

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Tuesday April 15, 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 April 15th, 2025 Regular Meeting Agenda

3. Minutes: (4-8)

a) Tuesday March 18th, 2025 Regular Meeting Minutes

b)

4. Appointment:

a) Seniuk and Marcato, CPA – 2:15pm – to Present the 2024 Audited Financial Statements

5. Bylaws/Policies:

(9-13)

a) Bylaw 2025-1 – Revised CAO and Designated Officer Bylaw – RFD 2025-15 is attached for review, along with the draft bylaw.

(14-35)

b) Bylaw 2025-2 – Revised Procedural Bylaw – RFD 2025-16 is attached for review, along with the draft bylaw.

c) Bylaw 2025-3 – 2025 Special Tax for Protective Services (see Business Item 6(f), below)

d) Bylaw 2025-4 – 2025 Tax Rate Bylaw (see Business Item 6(g), below)

e) Bylaw 2025-5 – Land Use Bylaw 2025-5, Revisions (see Business Item 6(i), below)

6. Business:

(36-47)

a) Community Peace Officer, Bylaw Enforcement and Animal Control Officer Services Proposal – RFD 2025-17 is attached for consideration.

(48-51)

b) Proposal for Annual Fleet Inspection/Equipment Inspection – RFD 2025-18 is attached for consideration.

①

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Tuesday April 15, 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.

- 
- |         |    |  |
|---------|----|--|
| (52)    | c) | Tax Recovery Property Sale, 4008 Nakamun Drive – RFD 2025-19 is attached for background.   |
| (53)    | d) | Municipal Corporate Plan, Five and Ten Year Operating and Capital Plans – RFD 2025-20 is attached for consideration.   |
| (54-62) | e) | 2025 Operating and Capital Budget – RFD 2025-21 is attached for review, including the draft budget for approval.   |
| (63-64) | f) | Bylaw 2025-3, 2025 Special Tax for Protective Services – RFD 2025-22 is attached, including draft bylaw.   |
| (65-68) | g) | Bylaw 2025-4, 2025 Tax Rate Bylaw – RFD-2025-23 is attached, including draft bylaw.  |
| (69)    | h) | Audited Financial Statements, 2024 – RFD 2025-24, are attached, and the draft financial statements, as reviewed during the presentation from Seniuk Marcato CPA, will be recirculated during the meeting for approval. |
| (70-72) | i) | Bylaw 2025-5 – Land Use Bylaw 2025-5, Revisions – RFD 2025-25 is attached for review and consideration.  |
|         | j) | Other  |
|         | k) | Other  |
- 
- |     |                                       |    |  |
|-----|---------------------------------------|----|--|
| 7.  | <u>Financial</u>                      | a) | N/A – The next update will be during the May 2025 Meeting (April Financials) |
| 8.  | <u>Councillor Reports</u>             | a) | Mayor  |
|     |                                       | b) | Deputy Mayor   |
|     |                                       | c) | Councillor   |
| 9.  | <u>Administration Reports</u>         | a) | CAO:   |
|     |                                       | a. | Property Sale Matter, Updates and Next Steps                                 |
|     |                                       | b. | Update from Ren Giesbrecht, ABMunis (see attached)                           |
|     |                                       | c. | Newsletters and Communications with Tax Notices                              |
|     |                                       | d. | Tax Mailout and Pending Mail Strike Action, Timing                           |
|     |                                       | e. | Public Works 2025 Start-Up   |
| 10. | <u>Information and Correspondence</u> |    |  |

(2)

## SUMMER VILLAGE OF NAKAMUN PARK

### AGENDA

Tuesday April 15, 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.

---

(74-80)

- a) Government of Alberta, Municipal Affairs – March 14, 2025 Letter regarding 2025 Education Property Taxes, including Page 7 and 8 of the report noting summer villages cost 2024 to 2025 comparison, for reference.

(81-82)

- b) Government of Alberta, Municipal Affairs – April 8, 2025 Letter regarding the passing of Bill 50 making various changes to the MGA, LAEA and other statutes impacting, or potentially impact municipalities. Among the changes are new rules to consider for the 2025 elections, as well as pending consideration on changing or abandoning the code of conduct provisions for local authorities (at the local level) – replacing same with a centralized, independent process.

11. Closed Meeting

- a) N/A

12. Next Meeting Date

- a) Schedule the next regular council meeting for May 20<sup>th</sup>, 2025, or some other date/time.

13. Adjournment

Upcoming Meetings:

May 3<sup>rd</sup>, 2025 – Candidate Orientation (Stettin Hall)  
May 9<sup>th</sup>, 2025 – Regional Munis Meeting (Alberta Beach Seniors)  
May 20<sup>th</sup>, 2025 – SVNP Council Meeting (Proposed)  
May 24<sup>th</sup>, 2025 – Candidate Orientation (Darwell)  
June 17, 2025 – SVNP Council Meeting (Proposed)  
June 21<sup>st</sup>, 2025 – SVLSACE (location TBD)  
July 12<sup>th</sup>, 2025 – Nomination Day (SVNP)  
July 15, 2024 – SVNP Council Meeting (Proposed)  
August 2<sup>nd</sup>, 2025 – Advance Vote (SVNP, if required)  
August 9<sup>th</sup>, 2025 – Election Day (SVNP, if required)

3

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY MARCH 18, 2025 AT 2:00 P.M. AT THE  
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	<b>PRESENT</b>	<p>Mayor: Keith Pederson Deputy Mayor: Marge Hanssen Councillor: Robert Charter</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Appointments: N/A Absent: N/A</p> <p>Public Works: N/A Public at Large: N/A</p>
1.	<b>CALL TO ORDER</b>	Mayor Pederson called the meeting to order at 2:01 p.m.
2.	<b>AGENDA</b>  32-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that the agenda for the Tuesday March 18<sup>th</sup>, 2025 regular meeting of council be approved as presented.</p> <p><b>CARRIED.</b></p>
3.	<b>MINUTES</b>  33-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that the minutes for Tuesday February 25<sup>th</sup>, 2025 regular meeting of council be approved, as presented.</p> <p><b>CARRIED.</b></p>
4.	<b>APPOINTMENT</b>	N/A
5.	<b>BYLAW</b>	N/A
6.	<b>BUSINESS</b>  33-25	<p><b>MOVED</b> by Mayor Pederson that Council endorse the proposed May 3<sup>rd</sup> and May 24<sup>th</sup>, 2025 dates for the candidate orientation session and direct administration to provide website notification of same to residents, as well as include in preceding election mailouts and the annual newsletter.</p> <p><b>CARRIED.</b></p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY MARCH 18, 2025 AT 2:00 P.M. AT THE  
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

34-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that Council acknowledge receipt of the Local Authorities Election Act Section 147.3(1)(a) interpretation, accept same for information and direct administration to include a special note on same on the municipal website, in future election correspondence and in the annual newsletter.</p> <p><b>CARRIED.</b></p>
35-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that Council endorses the participation of newly elected councillors on either the July 23<sup>rd</sup>, 2025 or August 27<sup>th</sup>, 2025 Councillor Orientation, Municipal Government Act Section 201.1(a) Training, with the cost of same being covered by the Summer Village, or that councillor-elects may attend an alternate equivalent training and provide proof of attendance of same for which they will be reimbursed up to \$50 in recompense for registration.</p> <p><b>CARRIED.</b></p>
36-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that Council approves an extension in the prescribed timeline for new council to complete the required Municipal Government Act Section 201.1.(b) Councillor Training such that the training is completed on or before September 30<sup>th</sup>, 2025.</p> <p><b>CARRIED.</b></p>
37-25	<p><b>MOVED</b> by Mayor Pederson that Council endorses the Summer Villages of Lac Ste. Anne County East co-sponsored Municipal Government Act Section 201.1.(b) Councillor Training session provided through Brownlee LLP on September 15<sup>th</sup>, 2025, and authorized registration and attendance for all incoming councillors at same, with registration costs for same covered by the Summer Villages of Lac Ste. Anne County East as discussed.</p> <p><b>CARRIED.</b></p>
38-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that Council establish August 28<sup>th</sup>, 2025, as the date for the 2025 Organizational Meeting.</p> <p><b>CARRIED.</b></p>
39-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that pursuant to Sections 23 of the FOIPP Act, Council move into closed meeting at 2:32 p.m. to discuss the draft Municipal Corporate Plan Template – as this template is novel and presented in draft at this time and therefore subject to local body confidences under the Act.</p> <p><b>CARRIED.</b></p>
Recess to Vacate – 2.33 p.m.	<p>Mayor Pederson called a recess at 2:33 p.m. to allow the public to vacate.</p>
Call to Order – Start of Closed Session 2:34 p.m.	<p>Mayor Pederson called the meeting back to order at 2:34 p.m. and Council moved into Closed Session.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY MARCH 18, 2025 AT 2:00 P.M. AT THE  
WILDWILLOW ENTERPRISES INC. MAIN OFFICE.

Attendees in Closed Session	<p>i) Mayor Pederson – In Person ii) Deputy Mayor Hanssen – In Person iii) Councillor Charter – In Person iv) CAO Moskalyk – In Person</p>
Recess to Allow Public Access – 4:35 p.m.	Mayor Pederson called a recess at 4:35 p.m. to allow the public to reenter the meeting.
Call to Order – End of Closed Session 4:36 p.m.	Mayor Pederson called the meeting back to order at 4:36 p.m. and invited a motion to end the closed session and revert back to the regular council meeting.
40-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that Council return to open public meeting at 4:37 p.m.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
41-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that Council accept the discussion on the Draft 2025 Budget, Five-Year Operating and Capital Spending Plans and Ten-Year Financial Plans, directs administration to make amendments as discussed and authorized the completion of the Municipal Corporate Plan, based on these updates, with same to be returned to Council for approval concurrent to the 2025 Budget deliberations.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
42-25	<p><b>MOVED</b> by Deputy Mayor Hanssen that pursuant to Sections 23 of the FOIPP Act, Council move into closed meeting at 5:07 p.m. to discuss the submissions related to the Land Use Bylaw #2022-4 Follow-Up Survey Template – as these results are subject to local body confidences under the Act.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
Recess to Vacate – 5:08 p.m.	Mayor Pederson called a recess at 5:08 p.m. to allow the public to vacate.
Call to Order – Start of Closed Session 5:09 p.m.	Mayor Pederson called the meeting back to order at 5:09 p.m. and Council moved into Closed Session.
Attendees in Closed Session	<p>i) Mayor Pederson – In Person ii) Deputy Mayor Hanssen – In Person iii) Councillor Charter – In Person iv) CAO Moskalyk – In Person</p>
Recess to Allow Public Access – 5:45 p.m.	Mayor Pederson called a recess at 5:45 p.m. to allow the public to reenter the meeting.
Call to Order – End of Closed Session 5:46 p.m.	Mayor Pederson called the meeting back to order at 5:46 p.m. and invited a motion to end the closed session and revert back to the regular council meeting.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY MARCH 18, 2025 AT 2:00 P.M. AT THE  
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	43-25	<b>MOVED</b> by Deputy Mayor Hanssen that Council return to open public meeting at 5:47pm. <b>CARRIED.</b>
	44-25	<b>MOVED</b> by Mayor Pederson that Council accept the Land Use Bylaw #2022-4 Follow-Up Survey Results as information and authorize administration to share the results via the municipal website in redacted form to exclude any names, addresses or respondent private details. <b>CARRIED.</b>
	45-25	<b>MOVED</b> by Councillor Charter that Council direct administration to draft alternate language to Section 42, Recreational Vehicles and Temporary Living Accommodations, based on the discussion, and return same for consideration of Council at the next meeting, including language to limit the number of Recreational Vehicles on an improved residential lot to one. <b>CARRIED.</b>
	46-25	<b>MOVED</b> by Deputy Mayor Hanssen that Council approve Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Angela Duncan, Jamie-Lee Krale, Jason Shewchuk, John McIvor as certified SDAB Board Members for 2025, and that Emily House, Janet Zaplotinsky, and Cathy McCartney are approved as trained SDAB clerks for 2025, for the Summer Village of Nakamun Park. <b>CARRIED.</b>
	47-25	<b>MOVED</b> by Mayor Pederson that Council authorize the attendance of councillors at the WILD Water Commission AGM on April 29, 2025 in Alberta Beach. <b>CARRIED.</b>
7.	<b>FINANCIAL</b>	N/A
8.	<b>COUNCIL REPORTS</b>	
	48-25	<b>MOVED</b> by Mayor Pederson that Council accept the Council Reports for information, as presented. <b>CARRIED.</b>
	49-25	<b>MOVED</b> by Deputy Mayor Hanssen that Council be authorized to attend the Open House and Public Consultation for the proposed Edgewater Escapes Lake and Resort Development being held on March 31, 2025, and that a website notice letting residents know that



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY MARCH 18, 2025 AT 2:00 P.M. AT THE  
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

		council is aware of the proposal and will take necessary steps to collect and relay public comments and concerns during the review process. <b>CARRIED.</b>
9.	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b> 50-25	<b>MOVED</b> by Deputy Mayor Hanssen that Council accept the Administration and Public Works reports for information, as presented. <b>CARRIED.</b>
10	<b>INFORMATION / CORRESPONDENCE</b>  51-25	<b>MOVED</b> by Mayor Pederson that the following information and correspondence items be accepted as information:  a) Highway 43 Waste Commission – Policy 307, Community Improvement Related Disposal Fee Waiver Policy.  b) Government of Alberta, Municipal Affairs – February 27, 2025 Budget 2025, LGFF and municipal funding/grant updates. <b>CARRIED.</b>
11.	<b>CLOSED MEETING</b>	See at Item – Business 6(b) and Business 6(c), above.
12.	<b>NEXT MEETING</b> 52-25	<b>MOVED</b> by Mayor Pederson that the next regularly scheduled meeting be held on Tuesday April 15, 2025 at 2:00 p.m. <b>CARRIED.</b>
13.	<b>ADJOURNMENT</b>	Mayor Pederson declared the meeting adjourned at 6:18p.m.

