

**DISTRICT of
LAKELAND
No. 521
Policies &
Information**

Ratepayers – Revised October 19, 2016

www.Lakeland521.ca

Policies & Information Index

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District of Lakeland No. 521 Ratepayer Information

Box 27 Office 306 982-2010 email: office@lakeland521.ca
Christopher Lake, SK Fax: 306 982-2589 Website: www.lakeland521.ca
S0J 0N0

100-1 Municipal Officials and Staff

Council

Reeve: Cheryl Bauer-Hyde 306 982-2079

Div 1: Karen Bosker 306 270-7000

Div 2: Walter Plessl 306 931-8035

Div 3: Doug Oftedal 306 982-3332

Div 4: John Stauffer 306 982-3199

Div 5: Tom Burwell 306 241-4022

Staff

Administrator: Tammy Knuttila

Assistant Administrator: Tracey McShannock

Accounting Officer: Mandy Fowler

Development Officer: Elizabeth Martin

Receptionist: Charlene Goodwin

Public Works Manager: Ernest Locke

To make an appointment to meet with council at their regular monthly council meeting, please contact the office. The cut off for the agenda is the Wednesday Noon prior to Council Meeting. Council Meetings are held on the 3rd Monday of every month.

LAKELAND DISTRICT PROTECTIVE SERVICES:

Box 208 Christopher Lake, SK S0J 0N0 Phone - 306 982-4466 Fax -306 982-3121

Planning and Development Office

Development Officer Elizabeth Martin 306 982-2039 Fax 306 982-2589

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100-2 Office Hours

The District of Lakeland No. 521 has adopted the following policy with respect to office hours:

**Monday – Friday
9:00am – 4:30pm
(Office is open through the noon hour)**

*** Excluding statutory holidays**

100-3 Office Services Provided

The District of Lakeland No. 521 provides various services to the ratepayers of the District at the following rates:

Photocopies:		\$0.10/copy (Black & White only)
Fax:	Incoming	No Charge
	Outgoing	\$2.00/Fax
Tax Certificate		\$25.00
Copy or Search of:		
	Assessment Notice	\$10.00
	Tax Notice	\$10.00
	Field Sheets	\$10.00

100-4 Sale of Supplies

The District of Lakeland No. 521 offers the following supplies for sale to ratepayers at cost:

Poison	Rat Tak	Free of Charge
Maps:	Map Book	\$25.00
	Double Sided Map	\$20.00
	Large Municipal Map	\$15.00

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100-5 Ownership List

The District of Lakeland No. 521 has adopted a policy of not releasing land ownership list to any outside agencies or individuals.

100-6 Accounts Payable

The District of Lakeland No. 521 has developed the policy of using a cutoff date of Wednesday noon prior to the Council Meeting for processing any accounts to be paid at that meeting. Any bills received after Wednesday at noon will be processed at the next meeting of Council.

100-7 Council Meeting Date

The Regular Meeting date of The District of Lakeland No. 521 is set annually by resolution of Council. (At present it is set at the 2nd Monday of every month.)

100-8 Council Meeting Delegations

The District of Lakeland No. 521 has adopted the policy of scheduling all delegations to meet with Council in the morning, whenever possible.

100-9 NSF Cheque Charge

The District of Lakeland No. 521 shall charge \$35.00 on all returned NSF cheques.

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100-10 Committees of Council

Environment/Landfill – John Stauffer, Walter Plessl

RCMP/Protective Services – Cheryl Bauer-Hyde, John Stauffer

**Water Security Agency/Anglin Lake Pump liaison/
North Sask River Basin Council - Wayne Hyde**

**Wapiti Regional Library – Cheryl Bauer-Hyde (District Liaison), Gladys Christensen,
Anne Barlow, Mary Miller, Marcia Bergman, Marg Boettcher,
Dennis Daughton (Village Liaison), Jade Dreaver (CPL Recreation)**

ECLA Liaison – Cheryl Bauer-Hyde

**CPL/Recreation Board – Cheryl Bauer-Hyde, Brandy Smart Tourism,
Waskesiu Wilderness – Doug Oftedal**

Intergovernmental Affairs – Al Christensen, Cheryl Bauer-Hyde

Tourism – Waskesiu Wilderness – John Ondrusek

**EMO Executive – Reeve (Cheryl Bauer-Hyde), Deputy Reeve (John Stauffer) and
Administator**

Deputy Reeve – Cheryl Bauer-Hyde

EMO Coordinator – Leslie Tucheck, Ernie Locke

Planning for Growth – Al Christensen, Cheryl Bauer-Hyde

**Property Maintenance Appeal Board – Tom Burwell, Walter Plessl, Ray Johnson,
Peter Schroeder**

District Board of Revision – Leroy Evenson, Gordie Williams

Development Appeals Board – Bill Wilson, Peter Schroeder, Rick Walker

**Lakeland Recreation Board- Cheryl Bauer-Hyde, Marcia Bergman,
Jamie Smith-Windosr, Jade Dreaver (CPL Recreation)**

Municipal Shop Construction Committee-John Stauffer, Walter Plessl

Village Water/Sewer Committee- Walter Plessl

**Environmental Advisory Committee-Chair-John Stauffer. Karen Bosker
Members @ large: Wayne Hyde, Craig Fisher, Tom Laxdal, Cindy Hansen, Robert
Thurmeier**

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District Planning Commission – Cheryl Bauer Hyde, Rob Thurmeier, Ray Keller

SAKAW ASKIY Public Advisory Group – John Stauffer

2nd Bridge Committee – Prince Albert – Cheryl Bauer-Hyde

Occupational Health & Safety – Tammy Knuttila/Jarett Taylor/Ernie Locke

Great Blue Heron Park Advisory – Cheryl Bauer Hyde

North Central Waste Management – John Stauffer

Toddles lake Water Control Gate – Walter Plessl

District Road Committee – Doug Oftedal, Administrator, Public Works, Manager

200-1 R.M. Zoning Bylaw and Development Plan

Bylaw No. 9-2013 Official Community Plan
Bylaw No. 20-2013 Zoning Bylaw

200-2 Development Permits / Building Permits / Shoreline Alteration Permits

The Zoning Bylaw for the District states that “every person shall obtain a development permit **BEFORE** commencing any development within the District”, except as listed in Section 3.3 of the bylaw. A development permit is required by any person who owns or occupies vacant property, residential property, a seasonal cottage, trailer site or commercial property within the District of Lakeland.

