

**SUMMER VILLAGE OF ISLAND LAKE
AGENDA**

Tuesday, December 17th, 2024

Via Zoom

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	17 December 2024, Regular Council Meeting Council Motions for Consideration 1. THAT Council approves the presented December 17 th , 2024, Regular Council Meeting Agenda. 2. THAT Council approves the amended December 17 th , 2024, Regular Council Meeting Agenda.
3.	<u>Minutes:</u> <i>Attachment 3a</i>	a)	November 19th, 2024, Regular Council Meeting Minutes Council Motions for Consideration 1. THAT Council approves the November 19 th , 2024, Regular Council Meeting Minutes. 2. THAT Council approves the amended November 19 th , 2024, Regular Council Meeting Minutes.
4.	<u>Delegation</u>	a)	Development Officer Update Council Motion for Consideration 1. THAT Council accepts the December 17 th , 2024, Development Officer update as information.
5.	<u>Request for Decision</u>	a)	Financial Reserves At the November 2024 Regular Council Meeting Administration was tasked with a review of financial reserves outlined in financial statements and the General Ledger.

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5.	<u>Request for Decision</u>	a)	<p>2023 Financial Statements</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Accumulated Surplus</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 35%; text-align: right;">1,701,350.00</td> </tr> <tr> <td>Equity in Tangible Capital Assets</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(1,409,784.00)</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Cash Accumulated Surplus</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">291,566.00</td> </tr> <tr> <td>Elections</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(2,000.00)</td> </tr> <tr> <td>Tree Removal</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(500.00)</td> </tr> <tr> <td>Snow Removal</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(1,000.00)</td> </tr> <tr> <td>Legal</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(500.00)</td> </tr> <tr> <td>Sustainability</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(3,000.00)</td> </tr> <tr> <td>Capital Reserves General</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(93,178.00)</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Remaining Accumulated Surplus</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">191,388.00</td> </tr> <tr> <td>Recommended Operating</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">(100,000.00)</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Available for redistribution</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">91,388.00</td> </tr> </table> <p>Council had discussed the possible creation of reserves for Roads and Subdivision Development Appeal Board costs.</p> <p>It might also be relevant to have a discussion on caps to the reserves.</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council allocates ?????? to ?????? and ???????? has a cap of ??????????. 2. THAT Council table until the 2024 Audited Financial Statements are presented. 	Accumulated Surplus	\$	1,701,350.00	Equity in Tangible Capital Assets	\$	(1,409,784.00)				Cash Accumulated Surplus	\$	291,566.00	Elections	\$	(2,000.00)	Tree Removal	\$	(500.00)	Snow Removal	\$	(1,000.00)	Legal	\$	(500.00)	Sustainability	\$	(3,000.00)	Capital Reserves General	\$	(93,178.00)				Remaining Accumulated Surplus	\$	191,388.00	Recommended Operating	\$	(100,000.00)				Available for redistribution	\$	91,388.00
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6.	<u>Bylaws</u> <i>Attachment 6a</i>	a)	<p>Voter Identification Bylaw 06-2024</p> <p>At the November 19th Regular Council Meeting, the Voter Identification Bylaw 06-2024 received its first Reading and was advertised on the municipal web for one month to receive comments from residents.</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council provides 2nd Reading to Voter Identification Bylaw 06-2024. 2. THAT Council provides 3rd Reading to Voter Identification Bylaw 06-2024. 																																													

