

SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, December 14th, 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)	December 14 th , 2021 Regular Council Meeting <i>(that Council approve as is or with additions/deletions as amended)</i>
3.	<u>Minutes:</u> pages 1-5	a)	November 16 th , 2021 Minutes <i>(that Council approve as is or with additions/deletions/changes)</i>
4.	<u>Appointments or Delegation</u>		N/A
5.	<u>Public Hearings</u>	a)	N/A
6.	<u>Bylaws:</u> Bylaw 10-2021 pages 6-14 Bylaw 01-2022 Traffic Bylaw pages 15-28	a)	Procedural Bylaw – Council has reviewed and amended Bylaw 05-2020 in consideration of the Agenda and Order of Business section with regard to time-lines for delegations, reports & documents and agenda release, along with other amendments. As per motion #21-215 attached is the amended Procedural Bylaw 10-2021 presented for first reading. <i>(that Bylaw 10-2021, Council Procedural Bylaw be given second reading as presented or with amendments)</i> <i>(that unanimous consent of Council Procedural Bylaw 10-2021 as presented or with amendments)</i> <i>(that Bylaw 10-2021, Council Procedural Bylaw be given 3rd reading as presented or with amendments)</i>
		b)	Traffic Bylaw – attached is a copy of Bylaw 07-2018, Administration is requesting review of the Bylaw in order to give direction to proposed changes. <i>(that Council review Bylaw 07-2018, in preparation for 1st reading at the Council meeting in January, 2022).</i>

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7.	Business pages 29-41	a)	<p>Capital Region Assessment Services Commission – this item was deferred from the last meeting. The Summer Village of Island Lake has received a renewal for the Agreement that was in place with CRASC for Assessment Review Board services. Attached is the new renewal agreement for the period of January 1st, 2022 to December 31st, 2024. The significant changes in the new agreement are indicated in Paragraph 4.e, Responsibility for Providing Hearing Facilities (<i>this is a new clause in the Agreement</i>), and Paragraph 5, changes in fees Schedule "A", Paragraph 2. In this new Agreement, the Hearing fees for both LARB and CARB have increased from \$400 to \$800; Panelist Fees have increased from \$175 to \$200 for 4 hours or less; \$300 per panelist for each hearing day more than 4 hours but less than 8 hours, no change, however over 8 hours new rate is \$450; Assessment Clerk increase from \$650 to \$800 per day and Presiding Officer Fees of \$225 for less than four hours, \$400 per day for 4 – 8 hours and \$600 per day for hearing days exceeding 8 hours. Attached is a copy of the new Agreement as well as former copy of the Capital Regional Assessment Services Commission fee schedule from last year for comparative purposes. As per the MGA, this service must be in place.</p> <p><i>(that Council approve entering into a participant agreement with Capital Regional Assessment Services Commission and authorize execution of the Agreement for the provision of Assessment Review Board Services for 2022 – 2024)</i></p>
	pages 42-46	b)	<p>Taxervice Engagement Letter – the tax enforcement process typically adds many hours of time per roll number; accumulated at specific intervals over a multi-year period. Taxervice is a company that manages the entire tax arrears process until the taxes are paid, the property is redeemed, sold or the municipality takes title. Experience shows that delinquent ratepayers respond when municipalities bring in a third party to assist with tax arrears recovery, causing property taxes to be paid sooner in the tax recovery process and relieves administration and Council from having to deal with challenging individuals and complicated situations. Taxervice charges a fixed fee amount, rather than a percentage fee, and the costs incurred, including their fees are charged against the roll number subject to tax enforcement. Attached is an engagement letter for Council consideration.</p> <p><i>(that Council reviews the Taxervice Engagement Letter and this is brought back to a future meeting for consideration; or that Council approves execution of the Taxervice Engagement Letter for Management of Property Tax Arrears Recovery; or some other direction as given by Council)</i></p>

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		<p>c)</p> <p>Appeal Decision, 763TR, Block 1, Lot 12: 229 Lakeshore Drive North. On October 13th, 2021, the Subdivision and Development Appeal Board heard an appeal regarding the refusal of Development Permit Application No. 21DP07-04 issued on August 29th, 2021 for an "As Built" garage on lands described as Plan 763TR, Block 1, Lot 12; 229 Lakeshore Drive North. The Board determined that the Notice of Decision issued on Aug. 29/21 was valid and that the appeal be denied, based on the fact that the development is inconsistent with the Municipal Development Plan Bylaw No. 01-2021 (MDP) and the Land Use Bylaw No. 08-2021 (LUB). A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons. Subject only to an appeal on a question of law or jurisdiction, an appeal lies to the Alberta Court of Appeal from a decision of the SDAB. There is a thirty (30) day deadline to file and serve an application for permission to appeal to the Alberta Court of Appeal. The 30 days expired at end of day, November 29th, 2021. Next steps for the Summer Village include commencing a Court application seeking an order to remove the structure (assuming that is the desired outcome). That would involve preparing an application and having someone from the municipality (DO or CAO) complete an affidavit that provides all the required evidence. Prior to taking that action, it may be worth making inquiries through the land owners lawyer as to what his plans are, i.e. does he plan to remove it voluntarily, or submit an application requiring it to be relocated to an acceptable location (there may be a reason to delay a court application).</p> <p><i>(that Administration contact the lawyer for the landowner at Plan 763TR, Block 1, Lot 12: 229 Lakeshore Drive North to ascertain if there are plans to remove or relocate the garage prior to commencing a Court application to remove the structure)</i></p> <p><i>(that the Summer Village initiate a Court application seeking an order to remove the garage located at Plan 763TR, Block 1, Lot 12: 229 Lakeshore Drive North)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
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	pages 47-51	d)	<p>Request for Decision - Plan 763TR, Block 1, Lot 33R and Plan 763TR, Block 1, Lot 14R, both adjacent to Plan 763TR, Block 1, Lot 13, 231 Lakeshore Drive. On October 13th, 2021, the Summer Village of Island Lake became aware that unauthorized works was undertaken to the above noted lands. All vegetation down to mineral soil was removed and gravel with unknown origin or content was brought in to cover the area. The municipality was not provided with any plans, nor biophysical data in support of a request to undertake the works. The reserve lands have been dramatically altered. What is sought from Council is a plan by which the Municipality is to proceed to remediate the Lands. Attached is the Development Officers' Request for Decision report.</p> <p><i>(Council direction is required at meeting time)</i></p>
		e)	<p>2022 Interim Operating Budget – each year Council must pass an Interim Operating Budget until such time as the current year Operating and Capital Budget is approved. Best practice is to do this at the last meeting of the previous year.</p> <p><i>(that a 2022 Interim Operating Budget be approved at ½ of the 2021 Operating Budget and that this 2022 Interim Operating Budget cease to have any effect once the 2022 Operating and Capital Budget is approved)</i></p>
	pages 52-57	f)	<p>Alberta Provincial Police Service Transition Study – please refer to the undated letter received from Honourable Kaycee Madu, Alberta Minister of Justice and Solicitor General advising of municipal engagement sessions between January and March 2022 to discuss the report's findings. The closest in-person sessions are being held on January 12th in Westlock in the morning and in Athabasca in the afternoon; five virtual sessions are being held in the mornings of March 14th, 15th, 16th, 17th and 18th. The electronic links to the three reports are indicated in the letter.</p> <p><i>(that Council approve attendance of Council and/or Administration to participate in person or by virtual attendance, that Council accept the information and upcoming sessions for information; some other direction by Council at meeting time)</i></p>

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		g)	
		h)	
		i)	
		j)	
8.	<u>Financial</u>	a)	Income & Expense Statement – December, 2021
9.	<u>Councillors' Reports</u>		
		a)	Mayor Newton
		b)	Deputy Mayor Fisher
		c)	Councillor Wasmuth
10.	<u>Administration Reports</u>	a)	Bylaw Amendments – all amendments to a bylaw disappear when the bylaw they affect is rescinded. That is why it is so important to capture the amendments you want to keep in the new bylaw. Anything not included in the new bylaw is repealed when the bylaw they amend is repealed. This is relative to the previous Land Use Bylaw and as a result of that previous LUB being rescinded, any amending bylaws thereby have no force and effect because that original bylaw is no longer in effect.
		b)	Back Alley Realignment Project
		c)	Annexation Update

