

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday February 20th, 2019 – at The Onoway Civic Centre at 5:00 P.M.

1. Call to order
2. Agenda a) Wednesday February 20<sup>th</sup>, 2019 Regular Council Meeting
3. Minutes: (1-4) a) Wednesday January 16<sup>th</sup>, 2019 Regular Council Meeting  
b)
4. Appointment: a)  
b)
5. Bylaws/Policies:
  - 5 a) Administrative Policy A-ADM-INF-1 – Dissemination of Information
  - 6-7 b) Administrative Policy A-COM-DIS-1 – Landowner Disputes
  - 8 c) Administrative policy A-FIN-TRF-1 – Tax Recovery Fees
  - 9 d) Administrative Policy A-FIN-TAX-2 – Tax Roll Name Change
  - 10-12 e) Administrative Policy A-HUM-COD-1 – HR Code of Conduct
  - 13 f) Administrative Policy A-HUM-CON-1 – Contractor
  - 14 g) Administrative Policy C-PRO-ENF-1 – Bylaw Enforcement
  - 15 h) Administrative Policy A-PRO-FIRE-1 – Fine Ban Declaration
  - 16 i) Administrative Policy A-REC-PLAY-1 – Playground Equipment
  - 17-20 j) Administrative Policy A-TRA-INSP-1 – Road Inspection and Maintenance.
  - 21-22 k) Council Policy C-COU-MTG-1 – Notification of Council Meetings
  - 23-25 l) Council Policy C-COU-POL-1 – Council and Administrative Policy Development
  - 26 m) Council Policy - C-FIN-BUD-1 – Expenditures not included in Budget
  - 27 n) Council Policy – C-FIN-DCA-1 – Disposal of Capital Assets
  - 28 o) Council Policy – C-FIN-PUR-1 – Purchasing Policy
  - 29-30 p) Council Policy – C-FIN-RES-1 - Restricted Surplus and Reserves
  - 31-32 q) Council Policy – C-FIN-TEN-1 - Tendering Policy
  - 33-34 r) Council Policy – C-HUM-REC-1 – Recruitment
  - s)
  - t)

b)
6. Business
  - a) Draft Operating Budget 2019 – to be circulated and discussed during the meeting. Following this preliminary discussion, administration will fine-tune the operating budget expense side, draft the revenue side and prepare the 3 year operating budget and 5 year capital plans as now required under the new Municipal Government Act. There will be a section on budget discussions in each of the meetings now until at least April, until the budget(s) are passed (*approve the operating budget as presented or with amendments, or accept the discussion as information*)
  - 35 b) Revised Municipal Address Map – Development Officer Sonnleitner and Assistant CAO Rose have been working on making updates to the Municipal Address Map. A draft with revisions made up to February 15, 2019 is attached for council's

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review. This is not really part of council's job but as council has raised concerns on this map previously administration wanted to run it by council prior to finalizing (*provide direction as warranted*)

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- c) AUMA Spring Municipal Leaders' Caucus – Attached is an invitation to the 2019 Municipal Leaders' Caucus hosted by the Alberta Urban Municipalities Association. The event will be held in Edmonton at the Edmonton Convention Centre 9797 Jasper Avenue on March 27 and 28. Registration is online and closes March 21<sup>st</sup>, 2019 at 5:00pm. Cost for registration is \$165/person for member municipalities (*authorize attendance of council and administration*)

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- d) Lac Ste. Anne East End Bus Society – Invitation to their 2019 Annual Meeting on Monday March 11<sup>th</sup>, 2019 in Onoway Council Chambers/Civic Centre at 11:00a.m. RSVP is requested by March 4<sup>th</sup>, 2019 (*authorize attendance of council (or a councillor) and administration*)

~~38-39~~  
38-40

- e) AUMA 2019 Membership – Attached is a letter and membership renewal invitation from the Alberta Urban Municipalities Association. The membership fee is \$961.37 as per the attached invoice. This a slight increase over the 2018 fee which was \$943.96. Administration has included this in the draft budget and is recommending council approval to renew this membership (*approve membership in AUMA for 2019 and authorize payment of the membership dues as noted*)

41-47

- f) ASVA Election Strategy – attached is a January 16<sup>th</sup>, 2019 note from the Association of Summer Villages of Alberta regarding promoting councils to engage their local candidates for the pending provincial election. Advocacy on local, summer village and lake health issues is important and taking the time to build relationships with all potential MLAs will help promote collaboration going forward. ASVA suggesting inviting declared candidates to a future meeting. Administration is suggesting we ask Summer Villages of Lac Ste. Anne County East to host these any such meetings on behalf of all local villages (*ask SYLSACE to host meet and greets with local provincial election candidates*)

g)

7. Financial

- a) Income and Expenses Sheet – December 2018 (to be circulated at the meeting)  
b) Grant Report – N/A

