

### RESORT VILLAGE OF CANDLE LAKE COUNCIL AGENDA

Date: Friday

August 5th, 2016

Time: 7:00 P.M.

#### **Resort Village of Candle Lake Council Chambers**

1. Call to order:

This being a first meeting of council for the new council, the meeting will be called to order by the Administrator.

- 2. Oath of Office: Each member of council to execute their Oath of Office.
- 3. Meeting to Mayor: Administrator turns the meeting over the mayor.
- 4. Election:
- 4.1 The Administrator to read the results of the election held July 30th, 2016.

Options: Council acknowledges the results of the election held July 30th, 2016.

4.2 Page 1- Returning Officer Report - Fred Payton (tentative)

Options: Receive and file.

- 5. Submission of Pecuniary Interest Forms:
- 6. Adoption of Minutes:

Page 5 - That the Minutes of Regular Council Meeting held July 22<sup>nd</sup>, 2016 be taken as read and adopted.

- **7. Approval of Agenda**: That the Agenda for this meeting be approved, and that presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.
- 8. Organizational Meeting:

8.1 - Signing Authority -

- 1. That the Administrator and the Mayor be appointed as signing authority on behalf of the Resort Village of Candle Lake.
- 2. The Administrator will designate sighing authority to an alternate in the absence of the Administrator for more than three days.
- **3.** That a Council member be appointed as signing authority in the absence of the Mayor.
- 9. Public Hearings and Appeals: None
- 10. Presentation, Delegations & Related Reports: None
- 11. Communications/Petitions Package:

The Communications/Petitions package is a listing of all correspondence directed to the Mayor and Council. The suggested disposition is indicated, however: any item can be removed and dealt with separately

11.1 Page 9 - PARCS Update for July, 2016.

#### Options:

- That Council direct administration to register for seven to attend the PARCS Convention 2016.
- 2. That Council direct administration to register for XX to attend the PARCS Convention 2016.
- 3. Receive and file.

Motion: That the Communications, Petitions Package items be received and referred as indicated.

The Consent Agenda is a listing of routine reports which are normally items for information purposes or matters for approval that are included in current budgets. However, any item can be removed for discussion and will be placed first under Reports of Administration and Committees.

#### 12. Consent Agenda: None

Motion: That the Consent Agenda be received and that the recommendations contained therein be approved as indicated.

#### 13. Reports of Administration & Committees:

**13.1 Page 14 -** Report 100/2016 from Assistant Administrator dated August 2<sup>nd</sup>, 2016 Re: Speed Reader Report July.

#### Options:

- 1. Receive and file.
- **13.2 Page 20** Report 99/2016 from Administrator dated August 2, 2016 Re: RM of Paddockwood review of campground application.

#### Options:

- 1. Receive and file.
- 2. That Council directs administration to prepare a letter for the Mayor's signature reflecting comments of Council.
- 13.3 Page 37 Bylaw 13 of 2015 Dock, Boat Lift and Vessel Bylaw.

#### Options:

- 1. Receive and file
- 2. That Council provide direction to administration regarding the date set as August 20th, 2016 for public meeting regarding the Dock, Boat Lift and Vessel Bylaw.
- **13.4 Page 51** Report 101/2016 dated August 4<sup>th</sup>, 2016 from Assistant Administrator Re: Request for Temporary Building.

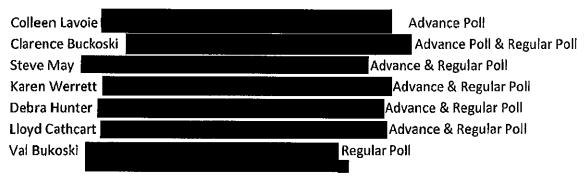
#### Options:

- 1. That Council grant permission for a temporary storage container to be placed Lot A Block 101 Plan 101949071.
- 2. Receive and file.
- 14. Inquiries: None
- 15. Councilors Forum: None
- 16. Introduction and Consideration of Bylaws: None
- 17. Unfinished Business: None
- 18. Giving Notice: None
- 19. Motions: None
- 20. Adjournment:

#### Returning Officer Report Resort Village of Candle Lake

First of all, thank you to the Council and Administrators of the Resort Village of Candle Lake for providing me the opportunity to act as the Returning Officer for your municipal election. I received the appropriate and necessary support from Joan Corneil and Heather Scott, without whom the election would not have proceeded as smoothly as it did. Thank you, also, to the support staff of the Village for their assistance whenever I contacted and visited the office.

I was ably assisted at the Advance Poll and the regular Poll by the following individuals, and appreciate their willingness to work, and thank them for the work that they did. Their work allowed the quick and efficient voting of 1,292 electors to occur:



These individuals appreciated the evening meal purchased for the Advance Poll, and the luncheon and evening meal purchased for the Regular Poll.

Dave Werrett, as the liaison person for the Candle Lake Curling Rink, went the extra mile for us and deserves hearty congratulations for assisting us in an exceptional manner.

I have attached to this report a copy of the results of the election which were forwarded on August 01, 2016 to Advisory Services and Municipal Relations, Ministry of Government Relations for the Province of Saskatchewan.

Also attached are the following: Bylaw 07 of 2016 requiring a Criminal Records Check to be provided with the nominations form, a copy of the Notice of Call for Nominations for both Mayor and Council (dated 2016-06-04), Nomination forms and Criminal Records checks for all candidates, Form K Receipt of Nomination and Candidates Acceptance for all candidates (dated 2016-06-24), Bylaw 12 of 2016 to establish a Mail-in Ballot Voting System, Appendix C Form E Oath, Affirmation or Declaration of Election Official and Appendix C Form D Appointment of Election Official for all staff appointed to serve during this election. In addition, the Consignee's Copy of the STC shipping receipt for election materials, and the Renter's Agreement Sheet for the Candle Lake Curling Club are attached.

Four cardboard ballot boxes, three privacy screens, two templated for visually impaired voters, unused pencils, unused seals for ballot boxes, and all unused forms, as well as the signage are also returned. If properly stored, most of these items could be used again during the next election.

Voting occurred for this election at an Advance Poll on 2016-07-23 and the regular poll on 2016-07-30. There was also an opportunity for electors to vote via a "Mail-in Ballot" as per the Council resolution, Bylaw 12 of 2016.

In total, 1,292 electors chose to cast ballots in the election. A total of 34 electors chose to request a "Mail-in Ballot". Of these, 24 ballots were returned. Ten ballots were not received prior to the close of the time allotted for their receipt.

#### Recommendations:

As the next election will not likely occur prior to 2020, it is not certain that any of the staff involved in the management of this election will be available to provide guidance at that time. The following recommendations are therefore made to assist the next Returning Officer.

Prior to the consideration of any by-laws being presented to Council regarding the management of the election, the Administrator and the Returning Officer should discuss the wording of the Bylaw. The same should occur prior to forwarding any communications to the electors. For example, when information regarding the election is forwarded, such as occurred with the tax notices, dates for the closure of the nail-in ballot should be included. Also of assistance might be an invitation to any individuals who may wish to work as a poll official.

Training for poll officials should occur further in advance to the election, and should include more information regarding the close of the poll. Election day is a long day, and in the summer can be very hot. As a result, poll workers can be worn out when it comes time to count ballots and complete the necessary forms required. The more advance training they receive, the better their performance will be.

A meeting with the candidates, complete this time for apparently the first time, resulted in candidates being better informed about the election process. It also resulted in fewer issues between the candidates and election staff. I would encourage such a meeting to occur again, but somewhat earlier in the election process. Ideally, it would occur within a week of nominations closing.

The curling rink, although overall a good location for the election, would not be considered to be handicapped accessible. A proper ramp needs to be constructed for the entry, and ramps

with less of a incline need to be provided. Failing this, information needs to be widely distributed regarding the possibility of "curbside" voting.

Conclusion:

Once again, thank you for the opportunity provided to act as your Returning Officer.

I would encourage that the poll staff identified above be paid as promptly as possible for the work that they did.

Should you require any further information or action from me, please advise me.

My best wishes are extended to the new Mayor and Councillors, and to the Adminsitrative staff at the Village Office.

**Fred Payton** 

**Returning Officer** 

2016-08-01

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July 22<sup>nd</sup>, 2016

A Council Meeting of Council for the Resort Village of Candle Lake was held on July 22<sup>nd</sup>, 2016, in the Council Chambers at Candle Lake, SK.

ATTENDANCE:

The following were in attendance:

Quinn, John

- Mavor

Lozej, Michelle

- Councilor

Simoneau, Maurice

~ Councilor

Tarasiuk, Louise

- Councilor

Joan Corneil -

Administrator

Heather Scott -

Assistant Administrator

ABSENT:

Painchaud, Carey

- Councilor

- 1. CALL TO ORDER: Mayor John Quinn called the meeting to order at 9:00 a.m.
- 2. **SUBMISSION OF PECUNIARY INTEREST: None**
- 3. **ADOPTION OF MINUTES:**

#### 283/2016 TARASIUK:

That the Minutes of Regular Council Meeting held July 8th, 2016 be taken as read and adopted. CARRIED

#### 4. **APPROVAL OF AGENDA:**

#### 284/2016 LOZEJ:

That the Agenda for this meeting be approved as amended, and that presentations. delegations and speakers listed on the Agenda be heard when called forward by the Mayor.

#### Additions:

9.4 – Report 89/2016 – Request for permission to horizontal drill.

CARRIED

- 5. PUBLIC HEARINGS AND APPEALS: None
- 6. PRESENTATIONS, DELEGATIONS AND RELATED REPORTS: None
- 7. COMMUNICATIONS/PETITIONS PACKAGE:
  - **7.1** Letter from Dave Weightman dated July 8<sup>th</sup>, 2016.

285/2016

TARASIUK: Receive and file.

CARRIED

July 22<sup>nd</sup>, 2016

7.2- Letter from Clarence Buckoski dated July 4th, 2016 Re: Drainage.

**286/2016 TARASIUK:** That Council direct administration to reimburse Mr. Buckoski for septic services in the amount of \$150. **CARRIED** 

**7.3** – Letter from Ed Horn, Co-chair of Communities in Bloom dated July 6<sup>th</sup>, 2016 Re: Signage in and around Candle Lake.

