

SUMMER VILLAGE OF ISLAND LAKE

AGENDA

Tuesday, September 15th, 2020 at 4:30 p.m.

Westlock Inn and Via teleconference

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

-
1. Call to order
 2. Agenda
 - a) Tuesday, September 15th, 2020 Regular Council Meeting
 3. Minutes: p1-4
 - a) Tuesday, August 18th, 2020 Regular Council Meeting Minutes
 4. Appointments:
 - a) 4:35 p.m. – in person Legal Counsel Michelle Gallagher and Development Officer Tony Sonnleitner – to present and review draft revised fees and charges bylaw.
p5-8
 - b) 4:50 p.m. in person Daryn Hobal – to discuss proposed bylaw with respect to fees and charges and the waiving of fees related to development permits for recreational vehicles.
p9-30
 - c) 5:05 p.m. via telephone Maureen Mohs Chair of the Historical Society – to discuss establishment of two small lending libraries within the Summer Village
p31
 5. Bylaws:
 - a) Bylaw 04-2020 – a bylaw known as the Summer Village of Island Lake Fees & Charges Bylaw (to be discussed during 4:35 p.m. appointment above). The current bylaw 05-2019 is attached for reference and would be rescinded should this new bylaw be passed.
p5-8
(s.a.)
(give all 4 readings to bylaw as presented or amended, or defer until for further information, or some other direction as given by Council at meeting time)
 6. Business:
 - a) Association of Summer Villages of Alberta Annual General Meeting and Advocacy Panel Discussion – please refer to the September emails with respect to AGM and panel discussion scheduled for Thursday, October 15th, 2020 at 4:00 p.m. virtually *(authorize participation)*
p32-34

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- p 35-37
- b) Boat Dock requests – further to discussions and approvals at previous 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) Michelle Sierink of 3 Salmon Street to place dock off municipal reserve

(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 38
- c) Proposed Landowner Disputes Resolution Policy – further to previous discussions, attached is a draft policy for Councils’ consideration. *(approve policy as is or with amendments, or some other direction as given by Council at meeting time)*

- p 39-42
- d) FRIAA Firesmart Proposal – further to previous discussions the Summer Village has provided its support to this grant application for the Athabasca Wildfire Mitigation Plan (includes Athabasca County and the Summer Villages of West Baptiste, Whispering Hills, Island Lake, Sunset Beach, Meawatha Beach, South Baptiste and Island Lake South) *(that the Summer Village of Island Lake support the Athabasca Wildfire Mitigation Plan and the FRIAA Firesmart Proposal)*

- e) 2020 Annual Information Meeting – discussion on holding or cancelling for this year *(direction as given at meeting time)*

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f)

g)

h)

7. Financial a) Income & Expense Statement – as of August 31st, 2020

8. Councillors' Reports

- a) Mayor Newton
- b) Deputy Mayor Binder
 - MDP/LUB committee update
 - IDP committee update
- c) Councillor Montague

9. Administration Reports

- a) Insurance Claims Determination Policy
- b) Administration staff update
- c) 229 LSD enforcement update (by D.O.)

10. Information and Correspondence

- p43
- a) Government of Alberta Direct Deposit on September 1st, 2020 of \$538.00 for September FCSS funding
 - b)

11. Closed Meeting (if required) n/a

12. Adjournment

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Tuesday, September 15th, 2020 at 4:30 p.m.

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

Next Meetings:

September 15th, 2020 Organizational Meeting, immediately following this regular meeting
October 20th, 2020 @ 4:30 p.m.

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, AUGUST 18, 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: 5:00 p.m. – Michelle Sierink – Letters of No Objection for Private Docks
off of municipal reserve property

Public at Large: (it is estimated that 9 participants called into the meeting including
Council and Administration)

1.	CALL TO ORDER	Deputy Mayor Binder called the meeting to order at 4:30 p.m.
2.	AGENDA 20-107	MOVED by Councillor Montague that the August 18, 2020 Agenda be approved with the following addition: Under Business 6. e) Subdivision & Development Appeal Board Hearing – Notice of Decision with respect to Development Permit Application for 159 Lakeshore Drive CARRIED
3.	MINUTES 20-108	MOVED by Councillor Montague that the minutes of the regular Council meeting held on July 21, 2020 be approved as presented. CARRIED
4.	APPOINTMENT	<u>5:00 p.m. - Michelle Sierink – Letters of No Objection for Private Docks off of municipal reserve property</u> Deferred to later in meeting as appointment time is at 5:00 p.m. (Ms. Seirink did not attend)
5.	BYLAWS	n/a

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, AUGUST 18, 2020
HELD VIA TELECONFERENCE

6.	BUSINESS 20-109 20-110 20-111 20-112 20-113	<p>MOVED by Deputy Mayor Binder that Council approve the Municipal Stimulus Program memorandum of agreement between the Province of Alberta and the Summer Village of Island Lake and authorize execution of the agreement (allocation to Island Lake is \$32,102.00).</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Binder that one Council member and Administration be authorized to attend the Alberta Urban Municipalities Association 2020 Fall Virtual Convention scheduled for September 23 to 25, 2020 in Calgary, Alberta (registration fee is \$100.00).</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Binder that Council accept for information the July 7, 2020 letter from Cold Lake Mayor Craig Copeland requesting support from Alberta Municipalities to voice their concerns with the recent Order in Council with respect to the Criminal Code Amendment respecting a Gun Ban.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Binder that the Summer Village of Island Lake contract additional Enhanced Policing hours for August and September 2020 at a cost of \$3,312.00, costs to be covered through reserve funds.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Newton that Administration obtain a legal opinion with respect to Council considering waiving or reducing the fees for Development Permits for a 90-day period to bring lots with recreational vehicles into compliance in accordance with the current land use bylaw.</p> <p style="text-align: right;">CARRIED</p>
7.	FINANCIAL REPORT 20-114	<p>MOVED by Deputy Mayor Binder that Council accept for information the Income & Expense Statement as of July 31, 2020 as presented.</p> <p style="text-align: right;">CARRIED</p>
8.	COUNCIL REPORTS 20-115	<p>MOVED by Deputy Mayor Binder that the Council reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>

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SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, AUGUST 18, 2020
HELD VIA TELECONFERENCE

9.	ADMINISTRATION REPORT 20-116	MOVED by Mayor Newton that the Administration report be accepted for information. CARRIED
10.	INFORMATION AND CORRESPONDENCE 20-117	MOVED by Deputy Mayor Binder that the following correspondence be accepted as information: <ul style="list-style-type: none"> a) Subdivision & Development Appeal Board Hearing – Notice of Decision with respect to Development Permit Application for 159 Lakeshore Drive b) Healthy Waters Lac La Biche Watershed Stewardship Group hosting series of webinars regarding various lake and watershed topics c) Government of Alberta Direct Deposit on July 31st, 2020 of \$538.00 for August FCSS funding d) Development Permit Application 20DP08-04, for construction of a single detached dwelling, installation of a water supply (cistern) and septic system (holding tank) at 49 Lakeshore Drive South CARRIED
11.	CLOSED MEETING	n/a
	20-118	MOVED by Deputy Mayor Binder that the next regular Council meeting be held at the Westlock Inn with in-person attendance by Council, Administration and limited appointments as granted by the municipality, and as a result of ongoing COVID restrictions all other public participation be via teleconference. CARRIED The meeting adjourned at 5:25 p.m.