Development of Land includes material changes in use of land, land clearing and changes in the natural grade caused from the addition or removal of soil, gravel, sand, concrete and septic tanks.

For lakeshore properties, any development such as the removal or addition of sand, will require both a Development Permit from our office and a Shoreline Alteration Permit from the Water Security Agency. Approval is subject to the Water Security Agency regulations. Both application forms can be obtained at the District of Lakeland Office. Open water pictures are required.

Development of Assessed Buildings includes any improvements such as the structural construction, re-construction, erecting, replacing, altering, repairing, renovating and includes the moving in and removal of buildings.

All applications for a development and building permit will require a **minimum of 7 days** for review, processing and approval. The Development Officer must ensure that any development or building taking place on your property is done in compliance with all governing bylaws of the District. It is the responsibility of the applicant to ensure all pertinent information and application fee is presented at the time of the permit application. Lack of information will result in a delay or refusal of the permit issuance.

For building projects, such as new dwellings, additions, attached garages and detached garages, a real property report prepared by a registered land surveyor is required prior to the issuance of a building permit. It is imperative to coordinate your building projects to allow for the time line required for the survey to be performed and the approval process timelines.

Failure to obtain the required permits **PRIOR** to commencing any development or building project will result in a **STOP WORK ORDER** being issued, refusal of the building permit and the levying of fines, all general/sub-contractors and service providers are required to have a **Business Licence** to conduct business within the District of Lakeland.

The District of Lakeland’s website provides information on the Zoning Bylaw, Development Plan and a variety of Applications for residential or commercial development and building projects. It is recommended that you contact our Development Officer prior to the commencement of your project to ensure compliance with the municipal building regulations. The applications can be accessed by mail, e-mail or via our website. The District of Lakeland’s website is accessed at www.lakeland521.ca.

200-3 Development Permits/Building Permits/Moving Permits/Demo Permits

Development Permit:

Accessory Buildings, (Sheds/Gazebos/Detached Garages over 100 sq/ft)	\$ 100.00
Decks	\$ 50.00
Primary Buildings, Additions, attached garages & Decks	\$ 200.00
Retaining walls & Elevation Changes to property	\$ 25.00
Miscellaneous Structures, (Swimming pools, concrete driveways, patios)	\$ 25.00
Demo Development Permit	\$ 25.00
Moving Development Permit	\$25.00 up to \$ 200.00

Building Permit:

Accessory Buildings	\$.30/ sqft
Primary Buildings, Additions & Attached Garages	\$.55/ sqft
Retaining Walls & Miscellaneous Structures	\$.30/ sqft
Refundable deposit for new construction	\$500.00

Demolition Permit:

Permit fee	\$ 50.00
Refundable Deposit for Demo of building with basement	\$1,000.00
Refundable Deposit for Demo of building w/o basement	\$ 500.00
*Deposit refundable pending conditions are met	

Moving Permit:

Permit fee	\$ 50.00
Refundable Deposit for moving a building	\$1,000.00
*Deposit refundable pending conditions are met	

Septic Tank Permit:

Permit Fee	\$ 30.00
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Plumbing Permit:

Permit Fee	Minimum \$ 40.00
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PERMIT EXTENSIONS:

The District may grant an extension to a demolition, development or building permit that has expired. A non-refundable fee of \$50.00 must accompany the written request to offset Administrative and SAMA fees as it relates to the aforementioned permits.

Planning and Development will be implementing the following commencing in 2015:

In order to expedite the approval process and reduce potential wait time ratepayers are required to make an appointment by contacting the Development Department at 306 982-2039 or the main office at 306 982-2010.

Appointments can be scheduled on Monday, Tuesday, Thursday and Friday. Wednesday are reserved for required follow up physical site inspection.

200-4 RTM/Used Building Policy

The District of Lakeland No. 521 has adopted the following policy with respect to requests for a permit to move in a Ready-to-Move home (RTM) or used building **moved into or out of the District:**

Application to Development Officer on prescribed form to ensure compliance with zoning bylaw and Development Plan.

Used dwellings will require approval from the District along with a pre-inspection by the Municipal Building Inspector.

The District will restrict access in areas where natural growth of trees & shrubs preclude the issuance of any moving permit.

200-5 New Subdivision/ Rezoning Applications

The District of Lakeland No. 521 will have one intake per year which will take place in either August or September. Applicants will be required to submit all pertinent information to the District 90 days prior to the intake date.

200-6 Permits – Septic Tanks

Permits for the installation and location of septic tanks require a permit from the Prince Albert Parkland Health Authority (306) 765-6600 AND the District of Lakeland (306) 982-2010. Application forms can be picked up at the District of Lakeland Office.

300-1 Driveway Construction/ Extension

Development of driveways and/or driveway extensions on municipal right of way or any public property will require **WRITTEN** approval from the District. Unauthorized accesses will be removed at the owner's expense.

300-2 Storage/Use- Public Reserves & Pedways/ Municipal Right-of-Way

The District of Lakeland No. 521 will not permit the storage or parking of personal items on Municipal Reserves, public pedways or Municipal right of ways. Enforcement and Protective Services may issue tickets and fines to offenders, cause to be removed all non-compliant items to the Municipal compound at the owner's expense, and the owner will be charged the applicable storage rates.

300-3 Storage Fees - Municipal Compound

Minimum Storage Fee - \$25.00 – 1st day or any portion thereof

Additional Storage fees - \$10.00 per additional day or any portion thereof

Municipal Staff utilized for delivering items to compound - \$50.00/hour or any portion thereof

Applicable Towing Charges

400-1 Municipal/School Taxes

Taxes are set annually by Council. School taxes are set annually by the Province. Taxes are levied for the calendar year with the tax notices mailed in July of each year. Please note the prompt payment discounts if you opt to pay your taxes early. The Province has removed the prompt payment discount on school taxes commencing in 2013.

Discount for prompt payment

January 6%		July 0%
February 5%		August 0%
March 4%		September 0%
April 3%		October 0%
May 2%		November 0%
June 1%		December 0%

Commencing September 1, 2015, a penalty of 1% per month will accumulate on current taxes. In essence, this means that **your annual taxes are due August 31st** in any given year. Tax payments must be received **in** our office by the last day of the month. Methods of payment are: Postdated cheques, E Transfers, on line banking (Scotia Bank, BMO, Credit Unions) or in our office with cash, debit, or cheque.

