

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Tuesday February 25, 2025 – at Wildwillow Enterprises Inc. Main Office (2317 Township Road 545, Lac Ste. Anne County, Alberta, T0E 1V0, East End Fire Hall of LSAC) - 2:00 P.M.

1. Call to Order:
 - a) Land Acknowledgement:

The Summer Village of Nakamun Park acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these land for centuries, and where wrongs have been done, we dedicate our efforts to moving forward in a renewed spirit of reconciliation and collaboration with our indigenous stakeholders, friends, and neighbours so that the mistakes of the past are never repeated in the future.

2. Agenda: (1-3) a) Tuesday February 25th, 2025 Regular Meeting Agenda

3. Minutes: (4-7) a) Tuesday January 21st, 2025 Regular Meeting Agenda
b)

4. Appointment: a) N/A

5. Bylaws/Policies: a) N/A

6. Business:
 - (8-10) a) CRASC, Assessment Review Board 2025 Appointments – RFD 2025-4 is attached for background, including the originating email from Geryl Amarin (Manager, and Designated Clerk).
 - (11-16) b) FOIP Act Changes, New AIA and POPA Legislation – RFD 2025-5 is attached for reference, including Government of Alberta bulletins on each of the respective new Acts.
 - (17-28) c) 2025 Election Matters, Updates – RFD 2025-6 is attached addressing the following election related discussions for council’s consideration and information:
 - i) Joint Candidate Orientation Session
 - ii) Follow-Up on Candidate Eligibility Discussion
 - iii) Use of Elector Register Required for Vouching
 - (29-30) d) ICF with LSAC, Renegotiation Process (Deferral Request) – RFD 2025-7 is attached for context.
 - (31) e) Fire Service Agreements, Alberta Beach and Parkland Dispatch – RFD 2025-8 is attached. The matter will be introduced in closed session to review the agreements, and then a direction form

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Council on each agreement considered following that closed session review.

- (32)
- f) Sympathy Card, Discussion – RFD 2025-9 is attached for discussion and consideration by Council.
 - g) Other
 - h) Other
 - i) Other
7. Financial a) N/A – Next Update will be during the April 2025 Meeting (March Financials)
8. Councillor Reports
- a) Mayor
 - b) Deputy Mayor
 - c) Councillor
9. Administration Reports
- (33-35)
- a) CAO:
 - a. See Attached Written Report
10. Information and Correspondence
- (36)
- a) East End Bus, 2025 Requisition Request – January 10, 2025 Letter. We will include this matter in our annual budget discussions as per usual.
- (37-38)
- b) Government of Alberta, Municipal Affairs – February 13, 2025 Letter regarding deferral of the required Joint Use and planning Agreements (JUPAs) with municipalities and school boards. Does not apply to SVNP directly but an interesting topic to keep abreast of.
- (39)
- c) Grant Meeting with Minister McIver – February 7, 2025 email update from Angela Duncan, just keeping members up to speed on this advocacy initiative.
- (40)
- d) Town of Onoway, AFRRCS Radios – February 13, 2025 letter advising of how the AFRRCS Radios will be handled during the transition out of Onoway Regional Fire Services. Recall that all

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partners received a grant to get these radios, then surrendered the care and control of same to ORFS to support the regional fire service, we are now getting them back and will transfer to the new service provider.

11. Closed Meeting

- a) See Business Item 6(e), above.

12. Next Meeting Date

- a) Schedule the next regular council meeting for March 18, 2025, or some other date/time.

13. Adjournment

Upcoming Meetings:

March 1st, 2025 – SVLSACE (Proposed, Feb. 22nd, 2024 Alt.)

March 18th, 2025 – Regular Council Meeting (proposed)

April 15th, 2025 – Regular Council Meeting (proposed)

May 9th, 2025 – Regional Munis Meeting (Alberta Beach Seniors)

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
 IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JANUARY 21, 2025 AT 2:00 P.M. AT THE
 WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	PRESENT	Mayor: Keith Pederson Deputy Mayor: Marge Hanssen (Via Zoom) Councillor: Robert Charter Administration: Dwight Moskalyk, CAO Appointments: N/A Absent: N/A Public Works: N/A Public at Large: N/A
1.	CALL TO ORDER	Mayor Pederson called the meeting to order at 2:00pm
2.	AGENDA 1-25	<p>MOVED by Deputy Mayor Hanssen that the agenda for the Tuesday January 21st, 2025 regular meeting of council be approved, with the following additions:</p> <ul style="list-style-type: none"> i) Business 6(d) – Annual Information Meeting 2025, Discussion. ii) Business Item 6(e) – Fire Services Agreement Proposal, Closed Session FOIP Section 27, Matters Subject to Privileged Information (Solicitor-Client Privilege). <p style="text-align: right;">CARRIED.</p>
3.	MINUTES 2-25	<p>MOVED by Mayor Pederson that the minutes for the Tuesday December 17th, 2024 regular meeting of council be approved, as presented.</p> <p style="text-align: right;">CARRIED.</p>
4.	APPOINTMENT	N/A
5.	BYLAW	N/A

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JANUARY 21, 2025 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC. MAIN OFFICE.