287/2016 LOZEJ: Refer to administration.

CARRIED

7.3 - Letter from Eisner Mahon Forsyth dated July 8th, 2016 Re: Overpayment.

**288/2016 LOZEJ:** That Council direct administration to refund \$227.86 representing the overpayment of taxes to Eisner Mahon Forsyth. **CARRIED** 

**7.4**– Thank you card from the Candle Lake Community Church.

289/2016 TARASIUK: Receive and file.

CARRIED

7.5 - Letter from Vince Steen dated July 7th, 2016 Re: #5 Bayview Drive.

290/2016 TARASIUK: Refer to administration.

CARRIED

**7.7** – Letter from Lawrence and Lana Ward dated July 8<sup>th</sup>, 2016 Re: Consolidation of Property.

#### 291/2016 LOZEJ:

That Council approve the lot consolidation of Lot 48 Block 300 Plan 81PA03018 and Lot 49 Block 300 Plan 81PA03018 with civic addresses of #15 and #13 White Poplar Crescent.

**7.8** – Email from Doug and Nadine Wilson dated July 6<sup>th</sup>, 2016 Re: Amalgamation.

292/2016 TARASIUK: That Council approve the lot consolidation of Lot 6 Block 105 Plan 101577179 and Lot 7 Block 105 Plan 101577179 with civic addresses 12 and 14 Panther Parkway. CARRIED

#### 8. CONSENT AGENDA:

- **8.1 -** Report on Bylaw enforcement from EPS Management Services Inc. for the month of June 2016.
- **8.2** News Release from Prince Albert Parkland dated July 4<sup>th</sup>, 2016 Re: Technology changes enhancing service for public health units.

July 22<sup>nd</sup>, 2016

293/2016

QUINN: That the Consent Agenda be received and filed.

**CARRIED** 

#### 9. REPORTS OF ADMINISTRATION & COMMITTEES:

**9.1** - Report from Financial Officer of List of Accounts Payable from July 1<sup>st</sup> – July 18<sup>th</sup>, 2016.

**294/2016 LOZEJ:** That Council approve the accounts payable as listed from July 1<sup>st</sup> – July 18<sup>th</sup>, 2016. **CARRIED** 

**9.2** – Report 92/2016 dated July 13<sup>th</sup>, 2016 from Administrator Re: Development Appeals Board Appointments.

#### 295/2016 TARASIUK:

- That Council appoint the following persons as members of the Development Appeals Board for a term of three years Doug Ritchie, Ernie Paydli, Richard Lang.
   The Council appointment Colleen Lavoie as Secretary to the Development Appeal Board the term to be at the discretion of Council.

  CARRIED
- **9.3** Report 93/2016 dated July 15<sup>th</sup>, 2016 from Administrator Re: Reward for Information Sign Removal.

#### 296/2016 LOZEJ:

- 1. That Council send the report back to administration for further review and report.
- 2. That Administration consult with Crime Stoppers and seek legal advice.

CARRIED

**9.4** – Report 89/2016 from Assistant Administrator Re: Request for permission to horizontal drill.

**297/2016 TARASIUK:** That Council approve the request for Debbie Podbodchynski to perform horizontal drilling for the purpose of securing a year round water supply from Candle Lake. **CARRIED** 

- 10. INQUIRIES: None
- 11. COUNCILORS FORUM: None
- 12. INTRODUCTION AND CONSIDERATION OF BYLAWS: None
- 13. UNFINISHED BUSINESS: None
- 14. GIVING NOTICE: None

July 22<sup>nd</sup>, 2016

#### 15. MOTIONS:

#### 298/2016 LOZEJ:

That Council adjourn to an in camera session to review items of land, legal, labour and/or strategic planning.

**CARRIED** 

Council Convenes to Closed Session: 9:32 a.m.

298/2016 TARASIUK: That Council adjourn for a 5 minute recess.

**CARRIED** 

Council adjourns for a 5 minute recess at 9:32 a.m. Council reconvenes to a closed session at 9:43 a.m. Council Reconvenes to Open Session at 11:35 a.m.

#### 299/2016 QUINN:

That Council reconvene to open Council meeting to ratify direction provided from Committee of the Whole – InCamera.

#### 300/2016 LOZEJ:

That Council approve the direction given to administration regarding items of land legal and labour and strategic planning.

#### Direction:

· Receive and file legal reports.

**CARRIED** 

**301/2016 TARASIUK:** That Council approve the option to fix drainage on Bayview as putting in a catch basin draining towards Bay Lake through Village right of way and retracting curbing in front of property owned by Whole Earth Builders.

CARRIED

**302/2016 LOZEJ:** That Council approve the repair to Main Street near Highway 120 and that the administrator has approval to sign any contracts up to \$30,000.

**CARRIED** 

#### 16. ADJOURNMENT

**303/2016 SIMONEAU:** That the meeting adjourns at 11:46 a.m.

**CARRIED** 

Mayor	Administrator

#### PARCS UPDATE #66 JULY, 2016



#### **OVERVIEW OF THIS NEWSLETTER**

#### IN THIS ISSUE:

Page 1 - Overview

Page 2 - STAB Update

Page 3 - Convention Program

Page 4 – Program Details

Page 5 - Registration Form

#### 1. BEST CONVENTION PROGRAM EVER

PARCS is proud to unveil what promises to be one of our most informative and interesting convention programs ever. This year we have selected two themes, one for each day of the convention and we have invited two keynote speakers, one to address each theme.

The theme for *Friday, October 21<sup>st</sup>* is "*Ethical Governance*" which fits in with the new Conflict of Interest Legislation currently facing Councils of Rural Municipalities and Resort Villages. Friday's keynote speaker is *Diana Adams from KPMG*. Two of our directors, who heard Diana Adams speak a few months ago, referred to her address as "possibly the most thought provoking" they had ever heard.

Friday afternoon's program is divided into two streams:

- The first stream is aimed at **resort village councils**, both as training for newly elected councillors and as a review for experienced councillors.
- The second stream is designed for **RM councillors and for organized hamlet boards**, highlighting current issues about relationships between them.

The theme for *Saturday, October 22<sup>nd</sup>* is "*Effective Stewardship*" which fits in with PARCS 2016 lobby effort aimed at trying to persuade our government to protect our lakes from *Aquatic Invasive Mussels* by implementing a program to *Stop Them at the Border* (STAB). Saturday's keynote speaker is *Kate Wilson from Alberta's Fish and Wildlife Branch*. Kate is the Aquatic Invasive Species Specialist who administers the border inspection program that continues to protect Alberta's lakes. We are indeed fortunate to have Kate speak to us and answer our questions as we continue to try to persuade our government to enact a similar protection services in Saskatchewan.

Our convention will once again be held in the beautiful Willows Golf and Country Club. We've arranged a special menu and a fun speaker for Friday's banquet. Our Program follows on pages 3 and 4, with the registration form on page 5. You must register for your hotel before Sept. 15<sup>th</sup>. Room rates are lower this year!

#### 2. AIM to STAB (Aquatic Invasive Mussels - Stop Them at the Border)

Page 2 provides an overview of the past year's lobby efforts on your behalf – what we celebrate, what we regret and what we plan to do.

#### PARCS CELEBRATES

#### Province-wide support

The STAB advocates who met with the Deputy Minister of Environment on June 6th included:

- The Provincial Association of Resort Communities of Sask (PARCS)
- The Sask Association of Watersheds (SAW)
- The Sask Urban Municipalities Association (SUMA)
- The Sask Association of Rural Municipalities (SARM)
- The Sask Chamber of Commerce

- Sask Wildlife Federation(apologies)
- Ducks Unlimited
- Sask Power
- The Sask Irrigators Association

Thank you to the 40 members (RVs, RMs and OHs) who wrote to candidates and the Premier. There is a strong public consensus that the government needs to do more to protect out lakes.

#### Increased public awareness

It's hard to find anyone now who has not heard about the dangers of quagga and zebra mussels. The television ads, public signs and handouts such as those at Cabellas have done much to make boaters aware of the dangers of contaminating our lakes with these hitch-hikers.

#### The support of the Provincial Auditor

The auditor's report, received June 10, devotes a whole chapter to the Ministry of Environment about AIM, asking for "collaboration with partners" and "a formalized risk-based inspection strategy".

#### The beginning steps undertaken this year by the Ministry of Environment who have:

- Passed legislation establishing a \$5,000 fine for transporting AIM into the province.
- Made inroads at collaborating with Canadian Border Services Agency (CBSA).
- Trained Conservation Offices as inspectors and purchased 2 decontamination units.
- Done random inspections on 330 boats in 2016 and found 20 that needed decontaminated.<sup>1</sup>

#### PARCS QUESTIONS THE RECENT CLAIMS OFFERED BY THE MINISTER OF ENVIRONMENT<sup>2</sup>

GOVERNMENT POSITION	PARCS POSITION
The Ministry wants to collaborate.	The April 28 <sup>th</sup> letter from SUMA, SARM and PARCS went unanswered for 11 weeks, a meeting finally arranged for July 12 <sup>th</sup> .
The Ministry is working with the western provinces and territories.	When asked about this, the Minister admitted that they have done no more than share information.
The province has adequately funded the fight against AIM in 2015 and increased funding in 2016.	In 2015 Sask spent \$264,000 while Alberta spent \$2.1 million and Manitoba spend \$500,000 (auditor p. 62). In 2016, the province cut funding for watersheds by \$190,000 & increased AIM funding by \$100,000, a net loss to our lakes.
"The Ministry is coordinating a series of watercraft inspection on our eastern boundary." (Quote from Minister's letter to City Mayor's Caucus of SUMA, June 28th)	When questioned on July 12, about the recent AIM infestation in Cedar Lake, Manitoba and asked to set up a monitoring site on highway 55, the Minister refused. Cedar Lake is straight west from Lake Tobin, about 250 km, connected by highway 55 from The Pas. Tobin Lake now had the dubious distinction as the Saskatchewan Lake most at-risk for AIM infestation!
The Minister feels that if we can't have inspection stations open 24/7, then part-time inspections are of no use. (July 12 mtg.)	Alberta has inspections that operate during daylight hours and yet, in 2015, stopped and decontaminated 20 mussel infected boats crossing Sask.

