

# SUMMER VILLAGE OF ISLAND LAKE

## AGENDA

Tuesday, July 21<sup>st</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, July 21<sup>st</sup>, 2020 Regular Council Meeting
  3. Minutes: *p1-5* a) Tuesday, June 16<sup>th</sup>, 2020 Regular Council Meeting Minutes
  4. Appointments: n/a
  5. Bylaws: *p6-10* a) Bylaw 03-2020 being a bylaw to establish the positions of Chief Administrative Officers and Designated Officers. Currently the Summer Village has bylaws for various designated officers and we are suggesting to amalgamate all into one bylaw, and then each of these positions will be reviewed at each annual organizational meeting or when there is a change in authority (*give all 4 readings of Bylaw 03-2020 as presented or amended, or some other direction as given by Council at meeting time*). Motions will then be required to establish the following positions:
    - Development Authority – Tony Sonnleitner;
    - Subdivision Authority – Jane Dauphinee, Municipal Planning Services – Subdivision Administration Authority / Council of the Summer Village of Island Lake – Subdivision Approving Authority;
    - Assessment Review Board Clerk – Richard Barnham, Capital Region Assessment Services Commission
    - Municipal Assessor – Ray Crews, Municipal Assessment Services Group
    - Subdivision and Development Board Clerk – Emily House or Cathy McCartney, Milestone Municipal Services
  6. Business: *p11-17  
p18-19* a) Seasonal Closure of the back alley between Tranquille Drive and Elk Avenue – further to direction at our last Council meeting we have received four (4) written comments regarding this proposed seasonal closure. I have attached the original letter and map that had been mailed to property owners (*direction as given by Council at meeting time*)

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p 20-24

- b) 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) Gerald and Joyce Coen of 63 Spruce Drive would like to place a dock off the municipal reserve R3
  - b) Tom and Dianne Sole of 75 Spruce Drive to place a dock off of Lot P

*(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)*

p 25-64

- c) Summer Village of Island Lake Safety Codes Quality Management Plan – this item was deferred from your last agenda. 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.  
*(approve the Summer Village's Quality Management Plan as is or with amendments, or some other direction as given by Council at meeting time)*
- d) Municipal Development Plan/Land Use Bylaw Steering Committee – the Steering Committee met on June 25 and I understand 4 items are being referred back to Council for comment/consideration:

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- are committee members getting paid?
- are we aware of inactive landfill sites?
- potential restricting of two Summer Village owned lots being Lot 28ER Block 17, Plan 832 0904 and Lot 16R Block 1

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Plan 763TR being reserve lots and are currently within the R1 -Residential Low Density District and MPS is recommending consideration to change Lot 28ER to N – Natural District and Lot 16R to P – Community District.

-public open house for end of August being held at Athabasca Multiplex

*(direction as given by Council at meeting time)*

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- e) Alberta Urban Municipalities Association – July 8<sup>th</sup>, 2020 email from President Barry Morishita on their upcoming Summer 2020 Municipal Leaders' Caucus – the closest session I believe is Stony Plain on August 11<sup>th</sup> which is available virtually as well *(authorize attendance)*

f)

g)

h)

7. Financial a) Income & Expense Statement – as of June 30<sup>th</sup>, 2020
8. Councillors' Reports a) Mayor Newton  
-parked cars email  
b) Deputy Mayor Binder  
c) Councillor Montague  
-sign vandalism email
9. Administration Reports a) FOIP request update  
b) SDAB update

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10. Information and Correspondence

p67-68 a) Government of Alberta Statement of Direct Deposit for \$10,037.00 deposited on June 9<sup>th</sup>, 2020 representing 2020 Municipal Sustainability Initiative Operating Grant and \$542.00 on July 3<sup>rd</sup> representing July FCSS funds and \$122,662.00 on July 3<sup>rd</sup> representing Municipal Sustainability Initiative Capital funds

b)

11. Closed Meeting (if required) n/a

12. Adjournment

Next Meetings:

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, JUNE 16, 2020  
HELD VIA TELECONFERENCE

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

Administration: Chief Administrative Officer, Wendy Wildman  
Administrative Assistant, Heather Luhtala

Appointments: 4:44 p.m. – Seniuk & Company to present 2019 Draft Audited Financial Statements

Public at Large: (it is estimated that up to 11 participants called into the meeting including Council, Administration and Appointments)

1.	<b>CALL TO ORDER</b>	Mayor Newton called the meeting to order at 4:31 p.m.
2.	<b>AGENDA</b> 20-76	<b>MOVED</b> by Councillor Montague that the June 16, 2020 Agenda be approved with the following:  Additions Under Business: h) Bylaw enforcement matter – Lot 10, Block 10, Plan 3857KS i) Playground discussion  Deletion: 7. Financial Report for May 31, 2020  <b>CARRIED</b>
3.	<b>MINUTES</b> 20-77	<b>MOVED</b> by Deputy Mayor Binder that the minutes of the regular Council meeting held on May 19, 2020 be approved as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENT</b>	<u>4:35 p.m. - Seniuk &amp; Company to present 2019 Draft Audited Financial Statements</u> Deferred to later in meeting.
5.	<b>BYLAWS</b>	n/a

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JUNE 16, 2020  
HELD VIA TELECONFERENCE