\_\_\_\_\_  
Mayor Keith Pederson

\_\_\_\_\_  
Chief Administrative Officer Dwight Moskalyk





## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-15

Meeting:	Regular Council
Meeting Date:	April 15, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Bylaw 2025-1, CAO and Designated Officer Bylaw (Revised)
Agenda Item Number:	5(a) – Bylaw and Policy

### **BACKGROUND/PROPOSAL:**

The MGA requires the municipality to establish the position of CAO and this is done through the passing of a bylaw. The MGA also allows the municipality to establish various s Designated Officer positions and assign powers and duties to these positions. SVN P has used a combined CAO and Designated Officer Bylaw since 2018, and the format is useful as a single-reference catalogue of existing administrative powers and authorities.

With the passage of time and amendments to the MGA in substance (language and powers) and in format (section #s), we have noted some updates that should be made to the existing iteration (Bylaw 2019-5). Administration has prepared Bylaw 2025-1, attached to the this RFD for review, with notable changes in **red font**.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Although all of the changes noted are important, none of them are novel or groundbreaking revelations. As Council can see, many of the edits are updating the MGA section number in the bylaw.

The most substantive change is under bylaw section 5, under planning and development officers, where we will now enshrine the right of entry (for inspections) with the Development Officer and where we also need to condense the MGA section 623/624 references into the single 623 reference (following suit with the MGA).

### **COSTS/SOURCE OF FUNDING (if applicable)**

N/A

### **RECOMMENDED ACTION:**

- 1) That Council approve Bylaw #2025-1 by passing all required readings of same, as presented.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
--------------------------------------	-------------------------

9

---

**A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE  
PROVINCE OF ALBERTA TO ESTABLISH THE POSITIONS OF CHIEF  
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.**

---

**WHEREAS** the *Municipal Government Act* provides that a council must establish by bylaw a position of chief administrative officer;

**AND WHEREAS** the *Municipal Government Act* provides that a council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the positions of chief administrative officer and designated officers;

**NOW THEREFORE** the Municipal Council of the Summer Village of Nakamun Park, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

- 1.1. This Bylaw may be cited as the "Establishment of CAO and Designated Officers Bylaw".

**2. INTERPRETATION**

- 2.1. In this Bylaw, the following terms shall have the following meanings:
- a) "Bylaw" means this Designated Officer Bylaw;
  - b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
  - c) "Council" means the municipal council of the Summer Village;
  - d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
  - e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
  - f) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder; and
  - g) "Summer Village" means the municipal corporation of the Summer Village of Nakamun Park.
- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.
- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.



- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

### **3. CHIEF ADMINISTRATIVE OFFICER**

- 3.1. The position of the CAO is hereby established.
- 3.2. The CAO shall be given the title "Chief Administrative Officer".
- 3.3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
- 3.4. The CAO shall have all of the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
- 3.5. Without limiting the generality of section 3.4 of this Bylaw, the CAO is the head of the Summer Village within the meaning of *FOIP*.
- 3.6. Unless a Designated Officer is expressly appointed in this Bylaw or another bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
- 3.7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.

### **4. DELEGATION BY CAO**

- 4.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 4.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint a deputy CAO and delegate the CAO's powers, duties and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.
- 4.3. Without limiting the generality of section 4.1 of this bylaw, the following positions are authorized Designated Officers of the Summer Village:
- a) Finance Officer
  - b) Peace Officer(s)
  - c) Planning and Development Officer(s)
  - d) Assessment Review Board Clerk
  - e) Municipal Assessor(s)
  - f) Subdivision and Development Appeal Board Clerk

- 4.4. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

## 5. APPLICATION

- 5.1. The delegation of Finance Officer as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 213-MGA	Signing or authorizing of agreements, cheques and other negotiable instruments
Section 270-MGA	Opening and closing of accounts that hold municipal funds
Section 309(1.d)-MGA	Contents of assessment notices
Section 334(1.e)-MGA	Contents of tax notices
Section 336(1)-MGA	Certifying date of sending tax notices
Section 343(2)-MGA	Application of the tax payments
Section 350-MGA	Issuing Tax Certificates
Section 612-MGA	Certified Copies

- 5.2. The delegation of Peace Officers as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 420(2)-MGA	Obtaining possessions of lands
Section 436.11-MGA	Obtaining possession of manufactured homes
Section 439(2)-MGA	Preparing and issuing distress warrants and seizing goods
Section 542-MGA	Entering on lands to inspect, remedy and enforce bylaws thereunder
Section 544-MGA	Applying to court for an order re: inspections
Section 545-MGA	Issuing orders to cease contravention of any bylaw
Section 546-MGA	Orders to remedy dangerous and unsightly properties

- 5.3. The delegation of Planning Officers and Development Officer as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 542-MGA	Entering on lands to inspect, remedy and enforce bylaws thereunder, in the case of Development Officers
Section 623-MGA	Subdivision Authority, in the case of Planning Officers
Section 623-MGA	Development Authority, in the case of Development Officers

- 5.4. The delegation of Assessment Review Board Clerk as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:



Section 456(1)-MGA	Duties of the clerk of Assessment Review Board
Section 461 & 462-MGA	Assessment Complaints
Section 469(1)-MGA	Notice of decision of Assessment Review Board
Section 483-MGA	Decision admissible on appeal

- 5.5. The delegation of Municipal Assessor(s) as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 284.2-MGA      Carry out duties and responsibilities of an assessor

- 5.6. The delegation of Subdivision and Development Appeal Board Clerk as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 627.1(3)-MGA      Duties of the clerk of the Subdivision and Development Appeal Board

## 6. GENERAL

- 6.1. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 6.2. This Bylaw rescinds bylaw 2019-5, Establishment of CAO and Designated Officer Bylaw, and any previous bylaw in reference to designation of the Chief Administrative Officer or appointment of Designated Officers in their entirety, including any amendments thereto, and shall come into full force when it receives third and final reading and is duly signed.

## 7. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

**READ** a first time this 15th day of April, 2025.

**READ** a second time this 15th day of April 2025.

**UNANIMOUS CONSENT** to proceed to third reading this 15th of April, 2025.

**READ** a third and final time this 15th day of April, 2025.

**SIGNED** this 15th day of April, 2025.

\_\_\_\_\_  
Mayor, Keith Pederson

\_\_\_\_\_  
Chief Administrative Officer, Dwight Moskalyk



## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-16

Meeting:	Regular Council
Meeting Date:	April 15, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Bylaw 2025-2, Procedural Bylaw (Revised)
Agenda Item Number:	5(b) – Bylaw and Policy

### **BACKGROUND/PROPOSAL:**

The Procedural Bylaw is a core bylaw for municipal operation. This bylaw regulates the way council meetings, and other official meetings such as public hearings and committee meetings, are conducted. This includes how agendas are developed, how delegations and appointments are added, how council meetings are conducted and the order of business, and how and when the agenda and minutes are prepared and shared – among many other aspects. The procedural bylaw seeks to build on the basic principle of Robert's Rules of Order, tweaking where necessary to fit the expectations of the local authority, as is common practice.

Of course, SVNPN has had a procedural bylaw in place for many years, with the most recent amendments incorporated in 2024 (Bylaw #2024-6). The purpose of the new bylaw is to incorporate the new (now required by April 30, 2025) provisions regarding Electronic Means and providing virtual participation options at the local level. The requirement under the MGA is that Electronic Means shall be provided for any Part 17 related meetings and public engagement (i.e. Planning and Development hearings).

The proposed draft bylaw, Bylaw #2025-2, is attached to the to this document. The revisions proposed are noted in **red text (added)** or **purple text (strikethrough/removed)**, with the balance of the bylaw being identical to the existing bylaw.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Council's review of the procedural bylaw in 2024 was quite thorough, and as a point of practice we do go through this document annually during the Organizational Meeting. Council's most recent review put us ahead of the game in many ways, specifically in that it introduced the concept of *Electronic Means* already and started a framework for same in Summer Village of Nakamun Park well before this new requirement.

The purpose of today's revisions (and the reason we are accelerating the review this year) is the pending deadline of April 30, 2025, by which we must incorporate specific verbiage to address the Part 17





requirements, to remain compliance. We are also expecting an LUB review (public hearing) this summer and must have our rules syncing to provincial rules concurrent to that process beginning.

#### Notable Revisions:

Clause 10, add the Part 17 reference (requirements/shall language) and note that the Appendix C format be updated to incorporate same.

Section 37, noting that verbal confirmation of a vote (yea or nay) be treated with the same force and effect as raising a hand (visual indication).

Section 39, making the language more universal in regard to the appropriate Privacy Laws. As we know these are changing soon (the originating act name and title), we wanted to expand the reference to FOIP so that the bylaw remains compliant regardless of the passing/naming of the new legislation later this year.

Section 45(a), making specific mention of Part 17 requirements and that Electronic Means shall be provided for same. All other – non-statutory – use of Electronic Means is noted as discretionary (i.e. Council may choose to use Electronic Means, and when it does the rules listed in this bylaw will be followed.)

Section 45(b), strengthens the language regarding location of meetings, with the intent being where Electronic Means are expected/required to be used, the municipality has/accepts the obligation of hosting same in a location with reasonable access to internet connection. This section is a lead-up to Section 45(c) which expands on what happens if a connection failure occurs.

Section 45(c), adds a new consideration in that “what happens if a connection fails, how is the meeting/process impacted?” Section 45(c) suggests that if a connection fails/technical error the municipality shall have 15 minutes to attempt to remedy this issue. If the time passes and no connection is restored, the bylaw suggests that either the meeting is abandoned (and needs to be completely re-done) or it can be continued but an alternate meeting must be made available to complete the public input process (still need a second meeting, but the testimony/input from current meeting remains valid).

**(In no case is it interpreted in the bylaw that a failure for an external party to connect shall mean the meeting is jeopardized, only if the host (municipal connection) fails)**

Section 48 and 70, noting that when Electronic Means are to be used, the link for same shall be shared in the same means as other forms of notice (including shared on the website).

Appendix C, which adds specific agenda items in public hearing template to address (receive) comments from virtual attendees using Electronic Means.

I expect that as time passes there will be further revisions and refinement of the bylaw, especially these new sections, but for now this version covers the basics and makes a solid attempt to integrate this new requirement without being too onerous on local authorities.



**COSTS/SOURCE OF FUNDING (if applicable)**

Adding Electronic Means is not expected to add any significant costs as the office has access to this technology already (TV, Computer, Camera, etc.) but may add a bit of ground-level cost when in use for set-up or extra staff to help make the multiplatform engagement (Q and A) run smoothly.

**RECOMMENDED ACTION:**

- 1) That Council approve Bylaw #2025-2 by passing all required readings of same, as presented.

<b>Initials show support</b> – Reviewed By: <b>CAO: D. Moskalyk</b>
---



---

**A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK IN THE  
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND  
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

---

**WHEREAS**, the Council of the Summer Village of Nakamun Park considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Nakamun Park;

**AND WHEREAS**, the Council of the Summer Village of Nakamun Park recognizes the need to promote effective participation in local governance by all stakeholders, including councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

**NOW THEREFORE**, the Council of the Summer Village of Nakamun Park hereby enacts as follows:

**Citation**

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

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Nakamun Park;
  - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public;
  - c) "Council" means the Mayor and Councillors of the Summer Village of Nakamun Park for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee;
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear

- and communicate with each other during the course of the meeting;
- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta;
  - h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - i) "Member" means a Councillor or person at large appointed by Council to a committee of Council;
  - j) "Meetings" means meetings of Council and Council committees, and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings;
  - k) "Municipality" means the Municipality of the Summer Village of Nakamun Park, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
  - l) "Recess" means to take a short break in the order of business or an Agenda item of a meeting with the intent of returning to that order of business or Agenda item at the same meeting;
  - m) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication.

### **Application**

- 3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality.

### **Severability**

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

### **General**

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Nakamun Park's Code of Conduct



Bylaw.

9. A breach of any section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings required under Part 17 of the Municipal Government Act shall be accessible via Electronic Means and conducted in accordance with the procedures set out in Appendix C.

**Meetings**

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting and shall prescribe the intended date (or recurring day of the month), time and location of the meeting, respecting the availability of current council and the expressed desire to make public engagement as convenient as reasonably possible.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
17. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
18. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
19. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.

20. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
21. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

### **Conduct of Meetings**

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. The following resolutions are not debatable by members:
  - a) adjournment
  - b) to take a recess
  - c) question of privilege
  - d) point of order
  - e) to limit debate on a matter before members
  - f) on division of a question
  - g) postpone the matter to a **certain time**
  - h) to table the matter
27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an item has been brought before Council, the same item cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.



31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions or order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
  - a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time
  - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding office as to whether the question has been finally put shall be conclusive.
36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. *Where applicable, such as in an electronic meeting, verbal confirmation of Member votes shall be offered at the prompt of the Chair; in such cases votes in-favour shall be called out as "aye," and votes in opposition to the motion shall be called out as "nay."*
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place, but which has not been completed.

39. In accordance with section 197 of the Municipal Government Act, a formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Protection of Privacy Act, or the relevant section(s) of the Act, or any Act with may replace or succeed or supersede the Freedom of Information and Protection of Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to an open meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place during a Closed Meeting session and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

### Delegations

40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
42. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall



determine if the delegation is to be granted time under section 42 to present the matter outlined.

43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behavior of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
44. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.

#### **Provision for Attendance and Participation by Electronic Means**

45. In accordance with the provisions of Section 199 of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.
  - a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
    - i. A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
    - ii. A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.
    - iii. Notwithstanding the forgoing or any other part of this Bylaw, in accordance with section 199(2) of the Municipal Government Act, all Public Hearings held in accordance with Part 17 of the Act shall provide access and participation via Electronic Means.
  - b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of



Municipal Government Act RSA 2000 Chapter M-26  
Part 5 Section 145, 199

electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.