Next meeting:

Tuesday, September 15, 2020 at 4:30 p.m. at the Westlock Inn (pending availability).

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SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, AUGUST 18, 2020
HELD VIA TELECONFERENCE

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

UNAPPROVED

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**THIS IS A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE
PROVINCE OF ALBERTA, TO BE KNOWN AS THE
SUMMER VILLAGE OF ISLAND LAKE FEES & CHARGES BYLAW.**

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS the Summer Village of Island Lake wishes to establish, in a bylaw, certain fees and charges.

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

1. This Bylaw may be cited as the "FEES & CHARGES BYLAW".
2. The rates and fees for the Summer Village of Island Lake are as set out in Schedule "A" attached to and forming part of this bylaw.
3. The Council of the Summer Village of Island Lake may, by resolution, waive or excuse a person or persons from paying all or part of a fee or charge that is set out in Schedule "A" where Council assesses, in their discretion, that the circumstances warrant such waiver or excusal. For certainty, this power is in addition to the authority granted to the Chief Administrative Officer, as the head of the public body under the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 (the "Act"), to excuse a person from paying all or part of a fee under that Act.
4. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
5. Bylaw No. 05-2019 is repealed upon this bylaw passing and coming into full force and effect.
6. This bylaw shall come into force and have effect on the date of the third and final reading.

Read a first time on this 15th day of September, 2020.

Read a second time on this 15th day of September, 2020.

Unanimous Consent to proceed to third reading on this 15th day of September, 2020.

Read a third and final time on this 15th day of September, 2020.

Signed this 15th day of September, 2020.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26
Part 1, Section 8 Establishing Fees

Summer Village of Island Lake	
Schedule "A" – The Fees Schedule	Page 1 of 3
SERVICES OTHER THAN UNDER THE <i>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</i> RSA 2000, c F-25 ("FOIP ACT"):	
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$10.00
COST OF COPIES PER COPY	\$0.25
SPECIAL SERVICES RATE PER HOUR	\$75.00
(Special services rate applies to all inquiries for information that takes in excess of fifteen minutes to acquire. Estimates will be given under the \$10.00 fee.)	
TAX CERTIFICATES	\$25.00
COMPLIANCE CERTIFICATES	
-Standard	\$75.00
-Rush	\$150.00
ASSESSMENT APPEAL FEE (Refundable if applicant is successful.)	\$50.00
SUBDIVISION OR DEVELOPMENT APPEAL FEE	\$200.00
SUBDIVISION OR DEVELOPMENT APPEAL FEE (Adjoining neighbor.)	\$100.00
LOT CONSOLIDATION FEE	\$750.00
LAND USE BYLAW AMENDMENT FEE	\$1,000.00
DEVELOPMENT PERMITS	\$500.00
HOME OCCUPANCY, SIGNS, DECKS, FENCES, HOLDING TANK	\$75.00
DEMOLITION PERMITS	\$75.00
COMMERCIAL	\$200.00
AFTER CONSTRUCTION HAS STARTED:	
DEVELOPMENT PERMITS - MAJOR - MAIN BUILDINGS	\$500.00
DEVELOPMENT PERMITS - MINOR -- ANCILLARY BUILDINGS	\$150.00
HOME OCCUPANCY, SIGNS, DECKS, FENCES, HOLDING TANK	\$150.00
DEMOLITION PERMITS	\$150.00
COMMERCIAL	\$400.00
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY
PLUMBING PERMITS	CODES
GAS & HEATING PERMITS	PROVIDER

Municipal Government Act RSA 2000 Chapter M-26
Part 1, Section 8 Establishing Fees

Summer Village of Island Lake	
Schedule "A" – The Fees Schedule	Page 2 of 3
REMOVAL OF STOP WORK ORDER	\$500.00
TRAILER- Recreational vehicle permit required for > than 2 on a lot	\$250.00
DOCKS ON MUNICIPAL PROPERTY:	
(Policy #2015-01 Management of Municipal Property-Waterfront)	
Registration and Annual application	\$0.00
Failing to remove by Sept 30 th , Failing to register	
-first offence*	\$50.00
-second offence*	\$250.00
-third offence*	\$500.00
*plus the cost of removal of the structure	

SERVICES RELATED TO REQUESTS UNDER THE FOIP ACT OTHER THAN THE INITIAL APPLICATION FEE WHERE THE FEES ESTIMATED BY THE SUMMER VILLAGE EXCEED \$150.00 AND SUCH FEES ARE PERMITTED BY THE FOIP ACT AND REGULATIONS*	
For searching for, locating and retrieving a record	\$6.75 per ¼ hour
For producing a record from an electronic record – computer processing and related charges	Actual cost
For producing a record from an electronic record – computer programming	Actual cost up to \$20.00 per ¼ hour
For producing a copy of a paper record – photocopies and computer printouts – black and white up to 8 ½" x 14"	\$0.25 per page
For producing a copy of a paper record – photocopies and computer printouts – other formats	\$0.50 per page
For producing a copy of a paper record - from microfiche or microfilm	\$0.50 per page
For producing a copy of a paper record - plans and blueprints	Actual cost
For producing a copy of a record by duplication from microfiche or microfilm	Actual cost
For producing a copy of a record by duplication from computer disks	\$5.00 per disk
For producing a copy of a record by duplication from computer tapes	Actual cost
For producing a copy of a record by duplication from slides	\$2.00 per slide
For producing a copy of a record by duplication from audio and video tapes	Actual cost
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 4" x 6"	\$3.00

Municipal Government Act RSA 2000 Chapter M-26
Part 1, Section 8 Establishing Fees

Summer Village of Island Lake	
Schedule "A" – The Fees Schedule	Page 3 of 3
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 5" x 7"	\$6.00
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 8" x 10"	\$10.00
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 11" x 14"	\$20.00
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 16" x 20"	\$30.00
For producing a copy of a record by any process or in any medium or format not listed above	Actual cost
For preparing and handling a record for disclosure	\$6.75 per ¼ hour
For supervising the examination of a record	\$6.75 per ¼ hour
For shipping a record or a copy of a record	Actual cost
* The CAO, as head of the public body, has the authority to excuse an applicant from paying all or part of a fee for such services in accordance with the FOIP Act.	

From: svislandlake@wildwillowenterprises.com
Sent: August 17, 2020 9:33 AM
To: Wendy Wildman
Cc: Heather Luhtala
Subject: FWD: Appointment at Council Meeting - August 18, 2020
Attachments: Basic Principles of Bylaws.pdf; Email14-08-2019-Mayor Newton's statements AIM-DP fee waiver.pdf; SVIL Fees & Charges Amendment Bylaw.docx; SVIL Fees & Charges Amendment Bylaw.pdf

bring back
to
sep + meeting

FYI

Charlsie Moskalyk
Administration

Summer Village of Island Lake
Box 8 Alberta Beach, AB T0E 0A0
P: 780-967-0271 F: 780-967-0431

website: www.islandlake.ca
email: svislandlake@wildwillowenterprises.com

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

Subject: Appointment at Council Meeting - August 18, 2020

From: svislandlake@wildwillowenterprises.com

Date: 8/13/20 8:39 pm

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

Good evening Ms. Wildman,

On behalf of the SVIL Action Group, I hereby request that we are added to the agenda for the upcoming Regular Council Meeting on August 18, 2020, at 4:30 pm.

