

SUMMER VILLAGE OF ISLAND LAKE

AGENDA

Tuesday, October 20th, 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, October 20th, 2020 Regular Council Meeting
3. Minutes: p1-5 a) Tuesday, September 15th, 2020 Regular Council Meeting Minutes
p6-9 b) Tuesday, September 15th, 2020 Organizational Meeting Minutes
4. Appointments: a) 4:45 p.m. – John Wasmuth – please refer to the attached submission from Mr. Wasmuth regarding SVIL Development Officer Past, Present and Future (*accept presentation for information or some other direction as given by Council at meeting time*)
p10-14 b) 5:05 p.m. – Tracy Brown – please refer to the attached October 8th, 2020 email from Ms. Brown regarding the costs incurred in the Wasmuth appeal and requirements of the Development Officer going forward (*accept presentation for information or some other direction as given by Council at meeting time*)
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5. Bylaws: Bylaw 02-2016, Procedure & Committee Bylaw to establish the procedure and conduct of meetings of Council and Council Committees. Recently an inquiry was made with respect to clauses 39. 45. 46 and whether the days noted were “business” days or just days. It has been interpreted in the past as business days. Administration was hoping to have a draft revised bylaw available for consideration at this meeting, but unfortunately, we have not received legal counsels review on same. For the purpose of today's meeting, we are simply introducing Council to the matter and requesting Council review the bylaw and advise if they have any other suggested changes (*that Administration prepare a new bylaw replacing Bylaw 02-2016 for our next Council meeting*)
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6. Business:

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- a) Northern Lights Library System – please refer to the attached September 17, 2020 letter advising the Board has approved their 2021 Budget with a 0% levy increase, with the 2021 levy remaining at \$10.46 per capita (IL 228 x \$10.46 = \$2,384.88. *(that the Summer Village of Island Lake support the proposed 2021 Budget of the Northern Lights Library System with the 2021 levy remaining at \$10.46 per capita)*)

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- b) 2020 Annual Information Meeting – discussion previously was on scheduling this meeting the latter part of November. The cost for the last SDAB Hearing meeting utilizing a moderator was just under \$1,400. The Island Lake auditor is available most days in November and the moderator is very flexible. It was discussed that a weekday (later part of the day) or Saturday would be best. To proceed with this, we need to set a date very soon for availability purposes and need to answer several questions: how many people would be expected, do we need a moderator to monitor the calls, do we need a record of the caller/participant information and if so, this can only be done with pre-registration from participants. As well, we need to know if audio and/or slide streaming will be required. *(direction as given at meeting time)*

- c) Temporary Waiver of Development fees as per Motion #20-127 (Sept. 15/20 mtg), it was moved to grant a temporary waiver of fees for Development Permits as follows:

MOVED by Mayor Newton that the Summer Village grant a temporary waiver of fees for development permits for applications for existing structures only, where such structures exist as of the date of this motion, and where the development permit application is ***submitted to the Development Authority for processing between the dates of September 15, 2020 and December 18, 2020***, with such waiver being provided to encourage residents to bring their properties into compliance with the current Land Use Bylaw.

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Administration has received three requests for refunds from residents, however all applications do not fall into the Sept. 15 – Dec. 18th parameters. One permit was submitted August 23rd with a \$500 fee, another was submitted August 30th with a \$500 fee and the third was submitted September 9th with a \$500 fee.
(direction as given by Council at meeting time)

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- d) Forest Resource Improvement Association of Alberta (FRIAA) In accordance with the Athabasca County Wildfire Mitigation Plan, the Summer Village of Island Lake forwarded an application for the removal of high potential fuel areas for the Summer Village. We have received notification that the Expression of Interest has been approved to move forward to the full proposal stage. Herman Stegehuis, Wildfire Specialist, has offered to submit the proposal at cost and charged back to the project. A Municipal Council Resolution is required indicating support of this next step along with this submission. *(that Council approve support of a full application to the Forest Resource Improvement Association of Alberta for the Summer Village of Island Lake Non-Commercial Vegetation Management program, and further that Wildfire Specialist, Herman Stegehuis, be authorized to submit the proposal on behalf of the Summer Village with cost charged back to the project.*

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- e) Brownlee LLP Virtual Conference – this annual conference will be available for attendance on either February 11th, 2021 or February 18th, 2021. This conference will center on the latest trends to keep building strong communities and adapt to challenging times. The webinar will be held via zoom with no cost. *(Council authorize participation of Council and Administration.)*

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- f) Municipal Operating Support Transfer – this initiative is a collaboration between the Province of Alberta and the Government of Canada to support municipalities in safely restarting their local economies. The allocation

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for the Summer Village of Island Lake is \$28,087. The Memorandum of Agreement is attached and requires the signature of the Chief Elected Official for submission. Also attached are the program guidelines. *(that Council approve the Agreement and authorize execution of the Memorandum of Agreement regarding the Municipal Support Transfer)*

g) Demolition – requested for discussion by Councillor Montague *(as direction given by Council)*

h) Athabasca & Area Prevention of Relationship Abuse Committee – the Summer Village has received a letter from the above noted organization (PRAAC) requesting a donation supporting the THRIVE program, Athabasca and area's prevention of relationship abuse program. They are hoping to raise \$15,000 by November 1st, 2020. From the info. garnered, a donation was forwarded in 2017; I have not found anything further in recent years. *(that Council respectfully decline financial participation at this time);*
(that Council forward a donation in the amount of \$_____);
(that Administration draft a "donation policy" and bring back to Council for consideration)

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i)

j)

k)

7. Financial

a) Income & Expense Statement – as of September 30th, 2020

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8. Councillors' Reports

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

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9. Administration Reports

- a)
- b)

10. Information and Correspondence

- a) DP 20DP14-04 – “as built” installation of septic system (holding tank), construction of two (2) Recreational Vehicle Parking Pads, two (2) accessory buildings, and a deck, utilization up the site of a two (2) recreational vehicles for the purposes of occupation and storage at @58 Lakeshore Drive South
- b) DP 20DP17-04 – demolition of an existing dwelling, construction of a single detached dwelling (77.92 sq. m), installation of a water supply (cistern) and septic system (existing holding tank) @13 Lakeshore Drive South
- c) DP 20DP18-04 – “as built” construction of two (2) recreational vehicle parking pads, utilization upon the site of two (2) recreational vehicles for the purposes of occupation and storage @79 Spruce Drive
- d) DP 20DP13-04 – “as built” construction of a recreational vehicle parking pad and deck, utilization upon the site of a recreational vehicle for the purposes of occupation and storage @99 Lakeshore Drive South
- e)

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11. Closed Meeting – Personnel – Evaluation FOIP Sec. 17

12. Adjournment

Next Meeting:

Regular Council meeting November 17th, 2020 @ 4:30 p.m.

**SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES**

TUESDAY, SEPTEMBER 15, 2020

AT THE WESTLOCK INN & CONFERENCE CENTRE & VIA TELECONFERENCE

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

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

Appointments: a) 4:35 p.m. – in person Legal Counsel Michelle Gallagher and
Development Officer Tony Sonleitner – to present and
review draft revised fees and charges bylaw

Public at Large: (it is estimated that 3 participants called into the meeting)

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 4:30 p.m.
2.	AGENDA 20-119	MOVED by Deputy Mayor Binder that the September 15, 2020 Agenda be approved with the following addition: Under Business f) WSP Canada Inc. proposal for traffic calming study CARRIED
3.	MINUTES 20-120	MOVED by Councillor Montague that the minutes of the regular Council meeting held on August 18, 2020 be approved as presented. CARRIED
4.	APPOINTMENTS	4:35 p.m. – (in person) Legal Counsel Michelle Gallagher and Development Officer Tony Sonleitner – to present and review draft revised fees and charges bylaw 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

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES

TUESDAY, SEPTEMBER 15, 2020

AT THE WESTLOCK INN & CONFERENCE CENTRE & VIA TELECONFERENCE

	20-121	MOVED by Deputy Mayor Binder that schedule "A" of the draft Fees & Charges Bylaw 04-2020 be discussed in detail during the consideration of the bylaw under 5a. CARRIED
	20-122	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 MOVED by Mayor Newton that Council has no objection to the Historical Society placing two small lending libraries near the current gazebo location in spring of 2021. CARRIED
5.	BYLAWS 20-123	MOVED by Deputy Mayor Binder that Bylaw 04-2020 being a Bylaw to authorize Fees & Charges for the Summer Village of Island Lake, be given 1 st reading with the Schedule "A" fees being amended to reflect the following changes for Development Permits: DEVELOPMENT PERMITS: SINGLE FAMILY DWELLING - \$300.00 GUEST HOUSE - \$300.00 ACCESSORY BUILDING – GAZEBO OR SHED – \$150.00 ACCESSORY BUILDING – DETACHED GARAGE - \$300.00 GROUND LEVEL DECKS OR STRUCTURES – \$150.00 ADDITIONS TO DETACHED DWELLINGS - \$300.00 RECREATIONAL VEHICLE AND PARKING PAD - \$150.00 SEPTIC SYSTEM AND HOLDING TANKS - \$75.00 BOAT HOUSE - \$150.00 HOME OCCUPATION - \$150.00 VARIANCE (IN ADDITION TO THE FEE FOR THE STRUCTURE) - \$150.00 SIGNS – \$75.00 DEMOLITION PERMITS - \$75.00 COMMERCIAL – \$200.00 MAXIMUM DEVELOPMENT PERMIT FEE FOR MULTIPLE BUILDINGS OR STRUCTURE SUBMITTED ON ONE APPLICATION - \$500.00 ADDITIONAL FEES FOR DEVELOPMENT PERMITS FOR "AS BUILTS" OR AFTER CONSTRUCTION HAS STARTED -DOUBLE THE FEE(S) OUTLINED ABOVE CARRIED

**SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 15, 2020**

AT THE WESTLOCK INN & CONFERENCE CENTRE & VIA TELECONFERENCE

	20-124	MOVED by Councillor Montague that amended Bylaw 04-2020 be given second reading. CARRIED
	20-125	MOVED by Mayor Newton that amended Bylaw 04-2020 be considered for third reading. CARRIED UNANIMOUSLY
	20-126	MOVED by Mayor Newton that amended Bylaw 04-2020 be given third and final reading. CARRIED
	20-127	MOVED by Mayor Newton that the Summer Village grant a temporary waiver of fees for development permits for applications for existing structures only, where such structures exist as of the date of this motion, and where the development permit application is submitted to the Development Authority for processing between the dates of September 15, 2020 and December 18, 2020, with such waiver being provided to encourage residents to bring their properties into compliance with the current Land Use Bylaw. CARRIED
6.	BUSINESS	
	20-128	MOVED by Mayor Newton that Council and Administration be authorized to attend the virtual Association of Summer Villages of Alberta Annual General Meeting and Advocacy Panel Discussion scheduled for Thursday, October 15, 2021 at 4:00 p.m. CARRIED
	20-129	MOVED by Mayor Newton that the Summer Village ratify approval of the letter of no objection issued to Michelle Sierink of 3 Salmon Street to place a dock off of the municipal reserve providing all provincial guidelines are followed and provincial approvals are in place. CARRIED
	20-130	MOVED by Mayor Newton that Council approve draft policy A-COM-DIS-1 respecting Landowner Disputes Resolution as presented. CARRIED
	20-131	MOVED by Councillor Montague that the Summer Village of Island Lake support the Athabasca Wildfire Mitigation Plan and the FRIAA Firesmart Proposal. CARRIED

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TUESDAY, SEPTEMBER 15, 2020

AT THE WESTLOCK INN & CONFERENCE CENTRE & VIA TELECONFERENCE

	20-132	MOVED by Mayor Newton that the Annual Information Meeting be postponed to the end of November 2020 pending availability of a moderator to host the meeting and the Summer Village's auditor to present the 2019 Audited Financial Statements. CARRIED
	20-133	MOVED by Mayor Newton that Council ratify approval of the quote from WSP Canada Inc. for a traffic study and safety recommendation report. CARRIED
7.	FINANCIAL REPORT 20-134	MOVED by Deputy Mayor Binder that Council accept for information the Income & Expense Statement as of August 31, 2020 as presented. CARRIED
8.	COUNCIL REPORTS 20-135	MOVED by Deputy Mayor Binder that the Council reports be accepted for information. CARRIED
9.	ADMINISTRATION REPORT 20-136	MOVED by Mayor Newton that the Administration report be accepted for information. CARRIED
10.	INFORMATION AND CORRESPONDENCE 20-137	MOVED by Mayor Newton that the following correspondence be accepted as information: a) Government of Alberta Direct Deposit on September 1 st , 2020 of \$538.00 for September FCSS funding CARRIED

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TUESDAY, SEPTEMBER 15, 2020
AT THE WESTLOCK INN & CONFERENCE CENTRE & VIA TELECONFERENCE

11.	CLOSED MEETING	n/a
12.	ADJOURNMENT	The meeting adjourned at 6:28 p.m.

Next meeting:

Tuesday, October 20, 2020 at 4:30 p.m. at the Westlock Inn & Conference Centre.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

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Summer Village of Island Lake
Organizational Meeting
Tuesday, September 15, 2020
Held at the Westlock Inn & Conference Centre & Via Teleconference

	PRESENT	<p>Councillors: Duncan Binder, Jim Montague, Chad Newton</p> <p>Administration: Chief Administrative Officer Wendy Wildman Administrative Assistant, Heather Luhtala Administrative Assistant, Diane Wannamaker</p> <p>Public at Large: 1 in person / 3 via teleconference</p>
1.	CALL TO ORDER	Wendy Wildman called the meeting to order at 6:30 p.m.
3.	AGENDA 20-138	<p>MOVED by Councillor Montague that the September 15, 2020 Organizational Agenda be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	NOMINATIONS 20-139 20-140	<p>Wendy Wildman called for nominations for Mayor.</p> <p>Councillor Montague nominated Councillor Newton</p> <p>Wendy Wildman called for nominations a second time.</p> <p>Wendy Wildman called for nominations a third time.</p> <p>MOVED by Councillor Newton that nominations cease.</p> <p style="text-align: right;">CARRIED</p> <p>Chad Newton was declared Mayor and was administered the Oath of Office for Mayor and assumed the Chair.</p> <p>Mayor Newton called for nominations for Deputy Mayor.</p> <p>Councillor Montague nominated Councillor Binder.</p> <p>Mayor Newton called for nominations a second time.</p> <p>Mayor Newton called for nominations a third time.</p> <p>MOVED by Mayor Newton that nominations cease.</p> <p style="text-align: right;">CARRIED</p> <p>Duncan Binder was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.</p>

(b)

Summer Village of Island Lake
Organizational Meeting
Tuesday, September 15, 2020
Held at the Westlock Inn & Conference Centre & Via Teleconference

5.	COMMITTEE APPOINTMENTS 20-141	<p>MOVED by Mayor Newton that the following committee appointments be approved:</p> <ul style="list-style-type: none"> a) Public Works (Councillor Montague) b) Baptiste And Island Lake Society (BAILS) (Councillor Montague) c) Association of Summer Villages of Alberta (ASVA) (Deputy Mayor Binder) d) Library (Deputy Mayor Binder) e) Community League (Mayor Newton) f) Island Lake Days (Mayor Newton) g) Baptiste Fire Department (Mayor Newton) h) Land Use Bylaw & Municipal Development Plan (Duncan Binder) i) Intermunicipal Development Plan (Duncan Binder) <p style="text-align: right;">CARRIED</p>
6.	FINANCIAL 20-142 20-143	<p>MOVED by Mayor Newton that the following financial information be confirmed:</p> <ul style="list-style-type: none"> a) Signing Authority to be all of the Council and the Chief Administrative Officer, and Administrative Assistant, Two signatures are required: -One signature to be any member of Council (Chad Newton, Jim Montague, Duncan Binder) and; -One signature to be the Chief Administrative Officer, Wendy Wildman or the Assistant Chief Administrative Officer <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Newton that the Council Remuneration Policy C-COU-REM-1 be approved as presented.</p> <p style="text-align: right;">CARRIED</p>

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Summer Village of Island Lake
Organizational Meeting
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	20-144	<p>MOVED by Mayor Newton that the banking authority be approved as ATB Financial (Onoway, Alberta).</p> <p style="text-align: right;">CARRIED</p>
7.	<p>MEETINGS 20-145</p>	<p>MOVED by Councillor Montague that Regular Council meetings be scheduled for the third Tuesday of each month at 4:30 p.m., to be held at the Westlock Inn & Conference Centre and that teleconferencing be deemed an acceptable way of holding a meeting and that any changes to the date of the meetings be posted on the Summer Village website – www.islandlake.ca (during pandemic events, in-person public participation may be limited).</p> <p style="text-align: right;">CARRIED</p>
8.	<p>CONFIRMATION OF APPOINTMENTS 20-146</p>	<p>MOVED by Deputy Mayor Binder that the Chief Administrative Officer appointment be confirmed as Wildwillow Enterprises Inc., Wendy Wildman.</p> <p style="text-align: right;">CARRIED</p>
	20-147	<p>MOVED by Deputy Mayor Binder that the Auditor Appointment be confirmed as Seniuk & Company.</p> <p style="text-align: right;">CARRIED</p>
	20-148	<p>MOVED by Councillor Montague that the Solicitor appointment be confirmed as Patriot Law Group.</p> <p style="text-align: right;">CARRIED</p>
	20-149	<p>MOVED by Deputy Mayor Binder that the Assessor Appointment be confirmed as Ray Crews, Municipal Assessment Services Group.</p> <p style="text-align: right;">CARRIED</p>
	20-150	<p>MOVED by Mayor Newton that the Assessment Review Board Clerk be confirmed as Richard Barnham of Capital Region Assessment Services Commission.</p> <p style="text-align: right;">CARRIED</p>
	20-151	<p>MOVED by Councillor Montague that the Development Authority Appointment be confirmed as Tony Sonleitner.</p> <p style="text-align: right;">CARRIED</p>
	20-152	<p>MOVED by Deputy Mayor Binder that the Subdivision Authority appointment be confirmed as Municipal Planning Services Ltd., Jane Dauphinee, as administration and Council of the Summer Village of Island Lake as the approving authority.</p>