8. Councillors' Reports

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## AGENDA

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- a) Mayor
  - b) Deputy Mayor
  - c) Councillor
9. Administration Reports
- a) Administration Report
    - i) Streetlights – Any feed back?
    - ii) MCSNet Contract
    - iii) Facility Assessment Ideas for PW Shop
    - vii) Bylaw and Policy Project
  - b) Public Works Reports – N/A
10. Information and Correspondence
- 48-50 a) Fortis Alberta – February 7<sup>th</sup>, 2019 notice of distribution rate approval for 2019. Suggests a 6% rate increase on investment agreements (such as our street light distribution costs).
  - 51 b) WILD Water – January 25<sup>th</sup>, 2019 notice on 2019 budget projections. Administration has review these costs and made the suggested budget increases on our end to address the items mentioned in the letter where applicable.
  - 52 c) Government of Alberta, Statement of Deposit – FCSS Q1 2019 payment.
  - 53 d) Government of Alberta, Municipal Affairs – January 11<sup>th</sup>, 2019 letter confirming acceptance of the Gas Tax Fund grant allocation of \$70,000 as requested for the Road Rehabilitation of Nakamun Drive, Karpo, and Hillcrest work done in spring and summer 2018.
  - 54-55 e) Media Release, Rural Connectivity and Broadband – Background on the appointment of Bernadette Jordan as Canadian Rural Economic Development Minister and her mandate to enhance broadband internet connectivity in rural Canada.
  - 56-57, f) Town of Mayerthorpe – December 2018 Community Peace Officer Reports.
11. Closed Meeting
- a)
12. Next Meeting Date
- a) Schedule for March 20<sup>th</sup>, 2019 at 5:00 p.m. in Onoway Council Chambers

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday February 20th, 2019 – at The Onoway Civic Centre at 5:00 P.M.

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13. Adjournment

Next Meeting:

March 20<sup>th</sup>, 2019 – Next Regular Council Meeting (Proposed)

February 23<sup>rd</sup>, 2019 – SVLSACE, Fallis Hall (Silver Sands Hosting)

April 17<sup>th</sup>, 2019 – Next Regular Council Meeting (Proposed)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JANUARY 16<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

	<b>PRESENT</b>	<p>Mayor: Marge Hanssen  Deputy Mayor: Harry Kassian  Councillor: Carleigh LeClair</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Absent: n/a</p> <p>Public Works: n/a  Public at Large: n/a</p>
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Hanssen called the meeting to order at 5:00 p.m.
<b>2.</b>	<b>AGENDA</b>	
	1 - 19	<p><b>MOVED</b> by Mayor Hanssen that the agenda for the Wednesday January 16, 2019 Regular Meeting be approved with the following additions:  -Bylaw Item 5.a) Bylaw 2019-1 – Subdivision Authority Bylaw  -Action Item 6.g) Brownlee LLP 2019 Emerging Trends Municipal Law Seminar</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>MINUTES</b>	
	2 – 19	<p><b>MOVED</b> by Deputy Mayor Kassian that the November 21<sup>st</sup>, 2018 regular council meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4.</b>	<b>APPOINTMENT</b>	N/A
<b>5.</b>	<b>BYLAWS</b>	
	3 - 19	<p><b>MOVED</b> by Mayor Hanssen that the Subdivision Authority Bylaw, Bylaw 2019-1, being a bylaw for the purpose of establishing a subdivision authority, as arranged through agreement with Municipal Planning Services, for the Summer Village of Nakamun Park, be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	4 - 19	<p><b>MOVED</b> by Deputy Mayor Kassian that Bylaw 2019-1 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	5 – 19	<p><b>MOVED</b> by Mayor Hanssen that Bylaw 2019-1 be given unanimous consent to move to third and final reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JANUARY 16<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

	6 - 19	<b>MOVED</b> by Deputy Mayor Kassian that Bylaw 2019 - 1 be given third and final reading.  <b>CARRIED</b>
<b>6.</b>	<b>BUSINESS</b>	
	7 - 19	<b>MOVED</b> by Councillor LeClair that Council approve a 2019 interim operating budget equivalent to one half of the approved 2018 operating budget, and that this interim operating budget cease to have effect following the approval of the 2019 operating budget.  <b>CARRIED</b>
	8 - 19	<b>MOVED</b> by Deputy Mayor Kassian that Council agree in principle to the recommendation of engaging a service provider to handle the annual reporting and quality management plan reviews related to safety codes services and that administration return a cost estimate on this service, to be shared by other interested regional municipalities, for the future budget discussions.  <b>CARRIED</b>
	9 - 19	<b>MOVED</b> by Councillor LeClair that Council authorize the attendance of Council and Administration at the 2019 Reynolds, Mirth, Richards and Farmer LLP 2019 Municipal Law Seminar in Edmonton, AB on February 15 <sup>th</sup> , 2019.  <b>CARRIED</b>
	10 - 19	<b>MOVED</b> by Mayor Hanssen that Council ratify the attendance of CAO Moskalyk at the Regional Recreation Board roundtable discussion hosted by Lac Ste. Anne County on January 11th, 2019 in Sangudo, AB.  <b>CARRIED</b>
	11 - 19	<b>MOVED</b> by Councillor LeClair that Council approve the Summer Village of Nakamun Park's Membership in the Association of Summer Villages of Alberta (ASVA) for 2019, and that the membership dues of \$865.00 be authorized for payment as calculated.  <b>CARRIED</b>
	12 - 19	<b>MOVED</b> by Deputy Mayor Kassian that Council authorize the attendance of Council and Administration at the 2019 Brownlee LLP Emerging Trends municipal Law Seminar in Edmonton, AB on February 14 <sup>th</sup> , 2019.  <b>CARRIED</b>
<b>7.</b>	<b>FINANCIAL</b>	
	13 - 19	<b>MOVED</b> by Councillor LeClair that the November 30 <sup>th</sup> , 2018 Income, Expenses and Balance Sheets be accepted for information as presented.  <b>CARRIED</b>
<b>8.</b>	<b>COUNCIL REPORTS</b>	
	14 - 19	<b>MOVED</b> by Mayor Hanssen that the Councillor Reports, as verbally presented, be accepted for information.  <b>CARRIED</b>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JANUARY 16<sup>th</sup>, 2019 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

