

# SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, April 20<sup>th</sup>, 2021 at 4:30 p.m.  
Via Zoom

Due to COVID restrictions, the Public may also participate via Zoom, call the  
office to arrange for same  
As per Bylaw 02-2016 there will be no audio/video recordings of Meetings

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	April 20 <sup>th</sup> , 2021 Regular Council Meeting
3.	<u>Minutes:</u> pages 1-4 pages 5-6	a) b)	March 16 <sup>th</sup> , 2021 Regular Council Minutes March 29 <sup>th</sup> , 2021 Regular Council Minutes
	<u>Appointments or Delegations</u>		N/A
5.	<u>Public Hearings</u>		N/A
6.	<u>Bylaws:</u>		N/A
7.	<u>Business:</u> pages 7-9  pages 10-12  pages 13-15  pages 16-17	a)	<p>2021 Operating and Capital Budget – further to discussion and direction at our last Council meeting, attached is the 2021 Draft Budget with a 2.1% increase in municipal tax dollars collected from the prior year. <i>(that Council approve the 2021 Operating and Capital Budget with a 2.1% increase in municipal tax dollars collected from the prior year as presented and reviewed by Council.)</i></p> <p>Once the budget is approved, Administration will then be asking for approval of the following applicable Assessment Classification and Sub-Classes Bylaw, Tax Rate Bylaw and Tax Penalty Bylaw for the 2021 year:</p> <p><u>Bylaw #04-2021</u> – setting the assessment sub-classes for residential and non-residential property in the Summer Village of Island Lake <i>(give all 4 readings of bylaw 04-2021; 1<sup>st</sup> reading, 2<sup>nd</sup> reading, unanimous consent to consider 3<sup>rd</sup> reading, and 3<sup>rd</sup> and final reading.)</i></p> <p><u>Bylaw #05-2021</u> – authorizing the rates of taxation to be levied against assessable property within the Summer Village for the 2021 taxation year. <i>(give all 4 readings of Bylaw #05-2021: 1<sup>st</sup> reading, 2<sup>nd</sup> reading, unanimous consent to consider 3<sup>rd</sup> reading, and 3<sup>rd</sup> and final reading)</i></p> <p><u>Bylaw #06-2021</u> – authorizing the penalties to be imposed on unpaid taxes – 6% on October 1<sup>st</sup>, 6% on November 1<sup>st</sup> and 6% on December 1<sup>st</sup> and 18% on the total outstanding taxes on January 1<sup>st</sup>. <i>(give all 4 readings of Bylaw #06-2021: 1<sup>st</sup> reading, 2<sup>nd</sup> reading, unanimous consent to consider 3<sup>rd</sup> reading, and 3<sup>rd</sup> and final reading)</i></p>

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pages 18-19	b)	Island Lake Outdoor Recreational Facility – The Island Lake South Recreation Club is raising funds to build a year-round recreation facility for the community and surrounding area. The estimated cost for this project is \$150,000. The Club has a commitment from the Summer Village of Island Lake South (although no dollar figure is noted) and have applied for grant funding from the province. The Recreation Club is requesting the support of the Summer Village of Island Lake for this project. <i>(Council direction at meeting time)</i>
pages 20-21	c)	Dock and Boatlift - the Summer Village has received a request for placement of a dock and boatlift in the lake adjacent to 219 Lakeshore Drive N. A letter of no objection is required from the municipality prior to application to the Provincial government. <i>(that the Summer Village provide a letter of no objection to the placement of a dock and boatlift adjacent to 219 Lakeshore Drive North, providing all provincial guidelines are followed and provincial approvals are in place, or some other direction by Council at meeting time.)</i>
pages 22-29	d)	Dock and Boatlift - the Summer Village has received a request for placement of a dock and boatlift in the lake adjacent to 221 Lakeshore Drive N. A letter of no objection is required from the municipality prior to application to the Provincial government, however the landowner had previously sent the application to the Province who referred them back to the Summer Village. <i>(that the Summer Village provide a letter of no objection to the placement of a dock and boatlift adjacent to 221 Lakeshore Drive North, providing all provincial guidelines are followed and provincial approvals are in place, or some other direction by Council at meeting time.)</i>
pages 30-31	e)	Seniors' Advisory Council for Alberta – Seniors Week is June 7 – 13, 2021 and they have requested proclamation of the same. <i>(Mayor Newton, that in honour of the past, present and future contributions of the seniors in this Community and throughout Alberta, I do hereby proclaim June 7<sup>th</sup> – 13<sup>th</sup>, 2021 to be "Seniors Week")</i>
pages 32-57	f)	Northern Lights Library System – we have received notification from the Northern Lights Library System that we are required to appoint a new member to sit on the Board. Someone from Council may be appointed, or alternatively Mayor Curtis Schoepp from the Summer Village of Whispering Hills has indicated that he would be willing to fill the position. Currently we have an ongoing agreement with the Northern Lights Library System with a termination clause of 12 months prior to the following January. Our 2021 contribution was \$2,384.88.j <i>(that Council appoint Mayor Curtis Schoepp from the Summer Village of Whispering Hills to be the area representative on the Northern Lights Library System Board or some other direction by Council)</i>

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	pages 58-62	g)	Intermunicipal Collaboration Framework – attached is the Intermunicipal Collaboration Framework between the Summer Village of Island Lake and Athabasca County that was previously forwarded to Council, with no changes. This has been reviewed by Municipal Planning Services and they have no issues with it. Athabasca County approved the draft ICF as presented at their March 25 <sup>th</sup> , 2021 Council meeting, and are waiting on our approval so that we can update the Minister regarding same. Unless there are any significant errors or omissions noted by Council, we request approval of this ICF as presented and authorize execution of same. <i>(that Council approve the Intermunicipal Collaboration Framework between the Summer Village of Island Lake and Athabasca County and authorize execution of same; some other direction by Council)</i>
		h)	
		i)	
		j)	
8.	<b><u>Financial</u></b>		
		a)	Income and Expense Statement – March 31 <sup>st</sup> , 2021
9.	<b><u>Councillors' Reports</u></b>		
		a)	Mayor Newton
		b)	Deputy Mayor Binder
		c)	Councillor Montague
10.	<b><u>Administration Reports</u></b>		
	pages 63-64	a)	Alberta Municipal Affairs – March 23 <sup>rd</sup> , 2021 letter on 2021 Senate and Referenda vote
		b)	
11.	<b><u>Correspondence &amp; Information</u></b>		
	pages 65-67	a)	21DP02-04 – construction of a single detached dwelling, installation of a water supply & septic system, 89 Spruce Drive
	pages 68-70	b)	21DP04-04 – construction of a deck, 213 Lakeshore Drive North

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pages 71-74	c)	21DP05-04 – placement of a mobile home, install or utilize existing water supply & septic system, one RV parking pad and utilization for the purposes of use and storage of one RV. 185 Lakeshore Drive South.
page 75	d)	Notification from the Association of Summer Village of Alberta (ASVA) of the appointment of Ms. Sherry Poole as the new Executive Director effective May 1, 2021.
pages 76-77	e)	Alberta Municipal Affairs – we have received correspondence forwarded from the County of Athabasca confirming that Alberta Municipal Affairs has approved the \$10,000 ACP grant for the completion of the Intermunicipal Development Plans with Summer Villages around Baptiste Lake and Island Lake.
pages 78-79	f)	Government of Alberta – Statement of Direct Deposit of \$538.00 for FCSS March payment and Statement of Direct Deposit of \$538.00 for FCSS April payment
page 80	g)	Alberta Public Works Association – March 24 <sup>th</sup> , 2021 letter on National Public Works Week May 17 <sup>th</sup> to 23, 2021
pages 81-82	h)	March 25 <sup>th</sup> , 2021 Update on Relocation of Shed, 47 Beaver Ave.
page 83	i)	March 16 <sup>th</sup> , 2021 To Do List
	j)	
	k)	
12. <b><u>Closed Session</u></b>		
13. <b><u>Adjournment</u></b>		

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Next Meetings: May 18<sup>th</sup>, 2021  
June 15<sup>th</sup>, 2021  
July 20<sup>th</sup>, 2021  
August 17<sup>th</sup>, 2021  
September 21<sup>st</sup> 2021

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, MARCH 16<sup>TH</sup>, 2021  
VIA TELECONFERENCE/ZOOM

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 / 6 via teleconference

1.	<b>CALL TO ORDER</b>	Mayor Newton called the meeting to order at 4:32 p.m.
2.	<b>AGENDA</b> 21-29	<b>MOVED</b> by Mayor Newton that the March 16 <sup>th</sup> , 2021 Agenda be accepted with the following additions:  6. i) Capital Region Assessment Service Commission 6. j) FCSS 6. k) Fortis Tree Grant 9. g) Water Line Update  <b>CARRIED</b>
3.	<b>MINUTES</b> 21-30	<b>MOVED</b> by Deputy Mayor Binder that the minutes of the regular Council meeting held on February 23 <sup>rd</sup> , 2021 be approved with the following amendment: motion 20-18 change "Deputy Mayor Duncan" to "Deputy Mayor Binder."  <b>CARRIED</b>
4.	<b>APPOINTMENTS</b>	N/A
5.	<b>BYLAWS</b> 21-31	<b>MOVED</b> by Deputy Mayor Binder that Bylaw 02-2021, being a Bylaw to appoint the position of designated officer (Clerk of the Assessment Review Board be given first reading.  <b>CARRIED</b>
	21-32	<b>MOVED</b> by Councillor Montague that Bylaw 02-2021 be given second reading.  <b>CARRIED</b>

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, MARCH 16<sup>TH</sup>, 2021  
VIA TELECONFERENCE/ZOOM

	21-33	<b>MOVED</b> by Mayor Newton that Bylaw 02-2021 be considered for third reading.  <b>CARRIED UNANIMOUSLY</b>
	21-34	<b>MOVED</b> by Deputy Mayor Binder that Bylaw 02-2021 be given third and final reading.  <b>CARRIED</b>
	21-35	<b>MOVED</b> by Councillor Montague that Bylaw 03-2021, being a Bylaw to establish one or more Assessment Review Boards be given first reading.  <b>CARRIED</b>
	21-36	<b>MOVED</b> by Deputy Mayor Binder that Bylaw 03-2021 be given second reading.  <b>CARRIED</b>
	21-37	<b>MOVED</b> by Mayor Newton that Bylaw 03-2021 be considered for third reading.  <b>CARRIED UNANIMOUSLY</b>
	21-38	<b>MOVED</b> by Mayor Newton that Bylaw 03-2021 be given third and final reading.  <b>CARRIED</b>
<b>6.</b>	21-39	<b>MOVED</b> by Mayor Newton that the Summer Village of Island Lake approve the 2021 Capital Region Assessment Services five (5) Assessment Review Board Member Panelists as follows: Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles and Raymond Ralph AND THAT Richard Barham be appointed as the Clerk of the Assessment Review Board.  <b>CARRIED</b>
	21-40	<b>MOVED</b> by Deputy Mayor Binder that Bylaw 01-2021, being a Bylaw to adopt a Municipal Development Plan for the Summer Village of Island Lake be given 1 <sup>st</sup> reading.  <b>CARRIED</b>
	21-41	<b>MOVED</b> by Deputy Mayor Binder that a Public Hearing for Bylaw 01-2021, being a Bylaw to adopt a Municipal Development Plan be scheduled for Wednesday, March 24 <sup>th</sup> , 2021 at 4:30 p.m. via virtual platform and that Public Participation options be provided by way of internet and teleconference.  <b>CARRIED</b>

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, MARCH 16<sup>TH</sup>, 2021  
VIA TELECONFERENCE/ZOOM

	21-42	<b>MOVED</b> by Mayor Newton that Council accept the 2020 Safety Codes Council Annual Internal Review as presented. <b>CARRIED</b>
	21-43	<b>MOVED</b> by Mayor Newton that Council accept the conditions for demolition on Plan 763TR, Block 2, Lot 12, #232 Lakeshore Drive N with a deadline of Friday, March 19, 2021 and further that if this commitment is not fulfilled that the Summer Village proceed with legal proceedings. <b>CARRIED</b>
	21-44	<b>MOVED</b> by Mayor Newton that Council accept the discussion on the Universal Shoreline Restriction for information. <b>CARRIED</b>
	21-45	<b>MOVED</b> by Mayor Newton that Administration include information on the changes to the Disaster Recovery Program in the spring newsletter and on the website. <b>CARRIED</b>
	21-46	<b>MOVED</b> by Mayor Newton that the tax deadline dates and penalty structure for 2021 remain the same as 2020, and further that the minimum tax of \$600 per parcel remain as is for 2021. <b>CARRIED</b>
	21-47	<b>MOVED</b> by Mayor Newton that Council approve entering into a participant Agreement with Capital Region Assessment Services Commission and authorize execution once the final agreement is in place for the provision of Assessment Review Board Services. <b>CARRIED</b>
	21-48	<b>MOVED</b> by Councillor Montague that the discussion on the FCSS program be accepted for information. <b>CARRIED</b>
	21-49	<b>MOVED</b> by Mayor Newton that Council accept the 2021 Budget as amended (bringing final budget with a 2% +/- increase in municipal tax dollars collected). <b>CARRIED</b>
7.	<b>FINANCIAL REPORT</b> 21-50	<b>MOVED</b> by Mayor Newton that Council accept the Income and Expense Statement of February 28 <sup>th</sup> , 2021 as presented. <b>CARRIED</b>

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, MARCH 16<sup>TH</sup>, 2021  
VIA TELECONFERENCE/ZOOM

8.	<b>COUNCIL REPORTS</b> 21-51	<b>MOVED</b> by Deputy Mayor Binder that the Council reports be accepted for information. <b>CARRIED</b>
9.	<b>ADMINISTRATION REPORT</b> 21-52	<b>MOVED</b> by Councillor Montague that the Administration reports be accepted for information. <b>CARRIED</b>
10.	<b>INFORMATION &amp; CORRESPONDENCE</b> 21-53	<b>MOVED</b> by Deputy Mayor Binder that the following correspondence be accepted for information: a) Westlock County – concerns regarding proposed changes to AER Directive 067 – Non-payment of levied municipal taxes by License Holders of provincially regulated oil and gas properties. <b>CARRIED</b>
11.	<b>CLOSED MEETING</b>	<b>N/A</b>
10.	<b>ADJOURNMENT</b>	The meeting adjourned at 5:51 p.m.