#### **PARCS PLANS**

- To formally request that the Ministry of Environment set up a Standing Advisory Committee on Aquatic Invasive Species with a view to working toward a systematic risk-based approach to watercraft inspection. We plan to enlist the further support of our provincial partners and the provincial auditor for this endeavor.
- To consult with our membership at our October convention regarding further action.

<sup>&</sup>lt;sup>1</sup> Imagine if we were to inspect 20,000 boats a year, as Alberta did in 2015! How many boats would have been caught?

<sup>&</sup>lt;sup>2</sup> Most of these claims were made in the Minister's June 28th letter to the Saskatchewan City Mayor's Caucus.

#### **PARCS CONVENTION 2016**



#### At the beautiful Willows Golf & Country Club 401 Cartwright Drive - south of Saskatoon

#### ETHICAL GOVERNANCE and EFFECTIVE STEWARDSHIP

<b>FRIDAY</b>	<b>OCTOBER</b>	21, 2016
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9:00 am

Registration (Coffee, juice, muffins)

9:45 am

Welcome

10:00 to 12:00 am

**#1 - KEYNOTE WORKSHOP - UNDERSTANDING FRAUD AND ETHICS** 

Diana Adams, KPMG

12:00 to 1:00 pm

Luncheon

1:00 to 3:00 pm

For Resort Village delegates # 2.1- EFFECTIVE COUNCILS

**Orientation for New Councillors Refresher for Experienced Councils** 

Diana Lee

Advisory Services

Ministry of Government Relations

3:00 to 3:15 pm

Nutrition Break

3:15 to 4:15 pm **#3.1 - HUMAN RESOURCES** 

> **Dealing Fairly and** Effectively with staff

Sherry Jimmy

& Jay Fuller, Morris Interactive

4:15 to 5:00 pm

#4 - REVALUATION 2017

Irwin Blank, CEO, SAMA

7:00 p.m.

**#5 - PRESIDENT'S BANQUET** 

Speaker: Ashlyn George, Saskatchewan's 2015 Wanderer

For RM and OH delegates

#2.2 - RM COUNCILS AND OHS Relationships between RM **Councils and OH Boards** 

Colleen Christopherson Advisory Services

Ministry of Government Relations

#3.2 - RM COUNCILS WITH **FAIR REPRESENTATION:** Options to consider

Panel Presentation

PARCS, POWL, RM of Hoodoo

5:00 to 6:30 pm - Time to register at your hotel or relax at the Willows.

#### **SATURDAY OCTOBER 22, 2016**

9:00 to 12:00 am

**PARCS BUSINESS** 



9:00 a.m. - Reports

9:30 a.m. - Regional Meetings 10:30 a.m. - Nutrition Break

10:45 to 11:45 noon - PARCS Annual Mtg.

11:45 to 12:30 pm

Lunch

12:30 to 2:00 pm

#6 -KEYNOTE ADDRESS (AIM in Alberta)

Kate Wilson, Alberta Aquatic Invasive Species Specialist

2:00 to 3:00 pm

#7 -EDUCATION AND INSPECTION (AIMM in Saskatchewan)

Brent Webster, Director of Conservation Officer Services

Ron Hlasny, Biologist, Sask Environment

3:00 to 3:15 pm

Nutrition Break

3:15 to 4:15 pm

#8 - INVOLVING YOUR COMMUNITY: LOVE YOUR LAKE

Colleen Fennig, WUQWATR

#### SESSION DESCRIPTIONS

#### #1 - KEYNOTE WORKSHOP - UNDERSTANDING FRAUD AND ETHICS

Diana Adams will present the many ways fraud can be committed, tips to recognize fraudulent acts, and ways of dealing with unethical personnel, both in government and the workplace.

#### # 2.1- EFFECTIVE COUNCILS

Diana Lee will provide both an orientation for new RV Councillors and a recent refresher for returning Councillors following the July elections, with a focus on changes to the Acts and Regulations affecting RV councils. Specific reference will be made to the new Procedures Bylaws and Conflict of Interest regulations that affect members of SUMA, SARM and the Northern Municipalities introduced in 2015 and implemented in 2016.

#### #2.2 - RM COUNCILS AND OHs

Colleen Christopherson will provide an update and overview of the relationship between Organized Hamlets and Rural Municipalities. She will make particular reference to legislation, regulations, and other mechanisms designed to assist OH's in understanding their role and mandate within the RM structure, as well as the RM's role and responsibilities to their OH's.

#### **#3.1 - HUMAN RESOURCES**

Jay Fuller will provide a synopsis of 'best practices' in managing a most valuable resource, our staff, within a municipal government. He will focus on practices that will make a municipality a leader in human resource management. As a bonus, Morris Interactive will provide each participant with access to a DiSC profile which will assist individuals in understanding their own leadership style and how it affects others.

#### #3.2 - RM COUNCILS WITH FAIR REPRESENTATION

Three panel members, Garry Dixon, Cliff Schmidt and Don Gabel, will talk discuss their personal efforts (and challenges) to seek better representation for their communities at RM council tables.

#### #4 - REVALUATION 2017

Irwin Blank will present information on the upcoming 2017 revaluation with emphasis on the changes occurring to resort property assessments across the province relative to other property types. He will also highlight reports that SAMA is providing to assist local governments in reviewing those new assessments.

**#5 - BANQUET SPEAKER -** Ashlyn George is the vivacious young woman whose adventures can be found at the web site <a href="http://saskatchewanderer.ca/blog/tag/ashlyns-2015-adventure">http://saskatchewanderer.ca/blog/tag/ashlyns-2015-adventure</a> - or you can see and hear her in person at the convention's President's Banquet on Friday night.

#### #6 - KEYNOTE ADDRESS (AIM in Alberta)

Kate Wilson coordinates Alberta's border program to inspect watercraft entering the province from the south (US) or from the east (Ontario and Manitoba via Saskatchewan). In 2015, her staff inspected 21,000 boats and decontaminated 11 mussel boats. She will describe the number of stations, staff, equipment required, hours of operation and costs involved in such a program.

#### #7 - EDUCATION AND INSPECTION (AIMM in Saskatchewan)

Brent Webster is in charge of communication and education regarding invasive mussels. Ron Hlasny is in charge of inspection and decontamination in the field. Brent and Ron will outline the up-to-date efforts the Saskatchewan Ministry of Environment is undertaking to prevent the introduction of Aquatic Invasive Species into Saskatchewan waterways.

#### #8 - INVOLVING YOUR COMMUNITY: LOVE YOUR LAKE

Colleen Fennig will describe how a lakeshore community can obtain a \$ 5,000 grant from the Watershed through Canada's Love Your Lake program and the type of activities it will fund.

#### **CONVENTION REGISTRATION**

#### **CONTACT INFORMATION:**

Cottage community (or association):

Contact person, name:

Easy registration, spaces are limited.

Copy this form and fill it in. Email it to <a href="mailto:parcs@sasktel.net">parcs@sasktel.net</a> We will confirm by email.

Phone number:

Email address:

CONVENTION (Includes Friday lunch, Friday band	quet plus Saturday lunch, all nutrition breaks)
Attending for both days	,
# attending from member communities (voting Names:	delegates:: x \$ 225 = \$
# attending from non-member communities: Names:  // // / / / / / / / / / / / / / / / /	x \$ 325 = \$
Attending for Friday (Day only)	
# attending from member communities: Names:	: x \$ 125 = \$
<ul> <li># attending from non-member communities:</li> <li>Names:</li></ul>	x \$ 225= \$
Attending for Friday (Day plus evening banquet)	<del></del>
# attending from member communities     Names:	:x \$ 150 = \$
<ul> <li># attending from non-member communities:</li> <li>Names:</li> </ul>	x \$ 250= \$
Attending for Saturday only	
<ul> <li># attending from member communities (voting Names:</li> </ul>	delegates):x \$ 100 = \$
# attending from non-member communities: Names:  ,	x \$ 200 = \$
Extra banquet tickets (no spousal packages available):	×\$30 =\$
NOTE: # Attending Friday sessions #2.1 and 3.1: OR # Attending Friday sessions #2.2 and 3.2:	
REGISTER SOON by mail or email to:	TOTAL FEES
Lynne Saas, PARCS, Member Services	Fees are enclosed
Box 52, Elbow, SK, S0H 1J0	Fees will follow by mail
Phone - 630-9698	Fees will be paid at convention
Email – parcs@sasktel.net	Note - Registrations cancelled after October 1st
	will be invoiced for full fees.

#### MAKE YOUR HOTEL RESERVATIONS

Rooms are being held on a first come, first served basis. **You must reserve before September 15.**Rooms will be released after that date. Both hotels are 5 minutes from The Willows. Both are located on the same city lot at 105 Stonebridge Rd (off Clarence Avenue, south of Circle Drive).

#### THE HAMPTONS

665-9898

- 10 kings (\$139) or 20 double queens (\$139)
- Complimentary hot breakfast
- When registering state code: YXESS

#### FOUR POINTS BY SHERATON 933-9889

- 20 kings (\$129) or 20 double queens (\$134)
- Restaurant on site
- When registering state code: PJ21AA

-12-



THE RESORT VILLAGE OF CANDLE LAKE

REPORT

**Report Title:** 

Speed Reader Report July (Report#100/2016)

Date:

August 2<sup>nd</sup>, 2016

**Prepared By:** 

**Heather Scott, Assistant Administrator** 

**Prepared For:** 

Council

#### RECOMMENDATION:

1. Receive and file.

Justification for In Camera: N/A

**Background:** The speed readers are being regularly monitored monthly. There was a time during the repaying of Main Street that traffic was detoured. The assistant administrator pulled off the data for July to determine how effective the speed readers are on Main Street and Simon Lehne Drive.

The data pulled off below is for the timeframe between February 9<sup>th</sup>, 2016 and May 25<sup>th</sup>, 2016.

#### Main Street:

Total number of vehicles travelling west – 118,410

Average speed - 40 km/h

Total vehicle speeds:

Below 33km - 21,511

33 – 50km – 77,871

51 - 68 km - 18,329

69 - 86km - 675

87-104km - 23

105 - 122km - 1

#### Simon Lehne:

Total number of vehicles travelling south – 51,970

Average speed – 35 km/h

Below 46km - 42,042

46-61km - 9,079

62-77km - 812

78-93km - 34

94-109km - 3

110-125km - 0

The peak times for traffic are between 9 and 10 a.m. and 6-7 p.m.

