....	24

## **Schedule C -Technical Discipline Service Delivery Standards ..... 26**

### **4.0 Technical Discipline Service Delivery Standards .....27**

4.1	Building .....	27
4.1.1	Building Permits .....	27
4.1.2	Construction Document Review .....	27
4.1.3	Compliance Monitoring on Projects Requiring Professional Involvement.....	27
4.1.4	Building Site-Inspections .....	28
4.1.5	Miscellaneous Building Site Inspections .....	30
4.2	Electrical.....	32
4.2.1	Electrical Permits.....	32
4.2.2	Construction Document Review .....	32
4.2.3	Electrical Installation Site-Inspections.....	32
4.2.4	Miscellaneous Electrical Inspections .....	33
4.3	Electrical Utility .....	34
4.3.1	Construction Document Review .....	34
4.3.2	Electrical Utility System Site Inspections .....	34
4.4	Gas .....	36
4.4.1	Gas Permits .....	36
4.4.2	Construction Document Review .....	36
4.4.3	Gas Installation Site-Inspections .....	36
4.4.4	Miscellaneous Gas Inspections.....	36
4.5	Plumbing .....	38
4.5.1	Plumbing Permits .....	38
4.5.2	Construction Document Review .....	38
4.5.3	Plumbing Installation Site-Inspections .....	38
4.5.4	Permits for Private Sewage Disposal Systems.....	39
4.5.5	Private Sewage Disposal System Site Inspections .....	39

14

4.5.6 Miscellaneous Plumbing Inspections.....39

15

## Schedule A - Scope and Administration



## 1.0 Scope of Accreditation

The **Summer Village of Island Lake**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction:

### 1.1 Building

- ☐ All parts of the:
  - National Building Code – 2019 Alberta Edition; and
  - National Energy Code of Canada for Buildings 2017.
- Or
- ☐ Only those parts of the National Building Code – 2019 Alberta Edition:
  - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.
- And
- All parts of the:
  - National Energy Code of Canada for Buildings 2017.

### 1.2 Electrical

- ☐ All parts of the:
  - Canadian Electrical Code, Part 1.
- ☐ All parts of the:
  - Alberta Electrical Utility Code.

### 1.3 Gas

- ☐ All parts of the:
  - Natural Gas and Propane Installation Code,
  - Propane Storage and Handling Code, and
  - Compressed Natural Gas Fuelling Stations Installation Code.
- Excluding the:
  - Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and
  - Natural Gas for Vehicles Installation Code Compressed Natural Gas.

### 1.4 Plumbing

- ☐ All parts of the:
  - National Plumbing Code of Canada, and
  - Alberta Private Sewage Systems Standard of Practice.

## **2.0 Quality Management Plan Administration**

### **Summer Village of Island Lake**

#### **2.1 Overall Administration**

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation the Municipality's accreditation.

##### **2.1.1 Delivery of Safety Codes Services**

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively and administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

##### **2.1.2 Contracted Accredited Agency**

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

##### **2.1.3 Monitoring and Oversight**

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

18

## Summer Village of Island Lake

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## 2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### 2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

### 2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

### 2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### 2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

19

## Summer Village of Island Lake

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

### **2.2.5 Training and Professional Development**

#### **a. SCOs**

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

#### **b. Permit Issuers**

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

#### **c. Other Personnel**

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

### **2.3 QMP Access**

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

## Summer Village of Island Lake

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

### 2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

### 2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

### 2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

21

## Summer Village of Island Lake

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

### **2.7 Council Levy**

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

### **2.8 Permit Information and Permissions**

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

### **2.9 QMP Amendments and Revisions**

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

### **2.10 Annual Internal Review**

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31<sup>st</sup>.