<p>6. BUSINESS</p>	<p>3-25</p> <p>4-25</p> <p>5-25</p> <p>6-25</p> <p>7-25</p> <p>Recess to Vacate – 2:38 p.m.</p> <p>Call to Order – Start of Closed Session 2:39p.m.</p> <p>Attendees in Closed Session</p> <p>Recess to Allow Public Access – 3:07p.m.</p>	<p>MOVED by Deputy Mayor Hanssen that Council accepted the discussion on, and invitation to register to, the 2025 Emerging Trends in Municipal Law Seminar hosted by Brownlee LLP, as information. CARRIED.</p> <p>MOVED by Mayor Pederson that Council approves the Seniuk and Marcato CPA proposal for audit fees 2024-2028, as presented, and authorize administration to execute same as an amendment to the master service agreement with Seniuk and Marcato CPA. CARRIED.</p> <p>MOVED by Mayor Pederson that Council approves the engagement of Frank VanDerBleek, through Royal Lepage – Noralta, as realtor for the marketing and seller representation on the listing of Lot 8, Block 15, Plan 0621661 in the Summer Village of Nakamun Park, and authorize CAO Moskalyk to finalize and execute the agreement as discussed, including standard commission, a six month term, and confirmation of proposed marketing/media plan for the listing, and execute same. CARRIED.</p> <p>MOVED by Deputy Mayor Hanssen that Council establishes July 26th, 2025, as the date for the 2025 Annual Information Meeting, to be held at Ted MacDonald Park from 10:00am, weather permitting, or in the Public Works Shop if weather is inclement. CARRIED.</p> <p>MOVED by Deputy Mayor Hanssen that pursuant to Section 27 of the FOIPP Act, Council move into closed meeting at 2:37p.m. to discuss matters related to Fire Service Agreements – as discussion is subject to matters of Legal Advice (Privileged Information). CARRIED.</p> <p>Mayor Pederson called a recess at 2:38p.m. to allow the public to vacate.</p> <p>Mayor Pederson called the meeting back to order at 2:39p.m. and Council moved into Closed Session.</p> <ul style="list-style-type: none"> i) Mayor Pederson – In Person ii) Deputy Mayor Hanssen – Virtual (Confirmed as <i>Alone</i>, as Required by Section 47(f) of Procedural Bylaw #2024-6) iii) Councillor Charter – In Person iv) CAO Moskalyk – In Person <p>Mayor Pederson called a recess at 3:07p.m. to allow the public to reenter the meeting.</p>
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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JANUARY 21, 2025 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	Call to Order – End of Closed Session 3:08p.m. 8-25 9-25	Mayor Pederson called the meeting back to order at 3:09p.m. and invited a motion to end the closed session and revert back to the regular council meeting. MOVED by Deputy Mayor Hanssen that Council return to open public meeting at 3:10 p.m. CARRIED. MOVED by Deputy Mayor Hanssen that Council accepts the discussion on Fire Services Agreements and directs administration to forward the comments as discussed by council to Alberta Beach for consideration in future drafts of the agreement. CARRIED.
7.	FINANCIAL 10-25	MOVED by Deputy Mayor Hanssen that the Income and Expense Report for the Summer Village of Nakamun Park, ending December 31 st , 2024, be accepted as information as presented. CARRIED.
8.	COUNCIL REPORTS 11-25	MOVED by Mayor Pederson that Council accept the Council Reports for information, as presented. CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 12-25	MOVED by Deputy Mayor Hanssen that Council accept the Administration and Public Works reports for information, as presented. CARRIED.
10	INFORMATION / CORRESPONDENCE 13-25	MOVED by Councillor Charter that the following information and correspondence items be accepted as information: a) Government of Alberta, Municipal Affairs, Nov. 4, 2024 – Councillor Orientation and Changes to the Municipal Government Act. CARRIED.




MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
 IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JANUARY 21, 2025 AT 2:00 P.M. AT THE
 WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

11.	CLOSED MEETING	See at Item – Business 6(e), above.
12.	NEXT MEETING 14-25	MOVED by Mayor Pederson that the next regularly scheduled meeting be held on Tuesday February 25th, 2025 at 2:00 p.m. CARRIED.
13.	ADJOURNMENT	Mayor Pederson declared the meeting adjourned at 3:46p.m.

 Mayor Keith Pederson

 Chief Administrative Officer Dwight Moskalyk

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Summer Village of Nakamun Park Request For Decision - (RFD) 2025-4

Meeting:	Regular Council
Meeting Date:	February 25, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	CRASC 2025 Assessment Review Board Appointments.
Agenda Item Number:	6(a) – Regular Business

BACKGROUND/PROPOSAL:

The Summer Village has engaged the Capital Region Assessment Services Commission (CRASC) for several key functions related to assessment, assessment review and development and subdivision review. As such, and as required by the Act, Council must consider the appointment of several key positions within this review mechanism throughout the year – specifically panelist members and clerks for each review mechanism.

A February 6th, 2025 email from the Manager of the CRASC, Gerryl Amorin, is attached for more background.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The February 6th, 2025 email includes the names and positions of key officials to the Assessment Review Board for 2025. These individuals are recruited by CRASC and put forward for member consideration.

Administration has reviewed the offerings and notes no conflict or concern with the individuals named therein. As is our normal practice, we appoint these individuals by motion of council, and then confirm this appointment again as part of the annual organizational meeting.

An observation worth noting is that two long-time panelists are no longer listed in pool, and we have one new name. Stewart Hennig and Denis Meier are no longer listed, while Marcel LeBlanc is added to the register. I note this for a few reasons: one, simply to acknowledge the service of the past panelists and secondly to assure Council that the pool remains sufficient in size and expertise to handle the job required of it. It is also worth reminding that if you are interested in serving as a panelist (often councillors/ex councillors are a good fit for this service) it is worth reaching out to CRASC to get certified and registered.

COSTS/SOURCE OF FUNDING (if applicable)

The cost of an appeal, including the reimbursement for panelists and officials, is covered under the service agreement with CRASC. The assessment appeal fee is set by the province (and confirmed in the municipal fees and charges bylaw).

It should be noted that the prescribed fee set for the province is \$50.00 (and has been for many years) – which is much less than the actual costs it would be to run an appeal hearing. Unlike SDAB hearings or



other appeals where council has more flexibility in setting the appeal fee (ideally to recover the bulk of an appeal cost), appeal hearing costs for ASB are borne almost entirely by the municipality.

RECOMMENDED ACTION:

The Council approve the appointment of Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, and Raymond Ralph as Assessment Review Board Panelists for 2025; approve the appointment of Raymond Ralph as Chair of the Assessment Review Board for 2025; and, Gerryl Amorin as Certified Assessment Review Board Clerk for the 2025.

Initials show support – Reviewed By: CAO: <i>D. Moskalyk</i>
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Date Thu, 06 Feb, 25 9:40:38AM
From Geryl Amarin
geryl@amorinaccounting.com
Subject Appointment of ARB Officials 2025

Hello All,

As a participant in CRASC's ARB program, please be advised that your council is required to appoint the ARB Officials for 2025.

(As per MGA section 454)

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All municipalities are required to appoint by resolution the following as your ARB officials for 2025.

ARB Chairman - Raymond Ralph

Certified ARB Clerk - Geryl Amarin

Certified Panelists - Darlene Chartrand

Sheryl Exley

Tina Groszko

Richard Knowles

Marcel LeBlanc

Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.

780 297 8185

Geryl Amarin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)

11810 Kingsway Avenue

Edm AB T5G 0X5

Direct: 780 297 8185

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Summer Village of Nakamun Park Request For Decision - (RFD) 2025-5

Meeting:	Regular Council
Meeting Date:	February 25, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	FOIP Act Changes and New Privacy and Access to Information Legislation (2025)
Agenda Item Number:	6(b) – Regular Business

BACKGROUND/PROPOSAL:

The Summer Village is a public body to which privacy and access to information provisions apply. These provisions are determined by provincial legislation, and as Council will recall have been traditionally harboured in the Freedom of Information and Protection of Privacy Act (FOIP). In an effort to redress the legislative framework for modern times, GofA recently passed legislation that would expand previous scope and break the legislation into two complimentary but independent Acts: Access to Information Act (AIA) and Protection of Privacy Act (POPA). In fact, there is a third Act as well, dealing with private sector information (PIPA), but we do not need to address that in this discussion.

Attached are two bulletins issued by the Government of Alberta outlining the background, rationale and transition expectations – one for each new Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

There will be some administrative changes required in our day to day work because of the new legislation. Simple things such as updating templates and forms to reflect the new names and sections in the Acts where applicable, or changing the reference language for when we do closed session motions in council (no longer, for example, a FOIP section 16 closed meeting). We will integrate these changes as the new legislation rolls out (Spring 2025).