At the Annual Information Meeting (AIM) on August 10th, 2019, at which the other two members of Council (Deputy Mayor Binder and Councillor Montague) were in attendance, Mayor Newton stated that the respective fees for Development Permits would be waived relative to those making application for placement of recreational vehicles and pads for same on undeveloped lots (i.e. lots without a single-family dwelling).

Attached is a draft Bylaw (in MS Word and PDF) we have prepared for Council to consider and pass (3 Readings) on August 18th, 2020. Also attached is an email stream between a SVIL resident and Mayor Chad Newton on

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August 14th, 2019, four days after the 2019 AIM, which confirms the commitments made at that meeting. Mayor Newton's statements on page 3 are particularly relevant, as they encompass not only those that received Stop Orders but also *"the remaining undeveloped lots that have RV's that don't have development permits."* It also states that *"fees will be waived"* for either appeal of the stop order (on some other grounds) or *"Submission of a Development Permit"* [Application].

It was recently discovered (Wasmuth SDAB Appeal Hearing on July 15th, 2020) that there apparently was an oversight by Mayor Newton and Summer Village of Island Lake Council in that they had failed to pass a bylaw to formalize the commitments as stated at the AIM on August 10th, 2019. Mr. Sonnleitner advised the SDAB on July 15th, 2020 that the Development Permit fee waiver was not applicable as it had not been adopted by Council.

We assume that this was simply an oversight, and that Mayor Newton and Council fully intended to formalize the commitments made at the AIM back on August 10th, 2019 as otherwise there would be no reason for stating these commitments to the residents/property owners/ratepayers of the Summer Village of Island Lake.

To enable and expedite Council's intentions, we hereby submit to you a drafted Bylaw, in both MS Word and PDF formats, for your consideration and adoption (3 readings) at the August 18th, 2020 Council Meeting that formalizes the commitments made on August 10th, 2019.

The attached circular titled "Basic Principles of Bylaws", published by Alberta Municipal Affairs, states that *"Municipal administration, who usually drafts bylaws, is expected to act in good faith when carrying out the responsibility"* (emphasis added). This wording and our review of the MGA suggests that there is no requirement that the drafting of a Bylaw is limited to administration.

At the Council Meeting, I will initially speak relative to the above matter, and Rich Hoffart, Carmen Morin, John Wasmuth, and Gary Winter may have additional questions/comments. Please confirm our appointment time relative to the August 18th, 2020 Regular Council Meeting Agenda.

Regards,

Daryn S. Hobal, CBV, CFP, AACI

Basic Principles of Bylaws



Government

Alberta Municipal Affairs

October 2017

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Municipal Capacity Building, Municipal Capacity and Sustainability Branch
Basic Principles of Bylaws
Alberta Municipal Affairs
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The contents of this publication are intended to provide general information. Readers should not rely on the contents herein to the exclusion of independent legal advice. All publications of this document prior to October 2017 no longer contain complete information.

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Introduction

Section 7 of the *Municipal Government Act (MGA)* sets out the general jurisdiction to pass bylaws. This general jurisdiction gives broad authority to municipalities to develop bylaws unique to each municipality. Councils are expected to act in good faith and in the public interest when creating laws. Municipal administration, who usually drafts bylaws, is expected to act in good faith when carrying out the responsibility. Creating a bylaw that meets general statutory and fundamental principle standards is only part of the process. A good bylaw needs to be drafted for certainty, predictability, democratic transparency and accountability. Municipal administration should aim to create bylaws that are understandable, enforceable and accomplish the council's desired goal. A listing of the sections of the MGA that allow for bylaws to be passed is attached to this document.

This guide provides the basic principles for developing bylaws and is an information summary only and has no legislative sanction. For certainty, refer to the *Municipal Government Act* and the *Interpretation Act*, copies of which are available for purchase from Alberta Queen's Printer Bookstore. It is recommended that municipalities obtain legal advice when developing a bylaw.

What is a bylaw

A bylaw is a law made by a local authority in accordance with the powers conferred by or delegated to it under a statute, in this case the MGA. Council may pass a bylaw to govern the affairs within the council (the procedural bylaw and code of conduct for councillors) and bylaws that govern within the municipality. Common bylaws include vehicle parking and stopping regulations, animal control, licensing, noise, business regulation, and management of public recreation areas.

A municipal by-law is no different than any other law of the land, and can be enforced with penalties, challenged in court and must comply with higher levels of law. Municipal bylaws are often enforceable through the public justice system, and offenders can be charged with a criminal offence for breach of a bylaw.

Authority

Section 180 of the MGA states:

- (1) A council may act only by resolution or bylaw.
- (2) Where a council or municipality is required or authorized under this or any other enactment or bylaw to do something by bylaw, it may only be done by bylaw.
- (3) Where council is required or authorized under this or any other enactment or bylaw to

do something by resolution or to do something without specifying that it be done by bylaw or resolution, it may be done by bylaw or resolution.

Section 692 provides special considerations for bylaws pertaining to Part 17 Planning and Development.

Drafting Bylaws

There are 3 types of bylaws: main bylaws; amending bylaws which are used when changes materially affect the bylaw in principle or substance; and revision bylaws which can be used when a municipality needs to make limited types of changes to a bylaw.

Drafting bylaws is usually the responsibility of the Chief Administrative Officer (CAO) or a person delegated that function. There are resources available, such as:

- a) Have your municipal solicitor prepare bylaws.
- b) Contact your municipal association for a sample bylaw if one is available.
- c) Obtain a sample bylaw from a neighboring municipality.

Bylaws should be drafted in plain and simple language to ensure that they are easily understood and enforceable. Section 12 of the *Interpretation Act* states that the preamble is part of an enactment to assist in explaining the enactment. However, tables of contents, marginal notes and section headers and statutory citations after the end of a section or schedule are not.

Parts of a Bylaw

Corporate Title

Use the full corporate title of the municipality on the bylaw.

Bylaw Number

It is a best practice to use a logical sequence when numbering bylaws and include the year that the bylaw was written and a consistent and uniform numbering and/or lettering system for sections, subsections, paragraphs, and sub-paragraphs in your bylaws.

Sub-Title to Describe Purpose

Include a brief statement of the bylaw's purpose. A purpose clause is intended to provide a better understanding of the legislative intent of the council and resolve any possible ambiguities in the bylaw.

Example:

WHEREAS, under the provisions of the *Municipal Government Act*, a council may pass bylaws respecting Business, Business activities, and persons engaged in

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Business, and provide for a system of licensing including any or all of the matters listed therein;

Enactment

The enacting clause of a bylaw may read:

NOW THEREFORE, the Council of the _____ Municipality _____ in the Province of Alberta, enacts as follows:

Citation

It is often necessary to have a short form name for the bylaw, so that it may be referred to in minutes. The citation is suggested to read as follows:

This Bylaw is cited as the _____ Municipality _____ "Business Licence Bylaw".