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Summer Village of Island Lake
Organizational Meeting
Tuesday, September 15, 2020
Held at the Westlock Inn & Conference Centre & Via Teleconference

		CARRIED
20-153	MOVED by Deputy Mayor Binder that the Subdivision and Development Appeal Board Clerk appointments be confirmed as Milestone Municipal Services, Emily House and Cathy McCartney.	
		CARRIED
20-154	MOVED by Mayor Newton that the Municipal Planning Commission be confirmed as all of Council.	
		CARRIED
20-155	MOVED by Mayor Newton that the Land Use Bylaw and Municipal Development Plan steering committee member appointments be confirmed as David Kluthe, Terry Kuprowsky, Marc Lachambre, Darren Lamarre, Harold Walters, Morris Nesdole.	
		CARRIED
20-156	MOVED by Mayor Newton that the Freedom of Information and Protection of Privacy (FOIPP) Coordinator be confirmed as the Chief Administrative Officer, Wendy Wildman.	
		CARRIED
20-157	MOVED by Deputy Mayor Binder that the Municipal Office Location be confirmed as 4808-51 Street, Town of Onoway.	
		CARRIED
ADJOURNMENT	Mayor Newton declared the meeting adjourned at 6:52 p.m.	

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

SVIL ACTION GROUP-PRESENTATION TO COUNCIL- OCTOBER 20, 2020

Thank you Mayor Newton, Deputy Mayor Binder and Councillor Montague for the opportunity to address Council today, as President of SVIL Action Group (SVILAG) on the matter of “**SVIL Development Officer-Past, Present and Future.**”

Prior to Formation of SVIL Action Group

- June 19, 2018
 - Council gives third and final reading to Bylaw 01-2018 “a bylaw to amend Land Use Bylaw 03-2012 by creating a new land use district, entitled R-2 Residential – Large Lot.”
- February 13, 2019
 - Development Officer (Tony Sonleitner) provides “Survey Results” showing that 74% of respondents expressed that “*provision should be made for placement and maintenance of recreation Vehicles upon undeveloped lots.*” (Note: wording of survey provides DO’s erroneous interpretation of existing Land Use Bylaw)
- February 24, 2019
 - Mr. Sonleitner sends to SVIL Administration, via email, a consolidated version of the Land Use Bylaw (LUB 03-2012 – Consolidated to February 1, 2019), which he created to incorporate the amendments made in the summer and fall of 2018. (See comments under June 15, 2020 below for further discussion regarding the creation of this Consolidated LUB)
- July, 2019
 - The Summer Village of Island Lake (SVIL) Development Officer issued Stop Orders to 33 Village property owners with RV’s (5th wheels, travel trailers, motor homes) on their lots. The majority of these Stop Orders ordered the immediate removal of all recreation vehicles from the Lands. The Stop Orders referred to the following clause in “LUB 03-2012 – Consolidated to February 1, 2019”:

“Note: No RECREATIONAL VEHICLES, or ACCESSORY BUILDINGS are permitted to be placed or constructed upon a lot unless a dwelling has been previously constructed or placed upon that lot
- August 10, 2019
 - SVIL Council held AIM at Island Lake South Hall
 - Mayor Newton encouraged all lot owners without a permanent dwelling but with RV’s to apply for Development Permits.
 - Mayor Newton advised that the Application Fee on Development Permit Applications would be waived for those who applied.
- September 2, 2019
 - SVIL Action Group held inaugural meeting of all interested lot owners at Island Lake South Hall. Supporters included lot owners with RVs as well as lot owners with permanent dwellings.

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Initial Actions of SVIL Action Group Executive Committee

- Aug/Sept, 2019 - John Wasmuth (JFW) began researching the background of SVIL Land Use Bylaws and amendments, particularly the "LUB 03-2012-Consolidated to February 1, 2019." JFW made several requests/inquiries of SVIL Administration but no information was provided as to the source of added clauses:
Re: no RVs on vacant lots.
- September 27, 2019 - Received legal opinion from Roberto Noce, Q.C., Senior Partner, Miller Thomson retained by SVILAG: *"Following our review of the documents and materials presented, it seems that the consolidated amendments to the LUB are not valid and are liable to be quashed and set aside...[by the Court]"*.
- September 27, 2019 - Legal opinion of Roberto Noce was delivered to all three members of SVIL Council for review and consideration prior to SVILAG submission to Council at October 1, 2019 Council Meeting.
- October 1, 2019 - Seven members of our Group made a submission to Council to, among other things, remove the clauses that were added to the Consolidated LUB specifically intended to exclude the placement of RVs upon lots *"unless a dwelling has been previously constructed or placed upon that lot."*
- October 16, 2019 - Members of our Group again attended Council Meeting to question the authority of Consolidated LUB in issuing Stop Orders and in denying Development Permits for RV pads and RV placement. Council responded verbally, presumably on information by Mr. Sonnleitner:
- Proper processes were followed per the MGA in changing the LUB (Consolidated version)
 - No dwelling, then no RV's allowed
 - Tony Sonnleitner has been engaged to proceed with complete "renovation" of LUB
- October 24 2019 - Susan Dales, Administrative Assistant SVIL sends an email response to JFW email of October 7, 2019 stating, among other things:
- "Further to your emails, and in general reference to appointments at our last two council meetings from representatives of the Island Lake Action Committee, the Summer Village is of the opinion that proper procedures and processes were followed with respect to recent Land Use Bylaw changes."* (emphasis added)

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Further Actions of SVILAG As Legal Opinion of Roberto Noce Was Ignored

October 30, 2019 –
November 5, 2019

- Kathleen Elhatton-Lake (KEL) of Shores Jardine requested certified copies of the SVIL Land Use Bylaw (Bylaw No. 03 – 2012) and all bylaws respecting amendments to this Land Use Bylaw No. 03-2012. After several detailed requests Susan Dales responded to KEL on November 5, 2019 as follows:

"Further to your conversation with Wendy [Wildman] I have attached Bylaw 03-2012, Bylaw 01-2018, 05-2018. The Consolidated version of Bylaw 03-2012 will no longer be referenced. We did go back through the records of bylaws we have in our possession and in those documents we did not find any other bylaw between the period 2012 and 2016 with respect to any land use bylaw amendments." (emphasis added)

November 19, 2019

- JFW and other Executive Committee members attend Council Meeting at Sheraton Four Points and submitted detailed chronology of factual information discovered to date. The SVIL Action Group requested the following:
 1. Retraction of "LUB Consolidated to February 1, 2019"
 2. Retraction of 33 Stop Orders issued by Development Officer
 3. Any future public consultations (i.e. Open Houses, Public Hearings) regarding proposed LUB, MDP and/or other statutory plans take place at or near Island Lake between May 1st and September 30th.
 4. Council enable the formation of an independent committee of SVIL ratepayers to review, amend or redraft Land Use Bylaw applicable to SVIL.

June 15, 2020

- After review of documents ultimately provided by SVIL Administration it came to light how these amendments, regarding no RV's on otherwise vacant lots, got inserted into the Consolidated LUB. Per an email dated Sunday February 24, 2019 from Tony Sonnleitner to Susan Dales it is stated:

"I have reviewed the SV of Island Lake Land Use Bylaw 03-2012 in light of the amendments passed in the summer and fall of 2018, and created a consolidation of that bylaw."

and:

"I added the blurb about no RV's on vacant parcels, as a note for clarification purposes." (emphasis added)

The process by which Mr. Sonnleitner amended the Land Use Bylaw of the SVIL is clearly not according to the authority provided in section 692 of the Municipal Government Act. (reference the MGA)

Under MGA – LUB amendments require public consultation plus public hearing, etc.

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Further LUB Review and First Steering Committee Meeting

- December 20, 2019
- JFW and other members of SVILAG executive received a letter signed by Mayor Chad Newton informing that Council had retained Jane Dauphinee, RPP, MCIP, Principal and Senior Planner with Municipal Planning Services (2009) Ltd. *"to thoroughly review our existing bylaws..."* with the intent *"to lead the Summer Village through our Land Use Bylaw review"*
- June 25, 2020
- The SVIL Municipal Development Plan and Land Use Bylaw Steering Committee ("MDP and LUB Steering Committee") held its first meeting via ZOOM due to COVID 19 pandemic restrictions. Public was able to observe ZOOM meeting via YouTube.

