

# SUMMER VILLAGE OF ISLAND LAKE SPECIAL COUNCIL MEETING AGENDA

Monday, August 9<sup>th</sup>, 2021 at 4:30 p.m.

Via Zoom

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)	August 9 <sup>th</sup> , 2021 Regular Council Meeting
3.	<u>Minutes:</u> pages p1-4 p5-6 p7-17 p18-19	a) b) c) d)	July 20 <sup>th</sup> , 2021 Regular Council Meeting Minutes July 20 <sup>th</sup> , 2021 Annual Meeting Notes July 28 <sup>th</sup> , 2021 Regular Council Meeting Minutes July 28 <sup>th</sup> , 2021 Public Hearing Minutes
4.	<u>Appointments or Delegation</u>  p20-28	a)	Jane Dauphinee, Planner, Municipal Planning Services will be in attendance to discuss with Council recommended amendments to the Land Use Bylaw. At the last Council meeting MPS was directed to prepare a report subsequent to the public hearing, and that report is attached. After Council and Ms. Dauphinee have gone over this report MPS will be seeking Council direction to prepare amendments to the Land Use Bylaw and Council will need to ensure at meeting time you are very clear and specific as to which items you may wish to amend. <i>(that Municipal Planning Services prepare the following amendments to Land Use Bylaw 08-2021:</i>  <i>List</i>  <i>and that the Land Use Bylaw, with these amendments, be brought to the August 17<sup>th</sup>, 2021 Council meeting for consideration of second and third readings.)</i>
5.	<u>Public Hearings</u>		N/A
6.	<u>Bylaws</u>		N/A
7.	<u>Business</u>		N/A
8.	<u>Financial</u>		N/A
9.	<u>Councillors' Reports</u>		N/A
10.	<u>Administration Reports</u>		N/A
11.	<u>Communication</u>		N/A

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12.	<u>Correspondence &amp; Information</u>		N/A
13.	<u>Closed Session</u>		N/A
14.	<u>Adjournment</u>		

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Next Meetings:    August 11<sup>th</sup>, 2021 – Public Hearing - IDP  
                          August 17<sup>th</sup>, 2021 – Council Meeting  
                          August 18<sup>th</sup>, 2021 - Advance Poll  
                          August 21<sup>st</sup>, 2021 – Election Day  
                          August 31<sup>st</sup>, 2021 - Organizational Meeting  
                          September 21<sup>st</sup>, 2021 – Council Meeting

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JULY 20<sup>TH</sup>, 2021  
WESTLOCK INN & 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) Northern Lights Library System – James MacDonald  
b) Draft Land Use Bylaw - Jane Dauphinee – Municipal Planning Services

Public at Large: 0 in person / 6 via teleconference

1.	<b>CALL TO ORDER</b>	Mayor Newton called the meeting to order at 4:36 p.m.
2.	<b>AGENDA</b> 21-128	<b>MOVED</b> by Deputy Mayor Binder that the July 20 <sup>th</sup> , 2021 Agenda be approved with the following additions:  b) Road/Ditch Parking c) Enforcement Services d) #49 Lakeshore Drive e) Bylaw 06-2020 Temporarily Mandate of the Wearing of Face Coverings f) Shed for Equipment Storage  <b>CARRIED</b>
3.	<b>MINUTES</b> 21-129	<b>MOVED</b> by Councillor Montague that the minutes of the regular Council meeting held on June 20 <sup>th</sup> , 2021 be approved as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENTS</b> James MacDonald & Jennifer Anhelinger	Northern Lights Library System – James MacDonald and Jennifer Anhelinger arrived for the meeting at 4:45 p.m.  <b>MOVED</b> by Mayor Newton that the decision to withdraw from the Northern Lights Library System be reviewed and reconsidered.  <b>CARRIED</b>

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	James MacDonald & Jennifer Anhelinger	Mr. MacDonald and Ms. Anhelinger left the meeting at 5:15 p.m.
5.	<b>PUBLIC HEARING</b>	N/A
6.	<b>BYLAWS</b>	
	21-130	<b>MOVED</b> by Deputy Mayor Binder that Bylaw 09-2021, being a Bylaw to approve the Intermunicipal Development Plan between the Summer Village of Island Lake, the Summer Village of Island Lake South and Athabasca County , be given first reading.  <b>CARRIED</b>
	21-131	<b>MOVED</b> by Councillor Montague that the Public Hearing for the Intermunicipal Development Plan be scheduled for August 11 <sup>th</sup> , 2021 at 7:00 p.m. via zoom platform.  <b>CARRIED</b>
	21-132	<b>MOVED</b> by Mayor Newton to continue discussions with Athabasca County and surrounding Summer Villages in the area with regard to shared Bylaw Enforcement services between the Summer Villages and the County  <b>CARRIED</b>
	21-133	<b>MOVED</b> by Mayor Newton that Administration proceed with reintroducing the potential Development Officer opportunity.  <b>CARRIED</b>
	21-134	<b>MOVED</b> by Deputy Mayor Binder that Administration prepare a bylaw to repeal Bylaw 06-2020, a Bylaw to Temporarily Mandate the Wearing of Face Coverings, to be brought to a future Council meeting.  <b>CARRIED</b>
	21-135	<b>MOVED</b> by Deputy Mayor Binder to proceed with the clean up on 232 Lakeshore Drive in accordance with the Enforcement Order pursuant to Section 245 of the MGA and the Summer Village Unsightly Bylaw 03-2017, as well as initiate clean up order on #49 Lakeshore Drive to remove the dirt pile on the lot.  <b>CARRIED</b>



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	<b>RECESS ANNUAL MEETING</b>	The meeting recessed from 5:52 p.m. to 7:57 p.m.. for the Annual Information Meeting.
<b>7.</b>	<b>BUSINESS</b>	
	21-136	<b>MOVED</b> by Deputy Mayor Binder that Council accept the quote from Stonefish Rentals for the cut and cap of the culvert inlet on the south side of 45 Beaver Avenue for \$2,100.00. <b>CARRIED</b>
	21-137	<b>MOVED</b> by Councillor Montague that Council support a donation of \$200.00 to the Athabasca and Area Prevention of Relationship Abuse Committee, "Walk a Mile in Her Shoes" Campaign. <b>CARRIED</b>
	21-138	<b>MOVED</b> by Mayor Newton that the Organizational Meeting be scheduled for Tuesday, August 31 <sup>st</sup> , 2021 at 4:30 p.m. at the Westlock Inn. <b>CARRIED</b>
	21-139	<b>MOVED</b> by Deputy Mayor Binder that Councillor Montague research quotations for a storage/equipment shed, possibly with solar tubes for up to a maximum budget up to \$15,000.00 including transportation to the agreed site in the Summer Village, funds to come from reserves. <b>CARRIED</b>
<b>8.</b>	<b>FINANCIAL REPORT</b>	
	21-140	<b>MOVED</b> by Mayor Newton that Council accept the Income and Expense Statement of June 30 <sup>th</sup> , 2021 as presented. <b>CARRIED</b>
<b>9.</b>	<b>COUNCIL REPORTS</b>	
	21-141	<b>MOVED</b> by Mayor Newton that the Council reports be accepted for information. <b>CARRIED</b>
	21-142	<b>MOVED</b> by Mayor Newton that Deputy Mayor Binder be registered for the 2021 Summer Municipal Leaders Caucus on July 28 <sup>th</sup> , 2021 in Redwater, Alberta. <b>CARRIED</b>