- c) In all cases, Electronic Means shall be used only ~~when and~~ where the location of remote access is **reasonably** able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection. **Where fulfilling a statutory obligation under Part 17 of the Municipal Government Act, requiring access by Electronic Means, the municipality shall ensure the location of the meeting is reasonably able to facilitate a sustained Electronic Means access.**
- i. **Failure to establish or maintain Electronic Means shall be deemed grounds for the meeting to be abandoned or a continuance sustained by adjournment to another date and time, subsequently approved by council and meeting the same requirements for public advertising as originally prescribed, a determined by a majority vote.**
- d) **In meeting the standards of 45(c), above, when Electronic Means are used in a meaning, should connection be interrupted, suspended, terminated, or any other mechanical or technological error or omission cause an interruption of access via Electronic Means originating from the host device (the municipality), the meeting shall be recessed to resolved the matter. The municipality shall have 15 minutes to establish connection, whereas if such time passes and connection is not established, the Chair shall invite a motion to either (a) consider the meeting abandoned for lack of Electronic Means, or (b) that the meeting proceed but not adjourn until after such time as council has established, advertised and facilitated a supplementary meeting so as not to disenfranchise affected parties.**
- i. **If the meeting is declared abandoned, all material, presentations and testimony introduced shall be struck and when a new meeting is held all parties shall have the same rights, duties and obligations to participate in the meeting as if it was the originating meeting.**
- ii. **If the meeting is recessed with a continuance, the municipality shall harbour and preserve the material, presentations, testimony and comments from the originating meeting and include same in the official record. Those parties that had participated in the original meeting shall be considered to have exercised their right, and those that did not will be allowed to participate in this new meeting.**

Municipal Government Act RSA 2000 Chapter M-26  
Part 5 Section 145, 199

- e) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
  - f) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
    - i. Those voting members or councillors present;
    - ii. Those administration present;
    - iii. Those delegations that may be present; and
    - iv. The general count of those public present.
46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:
- a) Telephone participation, both traditional landline and cellular mobile participation;
  - b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
  - c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
  - d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).
47. **If** participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:
- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
  - b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
  - c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
  - d) In voting on a matter, the virtually attending party, or parties, shall be

25



called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.

- e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.
- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

48. When making access by Electronic Means available to the general public:

- a) Notwithstanding the discretion given to Council in Section 45, above, and in accordance with Section 199 (2.1) of the Municipal Government Act, all Public Hearings held in accordance with a Part 17 provision of the Municipal Government Act (i.e. public hearings) shall include an option for Electronic Access and participation, and this option shall be regulated as any other meeting held inclusive of Electronic Means, as prescribed under this Bylaw.
- b) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and distributed by the same means used to circulate the notice of meeting and agenda, including on the website where applicable.
- c) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderator of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
- d) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic means platform, and then finally any last comments arising from the floor. The conduct of these comments shall



be respectful and follow the same decorum and process as if made in physical attendance.

### **Motion to Recess**

49. The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.
50. Any Councillor may move that Council Recess for a specific period.
51. After the Recess, business will be resumed at the point where it was interrupted.
52. A Recess will follow a motion to go into closed session and a Recess will precede a motion to come out of closed session.

### **Rules of Order**

53. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order," **as revised from time to time.**

### **Agenda and Order of Business**

54. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least five (5) days before the meeting.
55. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
56. Where the deadlines in section 54 and 55 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
57. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
  1. Call to Order
  2. Land Acknowledgement
  3. Agenda Adoption
  4. Minutes Adoption
  5. Appointments
  6. Bylaws/Policies
  7. Business

8. Financial
9. Council Reports
10. Administration Reports
11. Information & Correspondence
12. Closed Meeting
13. Next Meeting Date
14. Adjournment

58. The order of business established in section 57 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
59. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw.

#### **Recording of the Minutes**

60. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
61. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
62. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting.

#### **Bylaws**

63. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
64. Every bylaw shall have three separate and distinct readings.
65. After a member has made the motion for the second reading of the bylaw Council may:
  - a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
66. A proposed amendment shall be put to a vote and if carried shall be considered

as having been read a first time and incorporated in the bylaw.

67. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
68. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
69. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
  - a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
  - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

#### Website

70. The Regular Council Meeting agenda will be posted on the Summer Village website, **as well as any links for access via Electronic Means, as applicable**, prior to the Council meeting after it is prepared and distributed to Council
71. Special Council Meeting agendas will be posted on the Summer Village website prior to the Special Council Meeting after it is prepared and distributed to Council.
72. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting.
73. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting.
74. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #2024-6 and comes into full force and effect upon third and final reading.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.



**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2025.

**SIGNED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor, Keith Pederson

\_\_\_\_\_  
Chief Administrative Officer, Dwight Moskalyk

SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX A

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of Councillors  
153

Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX B

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of chief elected official

154

- (1) A chief elected official, in addition to performing the duties of a Councillor, must
  - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21



SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles:

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions:

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

Public Hearing Procedures

Definitions

1. "Chair" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF NAKAMUN PARK PUBLIC HEARING

Date Time

Bylaw #

\*\*\*

INTRODUCTION & PROCEDURES

- 1 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"

- 2 (Chair) "The following rules of conduct will be followed during the Public Hearing:"

Presentation should be brief and to the point

The order of presentation shall be

o Entry of written submission

o Comments from the Gallery

o Those supporting the Bylaw

- In Person

- Electronic Means

o Those opposing the Bylaw

- In Person

- Electronic Means

o Any other person deemed to be affected by the Bylaw

- In Person

- Electronic Means

The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw \*\*\*\* open"

- 3 (Secretary) "The purpose of Bylaw \*\*\*\* is to amend \*\*\*.

First Reading was given to Bylaw \*\*\*\* on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert date)

- 4 (Chair) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record)

"Comments from the \*\*\*\*\* Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

- 5 (Chair) "Are there any further comments from the \*\*\*\*\* Dept."

- 6 (Chair) "Do the Councilors have any further questions"

- 7 (Chair) "If not, I hereby declare this Public Hearing relating to Bylaw \*\*\*\*\* be closed and will adjourn this Public Hearing.





## **Summer Village of Nakamun Park Request For Decision - (RFD) 2025-17**

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Community Peace Officer, Bylaw Enforcement and Animal Control Officer Services Proposal (2025-2027)</b>
<b>Agenda Item Number:</b>	<b>6(a) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

In late 2024, our CPO services agreement with the Town of Mayerthorpe expired and the parties did not wish to negotiate a renewal of the agreement. Council has reached out to Lac Ste. Anne County to inquire on services available through their operations, and Lac Ste. Anne County has provided a proposal for same.

This proposal is attached for consideration.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Overall the service provided is an enhancement over the previous service in that it incorporates an additional hour per month (6 instead of 5), added in the bylaw and animal control enforcement component as a service, rather than an add-on/"can assist with," and more generally in that LSAC has local staff/closer stations so there is expected to be additional "field time" and more flexibility in getting prime coverage on weekends/busy times/emergencies.

The cost of the service is a bit higher though. A set hourly rate is offered, though no extra charge for mileage, which is a plus. We also need to recall that the service we had previously was for a partially trained single officer, where as with LSAC we will get a range of experience and staff levels on their team to draw from.

In crunching the numbers, we expect the average full year of the new service to total \$10,300 (2026 figure, including 10% contingency for "extras"), whereas the previous service would have cost \$9,000 (est. 2026, include mileage). In 2025, we will only need to cover a partial year (from May onward) so this will help us buffer this transition to a higher cost tier).

### **COSTS/SOURCE OF FUNDING (if applicable)**

CPO Services form part of the Protective and Emergency Services Block of the budget. These costs are recovered through annual taxation, with additional revenue collected on fines being retained by the municipality and hopefully sufficient enough to at least off-set and "extra hours" required for enforcement.



**RECOMMENDED ACTION:**

- 1) That Council approve the Community Peace Officer, Bylaw Enforcement and Animal Control Services Proposal from Lac Ste. Anne County, commencing May 1, 2025 on a two year term, and authorise Mayor Pederson and Chief Administrative Officer Moskalyk to execute the agreement for same, as presented.

<b>Initials show support</b> – Reviewed By: <b>CAO: D. Moskalyk</b>
---

37

THIS AGREEMENT made effective the 1<sup>st</sup> of May, 2025. BETWEEN:

LAC STE. ANNE COUNTY  
("LSAC")

AND

SUMMER VILLAGE OF NAKAMUN PARK  
("Summer Village")

### ENFORCEMENT SERVICES AGREEMENT

**Whereas** Section 54 of the *Municipal Government Act*, RSA 2000, c. M-26, allows a municipality to provide a service in another municipality with an agreement of the other municipality;

**And Whereas** the Summer Village desires to have LSAC provide Enforcement Services related to Community Peace Officers and Municipal Bylaw Services, within the Designated Area;

**And Whereas** LSAC agrees to provide the Summer Village with Enforcement Services related to Community Peace Officers and Municipal Bylaw Services within the Designated Area, on the terms and conditions contained herein;

**And Whereas** LSAC is authorized under the *Peace Officer Act*, SA 2006, c. P-35, to employ Peace Officers having jurisdiction to enforce the Provincial Legislation with Alberta, subject to the restrictions set out in LSAC's Authorization;

**And Whereas** the Peace Officers employed by LSAC have been duly appointed under the *Peace Officer Act*, SA 2006, c.P-35, as having jurisdiction to enforce the Provincial Legislation within Alberta, subject to the restrictions set out in the Peace Officer Appointments;

**Now Therefore** in Consideration of the mutual covenants, terms, and conditions contained herein, the parties hereto agree as follows:

#### ARTICLE 1

##### 1.1 Definitions

In this Agreement, the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- a) "Agreement" means this Enforcement Services Agreement between LSAC and the Summer Village;
- b) "County's Authorization" means LSAC's authorization to employ or engage Peace Officers, as amended or replaced from time to time, issued pursuant to the *Peace Officer Act*, SA 2006, c.P-35;

(38)



- c) "Designated Area" means the area contained within the legal municipal boundaries of the Summer Village;
- d) "Effective Date" means the date first written above, regardless of the date of endorsement;
- e) "Enforcement Revenue" means all income, in any form, that is generated by, or arises from, the provision of the Enforcement Services during the Term. Without restricting the generality of the foregoing, this shall include any funds arising from the enforcement of the Provincial Legislation within the Designated Area, including fines and penalties, funds generated by tickets or tags, and proceeds arising from prosecution of offences;
- f) "Peace Officer" means a person that has been appointed as a peace officer under the *Peace Officer Act*, SA 2006, c.P-35, as amended or repealed and replaced from time to time. Notwithstanding the foregoing, The Summer Village acknowledges that certain Enforcement Services may be provided by bylaw officers to the extent permitted by applicable laws as described in the definition of Enforcement Services, in which case obligations of Peace Officers shall apply to Bylaw Officers to the extent applicable;
- g) "Peace Officer Appointment" means the appointment(s) of Peace Officer(s) employed or engaged by LSAC, as amended or replaced from time to time, made pursuant to the *Peace Officer Act*, SA 2006, c.P-35;
- h) "Enforcement Services" means those activities reasonably related to the enforcement of the Provincial Legislation within the Designated Area, excluding any portions of the Designated Area that fall outside other jurisdictions prescribed in LSAC's Authorization or the Peace Officer Appointments, and shall include the enforcement of Summer Village' municipal bylaws, and shall include any support functions and related services provided by bylaw officers that are not required to be provided by Peace Officers under applicable legislation. The level of service shall be similar to that provided by the Peace Officers to LSAC;
- i) "Provincial Legislation" means
  - i. Animal Protection Act;
  - ii. Dangerous Dogs Act;
  - iii. Environmental Protection and Enhancement Act (Part 9. Division 2);
  - iv. Fuel Tax Act;
  - v. Gaming, Liquor and Cannabis Act - restricted to sections 83, 84, 87, 89, 90.24, 90.25, 90.26, 90.27, 90.28, 90.29, 107, 108 and section 115 subject to section 53 of the *Police Act*);  
Authority to enforce the Gaming, Liquor and Cannabis Regulation is restricted to Section 87.1;
  - vi. Highways Development and Protection Act — restricted to local roads only;
  - vii. Innkeepers Act;
  - viii. Petty Trespass Act;
  - ix. Provincial Offences Procedure Act;
  - x. Tobacco and Smoking Reduction Act;
  - xi. Traffic Safety Act; and

39

xii. Trespass to Premises Act;  
as amended or repealed and replaced, from time to time.

- j) Bylaws means:
- i. All Bylaws in effect with the Summer Village Nakamun Park and as amended from time to time, and which have been provided to LSAC.

## ARTICLE 2

### 2.1 Engagement

The Summer Village hereby engages LSAC to provide the Summer Village with Enforcement Services within the Designated Area, and LSAC hereby agrees to provide the Summer Village with Enforcement Services within the Designated Area.

### 2.2 Term

This agreement shall take effect on the Effective Date and remain in force for a period of two years.

## ARTICLE 3

### 3.1 Enforcement Revenue

Under the circumstances where the municipality is entitled to receipt of such fines or penalties, The Summer Village shall receive all fines or penalties relating to the enforcement of Provincial Statutes and Municipal Bylaws as generated from the Enforcement Services supplied to The Summer Village by LSAC pursuant to this Agreement.

## ARTICLE 4

### 4.1 Covenants of LSAC

LSAC will:

- a) Provide enforcement services within the designated area throughout the term, from Sunday to Saturday, between 6:00 AM and 11:00 PM, except in emergencies.
- b) Provide six (6) hours of Enforcement Services to the Summer Village per month, subject to the availability of Peace Officer(s). Time spent during the performance of investigations, court duties, and disciplinary proceedings stemming from Enforcement Services shall be included in the calculation of hours. Additional hours may be accommodated subject to both parties' mutual consent, and can be changed at any time by mutual agreement of the Parties. In the event of issues with staffing or unforeseen circumstances that prevent LSAC from providing the full six (6) hours per month or other hours agreed to, The Summer Village acknowledges and agrees that LSAC may reduce the hours of Enforcement Services as required, provided that the corresponding Fee paid by The Summer Village will be based on such reduced hours during any affected periods.
- c) LSAC shall provide a minimum of one community drive-thru every week.

