

SUMMER VILLAGE OF ISLAND LAKE

AGENDA

Tuesday, January 19th, 2021 at 4:30 p.m.

Via teleconference

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

1. Call to order
2. Agenda
 - a) January 19th, 2021 Regular Council Meeting
3. Minutes:
pages 1-4
 - a) December 15th, 2020 Council Minutes
4. Appointments: N/A
5. Bylaws: N/A
6. Business:
 - a) Administration has been involved with All-Net for several years now with most of our Summer Villages subscribed. The All-Net system is a multi-network integrated communication platform designed specifically for municipalities. *Connect* allows Summer Villages to send a variety of community and emergency messages directly to subscribers. As a subscriber you will have the ability to customize what types of messages you receive (community, emergency, weather warnings etc.). Examples of such notices include public hearing or open house reminders, election reminders, taxes due deadline, road closures, fire ban updates, lake quality advisory, fire, tornado or flood warnings, and what delivery method (call, text, email, etc.) you want to use. The system is easy to subscribe to and there is no additional charge to register. We know privacy is important and this system keeps contact details protected. The system encourages Administration and Council to become more engaged with the community and to be better prepared when responding to emergency situations. The cost is approximately \$750 per year, and may increase, depending on what service you wish to add on. *(Council direction required)*.
 - b) Forest Resource Improvement Association of Alberta has approved our request for non-commercial vegetation management. The project amount of \$38,550 was approved and the Agreement executed by the

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Summer Village. As time lines are tight for Progress Report 1, we will discuss this at the teleconference on January 13th, 2021 and move forward subsequent to a general consensus at that time. *(that Council ratify execution of the FRIAA Agreement and include in the 2021 Draft Budget)*

- c) The Municipal Government Act 2000, M-26 and other legislation include provisions about openness and transparency in Municipal decision making and service delivery. Municipal procedures and policies should be clear and accessible, and the day-to-day operations of the Municipality should be transparent. The Summer Village of Island Lake has very few approved Policies that are necessary to eliminate confusion, create structure and enforce uniform standards throughout the Municipality. Attached are **draft policies** that should be included in the Island Lake Policy Manual:

- | | | |
|-------------|-----|---|
| pages 5-7 | 1. | C-COU-POL-1 Council & Administrative Policy Development |
| pages 8-9 | 2. | C-COU-AUTH-1 Signing or Authorization of Municipal Documents Policy |
| page 10 | 3. | A-ADM-INF-1 Dissemination of Information to the Public |
| page 11 | 4. | A-FIN-TAX-1 Tax Recovery Fees |
| page 12 | 5. | A-ADM-TAX-2 Tax Roll Address Change |
| pages 13-15 | 6. | A-HUM-COD-1 Human Resources Code of Conduct |
| page 16 | 7. | A-REC-PLAY-1 Playground Equipment |
| page 17 | 8. | A-TRA-ISNP-1 Road Inspection & Maintenance Policy |
| page 18 | 9. | C-CAO-PERF-1 Chief Administrative Officer Performance Evaluation |
| page 19-20 | 10. | C-COU-COMM-1 Resident Communications to Individual Councillors |
| page 21 | 11. | C-COU-MTG-1 Notification of Council & Committee Meetings |
| page 22 | 12. | C-FIN-BUD-1 Expenditures not Included in Annual Budgets |
| page 23 | 13. | C-FIN-DCA-1 Disposal of Capital Assets |
| page 24 | 14. | C-FIN-PUR-1 Purchasing Policy |
| page 25-26 | 15. | C-FIN-RES-1 Restricted Surplus & Reserves |
| pages 27-28 | 16. | C-FIN-TEN-1 Tendering Policy |
| pages 29-30 | 17. | C-HUM-REC-1 Recruitment |

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(approve policies as is or with amendments, or some other direction as given by Council at meeting time)

- d) Plan 3857KS, Block 10, Lot 10, 49 Lakeshore Drive South – Sewer Infraction Fines.

The owner of the noted property was first notified prior to 2011 regarding the lack of septic system on the property. In Dec. of 2011, another letter was sent, advising the owner that they had until the spring of 2012 to rectify the situation. Because of the change in administration, another notification was sent in June of 2018 in response to complaints received, with a compliance proposal deadline of July 20/18. Another letter was sent Aug. 14/18, and at the January 8/19 meeting, it was moved that a \$500 penalty be applied to the tax roll. The landowner emailed the village office on Jan. 21/19 advising that their sewage was disposed at the dumping station by the highway so another letter was forwarded March 7/19 outlining the Bylaw and clarifying that the previous correspondence referred to the cabin. Subsequent to further inspection, Council moved on July 9/19 to fine an additional \$1,000.00 to the tax roll. A development permit was received July 16/20, for a new house, with approval on August 14/20. Another letter was written on July 23/20, the seventh letter on this matter (not including the 2011 and previous correspondence). On December 23rd, the land-owners son forwarded an email advising that the septic system had been installed (was approved by safety codes) and that he had been told that the fines would be reversed and the development permit fee waived. Finally, on January 7, 2021, Mr. Scott Laviolette, Safety Code Officer with Inspections Group emailed the office indicating that the cabin was still in place, no sewer system installed and after speaking with the owners son, that they would be demolishing the cabin in spring. As the initial fines involved the cabin, not the home being constructed, technically nothing has been done to remediate the infraction. *(Council direction required on reversal of fines and reimbursement of development fee application or other decision).*

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e) 2021 Census of Population – the Federal government has scheduled a census of population to take place in May, 2021. As the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment, they are requesting support from the residents in the municipality. *(that the Council of the Summer Village of Island Lake supports the 2021 census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca and further that this be posted to the website advising that accurate and complete census data supports programs and services that benefit our community, or some other direction by Council)*

f) Draft 2021 Budget – will be reviewed at meeting time *(that Council revise the budget as discussed and bring back to the next meeting for further review.)*

g)

h)

7. Financial a) Income & Expense Statement – December 31, 2020

8. Councillors' Reports

- a) Mayor Newton
- b) Deputy Mayor Binder
- c) Councillor Montague

9. Administration Reports

pages 31-36a)

Boating Safety, information from Transport Canada
Boating Safety Officer, Fish and Wildlife Officer,
Athabasca District & Peter Mickelsen

b) Back Alley Road Alignment

page 36a c)

December 15th, 2020 To Do List

SUMMER VILLAGE OF ISLAND LAKE

AGENDA

Thursday, January 19th, 2021 at 4:30 p.m.