Next meetings: March 29<sup>th</sup>, 2021  
April 20<sup>th</sup>, 2021  
May 18<sup>th</sup>, 2021  
June 15<sup>th</sup>, 2021  
July 20<sup>th</sup>, 2021

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman



SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, MARCH 29<sup>TH</sup>, 2021  
VIA TELECONFERENCE

Council: Deputy Mayor Duncan Binder  
Councillor Jim Montague

Administration: Administrative Assistant, Diane Wannamaker

Public at Large: 0 in person / 1 via teleconference

1.	<b>CALL TO ORDER</b>	Deputy Mayor Binder called the meeting to order at 4:37 p.m.
2.	<b>AGENDA</b> 21-56	<b>MOVED</b> by Councillor Montague that the March 29 <sup>th</sup> , 2021 Agenda be accepted as presented. <b>CARRIED</b>
3.	<b>MINUTES</b>	N/A
4.	<b>APPOINTMENTS</b>	N/A
5.	<b>PUBLIC HEARING</b>	N/A
6.	<b>BYLAWS</b>	N/A
7.	<b>BUSINESS</b> 21-57	<b>MOVED</b> by Deputy Mayor Binder that Council appoint Denis Meier, Jason Shewchuk and Jamie Kralej to the Subdivision and Development Board. <b>CARRIED</b>
8.	<b>FINANCIAL REPORT</b>	N/A
9.	<b>COUNCIL REPORTS</b>	N/A
10.	<b>ADMINISTRATION REPORT</b>	N/A

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, MARCH 29<sup>TH</sup>, 2021  
VIA TELECONFERENCE

11.	INFORMATION AND CORRESPONDENCE	N/A
12.	CLOSED SESSION	N/A
13.	ADJOURNMENT	The meeting adjourned at 4:40 p.m.

Next meetings: April 20<sup>th</sup>, 2021  
May 18<sup>th</sup>, 2021  
June 15<sup>th</sup>, 2021  
July 20<sup>th</sup>, 2021

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman



## SUMMER VILLAGE OF ISLAND LAKE

2021 Budget - April 20, 2021

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2021-Apr-13  
10:33:51AM

General Ledger	Description	2021 Budget
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### Revenues

1-00-11-000-00	Taxes - Residential	203,321.06
1-00-11-100-00	Taxes - Non-Residential Commercial	1,656.18
1-00-11-110-00	Taxes - Minimum Municipal (2021 - \$600)	46,535.22
1-00-19-000-00	Taxes - Non-Residential Linear	4,077.54
1-00-11-200-00	Requisition - Designated Industrial Tax	34.70
1-00-15-000-00	Requisition - Greater North Seniors	12,626.07
1-00-15-100-00	Requisition - School Residential	258,424.00
1-00-15-200-00	Requisition - School Non Residential	2,364.00
1-00-51-000-00	Admin - Tax Penalties and Costs	7,500.00
1-00-55-000-00	Admin - Return on Investment	9,200.00
1-00-74-000-00	Grants - Gas Tax Fund (Boundary Correct)	29,000.00
1-12-25-000-00	Reserve Transfers - Unrestricted (LUB)	11,000.00
1-12-52-000-00	Admin - Tax Certificates	500.00
1-12-59-000-00	Admin - Misc/Fine Revenue	150.00
1-12-60-000-00	Development - Safety Codes	4,000.00
1-32-10-000-00	Grants - Firesmart	38,550.00
1-32-20-000-00	Grants - MSI-Capital	18,000.00
1-32-50-000-00	Grants - MSI-Operating	9,575.00
1-32-55-000-00	Grants - FCSS	6,466.00
1-32-70-000-00	Reserve Transfers	750.00
1-32-75-000-00	Reserve Transfers - Playground	0.00
1-32-84-000-00	Grants - Canada Day	650.00
1-32-90-000-00	Grants - Special Projects MDP	9,100.00
1-61-59-000-00	Development - Permits/Compliances	2,000.00
1-00-02-000-00	Reserve Transfers - Roads	0.00
1-12-61-000-00	Reserve Transfers - Elections	0.00
1-32-15-000-00	Grants - CFEP (From Historical Society)	0.00
1-32-30-000-00	Grants - Election	1,000.00
1-32-25-000-00	Grants - MOST	28,087.00
1-32-26-000-00	Grants - MSP	32,102.00
1-32-76-000-00	Annexation and Shank Lot Purchases	10,000.00

* Total Revenues		746,688.77
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### Expenses

2-23-36-000-00	Protective Services - Provincial Police	6,899.00
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## SUMMER VILLAGE OF ISLAND LAKE

2021 Budget - April 20, 2021

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General Ledger	Description	2021 Budget
2-11-21-000-00	Council - Honorarium	8,000.00
2-11-21-100-00	Council - Travel & Subsistence	3,000.00
2-12-21-600-00	Council - Internet Expense Reimburse	1,850.00
2-12-12-100-00	Special Projects - Boundary Correction	29,000.00
2-12-11-100-00	Admin - CAO Contract	71,700.00
2-12-13-100-00	Admin - WCB Fees	500.00
2-12-20-000-00	Admin - Conferences/Courses	1,500.00
2-12-21-100-00	Admin - Travel & Subsistence	3,000.00
2-12-21-500-00	Admin - Postage	2,000.00
2-12-21-700-00	Admin - Phone/Storage/Office/Internet	4,200.00
2-12-21-900-00	Admin - Website	400.00
2-12-22-000-00	Admin - Assessor Fees	7,825.00
2-12-22-200-00	Admin - Assessment/SDAB Appeal	4,000.00
2-12-22-400-00	Admin - Memberships	2,200.00
2-12-23-100-00	Admin - Audit	4,500.00
2-12-23-200-00	Admin - Legal	2,800.00
2-12-23-900-00	Admin - Elections	5,000.00
2-12-24-000-00	Admin - Advertising	500.00
2-12-25-000-00	Admin - Form Paper/Land Titles	200.00
2-12-25-000-01	Admin - Software Support/Add. Module	4,000.00
2-12-26-000-00	Admin - Annual Info Mtg/Mtg Room Fees	1,800.00
2-12-27-400-00	Admin - Insurance	3,806.00
2-12-30-000-00	Admin - Tax Rebates & Cancellations	0.00
2-12-51-000-00	Admin - Office Supplies	800.00
2-12-51-200-00	Admin - Photocopying	2,200.00
2-12-81-000-00	Admin - Bank/Interest Charges	300.00
2-12-95-000-00	Admin - Northern Lights Library Levy	2,385.00
2-12-97-000-00	Admin - Donations	500.00
2-22-23-000-00	Admin - Integrity Comm/Safety Codes	3,000.00
2-12-91-000-00	Development - Land Use Bylaw	0.00
2-22-21-000-00	Development - DO Fees & Services	6,000.00
2-42-21-000-00	Development - Permit Fees	2,000.00
2-61-20-000-00	Development - Planning Services	0.00
2-32-24-000-00	Public Works - Position	10,000.00
2-32-23-000-00	Public Works - Signs	0.00
2-32-25-000-00	Roads - Contracted Services/Maintenance	35,000.00
2-23-35-000-00	Protective Services - Fire	9,000.00
2-22-20-000-00	Protective Services - Bylaw En/RCMP	3,000.00
2-43-20-000-00	Solid Waste - Regional Waste Commission	42,000.00
2-62-31-000-00	Parks & Rec - Materials & Supplies	600.00
2-62-41-000-00	Parks & Rec - Bay Days/Canada Day	4,000.00

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## SUMMER VILLAGE OF ISLAND LAKE

2021 Budget - April 20, 2021

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2021-Apr-13  
10:33:52AM

General Ledger	Description	2021 Budget
2-62-42-000-00	Parks & Rec - FCSS Municipal Contr	8,083.00
2-72-20-000-00	Parks & Rec - Contracted Services	9,500.00
2-72-21-000-00	Parks & Rec - Grass Cutting	8,500.00
2-72-21-700-00	Parks & Rec - Public Access	600.00
2-72-21-730-00	Parks & Rec - Summer Staff	5,000.00
2-72-21-750-00	Parks & Rec - Playground Maintenece	1,000.00
2-72-31-000-00	Parks & Rec - Fire Smart	38,550.00
2-72-51-000-00	Parks & Rec - Tree Removal	4,000.00
2-72-54-000-00	Parks & Rec - Utilities (Street Lights)	14,420.00
2-72-21-740-00	Parks & Rec - Wage Deductions	900.00
2-22-22-000-00	Special Projects - MDP	9,100.00
2-32-27-000-00	Projects - Road Project	0.00
2-32-99-999-99	Amortization - Year End Audit	0.00
2-73-52-000-00	Requisition - Over/Under Senior Levy	0.00
2-75-00-500-00	Requisition - Over/Under School Levy	0.00
2-97-70-400-00	Reserves - Elections	1,000.00
2-97-71-400-00	Reserves - Tree Removal	0.00
2-97-72-400-00	Reserves - Snow Removal	0.00
2-97-73-400-00	Reserves - Legal	0.00
2-97-74-400-00	Reserves - Sustainability (MSI-O Offset)	2,000.00
2-97-76-400-00	Special Projects - Multiplex	10,000.00
2-73-51-000-00	Requisition - Greater North Seniors	12,626.07
2-75-00-100-00	Requisition - School Residential	258,424.00
2-75-00-200-00	Requisition - School Non-Residential	2,364.00
2-75-00-210-00	Requisition - Designated Industrial Tax	34.70
2-25-01-000-00	Projects - To Reserves/Def. Rev.	0.00
2-32-28-000-00	Projects - Playground	0.00
2-97-75-400-00	Reserves - Provincial Police(fund 6 yrs)	0.00
2-97-77-000-00	Special Projects - Land Use Bylaw	11,000.00
2-97-77-100-00	Special Projects - WSP Traffic Study	18,000.00
2-97-77-200-00	Special Projects - Annexation	10,000.00
2-97-77-300-00	Project - MSP (Culvert & Seal Coat)	32,102.00
2-97-77-400-00	Reserves - Roads	0.00
2-99-99-900-00	Clearing account	0.00
* Total Expenses		746,668.77
**P deficit		0.00

\*\*\* End of Report \*\*\*

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**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE PROVINCE OF  
ALBERTA, FOR MATTERS RELATED TO CLASSIFICATION OF ASSESSMENT AND  
ESTABLISHMENT OF ASSESSMENT SUB-CLASSES**

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**WHEREAS, PURSUANT TO** Part 2 of the Municipal Government Act, being Chapter M-26 R.S.A 2000 and amendments thereto, Council may enact a Bylaw;

**AND WHEREAS PURSUANT TO** Part 9 of the Municipal Government Act, being Chapter M26 R.S.A 2000 and amendments thereto, which details the rights, duties and obligations of the municipality in appointing and authorizing an assessor and procuring property assessment for the purpose of taxation;

**AND WHEREAS PURSUANT TO** Section 297 pursuant to Section 297 of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a municipality may pass a bylaw setting the assessment sub-classes for residential and non-residential property authorizing the assessor to assign these sub-classes in preparing the assessment and supplementary assessment of property, and;

**AND WHEREAS,** the Council of the Summer Village of Island Lake deems it proper and expedient to pass such a Bylaw;

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

**1. TITLE**

1.1. This bylaw may be cited as "Assessment Classification and Sub-Classes Bylaw"

**2. DEFINITIONS**

2.1 "**Act**" means the Municipal Government Act, RSA 2000, c/ M-26 and amendments thereto,

2.2 "**Assessed Property**" means assessed property as defined in Section 284 of the Act,

2.3 "**Assessment Roll**" means assessment roll as defined in Section 303 of the Act,

2.4 "**Non-Residential Assessment Class Property**" means non-residential property as defined in Section 297(4)(b),

2.5 "**Residential Assessment Class Property**" means residential property as defined in Section 297(4)(c),

2.6 **"Supplementary Assessment"** means an assessment made pursuant to Section 314 of the Act,

2.7 **"Supplementary Assessment Roll"** means a supplementary assessment roll as defined by Section 315 of the Act,

2.8 **"Vacant"** means a parcel of land districted in the municipal Land Use Bylaw, as amended, for development.