9.	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b>  15 - 19	<b>MOVED</b> by Councillor LeClair that Council accept the Administration and Public Works Reports as presented.  <b>CARRIED</b>
10.	<b>INFORMATION / CORRESPONDENCE</b>  16 – 19	<b>MOVED</b> by Mayor Hanssen that the following items be accepted as information:  a) Yellowhead Regional Library – December 2018 Board News. b) Regional Emergency Management, Shari Ives – Report on the 2018 AEMA Stakeholder Summit c) Community Peace Officer Reports – August through November 2018 d) Lac Ste. Anne County – Letter on Organizational Appointments for Lac Ste. Anne County 2018-2019 e) Town of Onoway – December 5 <sup>th</sup> , 2018 letter from FCSS Coordinator Vaughan to Little Rocks. Little Rocks received some FCSS money from Nakamun Park and sent cards into the office – so Shelley just wanted to share the thank-you note she sent back. f) Government of Alberta, Municipal Affairs – December 2018 letter updating municipalities on legislative initiatives on infrastructure funding mechanisms – particularly for Edmonton and Calgary beginning in 2022, when MSI funding is expected to be phased out. g) Lake Level Memo – For Lac Ste. Anne, but it may address information that you have heard in discussions on a regional level and provide some interesting information.  <b>CARRIED</b>
11.	<b>CLOSED MEETING</b>	N/A
12.	<b>NEXT MEETING</b>  17 – 19	<b>MOTION</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday February 20 <sup>th</sup> , 2019 at 5:00p.m. in the Town of Onoway Council Chambers.  <b>CARRIED</b>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JANUARY 16<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

13.	ADJOURNMENT	Mayor Hanssen declared the meeting adjourned at 6: 15 p.m.

\_\_\_\_\_  
Mayor Marge Hanssen

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

UNAPPROVED





SUMMER VILLAGE OF NAKAMUN PARK

# Summer Village of Nakamun Park

## Administrative Policy

Number	Title			
A-ADM-INF-1	Dissemination of Information to the Public			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

To provide confidentiality guidelines to Council and staff.

### Policy Statement

1. Summer Village Minutes, By-laws, and Financial Statements are considered to be public property. The charge for copies of these documents for the public shall be \$1.00 per page.
2. All information other than that contained in the Minutes, By-laws, and Financial Statements (i.e. Summer Village business, salaries of individual employees, and personnel matters) shall be confidential.
3. Copies of all Minutes and Bylaws shall be posted to the Summer Village's website.
4. Although Summer Village policies, as contained in the Policy Manual, are considered to be public knowledge, all comments regarding these policies shall be restricted to the Mayor, Councilors and the Chief Administrative Officer.

### Legal References:

### Cross References:

### Revisions:

Resolution Number	MM/DD/YY

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SUMMER VILLAGE OF NAKAMUN PARK

# Summer Village Of Nakamun Park

## Administrative Policy

Number	Title			
A-COM-DIS-1	Landowner Disputes Resolution			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

The issue of involvement in disputes between landowners has recently arisen. Council felt that this prompted the need for a Summer Village policy on this issue. The Summer Village is a small municipality with limited financial resources that need to be spent responsibly with a view to the best interests of the municipality as a whole

### Policy Statement

The Summer Village shall be focused on enforcement or intervention with residents only where there is an issue that interests or affects the municipality, directly or indirectly

### Standards

1. Examples of where the Summer Village's interests may be at issue include, but are not limited to, where there is a violation of a municipal bylaw, including the land use bylaw, or where there is some other circumstances which would permit the Summer Village to intervene pursuant to the Municipal Government Act, or another statute; and
2. The Summer Village should not subsidize disputes between landowners where no Summer Village interests are involved
3. The Summer Village shall develop and enforce bylaws that support good neighbor etiquette as needed.