The bigger challenge, and the reason this item is before council today, is that the new legislation – at least the POPA, requires public bodies (including municipalities) to adopt a "Privacy Management Program" inclusive of relevant and updated policies and procedures at the local level. This is a requirement of ALL public bodies. As such, all the munis in our fold are looking for some direction here and I am suggesting that we take the lead in advocating for a joint project (cost sharing) to have legal counsel prepare a basic plan to meet this new requirement that all participants can use.

I have introduced the idea to Michelle Gallagher, our legal counsel, and she is agreeable to investigate and undertake the required work. My ask today is that council authorize administration to proceed with this work, and that the municipality invite the participation (cost sharing) of other municipalities in our office to complete this work.

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COSTS/SOURCE OF FUNDING (if applicable)

Costs will be covered by the Summer Village of Nakamun Park in the 2025 operating budget (likely as a special project, which we estimate to cost around \$3,000). Other participants, if any, would be asked to split the cost in equal proportions, and if all in our office do same that would amount to about \$500 (estimate) for each (\$3,000/6). I can also ask Ross Haven and Val Quentin if they are interested in sharing, as they are usually appreciative of these types of collaborative efforts.

RECOMMENDED ACTION:

That Council authorize Administration to proceed with the engagement of legal counsel to investigate and prepare the requirements for compliance with the new privacy legislation, Access to Information Act and Protection of Privacy Act, specifically as it relates to a comprehensive Privacy Management Plan, and that the municipality invite the participation of other summer villages in the project at an equal cost share basis.

Initials show support – Reviewed By: **CAO: *D. Moskalyk***

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Getting to know the *Access to Information Act*

The *Access to Information Act* modernizes rules and processes for requesting records from public bodies.

The *Access to Information Act* strikes a balance between transparency and the confidentiality required to ensure effective operation of government.

Modernizing our legislation

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The Acts and associated Regulations will come into force in Spring 2025.

The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, makes the ability and process for access to information requests clearer for Albertans and helps public bodies improve transparency.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust, and improves government's ability to deliver services and programs.

As with the FOIP Act, the *Access to Information Act* will apply to about 1,200 public bodies like school districts, postsecondary institutions, and municipalities, all of which will be affected by the legislative changes.

This fact sheet provides a high-level overview of the forthcoming proclamation of the *Access to Information Act*.

Benefit of separate acts

- Streamlines processes and reduces administrative burden and red tape.
- Makes it easier for Albertans to understand the rules for accessing records and what is being done to protect their personal information.
- Helps ensure access to information and protection of privacy receive the dedicated attention they deserve.
- Separate Acts sharpen the focus and support a mandated review of the Acts every six years.

Adapting laws to today's realities

The FOIP Act came into force in 1995 and has not been updated in the last 20 years.

Today, digital records and data are part of our day-to-day lives. Albertans and public bodies increasingly rely on technology and digital platforms to do their jobs. Although these realities are addressed in practice in the FOIP Act, the Act did not account for these realities at the time it was drafted, nor does it address the sheer volume and complexity of records that are being managed by public bodies to provide services to Albertans.

Key issues addressed

With the *Access to Information Act*, Albertans will better understand the rules under which they can apply for and receive access to public body records. Albertans will be better able to receive records from public bodies without an access to information request. This is because the Act clarifies the ability for public bodies to proactively disclose information to promote transparency and trust.

The Act better defines Cabinet confidentiality and streamline processes in a way that allows government officials to focus on good governance.

- Protecting Cabinet confidentiality enhances decision-making because officials receive candid, unbiased advice and are free to engage in frank and robust discussions at the Cabinet table.
- The need for Cabinet confidentiality has been recognized by the Supreme Court as essential to good government.

Highlights of the *Access to Information Act*

- Clarify and enhance regulatory functions, including those of the Office of the Information and Privacy Commissioner (OIPC); for example, providing the OIPC with more latitude to require public bodies to address complaints and dismiss complaints that lack sufficient grounds.
- Further empower public bodies to proactively disclose information outside the access to information process, making it easier for Albertans to access more information.
- Clarify the kind of documents that can be withheld, such as Cabinet confidences and privileged information. In the case of Cabinet records, an attestation document (outlined in regulation) would be provided to the OIPC to help the Commissioner to confirm that the exception was correctly applied.

For more information, visit www.alberta.ca/modernizing-access-to-information-for-albertas-digital-age

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- Mandate a review of the Act every six years; this would help ensure legislation stays up-to-date.

Alberta compared with other jurisdictions

On the national stage, a joint resolution from Information and Privacy Commissioners across Canada in 2019 urged all provinces and territories to update their access and privacy legislation.

Since then, all provinces and territories, aside from Alberta, have made changes to their access and privacy legislation in recent years, with Quebec and British Columbia being the most recent.

Although access to information legislation varies from province to province, they are all built on the same principle of ensuring the public has a right of access to records in the custody or under the control of a public body subject to specific and limited exceptions.

Feedback from Albertans

Over a four-year span (2020-24), the government conducted comprehensive reviews and engagements to assess the effectiveness of the FOIP Act in an age of rapidly evolving technology. This engagement built off previous engagement efforts and OIPC recommendations.

This included:

- engagement with targeted stakeholders on FOIP amendments in 2020;
- a public survey aimed at understanding the privacy concerns of Albertans in 2021;
- public engagement as part of government's work to advance digital services in 2022;
- targeted engagement with public bodies; and
- ongoing engagement with the OIPC.

This provided an opportunity to validate results from previous consultations, examine additional considerations that may have arisen since the previous reviews, and identify gaps in legislation.

Regulation with more details to come

In spring 2025, regulation will be brought forward. Additional information and resources will be shared at that time to help public bodies learn about and align with the new requirements.

Like the FOIP Act, regulation for the *Access to Information Act* would include criteria for designating public bodies; procedures for making, transferring, and responding to access requests; fees; and a schedule of public bodies. New aspects will also address definitions and the attestation process.

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Getting to know the *Protection of Privacy Act*

The *Protection of Privacy Act* enhances and builds on existing legislations protection of privacy rules.

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The acts and associated regulations will come into force in Spring 2025.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust and improves public bodies' ability to deliver services and programs. The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, will enhance access to information rights to align Alberta's practices with global best practices.

As with the FOIP Act, the *Protection of Privacy Act* will apply to about 1,200 public bodies, like school districts, post-secondary institutions and municipalities, all of which will be affected by the legislative changes.

This fact sheet provides a high-level summary of the changes public bodies will need to adopt with the forthcoming proclamation of the *Protection of Privacy Act* and explains how Albertans will benefit from the proposed changes.

Times have changed, laws must too

Alberta's privacy law is outdated and must be refreshed to meet the realities of the modern world. The FOIP Act was introduced in 1995, and its last significant update was in the early 2000s. In this age of rapidly changing technology, people want assurance that their private information is protected. Technology like email, databases and artificial intelligence that were more theoretical than reality when the FOIP Act was introduced are increasingly integrated into daily life.