Definitions

Definitions should be used sparingly. Section 13(a) of the *Interpretation Act* provides that definitions in a bylaw (unless otherwise stated) are applicable to the entire bylaw including the section containing the definitions. Section 13(b) of the *Interpretation Act* provides that definitions in the *Municipal Government Act* are deemed to apply to bylaws made under that Act. Section 28 of the *Interpretation Act* provides that all of the definitions listed in that section apply to every bylaw enacted by a local government even if the words or phrases are not again defined in the bylaw.

Terms that are particular to the bylaw must be defined. A word or phrase should be defined only if:

- a) It is not being used in its dictionary meaning or is being used in one of several dictionary meanings.
- b) It is used as an abbreviation of a longer word or phrase.
- c) The definition is intended to limit or extend the ordinary meaning of the word or phrase.

The following are examples of possible definitions:

- a) "Select standing committee" means the Select Standing Committee on Legislative Offices;
- b) "Lease" *includes* an agreement for lease (*extends*)
- c) "Dividend" *does not* include a stock dividend (*limits*).

Statement of to Whom and to What the Bylaw Applies

The bylaw must be specific in declaring who or what is affected.

For example, "The bylaw applies to all persons who is a cat owner in the Town of Anywhere."

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General Rules and Special Provisions

You may want to set out in the bylaw any special provisions or rules that would be applied. These should be drafted carefully, being well organized, clear and complete. There must be authority in legislation or regulation for each provision in the bylaw. Each statement should be clear and precise enough that everyone is able to determine what they must or must not do in order to comply with it. Try to keep sentences short, simple and concise, using plain language and clear formatting.

For example, "No person shall engage in or operate a Business in the City unless the person holds a Business Licence authorizing them to engage in or operate that Business."

Severability Clause

A regulatory bylaw should contain a provision that allows the bylaw to remain valid if any portion of the bylaw is found by the Court of Queen's Bench to be invalid. Be aware that if the court finds that the council intended that the invalid portion is an integral part of the remainder, it may set aside the entire bylaw despite a severability clause.

Schedule Clauses

A schedule can be added as a supplement to the bylaw. The bylaw will include a reference to the schedule, which is attached and forms part of the bylaw. The schedule should include the bylaw number and a schedule number or letter. When a schedule is attached to a bylaw it becomes part of the bylaw; therefore it cannot be changed by a motion or resolution of council, but must be changed by an amending bylaw. Schedules are particularly useful for utility rate bylaws, as these amounts are often subject to review and adjustment. (rev. July 2018)

Penalty Clause

Penalty and enforcement sections should be provided for in regulatory bylaws.

Example: "Any person who is in contravention of this Bylaw is guilty of an offence and is subject to receive a Municipal Tag in the amount of \$300.00 for the first offence."

"Where a Business Licence has expired and the Business is still in operation, the person is guilty of an offence under this Bylaw."

Section 7(i) of the MGA sets out some of the penalties that may be written into bylaws.

Transitional Clause

If applicable, provisions must be included that cover the period during which persons affected by the bylaw can do things to conform to the new conditions. Otherwise, the bylaw is in full effect when it receives third reading and the necessary signatures.

Repeal Clause

All previous bylaws that deal with subjects that are addressed in the new bylaw must either be

repealed or amended. In the new bylaw, the number and description of the bylaws to be repealed or amended should be specified. It is also important to reference the repeal of any amendments to those bylaws.

Example, "Upon third reading of Bylaw ____, Bylaw ____ and all amendments thereto are hereby repealed."

Passing a Bylaw

Readings

Section 187 of the *MGA* is very specific in its provisions regarding bylaw readings. It states that every proposed bylaw must have three distinct and separate readings. A proposed bylaw must not have more than two readings at a council meeting unless the councillors present unanimously agree to consider third reading.

The *MGA* requires that before the meeting at which first reading or third reading is to take place, each councillor present must be given or have had the opportunity to review the full text of the proposed bylaw. Only the title or identifying number has to be read at each reading of the bylaw.

The recording secretary must make sure all readings are included in the minutes. If all three readings are to take place at the same meeting, a motion to consider third reading must be presented and carried unanimously, prior to third reading taking place. The recording secretary must include the motion to consider in the minutes and record the vote as CARRIED UNANIMOUSLY.

Effective Date and Signature

Section 189 indicates that a bylaw is passed when it receives third reading and it is signed in by the chief elected official and a designated officer (CAO). A bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in an enactment or in the bylaw. No bylaw may come into force on the day before it is passed unless the enactment authorizing its passage specifically allows it to come into force that day. Although the legislation does not specifically address the seal on documents, it is advisable to seal over the signatures to deter possible tampering.

Conditions

If there are statutory conditions required prior to passing the bylaw, such as the necessity for approval by an external authority, it is advisable to set out the date of the satisfaction of the condition on the last page of the bylaw under the "readings".

The *MGA* outlines some of the procedures that must be followed before a bylaw or resolution can be voted on. Certain bylaws cannot be passed until the public has been notified through advertising, of the intention to pass the bylaw. Examples include a road closure under section

- (3) The title of a revised bylaw must include the words "revised bylaw".
- (4) A bylaw under this section must not be given first reading until after the chief administrative officer has certified in writing that the proposed revisions were prepared in accordance with this section.

Section 692(6) allows much the same process for planning bylaws.

Petition for a Bylaw

Under the MGA, electors may petition for a new bylaw or a bylaw to amend or repeal a bylaw on any matter within the council's jurisdiction. A petition requesting an amendment or repeal of a bylaw made under Parts 8 (Financial Administration), 9 (Assessment of Property), 10 (Taxation), 17 (Planning and Development), or 17.2 (Intermunicipal Collaboration) of MGA has no effect.

Within 30 days of the CAO declaring a petition submitted under Section 232 to be sufficient, the council must give first reading to a bylaw dealing with the subject matter of the petition and any other related matter that the council considers necessary. If there is no requirement to advertise the bylaw, the council must pass the bylaw within 30 days of first reading or set a date for the electors to vote on it. A vote of the electors must be held within 90 days of the first reading.

Petitions for Advertised Bylaws

After advertising a proposed bylaw, the electors may submit a petition to hold a vote to determine whether the proposed bylaw should be passed. Advertised proposed bylaws under section 22 and Part 17 (Planning and Development) cannot be petitioned.

If a sufficient petition is received, the council must either decide not to continue with the proposed bylaw or decide to continue and submit the bylaw to a vote of the electors within 90 days after the CAO declares the petition sufficient. Section 231 of the MGA details what action council should take after the electors vote.

Challenging Bylaws

Under section 536 of the MGA any person can apply to the Court of Queen's Bench to have a bylaw declared invalid. Section 536(2) allows a person to apply for an order requiring council to amend or repeal a bylaw as a result of a vote by the electors (on the amendment or repeal).

A bylaw can be challenged and declared invalid on the basis that the proceedings and/or the manner of passing the bylaw do not comply with an enactment. The application must be made within 60 days after the bylaw is passed.

An application to the court to quash a bylaw may be made at any time for the following reasons:

- the bylaw is required to be put to a vote of electors and the vote has not been conducted, or the bylaw was not given the required approval in such a vote,
- the bylaw is required to be advertised and it was not, or
- a public hearing is required regarding the bylaw and it was not held.

No bylaw or resolution may be challenged on the ground that it is unreasonable.