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		d)	Multiplex Draw Update								
		e)	Development Officer								
		f)	Community Peace Office Update								
11.	<u>Communication and Correspondence</u> page 58	a)	Government of Alberta – November 9 th , 2021 \$538.00 for FCSS November payment								
	page 59	b)	RCMP Mandated Retroactive Pay – letter from Shannon Stubbs, MP Lakeland								
	pages 60-61	c)	<p>Municipal Sustainability Initiative (MSI) Grant Funding – attached is the October 29th, 2021 email from Island Lake grant coordinator Heather Luhtala on the recent announced estimated funding amounts for our 2022 and 2023 years. MSI Operating funds will remain the same at \$9,575 but the Capital funds are being decreased significantly (at 40.6% of the 2021 allocation):</p> <table><tr><td></td><td><u>2021</u></td><td><u>2022</u></td><td><u>2023</u></td></tr><tr><td>MSI Capital allocations:</td><td>\$145,921</td><td>\$59,174</td><td>\$59,174</td></tr></table> <p>This is going to have a very dramatic and detrimental affect on our 2022 and future capital budgets.</p>		<u>2021</u>	<u>2022</u>	<u>2023</u>	MSI Capital allocations:	\$145,921	\$59,174	\$59,174
	<u>2021</u>	<u>2022</u>	<u>2023</u>								
MSI Capital allocations:	\$145,921	\$59,174	\$59,174								
13.	<u>Closed Session</u>										
14.	<u>Adjournment</u>										

Next Meetings: January 18th, 2022
 February 15th, 2022
 March 15th, 2022
 April 19th, 2022

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 16TH, 2021
VIA TELECONFERENCE/ZOOM

Council: Mayor Chad Newton
Deputy Mayor Alan Fisher
Councillor John Wasmuth

Administration: Chief Administrative Officer, Wendy Wildman

Public at Large: 0 in person /5 via zoom

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 4:31 p.m.
2.	AGENDA 21-229	MOVED by Councillor Wasmuth that the November 16 th , 2021 Agenda be approved with the following addition: 7. h) -status of required changes to the Island Lake website -status update of property appraisals on back-alley re-alignment -status of advertising for new Development Officer CARRIED
3.	MINUTES 21-230	MOVED by Councillor Wasmuth that the October 19 th , 2021 Council Meeting Minutes be approved as presented. CARRIED
4.	APPOINTMENTS	4:45 p.m. Jane Dauphinee, Municipal Planning Services (Annexation Application Cost Estimate) 5:15 p.m. James McDonald, Executive Director, Northern Lights Library System, Service Presentation
5.	PUBLIC HEARINGS	N/A
6.	BYLAWS <i>Bylaw 10-2021</i> 21-231	MOVED by Councillor Wasmuth that Bylaw 10-2021 being a Bylaw to regulate the procedure and conduct of Council Meetings be given 1 st reading with the following amendments:

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COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 16TH, 2021
VIA TELECONFERENCE/ZOOM

		<p>Definitions:</p> <p>2 a) add an example at the end of the clause (example: if a Council meeting is scheduled on a Tuesday then the 5 business days prior would be the Tuesday prior, subject to no general holidays occurring during this time)</p> <p>2 a) change "than" to "then"</p> <p>2. k) add brackets around the s in Meetings in 2 places</p> <p>Agendas and Order of Business:</p> <p>Clause 15. Remove the comma and word "and" from the first line</p> <p>Clause 16. Add to the first line "and post to the Island Lake website" ... of each Council Member and post on the Island Lake website a copy of the agenda.....AND change two (2) business days to three (3) business days in the last line. Also change "posted" to "post" in both references</p> <p>Participation by Delegations:</p> <p>Clause 39 – remove "in its letter" from the existing Clause 39</p> <p>Clause 42..... "Notwithstanding Section 37, delegations that have not applied"</p> <p>Clause 42 – in the first line change "Members" to "Council" and remove the "the" in the fourth line outline, Council shall determine....</p> <p>Move the amended Clause 42 up to become Clause 39 and renumber remaining Clauses</p> <p>Clause 45 – add to the first line "of each respective Council meeting" unapproved minutes of each respective Council meeting will be sent to Councilof the existing Clause 45</p> <p style="text-align: right;">CARRIED</p>
7.	BUSINESS 21-232	<p>MOVED by Mayor Newton that the Summer Village proceed with Phase I of the Annexation Proposal as agreed to with Municipal Planning Services in the estimated amount of \$4,780.00, and that</p>

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		<p>Athabasca County be contacted early in this process to determine if they are going to contest this proposed annexation.</p> <p style="text-align:right">CARRIED</p>
21-233		<p>MOVED by Mayor Newton that in consideration of the value received for the dollars contributed to the Northern Lights Library System by the Summer Village of Island Lake, that motion #21-81 made April 20th, 2021 be rescinded.</p> <p style="text-align:right">CARRIED</p>
21-234		<p>MOVED by Mayor Newton that with respect to the Traffic Study and Safety Recommendations provided by WSP Canada Inc, the Summer Village proceed with the low-cost items recommended by Deputy Mayor Fisher, that these costs be included in the 2022 budget and that Council further review costs for digital display speed signs during their 2022 budget deliberations:</p> <ol style="list-style-type: none">1. Complete road divider line painting as outlined in the document a. both of the roads (3.25 km) will have divider lines painted at an estimated cost of \$3,250.002. Speed humps with signage – continue to use humps already purchased, look at potential signage "Playground Ahead"3. Shared Use Lane Signs – WSP has suggested installing one shared lane sign at the start of each road at a cost of \$500.00 each4. Recommend that we confirm that each road has a speed limit sign at each end. The cost to supply and install each sign is estimated to be \$500.00, maximum investment \$2,000.00 <p>Total cost to implement all of the suggestions is \$6,250.00 plus the cost of info signage and painting on roadway.</p> <p style="text-align:right">CARRIED</p>
21-235		<p>MOVED by Councillor Wasmuth that Rainbow Williams, John Roznicki, Gerald Stark, Denis Meier and Jamie Kraleby be appointed Board Members to the Subdivision and Development Appeal Board for the Summer Village of Island Lake.</p> <p style="text-align:right">CARRIED</p>
21-236		

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	21-237	<p>MOVED by Mayor Newton that the Muniware Software Support Agreement and Software License Agreement for 2022 be approved and execution authorized.</p> <p style="text-align: right;">CARRIED</p>
	21-238	<p>MOVED by Mayor Newton that the information provided by the Athabasca Regional Waste Management Services Commission on the increase in member requisitions for 2022 be accepted for information, and that Deputy Mayor Fisher follow up directly with Commission Manager Robert M. Smith on matters as discussed.</p> <p style="text-align: right;">CARRIED</p>
	22-239	<p>MOVED by Councillor Wasmuth that the December 21st Council meeting be re-scheduled to December 14th, 2021.</p> <p style="text-align: right;">CARRIED</p>
	22-240	<p>MOVED by Mayor Newton that Administration forward Council members an email update on the following matters:</p> <ul style="list-style-type: none"> -website changes -property appraisals -Land Use Bylaw amending bylaws -interviews for Development Officer position <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Wasmuth that the Development Officer position continue to be advertised as follows:</p> <ul style="list-style-type: none"> -post back on AUMA website -in the Alberta Weekly Newspaper Association 3 more times (was only run once, pay for 3 get 4th free) <p style="text-align: right;">CARRIED</p>
8.	FINANCIAL REPORT 21-241	<p>MOVED by Mayor Newton that the Financial Report for November 2021 be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	COUNCIL REPORTS 21-242	<p>MOVED by Mayor Newton that the Council reports be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>

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10.	ADMINISTRATION REPORTS 21-243	MOVED by Mayor Newton that the Administration Reports be accepted as presented. CARRIED
11.	INFORMATION & CORRESPONDENCE 21-244	MOVED by Mayor Newton that the following correspondence and Information Items be accepted as presented: <ul style="list-style-type: none">- Government of Canada - \$1,741, Canada Summer Jobs Grant, October 18, 2021- Fortis Alberta, Update for Government & Stakeholders, Oct. 26/21- Summer Village of Alberta – Nomination to the AUMA Board of Directors, Oct. 27/21- 21DP11-04 – Construction of an addition to an existing single family dwelling; 26 Lakeshore Drive- Development Officers Report CARRIED
	CLOSED MEETING	N/A
13.	ADJOURNMENT	The meeting adjourned at 7:45 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE IN THE
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND
CONDUCT OF COUNCIL MEETINGS.**

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

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

Citation

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

Definitions

2. In this Bylaw:
 - a) "Business Day" means every day but Saturday, Sunday and general holidays in the Province of Alberta as defined in the *Employment Standards Code*; (i.e. if a Council meeting is scheduled on a Tuesday, then the 5 business days prior would be the Tuesday prior, subject to no general holidays occurring during this time);
 - b) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Island Lake;
 - c) "Chair" means the Mayor, Deputy Mayor or other person authorized to preside over a Meeting;
 - d) "Closed Session" means a portion of a Meeting of Council without the presence of the public, except for those invited by Council, where the matter to be discussed falls within one of the exceptions to disclosure in Division 2 of Part 1 of the FOIPP Act; at which no resolution or Bylaw may be passed, except a resolution to revert to a Meeting held in public;
 - e) "Council" means the Mayor and Councillors of the Summer Village of Island Lake for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - f) "Delegation" means any person that has permission of Council or the CAO to appear before Council to provide pertinent information and views about the subject before Council;
 - g) "Deputy Mayor" shall mean the member selected by Council to preside at

- a Meeting of Council in the absence of the Mayor, who shall have the duties and obligations prescribed by the *Municipal Government Act*;
- h) "FOIPP" means the *Freedom of Information and Protection of Privacy Act of Alberta*.
- i) "Mayor" shall mean the member selected by Council at the annual organizational Meeting to hold that position and to preside at Meetings of Council;
- j) "Member" means a Councillor;
- k) "Meeting(s)" means Meeting(s) of Council;
- l) "Municipality" means the Municipality of the Summer Village of Island Lake, a municipal corporation in the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- m) "Public Hearing" is a pre-advertised segment of the Council Meeting that Council is required to hold pursuant to the provisions of the *Municipal Government Act* or another enactment; and
- n) Quorum" means the minimum number of Members that must be present at a Meeting for business to be legally transacted.

