

**SUMMER VILLAGE OF ISLAND LAKE
AGENDA**

Tuesday, February 23rd, 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) February 23rd, 2021 Regular Council Meeting
3. Minutes: *pages 1-4* a) January 19th, 2021 Council Minutes
4. Appointments: N/A
5. Bylaws: N/A
6. Business: a) Municipal Procedures and Policies – *deferred from the previous meeting to allow Council time to review.* 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 helpful to eliminate confusion, create structure and enforce uniform standards throughout the Municipality. Attached are **draft policies** to be reviewed by Council and is approved, be included in the Island Lake Policy Manual:

- | | |
|--------------------|--|
| <i>page 5-7</i> | 1. C-COU-POL-1 Council & Administrative Policy Development |
| <i>page 8-9</i> | 2. C-COU-AUTH-1 Signing or Authorization of Municipal Documents Policy |
| <i>page 10-11</i> | 3. A-ADM-INF-1 Dissemination of Information to the Public |
| <i>page 11A</i> | 4. A-FIN-TAX-1 Tax Recovery Fees |
| <i>page 12</i> | 5. A-ADM-TAX-2 Tax Roll Address Change |
| <i>pages 13-15</i> | 6. A-HUM-COD-1 Human Resources Code of Conduct |
| <i>page 16</i> | 7. A-REC-PLAY-1 Playground Equipment |
| <i>page 17</i> | 8. A-TRA-ISNP-1 Road Inspection & Maintenance Policy |
| <i>page 18</i> | 9. C-CAO-PERF-1 Chief Administrative Officer Performance Evaluation |

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- | | | |
|--------------|-----|--|
| 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 |
| pages 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 |

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

- pages 31-77
- b) Mutual Fire Control Plan – Nancey Havenga, Wildlife Technologist
Lac La Biche Fire Centre has forwarded a new Mutual Aid Fire Control Plan for Council consideration. The period of the Agreement is March 1st, 2021 to February 28th, 2023. She has advised that the document template has been updated (definitely larger) but the content more or less remains the same. The rates have changed somewhat and I have included a copy of the comparative rates from the 2018 agreement to the new agreement for your consideration. Some of the drop in rates for the Airtanker Aircraft are attributed to the fact that previously the resource included several individual airtankers and a bird dog, where now the airtanker group configuration is comprised of (minimum) one bird dog, one airtanker and an air attack officer. *(that Council authorize execution of the Mutual Aid Fire Control Plan between the Ministry of Agriculture and Forestry, Forestry Division and the Summer Village of Island Lake for the period of March 1st, 2021 to February 28th, 2023) (some other direction by Council)*
- pages 78-79
- c) 2021 Municipal Election – as in past years, Summer Villages hold their nomination day and election between June 1 and August 31, and it is up to Council to set those dates/times; as well as the Returning Officer and Substitute Returning Officer. As Administration, on the direction of Council has contracted the election procedure to the Town of Athabasca (approval letter

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attached) we are recommending the following appointments for the Summer Village of Island Lake for the 2021 Municipal Election: *(that Council appoint Jeff Dalley as Returning Officer and Rachel Ramey as Substitute Returning Officer for the 2021 Municipal Election)*

As a result of all of the changes in the Local Authorities Election Act, administration is requesting consideration that the Summer Village of Island Lake schedule their 2021 municipal elections as follows: nomination day July 24, 2021 (morning), August 18, 2021 (evening) for Advance Poll and August 21, 2021 for Election Day, all to be held at the Grosmont Hall.

(that the Summer Village of Island Lake plan its 2021 nomination day for July 24th, 2021 (10:00 a.m. – 12:00 p.m.- morning), Advance Poll August 18, 2021 (4:00 p.m. – 8:00 p.m.evening) and Election Day as August 21, 2021, (9:00 a.m. – 8:00 p.m.) all held at the Grosmont Hall.

- d) 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.)*

e)

f)

g)

7. Financial a) Income & Expense Statement – January 31st, 2021

8. Councillors' Reports

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

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9. Administration Reports

page 80 a)
-81

Municipal Development Plan, Land Use Bylaw and
Intermunicipal Development Plan – update

page 82 b)

January 19th, 2021 To Do List

10. Information and Correspondence

page
83-84

a) 20DP37-04 – as built construction of one RV parking pad, 2 accessory
buildings, install. Of a septic system connected to both an outhouse and
an RV and utilization of 1 RV for occupation and storage, 227 Lakeshore
Drive N

page
85-87

b) 21DP01-04 – construction of an accessory building (33.4 sq. m) 240
Lakeshore Drive

page 88

c) Government of Alberta – Statement of Direct Deposit of \$538.00 on
February 2, 2021, 2020 for Feb.. FCSS

page
89-96

d) Letters from the MD of Spirit River No. 133 and Mackenzie County to the
Honourable Jason Kenney with regard to the reopening of the economy
moving forward from the COVID restrictions.

pages
97-101

e) Municipal Stimulus Program (MSP) Red Tape Reduction 2020 – this report
is a required component of the Municipal Stimulus Program Grant
Funding.

page
102

f) Alberta Municipal Service Corporation insurance reduction advisement
resulting from subscriber-owned insurance pool.

page
103-104

g) Alberta Police Interim Advisory Board report on recommendations for
2021-22 policing priorities. This report was previously sent to Council for
review.

page
105-108 i)

h) Fortis Alberta – approved FortisAlberta 2021 Distribution Rates.

j)

11. Closed Meeting – N/A

12. Adjournment

Next Meeting:

Regular Council meeting: March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021

**SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, JANUARY 19TH, 2021
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) N/A

Public at Large: 0 in person / 1 via teleconference

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 4:36 p.m.
2.	AGENDA 21-01	MOVED by Councillor Montague that the January 19 th , 2021 Agenda be accepted as presented. CARRIED
3.	MINUTES 21-02	MOVED by Deputy Mayor Binder that the minutes of the regular Council meeting held on December 15 th , 2020 be approved as presented. CARRIED
4.	APPOINTMENTS	N/A
5.	BYLAWS	N/A
6.	BUSINESS 21-03	MOVED by Deputy Mayor Binder that Council approve the Summer Village of Island Lake to participate in the All-Net Connect Proposal for the 2021 year up to a cost of \$750.00 and that Administration proceed with All-Net and include in the 2021 Budget. CARRIED

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, JANUARY 19TH, 2021
VIA TELECONFERENCE

21-04	<p>MOVED by Mayor Newton that Council ratify execution of the Forest Resource Improvement Association (FRIAA) Agreement and include in the 2021 Draft Budget.</p> <p style="text-align: right;">CARRIED</p>
21-05	<p>MOVED by Deputy Mayor Binder that the Policies presented be deferred to the February 23rd, 2021 meeting to allow for detailed review.</p> <p style="text-align: right;">CARRIED</p>
21-06	<p>MOVED by Mayor Newton that as the property is still non-compliant, that the request for fine and/or penalty reversal on tax roll 303, 49 Lakeshore Drive be denied and further that this request not be revisited by Council until such time as the property has been brought into compliance (building is removed or altered in a manner that would fall within the LUB and safety codes requirements.)</p> <p style="text-align: right;">CARRIED</p>
21-07	<p>MOVED by Mayor Newton 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.</p> <p style="text-align: right;">CARRIED</p>
21-08	<p>MOVED by Councillor Montague that Administration revise the budget as directed by Council and bring back to the next meeting for further review.</p> <p style="text-align: right;">CARRIED</p>
21-09	<p>MOVED by Deputy Mayor Binder that Council support attendance on January 22nd, 2021 at a virtual meeting being hosted Athabasca County to discuss the potential to enter into a joint mediation process. The parties involved would be Athabasca County, the Summer Villages of Island Lake, Island Lake South, and the four Summer Villages on Baptiste Lake; all six (6) Villages have a common dispute with Athabasca County's position that the IDP restrict the plan area boundary to ½ mile from the respective Village boundaries and not ½ mile from the bad and shore of the lakes, and if all are agreeable, a joint application will be made to offset some or all of the cost of mediation.</p> <p style="text-align: right;">CARRIED</p>

**SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, JANUARY 19TH, 2021
VIA TELECONFERENCE**

	21-10	MOVED by Councillor Montague that the next meeting of Council will be changed from February 16 th , 2021 to February 23 rd , 2021 and notification be posted to the website. CARRIED
7.	FINANCIAL REPORT 21-11	MOVED by Mayor Newton that Council accept the Income and Expense Statement of December 31, 2020 as presented. CARRIED
8.	COUNCIL REPORTS 21-12	MOVED by Councillor Montague that the Council reports be accepted for information. CARRIED
9.	ADMINISTRATION REPORT 21-13	MOVED by Deputy Mayor Binder that the Administration reports be accepted for information. CARRIED
9.	INFORMATION AND CORRESPONDENCE 21-14	MOVED by Mayor Newton that the following correspondence be accepted for information: <ul style="list-style-type: none"> 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 b) DP 20DP-34-04 - pending c) 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

SUMMER VILLAGE OF ISLAND LAKE
REGULAR COUNCIL MEETING MINUTES
TUESDAY, JANUARY 19TH, 2021
VIA TELECONFERENCE

		<p>d) 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.</p> <p>e) Government of Alberta – Statement of Direct Deposit of \$548.00 on December 24th, 2020 for Jan. FCSS</p> <p>d) Municipal Stimulus Program (MSP) project approval, Culvert Installation \$24,000 and Seal Coat, Moose Ave. & Lakeshore North \$8,102.</p> <p style="text-align:right">CARRIED</p>
10.	ADJOURNMENT	The meeting adjourned at 6:03 p.m.

Next meetings: February 23rd, 2021
March 16th, 2021
April 20th, 2021

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



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

Purpose

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Policy Statement

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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



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;



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



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.



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



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

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- 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



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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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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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

Mutual Aid Fire Control Plan – 2018-2021

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture and Forestry (AF), Forestry Division, hereinafter called the Division, and the Summer Village of Island Lake, hereinafter called the Municipality, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated August 26, 2002.

A. ADMINISTRATION

1. PURPOSE:

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

MUNICIPALITY:

Name: **Summer Village of Island Lake**
Address: **Box 8, Alberta Beach AB, T0E 0A0**
Phone: **(780) 967-0271**

DIVISION:

Name: **Ministry of Agriculture and Forestry**
Address: **Box 450, Lac La Biche, AB, T0A 2C0**
Phone: **(780) 623-5388**
Fax: **(780) 623-2570**

2. MUTUAL AID ZONES:

The attached maps, Appendix A, which are made part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria.

ZONE 1:

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division. Structural and facility fire is the responsibility of the Municipality. The discovering agency shall report the fire to the responsible agency immediately and will provide mutual aid assistance based on available resources and priorities within their sphere of interest.

ZONE 2:

Wildfire and structural fire suppression within Zone 2 (cities, towns, villages, and summer villages) is the responsibility of the Municipality. The Division will deal with requests for mutual aid assistance based on the Mutual Aid Fire Control Agreement and available resources and priorities within their sphere of interest.

3. CONTACTS:

Names, addresses, and phone numbers of contact personnel for the Division and Municipality are included in Appendix B – MOBILIZATION DIRECTORY.

4. MUTUAL AID REQUEST PROCEDURE:

Requests for mutual aid will be made by the following personnel:

Agriculture and Forestry, Forestry Division

Manager, Wildfire Management Area – Wes Nimco
Wildfire Operations Officer – Brian Stanton
Wildfire Prevention Officer – Mike Tucker
Wildfire Technologist – Billy Tchir
Wildfire Technologist – Clifton McKay
Wildfire Technologist – Derek Gough
Wildfire Technologist – Jesse Spidell
Wildfire Technologist – Nancey Havenga
Lac La Biche Forest Area Duty Officer

Municipality

Administrator – Wendy Wildman
Fire Chief – Rob Laackmann

The request shall be made in writing on the Mutual Aid Request form (Appendix C). A request will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest. The mutual aid request will be acknowledged in writing on the Mutual Aid Request form.

5. COST RECOVERY AND INVOICING:

All costs associated with mutual aid will be borne directly by the requesting agency or will be billed from the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the Forest and Prairie Protection Act, Agriculture and Forestry policy, and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Municipality.
2. Reimbursement to the Municipality shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 or at the rates and terms included in Appendix D for specialized Municipal equipment.

3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 or at the rates and terms included in Appendix D for specialized equipment.

6. MEETINGS:

The Division and the Municipality agree to participate in annual organizational meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to administration, wildfire prevention and detection, presuppression, wildfire operations, and training.

B. PREVENTION AND DETECTION

1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area. Permits will be issued by qualified Forest Officers and/or Fire Guardians from the Forest Area office.

The Municipality is responsible for issuing fire permits within the corporate limits of the Summer Village of Island Lake.

2. FIRE CONTROL ORDERS:

Fire control orders will be requested by the Division, with input from the Municipality's Fire Chief. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area.

The Municipality will initiate fire control orders within the corporate limits of the Summer Village of Island Lake with input from the Division's Forest Area Manager or his designate. The Municipality will take the lead role in advertisement and enforcement of the fire control order on these lands.

A Fire Control Order may be requested by the Minister, in consultation with the Municipality, for Municipal lands outside the Forest Protection Area.

3. COOPERATIVE PREVENTION OPPORTUNITIES:

The Municipality and the Division may develop a joint prevention advertisement to be run in the spring municipal newsletter on an annual basis. The Division will be responsible for providing the content of the advertisement and the Municipality will be responsible for printing and distribution of the newsletter.