6.	<b>BUSINESS</b> 20-78	<p><b>MOVED</b> by Deputy Mayor Binder that Council approve the annual temporary seasonal through-traffic closure of a portion of the back lane located between Tranquille Drive and Elk Avenue, the specific closure will be between 64 and 78 Lakeshore Drive, closure to commence on the Friday prior to the May long weekend and end on the Tuesday after the September long weekend. For the 2020 year, all residents adjacent to the back lane are to be notified in writing of the seasonal through-traffic closure and providing there is no opposing feedback within 21 days of the date of mailing (includes 7 days to allow for mailout), the Summer Village proceed with the closure and applicable signage.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENT</b>  20-79   20-80   20-81	<p><u>4:44 p.m. - Seniuk &amp; Company to present 2019 Draft Audited Financial Statements</u></p> <p><b>MOVED</b> by Mayor Newton that Council approve the draft 2019 Audited Financial Statements for the Summer Village of Island Lake as presented by Laura Marcato, Auditor, Seniuk &amp; Company.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Laura Marcato exited the meeting at 5:13 p.m.</p> <p><b>MOVED</b> by Deputy Mayor Binder that the draft 3-year Operating Budgets and 5-Year Capital Plans be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Montague that the Summer Village ratify approval of the letters 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) Don and Susan Cloutier of 67 Tranquil Drive to place a dock adjacent to the municipal reserve at the north end of Lake Shore Drive where it has been placed for the last 10 years</li> <li>b) Paul Rocque of 217 Lakeshore Drive North to place a dock adjacent to the municipal reserve area</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>

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SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JUNE 16, 2020  
HELD VIA TELECONFERENCE

20-82	<p><b>MOVED</b> by Mayor Newton that the quotes from David Grey Enterprises for various road patching and repair throughout the Summer Village at a cost of \$13,000.00, frost boil repair on Tranquil north of intersection at Beaver at a cost of \$15,600.00 and gravel on the north side of the bridge between Lakeshore North and South at a cost of \$1,000.00 be approved providing that the final total cost does not exceed the quoted total of \$29,600.00 AND THAT funding is to come from the summer village reserve account if required AND FURTHER THAT should any of this repair work be the prior responsibility of a utility company and/or property owner, those costs are to be billed back accordingly.</p> <p style="text-align:right"><b>CARRIED</b></p>
20-83	<p><b>MOVED</b> by Mayor Newton that further review and consideration of the approval of the Summer Village of Island Lake Safety Codes Quality Management Plan be deferred to the July 2020 Council meeting.</p> <p style="text-align:right"><b>CARRIED</b></p>
20-84	<p><b>MOVED</b> by Mayor Newton that Council approve the purchase of a Go-Box Platinum Outhouse at a cost of \$4,775.00 plus GST, funding is to come from the summer village reserve account if required.</p> <p style="text-align:right"><b>CARRIED</b></p>
20-85	<p><b>MOVED</b> by Mayor Newton that the Summer Village of Island Lake support a joint coordinated fire ban and levels of alert response in line with Athabasca County recognizing that there may be exceptions or special circumstances at times due to the Summer Village being located within the Forest Protection Area.</p> <p style="text-align:right"><b>CARRIED</b></p>
20-86	<p><b>MOVED</b> by Mayor Newton that administration follow up with the property owner of Lot 10 Block 10 Plan 3857KS on the status of the required septic tank installation to determine what has been done to rectify the matter AND THAT administration proceed with issuing a third fine as per bylaw 08-2012 if after 60 days no remediation has been done.</p> <p style="text-align:right"><b>CARRIED</b></p>
20-87	<p><b>MOVED</b> by Deputy Mayor Binder that Council approve the purchase and installation of sand as the base for the new playground on Beaver Avenue at an estimated cost of \$2,000.00.</p> <p style="text-align:right"><b>CARRIED</b></p>

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
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HELD VIA TELECONFERENCE

7.	<b>FINANCIAL REPORT</b>	n/a
8.	<b>COUNCIL REPORTS</b> 20-88	<b>MOVED</b> by Mayor Newton that the Council reports be accepted for information.  <b>CARRIED</b>
9.	<b>ADMINISTRATION REPORT</b> 20-89	<b>MOVED</b> by Mayor Newton that the Administration report be accepted for information.  <b>CARRIED</b>
10.	<b>INFORMATION AND CORRESPONDENCE</b> 20-90	<b>MOVED</b> by Mayor Newton that the following correspondence be accepted as information:  a) Government of Alberta Statement of Direct Deposit for \$538.00 deposited on June 2nd, 2020 representing the June FCSS payment from the Province b) Alberta Urban Municipalities Association – May 19th, 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 10th, 2020 letter from Minister Kaycee Madu advising of 2020 Gas Tax Fund allocation of \$18,042  <b>CARRIED</b>
11.	<b>CLOSED MEETING</b>	n/a
		The meeting adjourned at 6:01 p.m.

Next meeting:  
Tuesday, July 21, 2020 at 4:30 p.m.

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SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JUNE 16, 2020  
HELD VIA TELECONFERENCE

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman

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**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE  
PROVINCE OF ALBERTA TO ESTABLISH THE POSITIONS OF CHIEF  
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.**

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**WHEREAS** the *Municipal Government Act* provides that a council must establish by bylaw a position of chief administrative officer;

**AND WHEREAS** the *Municipal Government Act* provides that a council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the positions of chief administrative officer and designated officers;

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

**1. TITLE**

- 1.1. This Bylaw may be cited as the "Designated Officer Bylaw".

**2. INTERPRETATION**

- 2.1. In this Bylaw, the following terms shall have the following meanings:

- a) "Bylaw" means this Designated Officer Bylaw;
- b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
- c) "Council" means the municipal council of the Summer Village;
- d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
- e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
- f) "*Municipal Government Act*" or the "Act" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder;
- g) "Qualified Person" means a person who holds the credentials required, if any, to perform the powers, duties and functions of a Designated Officer; and
- h) "Summer Village" means the municipal corporation of the Summer Village of Island Lake.

- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.

- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.
- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

### **3. CHIEF ADMINISTRATIVE OFFICER**

- 3.1. The position of the CAO is hereby established.
- 3.2. The CAO shall be given the title "Chief Administrative Officer".
- 3.3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
- 3.4. The CAO shall have all of the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
- 3.5. Without limiting the generality of section 3.4 of this Bylaw, the CAO is the head of the Summer Village within the meaning of *FOIP*.
- 3.6. Unless a Designated Officer is expressly appointed in this Bylaw or another bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
- 3.7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.