40

- d) The Enforcement Services may be spread out over multiple days and weeks so long as the total outlined in 4.1b is complied with monthly.
- e) The remaining time may be utilized to conduct stop orders, traffic enforcement blitz, issuing fines or penalties, or other activities mutually agreed upon between The Summer Village and LSAC.
- f) Pay all costs and expenses incurred to perform the Enforcement Services including, but not limited to, office supplies, Peace Officers' equipment, Peace Officer training and education, uniforms, travel, and salary and benefits of County employees;
- g) Provide The Summer Village with quarterly reports on all Enforcement Services supplied by LSAC to The Summer Village. These reports shall include the number of patrols made in the Designated Area, the number of tickets, tags, or warnings issued, and the monetary amount of fines issued (including tickets and tags); and
- h) Perform all administrative, accounting, and record-keeping functions related to the proper discharge of its obligations under this Agreement. For example, the initial administrative set-up costs for the enforcement database will come from the initial 4.0 hours delegation unless otherwise directed.
- i) LSAC agrees to prioritize enforcement based on the priorities provided by The Summer Village.

## ARTICLE 5

### 5.1 Fee for Service

- a) During the calendar year, the Summer Village agrees to pay LSAC for the Enforcement services supplied to Summer Village by LSAC at a rate as agreed upon annually. For the 2025 calendar year, the annual rate for Enforcement Services shall be \$127.31 per hour.
- b) Except as otherwise mutually agreed to by the Parties, the rate set out in section 5.1(a) above shall increase effective January 1 of each year during the term by 3%, such that:
  - i. During 2026, the hourly rate shall be \$131.13
  - ii. During 2027, the hourly rate shall be \$135.06
- c) LSAC shall invoice The Summer Village monthly, and The Summer Village shall pay the invoiced amount within thirty (30) days of the billing date.

## ARTICLE 6

### 6.1 Complaints

- a) Violation may be identified by The Summer Village residents, Council, Chief Administrative Officer, or staff.

41



- i. LSAC complaint line is 780-785-3630. The Summer village may distribute this contact information accordingly.
  - ii. Complaints received by LSAC from a resident or Council member shall be identified in our reporting system.
  - iii. Any complaints received by LSAC from the Summer Village CAO shall result in Enforcement Services commencing their investigation.
  - iv. Violations identified by the CPO during their time in the Summer Village, at the discretion of the CPO may result in immediate enforcement to gain compliance.
- b) If the CPO determines a violation is occurring, enforcement can commence to gain compliance. Once 3 hours per violation has been reached, Enforcement Services will confirm with the Summer Villages CAO if they shall continue to proceed.

#### 6.2 Complaints

Any complaint that the Summer Village received in relation to the provisions of Enforcement Services pursuant to this Agreement shall immediately be forwarded by the Summer Village to the Chief Administrative Officer of LSAC.

#### 6.3 Peace Officer Discipline

- a) LSAC shall be solely responsible for addressing complaints received in relation to the provision of Enforcement Services, and for any disciplinary action taken against Peace Officers.
- b) Any disciplinary action that LSAC takes against one of its Peace Officers will be in accordance with the Public Security Peace Officer Program: Policy and Procedures Manual.

### ARTICLE 7

#### 7.1 Termination Upon Notice

This Agreement may be terminated at any time by either party by giving 90 days' advance written notice in writing of its intention to terminate the Agreement, and such termination is to be effective 90 days after delivery of the written notice to terminate. During such notice period, the Summer Village shall remain responsible for payment of all applicable Fees under this Agreement, and LSAC shall continue to provide Enforcement services.

#### 7.2 Automatic Termination

Notwithstanding anything in the Agreement to the contrary, this Agreement shall terminate automatically and immediately in the event that LSAC's Authorization or Peace Officer Appointment(s) is/are terminated, cancelled, revoked, suspended, or otherwise cease to have effect.

42

## ARTICLE 8

### 8.1 Insurance

LSAC shall obtain and maintain in force during the Term:

- a) commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death, and property damage, including loss of use thereof; and
- b) auto liability insurance for all motor vehicles used by LSAC hereunder with limits of not less than Five Million (\$5,000,000.00) Dollars for accidental injury or death to one or more persons, or damage to or destruction of property as a result of any (1) accident or occurrence.

Each policy for general and comprehensive liability shall name The Summer Village as an additional named insured, except for coverage for LSAC's own personal property and equipment.

## ARTICLE 9

### 9.1 Indemnity

Each of the parties hereto shall be responsible to indemnify and save harmless the other party, for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this Agreement; provided that, such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.

The indemnifications set forth above, hereof, will survive the expiration of the Term or the termination of this Agreement for whatever cause and any renewal or extension of the Term, as the case may be.

### 9.2 Waiver

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act of failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

43

9.3 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent to the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

9.4 Entire Agreement

This agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

9.5 Amendments

This Agreement may be altered or amended in any of its provisions when any such changes are reduced to writing and signed by the parties hereto, but not otherwise.

9.6 Further Assistance

The parties hereto and each of them do hereby covenant and agree to do such things that execute such further documents, agreements, and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

9.7 Relationship Between the Parties

Nothing contained herein shall be deemed or construed by the parties nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture between the parties, it being understood and agreed that none of the provision contained herein nor any act of the parties shall be deemed to create any relationship between the parties other than an independent service agreement between the two parties at arm's length.

9.8 Notices

Unless otherwise specified herein, all notices, communications, requests, and statements (the "Notice") required or permitted under this Agreement shall be in writing and served by one of the following methods:

- a) Personal Delivery – By delivering the Notice in person to the recipient at the address specified herein, during normal business hours. A Notice delivered personally shall be deemed received at the time of actual delivery.

44



- b) Electronic Communication – By email or any other electronic means that provides confirmation of transmission and receipt, directed to the recipient at the address specified herein. Notice served electronically shall be deemed received on the earlier of:  
i. Confirmation of receipt by the recipient, if received during normal business hours; or  
ii. The start of the next business day following transmission if received outside normal business hours.
- c) Mail – By sending the Notice via regular mail, postage prepaid, to the recipient's address as specified herein. Notice sent by mail shall be deemed received seven (7) days after the postmark date. If a postal disruption occurs, any Notice sent by mail within seven (7) days before or after such disruption shall not be deemed received unless actually received. If mail service is interrupted, an additional email Notice should be sent as a backup.
- c) Except as herein otherwise provided, Notice required to be given pursuant to the Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, of five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:

- LSAC  
Lac Ste. Anne County  
Box 219  
Sangudo, AB T0E 2A0

Phone: (780) 785-3411  
Fax: (780) 785-2359  
Email: LSAC@LSAC.ca

Attention: County Manager

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

Phone: (780) 967-0271  
Fax: (780) 967-0431  
Email: cao@svnakamun.com

Attention: Chief Administrative Officer

Or to such other address as each party may from time to time direct in writing.

45

9.9 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement or any provision hereof.

9.10 Singular, Plural, and Gender

Wherever singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine or neutral, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one party.

9.11 Assignment

This Agreement is not assignable, in whole or in part, by either party hereto.

9.12 Enurement

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.

9.13 Governing Law and Submission to Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.

9.14 Survival

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term and shall not be merged therein or therewith.

46

In Witness Whereof the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.

**Lac Ste. Anne County**

**Summer Village of Nakamun Park**

---

**Joe Blakeman,  
Reeve**

---

**Keith Pederson,  
Mayor**

---

**Mike Primeau,  
CAO**

---

**Dwight Moskalyk,  
CAO**

47





## **Summer Village of Nakamun Park Request For Decision - (RFD) 2025-18**

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Annual Fleet/Equipment Inspection Service Proposal, Short Track Equipment</b>
<b>Agenda Item Number:</b>	<b>6(b) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Council remains committed to ensuring the public works department has the resources it needs to manage the assets under its care and control. As assessment management becomes a more prevalent component of municipal operations, and as the specialization and technical skills required to maintain and repair equipment becomes more intricate, the municipality is obligated to arrange for a structured approach to fleet maintenance.

Short Track Equipment has served the municipality for several terms now, primarily on heavy equipment and weed harvested repairs and maintenance activities. Council and public works are confident in their expertise and work ethic. As such, Administration has been tasked to garner a proposal from this firm to preform annual inspections on core assets (as listed in the attached), as well as proposals for a regular maintenance regime on same.

The proposal received is attached for discussion.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The costs for the inspection have been built into the budget under the new Equipment and Maintenance block. The maintenance proposal costs have also been used in the budget, though with some minor tweaking to account for things that we can do internally (lower skill items, at a lower cost than offered).

Overall Administration is pleased with the proposal and recommends engagement of Short Track Equipment for this service. As the fleet grows, or equipment is replaced/phased out, this proposal will need to be amended to keep pace, but having access to this external service will provide expertise and access to skills and free up public works labour for other tasks, which will serve the municipality better in the long-run.

### **COSTS/SOURCE OF FUNDING (if applicable)**

These costs will be covered in the annual budget, Equipment and Maintenance block, with any rehabilitation or replacement costs covered under the capital budget (grants) where possible, or reserves if necessary.



**RECOMMENDED ACTION:**

- 1) That Council approve the engagement of Short Track Equipment for the municipalities annual equipment inspection and reporting, and as primary contractor for maintenance services as may be required from time to time, based on the proposal for same presented this day, April 15, 2025.

<b>Initials show support</b> – Reviewed By: <b>CAO: D. Moskalyk</b>
---

49



15116 – 116A Ave  
Edmonton, Ab T5M – 3W8  
(780) 877-0225  
Stequipment.ca

Attention: Mr Moskalyk

**Short Track Equipment Proposal for Annual Inspection Cost for the Summer Village of Nakaman Park**

Hourly Rate: \$140/H Time Required: 7 Hours (1H Travel Time) Total: 8H.....\$1120

**Caterpillar Skidsteer:**

Estimated Time : 1.5 H

- Inspect for Deffincies, and repairs.
- Test unit Operation
- Verify all safety items are in good operational condition
- Inform Nakaman Park of Required Repairs, and create an estimate.

**John Deere Motor Grader:**

Estimated Time: 1.5H

- Inspect for Deffincies, and repairs.
- Test unit Operation
- Verify all safety items are in good operational condition
- Inform Nakaman Park of Required Repairs, and create an estimate.

**Lawn Mower(s)**

Estimated Time: .5H (Per Lawn Mower)

- Inspect for Deffincies, and repairs.
- Test unit Operation
- Verify all safety items are in good operational condition
- Inform Nakaman Park of Required Repairs, and create an estimate.

**Weed Harvester:**

Estimated Time: 1H

- Inspect for Deffincies, and repairs.
- Test unit Operation
- Verify all safety items are in good operational condition
- Welding Inspection for cracks
- Inspect Trailer as well for Deffincies, and required repairs
- Inform Nakaman Park of Required Repairs, and create an estimate.

**Truck**

(Depending on size of Truck)

Estimated time: 1-2H

- Inspect for Deffincies, and repairs.
- Test unit Operation
- Verify all safety items are in good operational condition
- Inform Nakaman Park of Required Repairs, and create an estimate.

50





15116 – 116A Ave  
Edmonton, Ab T5M – 3W8  
(780) 877-0225  
Stequipment.ca

**Short Track Equipment Proposal for Equipment Service:**

**Caterpillar Skidsteer (500 Hour) .....Aprox \$850 (4.5H)**

- Grease
- Change Engine Oil & Filter
- Change Air Filter
- Inspect for required Repairs
- Top up required fluids

**John Deere Motor Grader (500 Hour) .....Aprox \$1510 (4.5H)**

- Grease
- Change Engine Oil & Filter
- Change Air filter
- Clean out engine pre cleaners
- Inspect unit for required repairs
- top up required fluids.

**\*\*\*Require Model and Serial Numbers of other equipment as well as detailed information for the weed harvester to quote services\*\*\***

Thank you for your consideration in using Short Track Equipment as your service Provider.

51



## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-19

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Tax Recovery Property Sale, Lot 4008 Nakamun Drive</b>
<b>Agenda Item Number:</b>	<b>6(c) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Council will recall that property 4008 Nakamun Drive was transferred to the municipality in accordance with tax recovery proceedings. As provided for under the Act the municipality listed this property for sale in order to recover the amounts owing.

The property received several offers during its short listing period. In order to not lose those interested or risk a sale, Council had afforded Administration the flexibility to negotiate on the list price should a suitable arrangement arise. As such, a proposal was received and accepted by Administration on March 26, with a quick turnaround for inspection and final acceptance (April 2).

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The full details of the agreement are not required for discussion today, and of course many of them are confidential details anyway. However, Administration would simply like to get a motion ratifying the sale of this property for the accepted price of \$120,000.00, and the waiver items (which relate to reviving the old permit and waiving the requirement to get new permits on previously closed permit inspections).

The main target in approving the sale figure is to ensure that is sufficient to completely offset all taxes owing and other account matters, which it is certainly is at this price point.

### **COSTS/SOURCE OF FUNDING (if applicable)**

All costs associated with the sale of the property, as well as tax recovery and administrative costs, will be billed back to the property account and come off the proceeds of the sale. Any balance remaining will be left for the estate to claim, and if they do not claim it in the prescribed time the municipality is allowed to keep the excess of funds.

### **RECOMMENDED ACTION:**

- 1) That Council approve the sale of Lot 4008 Nakamun Drive for the price of \$120,000 and conditional on the reviving of the existing .

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
---	-------------------------



## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-20

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>

<b>Title:</b>	<b>2025 Municipal Corporate Plan</b>
---------------	--------------------------------------

<b>Agenda Item Number:</b>	<b>6(d) – Regular Business</b>
----------------------------	--------------------------------

### **BACKGROUND/PROPOSAL:**

The municipality has been working on a new core strategic framework – dubbed the “Municipal Corporate Plan” – and the council has had a chance to add their comments to the same earlier this year. The MCP is intended to be the first step in the annual budget process and will harbor the ten-year, five-year, and current-year operating and spending plans for the municipality. From this document, we will pull our annual budget for approval, which in turn will dictate the tax rate bylaws.

The draft MCP will be presented and reviewed in council. Once approved the document will become public record and shared on the website and municipal platforms.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Corporate Plan is a strategic planning document framed from the municipal perspective and focused on financial frameworks and projections as a means of initiating a wide range of priority discussions between council, administration, and stakeholders. It is, in the corporate sense, a business plan.

Going forward, it is expected that councils will make the review of the MCP an annual “to-do.” A review of the strategic objectives at the end of the current year will help administration draft the budgets and plans for council to review, massage, and approve in the following year. By using the framework and templates enshrined in the MCP, we can manage expectations and add consistency to the strategic planning obligations of the council, something most small municipalities struggle with.