Application and General Rules

- 3. This Bylaw applies to all Members attending Meetings, as well as to Delegations and other members of the public appearing at Meetings.
- 4. The procedures contained in this Bylaw shall be observed in Council Meetings.
- 5. A Member may participate in any Meeting through electronic means and, when they do so, they are deemed to be present at the Meeting.
- 6. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Robert's Rules of Order Newly Revised*.

Council Meetings

- 7. The regular Meetings and times of Council shall be established by resolution of Council at its annual organizational Meeting.
- 8. Special Meetings of Council shall be established as required by Council in accordance with the requirements of the *Municipal Government Act*. and the public shall be given notice accordingly.
- 9. Council by resolution, may establish other Council Meeting dates.
- 10. Quorum for a Meeting of Council is as set out in the *Municipal Government*

Act.

11. As soon after the hour of which the Meeting of Council was called, and a Quorum is present, the Mayor shall act as Chair and call the Meeting to order.
12. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the Meeting was called, and a Quorum is present, the Deputy Mayor shall act as Chair and call the Meeting of Council to order.
13. If a Quorum is not present within thirty (30) minutes after the time fixed for the Meeting, the CAO shall record the names of the members present and the Meeting shall stand adjourned until the next Meeting.

Agendas and Order of Business

14. Prior to each Council Meeting, the CAO shall prepare a statement of the order of business to be known as the "agenda" of all matters to be brought before the Meeting. To enable the CAO to do so, all reports and other supporting documents intended to be dealt with at the Council Meeting, including applications by Delegations to be heard, shall be received by the CAO not later than 1:00 p.m. on a Business Day at least five (5) Business Days before the Council Meeting.
15. Reports and other supporting documents related to items on the agenda, ~~and~~ that are received less than five (5) Business Days prior to the Meeting will be accepted only upon the approval of Council and only if the matter is time critical, otherwise the additional material and the affected item on the agenda will be deferred to the next scheduled Meeting.
16. The CAO shall place at the disposal of each Council Member ~~and post to the Island Lake website~~ a copy of the Agenda for the Meeting and all supporting materials not later than 4:30 p.m. ~~two (2)~~ **three (3)** Business Days before the Meeting.
17. The business intended to be dealt with at a Council Meeting shall be stated in the agenda in the following order of business where applicable:
 - a) Call to Order
 - b) Adoption of Agenda
 - c) Adoption of Minutes
 - d) Delegations

- e) Public Hearings
 - f) Bylaws
 - g) Business
 - h) Financial
 - i) Council Reports
 - j) Administrative Reports
 - k) Correspondence
 - l) Closed Session
 - m) Adjournment
18. The Chair, in his or her sole discretion, may deviate from the order of business to accommodate special circumstances or to ensure effective and efficient use of time.
19. Additional agenda items may be added to the agenda prior to adoption of the agenda by a majority vote of the Members in attendance.

Conduct of Meetings

20. No Member or Delegation may speak at a Meeting until recognized by the Chair.
21. The Chair, in his or her sole discretion, may authorize any member of the public in attendance at the Meeting to address the Members but only on the topic being discussed at that time and within the time limits specified by the Chair.
22. Unless otherwise determined by the Chair, no matter may be debated or voted on at a Council meeting unless it is in the form of a motion.
23. A Member may move a motion whether or not the Member intends to support it.
24. A motion does not require a seconder.
25. The Chair may enter into any debate and propose motions in the same manner as any Member without relinquishing conduct of the Meeting.

Municipal Government Act RSA 2000 Chapter M-26
Part 5, Section 145

26. A motion may be withdrawn by the Member who made it at any time before voting unless another Member in attendance at the Meeting objects to the motion being withdrawn.
27. Voting on all matters shall be done by raising of the hand or any other clear manner that they may be easily counted by the Chair
28. Any Member can call for a recorded vote in which case the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
29. Where a motion under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.
30. When required to do so by the *Municipal Government Act*, Council will provide reasons why a motion was defeated.
31. The following motions are not debatable by Members:
 - a) Adjournment;
 - b) to take a recess;
 - c) question of privilege;
 - d) point of order;
 - e) to limit debate on a matter before members;
 - f) on division of a question;
32. The Chair shall preserve order and decorum and shall decide questions of order. Decisions of the Chair shall be final unless reversed or altered by a majority vote of Members present.
33. After any question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.
34. A Meeting that has been duly convened but not terminated may be adjourned to a fixed future date. The object of adjourning is to finish the business that the Meeting was called to transact in the first place but which has not been completed.
35. Before going into a Closed Session of a Meeting, a motion must be approved that identifies the basis on which, under an exception to disclosure in Division 2 of Part 1 of the FOIPP Act, the part of the Meeting that is to be closed. No minutes, notes, or recordings of the discussions in a Closed Session will take

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place and any printed reports provided to the Members will be retrieved by the CAO.

36. Recordings and recording devices:
- a) Meetings may not be filmed or recorded in any manner, except as specifically authorized by the Chair.
 - b) No person may use a mechanical or electronic recording device at a Public Meeting or a Public Hearing. All such devices must be removed from the Meeting room.
 - c) For certainty, mobile/cellular telephones do not have to be removed from the Meeting room, but must not be used to film or record any Meeting, except as specifically authorized by the Chair.
 - d) Any person who fails to comply with this section may be ordered by the Chair to leave the Meeting room.

Participation by Delegations

37. A Delegation seeking to be heard at a Council Meeting shall apply by addressing a letter or other written communication to the CAO briefly outlining the subject to be discussed. The letter shall contain the full name of the writer, the postal address and/or the email of the writer, and shall include any documents that the Delegation wishes the Members to consider at the Meeting. If the Delegation wishes to appear in person or virtually before Council on the matter, it shall be so stated in the letter. The application letter must be delivered, mailed or emailed to the CAO. The letter must be received by the CAO on or before 1:00 p.m. on a business day at least five (5) Business days immediately preceding the Meeting at which it is to be presented.
38. A Delegation that has properly applied to be heard shall be added to the Meeting agenda. If more than one Delegation applies to be heard on substantially the same issue the CAO, in consultation with Council, may deny an application by any Delegation whose presentation, in the opinion of the CAO and Council, will substantially duplicate that of another Delegation.

Clause 42 moved up to 39

39. **Notwithstanding Clause 37**, delegations that have not applied to be heard in accordance with Section **45-37** may, in the sole discretion of the Chair, be granted a brief opportunity to outline the matter they wish to present to the Council Meeting and following that outline, **the Members Council** shall determine if the Delegation is to be granted time to present the matter outlined.
40. A Delegation shall be entitled to a maximum of fifteen (15) minutes to present the matter outlined in its letter to the Meeting. The Chair may grant additional time to a Delegation in his or her sole discretion.

41. Where a Delegation consists of more than one person, only one person may speak on behalf of the Delegation or as determined by the Chair or Council at Meeting time.
42. A Delegation may not bring substantially the same question or issue before a Council Meeting more than three (3) times within a 12-month period unless, in the opinion of Council, new and compelling information comes to light which would warrant the Delegation to speak additional times within the 12-month period.
43. Members of the public who attend a Meeting may not address the Meeting without permission of the Chair, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of Members. Should the behavior of a Member or members of the public in attendance at a Meeting become unruly, the Chair may direct that person to leave the Meeting immediately.

Preparation of Minutes

44. After each Council Meeting, the CAO shall prepare a statement of what was done at the Meeting which will be known as the "minutes" of the Meeting. The minutes will be the written record of the proceedings of the Meeting and will be a record of what was done at the Meeting, and not what was said at the Meeting.
45. A copy of the unapproved minutes will be sent to Council of each respective Council meeting within five (5) Business Days and posted to the website as unapproved minutes of each respective Council meeting within ten (10) Business Days. Once the minutes have been approved at a subsequent Council Meeting, the approved minutes will be posted to the website within three (3) Business Days.
46. The CAO may delegate any duties related to the preparation of the Council Meeting Minutes to a recording secretary.
47. If a Member of Council arrives late, leaves before the Meeting is adjourned, or is temporarily absent from the Meeting, it shall be so recorded in the Minutes.