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10.	ADMINISTRATION REPORTS	N/A
11.	INFORMATION & CORRESPONDENCE 21-143	<p><b>MOVED</b> by Councillor Montague that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"><li>- Government of Alberta – Statement of Direct Deposit of \$538.00 for FCSS July payment and Statement of Direct Deposit of \$9,575.00 for the Municipal Sustainability Initiative Operating Grant</li><li>- Letter of Appreciation - Peter Mickelsen</li><li>- 21DP05B-04 – construction of a garage c/w loft, utilization of existing, or installation of water supply &amp; septic system c/w variance to the siting requirements – 39 Lakeshore Drive</li></ul> <p style="text-align:right"><b>CARRIED</b></p>
12.	CLOSED MEETING	N/A
13.	ADJOURNMENT	The meeting adjourned at 8:28 p.m.

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF ISLAND LAKE  
ANNUAL INFORMATION MEETING NOTES  
TUESDAY, JULY 20<sup>TH</sup>, 2021  
VIA ZOOM – WESTLOCK INN

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

Administration: Chief Administrative Officer, Wendy Wildman  
Administrative Assistant, Diane Wannamaker  
  
Jane Dauphinee, Planner, Municipal Planning Services

Public at Large: 0 in person / 31 via web

1.	<b>INTRODUCTIONS</b>	Mayor Newton called the meeting to order at 5:52 p.m. and introduced Council and Administration.
2.	<b>FINANCIAL STATEMENTS</b>	Laura Marcato C.A., Seniuk and Company – presented the 2020 Financial Statements
3.	<b>LAND USE BYLAW REVIEW/DISCUSSION (MPS SERVICES)</b>	Jane Dauphinee, Municipal Planning Services – presented the Land Use Bylaw review to this point and what next steps are.
4.	<b>MAYOR REPORT</b>	Mayor Chad Newton
5.	<b>DEPUTY MAYOR REPORT</b>	Deputy Mayor Duncan Binder
6.	<b>COUNCILLOR REPORT</b>	Councillor Jim Montague
7.	<b>OTHER</b>	N/A
8.	<b>PUBLIC DISCUSSION(S)</b>	<ul style="list-style-type: none"><li>- Development Officer's involvement and compensation on the initial stages of the MDP and LUB review</li><li>- R1 and R2 designations in the LUB</li><li>- Administration Contracts</li></ul>
9.	<b>ADJOURNMENT</b>	The meeting adjourned at 7:57 p.m.

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VIA ZOOM – WESTLOCK INN

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Mayor, Chad Newton

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Chief Administrative Officer, Wendy Wildman





SUMMER VILLAGE OF ISLAND LAKE  
PUBLIC HEARING MINUTES  
HEARING WITH RESPECT TO BYLAW 08-2021  
HELD ON WEDNESDAY, JULY 28<sup>TH</sup>, 2021  
VIA TELECONFERENCE

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

Administration: Chief Administrative Officer, Wendy Wildman  
Administrative Assistant, Diane Wannamaker  
Jane Dauphinee, Planner, Municipal Planning Services  
Sara Boulos, Junior Planner, Municipal Planning Services

Public at Large: 33 via teleconference

<b>1. CALL TO ORDER</b>	Chairman Chad Newton called the Public Hearing to order at 6:27 p.m.												
<b>2. INTRODUCTIONS</b>	<table><tr><td>Chad Newton</td><td>Mayor and Meeting Chair</td></tr><tr><td>Duncan Binder</td><td>Deputy Mayor</td></tr><tr><td>Jim Montague</td><td>Councillor</td></tr><tr><td>Wendy Wildman</td><td>Chief Administrative Officer</td></tr><tr><td>Diane Wannamaker</td><td>Recording Secretary</td></tr><tr><td>Jane Dauphinee</td><td>Planner with Municipal Planning Services</td></tr></table>	Chad Newton	Mayor and Meeting Chair	Duncan Binder	Deputy Mayor	Jim Montague	Councillor	Wendy Wildman	Chief Administrative Officer	Diane Wannamaker	Recording Secretary	Jane Dauphinee	Planner with Municipal Planning Services
Chad Newton	Mayor and Meeting Chair												
Duncan Binder	Deputy Mayor												
Jim Montague	Councillor												
Wendy Wildman	Chief Administrative Officer												
Diane Wannamaker	Recording Secretary												
Jane Dauphinee	Planner with Municipal Planning Services												
<b>3. PUBLIC HEARING</b>	<p>The purpose of this hearing is for the Council of the Sumer Village of Island Lake to hear testimony and take action relating to the proposed Land Use Bylaw 08-2021. The Land Use Bylaw divides the municipality into districts and provides for permitted and discretionary uses in each district. The rationale for defining the different districts revolves around three main principles:</p> <ul style="list-style-type: none"><li>• Similar uses prefer to locate near each for reasons of efficiency, similar servicing standards and common design needs. Land use districting reinforces these benefits.</li><li>• Some land uses pose considerable risk to health and safety. Districting establishes effective distances from such uses and allows conditions to be attached to permits to reduce the risk.</li><li>• Districting allows appropriate aesthetic standards such as the height of buildings, distance between</li></ul>												