Feedback from Albertans

To ensure changes to privacy reflect the needs of public bodies, Alberta's government has been consulting with stakeholders since 2020. This included a public survey administered in 2021. Albertans said their privacy is a key priority and they have high expectations of public bodies in protecting their personal information. These extensive conversations highlighted the need for Alberta to address several items that are reflected in the *Protection of Privacy Act*.

Albertans should have confidence that their personal information is protected. Alberta's government is implementing the strongest privacy protections in Canada and the strictest penalties for violations.

Strongest privacy protections

The *Protection of Privacy Act* enhances privacy protections by requiring that public bodies adopt a "privacy by design" approach to their programs and services. This means public bodies must consider the privacy implications of how they manage personal information when they do business and create or make changes to their programs, services and systems.

The act builds on existing legislated protections of personal information by introducing some new rules:

- Public bodies cannot sell personal information in any circumstance or for any purpose, including marketing and advertising.
- Public bodies must notify Albertans if their information is used in an automated system to generate content or make decisions, recommendations or predictions.
- Albertans must be notified about a privacy breach where there is a real risk of significant harm (e.g., bodily harm, financial loss, identify theft, fraud, blackmail). When Albertans are aware of a breach of their personal information, they can take actions to further protect themselves.

These changes are mandating global best practices that many Alberta public bodies already have in place.

Privacy Management Programs

Albertans are increasingly aware of their privacy rights and expect organizations to ensure personal information is secure and have protections against data breaches. This is why Alberta's government is making it mandatory for public bodies to adopt a privacy management program. Public bodies must document policies and procedures that outline their privacy practices, foster a culture of privacy, and promote compliance with legislation. Albertans will be able to request a copy of any public body's program.

For more information, visit www.alberta.ca/strengthening-the-protection-of-personal-information

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Privacy Impact Assessments (PIAs)

PIAs are tools used to ensure programs and services comply with privacy legislation, identify and address privacy risks, and put in place safeguards to protect personal information. PIAs help organizations analyze how personally identifiable information is collected, used, shared, and maintained.

The act will make PIAs mandatory for all Alberta public bodies in some circumstances. This new requirement is considered best practice and is already required under the *Health Information Act*.

New data rules

The *Protection of Privacy Act* improves public bodies' ability to deliver programs and services by including rules around data use. This means that the right information can be in the right place at the right time to ensure the best possible service delivery for Albertans.

Wherever possible, public bodies must use only the information that is absolutely necessary for research, analysis, or program and service design and delivery. They must use non-personal data, which is data with personally identifiable details like name or contact information removed. Personal information must be stripped so data no longer identifies a specific individual. Common uses for such de-identified data include analysis to identify trends (e.g., how many people from different demographics are using a service) or to improve the services provided.

The act empowers public bodies to link personal information between sources under the control of different public bodies, a practice called data matching. For example, two government ministries aligning their datasets to assess program eligibility for an applicant.

Common sense changes

The *Protection of Privacy Act* includes other, common-sense changes. For example:

- Public bodies will have clear rules for when and how to share information with each other to provide a common or integrated service, so Albertans don't have to repeatedly provide their information. For example, during emergencies, Albertans could be assessed quickly for eligibility for supports that are provided by various public bodies.
- Clarifying in collection notices that Albertans can contact public bodies by email not just by mail or phone. Also, that a collection notice does not need to be repeated if information is collected from the same person for the same reason.
- Requiring regular review of the act.

The Office of the Information and Privacy Commissioner (OIPC)

Reducing administrative burden for the OIPC is important to ensure fair administrative procedures and to save time and resources. For example:

- A person must first try to address the complaint with the public body before submitting it to the OIPC.
- The OIPC will have discretion to not pursue an inquiry if it does not make sense to do so, such as when the matter is already settled.

The OIPC will have the ability to issue an order:

- related to the new data provisions and to ensure the OIPC can properly perform its regulatory functions. If a public body is using non-personal data outside of the allowed purposes, the OIPC can investigate and enforce compliance, and
- requiring a public body to provide a copy of their privacy impact assessments or privacy management program to the OIPC.

New penalties

The *Protection of Privacy Act* has the strictest penalties in Canada that courts can impose for the misuse of Albertans' personal information and data. Penalties vary based on the offense and whether it was done by an organization or an individual.

Offenses	Individual	Organization
<i>Personal information</i>	Up to \$125,000	Up to \$750,000
<i>Data and non-personal information</i>	Up to \$200,000	Up to \$1 million

An example of personal information misuse by an individual is if an employee was to intentionally use a client's personal information to cause the client harm, or if a public body were to knowingly disclose personal information to another public body without authority. An example of misusing data is if a research partner who received non-personal data from a public body knowingly re-identified non-personal data.

Regulations with more details to come

In Spring 2025, regulations will come forward with more details, such as specific requirements for the privacy management and privacy impact assessment programs. Additional information and resources will also be shared at that time to help public bodies learn about and align with the new requirements.

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For more information, visit www.alberta.ca/strengthening-the-protection-of-personal-information

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Summer Village of Nakamun Park Request For Decision - (RFD) 2025-6

Meeting:	Regular Council
Meeting Date:	February 25, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Election Matters and Updates, February 2025
Agenda Item Number:	6(c) – Regular Business

BACKGROUND/PROPOSAL:

As council is aware, 2025 is a municipal election year and we have been working to get things in place inclusive of new legislation and best practices. Not surprisingly, election discussions remain a hot topic at the peer association level as well and we are all working to find efficiencies, clarify legislative requirements and make sure our local authorities are well positioned for a free, fair and accessible election.

Council may have noticed that the website is now updated to include a 2025 Election Tab. Angela did an awesome job getting the wording set out for us and we will continue to update and massage the format and information as the situation develops.

In today's update, I want to bring some particular matters to council's attention:

- i) Joint Candidate Orientation Session
- ii) Follow-Up on Candidate Eligibility Discussion
- iii) Use of Elector Register Required for Vouching

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

- i) Joint Candidate Orientation Session – See attached email invite from Returning Officer Duncan (Feb 10, 2025):

A new requirement to have candidate orientation, Wildwillow has partnered with the Town of Stony Plain to offer a (virtually) no-cost session for independent facilitation of this session. Stony Plain will provide the staff and reference material, and partnering municipalities would just need to share the cost of hall rentals/refreshments and material production (printing) – a total cost estimated to be around \$2,000 (to be shared by all). Administration is recommending SVNPN approve participation in this program.

- ii) Follow-Up on Candidate Eligibility Discussion – Attached background information from Brownlee LLP through RO Duncan and SRO Message (Feb 20, 2025 email):

During the recent Brownlee LLP Emerging Trends Seminar (Council did not send attendance), a statement regarding election eligibility caused quite a commotion – particularly in summer



villages. The basis of the questions was the correct and intended meaning of Section 12(h) under the Local Authorities Election Act. The offered interpretation (given at the seminar) seemed to suggest that the residency rules (12(h)) should take the narrow view which would mean that anyone residing outside of Alberta for any more than 1 month + 1 day, consecutively, in a year would not be eligible, etc. This obviously would cause some major issues for snowbirds and other travels, in both summer villages and other jurisdictions as well.