Via teleconference

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10. Information and Correspondence

- pages 37-39 a) DP 20DP-33-04 – as built construction of 2 accessory buildings and installation of a septic system (holding tank connected to the RV site), construction of a RV parking pad, and utilization upon the site of one RV for the purposes of occupation and storage, 236 Lakeshore Drive N
- pages 40-42 b) DP 20DP-34-04 - pending
- pages 43-44 b) DP 20DP-35-04 – as built construction of two RV parking pads and septic system (holding tank connected to RV site), construction of 2 RV parking pads, gazebo, deck and utilization upon the site of 2 RV's for the purpose of occupation and storage, 36 Trout Street
- pages 43-44 b) DP 20DP-36-04 – as built construction of one RV parking pad and septic system (holding tank connected to the RV site) and utilization upon the site of one RV for the purposes of occupation and storage, 267 Lakeshore Drive N.
- page 45 c) Government of Alberta – Statement of Direct Deposit of \$548.00 on December 24th, 2020 for Jan. FCSS
- page 46 d) Municipal Stimulus Program (MSP) project approval, Culvert Installation \$24,000 and Seal Coat, Moose Ave. & Lakeshore North \$8,102.

11. Closed Meeting –

12. Adjournment

Next Meeting:

Regular Council meeting:

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 15TH, 2020
VIA TELECONFERENCE

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

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

Appointments: a) Associated Engineering - Andrew Christopher, Chad Maki
Aspen Regional Water Services Commission – Jamie Giberson

Public at Large: 0 in person / 8 via teleconference

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 4:30 p.m.
2.	AGENDA 20-203	MOVED by Councillor Montague that the December 15 th , 2020 Agenda be approved with the following addition(s): e) Lakeshore Alley Road Alignment CARRIED
3.	MINUTES 20-204	MOVED by Deputy Mayor Binder that the minutes of the regular Council meeting held on November 21 st , 2020 be approved as presented. CARRIED
4.	APPOINTMENTS	Associated Engineering – Andrew Christopher and Chad Maki Aspen Regional Water Services Commission – Jamie Giberson
5.	BYLAWS	N/A
6.	BUSINESS 20-205	MOVED by Mayor Newton that Council accept the presentation on the potential of Regional Water to the Summer Village of Island Lake provided by Associated Engineering and further, that Administration continue to work with the engineering company and Aspen Regional Water Services Commission on potential alignment feasibility options and updated cost moving forward. CARRIED

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 15TH, 2020
VIA TELECONFERENCE

	20-206	<p>MOVED by Mayor Newton to accept the information provided by Jason Rosadiuk, Boating Safety Officer for Transport Canada regarding boating safety and further that Administration contact Mr. Rosadiuk for information that can be shared with the public and posted to various Summer Village media outlets.</p> <p style="text-align: right;">CARRIED</p>
	20-207	<p>MOVED by Mayor Newton that Administration follow up with the local Fish and Wildlife Office to request both summer and winter patrols of the lake.</p> <p style="text-align: right;">CARRIED</p>
	20-208	<p>MOVED by Deputy Mayor Binder that Council approve Policy C-ENV-APP-1, Approach & Culverts Standards Policy with amendments as discussed.</p> <p style="text-align: right;">CARRIED</p>
	20-209	<p>MOVED by Mayor Newton that Council accept the information provided by Municipal Planning Services regarding the cost estimate for possible annexation of those lots in Shank Estates which are currently in Athabasca County; this cost estimate to be further reviewed during 2021 budget deliberations.</p> <p style="text-align: right;">CARRIED</p>
	20-210	<p>MOVED by Mayor Newton that Administration advise Mr. Nevis Prufer, Director for Shank & Company Ltd. that we understand that the assessment on Lots 1, 3, 4 & 5 will be reduced to just over \$67,000 for the 2021 taxation year and also advise that it is anticipated that the minimum municipal tax collected per property will be in place for the 2021 tax year; and that the specific minimum municipal tax amount will be set by Council in the spring of 2021.</p> <p style="text-align: right;">CARRIED</p>
	20-211	<p>MOVED by Deputy Mayor Binder that Administration ensure the realignment of the Lakeshore back alley project if a priority in 2021.</p> <p style="text-align: right;">CARRIED</p>
7.	FINANCIAL REPORT 20-212	<p>MOVED by Mayor Newton that Council defer acceptance of the Income & Expense Statement to the next meeting.</p> <p style="text-align: right;">CARRIED</p>
8.	COUNCIL REPORTS	

**SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 15TH, 2020
VIA TELECONFERENCE**

	20-213	<p>MOVED by Mayor Newton that the Council reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
9.	ADMINISTRATION REPORT 20-214	<p>MOVED by Councillor Montague that the Administration report be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
9.	INFORMATION AND CORRESPONDENCE 20-215	<p>MOVED by Mayor Newton that the following correspondence be accepted as information:</p> <ul style="list-style-type: none"> a) DP 20DP20-04 – as built construction of two RV parking pads, detached garage, five sheds, two decks, utilization upon the site of 2 RV's for the purposes of occupation and storage and utilization of the existing or installation of a septic system to be connected to both an outhouse and the 2 RV's, 157 Lakeshore Drive b) DP 20DP25-04 – "As built" construction of one accessory building (cold storage only), installation of a water supply (cistern) and septic system (holding tank), construction of one RV parking pad and utilization upon the site of one RV for the purposes of occupation and storage, 95 Lakeshore Drive South c) DP 20DP27-04 – as built construction of two RV parking pads, two accessory buildings and a deck and installation of a septic system (holding tank) connected to both an outhouse and an RV; and utilization upon the site of two RV's for the purposes of occupation and storage, 198 Lakeshore Drive South d) DP 20DP28-04 – as built construction of two RV parking pads, a deck and installation of a septic system (holding tank and connection to both RV's and utilization upon the site of two RV's for the purposes of occupation and

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TUESDAY, DECEMBER 15TH, 2020
VIA TELECONFERENCE

		<p>storage, 168 Lakeshore Drive South</p> <p>e) DP 20DP29-04 – as built construction of one RV parking pad, construction of one RV parking pad, two accessory buildings and a deck, and installation of a septic system (holding tank) and connection to both RV sites, and utilization upon the site of two RV's for the purpose of occupation and storage, 30 Trout Street</p> <p>f) DP 20DP31-04 – construction of one RV parking pad and utilization upon the site of one RV for the purposes of storage, 11 Lakeshore Drive South</p> <p>g) DP 20DP32-04 – construction of one RV parking pad, as built installation of two septic systems (holding tank) under outhouse and holding tank connected to RV and utilization upon the site of one RV for the purposes of occupation and storage, 73 Spruce Street</p> <p>h) Letter from the City of Cold Lake to the Minister of Health encouraging one system for COVID tracking (from ABTraceTogether to COVID-19 Alert) to enable tracing across Canada; specifically to strengthen interprovincial travel and trade</p> <p>i) Government of Alberta – Statement of Direct Deposit of \$538.00 on November 24th, 2020 for Dec. FCSS</p> <p>j) Government of Alberta – Statement of Direct Deposit of \$28,087.00 on November 10th, for MOST grant payment</p> <p style="text-align:right">CARRIED</p>
10.	ADJOURNMENT	The meeting adjourned at 5:45 p.m.

Next meeting: January 19th, at 4:30 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman



Summer Village of Island Lake

Council Policy

Number	Title		
C-COU-POL-1	Council and Administrative Policy Development		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To establish a consistent approach, through an established format, pre-determined codification system, and clearly articulated definitions for Council Policy and Administrative Policy development in the Summer Village of Island Lake.