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	<p>buildings and size of the lot to be established for each district.</p> <p>In essence, the Land Use Bylaw (PDF) is the "book of rules" for development in the Summer Village of Island Lake, and covers a wide range of regulations, including: Classifies land use districts (zones) and determines minimum development standards for each of these districts; Determines the appropriate permitted and discretionary uses for each land use district.</p>
<b>4. PRESENTATIONS</b>	<p>Jane Dauphinee, Municipal Planning Services presented an overview of the purpose of the project, the engagement process and project timeline. As some attending virtually may not have the capability of seeing the slides, Ms. Dauphinee ensured she read aloud all statements from each slide. Ms. Dauphinee continued into an overview of agency referral list, comments and recommendations. Ms. Dauphinee referenced the opinion regarding compliance with the Municipal Government Act requirements pertaining to the Land Use Bylaw and the process.</p> <p>Ms. Dauphinee also presented recommended amendments to the first read bylaw LUB based on:</p> <ul style="list-style-type: none"> <li>• Comments provided by the Summer Village's legal Counsel and areas in the LUB where the project Steering Committee was unable to reach consensus. These items were originally presented at the Council meeting held (July 20, 2021 and at the AIM also held July 20, 2021). Following Council's direction at those meetings planner provided more specific recommended changes to the bylaw relating specifically to the matters identified by legal and the Committee during the presentation at the hearing so that members of the public would have access to the same information as Council and be provided with the opportunity to provide Council with their input into the recommended amendments.</li> <li>• Summary of the recommended amendments to the first read bylaw was presented by MPS</li> </ul>
<b>5. PUBLIC TESTIMONY AND COMMENT</b>	<p><u>Written Submissions</u> – none  <u>Written Request for Oral Presentation</u> – John Wasmuth  <u>Oral Presentations/Comments</u> - from those persons wishing to comment</p>

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	<ol style="list-style-type: none"><li>1. David Kluthe: concerned that we are still doing virtual when the province has been open since July 1<sup>st</sup>. This format is not the appropriate way to do a public hearing especially for a LUB. Started late, hard to access. Few issues with how it was done.<ul style="list-style-type: none"><li>○ Having some technical difficulties at the beginning. When we booked the session we were doing online, we attempted to do it in person but weren't able to have everyone to do it in person</li><li>○ Biggest concern was the way the links were posted, and the draft LUB was hard to find</li><li>○ Hard time finding info</li><li>○ Objected to the way the information and documents were presented on the website</li></ul></li><li>2. Barry regards to 8.23<ul style="list-style-type: none"><li>○ R1 had one trailer, R2 could have 2. R1 could apply to have additional, does that mean R1 could have 2 and R2 could have up to 4 if approved?</li><li>○ The way it is drafted right now, it is dependent on whether or not the lot is developed. Right now, if you have a developed lot on R1 or R2 district, you can, by right, have 1 RV. If you have an undeveloped lot (if it is suitable), you can have 2 RV's. Regardless if it is developed or undeveloped, you can apply to have an additional RV.</li><li>○ What is your view to how many RV's on a property?<ul style="list-style-type: none"><li>▪ 4 RV's seems a lot, don't know how big the lot is. I could just put a new building? Taxes with trailers on lots etc. we have a min tax rate when it comes to undeveloped lots</li></ul></li></ul></li><li>3. Angie<ul style="list-style-type: none"><li>○ Why was it necessary to remove sea cans, and how long would you expect people to actually get rid of them?</li><li>○ Would have to check original bylaw, but with sea cans it didn't change.</li></ul></li></ol>
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	<ul style="list-style-type: none"><li>○ Response from Chair - Ultimately if there is not approved development permit then the sea can shouldn't be on the lot to begin with.</li><li>○ How long would you give people to get rid of them?</li><li>○ Response from Chair - I would reach out to Bylaw development officer. Do items to current bylaw because this bylaw hasn't passed yet, might be able to keep the container</li></ul> <p>4. (name?maybe Gary)</p> <ul style="list-style-type: none"><li>○ From what I am understanding, R1 Lakefront lot, because of hill we have limited parking space. Now with this Bylaw, it sounds like if I have a guest that wants to come up through 1 weekend and he is not allowed to park his RV at my place, because I don't have enough room for a designated stall, is this correct?</li><li>○ Jane: the stall needs to be large enough to fit an RV, so if there isn't a room for an RV stall, there isn't room to put an RV</li><li>○ The stall has to follow laws for setbacks, where as currently, if someone comes up with an RV they park it in the driveway, the setback isn't met. But it's only there on a temporary basis</li><li>○ Jane: You are correct, the way it is drafted right now, it needs to meet the setbacks to mitigate impacts on neighbors</li><li>○ You can request a setback barrier, but it may or may not be granted.</li><li>○ Complicates the whole issues for what a person has a lake lot for</li><li>○ This was in the existing bylaw, was not identified</li></ul> <p>5. Joyce</p> <ul style="list-style-type: none"><li>○ Number error on the presentation on the landscaping. Was 8.18 and replacement was 8.16.1. Think it should have been 8.18.1.</li></ul> <p>Action Item: Jane correct, typo</p> <ul style="list-style-type: none"><li>○ On RV's 2 or 1 depending on undeveloped lot, you would to have other lots to put temporary RV's. When they leave, they have a pad there and when they leave it will look like an empty camp ground even when the extra RV's are gone. Just park it on the grass, at least when it goes it doesn't look like a camp ground was</li></ul>
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	<p>there. If you prepare a pad to identify you can have them there, then everyone will look at the pad regardless and it will look like a camp ground. Don't have permanent pads, have temporary ones.</p> <ul style="list-style-type: none"><li>○ Council still needs to take these into account, not a final document</li><li>○ Wanted to ask again about R1 being the same size as an R2. You couldn't subdivide under one acre, but nothing that says you can't subdivide under one acre. Only reference to one acre is if lot will have septic seal and no one in the village will have septic seal.</li><li>○ Where in our new bylaw does it say we can only subdivide min one acre.</li><li>○ Jane: In relation to pads, in drafting revised provisions, trying to ensure that the revised sections does not require an RV to be placed on a pad or gravel service. It just needs to be delineated, just a post and something to identify where the RV would be. We are trying to reduce the amount of non -perm. Run off. In relation to lot sizes, it is in the district section. 10.7 min lot area and width. Provisions for all new lots to be created have a lot no less for 1 acre, for both R1 and R2 so that if those lots get subdivided they do not get subdivided to less than 1 acre.</li><li>○ If you are going to do that, under new lots for R1, you should be putting there are no new R1 lots. They both have min size of 1 acre</li><li>○ Through the Chair, could we inject the word R1: less than 1 acre R2: greater than 1 acre</li><li>○ Did steering committee look at changing min size on R1 lots</li><li>○ Jane: they didn't those lots are already small, no need to decrease the max. area the point raised was that provision in R1 district is that no further subdivision.</li><li>○ What identifies an R1 and an R2</li><li>○ The LUB decides, someone can't decide if it is an R1 or R2, if you have an R2 and want to change zoning you have to go through LUB amendment. Size doesn't identify lot, LUB map does.</li></ul>
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	<ul style="list-style-type: none"><li>○ LUB will designate lot at R1 or R2 prior to subdivision</li><li>○ Are you saying you can't subdivide R2 into two R1's, you would still have to call them R2's?</li><li>○ Cahir - That is correct</li><li>○ Jane – Purpose of the provision is to limit density in summer village</li><li>○ Not very happy with the way this was presented, this hearing should have been done on reviewing a Bylaw that was complete so we could see what was on the paper before and we could discuss questions we had on it. Now we don't even know what the bylaw is going to look like and you've already done a first reading on it</li><li>○ When are we going to see the complete Bylaw?</li><li>○ Jane: The bylaw at the form it is in almost ready for approval, it has been given first reading, sent to legal and additional comments, council does not have to make any changes, we anticipated that community would have comments and the purpose the community voice their opinions to council. We never have a completed document at public hearing, council hears everyone, direct changes. After public hearing is closed, council will have to review all this input and then direct MPS and Admin to prepare an amending motion prior to second and third.</li><li>○ We couldn't get into the presentation and seen in writing the amendments.</li><li>○ Only suggestions that MPS brought forward, have not been incorporated into the document.</li><li>○ Why wasn't this done with zoom so we can see the presentation and see the council and the person speaking</li></ul> <p>6. John</p> <ul style="list-style-type: none"><li>○ Really hard to determine who's in the cue. Specified wanted to speak first and before the first reading.</li><li>○ Given the province lifted all restrictions, question why council reluctant to be in person or at min. zoom, why did council and admin decide to change platforms<ul style="list-style-type: none"><li>▪ We have used this platform in the past and it has worked well</li></ul></li></ul>
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	<ul style="list-style-type: none"><li>○ It interesting with me that I have two emails from admin. That zoom would have been way simpler and way easier<ul style="list-style-type: none"><li>▪ Don't disagree, we are open to public comments, trying to get through public hearing, it's not that we don't want to have public interaction. We added ability to view presentation on this platform in the past, agree that it didn't work that well. People can still comment and that is the key to public hearing</li></ul></li><li>○ Given that this is to be "public" inclusive to additional members, was this advertised beyond website and mailed to owners, public at large</li><li>○ Jane: the public hearing is not a Q&amp;A, this is time for public to provide testimony on Bylaw, any questions that get asked must be through chair. In relation to notification, must be answered by admin if council chooses</li><li>○ Up until now it's been Q&amp;A but now it's not?<ul style="list-style-type: none"><li>▪ I have been reminded to follow proper process, I will default to that</li></ul></li><li>○ Stakeholders and public need to be clearer on what we are having the public hearing on today and how they may be affected by the LUB. In draft LUB posted on SV Island Lake website, there is areas highlighting in the LUB, green and yellow, has council accepted the green highlights?</li><li>○ Jane: the bylaw that was given first reading is the bylaw on the website. Deliberate, the discussion at that time that the bylaw not be changed in any way prior to the public hearing because it was not transparent and would not give opportunity for those to give feedback.</li><li>○ Are any revisions in yellow, are any of those accepted by the LUB given first reading, the fact that highlighting is removed, yellow highlighting is part of what has been given first reading</li><li>○ We did not change the text in any way</li><li>○ Will there be another public hearing?<ul style="list-style-type: none"><li>▪ Will not be additional public hearing</li></ul></li><li>○ Section 8.1.2 a) sub 8 "accessory buildings shall not be more than 9.7m w and not exceed height</li></ul>
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HELD ON WEDNESDAY, JULY 28<sup>TH</sup>, 2021  
VIA TELECONFERENCE