### **4. DELEGATION BY CAO**

- 4.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 4.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint a deputy CAO and delegate the CAO's powers, duties and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.
- 4.3. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a Designated Officer.

## **5. FINANCE MANAGER**

- 5.1. The Designated Officer position of Finance Manager is established.
- 5.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Finance Manager.
- 5.3. In addition to any additional powers assigned to the Finance Manager by the CAO or Council, or through other bylaws, the Finance Manager shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 213	Signing or authorizing of agreements, cheques and other negotiable instruments
Section 270	Opening and closing of accounts that hold municipal funds
Section 309(1.d)	Contents of assessment notices
Section 334(1.e)	Contents of tax notices
Section 336(1)	Certifying date of sending tax notices
Section 343(2)	Application of the tax payments
Section 350	Issuing Tax Certificates
Section 612	Certified Copies

## **6. DEVELOPMENT AUTHORITY**

- 6.1. The Designated Officer position of Development Authority is established.
- 6.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Development Authority.
- 6.3. In addition to any additional powers assigned to the Development Authority by the CAO or Council, or through other bylaws, the Development Authority shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 624	Development Authority
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## **7. SUBDIVISION AUTHORITY**

- 7.1. The Designated Officer position of Subdivision Authority is established.
- 7.2. Subject to the restrictions outlined in section 7.4 below, the CAO is the Subdivision Authority.
- 7.3. In addition to any additional powers assigned to the Subdivision Authority by the CAO or Council, or through other bylaws, and subject to the express restriction outlined below, the Subdivision Authority shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:



Section 623

Subdivision Authority

- 7.4. The CAO's authority is restricted in that the decision to grant approval, with or without conditions, or to refuse subdivision approval, shall be retained by the Summer Village and shall be delegated expressly to Council.

**8. ASSESSMENT REVIEW BOARD CLERK**

- 8.1. The Designated Officer position of Assessment Review Board Clerk is established.
- 8.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Assessment Review Board Clerk.
- 8.3. In addition to any additional powers assigned to the Assessment Review Board Clerk by the CAO or Council, or through other bylaws, the Assessment Review Board Clerk shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 456(1)	Duties of the clerk of Assessment Review Board
Section 461 and 462	Assessment Complaints
Section 469(1)	Notice of decision of Assessment Review Board
Section 483	Decision admissible on appeal

**9. MUNICIPAL ASSESSOR**

- 9.1. The Designated Officer position of Municipal Assessor is established.
- 9.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Municipal Assessor.
- 9.3. In addition to any additional powers assigned to the Municipal Assessor by the CAO or Council, or through other bylaws, the Municipal Assessor shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 284.2	Carry out duties and responsibilities of a municipal assessor
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**10. SUBDIVISION AND DEVELOPMENT BOARD CLERK**

- 10.1. The Designated Officer position of Subdivision Development and Appeal Board Clerk is established.
- 10.2. The CAO shall appoint one or more Qualified Persons to the Designated Officer position of Subdivision and Development Appeal Board Clerk.
- 10.3. In addition to any additional powers assigned to the Subdivision and Development Appeal Board Clerk by the CAO or Council, or through other bylaws, the Subdivision Development and Appeal Board Clerk shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

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Section 627.1(3)

Duties of the clerk of the Subdivision and Development  
Appeal Board

**11. GENERAL**

- 11.1. The CAO shall establish the remuneration payable and other terms and conditions of employment, if applicable, for the Summer Village's Designated Officers.
- 11.2. Unless otherwise directed by Council, Designated Officers are accountable to, and are under the supervision of, the CAO.
- 11.3. Designated Officers may delegate any or all of their powers, duties and functions to other Qualified Persons, and may when absent or otherwise unable to perform their powers, duties and functions, designate a delegate as an acting Designated Officer.
- 11.4. The Summer Village will indemnify and save harmless Designated Officers in relation to errors and omissions made in the good faith exercise of their powers, duties and functions,
- 11.5. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 11.6. This Bylaw rescinds any previous bylaw in reference to designation of the Chief Administrative Officer or appointment of Designated Officers in their entirety, including any amendments thereto, and shall come into full force when it receives THIRD and FINAL reading and is duly signed. (Bylaws to be rescinded are: 04-2019, 04-2018, 05-2016, 04-2016, 03-2016, 04-2010)

**12. COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw.

**READ** a first time this 21<sup>st</sup> day of July 2020.

**READ** a second time this 21<sup>st</sup> day of July 2020.

**UNANIMOUS CONSENT** to proceed to third reading this 21<sup>st</sup> of July 2020.

**READ** a third and final time this 21<sup>st</sup> day of July 2020.

**SIGNED** this 21<sup>st</sup> day of July 2020.

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman

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----- Original Message -----

Subject: Back lane closure

From: [REDACTED]

Date: 7/1/20 1:01 pm

To: "svislandlake@wildwillowenterprises.com" <[svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)>

The Kluthe family (58 Lakeshore drive) only has one concern regarding the barricade. That it must also not allow motorcycle and off road vehicles to pass also. Walking traffic only.

Thank you  
The Kluthe Family

Sent from my Samsung Galaxy smartphone.

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## Notice of concern on closure of thru traffic

"Wes Burtor"

Sent: 7/14/2020 6:16 PM

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

I have a concern regarding the closure of the road at tranquille drive to elk ave with the position of the closure. The closure will be one lot over from our property, which makes me think we may have vehicles parking or turning around in front of our home. Our open ditch should not become a turn around point. I feel the road cut off would be better placed at Darren Fudge's property line (rpr) as the road is currently on his property making this a better solution. The people living on lakeshore should all have front access to their lots. My other concern is the two week notice sent out by mail, this makes it hard to have any discussions as the cut off is today. Please let me know you have received this email and any suggestions or reply to my concerns.