SDAB Provides Ultimate Interpretation of SVIL-LUB 03-2012 & Bylaw 01-2018 Relative to RVs

- July 15, 2020
- SDAB Hearing at Westlock Inn
Re: Development Permit Application for gravel pad, trailer placement and storage shed on Lot 13, Block 14, Plan 3857KS, , (John and Carol Wasmuth)
- July 27, 2020
- SDAB renders Decision granting J & C Wasmuth a Development Permit for installation of a gravel pad, trailer placement and storage shed.
 - SDAB Decision States:
"Recreational vehicles were determined not to be an accessory building as the use of a recreational vehicle is a discretionary use on its own and therefore is independent of any other building on the lands. Recreational Vehicles are a discretionary use in which their use is allowed in the R1-Residential-Small Lot District"
- and:
- "Additionally, upon review of the Land Use Bylaw No. 03-2012 and Land Use Bylaw Amendment No. 01-2018, the Board could not find reference that a recreation vehicle could only be placed on lands where a single-family dwelling was in place."*

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Present Actions of Mr. Sonnleitner as Development Officer

Notwithstanding that it has been clearly demonstrated that the amendments applied by Mr. Sonnleitner were not compliant with the laws of Alberta (the MGA), the legal opinion supplied by Roberto Noce and the clear statements in the decision of the SDAB, Mr. Sonnleitner continues to express his bias and balkanize the process for those applying for Development Permits for placement of RVs on lots with no other dwelling. For example, Mr. Sonnleitner has recently stated to such applicants:

"I was planning to buy a property at SVIL, but not now with all these trailers and RVs."

And:

"I put a deposit down for a property at Island Lake, but I lost money as I backed out of the deal because I didn't want a property where there were so many trailers."

And one applicant advised:

"Tony was very upset that I could not give him a time as to when a dwelling would be built."

It is the understanding of SVILAG that the role of a Development Officer is to take in and process applications, not to set policy, as this is the role of Council.

Requirements for Future Development Officer of SVIL

- ability to read, understand and apply applicable LUB and amendments as adopted by Council
- understanding of all relevant sections of the MGA and how they relate to LUB
- not mislead Council, SVIL Administration and/or residents/property owners
- act in good faith to all involved per above
- carry out DO position in a professional and courteous manner
- carry out all activities in an unbiased manner (hired to process, not to develop own biased policy)
- process SVIL DP Applications on a timely basis, notwithstanding commitments to other clients
- advise property owners of any deficiencies to attaining a Development Permit

[Print](#) | [Close Window](#)**Subject:** Web Contact: Question from Tracy Brown**From:** Island Lake <islandlake@islandlake.ca>**Date:** Thu, Oct 08, 2020 6:41 pm**To:** svislandlake@wldwillowenterprises.com

Sent To:	admin
Name:	Tracy Brown
Email:	
Phone:	7803007020
Subject:	Question
Comment:	SVIL, I would like to attend and speak at the October 20 council meeting regarding the costs incurred for the Wasmuth appeal and the requirements of a Development Officer going forward. Respectfully Tracy

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15

SUMMER VILLAGE OF ISLAND LAKE

PROCEDURE AND COMMITTEE BYLAW

Bylaw No. 02-2016

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

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

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

Citation

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

Definitions

2. In this bylaw:
 - a) "Delegation" means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
 - b) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Island Lake.
 - c) "Council" means the Mayor and Councillors of the Summer Village of Island Lake for the time being elected pursuant to the provisions of the Local Authorities Election Act and the Municipal Government Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - d) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
 - e) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
 - f) "In-Camera" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
 - g) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;

- h) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
- i) "Meetings" means meetings of Council and Council committees.
- j) "Municipality" means the Municipality of the Summer Village of Island Lake, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

Application

- 3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

Severability

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid;

General

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality, and shall seek all information through the office of the Chief Administrative Officer or their designate unless appointed and approved by Council.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in Appendix C.
- 9. A breach of the Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 10. Public Hearings, when required or requested by Council, will be held prior to second reading. Public Hearing shall be conducted in accordance with the procedures set out in Appendix D.

Meetings

- 11. The regular meetings and times of Council shall be established by resolution of Council at its annual organizational meeting.

12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council by resolution may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
17. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
18. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
19. Recordings: Council or Council committee meetings may not be filmed or recorded.
20. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
21. Recording Devices: No concealed electronic recording devices, including cellular telephones, are permitted at any meetings.

Conduct of Meetings

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.

26. The following resolutions are not debatable by members:
- a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a time certain
 - h) to table the matter
27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an issue has been brought before Council, the same issue cannot be tabled more than three times.
29. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
30. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
31. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
32. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
33. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
- a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.

34. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
35. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
36. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
37. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
38. A formal motion will be made to go "in camera", identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO as set out in set out in Appendix E.

Delegations

39. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, and delivered or mailed to the CAO. The letter must arrive at least at 1:00 pm on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
40. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.

41. Delegations that have not submitted a letter in accordance with section 39 may be granted a brief opportunity to outline the matter they wish to present to Council and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 40 to present the matter outlined.
42. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behavior of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
43. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Rules of Order

44. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

Agenda and Order of Business

45. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 pm on a business day at least five (5) days before the meeting.
46. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 pm two (2) days before the meeting.
47. Where the deadlines in section 45 and 46 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
48. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
 - a) Call to Order
 - b) Adoption of agenda
 - c) Adoption of Minutes
 - d) Delegations
 - e) Public Hearing
 - f) Bylaws
 - g) Business

- h) Financial
- i) Council Reports
- j) Administrative Reports
- k) Correspondence
- l) In-Camera
- m) Adjournment

- 49. The order of business established in section 48 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- 50. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

- 51. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
- 52. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
- 53. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

- 54. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
- 55. Every bylaw shall have three readings.
- 56. After a member has made the motion for the second reading of the bylaw Council may:
 - a) debate the substance of the bylaw;
 - b) and propose and consider amendments to the bylaw.
- 57. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.

58. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
59. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
60. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
- a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
 - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

This Bylaw repeals all previous Council Procedural Bylaws and comes into full force and effect upon third and final reading.

Read a First time this 29th day of November, 2016.

Read a Second time this 29th day of November, 2016.

Unanimous Consent for Third Reading this 29th day of November, 2016.

Read a Third time and duly passed this 29th day of November, 2016.



Chad Newton,
Mayor



Wendy Wildman,
Chief Administrative Officer

**SUMMER VILLAGE OF ISLAND LAKE
APPENDIX A**

**Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors**

General duties of Councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

1994 cM-26.1 s153

**SUMMER VILLAGE OF ISLAND LAKE
APPENDIX B**

**Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors**

**General duties of chief elected official
154**

- (1) A chief elected official, in addition to performing the duties of a Councillor, must:
 - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

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SUMMER VILLAGE OF ISLAND LAKE APPENDIX C

Council Code of Conduct for Council

Purpose:

To articulate a Code of Conduct for members of Council, by which each member will conduct himself or herself.

Policy:

Council members commit to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members. In support of this commitment, Council members adhere to a defined Code of Conduct, which each member shall affirm during Council's official inauguration following a general election.

Council Members' Code of Conduct:

Members of Council for the Summer Village of Island Lake hereby commit to the following Code of Conduct, including that each will:

1. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as a Council member;
2. REPRESENT, as a primary obligation superseding all other interests, the best interests of everyone in the Summer Village of Island Lake;
3. SERVE in a liaison role, but not necessarily as an advocate for a committee or board, when appointed as a member of committees or boards;
4. AVOID conflicts of interest, by refraining from self dealing or any conduct of private business or personal services between any Council member and the Village, except as provided by the Municipal Government Act;
5. NOT USE their positions to obtain employment with the Village for themselves, family members or close associates;
6. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
7. NOT ATTEMPT TO EXERCISE individual authority over the corporation, including the Chief Administrative Officer (CAO) or any Summer Village staff or contractors who report directly or indirectly to the CAO.
8. RECOGNIZE, when interacting with the CAO, with Summer Village staff or with contractors, the lack of authority vested in individuals except when explicitly Council authorized;
9. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions or express personal opinions;
10. RECOGNIZE when seeking input from the community or a special interest group on any matter, they do not represent the Council as a whole. This should be clearly conveyed. In addition, the Council member will inform Council and the CAO.
11. DIRECT any comments on unsatisfactory staff or contractor performance to the CAO;
12. AVOID public comment on unsatisfactory staff or contractor performance;
13. RESPECT the confidentiality of issues that are determined by policy of Council to be confidential, including but not limited to matters of a deliberative nature.
14. REFRAIN from using electronic devices to communicate during Council meetings except to facilitate the meeting or to respond to family members or emergencies.
15. NOT ACCEPT gifts or other benefits when serving in the role of Council member, other than the nominal exchange of gifts (less than \$100 in value), normal exchange of hospitality, or tokens exchanged in accordance with protocol.

SUMMER VILLAGE OF ISLAND
LAKE APPENDIX D
Public Hearing Procedure

Policy Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

PUBLIC HEARING PROCEDURES

Definitions

1. "Chairman" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate Introduction & Procedures

SUMMER VILLAGE OF ISLAND LAKE PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTION & PROCEDURES

- 1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"
Presentation should be brief and to the point
The order of presentation shall be
 - o Entry of written submission
 - o Comments from the **** Dept
 - o Those supporting the Bylaw
 - o Those opposing the Bylaw
 - o Any other person deemed to be affected by the BylawThe Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw **** open"

- 3 (Secretary) "The purpose of Bylaw **** is to amend ***.