Policy Statement

This Council policy shall establish a consistent approach to, and philosophical framework for, the development of Council Policies and Administrative Policies.

Responsibilities

Council policies shall address issues within the realm of governance. The CAO, in accordance with the direction and intent of the CAO Bylaw shall determine which policy issues should be brought to Council for approval as Council policies, those that should be shared with Council for information, and those that shall remain strictly within the purview of administration to develop, approve, implement and monitor.

Standards

1. Policies shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Summer Village bylaws.
2. Council policies and Administrative policies shall be developed and implemented according to this policy.
3. Policies shall be developed using a common format comprising:
 - a. **Purpose** – the purpose explains the underlying issue or need that resulted in the formulation of the policy. The purpose statement shall be in the form of an infinitive: that is, the first word shall be, "To".
 - b. **Policy Statement** – two types of policies are contemplated by this policy: Council policies, which are approved by Council; and Administrative policies, which are approved by the

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Summer Village of Island Lake

Council Policy

CAO. In both instances, the policy statement is a philosophically based statement, which is goal oriented and establishes directions or parameter for the future.

- c. **Definitions** – definitions may be inserted after the policy statement whenever terms in the policy statement require further explanation for clarity.
- d. **Responsibilities** – this section shall determine which entities within the Summer Village of Island Lake are responsible for the development, approval, implementation, and evaluation of the effectiveness of the policy. This may include the delegation of responsibilities to the CAO, or designate, or to Council committees.
- e. **Standards** – Standards further define the framework and/or establish parameters within which the policy is to be implemented. Standards are clear concise statements that define in more precise terms what is required relative to the policy direction. Standards may include statements that are mandatory in nature; that is, they may include the terms, “shall” or “will”. In interpreting policies and standards, the terms, “shall” and “will” are to be read as mandatory and the term “may” is to be reads as permissive.
- f. **Administrative Procedures** – the CAO or designate is responsible for developing the specific implementation steps required to operationalize a policy. Administrative procedures shall not be subject to Council approval but shall be available to the Council for information at the time of policy approval and thereafter whenever relevant issues arise. The Council expects that administrative procedures will be developed by obtaining the necessary technical advice, affected stakeholder input, and legal opinions.
- g. **Approvals** – approvals shall signify the approval that has occurred on the policy by the CAO.
- h. **Approved** – for Council policies, this shall include the resolution number and date on which final approval was given by Council. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
- i. **Revised** – this section provides a tracking system of the dates on which revisions to the policy were approved. For Council policies, there would be a reference to the resolution number and date of approval of any revision. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
- j. **Legal References** – legal references shall refer to any statutes or other legal authorities relevant to the policy. Legal references shall appear at the end of the policy.
- k. **Cross References** – cross references shall refer to any relevant bylaws, collective agreements, Council policies, or Administrative policies that may be referenced in the implementation of the policy. These shall be placed at the end of the policy.



Summer Village of Island Lake

Council Policy

1. **Page Numbers** – page numbers shall appear in the bottom right of each page and be identified in the format of, “Page 1 of 2, Page 2 of 2”. In order to clearly separate administrative procedures from policy, a new series of numbering shall begin on the first page of the administrative procedures and shall follow the pattern of, “Page 1 of 2, Page 2 of 2”.
4. The development and review of policies shall allow for the participation of affected groups or individuals that the Council or CAO considers appropriate to the policy decision being contemplated. In the event of an emergent or other situation where it is in the best interests of the Summer Village to do so, the Council or CAO may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the situation at hand.
5. The CAO or designate shall review policies periodically to ensure that they continue to be relevant, current and support the achievement of desired results.
6. The Council delegates responsibility for effective policy implementation and evaluation to the CAO.

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Island Lake Council Policy

Number	Title		
C-COU-AUTH-1	SIGNING OR AUTHORIZATION OF MUNICIPAL DOCUMENTS POLICY		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

Whereas Council for the Summer Village of Island Lake, having duly passed a Chief Administrative Officer (CAO) and/or Designated Officers Bylaw (#03-2020) which authorizes the CAO or Designated Officer(s) to exercise all of the powers, duties and functions assigned by Council and/or defined and assigned under the Municipal Government Act (MGA), Council further refines the critical duties of signing or authorizing municipal documents, as per Section 213 of the Act. Specifically, Council wishes to authorize the CAO/designated officer(s) to be granted sole authority to exercise certain instruments as allowed under 213(4). Doing so will ensure efficient execution of municipal business.

Policy Statement

- 1) Council, through various bylaws and policies or resolution of Council, duly passed, authorize the municipality to purchase, garner, solicit or otherwise engage and procure services or assets. As those actions often require the signed commitment of the municipality by way of an executed instrument, Council assigns, in certain instances, the authority to execute such documents where same have been previously authorized by Council, explicitly (as in an agreement) or implicitly (as through general budget approval).
- 2) For clarity:
 - a) Section 213(1) requires two signatures;
 - b) Section 213(2) requires two signatures;
 - c) Section 213(3) requires two signatures;
 - d) Section 213(4) requires two signatures, except where (3) of this policy applies.

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Summer Village of Island Lake Council Policy

- 3) Issuing of sole authority to execute municipal documents, as per 213(4), shall be as follows:

CAO or designate may solely sign or authorize execution of:

- a) payment of services or procurements – as per purchasing policy as long they form part of the approved budget;
- b) letters or instruments of engagement, so long as they have been approved by Council in substance;
- c) policies, administrative correspondence and directives as applicable;
- d) any other agreement, cheque or negotiable instruments as long as the substance of same has been approved by Council.

Legal References: MGA Sections 207, 210; 213

Cross References:

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Council Policy

Number	Title			
A-ADM-INF-1	Dissemination of Information to the Public			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To provide confidentiality guidelines to Council and staff.

Policy Statement

1. Summer Village Minutes, Bylaws and Financial Statements are considered to be public property. The charge for copies of these documents for the public shall be as per the Summer Village's Fees and Charges Bylaw.
2. All information other than that contained in the Minutes, Bylaws and Financial Statements (i.e. Summer Village business, salaries of individual employees and personnel matters) shall be confidential unless otherwise specified by the CAO.
3. Copies of all Minutes and Bylaws shall be posted to the Summer Village's website.
4. Although Summer Village policies, as contained in the Policy Manual, are considered to be public knowledge, all comments regarding these policies shall be restricted to the Mayor, Councillors and the Chief Administrative Officer.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Administrative Policy

Number	Title			
A-FIN-TAX-1	Tax Recovery Fees			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

This policy is established to ensure that the Municipality is reimbursed for its administration costs prior to the removal of the Tax Recovery Notifications.

Policy Statement

1. Whenever Tax Recovery Notifications are to be registered with Land Titles against a property for non-payment of taxes, the minimum charge to be applied against the tax roll shall be \$50.00 plus \$5.00 for each interested party on title plus related expenses or the actual costs, whichever is greater.
2. The Tax Recovery Notification shall not be discharged until the taxes and the tax recovery charges have been paid in full.