To avoid challenges to your municipal bylaws, it is recommended that council and administration observe the following:

- (a) that the bylaw be enacted according to the Statutes of Alberta.
- (b) that a municipality cannot enact a bylaw that controls any matter over which the federal or provincial government have exclusive control; for example, a bylaw for the fine or penalty for speeding.
- (c) that the bylaw should not treat one group within a class differently from another group. An example of a discriminatory bylaw would be one that closed shops at 6:00 pm in the suburbs, but permits downtown shops to remain open later.
- (d) that council does not pass bylaws that affect an individual's rights
- (e) that the meanings within the bylaw are clear and precise. For instance, a community standards bylaw stating that the grass must be cut or mowed on a regular basis is not explicit. There is a need to provide a more definite explanation; for example, how long the grass has to be before it is considered unsightly.
- (f) That when questions arise, a review by legal counsel is recommended.

There is an expectation that bylaws enacted by a municipality will be enforced. Municipalities have been found negligent by the courts for not enforcing bylaws.

Security of Bylaws

The security of bylaws is the duty of the CAO according to the provisions of Section 208(1)(b) of the MGA. Your bylaws are permanent records and should be stored in a fire proof safe, or perhaps backed up electronically and stored in a secure location. Bylaws may be kept for centuries, so take care of their appearance and preservation.

References

Website

Burke, Colleen. "Bylaw Drafting, October 18, 2013." Local Government Management Association. Retrieved August 15, 2017 from www.lgma.ca/assets/Programs~and~Events/Clerks~Forum/2013~Clerks~Forum/COLLEEN-BURKE-Bylaw-Drafting-Paper.pdf

Website

Lidstone, D, "Bylaw Drafting Manual, First Edition, January 2, 2003." Local Government Administration Association Alberta Chapter. Retrieved August 15, 2017 from www.lgaa.ab.ca/resources/resources.

Appendix 1 - Municipal Government Act Sections Requiring Bylaws

SECTION		
Mandatory	PART 2	
GENERAL JURISDICTION		
7	General jurisdiction to pass bylaws	
8	Powers under bylaws	
PART 3		
ROADS		
22	Road Closure	Requires Advertising
26	Temporary roads and rights of way	
27	Leases	
MUNICIPAL PUBLIC UTILITIES		
33	Prohibiting other public utilities	
NON-MUNICIPAL PUBLIC UTILITIES		
46	Prohibiting other non-municipal public utilities	
REVISION AND CONSOLIDATION OF BYLAWS		
63	Revising bylaws	
69	Consolidation of bylaws	
LIMITS ON MUNICIPAL POWERS		
74	Firearms	
75	Forest and Prairie Protection Act	
PART 4.1		
CITY CHARTERS		
141.5	Elements of a Charter	Requires Public Hearing
PART 5		
COUNCILS AND COUNCIL COMMITTEES		
143	Number of councillors for municipalities	Requires Advertising
144.1	Maternity and parental leave	
145	Bylaws -- council and council committees	
146.1	Codes of Conduct	
ELECTIONS, APPOINTMENTS AND WARD SYSTEM		
148	Division of municipality into wards	Requires Advertising
150	Election or appointment of chief elected official	Requires Advertising
PECUNIARY INTEREST OF COUNCILLORS		
171	Bylaw requiring statement of disclosure	

MUNICIPAL ORGANIZATION AND ADMINISTRATION

203	Delegation by council
205	Establishment of chief administrative officer
210	Designated officers
214	Destruction of records
226.1	Bylaws modifying petition requirements
230	Public hearing (Procedures for holding)

PART 8

BORROWING

251	Borrowing bylaw
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Requires Advertising - Review sections 256 thru 263 to determine if advertising is required for each instance

LOANS AND GUARANTEES

265	Loan bylaw
266	Guarantee bylaw

Requires Advertising

Requires Advertising

PART 9

PREPARATION OF ASSESSMENTS

297	Assigning assessment classes to property
304(1)(j)(ii)	Recording assessed persons (DMH)
304(1)(k)	Recording assessed persons (DMH)

Requires Advertising

PREPARATION OF SUPPLEMENTARY ASSESSMENTS

313	Preparation of supplementary assessments
-----	--

PART 10

TAXATION

339	Incentives - (for payment of property taxes)
340	Installments
344	Penalty for non-payment in current year
345	Penalty for non-payment in other years
351	Non-taxable property

PROPERTY TAX

353	Property tax bylaw
357	Special provisions - (compulsory installments)
363	Exempt property that can be made taxable
364	Exemptions granted by bylaw
364.1	Brownfield tax incentives
369	Supplementary property tax bylaw

Requires Public Hearing

BUSINESS TAX

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- 371 Business tax bylaw
- 377 Business tax rate bylaw
- 379 Supplementary business tax bylaw
- 381 Business Improvement Area Tax (AR 93/2016)

COMMUNITY REVITALIZATION LEVY

- 381.2 Community revitalization levy

SPECIAL TAX

- 382 Special tax bylaw

WELL DRILLING EQUIPMENT TAX

- 388 Well drilling equipment tax bylaw

LOCAL IMPROVEMENT TAX

- 397 Local improvement tax bylaw

COMMUNITY AGGREGATE PAYMENT LEVY

- 409.1 Community aggregate payment levy bylaw

PART 11

ESTABLISHMENT AND FUNCTION OF ASSESSMENT REVIEW BOARDS

- 454 Assessment review boards to be established

PART 13

POWERS AND DUTIES OF BYLAW ENFORCEMENT OFFICERS

- 556 Powers and duties of bylaw enforcement officers

PART 15

REGIONAL SERVICE COMMISSIONS - ESTABLISHMENT AND OPERATION

- 602.07 Bylaws -- Regional Service Commissions

PART 16

MISCELLANEOUS

- 606.1 Advertisement Bylaw

Requires Public Hearing

PART 17

**No bylaw under this Part is binding unless
passed in accordance with this Part**

PLANNING AUTHORITIES

- 623 Subdivision authority
- 624 Development authority
- 625 Intermunicipal service agency
- 626 Municipal planning commission
- 627 Appeal board established (SDAB)

INTERMUNICIPAL DEVELOPMENT PLANS

- 631 Intermunicipal development plan

Requires Public Hearing (s. 692)

MUNICIPAL DEVELOPMENT PLANS

- 632 Municipal development plan (Mandatory for all municipalities)

Requires Public Hearing (s. 692)

AREA STRUCTURE PLANS

- 633 Area structure plan

Requires Public Hearing (s. 692)

AREA REDEVELOPMENT PLANS

- 634 Area redevelopment plan

Requires Public Hearing (s. 692)

LAND USE

- 639 Land use bylaw

Requires Public Hearing (s. 692)

DEVELOPMENT LEVIES AND CONDITIONS

REDEVELOPMENT LEVIES

- 648 Offsite levy

Requires Public Hearing (s. 692)

SUBDIVISION OF LAND

- 658 Cancellation of plan of subdivision

RESERVE LAND, LAND FOR ROADS AND UTILITIES

- 665 Designation of municipal land
- 670.2 Funding future reserves
- 672 Transfer of school and other reserves to municipality