**Discussion:** The data pulled off below is for the timeframe between July 1<sup>st</sup> and July 31<sup>st</sup>, 2016.

#### Main Street:

Total number of vehicles travelling west — 44,580 Average speed — 38 km/h Total vehicle speeds: Below 33km — 9,463 33 — 50km — 31,494 51 — 68 km — 3,536 69 — 86km — 80 87-104km - 6 105 — 122km - 1

#### Simon Lehne:

Total number of vehicles travelling south – 28,364 Average speed – 33 km/h Below 46km – 25,165 46-61km – 3,109 62-77km – 82 78-93km – 8 94-109km – 0 110-125km - 0

The peak times for traffic are between 8 - 9 a.m. and 8 - 9 p.m. Also the peak times for excessive speeds is noted between 12 - 1 a.m.

This data has also been forwarded to the Smeaton R.C.M.P. as per their request and monthly reports will be sent to them throughout the summer months to assist with speed control throughout the Village.

#### **Options:**

1. Receive and file

Financial Implications: None

**Communications: None** 

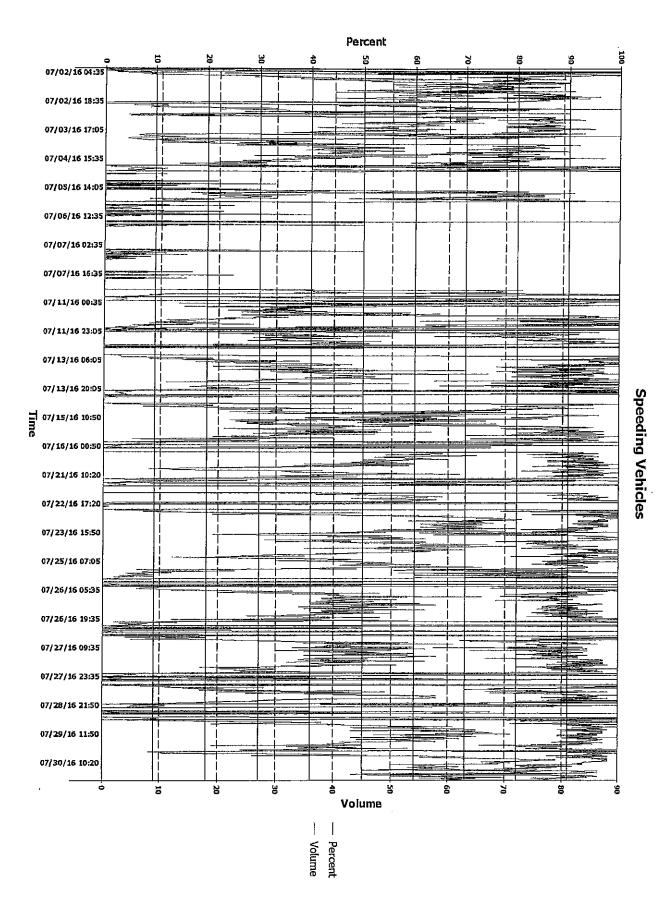
Attachments: Summary Reports from Simon Lehne and Main Street speed readers.

**Conclusion:** The data obtained the two reporting periods appears to be consistent.

Respectfully submitted,

**Heather Scott** 

**Assistant Administrator** 



# **Highest Speeds Summary Report**

Main St.

yn Address: 18735815160001 le/Location: MAIN

Measurement Period: 04/17/16 10:10:34 PM to 08/02/16 01:35:34 PM Reporting Period: 07/01/16 10:10:34 PM to 07/31/16 01:35:34 PM

69 - 86: 80 Below 33: 9463 Total Vehicles For: 25th Percentile Speed: 34 KPH Posted Speed Limit: 40 KPH Total number of vehicles: 44580 87 - 104: 6 Lowest Log Speed Setting: 15 KPH Average Speed: 38 KPH 50th Percentile Speed: 40 KPH 33 - 50: 31494 51 - 68: 3536

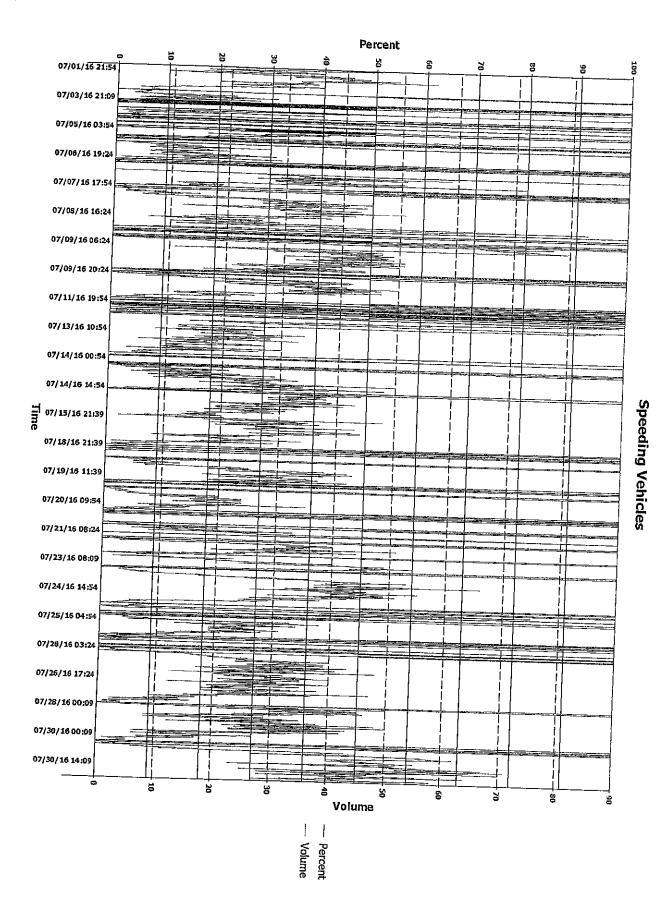
Above 177: 0 123 - 140: 0

141 - 158: 0

105 - 122: 1 159 - 176: 0

85th Percentile Speed: 48 KPH Highest Log Speed Setting: 199 KPH

//02/16 11:35	7/02/16 11:20	7/02/16 11:05	7/02/16 10:50	7/02/16 10:35	7/02/16 10:20	7/02/16 10:05	7/02/16 09:50	7/02/16 09:35	7/02/16 09:20	7/02/16 09:05	7/02/16 08:50	7/02/16 08:35	7/02/16 08:20	7/02/16 08:05	7/02/16 07:50	7/02/16 07:35	7/02/16 07:20	7/02/16 07:05	7/02/16 06:50	7/02/16 06:35	7/02/16 06:20	17/02/16 06:05	17/02/16 05:50	17/02/16 05:35	17/02/16 05:20	)7/02/16 05:05	)7/02/16 04:50	Time % )7/02/16 04:35
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# **Highest Speeds Summary Report**

Measurement Period: 04/17/16 09:44:50 PM to 08/02/16 01:09:50 PM Reporting Period: 07/01/16 09:44:50 PM to 07/31/16 01:09:50 PM

Lowest Log Speed Setting: 30 KPH
Average Speed: 33 KPH
50th Percentile Speed: -6 KPH
85th Percentile Speed: 41 KPH

165
46 - 61: 3109 94 - 109: 0 142 - 157: 0
62 - 77: 82 110 - 125: 0 158 - 173: 0

Above 174: 0

85th Percentile Speed: 41 KPH

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#### REPORT

THE RESORT VILLAGE OF CANDLE LAKE

Report Title: RM of Paddockwood review of campground application

(Report #99, 2016)

Date:

August 02, 2016

Prepared by:

Joan Corneil, CAO

Prepared for:

Council

#### **Options:**

1. Receive and file

2. That Council directs administration to prepare a letter for the Mayor's signature reflecting comments of Council.

#### **Justification for in Camera:**

**Background:** The Village is in receipt of a letter dated July 13, 2016 and received July 25, 2016 from the RM of Paddockwood regarding an application for a discretionary use permit. The use would be for a seasonal campground. (attached)

**Discussion:** The RM is requesting comments regarding the development. It is important to note that no decision has been made at this time.

The Village may see some increased traffic regarding the development. It may be prudent to enter into discussions with the RM regarding a tax sharing agreement.

Financial Implications: None at this time

Communications:

Attachments: Letter and application

Conclusion: The RM has requested a review and a letter for their file Prior to August 17,

2016.

Respectfully submitted,

Jean Corneil, CAO

## OF PADDOCK NO.

#### RM of Paddockwood No 520

Box 187, Paddockwood SK, S0J 1Z0

Phone: 306-989-2124 Fax: 306-989-4625

Email: rm520@sasktel.net Website: www.rmofpaddockwood.com

July 13, 2016

Resort Village of Candle Lake Box 114 Candle Lake, SK SOJ 3E0

Council and Administrator of the Resort Village of Candle Lake,

The RM has received a discretionary use application from Saskatchewan Ltd. 101078742. We are contacting adjacent land owners for input prior to granting a discretionary use permit.

They have applied to use a portion of their property NW 30 54 22 W2, as a seasonal campground. The campground would consist of 50 lots. The operating period is proposed to be from May 1 to October 31. The proposal is included for your review but please note this has not been approved by the RM. Not all of the proposal is compatible with our Seasonal Campground Bylaw and this would have to be addressed and corrected if the approval were granted.

As this is a new application for a discretionary use/seasonal campground a letter specific to this request would be required for this file. If you have any questions or concerns regarding this application please contact the RM Office, in writing, prior to the August 17, 2016 meeting of council. You may fax or email your concerns to our office. If you would like clarification prior to submitting your reply please do not hesitate to contact the RM office.

Thank you for your interest.