### **COSTS/SOURCE OF FUNDING (if applicable)**

Administration has not charged for the creation of this MCP. In many ways the work was already being done, just in a number of smaller reports and memos throughout the year. We are seeing this MCP concept as being a best-practice going forward and wanted to get ahead of the concept. Going forward, we will want to make sure the administrative services contract includes the expectation that this MCP is used and reviewed annually.

### **RECOMMENDED ACTION:**

- 1) That Council approve the 2025 Municipal Corporate Plan, as presented this day April 15, 2025, inclusive of the Five-Year Operating and Capital Budgets (2026-2030).

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
---	-------------------------





## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-21

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>2025 Operating and Capital Budget</b>
<b>Agenda Item Number:</b>	<b>6(e) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Assuming the approval of the 2025 Municipal Corporate Plan, Council can now consider the "Current Year" aspect of the plan, which becomes the Annual Operating and Capital Budget.

In anticipation of the approval of the MCP, we have pulled the draft 2025 figures from the tables and used them to create the current year budget document (attached).

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Much of the usual detail we present during the annual budget deliberations is highlighted in the MCP itself, including discussions on assessment, requisitions, and budget increases. Council is encouraged to review that document in preparation for the approval of the budget.

As a general comment, the municipal budget is projected at a modest 4.5% increase. There are, however, significant increases in the school requisition (13%), and as a result, the net impact felt on the average property in SVNP will be about 7.1%.

An average improved property in 2025 is worth \$303,196 and should expect to pay about \$2,270.14 in taxes. This same property would have been worth \$285,271 and would have paid \$2,103.44 in taxes. Of the extra \$167 in taxes paid in 2025, \$97 is related to School Requisition increases (58%).

### **COSTS/SOURCE OF FUNDING (if applicable)**

The budget is covered through taxation, administrative revenues and various grants and reserve transfers, as detailed in the documents.

### **RECOMMENDED ACTION:**

- 1) That Council approve the 2025 Operating and Capital Budget, as presented and inclusive of the \$930.00 Minimum Amount Payable on all taxable properties.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
---	-------------------------

Analysis: INCOME STATEMENT -NAKAMUN

Description	2025 BUDGET
INCOME STATEMENT -NAKAMUN	(1)
Period 1: --- Begin	Jan 01,25
Period 1: --- End	Dec 31,25
Period 1: --- Type	B
(less) Period 2: --- Begin	000 00,00
(less) Period 2: --- End	000 00,00
(less) Period 2: --- Type	
Ratios: % of Account	
Graphs: # of Columns,Scale	0 0
Description	2025 BUDGET
REVENUE	
RESIDENTIAL TAXES-(MUNICIPAL)	191,782.55
RESIDENTIAL TAXES-(SCHOOL)	121,653.49
VACANT RES. TAXES-(MUNICIPAL)	8,396.57
VACANT RES. TAXES-(SCHOOL)	3,432.51
LINEAR-(MUNICIPAL)	3,325.90
LINEAR-(SCHOOL)	637.00
LINEAR-(DIP)	11.80
PROTECTIVE SERV LEVY(\$123.17)	21,431.00
SENIOR FOUNDATION	11,142.10
MINIMUM TAX CHARGE (\$930.00)	30,339.98
PROJECT LEVY	0.00
TOTAL TAXES	392,152.90
PENALTIES & COSTS ON TAXES	0.00
INVESTMENT INCOME (INTEREST)	0.00
GRANT OPERATING (LGFF-O)	15,430.00
GRANT OPERATING (CSJ\STEP)	2,100.00
GRANT OPERATING (RETAIN FCSS)	1,500.00
GRANT CAPITAL (CCBF)	22,400.00
GRANT CAPITAL (LGFF)	35,261.00
GRANT CAPITAL	0.00
GRANT CAPITAL	0.00
MISC.INCOME	0.00
OPER PROJ FUNDING (RES)	8,058.00
CAPITAL PROJ FUNDING (RES)	6,000.00
SPECIAL PROJ FUNDING (RES)	5,639.00
ADMIN	
SALES OF GOODS & SERVICES	0.00
N.S.F. FEES	0.00
TAX CERTIFICATES\SEARCHES	0.00
GARBAGE TOKEN REVENUE	0.00
AMSC LOYALTY	50.00
ELECTIONS TR.FR.RES	0.00
TRANS FROM RESERVE	0.00
PLANNING & DEVELOPMENT	
SUPERIOR SAFETY CODES	0.00
DEVELOPMENT PERMITS	1,000.00
SDAB\ASSESSMENT APPEAL	0.00
TR.FR.RES\DEF.REV	0.00
EMERGENCY SERVICES	
FIRE INCIDENT RECOVERY	0.00
Description	2025 BUDGET

Analysis: INCOME STATEMENT -NAKAMUN

Description	2025 BUDGET
ROADS	
CONDITIONAL GRANTS	0.00
GRANTS FROM LOCAL AGENCIES	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
SEWER\WATER\DRAINAGE	
CONDITIONAL GRANTS	0.00
TRANSFER FROM RESERVE	0.00
PARKS & RECREATION	
PROV GRANT (FCSS)	2,532.00
GRANT\DONATION - 50TH ANNIV	0.00
GRANT\DONATION -	0.00
LIBRARY\TR.FR.RES	0.00
TR.FR.RES\DEF.REV (FCSS\50TH)	0.00
TOTAL REVENUE	492,122.90
REQUISITIONS	
SCHOOL	125,723.00
SENIOR FOUNDATION	11,142.10
UNDER\OVER UTILIZED LEVY	0.00
DIP REQUISITION	11.80
UNDER\OVER DIP LEVY	0.00
TOTAL REQUISITIONS	136,876.90
NET REVENUE FOR MUN PURPOSES	355,246.00



Analysis: EXPENSE STATEMENT- NAKAMUN

Description	2025 BUDGET
EXPENSE STATEMENT- NAKAMUN	(1)
--- Begin	Jan 01,25
Period 1: -     End	Dec 31,25
--- Type	B
(less)  --- Begin	000 00,00
Period 2: -     End	000 00,00
--- Type	
Ratios: % of Account	
Graphs: # of Columns, Scale	0 0
Description	2025 BUDGET
COUNCIL	
HONORARIUMS	5,400.00
BOARD\COMMITTEE\SVLSACE\REG	2,400.00
EDUCATION & DEV. ALLOWANCE	900.00
TRAVEL\SUBSISTENCE	1,996.00
ASVA CONFERENCE	3,780.00
ABMUNIS CONFERENCE	0.00
ABMUNIS LEADERSHIP CAUCUS	0.00
OTHER CONFERENCE\CONVENTION	1,448.00
PUBLIC ENGAGEMENT\SURVEYS	0.00
INTEGRITY COMMISSIONER SERV	1,114.00
TOTAL	17,038.00
ADMIN & STAFF	
ADMIN SERVICES CONTRACT	57,847.00
CAO SERVICES-DES.OFF.	0.00
CFO SERVICES-DES.OFF.	0.00
RECORDING SERVICES-DES.OFF.	0.00
GRANT MGMT SERVICES-CORE	0.00
CORPORATE PLANNING SERVICES	0.00
RECEPTION & RECORDS MGMT	0.00
MAP REVIEW\COMPLIANCE MGMT	0.00
WEBSITE MAINT & UPKEEP	250.00
STAFF DEVELOPMENT\TRAINING	0.00
STAFF BENEFITS(WCB & INSUR)	0.00
CONFERENCES & CONVENTIONS	0.00
TRAVEL & SUBSITENCE	1,500.00
OFFICE RENT\COMM\EQUIP\INCI	3,994.00
ADMIN SUPPORT- SCOPE CHANGE	1,446.00
TOTAL	65,037.00
ADMIN CORPORATE SERVICES	
COPY\POSTAGE\STNARY\ADVERTI	2,931.00
OFFICE EQUIP\CAPITAL PURCH	500.00
WEBSITE, E-COMM, DIG.LIC,HOST	1,700.00
MEMBERSHIPS (ASVA, ABMUNI, SV)	2,486.00
FINANCIAL SOFTWARE (NV'S)	0.00
AUDITOR SERVICES	4,050.00
ASSESSMENT-MASG (DES.OFF.)	5,960.00
ASSESSMENT APPEAL (CRASC)	960.00
LEGAL COUNSEL (GEN\BYLAW)	1,028.00
INSURANCE	8,375.00
WCB (MUNICIPAL)	1,834.00
Description	2025 BUDGET

57

Analysis: EXPENSE STATEMENT- NAKAMUN

Description	2025 BUDGET
PAYROLL & EMPLOYEE REMIT	1,100.00
BENEFITS (MUNICIPAL)	0.00
FINANCIAL INST\BANK FEES	700.00
TAX REBATES & CANCELLATIONS	0.00
TOTAL	31,624.00
PROTECTIVE & EMERGENCY SERVICE	
CPO & BYLAW ENF (SERVICE)	6,111.00
CPO & BYLAW ENF (MILEAGE)	611.00
CPO & BYLAW ENF (OTHER)	0.00
PROVINCAL POLICE REQ (GOA)	7,360.00
EMERGENCY MGMT REG(SVREMP)	3,900.00
EMERGENCY MGMT LOCAL DEM'S	1,200.00
EMERGENCY MGMT COURSE\TRAIN	900.00
EMERGENCY MGMT SUPPLY\KITS	0.00
FIRE & PROTECTION (BASE)	17,899.00
FIRE & PROTECTION (OPER)	3,532.00
FIRE & PROTECTION (OTHER)	0.00
PHYSICIAN RECRUITMENT (LSA)	0.00
TOTAL	41,513.00
PUBLIC WORKS	
PW FOREPERSON	30,000.00
PW HIRED & CASUAL LABOUR	2,800.00
PW SUMMER STUDENT (CSJ)	4,760.00
PW TRAINING & DEVELOPMENT	0.00
PW EXPENSES & COMMUNICATION	450.00
PW TRAVEL & SUBSITANCE	0.00
SHOP COMMUNICATIONS	0.00
SHOP UTILITIES (SANG\EPCOR)	14,950.00
SHOP FACILITY MAINTENANCE	500.00
SHOP FACILITY REPAIR\MAJOR	0.00
SHOP SUPPLIES	2,500.00
SHOP SAFETY\PPE	175.00
ROAD GRADING & MAINTENANCE	2,000.00
ROAD SNOW PLOW\REMOVAL\SAND	2,000.00
ROAD GRAVEL & AGGREGATE	1,000.00
ROAD SIGN,SPEED BUMP,SAFETY	500.00
DRAINAGE CULVERT MATERIAL	0.00
PARKS\COMMON SP-TREE REMOVE	0.00
PARKS\COMMON SP-VEG MGMT	0.00
PARKS\COMMON SP-CLEANUP COM	1,500.00
PARKS\COMMON SP-WEED INS\AB	550.00
PARKS\COMMON SP-GEN SUPPLY	250.00
PARKS\COMMON SP-BOAT LAUNCH	0.00
PARKS\COMMON SP-FUEL	5,250.00
TOTAL	69,185.00
EQUIPMENT & MACHINES	
GRADER MAINTENANCE	1,500.00
GRADER REPAIR	750.00
SKID STEER MAINTENANCE	850.00
SKID STEER REPAIR	500.00
Description	2025 BUDGET

Analysis: EXPENSE STATEMENT- NAKAMUN

Description	2025 BUDGET
TRUCK MAINTENANCE	250.00
TRUCK REPAIR	250.00
MOWER MAINTENANCE	500.00
MOWER REPAIR	250.00
WEED HARVESTER MAINTENANCE	250.00
WEED HARVESTER REPAIR	150.00
ANNUAL FLEET INSPECT REPORT	1,200.00
OTHER EQUIP\MACHIN MAINT.	645.00
TOTAL	7,095.00
CIVIL UTILITIES & SERVICES	
WATER-WILD ADMIN & GOV	473.00
WATER-WILD PH 1 CAP(2039)	1,339.00
WATER-WILD PH 2 CAP(PAID)	0.00
WATER-WILD PH 3 CAP(PAID)	0.00
WATER-WILD PH 4 CAP(PAID)	0.00
WATER-WILD PH 5 CAP(2026)	0.00
WATER-DISTRIBUTION (N\A)	0.00
WASTEWATER-REG ADMIN & GOV	0.00
WASTEWATER-REG SYS CAPITAL	0.00
WASTEWATER-LOCAL COLLECTION	0.00
SOLID WASTE- CONTRACT(MUNI)	500.00
SOLID WASTE- CONTRACT(COMM)	0.00
SOLID WASTE- REG MEMBERSHIP	0.00
TOTAL	2,312.00
MUNICIPAL PLAN & DEVELOPMENT	
DEV.OFFICER- CONTRACT	2,468.00
DEV.OFFICER-MILEAGE\EXPENSE	550.00
DEV.OFFICER-PERMIT RETENTIO	1,000.00
DEVELOPMENT ENFORCEMENT	3,500.00
PLANNING SERVICES- CONTRACT	0.00
PLANNING SERVICES- FEES	0.00
SDAB AGREEMENT	308.00
SDAB APPEAL HEARING FEES	0.00
SAFETY CODES QMP	1,028.00
LEGAL\CONSULTING FEES	0.00
TOTAL	8,854.00
COMMUNITY\REGIONAL INITIATIVES	
EAST END BUS	375.00
LIBRARY - YRL	371.00
MILESTONE ANNIVERSARY	0.00
REC EVENTS-CANADA\AIM\MUSIC	800.00
REC EVENTS-OTHER	0.00
FCSS GRANT- MUNICIPAL CONT	2,532.00
FCSS GRANT- PROVINCIAL CONT	633.00
COMMUNITY DONATIONS	250.00
TOTAL	4,961.00
ELECTION \ CENSUS	
Description	2025 BUDGET