400-2 Trailer License Fees

The Provincial Government has amended the **Municipalities Act**. Seasonal campers and trailers are no longer assessable. They are now subject to an annual license fee. The District of Lakeland No. 521 has passed a bylaw to levy a license fee on all seasonal campers, trailers and mobile homes which will be collected by the park owner on behalf of the District when you pay your annual rental fee. The trailer license fee amount also includes the levy for fire and sanitation and replaces the previous tax levy.

500-1 Bylaws

The District of Lakeland No. 521 has several bylaws that people in the area should be aware of. Further information is available on the Municipal website or by contacting the office. The most common bylaws are regarding the following:

Business License Bylaw

The District of Lakeland No. 521 has adopted a business licensing bylaw to regulate businesses and to ensure compliance with land use. All persons or business providing any goods or service within District of Lakeland No. 521 are required to have a license.

Parking Bylaw

The Parking Bylaw is to regulate the parking of vehicles within the Municipality. The signing of restricted/prohibited parking areas for ratepayer/public information will be maintained. Note that parking or storing vehicles in reserves is prohibited and violations of the bylaw allow for tickets **and** towing of vehicles.

Fire Restriction Bylaw

This bylaw provides for public safety in times of extreme fire hazard conditions; to restrict or eliminate the use of fire within the municipality in areas of fire danger; to regulate open fires, fireworks, and burning of any kind. If you are doing any open burning your **MUST** contact 306 982-4466 prior to your controlled burn.

Traffic Bylaw

This bylaw regulates vehicle and pedestrian traffic, the use of public streets, maintenance of safety and preservation of order within the District. Speed limits are 30Km/hr. unless otherwise posted. Golf carts and ATV's, are also prohibited from operation on roads.

Nuisance Abatement Bylaw

This bylaw addresses conditions that adversely affect the safety, health or welfare of people in the neighbourhood; people's use and enjoyment of their property; or amenity of a neighbourhood. Property inspections shall continue and violators will be required to correct the situation, and may be subject to penalties for non-compliance with the bylaw.

Collection and Disposal of Waste Bylaw

This bylaw protects the health and welfare of people and the environment by monitoring the collection, handling and disposal of waste and recyclable material. Waste containers are the responsibility of the property occupant. Costs to clean up litter and tipped containers shall be the responsibility of the property occupants. There are also penalties for non-compliance of the bylaw.

All Terrain Vehicles Bylaw

ATV'S are prohibited from all municipal roads and public property. Violators are subject to being charged and having their vehicle seized.

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500-2 Litter / Waste Removal

This policy is intended to provide guidance and a framework for the Municipality to attend to the clean up and removal of litter and waste on public and private property.

Waste

- that is spread on public property or private property without the consent of that property owner;
- that was not and/or is not prevented from being blown, discarded, disposed of, dropped, left or placed onto any highway, park, public or private premises;
- that contributes to untidiness of the Municipality,

shall be subject to clean up and removal. The removal of such waste is encouraged to be done by the property owner from where the occurrence has occurred or originated. If the property owner or occupant from the property where the occurrence has occurred or originated can not conveniently be found, the Municipality may cause the waste to be cleaned up at the cost of the property owner, or property occupant.

Waste that is contained on public property is subject to clean up by the Municipality, unless the person who caused, or allowed to be caused, the waste litter to occur does immediately clean up and remove the waste litter.

Clean and Removal

All cases where waste is believed to come from private property the Municipality shall, prior to any clean up, take reasonable effort to attend to that property to locate an owner or occupant on that property. If the owner or occupant can not readily be located at the property, the Municipality may immediately proceed with a clean up. If the owner or occupant is located on the property and is unable or does not immediately clean up and properly dispose of the waste, the Municipality may undertake action to cause the waste to be immediately cleaned up. Should the Municipality believe that the waste shall further spread, cause a nuisance, disturb the environment, or have any adverse affect on the environment, the neighbourhood or people's enjoyment of the neighbourhood, may cause the immediate clean up and removal of the waste.

The Municipality on becoming aware of waste that has originated, or has likely originated from a waste disposal container and is spread on public or private property shall be cleaned up and disposed of where possible within 24 hours. The cost of the clean up and removal of the waste shall be the responsibility of the property owner or occupant.

Reports Work Complete

Where it has been brought to any municipal staff member's attention that there has been waste placed contrary to this policy, or any municipal, provincial or federal law it shall be reported as directed by the Administrator.

Where the municipality has caused waste to be cleaned by Public Works, a work record shall be filed in triplicate as follows;

The staff completing the clean up shall record in the triplicate form the date, time and civic location of the work being completed. The staff members shall initial the triplicate form and those forms shall be forward as follows;

- Original copy to be retained by the municipality as directed by the Administrator.
- Yellow copy sent to the property owner as a demand invoice for payment (*The Administrator may choose to retain the yellow copy and send a formal letter and invoice in place of the yellow invoice, or take steps they deem appropriate*)
- Pink copy filed with Lakeland District Protective Services.

Forms must be filed as identified above by noon the next business day after the work is completed. If they can not be filed within this timeline a verbal report shall be provided to the Administrator and/or Lakeland District Protective Service

The Administrator shall determine the process whereby costs are to be incurred by the offending property or occupant of a property by adding the amounts to the taxes.

Nothing in this policy shall be considered to supersede, impede or interfere with any law and its enforcement.

Authority *The Municipalities Act*
Bylaw 16-2013 being the *Collection and Disposal of Waste Bylaw*
Bylaw 10-2016 being *The Nuisance Abatement and Property Standards Bylaw*
Resolution 2016-224

500-3 Use of Lug Vehicles

No person shall propel, operate or drive any lug vehicle upon any highway within the municipality without first obtaining from the Administrator, a permit.

Process The application shall require any vehicle that fits the following description;

“lug vehicles” means any vehicle with a portable engine or tractor engine having metal spikes, lugs or cleats projecting from the face of the wheels or tires thereof, or having metal track tread;

to complete the application form as attached to Bylaw 8-2010 in the form of Schedule “B”. The application form shall be completed in its entirety and be accompanied by not less than a \$500 refundable deposit.