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Island Lake

Administrative Policy

Number	Title			
A-ADM-TAX-2	Tax Roll Address Change			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

The Alberta Land Titles Act specifically states in Section 48 that an owner or mortgagee of land shall deliver to the Registrar a memorandum in writing of some address to which all notices shall be mailed. It also required the owner or mortgagee to notify the Registrar of any change in his address. Therefore, Council is simply upholding the Land Titles Act.

If no change of mailing address is given to the Alberta Land Titles office then a caveat or lien can be placed against the property without the knowledge of the property owner. If a change of mailing address is supplied to the Alberta Land Titles office then all notifications will be sent to the owner.

Policy Statement

When owners' of property have a mailing address change and notify the Municipal office of this change, administration staff shall advise the property owner of the requirement to notify the Alberta Land Titles office of same.

Standards

1. Municipal Staff shall request in writing any mailing address changes as requested by a property owner.
2. At the discretion of the Chief Administrative Officer or his/her designate, Municipal staff may add the requested information to the official tax roll to ensure timely delivery of municipal information to the resident.
3. When a property owner's mailing address or ownership change comes from Alberta Land Titles Office, the office staff shall change the information on the official tax roll.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Administrative Policy

Number	Title			
A-HUM-COD-1	Human Resources Code of Conduct			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

POLICY STATEMENT

To create, provide and maintain an equitable, positive, safe and rewarding work environment for all employees.

PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and Employees.
2. To document personnel practices and policies of the Summer Village.
3. To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Summer Village.
4. To provide for the safety and welfare of the Employees, the economy of operation, protection of the property and welfare of the public and the Summer Village.
5. To provide a fair and effective system of personnel administration.
6. To assist the Summer Village in providing quality service to the ratepayers and residents of the Summer Village.

PRINCIPLES

2.1 Employee/Contractor Hiring

1. Council shall manage and conduct the hiring process for the position of Chief Administrative Officer (CAO).
2. The CAO is responsible for recruitment and hiring of all Employees and contractors that report to the CAO and termination of all employees and contractors.
3. Department Managers are responsible for recruitment and hiring of their department Employees with the CAO endorsement.
4. Equal opportunity for employment will be provided to all qualified candidates.
5. Job offers shall be contingent on the applicant's agreement to the offer, acknowledgement of the Summer Village policies, successful reference and background checks, and any other condition applicable to the position that are required of the Employee. (i.e. criminal record check, driver's abstract). Relatives of Employees or Council may be considered for employment with the Summer Village provided they:
 - have made application for employment through the regular process;

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Summer Village of Island Lake

Administrative Policy

- have been considered in accordance with established employment policies and procedures;
 - possess the necessary qualifications;
 - are considered to be the most suitable candidate;
 - are not supervised by, or work directly with, their immediate family member (spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, adopted, half, and step members).
6. All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.
 7. Offer letters will include any terms and conditions of employment.

2.2 Orientation

1. Employee orientation will be provided, and will include review of Summer Village policies, rules and regulations, and other job-specific information designed to assist the Employee in their duties.
2. Adolescent and young workers (18 and under) will be provided with further orientation, if required as per *Alberta Employment Standards Code*.

2.3 Probationary Period

1. A new Employee will be on Probationary Period for six (6) months. This period and any extensions should be referred to as the "Probationary Period".
2. The Summer Village, without notice or payment in lieu of notice, may terminate employment during the Probationary Period.
3. An Employee who is promoted or is selected for employment via an internal transfer may serve a six (6) month Probationary Period before appointment is made permanent at the discretion of the CAO. In the event the Employee is not successful in the new position after Probationary Period, and their old position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.
4. The CAO may extend Probationary Period an additional three (3) months if warranted or required.

2.4 Performance Management

1. The Summer Village is committed to continuous Employee performance management and development.
2. All Employees and Department Managers may be subject to annual performance reviews at the discretion of the CAO.
3. Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31.

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Summer Village of Island Lake

Administrative Policy

2.5 Ending Employment

1. Termination of employment may take place upon the initiation of either the Summer Village or the Employee.
2. Termination by the Summer Village of Employee will be consistent with the Alberta Employment Standards Code.

2.6 Personnel Record Documentation

1. Individual personnel files shall be established on all Employees and kept up to date and maintained by the CAO or designate as part of the payroll records. Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).
2. An Employee's file shall be established at the date of employment and permanently retained by the Summer Village as per the Summer Village retention policy. Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.
3. Employees have access to their own personnel files, with the exception of confidential reference letters. It is the responsibility of the Summer Village to ensure that personnel records contain all current Employee development information.
4. No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.
5. Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the Alberta Freedom of Information and Privacy Act.

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Island Lake

Administrative Policy

Number	Title		
A-REC-PLAY-1	Playground Equipment		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

POLICY STATEMENT

The Summer Village of Island Lake shall inspect and repair all playground equipment located within the Summer Village boundaries which are located on municipal property on a yearly basis.

PURPOSE

The Summer Village of Island Lake has deemed it necessary to provide the users of the playground equipment a safe environment and lessen the likelihood of personal harm.

RELATED INFORMATION

The Summer Village of Island Lake, upon inspection, having found a defective or worn part, may elect to repair the equipment or remove it from service until such time that it can be returned to service.

RESPONSIBILITIES

It will be the responsibility of the Chief Administrative Officer to ensure completion of an annual inspection and identified concerns are followed up on.

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Administrative Policy

Number	Title			
A-TRA-INSP-1	Road Inspection and Maintenance Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To provide guidelines to Council and staff with respect to roads under the direction, management and control of the municipality.

Policy Statement

The Summer Village of Island Lake will ensure that the roads under the direction, management and control of the municipality are kept in a reasonable state of repair insofar as the municipality's financial and human resources will allow.

Standards

1. Roads within the Summer Village will be inspected on a semi-annual basis. Items to be considered in these inspections are:
 - Potholes
 - Frost boils
 - Cracks
 - Obscured intersections
 - Condition of traffic control signs
 - Visibility of traffic control signs
 - Maintaining grade and level of both paved and gravel roads

This standard will apply to all paved and graveled roads and lanes within the Summer Village.

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Island Lake

Council Policy

Number	Title			
C-CAO-PERF-1	Chief Administrative Officer Performance Evaluation			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To outline the Annual Performance Evaluation of the Chief Administrative Officer.

Policy Statement

The Summer Village of Island Lake shall implement best practices in the governance function.

Principles

1. The Summer Village of Island Lake is committed to following good governance principles and practices.
2. Council will complete an Annual Performance Evaluation for the Chief Administrative Officer.
3. The Annual Evaluation is to be completed by all of Council and the Mayor.
4. Once the Annual Performance Evaluation is completed, there will be a meeting between the Mayor and Chief Administrative Officer to discuss the Annual Evaluation.