### 3. **CLASSIFICATION OF ASSESSMENT AND ESTABLISHMENT OF SUB-CLASSES**

3.1 For the purpose of the Assessment Roll, prepared annually for taxation, all Assessment Class Property within the Summer Village of Island Lake is hereby divided into the following assessment sub-classes:

- a) Class 1 – Residential:
  - a. Sub-Class (1.0) – Residential Improved
  - b. Sub-Class (2.0) – Residential Vacant
- b) Class 2 – Non-Residential:
  - a. Sub-Class (1.1) – Commercial Improved
  - b. Sub-Class (1.2) – Commercial Vacant
  - c. Sub-Class (2.1) – Industrial Improved
  - d. Sub-Class (2.2) – Industrial Vacant
  - e. Sub-Class (3.1) – Linear
  - f. Sub-Class (4.1) – Designated Industrial
  - g. Sub-Class (5.1) – Machinery and Equipment
- c) Class 3 – Farmland:
  - a. Sub-Class (1.1) - Farm Land Only
- d) Class 4 – Machinery and Equipment:
  - a. Sub-Class (1.1) – Machinery and Equipment

3.2 That the Municipal Assessor is hereby authorized to compile assessments and present the annual assessment tax roll for the Summer Village of Island Lake with the prescribed assessment classifications established in this Bylaw.

**THAT** this Bylaw shall come into force and effect on the date of the third and final reading.

Read a first time on this 20<sup>th</sup> day of April, 2021.

Read a second time on this 20<sup>th</sup> day of April, 2021.

Unanimous Consent to Proceed to third Reading on this 20<sup>th</sup> day of April, 2021.

Read a third and final time on this 20<sup>th</sup> day of April, 2021.

Signed and Passed this 20<sup>th</sup> day of April, 2021.

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Mayor Chad Newton

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Chief Administrative Officer Wendy Wildman



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**BEING A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE IN THE  
PROVINCE OF ALBERTA, TO AUTHORIZE THE SEVERAL RATES OF  
TAXATION IMPOSED FOR ALL PURPOSES FOR THE YEAR 2021**

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**WHEREAS** the total requirements for the Summer Village of Island Lake in the Province of Alberta as shown in the budget estimates are as follows:

Municipal General	209,054.78
Minimum Municipal	46,535.22
Greater North Foundation Seniors Requisition	12,626.07
ASFF Residential School Requisition	258,424.00
ASFF Non-Residential School Requisition	2,364.00
Designated Industrial Property Requisition	34.70
<b>TOTAL:</b>	<b>529,038.77</b>

**WHEREAS** the total taxable assessment of land, buildings and improvements amounts to:

Residential – Improved	100,839,640
Residential – Vacant	4,069,700
Non-Residential – Improved (Commercial)	184,020
Non-Residential – Vacant (Linear)	453,060
Municipal Exempt	5,328,620
<b>TOTAL:</b>	<b>110,875,040</b>

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Island Lake for 2021 total \$473,220.00; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$217,630.00 and \$46,535.22 from "Minimum Municipal Tax" and the balance of \$209,054.78 is to be raised by general municipal taxation; and

**WHEREAS**, the estimated amount to be collected for requisitions total \$273,448.77 (School \$260,788; Senior \$12,626.07; Designated Industrial \$34.70); and

**WHEREAS**, the amount of municipal taxation to be raise as a minimum amount payable of \$600.00 per each taxable property in the municipality is estimated to be \$46,535.22 and the remaining \$209,054.78 is to be collected based on municipal mill rates; and

**WHEREAS**, the rates hereinafter set out are deemed necessary to provide the amounts required for municipal, school and other purposes, after making due allowance for taxes which may reasonably be expected to remain unpaid; and

Municipal Government Act RSA 2000 Chapter M-26  
Part 10 Division 2 Property Tax

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

The Municipal Administrator is hereby authorized and required to levy the following rates of taxation on the assessed value of all land, buildings and improvements as shown on the assessment and tax roll:

<b>RATE</b>	<b><u>TAX LEVY</u></b>	<b><u>ASSESSMENT</u></b>	<b><u>TAX</u> (in mills)</b>
<b>General Municipal</b>			
Residential Improved	195,433.72	100,839,640	1.938064
Residential Vacant	7,887.34	4,069,700	1.938064
Non-residential – Commercial	1,656.18	184,020	9.0
Non-residential – Linear	4,077.54	453,060	9.0
<b>TOTAL</b>	<b>209,054.78</b>	<b>105,546,420</b>	

	<b><u>TAX LEVY</u></b>	<b><u>ASSESSMENT</u></b>	<b><u>TAX RATE</u> (in mills)</b>
<b>Alberta School Foundation Fund</b>			
Residential/Farmland	258,424.00	104,909,340	2.4633078
Non-residential	2,364.00	637,080	3.7106800
<b>TOTAL</b>	<b>260,788.00</b>	<b>105,546,420</b>	

	<b><u>TAX LEVY</u></b>	<b><u>ASSESSMENT</u></b>	<b><u>TAX RATE</u> (in mills)</b>
<b>Greater North Seniors Foundation</b>			
Residential/Non-residential	12,626.07	105,546,420	0.1196258
<b>TOTAL</b>	<b>12,626.07</b>	<b>105,546,420</b>	<b>0.1196258</b>

	<b><u>TAX LEVY</u></b>	<b><u>ASSESSMENT</u></b>	<b><u>TAX RATE</u> (in mills)</b>
<b>Designated Industrial Property</b>			
Non-Residential – Linear	34.70	453,060	0.0766
<b>Total</b>	<b>34.70</b>	<b>453,060</b>	

Municipal Government Act RSA 2000 Chapter M-26  
Part 10 Division 2 Property Tax

**THAT** the minimum amount payable as property tax for general municipal purposes shall be:

	<u><b>TAX RATE</b></u>	<u><b>TAX LEVY</b></u>
Residential Vacant	\$600.00	14,976.52
Residential Improved	\$600.00	30,864.41
Non-Residential – Commercial	\$600.00	517.92
Non-Residential – Linear	\$600.00	<u>176.37</u>
<b>TOTAL</b>		<b>\$46,535.22</b>

**THAT** this Bylaw shall come into force and effect for 2021 taxation on the date of the third and final reading.

Read a first time on this 20<sup>th</sup> day of April, 2021.

Read a second time on this 20<sup>th</sup> day of April, 2021.

Unanimous Consent to Proceed to third Reading on this 20<sup>th</sup> day of April, 2021.

Read a third and final time on this 20<sup>th</sup> day of April, 2021.

Signed and Passed this 20<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Mayor Chad Newton

\_\_\_\_\_  
Chief Administrative Officer Wendy Wildman

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**BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE PROVINCE OF  
ALBERTA, TO IMPOSE PENALTIES ON UNPAID TAXES**

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**WHEREAS**, Section 344 and 345 of the Municipal Government Act, being Chapter M26, R.S.A. 2000, permits Council to pass a bylaw to impose a penalty on unpaid taxes, and

**WHEREAS**, the Council of the Summer Village of Island Lake, in the province of Alberta, deems it expedient to impose penalties on unpaid taxes, and

**WHEREAS**, the Taxes in the Summer Village of Island Lake are due and payable by September 30<sup>th</sup>, for the year in which the taxes are levied;

**NOW THEREFORE**, the Council of the Summer Village of Island Lake enacts as follows;

1. Where any taxes levied for the current year remain unpaid after September 30<sup>th</sup>, these outstanding taxes are subject to a penalty thereon in the amount of 6% on the first day of October, 6% on the first day of November, 6% on the first day of December.
2. For the purpose of section 1, a reference to "the outstanding taxes" shall be deemed not to include the amount of any penalties thereon.
3. Any taxes which are not paid on or before the 31st day of December of the current year, shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty of 18% on the first day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes which are levied but remain unpaid as of the 31st day of December, and to all taxes which may hereafter be deemed to be in arrears in accordance with section 345 of the Municipal Government Act.
4. THAT Bylaw No. 02-2020 is hereby repealed.
5. THAT this Bylaw shall come into force and have effect on the date of the third and final reading.

Read a first time on this 20<sup>th</sup> day of April, 2021.

Read a second time on this 20<sup>th</sup> day of April, 2021.

Unanimous Consent to proceed to third reading on this 20<sup>th</sup> day of April, 2021.

Municipal Government Act RSA 2000 Chapter M-26  
Section 344 & 345

Read a third and final time on this 20<sup>th</sup> day of April, 2021.

Signed this 20<sup>th</sup> day of April, 2021.

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman

March 20, 2021

Island Lake Recreation Club  
127 Shank Drive  
Island Lake South, AB  
T9S 1S1

**RE: ISLAND LAKE OUTDOOR RECREATIONAL FACILITY**

To Whom It May Concern:

The Island Lake South Recreation Club is in the process of raising funds to build a year-round outdoor recreation facility for the community and surrounding area. Our plan is to construct a skating rink for winter use as well as a multi-sport playing surface for summer activities such as pickleball, tennis, badminton and basketball. The estimated cost of this project is \$150,000. This facility would provide outdoor activities, volunteer opportunities as well as being a gathering place. While the facility will be constructed within the Summer Village of Island Lake South, it will serve the hundreds of permanent and part-time residents of all ages in the neighboring County and Summer Villages as well.

We have commitment from the council of Island Lake South for a portion of the facility costs. In addition, we have made an application to secure grant funding from the provincial government and also have the support of community members who are committed to its operation. We are asking for your support to see this project through to completion.

We are a registered non-profit society and income tax receipts will be issued for donations or in-kind over \$20.00, in addition all donors will be included on a thank you board at the facility once construction is completed.

Donations can be made several ways:

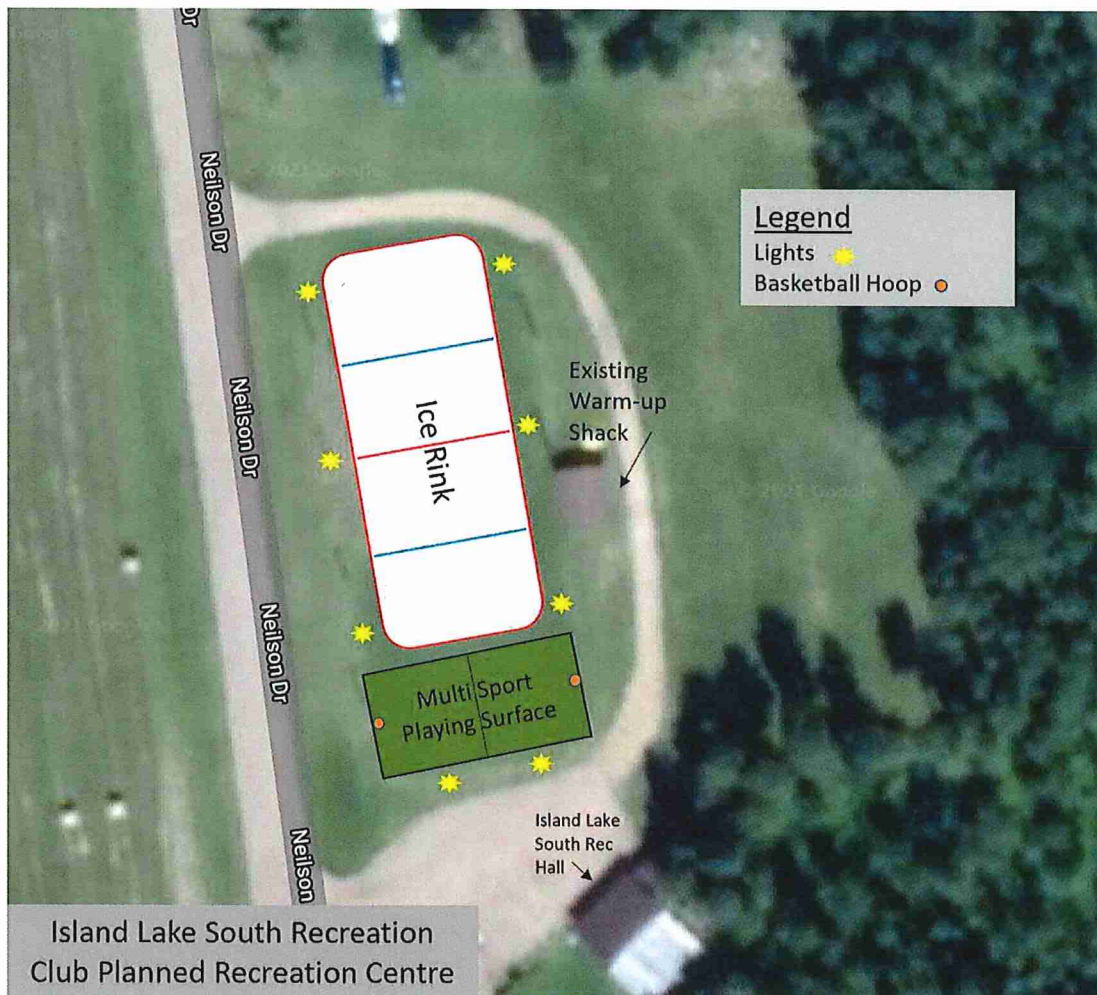
1. By cheque payable to the Island Lake Recreation Club at the above address.
2. E-transfers submitted to [ilsouthrecboard1991@gmail.com](mailto:ilsouthrecboard1991@gmail.com).
3. In kind volunteer hours for the building of this project
4. In kind materials, goods, equipment or services required to complete construction

Please contact Pat or Bonnie should you have any questions, want to sign up to volunteer or supply any in kind support. We appreciate your time and consideration in advance.