## **2.11 Cancellation of Accreditation**

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

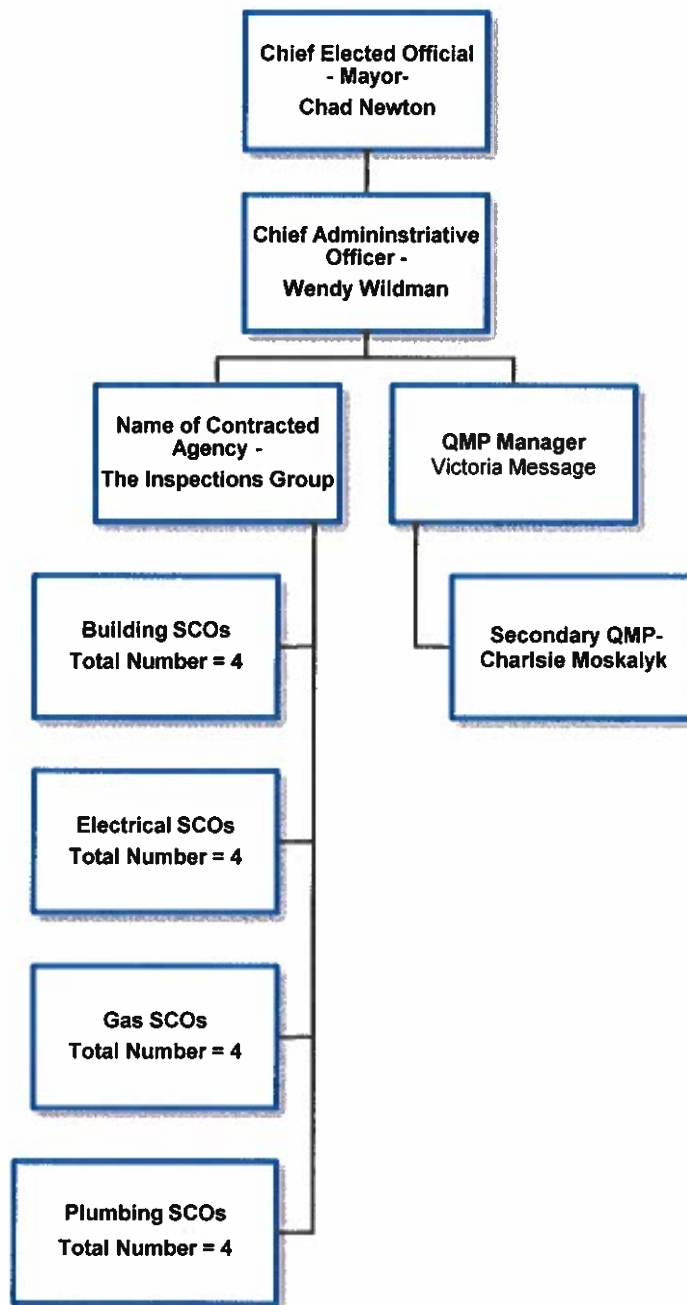
The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

23

## 2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

24

## 2.13 QMP Manager Information

<u>Victoria Message</u>	<u>Administrative Assistant/QMP Manager</u>
<b>QMP Manager Name</b>	<b>Title</b>
<u>Box 8</u>	<u>780-967-0271</u>
<u>Alberta Beach, T0E 0A0</u>	
<b>Mailing Address</b>	<b>Phone Number</b>
<u>tori@wildwillowenterprises.com</u>	
<b>Email Address</b>	

## 2.14 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

25

26

## Schedule B - Operational Requirements

27

## **3.0 Operational Requirements**

### **3.1 Definitions**

The following definitions apply.

#### **3.1.1 Deficiency**

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

#### **3.1.2 Unsafe Condition**

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

#### **3.1.3 Final Inspection**

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

#### **3.1.4 Imminent Serious Danger**

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

### **3.2 Scope of Services**

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
  - construction;
  - renovations, alterations, reconstruction, demolition, additions, or other changes;
  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

28



## Summer Village of Island Lake

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

### 3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

### 3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

29

## Summer Village of Island Lake

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 30 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

### 3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

### 3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

30

## Summer Village of Island Lake

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

### 3.7 Permit Administration

#### 3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and
  - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

#### 3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

31

## Summer Village of Island Lake

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

### 3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;
  - the location or locations of the undertaking being permitted;
  - the qualifications of the person responsible for the undertaking and/or doing the work;

### 3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations, or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alterations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### 3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

32

## Summer Village of Island Lake

- maintain the permit file according to its records management system.

### 3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

### 3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

### 3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

33

### 3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
  - by a certified and designated SCO;
  - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
  - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

### 3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

34

A copy of a completed inspection report will be placed on the permit file.

### 3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

### 3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

### 3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

35



## Summer Village of Island Lake

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

36

## Schedule C -Technical Discipline Service Delivery Standards

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37

## 4.0 Technical Discipline Service Delivery Standards

### 4.1 Building

#### 4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

#### 4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

#### 4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.



#### 4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

**Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>at any stage within one (1) year from permit issuance</li> </ul>
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>at any stage</li> <li>OR</li> <li>within one (1) year from permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li>AND</li> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li>OR</li> <li>building envelope including insulation and vapour barrier prior to drywall</li> <li>AND</li> <li>final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li>AND</li> <li>solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li>OR</li> <li>building envelope including insulation and vapour barrier prior to drywall</li> <li>AND</li> <li>final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> <li>complete foundation prior to backfill</li> <li>AND</li> <li>building envelope and HVAC rough-in</li> <li>OR</li> <li>framing, structure, and building envelop prior to insulation and vapour barrier</li> <li>AND</li> <li>final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>