At the behest of members, Wildwillow reached out for clarification on this after the seminar and received the attached interpretation, which now offers a less narrow application whereby the test of "intent" is introduced in relation to residency and this preserves the traditional interpretation that we have applied to this section. Just wanted to introduce so you were brief on this discussion if it comes up at other tables – good enough to accept as information.

- iii) Use of Elector Register Required for Vouching (Feb 14, 2025 email from G. Sandberg ADM, Municipal Affairs):

We have discussed the option (in summer villages, required for larger munis) to prepare an Elector Register to support local elections beginning in the 2025 cycle. We had previously declined the option, opting instead for our traditional means addressing voter eligibility on the front lines (vote eligibility attestation form, vouching, etc.).

The provided update from ADM Sandberg – which speaks to a few different matters, all worth reading – now clarifies that if you do not use an Elector Register you will not be permitted to accept vouching as a means to verify elector eligibility at the polls. The update also included a draft "Data Sharing Agreement" for those wanting to prepare and use an Elector Register (an agreement to have GofA share provincial election database info).

I have assumed that council will continue to decline the Elector Register option and so have not presented the draft agreement for consideration. Ultimately, this will simply mean that we need to do a bit more due diligence in ensuring electors bring appropriate ID to the polls as vouching will not be accepted. RO is aware and preparing communications regarding same.

COSTS/SOURCE OF FUNDING (if applicable)

As noted above, speaking specifically of the joint candidate information session, we had intended to include funds in the 2025 election budget and we will massage that exact figure more as budget discussions and election details are further refined. It will likely mean less of a cost than previously assumed in our administrative planning.

RECOMMENDED ACTION:

- 1) That Council authorize the municipality's participation in the Joint Candidate Information Sessions to be hosted this spring by Wildwillow Enterprises Inc and Town of Stony Plain, as discussed.



- 2) The Council receive and accept the information regarding interpreting candidate and elector eligibility as it relates to Section 12(h) of the Local Authorities Election Act and residency, as provided in the February 20, 2025 email from Returning Officer Duncan, as information.
- 3) That Council reaffirms their intent to forgo the option of accommodating an Elector Register in the 2025 municipal election for the Summer Village of Nakamun Park, acknowledging that it may restrict certain provisions, including the use of special ballots and vouching.

Initials show support – Reviewed By: **CAO: D. Moskalyk**

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Date Mon, 10 Feb, 25 4:04:16PM
From Wildwillow Enterprises
angela@wildwillowenterprises.com
Summer Village Office
administration@wildwillowenterprises.com
svsouthview@outlook.com
svsouthview@outlook.com
West Cove Admin
swestcove@outlook.com
'Summer of'
svcastle@telus.net
cao@valquentin.ca
cao@valquentin.ca
Marlene Walsh
marlenehwalsh@gmail.com
Sunset Point
office@sunsetpoint.ca
Alberta Beach Village Office
aboffice@albertabeach.com
To Mike Primeau
mprimeau@lsac.ca
Tony Sonnleitner
pcm1@telusplanet.net
Cao@rosshaven.ca
cao@rosshaven.ca
CAO Kim Hanlan
office@svyellowstone.ca
Jennifer Thompson
cao@onoway.ca
'Nakamun Park'
cao@svnakamun.com
svsunrisebeach wildwillowenterprises.com
svsunrisebeach@wildwillowenterprises.com
cao@birchcove.ca
cao@birchcove.ca
svsandyb@xplornet.ca
svsandyb@xplornet.ca
Cc wendy wildwillowenterprises.com
wendy@wildwillowenterprises.com
Subject Election 2025 Candidate Orientation Workshop

Hello all,

Regarding the 2025 Election Season, Wildwillow Enterprises and the Town of Stony Plain are partnering to host 2 candidate orientation sessions in the LSAC area. The purpose of these sessions will be to provide prospective candidates with relevant information regarding the nomination and election process, as well as what to expect should they be elected to Council. We plan to host these sessions in April/May with one in the Darwell area and one in the Nakamun Area, locations TBD.

I am reaching out to you to see if your municipality is interested in participating. There will be a presentation, followed by a Q & A session. The presentation will be quite general in nature, but there will certainly be parts that are geared towards summer villages. Any municipalities that would like to participate are encouraged to bring handouts with any community specific information you think is relevant (i.e.. Election dates, nomination information, etc.)

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There will be a small cost to cover hall rentals, staff time, hosting expenses (food and drink), and advertising. The total cost per municipality will depend on the final expenses and the number of participating municipalities. However, I

anticipate that the total cost to be split will be roughly \$2000. Each municipality would be responsible to provide their own municipal specific printed material.

Please let me know by **March 10** if your municipality would like to participate so that I can be sure to include your information in presentation materials and advertising. Also, if you are participating, please send me your nomination/election information (dates, returning officer, contact info) and community logo.

Please don't hesitate to reach out if you have any questions.

Regards,

Angela Duncan

Wildwillow Enterprises

780-967-0271

21

Date Thu, 20 Feb, 25 9:52:51AM
From Wildwillow Enterprises
angela@wildwillowenterprises.com
mike.pashak@shaw.ca
mike.pashak@shaw.ca
bwaterhouse@sundancebeach.ca
bwaterhouse@sundancebeach.ca
ren.giesbrecht@westcove.ca
ren.giesbrecht@westcove.ca
To ddm@kronprinzconsulting.ca
ddm@kronprinzconsulting.ca
wendy.wildwillowenterprises.com
wendy@wildwillowenterprises.com
tevens@sylvansummervillages.ca
tevens@sylvansummervillages.ca
dreid@eidnet.org
dreid@eidnet.org
Subject Question from Emerging Trends re: SV Candidate Eligibility

Hello all,

I am not sure if anyone else has followed up regarding the comments that were made at the Brownlee Emerging Trends Seminar about candidate eligibility for SVs. Below is the response that we received.

Have a great day,

Angela

From: Jones, Richard <rjones@brownleelaw.com>
Sent: Wednesday, February 19, 2025 1:19:16 PM
To: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>
Subject: Re: Election 2025

Hi Tori,

Qualification of Candidates

A person can be nominated as a candidate if on nomination day, the person is

- Eligible for vote in the election

Under section 12(h) of the LAEA, the person is not required to be a resident of the summer village, but must have been an Alberta resident for 12 consecutive months before election day.

Voting Eligibility

A person is eligible to vote in the summer village local election if the person is:

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- over 18 years old,
- a Canadian citizen, and
- resides in Alberta and the person's place of residence is located in the summer village on election day, or is named on the certificate of title as the registered owner of the property within the summer village or is the spouse or adult interdependent partner of the registered owner.

Application of LAEA Rules

If a person is ordinarily a resident in Alberta but is absent from Alberta for one month and one day, is the person eligible to vote and be nominated as a candidate?