Sincerely,

Naomi Hrischuk RMA Administrator

RM of Paddockwood

enclosure



### RM of Paddockwood No 520 Box 187, Paddockwood SK, S0J 120

Phone: 306-989-2124 Fax: 306-989-4625

RECEIVED JUL 2 5 2016

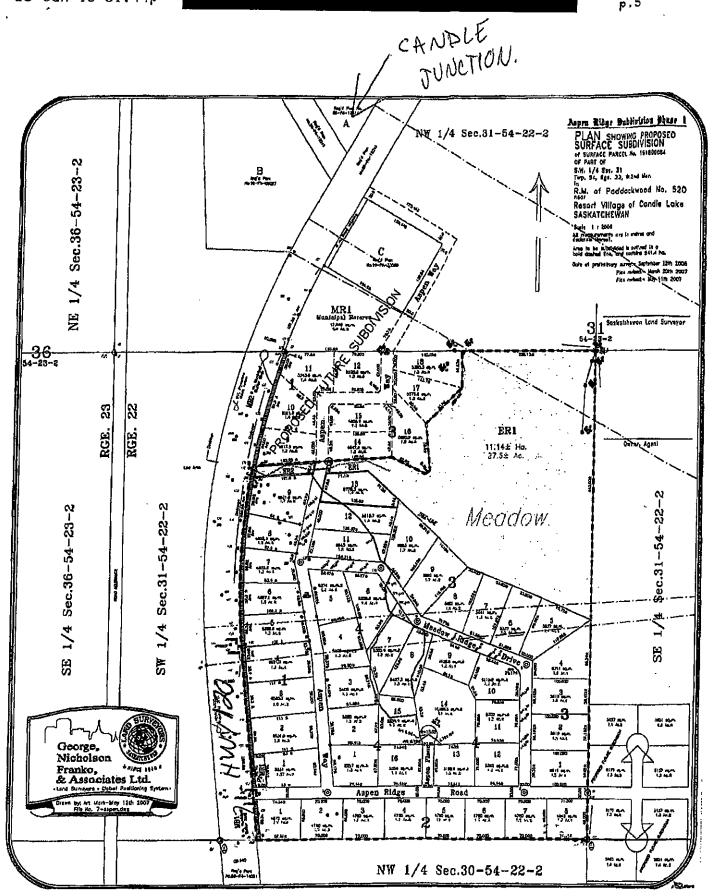
Email: rm520@sasktol.net Websito: www.mofpaddockwood.com

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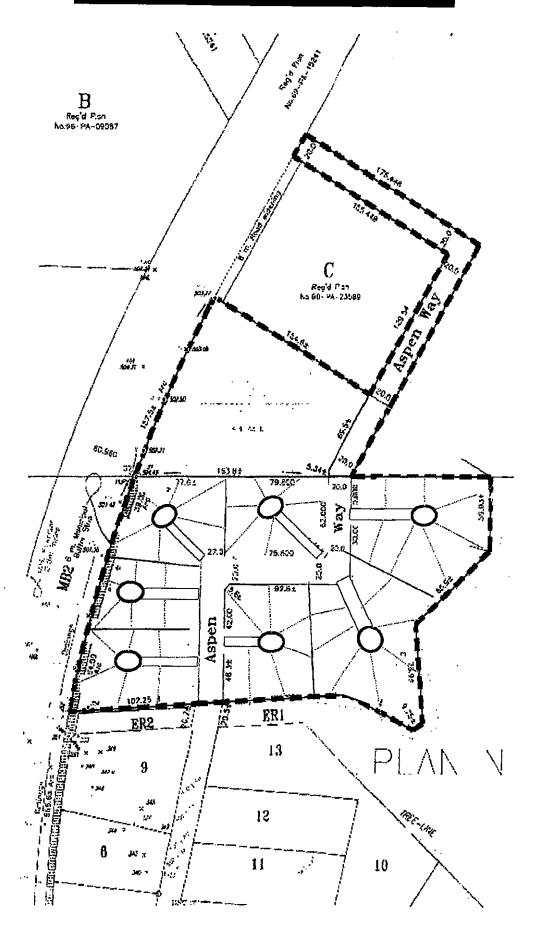
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5)	Surrounding land uses:		·	
	Are any of the following within 1.8 km (1	mile)?		
	a) Residential Site b) Recreation or Conservation Site c) Industrial or Commercial Site d) Sewage Lagoon or Land Fili e) Urban Municipality f) Stream or Large Body of Water	Yes/No	If Yes, Please State Distance Aspen Ridge Subdivisi	ריבי
	g) Other			
6)	Declaration by Applicant			
appilo and k Cana I furth demai applic	Province of Saskatchewan, solemnly decreation are true, and I make this solemn denowing that it is of the same force and effect a Evidence Act".  er agree to indemnify and hold harmless ands, liabilities, costs or damages related to ation.	lare that all of eclaration consists as if made the Municipali	cientiously believing it to be true under oath and by virtue of "The ty from and against any claims,	The state of the s

LANDOWNER SIGNATURE: \_ (If required)



ASPEN RIDGE.



The RULES AND REGULATIONS OF ASPEN RIDGE MANOR RV PARK are designed to ensure a pleasant and safe RV Park experience for all site holders and their families as well as to protect the aesthetic appearance and to enhance the value of the campground. Any act or deed shall be considered a nuisance if it interferes with the peaceful and proper enjoyment of the RV community. If there is not a rule prohibiting something, it does not necessarily mean that it is acceptable. Each site holder is expected to be respectful to their neighbors and to maintain a neat campground area. The Developers will develop no more than 50 Seasonal RV sites.

Sites will be developed by not clear cutting, but removing as few trees as possible. The sites are to have individual septic tanks and power meters. A playground will be supplied and available to all site owners. Roads are to be 7 meters wide with shallow ditches. Surface water drainage will be designed by a professional engineer with careful consideration to filtering of surface water drainage.

- 1. Some of the regulations are required to comply with Rural Municipality of Paddockwood and the sites will be used by the same occupants for the entire season). All site holders are responsible to comply with other Municipal, Provincial and Federal regulations.
- 2. The RV season will run from May 1 until October 31. Water will not be turned on until after thawing of the frozen ground and will be turned off before frost damage danger. Electrical service to the common areas will be discontinued after October 31.
- 3. Quiet time shall be maintained from 11pm until 7 am.
- 4. ALL SIGNAGE IN THE RV PARK IS THERE FOR IMPORTANT SAFETY AND INFORMATION PURPOSES AND IS TO BE STRICTLY ADHERED TO. The speed limit in the camping area is 10 km/hr and on the roadways outside the camping area is 30km/hr. Roadways in the camping area are one way. Exemptions are allowed only when necessary for insertion or extraction of a Recreational Vehicle from a site.
- 5. One Park Model or Recreational Vehicle is allowed per site. Each site has a minimum of 2 vehicle parking spaces. Parking is not allowed on the roadways. There are 2 guest parking areas for overnight guests if sites do not accommodate off street parking for the guests' vehicle. Boats, trailers and car dollies are not allowed in the camping area and are to be stored off site.
- 6. Golf carts and all-terrain vehicles are allowed on the camping area roads and must adhere to the speed limits and must be operated only by persons with a valid driver's license. Bicycles are required to have front and rear deflectors.

- 7. Annual fees are set to cover each site's proportionate share of the costs related to operating the campground and to cover the annual Resort Village of Candle Lake Trailer License Fee. The costs to run the RV Park include, but are not limited to, property taxes, liability and other insurance, water usage, maintenance, grounds keeping, contingency fund. Each site has a dedicated electrical meter and each will be billed separately for electrical consumption annually.
- 8. Each Recreational Vehicle must be self-contained and connected to the campground water supply and the site's sewage/waste water storage tank. Approval of each Recreational Vehicle is required from the campground administration prior to delivery to the campground site. Tent trailers, converted buses, and truck campers are not allowed.
- 9. It is important to maintain neatness and cleanliness of the RV sites. Each site holder is responsible to maintain their grass area and/or garden area. Conservation areas are to be maintained in their natural state. Trees and shrubs are important to the overall attractiveness and privacy of the campground. Dead trees and shrubs can be removed without a permit. A CAMPGROUND ADMINISTRATION PERMIT IS REQUIRED PRIOR TO REMOVAL OF LIVE TREES AND SHRUBS. NO CLEAR CUTTING OF SITES IS ALLOWED!!
- 10. Only household garbage is to be deposited in the supplied garbage receptacles. Construction debris or other refuse is to be disposed of by individuals at the municipal dump.
- 11. Each Recreational Vehicle is required to be connected to the sewage/waste water storage tank with an industry accepted hose or pipe that is properly sealed at the tank inlet. Any discharge onto the ground is prohibited.

- 12. Two storage accessory buildings are allowed per site and are not to exceed 100 square feet. Electrical wiring must be to code and requires an Electrical Permit.\* Exteriors are to be painted or have siding. Roofs are to have metal, wood, plastic or asphalt shingles. Roof peaks are not to exceed 12 feet.
- 13. Tarp covers are not allowed for long term storage of any materials.
- 14. The RV Park floor has much decayed roots, trees, etc. Due to the danger of subsurface fire, fire pits must have an insulating base of 6 inches of gravel, concrete or brick.
- 15. Individual campsites can have wooden or chain link or fences with screening slots for privacy.
- 16. Those that wish to protect tires from the sun are required to use tasteful covers. Unpainted plywood or plastic tarps are not allowed.
- 17. Pets are to be kept leashed inside the camp site boundary. The walking trails and open field areas are designated as off lease areas but each pet owner is deemed responsible for the conduct of their pets. Droppings are to be picked up and properly disposed of. PETS SHALL NOT BE LEFT OUTSIDE UNATTENDED OR PERMITTED TO BECOME A NUICANCE DUE TO LOUD AND CONTINUOUS BARKING EITHER INSIDE OR OUTSIDE OF THE RECREATIONAL VEHICLE.
- 18. Each Recreational Vehicle shall be located at least 4.5 m (14.76ft) from the neighboring Recreational vehicles and must be placed at a sufficient distance from the side site boundary (minimum 0.9 m, 3 ft.) to allow access to the sewage/waste water holding tank and for servicing of the Recreational Vehicle. Recreational Vehicles and decks are to be located at least 2m (6.56 ft.) from their rear boundry.\*

- 19. Decks and patios cannot be longer in length than the Recreational Vehicle with a maximum width of 3.65 m (12 ft). A setback of at least 1.52 m (5 ft) from the site boundary is required. A roof with a maximum height above ground level of 3.65 m (12 ft) for shade and rain protection is allowed. The decks cannot be enclosed and are to be no more than 2 feet above ground level. Concrete, asphalt and concrete brick patios and parking pads are allowed.
- 20. Poles for street lighting are not located in the roadways. Some are located inside site boundaries and those site holders are required to allow access to these poles for maintenance purpose.
- 22. The campground maintains insurance for liability. This insurance does not cover insurance for damages to site holder's Recreational Vehicles. Each site holder should maintain their own insurance for damage to their RV from hail, wind, water leakage, broken trees, etc. 23. Mandatory 100 foot water hose (minimum) hooked up at all times during the camping season to be used in case of fire in their site.
- 24. To obtain a water surface drainage plan provided by a professional engineer using elevations provided by a professional surveyor.
- 25. Consult with Sask Power, Sask Tel and Sask Energy before commencing construction

- 26. To submit a site plan of the RV Park upon improvements, including lot dimensions, road dimensions, buffer areas, and public use facilities.
- 27.To submit the contact information for each occupant on each site.
- 28. To not assign or transfer this Agreement or any part of this Agreement to any individual or corporation party without obtaining the prior written consent of the RM of Paddockwood.