	<p>of main building" this same provisions is not included, it should be removed from this section, because it is addressed in section 11</p> <ul style="list-style-type: none"><li>○ Jane: we will take note and review it and if at the end if council wants more info we will</li><li>○ 11.3 b) possibly put in there lifts</li><li>○ Is that type of equipment part of the LUB?</li><li>○ Jane: lift boat lift or instead of stairs? Should be handled in the same way, can bring back to recommendations</li><li>○ 8.4 combustible materials. Primary structures is not defined in the bylaw. Jane will make notes</li><li>○ Developed lot is not defined, very important that term be defined.</li><li>○ Sea cans not allowed, chads recommendation to not have them, current sea cans will have to apply for DP</li><li>○ Strongly suggest that it be very clearly specified in the bylaw what the RV pads are</li></ul> <p>7. Derek/Gerrete?</p> <ul style="list-style-type: none"><li>○ 8.2.3 the whole thing around RV's there needs to be a definition inserted defining what permanent placement is?</li><li>○ Bylaw review be put on hold before 2<sup>nd</sup> and 3<sup>rd</sup> reading for proper review, things have not been answered properly</li></ul> <p>8. (name)</p> <ul style="list-style-type: none"><li>○ Still unclear about what this Bylaw is planning to come forward with the RV's. Should be clarify about what council is thinking so people know what to give comments on.</li><li>○ Thought that if steering committee had things undecided that council would bring forward, left to council to decisions</li><li>○ What is the public to expect public to vote one regarding RV's.</li><li>○ Not in favor of marking out pads, get pads, just getting permit</li></ul> <p>9. R1 owner</p> <ul style="list-style-type: none"><li>○ RV situation is charged up. In regards to RV's. front yard and backyard can be confusing for R1. With no dwelling, is there a provision to determine where the RV can be? If I have</li></ul>
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SUMMER VILLAGE OF ISLAND LAKE  
PUBLIC HEARING MINUTES  
HEARING WITH RESPECT TO BYLAW 08-2021  
HELD ON WEDNESDAY, JULY 28<sup>TH</sup>, 2021  
VIA TELECONFERENCE