Deposit shall be in the form of certified cheque, cash, bond, or direct payment made through the office debit machine. No permit shall be issued until the \$500 deposit is received in an approved form.

The permit shall be good only for the approved locations and dates, and vehicle.

The deposit shall be returned in full only if all of the following conditions are met;

- An inspection of the road surface has been completed by the Public Works Foreman, Roads Manager or Administrator and a report is completed, and
- The inspection report clearly identifies that no damage has been caused; and
- Any other conditions contained in the original permit are met.

The authorization to refund shall be submitted in writing to Accounts payable by the aforementioned inspector of the road, noting the payable amount. The refund cheque shall be issued at the next cheque payment run payable to the original payee.

Authority Bylaw No. 8 of 2010 – Traffic Bylaw

#166-2011 POLICY – LUG VEHICLES

BAUER-HYDE: That the District of Lakeland No. 521 adopt a policy regarding the operation or driving of lug vehicles upon any highway within the municipality as attached hereto and forming a part of these minutes.

CARRIED.

500-4 Unclaimed Personal Property

Lost and Found

The Municipality shall receive and retain in its possession any items that are unclaimed personal property found within the municipality. (example: someone turns in a bicycle or wallet).

Municipal staff that find items left or unclaimed on or within municipal or unoccupied crown lands shall retain the item and turn the item over to the administration office, or the Municipal Public Works Manager. (example: when cleaning the beach a backpack, or clothes are found)

Items that are seized or removed from personal or public property through the authority of any municipal, provincial or federal law shall be dealt with according to that legal authority. (example: storage shed removal on municipal reserve, parking bylaw, Traffic Safety Act)

The municipal officer receiving personal property shall attempt to have the lost and found form completed. Items shall be turned over to Enforcement and Protective Services (EPS) as soon as possible for cataloguing and securing. EPS shall also undertake to have the item registered on CPIC (where appropriate) and notify the RCMP Detachment having authority where the item was found should.

EPS shall manage, where appropriate, items they have in their possession or caused to be seized. After 90 days the items may be disposed of accordingly.

The municipality shall keep the material for 90 days. Any personal property that is not claimed by the owner within 90 days becomes the property of the municipality. If the item is unclaimed after 90 days the person finding the property may attend to the municipal office after the 90th day to request the property is turned over to them. Any item not collected after 90 days may be disposed of through;

- Incineration
- Auction
- Sale
- At the direction of Council
- Kept by the municipality

Should the item be sold and the owner of that property makes a claim of the item after the sale, the claim shall be converted to the proceeds of the sale. That person shall be forwarded any funds collected from the sale, less any cost incurred by the municipality for the storage, removal or any other reasonable expense experienced by the municipality.

Items that are perishable may be disposed of as soon as is deemed reasonable.

Any Peace Officer of the municipality shall not be eligible to receive any found items. Staff not on duty who finds any item may make claim of the item. The item shall only be turned over to the employee on approval of Council, and at the expiration of 90 days.

Any person making claim to any item shall be provided with the possession upon satisfaction of the municipality that the person making claim is the owner of the item. The person may be liable to pay any reasonable cost incurred with the removal and storage of the material. Such funds shall be paid to the District of Lakeland prior to the release of the item.

The item may be released by any member of Enforcement and Protective Services or as directed by the Administrator.

Authority *The Municipalities Act*
Council Resolution 317-2012, District of Lakeland No. 521

600-1 Signing

All signs along Provincial Highways require a permit from Saskatchewan Highways and Infrastructure - unauthorized signs are subject to removal and confiscation. The District of Lakeland No. 521 is in the process of establishing two signing corridors along Highways 263 and 953 subject to approval by the province. Additional signing regulations for the municipality can be viewed in Section 4.10 of the District Zoning Bylaw.

600-2 BLOCK PARTY POLICY

DISTRICT OF LAKELAND NO. 521

COUNCIL POLICY

BLOCK PARTIES/SPECIAL EVENTS & TEMPORARY STREET CLOSURES

1. PURPOSE

To facilitate activities of individuals, neighbourhoods within the municipality and outside organizations which are intended to enhance the quality of life for residents and ratepayers of the District of Lakeland No. 521 including;

- a) Encouraging neighborhood involvement;
- b) Encouraging community involvement;
- c) Providing recreational activities;
- d) Providing cultural activities; and
- e) Providing sport activities

2. DEFINITIONS

- 2.1 Block Party – A party held on a municipal street or property including public property among residents of a given block, street, subdivision or area.
- 2.2 Special Event – An event held on a municipal street or property including public property for a recreational, sport or cultural purpose which is intended to appeal to the residents and/or ratepayers of the municipality or a neighborhood as a whole rather than a particular block, street, subdivision or area.

3. POLICY

3.1 Block Parties

Applications for block parties may be approved by the District Administrator or his/her designate provided that the following have been met:

- a) The application for a permit has been received no later than two weeks before the date on which the proposed block party is to be held.
- b) If barricades are requested, the required fee to cover the cost of installing and removing barricades has been paid.
- c) The applicant has provided proof by way of a petition that the majority of residents of the block, street, subdivision or area desire to have such a block party.

- d) The applicant and all adult residents who intend to participate in the block party have signed an approved form of release.
- e) The block party does not require the closure of any intersecting streets.
- f) In the opinion of the Public Works Manager or his/her designate, the closing of the street does not constitute a significant disruption or hazard to vehicle or pedestrian traffic or planned infrastructure work and repair.

3.2 Special Events

Applications for Special events may be approved by the District Administrator or his/her designate provided that the following have been met:

- a) The application for a permit has been received no later than two months before the date on which the proposed event is to be held.
- b) The applicant has agreed to pay all costs including but not limited to any traffic controls, enforcement and protective services assistance or other such costs.
- c) The applicant has agreed to notify people affected by a temporary road closure, if applicable.
- d) If applicable, and in the opinion of the Public Works Manager or his/her designate, the closing of the streets for a Special event does not constitute a significant disruption or hazard to vehicle or pedestrian traffic or planned infrastructure and repair taking into consideration the following factors:
 - i) The length and time of the intended closure
 - ii) The effect on traffic
 - iii) Whether alternate routes are available for vehicle and pedestrian traffic
 - iv) What will be the effect and restrictions to access for property owners immediately adjacent to the roadway?
 - v) What will be the effect on and what accommodations can be made for pedestrians?