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Island Lake

Council Policy

Number	Title			
C-COU-COMM-1	Resident Communications to Individual Councillors			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose & Background

Councillors are the elected representatives of the Municipality and are accountable to the residents. Councillors have a responsibility to listen to the residents, to understand and to take any appropriate action.

Policy Statement

From time to time, an individual Councillor may be approached by or receive a communication from a resident of the Summer Village of Island Lake. It is the Councillor's right to listen to the resident and ask questions for clarification and understanding. A Councillor may share their personal views on any governance matters but can not speak for Council as a whole unless authorized to on that specific matter. If a matter is Administrative in nature, the Councillor is to inform the resident and suggest they contact Administration. The Councillor may follow up with Administration themselves.

Procedures

1. If a Councillor receives a communication from a resident on a governance matter, they may at their discretion, ask Administration to put it on a future Council Agenda to review and discuss.
2. If a Councillor receives a communication from a resident on an Administrative matter and chooses to follow up, they will:
 - a. Email, text or write the Chief Administrative Officer or designate regarding the issue.
 - b. The email should contain the resident's name and contact information.
 - c. The Chief Administrative Officer or designate may refer the matter to other employees or contractors.
 - d. The Chief Administrative Officer will ensure that a response or resolution to the communication is completed in a timely fashion and is communicated to the resident.
 - e. Any follow-up communication will be shared with all of Council and Administration.

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Summer Village of Island Lake

Council Policy

Revisions

Resolution Number	MM/DD/YY

DRAFT



Summer Village of Island Lake

Council Policy

Number	Title			
C-COU-MTG-1	Notification of Council and Committee Meetings			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To outline the length of notice to be given to the public and Council on Council and Committee meetings.

Policy Statement

The Summer Village of Island Lake shall implement best practices in the governance function.

Principles

1. The Municipal Government Act, Chapter M26 of the Statutes of Alberta requires that 24-hours notice be given to Council and the public of all Council meetings and meetings of committees of Council.
2. Special Council meetings may be held with less than 24-hours notice if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting.
3. Notice of a Council or Council Committee meeting is deemed to have been given to a Councillor or member of a Council Committee if the notice is delivered either in person to an adult person at the Councillor's or member's home or place of business. Digital messages will be deemed acceptable provided that the message has been acknowledged as received by the individual.
4. Notice of a Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
5. Any changes in date or time of Council or Council Committee meetings will be advertised by the posting of a notice on the Summer Village's website and/or Community Information Sign.

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Summer Village of Island Lake

Council Policy

Number	Title			
C-FIN-BUD-1	Expenditures not included in Annual Budgets			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To satisfy the requirement of the MGA that a Council must put in place procedures dealing with expenditures not included in the annual budget.

Policy Statement

The Summer Village recognizes the need to establish procedures concerning the approval and payment of expenditures that are not included in the annual budgets.

Standards

1. Undertakings that are not approved in the operating budget, interim budgets or capital budget that are of an emergent matter, as deemed by Council to be important and timely for the community or are legally required to be paid must be presented to Council and approved for payment by Council.
2. Council recognizes that individual budget lines within the approved budget may go higher or lower without Council approval, so long as Administration stays within the budget as a whole.

Legal References: MGA 248(2)

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Council Policy

Number	Title			
C-FIN-DCA-1	Disposal of Capital Assets			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To ensure that the municipality receives fair value and that there is equal opportunity for everyone who may be interested in purchasing capital assets when they are sold.

Policy Statement

1. The disposal of any capital asset must have the approval of Council as a whole prior to any action being taken to dispose of the asset.
2. Any capital asset, which is being disposed of, shall be advertised and tendered or sold at public auction in a platform as determined by the CAO.
3. Offers to purchase capital assets must be made in writing to the Municipal office and must be received by the office prior to the closing time and date stated in the advertising.

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Council Policy

Number	Title		
C-FIN-PUR-1	Purchasing Policy		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To provide clarity and direction for the procurement of goods and services.

Policy Statement

1. Once Council has approved the annual operating and capital budgets, administration shall have the authority to purchase appropriate supplies or contracted work within that category's budgeted amount.
2. Two members of Council may approve expenses of an emergency nature which are not included in the annual budget.
3. Staff shall always attempt to obtain the best supplies or work for the least dollars. Purchases shall, however, be from reputable firms that supply a guarantee or warranty where applicable.

Legal References: MGA 208(i) & 248(1)

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Council Policy

Number	Title			
C-FIN-RES-1	Restricted Surplus & Reserves			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To assist the Summer Village in being financially secure. As per Auditor recommendation, the municipality's goal will be to have the equivalent of at least one year's operating funds as the amount of total reserves/unrestricted surplus collected.

Policy Statement

The Summer Village of Island Lake recognizes the need to maintain and manage the reserve funds that:

1. Minimize the financial exposure of the municipality from unanticipated fluctuations in operating activities.
2. Maintain and improve the Summer Village's working capital requirements.
3. Provide for future operating and capital requirements.
4. Address the overall current and future initiatives of the Summer Village.

Standards

1. Reserves are established to meet specific circumstances that have a reasonable likelihood of being realized.
2. The requirement for each reserve and their amounts will be reviewed annually.
3. All reserves, as allocated, will be fully funded.
4. Operating Reserves:
 - a. The purpose of maintaining operating reserves is to:
 - i. Meet unexpected operational needs of the Summer Village (this may relate to changes in either operating revenues or operating expenditures); and
 - ii. Smooth out the unpredictable nature of certain expenditures (i.e. weather driven expenditures).
5. Capital Reserves:
 - a. The purpose of Capital Reserves is to:
 - i. Establish a systematic method of capital equipment/infrastructure replacements that emphasizes the long-term annual expense of equipment/infrastructure rather than sporadic expenditures for equipment; and



Summer Village of Island Lake

Council Policy

- ii. Encourage long-term planning for new capital needs and a systematic method of financing for those needs.

Legal References: MGA 244

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Council Policy

Number	Title			
C-FIN-TEN-1	Tendering Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To provide clarity and direction for the procurement of goods and services, giving consideration to in-house expertise and fiscal constraints under which the municipality must operate.

Policy Statement

1. The Summer Village of Island Lake recognizes the need to obtain the best service for the best value, as it relates to best practices within the municipality. The Summer Village may utilize a tender process (open or invitational), a request for proposal (RFP) (open or invitational) or a request for quote (RFQ) (open or invitational) for capital or operational projects depending on the project scope and as agreed by Council, the Chief Administrative Officer or both.
2. If the project that is to be tendered, proposed or quoted is of a significant dollar value, the Summer Village may contract outside sources to prepare, evaluate and provide a recommendation(s).
3. When a tender, RFP, or RFQ is requested, the tender, RFP or RFQ is to be received at the Summer Village municipal office location in a sealed envelope and will remain sealed until the end of the period set out for receipt of documents.
4. Once the period for submission is closed, the Chief Administrative Officer will open all sealed documents in the presence of at least one other person – administrative staff, Public Works Foreman and/or a member of Council.
5. For submission to Council, the Chief Administrative Officer will present the information from the tender, proposal or quote documents in a spread sheet format which will provide the following information:
 - Name of firm submitting tender
 - Value of the tender by the submitting firm

The original documents will be made available at the Council meeting should Council feel that they require additional information.