First Reading was given to Bylaw **** on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert d-ate)

- 4 (Chairman) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record) "Comments from the **** Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

- 5 (Chairman) "Are there any further comments from the **** Dept."

- 6 (Chairman) "Do the Councilors have any further questions"

- 7 (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw **** be closed and will accept a motion to adjourn this Public Hearing.

APPENDIX E IN CAMERA MEETING

APPENDIX E

- Section 197(2) of the MGA authorizes a Council and its committees to close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure contained in Division 2 of Part 1 of the FOIP Act. One of the exceptions includes disclosures of personal information that would be an unreasonable invasion of a third party's personal privacy (section 17(1)).
- The information of an identifiable individual must be discussed in a closed meeting if the disclosure would be an unreasonable invasion of privacy to have the discussion with members of the public present.
- Any motion arising from those discussions must then be voted upon in public. Consistent with the principle of open government, a municipality should try to make public as much information as possible about the general nature of the matter considered without disclosing the personal information of the individual in question.
- On October 1, 1999, section 197(2) of the MGA was repealed, and replaced with the following, "Councils and Council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act." ,
- Councils and their committees can make a motion to go in camera when the substance of their deliberations relate to the matters covered by the exceptions to disclosure in the FOIP Act, sections 16 to 29. For example, a discussion regarding the employment of an individual should be held in camera to protect the privacy of that individual.
- There is no requirement to take notes or minutes during in camera sessions. If notes have been prepared, they may be requested as part of a FOIP request. The municipality has the discretion to refuse to disclose these notes under section 23 of the FOIP Act, local public body confidences.
- The Council minutes should show that a motion was made to go in camera and then another to return to the open meeting so that section 23 may be applied.



Northern Lights Library System

September 17, 2020

Ms. Wendy Wildman
Summer Village of Island Lake
PO Box 8
Alberta Beach, AB
T0E 0A0
svislandlake@wildwillowenterprises.com

Dear Ms. Wildman,

As of Aug 21, 2020, the members of the Northern Lights Library System Board have approved the 2021 budget. The budget includes 0% levy increase for Municipalities and/or their Library Boards. Levies will be based on the 2018 population as per the Alberta Government website.

Please send a copy of your municipal council motion accepting or rejecting the presented Northern Lights Library System Board 2021 Budget at 0% levy increase.

A friendly reminder to please send confirmation of your appointed Municipal representative to the NLLS board from your upcoming Organizational Meeting.

2021 Levies:

\$5.23 per capita	Municipality
\$10.46 per capita	Municipality without Library Board

RECEIVED
SEP 24 2020

The total levy for 2021 equals **\$2,384.88** from Summer Village of Island Lake. (228 x \$10.46)

Within this levy is Library Book Allotment funds. \$2.15 from the above \$10.46 per capita is allocated to the Boyle Library. \$236.50 (110 x 2.15)

If you have any questions, you may contact your Northern Lights Library Board member representative. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Vicky Lefebvre
Chairman
Northern Lights Library System Board

Terri Hampson
Interim Acting Director
Northern Lights Library System

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cao@onoway.ca

From:
Sent: August 10, 2020 10:33 AM
To: administration@wildwillowenterprises.com
Cc: Wendy Wildman
Subject: RE: Meeting Conferencing and Moderating inquiry
Attachments: Onecast Reservation Form V2.xlsx

Good afternoon Heather,

Attached is our OneCast reservation form and below is the pricing for the service. Please note your call will only be OneCast Bridge Rate and Operator Support, if you ever need to add audio streaming and slides to your calls, the prices are shown below.

Let me know if you have any questions.

OneCast Bridge Rate	\$0.19/min
Operator Support	\$150.00/per hr
Event: Audio Streaming	\$400.00
Event: Audio and Slides Streaming	\$800.00
Additional Live Stream Viewers (per 100 live viewers)	\$80.00
Additional Live Stream Time (per 30 minutes)	\$80.00

Wendy Duong

Phone: 1-877-730-1422

Email: wendy.duong@thinkpragmatic.com

Please take a moment to tell us how we are doing [HERE!](#)

From: administration@wildwillowenterprises.com <administration@wildwillowenterprises.com>

Sent: August-07-20 4:39 PM

To: Wendy Duong <wendy.duong@thinkpragmatic.com>

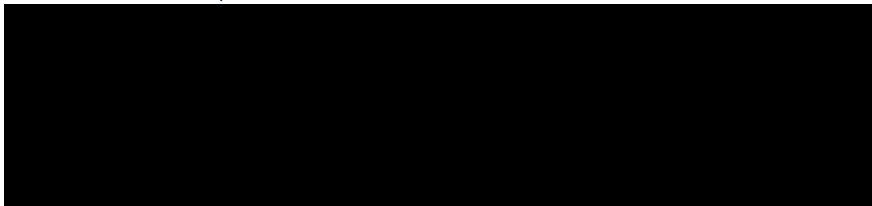
Cc: Wendy Wildman <cao@onoway.ca>

Subject: RE: Meeting Conferencing and Moderating inquiry

Wendy, we are comfortable with this online registration being required prior to a link being given to the meeting.

Thank you,

Heather Luhtala,



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

Aug. 23/20

Subject: Fw: Development Permit #20DP 15-04 Fee Refund**From:****Date:** Tue, Oct 13, 2020 2:43 pm**To:** "svislandlake@wildwillowenterprises.com" <svislandlake@wildwillowenterprises.com>

----- Forwarded Message -----

From: Chad Newton MC**To:** chad.newton@islandlake.ca <chad.newton@islandlake.ca>**Sent:** Tuesday, October 13, 2020, 02:38:22 p.m. MDT**Subject:** Development Permit #20DP 15-04 Fee Refund

October 13, 2020

Mayor Chad Newton
S.V. Island LakeRE: DEVELOPMENT PERMIT #20 DP 15-04 FEE REFUND
PLAN 5537MC, BLOCK 2, LOT 9
59 SPRUCE DRIVE, S.V. ISLAND LAKE, AB

On August 23, 2020 we submitted our Development Permit Application for a gravel parking pad to allow for the placement, use and storage of a Recreational Vehicle and free standing deck structure. A development permit fee of \$500. was paid to the S.V. of Island Lake as recommended by Mayor Newton during our conversation with you.

At the S.V. of Island Lake Council meeting held September 15, 2020 a motion was passed stating the S.V. of Island Lake grant a temporary wavier of fees for development permit applications for existing structures only, to encourage residents to bring their properties into compliance with the current Land Use Bylaw #03-2012.

It was always our understanding the the S.V. of Island Lake Council intended to review waving the Development Permit Application specifically to deal with property owners who received a STOP ORDER in July and August of 2019. As our permit becomes effective October 13, 2020, we are therefore requesting the Development Permit Fee in the amount of \$500 be refunded as property owners directly affected by the STOP ORDER.

Remi & Carmen Morin

cc: Wendy Wildman, CAO S.V. Island Lake

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Aug. 30/20

[Print](#) | [Close Window](#)**Subject: Fwd: Development permit refund****From:** ..**Date:** Tue, Sep 29, 2020 8:50 am**To:** Wendy Wildman <svislandlake@wildwillowenterprises.com>**Cc:** Tony Email <pcm1@telusplanet.net>, Duncan Binder <duncan.binder@islandlake.ca>, Jim Montague <jmontague@mcsnet.ca>

All,

Can we add this requested added to the Agenda for Oct 20th.

Also can we get an update on whether this application is approved.

58 lakeshore.

Thanks,
Chad

Begin forwarded message:

From**Date:** September 29, 2020 at 7:57:16 AM MDT**To:** chad.newton@islandlake.ca**Subject: Development permit refund**

Hi Chad

As you requested during our phone conversation, I am formally requesting a refund for my development permit fee. \$500 cheque cashed Sept 9th by the village of island lake.

Thank you

David Kluthe

Sent from my Samsung Galaxy smartphone.

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Sept. 9/20

**Diane Wannamaker
Administration****Summer Village of Island Lake**
Box 8 Alberta Beach, AB T0E 0A0
P: 780-967-0271 F: 780-967-0431website: www.islandlake.caemail: svislandlake@wildwillowenterprises.com

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

Subject: Fwd: Reimbersment

From: "Diane Wannamaker" <svislandlake@wildwillowenterprises.com>

Date: 9/21/20 4:06 pm

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

Begin forwarded message:

From: Candice Hoffart <choffart@islandlake.ca>**Subject:** Reimbersment**Date:** September 21, 2020 at 4:05:15 PM MDT**To:** svislandlake@wildwillowenterprises.com

Hi,

Richard and Carla Hoffart recently applied for a Development Permit for 99 Lakeshore Dr. S. We are asking for a reimbursement of \$500.00 that we sent in along with our permit as the council has stated that the fee will be waived.

You can reach me at any time at [REDACTED] if you have any questions or concerns.