3.3 NOTIFICATION OF SPECIAL EVENTS

An organizer of a Special event shall inform residents, business owners and other people affected by a temporary road closure and of the upcoming special event and its duration.

4.0 RESPONSIBILITIES

- a) Applicants – shall be responsible for providing all necessary documentation, paying required fees and notifying affected people.
- b) District Administrator – shall be responsible for administering, reviewing and recommending changes to this policy.
- c) District Council – shall be responsible for reviewing recommended changes to this policy and approving appropriate changes.

BLOCK PARTY INFORMATION

1. The Applicant must apply to temporarily close the street a minimum of two weeks prior to the requested date of the block party.
2. The Block party permit application can be picked at the District office at 48 – 1st Street South, Christopher Lake, Saskatchewan S0J 0N0 or on the District website at www.lakeland521.ca or contact (306) 982-2010 to have the information mailed or faxed to you.
3. The permit application requires the following information;
 - a) The day on which the block party will be held.
 - b) The time the Block party starts and ends. Block parties will not be permitted between the hours of 10:00 P.M. and 9:00 A.M.
 - c) The area which will be blocked off during the Block party.
 - d) The contact person's name, address and telephone number who is the representative for the Block party organizing group.
4. A majority (51%) of the households in the blocked area must be in agreement with the Block party. The attached petition must be signed by one person only in each household that is in agreement.
5. There is a \$50.00 fee for the permit. This fee includes the cost to deliver and pick up the necessary barricades for the event. The barricades will be dropped off at the applicant's residence on the day before the event and picked up the day after the event. There will be a further \$50.00 charge for any barricade which is damaged or stolen during the event.
6. ABSOLUTELY no liquor is permitted on any portion of District or public property.
7. Once the block party application is completed, send to the District of Lakeland No. 521 at Box 27, Christopher Lake, Saskatchewan S0J 0N0 or drop it off at the District office at 48-1st Street South, Christopher Lake.

8. Upon approval of the Block party permit, the contact person will be notified and an approved copy will be available for pickup at the District office. At this time, the applicant will pay for the permit and any other required fees.

BLOCK PARTY APPLICATION

APPLICANT

Name _____

Address _____

Telephone _____

Email _____

LOCATION OF PARTY _____

From _____ TO _____
(Street) (Street)

Date _____ Time _____

SKETCH (Placement of Barricades)

Number of Affected Properties _____

Estimated Attendance _____

Entertainment will consist of _____

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In consideration of the granting of this permit, the Applicant agrees to save harmless and keep indemnified the District of Lakeland No. 521 from all actions, causes of actions, claims and demands whatsoever, which may be made against the District in consequence of the granting of this permit or anything done hereunder by the Applicant, the Applicant's employees or Agents and to pay the District for all damages done to any pavement, street, municipal reserve or any other property including public property belonging to or under the control of the District of Lakeland No. 521 while used by the applicant.

Applicant

Date

BLOCK PARTY PETITION

We, the undersigned residents agree to block off _____

_____ From _____ To
(Street) (Street)

_____ between the hours of _____
(Street)

and _____ for the purposes of holding a Block party.

A majority (51%) of the households in the blocked area must be in agreement with the Block party. The attached petition must be signed by **one person only** in each household that is in agreement.

NAME	ADDRESS	SIGNATURE

RELEASE
BLOCK PARTY

This is a release provided by the person or persons listed on this form (the "Releaser") to the District of Lakeland No. 521 (the "District"). This release is provided in return for the District permitting the temporary closing of streets as requested by the Releaser.

The Releaser hereby releases and forever discharges the District, including its officers, employees and agents, of and from all manner of actions, causes of actions, claims or demand, for or by reason of any loss resulting from loss, damage or injury to person or property or both arising out of or in connection with the temporary closure of:

_____ between (house#)_____ and

(house#)_____ in the District of Lakeland No. 521.

The above noted area shall be closed to vehicular traffic between the hours of _____ and _____ on _____.

NAME	ADDRESS/PHONE #	SIGNATURE

APPEAL FORM
For Block Parties

Date: _____

Appellant information:

Name: _____

Address: _____

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Home Phone _____

Cell Phone _____

Email address _____

Reason for Appeal:

Appeals will be forwarded onto District Council for decision.

Name of Applicant

Signature of Applicant

SPECIAL EVENT APPLICATION CHECKLIST

Before an application is considered complete, the following information is to be included. Please initial each line acknowledging each item is included in the application:

_____ Completed Special Event Application form

_____ Site Map

_____ It is a minimum of 2 months prior to your even

SPECIAL EVENT APPLICATION FORM

Part A – Booking Information

Name of Organization _____

Address _____

City/Province _____

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Postal Code _____

Type of Organization Non-Profit Private Company
 Community Association

Contact Name _____

Phone Number _____ Home _____ Cell _____
_____ Work _____ Email Address _____

Alternate Contact Name _____

Phone Number _____ Home _____ Cell _____
_____ Work _____ Email Address _____

Part B – Event Information

Type of Event (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Demonstration/Parade |
| <input type="checkbox"/> Party/Reception | <input type="checkbox"/> Run/Walk/Marathon |
| <input type="checkbox"/> Wedding Ceremony | <input type="checkbox"/> Hot Air Balloon |
| <input type="checkbox"/> Fireworks Display | <input type="checkbox"/> Inflatables (activity bouncer) |
| <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Concessions (food/refreshments) |

Detailed Description of the Event

Location _____

Anticipated Attendance _____

Event Date/Time _____

Set up Date/Time _____

Take Down Date/Time _____

Refuse Collection Bins _____ (on site ? etc.)

Washroom Facilities _____ (on site? Etc.)

Part C – Communication Plan

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Event program information, such as schedule of entertainment and availability of concessions etc. is to be shared with any residents or businesses located adjacent to the event. Information must include event dates, times and road closures or restrictions.

Provide a copy of your communication and method that your organization will use to distribute the event information:

___ Community Association Newsletter ___ Posters/Flyers
___ Letters _____ Other _____

Part D – Event Organizer’s Additional Responsibilities

Event Security – Provide a detailed description of how and who will be providing for the event (volunteers, security company etc.)