	<p>existing location, and there is a change, how can I be grandfathered into existing location</p> <ul style="list-style-type: none"><li>○ Jane: In the first read LUB, think it is unclear. Some clarity needs to be provided. What we recommended, on undeveloped lot the first RV that goes on the lot should be considered the main dwelling and be subject to setbacks of a house. Any additional RV's adhere to setbacks of accessory buildings. For existing RV's with permits, would be accommodated</li><li>○ DP can consider/approve a variance, when a DP is reviewing the bylaw that received third reading that will be the bylaw in affect</li><li>○ Not every R1 lot, and not every R2 is the same size in area, various cases where different sizes of R2 lots. Really have to take into consideration the size of the space and the location of the neighbors and some commons sense in place, which we are all trying to be part of. This process is flawed, supposed to be talking about the issues and then going into the first reading</li></ul> <p>10. (name)</p> <ul style="list-style-type: none"><li>○ Could this whole issue not be solved with a referendum question with the next election?<ul style="list-style-type: none"><li>▪ As part of this public hearing, will take under advisement</li></ul></li><li>○ Why not making this part of the election? What would be the harm waiting another month or two?</li></ul> <p>11. John Wasmuth</p> <ul style="list-style-type: none"><li>○ The people speaking didn't provide their names</li><li>○ Supports comments from last speaker asked it the RV matter could be referendum question at election</li><li>○ Quite an extensive survey was carried out in 2019 mail out survey, the summer village got back something about 70-80 responses. Would hope that in responding to the question of RV's that council will look at that survey and take result into account in determining the final provisions in the bylaw.<ul style="list-style-type: none"><li>▪ Chair - All that info was given to steering committee, and to council</li></ul></li></ul>
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SUMMER VILLAGE OF ISLAND LAKE  
PUBLIC HEARING MINUTES  
HEARING WITH RESPECT TO BYLAW 08-2021  
HELD ON WEDNESDAY, JULY 28<sup>TH</sup>, 2021  
VIA TELECONFERENCE

	<ul style="list-style-type: none"> <li>○ Suggest this information from the first survey is most important for council <ul style="list-style-type: none"> <li>▪ Cahir confirmed that Council received that information</li> </ul> </li> </ul> <p>12. Barry?</p> <ul style="list-style-type: none"> <li>○ RV's on R1 and R2 lots, the proposed bylaw, everyone is wondering as far as for special events, Canada day festivities that bring us all together, get to be with everyone on the Lake, is there kind of going to be allowances for different kinds of things? When we put on a ball tournament we get more family members, they need places to stay, hard for everyone to accommodate everyone <ul style="list-style-type: none"> <li>▪ That is one of the recommendations given by MPS, will take all of this under advisement</li> </ul> </li> </ul> <p>Mayor Newton asked if everyone in attendance felt like they have had the opportunity to be fairly heard.</p> <p>13. Barry</p> <ul style="list-style-type: none"> <li>○ Compliment council and committee for hard work they have done, we do appreciate your hard work thank you</li> </ul> <p>Mayor Newton again asked if everyone in attendance felt like they have had the opportunity to be fairly heard.</p> <p>No additional inquiries or comments were made.</p>
<b>6. QUESTIONS &amp; ANSWERS (Council Members)</b>	No Council members had any further questions of the consultant or Administration.
<b>7. COUNCIL DISCUSSION</b>	No further discussion took place among Council.
<b>8. ADJOURNMENT</b>	Chair Newton declared the Public Hearing closed and adjourned the Public Hearing at 8:23 p.m.

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SUMMER VILLAGE OF ISLAND LAKE  
PUBLIC HEARING MINUTES  
HEARING WITH RESPECT TO BYLAW 08-2021  
HELD ON WEDNESDAY, JULY 28<sup>TH</sup>, 2021  
VIA TELECONFERENCE

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

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

SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JULY 28<sup>TH</sup>, 2021  
VIA WEBCAST PLATFORM

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

Administration: Chief Administrative Officer, Wendy Wildman  
Administrative Assistant, Diane Wannamaker  
Jane Dauphinee, Planner, Municipal Planning Services  
Sara Boulos, Junior Planner, Municipal Planning Services

Public at Large: 0 in person / 31 via web

1.	<b>CALL TO ORDER</b>	Mayor Newton called the meeting to order at 6:20 p.m.
2.	<b>AGENDA</b> 21-144	<b>MOVED</b> by Councillor Montague that the July 28 <sup>th</sup> , 2021 Agenda be approved as presented. <b>CARRIED</b>
3.	<b>MINUTES</b>	N/A
4.	<b>APPOINTMENTS</b>	N/A
6.	<b>BYLAWS</b> 21-145 Bylaw 08-2021 Land Use Bylaw	<b>MOVED</b> by Deputy Mayor Binder that Bylaw 08-2021, being a Bylaw to repeal Bylaw 03-2012 and adopt a new Land Use Bylaw for the Summer Village of Island Lake be given first reading with the following revisions: 1. That the mark-ups identified in the document are removed (highlighting, notes) and, 2. That the changes presented in the Bylaw be accepted. <b>CARRIED</b>
5.	<b>PUBLIC HEARING</b>	The meeting recessed at 6:27 p.m. to go into the Public Hearing for Bylaw 08-2021 – Land Use Bylaw.  The meeting reconvened at 8:23 p.m.