The RV Park is in a mature virgin spruce forest parallel to the main road of Highway #120. There is 1 entry/exit point to the highway access which minimizes traffic through each campground area. The roadways curve and wind through the forest creating a charming quality. The sites have much privacy provided by natural vegetation and mature trees. Standard sites are a minimum 40 ft by 60 ft with many sites considerably larger. One storage shed of up to 100 square feet are allowed. Also, each site has space for at least one vehicle to park off of the roadway. The meadow north of the camping area is natural grassland and does not allow for future development as it is considered Environmental Reserve . There will be a gravelled guest parking area. There is a wide selection of sites, varying in sizes and each person is sure to find a lot that they with be able to call home for 5 months of the year.

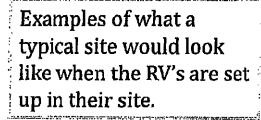
- This is private land adjacent to of Aspen Ridge Residential Acreages subdivision.
- Each site is to have its own individual power meter and septic tank.
- There is a natural boundary of 20 metres which borders along the lots 9 and 13.
- Developers would like to put a gate at the end of the road on Aspen Way and only have it for use of the emergency vehicles and make the end of the street a cul-de-sac.



Our main campground has approximately 50 large (40x60) with power service to each seasonal lot.

We welcome you to come for a drive to check us out! We are located on the right side of Highway #120

Call Mike at 306-961-2007 or Steve at 306-961-7407 for info, or leave a message on either of these numbers and we will get back to you ASAP.

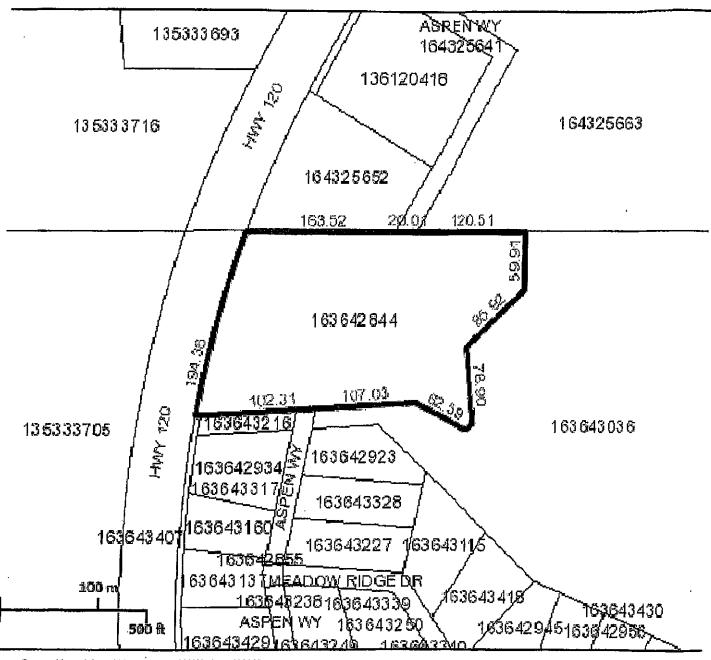






### Surface Parcel Number: 163642844

REQUEST DATE:14-Jul-2016 1:50:52 PM



Owner Name(s): 101079742 SASKATCHEWAN LTD.

Municipality: RM OF PADDOCKWOOD NO. 520

Title Number(s): 134900478
Parcel Class: Parcel (Generic)

Land Description: Blk/Par A-Plan 101901046 Ext 1

Source Quarter Section: SW-31-54-22-2

Commodity/Unit: Not Applicable

Area: 5.488 hectares (13.56 acres)
Converted Title Number: 84PA02922

Ownership Share: 1:1

.1. p. 1



Our main campground has approximately 50 large (40x60) with power service to each seasonal lot.

We welcome you to come for a drive to check us out! We are located on the right side of Highway #120

Call Mike at 306-961-2007 or Steve at 306-961-7407 for info, or leave a message on either of these numbers and we will get back to you ASAP.



Examples of what a typical site would look like when the RV's are set up in their site.



# **BYLAW 13 of 2015**

# OF THE RESORT VILLAGE OF CANDLE LAKE IN THE PROVINCE OF SASKATCHEWAN

#### To be known as

"Dock, Boat Lift and Vessel Bylaw"

A Bylaw of the Resort Village of Candle Lake FOR THE CONTROL, REGULATION AND USE OF MARINAS, DOCKS, BOAT LIFTS AND VESSELS

Whereas the Resort village of Candle Lake has limited beach area, and

Whereas the Resort Village of Candle Lake Council recognizes that there is a need for the mooring and storage of boats, and

Whereas the Resort Village of Candle Lake Council is of the opinion that marinas are healthier for the lake than docks or other mooring mechanisms,

The Council of the Resort Village of Candle Lake in the Province of Saskatchewan hereby enacts as follows:

- 1) Interpretation -In this bylaw, the expression:
  - a) Abandoned Dock: A dock that exceeds the maximum distance from shore requirement set forth in his bylaw or is adrift.
  - b) Administrator means the person appointed as the Administrator for the Municipality pursuant to *The Municipalities Act*.
  - c) Beach Area means an area designated as a beach by this bylaw.
  - d) Boat means a vessel other than a Personal Watercraft

- e) **Boat Lift** means a structure that may be attached or unattached to a dock, which facilitates the removal of a vessel from the water, and which can allow the vessel to be stored above the natural level of the water.
- f) **Bylaw Officer** means a person appointed by Council to enforce the bylaws of the Resort Village of Candle Lake
- g) Council means the Council of the Resort Village of Candle Lake;
- Designated Officer means a person appointed by the Municipality to enforce this Bylaw and shall include the Administrator and a Peace Officer or Bylaw Officer;
- i) Dilapidated Dock: A dock that
  - (i) has any structural members, roofing, decking, flotation or walkways that are not securely attached and could pose an immediate safety or navigation hazard,
  - (ii) is submerged,
  - (iii) is not floating upright,
  - (iv) has decks or floors below the waterline.
- j) is in a state of disrepair, or is otherwise not in compliance with this Bylaw. Dock a structure used for the purpose of mooring vessel(s) and for providing pedestrian access to and from moored vessel(s) and can consist of a single dock, wharf or pier, including walkway and access ramp and cannot occupy more than 1500 square feet of water space excluding the square footage occupied by the Gangway.
- k) Encased Flotation Expanded polystyrene fully enclosed by one of these materials:
  - i) Treated dimensional wood, 1.5 inches thick (actual) or more
    - (i) Nontreated dimensional wood 4 inches thick or more
    - (ii) Treated plywood 0.5 inch thick or more
    - (iii) Nontreated marine grade plywood 0.5 inch thick or more
  - ii) Concrete 1 inch thick or more
    - (i) Galvanized steel 0.065 inch or 16 gauge thick or more
    - (ii) Liquid coatings, 30 mils thick or more, chemically or securely bonded
    - (iii) Rigid (hard) plastics, 50 mils thick or more
  - iii) Fiberglass and plastic resins 30 mils thick or more, chemically or securely bonded. Or these materials which may or may not enclose expanded polystyrene:
    - (i) Devices using air chambers as flotation designed specifically for marine use
  - iv) Plastic barrels which contain no hazardous materials or residue
  - v) (Other materials approved as safe for marine environment

- Existing Residential Dock: A Residential Dock that, on or before the Effective Date of this bylaw, is constructed and located on or over the water surface of Candle Lake and has a current permit affixed to it.
- m) **Fixed Dock**: A rigid structure or portion of a rigid structure supported by pilings, retaining wall or other materials and associated with a permanent foundation that is either resting or embedded in the lake bottom and is designed to make relocation impracticable.
  - n) Floating Dock: A structure or portion of a structure supported by flotation or otherwise designed to make relocation possible.
  - o) Flotation: Material such as polystyrene, wood or other material used to support floating Structures on the water surface.
  - p) Gangway: A walkway or structure extending from the dock to the shore that, because of its short length, does not require supports by floats or outriggers and which occupies no more than 80 square feet of water surface area.
  - Lessee means a person or persons whom have right to land or improvements as an occupant, tenant or mortgagee of a property parcel, through agreement with a property owner and;
    - i) are responsible for tax or taxes of the municipality; or
    - ii) are a lessee of a property that is subject to a trailer licence fee of the municipality.
- r) Local Authority -shall mean the Resort Village of Candle Lake
  - s) Marina means a building, structure or place, containing docking facilities that are located on a waterway, where boats and boat accessories are stored, serviced, repaired or kept for sale and where facilities for the sale of marine fuels and lubricants may be provided.
  - t) Moor Means to make fast a vessel by attaching it by cable or rope to the shore, to an anchor or to a dock or other object.
  - u) Municipality means the Resort Village of Candle Lake.
  - v) Owner shall mean the assessed owner of a property for the purpose of taxation whom their name or names are on title or record with the municipality on the Tax Roll.
  - w) Navigable Passage: A dedicated space to allow the passage of Watercraft. It is defined as at least 75 feet wide with a minimum depth of eight feet.