USE AND DISPOSAL OF RESERVE LAND

- 676 Changes to environmental reserves' use of boundaries

Requires Public Hearing

PART 17.1

GROWTH MANAGEMENT BOARDS

- 708.23 Appeal or dispute resolution mechanism

PART 17.2

INTERMUNICIPAL COLLABORATION

- 708.33 Method of creating framework

Bylaws must be prepared

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THIS IS A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE
PROVINCE OF ALBERTA, TO BE KNOWN AS THE
SUMMER VILLAGE OF ISLAND LAKE FEES & CHARGES AMENDMENT BYLAW

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of Island Lake established in Bylaw No. 05-2019 certain fees and charges (Schedule "A" – The Fees Schedule);

AND WHEREAS, the Summer Village of Island Lake wishes to waive the fees for Development Permits for those applying for Recreational Vehicle Pads and placement of Recreational Vehicles upon properties zoned R1 and R2 within the Summer Village of Island Lake Land Use Bylaw 03-2012;

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

1. That this Bylaw may be cited as the "FEES and CHARGES AMENDMENT BYLAW".
2. That the Summer Village of Island Lake shall charge fees as established in Amended Schedule "A", 'The Fee Schedule', attached hereto, with the adjustment of the fees for Development Permits for Recreational Vehicle Pads and placement of Recreational Vehicles in which instance the fee(s) shall be reduced to \$0.00.
3. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.

Read a first time on this 18th day of August, 2020

Read a second time on this 18th day of August, 2020

Unanimous Consent to proceed to third reading on this 18th day of August, 2020

Read a third and final time on this 18th day of August, 2020

Signed this 18th day of August, 2020

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF ISLAND LAKE	
Amended Schedule "A" – The Fees Schedule	Page 1 of 2
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$10.00
COST OF COPIES PER COPY	\$0.25
SPECIAL SERVICES RATE PER HOUR	\$75.00
(Special services rate applies to all inquiries for information that takes in excess of fifteen minutes to acquire, Estimates will be given under the \$10.00 fee.)	
TAX CERTIFICATES	\$25.00
COMPLIANCE CERTIFICATES	
- Standard	\$75.00
- Rush	\$150.00
ASSESSMENT APPEAL FEE (Refundable if applicant is successful.)	\$50.00
SUBDIVISION OR DEVELOPMENT APPEAL FEE	\$200.00
SUBDIVISION OR DEVELOPMENT APPEAL FEE (Adjoining neighbor.)	\$100.00
LOT CONSOLIDATION FEE	\$750.00
LAND USE BYLAW AMENDMENT FEE	\$1,000.00
DEVELOPMENT PERMITS (Except RV pads and RV's)	\$500.00
DEVELOPMENT PERMITS – RECREATIONAL VEHICLES & PADS	\$0.00
HOME OCCUPANCY, SIGNS, DECKS, FENCES, HOLDING TANK	\$75.00
DEMOLITION PERMITS	\$75.00
COMMERCIAL	\$200.00
AFTER CONSTRUCTION HAS STARTED	
DEVELOPMENT PERMITS – MAJOR – MAIN BUILDINGS (Except RV Pads and RV's)	\$500.00
DEVELOPMENT PERMITS – RECREATIONAL VEHICLES & PADS	\$0.00
DEVELOPMENT PERMITS – MINOR – ANCILLARY BUILDINGS	\$150.00
HOME OCCUPANCY, SIGNS, DECKS, FENCES, HOLDING TANK	\$150.00
DEMOLITION PERMITS	\$150.00
COMMERCIAL	\$400.00
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY
PLUMBING PERMITS	CODES
GAS & HEATING PERMITS	PROVIDER

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SUMMER VILLAGE OF ISLAND LAKE	
Amended Schedule "A" – The Fees Schedule	Page 2 of 2
REMOVAL OF STOP WORK ORDER	\$500.00
TRAILER – Recreational vehicle permit required for > than 2 on a lot	\$250.00
DOCKS ON MUNICIPAL PROPERTY	
(Policy #2015-01 Management of Municipal Property – Waterfront)	
Registration and Annual application	\$0.00
Failing to remove by Sept 30 th , Failing to register	
- first offence*	\$50.00
- second offence*	\$250.00
- third offence*	\$500.00
*plus the cost of removal of the structure	

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From: svislandlake@wildwillowenterprises.com
Sent: August 20, 2020 9:10 AM
To: Wendy Wildman
Subject: FWD: Historical society- Island Lake

Charlsie Moskalyk
Administration

Summer Village of Island Lake
Box 8 Alberta Beach, AB T0E 0A0
P: 780-967-0271 F: 780-967-0431

website: www.islandlake.ca
email: svislandlake@wildwillowenterprises.com

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

Subject: Historical society- Island Lake

From: "Maureen Mohs"

Date: 8/12/20 12:14 pm

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

Good morning, I was wondering if you could add the following 2 items to the next council meeting agenda.

1. Community Facility Enhancement Program Grant- requires final billing. We received a initial grant of \$67,521.00 in August 2019 towards the new playground. To date we have been invoiced and paid the following amounts: \$35,380.00 (October) and \$20,778.50 (June). We require billing for the last portion of the grant money. We would appreciate council's immediate attention on this matter.

2. The Historical Society would like council's permission to have 2 small little libraries (1 adult material and 1 children's reading material) installed near the Gazebo. The Historical Society would cover all costs of the building and installation of these 2 small lending libraries. One of our members had approached the shop teacher at Edwin Parr High School and he has enthusiastically agreed to have his students take on the building of these libraries as a community enhancement project during the 2020-21 school year. Installation would be aimed at the 2021 summer season which would fit in nicely with the summer program and hopefully the end of Covid.

Please feel free to contact me if you have any questions or need additional clarification. Thanks again for your continued support and assistance.

Maureen Mohs
Chair - Historical Society

Sent from my iPhone

Admin
item

council

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

Subject: Re: 2020 Annual General Meeting

From: "ASVA Exec Director" <summervillages@gmail.com>

Date: 9/1/20 1:54 pm

To: "Deb Hamilton" <execdirector@asva.ca>

Cc: "Brenda Shewaga" <brenda.yellowstone@gmail.com>, "Dennis Evans" <d.evans@xplornet.com>, "Duncan Binder" <12028dak@gmail.com>, "Gary Burns" <gmburns45@gmail.com>, "Marlene Walsh" <marlenehwalsh@gmail.com>, "MIKE PASHAK" <mike.pashak@shaw.ca>, "Morris Nesdole" <mnnedole@outlook.com>, "Pete Langelle" <plangell@telus.net>, "Peter Pellatt" <ppellatt@shaw.ca>, "R.W. (Rob) Dickie" <dickie@nicholsenvironmental.com>, "Teresa Beets" <tabeets@gmail.com>

Members,

As a follow up to this notice, I have had a question on fees. You will note that **there is no fee to participate in the 2020 AGM.**

Also, as indicated in the email sent to all members on August 5th, 2020, the Board had to make the difficult decision to cancel the conference this year. The pandemic and related gathering restrictions have limited our ability to host an actual conference. The outlook for this fall does not appear to be changing in this regard and that is why the AGM will be conducted in a virtual setting.