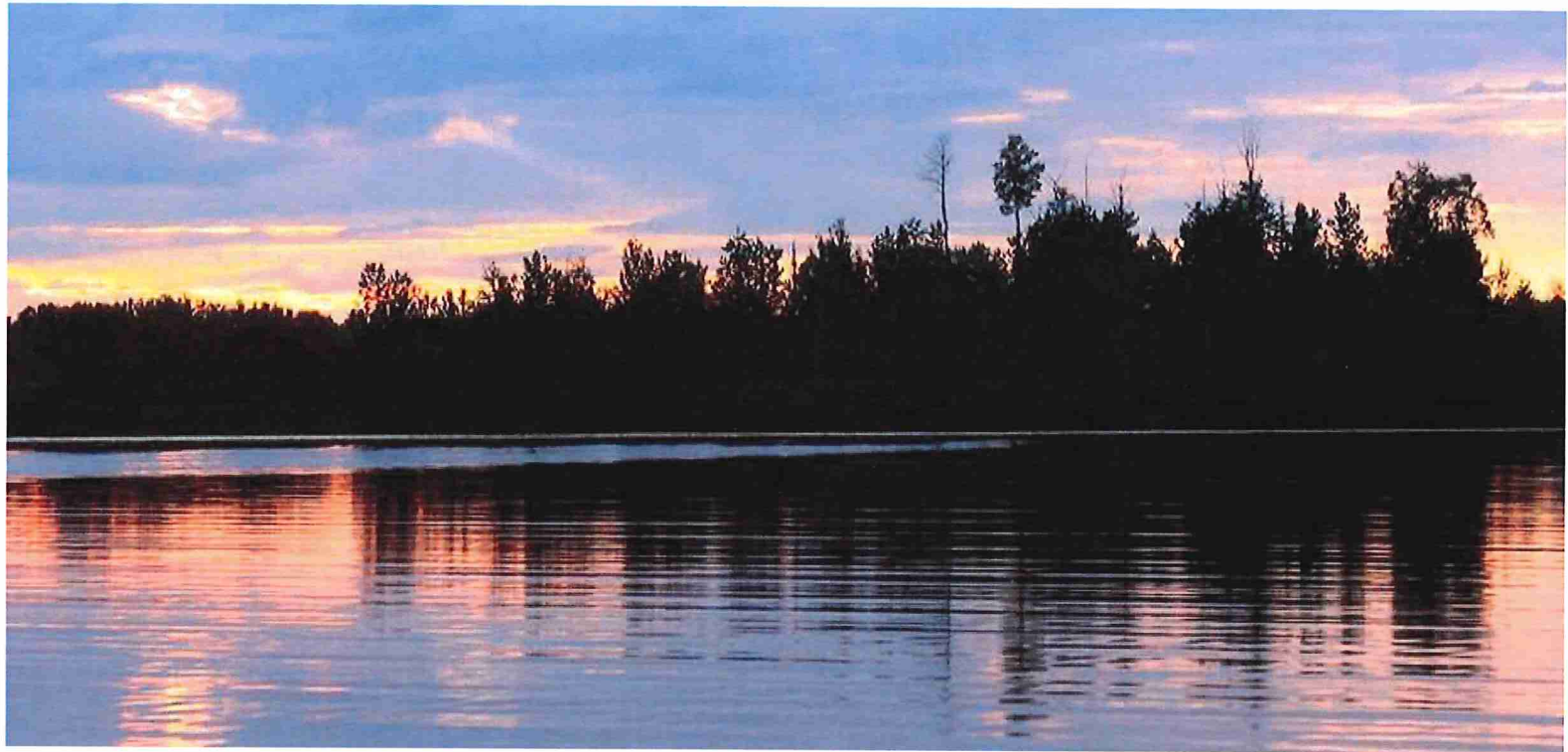


SUMMER VILLAGE OF ISLAND LAKE  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JULY 28<sup>TH</sup>, 2021  
VIA WEBCAST PLATFORM

6.	<b>BYLAWS</b> 21-146 Bylaw 08-2021 Land Use Bylaw	<b>MOVED</b> by Mayor Newton that Council direct Municipal Planning Services to prepare a report on the proceedings of the Public Hearing including recommended amendments to the first read Bylaw for consideration of Council at their next meeting. Further, that following the closure of the Public Hearing that Council direct Municipal Planning Services to prepare an amending motion that incorporates the recommendations outlined in Schedule A, along with any additional amendments to the Bylaw, as directed by Council, resulting from Council's consideration of the testimony presented at the Public Hearing today.  <b>CARRIED</b>
7.	<b>BUSINESS</b>	N/A
8.	<b>FINANCIAL REPORT</b>	N/A
9.	<b>COUNCIL REPORTS</b>	N/A
10.	<b>ADMINISTRATION REPORTS</b>	N/A
11.	<b>INFORMATION &amp; CORRESPONDENCE</b>	N/A
12.	<b>CLOSED MEETING</b>	N/A
13.	<b>ADJOURNMENT</b>	The meeting adjourned at 8:24 p.m.

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Mayor, Chad Newton

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

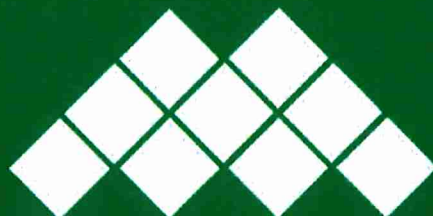


Draft Summer Village of Island Lake  
Land Use Bylaw

# REPORT ON PUBLIC HEARING

August 4, 2021

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MUNICIPAL PLANNING SERVICES

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## 1. OVERVIEW

This report provides a summary of the comments presented at the public hearing for Bylaw 08-2021, the Summer Village of Island Lake Land Use Bylaw (LUB).

On July 28, 2021, the Summer Village of Island Lake gave first reading and held an online public hearing for Bylaw 08-2021, the draft Summer Village of Island Lake Land Use Bylaw. The public hearing was held virtually, using a moderator and teleconferencing software. Attendees could listen and participate in the hearing by calling in using the number on the public hearing notice and the Summer Village website. The public hearing was attended by approximately 33 persons (excluding members of Council and administration) and lasted approximately 2 hours.

During the hearing, presentations were made by the Summer Village's planner and 8 members of the public, some of whom spoke more than once in order to be able to respond to testimony that arose during the course of the public hearing. No written submissions were provided to administration or the Summer Village's planner in advance of the hearing.

## 2. RECOMMENDATIONS RESULTING FROM PUBLIC HEARING PRESENTATIONS

This section summarizes the testimony presented at the hearing and provides recommendations for Council's consideration based on the testimony presented.

They have been lightly edited for clarity and brevity. Where similar comments/questions have been provided by different presenters, they have been combined and organized sequentially, in the order of the sections of the LUB. A more detailed summary of the verbal presentations has been compiled in the minutes of the public hearing.

RECOMMENDATIONS RESULTING FROM PUBLIC HEARING PRESENTATIONS (MEMBERS OF THE PUBLIC)	
COMMENTS	MPS RECOMMENDATION/RESPONSE
<p>Procedural comments:</p> <ul style="list-style-type: none"><li>Concerned about the format of the session would have preferred an in person session or to have used Zoom – which is a format that Summer Village residents are familiar with.</li><li>Found the information about the Public Hearing and the LUB hard to find on the Summer Village website.</li><li>Link to the webviewer on the Summer Village website was incorrect. Made it difficult to access the hearing except by calling in on the phone.</li><li>Would have liked to see the LUB in its final form before the Public Hearing.</li><li>Would like the opportunity to provide comments on the changes to the bylaw resulting from the public hearing prior to</li></ul>	<p>Comments relate to process rather than the content of the Bylaw.</p>