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Summer Village of Island Lake

Council Policy

6. A decision shall be made by Council or the Chief Administrative Officer (however directed by Council) based on the information provided – spread sheet document and review of the original form if necessary. Evaluation of the bids may consider the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.

Legal References: MGA Section 207 & 248(1)

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Island Lake

Council Policy

Number	Title			
C-HUM-REC-1	Recruitment			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To provide the Summer Village with terms and conditions around the recruitment of permanent and temporary staff.

Policy Statement

1. Recruitment of all Summer Village personnel is to be centralized through the office of the Chief Administrative Officer.
2. The Chief Administrative Officer is responsible for ensuring that the general statement of recruitment is adhered to. In the event of a conflict, the Mayor and one other member of Council will review the issue prior to an offer of employment being made.
3. Family member means spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, adopted, half, and step members.
4. Family members of Council may be employed in temporary positions if the Summer Village has employed them in the past, if they have the required experience, or if they had been employed before the Council member was elected.
5. No person may be hired for a position if that position is under the direct supervision of an immediate family member.
6. Family members of Council, the Chief Administrative Officer and Department Heads are ineligible for permanent employment with the Summer Village.
7. The official offer of employment will be generated from the Summer Village municipal office only. The official personnel file for all staff hired will be held in the Summer Village municipal office.

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Summer Village of Island Lake

Council Policy

8. All permanent and temporary positions of three months duration or longer will have a probationary period set at six months. The Chief Administrative Officer may grant one extension of the probationary period. The extension may not exceed the length of the original probationary period.
9. Should the conditions of this policy conflict with the requirements of a Federal (e.g. SEED) or Provincial (e.g. STEP) employment programs, the requirements of this employment program will supersede the conditions of this policy.
10. Notwithstanding anything else stated in the policy, if, after a diligent search for candidates to fill the positions, there are no other viable candidates then the Chief Administrative Officer may hire a member of a Council member's family, but there is to be no direct supervision or direction from the Council member to that employee.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

Dec
17/20

Ms. Wannamaker,

My name is Jason Rosadiuk and I am Transport Canada's Boating Safety Officer for Alberta. My role is to help law enforcement, provincial and municipal governments, community groups, and individuals, to make recreational boating safe and enjoyable for all stakeholders.

I have been contacted by Peter Mickelsen about his concerns about boating safety on Island Lake. I have also read your local newspaper articles that were recently published on this topic. I wish I could say that Mr. Mickelsen's concerns are unique to Island Lake but they are not. Unfortunately the situation Mr. Mickelsen described to me is a story I hear more and more frequently from all across the country.

The reality is that the number vessels and the number of people engaged in recreational boating is increasing. That trend is not going to change. The bad news is that as more people use Canadian waterways for recreational boating there is going to be more conflicts and disagreements between stakeholders and user groups both on and off the water. The good news is that it is not impossible to deal with most of these conflicts. Education, information, and a little bit of law enforcement on a regular basis usually make a noticeable difference.

Boating safety and environmental concerns are usually the topics that are brought to my attention. Certain vessel types, user groups, and activities, are typically identified as the problem. Currently the emergence and popularity of large displacement wake surfing type vessels seem to be the source of many complaints and safety concerns, and personal water craft (PWC) are always identified. In my experience the vessel type, size, engine horsepower, and the type of activity it is engaged in is rarely the problem. The root of most problems arise from the poor behaviour of vessel operators and their guests. I have also found that the problems are caused by only a small portion of the recreational boaters on the water.

Consumption of alcohol and drugs in public (on a vessel on the lake) is prohibited under provincial legislation and impaired operation of a vessel falls under the same section of the Criminal Code as impaired operation of a motor vehicle. It is well known that many of the problems with recreational boating are directly related the consumption of alcohol and drugs. Provincial legislation on the transportation of alcohol and cannabis applies to vessels in the same way as it does for motor vehicles which makes even the possession of alcohol and cannabis on board a vessel illegal in almost all situations in Alberta.

Law enforcement services DO NOT require a vessel in order to enforce the pleasure craft regulations or the Gaming, Liquor, & Cannabis Act . In fact the best place for enforcement officers to conduct their compliance inspections is from the shore or a dock. It is the safest place for the officer and for the boaters for multiple reasons. Purchasing, maintaining, deploying, cleaning, repairing, and training enforcement officers to do all

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these things and to operate the vessel require a lot of time and resources. In most cases in Alberta those limited resources are better spent on compliance inspections and enforcement actions from the shore or dock. Most Alberta lakes only have a few public boat launches and marinas and in a lot of cases only one. That means most recreational pleasure craft will start and end their day of boating in the same place and there is usually only one road in and out of these locations. There is no better place for an enforcement officer to be than at these bottle necks and it is something that is possible for them to safely and easily do alone. Stopping at the boat launch for an hour or two in the morning or evening is something that an officer can easily do as part of their regular patrols and it is something they can quickly and easily stop doing to respond to more urgent situations.

Another option for law enforcement services who require the use of a vessel but do not have one of their own is to partner with another law enforcement agency and join them on their vessel and perform joint enforcement patrols. I am aware of several situations where Alberta Fish and Wildlife Officers have successfully partnered with the RCMP, city police services, and community peace officers to perform joint patrols.

I provide training classes and ongoing assistance to law enforcement services all across Alberta at no cost to them other than their officers time. They can call me directly for help, questions, or to request a training class which I will deliver to them in person (or online in 2021). I provide all the training material and resources for free and Transport Canada pays for all of my travel expenses. I provide support in the field to law enforcement officers by joining them on the water or on land while they conduct compliance inspections and enforcement. I can also provide training and resources to non-law enforcement groups so that they can deliver Transport Canada's Pleasure Craft Courtesy Check Program in their community.

If the county or municipality employs Peace Officers and would like them to have the same powers and authorities that RCMP members and Fish and Wildlife Officer have to enforce the Canada Shipping Act, 2001, or any of the regulations created under the act, all you have to do is ask. I will help you submit the request to Transport Canada and I will provide the Peace Officers with the same training and support that I give to all other enforcement officers. This is something that is becoming a trend all across Alberta as rural municipalities find it easier to control and direct their own Peace Officers towards the enforcement of laws that they feel are a priority to their community.

I will be happy to work with you, your community, local government, and local law enforcement, to improve the safety and enjoyment of your local waterways. I will be sending an identical letter to the Athabasca RCMP Detachment, the County of Athabasca, and the Summer Village of South Island Lake.

Please call me if you have any questions.