Parking Plan – Provide a detailed description of where event staff, volunteers, participants and spectators will park during the event

Traffic Control – Provide a detailed description of traffic control measures including barricades

Emergency Vehicle Access

Site Cleanliness (during & following the event)

Public Washrooms (on site, delivery, how many?)

Damage (Public Property) – Any damage to Public property is the responsibility of the event organizers to pay for the repair.

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Part E – Noise Guidelines for Special Events

Noise bylaw hours are: Monday to Sunday – 8AM – 10PM

Event organizers are responsible for the monitoring and control of noise resulting from their event. These guidelines are intended to assist organizers in ensuring the noise from the event does not intrude unreasonably on the public living in the area.

1. Event organizers shall designate a responsible individual who is available by phone on a 24 hour basis and who has the authority to respond appropriately to complaints regarding the event. The contact name, phone number, event name, dates, times and location will be provided to any member of the public wishing to contact the event organizers directly.

Part F – Signature and Authorization

I have read and will comply with all Event requirements:

Event Contact Signature _____

Event Contact Name (print) _____

Date _____

RELEASE
SPECIAL EVENT

This is a release provided by the person or persons listed on this form (the “Releaser”) to the District of Lakeland No. 521 (the “District”). This release is provided in return for the District permitting the temporary closing of streets as requested by the Releaser.

The Releaser hereby releases and forever discharges the District, including its officers, employees and agents, of and from all manner of actions, causes of actions, claims or demand, for or by reason of any loss resulting from loss, damage or injury to person or property or both arising out of or in connection with the temporary closure of:

_____ between (house#)_____ and

(house#)_____ in the District of Lakeland No. 521.

The above noted area shall be closed to vehicular traffic between the hours of _____ and _____ on _____.

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NAME	ADDRESS/PHONE #	SIGNATURE

APPEAL FORM
For Special Events

Date: _____

Appellant information:

Name: _____

Address: _____

Home Phone _____

Cell Phone _____

Email address _____

Reason for Appeal:

Appeals will be forwarded onto District Council for decision.

Name of Applicant

Signature of Applicant

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700-1 Docks – Public Reserves/Pedways

Due to numerous concerns from ratepayers about unauthorized dock placement at the end of Municipal pedways, on Municipal Reserves, etc. the District of Lakeland No. 521 has adopted a new policy to assist in the control of docks and boat lifts. The policy can be viewed on the Municipal website.

DOCK POLICY

USE OF PUBLIC RESERVES

Space for docks will be allocated on Public Reserves as identified by the District Council when available to back lot property owners in their respective subdivisions.

Docks will not be less than 5 meters from an adjoining property

Docks are to be a minimum of 10 meters from other docks

Where the number of applications exceeds the number of docks permitted on any Public Reserve, the allocation of dock space will be granted to back lot residents of that subdivision only utilizing a “draw” system with the following parameters:

Dock applications that have multi-property ownership status will be given preferred status in the draw.

Applicants will be limited to owning or sharing ownership on one dock only and be limited to one boat lift.

Dock permits will be reviewed on an annual basis. Docks that maintain multi-property ownership and meet construction requirements of the District of Lakeland No. 521 should expect to see their permits extended.

DISTRICT OF LAKELAND NO. 521

DOCK & BOAT POLICY

Prepared by the District of Lakeland No.521 in conjunction with the Ministry of Environment, Ministry of Tourism, Parks, Culture and Sport, Ministry of Agriculture, Department of Fisheries and Oceans, and Transport Canada.

The Committee comprised of the above Agencies, has reviewed and discussed several points that were considered to be key in the development of a bylaw for docks and boat lifts for the municipality. Each were discussed at length and have now been tabulated into a policy statement and related bylaw for implementation in 2012. At this point these policies will relate to Emma and Christopher Lakes only with the exception of the Recreation area at Murray Point.

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The Murray Point, Anglin Lake and McPhee Lake recreation sites' shorelines fall under Provincial jurisdiction.

Point #1 – All docks and/or boat lifts require a license from the municipality. The municipality will develop the appropriate forms and identification marker and will provide enforcement for non-compliance and contravention. A license fee will also be required when a change of ownership through the sale/transfer of property is facilitated.

Point #2 – Crib docks or other structures that result in the infilling of fish habitat will not be allowed by the municipality, Department of Fisheries and Oceans or Ministry of Environment as several less harmful alternatives are readily available (i.e. post docks, floating docks). Existing Crib docks may be required to be removed in order to maintain compliance with municipal policy. Repair, removal and/or replacement of a crib dock or any structure that is likely to result in the harmful alteration, disruption, or destruction of fish or fish habitat requires prior review and authorization under the Fisheries Act and may require redesign and/or habitat compensation.

Point #3 – The District will establish a maximum limit of one dock and not more than two boat lifts and two personal watercraft lifts per lakefront lot. This will include properties that have municipal reserve frontage, private frontage or Saskatchewan Environment frontage. The District will encourage the sharing of docks and dock space with approved accommodation as required for such sharing. Public Reserve space may be provided to back lot property owners/lessees who wish to build shared, multi-person docks. The District will also encourage private development of inland or off lake marinas and/or storage areas for boats and watercraft equipment adjacent to Emma and Christopher Lake pursuant to approvals from the municipality and appropriate Government agencies that regulate development in and along lakeshores (Ministry of Environment, Fisheries and Oceans, Transport Canada etc.).

Point #4 – The District will restrict docks from being less than 5 meters from adjacent property lines or 10 meters from any other docks so as to not impede the adjacent property owner. It is the license holder's responsibility to comply with the appropriate government agencies (as noted in Point #3 above) approval and licensing processes, as required.

Point #5 – Stand-alone docks and boat lifts that are not connected to the shoreline are deemed to be non-compliant pursuant to the municipal regulations outlined in this policy and shall be prohibited. This shall be in concurrence with regulations from Ministry of Environment, Fisheries and Oceans and Transport Canada.

Point #6 - Development of boat docks or boat lifts at the lakefront portion of municipal walkways, or pedways shall not be permitted. Unauthorized, non-compliant structures will be removed by the municipality at the owner's expense.

Point #7 - Boat houses and other similar structures shall be located on private property only, in accordance with the zoning bylaw regulations of municipality and identified non-compliant structures will be required to be removed or relocated. The District has established a three year time frame commencing in 2012 to have all non-compliant boat houses and structures removed from municipal reserves and property.