4. COOPERATIVE DETECTION SHARING:

The Division will perform aerial detection during periods of high and extreme hazards on the following Municipal lands:

The Summer Village of Island Lake

The Municipality will provide ground detection through education of all Municipal staff on fire assessment and reporting procedures as outlined in this Fire Control Plan.

All fires discovered by the Division within the Municipality's sphere of interest will be reported to the Fire Chief at 780-675-4718 or 7801-689-0966.

All fires discovered by the Municipality within the Division's sphere of interest will be reported to the Forest Area Duty Officer at (780) 623-5245.

5. PRESCRIBED BURNING:

The Division will be the lead agency for all prescribed burning on lands within the Forest Protection Area. Municipal Fire Departments may be included in these prescribed fires to assist with operations and to serve as a cross-training exercise.

The Municipality is the lead agency for all prescribed fires within the corporate limits of the Summer Village of Island Lake. The Division may be included in these prescribed fires to assist with planning, operations, and to serve as a cross-training exercise.

6. WILDLAND/URBAN INTERFACE:

The Municipality agrees to address wildland/urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality with wildland/urban interface issues through provision of resource materials and training on the wildland/urban interface disciplines and options to minimize hazards within the Municipality.

C. PRESUPPRESSION

1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division may supply fire equipment to the Municipality on a short-term loan basis during periods of high or extreme hazard within the Municipality. The amount of equipment provided will be based on the request from the Municipality and the degree of hazard within the Forest Area at the time of the request. The Municipality agrees to return the equipment within 24 hours of notice from the Division.

The Division will assist the Municipality in obtaining wildfire crews for wildfire suppression in the Municipality.

2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Municipality, upon request, from March 1 to October 31.

- ☐ Fire Weather Indices
- ☐ Weather forecast
- ☐ Pre-suppression resources
- ☐ Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at <http://wildfire.alberta.ca/wildfire-status/fire-weather/default.aspx>

The Municipality will provide the following information to the Division upon request.

- ☐ Pre-suppression resources available

D. WILDFIRE OPERATIONS

1. PROVISION OF MANPOWER AND EQUIPMENT FOR MUTUAL AID:

The Division and the Municipality will provide mutual aid equipment and manpower as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies during a wildfire, prescribed fire, or structural fire.

- a) When one agency requests assistance from another, the sending agency should dispatch only personnel who meet or exceed the minimum requirements for qualification and certification by that agency.
- b) At the time of the request for assistance during a wildfire, the assisting agency should endeavor to dispatch the nearest available resources to the incident.

- c) At the time of the request, each party shall assign a task force leader that supervises the activities of his/her agencies resources.
- d) It shall be policy for the requesting agency to release the assisting agency from emergency duties as soon as practicable and mutually desired.
- e) The Division will take charge of all wildland fires within the Forest Protection Area upon arrival. The Municipality will take charge of all structural fires upon arrival.
- f) The provision of firefighting services contemplated herein and provided by the Municipality and the Division as the case may be are solely and absolutely in the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
 - ☐ That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
 - ☐ That there be dispatched in response to the call, resources as the respective agency may request; or
 - ☐ That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
- g) Upon request the Division will provide a contact list of private manpower and equipment providers to the Municipality by April 1 of each year.
- h) If initial attack is done by an agency outside their area of jurisdiction, that agency will immediately attempt to gather and preserve evidence pertaining to the fire cause.
- i) The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
- j) The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

2. COMMUNICATIONS:

The mutual-aid response radio frequency will be
156.150 TX, 151.145 RX
169.545 TX, 168.855 RX

- a) **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
- b) **COMPUTERS:** By the terms of this Agreement, each party agrees to permit the others to utilize computer systems.
- c) **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Mobilization Directory.

3. ESTABLISHED PROTOCOL FOR "TURN-OVER" OF RESPONSIBILITY:

As per the responsibilities outlined in Sections A.2 and D.1.d, the Municipality and Division agree to complete the "turn-over" of responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at a fire, the commander for the responsible agency will meet with the present commander to obtain a briefing on present suppression tactics and to discuss a schedule for "turn-over" of responsibility. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

4. ESTABLISHED PROTOCOL FOR "FORMATION" OF JOINT COMMAND

As per the responsibilities outlined in Sections A.2 and D.1.e, the Municipality and Division agree to form joint incident command in accordance within the provisions of Incident Command System.

E. TRAINING

The Division and the Municipality agree to exchange training opportunities, including trainers, trainees, and materials. All local training that is multi-agency in nature and sponsored by one of the parties will be coordinated and made available to the other party.

Formalized training may be sponsored by the Division upon review by the Forest Area Manager.

1. CERTIFICATION TRAINING OPPORTUNITIES.

A complete schedule of wildfire training courses offered at the Hinton Training Centre is available at:

<https://extranet.gov.ab.ca/env/HTC/Programs/CategoryGroupOutline.aspx?groupId=76>

2. INFORMAL TRAINING OPPORTUNITIES.

The Division and Municipality will provide informal training to their staff as opportunities allow.

3. JOINT MOCK-DISASTER EXERCISES.

The Division may assist the Municipality develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present agreements, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

4. ON THE JOB TRAINING OPPORTUNITIES.

The Municipality and the Division agree to provide training assistance as necessary while working on mutual aid fire suppression.

The Division agrees to provide fire permit field training to all new Municipal Fire Guardians.

F. EFFECTIVE DATES

This Mutual Aid Fire Control Plan is in effect from March 1, 2018 to February 28, 2021.

IN WITNESS WHEREOF the parties hereunto have affixed their
signatures and corporate seals on the day and year first written.



Forest Area Manager

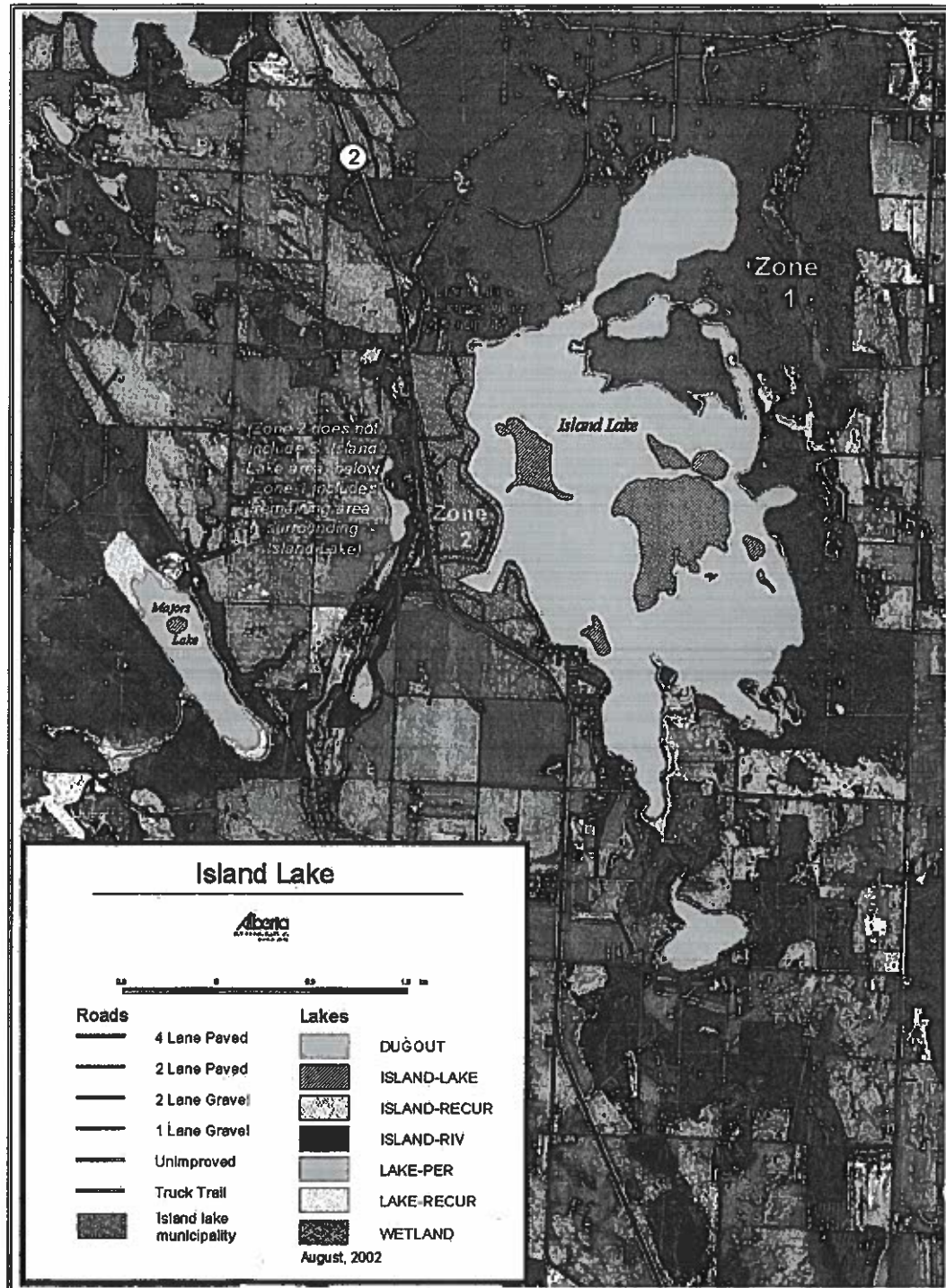
Date: April 24 / 2018



Summer Village of Island Lake

Date: April 17, 2018

APPENDIX A – MUTUAL ASSISTANCE ZONE MAPS



APPENDIX B – MOBILIZATION DIRECTORY

Ministry of Agriculture and Forestry:

Lac La Biche Fire Centre Duty Officer

Address Box 450
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5245
Fax (780) 623-2570
Email wf.do-llb.i@gov.ab.ca

Forest Area Manager: Wes Nimco

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5300
Fax (780) 623-2570
Cell (780) 689-9073
Email Wes.Nimco@gov.ab.ca

Wildfire Prevention Officer: Mike Tucker

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5314
Fax (780) 623-2570
Cell (780) 623-8654
Email Mike.Tucker@gov.ab.ca

Wildfire Operations Officer: Brian Stanton

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5386
Fax (780) 623-2570
Cell (780) 623-1474
Email Brian.Stanton@gov.ab.ca

Wildfire Technologist: Clifton McKay

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5272
Fax (780) 623-2570
Cell (780) 689-6420
Email Clifton.McKay@gov.ab.ca

Wildfire Technologist: Derek Gough

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 675-8221
Fax (780) 623-2570
Cell (780) 404-4942
Email Derek.Gough@gov.ab.ca

Wildfire Technologist: Nancey Havenga

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5275
Fax (780) 623-2570
Cell (780) 404-5037
Email Nancey.Havenga@gov.ab.ca

Wildfire Technologist: Jesse Spidell

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5362
Fax (780) 623-2570
Cell (780) 520-0471
Email Jesse.Spidell@gov.ab.ca

Wildfire Technologist: Billy Tchir

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5410
Fax (780) 623-2570
Cell (780) 689-6389
Email Billy.Tchir@gov.ab.ca

Summer Village:

Baptiste Fire Department
Box 1134
Athabasca, AB T9S 2A9
Emergency Phone: 911
Chief: Rob Laakmann
Phone: 780-675-4718
780-689-0966

Alternate: Ron Jackson
Phone: 675-4149 (home)
675-6619 (business)
212-6789 (cellular)

SV Island Lake Contacts

Wendy Wildman Administrator 780-819-3681 (Cellular) cao@onoway.ca

APPENDIX C – MUTUAL AID REQUEST FORM

FROM: Name
 Municipality or AF Area
 Phone
 Fax

TO: Name
 Municipality or AF Area
 Phone
 Fax

SUBJECT: MUTUAL AID REQUEST _____
 LOCATION _____

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower: _____

Airtankers: _____

Helicopters: _____

Equipment: _____

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request by time and date.

Signature _____

Position _____

Your request for mutual aid assistance is approved/not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

Signature _____

Position _____

Date and Time _____

APPENDIX D – ESTIMATED REIMBURSEMENT RATES 2017

Division:

<i>Resource</i>	<i>Rate</i>
Airtanker Group: (includes AAO, airtankers and birddog)	
CV580 (1 AT + BD)	\$3165.00 per hour plus fuel and retardant
CL215T (4 AT + BD)	\$9149.00 per hour plus fuel and retardant
Air Tractors (wheeled)(3 AT + BD)	\$2710.00 per hour plus fuel and retardant
Air Tractors (amphibious) (4 AT + BD)	\$3670.00 per hour plus fuel and retardant
L188 (1 AT + BD)	\$4245.00 per hour plus fuel and retardant
Birddog Aircraft:	
Turbo Commander 690	\$1250.00 per hour plus fuel
Cessna Caravan C208	\$795.00 per hour plus fuel
Helicopters:	
Contract Rappel	\$2800.00 to 3924.00 per day and \$950 to \$1376.00 per flying hour plus fuel
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$1213.00 to \$1998.00 per flying hour plus fuel
Contract Medium	\$2039.00 to \$2875.00 per flying hour plus fuel
Manpower:*	
RAP Crew (7 man)	Cost Estimate \$21.61-\$27.13/hour/person
HAC Crew (4 or 8 man)	Cost Estimate \$21.61-\$27.13/hour/person
UNIT Crew (20 man)	Cost Estimate \$21.61-\$27.13/hour/person
Firetack Emergency (8 man)	Cost Estimate \$16.46-\$21.35/hour/person
Firetack Base and Secondary (8 man)	Cost Estimate \$28.37/hour/person first 8 hours– \$42.56/hour/person after 8 hours. Truck Rate \$208.43/day/vehicle
Firetack Zero Day (8 man)	Cost Estimate \$23.01/hour/person first 8 hours - \$34.52/hour/person after 8 hours. Truck Rate \$208.43/day/vehicle
Air Attack Officer (contract)	Actual Cost Estimate \$900.00/day/person
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.