59



Analysis: EXPENSE STATEMENT- NAKAMUN

Description	2025 BUDGET
ELECTION SERV-SALARY\CONTR	5,500.00
ADVERTISING	1,500.00
GOODS & SUPPLIES	450.00
CANDIDATE-TRAINING\ORIENT	608.00
ELECTION-OTHER	0.00
TOTAL	8,058.00
LOANS AND LOAN REPAYMENT	
WEED HARV LOAN (INTEREST)	5,639.00
WEED HARV LOAN (PRINCIPAL)	25,261.00
OTHER LOANS (INTEREST)	0.00
OTHER LOANS (PRINCIPAL)	0.00
TOTAL	30,900.00
SPECIAL PROJECTS OPERATING	
REGIONAL LIBRARY (OPL)	1,000.00
LUB #2022-4 REVIEWSURV&DR)	1,500.00
TRAFFIC\PARKING BYLAW REV	3,500.00
PARKING BYLAW REVIEW	0.00
FIRE BYLAW REVIEW	0.00
KASSIAN WAY	0.00
MR REHAB PROJ (MR8 & MR9)	0.00
MOORING PLAN DEVELOPMENT	0.00
NEIGHBOURHOOD DEVELOP PLAN	0.00
TOTAL	6,000.00
OPERATING TRANSFER (TO CAPITAL)	
PROJECT COSTS NOT COVERED	0.00
BY GRANTS OR RESERVES	
TOTAL	0.00
RESERVE ACCOUNTS	
RESERVES-COUNCIL	2,524.00
RESERVES-ADMIN	2,900.00
RESERVES-LEGAL	0.00
RESERVES-ELECTION	0.00
RESERVES-CPO\BYLAW	1,245.00
RESERVES-FIRE\FIRE PROTECT	0.00
RESERVES-COMMON SERVICES	2,076.00
RESERVES-WATER\WASTEWATER	1,000.00
RESERVES-SOLID WASTE	0.00
RESERVES-MUNI PLAN\DEVELOPM	1,000.00
RESERVES-REC & PARKS	500.00
RESERVES-EQUIP & MACHINES	1,774.00
RESERVES-GENERAL AMORT	17,250.00
TOTAL	30,269.00
CAPITAL PROJECTS	
ROADS - NAKA DR WEST (0.9KM)	0.00
Description	2025 BUDGET

60

Analysis: EXPENSE STATEMENT- NAKAMUN

Description	2025 BUDGET
ROADS - NAKA DR EAST (0.9KM)	0.00
ROADS - KARPO, HILLCREST, LANE WAY & RR23 (1.0KM)	0.00
ROADS - 4TH, 5TH, 6TH ST (0.8KM)	0.00
ROADS - 1ST, 2ND, 3RD ST (UNDEV)	0.00
ROADS - KASSIAN WAY (0.4KM)	0.00
ROADS - GENERAL (DUST CONTROL)	0.00
BRIDGE - NAKA DRIVE WEST	0.00
SHOP - FOUNDATION	0.00
SHOP - ROOF	0.00
SHOP - STRUCTURE & FRAMING	0.00
SHOP - MECHANICAL & UTILITY	0.00
SHOP - LOT AND YARD	0.00
BUILD & STRUCT-SEACAN	0.00
BUILD & STRUCT-BASEBALL FENCE	0.00
BUILD & STRUCT-BENCHES	0.00
BUILD & STRUCT-FLOWER BEDS	0.00
BUILD & STRUCT-LITTLE LIBRARY	0.00
BOAT LAUNCH\MOORINGS - REHAB	0.00
SIGNS - TRAFFIC SAFETY	0.00
SIGNS - WELCOME, COMM, NOTICE BD	0.00
SIGNS - MUNICIPAL ADDRESSING	0.00
DRAINAGE - NAKA DRIVE WEST	0.00
DRAINAGE - NAKA DRIVE EAST	0.00
DRAINAGE - KARPO, HILLCREST, LANEWAY, RR23	0.00
DRAINAGE - 1ST, 2ND, 3RD ST (UND)	0.00
DRAINAGE - 4TH, 5TH, 6TH ST	0.00
GREENSPACES - MR#4004	0.00
GREENSPACES - MR#4006	0.00
GREENSPACES - MR#4007	0.00
GREENSPACES - MR#2	0.00
GREENSPACES - MR#3	0.00
GREENSPACES - MR#4	0.00
GREENSPACES - MR#5	0.00
GREENSPACES - MR#6 (TED MCDON)	0.00
GREENSPACES - MR#7 (PW SHOP)	0.00
GREENSPACES - MR#8	11,200.00
GREENSPACES - MR#9	11,200.00
TRAILS & PATHS-NATURE(N-LK FR)	0.00
TRAILS & PATHS-SOUTH(E-BCK LN)	0.00
TRAILS & PATHS-SOUTH(W-SKI TR)	0.00
EQUIPMENT-GRADER REHAB\REPL	0.00
EQUIPMENT-SKID STR REHAB\REPL	0.00
EQUIPMENT-TRUCK REHAB\REPL	0.00
EQUIPMENT-MOWER REHAB\REPL	0.00
EQUIPMENT-WEED HARV REHAB\REPL	0.00
EQUIPMENT-TRAILER REHAB\REPL	0.00
EQUIPMENT-SHOP EQUIP REHAB\REP	0.00
Description	2025 BUDGET

61

Analysis: EXPENSE STATEMENT- NAKAMUN

=====	
Description	2025 BUDGET
-----	
WATER SYSTEM CAPITAL	0.00
WASTEWATER SYSTEM CAPITAL	0.00
OTHER CIVIL UTILITY CAPITAL	0.00
LSAC CAPITAL CONTRIBUTE (LGFF)	10,000.00
TOTAL	32,400.00
TOTAL EXPENSES	355,246.00

62





## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-22

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 2025-3 – 2025 Special Protective Services Tax Rate Bylaw</b>
<b>Agenda Item Number:</b>	<b>6(f) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

As in previous years, the fire service component of the protective services budget is covered through a Special Protective Services Tax Rate. This rate is permitted under the MGA and allows for the equal sharing of a cost (for a certain subset of services) amongst a defined subset of the tax base. In our case we cover the fire services contract equally among all taxable properties.

Bylaw 2025-3 is attached for consideration.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

As indicated in the budget and the bylaw preambles, the 2025 fire service costs are expected to be \$21,431 (total) and we have on record 174 taxable lots. The resulting special tax per lot is \$123.17. In 2024, this rate was \$117.66.

With the contract revisions and service changes in 2025, we anticipated a bit of a cost adjustment and we also need to account for fewer taxable lots due to consolidations etc. The net impact is a 4.7% increase in this special tax rate.

### **COSTS/SOURCE OF FUNDING (if applicable)**

N/A

### **RECOMMENDED ACTION:**

1. That Council gives all readings to Bylaw 2025-3, being a Bylaw to levy a special tax for fire protection for 2025, in order to pass the bylaw and authorize execution by Mayor and Chief Administrative Officer.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
---	-------------------------

63

---

**BEING A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE  
PROVINCE OF ALBERTA, TO LEVY A SPECIAL TAX FOR FIRE  
PROTECTION FOR 2025.**

---

**WHEREAS** Section 382 of the Municipal Government act, being Chapter M-26 of RSA 2000 and any amendments thereto, the Municipality of the Summer Village of Nakamun Park may pass a special tax bylaw to raise revenue to pay for a specific service or purpose; and

**WHEREAS** Section 383 of the Municipal Government Act, being Chapter M-26 of RSA 2000 and any Amendments thereto, the Municipality of the Summer Village of Nakamun Park may impose the special tax in respect of all property in any area of the municipality that will benefit from the specific service of purpose; and

**WHEREAS** the municipality has budgeted **\$21,431.00** for fire protection services in 2025 and wishes to collect this sum equally from all taxable properties in the Municipality;

**NOW THEREFORE**, the Council of the Summer Village of Nakamun Park in the Province of Alberta, duly assembled, hereby enacts as follows:

1. That the Municipal Administrator is hereby authorized and required to charge to each non-exempt parcel an amount of **\$123.17** for a "Special Fire Protection Area Tax" to be included on the 2025 Tax Notice and is a debt due to the Municipality and is payable by **June 30th** of the same year.

This Bylaw shall come into force upon the day which it is finally passed by the Municipal Council.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

SIGNED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Administrator

64



## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-23

Meeting:	Regular Council
Meeting Date:	April 15, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Bylaw 2025-4 – 2025 Tax Rate Bylaw
Agenda Item Number:	6(g) – Regular Business

### **BACKGROUND/PROPOSAL:**

Assuming the budget is approved as presented, the municipality is now prepared to consider the annual tax rate bylaw. This bylaw has been drafted based on the budget presented earlier in the agenda; however, if changes are made to same, we would need to amend the bylaw accordingly.

Bylaw 2025-4 is attached for consideration.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

A comprehensive analysis of the annual budget is included in the Municipal Corporate Plan document. The bylaw is structured to coincide with the methodology of the financial plans in terms of the deductive calculation to find the total budget, municipal budget, the portion of the municipal budget to be collected from taxation, and then, ultimately, the mill rate(s) for the same.

Of interest, the Residential Improved Mill Rate in 2025 will be 4.188975 mills. In 2024, this rate was 4.2368225 mills. The decrease in the mill rate, despite the increase in the overall budget, is a result of assessment increases outpacing budget inflation. The interesting observation is that we still remain on the lower end of regional peer municipalities in terms of historical average mill rate level.

### **COSTS/SOURCE OF FUNDING (if applicable)**

N/A

### **RECOMMENDED ACTION:**

1. That Council gives all readings to Bylaw 2025-4, being a Tax Rate bylaw for 2025 for the Summer Village of Nakamun park, inclusive of the \$930.00 Minimum Amount Payable, in order to pass the bylaw, and authorize execution by Mayor and Chief Administrative Officer Moskalyk.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
---	-------------------------

65



---

**BEING A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK TO  
AUTHORIZE THE SEVERAL RATES OF TAXATION IMPOSED FOR ALL  
PURPOSES FOR THE YEAR 2025**

---

**WHEREAS** the total requirements for the Summer Village of Nakamun Park in the Province of Alberta as shown in the budget estimates are as follows:

Municipal General	355,246.00
Lac Ste. Anne Foundation Seniors Housing Residential Requisition	11,102.38
Lac Ste. Anne Foundation Seniors Housing Non-Residential Requisition	39.72
ASFF Residential School Requisition	125,086.00
ASFF Residential School Requisition (2024 Underlevy)	0.00
ASFF Non-Residential School Requisition	637.00
ASFF Non-Residential School Requisition (2024 Underlevy)	0.00
Designated Industrial Property Requisition	11.80
<b>TOTAL:</b>	<b>\$492,122.90</b>

**AND WHEREAS** the total taxable assessment of land, buildings and improvements, subjugated as defined in the Assessment and Assessment Sub-Classification Bylaw duly passed by Council, amounts to:

Class 1 - Residential:	
(Residential Improved)	45,782,690
(Residential Vacant)	1,291,780
Class 2 - Non-Residential:	
(Vacant – Non-Residential)	168,400
(Small Business Property)	0
(Other Non-Residential)	0
Exempt:	
(Exempt Assessments)	2,320,080
<b>TOTAL:</b>	<b>\$49,562,950;</b>

**AND WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Nakamun Park for 2025 total \$355,246.00 and;

**AND WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$8,058 (from reserves for Election), \$6,000 (from reserves for Special Projects: Onoway Public Library Support, Traffic Bylaw and Land Use Bylaw Revision), \$5,639 (from reserves for Weed Harvester Cost of Borrowing Payment), \$2,100 (from Summer Job Program Grant Funding), \$35,261 (Local Government Fiscal Framework – Capital Grants),

bb

\$22,400 (Canada Community-Building Fund – Capital Grant), \$15,430 (Local Government Fiscal Framework – Operating Grant), \$2,532 (Family and Community Support Services – Provincial Base Amount), \$1,500 (Family and Community Support Services – Grants Retained), \$1,000 (from Permit Revenue), \$50 (from Membership Rebates) and \$21,431 from “Special Services Tax – Fire Protection” and the balance of \$233,845.00 is to be raised by general municipal taxation;

**WHEREAS**, the amount of municipal taxation to be raised as a minimum amount payable of **\$930.00** per residential and linear property in the municipality is estimated to be \$30,339.98 and the remaining **\$203,505.02** is to be collected based on municipal mill rates;

**WHEREAS**, the rates hereinafter set out are deemed necessary to provide the amounts required for municipal, school and other purposes, after making due allowance for the amount of taxes which may reasonably be expected to remain unpaid;

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;

The Municipal Administrator is hereby authorized and required to levy the following rates of taxation on the assessed value of all land, buildings and improvements as shown on the assessment and tax roll:

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE (in mills)</u>
<b>General Municipal</b>			
(Residential Improved)	191,782.56	45,782,690	4.188975
(Residential Vacant)	8,396.56	1,291,780	6.500000
(Non - Residential Vacant)	3,325.90	168,400	19.750000
(Small Business Property)	0	0	19.750000
(Other Non-Residential)	0	0	19.750000
<b>TOTAL</b>	<b>\$203,505.02</b>	<b>\$ 47,242,870</b>	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE(in mills)</u>
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential/Farmland	125,086.00		
Res/Farm (2024 Underlevy)	0.00		
Sub-Total	125,086.00	47,074,470	2.657194
Non-residential	637.00		
Non-Res (2024 Underlevy)	0.00		
Sub-Total	637.00	168,400	3.782660
<b>TOTAL</b>	<b>\$125,723.00</b>	<b>\$ 47,242,870</b>	

(67)

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE(in mills)</u>
<b>LSA Seniors Foundation</b>			
Residential/Farmland	11,102.38		
Res/Farm (2024 Underlevy)	<u>0.00</u>		
Sub-Total	11,102.38	47,074,470	0.235847
Non-residential	39.72		
Non-Res (2024 Underlevy)	<u>0.00</u>		
Sub-Total	39.72	168,400	0.235847
<b>TOTAL</b>	<b>\$11,142.10</b>	<b>\$ 47,242,870</b>	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE (in mills)</u>
<b>Designated Industrial Property (DIP)</b>			
Residential/Farmland	0	47,074,470	0.000000
Non-Residential	11.80	168,400	0.070100
<b>TOTAL</b>	<b>\$11.80</b>	<b>\$ 47,242,870</b>	

**THAT** taxes shall be due on **June 30<sup>th</sup>, 2025**. The penalty on the current tax levy outstanding shall be 18% charged on the current taxes unpaid as on July 1<sup>st</sup>, 2025. Tax arrears unpaid as of January 1<sup>st</sup>, 2026 shall be subject to an 18% penalty; and

**THAT** this Bylaw shall come into force and effect upon the passing thereof.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

SIGNED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Administrator

(68)





## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-24

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Audited Financial Statements 2024</b>
<b>Agenda Item Number:</b>	<b>6(h) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Seniuk and Company, the municipality's appointed auditor, has prepared the financial statements for fiscal year 2024, as required by the MGA. Laura Marcato will be present during the meeting to review the statements and answer questions. Following this appointment (2:15pm) Council will consider the approval of the statements, as presented or as amended, during regular business on the Agenda.