Thank you,



<image001.png>

(34)

Forest Resource Improvement
Association of Alberta (FRIAA)
Box 11094, Main Post Office
Edmonton AB T5J 3K4



Tel.: (780) 429-5873
Fax: (780) 429-4026

October 8, 2020

Sent by email only to: svislandlake@wildwillowenterprises.com

RE: FRIAA-FFP July 2020 Expression of Interest

Dear Wendy,

The Review Committee has completed its review of all responses to FRIAA's Request for Expression of Interest published on July 7, 2020. We are pleased to confirm that we are requesting a full proposal for the following project: SV Island Lake Non-Commercial Vegetation Management (EOI-20-41). The full proposal should address the following feedback or concerns provided by the Review Committee:

- 1) Contact Andy Gesner at 780-404-6944 or andy.gesner@friaa.ab.ca (FRIAA Field Liaison) to discuss developing this project further.
- 2) A Municipal Council Resolution indicating support of this application is required with submission of a full Proposal.
- 3) A letter of support specific to this proposed project from Fire Emergency Services Provider is required.
- 4) Ensure proposed vegetation management excludes cleared or open areas when finalizing the budget in the full Proposal.

The deadline for the receipt of Proposals is 4:00pm on Monday November 9, 2020. A copy of the Request for Proposals and the required template for a full proposal are attached. Given the current conditions associated with COVID-19, please consider whether the project timeline you have proposed in your Expression of Interest is feasible and alter this in the full Proposal if necessary. FRIAA understands that this current situation is changing on an ongoing basis and will communicate with you if there are any changes to the Request for Proposal.

We wish to remind you that this solicitation of a full proposal does not constitute a funding commitment stated or implied. Please refer to details outlined in the attached Request for Proposals including, in particular, Section 4 Legal Notice.

For more information regarding the Review Committee feedback on your Expression of Interest or any other questions contact Micki Baydack at 780-733-8684 or myself at 780-733-8620.

Sincerely,

Forest Resource Improvement
Association of Alberta (FRIAA)

per: Sherry Norton

[Print](#) | [Close Window](#)**Subject: Re: [FWD: FRIAA FireSmart Program - Request for Proposal]****From:** herman stegehuis [REDACTED]**Date:** Thu, Oct 08, 2020 4:28 pm**To:** svislandlake@wildwillowenterprises.com

Diane,

Good news! I can develop a detailed proposal for you, at cost and charge it to the project. I will have the final grant proposal back to you ahead of the due date.

Sent from my iPhone

On Oct 8, 2020, at 3:35 PM, svislandlake@wildwillowenterprises.com wrote:

Good Afternoon Herman,

Please find attached response regarding our Request for Expression of Interest to FRIAA. In determining next steps, is this something your group continues to pursue or do we have to forward this on our own?

Your attention to this matter is appreciated as there is a timeline attached.

Thank you,

**Diane Wannamaker,
S.V. of Island Lake
Administration**

Phone: 780-967-0271**Fax: 780-967-0431****Mailing: Box 8, Alberta Beach, AB T0E 0A0****Web: www.islandlake.ca****Email: svislandlake@wildwillowenterprises.com**

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

Subject: FRIAA FireSmart Program - Request for Proposal**From: Micki Baydack <****Date: Thu, October 08, 2020 12:43 pm****To: "svislandlake@wildwillowenterprises.com"****<svislandlake@wildwillowenterprises.com>****Cc: Sherry Norton <****"andy.gesner@friaa.ab.ca" <andy.gesner@friaa.ab.ca>**



BROWNLEE LLP
Barristers & Solicitors

SAVE THE DATE



The latest trends to keep building strong communities and adapt to challenging times.

Virtual Conference

February 11, 2021
February 18, 2021 &

Attend through Zoom on either day

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Emerging Trends in Municipal Law

Date: Thursday, February 11, 2021

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Time: 8:30am – Noon and 1:00pm – 3:30pm

Location: Online

→ [Register here](#)

Free Registration

Emerging Trends in Municipal Law

Date: Thursday, February 18, 2021

Time: 8:30am – Noon and 1:00pm – 3:30pm

Location: Online

→ [Register Here](#)

Free Registration

Presentation topics and the agenda will be released closer to the date.

We hope you can join us!

Brownlee LLP



PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP

MARKETING

m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | pthompson@brownleelaw.com

2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8

Toll-Free. 800-661-9069 | www.brownleelaw.com

To help limit the spread of the COVID-19, the Brownlee LLP Edmonton and Calgary offices are closed to the public. Email, telephone, and video conferencing, including Zoom and Skype are the primary channels of communication for our clients with their lawyer instead of in-person meetings. Please refer to our [COVID-19 resource page](#) that features articles written by our lawyers that examine how COVID-19 is affecting different industries and municipalities.

Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).

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MUNICIPAL OPERATING SUPPORT TRANSFER

MEMORANDUM OF AGREEMENT

(hereinafter called "the Agreement")

BETWEEN:

HER MAJESTY THE QUEEN, in right of the
Province of Alberta, as represented by the
Minister of Municipal Affairs (hereinafter called
"the Minister")

AND

the **Summer Village of Island Lake**
(hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

Preamble:

WHEREAS the Municipal Operating Support Transfer represents a collaboration between the Province of Alberta and the Government of Canada to support municipalities in safely restarting their local economies;

WHEREAS the Municipal Operating Support Transfer will make operating funding available to the Municipality to use on incremental costs, and in compensation of foregone or reduced revenues, resulting from the COVID-19 pandemic;

WHEREAS under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. In this Agreement, unless the context requires otherwise, "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Operating Support Transfer as may be prescribed or determined by the Minister and as may be amended from time to time by the Minister.
3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.

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4. The Minister agrees to provide funds to the Municipality under the Municipal Operating Support Transfer subject to the following:
 - (i) Sufficient approved funding allocation by the Legislature;
 - (ii) Completion of any requirements as outlined in the Program Guidelines; and
 - (iii) Compliance with all other terms of the Agreement.
5. The Municipality agrees to provide to the Minister a summary of the actual expenditures of grant funding and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement, all in a format as prescribed in the Program Guidelines for this grant program.
6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
 - (i) The Municipality shall maintain a separate accounting for the funds provided;
 - (ii) The Municipality shall ensure that funds provided are applied only to eligible expenditures as set out in the Program Guidelines;
 - (iii) All funds provided to the Municipality, not expended prior to March 31, 2021 shall be returned to the Government of Alberta;
 - (iv) If the municipality is found to be in contravention of the Agreement or the Program Guidelines, the municipality agrees to return all funds not spent in accordance with the Agreement or Program Guidelines to the Government of Alberta; and
 - (v) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
7. The Municipality shall adhere to all program eligibility criteria and other items or directions as outlined in the Program Guidelines.
8. The Municipality agrees that the funding provided under this program is for operating expenditures as outlined in the Program Guidelines.
9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to any books of accounts relating to funding and expenditures claimed under this Agreement; and any other such related documents as deemed necessary by the Minister in performing an audit of the expenditures funded under

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this Agreement. All related documents shall be kept by the Municipality for a minimum of three years following completion of the program.

10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the use of funds provided under this program, whether or not the damage arose as a result of the actions or omissions of third parties.
11. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
12. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
13. Notwithstanding the date for the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2022.
14. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing.
15. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister: Municipal Affairs
 15th Floor, Commerce Place
 10155 – 102 Street
 Edmonton, AB T5J 4L4

 Attention: Director, Grant Program Delivery

 Telephone: 780-422-7125
 E-mail: ma.municipalstimulus@gov.ab.ca

The Municipality: Summer Village of Island Lake
 PO Box 8
 Alberta Beach, AB T0E 0A0

 Attention: Chief Administrative Officer

 Telephone: 780-967-0271
 E-mail: svislandlake@wildwillowenterprises.com


or to such address as either party may furnish to the other from time to time.

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16. Any dispute between the Minister and the Municipality on any question of law or fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
17. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
18. If any portion of this Agreement is found to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
19. This Agreement is binding upon the Parties and their successors.
20. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: 
MINISTER

Date: September 22, 2020

SUMMER VILLAGE OF ISLAND LAKE

Witness


Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____



Municipal Operating Support Transfer (MOST)

Program Guidelines

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Guidelines

These guidelines are intended to assist local governments participating in the Municipal Operating Support Transfer (MOST) in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

1. Program Objectives

Through the MOST, the Government of Alberta (GOA) and the Government of Canada are providing funding to support municipalities, which have experienced significant operating impacts due to the COVID-19 pandemic. Funding will be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. This funding is provided through two separate allocations: general operating, and public transit support. Funding provided under both components will be administered together.

2. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Executed Memorandum of Agreement	Submit by October 30, 2020	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email MA.MunicipalStimulus@gov.ab.ca
Payment	Once memorandum of agreement has been signed	
Deadline to spend funds	March 31, 2021	
Statement of Funding and Expenditures (SFE)	Due July 2, 2021	

3. Memorandum of Agreement

The Memorandum of Agreement (MOA) will be e-mailed to municipalities, and will cover both the general operating and public transit allocations. The MOA must be signed by the Chief Elected Official and Chief Administrative Officer or duly authorized signing officer. Municipalities should

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complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca.

A duly executed MOA is sufficient to trigger payment. There is no application form for MOST.