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Jason

Jason Rosadiuk

Boating Safety Officer, Prairie and North Region (RMEB)

Transport Canada / Government of Canada

jason.rosadiuk@tc.gc.ca

Cel: 587-338-6070

Tel: 780-495-2039

TTY: 1-888-675-6863

Boating Safety Officer, Région des Prairies et du Nord (RMEB)

Transports Canada / Gouvernement du Canada

jason.rosadiuk@tc.gc.ca

Cel: 587-338-6070

Tel: 780-495-2039

TTY: 1-888-675-6863



Transport
Canada

Transports
Canada

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Jan. 5/21

, Cheers Peter

From: Adam Jalbert <Adam.Jalbert@gov.ab.ca>
Sent: January 5, 2021 3:53 PM
To: svislandlake@wildwillowenterprises.com <svislandlake@wildwillowenterprises.com>
Cc: Peter Mickelsen <mickeltek@outlook.com>; paul.gilligan@rcmp-grc.gc.ca <paul.gilligan@rcmp-grc.gc.ca>; jason.rosadiuk@tc.gc.ca <jason.rosadiuk@tc.gc.ca>; Cole Herle <Cole.Herle@gov.ab.ca>
Subject: RE: BOAT PATROLS

Good morning Dianne, and Happy New year!

Thanks for your email - I can certainly appreciate your concerns.

To be very succinct – we already do what you have requested within our capacity. In order to provide you with some additional insight as to why you may feel there is an inadequate level of enforcement (from a Fish and Wildlife perspective), I just want to bring up a couple points:

- 1) The Athabasca District Fish and Wildlife staff cadre is comprised of 3 full time officers (for the past 8-9 months, we have been down to 2). Although we carry a varied list of responsibilities within our role as a Fish and Wildlife Officer, three of our primary roles which take up the majority of our time include:
 - a. The enforcement of federal and provincial laws and regulations relative to fish and wildlife resources and public land which often includes lengthy investigations, execution of search warrants, court processes, etc.
 - b. Problem wildlife management (nuisance/dangerous wildlife, livestock predation, human conflict)
 - c. Public education/outreach through community meetings, school presentations, public workshops, etc.
- 2) The Officer staff in the Athabasca District are responsible for an area encompassing approximately 5,500 square miles (~14,200 square kilometres). We work with 5 different municipal districts as well as 6 different RCMP detachments.
 - a. Within this land base, there are approximately 30 lakes as well as a stretch of about 500 kilometres of the Athabasca River which are popular destinations for anglers and other outdoor recreationalists. The 3 staff members of the Athabasca District are tasked with the enforcement of above laws/regulations on these waterbodies.
 - b. Of these 30 lakes which require our attention, 11 of them have lakefront properties ranging from a few full time houses, to several summer village communities (Amisk, Baptiste, Calling, Island, Long Island, North Buck, Skeleton being the busiest 7 of them).

Between trying to provide adequate shift coverage to respond to the multitude of complaints received by our office, regular days off, vacation time, and trying to do the best job we can with our limited resources; I'm sure you can appreciate our limitations. This past summer (May, June, July, August) our 2 officers conducted 9 compliance patrols at Island Lake specifically. 7 of these compliance patrols were on the water via watercraft. Our officers also conduct regular compliance patrols during the winter months when the lake is frozen.

Long story made short – we are doing what we can, and partnering with our local RCMP members is something we continue to try and do in order to be as effective as we can. Chances are that if you are complying with the rules and

regulations, you might not end up even seeing us.

A big thanks to you and Peter for taking initiative and being good stewards! Please continue to report any unlawful activity as you observe it and in turn, we will continue to address the complaints to the best of our ability. I have cc'd the initial recipients to this email in order to keep everyone on the same page.

Kind regards,
Adam

Adam Jalbert

Inspector, Fish and Wildlife Enforcement Services
Sheriffs Branch
Government of Alberta

Main Floor, Provincial Building
4901 – 50 street
Athabasca, AB T9S 1E2

Tel 780-675-8176
Fax 780-675-8165



Classification: Protected A

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

Sent: Wednesday, December 23, 2020 10:00 AM

To: Cole Herle <Cole.Herle@gov.ab.ca>; Adam Jalbert <Adam.Jalbert@gov.ab.ca>

Subject: BOAT PATROLS

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Morning Gentlemen,

I understand you have been made aware of the situation on Island Lake by Mr. Peter Mickelsen, who has also contacted Council and Administration of the Summer Village of Island Lake (along with others).

We have requested some enforcement assistance from Athabasca County, however with only one Bylaw officer, they are stretched very thin as it is. We are wondering if there is a possibility of your office conducting several patrols by the boat launches (perhaps in the water in summer) in both winter and summer to ensure there is no violation of the Fish and Wildlife Act?

We value your input and look forward to your response. Happy Holidays.

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**

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Jan. 11/21

[Print](#) | [Close Window](#)**Subject: Re: BOAT PATROLS****From:** Peter Mickelsen <mickelte@outlook.com>**Date:** Mon, Jan 11, 2021 2:53 pm**To:** Adam Jalbert <Adam.Jalbert@gov.ab.ca>, "svislandlake@wildwillowenterprises.com" <svislandlake@wildwillowenterprises.com>**Cc:** "paul.gilligan@rcmp-grc.gc.ca" <paul.gilligan@rcmp-grc.gc.ca>, "jason.rosadiuk@tc.gc.ca" <jason.rosadiuk@tc.gc.ca>, Cole Herle <Cole.Herle@gov.ab.ca>**Attach:** image001.png

Good day to All. I would like to thank Inspector Jalbert for returning the e-mail, explaining the roles and responsibilities of his department, for the area. Also, I would also like to thank him and his colleges for their efforts thus far. I'm glad to hear that you are doing Public Education.

Boating issues at Island Lake are just a symptom of a much larger problem. Lack of funding and support for the people who trying to do their jobs is definitely contributing to the boating issues at Albertas lakes. Lack of manpower results in Laws with little Education/Enforcement. Sadly, this has caused adverse results over the years. The boating issues on Albertas lakes are continuing to increase, because of the lack of Education/Enforcement. Making no changes to the present Education/Enforcement process, is not a solution. Making no changes, is the reason why the issues have elevated.

How is Boating Safety, Education/Enforcement presently being handled in the 5 different MD's and 6 different RCMP detachments? How does each RCMP detachment presently partner with your group? Is there any information sharing between each group, regarding boating safety issues? Is Boating Education/Enforcement conducted from on the water or from the shorelines? I do believe that some of Officer Rosadiuk's boating safety ideas, might be something to consider looking into. The idea of using Pinch Points on the lake and Education/Enforcement from a safe shoreline, are innovative ideas for boating safety. By just having a certain vehicle parked in a strategic location, sends a message. Education/Enforcement while sitting on a pier in a lawn chair, with a set binocular's, waving over the odd boat, would probably work at Island Lake. Things don't have to be complicated or cost a lot of money to get results, all the time. Who know's, you might even get some Beer delivered to you. If the Education process starts early enough in the boating season, the message gets sent for the rest of season. There are 4 main long weekends. If half of them were targeted in a timely manner, word around the lake's, spreads. You don't have to Charge everyone; you just have to make a Statement with a few. People usually learn from mistakes and warn others.