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	<i>Attachment 6b</i>	b)	<p>Off-Highway Vehicle Bylaw 03-2024</p> <p>Administration has updated the Off Highway Vehicle Bylaw 02-2013 to include changes to licensing requirements, paralleling the Pilot Project (Golf Cart) Bylaw requirements of a minimum Learners Permit/License to operate within the Summer Village, as per Council discussion.</p> <p>Council Motions for Consideration</p> <p>3. THAT Council provides 1st Reading to Off-Highway Vehicle Bylaw 03-2024 with administration posting on the web page for residential comments for 1 month.</p>
	<i>Attachment 6c</i>	c)	<p>Fees and Charges Bylaw 07-2024</p> <p>Administration has updated the Fees & Charges Bylaw 03-2023 to include a Golf Cart Registration Fee as per Resolution 24-177.</p> <p>Council Motions for Consideration</p> <p>1. THAT Council provides 1st Reading to Fees and Charges Bylaw 07-2024 with administration posting on the web page for residential comments for 1 month.</p>
7.	<p><u>Financial</u></p> <p><i>Forwarded under separate cover.</i></p>	a)	<p>Operating Statement November 30th, 2024.</p> <p>Council Motions for Consideration</p> <p>1. THAT the November 30th, 2024, Operating Statement be received for information.</p>
	<i>Forwarded under separate cover.</i>	b)	<p>Operating Budget 2025</p> <p>Administration has provided a draft budget for council discussion, deliberation and amendment.</p> <p>Council Motions for Consideration</p> <p>1. THAT Council approves the 2025 Interim Operating Budget as presented.</p>
	<i>Forwarded under separate cover.</i>	c)	<p>Capital Budget 2025</p> <p>Administration has provided a draft budget for council discussion, deliberation and amendment.</p>

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			<p>Council Motions for Consideration 1. THAT Council approves the 2025 Capital Budget as presented.</p>
8.	<u>Councillors' Reports</u>	<p>a) Mayor Newton b) Deputy Mayor Wasmuth c) Councillor Fischer</p> <p>Council Motions for Consideration 1. THAT the Council reports be received as information.</p>	
9.	<u>Administration Reports</u>	<p>a) CAO Election research with bylaw creation. Election training. Year end preparation. Budget drafting.</p> <p>Administration Drafting Bylaw 05-2024. Working on Annexation RFP. Assisting with Election preparation. General administration.</p> <p>We have received a request from the Northern Lights Library System for a delegation to have the Executive Director provide the Council with an overview of 2025. This will be booked for the January 21st meeting.</p> <p>Council Motions for Consideration THAT the Administrative reports be received as information.</p>	

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10.	<u>Communications and Correspondence</u>	a)	<p>Historic Society Grant Update</p> <p>Mayor Newton has updated the Council on the Historic Society CFEP Grant application. The Society was successful in its application, and the Summer Village was also successful in our application through LGFF to support the project.</p> <p>Council Motion for Consideration</p> <p>1. THAT Council accepts the Historic Society Grant update as information.</p>
		b)	<p>Municipal Affairs Minister Meeting Requests</p> <p>Attached copy of an email received providing opportunity for Councils to request a meeting with Minister McIver during the 2025 Spring Municipal Leaders' Caucus.</p> <p>Council Motion for Consideration</p> <p>1. THAT Council accepts the Ministers Meeting request as information.</p>
11.	<u>Closed Session</u> <i>Forwarded under separate cover.</i>		FOIP Sections 21, 23, 24,25 and 27
12.	<u>Next Meeting</u>		The next Meeting is scheduled for January 21 st , 2024, at 5:00 p.m. via Zoom.
13.	<u>Adjournment</u>		

Future Meetings:

February 18, 2025	March 18, 2025
April 15, 2025	May 20, 2025
June 17, 2025	July 15, 2025
August 19, 2025	September 16, 2025
October 21, 2025	

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 19TH, 2024
VIA ZOOM

Council: Mayor Newton
Deputy Mayor Wasmuth
Councilor Fisher

Administration: Chief Administrative Officer, Phyllis Forsyth
Administrative Assistant, Les Forsyth
Development Officer, Matthew Ferris

1.	CALL TO ORDER	Mayor Newton called the meeting to order at 5:00 p.m.
2.	AGENDA 24-162	November 19th, 2024 Regular Council Meeting MOVED by Councilor Fisher THAT the November 19 th , 2024, Regular Meeting Agenda be approved as presented. CARRIED
3.	MINUTES 24-163	October 15th, 2024, Regular Council Meeting Minutes MOVED by Deputy Mayor Wasmuth THAT the October 15 th , 2024, Regular Council Meeting Minutes be approved as presented. CARRIED
4. a.	DELEGATION 24-164	Development Update MOVED by Mayor Newton THAT Council accept the November 19 th , 2024, Development Officer report as presented for information. CARRIED