Questions related to the submission of the MOA or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

4. Funding Formula and Allocations

Under the MOST funding formula, each municipality active as of May 1, 2020 will receive an allocation. MOST funding is allocated to municipalities in three funding envelopes, each with its own allocation formula. Allocations are available online at the [program website](#).

The Minister retains the authority to exclude Improvement Districts that do not have an advisory council from the funding allocation formula.

Funding Envelope	Amount	Allocation Approach
MOST Transit	\$140 million	<ul style="list-style-type: none">Available to municipalities with public transit systems, and is allocated based on ridership (2018 Canadian Urban Transit Association statistics).
MOST General Operating	\$436.488 million	<ul style="list-style-type: none">\$426.488 million is available to all municipalities, which receive \$5,000 in base funding with the remainder allocated according to population.\$10 million is available only to the towns of Jasper, Banff and Canmore, and is allocated based on estimated average daily visitors.
Municipal Sustainability Initiative (MSI) Operating*	\$30 million	<ul style="list-style-type: none">Previously allocated as part of Budget 2020.

*MSI Operating funding is considered part of the MOST only for the purpose of matching federal funds. MSI Operating funding continues to be governed by the [MSI Operating Program Guidelines](#).

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5. Eligibility Requirements

5.1) Eligible Recipients

For program purposes, an eligible recipient is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis Settlement, and the Townsite of Redwood Meadows Administration Society.

For public transit funding, eligible recipients are those municipalities with public transit services that have ridership included in the 2018 Canadian Urban Transit Association statistics.

5.2) Eligible Expenses

Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.

Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations.

Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.

MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. **Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta.**

Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

6. Payment Process

MOST payments are based on allocated funding amounts. There will be one MOST payment for each municipality, covering both the general operating and public transit portions, as applicable, conditional on the execution of the MOST Memorandum of Agreement and receipt of this agreement by Municipal Affairs.

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7. Financial Reporting Requirements

7.1) Statement of Funding and Expenditures (SFEs)

Each municipality that received funds is required to submit an SFE by July 2, 2021 that reports on the use of MOST funds. The SFE form will be distributed at a later date, and will capture basic information including the category of expenditure to which the funding was applied. Expenditure categories will include:

- Personal Protective Equipment (General)
- Supplemental Cleaning (General)
- Supports for Vulnerable Populations (General)
- Replacement of reduced revenues (General)
- Personal Protective Equipment (Transit)
- Supplemental Cleaning (Transit)
- Replacement of reduced revenues (Transit)

Municipalities that receive funding under the MOST Transit envelope must report transit-related expenditures that are greater than or equal to the amount of funding received under the MOST Transit envelope.

7.2) Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the overall experience with the MOST program.

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Athabasca and Area Prevention of Relationship Abuse Committee
c/o Healthy Families Healthy Futures
Lower Level, 4705-49 Ave, Athabasca, AB T9S 1B7

October 9, 2020

Island Lake Summer Village
Box 8
Alberta Beach, AB
TOE OAO

RE: Walk a Mile in Her Shoes: Athabasca Donation Request

September 11, 2020 would have been PRAAC's 10th Annual Walk a Mile in Her Shoes: Athabasca fundraising event. The event, which is held on that Athabasca Riverfront, is PRAAC's major fundraiser for the year where we raise funds to financially support the THRIVE program – Athabasca and area's prevention of relationship abuse program provided by Healthy Families Healthy Futures.

Back in May, PRAAC made the hard decision to cancel this year's event. The health of our community is far too important for us to risk hosting the event.

So for 2020, PRAAC decided to do something different, and over the past several months, with the help of Back Forty Media, we created a video "I Never Told Anyone". The video follows the story of a survivor, it shares the message of the THRIVE program, it outlines how important our community is to PRAAC and men who've walked share why they do.

The video is now LIVE & you can watch the video on our website (athabascapraac.ca); or view it on our Facebook page (<https://www.facebook.com/athabascapraac>).

COVID-19 has led to increased occurrences of relationship abuse/family violence/domestic abuse...no matter what you call it; and the THRIVE program still requires the financial support of our community to keep this essential rural program operating.

THRIVE is funded through a variety of ways. In the past, the majority of the funding was from government grants; however that funding is now minimal. As a result, the THRIVE program relies heavily on local funding, and the PRAAC commitment of \$15,000 per year currently represents 30% of the THRIVE budget.

PRAAC's 2020 goal is to raise that \$15,000 by November 1, 2020...the start of Family Violence Prevention Month.

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Email: athabascapraac@gmail.com

In order to ensure that PRAAC and THRIVE's presence continues in the future, we would kindly ask that you consider becoming a corporate sponsor for the event this year. With the increased occurrences of family violence, securing local funding is crucial for the THRIVE program to continue its operation here in Athabasca. If you have donated in the past, THANK YOU, and we hope to count on you this year. If you haven't donated in the past, please consider it this year.

If you have any questions about the PRAAC program, feel free to contact us at athabascapraac@gmail.com; or visit our website athabascapraac.ca for details.

Donating is easy

- ONLINE by CREDIT CARD – visit www.wamathabasca.com and you will be directed to the on-line donation website that we use. Simply choose Athabasca PRAAC for the programming choice.
- MAIL – Cheques can be mailed too Healthy Families Healthy Futures, #204 10619 100 Ave, Westlock, AB T7P 2J4. *Please make all cheques payable to Healthy Families Healthy Futures (as they are PRAAC's banker); and include a note that the donation is for PRAAC/WAM*
- DROP OFF – Cheques or cash can be dropped off at Royal LePage County Realty, 4819-49 St, Athabasca, AB.

Sincerely



PRAAC Committee Chair Person

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Athabasca and Area Prevention of Relationship Abuse Committee
c/o Healthy Families Healthy Futures
Lower Level, 4705-49 Ave, Athabasca, AB T9S 1B7

What does THRIVE Do?

THRIVE provides non-judgemental, respectful, inclusive, confidential support to individuals affected by relationship abuse. Some of the services THRIVE offers are:

- Danger assessments & safety plans
- Referrals to relevant agencies
- Support sessions
- Assist with goal planning
- Supportive listening
- Transportation to local women's shelters or emergency hotel rooms
- Assist clients to complete workbooks about personal growth and development

THRIVE is offered in Athabasca through Healthy Families Healthy Futures organization. The office is located in the lower level of the Town office.

Who is PRAAC?

PRAAC is a grassroots volunteer committee in the community that conducts educational/awareness campaigns in the community to promote a healthy relationship model, provides advocacy for the social agencies in our region that deal with relationship abuse, and most importantly conduct fundraising campaigns like Walk a Mile in Her Shoes® to help raise funds to supplement the THRIVE program expenses. PRAAC is comprised of community members, local church organizations, and representatives from the local Native Friendship Center Society, from Aspen View School division and from local government social service agencies like FCSS, Addictions and Children Youth Services.

A few of PRAAC's current projects include:

- Website to ensure access to THRIVE's contact information 24/7
- Facebook and Instagram page to promote the healthy relationship model.
- Advertising to ensure the community is aware of THRIVE and what it has to offer
- Walk a Mile in Her Shoes®: Athabasca
- Fundraise to financially support THRIVE

For more information on PRAAC and THRIVE, visit our website at www.athabascapraac.ca.

You can also call THRIVE at 780-519-0577.

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Walk a Mile in Her Shoes®: Athabasca Sponsor Levels



Stiletto	Wedge	Pump	PRAAC Flip Flop
\$500 +	\$250 - \$499	\$100 - \$249	Under \$100

For more information on PRAAC and THRIVE (Athabasca's Prevention of Relationship Abuse Program) visit www.athabascapraac.ca

PLEASE MAKE ALL CHEQUES PAYABLE TO HEALTHY FAMILIES HEALTHY FUTURES. Credit card payments are also accepted at wamathabasca.ca (just ensure that you choose PRAAC Athabasca for the programming).

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Council Briefing Note | October 14, 2020

Intermunicipal Development Plan Committee for the Island Lake Area IDP project

PROJECT OVERVIEW & BACKGROUND

Over the last 12 months the Island Lake Area Intermunicipal Development Plan (IDP) Steering committee has been working together to provide direction setting advice to guide and review a draft IDP for the Island Lake area.

The committee structure provides a focused and collaborative forum for the participating municipalities to have their interests represented fairly and efficiently during the drafting and review of the IDP.

The participating municipalities are the:

- County of Athabasca;
- Summer Village of Island Lake; and
- Summer Village of Island Lake South;

The project was initiated by the Summer Villages in 2019 after the MGA was amended to require all municipalities in Alberta with common boundaries, that are not members of a growth region to adopt an IDP. In late 2019, the MGA was further amended to make IDPs optional between municipalities if the affected municipalities agreed that the IDP was unnecessary. When this amendment came into effect, the County of Athabasca passed a motion indicating that they did not believe an IDP was required however, the Summer Villages both passed motions indicating that it was their position that an IDP for the lands around Island Lake is required. As a result of the motions passed by the Summer Villages, s. 631(1) of the MGA applies and an IDP is required to be adopted by all of the participating municipalities by April 1, 2021.