Thank you  
Wes Burton

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## Proposed seasonal road closure

"Shelley Bjorn" <shelley@wildwillowenterprises.com>

Sent: 7/14/2020 6:57 PM

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

Hi Wendy: We have 2 lots directly adjacent to the blue park. If the closure is placed where it's proposed, I guarantee our property will be used as a turn around or parking lot for park goers. Never mind that bikes and quads will still be able to access the park from the back lane. Could both ends of the back lane not be gated with some kind of lock for the use of lakeshore drive residents that have not put the proper access from there address's in the front. (Which I thought was village bylaw, as we could not have access from the back lane and had to have access from our village address road)

If an RV goes down that road with the closure, they wouldn't be able to turnaround. I've seen many use the back access

Sincerely  
Lenard and Shelley Bjorn

Sent from my iPhone

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**Darrin Fudge**



14th July, 2020

**Wendy Wildman**

CAO, S.V Island Lake  
Box 8  
Alberta Beach, AB  
T0E0A0

Dear Ms.Wildman

I am writing in regards to the location of the proposed seasonal back lane closure. I do agree that this lane is a hazard during summer months for speeding past the park from vehicles and ATVs/dirtbikes. However I don't agree with the proposed location, there is no turn around area for vehicles which is going to cause vehicles to require backing up to leave. Or the vehicles will just use the adjacent property owners property to go around the proposed closure. I have spoke with 2 of the property owners at the park area and they do not want their lots being used as a roadway or parking lot. We are instead proposing that the road be closed off at the corner and a turn around built at the corner of our property at 14 Elk Ave, I have attached pictures for reference. This way if a vehicle accidentally drives down this road they will have an area to turn around, that would be big enough for a truck and trailer. Then all property owners would still have access to their driveways but there would be no possibility of driving around the blockade.

We have actually considered fencing off our property to the property lines to combat the speeding down the road as our land title does not include a road easement, only a utility right of way. However this would cause a few of our neighbors to have no access into their properties because they have no front access and built their garages at the back of their property.

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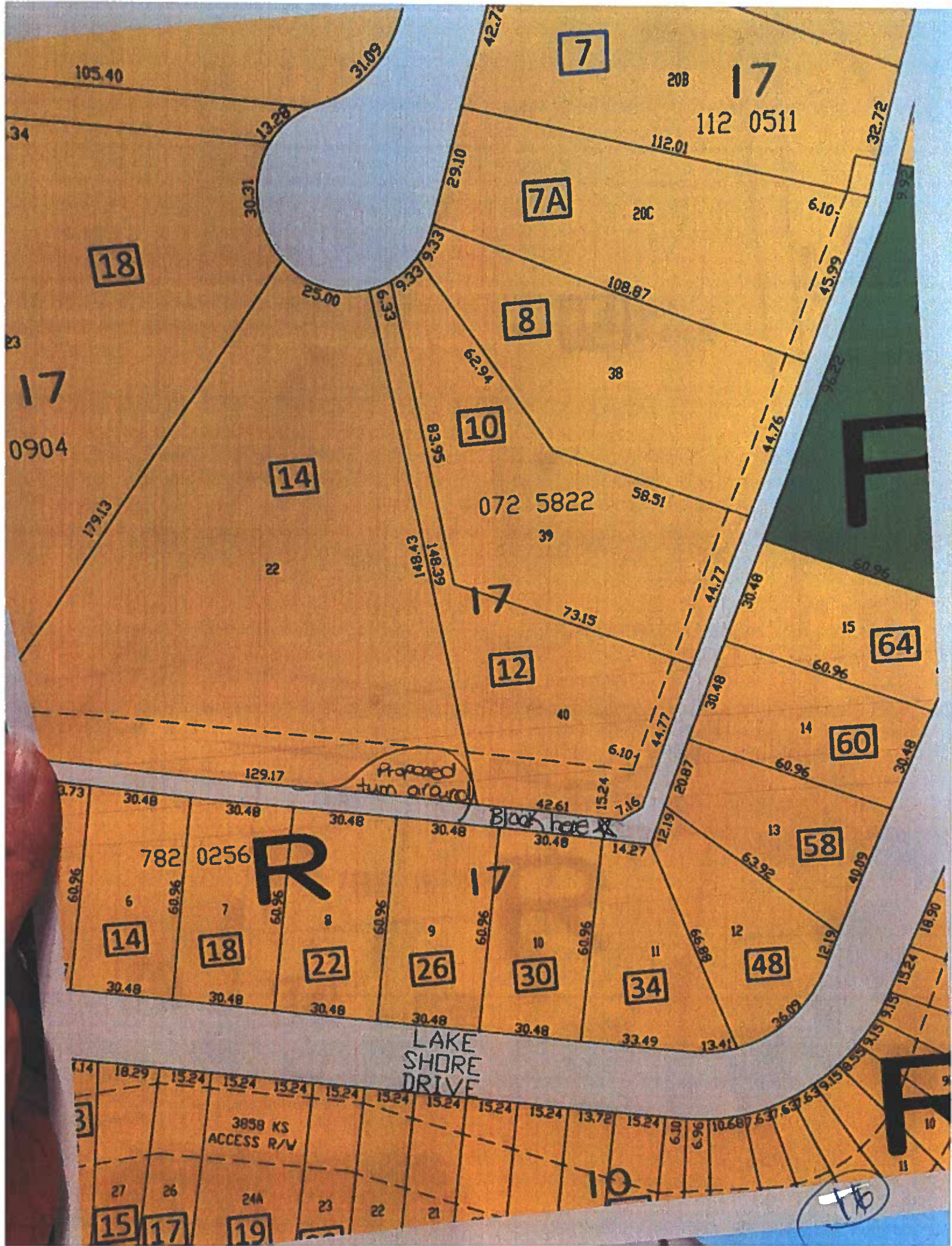
If the village would consider purchasing the property that is already being used by the village anyway, then a turn around could be put in, instead of a fence that would block the road off to residents that actually need the road to access their property.