Bylaws

48. Where a Bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the Bylaw to appear on the agenda in the appropriate place.
49. Every Bylaw shall have three readings.

50. After a Councillor has made the motion of the first or second reading of the Bylaw, Council may:
 - a) debate the substance of the Bylaw; and
 - b) propose and consider amendments to the Bylaw.
51. A proposed amendment shall be put to a vote and if carried, shall be considered as having been read a first time and incorporated in the Bylaw.
51. Public Hearings, when required or requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the requirements of the *Municipal Government Act*.
53. Unless the Councillors present at a Council Meeting unanimously agree that a Bylaw may be presented to Council for a third reading at the same Meeting at which it has received two readings, the Bylaw shall not be given more than two readings at one Council meeting.
54. Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw, unless another method is specifically authorized by the *Municipal Government Act* or another enactment.

General

55. If any portion of this Bylaw is declared invalid by a Court of Competent Jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is shall be deemed valid.
56. Bylaw No. 05-2020 is hereby repealed.
57. This Bylaw will come into force and effect upon third and final reading.

READ a first time this 16th day of November, 2021.

Mayor, Chad Newton

Municipal Government Act RSA 2000 Chapter M-26
Part 5, Section 145

Chief Administrative Officer, Wendy Wildman

READ a second time this day of , 2021.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

READ a third and final time this day of , 2021.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

BYLAW NO. ~~07-2018~~01-2022
SUMMER VILLAGE OF ISLAND LAKE
Municipal Government Act RSA 2000 Chapter M-26
Part 2 Section 7 (d) & 7 (i), and Section ~~8-9~~ (a)
(b)
Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

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A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE PROVINCE
OF ALBERTA, FOR MATTERS RELATED TO THE
CONTROL OF VEHICLE, ANIMAL AND PEDESTRIAN ~~MOVEMENT AND~~
TRAFFIC

WHEREAS under the Authority of the Municipal/ Government Act RSA 2000 Chapter M26,
~~S~~ections 7 (d) and (i), ~~98~~ (a) and (b) authorizes Council to pass bylaws respecting transport
and transportation systems; and

WHEREAS the Traffic ~~S~~safety Act R.S.A. 2000 T-06, as amended, Part 1 Division 3 Sections 13
(1) and 13 (2) provides that the Council of a Municipality may pass bylaws for the regulation
and control of vehicle, animal, and pedestrian traffic;

AND WHEREAS the intent of this Bylaw is to regulate and control vehicle, animal and
pedestrian traffic; to be compatible with the normal activities of urban life while recognizing
the recreational nature of the municipality,

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

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1. BYLAW TITLE

This Bylaw may be cited as ~~t~~"The "Control of Vehicle, Animal and Pedestrian ~~Traffics~~
Bylaw".

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2. DEFINITIONS

Any word, expression or term used in this Bylaw shall have the same meaning as
~~in the said respective Act referenced above~~; and for the purpose of this Bylaw,
unless the context otherwise requires:

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2.1 "Act" means the Municipal/ Government Act, R.S.A, 2000, c. M-26 and amendments
thereto;

2.2 "Alley" means a narrow highway providing access to the rear of buildings
and parcels of land.

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Control of Vehicle Animal and Pedestrian ~~Traffic~~
Summer Village of Island Lake

BYLAW NO. ~~07-2018~~ 01-2022
SUMMER VILLAGE OF ISLAND LAKE
Municipal Government Act RSA 2000 Chapter M-26
Part 2 Section 7 (d) & 7 (i), and Section ~~8-9~~ (a)
(b)
Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

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2.3 "Bicycle" includes any cycle propelled by human power or electric power (e-bike) upon which a person may ride, regardless of the number of wheels it may have.

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2.4 "Boulevard" means, in an urban area, that part of a highway that is not roadway, and is that part of the sidewalk that is not especially adapted to the use of, or ordinarily used by, pedestrians.

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2.5 "Centre line" means

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(i) the centre of a roadway measured from the curbs or, in the absence of curbs, from the edges of the roadway;

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(ii) in the case of a highway

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(A) that is an offset centre highway as designated by a traffic control device, or
(B) that is a highway having a certain number of traffic lanes for traffic moving in a certain direction at all times or at specified times as designated by a traffic control device,

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the line dividing the lanes for traffic moving in opposite directions, or

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(iii) in the case of a divided highway, that portion of the highway separating the roadways for traffic moving in opposite directions;

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2.6 "Chief Administrative Officer" means a person appointed to a position under section 205 of the Municipal Government Act;

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2.7 "Council" means the Municipal Council for the Summer Village ~~and including~~ the Chief Elected Official;

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2.8 "Driver" or "Operator" means a person who drives or is in actual physical control of a vehicle.

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2.9 "Highway" ~~"highway"~~ means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes

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(b)

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Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

- ~~(i) a sidewalk, including a boulevard adjacent to the sidewalk,~~
~~(ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and~~
~~(iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between a fence and one side of the roadway, all the land between the fence and the edge of the roadway, as the case may be,~~

~~But does not include a place declared by regulation not to be a highway;~~

2.10 "Owner" ~~includes any person renting a motor vehicle or having the exclusive use thereof under a lease or otherwise for a period of more than 30 days. means the person who owns a vehicle and includes any person renting a vehicle or having the exclusive use of a vehicle for a period of more than 30 days or otherwise having the exclusive use of a vehicle for a period of more than 30 days;~~

2.11 "Park" ~~or "Parking"~~ when prohibited, means allowing a vehicle (whether occupied or not) to remain standing in one place, except:

- 2.11.1 when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or
- 2.11.2 when standing in obedience to a peace officer or traffic control device.

2.12 "Peace Officer" means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Alberta Peace Officer Act, or a Municipal Bylaw Enforcement Officer appointed by the Summer Village of Island Lake;

2.13 "Pedestrian" means a person ~~on a~~foot or a person in a wheel chair ~~or on a mobility aid.~~

2.14 "Recreation Vehicle" means ~~a vehicular type unit primarily designed as temporary living quarters for recreational camping, or travel use, which either has its own motor power or is mounted or drawn by another vehicle. A recreational vehicle may be, but is not limited to: a tent trailer, travel trailer, a fifth wheel trailer, park model trailer, truck camper or motor home.~~

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Municipal Government Act RSA 2000 Chapter M-26
Part 2 Section 7 (d) & 7 (i), and Section ~~8-9~~ (a)
(b)

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Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

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2.15 "Roadway" means the part of a highway intended for use by vehicular traffic

2.1~~6~~4 "Traffic Safety Act", being Chapter T-6 of the Revised Statutes of Alberta,
2000, and amendments thereto;

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Part 2 Section 7 (d) & 7 (i), and Section ~~8-9~~ (a)
(b)

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Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

2.17 "Trailer" means a vehicle so designated that it

(i) may be attached to or drawn by a motor vehicle or tractor, and

(ii) is intended to transport property or persons,

and includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways;

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2.18~~5~~ "Summer Village" means the Summer Village of Island Lake or its duly authorized representatives

2.16 "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway. This shall include but not be limited to a vehicle so designed that it may be attached to or drawn by a motor vehicle to be moved from one point to another and which may provide living accommodation for or otherwise be used by one or more persons. (NOTE: as this bylaw will now exclude the parking of RV's or trailers, will need to amend this definition)

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3. SPEED

Unless otherwise posted by Approved Traffic Control Devices no person:

- 3.1 Shall drive a vehicle at a speed in excess of 30 km per hour on any highway within the municipality.
- 3.2 Shall drive a vehicle in any ~~lane, or~~ alley in the municipality at a speed in excess of 20 km per hour.

4. PARKING

4.1 No person shall permit a vehicle to stand unattended upon any grade or slope

4.2 without first having:

4.2.1 effectively set the vehicle's brakes, and

4.2.2 turned the front wheels to the nearest edge of roadway in such a manner as to impede any movement of the vehicle.

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Municipal Government Act RSA 2000 Chapter M-26
Part 2 Section 7 (d) & 7 (i), and Section ~~8 9~~ (a)
(b)

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Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

4.3 No person shall leave a vehicle unattended on a highway if the vehicle has been placed on a jack or a similar device and;

4.3.1 one or more wheels have been removed from the vehicle, or

4.3.2 part of the vehicle is raised

4.4 Unless required or permitted by a Traffic Control Device or in compliance with direction of a Peace Officer or to avoid conflict with other traffic, a person shall not park ~~his a~~ vehicle:

4.4.1 on a sidewalk or boulevard, or

4.4.2 on a crosswalk or any part of a crosswalk, or

4.4.3 within an intersection other than immediately next to the curb of a "T" intersection, or

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4.4.4 at an intersection nearer than 5 meters to the projection of the corner property line immediately ahead or immediately to the rear, except when this vehicle is parked in a space where a parking meter or other traffic control device indicates parking is permitted,
or

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4.4.5 nearer than 5 meters upon the approach to any stop or any yield sign,
or

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4.4.6 within 1.5 meters of an access to a garage, private road or driveway, or a vehicle crossway over a sidewalk, or within 5 meters of the nearest side of a marked crosswalk, or

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4.4.7 alongside or opposite any street excavation or obstruction when stopping or parking would obstruct traffic, or on any bridge or on the approach thereto, or

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4.4.8 at any other place where a traffic control device prohibits stopping, or

~~4.4.9~~ parking during such times as stopping or parking is so prohibited, or

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4.4.10 on a roadway side of a vehicle parked or stopped at the curb or edge of the roadway, or,

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4.4.11 on any highway within the municipality for a period of more than seventy-two (72) hours after which it may be considered to be abandoned.