39

**Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li>OR</li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li>AND</li> <li>○ final inspection within two (2) years of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li>OR</li> <li>○ *framing, structure</li> <li>OR</li> <li>○ *HVAC rough-in</li> <li>OR</li> <li>○ *fire suppression systems</li> <li>OR</li> <li>○ *fire alarm system</li> <li>OR</li> <li>○ *HVAC completion</li> <li>OR</li> <li>○ Interior Partitioning</li> <li>OR</li> <li>○ Medical Gas rough-in</li> <li>AND</li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

**\* NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

#### 4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
- 2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home** siting will consist of a foundation AND final inspection within 180 days of permit issuance.
- 3. Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.

41

## Summer Village of Island Lake

4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

42

## 4.2 Electrical

### 4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

### 4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### 4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>over</b> \$10,000	2	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>mid-term</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>less than</b> \$10,000	1	<ul style="list-style-type: none"> <li>rough-in inspection, or final inspection, within one (1) year of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>over</b> \$2,500	2	<ul style="list-style-type: none"> <li>completed rough-in inspection prior to cover-up</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>less than</b> \$2,500	1	<ul style="list-style-type: none"> <li>final inspection, within one (1) year of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> <li>rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> <li>mid- term inspection</li> <li><b>AND</b></li> <li>final inspection, within one (1) year of permit issuance</li> </ul>

43



#### **4.2.4 Miscellaneous Electrical Inspections**

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

44

### 4.3 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

#### 4.3.1 Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

#### 4.3.2 Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
<b>Transmission and Substations</b>	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban versus rural construction;
- customer type, i.e. industrial, commercial, farm, residential;
- system upgrades;
- geographic location and terrain, i.e. service area, forest, prairie;
- construction crews involved; and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

45

46

## 4.4 Gas

### 4.4.1 Gas Permits

The Municipality will issue Gas Permits.

### 4.4.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

### 4.4.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"><li>rough-in</li><li>AND</li><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"><li>rough-in</li><li>AND</li><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"><li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li></ul>
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"><li>final inspection within 180 days of permit issuance</li></ul>
Annual Permit	2	<ul style="list-style-type: none"><li>mid-term inspection</li><li>AND</li><li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li></ul>

### 4.4.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

47

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

48

## 4.5 Plumbing

### 4.5.1 Plumbing Permits

The Municipality will issue Plumbing permits.

### 4.5.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### 4.5.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>completed rough-in below grade</li> <li><b>OR</b></li> <li>completed rough-in above grade prior to covering within 180 days of permit issuance</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> <li>final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>mid-term inspection</li> <li><b>AND</b></li> <li>final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> <li>one (1) site inspection prior to covering.</li> </ul>

49

#### **4.5.4 Permits for Private Sewage Disposal Systems**

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

#### **4.5.5 Private Sewage Disposal System Site Inspections**

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

#### **4.5.6 Miscellaneous Plumbing Inspections**

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.







To: "Allison Rosland" <[a.rosland@munplan.ab.ca](mailto:a.rosland@munplan.ab.ca)>, "Vivian Driver - West Baptiste" <[viviandriver@mcsnet.ca](mailto:viviandriver@mcsnet.ca)>, "edtomaszyk@gmail.com" <[edtomaszyk@gmail.com](mailto:edtomaszyk@gmail.com)>, "Ed Tomaszuk - South Baptiste" <[tomaszyk@mcsnet.ca](mailto:tomaszyk@mcsnet.ca)>, "Kim Bancroft" <[bancroftkim@hotmail.com](mailto:bancroftkim@hotmail.com)>, "Garth & Marion Bancroft" <[gmbancroft@shaw.ca](mailto:gmbancroft@shaw.ca)>, "svislandlake@wildwillowenterprises.com" <[svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)>  
Cc: "Jane Dauphinee" <[j.dauphinee@munplan.ab.ca](mailto:j.dauphinee@munplan.ab.ca)>

Hi all,

I don't know if this is an ICF item or not, but Council has asked that I communicate with you on this under the ICF discussions, so here goes.


Council receives complaints annually because our fire bans are not coordinated. So, while there may be a fire ban in the County, if the Summer Village has only a fire restriction, that may mean that one neighbor across the road can have a backyard fire and the neighbor on the other side of the street can't.