Regards,

Deb Hamilton

Executive Director

Association of Summer Villages of Alberta

780-236-5456

execdirector@asva.ca

www.asva.ca

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On Tue, 1 Sep 2020 at 13:32, ASVA Exec Director <summervillages@gmail.com> wrote:

Good afternoon members. Attached please find the official poster notice for the 2020 ASVA Annual General Meeting. Please distribute to your members of council. As the poster indicates all that participate must have their own email address in order to cast a vote at the AGM. Additional emails will be sent shortly on the Notice of a Special Resolution to Replace the Bylaws as well as the preliminary AGM Agenda.

We look forward to your participation in our virtual AGM. Closer to the meeting date, additional information will be distributed on the specifics of the Zoom meeting and protocols.

If you have any questions, please never hesitate to contact me.

Regards,

Deb Hamilton

Executive Director

Association of Summer Villages of Alberta

780-236-5456

execdirector@asva.ca

www.asva.ca

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OUR STRENGTH IS IN OUR COMM-*Unity*

ASVA Annual General Meeting
&
Advocacy Panel Discussion

To register, please email: info@asva.ca
and provide the following information:

Name and Title (mayor/councillor/CAO, etc)
Email address (for each participant)

NOTE: Every participant must register with their own email address in order to vote.

ALL THAT PARTICIPATE UNTIL THE END OF THE FULL EVENT
WILL HAVE THEIR NAMES ENTERED FOR A CHANCE TO WIN A GREAT PRIZE !

THURSDAY, OCTOBER 15, 2020
AT 4:00 PM

Association of Summer Villages of Alberta

Come **ZOOM** with us!

Hello

"Michelle M Sierink"

Sent: 9/3/2020 10:27 AM

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

Hi everyone, I am requesting a letter "of no objection" for an approval of placing a seasonal dock in the Community District Park Reserve Block 15.

Thank you

Michelle Sierink

3 Salmon Street

Island lake

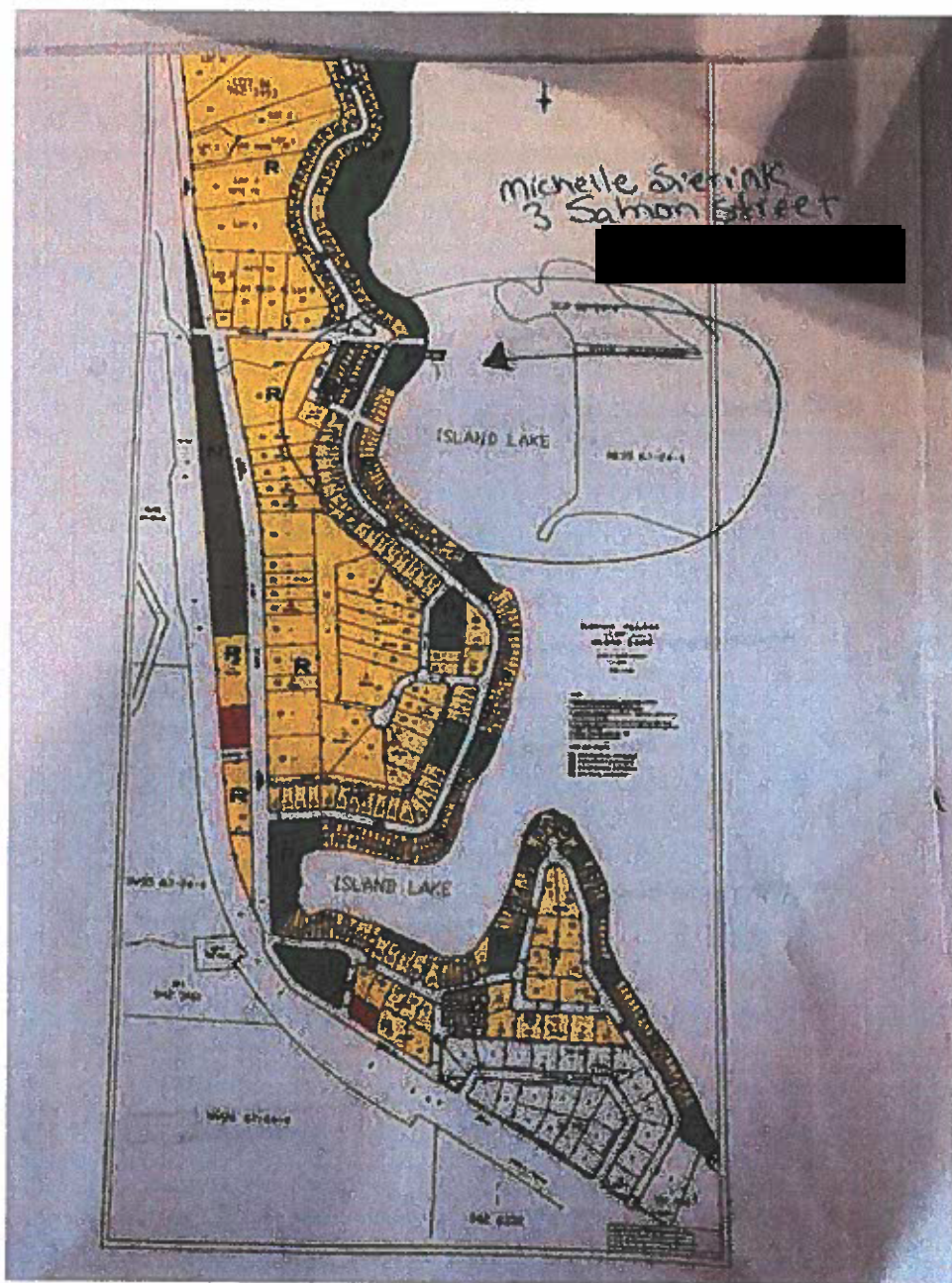
Excited to make Island Lake my permanent residence.

Sent from my iPhone

Attachments: [IMG_3929.jpg](#)

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Summer Village of Island Lake

Box 8, Alberta Beach, AB T0E 0A0

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

Website: www.islandlake.ca

Email: svislandlake@wildwillowenterprises.com

September 4, 2020

Michelle Sierink

Email: I

Summer Village of Island Lake

Dear Mrs. Sierink:

Re: Placement of a Seasonal Dock adjacent to Municipal Reserve Lands located at Lot P Block 15 Plan 3857 KS 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

Administrative Policy

Number	Title			
A-COM-DIS-1	Landowner Disputes Resolution			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

The Summer Village is a small municipality with limited financial resources that need to be spent responsibly with a view to the best interests of the municipality as a whole

Policy Statement

The Summer Village shall be focused on enforcement or intervention with residents only where there is an issue that interests or affects the municipality, directly or indirectly

Standards

1. Examples of where the Summer Village's interests may be at issue include, but are not limited to, where there is a violation of a municipal bylaw, including the land use bylaw, or where there is some other circumstances which would permit the Summer Village to intervene pursuant to the Municipal Government Act, or another statute; and
2. The Summer Village should not subsidize disputes between landowners where no Summer Village interests are involved
3. The Summer Village shall develop and enforce bylaws that support good neighbor etiquette as needed.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Box 8, Alberta Beach, AB T0E 0A0

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

Website: www.islandlake.ca

Email: svislandlake@wildwillowenterprises.com

ATTENTION: Herman Stegehuis, Wildfire Specialist

County of Athabasca

3602 – 48th Ave.