A copy of the financial statements (draft) for 2024 will be circulated during the meeting, and once approved the final and approved version will be made available on the municipal website as per usual.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

At the time of writing, the drafts were still being finalized, so Management does not have any specific comments to note here. For reference this year's "April meeting" is a bit earlier than usual so we just haven't had the normal process for review and comment ahead of the meeting.

Having said that, Administration is not anticipating any shocking revelations in the 2024 statements. We have had to address many questions on how to incorporate (amortize) the new equipment and land improvements/MR and Road work, and we are going to bring forward a revised TCA policy in short order to better codify these decisions going forward. We have also done a significant amount of place setting for next year's (2025) Statements to ensure that our process for handling the loan repayment and other extraordinary functions are understood and best-practice.

Management is also interested in finding ways to better align the new MCP concept to the annual financial statements, for a more comprehensive document in terms of historical, current, and future trend analysis when discussing reserve policy and meeting amortization benchmarks in particular.

### **COSTS/SOURCE OF FUNDING (if applicable)**

N/A

### **RECOMMENDED ACTION:**

1. That Council approves the 2024 Audited Financial Statements, as presented by Seniuk and Marcato this day, April 15, 2025, and authorized execution of same by Mayor and Chief Administrative Officer.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
---	-------------------------

69



## **Summer Village of Nakamun Park Request For Decision - (RFD) 2025-25**

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Land Use Bylaw Revisions 2025, Land Use Bylaw 2025-5</b>
<b>Agenda Item Number:</b>	<b>6(i) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Further to the last meeting and the review of the survey results and feedback on Land Use Bylaw 2022-4, Council directed administration to return options for addressing a few desired revisions to the Land Use Bylaw.

Administration has prepared some options, and has prepared a redraft of the Land Use Bylaw, dubbed LUB 2025-5, for consideration of Council, further refinement, and possibly consideration of First Reading (which would then initiate the public hearings etc.).

The Draft LUB will be circulated in council during the meeting, but a general overview of changes/text amendments/revisions are set out below. If there is consensus on the redraft, Council may consider first reading and setting public hearing dates/process as well – or they may wish to consider deferring that process to the next meeting, or a future council (as it is an election year).

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

As noted at the last meeting, the results of the survey and feedback saw consensus on many of the issues noted as “hot buttons.” Many of the changes or reiterations presented in LUB 2022-4 were consistent with community expectations. There were a few areas noted that we needed to consider strengthening more or better defining, and a few areas that remain contentious. There is also a consistent appetite for stronger enforcement and building the same into the LUB document.

### **The changes Administration is asking Council to consider are:**

- 1) Reverting back to 1 RV on improved lots, for either storage or temporary living accommodations, whereas this use will not require a permit or permit fee, but must kept at the same setbacks as accessory structures and sited on an appropriate pad.
- 2) Enshrining in the RV section, the provision that RV use be considered the same as an accessory structure in terms of setbacks and general accessory building provisions (right now, it is policy interpretation, we would prefer it be written into the LUB itself).

70





- 3) Authorize the amendment of the LUB map to address a few changes needed there (designation/colour of the PUL for the Nature Walk Path) and a few lot consolidations etc.).
- 4) Various spot adjustments for new section references and cross-references (i.e. from Queen's to King's Court and referencing 1 RV in the LUD District Regulations).

**Sample wording for the above would include:**

**SECTION 42 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS**

- a) A maximum of **one (1)** Recreation vehicles, holiday trailers, motor homes, campers or tent trailers, whether occupied or unoccupied, may be situated on a developed parcel provided that the recreational vehicle:
  1. Where occupied, is located within a required parking stall or on the site in a manner satisfactory to the Development Officer; and,
  2. Where occupied, has on-site access to an approved sewage collection system to the satisfaction of the Development Officer; and,
  3. Whether unoccupied or occupied, is maintained in a neat and tidy condition and positioned in a location that respects the privacy and appearance of the neighbouring properties, and in accordance with an approved development permit for same.
  4. Whether unoccupied or occupied, is maintained in accordance with the general provisions of other "accessory structures" provided for in this bylaw, adhering specifically to the setback requirements, lot location, and lot coverage considerations regulating accessory structures under Section 33 of this Land Use Bylaw.
- b) At no time are recreation vehicles to be used as a permanent place of residence.
- c) At no time may a person store any derelict recreation vehicle on a property. Dereliction may be assessed by inoperability, immobility, excessive rust, decay or damage, fluid leaks, abandonment, lack of registration, or any or all of these.

**Council will need to find consensus on a few items and directions as part of this process:**

- 1) Does this Council want to consider the change? Or do you want to leave it for a new council? It is uncommon for councils to consider changes to LUBs in the last days of their term, but by no means improper or impossible. Council may want to get this dealt with ahead of the summer season and ahead of the new council term.
- 2) After reviewing the draft LUB (full draft which will be circulated in the meeting), and assuming this council wants to tackle the revision, do you want to give first reading now? Or at the next meeting?





- 3) Depending on when you want to give first reading, when do you want to host the required public hearing? And where?
- 4) Do you want to consider any other supplementary bylaws, resolutions or public engagement opportunities concurrent to this process? For example, a community standard bylaw (which would allow for fines/penalties for certain violations tied to the LUB, but not easy to enforce under the LUB mandate), or a resolution to allow for voluntary forfeit of existing 2 RV permits (in return for permit fee, etc.), or additional surveys?

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

1. That Council gives first reading to Land Use Bylaw 2025-5, being a revised Land Use Bylaw repealing and replacing Land Use Bylaw 2022-4, as presented (or with amendments as discussed on April 15, 2025), and establish \_\_\_\_\_ as the date of the public hearing to receive public input on same.

<b>Initials show support</b> – Reviewed By: <b>CAO: D. Moskalyk</b>
---

72

## **AB Munis Report to the SVLSACE: April 7, 2025**

### **Appointment of a new CEO:**

ABmunis' Board of Directors proudly announced the appointment of Dana Mackie as the association's new CEO on December 12, 2024. Dana is an accomplished public policy executive who joins ABmunis from the Government of Alberta, where he worked for nearly 20 years in numerous sectors, including economic development, social services, environment and land management, climate change, and post-secondary education.

- Dana would like to be invited to an ASVA Board meeting to discuss common issues and concerns and how the ASVA and AB Munis can enhance advocacy efforts.

### **AB Munis Conventions 2024 Resolutions:**

There were a number of resolutions that never made it to a vote because of time. As per policy the Board reviewed the outstanding resolutions and voted on them. After collecting the input, ABmunis Board adopted resolutions on:

- o C3: Fires on Frozen Lakes
- o C4: Increase Capital Funding for Accessible Playgrounds for All New, Replacement or Renovated Alberta Public Schools with K-6 Programming
- o C5: Doubling Speed Fines in Playground Zones and School Zones Adopted
- o C8: Review of Provincial Animal Protection Act

The "report card" on AB Munis resolutions can be found at

<https://www.abmunis.ca/advocacy-resources/resolutions>

### **Advocacy Wins:**

- New capital funding for child care spaces: On January 30, 2025 the Governments of Canada and Alberta announced \$53 million in funding over two years in the Building Blocks Capital Grant Program.
- Transit Funding: Over the past several years, ABmunis members have passed a number of resolutions related to public transit. These include Operational Transit Funding for Small to Medium Sized Municipalities, Permanent Transit Funding, and most recently Federal Funding for Compressed Natural Gas, Hydrogen and Clean Diesel Buses. As a result of these resolutions, ABmunis was engaged on the development of a permanent public transit program, known as the Canada Public Transit Fund. This program will provide \$3 billion annually for transit projects.
  - o Funding available starting in 2026 includes a Rural Transit Solutions Fund
  - o Also this year an announcement for a Seniors transportation grant was announced.
- Lower interest rate for municipalities: At ABmunis 2024 Convention, Premier Smith announced that the Government of Alberta plans to revert to its former policy on how interest rates are set for provincial loans to municipalities.
- Wastewater Task Force Recommendations: In December 2024, Environment and Protected Areas released an updated municipal policies and procedures manual.
  - o This revised manual includes many recommendations from the 2022 ABmunis Wastewater Innovation Task Force.

73

- Including updates focused on reducing red tape for municipalities and simplifying the process for municipalities to adopt new and innovative infrastructure technologies.

#### **Fostering a Culture of Respect:**

Municipal leaders are increasingly concerned with how some members of the public are treating municipal elected officials and municipal staff. Councillors and municipal staff are passionate people that care about their community, but we are concerned that the level of disrespect will drive people away from serving their community.

- AB Munis just released videos that feature insights from ABmunis and RMA board members about the benefits of running for council. Some of our member elected officials will be featured in similar videos very soon. These videos will help to dispel myths and create more awareness about the realities of serving on council.
- AB Munis is also working with RMA to host a number of webinars to help inform people who are considering running for council this fall. The first one is on April 23rd at 7:30 PM and will focus on Summer villages and villages.
- AB Munis also plan to have new tools ready after the fall election to help municipalities manage conflict within their council and with residents.

#### **Water Availability and Engagement Session:**

In November 2024, Alberta Environment and Protected Areas launched a Water Availability Engagement Guide to tackle pressing water management challenges and ensure Albertans have access to clean, reliable water for years to come. ABmunis staff have encouraged members to partake in the survey and the in-person Engagements. This year, the Sustainability and Environment Committee opted not to update the existing water policy. Instead, prioritizing remaining flexible and responsive to engagement initiatives led by EPA.

- The Sustainability and Environment Committee held an ad hoc meeting on December 11, 2024, to finalize AB Munis' written submission. Drawing on our previous water policies and leveraging the expertise of committee members, the submission emphasized the importance of accurate data, higher reporting standards, and strengthened collaboration between Alberta Municipalities and the provincial government. The finalized submission was delivered to the Ministry on January 3, 2025.

#### **Drought Preparations and Water Conservation - 2025:**

ABmunis continues to support drought preparations for our members including a drought webpage to consolidate drought updates.

- ABmunis participates in meetings on water-sharing agreements in the Southern Basin on a monthly basis. These meetings are currently on pause for the winter season, with plans to resume in the spring.
- In December 2024, the ABmunis board approved the updated Water Conservation, Efficiency, and Productivity Plan. This plan was sent to the Ministry of Environment and Protected Areas January 15, 2025.



**Police Funding Model:**

In December 2019, the Government of Alberta introduced a police funding model (PFM) that applies to municipalities with populations under 5,000, as well as municipal districts and counties.

- This model, implemented in 2020-21, aims to recover a portion of the costs of contracting the RCMP as Alberta's provincial police service under the Provincial Police Service Agreement (PPSA).
- As the police funding model expires in 2024-25, Public Safety and Emergency Services is expected to begin engaging on a renewed model in late 2024 or early 2025.

Accordingly, ABmunis is:

- Developing key messaging and policy positions in advance of engagement on a renewed police funding model.
- Mobilizing and equipping members to participate in engagement and advocate effectively on the impacts of increased policing costs.
- Assisting members to prepare budgets that reflect realistic policing costs for 2025 and beyond.

The province recently announced that they are temporarily freezing the amount municipalities are responsible for paying under the PFM. The provincial news release notes that "due to higher costs from recent RCMP collective agreements, the cost for policing in these smaller communities will increase to 39 per cent, with no corresponding increase in the services provided. To assist municipalities with these new costs, Alberta's government will pay the increase for one year and will begin engagement with them on their policing needs for the future."



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR118482

March 14, 2025

Dear Chief Elected Officials:

As you know, my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, tabled *Budget 2025* in the Alberta Legislature on February 27. I am writing to share further information regarding *Budget 2025* as related to education property tax (EPT).

*Budget 2025* takes an important step toward stabilizing operational funding for education systems across Alberta. Historically, approximately one-third of operational funding for Alberta Education came from the EPT municipalities collect from their rate payers on behalf of the province. In recent years, the proportion that EPT contributes to funding the operations of Alberta Education has decreased to less than 30 per cent. Through *Budget 2025*, the Government of Alberta is increasing the proportion of Alberta Education's operating budget covered by EPT to 31.6 per cent in 2025/2026 and back to 33 per cent in 2026/2027.

To provide Alberta's public education system with a stable and sustainable source of funding and meet the demands of increased student enrollment, EPT revenue will increase by 14 per cent from last year, to a total of \$3.1 billion. This increase will be reflected on the property tax bills that municipalities send to property owners in 2025.

The Ministry of Municipal Affairs sent EPT requisitions to all municipal administrations, informing them of their share of the provincial EPT. For more information on EPT, including a fact sheet (Attachment 1) and the EPT Requisition Comparison Report (Attachment 2), please visit [www.alberta.ca/property-tax](http://www.alberta.ca/property-tax) and click on "Education property tax."

Municipalities across Alberta can inform residents that a portion of their property taxes goes directly to the provincial government to help pay for the operations of Alberta's education system. Many municipalities do this by adding a note to their property tax bills sent through the mail.

.../2

76

*Budget 2025* is meeting the challenge of the cost of living by helping families keep more money in their pockets with lower personal income taxes and continuing investments in education and health care. I look forward to working together over the next year as we build strong and vibrant communities that make Alberta the best place in Canada to live, work, and raise a family.