Sincerely,

Darrin Fudge

15







23

17

832 0904

179.13

14 Elk Avenue

22

62.94

10

83.95

072

148.39  
148.43

17

12

29.01

129.17

Build  
turn around  
Here

30.48

32.29

13.73

30.48

30.48

30.48

30.48

42

30.48

5

10

24.77

6.21

60.96

6

14

30.48

60.96

7

18

30.48

60.96

8

22

30.48

60.96

9

26

30.48

60.96

10

30

30.48

R

17

12

LAKE

18.29

1.96

14.14

18.29





**Summer Village of Island Lake**

Box 8, Alberta Beach, AB T0E 0A0

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

Website: [www.islandlake.ca](http://www.islandlake.ca)

Email: [svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)

June 23<sup>rd</sup>, 2020

All Property Owners adjacent to back lane

**Re: Proposed Seasonal Road Closure of Through Traffic**  
**Back lane between Tranquille Drive and Elk Ave – at the park**

Please be advised the Summer Village has received a request from a resident to close this back lane to through traffic during the summer months at the playground area.

Attached you will find a map of the area and I can advise that at the June 16<sup>th</sup>, 2020 Regular Council meeting a motion was passed to approve an annual temporary seasonal closure of this back lane for through traffic subject to no concern or objection from residents along this back lane. For the 2020 year the closure would commence after notice has been given to all property owners who are adjacent to this back lane, and in subsequent years the annual closure would commence on the Friday prior to the May long weekend and end on the Tuesday after the September long weekend.

Please accept this letter as your notice of this proposed seasonal road closure for through traffic and you have until Tuesday July 14<sup>th</sup>, 2020 to provide notice of concern or objection to this proposed closure. Please forward your response via mail or email and please include your reasons for concern or objection, along with your municipal address. If no concerns or objections are received by the Summer Village by the July 14<sup>th</sup> deadline, a barricade will be placed across this back lane at or near the location noted on the map (black line at park) starting July 15<sup>th</sup> and will remain in place until September 8<sup>th</sup> for the 2020 season. In subsequent years this barricade will be in place as noted above.

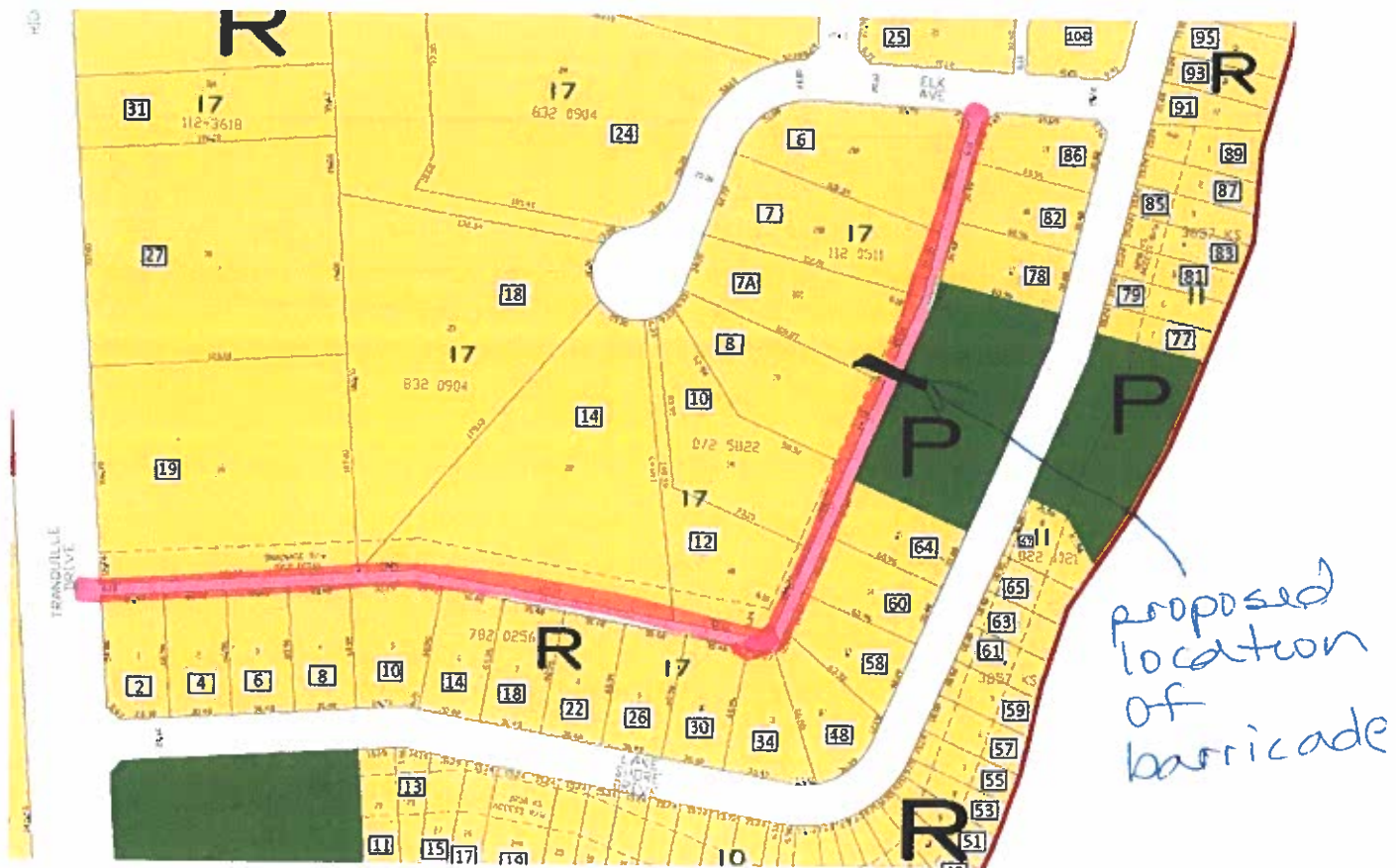
We thank-you for your time and attention to this matter, and if you have any questions please feel free to contact the office.