800-1 Policing and Municipal Enforcement & Protective Services

Primary policing service is provided through the RCMP. The District of Lakeland No. 521 is serviced by two RCMP detachments. The Prince Albert detachment provides coverage for the south 10 km portion of the municipality including Emma and Christopher Lake. The Waskesiu Lake detachment provides service to the northern portion of the municipality that includes Anglin and McPhee Lake, and Elk Ridge.

The District of Lakeland No. 521 supports the policing provided by the RCMP through the Enforcement and Protective Services Department. The District of Lakeland No. 521 has under their employ, sworn Peace Officer's appointed pursuant to *The Police Act, 1990*. Their primary duty is the preservation and maintenance of the public peace. EPS is in charge of enforcing various laws, bylaws, policies and regulations within the municipality. The enforcement of Municipal Bylaws is a continuing priority. Examples of the bylaws that are regulated and enforced include traffic, parking, littering, unsightly property, animal control and building and development. Other areas of continued enforcement and priority will be driving offences, alcohol related violations and general community policing.

EPS can be contacted at 306 982-4466. An officer or our trained dispatcher will answer your call 24 hours per day, every day of the year. It is important that when calling you provide all information asked of you including your name and a call back number. **Your complaint or call information is kept confidential and not released.** We need as much information as possible so we can prioritize your call and respond as soon as possible. Anonymous calls or calls where the caller refuses to leave contact information will not be responded to.

Landfill Hours

EMMA SUMMER

(May 1 to October 31)

Thursday	8am to 5pm
Friday	8am to 5pm
Saturday	8am to 5pm
Sunday	8am to 5pm
Monday	8am to 5pm
Tuesday	8am to 5pm
Wednesday	CLOSED

Anglin Landfill CLOSED

McPhee Landfill CLOSED

EMMA WINTER

(Nov 1 to Apr 30)

Friday	10am to 4pm
Saturday	10am to 4pm
Sunday	10am to 4pm
Monday	10am to 4 pm
Tuesday	CLOSED
Wednesday	CLOSED
Thursday	CLOSED

Anglin Landfill CLOSED

McPhee Landfill CLOSED

REMEMBER TO RECYCLE

900-1

Landfill Price List 2014

Minimum Charge \$10.00

½ Ton Truck Normal box or truck box trailer \$10.00



Single Axle Dump Truck \$240.00



Dual Axle Dump Truck \$300.00



Tandem Semi End Dump \$600.00

APPLIANCES:

Fridges - \$25.00 Fee/Freezers - \$25.00 Fee/Stoves - \$15.00 Fee

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900-2 Commercial Landfill Policy

The District of Lakeland No. 521 has established a policy of waiving the landfill gate fees for Commercial businesses located within the municipality that choose to haul their own refuse from their property to the Emma Lake or McPhee Lake landfill. This policy will include household and related refuse and shall not be extended to construction materials.

900-2A Yard Refuse Policy – Municipal Landfill Emma Lake

The District of Lakeland No. 521 recognizes that in order to reduce the amount of leaves, grass clippings, yard refuse and tree branches being deposited into our natural forested areas, that an initiative to encourage ratepayers of the municipality and those of our participating partners to access the landfill more freely needs to be established. The District of Lakeland No. 521 will permit free access to the Emma Lake landfill on a year round basis to bring the aforementioned materials and other compostable items into the compost area of the landfill.

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What is acceptable in the District recycling bin?

Newspapers, flyers, inserts, junk mail, flattened cardboard, box and paperboard (ie. cereal boxes, shoe boxes, empty tissue boxes, tissue roll cores, paper egg cartons, milk cartons (please rinse), juice cartons (please rinse))

Paper- Office bond, photocopier paper, paper bags, envelopes, letter paper and computer printouts, telephone books, catalogues, magazines

Household tin cans (please rinse) aluminum soft drink and beer cans (please rinse)

Plastic shopping/store and grocery bags,

Plastic soft drink and water bottles (please rinse and remove caps)

Household plastic containers and bottles (ie milk jugs)

Must have the recycling arrows with a number 1 through 7 on the bottom. (A container displaying the arrow but no number means that it was made from recycled materials but may not be recyclable itself and cannot be accepted)



NOTE: All recyclable containers must be clean before being placed in the blue bin.

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900-4 RECYCLING BIN LOCATIONS

LOCATION

AMBROSE STORE
MUNICIPAL COMPOUND
ANGLIN LAKE
BELL'S BEACH(overflow parking)
ELK RIDGE RESORT
LT'S
MURRAY POINT
SUNNYSIDE
SUNSET BAY

900-5 BEAR PROOF REFUSE BIN LOCATIONS

SUNNYSIDE	MARKET
MURRAY POINT	SOUTH END OF HERRIOT STREET
BELLS	OVERFLOW PARKING
ANGLIN LAKE	BESIDE THE FIRE HALL
AMBROSE LANE (161)	DISTRICT COMPOUND

1000 Mobile Food Vendor Policy

POLICY TITLE <i>Mobile Food Vendor Policy</i>	ADOPTED BY: <i>District Council</i>	EFFECTIVE DATE July 15, 2013
		UPDATED TO
ORIGIN/ AUTHORITY <i>Municipalities Act</i> <i>Bylaw 19-2012</i> <i>Council Motion 136-2013</i>	DISTRICT FILE NO.	PAGE NUMBER 1 of 3

1. PURPOSE

To provide detail of minimum construction and operational requirements for mobile food vendors so to ensure compliance with the Food Safety Regulations and Public Eating Establishment Standards. This policy is intended to assist administration in achieving the most optimum food safety and consumer protection in the course of mobile food service delivery as well as acknowledge local commercial businesses interests.

2. DEFINITIONS

- 2.1 **Mobile Food Canteen:** Means either a self-propelled or towed vehicle that may be moved from site to site in which food is prepared for public consumption and is operated for a period exceeding six days in a calendar year in connection with fairs, exhibitions, circus, field days or other similar gathering including group dinners and banquets.
- 2.2 **Mobile Food Delivery Unit:** Means either a self-propelled or towed vehicle used for the transportation of food intended for public consumption, which has been previously prepared and/ or packaged at an approved facility.
- 2.3 **Approved Facility:** Means a licensed Public Eating Establishment, an inspected food processing facility or other food source approved by a public health inspector.