<p>Councils' consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading.</p> <ul style="list-style-type: none"> <li>• Would like the RV section to be a referendum question for the municipal election.</li> <li>• Bylaw adoption should be put on hold until there is more clarity around the RV section</li> <li>• Speaking Order at the hearing was very confusing. Operator did not allow the person who registered to speak at the hearing to speak first.</li> </ul>	
<p><b>Section 1.8</b></p> <ul style="list-style-type: none"> <li>• Developed lot should be a defined term in the LUB.</li> </ul>	<p>The term "developed lot" is used in Section 8.23- Recreational Vehicles. The lack of clarity around what constitutes a "Developed" lot has been an issue with the current LUB.</p> <p>MPS agrees with this comment and recommends the following definition be inserted into Section 1.8 in alphabetical order and that the remaining provisions be renumbered as required.</p> <p><i><b>"Developed lot" means a lot on which a habitable single detached dwelling has been constructed.</b></i></p>
<p><b>Section 8.1</b></p> <ul style="list-style-type: none"> <li>• Section 8.1.2(a)(viii) "accessory buildings shall not be more than 9.7m (32.0 ft.) in height and not exceed height of main building" this same provision is not included in 8.1.1(a). To improve consistency, it should be removed from this section, because it is already addressed in section 11 (in the district regulations).</li> </ul>	<p>MPS supports deleting 8.1.2(a)(viii). The same provision is included in the R2 District provisions (Section 11.4).</p>
<p><b>Section 8.11</b></p> <ul style="list-style-type: none"> <li>• Section 8.11(3)(b) should allow for stairs or lifts. There are at least 2 lifts in the Summer Village to provide access to the water.</li> </ul>	<p>MPS supports the recommended change to 8.11(3)(b)</p>
<p><b>Section 8.13</b></p> <ul style="list-style-type: none"> <li>• The term "primary structures" is used in 8.13.4 but it is not defined in the bylaw.</li> </ul>	<p>MPS recommends that "primary structure" be deleted and be replaced with "principal building".</p>
<p><b>Section 8.23</b></p> <ul style="list-style-type: none"> <li>• 4 RVs on a lot (developed or undeveloped) seems like a lot of RVs. Would prefer to see new buildings be developed or have higher taxes for RVs on lots.</li> </ul>	<p>The RV regulations should be clear, and easy to consistently interpret and enforce. The allowable density for RVs on a lot should not exceed the average area of the lot (including required setbacks and parking requirements). RV regulations should also take into consideration impacts on the lake, adjacent properties and the Summer Village's road network.</p>



- RVs should be allowed to be parked on a driveway and not have to conform to the minimum setback requirements for an accessory building. They should be treated like a vehicle.
- RV pads should not have to be hard surfaced or gravel. If they are then the Summer Village will look and feel like a campground when RVs are not around. Additionally, a requirement for hard surfacing could increase the amount of non-permeable surface on a lot and result in increased surface water runoff towards the lake.
- RV pads should not have to be marked out or identified with markers on a lot.
- Request an additional opportunity to review changes to this section resulting from the public hearing before Council proceeds to 2<sup>nd</sup> and 3<sup>rd</sup> reading
- In the current, approved LUB (and in the first read draft LUB) there do not appear to be regulations that identify where an RV can be located on a lot and what setbacks would apply (other than restricting placement of an RV in a lake front yard). How with the new LUB impact existing RVs on lots in the Summer Village?
- Because of the topographical features on some lots it may be difficult to meet the required setbacks for an RV. Will there be discretion available in these situations?
- The LUB should allow for additional RVs during special events (Canada Day, etc.) Will this be possible?

MPS would support enabling RV's to be parked within the front yard setback on a driveway (within the roadside yard on a lot) if the maximum number of RVs allowed on a lot were lower (1 RV). As currently proposed, this could result in up to 4 RVs parked on a lot in very close proximity to the road. RVs have a much greater height and length than most vehicles and, as a result, the impact on traffic safety (visibility) could be significant. The roads in the Summer Village are used by vehicles and are also used as walkways/trails. To improve safety for residents it is important to ensure that visibility is maintained. This is the same reason fence heights are normally restricted in front yards.

No change is recommended at this time. Council may wish to consider the width of the roads (developed and undeveloped) to determine if, there is enough of a setback beyond the developed surface of the road to safely park RVs within the yard setback.

Regarding surfacing requirements for RV stalls; one of the proposed revisions to Section 8.23 presented by MPS at the Public Hearing was to enable RVs to be located on hard **or soft surfaced stalls**. This regulation could be further revised as follows:

***"8.23(2) All RVs must be located within approved RV stalls. Stalls can be hard or soft surfaced. Soft surfacing may include gravel or grass surfaces. However, the stall location and boundaries of the stall must be clearly delineated at all times on the site to the satisfaction of the Development Authority Officer."***

The Summer Village's current LUB does not clearly state where an RV can be located on a lot. The changes proposed by MPS at the public hearing would provide more clarity regarding where an RV can be located on a lot (developed and undeveloped). Regarding existing RVs, if they conformed to the requirements in the LUB that was in effect when the development was approved, then they will be considered legal non-conforming buildings after then new bylaw is adopted.

More information about development on a specific site and information about the development history on the site would be required in order for MPS to provide a comment about whether or not the existing RV on the lot in question would be considered legal non-conforming. The speaker may wish to contact MPS to discuss their specific situation in more detail.

Where existing lot dimensions or lot topography would make it unfeasible to meet the setback requirements for an RV stall, the landowner could apply for a variance to the setback requirements.

	<p>At the Public Hearing MPS recommended that the following provisional be included in section 8.23 to provide for additional RVs with a "special event permit".</p> <p><b><i>"11. Notwithstanding Sections 8.23.5, 8.23.6 and 8.23.10, additional RVs may be allowed on a temporary basis with the approval of a Special Event Permit. Special Event Permits must be applied for a minimum of 2 weeks in advance of the special event and when issued, must be posted on the site in a conspicuous location during the special event."</i></b></p>
<p><b>Section 8.27</b></p> <ul style="list-style-type: none"> <li>Is it necessary to remove sea cans, and how long would you expect people to actually get rid of them?</li> </ul>	<p>The current LUB does not regulate sea cans, as such a sea can, that meets the National Building and Safety Code requirements for an accessory building could be located and used on a lot in the Summer Village with an approved Development Permit. Sea cans that have been placed on a lot without a permit are not allowed and should be removed. Alternately, the landowner could apply for a development permit for an accessory building (before the new LUB is approved). The Summer Village can initiate enforcement action at anytime to remedy a non-complying building or use however, often enforcement action is often not undertaken unless a complaint is received. The specific timeframe for compliance would be indicated in the enforcement letter and is at the discretion of the development authority.</p> <p>After the new LUB is approved, if it is approved as currently drafted, sea cans will not be allowed to be placed on a lot or used as accessory buildings. This regulation will apply to sea cans placed on a lot before the LUB was approved with no development permit and new sea cans. After the new LUB is approved the Development Authority will not be able to issue a permit for a sea can unless the sea can complies with Section 8.27(2).</p> <p>No change recommended at this time.</p>
<p><b>Sections 10 and 11</b></p> <p>The maximum area for an R1 lot should not be the same as the minimum area for a R2 lot.</p>	<p>The size of a lot or the issuance of a subdivision approval, cannot does not change the district that has been applied to the lot(s) in the LUB. In order for the district to change, an amendment to the LUB would have to be approved by Council.</p> <p>No change is recommended at this time.</p>



## SUMMARY OF RECOMMENDATIONS MADE BY MPS AT THE PUBLIC HEARING

*Note: Additional revisions have been incorporated into this section to reflect testimony from presenters at the public hearing. Where included below, these additional changes are identified in yellow highlighting.*

### Section 1

Insert the following definition into Section 1.8 in alphabetical order and renumber the remaining definitions as required.