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 19TH, 2024
VIA ZOOM

5.	REQUEST FOR DECISION	
a.	24-165	<p>Nomination Day</p> <p>MOVED by Mayor Newton THAT the Nomination period for the 2025 Municipal Election is set as January 1, 2025 until July 19, 2025 at 12:00 pm.</p> <p style="text-align: right;">CARRIED</p>
b.	24-166	<p>Returning Officer</p> <p>MOVED by Councilor Fisher THAT Council appoint Phyllis Forsyth as Returning Officer and Les Forsyth as Deputy Returning Officer.</p> <p style="text-align: right;">CARRIED</p>
c.	24-167	<p>Special Ballot</p> <p>MOVED by Mayor Newton THAT Administration accepts applications for Special Ballots in writing, by telephone, in person and via email to info@islandlake.ca. Residents are able to apply for Special Ballot between July 1, 2025 and July 19, 2025 at 12:00 p.m.</p> <p style="text-align: right;">CARRIED</p>
6.	BYLAWS	CARRIED
a.	24-168	<p>Code of Conduct Bylaw 04-2024</p> <p>MOVED by Deputy Mayor Wasmuth THAT Council provide 2nd Reading to the Code of Conduct Bylaw 04-2024.</p> <p style="text-align: right;">CARRIED</p>
	24-169	<p>MOVED by Mayor Newton THAT Council provide 3rd Reading to the Code of Conduct Bylaw 04-2024.</p> <p style="text-align: right;">CARRIED</p>
b.	24-170	<p>MOVED by Mayor Newton THAT Council provided 1st Reading to Pilot Project (Golf Cart) Bylaw 05-2024 as amended.</p> <p style="text-align: right;">CARRIED</p>
		CARRIED

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 19TH, 2024
VIA ZOOM

c.	24-171	<p>Voter Identification Bylaw 06-2024</p> <p>MOVED by Councilor Fisher THAT Council provide 1st Reading to the Voter Identification Bylaw 06-2024 as amended with Administration posting on the webpage for resident feedback for 1 month.</p>
7.	FINANCIAL	CARRIED
a.	24-172	<p>Operating Statement October 31st, 2024.</p> <p>MOVED by Councilor Fisher THAT the October 31st, 2024, Operating Statement be received for information.</p>
b.		CARRIED
	24-173	<p>Capital Statement October 31st, 2024</p> <p>MOVED by Councilor Fisher THAT the October 31st, 2024, Capital Statement be received for information.</p>
c.		CARRIED
	24-174	<p>Operating Budget 2025</p> <p>MOVED by Mayor Newton THAT Administration update the 2025 Operating Budget and bring back to the December 17th, 2024 meeting.</p>
d.		CARRIED
	24-175	<p>Capital Budget 2025</p> <p>MOVED by Mayor Newton THAT Council submits projects to Administration and the Capital Budget be tabled to the December 17th, 2024 meeting.</p>
		CARRIED
8.	COUNCIL REPORTS	
	24-176	<p>MOVED by Councilor Fisher THAT the Council Reports be received as information.</p>

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 19TH, 2024
VIA ZOOM

		CARRIED
9.	ADMINISTRATION REPORTS 24-177	MOVED by Deputy Mayor Wasmuth THAT an administrative fee of \$50.00 per Golf Cart be added to the Fees and Charges Bylaw 03-2023 for registration of Golf Carts under Pilot Project (Golf Cart) Bylaw 05-2024. CARRIED
	24-178	MOVED by Deputy Mayor Wasmuth THAT the Administration Reports be received as information. CARRIED
9.	CORRESPONDENCE	N/A
10.	NEXT MEETING	Next meeting is scheduled for December 17 th , 2024, at 5:00 p.m. via Zoom.
11.	ADJOURNMENT	Meeting was adjourned at 6:25 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Phyllis Forsyth

**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE
PROVINCE OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF ISLAND LAKE
VOTER IDENTIFICATION BYLAW**

WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto, that a Municipal Council may pass bylaws; and

in accordance with Section 53 of the Local Authorities Election Act, Chapter L-21, Revised Statutes of Alberta, 2000, and amendments thereto, requires an elected authority to specify the production of identification as an eligibility requirement to vote in a local authority election.