- x) New Residential Dock: A Residential Dock constructed after the Effective Date of this Bylaw and replacing an existing dock that has a permit affixed to it. The permit shall be transferable to the new dock by the same owner.
- y) **Peace Officer -** means a peace officer as defined in *The Summary Offence Procedures Act.*
- z) Personal Watercraft is a jet propelled vessel typically ridden in a similar style as a motorcycle and commonly referred to as a *Jet Ski*, *Sea Doo* or *Wave Runner*.
- aa) **Residential Dock:** A noncommercial dock associated with a single family residence for which no compensation is/will be received by the owner(s) of the dock for its use. This definition also includes swim platforms.
- bb)Season shall mean the time period from May 1st to October 31st inclusive.
- cc) **Shoreline:** The line at which the water surface of Candle Lake Lake intersects the land at any given time. The Shoreline will move as the surface elevation of a lake changes.
- dd) Structure: Anything constructed or otherwise located on or over the water surface, extended over the water surface, or affi xed to something covered by water or is located on land and is an essential part of the Residential Dock, such as an electrical system.
- ee) Water Surface Area: The area including, but not limited to, the width times the length of the Residential Dock's floating and fixed structures located on or over the water, its open and covered slips and the maximum area covered by Watercraft, including that portion of the Water Surface Area that is used by Watercraft as a courtesy dock and all end tie areas. Gangways are not included in the Water Surface Area measurements.
- ff) Watercraft: Any craft, vessel or boat used or capable of being used as means of transportation on or under the water, including vessels such as houseboats and other vessels not used primarily for transportation.
- gg) Waterfront Property: Property that adjoins the Shoreline,

#### 2) Licensing

- Every dock or boat lift installed within the municipality shall have a licence issued by the local authority.
- b) Eligibility for a dock/lift/water vessel permit shall be limited to property owners or lessees of property within the Resort Village, and shall not be limited to owners of lake front property only.
- c) Any dock, lift or water vessel that was registered prior to the passing of this bylaw shall be deemed eligible for a license without displacement from its current location.

- d) Any dock, lift or water vessel that existed in a location prior to the passing of this bylaw and was not registered with the Resort Village and supplied with an identifying decal will not be eligible for a license
- e) No license will be issued for any more locations
- f) A person, with a registered dock, lift or mooring facility must apply in writing to the municipality for a licence prior to installing any dock or boat lift.
- g) The License fee shall be the one noted on the application which may change from time to time.
- h) The application shall be in a form as approved by the Municipality.
- i) An application must include:
  - i) Date which the application form has been completed.
  - ii) Name of the applicant.
  - iii) Registration number
  - iv) Municipal address and contact telephone number(s) of the property owned or leased by the applicant.
  - v) Permanent address and contact telephone number(s) of the applicant. Number of docks and/or lifts applied for.
  - vi) The requested location of the dock and/or boat lifts, including a detailed site plan sketch where the dock and/or boat lift are to be placed.
  - vii) All prescribed application and licence fees.
  - viii)Any other reasonable information requested by a designated officer.
- j) No person shall install or permit to be installed any dock or boat lift within the municipality without a valid licence issued by the local authority.
- k) A person must pay the nonrefundable application and licence fee provided for on the application form when applying for any licence
- I) No licence shall be issued until the fees identified in the application have been paid.
- m) A designated officer may cancel any fee for any dock or any boat lift when the application is made on behalf of any agency, agent, department or ministry of any municipal, provincial or federal government.
- n) A licence shall be valid for the season it was issued, unless otherwise stated
- o) A license that is not renewed by May 31 of each year will be considered as abandoned and no new license will be issued once a license is abandoned.

p) No license is transferable unless for property sales purposes, the property directly abuts the public reserve between the lake and the property and the license must relate to an area immediately in front of the property.

#### 3) SAFETY STANDARDS

#### a) ABANDONED DOCKS AND DILAPIDATED DOCKS

No person shall own or control an Abandoned Dock or Dilapidated Dock.

- b) A dock is dilapidated if it has loose structural members or if the decking, roofing, flotation or walkways are not securely attached. A dock that is submerged or partially submerged, not floating upright, has decks or floors below the waterline, is in a state of disrepair or is not otherwise in compliance with the standards is dilapidated.
- c) There is no grace period for an abandoned dock. It must be moved immediately to a location within the maximum distance from shore.

#### 4) FLOTATION

- a) New Residential Docks using flotation must use Encased Flotation. If Flotation is being replaced in conjunction with the replacement of the Structures of the Residential Dock in its entirety, Encased Flotation must be used.
- b) An Existing Residential Dock using Flotation on the Effective Date of this Bylaw may continue to use Flotation that is not Encased Flotation until May 01, 2017. At that time, all Flotation must be Encased Flotation.
- c) Flotation must be kept free of vegetation.
- d) Plastic barrels are allowed if barrels are properly cleaned and the contents were not toxic to the environment
- e) Metal barrels or drums are prohibited for new or replacement flotation and must be replaced within three years of the Effective Date of this bylaw.

#### 5) ANCHORING

- a) A Residential Dock must be securely attached to the shore, taking into consideration water depth, lake level fluctuation and exposure to wind, fast moving water and wave action.
- b) Anchor cables for floating docks shall
  - i) not create a hazard to navigation or block ingress or egress for Watercraft,
  - ii) be maintained in good condition and have a minimum working load of 1,000 pounds, have thimbles or other chafing protection.

**Exceptions** noted here, a Residential Dock shall be located within the maximum distance from the Shoreline (measured perpendicular from the Shoreline).

- 6) Maximum distance from Shoreline: A structure
  - a) shall not Extend further than 200 feet from the Shoreline
  - b) Pose a hazard to navigation
  - c) Extend further than the maximum distance from the Shoreline solely to avoid having to move floating docks to accommodate varying lake levels
  - Extend further from the Shoreline than necessary to allow for boat access to docks in shallow water
  - e) Violate any other provision related to lake access.
  - f) Exception: An Existing Residential Dock so affixed to realty (Fixed Dock) as to make its relocation impractical may exceed the maximum distance from the Shoreline but may not be extended further.
  - g) Residential Docks shall not be constructed, located, expanded or modified in any manner that would interfere with the ability of a Marina Facility to maintain the Navigable Passage where the Navigable Passage is located entirely over property owned, leased or otherwise controlled by the Marina Facility.
  - h) RVCL staff shall have discretion to grant a variance to the provisions of this Bylaw where strict adherence to one or more of the provisions would, in the judgment of RVCL staff, result in a grave injustice or an unreasonable hardship to the owner of a Residential Dock.
  - A request for variance should be made in writing prior to placement of any New Residential Dock or the Expansion, relocation or Modification of an Existing Residential Dock.
  - j) A variance may be granted under these circumstances:
    - i) There is no reasonable alternative to the requested variance that will alleviate the injustice or hardship.
    - ii) The variance is no greater than the minimum required to alleviate the injustice or hardship.
    - iii) The variance does not create significant adverse impacts to other Waterfront Property owners within the immediate vicinity or compromise water quality or public safety.
    - iv) A decision by RVCL staff regarding a variance request shall be made within 15 working days of receipt and is final and unappealable.

#### 7) Compliance

a) The Municipality shall issue to the applicant, a permanent identification marker associated with an approved licence.

- b) The applicant shall cause the identification marker to be firmly affixed to the dock boat lift or water vessel to which the licence has been granted.
- The identification marker shall be affixed to the dock or boat lift so that the identification marker is;
  - i) Not less than 30 centimeters from the high water line.
  - ii) is clearly visible from the lake side.
  - iii) In the case of a water vessel, it must be displayed to be visible from shoreline
- d) The applicant is responsible for their identification marker.
- e) Any applicant that is no longer in possession of their identification marker must notify the municipality in writing, within 72 hours, of becoming aware that they are no longer in possession of their identification marker.
- f) A person who ceases to be an owner or lessee of a property to which they have applied for and been granted a licence must notify the Municipality.
- g) The applicant is responsible for the cost to replace their identification marker.
- h) The Municipality shall cause the renewal of a licence January 1 of each year.
- i) A renewed licence shall not be valid unless the renewal licence fee is paid.

#### 8) Discontinuance

- a) A person to whom a licence is issued must notify the Municipality if the property referred to in the licence application is sold, repossessed, seized.
- b)A person who ceases to be an owner or lessee of a property to which they have applied for and been granted a licence must notify the Municipality.
- c) Notification referred to in section 8) a) shall be done in writing within 30 days
- d) A licence becomes invalid immediately upon issuance and once the conditions in this bylaw are met.
- e) A licence is not transferable.
- f) An application must be submitted to the local authority for any amendments to the original application.

#### 9) Materials and Construction

- a) Decking must be constructed with Cedar, Aluminum or PVC
- b) Posts and anchor must be of a material that is certified as marine friendly

#### 10) Marinas

- a) No person shall install or operate any marina without approval from the Local Authority.
- b) Application for the installation or operations of a marina shall be done in a form as approved by the Local Authority.
- c) The Local Authority may authorize the installation or operation of a marina subject to the approval of Council.
- d) The authorization for the installation and operation of a marina shall be done in writing and subject to any further conditions as ascribed by the designated officer issuing the written approval for the installation and operation of the marina.
- e) A licence will not be issued under this Bylaw for any application that does not conform to any zoning, development, building requirements or any other bylaw of the Municipality.
- f) The issuing of a licence to a person does not relieve that person of the responsibility of conforming to any municipal, provincial or federal law and/or regulations.

## 11. Granting and Revocation/suspension of licences

- a) The granting of a licence is hereby authorized.
- b) A licence shall be issued when the conditions of this bylaw are met to the satisfaction of the designated officer.
  - i) A licence application that has been denied by a designated officer shall be done in writing.
  - ii) If an applicant violates or fails to comply with the terms of the licence, or contravenes any term or condition of this Bylaw, or any other Bylaw of the Municipality, a designated officer may suspend or cancel the licence.
  - iii) Any licence that was found to be issued in error may be cancelled immediately by a designated officer.
  - iv) A designated officer may reinstate a suspended licence if it is satisfied that the licensee is complying with this Bylaw or Bylaws of the Municipality
  - v) The Municipality may recover any licence fee by distress in accordance with The Municipalities Act.

#### 12 Inspections

a) The inspection of property by a designated officer to determine if this Bylaw is being complied with is hereby authorized.