# Summer Village Of Nakamun Park Administrative Policy

**Legal References:**

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY

Draft

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# Summer Village of Nakamun

## Administrative Policy

Number	Title		
A-FIN-TRF-1	Tax Recovery Fees		
Approval	Originally Approved	Last Revised	
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### Purpose

To ensure that the municipality is reimbursed for its administration costs prior to the removal of the Tax Recovery Notifications.

### Policy Statement

Whenever Tax Recovery Notifications are to be registered with Land Titles against a property for non-payment of taxes, the minimum charge to be applied against the taxes shall be \$35.00 plus related expenses or the actual costs, whichever is greater.

The Tax Recovery Notification shall not be discharged until the taxes and the tax recovery charges have been paid in full.

### Responsibilities

**Legal References:** MGA Part 5 & 6

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY





SUMMER VILLAGE OF NAKAMUN PARK

# Summer Village of Nakamun Park

## Administrative Policy

Number	Title			
A-FIN-TAX-2	Tax Roll Name Change			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

The Alberta Land Titles Act specifically states in Section 48 that an owner or mortgagee of land shall deliver to the Registrar a memorandum in writing of some address to which all notices shall be mailed. It also required the owner or mortgagee to notify the Registrar of any change in his address. Therefore, Council is simply upholding the Land Titles Act.

If no change of address is given to Land Titles then a caveat or lien can be placed against the property without the knowledge of the property owner. If a change of address is supplied to Land Titles then all notifications will be sent to the owner.

### Policy Statement

When owners of property move, and notify the municipal office of their move, administration staff shall advise the property owner of the requirement to notify Land Titles of the title change.

### Standards

1. Municipal Staff shall make a note of the conversation and deposit that note in the appropriate tax file.
2. No changes shall be made to the official tax roll other than those received through the Alberta Land Titles office or at the discretion of the CAO.
3. If the new property owner's mailing address comes incorrectly from Alberta Land Titles Office, the office staff may contact and advise the property owner that an address change has to be made officially through Land Titles. The office will assist with filling out the necessary forms with current information and provide these to the land owner.

### Legal References:

### Revisions:

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Resolution Number	MM/DD/YY



SUMMER VILLAGE OF NAKAMUN PARK

# Summer Village of Nakamun

## Administrative Policy

Number	Title			
A-HUM-COD-1	Human Resources Code of Conduct			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### POLICY STATEMENT

To create, provide and maintain an equitable, positive, safe and rewarding work environment for all employees.

### PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
2. To document personnel practices and policies of the Summer Village of Nakamun.
3. To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Summer Village of Nakamun.
4. To provide for the safety and welfare of the Employees, the economy of operation, protection of the property and welfare of the public and the Employer.
5. To provide a fair and effective system of personnel administration.
6. To assist the Summer Village of Nakamun in providing quality service to the ratepayers and residents of the Summer Village.

### PRINCIPLES

#### 2.1 Employee Hiring

1. Council shall manage and conduct the hiring process for the position of Chief Administrative Officer (CAO).
2. The CAO is responsible for recruitment and hiring of all Employees that report to the CAO.
3. Department Managers are responsible for recruitment and hiring of their department Employees, with the CAO endorsement.
4. Equal opportunity for employment will be provided to all qualified candidates.
5. Job offers shall be contingent on the applicant's agreement to the offer, acknowledgement of the Summer Village policies, successful reference and background checks, and any other condition applicable to the position that are required of the Employee. (i.e. criminal record check, driver's abstract).  
Relatives of Employees or Council may be considered for employment with the Summer Village

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# Summer Village of Nakamun

## Administrative Policy

provided they:

- have made application for employment through the regular process;
  - have been considered in accordance with established employment policies and procedures;
  - possess the necessary qualifications;
  - are considered to be the most suitable candidate;
  - are not supervised by, or work directly with, their immediate family member.
6. All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.
  7. Offer letters will include any terms and conditions of employment.

### **2.2 Orientation**

1. Employee orientation will be provided, and will include review of Summer Village policies, rules and regulations, and other job-specific information designed to assist the Employee in their duties.
2. Adolescent and young workers (18 and under) will be provided with further orientation, if required as per Alberta *Employment Standards Code*.

### **2.3 Probationary Period**

1. A new Employee will be on Probationary Period for three (3) months. This period and any extensions should be referred to as the "Probationary Period".
2. The Summer Village, without notice or payment in lieu of notice, may terminate employment during the Probationary Period.
3. An Employee who is promoted or is selected for employment via an internal transfer may serve a three (3) month Probationary Period before appointment is made permanent at the discretion of the CAO. In the event the Employee is not successful in the new position after Probationary Period, and their old position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.
4. The CAO may extend Probationary Period an additional three (3) months if warranted or required.

### **2.4 Performance Management**

1. The Summer Village is committed to continuous Employee performance management and development.
2. All Employees and Department Managers will be subject to annual performance reviews.