NOW THEREFORE, be it resolved that the Council of the Summer Village of Island Lake, pursuant to the authority conferred upon it by the laws of the Province of Alberta, duly assembled, enacts as follows:

TITLE

This Bylaw shall be called the “Voter Identification Bylaw”.

PURPOSE AND PROCEDURES

The purpose of this Bylaw is to ensure that a person who attends at a voting station to vote in an election held pursuant to the Local Authorities Election Act, for which the Summer Village of Island Lake is responsible to conduct, either as the elected authority or pursuant to an agreement with another elected authority, must produce for inspection by a Deputy Returning Officer of the voting station:

- 1) One piece of government issued identification containing the elector’s photograph, current address and name; or
- 2) Two pieces of identification from the following list:
 - a) Canadian Military Identification;
 - b) Birth Certificate;
 - c) Alberta Health Care Insurance Plan Card;
 - d) Alberta Identification Card;
 - e) Social Insurance Number Card;
 - f) Certificate of Canadian Citizenship;
 - g) Royal Canadian Mounted Police Identification Card;
 - h) Veterans Affairs Canada Identification Card;
 - i) Old Age Security (OAS) Card;
 - j) Student Identification Card;
 - k) Credit/Debit Card;

- l) Hospital/Medical Card;
- m) Fishing, Trapping or Hunting License;
- n) Marriage Certificate;
- o) Firearms License Possession-Acquisition;
- p) Firearms – Possession Only License; and
- q) Any other piece of identification acceptable to the Deputy Returning Officer.

If a Deputy Returning Officer is not satisfied the identification verifies the identity and age of the person seeking to vote, the Presiding Deputy Returning Officer of the voting station will make the final decision as to whether or not the person is allowed to vote.

A person who does not meet the requirements of s. 53(1) of the Local Authorities Election Act and s. 2 of this Bylaw is not eligible to vote.

EFFECTIVE DATE

This Bylaw shall come into force and effect upon receiving third and final reading and being duly signed.

Read a first time on this 19th day of November, 2024.

Read a second time on this day of , 2024.

Read a third and final time on this day of , 2024.

Mayor,
Chad Newton

Chief Administrative Officer,
Phyllis Forsyth

SUMMER VILLAGE OF ISLAND LAKE

BYLAW 03-2024

A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE REGULATION, CONTROL AND MANAGEMENT OF OFF HIGHWAY VEHICLES WITHIN ITS' BOUNDARIES.

WHEREAS pursuant to the Municipal Government Act, a council may pass bylaws;

AND WHEREAS the Summer Village of Island Lake considers it desirable and expedient to regulate off-highway vehicles within its' boundaries in accordance with the laws of the Province of Alberta;

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

1. TITLE:

- a) This Bylaw may be cited as the Off Highway Vehicle Bylaw.

2. DEFINITIONS:

- a) "Act" means the Traffic Safety Act, R.S.A. 200, c. T-6 as amended;
- b) "Bylaw" means Bylaw of the Summer Village of Island Lake, including amendments thereto;
- c) "Bylaw Enforcement Officer" means the person or persons appointed as such by the Summer Village of Island Lake Council, to perform any duties under this Bylaw and includes, but is not limited to, members of the Royal Canadian Mounted Police, a Peace Officer and a Bylaw Enforcement Officer;
- d) "CAO" means the Chief Administrative Officer of the Summer Village of Island Lake or their designate;
- e) "Council" means the duly elected Council for the Summer Village of Island Lake;
- f) "Highway" means a highway as defined in the Traffic Safety Act, Revised Statutes of Alberta 200, Chapter H-8;
- g) "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or on marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing includes, when specifically designed for such travel:
 - i) 4-wheel drive vehicles'
 - ii) low pressure tire vehicles'
 - iii) motorcycles and related 2-wheel vehicles,
 - iv) amphibious machines,
 - v) all-terrain vehicles,
 - vi) miniature motor vehicles,
 - vii) snow vehicles,