Municipality:

<i>Resource</i>	<i>Rate</i>
Manpower:	
Firefighter	\$19.09 per hour per man or part hour plus meals & accommodation
Fire Officer Rate	\$26.52 per hour per man or part hour plus meals & accommodation
Specialized Equipment:	
Tanker staffed with 2 firefighters	\$610 per hour plus consumables
Mini-pumper 4X4 staffed with 2 firefighters	\$610 per hour plus consumables
Engine (Municipal Fire Truck) staffed with 4 firefighters	\$610 per hour plus consumables
Command Vehicle	\$180 per hour plus consumables

2021-2023

Mutual Aid Fire Control Plan

Agriculture and Forestry, Government of Alberta

February 2019

T2019 Mutual Aid Control Plan

ISBN or ISSN, URL, and any other unique identifiers (required)

For more information regarding this content visit: <https://open.alberta.ca/dataset/3e4bccf4-6758-4e4a-bfb9-f7f063b83962/resource/d3739e94-9dd4-4514-8ba3-67ca1ebff81b/download/GoA-Publications-Guideline.pdf>

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MUTUAL AID FIRE CONTROL PLAN

This Mutual Aid Fire Control Plan is entered into by the Ministry of Agriculture and Forestry (AF), Forestry Division, hereinafter called the Division, and the Summer Village of Island Lake, hereinafter called the Municipality, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated August 26, 2002.

A. ADMINISTRATION

1. PURPOSE

The purpose of this Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

DIVISION:

Name: Forestry Division
Address: Box 450, Lac La Biche, AB, T0A 2C0
Phone: (780) 623-5388
Fax: (780) 623-2570

MUNICIPALITY:

Name: Summer Village of Island Lake
Address: Box 8, Alberta Beach AB, T0E 0A0
Phone: (780) 967-0271
Fax: (780) 967-0431

2. FIRE CONTROL PLAN CONTACTS

Names, addresses, and phone numbers of contact personnel for the plan:

1. Division are included in Schedule A – AF Contact List.
2. Municipality are included in Schedule B – Municipality Contact List.

3. MUTUAL AID REQUEST PROCEDURE

Requests for mutual aid will be made by the following personnel:

1. The Division authorizes request for assistance as per Schedule C.
2. The Municipality authorizes requests for assistance as per Schedule D.

The request shall be made in writing using the Mutual Aid Request form (Schedule E). A request will be evaluated by the receiving agency based on available resources and ongoing priorities within their sphere of interest. The mutual aid request will be acknowledged in writing on the Mutual Aid Request form.

4. MUTUAL AID ZONES

The attached maps, Schedule F, which form part of the Mutual Aid Fire Control Plan, outline the mutual aid zones. Requests for mutual aid within each zone will be dealt with according to the following criteria:

1. ZONE 1

Wildfire suppression within Zone 1 (Forest Protection Area) is the responsibility of the Division. Structural and facility fire is the responsibility of the Municipality. The discovering agency shall report the fire to the responsible agency immediately and will provide mutual aid assistance based on available resources and priorities within their sphere of interest.

2. ZONE 2

Wildfire and structural fire suppression within Zone 2 (Summer Village of Island Lake) is the responsibility of the Municipality. The Division will deal with requests for mutual aid assistance based on the Mutual Aid Fire Control Agreement and available resources and priorities within their jurisdiction.

5. COST RECOVERY AND INVOICING

All costs associated with mutual aid will be borne directly by the requesting agency or may be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the Forest and Prairie Protection Act, Forestry Division policy, and the policies of the Municipality and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Municipality.
2. Reimbursement to the Municipality shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized Municipal equipment will be reimbursed at the rates and terms included in Schedule G.
3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2 the use of any specialized equipment shall be reimbursed at the rates and terms included in Schedule H.

6. MEETINGS

The Division and the Municipality agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, presuppression, and training.

B. PREVENTION AND DETECTION

1. FIRE PERMIT ISSUANCE:

The Division is responsible for issuing fire permits on all lands within the Forest Protection Area. Permits will be issued by a Forest Officer and/or a Fire Guardian from the Forest Area office.

The Municipality is responsible for issuing fire permits within the corporate limits of Summer Village of Island Lake. Fire permits will be issued by the Fire Chief or Designate.

2. FIRE CONTROL ORDERS:

Fire control orders will be requested by the Division, with input from the Municipality. The Division will take the lead role in advertisement and enforcement of the fire control order on lands within the Forest Protection Area.

The Municipality will initiate fire control orders within the corporate limits of Summer Village of Island Lake with input from the Division's Forest Area Manager or his designate. The Municipality will take the lead role in advertisement and enforcement of the fire control order on noted lands.

A Fire Control Order may be requested by the Minister for Municipal lands outside the Forest Protection Area.

Both the Division and the Municipality agree to follow the Fire Ban System focused on terminology to ensure standard messaging to the public, as per Schedule L.

3. COOPERATIVE PREVENTION OPPORTUNITIES:

The Municipality and the Division may develop a joint prevention advertisement campaign that meets both the Municipality and Division needs.

4. COOPERATIVE DETECTION SHARING:

The Division will perform aerial detection during periods of high and extreme hazards on the following Municipal lands:

The Summer Village of Island Lake

The Municipality will provide ground detection through education of all Municipal staff on fire assessment and reporting procedures as outlined in this Fire Control Plan.

All fires discovered by the Division within the Summer Village of Island Lake will be reported to the **Fire Chief at 780-675-4718 or 780-689-0966.**

All fires discovered by the Municipality within the Division's sphere of interest will be reported to the **Forest Area Duty Officer at (780) 623-5245.**

5. PRESCRIBED FIRE AND HAZARD REDUCTION BURNING:

The Division will be the lead agency for all prescribed fire and hazard reduction burning on lands within the Forest Protection Area. Municipal Fire Departments may be included in these prescribed fire and hazard reduction burns to assist with operations and to serve as a cross-training exercise.

The Municipality is the lead agency for all prescribed fire and hazard reduction burning within the corporate limits of Summer Village of Island Lake. The Division may be included in the prescribed fire and hazard reduction burns to assist with planning, operations, and to serve as a cross-training exercise.

6. WILDLAND URBAN INTERFACE:

The Municipality agrees to address wildland urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality with wildland urban interface issues through the provision of resource materials and training on the wildland urban interface disciplines and options to minimize hazards within the municipality.

C. PRESUPPRESSION

1. COOPERATIVE PRESUPPRESSION ACTIVITIES:

The Division agrees to supply fire equipment to the Municipality on a short-term loan basis during wildfire incidents within the municipality. The amount of equipment provided will be based on the request from the Municipality and the degree of hazard within the Forest Area at the time of the request. The Municipality agrees to return the equipment within 24 hours of being notified by the Division.

The Municipality and Division, when required, agree to make facilities available to each other for presuppression activities when safe to do so and space is available.

The Municipality, if requested, should provide the Division with a copy of their Municipal Emergency Response Plan. This plan may assist with identifying unknown Values at Risk, evacuation times, critical infrastructure, etc.

As they become aware, Municipalities should report to the Division any large scale developments such as open or private camps, new campgrounds or anything that forms a new Value at Risk.

The Division, if requested, will assist the Municipality in obtaining many types of resources i.e. provide equipment listings, aircraft, crews etc, to assist the Municipality with direct hire of resources for the purposes of wildfire suppression and presuppression.

2. HAZARD AND RESOURCE INFORMATION SHARING:

The Division will provide the following information to the Municipality, when available:

1. Fire Weather Indices
2. Weather forecast
3. Pre-suppression resources
4. Fire Situation Report

The information provided will be for the Forest Protection Area; therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at:

<http://wildfire.alberta.ca/wildfire-status/fire-weather/forecasts-observations/default.aspx>

The Municipality will provide a list of available presuppression resources available to the Division upon request.

D. WILDFIRE OPERATIONS

The Municipality and Division, when required, agree to make facilities available to each for suppression activities when safe to do so.

The Municipality is responsible for issuing evacuation alerts, orders or operations. The Division will make the appropriate recommendations regarding evacuations to the Municipality.

1. PROVISION OF PERSONNEL AND EQUIPMENT FOR MUTUAL AID:

The Division and the Municipality will provide mutual aid equipment and personnel as per the terms of this Plan and the Mutual Aid Request Form. This section describes the operational procedures for cooperative use of resources by both agencies.

1. When one agency requests assistance from another, the sending agency shall dispatch only personnel and/or equipment that meets or exceeds the minimum requirements for qualification, certification, and functionality by that agency.
2. At the time of the request for assistance during a wildfire, the sending agency shall endeavor to dispatch the nearest available resource(s) to the incident.
3. At the time of the request, each agency shall assign a resource that is capable of supervising the activities of the agencies' resources.
4. The requesting agency will make reasonable efforts to release the assisting agency from emergency duties as soon as possible.
5. The Division will assume command of all wildland fires within the Forest Protection Area upon arrival. The Municipality will assume command of all structural fires upon arrival.
6. Structure protection of facilities owned by the Wildfire Management Branch are the responsibility of the Wildfire Management Branch. Structure Protection of other public or privately owned facilities is the responsibility of the local jurisdiction. Wildfire management will only deploy sprinkler systems on prescribed fires, on wildfires for holding line or to meet wildfire suppression objectives and to provide structure protection to wildfire management facilities.
7. The requesting agency may be responsible for arrangement and payment of meals and accommodations for supplied resources.
8. The Division will not assume command on wildfires located outside of the Forest Protection Area.
9. Municipalities will be required to assign a qualified person who has the delegated authority to give direction to Divisional resources.
10. On all Alberta mutual aid wildfires and wildfires outside of the FPA, an Agriculture and Forestry representative must be on site prior to any airtanker drop.
11. The Division may conduct wildfire investigations outside the Forest Protection Area when approved by the Division's Director of Wildfire Prevention.
12. The Municipality may provide enforcement personnel to assist the Division and will be reimbursed as per Schedule G.
13. Agencies will provide an Agency Representative for wildfire incidents in order to integrate Wildfire operations efficiently.
14. The provision of firefighting services contemplated herein and provided by the Municipality and the Division as the case may be are solely and absolutely at the

discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:

- a. That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
 - b. That there be dispatched in response to the call, resources as the respective agency may request; or
 - c. That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
15. If initial action is undertaken by an agency outside their jurisdictional boundaries, that agency will immediately attempt to preserve evidence pertaining to the fire's area of origin and possible cause.
16. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.
17. The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

2. COMMUNICATIONS:

The mutual-aid response radio frequency will be **156.855 MHz**. If this frequency is not functional (due to system incompatibilities i.e. AFRRCS) then a communications protocol is required between the Municipality and the Division.

1. **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
2. **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.
3. **Annually,** The Division will provide the Municipality the Forest Protection Radio Guide FP 183 (Schedule I).

3. ESTABLISHED PROTOCOL FOR TRANSFER OF COMMAND:

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to complete the transfer of command/responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at an incident, the Incident Commander for the responsible agency will meet with the present Incident Commander to obtain a transfer of command briefing. This briefing should consist of the ICS201. It is agreed that resources from the assisting agency will be released as soon as possible based on fire suppression success.

4. ESTABLISHMENT OF COMMAND STRUCTURES

As per the responsibilities outlined in Sections A.2 and D.1.5, of the Mutual Aid Fire Control Plan, the Municipality and Division agree to work together and if required form a command structure in accordance within the provisions of Incident Command System. As each incident is unique, organization structure examples, as agreed to by both the Division and Municipality, can be found in Schedule J. When agencies are working on the same incident, there will only be one Incident Command post. When Agencies are working together, information to be shared from the incident to the public and agency staff will be consistent. This may require the establishment of a Joint Information Centre (JIC) and implementation of a Joint Information System (JIS).

E. TRAINING

Training opportunities available to the Municipality from the Division are listed in Schedule K.

The Division agrees to provide fire permit issuance training to all new Municipal Fire Guardians.

The Municipality and the Division agree to make available training opportunities.

Agencies who wish to provide staff in trainee positions on wildfire incidents may do so at their own cost and with agreement from the receiving agency and Incident Command team.

1. JOINT RESPONSE EXERCISES.

The Division and the Municipality may develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present plans, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

Funding for these exercises may be sourced from grants, such as: Alberta Emergency Management Agency grant program, FRIAA, etc. The agency responsible for the exercise is responsible for applying for the grant.

F. DATA SHARING

Municipalities and the Division will share requested data to the other for the purpose of wildfire management. The receiving agency will not share the data without the consent of the providing agency. Specific data requests will be made and approved as per the respective names and positions as listed in Schedules C and D.

G. EFFECTIVE DATES

This Annual Mutual Aid Fire Control Plan is in effect from **March 1, 2021** to **February 28, 2023**.