Kindest regards,

Pat Cheshire  
President  
(780) 675-2271  
pcheshire1@gmail.com

Bonnie Kluthe  
Secretary  
(780) 974-6654  
bkluthe@gmail.com



**Subject:** Island Lake notice of no objection for dock and boat lift placement

**From:** I

**Date:** Mon, Mar 22, 2021 3:30 pm

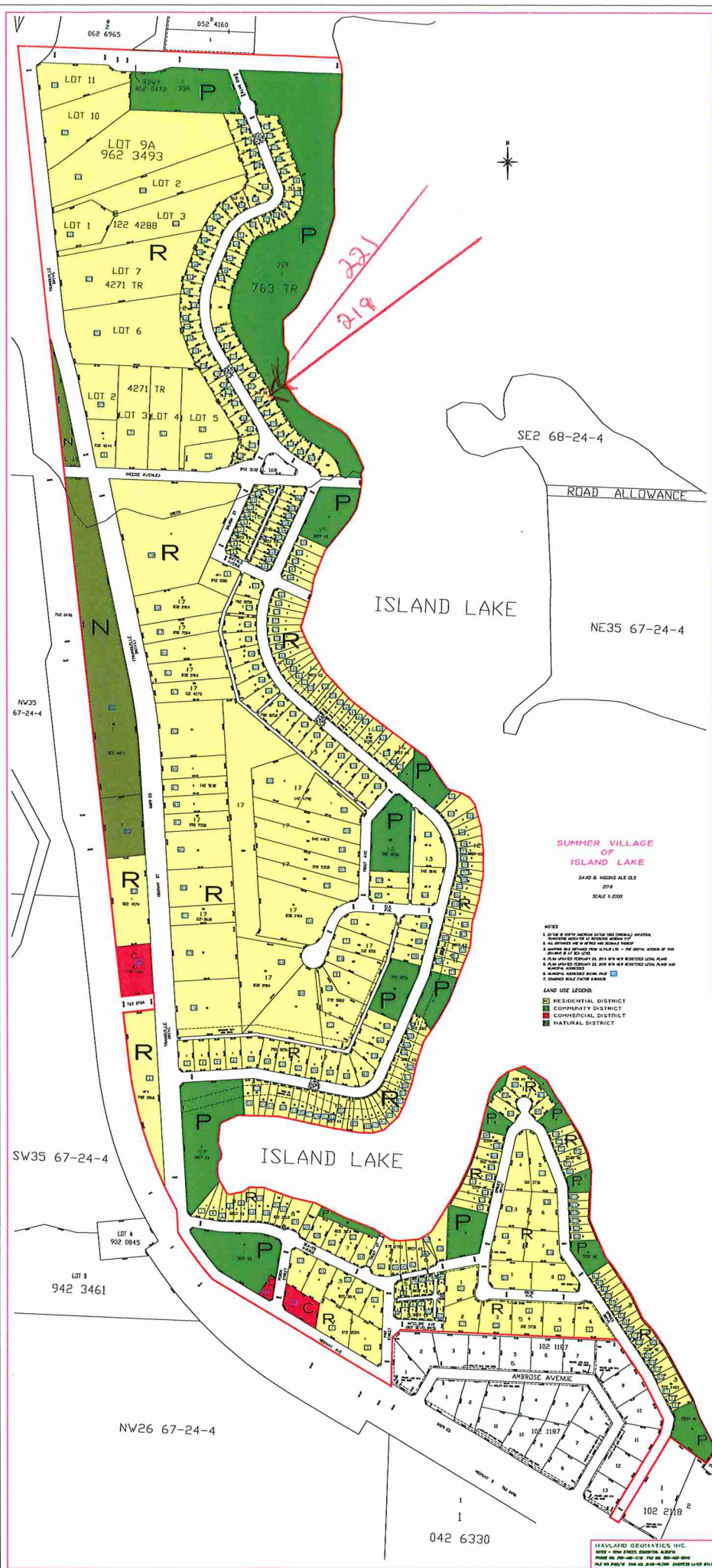
**To:** svislandlake@wildwillowenterprises.com

Hi, I own a residence at 219 Lakeshore drive N. I would like to continue putting a dock and boatlift in the water adjacent to my property. I'll need a notice of no objections from you folks in order to continue with the application to the provincial government.

Thanks, my number is

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**From:** 3>  
**Sent:** April 7, 2021 6:29 PM  
**To:** svislandlake@wildwillowenterprises.com  
**Cc:** ~  
**Subject:** FW: Additional Information for Seasonal Dock Application  
**Attachments:** 20210407132948977.pdf; IMG\_20210407\_0001.pdf

Hi Diane, thank you for your quick reply! Please see the attached application. Below are the answers to Jennifer's questions:

2. Due to the company name on the application and land title, is this a personal seasonal dock or a commercial one? This is a personal seasonal dock. Manufacturer: Shore Master Poly Dock.
3. Looking at your sketch, can you please identify the boat lift? Boat lift is identified on the attached revised sketch plan 6.0. Boat lift manufacturer: Sunstream floating lift.
4. Looking at your sketch, the portion of the dock that appears to be on reserve land has stairs at the end towards your lot. Is there public access across the bed and shoreline? Is there another set of stairs that goes over? There are no stairs or public access.
5. Could you please describe your dock? How does it come out each year? Where is it stored in the off season? Dock is a floating sectional dock 4' wide x 10' long sections that fit together total 92' long. Dock is placed and removed manually each season and stored on the property not on the reserve.

Please let me know if you require anything further?

Thank you,



100, 17408 – 105 Ave  
Edmonton, AB T5S 1G4  
T 780-452-7711  
C 780-908-4262

This e-mail is intended to be delivered only to the named addressee(s) and may contain information that is confidential and proprietary. If this information is received by anyone other than the named addressee(s), the recipient(s) should immediately notify the sender by e-mail and promptly delete the transmitted material from your electronic device and server. In no event shall this material be read, used, stored, or retained by anyone other than the named addressee(s) without the express written consent of the sender or the named addressee(s).

**From:** svislandlake@wildwillowenterprises.com <svislandlake@wildwillowenterprises.com>  
**Sent:** April-07-21 2:09 PM  
**To:** ~  
**Subject:** FW: Additional Information for Seasonal Dock Application

Good Afternoon , , please forward your complete application to Administration and we will review. Also note that concerns outlined by Jennifer Bowlby have to be addressed in your request. As well, you are not allowed to do any work at all on reserve lands, i.e. cut the grass, maintain the area etc. To proceed, please provide the required information at your earliest convenience. Thank you.

***Diane Wannamaker***  
**Summer Village of Island Lake**  
**Administration**

**From:** pcm1@telusplanet.net <pcm1@telusplanet.net>  
**Sent:** April 7, 2021 1:48 PM  
**To:** 'Island Lake' <svislandlake@wildwillowenterprises.com>  
**Subject:** FW: Additional Information for Seasonal Dock Application

**From:** \_\_\_\_\_  
**Sent:** April 7, 2021 1:46 PM  
**To:** pcm1@telusplanet.net  
**Subject:** FW: Additional Information for Seasonal Dock Application

Hi Tony, are you able to help with the below request? (#1 Highlighted in red)



100, 17408 – 105 Ave  
Edmonton, AB T5S 1G4  
T 780-452-7711  
C 780-908-4262

This e-mail is intended to be delivered only to the named addressee(s) and may contain information that is confidential and proprietary. If this information is received by anyone other than the named addressee(s), the recipient(s) should immediately notify the sender by e-mail and promptly delete the transmitted material from your electronic device and server. In no event shall this material be read, used, stored, or retained by anyone other than the named addressee(s) without the express written consent of the sender or the named addressee(s).

**From:** Jennifer Bowlby <Jennifer.Bowlby@gov.ab.ca>  
**Sent:** Thursday, July 16, 2020 10:42 AM  
**To:** \_\_\_\_\_a>  
**Subject:** Additional Information for Seasonal Dock Application

Good Day , ,

I have reviewed your application for a seasonal dock and will require the following:

1. There is a parcel of land that is between your lot and the lake (in registries it is identified as 763TR,1,33R) . This reserve land belongs to the Summer Village of Island Lake. You will need to acquire a letter of consent stating that they have no issues with you accessing your dock across their land. Looking at your sketch, it appears as though a portion has been placed on the reserve land itself. In the consent letter, this will also need to be given authorization. You will need to amend your application under sections 4 and 5.
2. Due to the company name on the application and land title, is this a personal seasonal dock or a commercial one?
3. Looking at your sketch, can you please identify the boat lift?
4. Looking at your sketch, the portion of the dock that appears to be on reserve land has stairs at the end towards your lot. Is there public access across the bed and shoreline? Is there another set of stairs that goes over?
5. Could you please describe your dock? How does it come out each year? Where is it stored in the off season?

Thank You.

Sincerely,

*Jennifer Bowlby*  
Lands Officer R.P.F.T.  
Upper Athabasca Region  
Environment and Parks  
Athabasca, Alberta  
Office: (780) 675-8226  
Cell: (780) 689-6751

# ELECTRONIC COMMUNICATION

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, Chapter M-26

## Summer Village of Island Lake



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

Owner(s) consent to communicate with the Summer Village of Island Lake and its applicable contractors through electronic means.

Section 608(1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that:

608(1) Where this Act or a regulation or bylaw made under this Act requires a document to be sent to a person, the document may be sent by electronic means if

(a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose, and

(b) it is possible to make a copy of the document from the electronic transmission.

I/We being the registered owner(s) or Agents for the lands described below, for the purpose of Development Permit Approval, desire to enter into an agreement with the Summer Village of Island Lake and its applicable contractors to communicate through electronic means: Email Address:

Legal Land Description

PLAN 763 TR BLOCK 1 - LOT 8

Registered Owners Name

as Per Certificate of Title

Name of Signing Authority

(If owner is a numbered company)

Property Address

221 LAKE SHORE DRIVE NORTH

ISLAND LAKE, AB T9S 1S2

Signature

Print

Date

APRIL 1 - 2021

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at (780) 967-0271.

# RIGHT OF ENTRY AUTHORIZATION

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, Chapter M-26

## Summer Village of Island Lake



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

Owner(s) consent to the Right of Entry by an authorized person of the Summer Village of Island Lake for the purpose of a land site inspection relative to a proposed development permit application or Land Use Bylaw amendment.

Section 542 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 stipulates that:

542(1) If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,

(a) enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,

(b) request anything to be produced to assist in the inspection, remedy, enforcement or action, and

(c) make copies of anything related to the inspection, remedy, enforcement or action.

(1.1) A consent signed under section 653 is deemed to be a reasonable notice for the purposes of subsection (1).

(2) The designated officer must display or produce on request identification showing that the person is authorized to make the entry. (3) In an emergency or in extraordinary circumstances, the designated officer need not give reasonable notice or enter at a reasonable hour and may do the things in subsection (1)(a) and (c) without the consent of the owner or occupant.

In accordance with the above Section and the Summer Village of Island Lake Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the Summer Village may be able to do a site inspection if required on the property.

I/We grant consent for an authorized person of the Summer Village of Island Lake to enter upon the subject land for a site inspection.

Legal Land Description

RAN 763 TR - BLOCK 1 - LOT 8

Registered Owners Name as

Per Certificate of Title

Name of Signing Authority

(If owner is a numbered company)

Property Address

221 LAKE SHORE DRIVE, NORTH

ISLAND LAKE, AB T9S 1S2

Signature

Print

Date

APRIL 1 - 2021

Sent July 8th 2020

# Public Lands Act

## Application for Temporary Field Authorization

### Personal Use Recreational Docks

#### 1.0 Applicant Information

1.1 Name of Individual:

Client ID: \_\_\_\_\_

If you do not have a client ID fill out the on-line [application](#) and e-mail to [crownlanddata@gov.ab.ca](mailto:crownlanddata@gov.ab.ca)

Address:

City: EDMONTON

Province/Territory: Alberta

Postal Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: [Click here to enter text.](#)

Email: \_\_\_\_\_

Are you 18 years of age or older? ☒ Yes ☐ No

1.2 Are you an employee of the Government of Alberta (GOA) or member of the Legislative Assembly? No  
*If you are a GOA employee, attach approval from the Deputy Minister of your department in accordance with the Code of Conduct & Ethics for the Public Service of Alberta. If you are an MLA, please determine what approval documentation must be submitted with this application and attach.*

☐ Approval attached

#### 2.0 General Information

2.1 Proposed activity (check all that apply):

☒ Dock ☐ Swimming Platform ☐ Mooring Buoy ☒ Boat Lift(s)

2.2 Is this a new or existing mooring structure? ☒ Existing ☐ New

2.3 Activity footprint

Size (m<sup>2</sup>) of dock terminal platform: 38.65 m<sup>2</sup>

Width (m) of dock walkway: 1.22 m.

Number of boat lifts per dock: 1

Size (m<sup>2</sup>) of swimming platform: N/A

### 3.0 Legal Land Location

3.1 Are you the waterfront lot owner or lease holder? ☒ Yes ☐ No

If you are not the waterfront landowner, attach consent of the waterfront landowner.