- viii) mini-bikes and
- ix) any other means of transportation which is propelled by any power other than muscle power or wind, but does not include:
 - x) motorboats, or
 - xi) any other vehicle exempted from being an off-highway vehicle by regulation.
- h) “Operator” means a person who drives or is in physical control of a vehicle;
- i) “Owner” means the person who owns the off-highway vehicle including the registered owner and including any person renting an off-highway vehicle or having exclusive use of that vehicle for a period of more than 30 days.
- j) “Roadway” means that part of a highway intended for use by vehicular traffic, and for the purposes of this Bylaw, means roadways within the Summer Village of Island Lake;
- k) “Safety Helmet” means a safety helmet as prescribed in the Regulations made pursuant to the Act;
- l) “Traffic Control Device” means any sign, signal, marking or device placed, marked or erected under the authority of the Act for the purpose of regulating, warning or guiding traffic.

3. OPERATING RULES:

- a) No person is authorized to operate an off-highway vehicle on any highway under the direction, management and control of the Summer Village of Island Lake except as specifically provided for within the Bylaw.
- b) The maximum speed at which off-highway vehicles are permitted to travel within the Summer Village of Island Lake is 30 km/hr.
- c) No person shall operate or be a passenger on an off-highway vehicle unless wearing a safety helmet securely fastened on their head when the off-highway vehicle is in motion.
- d) All operators and passengers off-highway vehicles equipped with a seatbelt assembly must wear that seatbelt during operation of the vehicle.
- e) Operators of off-highway vehicles on designated municipal roads shall travel on the extreme right-hand side of the roadway and shall travel in single file at all times.

4. LICENSING, REGISTRATION AND INSURANCE:

- a) No person shall operate an off-highway vehicle on any portion of a highway within the municipal boundaries unless they are the holder of a valid Operators’ License or Learners’ Permit and are abiding by the rules of that license or permit as per provisions of the Act.
- b) No person shall permit another person who is not a holder of a valid operators’ license or learners’ permit, as per Section 4.a, to drive an off-highway vehicle on any portion of a highway within the municipal boundaries of the Summer Village of Island Lake.
- c) No person under the age of fourteen (14) years shall operate an off-highway vehicle in a public place.

5. OFFENCES:

- a) A Peace Officer or Bylaw Enforcement Officer who, on reasonable and probable grounds, believes that an offence under this Bylaw has been committed, may seize and detain any off-highway vehicle in respect of which the offence was committed until the final disposition of any proceedings that may be taken under this Bylaw or the Off-Highway Vehicle Act.
- b) Any owner who permits another person to operate an off-highway vehicle in contravention of this Bylaw is guilty of an offence and subject to a penalty as outlined in Schedule A of this Bylaw.
- c) Any person who operates an off-highway vehicle in contravention of this Bylaw is guilty of an offence and subject to a penalty as outlined in Schedule A.

6. SEVERABILITY:

- a) Should any section or part of this Bylaw be found to have been improperly enacted, such section shall be deemed to be severable from all other sections of this Bylaw.

7. COMING INTO EFFECT:

- a) This Bylaw comes into force and effect on the date of final passing.
- b) Bylaw 02-2013 is repealed upon this Bylaw coming into force.

READ a first time this day of , 2024.

READ a second time this day of , 2024.