The person is eligible to vote if the person resides in Alberta on election day or owns land within the summer village on election day.

A person is likely eligible to be a candidate if they left temporarily during the 12-month period while maintaining their primary residence in Alberta. This could include an extended vacation. However, if the person left the province within the 12-month period and does not intend to return, but then returns one month and one day later, it may be concluded that they did not reside in Alberta for a consecutive 12-month period and, therefore, would be ineligible to be a nominated candidate. The factors to consider are:

- Does the person maintain a residence in the summer village?
- Is the absence temporary, and does the person intend to return?
- Does the person continue to have a presence in the community, such as receiving mail, maintaining property, or maintaining family ties?

If a person sells their residence, moves with belongings, and establishes a new primary residence outside Alberta, they would likely lose their residency status and be ineligible to run for office.



RICHARD JONES KC | COUNSEL | BROWNLEE LLP

LITIGATION, MUNICIPAL, ENVIRONMENTAL & UTILITY REGULATION

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Toll-Free. 800-661-9069 | www.brownleelaw.com

We acknowledge the traditional territories of the Indigenous peoples of the Treaty 7 region and the Metis Nation of Alberta, Region 3. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.

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From: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Date: Wednesday, February 19, 2025 at 12:05 PM

To: Jones, Richard <rjones@brownleelaw.com>

Subject: Election 2025

Good afternoon,

I just got the question regarding eligibility to run and vote if the resident resides in outside of Alberta for more than 1 month and 1 day? Would the be eligible?

I know this was brought up during the conference in Edmonton, although I thought it was still 6 months.

Thanks,

Tori

Get [Outlook for iOS](#)

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Date Fri, 14 Feb, 25 1:52:13PM
From municipalservicesdivision@gov.ab.ca
To Dwight Moskalyk
ddm@kronprinzconsulting.ca
Subject Summer Village Permanent Electors Register Update

Good afternoon,

Please see the attached update regarding requirements under the *Local Authorities Election Act* for permanent electors registers, special ballots, and elector vouching for summer village elections.

Additionally, attached is a draft data sharing agreement provided by Elections Alberta for your information and use, should you so choose.

Thank you,

Gary Sandberg
Assistant Deputy Minister
Municipal Services Division
Municipal Affairs



[:Attachment 1.pdf](#) (387K)



[:Attachment 2.pdf](#) (888K)

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Permanent Electors Registers, Special Ballots, and Vouching

Clarification of legislative requirements for summer villages under the *Local Authorities Election Act*

- **Previous messages from Municipal Affairs regarding special ballots and vouching in summer villages did not emphasize the need for a permanent electors register.**

Permanent Electors Register

- **Section 49 of the *Local Authorities Election Act (LAEA)***
 - Section 49(1) of the *LAEA* requires municipalities to prepare a permanent electors register of residents in the municipality who are eligible to vote. The register is compiled and revised primarily using information received from the Chief Electoral Officer.
 - Section 49(3.3) of the *LAEA* provides that a summer village may, but is not required to, prepare a permanent electors register and enter into an agreement with the Chief Electoral Officer for the purposes of this section.

Special Ballots

- **Section 77.1 of the *LAEA***
 - Section 77.1(1) of the *LAEA* states that an elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to vote by special ballot.
 - Section 77.1(1.1) of the *LAEA* provides that an elector whose name is not contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to be added to the permanent electors register.
 - Section 77.1(2) of the *LAEA* states that an elected authority may, by resolution passed prior to nomination day, provide for special ballots.
 - **Summer villages are not obligated to prepare a permanent electors register; however, they will need to do so if council wants to provide for special ballots in the 2025 general election.**

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Proof of Elector Eligibility

➤ Section 53 of the LAEA

- Section 53(4) of the LAEA states a person may validate the address of the person's residence if the person is accompanied by an elector who validates the elector's identity and the address of the elector's residence in accordance with subsection (3) and vouches for the person in accordance with subsection (7).
- Section 53(6) of the LAEA prohibits vouching if the elector's name is not contained in the permanent electors register.
- **Summer villages will also need to prepare a permanent electors register if council wants to permit vouching in the 2025 general election.**

Elections Alberta

- If a summer village wishes to prepare a permanent electors register for the purposes of an electoral event governed under the *Local Authorities Election Act*, it must:
 - Fill, sign, and submit a data sharing agreement to Elections Alberta by February 28, 2025. This includes the inclusion of a completed Schedule "A" identifying the summer village's designated returning officer and a designated alternate.
 - Submit a complete set of addresses (current as of October 20, 2024) within the summer village, in a spatial format, to Elections Alberta by March 1st, 2025. Requirements for address data can be found in Schedule "B" of the data sharing agreement.
 - Inform Elections Alberta of the summer village's planned election date as soon as it becomes available.
 - Create a permanent electors register primarily using elector data provided by Elections Alberta.
NOTE: Elector data from Elections Alberta will only contain information for summer village residents whose ordinary residence, for the purpose of a provincial general election, is located within the summer village. Any property owner whose ordinary residence, for the purpose of a provincial general election, is not located within the summer village will not be included in the elector data provided by Elections Alberta.
 - Provide Elections Alberta an updated copy of the permanent elector register following the summer village election. This updated copy must include all elector additions, removals, and changes made to the permanent electors register over the course of the summer village's election. This must be submitted to Elections Alberta by March 1st, 2026.
NOTE: Any elector added to a summer village's permanent electors register who is not ordinarily a resident of the summer village will not be included in any future elector data provided by Elections Alberta to the summer village.

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- A copy of the data sharing agreement template is attached for your convenience. For complete details of the requirements listed above, please review the included agreement. Due to time and resource constraints, Elections Alberta is unable to negotiate the terms of the data sharing agreement with individual municipalities in advance of the 2025 municipal election.
- Please submit all requests for resources, questions specific to the requirements outlined within the data sharing agreement, and signed data sharing agreements to datacoordination@election.ab.ca.

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Summer Village of Nakamun Park Request For Decision - (RFD) 2025-7

Meeting:	Regular Council
Meeting Date:	February 25, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	ICF Negotiations with LSAC, Renewal Timeline (Deferral)
Agenda Item Number:	6(d) – Regular Business

BACKGROUND/PROPOSAL:

Municipalities are required to enter into Intermunicipal Collaboration Frameworks with their neighbouring municipalities. These frameworks are meant to facilitate collaboration, and clarification on shared services, independently harboured services, joint initiatives and local and regional priorities. These agreements are meant to be renewed (opened, renegotiated, updated, and approved) every 5 years.

A recent ministerial order has now extended the timeline for renegotiation from 5 to 7 years (or to March 31, 2027 – whichever date comes first). LSAC has reached out asking for Council's approval to mutually agree to an extension of the renewal period until March 31, 2027.

LSAC's letter, from GM Court, dated February 14, 2025 is attached for context.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has no major concern with recommending the extension, though our first thought was that it might be nice to get this done with current councils on both end who now have an established working relationship. Amending the deadline to 2027 buts negotiation in the hands of new councils.