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

Forest Area Manager

Date: _____

Summer Village of Island Lake

Date: _____

SCHEDULE A

AF Contact List

Lac La Biche Fire Centre Duty Officer

Address Box 450
Town Lac La Biche, AB
Code T0A 2C0
Phone (780) 623-5245
Fax (780) 623-2570
Email labiche.wfops@gov.ab.ca

Manager, Wildfire: Derek Bakker

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5300
Fax (780) 623-2570
Cell (780) 520-8751
Email Derek.Bakker@gov.ab.ca

Wildfire Operations Officer: Brian Stanton

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5386
Fax (780) 623-2570
Cell (780) 623-1474
Email Brian.Stanton@gov.ab.ca

Wildfire Prevention Officer: Mike Tucker

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5314
Fax (780) 623-2570
Cell (780) 623-8654
Email Mike.Tucker@gov.ab.ca

Wildfire Technologist: Billy Tchir

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5410
Fax (780) 623-2570
Cell (780) 689-6389
Email Billy.Tchir@gov.ab.ca

Wildfire Technologist: Derek Gough

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 675 8221
Fax (780) 623 2570
Cell (780) 404 4942
Email Derek.gough@gov.ab.ca

Wildfire Technologist: Clifton McKay

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5272
Fax (780) 623-2570
Cell (780) 689-6420
Email Clifton.McKay@gov.ab.ca

Wildfire Technologist: Jesse Spidell

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5362
Fax (780) 623-2570
Cell (780) 520-0471
Email Jesse.Spidell@gov.ab.ca

Wildfire Technologist: Nancey Havenga

Address 9505 Beaverhill Road
Town Lac La Biche
Code T0A 2C0
Phone (780) 623-5275
Fax (780) 623-2570
Cell (780) 404-5037
Email Nancey.Havenga@gov.ab.ca

SCHEDULE B

Municipality Contact List

Baptiste Fire Department

Box 1134

Athabasca, AB T9S 2A9

Emergency Phone: 911

Fire Chief: Rob Laackmann

Phone: 780-675-4718

780-689-0966

Alternate: Sheldon Schoepp 780-213-0774

fireservices@athabascacounty.com

Administrator: Wendy Wildman 780-967-0271

svislandlake@wildwillowenterprises.com

SCHEDULE C

Division Authorized Requesting Authorities

Anyone acting on behalf of the Forest Area as a Duty Officer or Deputy Duty Officer

Forest Area Manager – **Derek Bakker**

Wildfire Operations Officer – **Brian Stanton**

Wildfire Prevention Officer – **Mike Tucker**

Wildfire Technologist – **Derek Gough**

Wildfire Technologist – **Nancey Havenga**

Wildfire Technologist – **Clifton McKay**

Wildfire Technologist – **Jesse Spidell**

Wildfire Technologist – **Billy Tchir**

SCHEDULE D

Municipality Authorized Requesting Authorities

Administrator – Wendy Wildman

Fire Chief – Rob Laackmann

SCHEDULE E

Mutual Aid Request Form



Appendix C- Mutual Aid Request

FROM

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

TO

Name	Telephone Number	Fax Number
Municipality or AF Area	Email Address	

SUBJECT

Mutual Aid Request
Location

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower
Airlankers
Helicopters
Equipment

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request submitted by:

Name	Position	
Time	Date (yyyy-mm-dd)	Signature

Your request for mutual aid assistance is ☒ approved ☐ not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

Name	Position	
Time	Date (yyyy-mm-dd)	Signature

Email

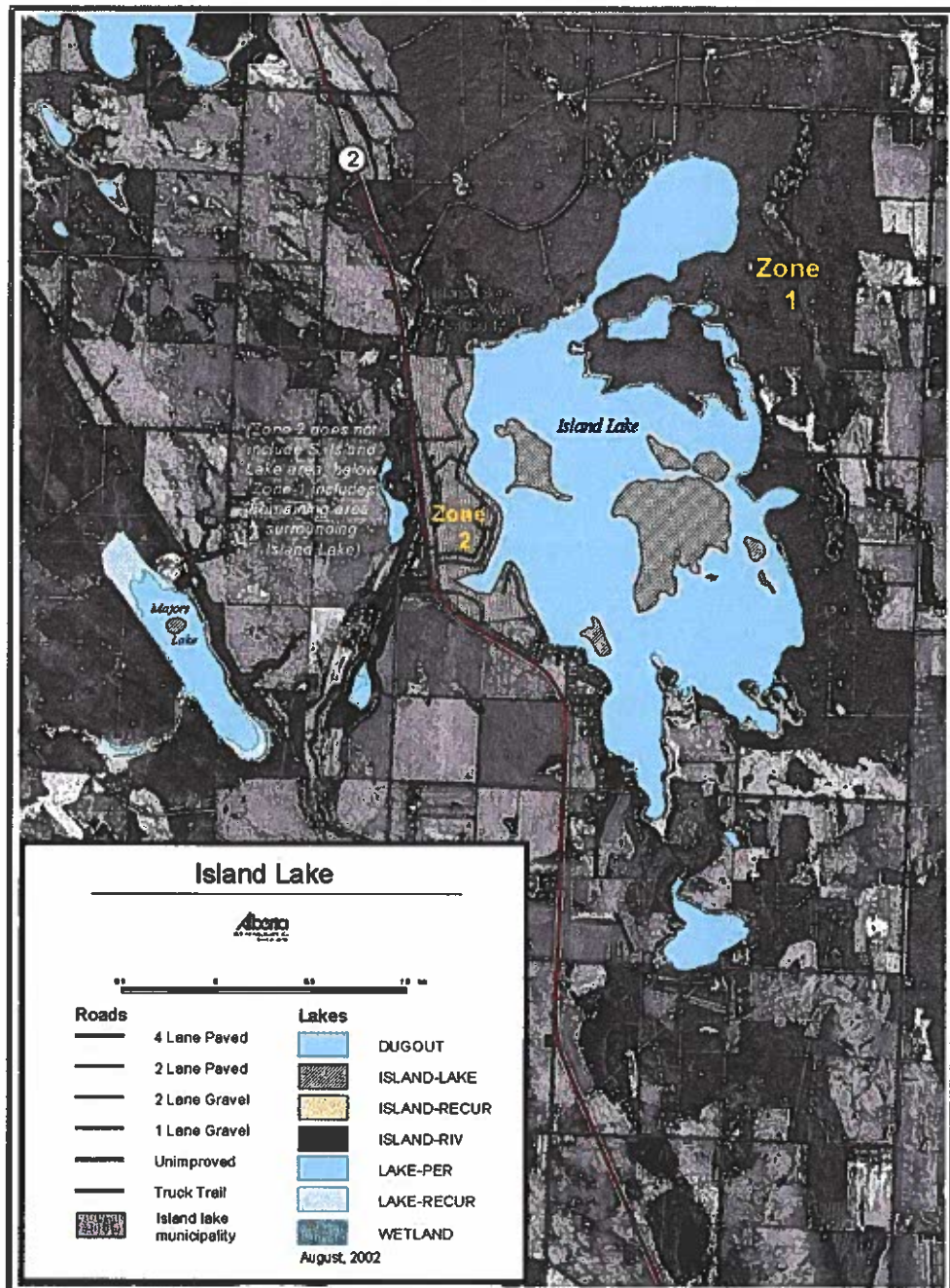
Print

Mutual Aid Request (June 2017)

64

SCHEDULE F

Mutual Aid Zones



SCHEDULE G

Municipality Estimated Reimbursement Rates

<i>Resource</i>	<i>Rate</i>
Personnel:*	
Firefighter	Regulation Rates
Specialized Equipment:	
Rescue Unit Tanker c/w 2 person crew	Alberta Road Builder Rates/Negotiated Rates
Municipal Fire Truck c/w 6 person crew	Alberta Road Builder Rates/Negotiated Rates
Fire Pumper Fire Truck c/w 3 person crew	Alberta Road Builder Rates/Negotiated Rates
Command Vehicle	Alberta Road Builder Rates/Negotiated Rates

***Manpower costs do not include accommodations or meals.**

SCHEDULE H

Division Estimated Reimbursement Rates

<i>Resource</i>	<i>Rate</i>
Airtanker Aircraft:*	
CV580	\$3900.00 per hour plus fuel and retardant
CL215T	\$3200.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$1400.00 per hour plus fuel and retardant
Air Tractors (amphibious)	\$2400.00 per hour plus fuel and retardant
L188	\$6200.00 per hour plus fuel and retardant
Birddog Aircraft	
Turbo Commander 690	\$1900.00 per hour plus fuel
Cessna Caravan C208	\$1900.00 per hour plus fuel
Helicopters:	
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$1213.00 to \$2335.00 per flying hour plus fuel
Contract Medium	\$2039.00 to \$2875.00 per flying hour plus fuel
Personnel:**	
HAC Crew (4 or 8 person)	Cost Estimate \$21.61-\$27.13/hour/person

UNIT Crew (20 person)	Cost Estimate \$21.61-\$27.13/hour/person
Firetack Emergency (8 person)	Cost Estimate \$17.86-\$22.75/hour/person
Firetack Base and Secondary (8 person)	Cost Estimate \$29.77/hour/person first 8 hours– \$44.66/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Firetack Zero Day (8 person)	Cost Estimate \$24.41/hour/person first 8 hours - \$36.62/hour/person after 8 hours. Truck Rate \$211.76/day/vehicle
Air Attack Officer (contract)	\$1000.00/day/person
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

*** Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.**

****Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.**

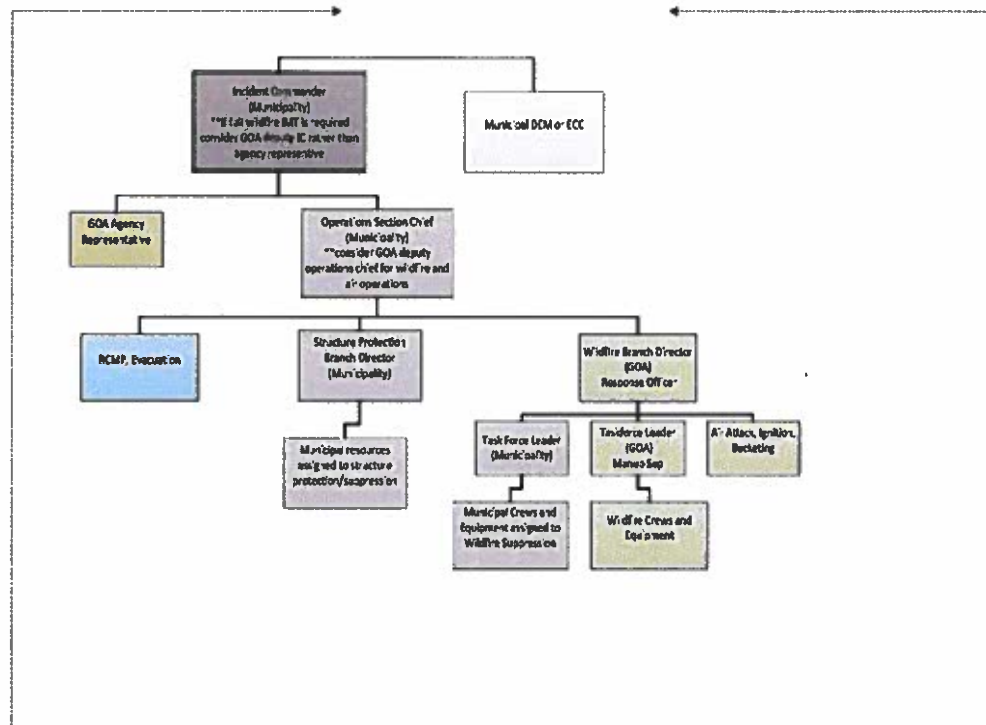
SCHEDULE I

Forest Protection Radio Guide FP 183

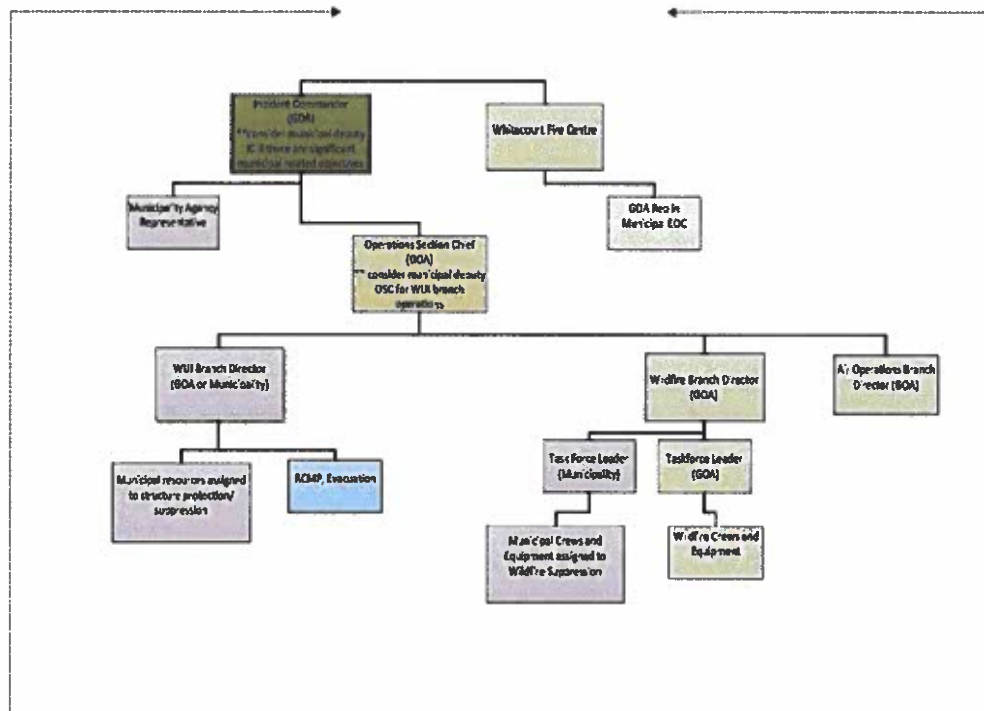
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SCHEDULE J