*"Developed lot" means a lot on which a habitable single detached dwelling has been constructed.*

### Section 2

Delete 2.2.(2):

~~*"All applications for a development permit pursuant to this bylaw shall be made to the Development Authority on the form provided by the municipality."*~~

### Section 4

Delete 4.4.6 and replace with the following:

*"4.4.6 If the applicant fails to submit all the outstanding information and documents on or before the date referred to in Part 4.5.5, the application is deemed refused."*

Delete 4.5.7 and replace with the following to correct the typo in the subsection references:

*"Despite that the Development Authority Officer has issued an acknowledgment under Part 4.5.4 or Part 4.5.5, in the course of reviewing the application, the Development Authority Officer may request additional information or documentation from the applicant that the Development Authority Officer considers necessary to review the application."*

### Section 7

Delete 7.3.1 and replace with the following to more closely reflect the wording in the MGA:

*"7.3.1 After reasonable notice (a minimum of 48 hours) to the owner or occupier in accordance with the Municipal Government Act, a Designated Officer may enter property at reasonable times (generally to mean 7:30 AM to 10:00 PM) to ascertain if bylaw requirements are being met."*

Delete 7.3.1 and replace with the following:

*"7.3.2 Notice can be given to the owner or occupier of the lands in writing by one of the following means:*

- a. Delivery to the person personally;*
- b. By leaving a copy for the person at the person's usual place of residence with someone residing at that residence who has the appearance of being at least eighteen (18) years of age;*
- c. By recorded mail to the person's last known mailing address;*
- d. If an owner, by recorded mail to the owner's registered address on title; or*
- e. In the case of a corporation or partnership, by personal service upon a Director, Officer or Person apparently in charge of the corporation's office, or by mailing a copy to such person by recorded mail to the address for service listed with the Alberta Corporate Registry;"*

## Section 8

Delete 8.1.2(a)(viii). The same provision is included in the R2 District provisions.

Revise 8.11(3)(b) to include *"lifts"* or stairs.

Delete 8.13.4 and replace with the following:

*"All combustible material piles should be stored a minimum of 10.0 m (32.8 ft) from the principal building and propane tanks."*

Delete 8.16.1 and replace with the following:

*"A stop order may be issued at any time if, in the opinion of the Development Authority, the operator of a home occupation has violated any provisions of this bylaw or conditions of the approval of the development permit."*

Delete 8.18.9 and replace with the following:

*"At the time of subdivision, or as a condition of a development permit, the applicant may be required at the discretion of the Subdivision or Development Authority, as a condition of an approval to provide to the Summer Village security by way of certified deposit funds or an irrevocable letter of credit for up to the value of 125% of estimated landscaping costs. The approved landscaping shall be completed in accordance with this bylaw and the approved landscaping plan, shall be completed within one year of the date of approval, and shall be maintained for a two-year period following approval. If the landscaping is not completed within the one-year period, or the landscaping is not maintained for the two-year period, the security provided to the Summer Village may be used by the Summer Village to undertake the landscaping work. The security shall be released to the applicant, upon written request, once an inspection demonstrates to the satisfaction of the Development Authority that the landscaping was completed and has been satisfactorily maintained for the two-year period."*

**Note:** At the public hearing it was noted by one of the presenters that there was a typographical error relating to this recommendation. The regulation was misidentified as "8.16.1". The error has been corrected in this report.

Delete Section 8.23 in its entirety and replace with the following:

### **"8.23**

1. *No recreational vehicle (RV) shall be located on a lot within the Summer Village without an approved development permit for an RV stall.*
2. *All RVs must be located within approved RV stalls. Stalls can be hard or soft surfaced. Soft surfacing may include gravel and/or grass surfaces. However, the stall location and boundaries of the stall must be clearly delineated at all times on the site to the satisfaction of the Development Authority Officer.*
3. *No more than one RV may be located within an approved RV stall.*
4. *A development permit application for an RV stall on a lot shall indicate:*
  - a. *where the RV will be placed on a lot;*
  - b. *The means by which the stall area will be delineated on the lot (markers, posts, pad etc.);*
  - c. *If the RV placed in the lot is intended to remain temporarily, seasonally or year-round;*
  - d. *how potable water, wastewater, and utilities shall be provided; and*
  - e. *where required parking shall be provided on the lot.*

5. A maximum of one RV stall is permitted on a developed lot in the R1 and R2 Land Use Districts with a development permit. The RV stall may be required to include connections to an approved wastewater system and power source, complying with current provincial requirements.
6. A maximum of two RV stalls may be permitted on undeveloped lots in the R1 and R2 Land Use Districts with a development permit. RV stalls may be required to include connections to an approved wastewater system and power source, complying with current provincial requirements.
7. RV stalls on an undeveloped lot shall adhere to the front, rear, and side yard requirements for dwellings (first RV) and accessory buildings (any RV after the first RV) identified in the applicable Land Use Districts.
8. RV stalls on a developed lot shall adhere to the front, rear, and side yard requirements for accessory buildings identified in the applicable Land Use Districts.
9. RVs shall not be located within a front yard on a lakefront lot.
10. Notwithstanding Sections 8.23.5 and 8.23.6, the development authority may approve a development permit for the establishment of one additional RV stall on lots within the R1 district and up to two additional RV stalls on lots in the R2 District.
11. Notwithstanding Sections 8.23.5, 8.23.6 and 8.23.10, additional RVs may be allowed on a temporary basis with the approval of a Special Event Permit. Special Event Permits must be applied for a minimum of 2 weeks in advance of the special event and when issued, must be posted on the site in a conspicuous location during the special event.
13. RVs shall not be permitted to dispose of wastewater or greywater on the ground within the Summer Village.
14. One onsite vehicle parking stall (that complies with Section 8.21 – Parking and Access) must be provided for each proposed recreational vehicle stall on a lot.
15. Permits for RV stalls shall not be approved where it cannot be demonstrated that there is sufficient room on the site to accommodate the RV stall and required parking stalls entirely within the boundaries of the lot."