Regardless, I do not foresee any major issues in the slate of topics to be negotiated that would, or should, keep a reasonable council from getting the renewals done, now or in the future. There will likely need to be a bit more discussion on regional waste water and solid waste services but everything else is pretty much status quo.

COSTS/SOURCE OF FUNDING (if applicable)

ICF negotiations have not been too intensive in the past and are usually handled during regular council meetings without much issue, so no extra work envisioned at this time.

RECOMMENDED ACTION:

- 1) That Council agree to proposed extension of the Intermunicipal Collaboration Framework renewal negotiations with Lac Ste. Anne County until March 31, 2027, and that administration be authorized to forward confirmation of same to General Manager Court providing confirmation of this direction by Council.

Initials show support – Reviewed By: **CAO: D. Moskalyk**

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February 14, 2025

Summer Village of Nakamun Park
Box 1250
Onoway, AB T0E 1V0

Attn: Dwight Moskalyk, CAO

Re: Intermunicipal Collaboration Framework (ICF):
Lac Ste. Anne County/Summer Village of Nakamun Park

As you are aware, Lac Ste. Anne County entered into an ICF agreement with the Summer Village of Nakamun Park in accordance with the requirements of the *Municipal Government Act*. Municipalities were initially required to review the ICFs, at a minimum, every five (5) years after their effective date. Ministerial Order MSD: 024/23 amends the review requirement from at least every five (5) years to at least every seven (7) years, or March 31, 2027 as a final deadline.

Although the Ministerial Order allows for the extension, if a renegotiation timeline is stipulated in the agreement, that timeline will supersede the Ministerial Order.

Lac Ste. Anne County Council is requesting your consideration to extend the renegotiation period with a completion date of March 31, 2027. This does not preclude the opportunity to initiate negotiations now; it simply will provide an allowance to delay the immediacy of the review. In fact, the County proposes ICF discussions begin sooner than later. Formalizing an extension through mutual agreement will ensure we are meeting legislative requirements.

With an extension, the current terms of the agreement will remain consistent until such time as a new ICF is finalized.

Please provide a written response once a decision is made.

Kind regards,


Trista Court

General Manager of Community Engagement





Summer Village of Nakamun Park Request For Decision - (RFD) 2025-8

Meeting:	Regular Council
Meeting Date:	February 25, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Fire Service Agreements (Alberta Beach and Parkland Dispatch)
Agenda Item Number:	6(e) – Regular Business

BACKGROUND/PROPOSAL:

Council has been negotiating with regional partners for a revamped regional fire service that will replace the Onoway Regional Fire Service model post-March 7, 2025. Council, and the peer councils of other regional municipalities have now finalized drafts for this new model and these need to be approved by council's ahead of the deadline.

The following agreements will be reviewed in closed session (FOIP Section 16 and Section 23, disclosures harmful to the business interest of a third party and disclosures related to local body confidences):

Alberta Beach – Fire Services Partnership and Service Agreement
Parkland County – Parkland Dispatch Services Agreement

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To be discussed in closed session.

COSTS/SOURCE OF FUNDING (if applicable)

To be discussed in closed session.

A few general notes:

- 1) The Fire Agreement has been tweaked to address stakeholder comments from earlier drafts and has been approved by Alberta Beach and the other communities. SVNP is the holdout simply because of our meeting time being last in the sequence.
- 2) Reminder that we require the Parkland Dispatch Agreement for the service of filtering and facilitating of the call-outs withing a given service jurisdiction.

RECOMMENDED ACTION:

- 1) That Council approve the Fire Service Agreement with Alberta Beach, as presented, and authorize execution of same by Mayor Pederson and CAO Moskalyk.
- 2) That Council approve the Parkland Dispatch Service Agreement with parkland County, as presented, and authorize execution of same by Mayor Pederson and CAO Moskalyk.

Initials show support – Reviewed By: **CAO: D. Moskalyk**

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Summer Village of Nakamun Park Request For Decision - (RFD) 2025-9

Meeting:	Regular Council
Meeting Date:	February 25, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Sympathy Card Discussion (Resident Memoriam)
Agenda Item Number:	6(f) – Regular Business

BACKGROUND/PROPOSAL:

Council has been made aware of the passing of a long-time resident/property owner of the municipality. In communities as small as ours, these losses are universally felt. In the past, we have considered sending sympathy cards, letters of condolence, etc., however these are reviewed on a case by case basis and the duty of actually preparing and delivering the condolence is assigned to a councillor.

Deputy Mayor Hanssen will introduce the matter for discussion and direction.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has no objection to the municipality sending condolences, but in the absence of a policy we will want these matters addressed by council motion as they arise. Administration is also not in a place to prepare or deliver the condolences on behalf of the municipality in these occasions, particularly as we have no community connection to the family.

We recommend that, as in the past, council authorize the sending of a sympathy card to the family, and assign from among themselves who will draft and send the card, with expenses for same recoverable from the municipality.

COSTS/SOURCE OF FUNDING (if applicable)

Cost will be minimal I imagine, a card, postage etc. Can be covered in the council discretionary budget, or community engagement budget of the 2025 operating budget.

RECOMMENDED ACTION:

- 1) That Council approve the sending of a sympathy card, as discussed, and authorise _____ (a councillor) to prepare and deliver same, with costs for material, supply and postage, as applicable, recoverable from the municipality.

Initials show support – Reviewed By: **CAO: D. Moskalyk**

CAO Report – SVNP, February 25, 2025 Meeting: Prepared by CAO Moskalyk

4008 Property Update: Frank VanderBleek (realtor) and I met onsite on Saturday February 8, 2025 to discuss terms and view the property. Frank was out of country before that date, and Jason was not able to get new locks on the building until around that time, so it was the earliest we could get out. Property is in good shape, but very messy (garbage all over, etc.). We received proposals to do the clean-up, as recommended by Frank prior to listing, and engaged a contractor to do same. We expect this to be done by March 1st, 2025 and then Frank will be back to take pictures and get the listing done up. Cost for the clean-up will be recovered through the sale.

LUB Survey and Next Steps: Survey is now closed and we are compiling the results to present to council. I might have some preliminary analysis done for the meeting, but more likely we will address the matter in detail during the March meeting. At last count we were around the 62+ number for total responses, electronic or paper.

Budget 2024: The other big topic for the March 2025 meeting will be the draft budget. I am working on reformatting the budget template and integrating it into a corporate plan and asset management plan to get ahead of some simmering compliance issues we hear are coming down the line from Municipal Affairs. Unfortunately, with audits in full swing right now staff is busy elsewhere so the new formats are second on the to-do list, but we will work on them.

One thing I will introduce now is a (draft) “priorities” list forming the heart of the proposed Corporate Plan. This is envisioned to be a summary of the top three priorities in each departmental function and form the basis of what we might call a Strategic Planning Session with Council. We will discuss more in future meetings, but for now please view the attached and see if they align with your goals, or if we might need to revise the table.