Legal Land Location of the waterfront parcel

Lot	Block	Plan Number
8	1	763 TR

or

Title Number

or

LSD	QTR	Sec	TWP	RGE	M

### 4.0 Statutory Declaration

4.1 Statutory Declaration

Waterfront holders

I, \_\_\_\_\_ of EDMONTON, in the Province of Alberta, do solemnly declare that I am either: a) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of the applicable water body, or b) the holder of a lease according to the records of Alberta Environment and Parks for the land directly adjoining the bank of the applicable water body, AND I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

### 5.0 Consent

5.1 Non-Waterfront Holders

Non-waterfront landowners and semi-waterfront landowners or holders whose lands abut the boundary of a municipal reserve parcel that is waterfront, must provide written proof that the waterfront holder (e.g., the municipality that owns the environmental or municipal reserve parcel) has consented to the placement of a dock in front of the land parcel.

☐ Consent attached

### Privacy statement

The personal information contained on this form is collected under the authorization of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. It will be used for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*. Alberta Environment and Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with Section 166-167 of the *Public Lands Administration Regulation*. For further information, please contact Provincial Programs Branch, Operations Division, Alberta Environment and Parks, 5th Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8. Telephone 780-427-3570.



## 6.0 Sketch Plan

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

Waterbody / Watercourse name:

Projected Property line  
3 meter setback

Line of Navigation: 1.2m (4ft) Depth Contour

BOAT LIFT

9.2'

20'

3 meter setback  
Projected Property line

Waterline

Bank

Property line

Plan #: 703 TR

Block: 1

Lot: 8

(ATS Ref: Section , Township , Range , W Meridian)

Dwn by:

**Subject:** Seniors' Week 2021 Community Declaration Information  
**From:** Seniors and Housing Information <Seniorsinformation@gov.ab.ca>  
**Date:** Mon, Mar 22, 2021 1:42 pm  
**To:**  
**Cc:** Seniors and Housing Information <Seniorsinformation@gov.ab.ca>  
**Attach:** Seniors-Week-Declaration.pdf

For more than 30 years, Alberta has celebrated seniors during the first week in June. Seniors' Week 2021 is June 7-13 and will be kicked off with a provincial launch event co-hosted by Seniors Outreach Program Society on June 7. Seniors' Week is an opportunity to celebrate seniors and to ensure they feel valued by friends, loved ones, and all Albertans.

Attached is a Community Declaration, which was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify the province of your declaration by June 3, 2021, so that this information can be highlighted on the Seniors and Housing website. To register your declaration, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

The Government of Alberta offers an online Events Calendar that can be used to post or view special events for seniors. Please visit the [Seniors' Week website](#) for more information, to download Seniors' Week poster, and to find a [tip sheet](#) on how to celebrate seniors safely in your community!

Classification: Protected A



# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 7 – 13, 2021 to be Seniors' Week in

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Community

---

Official Title

---

Official Signature

---

The Honourable Josephine Pon, Minister of Seniors and Housing

March 11, 2021

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

RECEIVED  
MAR 16 2021

**Attention: Chad Newton**

It has come to our attention that the representative and their alternate from your municipality, who are currently serving on the Northern Lights Library System Board, have not been in attendance for the past three meetings.

In accordance with "The Alberta Libraries Act, Chapter L-11: A Guide To The Legislation" the board member has been deemed to have resigned their seat because they have missed three consecutive board meetings

Part 5  
General

"Board member disqualification

31(1) A person is disqualified from remaining a member of the board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

(2) If a member of a board is disqualified from remaining a member under subsection (1), the person is deemed to have resigned the person's seat on the board."

The success of the Northern Lights Library System in providing service to our member libraries is dependant on board members who are committed to serving on a library system board to give sound advice, support and direction.

Please contact James MacDonald from the Northern Lights Library System with names and contact information of the new members you wish to appoint: [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)

Sincerely,



Vicky Lefebvre  
Northern Lights Library Board Chair

Subject: RE: NLLS

From: Kim Bancroft <bancroftkim@hotmail.com>

Date: Wed, Mar 24, 2021 1:28 pm

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

Ok thanks. The mayor of Whispering Hills, Curtis Schoepp has offered to be the rep if Duncan doesn't want to anymore.

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

Sent: March 24, 2021 12:54 PM

To: Kim Bancroft <bancroftkim@hotmail.com>

Subject: RE: NLLS

Yes he is Kim. We got the notification, it will go to our April meeting for discussion. Thanks.

**Diane Wannamaker,**

**S.V. of Island Lake**

**Administration**

**Phone: 780-967-0271**

**Fax: 780-967-0431**

**Mailing: Box 8, Alberta Beach, AB T0E 0A0**

**Web: [www.islandlake.ca](http://www.islandlake.ca)**

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

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

Subject: NLLS

From: Kim Bancroft <[bancroftkim@hotmail.com](mailto:bancroftkim@hotmail.com)>

Date: Wed, March 24, 2021 10:56 am

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

Hi Diane,

Is Duncan still the Northern Lights Library rep for the summer villages in the area? That is what Whispering Hills thought but we just got a letter stating our rep hasn't shown up for 3 consecutive meetings and was disqualified. Please let me know. Thanks.

**Kim Bancroft, CAO**

**Summer Village of Whispering Hills**

899 Village Mews

Sherwood Park, AB T8A 4L9

Phone 780-239-7323

Fax 780-416-6353

[www.mywhisperinghills.com](http://www.mywhisperinghills.com)

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**NORTHERN LIGHTS LIBRARY SYSTEM**  
**AGREEMENT**

**OCTOBER 1998**

# **NORTHERN LIGHTS LIBRARY SYSTEM AGREEMENT**

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## THE NORTHERN LIGHTS LIBRARY SYSTEM MASTER AGREEMENT

Agreement made this 15th day of December, 2000

BETWEEN THE NORTHERN LIGHTS LIBRARY BOARD  
(Hereinafter called the "Board")

Summer Village of Island Lake.

(Name of municipality)

WHEREAS the Libraries Act of Alberta provides that:

"A municipality, improvement district, special area, Metis settlement on entering into and becoming a party to an agreement that contains provisions on terms required by regulations, with 1 or more municipalities, improvement districts, special areas or Metis settlements, and on complying with the regulations, may request the Minister to establish a library system.";

AND WHEREAS the Community Development Grants Regulation:

"Allows the Minister to make a grant upon the establishment of the library system and to make annual grants where the Minister decides the library system is providing satisfactory service,";

AND WHEREAS the Parties to this Agreement:

- a) recognize that the most effective way to provide a high quality of library services is through cooperation, and
- b) desire to enter into this Agreement to establish, maintain and operate a library system pursuant to the Libraries Act of Alberta, and
- c) are prepared to jointly finance and operate a library system, and
- d) agree that all library materials which are available through their municipal libraries and community libraries should be accessible to all residents of the library system;

AND WHEREAS section 25 of the Libraries Regulation sets out various terms and conditions that must be provided for in this Agreement;

BE IT THEREBY RESOLVED THAT there is established a library system board known as the "Northern Lights Library Board", hereinafter referred to as the "Board".



NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and conditions herein contained, the Parties to the Agreement jointly and severally covenant and agree each with the other as follows:

A. Schedules "A", "B", "C" and "D" attached hereto shall form part of this agreement.

B. Terms used in the Agreement have the same meaning as defined in the Libraries Act except where otherwise expressly provided.

**1. OPERATION**

- 1.1 The Parties to the Agreement shall enable the Board to maintain and operate the library system in accordance with the Libraries Act as amended from time to time and the Libraries Regulation made thereunder from time to time.
- 1.2 The Parties to the Agreement shall provide a library service to all their residents through the Library System established by the Agreement in the manner and upon the terms set out in the Agreement.
- 1.3 The Parties to the Agreement shall make all library materials belonging to the Board and local member libraries accessible to all residents of the Parties to this Agreement.

**2. TERM**

The term of the Agreement is in effect from the date of addition of a new member, and shall then remain in effect from year to year, subject to Clause 13.

**3. APPOINTMENTS**

The Board shall consist of:

- 3.1 One member for each municipality and Metis settlement that is a member of the library system, who is appointed by the council of the municipality or Metis settlement.
- 3.2 One member for each improvement district and special area that is a member of the library system, who is appointed by the Minister of Municipal Affairs.
- 3.3 Any additional members appointed in accordance with the Libraries Regulation.

#### **4. TERM OF APPOINTMENT**

- 4.1 Appointments to the Board shall be for a term of not more than three (3) years and a person may not be appointed for more than three (3) consecutive terms totaling nine (9) years without the approval of 2/3 of all members of that council.
- 4.2 Any vacancy in the membership of the Board shall be filled in accordance with section 22 of the Act as soon as reasonably possible.
- 4.3 A council may, with respect to appointments under section 22(a) of the Act, appoint an alternate member to the Board if its board member.
  - 4.3.1 is unable to attend a meeting of the Board, and
  - 4.3.2 has given notice to the Board that an alternate member will attend.
  - 4.3.3 the alternate member shall not act in place of the Board member at more than 2 consecutive meetings except by resolution of the Board.

#### **5. POWERS AND DUTIES**

- 5.1 The management, regulation and control of the system is vested in and shall be exercised by a board of management known as the "Northern Lights Library Board" hereinafter referred to as the "Board" having the powers and duties pursuant to the Libraries Act and Libraries Regulation of Alberta.
- 5.2 The Board shall engage a person as librarian, hereinafter referred to as the "System Director", having qualifications and experience as a librarian and whose responsibility shall be the administration of the System. The Board shall fix the compensation and all other terms of employment of the System Director.
- 5.3 The Board may engage such additional employees as are required for the operation of the System.
- 5.4 The Board shall cooperate with other libraries, library systems, and resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing library resources.
- 5.5 If a municipality that is a Party to the Agreement does not have a municipal board, the member of the Board appointed by the municipality shall receive the concerns of the residents through the advisory committee appointed by the council of the municipality to transmit those concerns.

- 5.6 Notwithstanding paragraph 5.5, if an advisory committee is not appointed by the council, the Board may appoint a committee to receive the concerns respecting library service and transmit them to the Board member representing the council of the municipality in which the advisory committee is located.

## **6. EXECUTIVE COMMITTEE**

- 6.1 The Board shall establish an Executive Committee of not more than ten (10) persons when the number of members of the Board is more than twenty (20), to carry on the work of the Board at those times when the Board does not meet and to develop a statement of the powers and duties of that Committee.

## **7. RESTRICTION OF AUTHORITY**

- 7.1 If a municipal library has been established in the municipality and is receiving library services from the Board, the authority of the Municipal Library Board is subject to the terms of this Agreement.

## **8. FISCAL MANAGEMENT**

- 8.1 The Board shall, on or before December 1 of each year, submit to each Party to the Agreement a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the system, including the levy to be paid by the municipality and the library board.
- 8.2 Each Party to the Agreement shall pay to the Board the amount which is the product of the per capita requisition set out in Schedule "B" and the Population of the Party to the Agreement.
- 8.3 Each Party to the Agreement shall pay to the board the amount required to be paid pursuant to paragraph 8.2 of this Agreement by January 31 of each year.
- 8.4 The Population of a municipality, which is a Party to the Agreement, shall be the same population as used for the calculations of library grants as stated in the current Community Development Grants Regulation.
- 8.5 A municipality, which is a Party to this Agreement, shall pay the annual per capita System levy directly to the Board in accordance with the attached Schedule "B".
- 8.6 In a municipality which is a party to the Agreement and which has a municipal library board, the said municipal board shall pay, from its revenues, the annual per capita levy directly to the Board in accordance with the attached Schedule "B" by June 30 of each year.

- 8.7 A municipality or Metis settlement which is a Party to the Agreement and which does not have a municipal library board and which has authorized the Board to act as its library board, shall pay the total of the annual per capita levy directly to the Board in accordance with the attached Schedule "B".
- 8.8 Municipalities or Metis settlements, which Join the System after January 1, 1998, shall pay an amount as determined by the Board.
- 8.9 The Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Community Development Grants Regulation and may apply for any other grants that are or may be available.
- 8.10 Municipal library boards and Metis settlements may retain any revenues generated at the local level by fees, fines, special fund raising efforts, gifts and donations and grants not specified in Schedule "B" and may expend such funds as they see fit to provide library service to that community.
- 8.11 If a library board is in default of payment by more than 60 days, it shall be subject to a two (2) per cent, per month simple interest, penalty charge on the outstanding balance.

## **9. SYSTEM SERVICES TO PUBLIC LIBRARIES**

- 9.1 The Board shall establish, equip and maintain a library system for the residents of the Parties to this Agreement, which shall include provision of service in the following categories:
- a) Materials Services;
  - b) Technical Services;
  - c) Information Services;
  - d) Programming and Public Relations Services; and
  - e) Support Services.
- 9.2 Programs that may be offered in each of these categories are detailed in Schedule "C".

## **10. SERVICES TO OTHER GROUPS**

- 10.1 The Board may enter into one or more separate contracts with any other person or group including a school authority, military base, or Indian band to provide library services as specified in the contract.

## **11. THE SYSTEM AND ITS MEMBERS**

The powers and duties of municipal boards within the System shall be as defined in accordance with Part 2 and Part 4 of the Libraries Act and as specified in the terms and conditions of this Agreement.

- 11.1 Each board within the System shall:

- a) comply with the Libraries Act and Regulation in provision of library service to its municipality,
- b) act as a liaison between the residents of the municipality and the Board, to advise the residents of the municipality of the policies of the Board and bring their needs to the attention of the Board,
- c) in cooperation with the Board, set guidelines for the operation of the library, including hours of library opening, management, use and services,
- d) cooperate with the Board in matters such as non-resident fees,
- e) submit file copies of all library policies, by-laws and needs assessment documents to the Board,
- f) in addition, a board within the System may purchase or acquire library materials and articles of educational, cultural or artistic value, providing that such materials are accessible and paid for out of the library board's own financial resources,
- g) receive, hold and administer bequests, donations and gifts of real and personal property for local library purposes and,
- h) in general, perform such duties as are necessary to operate library service in the community.