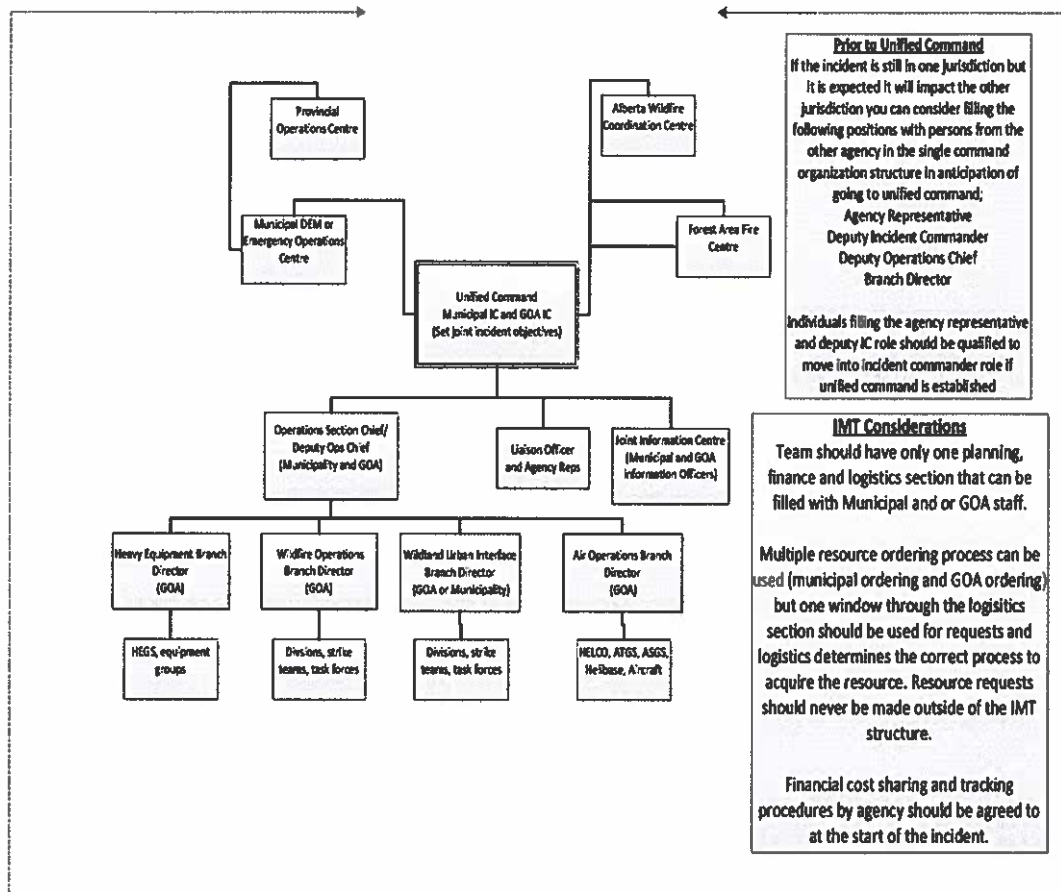
Incident Command System – Organization Structure Charts



Wildfire in Municipal Jurisdiction
Potential Command and Operations Organizational Structure



**Wildfire in the Forest Protection Area with Municipal Resources Assisting
Potential Command and Operations Organizational Structure**



Unified Command of Multi Jurisdiction Wildfire
Potential Command and Operations Organizational Structure

SCHEDULE K

Training Courses Available to the Municipalities

There are many sources of training for municipal staff involved with wildfire response and emergency management.

Most training is supplied/owned/available through the Ministry of Municipal Affairs (e.g., ICS training and NFPA courses/standards). The following courses may be available to the Municipality from the Division:

- Online Wildfire Orientation
- Wildfire Investigation (FI-110, FI-210, FI-310)
- Advanced Fire Behaviour**
- Dozer Boss (Industry)
- Prescribed Fire Planning
- Wildfire Prevention

SCHEDULE L






Fire Ban System and Matrix

	NO RESTRICTION Safe campfires are allowed in campgrounds and backcountry or random camping areas. Any burning other than a campfire requires a fire permit.
	FIRE ADVISORY Safe campfires are permitted in campgrounds and backcountry or random camping areas. Issuance of fire permits for other burning may be restricted.
	FIRE RESTRICTION Safe campfires are allowed in fire rings in campgrounds only. No open fires are allowed in backcountry or random camping areas. Fire permits may be suspended or cancelled and no new fire permits will be issued.
	FIRE BAN No open fires are allowed in campgrounds or in backcountry or random camping areas. All fire permits are suspended or cancelled and no new fire permits will be issued.
	FOREST AREA CLOSURE Portions of the forest are closed and no access is permitted for public safety concerns.

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SUMMARY

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	Restriction Level	Activities Allowed in Campgrounds	Activities Allowed in Backcountry and Random Camping Areas	Prohibited or Restricted Activities
	NO RESTRICTION (Low-Moderate)	<ul style="list-style-type: none"> Safe wood campfires within fire rings Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Safe wood campfires Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	Any burning (other than a campfire) without a valid fire permit
	FIRE ADVISORY (Moderate-High)	<ul style="list-style-type: none"> Safe wood campfires within fire rings Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Safe wood campfires Charcoal briquettes Portable propane fire pits Gas or propane stoves and barbecues, designed for cooking or heating Catalytic or infrared style heaters 	Any burning (other than a campfire) without a valid fire permit
<i>Issuance of new fire permits may be limited. Existing fire permits may be suspended or cancelled.</i>				
	FIRE RESTRICTION (High-Extreme)	<ul style="list-style-type: none"> Safe wood campfires within fire rings Portable propane fire pits Gas or propane stoves and barbecues (not charcoal or briquettes), designed for cooking or heating 	<ul style="list-style-type: none"> Portable propane fire pits Gas or propane stoves and barbecues (not charcoal or briquettes), designed for cooking or heating Catalytic or infrared style heaters 	Wood campfires in backcountry or random camping areas Charcoal briquettes, turkey fryers and ski torches
<i>Issuance of new fire permits will be very limited. Existing fire permits will likely be suspended or cancelled.</i>				
	FIRE BAN (Extreme-Catastrophic)	<ul style="list-style-type: none"> Gas or propane stoves and barbecues (not charcoal or briquettes), designed for cooking or heating Catalytic or infrared style heaters 	<ul style="list-style-type: none"> Gas or propane stoves and barbecues (not charcoal or briquettes), designed for cooking or heating Catalytic or infrared style heaters 	Wood campfires Portable propane fire pits Charcoal briquettes, turkey fryers and ski torches
<i>Existing fire permits are suspended or cancelled. New fire permits will not be issued.</i>				
	FOREST AREA CLOSURE (Catastrophic)	<ul style="list-style-type: none"> Portions of the Forest Protection Area closed to public access by access control 	<ul style="list-style-type: none"> Portions of the Forest Protection Area closed to public access by access control 	All activities within the closed area
All appliances (such as barbecues, stoves, heaters and portable campfires) must be CSA approved or UL certified.				

SCHEDULE H

Division Estimated Reimbursement Rates

Resource	Rate
Airtanker Aircraft:*	
CV580	\$3900.00 per hour plus fuel and retardant \$ 3165 ⁰⁰
CL215T	\$3200.00 per hour plus fuel and retardant was (4AT + BD) \$ 9,149 ⁰⁰
Air Tractors (wheeled)	\$1400.00 per hour plus fuel and retardant was (3AT + BD) \$ 2,710 ⁰⁰
Air Tractors (amphibious)	\$2400.00 per hour plus fuel and retardant was (4AT + BD) \$ 3,670 ⁰⁰
L188	\$6200.00 per hour plus fuel and retardant was (1AT + BD) \$ 4,245 ⁰⁰
Birdog Aircraft	
Turbo Commander 690	\$1900.00 per hour plus fuel \$ 1,250 ⁰⁰
Cessna Caravan C208	\$1900.00 per hour plus fuel \$ 795 ⁰⁰
Helicopters:	
Casual	Government hourly flying rate plus fuel
Contract Intermediate	\$1213.00 to \$2335.00 per flying hour plus fuel \$ 1,213 ⁰⁰ - \$ 1,998 ⁰⁰
Contract Medium	\$2039.00 to \$2875.00 per flying hour plus fuel no change
Personnel:**	
HAC Crew (4 or 8 person)	Cost Estimate \$21.61-\$27.13/hour/person no change

2018-21
rat

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UNIT Crew (20 person)	Cost Estimate \$21.61-\$27.13/hour/person <i>no charge</i>
Firetack Emergency (8 person)	Cost Estimate \$17.86-\$22.75/hour/person <i>\$16.46 - \$21.35</i>
Firetack Base and Secondary (8 person)	Cost Estimate \$29.77/hour/person first 8 hours - \$44.66/hour/person after 8 hours. <i>\$28.33 / hr / person \$42.56 after 8 hrs.</i> Truck Rate \$211.76/day/vehicle <i>\$208.43</i>
Firetack Zero Day (8 person)	Cost Estimate \$24.41/hour/person first 8 hours - \$36.62/hour/person after 8 hours. <i>\$23.01 / hr / person \$34.52 after 8 hrs.</i> Truck Rate \$211.76/day/vehicle <i>\$208.43</i>
Air Attack Officer (contract)	\$1000.00/day/person <i>\$900 / day / person</i>
Specialized Equipment:	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

* Airtanker Group Configuration is comprised of a minimum of 1 Bird Dog, 1 Airtanker and an Air Attack Officer.

**Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.



Town of

Athabasca

Gateway to the Great New North

4705 – 49 Avenue • Athabasca, AB • T9S 1B7
Telephone: (780) 675-2063 • Fax (780) 675-4242
Email: town@athabasca.ca • www.athabasca.ca

February 4, 2021

Dianne Wannamaker
S.V. of Island Lake
Box 8
Alberta Beach, AB T0E 0A0
svislandlake@wildwillowenterprises.com

RE: 2021 Election

Dear Ms. Wannamaker,

At the Town of Athabasca's regular council meeting held February 2nd, 2021, the following motion was carried:

Motion by Councillor Edwards, "THAT COUNCIL APPROVE THE TOWN OF ATHABASCA UNDERTAKING THE 2021 MUNICIPAL ELECTION FOR THE SUMMER VILLAGE OF ISLAND LAKE."

MOTION CARRIED

If you have any questions, please contact me by phone at 780-675-2063 or via email at rachel@athabasca.ca.

Sincerely,

Rachel Ramey
Chief Administrative Officer
Town of Athabasca
/my

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

Subject: Election

From: Rachel Ramey <Rachel@athabasca.ca>

Date: Thu, Feb 11, 2021 11:17 am

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

Cc: Jeff Dalley <finance@athabasca.ca>

Attach: Feb 4 - Island Lake Election Letter.pdf

Hi Diane,

Attached is the letter from Town Council authorizing up to undertake the 2021 Election for you.

We have the Grosmont Hall booked for July 24, 2021 for Nomination Day (morning), August 18, 2021 (evening) for Advance Poll, and August 21, 2021 for Election Day.

Please have Jeff Dalley appointed as the Returning Officer and myself as the Substitute Returning Officer.

Any questions please let me or Jeff know. I'm sure we'll be in touch quite a bit over the next few months. ☺

Rachel Ramey

Chief Administrative Officer

Town of Athabasca

4705 - 49 Avenue

Athabasca, AB T9S 1B7

Phone: 780-675-2063

Fax: 780-675-4242

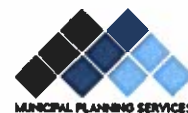
Email: rachel@athabasca.ca

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SUMMER VILLAGE *of* ISLAND LAKE



PROJECT UPDATE NEWSLETTER | FEBRUARY 2021

Municipal Development Plan (MDP), Land Use Bylaw (LUB) & Intermunicipal Development Plan (IDP)

PROJECT UPDATE

In 2020, the Summer Village of Island Lake Council engaged Municipal Planning Services (MPS) to assist with the preparation of a **Municipal Development Plan (MDP)**, and to review and update the **Land Use Bylaw (LUB)**. Over the past year, the project Steering Committee and MPS have been preparing a draft **MDP** and **LUB**.

Also in 2020, the Summer Villages of Island Lake and Island Lake South, and Athabasca County engaged MPS to assist with the preparation of an **Intermunicipal Development Plan (IDP)**. The Summer Villages, the County, and MPS have been preparing a draft **IDP**.

The purpose of this **Newsletter** is to provide Summer Village residents with a project update and information about **upcoming public engagement opportunities to get involved and learn more about the draft MDP and IDP**. Please note that public engagement for the draft LUB will be held at a later date.

To ensure the well-being of the community and comply with all provincial COVID-19 requirements, **the public engagement will held be online**.

ONLINE PUBLIC OPEN HOUSE

The Online Public Open House is an opportunity for residents to learn about the **draft MDP and IDP**, ask questions, and provide feedback.

Date: Wednesday, February 24, 2021

Time: 6:00 to 8:45 PM

Part 1: IDP

6:00 to 6:15 PM: Attendees sign-in

6:15 to 7:00 PM: Presentation

MPS will present an overview of the draft **IDP**.

7:00 to 7:30 PM: Question & Answer

Attendees can ask MPS questions and provide comments via the Zoom chat.

Part 2: MDP

7:30 to 7:35 PM: Break / Attendees sign-in

7:35 to 8:20 PM: Presentation

MPS will present an overview of the draft **MDP**.

8:20 to 8:45 PM: Question & Answer

Attendees can ask MPS questions and provide comments via the Zoom chat.

How is an MDP different from an IDP?

MDPs are future land use plans for individual municipalities, whereas IDPs are future land use plans for areas of mutual interest of two or more municipalities. A municipality's MDP must be consistent with approved IDPs the municipality is party to.