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4.5 Where a person parks his vehicle contrary to any of the aforementioned provisions, ~~and said contravention is hazardous to life, limb or property, or it interferes with repair or maintenance of highways,~~ a Peace Officer may ~~require impose payment the requisite fine and have~~ the vehicle ~~to be~~ removed and stored. ~~In addition to the The payment of any fine the~~ owner of said vehicle shall be required to pay ~~in addition to the fine any and all,~~ towing and storage fees before ~~recovery of~~ his vehicle ~~is recovered~~.

4.6 No person shall drive, park, or stop any vehicle upon any highway in such a manner as to block, obstruct, impede or hinder traffic thereon. Where the obstruction is unavoidable due to mechanical failure of the vehicle, the operator will not be in breach of this section provided the operator promptly takes measures to clear the vehicle from the highway.

4.7 Where a vehicle parking space is marked or designated upon a highway, every driver of a vehicle using ~~the same~~ such space shall park such vehicle wholly within the limits of the ~~same~~ marked space.

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4.8 No person shall park in front of or adjacent to any building in course of erection, demolition, alteration, or repair when such parking will impede or obstruct traffic.

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4.9 No person shall park his or her vehicle so it will in any way interfere with the use of a doorway intended as a fire or emergency exit from any building fronting or abutting the highway, or any private property where signs are displayed. Where a person parks a vehicle contrary to any of the aforementioned provisions a Peace Officer may ~~require the vehicle to be removed from that doorway and left nearby to minimize inconvenience and expense to its owner or operator, levy the requisite fine and have the vehicle removed and stored in accordance with all the provisions within Section 4.5 of this Bylaw.~~

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4.10 No person shall park a vehicle at a place or area where the traffic control device indicates parking there is restricted to a certain class of ~~vehicle~~ vehicle only, and his or her vehicle does not ~~apply~~ comply.

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Section ~~8-9~~ (a) (b)
Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

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4.11 Notwithstanding any other provisions in this By-law the Chief Administrative Officer or designated employee may cause movable signs to be placed on or near a highway prohibiting parking for emergency purposes or street cleaning work.

4.11.1 After such signs are placed on or near a roadway, no person shall park or leave a vehicle on the signed portion of roadway ~~for any part of the twenty-four-hour period following the location of the sign thereon~~ until such moveable signs are removed by the designated officer.

4.11.2 Any vehicle that is on such roadway when such signs are placed thereon shall be removed promptly by the owner or operator.

4.11.3 When any emergency snow removal, street cleaning, or street repair commences on a signed roadway, then the owner of the vehicle thereon ~~shall may~~ be charged ~~with unlawfully parking~~ and the vehicle may be removed ~~and stored~~ pursuant to Section 4.59 hereof.

~~4.11.4 When it is practical, the vehicle being removed from the roadway being maintained will be left nearby to minimize inconvenience and expense to its owner or operator.~~

4.12 Except when actually taking or discharging passengers, no person shall park a vehicle at the following locations:

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4.12.1 in a passenger loading or unloading space marked with a sign

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4.12.2 on any portion of a highway marked by a "No Parking" sign ~~as "No Parking"~~

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4.13 No parking in ~~lanes-alleys~~ shall be permitted unless a sign directs otherwise but ~~lanes-alleys~~ may be used for:

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4.13.1 loading or unloading of goods from commercial vehicles for a period of not exceeding thirty minutes, or

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4.13.2 the loading or unloading of goods or passengers from a vehicle other than a commercial vehicle for a period not exceeding five minutes, provided that the vehicle concerned in such loading or unloading of passengers or goods does not so obstruct the ~~lane alley~~

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as to prevent other vehicles or persons from passing along such ~~lanes-alleys~~ while the loading or unloading of passengers is taking place.

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4.14 No person shall park any vehicle upon any land owned by the Summer Village ~~the said Summer Village uses or permits to be used as a playground, recreation~~

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(b)

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Traffic Safety Act RSA 2000 T-06
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~~area, public park or for utility purposes designated~~ Community Reserve District
~~or Natural Environment District under Land Use Bylaw No. 08-2021~~ except on
such areas that the Chief Administrative Officer or designated employee may
designate by a Traffic Control Device for vehicle parking.

~~4.15.4.15. Notwithstanding anything else contained here to the contrary, the
Summer Village may permit a person to park a mobile unit (whether designated for
occupancy by persons or for carrying goods) upon a highway, in a residential area, without
being attached to a vehicle by which it may be propelled or drawn if that person satisfied the
following conditions:~~

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~~4.15.1 that the person ensures that the mobile unit is well blocked to ensure the
stability of the unit when not attached to the vehicle by which it may be propelled.~~

~~4.15.2 The unit shall be allowed to park for no more than three (3) days at which time
it must be moved and be absent from parking on the municipality's highways for a period of
no less than twelve~~

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~~(12) hours.~~

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~~4.15.3 If the said parked vehicle would be located either in front of or across from or
on the blank side of residential zoned property, the owner of the unit must have
the permission of the owner of the residence before parking the unit for longer
than 1 hour. No person shall park a Recreation Vehicle or a Trailer upon any
Highway, including an Alley, within the Summer Village without the express
written consent of the Chief Administrative Officer or designated employee.
Where a person parks a Recreation Vehicle or a Trailer contrary to the above
provision, a Peace Officer may levy the requisite fine and have the Recreation
Vehicle or Trailer removed and stored per the provisions of Section 4.5 hereof.~~

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4.16. No Person shall ~~angle~~ park any vehicle or trailer which singly or together
exceed 5.8 meters in overall length upon any highway ~~in the municipality~~
except at such locations as have been designated by the Chief Administrative
Officer or a designated employee by erection of official Traffic Control
Devices. ~~(NOTE: may want to remove this clause)~~

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4.17 No person shall park a ~~truck-tractor~~ trailer unit on any highway in the municipality
whether ~~a trailer unit is attached to it or not~~ the tractor and trailer are connected
~~or unconnected.~~

4.18 No person shall park a vehicle upon any private road or land providing
emergency vehicle access to a multiple unit development. Emergency
vehicles are excluded in this regard.

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4.19 No person shall park on a highway ~~in the municipality~~ a vehicle or trailer used
for the conveyance of flammable liquid or explosive or other contents dangerous

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SUMMER VILLAGE OF ISLAND LAKE
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(b)

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Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)
to human safety nearer than 22.2 meters to a substantial building likely to
contain persons or valuable goods, and it shall have a warning notice clearly
displayed.

4.20 Council is hereby authorized ~~but is not obligated,~~ to designate angle and parallel
parking on any highway and to cause the same to be marked accordingly.

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~~4.21 No person shall park or stand any motor vehicle on any highway for a
period of more than seventy-two (72) hours after which it may be
considered to be abandoned.~~

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5. HORSE DRAWN VEHICLES

5.1 The driver or any other person in charge of any horse drawn vehicle on a
highway shall remain upon such vehicle while it is in motion or shall walk
beside the horse drawing such a vehicle.

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6. PEDESTRIANS

6.1 No person shall stand, sit, or lie on any highway in such a manner as to obstruct
vehicular or pedestrian traffic or as to annoy or inconvenience any other
person lawfully upon the highway.

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7. VEHICLE TRAFFIC

7.1 The Council is hereby authorized to cause the installation of any traffic
control device to govern and direct traffic within the ~~m~~Municipality

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7.2. No vehicle operator shall drive or stand a vehicle upon any highway in such ~~a~~A
manner as to block, obstruct, impede or hinder traffic thereon;

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7.2.1. Where the obstruction is unavoidable due to mechanical failure, the
operator will not be in breach of this section provided ~~he-the operator~~
promptly takes measures to clear the faulty vehicle from the highway.

7.2.2. No person shall operate a vehicle in a residential area of the
Municipality between the hours of 10:00 p.m. and 7:00 a.m. in a manner
so as to unduly disturb the residents of any such area.