CPO Agreement: We just recently heard that Barrhead County is not going to be able to entertain a service proposal until 2026, so we will aim to proceed with LSAC as originally envisioned. I will expect a new service agreement for CPO, Bylaw and Animal control for our March or April meeting so that we have everything in place ahead of the summer 2025 season.

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SCHEDULE A – ANNUAL STRATEGIC PLANNING

2025 STRATEGIC PLANNING			
SUMMARY SUMMER VILLAGE OF NAKAMUN PARK			
OPERATIONAL FUNCTION:	STRATEGIC PRIORITIES:		
Council	Review Admin Services Contract for Pending Renewal	Engage Public on Election and Land Use Bylaw	Complete Strategic Planning Framework
Administration	Revise Five-Year Budget Plan Format, Strat Planning Model	New Admin Bylaws (Traffic and Parking), Municipal Reserve Use.	Records Maintenance (Move Files, Reorganize Digital Files)
Municipal Election	Incorporate New Legislative Requirements	Candidate and Councillor Training	Notice and Website Updates
Fire/Peace Officer/Emergency Services	Complete Fire Service Contract Renewal	Finalize a New CPO Agreement	Training for New DDEM and Councillors
Public Works and Parks	Negotiation Staff Contracts	Formally Incorporate the Tree Clearing Committee into Department	Policy on Grass Cutting, Equip. Maintenance and Snow Removal Guidelines for PW
Development and Planning	Complete Land Use Bylaw Review/Revisions	Annual Inspection List (Council and Staff)	Integrate a New Enforcement Team (DO and CPOs)
Civil Infrastructure/ Water/ Wastewater/ Solid Waste	Explore Viable Replacement To "Token System"	Engage In the Regional Wastewater Line Discussion	Repair...???? Culverts, Roads, Lights???
Community, Recreation, FCSS and Regional Collaboration	ICF Renewal with LSAC	Discuss Renewal of Annual OPL Donation	Consider Recruitment Initiatives for Recreation Committee

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Reserves	Adjust Reserve Funding Levels to Account for New Assets/Depreciation	Prioritize Disposal of Tax Recovery Lots to Restore Unrestricted Surplus Levels	
Grant Funding	Use Grant Allocations to Accelerate Loan Repayment (Weed Harvester)	Engage Alberta Counsel to Find Grant Funding for Storage Shed	
Debt Limit Management	Renew the Annual Borrowing (LOC)	Accelerate Repayment of Loans Using Grant Funds	
Capital Projects and Asset Management	Complete MR Rehab Project: Riprap, Fence, Trees, Sign Markers	Cost Analysis On Grader (Refurb v. Purchase)	Initiate Formal Asset Management Planning (R&D Options, Draft Plan)

35



BOX 540 ONOWAY, ALBERTA T0E 1V0
780.905.3934

January 10, 2025

To the Mayor and Councillors of:

Summer Village of Birch Cove
Summer Village of Sunrise Beach
Summer Village of Sunset Point
Summer Village of Val Quentin
Summer Village of Yellowstone
Summer Village of West Cove

Summer Village of Castle Island
Summer Village of Nakamun Park
Summer Village of Ross Haven
Summer Village of Sandy Beach
Summer Village of Silver Sands
Summer Village of Southview

In 2024, the Lac Ste. Anne East End Bus celebrated 25 years of operations. Work continues and plans for 2025 include numerous exciting events.

Your municipality has previously assisted the Lac Ste. Anne East End Bus Society and the Board is grateful for your support. The capital fund is currently sufficient for future bus replacement however operating funds are strained. For 2025 we are requesting \$375.00 for operational funds.

This will assist in ensuring that transportation will be available for seniors and people living with disabilities. Thank you for your consideration and the Board looks forward to hearing from you.

Sincerely,

Lorne Ølsvik, Chair
Lac Ste. Anne East End Bus Society

Bill Love – Alberta Beach
Sheila Pockett – Town of Onoway
Ren Giesbrecht - Summer Villages Representative
Shauna Johnston – Member at Large

LO/dg



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.

Ric McIver
Minister of Municipal Affairs

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Date Fri, 07 Feb, 25 10:12:45AM
From Wildwillow Enterprises
angela@wildwillowenterprises.com
wendy.wildwillowenterprises.com
wendy@wildwillowenterprises.com
Summer Village Office
administration@wildwillowenterprises.com
To tori.wildwillowenterprises.com
tori@wildwillowenterprises.com
West Cove Admin
svwestcove@outlook.com
Dwight Moskalyk
ddm@kronprinzingconsulting.ca
Subject Grant Meeting with Minister Mclver

Hello all,

I was invited to attend a meeting regarding grant opportunities for small communities. Don't worry, I made sure to talk to Heather before the meeting to get her perspective! Please feel free to mention this in your CAO reports, if you feel it is appropriate. I would consider it a good way to show our Summer Villages how our "team" environment allows us to work to the benefit of all our communities.

January 23, 2025 Municipal Grant Meeting with Municipal Affairs Minister, Ric Mclver and Special Advisor to Premier Smith, TJ Keil

The purpose of this meeting was to discuss how the current grant structure is (or isn't) working for small communities. This meeting was by invite only and included Municipal Affairs Minister Mclver, Special Advisor to Premier Smith TJ Keil, Mayor of the Village of Amisk, Deputy Mayor of the Village of Duchess, Mayor and CAO for the Villages of Stirling and Acme, and Angela Duncan for various Summer Villages. While all municipal grants were a part of the discussion, the Minister and Premier have concerns that the applications and funding for competitive grants are disproportionately going to larger municipalities. They would like to find ways to make grants more accessible for small communities.

The discussion covered:

- Capital grant restrictions
- 5-year timeline to spend LGFF and CCBF funding
- Extended timelines between applications and approval for water and waste water grants
- Funding for water and sewer collection and distribution systems
- Ways to improve the ACP grant program
- Escalating costs and costs pressures unique to rural Alberta
- Red tape on grant applications and reporting
- Re-opening small community grants or keeping portions of grant funds aside specifically for small communities

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TOWN OF ONOWAY

Mail: Box 540
Onoway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338

February 13, 2025

Summer Village of Nakamun Park
Box 1250
Onoway, AB
T0E-1V0

(Sent via E-mail)

Dear Mayor and Council,

As per Council Motion # 031-25, passed at the Special meeting of January 28, 2025. The Town of Onoway will be transferring ownership of the AFRRCS Radios to the Summer Village of Nakamun Park for a nominal fee of \$1.00. The radio Serial Numbers and ID are listed below.

Radio Serial #	Radio ID #
• 655CSZ0862	6440028
• 655CSZ0864	6440007
• 655CTD0094	6440094

Your community is responsible for communicating with Fire Rescue International regarding possession of the radios after March 7, 2025. Please note the agreement for the use of the AFRRCS radios with Lac Ste Anne County also ends on March 8, 2025 as this contract was with the Town of Onoway.

Best Regards,

Jennifer Thompson
Chief Administrative Officer
cao@onoway.ca

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