# Summer Village of Nakamun

## Administrative Policy

- Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31 and shall be completed by the end of February annually.

### **2.5 Ending Employment**

- Termination of employment may take place upon the initiation of either the Summer Village or the Employee.
- Termination by the Employer of Employee will be consistent with the Alberta Employment Standards Code.

### **2.6 Personnel Record Documentation**

- Individual personnel files shall be established on all Employees and kept up to date and maintained by the CAO as part of the payroll records. Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).
- An Employee's file shall be established at the date of employment and permanently retained by the Summer Village as per Summer Village retention policy.
- Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.
- Employees have access to their own personnel files, with the exception of confidential reference letters. It is the responsibility of the Employer to ensure that personnel records contain all current Employee development information.
- No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.
- Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the *Alberta Freedom of Information and Privacy Act*.

### **Revisions:**

Resolution Number	MM/DD/YY

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# Summer Village of Nakamun

## Administrative Policy

Number	Title		
A-HUM-CON-1	Contractor		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### POLICY STATEMENT

To create, provide and maintain an equitable, positive, and safe work environment for all contractors.

### PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and the Contractor.
2. To ensure there is a clear understanding of the terms, conditions and requirements of a Contractor within the Summer Village of Nakamun.
3. To assist the Summer Village of Nakamun in providing quality service to the ratepayers and residents of the Summer Village.

### PRINCIPLES

#### 2.1 Contractor Hiring

1. The CAO is responsible for recruitment of all Contractor's.
2. All contract opportunities will be conducted through an open and competitive bid process prior to awarding contracts.
3. Equal opportunity for contractors will be provided to all qualified candidates.
4. Contract offers shall be contingent on the contractor's agreement to the offer, and acknowledgement of company policies.

Relatives of Employees or Council may be considered for Contract with the Summer Village provided they:

- possess the necessary qualifications;
- are considered to be the most suitable candidate;
- are not supervised by their family member.

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### Revisions:

Resolution Number	MM/DD/YY



# Summer Village Of Nakamun Park

## Administrative Policy

Number		Title	
C-PRO-ENF-1		Bylaw Enforcement Policy	
Approval		Approved	Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### Purpose

Council recognizes the need to ensure that bylaws are enforced, but must balance that with the fiscal restraints under which the municipality must operate.

### Policy Statement

The Summer Village of Nakamun Park will ensure that the bylaws of the municipality are enforced in an equitable and consistent manner, treating all residents fairly. As the municipality only has a Bylaw Enforcement Officer on a part-time basis, the bylaws will be enforced to the best ability of the Bylaw Enforcement Officer within that time constraint.

### Standards

1. The Bylaw Enforcement Officer shall also be the Animal Control Officer.
2. The Bylaw Enforcement Officer shall have a phone number that shall be made available to the public.
3. The Bylaw Enforcement Officer shall provide the municipal office with a monthly report on all bylaw enforcement actions taken.

### Legal References:

### Revisions:

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Resolution Number	MM/DD/YY



# Summer Village of Nakamun

## Administrative Policy

Number	Title			
A-PRO-FIRE-1	Fire Ban Declaration Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

To address a concern with regard to the declaration of fire bans. Because the municipality contracts services from North West Fire Rescue & Training, it was felt that it was logical to adopt their fire bans.

### Policy Statement

In consideration for the public safety, and in recognition that Nakamun contracts fire prevention services from North West Fire Rescue & Training, any fire ban that is declared by North West Fire Rescue & Training shall automatically apply to all properties and residents of the Summer Village of Nakamun.

### Responsibilities

Fire Chief to provide recommendations and CAO to issue as required.

**Legal References:** MGA Part 5 & 6

**Cross References:**

### Revisions:

Resolution Number	MM/DD/YY

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# Summer Village of Nakamun Park

## Administrative Policy

Number	Title			
A-REC-PLAY-1	Playground Equipment			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### POLICY STATEMENT

The Summer Village of Nakamun Park would like to inspect and repair all playground equipment located within the Summer Village boundaries which are located on municipal property on a yearly basis.

### PURPOSE

The Summer Village of Nakamun Park has deemed it necessary to provide the users of the playground equipment a safe environment and lessen the likelihood of personal harm.

### RELATED INFORMATION

The Summer Village of Nakamun Park upon inspection having found a defective or worn part may elect to repair the equipment or remove it from service until such time that it can be returned to service.

### RESPONSIBILITIES

It will be the responsibility of the Chief Administrative Officer ensure completion of an annual checklist and identify all broken or worn parts on all playground equipment. The annual checklist will determine weather the equipment in question is to be removed from service or repaired.

### Revisions:

Resolution Number	MM/DD/YY

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SUMMER VILLAGE OF NAKAMUN PARK

# Summer Village of Nakamun Park

## Administrative Policy

Number	Title		
A-TRA-INSP-1	Road Inspection and Maintenance Policy		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### Purpose

To provide confidentiality guidelines to Council and staff.