Athabasca, AB

T9S 1M8

Dear Herman:

Re: FRIAA FIRESMART PROPOSALS – LETTER OF SUPPORT

With reference to the above noted, please be advised that the Council of the Summer Village of Island Lake has directed that we wish to participate in the Athabasca Wildfire Mitigation Plan. Our Summer Village has two fuel patches encompassing 4.13 hectares which are considered to be high priority for treatment.

We are forwarding this letter of support, in conjunction with all interested Summer Villages. As we understand it, this application will enable us to undertake the wildfire management portion of the overarching Fire Protection Plan for Summer Village. Our next Council meeting is scheduled for September 15th, 2020 at which time a formal resolution will be forthcoming.

Trusting this meets your approval, we look forward to continuing with this project.

Yours truly,

Wendy Wildman

CAO, Summer Village Island Lake

WW/dw

c.c. Village Council

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Re: FRIAA FIRESMART PROPOSALS

"herman stegehuis" [hermanstegehuis@gmail.com]

Sent: 9/8/2020 10:32 AM

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

A letter is great, suggest you mention the date the motion from council would follow.

Regards,

Herman

On Tue, Sep 8, 2020 at 10:12 AM <svislandlake@wildwillowenterprises.com> wrote:

Hi Herman,

The Council of the Summer Village of Island Lake has agreed to be part of this. Do you require the written motion before the 14th or if we can provide you with a letter now and then the official motion on the 15th as that is when our next Island Lake meeting is?

Thank you,

Charlsie Moskalyk
Administration

Summer Village of Island Lake
Box 8 Alberta Beach, AB T0E 0A0
P: 780-967-0271 F: 780-967-0431

website: www.islandlake.ca
email: svislandlake@wildwillowenterprises.com

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

Subject: FRIAA FIRESMART PROPOSALS

From: "herman stegehuis" <hermanstegehuis@gmail.com>

Date: 9/6/20 9:44 am

To: "Kim Bancroft" <bancroftkim@hotmail.com>, "edtomaszuk@gmail.com" <edtomaszuk@gmail.com>, "Vivian Driver" <viviandriver@mcsnet.ca>, "svislandlake@wildwillowenterprises.com" <svislandlake@wildwillowenterprises.com>

Cc: "Nancey Havenga" <nancey.havenga@gov.ab.ca>, "Sheldon Schoepp" <fireservices@athabascacounty.com>, "Ron Jackson" <rjackson@athabascacounty.com>

Folks,

Thank you for providing a quick turnaround on past vegetation management projects and maps with areas of concern. I have spent the last couple of days in the field reviewing potential vegetation management units, and offer the following recommendations:

- All of the past FireSmart vegetation management units are located in fire resistant deciduous vegetation. Proposals in those locations would not likely be supported by FRIAA. The following suggested treatment units were confirmed to be high priority in the field and have been identified in the Athabasca Wildfire Mitigation Plan. As such these would have a higher chance of FRIAA support.
- A 0.99 hectare patch of coniferous fuels at the South end of SV **West Baptiste**, and would make a great demonstration site and disconnect the fuel wick entering the community from the West. See attached photo.
- A thick 2.63 hectare patch of Black spruce East of **Whispering Hills** Road is hazardous, connected to the community and if a wildfire occurs in this stand would contribute significant burning embers to surrounding residences. See attached.
- **Island Lake** has two coniferous fuel patches on either side of Lakeshore Dr N. The westerly unit is 3.4 hectares and the East unit is 0.73 hectares. Both patches are within the SV and would be considered high priority for treatment. See attachment.
- The treatment unit identified on the NE end of **Sunset Beach** is 9.88 hectares on crown land and is primarily conifer.
- The hazardous forest fuels affecting **SV of Meawatha Beach**, **SV of South Baptiste**, and **SV Island Lake South** are located outside of these communities on private land.

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If any of these recommendations interest you and your municipality, let me know and I would be happy to help you with an expression of interest for this round of FRIAA FireSmart grants (at no cost as usual).

A highly recommended wildfire risk reduction strategy for all of these communities is public education by way of FireSmart home hazard assessments. This FRIAA FireSmart funded project is occurring at this time under the leadership of Athabasca County, as mentioned when we met. Free FS home hazard assessments are available until the end of November. Having homeowners take ownership of FireSmart around their properties might be the most effective mitigation for ember transplant. Feel free to have any of your residents call Teresa Malcolm at 780-206-7039 to request a trained FD member to complete a FireSmart home hazard assessment with them.

Feel free to call if you have any questions.

--
Herman Stegehuis
Wildfire Specialist
Athabasca County
780-222-4060

--
Herman Stegehuis

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RE: FRIAA Grant

"svislandlake@wildwillowenterprises.com" [svislandlake@wildwillowenterprises.com]

Sent: 7/30/2020 1:48 PM

To: ""Kim Bancroft"" <bancroftkim@hotmail.com>

Hi Kim,

Thank-you for your email. What are you proposing the application (or project) would actually entail if we did a joint project?

Wendy Wildman
CAO

Summer Village of Island Lake
Box 8 Alberta Beach, AB T0E 0A0
P: 780-967-0271 F: 780-967-0431

website: www.islandlake.ca
email: svislandlake@wildwillowenterprises.com

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

Subject: FRIAA Grant

From: "Kim Bancroft" <bancroftkim@hotmail.com>

Date: 7/29/20 12:16 pm

To: "Vivian Driver" <viviandriver@mcsnet.ca>, "svislandlake@wildwillowenterprises.com" <svislandlake@wildwillowenterprises.com>, "edtomaszuk@gmail.com" <edtomaszuk@gmail.com>

Hello,

I just met with Herman Stegehuis regarding the FRIAA grant that is available for vegetation management. I believe some of you are meeting with him as well. I attended the information session yesterday and they pointed out that this round will be competitive and that projects with multi-community involvement would be prioritized. When I mentioned that to Herman, we discussed the possibility of maybe combining the 6 summer villages in Athabasca County (all except Bondiss – he seemed to think it would need its own application) which might give us a better chance at getting accepted. Just wondering if your summer villages were all planning on applying and if this is something you might be interested in considering? I haven't talked to my councils yet, the idea was just thrown out there.

Herman said he would do the Expression of Interest portion for free (might be some minor travel expense) with the understanding that if we move on to the proposal portion, he would get the work to do the proposal which would be paid from the grant.

Let me know where you guys are at with this. Thanks.

Kim Bancroft, CAO

Summer Village of Island Lake South

899 Village Mews

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VENDOR		VENDOR ID	DATE ISSUED
SUMMER VILLAGE OF ISLAND LAKE			01-Sep-2020
DEPOSITED AT BANK:		DEPOSIT NO	DATE
BRANCH:		0068805523	03-Sep-2020
ACCOUNT:			AMOUNT
			\$538.00
		TOTAL	
		\$538.00	

PAYMTE D 00341
SUMMER VILLAGE OF ISLAND LAKE
PO BOX 8
ALBERTA BEACH AB
CAN T0E 0A0

DEPOSIT NO: 0068805523		DEPOSIT DATE: 03-Sep-2020	
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT
ET008740	FCSS SEPTEMBER PAYMENT Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	095261113FCSS090120	\$538.00
			SUB-TOTAL
			\$538.00
DEPOSIT TOTAL			\$538.00

RECEIVED
SEP 08 2020

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