How to Attend

Residents can participate using Zoom or watch the live stream on YouTube. The YouTube live stream will be listen/view only. If you would like to provide comments or ask questions during the Open House, please attend using Zoom.

Zoom Information:

To attend via Zoom, enter the Meeting ID and Passcode into Zoom or use the link below.

Meeting ID: 955 3465 5297 Passcode: ISLANDLAKE

<https://zoom.us/j/95534655297?pwd=d0VYQVdDaktGbHVSYWw0T0V4UUtPZz09>

YouTube Link:

To watch the Open House in listen/view only mode, use the YouTube link below or search "Municipal Planning Services" in YouTube and click on the MPS channel.

https://www.youtube.com/channel/UCBlryMv32MWH8zu_II-Zw4Q

ENGAGEMENT MATERIALS ONLINE

If you are unable to attend the Open House, we encourage you to review the engagement materials at your convenience. The following materials will be available on the project website:

- Videos of the IDP and MDP presentations (on YouTube)
- Summary of the key topics addressed in the IDP and MDP
- Draft IDP
- Draft MDP
- Survey and feedback forms for the MDP and IDP to submit comments and questions

www.planislandlake.ca



CONTACT US

Please contact Allison Rosland at Municipal Planning Services with your feedback, questions, and comments.



a.rosland@munplan.ab.ca



fax: 780.483.7326



p: 780.486.1991



**#206, 17511 - 107 Ave
Edmonton, AB T5S 1E5**



MUNICIPAL PLANNING SERVICES

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JANUARY 19th, 2021 TO DO/ONGOING LIST

- follow up with previous correspondence with Associated Engineering (Dec. 22/20) to work on potential alignment feasibility options and cost estimates for waterline **DONE**
- ensure minutes from Dec. 15th, 2021 meeting are placed in minute book once signed **DONE**
- investigate boat safety "program" and come up with proposed ideas for spring **ONGOING**
- continue with Lakeshore back alley road realignment – forwarded to Rob Telford who is working on this **ONGOING**
- continue working on budget **ONGOING**
- ensure that All-Net is set up on website **DONE**
- ensure that FRIAA agreement is signed and include in 2021 budget **DONE**
- ensure policies are on the next agenda for discussion/approval **DONE**
- advise Curt Reiner that Lot 232 is still not in compliance and no reversal of fees will be considered until such time that the property complies **EMAILED AND SPOKE WITH CURT ON JAN. 20/21**
- put 2021 census information on website in April – **DIARIZED**
- forward email to CAO County of Athabasca that Council is willing to participate in a joint mediation session for plan boundaries with SV's along Island Lake and Baptiste Lake as issues are the same to save on mediation costs **DONE**
- ensure that meeting date change is put on the website **DONE**
- investigate Volunteer Policy and bring back draft to next meeting **ONGOING**



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

January 4, 2021

File: 20DP37-04

**Re: Development Permit Application No. 20DP37-04
Plan 763 TR, Block 1, Lot 11 : 227 Lakeshore Drive North (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, TWO (2) ACCESSORY BUILDINGS, AND INSTALLATION OF A SEPTIC SYSTEM (HOLDING TANK) CONNECTED TO BOTH AN outhouse AND A RECREATIONAL VEHICLE; 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- 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, including development setback of 1.5 metres from all boundaries.
- 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 **January 4, 2021**

Complete

Date of Decision **January 4, 2021**

Effective Date of

Permit

February 2, 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 Clerk 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

Roll 31

February 9, 2021

File: 21DP01-04

**Re: Development Permit Application No. 21DP01-04
Plan 763 TR, Block 2, Lot 16 : 240 Lakeshore Drive North (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:

CONSTRUCTION OF AN ACCESSORY BUILDING (33.4 SQ. M.)

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

- 1- All municipal taxes must be paid.
- 2- 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.
- 3- 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.
- 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; including:

- **Front Yard setback shall be a behind the frontline of the Principal Building upon the site;**
- **Side Yard setback shall comply with the requirements of the Alberta Building Code or be a minimum of 1.2 metres whichever is greater;**
- **Rear Yard setback shall be a minimum of 1.0 metre; and**
- **Maximum Height shall be 4.57 metres.**

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).

8- The Accessory Building is for cold storage only and may not be utilized for the purposes of sleeping accommodations.

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.

Notes:

It is strongly recommended that the applicant(s):

- I. design and construct a building foundation drainage system adequate for the existing soil conditions.
- II. determine if there are any special considerations required for building foundation construction.
- III. provide positive grading to ensure drainage. A minimum gradient of two percent (and greater if possible) is recommended.

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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

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

Date Application Deemed **February 9, 2021**

Complete

Date of Decision **February 9, 2021**

Effective Date of

Permit **March 10, 2021**

Signature of Development
Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

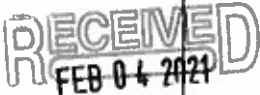
cc Municipal Administrator, Summer Village of Island Lake
Municipal Assessment Services Group Inc. = Ray Crews

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 Clerk 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 \$150.00.

VENDOR		VENDOR ID		DATE ISSUED	
SUMMER VILLAGE OF ISLAND LAKE		0070000405		02-Feb-2021	
DEPOSITED AT BANK:		DEPOSIT NO	DATE	AMOUNT	
BRANCH:	ACCOUNT:	2000563007	02-Feb-2021	\$538.00	
		TOTAL		\$538.00	

DEPOSIT NO: 2000563007		DEPOSIT DATE: 02-Feb-2021		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1900684609	FCSS FEBRUARY PAYMENT	095261113FCS0221	\$538.00	
	Total Payment From C&S For Inquiries Call 826 466 4314			\$538.00
				
		DEPOSIT TOTAL \$538.00		

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

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Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0
E-mail: mdsr133@mdspiritriv.ab.ca

Telephone (780) 864-3500
Fax (780) 864-4303

January 27, 2021

Honourable Premier Kenney
Alberta Premier

Email: premier@gov.ab.ca

Dear Honourable Premier Kenney,

Thank you for your response to our letter regarding our position on the handling of COVID-19 restrictions. We appreciate the tenuous position the government is in when making decisions surrounding the containment of COVID-19.

The MD of Spirit River appreciates the importance of preserving life, however we also recognize that the loss of lives during the shutdown will not be limited to those who die from COVID-19.

The aftermath of the lockdown as identified in the paper *COVID-19: Rethinking the Lockdown Groupthink*, by Ari R Joffe MD, FRCPC with the Stollery Hospital, clearly outlines the massive cost both financially and to human lives if we continue with the lockdowns.

In the paper Joffe states, "... lockdowns are far more harmful to human health than COVID-19 can be." We have attached a copy of his paper.

There are numerous other Physicians and papers, including the Great Barrington Declaration (gbdeclaration.org), a statement written by three public health experts from Harvard, Stanford and Oxford, that back the findings of Joffe.

Our council wishes to publicly state that we support the governments steps to reopening the economy and choosing a balanced approach to ensure a quick return to our economy and our wellbeing. We commend the leadership role you are taking.

Sincerely,

Tony Van Rootselaar, Reeve
Municipal District of Spirit River

Cc: Honourable Tyler Shandro Minister of Health
Honourable Nate Glubish, Minister of Service Alberta
Honourable Doug Schweitzer, Minister of Jobs, Economy and Innovation
Todd Loewen, MLA Central Peace Notley
Dan Williams, MLA Peace River

*****To all RMA and AUMA Members*****

AIRDRIE	MOUNTAIN VIEW COUNTY	CASTOR	RAYMOND
BEAUMONT	NEWELL, COUNTY OF	CLARESHOLM	REDCLIFF
BROOKS	NORTHERN LIGHTS, COUNTY OF	COALDALE	REDWATER
CALGARY	NORTHERN SUNRISE COUNTY	COALHURST	RIMBEY
CAMROSE	OPPORTUNITY NO. 17, M.D. OF	COCHRANE	ROCKY MOUNTAIN HOUSE
CHESTERMERE	PAINT EARTH NO. 18, COUNTY OF	CORONATION	SEEDGEWICK
COLD LAKE	PARKLAND COUNTY	CROSSFIELD	SEXSMITH
EDMONTON	PEACE NO. 135, M.D. OF	DAYS LAND	SLAVE LAKE
FORT SASKATCHEWAN	PINCHER CREEK NO. 9, M.D. OF	DEVON	SMOKY LAKE
GRANDE PRAIRIE	PONOKA COUNTY	DIDSBURY	SPIRIT RIVER
LACOMBE	PROVOST NO. 52, M.D. OF	DRAYTON VALLEY	ST. PAUL
LEDUC	RANCHLAND NO. 66, M.D. OF	DRUMHELLER	STAVELY
LETHBRIDGE	RED DEER COUNTY	ECKVILLE	STETTNER
LLOYDMINSTER	ROCKY VIEW COUNTY	EDSON	STONY PLAIN
MEDICINE HAT	SADDLE HILLS COUNTY	ELK POINT	STRATHMORE
RED DEER	SMOKY LAKE COUNTY	FAIRVIEW	SUNDRE
SPRUCE GROVE	SMOKY RIVER NO. 130, M.D. OF	FALHER	SWAN HILLS
ST. ALBERT	SPIRIT RIVER NO. 133, M.D. OF	FORT MACLEOD	SYLVAN LAKE
WETASKIWIN	ST. PAUL NO. 19, COUNTY OF	FOX CREEK	TABER
CROWSNEST PASS, MUNICIPALITY OF	STARLAND COUNTY	GIBBONS	THORSBY
JASPER, MUNICIPALITY OF	STETTNER NO. 6, COUNTY OF	GRIMSHAW	THREE HILLS
LAC LA BICHE COUNTY	STURGEON COUNTY	HANNA	TOFIELD
MACKENZIE COUNTY	TABER, M.D. OF	HARDISTY	TROCHU
STRATHCONA COUNTY	THORHILD COUNTY	HIGH LEVEL	TURNER VALLEY
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	TWO HILLS NO. 21, COUNTY OF	HIGH PRAIRIE	TWO HILLS
ACADIA NO. 34, M.D. OF	VERMILION RIVER, COUNTY OF	HIGH RIVER	VALLEYVIEW
ATHABASCA COUNTY	VULCAN COUNTY	HINTON	VAUXHALL
BARRHEAD NO. 11, COUNTY OF	WAINWRIGHT NO. 61, M.D. OF	INNISFAIL	VEGREVILLE
BEAVER COUNTY	WARNER NO. 5, COUNTY OF	IRRICANA	VERMILION
BIG LAKES COUNTY	WESTLOCK COUNTY	KILLAM	VIKING
BIGHORN NO. 8, M.D. OF	WETASKIWIN NO. 10, COUNTY OF	LAMONT	VULCAN
BIRCH HILLS COUNTY	WHEATLAND COUNTY	LEGAL	WAINWRIGHT
BONNYVILLE NO. 87, M.D. OF	WILLOW CREEK NO. 28, M.D. OF	MAGRATH	WEMBLEY
BRAZEAU COUNTY	WOODLANDS COUNTY	MANNING	WESTLOCK
CAMROSE COUNTY	YELLOWHEAD COUNTY	MAYERTHORPE	WHITECOURT
CARDSTON COUNTY	ATHABASCA	MCLENNAN	ACME
CLEAR HILLS COUNTY	BANFF	MILK RIVER	ALBERTA BEACH
CLEARWATER COUNTY	BARRHEAD	MILLET	ALIX
CYPRESS COUNTY	BASHAW	MORINVILLE	ALLIANCE
FAIRVIEW NO. 136, M.D. OF	BASSANO	MUNDARE	AMISK
FLAGSTAFF COUNTY	BEAVER LODGE	NANTON	ANDREW
FOOTHILLS COUNTY	BENTLEY	NOBLEFORD	ARROWWOOD
FORTY MILE NO. 8, COUNTY OF	BLACK DIAMOND	OKOTOKS	BARNWELL
GRANDE PRAIRIE NO. 1, COUNTY OF	BLACKFALDS	OLDS	BARONS
GREENVIEW NO. 16, M.D. OF	BON ACCORD	ONOWAY	BAWLF
KNEEHILL COUNTY	BONNYVILLE	OYEN	BEISEKER
LAC STE. ANNE COUNTY	BOW ISLAND	PEACE RIVER	BERWYN
LACOMBE COUNTY	BOWDEN	PENHOLD	BIG VALLEY
LAMONT COUNTY	BRUDERHEIM	PICTURE BUTTE	BITTERN LAKE
LEDUC COUNTY	CALMAR	PINCHER CREEK	BOYLE
LESSER SLAVE RIVER NO. 124, M.D. OF	CANMORE	PONOKA	BRETON
LETHBRIDGE COUNTY	CARDSTON	PROVOST	CARBON

MINBURN NO. 27, COUNTY OF

CAROLINE
CHAMPION

CHAUVIN
CHIPMAN
CLIVE
CLYDE
CONSORT
COUTTS
COWLEY
CREMONA
CZAR
DELBURNE
DELIA
DONALDA
DONNELLY
DUCHESS
EDBERG
EDGERTON
ELNORA
EMPRESS
FOREMOST
FORESTBURG
GIROUXVILLE
GLENDON
GLENWOOD
HALKIRK
HAY LAKES
HEISLER
HILL SPRING
HINES CREEK
HOLDEN
HUGHENDEN
HUSSAR
HYTHE
INNISFREE
IRMA
KITSCOTY
LINDEN
LOMOND