READ a third and final time on this day of , 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"**Penalties**

Penalty Section	Fee – First Offence	Fee – Second & Subsequent Offences
3(b) Exceed Maximum speed of 30 km/hr.	\$100.00	\$200.00
3(c) Fail to wear helmet	\$250.00	\$500.00
3(d) Driver/passenger fail to wear seatbelt	\$250.00	\$500.00
4(a) Operate OHV w/o valid license	\$250.00	\$500.00
4(b) Allow others to operate OHV w/o valid license	\$250.00	\$500.00
Any offence under this Bylaw for which a penalty is not otherwise provided	\$250.00	\$500.00

**THIS IS A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE
PROVINCE OF ALBERTA, TO BE KNOWN AS THE
SUMMER VILLAGE OF ISLAND LAKE FEES & CHARGES BYLAW.**

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS the Summer Village of Island Lake wishes to establish, in a bylaw, certain fees and charges.

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

1. This Bylaw may be cited as the "FEES & CHARGES BYLAW".
2. The rates and fees for the Summer Village of Island Lake are as set out in Schedule "A" attached to and forming part of this bylaw.
3. The Council of the Summer Village of Island Lake may, by resolution, waive or excuse a person or persons from paying all or part of a fee or charge that is set out in Schedule "A" where Council assesses, in their discretion, that the circumstances warrant such waiver or excusal. For certainty, this power is in addition to the authority granted to the Chief Administrative Officer, as the head of the public body under the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 (the "Act"), to excuse a person from paying all or part of a fee under that Act.
4. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
5. Bylaw No. 03-2023 is repealed upon this bylaw passing and coming into full force and effect.
6. This bylaw shall come into force and have effect on the date of the third and final reading.

Read a first time on this day of , 2024.

Read a second time on this day of , 2024.

Read a third and final time on this day of , 2024.

Mayor, Chad Newton

Chief Administrative Officer, Phyllis Forsyth

Summer Village of Island Lake		
Schedule “A” – The Fees Schedule		
SERVICES OTHER THAN UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT RSA 2000, c F-25 (“FOIP ACT”):		
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$10.00	
COST OF COPIES PER COPY	\$0.25	
SPECIAL SERVICES RATE PER HOUR	\$75.00	
(Special services rate applies to all inquiries for information that takes in excess of fifteen minutes to acquire. Estimates will be given under the \$10.00 fee.)		
TAX CERTIFICATES	\$25.00	
COMPLIANCE CERTIFICATES		
-Standard	\$75.00	
-Rush	\$150.00	
RETURNED PAYMENT / NSF FEE	\$50.00	
ASSESSMENT APPEAL FEE (Refundable if applicant is successful.)	\$100.00	
SUBDIVISION OR DEVELOPMENT APPEAL FEE	\$500.00	
SUBDIVISION OR DEVELOPMENT APPEAL FEE (Adjoining neighbor.)	\$500.00	
LOT CONSOLIDATION FEE	\$750.00	
LAND USE BYLAW AMENDMENT FEE	\$1,000.00	
<u>DEVELOPMENT PERMITS:</u>		“As built” or after project begins
SINGLE FAMILY DWELLING	\$300.00	\$600.00
GUEST HOUSE	\$300.00	\$600.00
ACCESSORY BUILDING – GAZEBO OR SHED	\$150.00	\$300.00
ACCESSORY BUILDING – DETACHED GARAGE	\$300.00	\$600.00
GROUND LEVEL DECKS OR STRUCTURES	\$150.00	\$300.00
ADDITIONS TO DETACHED DWELLINGS	\$300.00	\$600.00
RECREATIONAL VEHICLE AND PARKING PAD	\$150.00	\$300.00
SEPTIC SYSTEM AND HOLDING TANKS	\$150.00	\$300.00
BOAT HOUSE	\$150.00	\$300.00
HOME OCCUPATION	\$150.00	\$300.00
VARIANCE (IN ADDITION TO THE FEE FOR THE STUCTURE)	\$150.00	