Yours truly,

Wendy Wildman  
Chief Administrative Officer  
Summer Village of Island Lake  
Encl.

mailed  
June 23/20

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# Re: dock permit - to request a letter of no objection

"Coen Gerry & [REDACTED]"

Sent: 6/29/2020 4:37 PM

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

Dear Wendy,

In the spring 2020 newsletter there was a notice that there are new provincial requirements for dock permits. We are owners of a semi-waterfront property with the village owning a 10 foot strip along the shoreline labeled as R3 Community Reserve. So we are requesting a letter of "no objection" from the Summer Village of Island Lake in order to obtain the permit.

Owners: Gerald and Joyce Coen  
Address: 63 Spruce Drive, Summer Village of Island Lake  
Plan # 5537MC, Block 2, Lot 7

I have attached the Drawing that I sent to Alberta Environment and Parks, which shows where we are requesting to place the dock. (The "Permanent Dock" notation is to say the dock is held in place by posts driven into the lake bottom and may remain in place over winter. The remainder of the dock rests on flat plates set on the lake bottom making removal for over winter easier.)

Gerald and Joyce Coen



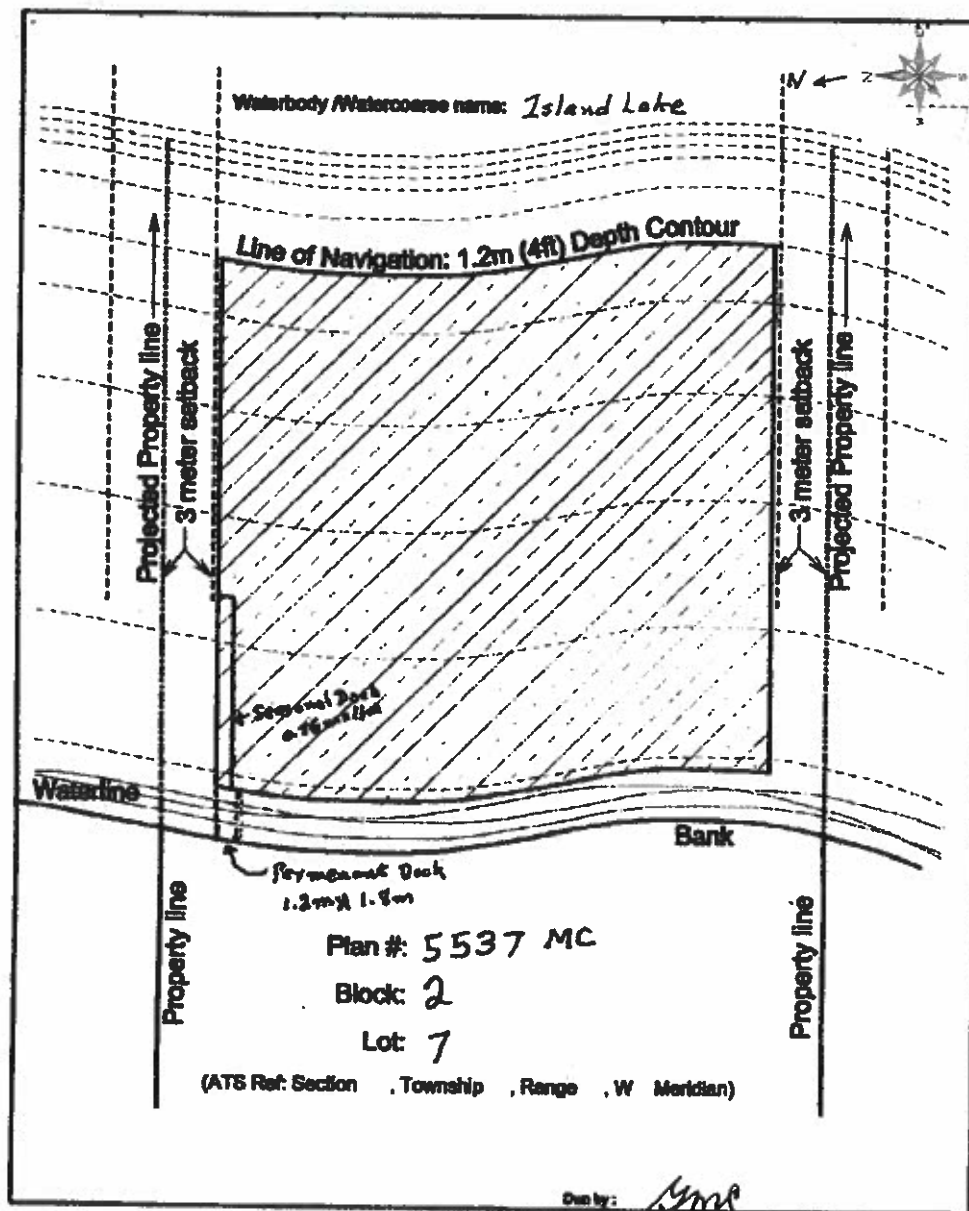
Attachments: [PLA PDF-Pg3.pdf](#)

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Alberta Environment and Parks has established that the acceptable footprint of a dock for personal recreational use should not extend beyond the Line of Navigation or not occupy more than 50% of the available defined mooring area. For the specific lot, sketch within the shaded area all associated structures and their dimensions, and note the number of watercraft to be moored.