- 11.2 The relationship between the Board and the board of the Resource Centre shall be set forth in a separate agreement between the Board and the library board of the designated Resource Centre and shall include the terms and conditions outlined in "Schedule D" of this Agreement.

## **12. PROPERTY OWNERSHIP**

- 12.1 All personal property of the municipal or community board:
- a) on the date which the council signs the Agreement affecting that board remains the property of the municipal or community board and,
  - b) Any property, real or personal, acquired under Section 11.1 (f) and (g) of this Agreement remains the property of the municipal or community board.
- 12.2 Any transfer of assets from the municipal or community board to the Board, with the exception of library materials, shall be initiated and executed in accordance with Section 29 of the Libraries Regulation.
- 12.3 Any transfer of library materials from the municipal or community board to the Board for use elsewhere in the library system or for disposal, shall be initiated by resolution of the municipal or community board.
- 12.4 All real and personal property (including Intellectual Property) acquired by the Board shall be the property of the Board except library materials acquired by the Board on behalf of a municipal library board (e.g. purchased with library allotment funds or additional funds) which shall be the property of the municipal library board. In this clause, "library materials" means those materials defined in Schedule "C". The term "Intellectual Property" is defined in Clause 12.6.
- 12.5 All municipalities who are a Party to this agreement and have a library shall ensure that said libraries have, retain in force, and provide evidence of adequate contents insurance on the library materials which from time to time are within its library with loss payable to the municipality and the Board as their interest may appear.
- 12.6 "Intellectual Property" is defined as anything created on behalf of the System, which results from intellectual process. Intellectual property includes, but is not limited to, literary works (any written work intended to provide information, instruction, or pleasure), artistic works, and computer programs. Such works and information may be stored in any format, including machine-readable code. Intellectual property specifically includes the System's automated files and databases.

### **13. WITHDRAWAL FROM THIS AGREEMENT**

- 13.1 At any time after the expiration of three (3) years from the date that the Party entered the original Agreement, the Party may, by giving twelve (12) months notice, withdraw from this Agreement, effective January 1 of the year following notice of withdrawal.
- 13.2 If a Party to this Agreement gives notice to withdraw, the Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing, to the council and board an appraisal of the expected effects on library service to residents of the municipality concerned. The Board may request a reconsideration of the notice to withdraw.

### **14. DIVISION OF ASSETS**

- 14.1 Where a municipality which is a Party to the Agreement or its successor, does not have a local library board operating at the termination of the Agreement, it shall not participate in any division of system assets in accordance with Section 29 of the Libraries Act.
- 14.2 If a Party to this Agreement withdraws from the Agreement pursuant to Section 29 of the Act, that Party shall be deemed to have forfeited any right of ownership or to share in the assets of the Board.
- 14.3 In the event of an unresolved dispute between the Board and a Party to the Agreement, an arbitration process shall be implemented based on the following procedures:
- a) an Arbitration Committee of three persons shall be established consisting of one appointed by the Board, one by the council of the municipality and one by the Minister and all to be appointed within 15 days of the date the withdrawal is effective;
  - b) the Committee shall meet within sixty (60) days of the appointment;
  - c) the decision of the Committee shall be final and a copy of its report shall be presented within (90) days of appointment to the Board, the council of the municipality and the Minister.

### **15. SYSTEM EXPANSION**

- 15.1 The Board shall develop a plan for the expansion of the System to include all eligible participants, identified in "Schedule A", pursuant to the Libraries Regulation and this plan shall be filed with the Minister and reviewed on an annual basis.

- 15.2 The Board shall admit to the System an eligible participant as listed in "Schedule A", if the participant signs an agreement containing the terms and conditions of the Agreement or any succeeding agreement. The eligible participant shall become a Party to such agreement effective the date of its admission. The Board shall determine the date of admission.

## **16. SYSTEM REPORTS**

- 16.1 The Board shall make an annual report on the operation of the System to each of the Parties to the Agreement and to each library board or advisory committee and to the Minister on or before February 28th in the year following the year for which the annual report was prepared.
- 16.2 Boards receiving public library services from the System shall forward a budget for the current year and a copy of their annual report and audited statement for the preceding year to the Board on or before May 31 annually.

## **17. AMENDMENT**

- 17.1 This Agreement may be amended according to a motion for amendment passed by the Board. Such amendment shall be effective upon receipt by the Board of written notification from 2/3 of the Parties to the Agreement that they have so authorized such amendment. The Parties to the Agreement shall conform to such amendment upon notification from the Board that this paragraph has been fulfilled.

## **18. EXTENSION**

- 18.1 The provisions of the Agreement shall be binding upon the Parties to the Agreement and their successors and all eligible participants joining in this Agreement with the original Parties.

## **19. ENTIRE AGREEMENT**

- 19.1 This document, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.



**20. CONTINUATION OF THIS AGREEMENT**

- 20.1 This Agreement shall be full force and effect from the date of execution hereof until amended or terminated.

**21. CONDITIONS PRECEDENT**

- 21.1 Terms and conditions of the Agreement are conditional on the continuation of receipt of provincial funding under Schedule 2 of the Community Development Grants Regulation being Alberta Regulation 57/98.

## 22. SIGNATURES

IN WITNESS THEREOF the undersigned being one of the Parties set out in "Schedule A" to this Agreement has duly executed this Agreement on the date and year first noted.

SUMNER VILLAGE of ISLAND LAKE.

Name of the Party to the Agreement

(Town/City/County, Municipal District, Improvement District, Metis Settlement)

(X) [Signature]  
Mayor, Reeve or Minister of Municipal Affairs

(X) [Signature]  
Secretary-Treasurer or Municipal Administrator

Signed, sealed and delivered the 15<sup>th</sup> day of

December, 2000  
in the presence of:

[Signature]  
WITNESS

(Chair or Vice Chair of Library Board)

[Signature]  
WITNESS

(Chair of Northern Lights Library Board)

## **SCHEDULE A**

### **LIST OF ELIGIBLE PARTICIPANTS IN THE NORTHERN LIGHTS LIBRARY SYSTEM**

The City of Fort Saskatchewan  
The City of Lloydminster  
The City of St. Albert

The County of Athabasca #12  
The County of Beaver #9  
\*The County of Lakeland  
The County of Lamont #30  
\*The County of Minburn #27  
The County of St. Paul # 19  
\*The County of Smoky Lake # 13  
\*Sturgeon County  
The County of Thorhild #7  
The County of Two Hills #21  
\*The County of Vermilion River #24

The Municipal District of Bonnyville #87  
\*The Municipal District of Opportunity #17 (part)  
The Municipal District of Wainwright #61

Regional Municipality of Wood Buffalo  
Strathcona County

\*Improvement District # 13 Elk Island

The Town of Athabasca  
The Town of Bon Accord  
The Town of Bonnyville  
The Town of Bruderheim  
The Town of Cold Lake  
The Town of Elk Point  
The Town of Gibbons  
The Town of Lac La Biche  
The Town of Lamont  
The Town of Legal  
The Town of Morinville  
The Town of Mundare  
The Town of Redwater

The Town of Smoky Lake  
The Town of St. Paul  
The Town of Tofield  
The Town of Two Hills  
The Town of Vegreville  
The Town of Vermilion  
The Town of Viking  
The Town of Wainwright

The Village of Andrew  
The Village of Boyle  
The Village of Chauvin  
\*The Village of Chipman  
The Village of Derwent  
\*The Village of Dewberry  
The Village of Edgerton  
\*The Village of Glendon  
The Village of Holden  
\*The Village of Innisfree  
The Village of Irma  
The Village of Kitscoty  
\*The Village of Lavoy  
The Village of Mannville  
The Village of Marwayne  
\*The Village of Minburn  
The Village of Myrnam  
The Village of Paradise Valley  
The Village of Plamondon  
The Village of Ryley  
The Village of Thorhild  
The Village of Vilna  
\*The Village of Warspite  
The Village of Waskatenau  
The Village of Willingdon

\*The Summer Village of Bondiss  
\*The Summer Village of Bonnyville Beach  
\*The Summer Village of Horseshoe Bay  
\*The Summer Village of Island Lake  
\*The Summer Village of Island Lake South  
\*The Summer Village of Mewatha Beach  
\*The Summer Village of Pelican Narrows  
\*The Summer Village of South Baptiste  
\*The Summer Village of Sunset Beach

- \*The Summer Village of West Baptiste
- \*The Summer Village of Whispering Hills
- \*The Summer Village of White Gull

- \*Buffalo Lake Metis Settlement
- \*Elizabeth Metis Settlement
- \*Fishing Lake Metis Settlement
- \*Kikino Metis Settlement

\* Indicates municipalities which do not operate library boards.

## **SCHEDULE B**

### **THE NORTHERN LIGHTS LIBRARY SYSTEM LEVY**

#### **1. MUNICIPALITIES**

The levy to the Northern Lights Library System from the municipality that is a Party to the Agreement to which this Schedule is attached shall be as follows, for the period stated:

a) For municipalities with library boards:

1998                      \$3.05 per capita

Subsequent years      as determined on a basis of approved budgets and estimates  
based on Section 8.2 of the Agreement

b) For municipalities without library boards:

1998                      \$4.53 per capita

Subsequent years      as determined on a basis of approved budgets and estimates  
based on Section 8.2 of the Agreement

#### **2. LOCAL LIBRARY BOARDS**

The levy to the Library System from the municipal library board of the Parties to the Agreement to which the Schedule is attached shall be as follows for the periods stated:

1998                      \$3.05 per capita

Subsequent years      as determined on a basis of approved budgets and estimates  
based on Section 8.2 of the Agreement

## **SCHEDULE C**

### **SYSTEM SERVICES TO PUBLIC LIBRARIES**

#### **1. MATERIALS SERVICES**

Materials services are designed to supply library materials to member libraries, whether borrowed or purchased.

- 1.1 Library materials are defined as including books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video cassettes, audio discs, tape recordings, video discs, video tapes, motion pictures, filmstrips, film loops, slides, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micromaterials in all formats, toys, games, computer software and multi-media kits.
- 1.2 To facilitate the purchase of library materials by a public library, a fund account shall be established for each member public library to a value established by Board policy.
- 1.3 Materials service programs offered to public libraries may include, but not be limited to, the following:
  - a) Loaned materials to supplement existing library collections, such as:
    - i) Circulating blocks,
    - ii) Talking or audio books, and
    - iii) Materials in official and non-official languages;
  - b) Bestseller and quality book programs (whereby materials are made available at discounted prices where available);
  - c) Universal Borrowers' Card program providing patrons with access to the collections of other member public libraries in the Northern Lights Library System; and
  - d) Universal Borrowers' Card program providing patrons with access to other Library Systems that have signed Reciprocal Borrowing Agreements with Northern Lights Library System.

## **2. TECHNICAL SERVICES**

Technical services shall be provided in order to acquire, organize and access library materials.

2.1 Technical services may include, but not be limited to, the following:

- a) Centralized acquisition of library materials;
- b) Cataloguing and processing of library materials to acceptable standards;
- c) Consultative assistance with library automation;
- d) Maintenance of a Union Catalogue of system holdings; and
- e) Delivery of materials to libraries.

## **3. INFORMATION SERVICES**

Information services are designed to improve member library access to information resources at the regional, provincial, national and international levels.

3.1 Information services shall include:

- a) Reference services, whereby assistance is provided in answer to a request for information;
- b) Interlibrary loan service, whereby library material is made available by one library to another upon request; and
- c) Reciprocal borrowing privileges among system members and partners.

## **4. PROGRAMMING AND PUBLIC RELATIONS**

Programming and Public Relations Services are designed to provide libraries with support for programming activities, as well as marketing initiative, which may be undertaken at the local level.

4.1 Programming and Public Relations Service may include, but not be limited to, the following:

- a) Consultative assistance;



- b) Assistance with children and adult programming activities; and
- c) Assistance and information regarding the marketing of local library services.

## **5. SUPPORT SERVICES**

Support Services are offered to assist libraries in enhancing the level of local library service.

- 5.1 Support Services shall include consultative assistance provided by a professional library consultant.
- 5.2 Support Service may include, but not be limited to, the following:
  - a) Coordination of continuing education opportunities for library staff and trustees;
  - b) Toll-free telephone access to System personnel; and
  - c) Newsletters and other communications.

**SCHEDULE "D"**

**Reference Services Agreement**

**between**

**Northern Lights Library System  
(hereinafter called NLLS)**

**and**

**Yellowhead Regional Library  
(hereinafter called YRL)**

## 1. Definitions

### Business Day:

YRL's normal business day (Monday - Friday, 8:00 a.m. to 4:30 p.m.).

### Inter-library Loan:

A transaction in which library material is made available by one library to another.

### Member Library:

A library that receives services from the NLLS and is a member of the NLLS by virtue of its council being a Party to the Agreement.

### Patron:

A person who holds a valid library card from a member library.

### Reference Question:

A request for a specific answer to a specific question or a request for information on a particular subject. Reference questions should be as specific as possible and include the following: the purpose for which the information is needed; the age level of the borrower or the level of information required; and the last possible date by which the patron needs the material, if there is a deadline.