3. LICENCING

Construction or renovation of a mobile food canteen or mobile food delivery unit requires approval by the local authority and a license prior to operation.

A license is only valid in the area of the local authority that issued it.

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The Designated Officer of the District will be responsible for coordinating the licencing of mobile food vendors. Prior to the issuance of a business licence, mobile food vendors would be responsible for obtaining all proper approvals and documentation.

Enforcement would be administered through the Designated Officer of the District, and through the Enforcement and Protective Services Department.

The District will need to approve all mobile food vendor sale locations and in no instance will more than two mobile food vendors be permitted per subdivision. The District may restrict mobile food vendors where food services establishments are present.

4. BUSINESS LICENCE APPROVAL PROCESS

The following permissions must be obtained, and regulations met, prior to approval of a business license:

- 4.1 Parkland Health Region Approval;
- 4.2 Proof of Motor Vehicle Insurance where applicable
- 4.3 Proof of Liability Insurance with a minimum liability limit of \$2,000,000. The District of Lakeland No. 521 must be named as an insured;
- 4.4 Discharge Management Plan that includes a description of how and where FOG(Fats, Oils, Grease) and grey water will be disposed; and
- 4.5 A commercial or home based business license issued for the base of operations and/or storage of mobile food vendors when located within the District

5. CONDITIONS OF OPERATION

- 5.1 Mobile food vendors shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odor, air pollution, heat, glare, bright light, hazardous or unacceptable waste as well as lights, sounds, or actions which may be a distraction for motorists and/or pedestrians.
- 5.2 Mobile food vendors must be aesthetically pleasing in appearance, clean and well lit.

- 5.3 All elements associated with the mobile food vendor and its operations (including line-ups, signage and trash receptacles) must not cause any vehicular or pedestrian obstructions or hazards. A minimum of 1.5 meters (5.0 feet) of space as passageway for pedestrians is required.
- 5.4 Operations of the mobile food vendor must be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- 5.5 The mobile food vendor must display a valid license plate, where applicable, that is visible at all times.
- 5.6 Sign boards must be placed against the mobile food vendor to avoid any obstructions. Only one sign board is permitted per vehicle.
- 5.7 Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with the mobile food vendor operation is prohibited.
- 5.8 The District of Lakeland No.521 Business License must be carried on the mobile food vendor and visible to public at all times.
- 5.9 Proper trash and recycling receptacles for customers and staff must be provided. Vendors shall clean up within a 6.0 meter radius after service at a location.
- 5.10 Mobile food vendors must be stored at an approved location when not in operation. Storage of the mobile food vendor equipment on-street is prohibited.

6. LAWS AND REGULATIONS

Vendors must abide by all laws, regulations, bylaws, and resolutions governing the mobile food vendor operation and must satisfy all levels of governing agencies.

7. VIOLATIONS

Failure to follow the guidelines and regulations of the Mobile Food Vendor Policy or any other laws, regulations or bylaws may result in the suspension or revocation of the business license.

8. APPEALS

Appeals regarding the suspension or cancellation of a business licence can be made to the Council of the District of Lakeland No. 521

1001 Municipal Reserve Policy

MUNICIPAL RESERVES (LIMITED DEVELOPMENT)

The Municipal Reserves as identified in Table 5.2 of the North Central Lakelands Planning District's Official Community Plan shall be subject to the following policy guidelines:

1. Any development shall be at the discretion of Council and shall be in accordance with Section 192 of The Planning and Development Act, 2007 as to permitted development and uses.
2. Any development shall be in compliance with the general objectives and policies of the Official Community Plan of the North Central Lakelands Planning District.
3. Any development shall be subject to the approval of any required Provincial or Federal Agencies where applicable (Ministry of Environment, Department of Fisheries and Oceans).
4. The District will identify the majority of these reserve areas with clearly visible marking (yellow poles) at both the road and lake side, where applicable. If the area is required to provide drainage of water, this priority will take precedence over recreational development.
5. In practice, the following processes will guide the operation of the four categories.

5.1 Municipal Reserves Undeveloped for Public Use: For those lakefront reserves where individually owned property is not directly adjoining (ie. A road is between the private property and the reserve along the lake), the intent is that these reserves will remain undeveloped with the exception of a pathway to approved dock locations.

Where lakefront reserves directly adjoin individually owned property, development will be permitted as approved by the District and provincial/federal agencies.

5.2 Municipal Reserves with Limited Development: For those lakefront reserves where individually owned property is directly adjoining as in 4.1, development will be permitted as approved by the District and provincial/federal agencies.

For those reserves within this category which are used by ratepayers for lake and docking access, Council may approve requests from those ratepayers with respect to beach and area

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maintenance. The cost of the request development and necessary approvals will be the responsibility of the ratepayer group. Pedestrian access only from the roadway to the lakeshore, where applicable, will be provided upon request by property owners in close proximity.

For the following areas, the District may provide maintenance and services (eg. sand, public toilets, parking) as determined by Administration on an annual basis. Note that while neighbourhood or community groups may request specific maintenance and/or installation of specific recreation services at these sites, District approval may include that the requesting group bears some or all of the cost.

Location	Commonly used name
McPhail Cove (R1)	'McPhail Beach'
McPhail Cove (R17)	'McPhail Launch'
Neis (R3)	'Neis Beach'
Sunset Bay (R1)	'Sunset Bay Beach'
Sunnyside (PR3)	'Sunnyside Beach'
Sunnyside (R2 & PR1)	'park area', 'parking lot'
Guise (R6)	'Guise Beach'
Bell's Beach (R1)	'Bell's Beach' & boat launch
Spruce Point (A)	'Lion's Park' & boat launch
Anglin Lake (R)	'Ed Greenop Park'

5.3 Functional Buffers: Will be preserved in their natural state except in those instances when Council approves special arrangements and/or agreements.

5.4 Walkways or Municipal Reserves That May Provide Pedestrian Access: No development will be permitted for this category unless specifically approved by Council. If requested by property owners in close proximity, Administration may provide clearing and maintenance for pedestrian access.

1002 POLICY – GOVERNMENT GRANT FUNDING – NON-MUNICIPAL ENTITIES

The District of Lakeland No. 521 adopted a policy whereby any grant monies or programs that become available or established from time to time by the Provincial or Federal Governments be directed to the improvement and development of municipally owned assets and infrastructure for the good and benefit of the municipality and the public as a whole.

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