Number of watercraft to be moored: One 12 foot aluminum fishing boat.  
One 16 foot fibreglass canoe

Information about Alberta's Lakeshores: <https://www.alberta.ca/lakeshores.aspx>

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*Alberta*

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**Summer Village of Island Lake**

Box 8, Alberta Beach, AB T0E 0A0

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

Website: [www.islandlake.ca](http://www.islandlake.ca)

Email: [svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)

June 30, 2020

Gerald and Joyce Coen

Dear Mr. and Mrs. Coen:

**Re: Placement of a Seasonal Dock adjacent to Municipal Reserve Lands located at Lot R3 Plan 5537MC within the Summer Village of Island Lake (the "Lands")**

This letter is in response to your request, as the "Upland Landowner", for the placement of a Seasonal Dock adjacent to the noted "Lands" as required by Alberta Public Lands.

The Council for the Summer Village of Island Lake herein provides this letter of no objection to your application for a Temporary Field Authorization (TFA) to allow for the installation of a Seasonal Dock adjacent to the noted "Lands".

*Note: This letter is in no way to be construed as authorization to construct any works prior to obtaining required approvals through the various Provincial and Federal agencies.*

If you have any questions or concerns, please feel free to contact the administration office at 780-967-0271

Sincerely,

Wendy Wildman,

Chief Administrative Officer

cc: Tony Sonnleitner, Development Officer

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# Letter of No Objection

"Debbie Grasza" [REDACTED]

Sent: 7/6/2020 5:00 PM

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

Cc: ""Nana And Poppa Sole"" [REDACTED]

Good Afternoon,

We are kindly requesting a letter of no objection to submit with our dock permit. The address of the cabin is 75 Spruce Drive, Lot 3, Block 2, Plan 5537MC.

Please forward the letter to casagrasza@shaw.ca (our daughter) who is doing the application on our behalf.

Thank you.

Tom and Dianne Sole

SV Island Lake

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**Summer Village of Island Lake**

Box 8, Alberta Beach, AB T0E 0A0

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

Website: [www.islandlake.ca](http://www.islandlake.ca)

Email: [svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)

July 09, 2020

Tom and Dianne Sole

Dear Mr. and Mrs. Sole:

**Re: Placement of a Seasonal Dock adjacent to Municipal Reserve Lands located at Lot P Plan 5537MC within the Summer Village of Island Lake (the "Lands")**

This letter is in response to your request, as the "Upland Landowner", for the placement of a Seasonal Dock adjacent to the noted "Lands" as required by Alberta Public Lands.

The Council for the Summer Village of Island Lake herein provides this letter of no objection to your application for a Temporary Field Authorization (TFA) to allow for the installation of a Seasonal Dock adjacent to the noted "Lands".

*Note: This letter is in no way to be construed as authorization to construct any works prior to obtaining required approvals through the various Provincial and Federal agencies.*

If you have any questions or concerns, please feel free to contact the administration office at 780-967-0271

Sincerely,

Wendy Wildman,

Chief Administrative Officer

cc: Tony Sonnleitner, Development Officer

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# Summer Village of Island Lake

## Quality Management Plan



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

**June 2020**

JS

# Summer Village of Island Lake

## Quality Management Plan

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

---

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

---

**Date**



**Safety  
Codes  
Council**

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## Schedule A - Scope and Administration

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## 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.

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## **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

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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

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.

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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.

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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>.

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## 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.

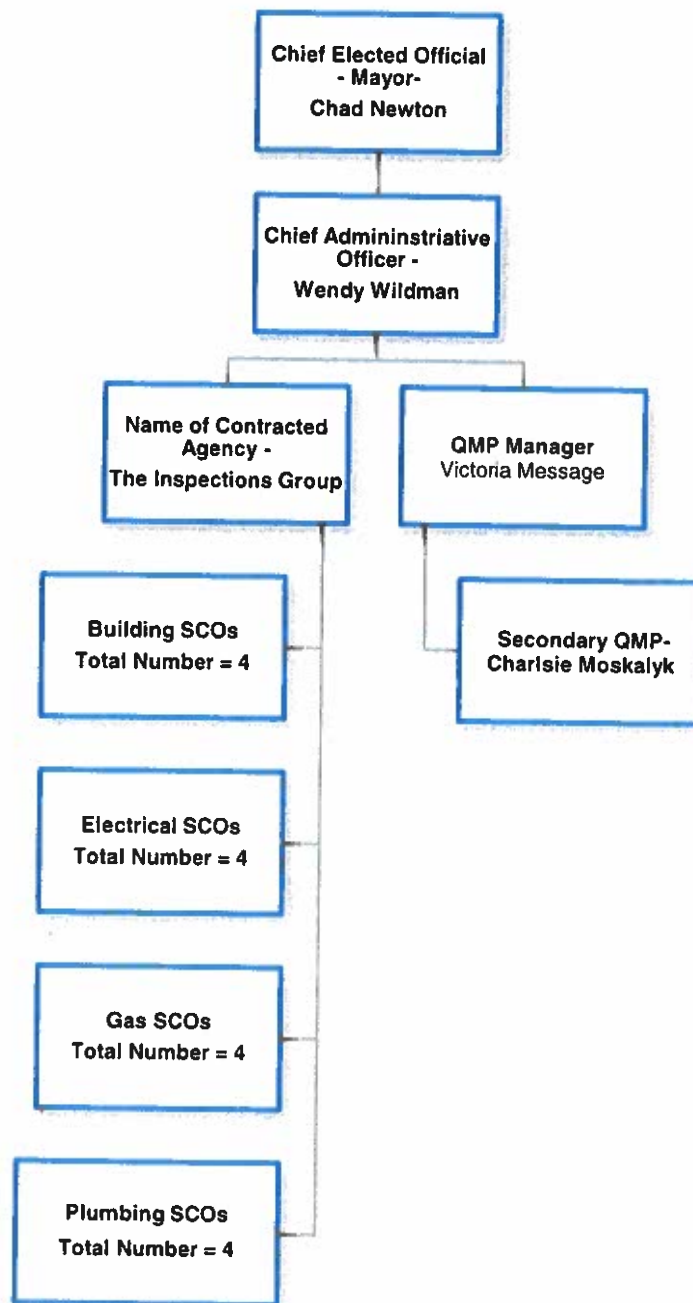
The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional 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.