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(b)
Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2~~4)

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8. GENERAL PROVISIONS

8.1 No person shall ~~allow himself to be drawn by~~ operate a moving vehicle while ~~he is riding upon~~ pulling or drawing a sled, toboggan, bicycle, skis or other conveyance ~~except a trailer carrying another person or persons~~ upon a highway ~~in the municipality, subject to the exception of typical horse drawn vehicles.~~

8.2 Unless a permit to do so has been issued by the Municipality, no person shall operate on a highway

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8.2.1 a vehicle or trailer having metal spikes, lugs or cleats or bands projecting from the surface of the wheel or tire of ~~the~~ vehicle, or

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8.2.2 any vehicle or trailer having skids or not using rubber tires.

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9. PENALTIES

9.1 A traffic tag shall be deemed to be sufficiently served:

9.1.1 if served personally on the accused, or

9.1.2 if mailed to the address of the registered owner of the vehicle concerned; or to the person concerned, or

9.1.3 if attached to or left upon the vehicle in respect of which the offense is alleged to have been committed.

9.2. Each Peace Officer ~~and Bylaw Enforcement Officer~~ is hereby charged with the duty of enforcing the provisions of this Bylaw.

9.3 Any person who commits a breach of any of the provisions of this Bylaw shall ~~upon summary conviction before a judge, be liable to a fine not exceeding \$2500.00 exclusive of costs, and in case of non-payment of the fine and costs, imposed, to imprisonment~~ ~~of for~~ a period not exceeding six months.

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9.4 Notwithstanding ~~Sections 8~~ Subsection 9.3, any person contravening this Bylaw may avoid summary conviction by the voluntary payment of a specified penalty as outlined in Schedule "A" of this By-law within the time stated ~~thereon~~ on the traffic tag.

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BYLAW NO. ~~07-2018~~ 01-2022
SUMMER VILLAGE OF ISLAND LAKE
Municipal Government Act RSA 2000 Chapter M-26
Part 2 Section 7 (d) & 7 (i), and Section ~~8-9~~ (a)
(b)
Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

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10. SEVERABILITY PROVISION

10.1 Should any provision of this Bylaw be determined invalid, then such provision shall be severed and the remaining remainder of the Bylaw shall be maintained and enforced.

11. PENALTIES

11.1 Fines to be levied for contravention of this By-law are listed in Schedule "A" of attached to this Bylaw.
These will be found in the Fines, Master Bylaws

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This bylaw rescinds Bylaw ~~#143-88~~ No. 07-2018

Coming into Force of this bylaw is effective upon adoption, third reading by Council.

READ a first time this 16th day of December 2021 of January 2019

READ a second time this 19th day of August 2019 2022.

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READ a third and final time this 11th day of April 2019, 2022

SIGNED this _____th day of _____ 2019 2022.

Mayor, Chad Newton

C.A.O., Wendy Wildman

BYLAW NO. ~~07-2018~~ 01-2022
Control of Vehicle Animal and Pedestrian Traffic
Summer Village of Island Lake

BYLAW NO. ~~07-2018~~ 01-2022
SUMMER VILLAGE OF ISLAND LAKE
Municipal Government Act RSA 2000 Chapter M-26
Part 2 Section 7 (d) & 7 (i), and Section ~~8-9~~ (a)
(b)

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Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2~~4)

SUMMER VILLAGE OF ISLAND LAKE

BY-LAW 01 - ~~2019~~ 2022

SCHEDULE "A"

~~FINES TO BE MIGRATED TO THE NEW BYLAW FEES COSTS AND PENALTIES~~

Schedule A

Section 3 - ~~Sp~~eed

3.1 - 3.2	As defined b The Hi hway The Highway Traffic Act Traffic Act
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Section 4 - Parking

4.1 4.21 4.21	\$10 50.00	\$2 100.00	Plus and associated costs as referenced in the b law this Bylaw.
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Section 5. Horse Drawn Vehicles

5.1	\$50.00	\$100.00	Plus and associated costs as referenced in this Bylaw the b law.
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Section 6. Pedestrians

6.1	\$50.00	\$100.00	Plus and associated costs as referenced in this Bylaw the b law.
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Section 7. Vehicle Traffic

7.1 - 7. 2.2	\$5 100.00	\$1 200.00	Plus and associated costs as referenced in this Bylaw the b law.
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Section 8. General Provisions

BYLAW NO. ~~07-2018~~ 01-2022
Control of Vehicle Animal ~~and~~ Pedestrian Traffic
Summer Village of Island Lake

BYLAW NO. ~~07-2018~~01-2022
SUMMER VILLAGE OF ISLAND LAKE
Municipal Government Act RSA 2000 Chapter M-26
Part 2 Section 7 (d) & 7 (i), and Section ~~8-9~~ (a)
(b)

Traffic Safety Act RSA 2000 T-06
Part 1 Division 3 Section 13(1) and 13(~~2d~~)

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	\$50.00	100.00	Plus and associated costs as referenced in this Bylaw, the b law.
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BYLAW NO. ~~07-2018~~01-2022
Control of Vehicle Animal ~~and~~ Pedestrian Traffic
Summer Village of Island Lake

Capital Region Assessment Services Commission



**PARTICIPANT
MEMORANDUM OF AGREEMENT
2022 - 2024**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2022

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the "Commission")

and

(the "Participant")

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant;

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant;

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1st of January to 31st of December.
- d. "Participant" and "Municipality" mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.

- e. **"Panellist"** means an individual who is accredited by the Alberta Land & Property Rights Tribunal ("LPRT") to hear Assessment Complaints.
- f. **"Assessment Review Board"** and **"ARB"** mean either the Local Assessment Review Board ("**LARB**") or the Composite Assessment Review Board ("**CARB**").
- g. **"Assessment Clerk"** means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.
- h. **"Term"** means the term of this agreement as set forth in Section 2.

2. **TERM**

The term of this agreement is as specified in Schedule "A" hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Participant's requirements for Assessment Review Board hearings.
- c. annually providing the Participant with:
 - i. a list of Commission approved Panellists from which the Commission can draw to fill its hearing needs;
 - ii. the name of the chair of the LARB and CARB;
 - iii. the name of the Assessment Clerk of the LARB and CARB.

- d. apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panellists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year.
NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.
- b. annually appointing to the LARB and CARB the list of Commission Panellists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
- Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will

be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

6. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

7. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____, 202
Authorized Signature Name Date

THE PARTICIPANT: _____
Name of Participant

Per: _____, 202
Authorized Signature Name Date

SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing day or part day and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:** \$800 for each LARB hearing day or part day.
\$800 for each CARB hearing day or part day.
- b. **Panellist:** \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191

Email: info@crasc.ca

PARTICIPANT'S SERVICE ADDRESS

The Participant's address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City _____

Postal Code _____

Telephone: _____

Email: _____

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SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2019 to 31 December 2021.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. **Annual Fees per Participant - Per Fiscal Year**

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the number of Participant's parcels on file with the Commission as at 1 January of each year of the agreement.

2. **Hearing Fees - Per Hearing**

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing Fees:** \$400 for each LARB.
 \$400 for each CARB.
- b. **Panellist Fees:** \$200 per Panellist for each hearing day or part day and associated travel that do not exceed four (4) hours.
 \$300 per Panellist for each hearing day or part day and associated travel that exceed four (4) hours.
- c. **Assessment Clerk:** \$650 for each hearing day or part day where the Commission provides an Assessment Clerk.

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3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

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Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

PARTICIPANT'S SERVICE ADDRESS

The Participant's address for service of notices is:

Name of municipality _____
Contact name _____
Address 1 _____
Address 2 _____
City _____
Postal Code _____

Telephone: _____
Email: _____



July 21, 2021

ENGAGEMENT LETTER

By Email: (original to remain on file)

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

Attention: Wendy Wildman, Chief Administrative Officer

Re: Management of Property Tax Arrears Recovery

Thank you for choosing TAXervice to manage your property tax arrears recovery. If this engagement letter meets with your approval, please sign where indicated at the bottom of page two and return one copy to our office.

When used in this letter, the term "Municipality" includes rural municipality, municipal district, specialized municipality, county, city, town, village, hamlet, summer village or resort village.

Our fees and disbursement are detailed in Appendix "A".

TAXervice undertakes to manage property tax arrears recovery for you. Initially, we will require you to provide information for every property eligible for tax recovery. At the relevant time, we will advise what specific information is required. In the meantime, we ask that you review the Municipal Profile (Appendix "B") and complete and/or correct the information. If requested, you will provide us with an arrears by year report showing all properties and all arrears.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will forward you our invoice(s). These costs are to be entered into your accounting system and added to each roll number. Once you receive our invoice(s), our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees.

TAXervice will also assist in the recovery of property taxes or grants-in-lieu of taxes from crown agencies such as CMHC or HMQ. As you are aware, these properties are exempt from tax recovery however, the municipality is entitled to recover the outstanding arrears. In the event we are unsuccessful in recovering funds from the assessed owner, the municipality would be responsible for our fees and disbursements.