- b) No person shall obstruct a designated officer or a person who is assisting a designated officer.
- c) Any person stopped, detained or otherwise, pursuant to this Bylaw shall be required to give his or her name, date of birth, address and any other reasonable information on request of the designated officer requesting the information so long as that person is readily identifiable as a designated officer and in the lawful execution of his or her duties and responsibilities.

#### 12 Placement of Docks, Boat Lifts or Vessels

- a) Not more than one dock, two boat lifts and two personal watercraft lifts will be permitted per lakefront lot.
- b) Docks shall be at least 5 meters from adjacent property lines.
- c) A designated officer may reduce the distance docks are placed from the property lines to 3 meters provided that;
  - i) The applicant requests an exemption of the requirement and
  - ii )The adjacent property owner for which the reduction is requested has been notified by the applicant and the Municipality; Or
  - iii) Other geographical limitations are present.
- d) Docks shall be 10 meters away from any other dock.
- e) A designated officer may reduce the distance between docks provided that there are geographical limitations present that preclude the 10 meter separation.
- f) The storage of docks and boat lifts must be placed or stored on the applicants own property.
- g) Notwithstanding section vi) the storage of docks may be on private property, other than the applicant's property, subject to the permission of that property owner.
- h) No person shall moor any vessel on any private dock without the permission of the dock owner.
- i) No person shall attach any vessel to any private land, property or object unless they are the property owner, or have permission from that property owner.
- j) No person shall dock, moor or leave any vessel on or near any waterway unless that area has been designated by the local authority as an area to dock, moor or leave a vessel.

- k) The Municipality may designate areas for the mooring, docking or placement of vessels.
- I) If the Municipality designates areas for the mooring, docking or placing of vessels, the municipality shall cause signs to be posted in those locations that the municipality considers appropriate, identifying the area or areas where mooring, docking or placing of vessels is appropriate.
- m) No person shall launch any vessel into any waters unless that area is designated as an area for launching of a vessel.
- n) No person shall operate, or allow to be operated, any boat or personal watercraft within 50 meters of any beach area. We may not be able to enforce this as it would be a SERM issue
- o) For the purpose of this bylaw, any beach <u>area</u> that has docks, lifts or watercraft that have been registered with the Village prior to this bylaw will be grandfathered. Upon the removal of a dock, boatlift or water vessel, no licence will be issued unless it is in compliance with this bylaw.
- p) For the purpose of this bylaw a beach area shall be those areas identified in Schedule "A", hereunto attached and forming part of this bylaw.

#### 12 Enforcement of Bylaw

- a. The administration and enforcement of this Bylaw is hereby delegated to a designated officer for the Municipality.
- b. Failure to comply with this bylaw shall result in, in addition to any fine imposed, having the vessel, dock or boat lift being removed by the Municipality or an authorized representative of the Municipality, the cost of which shall be invoiced to the owner.
- c. The owner, or person responsible, of any vessel, dock or boat lift shall be responsible for any costs associated with actions taken by the Municipality.
- d. The Municipality may recover costs associated with the actions taken in the enforcement of this bylaw by;
  - i. civil action in a court of competent jurisdiction; or
  - ii. adding the amounts owing to the taxes of the property owned or occupied by the person.
  - iii. No person shall:

- 1. obstruct or hinder any designated officer or any other person acting under the authority of this Bylaw; or
- 2. fail to comply with any other provision of this Bylaw.

#### 13 Penalty

- a. Every person who contravenes any provision of this bylaw is guilty of an offence and liable on summary conviction:
- b. in a case of a first offence, to a fine not less than \$250.00;
- c. in a case of a second or any subsequent offence, to a fine not less than \$500.00 and not more than \$10,000.00;
- d. and to a further fine of not less than \$100 and not exceeding \$10,000.00 for each day or portion of a day for which the offence continues.

#### 14 Notice of Violation

- Notwithstanding section 13, a designated officer may issue a notice of violation to any person committing a first or second offence under this bylaw.
- b. The notice of violation shall require the person to pay to the Municipality a fine of \$150.00 for a first offence and \$225.00 for a second offence.
- c. The amount specified in clause K) ii may be paid;
  - i. in person, during regular office hours, at the Municipal Office, Site 20, Highway 265, Candle Lake, Saskatchewan.
  - by mail addressed to the Resort Village of Candle Lake, Box 114, Candle Lake SK. S0J 3E0
  - iii. If payment of the fine identified on the notice of violation is paid within the prescribed time, it will be accepted as a guilty plea to the offence, and that person shall not be liable to prosecution for that offence.
  - iv. For the purposes of sections j and k, an offence shall be deemed to be a first offence if the offender has not been convicted of the same offence, or paid a fine under this bylaw, within two years immediately preceding the commission of the alleged offence or violation.
  - v. The imposition of any penalty for violation of this bylaw shall not relieve the person form complying with this bylaw.
  - vi. No prosecution for a contravention of this bylaw may be commenced more than two years after the date of the alleged offence.

15	Severa	b	il	ity
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If a Court of competent jurisdiction should declare any section of this bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw and it is hereby declared that the remainder of the bylaw shall be valid and shall remain in force and effect.

-					
Coming into Force Bylaw 3-2012 is hereby repealed.					
This bylaw shall come into force and take effect on final passing thereof.					
Introduced and read a first time th	is <sup>i</sup> l <sup>t</sup> °day d	of March, 2016.			
Read a second time this	day of	, 2015.			
Read a third time and passed this	day of	, 2015.			
(SEAL)					
		Mayor			
		Administrator			

#### SCHEDULE "A"

Beach Area
Mosher Park being property, Surface Parcel
Waskateena Park
Minowukaw
Island View
Any area with beach sand used by the public and is all or part of a public reserve



#### REPORT

Report Title: Request for Temporary Building

(Report # 101/2016)

Date: August 4, 2016

Prepared By: Heather Scott

#### **Options:**

1. That Council grant permission for a temporary storage container to be placed Lot A Block 101 Plan 101949071.

2. Receive and file.

#### Justification for In Camera: N/A

**Background:** The RVCL received a request August 4<sup>th</sup>, 2016 from Mr. Tim Ayotte to place a temporary structure for storage on a property. (see attached) The request asks that it be dealt with at the previously scheduled August 12<sup>th</sup> meeting. As there may not be a council meeting on August 12<sup>th</sup>, Administration has brought this forward for the first meeting of council as there is a time sensitive issue.

The Zoning Bylaw 03 of 2016 stipulates:

#### 5.6 Temporary Structures

- 1. At the discretion of Council, temporary structures shall be permitted on a site during the construction of a permanent dwelling. The process for approval for temporary structures is:
  - (a) A applicant must submit a written request to Council describing the proposed temporary structure, its location on the site, and its use;
  - (b) Council must review the application and approve, reject, or approve with conditions, the temporary structure; and
  - (c) Subject to Council's approval, the Development Officer shall issue a temporary structure permit, including any conditions Council has applied to the approval, will be issued to the applicant.
- 2. All temporary buildings must be removed prior to October 1 of the year following the application approval date stated on the temporary structure permit or upon completion or occupation of the permanent building, whichever is sooner.
- 3. Septic facilities must be provided for the temporary structure if it is to be occupied during the construction of the permanent building and all liquid waste must be disposed of into the septic facilities.

**Discussion:** The permission to place temporary structures is at the discretion of Council.

Financial Implications: None

Communications: None

#### **Attachments:**

- Email and request for storage.
   Map of subject area.

Conclusion: Administration has no issue with this request.

Respectfully submitted,

**Heather Scott,** 

**Assistant Administrator** 

#### **RVCL Heather**

From:	
Sent:	

August-04-16 8:51 AM

To:

rvcandlelakeoffice@sasktel.net

10:

Cc: Subject:

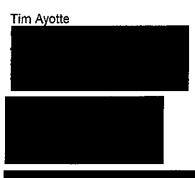
Request for council

Attachments:

Resort Village of Candle Lake.docx

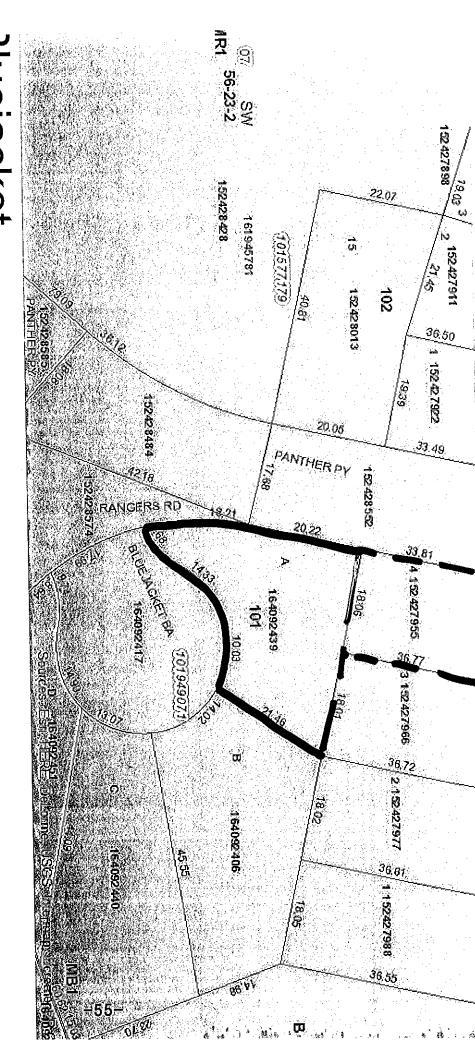
Please forward this to council for the August 12 council meeting

Thank you,





Resort Village of Candle Lake
Box 114
Candle Lake, SK. SOJ-3EO
To whom it may concern.
RE: Approval for Temporary storage container on property.
I will be building a new cottage and need secure storage of assets. I will be locating this storage container on Lot A BLK 101 Plan 101949071 while I build.
Container on Lot A BLN 101 Flan 101949071 while I build.
I'm looking for council's permission @ your Aug 12 meeting.
I look forward to your response Aug. 12 as my move out date is Aug 19.
Trook for Mara to your response rings 22 do my me to the same forms
Best Regards,
,
Tim Ayotte
•



# 3luejacket