Sincerely,

*Ric McIver*

Ric McIver  
Minister

Attachments:

1. Education Property Tax Fact Sheet (2025)
2. Education Property Tax Comparison Report (2025)

77



# Education Property Tax

## Fact Sheet

### Highlights of the 2025-26 provincial education property tax

Budget 2025 will see an increase to the education property tax rates after being frozen in 2024-25. The higher rates, along with rising property values and increased development, are expected to raise the education property tax requisition from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26.

The share of education operating costs funded by the education property tax will increase to 31.6 per cent in 2025-26, following historic lows of about 28 per cent in 2023-24 and 29.5 per cent in 2024-25. This will enhance Alberta's ability to fund school operations, leading to better educational outcomes as student enrolment continues to grow.

Education property taxes provide a stable source of revenue and equitable funding that supports K-12 education, including teachers' salaries, textbooks and classroom resources. They are not used to fund government operations, school capital costs or teachers' pensions.

Under the provincial funding model, all education property taxes are pooled by Alberta Education through the Alberta School Foundation Fund and distributed to public and separate school boards on an equal per-student basis.

### How education property tax is calculated for municipalities

All municipalities collect an equitable share of the provincial education property tax in proportion to their total taxable property assessments, which are equalized across the province. The equalization process ensures owners of properties of similar value and type across the province pay similar amounts of education property taxes. For more details on this process, refer to the [Guide to Equalized Assessment](https://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf) ([www.municipalaffairs.alberta.ca/documents/as/guide\\_to\\_equalized\\_assessment.pdf](https://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf)) on the Alberta website.

The provincial equalized assessment base used to determine education property taxes this year reflects 2023 property values.

In 2025, the education property tax will be calculated at a rate of \$2.72 per \$1,000 of the total residential/farmland equalized assessment value. The non-residential rate will be set at \$4.00 per \$1,000 of equalized assessment value. Most property owners will see a change to their education tax bill due to increasing mill rates and assessment values. Individual properties are taxed based on the local education property tax rate set by the municipality.

### How much Calgary and Edmonton contribute to education property tax

Based on this formula, Calgary taxpayers will contribute \$1.037 billion in education property tax in 2025. Edmonton taxpayers will contribute \$575 million in education property tax in 2025. Funding for Calgary and Edmonton school boards will be based on the published profiles expected to be released by the end of March 2025.

### Declaration of faith

The Canadian Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith, so their education property tax dollars can be directed to those separate school jurisdictions.

### Education system benefits everyone

Alberta's education system plays a crucial role in shaping a skilled workforce, driving economic growth and fostering the social well-being of individuals and the province as a whole. It serves as a cornerstone for personal and collective prosperity, benefiting all Albertans—regardless of age, marital status or parental responsibilities.

Questions about financial assistance for seniors or the Seniors Property Tax Deferral program can be directed to the Alberta Supports Contact Centre at 1-877-644-9992 (in Edmonton - 780-644-9992).

78

Alberta

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition		Non-Residential Requisition		Total Education Requisition	
	2024	2025	% Change	2024	2025	% Change
Village of Morrin	\$34,991	\$39,171	12%	\$4,515	\$5,360	19%
Village of Munson	\$43,099	\$48,199	12%	\$4,950	\$5,534	12%
Village of Mynam	\$36,939	\$39,970	8%	\$5,457	\$6,587	21%
Village of Nampa	\$57,385	\$59,957	4%	\$67,853	\$71,282	5%
Village of Paradise Valley	\$21,596	\$23,767	10%	\$5,095	\$5,744	13%
Village of Rockford	\$64,255	\$72,280	12%	\$23,645	\$26,088	10%
Village of Rosalind	\$31,128	\$35,286	13%	\$9,256	\$10,292	11%
Village of Rosemary	\$73,179	\$77,918	6%	\$8,384	\$10,011	19%
Village of Rycroft	\$88,634	\$91,295	3%	\$94,487	\$99,226	5%
Village of Ryley	\$65,801	\$71,484	9%	\$43,682	\$48,904	12%
Village of Spring Lake	\$373,548	\$424,975	14%	\$11,986	\$13,638	14%
Village of Standard	\$80,933	\$93,175	15%	\$52,180	\$55,237	6%
Village of Stirling	\$294,781	\$346,258	17%	\$14,241	\$16,389	15%
Village of Veteran	\$23,395	\$26,027	11%	\$9,571	\$10,370	8%
Village of Vilna	\$28,541	\$30,806	8%	\$7,727	\$8,895	15%
Village of Warburg	\$122,242	\$135,895	11%	\$41,969	\$44,792	7%
Village of Warner	\$65,587	\$80,346	23%	\$16,418	\$20,411	24%
Village of Waskatenau	\$40,856	\$43,870	7%	\$6,749	\$7,746	15%
Village of Youngstown	\$22,650	\$24,802	10%	\$7,765	\$8,701	12%

Municipality	Residential / Farm Land Requisition		Non-Residential Requisition		Total Education Requisition	
	2024	2025	% Change	2024	2025	% Change
Summer Village						
Summer Village of Argenta Beach	\$233,387	\$266,905	14%	\$1,180	\$1,326	12%
Summer Village of Betula Beach	\$80,456	\$96,947	20%	\$215	\$239	11%
Summer Village of Birch Cove	\$36,311	\$41,937	15%	\$207	\$230	11%
Summer Village of Birchcliff	\$509,079	\$572,211	12%	\$7,128	\$7,674	8%
Summer Village of Bondiss	\$170,894	\$194,473	14%	\$2,877	\$3,402	18%
Summer Village of Bonnyville Beach	\$68,232	\$72,907	7%	\$667	\$733	10%
Summer Village of Burnstick Lake	\$53,970	\$76,288	41%	\$131	\$150	14%
Summer Village of Castle Island	\$35,579	\$37,112	4%	\$62	\$70	13%
Summer Village of Crystal Springs	\$238,164	\$287,321	21%	\$1,208	\$1,341	11%
Summer Village of Ghost Lake	\$126,210	\$156,277	24%	\$263	\$282	7%
Summer Village of Golden Days	\$367,537	\$419,422	14%	\$3,258	\$3,258	0%
Summer Village of Grandview	\$287,308	\$322,822	12%	\$1,076	\$1,222	14%
Summer Village of Gull Lake	\$269,295	\$314,039	17%	\$4,504	\$5,412	20%
Summer Village of Half Moon Bay	\$121,653	\$130,500	7%	\$157	\$180	14%
Summer Village of Horseshoe Bay	\$42,270	\$45,515	8%	\$727	\$808	11%
Summer Village of Island Lake	\$300,691	\$349,645	16%	\$2,611	\$3,237	24%
Summer Village of Island Lake South	\$82,853	\$91,599	11%	\$408	\$456	12%
Summer Village of Itaska Beach	\$124,501	\$137,429	10%	\$583	\$642	10%
Summer Village of Jarvis Bay	\$490,062	\$575,535	17%	\$1,387	\$1,558	12%
Summer Village of Kapiswin	\$87,853	\$94,742	8%	\$317	\$347	9%
Summer Village of Lakeview	\$46,084	\$55,272	20%	\$256	\$292	14%
Summer Village of Larkspur	\$88,448	\$98,107	11%	\$220	\$240	9%
Summer Village of Ma-Me-O Beach	\$272,676	\$297,565	9%	\$7,797	\$8,247	6%

Requisitions are actuals, subject to revision

Classification: Public

79



2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Summer Village of Mewatha Beach	\$153,698	\$176,305	15%	\$916	\$1,152	26%	\$154,614	\$177,457	15%
Summer Village of Nakamun Park	\$110,355	\$125,086	13%	\$568	\$637	12%	\$110,923	\$125,723	13%
Summer Village of Norglenwold	\$600,456	\$702,346	17%	\$2,192	\$2,485	13%	\$602,648	\$704,831	17%
Summer Village of Norris Beach	\$97,746	\$106,415	9%	\$661	\$722	9%	\$98,407	\$107,137	9%
Summer Village of Parkland Beach	\$203,204	\$228,849	13%	\$9,298	\$10,332	11%	\$212,502	\$239,182	13%
Summer Village of Pelican Narrows	\$138,468	\$154,043	11%	\$1,162	\$1,279	10%	\$139,630	\$155,322	11%
Summer Village of Point Allison	\$65,116	\$69,073	6%	\$289	\$321	11%	\$65,405	\$69,394	6%
Summer Village of Poplar Bay	\$266,865	\$286,011	7%	\$1,487	\$1,644	11%	\$268,352	\$287,655	7%
Summer Village of Rochon Sands	\$162,437	\$176,078	8%	\$1,677	\$1,847	10%	\$164,113	\$177,926	8%
Summer Village of Ross Haven	\$163,226	\$181,804	11%	\$835	\$935	12%	\$164,061	\$182,739	11%
Summer Village of Sandy Beach	\$123,810	\$139,589	13%	\$2,364	\$2,708	15%	\$126,174	\$142,296	13%
Summer Village of Seba Beach	\$480,197	\$557,449	16%	\$13,885	\$15,546	12%	\$494,083	\$572,995	16%
Summer Village of Silver Beach	\$247,016	\$265,357	7%	\$755	\$839	11%	\$247,772	\$266,197	7%
Summer Village of Silver Sands	\$163,468	\$190,537	17%	\$4,717	\$5,376	14%	\$168,185	\$195,913	16%
Summer Village of South Baptiste	\$54,415	\$62,931	16%	\$2,889	\$3,115	8%	\$57,304	\$66,046	15%
Summer Village of South View	\$50,810	\$55,997	10%	\$498	\$552	11%	\$51,309	\$56,550	10%
Summer Village of Sunbreaker Cove	\$386,984	\$435,456	13%	\$613	\$681	11%	\$387,597	\$436,137	13%
Summer Village of Sundance Beach	\$169,430	\$187,637	11%	\$327	\$367	12%	\$169,757	\$188,004	11%
Summer Village of Sunrise Beach	\$75,973	\$85,126	12%	\$547	\$612	12%	\$76,520	\$85,738	12%
Summer Village of Sunset Beach	\$94,310	\$104,457	11%	\$575	\$646	12%	\$94,885	\$105,104	11%
Summer Village of Sunset Point	\$190,911	\$202,280	6%	\$727	\$811	12%	\$191,637	\$203,091	6%
Summer Village of Val Quentin	\$129,824	\$148,205	14%	\$1,098	\$1,223	11%	\$130,922	\$149,428	14%
Summer Village of Waiparous	\$97,209	\$125,505	29%	\$183	\$204	12%	\$97,391	\$125,708	29%
Summer Village of West Baptiste	\$98,465	\$116,564	18%	\$504	\$562	11%	\$98,969	\$117,126	18%
Summer Village of West Cove	\$152,266	\$163,052	7%	\$793	\$886	12%	\$153,059	\$163,939	7%
Summer Village of Whispering Hills	\$126,676	\$154,680	22%	\$1,096	\$1,890	72%	\$127,772	\$156,570	23%
Summer Village of White Sands	\$309,431	\$345,232	12%	\$2,257	\$2,512	11%	\$311,688	\$347,744	12%
Summer Village of Yellowstone	\$97,654	\$110,447	13%	\$629	\$707	12%	\$98,283	\$111,154	13%
<b>Improvement District</b>									
Improvement District No. 04 (Waterton)	\$486,959	\$557,367	14%	\$267,914	\$300,923	12%	\$754,873	\$858,290	14%
Improvement District No. 09 (Banff)	\$311,788	\$379,499	22%	\$2,732,751	\$3,522,788	29%	\$3,044,539	\$3,902,287	28%
Improvement District No. 12 (Jasper National Park)	\$15,812	\$18,047	14%	\$215,094	\$231,275	8%	\$230,906	\$249,323	8%
Improvement District No. 13 (Elk Island)	\$956	\$1,018	6%	\$22,334	\$23,454	5%	\$23,291	\$24,472	5%
Improvement District No. 24 (Wood Buffalo)	\$6,267	\$6,636	6%	\$3,913	\$4,363	11%	\$10,180	\$11,000	8%
Kananaskis Improvement District	\$179,885	\$208,069	16%	\$441,342	\$532,210	21%	\$621,228	\$740,278	19%
<b>Special Area</b>									
Special Areas Board	\$1,589,002	\$1,838,695	16%	\$8,984,038	\$9,707,515	8%	\$10,573,040	\$11,546,210	9%
<b>Townsite</b>									
Townsite of Redwood Meadows Administration Society	\$583,080	\$679,043	16%	\$0	\$0	0%	\$583,080	\$679,043	16%

Requisitions are actuals, subject to revision  
Classification: Public





ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary-Hays

April 8, 2025

I am pleased to share that today, our government tabled Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*. Bill 50 makes amendments to the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, *New Home Buyer Protection Act (NHBPA)*, and the *Safety Codes Act (SCA)* to modernize municipal processes.

The proposed amendments will strengthen local governance and reduce conflict by repealing code of conduct provisions and granting Ministerial authority to establish procedures of council. The amendments also clarify the accountability of chief administrative officers and strengthen oversight authorities of appointed Official Administrators.

Also included are amendments regarding Intermunicipal Collaboration Frameworks (ICFs) which would clarify the required content of ICFs and strengthen the dispute resolution process to ensure ICFs are adopted and implemented effectively.

Changes are also proposed to the *LAEA* to clarify administrative requirements in advance of the October 2025 municipal and school board elections. In addition, we are allowing for the use of elector assistance terminals which enable voters who live with visual or physical impairments to vote independently and privately. We are also proposing amendments to residency requirements so that residents displaced by last year's wildfire in Jasper can vote and run for office, provided they intend to return to the community.

Finally, proposed changes to the *NHBPA* and the *SCA* address stakeholder concerns with the current new home buyer protection program, the quality of new homes, affordability, and red tape.

I invite you to read Bill 50. A copy of the Bill can be found here: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>. Additional information about the proposed amendments is also available here: [www.alberta.ca/modernizing-municipal-processes](http://www.alberta.ca/modernizing-municipal-processes).

.../2

81



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

I will be hosting a town hall for stakeholders to share additional information and answer questions about the proposed amendments. The town hall will take place virtually on April 16, 2025, at 6:00 PM. Please send the names and email addresses of your representative(s) who will attend to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca). Individuals identified by your organization will receive a link ahead of the town hall.

Sincerely,

Ric McIver  
Minister