### Policy Statement

The Summer Village of Nakamun Park will ensure that the roads under the direction, management, and control of the municipality are kept in a reasonable state of repair insofar as the municipality's financial and human resources will allow.

### Standards

1. Roads will be inspected on a regular basis. Items to be considered in these inspections are:
  - Potholes
  - Frost boils
  - Cracks
  - Obscured intersections
  - Condition of traffic control signs
  - Visibility of traffic control signs
2. Main routes, which have high traffic volume, will be inspected on a monthly basis. Residential streets will be inspected on a bi-monthly basis. Alleys and lanes will be inspected on a semiannual basis.
3. Road inspection reports shall be recorded and maintained. The reports shall record all potential areas of concern and remedial action required. A notation shall be made on the report when the appropriate action is taken.
4. Road repairs shall be prioritized based on potential for accidents and frequency of use, with higher traffic areas receiving higher priority.

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# Summer Village of Nakamun Park

## Administrative Policy

5. All complaints received regarding condition of roads will be recorded on a Municipal Incident Report form. A copy of the form shall be provided to the Public Works supervisor for review of the situation and arrangements for remedial work required, or to provide recommendations to the Chief Administrative Officer and Council.

### Legal References:

### Revisions:

Resolution Number	MM/DD/YY

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# Summer Village of Nakamun Park

## Administrative Policy

### Roads Inspection Report

Date of Inspection: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Street (From – To)	Condition	Signs	Intersections & Crosswalks

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# Summer Village of Nakamun Park

## Administrative Policy

**Comments/Observations: (Areas of concern that require immediate attention – action plan for addressing concerns)**

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Draft

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# Summer Village of Nakamun Park

## Council Policy

Number	Title			
C-COU-MTG-1	Notification of Council Meetings			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

Council developed this policy to be in compliance with the Municipal Government Act and the requirement to notify the public of Council meeting schedules and changes.

### Policy Statement

The Municipal Government Act, MGA 196 of the Statutes of Alberta, requires that 24 hours' notice be given to Council and the public of all Council meetings and meetings of committees of Council.

Council meetings will be listed for the year in the two kiosks within the Summer Village of Nakamun with a disclaimer that changes may be made if required by Council.

### Responsibilities

1. Special Council meetings may be held with less than 24 hours' notice if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting.
2. Notice of a Council or committee meeting is deemed to have been given to a Councillor if the notice is delivered to an adult person at the Councillor's home or place of business, or emailed to the Councillor's email address.
3. Notice of a Council meeting to the public is sufficient if the notice is given in a manner specified by Council
4. Any changes in date, time or location of the Council meetings will be posted in the kiosks. The notice shall be of sufficient size to be noticeable and easily read.

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# Summer Village of Nakamun Park Council Policy

**Legal References:** MGA 196

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY

Draft

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SUMMER VILLAGE OF NAKAMUN PARK

# Summer Village of Nakamun Park

## Council Policy

Number	Title		
C-COU-POL-1	Council and Administrative Policy Development		
Approval	Originally Approved	Last Revised	
(CAO initials)	Resolution No:	Resolution No:	
	Date:	Date:	

### Purpose

To establish a consistent approach, through an established format, pre-determined codification system, and clearly articulated definitions for Council Policy and Administrative Policy development in the Village of Nakamun Park.

### Policy Statement

This Council policy shall establish a consistent approach to, and philosophical framework for, the development of Council Policies and Administrative Policies.

### Responsibilities

Council policies shall address issues within the realm of governance. The CAO, in accordance with the direction and intent of the CAO Bylaw shall determine which policy issues should be brought to Council for approval as Council policies, those that should be shared with Council for information, and those that shall remain strictly within the purview of administration to develop, approve, implement and monitor.

### Standards

1. Policies shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Summer Village bylaws.
2. Council policies and Administrative policies shall be developed and implemented according to this policy.
3. Policies shall be developed using a common format comprising:
  - a. **Purpose** – the purpose explains the underlying issue or need that resulted in the formulation of the policy. The purpose statement shall be in the form of an infinitive: that is, the first word shall be, "To".

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# Summer Village of Nakamun Park