CARSTAIRS

LONGVIEW
LOUGHEED

MANNVILLE
MARWAYNE
MILO
MORRIN
MUNSON
MYRNAM
NAMPA
PARADISE VALLEY
ROCKYFORD
ROSALIND
ROSEMARY
RYCROFT
RYLEY
SPRING LAKE
STANDARD
STIRLING
VETERAN
VILNA
WARBURG
WARNER
WASKATENAU
YOUNGSTOWN
ARGENTIA BEACH
BETULA BEACH
BIRCH COVE
BIRCHCLIFF
BONDISS
BONNYVILLE BEACH
BURNSTICK LAKE
CASTLE ISLAND
CRYSTAL SPRINGS
GHOST LAKE
GOLDEN DAYS
GRANDVIEW
GULL LAKE
HALF MOON BAY

RAINBOW LAKE

HORSESHOE BAY
ISLAND LAKE
ISLAND LAKE
SOUTH
ITASKA BEACH
JARVIS BAY
KAPASIWIN
LAKEVIEW
LARKSPUR
MA-ME-O BEACH
MEWATHA BEACH
NAKAMUN PARK
NORGLLENWOLD
NORRIS BEACH
PARKLAND BEACH
PELICAN NARROWS
POINT ALISON
POPLAR BAY
ROCHON SANDS
ROSS HAVEN
SANDY BEACH
SEBA BEACH
SILVER BEACH
SILVER SANDS
SOUTH BAPTISTE
SOUTH VIEW
SUNBREAKER COVE
SUNDANCE BEACH
SUNRISE BEACH
SUNSET BEACH
SUNSET POINT
VAL QUENTIN
WAIPAROUS
WEST BAPTISTE
WEST COVE
WHISPERING HILLS

CARMANGAY

WHITE SANDS
YELLOWSTONE
I.D. NO. 04 (WATERTON)
I.D. NO. 08 (BANFF)
I.D. NO. 12 (JASPER NATIONAL PARK)
I.D. NO. 13 (ELK ISLAND)
I.D. NO. 24 (WOOD BUFFALO)
I.D. NO. 25 (WILLMORE WILDERNESS)
IMPROVEMENT DISTRICT NO. 349
KANANASKIS IMPROVEMENT DISTRICT
SPECIAL AREAS BOARD

From: Montana Kuhar <mkuhar@mdspiritrivier.ab.ca>
Sent: January 27, 2021 3:51 PM
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Subject:**Attachments:**

M.D of Spirit River No. 133 - Letter to Premier Kenney RE: COVID-19 Lockdowns
MD Spirit River - Letter to Kenney.pdf; Rethink the Lockdown Paper.pdf

Good afternoon all,

For your perusal, please find attached a letter from Reeve Tony Van Rootselaar of the Municipal District of Spirit River No. 133 to the Honourable Premier Jason Kenney regarding the impact of COVID-19 lockdowns on Albertans, as well as a paper published by Ari R Joffe, MD, FRCPC with the Stollery Hospital.

Thank you,

Montana Kuhar

Executive Assistant

Municipal District of Spirit River #133

Box 389

Spirit River, Alberta T0H 3G0

Phone: 780-864-3500 Ext: 207

Email: Mkuhar@mdspiritriver.ab.ca



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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www.mackenziecounty.com
office@mackenziecounty.com

January 27, 2021

The Honourable Jason Kenney
Premier of Alberta
307 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Premier:

RE: REOPENING RECREATIONAL AND BUSINESS SERVICES

While we appreciate the work the government has done to ensure the safety of Albertans, we recognize the extreme toll the pandemic has taken on our residents, businesses and recreational centres.

We strongly urge the Provincial Government to reopen access to indoor recreational facilities, such as arenas, to the public and establish additional supportive public health guidelines. These could include allowing facility rentals for private functions.

Additionally, we urge the Provincial Government to reopen all business services as many are at risk of closing permanently and losing their livelihood. In our rural remote northern location, services such as restaurants are extremely limited. Reinstating in-person service will assist in sustainability into the future.

Again, we thank you for your efforts in keeping Albertans safe, and we look forward to having a conversation with you to discuss the specific needs of our communities. Please feel free to contact me at (780) 926-7405 or by email to josh@mackenziecounty.com.

Yours sincerely,

Josh Knelsen
Reeve

Premier of Alberta
Page 2
January 27, 2021

- c: Dr. Deena Hinshaw, Chief Medical Officer of Health
Mr. Dan Williams, MLA Peace River
Rural Municipalities of Alberta – Member Municipalities
Alberta Urban Municipalities Association – Member Municipalities
Mackenzie County Council
La Crete Chamber of Commerce
Fort Vermilion & Area Board of Trade
High Level Chamber of Commerce



Government

Municipal Stimulus Program (MSP)

Red Tape Reduction Report Template - 2020

Municipalities that receive funding under the MSP are required to reduce red tape. This template has been developed to provide guidance about the province's expectations for municipalities to reduce red tape to further advance our shared objective of returning our economy to prosperity.

The requirement to reduce red tape is not related to individual MSP projects. Municipalities may reduce red tape in ways that are entirely unrelated to MSP projects.

What is Red Tape?

The Government of Alberta defines red tape as unnecessary time and resources spent by citizens and businesses to comply with regulatory and administrative requirements imposed by legislation; regulations; and associated policies, forms and guides. More specifically for the purposes of the MSP, red tape reduction means actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

What do municipalities need to do?

Municipalities are required to make measurable progress in at least one of these areas, develop a red tape reduction plan, and report it to Municipal Affairs using this form by February 1, 2021. For the 2020 report only, if no progress was made in 2020, municipalities must still complete the section indicating their plans to meet this commitment in 2021.

Municipal Affairs will review the submitted plan and determine whether it is sufficient based on the actions identified and the circumstances of the municipality. Please include any information Municipal Affairs should be aware of when reviewing your plan. The 2020 Red Tape Reduction Report must be approved by the Minister before the 2021 MSP payment will be released. Municipalities will undertake their plan and must report on concrete progress using a separate form by February 1, 2022.

The actions listed below are examples of ways that local governments may choose to reduce red tape, but municipalities are not limited to these examples. Based on your local circumstances, you can develop any plan or action that achieves one or more of the objectives cited above. You are encouraged to take as many steps as reasonable to enhance the environment in your community for local investment.

Submission

Summary:

- Complete this form, and ensure it is approved at the appropriate level within the municipality.
 - You are required to indicate how your municipality intends to reduce red tape in 2021.
- E-mail the completed form to ma.municipalstimulus@gov.ab.ca by February 1, 2021 by clicking on the "Submit to E-mail" button below.
- Take action to reduce red tape.
- Report on the concrete progress you have made to reduce red tape using the 2021 Red Tape Reduction Report Template, and submit it to Municipal Affairs by February 1, 2022.

This template, the MSP program guidelines, and other program resources are available at www.alberta.ca/municipal-stimulus-program.aspx.

If you have any questions regarding this template or the MSP, please e-mail ma.municipalstimulus@gov.ab.ca.

About this Form

Adobe Acrobat or Adobe Reader can be used to complete this form. Open the form in Acrobat or Adobe Reader, and fill out the form electronically. When you are finished, click "Save Form" to save a copy of the form for your records. Press the "Submit to E-mail" button to send the completed form as an attachment to ma.municipalstimulus@gov.ab.ca. Scanned copies of the form will not be accepted.

Please note that you must use the text boxes to elaborate on your plans or the report will not be considered sufficient.

Municipality Information

2020-RTR Reporting Year

Municipality Name	ISLAND LAKE
Date	Jan 28, 2021

1. Please indicate any steps your municipality has taken to reduce red tape in 2020. Please note that MSP funding is NOT conditional on reducing red tape in 2020, though any steps you have taken to reduce red tape should be noted. Use "+" and "-" buttons beside each objective to see example actions.

a) Make it easier to start up a new business.



- ☐ Implement incentives to encourage new businesses.
- ☐ Streamline or speed up processes for obtaining a business licence.
- ☐ Review the process for establishing a business and eliminate any unnecessary municipal requirements.
- ☐ Work with neighbouring municipalities to establish common business licensing systems, or recognize business licences from other Alberta municipalities.
- ☐ Establish a paperless process for business licence applications, and/or an option for electronic payment of application fees.
- ☐ Create a section on the municipality's website providing information on how to start a business, including municipal licensing requirements and application forms, process documents, and/or other guidance documents.
- ☐ Review and evaluate municipal regulatory requirements to limit and mitigate unintended impacts on small business.
- ☒ Work with neighbouring municipalities to coordinate bylaws for weight restrictions, noise restrictions, dust abatement requirements, or other factors that impact commercial/industrial activity.
- ☐ Consult with a local post-secondary institution about how to help students establish new businesses after graduation.
- ☐ Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets..

The Summer Village had a business licensing system back in 2016 and has since ceased the requirement for one. The Summer Village does not require a business from a surrounding area to obtain a license to come into the Summer Village to perform work. The municipality does have a small amount of commercially-zoned land, as well, allows for certain home-based businesses and bed & breakfast operations with an approved development permit.

The Summer Village currently has a bylaw that specifically lays out the road bans and road weight restrictions within the municipality.

b) Streamline processes and shorten timelines for development and permit approvals.



- ☐ Establish internal targets for issuing subdivision application decisions that are faster than legislated timelines.
- ☒ Establish internal targets for issuing development permit decisions that are faster than legislated timelines.
- ☐ Prepare process summaries and checklists of required materials for subdivision and development permit applications.
- ☒ Update the municipal website to clearly communicate subdivision and development permit approval processes.
- ☒ Establish an online application process for subdivision and development permit applications.
- ☒ Establish an electronic payment system for subdivision and development permit applications.

☐ Other (Please specify briefly and elaborate below)

98

Please elaborate on your response, including metrics and performance targets.

The Summer Village works closely with the Development Authority and we are aware there is work that can be done to issue development permit decisions that are faster than legislated timelines, to improve our communications on the municipal website regarding subdivision and development permit approval processes and to improve our on-line application processes. The Summer Village, over the past year, began accepting payments for Development Permit applications via electronic transfers.

c) *Make your municipality a more attractive destination for new investment and/or tourism.*



- ☐ Implement incentives for new investment or tourism, such as new property tax incentives now allowed under the *Municipal Government Act*.
- ☐ Develop an action plan to reduce red tape with clearly defined objectives, actions, and targets, and make it available on the municipality's website.
- ☒ Partner with neighbouring municipalities to promote investment and economic development opportunities at a regional level.
- ☐ Develop and implement asset management policies, plans, and strategies to ensure infrastructure supports long-term economic growth.
- ☐ Develop measures of economic activity supported by municipal capital assets (such as roads) and incorporate into asset management plans.
- ☐ Assess how the community's long-term plans align with and support Alberta's long-term economic strategies.
- ☐ Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets.

Currently, the Summer Village supports and is involved in many collaborative initiatives with our municipal neighbours which will be a great foundation in furthering collaborative efforts in the area of regional economic development.

2. How do you plan to measurably reduce red tape in 2021? Please check all that apply. Please note that a refund of MSP funding may be required if there is insufficient progress in reducing red tape in 2021. Use "+" and "-" buttons beside each objective to see example actions.

a) *Make it easier to start up a new business.*



- ☐ Implement incentives to encourage new businesses.
- ☐ Streamline or speed up processes for obtaining a business licence.
- ☐ Review the process for establishing a business and eliminate any unnecessary municipal requirements.
- ☐ Work with neighbouring municipalities to establish common business licensing systems, or recognize business licences from other Alberta municipalities.
- ☐ Establish a paperless process for business licence applications, and/or an option for electronic payment of application fees.
- ☐ Create a section on the municipality's website providing information on how to start a business, including municipal licensing requirements and application forms, process documents, and/or other guidance documents.
- ☐ Review and evaluate municipal regulatory requirements to limit and mitigate unintended impacts on small business.
- ☒ Work with neighbouring municipalities to coordinate bylaws for weight restrictions, noise restrictions, dust abatement requirements, or other factors that impact commercial/industrial activity.
- ☐ Consult with a local post-secondary institution about how to help students establish new businesses after graduation.

☐ Other (Please specify briefly)

b) Streamline processes and shorten timelines for development and permit approvals.



- ☐ Establish internal targets for issuing subdivision application decisions that are faster than legislated timelines.
- ☒ Establish internal targets for issuing development permit decisions that are faster than legislated timelines.
- ☐ Prepare process summaries and checklists of required materials for subdivision and development permit applications.
- ☒ Update the municipal website to clearly communicate subdivision and development permit approval processes.
- ☒ Establish an online application process for subdivision and development applications.
- ☒ Establish an electronic payment system for subdivision and development permit applications.

☐ Other (Please specify briefly)

c) Make your municipality a more attractive destination for new investment and/or tourism.



- ☐ Implement incentives for new investment or tourism, such as new property tax incentives now allowed under the *Municipal Government Act*.
- ☐ Develop an action plan to reduce red tape with clearly defined objectives, actions, and targets, and make it available on the municipality's website.
- ☒ Partner with neighbouring municipalities to promote investment and economic development opportunities at a regional level.
- ☐ Develop and implement asset management policies, plans, and strategies to ensure infrastructure supports long-term economic growth.
- ☐ Develop measures of economic activity supported by municipal capital assets (such as roads) and incorporate into asset management plans.
- ☐ Assess how the community's long-term plans align with and support Alberta's long-term economic strategies.

☐ Other (Please specify briefly)

d) How do you intend to measure the results of your actions? Include a brief description of your action(s), baseline data (your current state) and quantitative targets. For example:

- We plan to review our processes for approving business licenses. Currently it takes a new business with a complete application approximately 4 weeks to obtain a license. We hope through our process review to bring that down to 2 weeks.
- We partner with two neighbouring municipalities to network with businesses and share economic development opportunities in our region. We intend to expand this group to include one more municipality.