Please contact us if you wish to discuss setting your tax sale date. You should provide us with a copy of council's resolution once the tax sale date has been set. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc.).

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "C" for an overview of those responsibilities.

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/FOIP requirements in dealing with this information.

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does **not** apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

Our arrangement will automatically renew unless terminated by either party on 30 days written notice. In the event of termination, any outstanding invoices will be immediately due and payable by the municipality. Any unbilled fees or disbursements will be invoiced by TAXervice and payable forthwith by the municipality. If you terminate our arrangement, there will be no refunds for unearned fees or disbursements.

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,
TAXervice



Gary Burnside B.S.A., LL.B.,
President

By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

SUMMER VILLAGE OF ISLAND LAKE



Authorized Signing Officer

Name: _____

Title: _____

Encs. Appendix "A" – Outline of Costs
Appendix "B" – Municipal Profile
Appendix "C" – Responsibilities

APPENDIX "A" – Outline of Costs:

1. Fees (excluding disbursements and taxes):

Fees		
File Setup	Obtaining required property information, setting up each property in our database management system and verifying its accuracy; and, if applicable, sending pre-notice letter to Owner(s), preparing and registering Arrears List in Land Titles, and sending notice of registration to Owner(s)	\$295
Proceeding to Auction	Notice under FDMA, arrange for the public auction and advertisement in Alberta Gazette and local newspaper, prepare and arrange service of notices on every owner and person having a registered interest, arrange conduct of the auction, prepare transfers of title into the name of the purchaser/municipality	\$300
Total:		\$595

File Setup - Upon receipt of your property information, we will set up the file in our system and send our invoice for File Setup. Invoices are payable upon receipt. Interest at the rate of 1.5% per month (19.56% annually) will be charged on all accounts outstanding after 30 days.

Our fee on properties with arrears of \$25 or less will be discounted from \$295 to \$245 at File Setup. If the property is not redeemed before registration with land titles, full fees will be applied.

In the event that a property owner has more than one property subject to tax recovery, our File Setup fee per property will be reduced with each additional property.

Proceeding to Auction – One year after the Tax Notification is registered, if the taxes are still not paid, we will prepare Notice and send our invoice for Proceedings to Auction.

If unforeseen complications are encountered, fees may increase to deal with those exceptional circumstances. (eg. deceased owners)

2. **Special Service Fees** - Additional fees will be charged for exceptional services such as investigations to locate missing or deceased parties, agreements for payment of tax arrears, etc.

Special Service Fees	Fee
Basic research/investigation to locate an absent registered owner or interest holder including phone calls and searches	\$125
Complex research/investigation to locate an absent registered owner or interest holder including phone calls and searches	\$250
Arrange personal service of notice upon one registered owner or interest holder	\$125
Agreement (\$175 plus \$75 per roll to a maximum fee of \$475)	\$175+

3. **Disbursements** - We do our best to ensure that disbursements are reasonable. Disbursements which may be incurred, but are not limited to: land titles searches and registration fees; registered mail; publishing costs; etc. (these expenses would be incurred whether tax enforcement is conducted in-house or outsourced). An administration fee of 15% will be added to all disbursements (minimum \$5.00).

A \$35 miscellaneous charge will be applied to each roll with each fee. This charge covers such items as file retention and storage, long distance telephone, faxes, photocopies, supplies, etc.

Please Note: If the property has been redeemed, but we are not notified and further costs are incurred, the municipality will be responsible for those further fees and disbursements incurred.

APPENDIX "B" – MUNICIPAL PROFILE

Please confirm or complete/correct the information below:

Municipality: Summer Village of Island Lake
Street Address: _____
Mailing Address: PO Box 8
Alberta Beach AB T0E 0A0
Telephone: 780-967-0271
Fax: 780-967-0431



Administrator: Wendy Wildman
Email: administration@wildwillowenterprises.com
Telephone: _____

Tax Enforcement Contact Person: ☐ Same as above OR

Name: _____
Title: _____
Email: _____
Telephone: _____



Taxes Due Date: _____
Municipal Accounting Software: _____



Land Titles Office: ☐ Edmonton
☐ Calgary

Penalty Rate: _____ %

- ☐ Annually
☐ Monthly
☐ on principal only (Simple)
☐ on principal & interest (Compounding)
Is interest charged on tax enforcement costs? YES ☐ NO ☐

Accepted Methods of Payment:

- ☐ Debit Card
☐ MasterCard
☐ VISA
☐ Other _____

Name of local newspaper for advertisement of public auction: _____

APPENDIX "C" - RESPONSIBILITIES

TAXervice's responsibilities:

- track all deadlines
- register the Tax Notification with land titles
- register Financing Statement in Personal Property Registry
- prepare and arrange notice to every owner and person having a registered interest
- prepare and arrange publication of the Notice of Public Auction
- arrange conduct of the tax sale auction and, if necessary, be available by teleconference
- prepare transfer/transmission following auction

The municipality's responsibilities:

- pursuant to s 412 of the Municipal Government Act, at all times to post a copy of the tax arrears list in the municipal office in a place accessible to the public
- provide the information from the tax rolls as requested by Taxervice
- field inquiries for redemption amounts and include our fees and disbursements in the amount
- receive payments from taxpayers by cash, certified cheque or any other form of **guaranteed** payment and advise our office of same by email or fax as soon as possible. If the property has been redeemed, but we are not notified and further fees or disbursements are incurred, the municipality will be responsible for those fees and disbursements
- sign documents requiring municipal signatures

Summer Village of Island Lake

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	December 14, 2021
Originated By:	Tony Sonnleitner, Development Officer
Title:	Damage to Reserve Lands. Plan 763 TR, Block 1, Lot 33R and Plan 763 TR, Block 1, Lot 14R, both adjacent to Plan 763 TR, Block 1, Lot 13 (the "Lands"), and east beyond the "Bed and Shore" of Island Lake.

LUB 08-2021	The Lands are districted P – Community Reserve
MDP	Future Land Use is Community & Environmental Area
IDP	Future Land Use is Recreation & Environment Area

BACKGROUND:

On October 13, 2021: The Summer Village of Island Lake became aware that unauthorized works / vandalism was undertaken to and upon the subject Lands. All vegetation down to mineral soil was removed and gravel with unknown origin or content was brought in to cover the area (see attached photograph). No testing has been undertaken to determine whether the gravel is contaminated. The municipality was not provided with any plans, nor biophysical data, in support of a request to undertake the works. The areas of damage:

- A. Plan 763 TR, Block 1, Lot 14R – Approximately 6.0 m. X 38.1 m (228.6 sq. m. = 2461.0 sq. ft.);
- B. Plan 763 TR, Block 1, Lot 33R – Approximately 21.07 45.0 m. (948.15 sq. m. = 0.23 Ac.);
- C. "Bed and Shore" of Island Lake (under the control of Alberta Environment and Parks). The area of damage is very difficult to determine as all usual evidence of the location of the "break of slope" used as such an indicator of that boundary have been removed.
Note: Alberta Environment & Parks has been advised of the situation – File # 385286.

DISCUSSION:

All three planning documents which were recently adopted by the Summer Village of Island Lake give policy direction for the use of the Lands:

Initials Development Officer:	CAO Comments
---	---------------------

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LUB, Section 13 **P- COMMUNITY RESERVE DISTRICT**

PURPOSE: To preserve natural areas and to allow for the limited development of uses that support social and recreational activities in the Summer Village.

LUB, Section 8.23 **RESERVES**

1. An environmental reserve (ER) of approximately 30.0 m (98.0 ft) in width from the high water mark of water bodies and/or the top of bank of Island Lake shall be required as a condition of new subdivision approval.
2. Additional reserve may be required by the Summer Village based on the recommendations of any engineering and/or geotechnical study requested by the Summer Village. In these cases, the amount of reserves required will be determined using the guidelines for ER width developed by Sustainable Resource Development (SRD) (see Appendix A for SRD recommended setbacks).
3. Development permits may be issued on environmental and other reserve lands for developments such as landings, walkways, stairs, retaining walls or similar structures if, in the opinion of the Development Authority, the development does not pose a hazard to public safety, impede or restrict year round public access to the reserve, or unduly interfere with the use and enjoyment of neighbouring properties.
4. The approval of all development permits on environmental and other reserve lands shall be subject to the following conditions, in addition to any others that the Development Authority may deem reasonable or necessary:
 - a. the applicant shall indemnify the Summer Village from liability for the development; and
 - b. the permit may be revoked at any time if, in the sole opinion of the Development Authority, the development poses a hazard to public safety, impedes public access, or interferes with the use and enjoyment of neighbouring properties.

MDP, Section 8.4 **COMMUNITY & ENVIRONMENT AREA**

OBJECTIVE: Support the development of community and recreation infrastructure designed to minimize impacts on important natural features and ecological systems.

Policies:

8.4.5 Reserve lands shall remain in their natural state or be developed for low-impact recreational uses, consistent with requirements for reserve lands in the MGA.