I completely understand and appreciate the independence of each Summer Village to determine for themselves what is appropriate in terms of fire bans, as in some cases the County may have a fire ban on in the County due to extremely dry conditions in certain areas of the County. We implement our fire bans County-wide as opposed to geographically to avoid any confusion among our residents. And we also try to follow what the province is doing in the Forest Protection Area, also to avoid further confusion.

This of course can lead to situations where the SVs may not have a fire ban on and we do. I guess the question to be asked is whether the Summer Villages have any interest in jointly coordinating our fire bans and levels of alert?

This may be something you want to discuss with your Councils and get back to me on, and then I can report to our Council. As I write this email, we are all currently under a fire advisory, with the exception of South Baptiste, which has a fire restriction. Thanks.

This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient or the employee responsible for delivering the message to the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and destroy this message. Thank-You.

<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF ISLAND LAKE		0000069839	02-Jun-2020	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989 <b>ACCOUNT:</b> 00798679300		0068706826	04-Jun-2020	\$538.00
		<b>TOTAL \$538.00</b>		
<p>PAYMTE D 00574 SUMMER VILLAGE OF ISLAND LAKE PO BOX 8 ALBERTA BEACH AB CAN T0E 0A0</p> 				

<b>DEPOSIT NO:</b> 0068706826		<b>DEPOSIT DATE:</b> 04-Jun-2020		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
ET007688	FCSS JUNE PAYMENT Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	095261113FCSS060120	\$538.00	\$538.00
<b>DEPOSIT TOTAL</b>				<b>\$538.00</b>

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ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton-South West*

AR100068

May 19, 2020

His Worship Chad Newton  
Mayor  
Summer Village of Island Lake  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Mayor Newton,

Over the past few months, our government has taken strong measures to protect Albertans and to support our communities through these extraordinarily difficult times. This includes passing Budget 2020, which builds on our government's commitment to support Alberta municipalities and Metis Settlements. It also includes numerous other measures to support Albertans and respond to the impacts of the COVID-19 pandemic.

As part of the commitment to our local government partners, I am pleased to confirm that \$993 million will be allocated to local governments in 2020 under the Municipal Sustainability Initiative (MSI).

For the Summer Village of Island Lake:

- The **2020 MSI capital allocation is \$122,662**. This includes \$107,063 in MSI capital funding and \$15,599 in Basic Municipal Transportation Grant funding.
- The **2020 MSI operating allocation \$10,037**.

In light of the current public health and economic crisis, communities are facing unprecedented financial pressures and our government understands this. To help you in addressing these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year and expediting payment of 2020 MSI operating allocations to qualifying local governments.

.../2

54

We are also making an administrative change to the MSI Capital program to ensure you will receive your payment when you truly need it. Capital funding will be available for those projects that are ready to proceed, which will support economic activity and increase employment across Alberta. You will have received information on these changes recently via email.

To help municipalities and Metis Settlements with capital planning, we have updated the 2021 MSI allocation estimates. Like the estimates provided in November 2019, these amounts are based on the 2021 MSI funding target of \$927.2 million; however, they incorporate more current formula data. In 2022 and beyond, grant funding amounts will be determined by the *Local Government Fiscal Framework Act*.

Links to the 2020 MSI funding amounts for all municipalities and Metis Settlements, the 2021 MSI capital allocation estimates, and the program guidelines are available on the program website. Funding amounts under the federal Gas Tax Fund (GTF) will be confirmed after Infrastructure Canada confirms the total GTF funding amount allocated to the Province in 2020.

I am proud of the work you and your staff are doing to protect our communities in these challenging times, and Municipal Affairs will continue working with you to ensure Alberta's recovery.

Yours very truly,



Kaycee Madu, QC  
Minister

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of Island Lake

55



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton-South West*

AR100068

June 10, 2020

His Worship Chad Newton  
Mayor  
Summer Village of Island Lake  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Mayor Newton,

In these extraordinarily difficult times, Alberta remains committed to working with the federal government to ensure infrastructure funding continues to flow to Alberta communities. Recognizing the urgency for local government funding and the critical role of communities in the relaunch of the economy, the federal government has recently confirmed that \$244 million will be provided to our province in 2020 under the Gas Tax Fund (GTF).

**The 2020 GTF allocation for the Summer Village of Island Lake is \$18,042.**

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications/gas-tax-fund-allocations](https://open.alberta.ca/publications/gas-tax-fund-allocations).

Please note that payment of 2020 GTF allocations to municipalities and Metis Settlements is subject to the same conditions as in prior years, including submission of year-end reporting and sufficient project commitment requirements.

I look forward to continuing to work together with you and the federal government to help your community safely restart and stabilize your economy.

Yours very truly,

Kaycee Madu, QC  
Minister

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of Island Lake

56