### Reference Service:

Assistance provided in answer to a request for information (from a librarian on behalf of a patron). It may involve the use of materials, instruction on their use, interpretation of information or recommendations on materials.

### Successfully Answered Question:

A successfully answered question will be defined as a question where the member library receives -

- a. factual information (e.g. telephone number, statistical figure, etc.) with source of reference, that proves or disproves the question posed;
- b. a bibliographic citation to title(s) with source of reference, that, if purchased or requested through inter-library loan, would provide the information requested by the patron;

- c. a contract name or referral, with source of reference, to an individual or organization able to answer the question.

A question is considered answered when the result is sent to the member library by YRL, regardless of when the member library receives the result.

2. Term of Agreement

The term of this Agreement shall be from January 1, 2000 to December 31, 2000. This Agreement shall be renewed automatically each year unless written notice of termination is given.

3. The Parties agree that YRL shall provide to member libraries of NLLS:

- a. Reference Services
- b. Workshops

4. The Directors of both systems shall jointly evaluate the services after the completion of the annual report.

5. For the purposes of receiving Reference Services, the system headquarters of the NLLS shall be considered a member library.

6. NLLS shall provide and update a list of member libraries.

7. YRL shall:

- a. Successfully answer 80% of the reference questions submitted by member libraries.
- b. Successfully answer a question from a member library within the following time frame:
  - i) 75% of questions within two business days;
  - ii) 15% of questions within seven business days;
  - iii) 10% of questions in eight or more business days.

- c. Provide a status report to a member library if the question cannot be answered within two business days.
- d. Allow member libraries to access the Reference Service during the following hours by toll-free telephone:  
  
Monday - Friday 8:00 a.m. to 4:30 p.m.  
  
with answering service available at all other times.
- e. Provide the Reference Service under the direction of a graduate librarian.
- f. Provide a quarterly report for each member library and NLLS of:
  - i) the number of questions submitted
  - ii) the number of questions fully answered
  - iii) the number of questions partially answered
  - iv) the number of questions not answered
  - v) the response time for each question
- g. Provide a quarterly summary to NLLS of trends and issues in the provision of Reference Services.
- h. Provide an annual review of Reference Services.
- i. Provide four workshops to NLLS member libraries related to Reference Services, one of which shall be at the NLLS Annual Conference.

## 8. Amendment

A request for amendment to this Agreement may be made by either party, on three months written notice to the other. Both parties must agree to the amendment.

## 9. Termination

Either party may terminate the Agreement by providing written notice to the other party no later than September 30<sup>th</sup>.

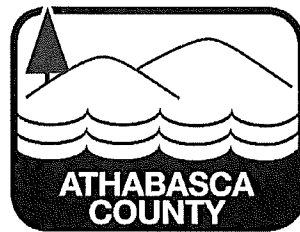
# **INTERMUNICIPAL COLLABORATION FRAMEWORK**

Between

## **SUMMER VILLAGE OF ISLAND LAKE**

And

## **ATHABASCA COUNTY**



March 2020 – DRAFT

**WHEREAS,** The Summer Village of Island Lake and Athabasca County share a common boundary; and

**WHEREAS,** The Summer Village of Island Lake and Athabasca County share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS,** the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that describes the services to be provided under the framework that benefit residents in more than one of the municipalities that are parties to the framework, identifies which municipality is responsible for providing which services and outlines how the services will be delivered and funded.

**NOW THEREFORE,** by mutual covenant of the Parties hereto it is agreed as follows:

### **1. DEFINITIONS**

- 1) In this Framework, words have the same meanings as set out in the *Municipal Government Act*, except that:
  - a. "Framework" means this intermunicipal collaboration framework entered into by the Parties pursuant to part 17.2 of the *Municipal Government Act*.
  - b. "Parties" means The Summer Village of Island Lake and Athabasca County, and "Party" means any one of them.
  - c. "Service Agreement" means a legally binding agreement such as a Contract, Agreement or Memorandum of Understanding that is signed by both parties.
  - d. The word "shall" be interpreted as meaning an obligatory direction.

### **2. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Framework shall come into force on final passing of resolutions by both municipalities authorizing the signing officers of the Party to sign the Framework agreement.
- 2) This Framework may be amended by mutual consent of the Parties.
- 3) It is agreed that the Parties shall meet at least once every five (5) years, or upon request by either Party, commencing no earlier than 90 calendar days and no later than 180 calendar days after a municipal election to review the terms and conditions of this Framework.

### **3. INTERMUNICIPAL COOPERATION**

- 1) Both The Summer Village of Island Lake and Athabasca County are committed to fostering intermunicipal cooperation in a non-adversarial, informal and cost-effective manner.
- 2) The Summer Village of Island Lake's CAO and Athabasca's County's County Manager will communicate to each other in a timely manner on any items that might be of significance for intermunicipal cooperation or for this Framework.
- 3) The Council of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

#### 4. GENERAL SERVICE PROVISION

- 1) The Parties have agreed that the best and most efficient way to provide services to residents is to continue providing services independently or through the various arrangements that each party currently has with their respective neighbours.

#### 5. INTERMUNICIPAL SERVICE PROVISION

In congruence with the *Municipal Government Act*, the following section outlines the level of shared service provision between The Summer Village of Island Lake and Athabasca County:

- 1) Emergency Services:

- a. The Summer Village of Island Lake and Athabasca County have a Mutual Fire Aid Agreement in place for mutual fire aid assistance to each party on an as-needed basis. When a request for assistance is received or confirmed by the Requesting Party's Authorized Representative and the Supplying Party provides assistance, the Requesting Party shall compensate the Supplying Party for applicable labour and equipment as per the rates set out in current bylaws or policies of the Supplying Party.
- b. The Parties shall, from time to time, arrange for the transfer of information and records sufficient to enable the Parties to effectively provide Assistance when and if called upon. Each party shall provide such information and documentation upon request being made, as noted above, prior to, during, after, and in anticipation of any request for Assistance giving rise to the operation of the provisions of this Agreement.

- 2) Other Services:

- a. The Summer Village of Island Lake and Athabasca County plan to complete an Intermunicipal Development Plan by April 1, 2021.

#### 6. COLLABORATION PROCESS

- 1) In their present circumstance, neither Party intend to engage in future projects or agreements with one another in the foreseeable future, apart from mutual aid agreements that may be renewed or amended in the future. However, if a circumstance arises that one Party wishes to enter into an Intermunicipal Service Agreement, sections 6(2) to 6(10) of this Framework procedure shall dictate the process.
- 2) In the event either Party believes the development of a new project and/or service may benefit residents of the other Party and require a cost-sharing Agreement, the initiating Party's Chief Administrative Officer/County Manager shall notify the other Party's Chief Administrative Officer/County Manager of such a development and/or service being considered for construction or development.
- 3) The initial notification, as referenced in section 6(2) of this Framework, will include a general description of the project, estimated costs and timing of expenditure. The other Party will advise if they have objections in principal to provide funding to the project and provide reasons. An opportunity to discuss will be provided to discuss the project at future Council meetings.



- 4) Once either Party has received written notice of a new project, Council meetings must be held within thirty (30) calendar days of the date the notice was received, unless the Chief Administrative Officer/County Manager agree otherwise.
- 5) Council meetings will be the forum used to address and develop future mutual aid agreements and/or cost-sharing agreements. In the event that the Parties are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 7.
- 6) When developing Service Agreements, the Parties shall clearly identify which municipality will lead service delivery for the service(s).
- 7) When developing Service Agreements, the Parties shall determine the appropriate funding for the service(s) being discussed.
- 8) All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue the service delivery.
- 9) All future Service Agreements shall set out a time frame for the delivery of the service(s) been discussed including the start date of the service delivery.

## **7. DISPUTE RESOLUTION**

- 1) The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework in a non-adversarial, informal and cost-efficient manner.
- 2) The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) When a Party believes there is a dispute under the Intermunicipal Collaboration Framework and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer/County Manager of the other Party to attempt to negotiate a resolution to the dispute.
- 4) If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officer/County Manager, the dispute will be referred to the Councils of the Parties, or designates, to attempt to negotiate a resolution to the dispute.
- 5) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the parties.
- 6) Mediation of a dispute shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
- 7) If a dispute is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

## 8. CORRESPONDENCE

- 1) Written notice under this Agreement shall be addressed as follows:

In the case of The Summer Village of Island Lake to:

The Summer Village of Island Lake  
c/o Chief Administrative Officer  
Box 8  
Alberta Beach, AB  
T0E 0A0

In the case of Athabasca County to:

Athabasca County  
c/o County Manager  
3602 – 48 Avenue  
Athabasca, AB  
T9S 1M8

**IN WITNESS WHEREOF** the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021, at \_\_\_\_\_, Alberta.

SUMMER VILLAGE OF ISLAND LAKE

ATHABASCA COUNTY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
County Manager



AR104673

March 23, 2021

Ms. Wendy Wildman  
Chief Administrative Officer  
Summer Village of Island Lake  
PO Box 8  
Alberta Beach AB T0E 0A0

RECEIVED  
MAR 30 2021

Dear Ms. Wildman:

As you may be aware, the Government of Alberta has indicated the intent to conduct province wide Senate selection as well as referenda votes on issues of concerns to Albertans in conjunction with the October 18, 2021 general municipal election. Alberta Municipal Affairs is responsible for ensuring the conduct of the vote for electors residing in improvement districts, summer villages, special areas, the City of Lloydminster (Alberta side) and Indian Reserves (First Nations) as these communities do not hold municipal elections on October 18, 2021, the date when the senate and referenda votes must take place. As the department does not have sufficient resources to directly conduct these votes, we would like to enter into an agreement with your municipality to conduct the Senate selection and referenda votes in accordance with the *Local Authorities Election Act* in your community.

Should you be willing to conduct the votes on behalf of Municipal Affairs in your jurisdiction, Elections Alberta is responsible for providing ballots to your municipality for both Senate and referenda votes, or if you use a tabulator they will provide the information to be printed on the ballot for your tabulator vendor. Elections Alberta has compiled an information sheet you may wish to review for further information. This information sheet can be accessed at [www.elections.ab.ca/wp-content/uploads/Senate-Information-for-Municipalities-October-2020.pdf](http://www.elections.ab.ca/wp-content/uploads/Senate-Information-for-Municipalities-October-2020.pdf).

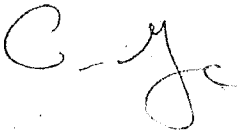
In exchange for your support of this important voting opportunity, a payment will be made to your municipality to assist with any additional costs incurred. Should your municipality host votes for multiple jurisdictions beyond your own, payments will be made for each additional jurisdiction your municipality conducts the vote for. All payments will be in accordance with the provisions of the *Senate Elections Grant Regulation* and *Referendum Payments Regulation*.

.../2

Please respond to Andrew Wood at [Andrew.Wood@gov.ab.ca](mailto:Andrew.Wood@gov.ab.ca) by April 9, 2021 to confirm your willingness to hold the Senate selection and referenda votes for your municipality.

Thank you for supporting the democratic process by helping to ensure all Albertans can participate in these important decisions.

Thank you,

A handwritten signature in cursive script, appearing to read 'C. Maniego'.

Cathy Maniego  
Executive Director  
Municipal Capacity and Sustainability



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](mailto:pcm1@telusplanet.net)

#124

March 8, 2021

File: 21DP02-04

**Re: Development Permit Application No. 21DP02-04  
Plan 498 NY, Block 1, Lot 13 : 89 Spruce Drive (the "Lands")  
R1 – Residential – Small Lot District : Summer Village of Island Lake**

## APPROVAL OF DEVELOPMENT PERMIT

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

### **CONSTRUCTION OF A SINGLE DETACHED DWELLING (120.8 SQ. M.), INSTALLATION OF A WATER SUPPLY AND SEPTIC SYSTEM**

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

- 1- All municipal taxes must be paid.
- 2- Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2009 as adopted by legislation for use in the Province of Alberta.
- 3- **WATER SUPPLY:**

If by Cistern, the cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.

If by Well, the Well shall be drilled in conformance with Alberta's Water Act (the Act) and Water (Ministerial) Regulations (the "Regulations") that regulate water well drilling activities in the Province of Alberta. Certification provided by a professional engineer or certified hydrologist or certified plumbing inspector attesting an adequate flow of water of potable quality

- 4- Two (2) Off-Street parking spaces must be provided on site.
- 5- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.

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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](mailto:pcm1@telusplanet.net)

- 6- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer.
- 7- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 8- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 9- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 10- The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including:**
  - **Front Yard setback shall be a minimum of 8.0 metres;**
  - **Side Yard setback shall comply with the requirements of the Alberta Building Code or be a minimum of 1.5 metres whichever is greater. Further, one side yard shall be a minimum of 2.4 metres to allow for access to the front yard;**
  - **Rear Yard setback shall be a minimum of 1.5 metres; and**
  - **Maximum Height shall be 9.7 metres (average grade to peak).**

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

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

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



## 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](mailto:pcm1@telusplanet.net)

### Notes:

It is strongly recommended that the applicant(s):

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

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

Date Application Deemed Complete

**March 8, 2021**

Date of Decision

**March 8, 2021**

Effective Date of

Permit

**April 6, 2021**

Signature of Development Officer

Tony Sonleitner

Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake  
Ray Crews - Assessor

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

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

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



Development Services

# Summer Village of Island Lake

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

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

March 14, 2021

File: 21DP04-04

**Re: Development Permit Application No. 21DP04-04  
Plan 763 TR, Block 1, Lot 4 : 213 Lakeshore Drive North (the "Lands")  
R1 – Residential – Small Lot District : Summer Village of Island Lake**

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## APPROVAL OF DEVELOPMENT PERMIT

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

### **CONSTRUCTION OF A DECK (80.3 SQ. M.)**

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

- 1- All municipal taxes must be paid.
- 2- Two (2) Off-Street parking spaces must be provided on site.
- 3- 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.
- 4- 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.
- 5- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 6- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.