Summer Village of Island Lake		
Schedule “A” – The Fees Schedule		
SIGNS	\$100.00	
DEMOLITION PERMITS	\$100.00	\$200.00
COMMERCIAL	\$300.00	\$600.00
MAXIMUM DEVELOPMENT PERMIT FEE FOR MULTIPLE BUILDINGS OR STRUCTURES SUBMITTED ON ONE APPLICATION	\$500.00	\$1000.00
<u>SAFETY CODE PERMITS</u>		
BUILDING PERMITS	AS PER SAFETY CODES PROVIDER	
ELECTRICAL PERMITS		
PLUMBING PERMITS		
GAS & HEATING PERMITS		
REMOVAL OF STOP WORK ORDER	\$500.00	
DOCKS ON MUNICIPAL PROPERTY:		
(Policy #2015-01 Management of Municipal Property-Waterfront)		
Registration and Annual application	Nil fee	
Failing to remove by Sept 30 th , Failing to register		
-first offence*	\$125.00	
-second offence*	\$250.00	
-third offence*	\$500.00	
*plus the cost of removal of the structure		
OTHER PERMITS:		
Annual Golf Cart Registration Fee	\$50.00	

Summer Village of Island Lake		
Schedule “A” – The Fees Schedule		
SERVICES RELATED TO REQUESTS UNDER THE FOIP ACT OTHER THAN THE INITIAL APPLICATION FEE WHERE THE FEES ESTIMATED BY THE SUMMER VILLAGE EXCEED \$150.00 AND SUCH FEES ARE PERMITTED BY THE FOIP ACT AND REGULATIONS*		
For searching for, locating and retrieving a record	\$6.75 per ¼ hour	
For producing a record from an electronic record – computer processing and related charges	Actual cost	
For producing a record from an electronic record – computer programming	Actual cost up to \$20.00 per ¼ hour	
For producing a copy of a paper record – photocopies and computer printouts – black and white up to 8 ½” x 14”	\$0.25 per page	
For producing a copy of a paper record – photocopies and computer printouts – other formats	\$0.50 per page	
For producing a copy of a paper record - from microfiche or microfilm	\$0.50 per page	
For producing a copy of a paper record - plans and blueprints	Actual cost	
For producing a copy of a record by duplication from microfiche or microfilm	Actual cost	
For producing a copy of a record by duplication from computer disks	\$5.00 per disk	
For producing a copy of a record by duplication from computer tapes	Actual cost	
For producing a copy of a record by duplication from slides	\$2.00 per slide	
For producing a copy of a record by duplication from audio and video tapes	Actual cost	
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 4” x 6”	\$3.00	
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 5” x 7”	\$6.00	
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 8” x 10”	\$10.00	
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 11” x 14”	\$20.00	
For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image – 16” x 20”	\$30.00	
For producing a copy of a record by any process or in any medium or format not listed above	Actual cost	
For preparing and handling a record for disclosure	\$6.75 per ¼ hour	
For supervising the examination of a record	\$6.75 per ¼ hour	
For shipping a record or a copy of a record	Actual cost	
* The CAO, as head of the public body, has the authority to excuse an applicant from paying all or part of a fee for such services in accordance with the FOIP Act.		

Summer Village of Island Lake		
Schedule “A” – The Fees Schedule		
SUBDIVISION		
Base Application Fee	750.00	
Per Lot Fee ¹	250.00	
Per Lot Endorsement Fee ²	200.00	
Recirculation	250.00	
Extension	350.00	
Title Search	15.00	

1. Reserve lots, roads, and public utility lots are exempt from the per lot application fee.
2. Reserve lots, roads, and public utility lots are exempt from the per lot endorsement fee.
3. Endorsement fees are not charged for Separation of Titles (s.652(4) of the Municipal Government Act R.S.A.2000, c. M-26, as amended.
4. There are other costs that are usually associated with the Subdivision Process
 - a. Surveying Costs
 - b. Municipal Reserves
 - c. Municipal Services
 - d. Land Titles Office
 - e. Statutory Plan or Land Use Bylaw Amendments
 - f. Professional Studies or Reports