IDP, Section 3.6 **RECREATION AND ENVIRONMENT AREA**

Lands within the Recreation and Environment Area primarily consist of reserve lands and park areas in the Summer Villages.

Policies:

- 3.6.1 Low impact recreational uses shall be encouraged.
- 3.6.2 The retention of tree cover shall be encouraged.
- 3.6.4 Reserve lands adjacent to Island Lake shall remain in their natural state or be developed for low impact recreational uses that are consistent with the requirements for reserve lands in the MGA.

Initials	CAO Comments
Development Officer:	

MGA Municipal Government Act – Reserve Lands

Where the Lands were the subject of a subdivision, and were provided as environmental reserve only for one or more of the following purposes: (a) to preserve the natural features of land referred to in subsection (1)(a), (b) or (c) where, in the opinion of the subdivision authority, those features should be preserved;

DIRECTION:

The Lands have been dramatically altered. Where there was until recently lush forest and wildlife habitat, there is now a parking lot where nothing can grow. What is sought from Council is a plan by which the Municipality is to proceed to remediate the Lands.

Photograph of the subject lands, Plan 763 TR, Block 1, 33R, taken by the Development Officer on October 14, 2021.



Initials Development Officer:	CAO Comments
---	---------------------



Google Earth

Imagery date: 8/5/...

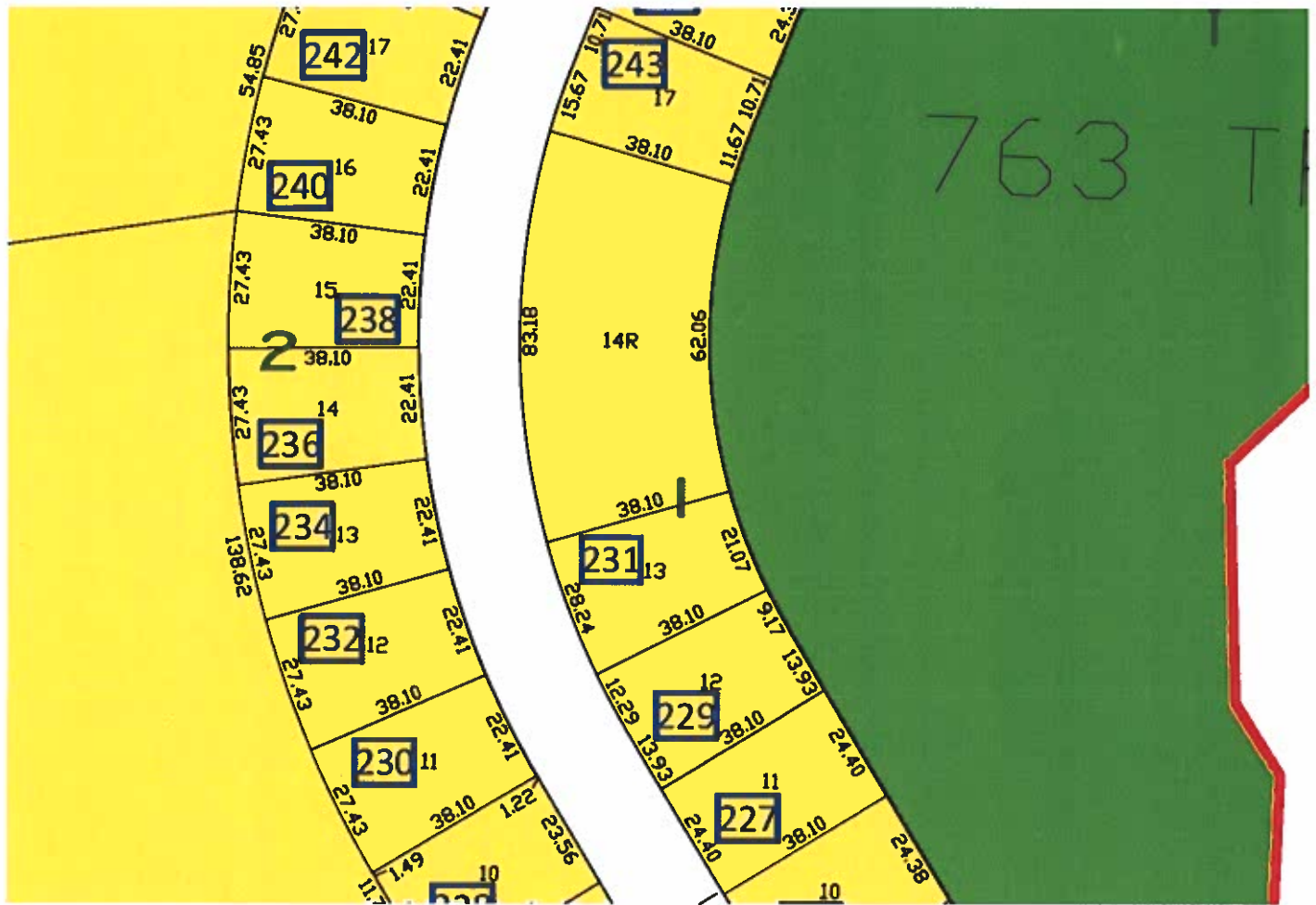
50 m

Camera: 92.4 m

54°51'06"N 113°33'...

Maxar Technologies

50





ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
MLA, Edmonton - South West

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstranstionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study
Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.

January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

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February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

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March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitecourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317

Last Updated: November 5, 2021



Government

STATEMENT OF DEPOSIT NON-NEGOTIABLE

PAGE 1

VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ISLAND LAKE			09-Nov-2021	
DEPOSITED AT BANK:		DEPOSIT NO	DATE	AMOUNT
BRANCH:	ACCOUNT:		09-Nov-2021	\$538.00
TOTAL				\$538.00

DEPOSIT NO:		DEPOSIT DATE: 09-Nov-2021		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1902256181	FCSS NOVEMBER PAYMENT	095261113FCS1121	\$538.00	
	Total Payment From C&SS For Inquiries Call 825 468 4314			\$538.00
DEPOSIT TOTAL				\$538.00

JCA7032976 E D

02840

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



58



Shannon Stubbs, MP
Lakeland

November 25, 2021

Mayor and Council/Reeve and Council,

As the Member of Parliament for Lakeland, I am reaching out to municipalities to discuss and gather information on how the retroactive pay mandated by the recently ratified RCMP Collective Agreement impacts your community. I know that each community will be impacted differently based upon their size and that dictates your payment requirement. In discussion and outreach with communities in Lakeland, the information gathered indicate that some will be tasked with funding large unbudgeted payments for a negotiation made by the federal Liberal Government.

I applaud the work being done by Lakeland communities to reduce budgets, and attempt not to overburden your residents with tax increases. This is not an easy job, especially at a time where you are receiving less provincial and federal funding. The addition of this retro pay is overwhelming many regions across the country, especially in rural areas.

I have been working to raise awareness on this issue, and am very concerned about the downloading of this expense on municipalities that were not even consulted during the bargaining process. I understand that the Federation of Canadian Municipalities (FCM) is calling on the federal government to pay the lump sum and change the process for consultation. As your federal representative, I will continue to advocate on your behalf.

Please share any information about the financial impacts on your community that will help my work to support your municipality. Information can be emailed to my office at Shannon.Stubbs@parl.gc.ca.

Thank you in advance for your assistance.

Sincerely,

Shannon Stubbs, MP
Lakeland



Subject: MSI Estimated Funding for 2022 and 2023 - Island Lake

From: administration@wildwillowenterprises.com

Date: Fri, Oct 29, 2021 6:57 am

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

Cc: "Wendy Wildman" <cao@onoway.ca>, "Charlsie New Moskalyk" <payables@wildwillowenterprises.com>

Attach: 2022 2023 Island Lake Proposed MSI Allocations.pdf

Attached are the estimated grant funding numbers for MSI for 2022 and 2023 for Island Lake.

MSI-Capital is estimated to be funded at 40.6% of the 2021 allocation (*Island Lake's 2021 allocation - \$145,921*). **This is quite a decrease to the capital funding.**

MSI-Operating will be funded at the same level as 2021 year over the next two years. (*Island Lake's 2021 allocation - \$9,575*).

Municipal Affairs has stated that the numbers provided will not be adjusted from one year to the next, however, are still subject to legislative and ministerial approval.

Thanks,

Heather Luhtala,

Asst. CAO

S.V. of South View ([Sign Up for South View Connect Today!](#))

S.V. of Silver Sands ([Sign Up for Silver Sands Connect Today!](#))

S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

Island Lake

2022 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount	
2022	MSI-Capital Allocation	\$	59,174
2022	MSI-Operating Allocation	\$	9,575
2022	Total	\$	68,749

2023 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount	
2023	MSI-Capital Allocation	\$	59,174
2023	MSI-Operating Allocation	\$	9,575
2023	Total	\$	68,749