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## 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

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## 2.13 QMP Manager Information

Victoria Message

**QMP Manager Name**

Administrative Assistant/QMP Manager

**Title**

Box 8

Alberta Beach, T0E 0A0

**Mailing Address**

780-967-0271

**Phone Number**

tori@wildwillowenterprises.com

**Email Address**

## 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.

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Summer Village of Island Lake

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## Schedule B - Operational Requirements

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## 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

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- 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

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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

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- 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

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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 alternations 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

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- 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.

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### 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.

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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.

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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.

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## Schedule C -Technical Discipline Service Delivery Standards

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## 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.

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#### 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>

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**Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement**

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

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

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**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.

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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.

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## 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 \$10,000</b>	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 \$10,000</b>	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 \$2,500</b>	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 \$2,500</b>	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>

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#### 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.

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### 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.

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## 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.

- 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.

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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.

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## 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 yone (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>

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#### 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.

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# ISLAND LAKE

Summer Village

## LAND USE BYLAW

Land Use District Map

C - Commercial 

P - Community 

N - Natural 

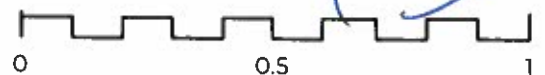
R1 - Residential Low Density 

R2 - Residential Large Lot 



Indicates a parcel that may have been incorrectly re-districted or may need to be redistricted to an appropriate Land Use District

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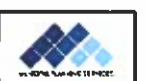


Kilometres

Source: Esri, DigitalGlobe, GeoEye, Earthstar  
Geographics, CNES/Airbus DS, USDA, USGS,  
AEX, GeoMapping, Aerogrid, IGN, IGP, swisstopo,  
and the GIS User Community



DRAFT: 23/06/2020



----- Original Message -----

Subject: Registration open for Summer 2020 Municipal Leaders' Caucus

From: "President" <President@auma.ca>

Date: 7/8/20 9:54 am

To:

Registration is now open for AUMA's Summer 2020 Municipal Leaders' Caucus! This year, AUMA is visiting the following five communities:

- July 29 – Fairview
- August 6 – Vermilion
- August 11 – Stony Plain (option to participate virtually)
- August 19 – Nanton
- August 20 – Sylvan Lake

Caucus will consist of a one-day program that will run from 10 a.m. to 3 p.m., and the schedule and agenda will be the same at all locations. Registration for in-person attendance is \$100 for the day and includes light breakfast snacks and lunch.

Caucus is open to all AUMA urban municipality members; however, given the current pandemic and resulting event capacity constraints, currently municipalities are limited to one in-person registration, and are only permitted to attend one in-person event. Should a particular date and location have extra capacity available, we will advise municipalities of the option to secure additional in-person registrations.

The session on August 11 will be streamed on Zoom to allow for more members to participate, with a cost of \$25 to attend virtually. Should there be high demand, a second session will be streamed on August 20.

Sessions will follow all public health guidelines, and hand sanitizer and disinfecting wipes will be available at all sessions.

For more information, and to register for Caucus, please click on the following links:

- [Link to register to attend in person](#)
- [Link to register to attend virtually](#)

Stay tuned to the Digest for program details, which will be available soon. We hope to see you there!

**Barry Morishita** | President  
Mayor, City of Brooks





<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>
SUMMER VILLAGE OF ISLAND LAKE			09-Jun-2020
<b>DEPOSITED AT BANK</b>		<b>DEPOSIT NO</b>	<b>DATE</b>
<b>BRANCH:</b>	<b>ACCOUNT:</b>	11-Jun-2020	<b>AMOUNT</b>
			\$10,037.00
		<b>TOTAL</b>	<b>\$10,037.00</b>

PAYMENTED 00391  
SUMMER VILLAGE OF ISLAND LAKE  
PO BOX 8  
ALBERTA BEACH AB  
CAN T0E 0A0

DEPOSIT NO: 0068714085		DEPOSIT DATE: 11-Jun-2020		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
00106915	MUNICIPAL SUSTAINABILITY INITIATIVE - OPERATION GRANT Total Payment From Municipal Affairs For Inquiries Call 780/427-7481	OPE202137820	\$10,037.00	\$10,037.00
DEPOSIT TOTAL				\$10,037.00

**RECEIVED**  
JUN 16 2020

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<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>
SUMMER VILLAGE OF ISLAND LAKE			03-Jul-2020
<b>DEPOSITED AT BANK:</b>		<b>DEPOSIT NO</b>	<b>DATE</b>
<b>BRANCH:</b> 00000	<b>ACCOUNT:</b>		03-Jul-2020
			<b>AMOUNT</b>
			\$123,204.00
		<b>TOTAL</b>	<b>\$123,204.00</b>

PAYMTE D 00451  
SUMMER VILLAGE OF ISLAND LAKE  
PO BOX 8  
ALBERTA BEACH AB  
CAN T0E 0A0

DEPOSIT NO: 0068741645		DEPOSIT DATE: 07-Jul-2020		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
ET008117	FCSS JULY PAYMENT Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/488-4314	095261113FCSS070120	\$542.00	\$542.00
00107557	MUNICIPAL SUSTAINABILITY INITIATIVE - CAPITAL GRANT Total Payment From Municipal Affairs For Inquiries Call 780/427-7481	CAP202172519	\$122,662.00	\$122,662.00
<b>DEPOSIT TOTAL</b>			<b>\$123,204.00</b>	

**RECEIVED**  
JUL 09 2020

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