## 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](mailto:pcm1@telusplanet.net)

**8- The improvements take place in accordance with the plans and sketch submitted as part of the permit application; including:**

- **Front Yard setback shall be a minimum of 8.0 metres;**
- **Side Yard setback shall comply with the requirements of the Alberta Building Code or be a minimum of 1.2 metres whichever is greater;**
- **Rear Yard setback shall be a minimum of 1.0 metre;**
- **The building shall be located in such a manner that it does not encroach upon easements and rights-of-way.**

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



## 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](mailto:pcm1@telusplanet.net)

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

Date Application Deemed **March 14, 2021**

Complete

Date of Decision **March 14, 2021**

Effective Date of

Permit **April 12, 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. = Ian Ferguson : email [ianferguson@shaw.ca](mailto:ianferguson@shaw.ca)

**Note:** An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the 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](mailto:pcm1@telusplanet.net)

March 17, 2021

File: 21DP05-04

**Re: Development Permit Application No. 21DP05-04  
Plan 3857 KS, Block 15, Lot 12 : 185 Lakeshore Drive South (the "Lands")  
R1 – Residential – Small Lot District : Summer Village of Island Lake**

## APPROVAL OF DEVELOPMENT PERMIT

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

**PLACEMENT OF A MOBILE HOME (67.6 SQ. M.) AS A DISCRETIONARY USE AND DECK (23.8 SQ. M.), INSTALLATION, OR UTILIZATION OF EXISTING, OF A WATER SUPPLY AND SEPTIC SYSTEM, ONE RV PARKING PAD AND UTILIZATION FOR THE PURPOSES OF USE AND STORAGE OF ONE RECREATIONAL VEHICLE.**

**FURTHER; AS BUILT CONSTRUCTION OF A SHED (11.1 SQ. M.) AND GAZEBO**

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

1- All municipal taxes must be paid.

**2- 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- WATER SUPPLY:**

If by Cistern, the cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.

If by Well, the Well shall be drilled in conformance with Alberta's Water Act (the Act) and Water (Ministerial) Regulations (the "Regulations") that regulate water well drilling activities in the Province of Alberta. Certification provided by a professional engineer or certified hydrologist or certified plumbing inspector attesting an adequate flow of water of potable quality

4- Two (2) Off-Street parking spaces must be provided on site.

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# Summer Village of Island Lake

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

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

- 5- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 6- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer.
- 7- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 8- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 9- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 10- The improvements take place in accordance with the plans and sketch submitted as part of the permit application, including:
  - Front Yard setback shall be a minimum of 8.0 metres;
  - Side Yard (AND Flanking side yard adjacent to Buffalo Avenue) setback shall comply with the requirements of the Alberta Building Code or be a minimum of 1.5 metres whichever is greater;
  - Rear Yard setback shall be a minimum of 1.5 metres; and
  - Maximum Height shall be 9.7 metres (average grade to peak).

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

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

- 11- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 12- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 13- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full



## 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](mailto:pcm1@telusplanet.net)

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



## 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](mailto:pcm1@telusplanet.net)

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

Date Application Deemed **March 17, 2021**

Complete

Date of Decision **March 17, 2021**

Effective Date of

Permit **April 15, 2021**

Signature of Development  
Officer

Tony Sonleitner  
Development Officer for the Summer Village of Island Lake

cc Municipal Administrator, Summer Village of Island Lake  
Ray Crews - Assessor

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

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

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



March 22, 2021

Attention Summer Villages

The Board of Directors of the Association of Summer Villages of Alberta would like to announce the appointment of **Ms. Sherry Poole** as the new Executive Director effective May 1, 2021. Sherry brings to the position a wealth of experience and an enthusiastic attitude. Please join the Board in welcoming her to the organization.

*BIO – Sherry Poole*

*Sherry Poole joins the ASVA Executive with an extensive background in serving economic development leadership in Alberta, specifically in the Southern Alberta region. Sherry also has experience as an Executive Director of a large Board organization made up of 54 municipal partner members working together towards a solution to landfilling waste in reduction of climate impact to our municipalities. With this knowledge set in facilitation of a similarly member structured & governed organization, Sherry looks forward to a seamless integration having performed the administrative & financial duties and functions of an Executive Director for many years – a position that she finds enjoyable as well as the opportunity to build professional relationships with the Board & Executive and stakeholders in representation of ASVA for years to come.*

*Sherry has a musical background, enjoys playing the guitar and serenading her 4 year-old Great Dane who she tells us is her road and camping buddy. She also has a great love of horses as her daughter breeds Clydesdales, as well as hiking, snow-shoeing, camping, reading, and graphics. She considers herself to be a life long learner who continues to seek out new tools and training for her personal development. While she has 1 child, an adult daughter, she tells us she is also blessed with 2 toddler granddaughters who are both just full of energy and curiosity!*

*With an education in Environmental Sciences and keen understanding of the importance of protecting the Summer Villages of Alberta and respect for maintaining the balance of healthy, resilient and sustainable lakes for our families and wildlife to enjoy without interruption - Sherry is most eager to support and engage the Board in moving forward their goals.*

75



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays*

MAR 15 2021

AR104543

Reeve Larry Armfelt  
Athabasca County  
3602 - 48 Avenue  
Athabasca AB T9S 1M8

RECEIVED  
MAR 18 2021

Dear Reeve Armfelt and Council:

Thank you for your grant application under the Mediation and Cooperative Processes component of the 2020/21 Alberta Community Partnership program.

I am pleased to inform you that Athabasca County has been approved for a matching grant of \$10,000 in support of the completion of Intermunicipal Development Plans with the summer villages around Baptiste Lake and Island Lake. The funding is a cost-sharing partnership between the province, Athabasca County, and the summer villages. It is conditional upon the municipalities contributing towards the remaining 50 per cent of the project costs, with the province providing 50 per cent funding for project costs.

The conditional grant agreement will be mailed shortly to your Chief Administrative Officer to obtain the appropriate signatures.

I appreciate your efforts towards this important collaborative initiative. I wish you every success as we work together to strengthen communities in Alberta.

Sincerely,

Ric McIver  
Minister


cc: Laila Goodridge, MLA, Fort McMurray-Lac La Biche  
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock  
Mayor Jack Margolus and Council, Summer Village of Sunset Beach  
Mayor Curtis Schoepp and Council, Summer Village of Whispering Hills

.../2



Mayor Chad Newton and Council, Summer Village of Island Lake  
Mayor Jim Sandmaier and Council, Summer Village of Island Lake South  
Mayor Blaine Page and Council, Summer Village of South Baptiste  
Mayor Keith Wilson and Council, Summer Village of West Baptiste  
Ryan Maier, Chief Administrative Officer, Athabasca County  
Garth Bancroft, Chief Administrative Officer, Summer Village of Sunset Beach  
Kim Bancroft, Chief Administrative Officer, Summer Village of Whispering Hills  
and Island Lake South  
✓ Wendy Wildman, Chief Administrative Officer, Summer Village of Island Lake  
Edwin Tomaszuk, Chief Administrative Officer, Summer Village of South Baptiste  
Vivian Driver, Chief Administrative Officer, Summer Village of West Baptiste

<b>VENDOR</b>		<b>VENDOR ID</b>		<b>DATE ISSUED</b>	
SUMMER VILLAGE OF ISLAND LAKE		0070000405		02-Mar-2021	
<b>DEPOSITED AT BANK:</b>		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>	
<b>BRANCH:</b>	<b>ACCOUNT:</b>	2000828572	02-Mar-2021	\$538.00	
		<b>TOTAL</b>			<b>\$538.00</b>

DEPOSIT NO: 2000828572		DEPOSIT DATE: 02-Mar-2021		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901014922	FCSS MARCH PAYMENT	095261113FCS0321	\$538.00	
	Total Payment From CASS For Inquiries Call 825 468 4314			\$538.00
				
			DEPOSIT TOTAL	\$538.00

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02627

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

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VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ISLAND LAKE			30-Mar-2021	
DEPOSITED AT BANK:		DEPOSIT NO	DATE	AMOUNT
BRANCH:	ACCOUNT:	2001102024	30-Mar-2021	\$538.00
TOTAL				\$538.00

DEPOSIT NO: 2001102024		DEPOSIT DATE: 30-Mar-2021		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901360597	FCSS APRIL PAYMENT	095261113FCS0421	\$538.00	
	Total Payment From C&SS For Inquiries Call 825 468 4314			\$538.00
DEPOSIT TOTAL				\$538.00

RECEIVED  
APR 01 2021

JCA6347205 E D

04086

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



79

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Garry Webster  
President

March 24, 2021

Mike Haanen  
President Elect

Attention: Honourable Mayors/Reeve's,  
Members of Council and Chief Administrative Officers

RECEIVED  
April 8/21

Peter McDowell  
Past President  
APWA Delegate

**Re: National Public Works Week, May 17-23, 2020 – "Stronger Together"**

Patty Podoborzny  
CPWA Delegate

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 16-22, 2021 as National Public Works Week in your community. This year's theme is "Stronger Together." This year's exciting poster challenges our members and their citizens to think about the role public works plays in creating a great place to live. By working together, the impact citizens and public works professionals can have on their communities is magnified and results in the ability to accomplish goals once thought unattainable.

Mike Stasiuk  
Director, Sustainability

Chris Dechkhoff  
Director, Allied Members

Public Works helps maintain a community's strength by working together to provide an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides togetherness needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

Greg Zirk  
Director, Outreach

Dean Berrecloth  
Director, Idea Group  
Leader

Joe Guido  
Director, Special Events

National Public Works Week is observed each year during the third full week of May and this is the 61st year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

Brittany Wolbeck  
Director, Emerging Leaders

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Jeannette  
Executive Director  
APWA - Alberta Chapter  
p: 403-990-APWA (2792)  
[admin@publicworks.ca](mailto:admin@publicworks.ca)



# Pembina Law Group

Barristers & Solicitors

Richard Forbes B. Sc., J.D.  
Elizabeth Forbes B.A., J.D.

reception@pembinalawgroup.ca  
T: 780.349.1988 F: 780-851-5767  
9932 – 107 Street, Westlock, AB, T7P 2K6

OUR FILE: 00493  
YOUR FILE: 21COMP05-04

March 25, 2021

*Via email:*  
*svislandlake@wildwillowenterprises.com*  
*Originals Sent via Mail*

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

Dear Sir/Madam:

RECEIVED  
APR 01 2021

**Re: Relocation of Portable Shed Lot 11 Block 5 Plan 3857KS**

Further to your Compliance Letter of February 22, 2021, we seek approval to relocate the portable shed onto Lot 11. Our client claims ownership of the portable shed as she was the purchaser.

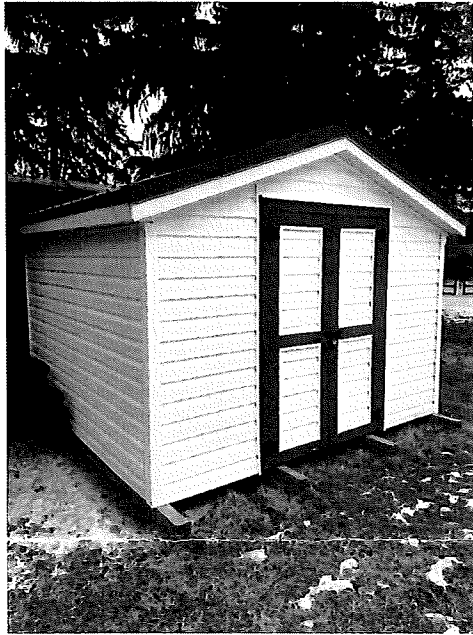
A picture of the shed in its current location is attached. The shed will be moved onto Lot 11 by the new property owners no later than May 15, 2021.

We understand that no further communication or approval needs to be granted, but please contact our office if you have any questions or concerns.

Yours truly,

ELIZABETH FORBES  
Barrister & Solicitor

EB/la  
Encl.



## MARCH 16<sup>TH</sup>, 2021 TO DO LIST

- make change to Feb. 23/21 minutes prior to signing **DONE**
- ensure Bylaw 02-2021 and 03-2021 are signed and recorded and in Bylaw book **DONE**
- advise Kyle that 1<sup>st</sup> reading for Bylaw 01-2021 took place at meeting **DONE**
- advise Tony to contact landowner of #232 Lakeshore Dr. N. that the deadline for demolition is March 19<sup>th</sup> and any further delay will initiate legal action **DONE**
- include changes to Disaster Recovery Program in spring newsletter and something on website **DIARIZED FOR SPRING**
- get Bylaw ready for tax deadline dates & penalty structure for 2021, minimum tax to remain at \$600 **IN PROGRESS**
- email motion to Capital Region Assessment Services Commission to begin process for entering into an Agreement **DONE**
- finalize 2021 Budget **DONE**