## Council Policy

- b. **Policy Statement** – two types of policies are contemplated by this policy: Council policies, which are approved by Council; and Administrative policies, which are approved by the CAO. In both instances, the policy statement is a philosophically based statement, which is goal oriented and establishes directions or parameter for the future.
- c. **Definitions** – definitions may be inserted after the policy statement whenever terms in the policy statement require further explanation for clarity.
- d. **Responsibilities** – this section shall determine which entities within the Summer Village of Nakamun Park are responsible for the development, approval, implementation, and evaluation of the effectiveness of the policy. This may include the delegation of responsibilities to the CAO, or designate, or to Council committees.
- e. **Standards** – Standards further define the framework and/or establish parameters within which the policy is to be implemented. Standards are clear concise statements that define in more precise terms what is required relative to the policy direction. Standards may include statements that are mandatory in nature; that is, they may include the terms, “shall” or “will”. In interpreting policies and standards, the terms, “shall” and “will” are to be read as mandatory and the term “may” is to be reads as permissive.
- f. **Administrative Procedures** – the CAO or designate is responsible for developing the specific implementation steps required to operationalize a policy. Administrative procedures shall not be subject to Council approval but shall be available to the Council for information at the time of policy approval and thereafter whenever relevant issues arise. The Council expects that administrative procedures will be developed by obtaining the necessary technical advice, affected stakeholder input, and legal opinions.
- g. **Approvals** – approvals shall signify the approval that has occurred on the policy by the CAO.
- h. **Approved** – for Council policies, this shall include the resolution number and date on which final approval was given by Council. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
- i. **Revised** – this section provides a tracking system of the dates on which revisions to the policy were approved. For Council policies, there would be a reference to the resolution number and date of approval of any revision. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
- j. **Legal References** – legal references shall refer to any statutes or other legal authorities relevant to the policy. Legal references shall appear at the end of the policy.

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# Summer Village of Nakamun Park Council Policy

- k. **Cross References** – cross references shall refer to any relevant bylaws, collective agreements, Council policies, or Administrative policies that may be referenced in the implementation of the policy. These shall be placed at the end of the policy.
  - l. **Page Numbers** – page numbers shall appear in the bottom right of each page and be identified in the format of, “Page 1 of 2, Page 2 of 2”. In order to clearly separate administrative procedures from policy, a new series of numbering shall begin on the first page of the administrative procedures and shall follow the pattern of, “Page 1 of 2, Page 2 of 2”.
4. The development and review of policies shall allow for the participation of affected groups or individuals that the Council or CAO considers appropriate to the policy decision being contemplated. In the event of an emergent or other situation where it is in the best interests of the Summer Village to do so, the Council or CAO may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the situation at hand.
  5. The CAO or designate shall review policies periodically to ensure that they continue to be relevant, current and support the achievement of desired results.
  6. The Council delegates responsibility for effective policy implementation and evaluation to the CAO.

**Legal References:** MGA Part 5 & 6

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY

⑮



# Summer Village of Nakamun Park

## Council Policy

Number	Title		
C-FIN-BUD-1	<b>Expenditures not included in Annual Budgets</b>		
Approval	Approved	Last Revised	
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### Purpose

To satisfy the requirement of the MGA that a Council must put in place procedures dealing with expenditures not included in the annual budget.

### Policy Statement

The Summer Village recognizes the need to establish procedures concerning the approval and payment of expenditures that are not included in the annual budgets.

### Standards

1. Undertakings that are not approved in the operating budget, interim budgets or capital budget that are of an emergent matter, as deemed by Council to be important and timely for the community or are legally required to be paid must be presented to Council and approved for payment by Council.
2. Council recognizes that individual budget lines within the approved budget may go higher or lower without Council approval, so long as Administration stays within the budget as a whole.

**Legal References:** MGA 248(2)

**Revisions:**

Resolution Number	MM/DD/YY

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# Summer Village of Nakamun Park

## Council Policy

Number	Title		
C-FIN-DCA-1	Disposal of Capital Assets		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### Purpose

To ensure that the municipality receives fair value and that there is equal opportunity for everyone who may be interested in purchasing capital assets when they are sold.

### Policy Statement

1. The disposal of any capital asset must have the approval of Council as a whole prior to any action being taken to dispose of the asset.
2. Any capital asset, which is being disposed of, shall be advertised and tendered or sold at public auction in a platform as determined by the CAO.
3. Offers to purchase capital assets must be made in writing to the Municipal office and must be received by the office prior to the closing time and date stated in the advertising.

**Legal References:** MGA Part 5 & 6

**Cross References:**

### Revisions:

Resolution Number	MM/DD/YY

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# Summer Village of Nakamun Park

## Council Policy

Number	Title			
C-FIN-PUR-1	Purchasing Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

To provide clarity and direction for the procurement of goods and services.

### Policy Statement

1. Once Council has approved the annual operating and capital budgets, administration shall have the authority to purchase appropriate supplies or contracted work within that category's budgeted amount.
2. Two members of Council may approve expenses of an emergency nature which are not included in the annual budget.
3. Staff shall always attempt to obtain the best supplies or work for the least dollars. Purchases shall, however, be from reputable firms that supply a guarantee or warranty where applicable.

**Legal References:** MGA 208(i) & 248(1)

**Revisions:**

Resolution Number	MM/DD/YY

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SUMMER VILLAGE OF NAKAMUN PARK

# Summer Village of Nakamun Park

## Council Policy

Number	Title		
C-FIN-RES-1	Restricted Surplus & Reserves		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### Purpose

To assist the Summer Village in being financially secure. As per Auditor recommendation, the municipality's goal will be to have the equivalent of at least one year's operating funds as the amount of total reserves/unrestricted surplus collected.