Development:

We plan to review our processes with our Development Authority to better streamline and reduce the time it takes to provide a decision on a development permit application. The review will include payment options (ie: more ways to pay via electronic means aside from just e-transfers, look into taking credit card payment), timing of payments (ie: review whether or not payment for a permit should hinge on the development officer either commencing or continuing work on the permit application), tweaking the development permit application including an in-depth look at any unnecessary internal municipal requirements that may be slowing down the approval process (ie: are we asking for any unnecessary duplicate information on the application).

We plan to review the Summer Village's website with respect to the Development Permit process and work to update the information so that development permit information is easily accessible and to ensure that instructions for the processes are clear, concise and allow for more efficiencies. (ie: provide both printable and fillable on-line applications, provide on-line materials that guide the development permit and subdivision processes)

New Business Start Up:

We plan to look into the benefits of having an agreement in place with TRAVIS-MJ in order to streamline the permitting process for oversized hauling.

We plan to review our current road ban and vehicle road restrictions bylaw to ensure we have written processes in place that

enable us to continue to work in a coordinated manner with our neighbouring municipality and information that aligns with their road weight restrictions where it makes sense for our municipality.

New Investment or Tourism:

We plan to get more involved in helping to promote economic development opportunities in the area. We will do this by collaborating with our surrounding municipalities to obtain their business directories/listings which can then be posted on our municipal website. We will also review what we currently have in place and work towards aiding to help better promote the businesses on our Summer Village's website and allow local businesses to list on our website either free of charge or for a nominal fee. We plan to seek out ways in which our municipality can assist in sharing and promoting local business information and we will work to be more involved in economic development opportunities and promotions in partnerships with neighbouring municipalities. We will also plan to have open discussions with current and future Council members regarding business operations and how we can thoughtfully and consistently support businesses outside of our municipal boundaries.

3. Is there anything else you wish to share about your municipality's efforts to reduce red tape, or your municipality's unique circumstances regarding red tape reduction?

The Summer Village of Island Lake is a small municipality with primarily residential property, one commercial business and just a handful of home-based businesses. We already support collaborating with our municipal neighbours and look forward to understanding ways in which we can now assist in supporting the economic development of the region. Under this red tape initiative, it reminds us to ensure our existing processes for development permit approvals and the information we provide with respect to these processes are effective, clear and concise. The red tape initiative will certainly challenge us to think outside the box and remind us the importance of efficiencies and in finding the benefits of being supportive of new initiatives. By focusing to work on bettering and streamlining the current processes and communications in place, we look forward to attracting new home-based business, property development and residential retention and growth.

Certification



As a representative of the above municipality, I have been authorized to submit this red tape reduction report on behalf of the municipality.

Wendy Wildman

Print Name

7809670271

Telephone Number

The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act.

Save Form

Submit by E-mail

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We provided a \$4 million rebate through insurance premium reductions to members

Dan Rude <drude@auma.ca>

Wed 2021-02-03 11:37 AM

Dear Mayors, Councillors & CAOs,

Your Alberta Municipal Service Corporation (AMSC) insurance renewal notice was sent recently to your administration, and we are pleased to be bringing you good news.

THE VALUE OF YOUR INSURANCE PROGRAM WITH AMSC

Your insurance program coverage is provided in two layers. The first layer of coverage is provided by our MUNIX insurance pool. This layer covers property, liability and auto property losses up to a pre-determined annual loss limit. The second layer of insurance is acquired by AMSC from the global insurance market. This second layer provides coverage for large losses and if MUNIX's losses exceed its annual loss limits. Our current insurer for this layer is Lloyds of London.

SHIELDED BY YOUR INSURANCE POOL

As we are all hearing and experiencing, the global insurance market is in an extremely volatile state, with 40% - 60% premium increases. The premiums quoted and charged by the AMSC global insurance carriers for the 2021 year were no different, but because of the insurance pool layer, we are extremely pleased to be able to help our members by **reducing the premiums we charge by \$4 million**. This means our insurance pool subscribers will benefit from premiums well below what other insurance providers are offering. We managed to keep our **rate increases below 10% on average**. We could only do this because of our subscriber-owned insurance pool.

Unlike other insurance programs, your insurance pool returns surplus amounts to you as a pool subscriber in the form of a premium reduction. Last year, we cushioned insurance pool premiums by rebating \$2 million in the form of a premium reduction. This year, we are excited to let you know that we doubled the amount returned to subscribers with a \$4 million premium reduction.

SERVING MEMBERS, NOT SHAREHOLDERS

Our members will always remain the focus of our efforts as we continue to provide the most appropriate insurance coverage, claims support, and risk management tools.

I thank you for your continued commitment to AMSC. If you have any questions about your insurance renewal or want to know how to join our insurance program, please e-mail our dedicated team at insurance@auma.ca.

Yours truly,

Dan Rude | Chief Executive Officer
Alberta Municipal Place

C: 780.951.3344 | drude@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB
T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



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January 29, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 - 97 Avenue NW
Edmonton, AB T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSJ/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at tthorn@okotoks.ca.

We look forward to engaging with you soon!

Sincerely,



Tanya Thorn
Chair
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta
Barry Morishita, President, Alberta Urban Municipalities Association
Terry Coleman, Chair, Alberta Association of Police Governance
Deputy Commissioner Curtis Zablocki, "K" Division RCMP
Marlin Degrand, Justice & Solicitor General

Encl: (2)



February 1, 2021

RE: Approved FortisAlberta 2021 Distribution Rates - REVISED

As a follow up to our correspondence in September 2020, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for its distribution rates, effective Jan. 1, 2021. In addition, the AUC has approved the Alberta Electric System Operator (AESO) 2021 tariff resulting in adjustments to the Base Transmission Adjustment Rider, the Quarterly Transmission Adjustment Rider and Balancing Pool Allocation. FortisAlberta collects and flows through all transmission and Balancing Pool costs billed by the Alberta Electric System Operator (AESO) as approved by the AUC.

The attached charts illustrate the estimated percentages and average changes for each rate class based on estimated consumption and demand between December 2020 and January 2021 on a *distribution rate only* basis and a *bundled bill* basis from your retailer. The bundled bill percentages indicated on the attached chart will vary slightly compared to the version you received in September, as it reflects the transmission rate rider adjustments.

We thank you for the opportunity to advise you of these updates. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hunka", written over the word "Sincerely,".

Dave Hunka, Manager, Municipalities & Key Accounts North
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

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2021 Approved Rates
Average Monthly Bill Impacts by Rate Class
DISTRIBUTION ONLY

Rate	Rate Class Description	Consumption Usage	Demand Usage	Dec 2020 Bill	Jan 2021 bill	\$ Difference	% Change
		300 kWh		\$31.75	\$32.15	\$0.40	1.2%
11	Residential	640 kWh		\$39.57	\$40.07	\$0.55	1.2%
		1200 kWh		\$52.46	\$53.12	\$0.66	1.2%
		900 kWh	5 kVA	\$84.06	\$85.06	\$1.00	1.2%
21	FortisAlberta Farm	1,400 kWh	10 kVA	\$153.98	\$155.79	\$1.81	1.2%
		7,500 kWh	25 kVA	\$363.77	\$368.00	\$4.23	1.1%
		6,000 kWh	20 kW	\$781.94	\$788.22	\$6.28	0.8%
26	FortisAlberta Irrigation	14,518 kWh	33 kW	\$1,324.69	\$1,335.31	\$10.62	0.8%
	*Seasonal bill impact	45,000 kWh	100 kW	\$4,021.74	\$4,053.98	\$32.24	0.8%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$2,288.25	\$2,327.79	\$39.54	1.7%
33	Streetlighting (Non-Investment)	7,900 kWh	12,000W	\$819.12	\$833.42	\$14.30	1.7%
38	Yard Lighting	5,000 kWh	12,000 W	\$1,436.58	\$1,462.13	\$25.55	1.7%
	Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.						
		1,083 kWh	5 kW	\$72.76	\$73.59	\$0.83	1.1%
41	Small General Service	2,165 kWh	10 kW	\$129.04	\$130.52	\$1.48	1.1%
		10,825 kWh	50 kW	\$579.34	\$585.96	\$6.62	1.1%
		2,590 kWh	7.5 kW	\$178.57	\$180.51	\$1.94	1.1%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$333.11	\$336.72	\$3.61	1.1%
		25,895 kWh	75 kW	\$1,501.36	\$1,517.52	\$16.16	1.1%
		32,137 kWh	100 kW	\$590.52	\$589.40	-\$1.12	-0.2%
61	General Service	63,071 kWh	196 kW	\$942.62	\$940.88	-\$1.74	-0.2%
		482,055 kWh	1500 kW	\$4,848.13	\$4,840.13	-\$8.24	-0.2%
		824,585 kWh	2500 kW	\$9,623.97	\$9,525.10	-\$98.87	-1.0%
63	Large General Service	1,529,869 kWh	4638 kW	\$11,199.66	\$11,081.29	-\$118.37	-1.1%
		3,298,338 kWh	10,000 kW	\$15,151.44	\$14,984.13	-\$167.31	-1.1%
65	Transmission Connected Service	The Distribution component will increase from \$37.49/day to \$39.17/per day. The Transmission Component is the applicable rate of the AESO.					

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2021 Approved Rates
Average Monthly Bill Impacts by Rate Class
BUNDLED BILL Including Energy, Retail, and DT Rates & Riders

Rate	Rate Class Description	Consumption Usage	Demand Usage	Dec 2020 Bill	Jan 2021 bill	\$ Difference	% Change
		300 kWh		\$75.40	\$76.94	\$1.54	2.0%
11	Residential	640 kWh		\$123.68	\$126.59	\$2.91	2.3%
		1200 kWh		\$203.24	\$208.36	\$5.12	2.5%
		900 kWh	5 kVA	\$193.79	\$200.12	\$6.33	3.2%
21	FortisAlberta Farm	1,400 kWh	10 kVA	\$321.64	\$331.74	\$10.10	3.0%
		7,500 kWh	25 kVA	\$1,237.47	\$1,286.11	\$48.64	3.8%
		6,000 kWh	20 kW	\$1,587.94	\$1,723.51	\$135.57	7.9%
26	FortisAlberta Irrigation	14,518 kWh	33 kW	\$3,234.64	\$3,558.05	\$323.41	9.1%
	*Seasonal bill impact	45,000 kWh	100 kW	\$9,886.93	\$10,888.68	\$1,001.75	9.2%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,029.68	\$3,082.75	\$53.07	1.7%
33	Streetlighting (Non-Investment)	7,900 kWh	12,000W	\$1,669.39	\$1,698.42	\$29.03	1.7%
38	Yard Lighting	5,000 kWh	12,000 W	\$1,979.14	\$2,012.07	\$32.93	1.6%
	Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.						
		1,083 kWh	5 kW	\$212.43	\$218.99	\$6.56	3.0%
41	Small General Service	2,165 kWh	10 kW	\$400.44	\$413.35	\$12.91	3.1%
		10,825 kWh	50 kW	\$1,904.50	\$1,968.26	\$63.76	3.2%
		2,590 kWh	7.5 kW	\$467.36	\$478.72	\$11.36	2.4%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$899.08	\$921.85	\$22.77	2.5%
		25,895 kWh	75 kW	\$4,284.27	\$4,394.69	\$110.42	2.5%
		32,137 kWh	100 kW	\$3,828.11	\$3,892.65	\$64.54	1.7%
61	General Service	63,071 kWh	196 kW	\$7,143.33	\$7,270.46	\$127.13	1.7%
		482,055 kWh	1500 kW	\$52,152.08	\$53,129.02	\$976.94	1.8%
		824,585 kWh	2500 kW	\$87,932.39	\$87,418.81	-\$513.58	-0.6%
63	Large General Service	1,529,869 kWh	4638 kW	\$148,716.35	\$147,831.52	-\$884.83	-0.6%
		3,298,338 kWh	10,000 kW	\$311,502.17	\$309,683.77	-\$1,818.40	-0.6%
65	Transmission Connected Service	The Distribution component will increase from \$37.49/day to \$39.17/per day. The Transmission Component is the applicable rate of the AESO.					

Riders Included:

Municipal Franchise Fee
(Average by Rate Class)
Municipal assessment Rider (0.73% on July 1, 2020)
Average EPCOR Default Supply Rate
2020 Q4 QTAR and 2021 Q1 QTAR
January 2020 BPAR and 2021 BPAR

Retail/Energy Price Assumptions

Rates 11 through 44 – October 2019 to September 2020
Average EEAI RRT Rates
Rates 61 and 63 – August 2019 to July 2020-2020 Base TAR and 2021 Base TAR

CUSTOMER CONTRIBUTIONS SCHEDULES **

Table 1
Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,638 per service
Rate 11 Residential Development	\$2,638 per service, less FortisAlberta's costs of metering and final connection
Rate 21 Farm and Rate 23 Grain Drying	\$5,984 base investment, plus \$857 per kVA of Peak Demand
Rate 26 Irrigation	\$5,984 base investment, plus \$952 per kW of Peak Demand
Rate 38 Yard Lighting	\$851 per fixture
Rate 31 Streetlighting (Investment Option)	\$3,080 per fixture
Rate 41 Small General Service	\$5,984 base investment, plus \$952 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,984 base investment, plus \$952 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,984 base investment, plus \$952 per kW for the first 150 kW, plus \$120 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$108 per kW of Peak Demand, plus \$119 per metre of Customer Extension

**Alberta Utilities Commission (AUC) Decision 24843-D01-2020, Dec. 18, 2020.
Maximum Investment Levels are reduced if the expected Investment Term is less than 15 years.