In order to reduce duplication, redundancy and project costs it was decided to proceed with a single IDP between all of the partnering municipalities rather than multiple 1 to 1 IDPs. Data collection was undertaken at the scale of the watershed of Island lake to ensure that the Committee would have sufficient information to determine the most appropriate plan area boundary.

Over the past year the committee has met to discuss the project objectives, goals, and options for a plan area boundary. Consensus was achieved regarding the plan goals, however; conversations continue about the plan area boundary. At present the Summer Villages have indicated they support a plan area that includes lands extending ½ a mile from the shoreline of Island Lake. The County has indicated that the plan area should extend ½ mile from the boundary of the Summer Villages in all directions but should not include all of the shorelands around the lake. To date, no consensus regarding the plan area has been achieved.

NEXT STEPS

The committee met virtually on October 14th and directed the project consultant to take the following steps:

- Schedule a committee meeting as soon as possible to review the draft policies within the IDP which was originally circulated in July of 2020 to try to achieve consensus in as many areas as possible; and
- To table further discussion about the plan area boundary until a later date.

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Summer Village of Island Lake

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

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

October 1, 2020

File: 20DP14-04

**Re: Development Permit Application No. 20DP14-04
Plan 782 0256, Block 17, Lot 13 : 58 Lakeshore Drive South (the "Lands")
R1 – Residential – Small Lot District : Summer Village of Island Lake**

APPROVAL OF DEVELOPMENT PERMIT

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

**"AS-BUILT" INSTALLATION OF A SEPTIC SYSTEM (HOLDING TANK),
CONSTRUCTION OF TWO (2) RECREATIONAL VEHICLE PARKING PADS, TWO
(2) ACCESSORY BUILDINGS, AND A DECK, UTILIZATION UPON THE SITE OF
A TWO (2) RECREATIONAL VEHICLES FOR THE PURPOSES OF OCCUPATION
AND STORAGE.**

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

- 1- All municipal taxes must be paid.
- 2- The Recreational Vehicles shall be connected to an approved septic system. Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2009 as adopted by legislation for use in the Province of Alberta.
- 3- Two (2) Off-Street parking spaces must be provided on site.
- 4- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 5- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.

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Development Services

Summer Village of Island Lake

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

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

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

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

Date Application Deemed
Complete

October 1, 2020

Date of Decision

October 1, 2020

Effective Date of

Permit

October 30, 2020

Signature of Development
Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake
Municipal Assessment Services Group Inc. = Ian Ferguson : email ianferguson@shaw.ca

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

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

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

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Development Services

Summer Village of Island Lake

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

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

September 25, 2020

File: 20DP17-04

**Re: Development Permit Application No. 20DP17-04
Plan 3857 KS, Block 10, Lot 28 : 13 Lakeshore Drive South (the "Lands")
R1 – Residential – Small Lot District : Summer Village of Island Lake**

APPROVAL OF DEVELOPMENT PERMIT

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

DEMOLITION OF AN EXISTING DWELLING, CONSTRUCTION OF A SINGLE DETACHED DWELLING (77.92 SQ. M.), INSTALLATION OF A WATER SUPPLY (CISTERN) AND SEPTIC SYSTEM (EXISTING HOLDING TANK)

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

- 1- All municipal taxes must be paid.
- 2- Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2009 as adopted by legislation for use in the Province of Alberta.
- 3- The cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.
- 4- Two (2) Off-Street parking spaces must be provided on site.
- 5- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 6- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer.
- 7- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.

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Summer Village of Island Lake

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

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

- 8- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 9- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 10- **The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including:**
 - **Front Yard setback shall be a minimum of 8.0 metres;**
 - **Side Yard setback shall comply with the requirements of the Alberta Building Code or be a minimum of 1.5 metres whichever is greater;**
 - **Rear Yard setback shall be a minimum of 1.5 metres; and**
 - **Maximum Height shall be 9.7 metres (average grade to peak).**

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

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

Note: The Lands are subject to an Access Right of Way.

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

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Development Services

Summer Village of Island Lake

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Notes:

It is strongly recommended that the applicant(s):

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

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

Date Application Deemed **September 25, 2020**

Complete

Date of Decision **September 25, 2020**

Effective Date of

Permit **October 24, 2020**

Signature of Development
Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake
Assessor = Ray Crews : email raycrews@shaw.ca

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

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

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

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Summer Village of Island Lake

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

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

October 2, 2020

File: 20DP18-04

**Re: Development Permit Application No. 20DP18-04
Plan 5537 MC, Block 2, Lot 1 : 79 Spruce Drive (the "Lands")
R1 – Residential – Small Lot District : Summer Village of Island Lake**

APPROVAL OF DEVELOPMENT PERMIT

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

"AS-BUILT" CONSTRUCTION OF TWO (2) RECREATIONAL VEHICLE PARKING PADS, UTILIZATION UPON THE SITE OF TWO (2) RECREATIONAL VEHICLES FOR THE PURPOSES OF OCCUPATION AND STORAGE

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

- 1- All municipal taxes must be paid.
- 2- The Recreational Vehicle shall be connected to an approved septic system. Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2009 as adopted by legislation for use in the Province of Alberta.
- 3- Two (2) Off-Street parking spaces must be provided on site.
- 4- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 5- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 7- The improvements take place in accordance with the plans and sketch submitted as part of the permit application.**

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Development Services

Summer Village of Island Lake

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

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

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

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

Date Application Deemed **October 2, 2020**

Complete

Date of Decision

October 2, 2020

Effective Date of

Permit

October 31, 2020

Signature of Development

Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake
Municipal Assessment Services Group Inc. = Ian Ferguson : email ianferguson@shaw.ca

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

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

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

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Development Services

Summer Village of Island Lake

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

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

September 20, 2020

File: 20DP16-04

Rich & Carla Hoffart
PO Box 23045
St. Albert, Alberta
T8N 6Z9

99 Lakeshore Dr S

**Re: Development Permit Application No. 20DP13-04
Plan 3857 KS, Block 12, Lot 13 (the "Lands")
R1 – Residential – Small Lot District : Summer Village of Island Lake**

APPROVAL OF DEVELOPMENT PERMIT

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

"AS-BUILT" CONSTRUCTION OF A RECREATIONAL VEHICLE PARKING PAD AND DECK, UTILIZATION UPON THE SITE OF A RECREATIONAL VEHICLE FOR THE PURPOSES OF OCCUPATION AND STORAGE

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

- 1- All municipal taxes must be paid.
- 2- The Recreational Vehicle shall be connected to an approved septic system. Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2009 as adopted by legislation for use in the Province of Alberta.
- 3- Two (2) Off-Street parking spaces must be provided on site.
- 4- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 5- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 7- **The improvements take place in accordance with the plans and sketch submitted as part of the permit application.**

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Development Services

Summer Village of Island Lake

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

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

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

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

Date Application Deemed **September 20, 2020**

Complete

Date of Decision **September 20, 2020**

Effective Date of

Permit **October 19, 2020**

Signature of Development
Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake
Municipal Assessment Services Group Inc. = Ian Ferguson : email ianferguson@shaw.ca

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

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

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



Summer Village of Island Lake

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

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

NOTE:

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Secretary of the Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.
2. Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Secretary of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.
3. This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.
4. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
 - a. This is not a Building Permit and, where required by any regulation, a Building Permit, and all other permits in connection with this development, shall also be obtained from:

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Development Services

Summer Village of Island Lake

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

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

The Inspections Group Inc.

Edmonton Office

12010 - 111 Avenue NW

Edmonton, Alberta T5G 0E6

E-mail: questions@inspectionsgroup.com

Phone: 780 454-5048

Fax: 780 454-5222

Toll Free Ph: 1 866 554-5048

Toll Free Fax: 1 866 454-5222

6. A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.
 - (a) Water and sewage systems are under the jurisdiction of the Inspections Group Inc. (780) 454-5048 or 1-866-554-5048.
 - (b) Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.
 - (c) All plans submitted for the construction or alteration of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.

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Development Services Summer Village of Island Lake

Box 2945, Stony Plain, AB., T7Z 1Y4
Phone (780) 718-5479 Fax (866) 363-3342 Email: pcm1@telusplanet.net

Public Notice

DEVELOPMENT APPLICATION NUMBER: 20DP16-04

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property Plan 3857 KS, Block 12, Lot 13 with regard to the following:
following:

"AS-BUILT" CONSTRUCTION OF A RECREATIONAL VEHICLE PARKING PAD AND DECK, UTILIZATION UPON THE SITE OF A RECREATIONAL VEHICLE FOR THE PURPOSES OF OCCUPATION AND STORAGE

Has been CONDITIONALLY APPROVED by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board Officer a written statement of his objection to such use indicating the following:


1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board no later than **October 11, 2020**.

Statements of concern with regard to this development permit should be addressed to:

Summer Village of Island Lake
Box 8
Alberta Beach, AB T0E 0A0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

Date Application Deemed Complete	September 20, 2020
Date of Decision	September 20, 2020
Effective Date of Permit	October 19, 2020
Signature of Development Officer	

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT

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