I do have some further suggestions that could possibly assist with changing boating behaviors. Public Education is the key and sometimes it takes on many different new ideas. I do believe that the Summer Villages, County, and the Press could possibly play roles in this information sharing process. Do any of the 3 organizations have printable Boating Information that could be used to inform the boating public, in a timely manner? What I am thinking about is, using different levels of Government and the Press to inform the public via their present information systems. A gentle reminder in May, might assist with changing some boating behaviours.

Most people do not study the Safe Boating Guide prior to launching their boats for the season. Maybe page 57 from that guide, could be part of the idea. Possibly some permanant signage at strategic locations? I'm sure that most people would appreciate the reminder. Public Education is not just a one-time event. It is necessary to have clear, accurate, messaging, repetitively. There's a new group of boaters every year. People are only human and we All forget things.

Thank's again, to All of you for your efforts and time. I look forward to hearing back from you with your comments/suggestions.

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DECEMBER 15th, 2020 TO DO LIST

- Ensure minutes from Nov. 21/20 are placed in minute book once signed **WAITING ON SIGNATURE**
- Forward correspondence to Associated Engineering to work on potential alignment feasibility options and cost estimates for waterline **DONE**
- Contact Boating Safety Officer Jason Rosadiuk for information that can be shared with public and posted to various SV media outlets **DONE**
- Contact Peter Mickelsen to request which Fish and Wildlife office he has contacted **DONE**
- Follow up with Fish and Wildlife office to request patrol on lake summer and winter **DONE**
- Place Approach & Culvert policy on website **DONE**
- Advise Mr. Prufer that minimum tax will stay on lots in SV but assessment will be reduced in 2021 **DONE**
- Continue with Lakeshore back alley road realignment **ONGOING**
- Place Dec. 31/20 income and expenses stmt on next agenda **DONE**
- Ensure annexation and back alley alignment are considerations for 2021 budget **ONGOING**
- Place AllNet on next agenda **DONE**
- Place AIM question and answers on web **DONE**
- Start Budget **ONGOING**

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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

December 15, 2020

File: 20DP33-04

**Re: Development Permit Application No. 20DP33-04
Plan 763 TR, Block 2, Lot 14 : 236 Lakeshore Drive N (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) ACCESSORY BUILDINGS AND
INSTALLATION OF A SEPTIC SYSTEM (HOLDING TANK CONNECTED TO THE
RECREATIONAL VEHICLE SITE), CONSTRUCTION OF A RECREATIONAL
VEHICLE PARKING PAD, AND UTILIZATION UPON THE SITE OF ONE (1)
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- The applicant shall submit reasonable plans for the proposed Recreational Vehicle Parking Pads to the Summer Village of Island.
- 4- Two (2) Off-Street parking spaces must be provided on site.
- 5- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 6- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.

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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 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.
- 8- The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including development setback of 1.5 metres from all boundaries.**
- 9- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete **December 15, 2020**

Date of Decision **December 15, 2020**

Effective Date of Permit **January 13, 2021**

Signature of Development Officer

Tony Sonnleitner
Development Officer for the Summer Village of Island Lake

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

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

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

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



Development Services

Summer Village of Island Lake

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

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

December 16, 2020

File: 20DP35-04

**Re: Development Permit Application No. 20DP35-04
Plan 142 4792, Block 17, Lot 1 : 36 Trout Street (the "Lands")
R2 – Residential – Large 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 CONNECTED TO ONE RV SITE); CONSTRUCTION OF TWO (2) RECREATIONAL VEHICLE PARKING PADS, GAZEBO (12' X 16'), DECK (12' X 12'), CONNECTION OF THE SECOND RV SITE TO THE EXISTING HOLDING TANK, AND 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- The applicant shall submit reasonable plans for the proposed Recreational Vehicle Parking Pads to the Summer Village of Island.
- 4- Two (2) Off-Street parking spaces must be provided on site.
- 5- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 6- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.

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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 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.
- 8- The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including development setback of 1.5 metres from all boundaries.**
- 9- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.



Development Services

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

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

Date Application Deemed **December 16, 2020**

Complete

Date of Decision **December 16, 2020**

Effective Date of

Permit **January 14, 2021**

Signature of Development
Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

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

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the 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:

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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

December 16, 2020

File: 20DP36-04

**Re: Development Permit Application No. 20DP36-04
Plan 763 TR, Block 1, Lot 28 : 267 Lakeshore Drive N (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 ONE (1) RECREATIONAL VEHICLE PARKING PAD AND SEPTIC SYSTEM (HOLDING TANK CONNECTED TO RV SITE), AND UTILIZATION UPON THE SITE OF ONE (1) 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- The applicant shall submit reasonable plans for the proposed Recreational Vehicle Parking Pads to the Summer Village of Island.
- 4- Two (2) Off-Street parking spaces must be provided on site.
- 5- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 6- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.



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- 8- The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including development setback of 1.5 metres from all boundaries.
- 9- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete **December 16, 2020**

Date of Decision **December 16, 2020**

Effective Date of Permit **January 14, 2021**

Signature of Development Officer

Tony Sonleitner
Development Officer for the Summer Village of Island Lake

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

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the 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:

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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.

VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ISLAND LAKE		0070000405	24-Dec-2020	
DEPOSITED AT BANK:		DEPOSIT NO	DATE	AMOUNT
BRANCH: 00000	ACCOUNT: 0000000000	2000276150	24-Dec-2020	\$548.00
		TOTAL		\$548.00

DEPOSIT NO: 2000276150		DEPOSIT DATE: 24-Dec-2020		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1900322828	FCSS JANUARY PAYMENT	095261113FCSS010	\$548.00	
	Total Payment From CASS			\$548.00
	For Inquiries Call 825 468 4314			
DEPOSIT TOTAL				\$548.00

JCA6040057 ED

06782

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



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JCA6040057-0013563-06782-0001-0001-00-

MSP Project Acceptance Notification - Summer Village of Island Lake

"MA Municipal Stimulus" [MA.MunicipalStimulus@gov.ab.ca]

Sent: 12/23/2020 11:49 AM

To: ""chad.newton@islandlake.ca"" <chad.newton@islandlake.ca>

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

Dear Mayor Newton,

The Government of Alberta is proud to provide municipalities and Metis Settlements with new infrastructure funding through the Municipal Stimulus Program (MSP). The MSP will help your community recover from the economic challenges posed by the pandemic and the downturn in energy prices. It also positions communities to support local jobs and participate in future economic growth.

I am pleased to accept the following eligible projects submitted by your community under the MSP program:

Culvert Installation - Creek at the Harvey Robert Environmental Reserve: \$24,000
Seal Coat - Moose Avenue and Lakeshore North: \$8,102

My ministry welcomes the opportunity to celebrate your MSP project announcements with you. Municipalities and Metis Settlements are encouraged to refrain from making an MSP public announcement unless you have been in contact with your local MLA, or my office directly for approval, toll-free at 310-0000, then 780-427-3744, or at Minister.MunicipalAffairs@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Tracy L. Allard
Minister

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

Classification: Protected A

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