### Policy Statement

The Summer Village of Nakamun Park recognizes the need to maintain and manage the reserve funds that:

1. Minimize the financial exposure of the municipality from unanticipated fluctuations in operating activities.
2. Maintain and improve the Summer Village's working capital requirements.
3. Provide for future operating and capital requirements.
4. Address the overall current and future initiatives of the Summer Village.

### Standards

1. Reserves are established to meet specific circumstances that have a reasonable likelihood of being realized.
2. The requirement for each reserve and their amounts will be reviewed annually.
3. All reserves, as allocated, will be fully funded.
4. Operating Reserves:
  - a. The purpose of maintaining operating reserves is to:
    - i. Meet unexpected operational needs of the Summer Village (this may relate to changes in either operating revenues or operating expenditures); and
    - ii. Smooth out the unpredictable nature of certain expenditures (i.e. weather driven expenditures).

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# Summer Village of Nakamun Park Council Policy

## 5. Capital Reserves:

### a. The purpose of Capital Reserves is to:

- i. Establish a systematic method of capital equipment/infrastructure replacements that emphasizes the long-term annual expense of equipment/infrastructure rather than sporadic expenditures for equipment; and
- ii. Encourage long-term planning for new capital needs and a systematic method of financing for those needs.

**Legal References:** MGA 244

**Revisions:**

Resolution Number	MM/DD/YY



# Summer Village of Nakamun Park

## Council Policy

Number	Title			
C-FIN-TEN-1	Tendering Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

To provide clarity and direction for the procurement of goods and services, giving consideration to in-house expertise and fiscal constraints under which the municipality must operate.

### Policy Statement

1. The Summer Village of Nakamun Park recognizes the need to obtain the best service for the best value, as it relates to best practices within the municipality. The Summer Village may utilize a tender process (open or invitational), a request for proposal (RFP) (open or invitational) or a request for quote (RFQ) (open or invitational) for capital or operational projects depending on the project scope and as agreed by Council, the Chief Administrative Officer or both.
2. If the project that is to be tendered, proposed or quoted is of a significant dollar value, the Summer Village may contract outside sources to prepare, evaluate and provide a recommendation(s).
3. When a tender, RFP, or RFQ is requested, the tender, RFP or RFQ is to be received at the Summer Village municipal office location in a sealed envelope and will remain sealed until the end of the period set out for receipt of documents.
4. Once the period for submission is closed, the Chief Administrative Officer will open all sealed documents in the presence of **at least** one other person – administrative staff, Public Works Foreman and/or a member of Council.
5. For submission to Council, the Chief Administrative Officer will present the information from the tender, proposal or quote documents in a spread sheet format which will provide the following information:
  - Name of firm submitting tender
  - Value of the tender by the submitting firm

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The original documents will be made available at the Council meeting should Council feel that they require additional information.



# Summer Village of Nakamun Park Council Policy

6. A decision shall be made by Council or the Chief Administrative Officer (however directed by Council) based on the information provided – spread sheet document and review of the original form if necessary. Evaluation of the bids may consider the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.

**Legal References:** MGA Section 207 & 248(1)

**Revisions:**

Resolution Number	MM/DD/YY

Draft

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# Summer Village of Nakamun Park

## Council Policy

Number	Title			
C-HUM-REC-1	Recruitment			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

### Purpose

To provide the Summer Village with terms and conditions around the recruitment of permanent and temporary staff.

### Policy Statement

1. Recruitment of all Summer Village personnel is to be centralized through the office of the Chief Administrative Officer.
2. The Chief Administrative Officer is responsible for ensuring that the general statement of recruitment is adhered to. In the event of a conflict, the Mayor and one other member of Council will review the issue prior to an offer of employment being made.
3. Family member means spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, adopted, half, and step members.
4. Family members of Council may be employed in temporary positions if the Summer Village has employed them in the past, if they have the required experience, or if they had been employed before the Council member was elected.
5. No person may be hired for a position if that position is under the direct supervision of an immediate family member.
6. Family members of Council, the Chief Administrative Officer and Department Heads are ineligible for permanent employment with the Summer Village.
7. The official offer of employment will be generated from the Summer Village municipal office only. The official personnel file for all staff hired will be held in the Summer Village municipal office.

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# Summer Village of Nakamun Park Council Policy

8. All permanent and temporary positions of three months duration or longer will have a probationary period set at six months. The Chief Administrative Officer may grant one extension of the probationary period. The extension may not exceed the length of the original probationary period.
9. Should the conditions of this policy conflict with the requirements of a Federal (e.g. SEED) or Provincial (e.g. STEP) employment programs, the requirements of this employment program will supersede the conditions of this policy.
10. Notwithstanding anything else stated in the policy, if, after a diligent search for candidates to fill the positions, there are no other viable candidates then the Chief Administrative Officer may hire a member of a Council member's family, but there is to be no direct supervision or direction from the Council member to that employee.

## Legal References:

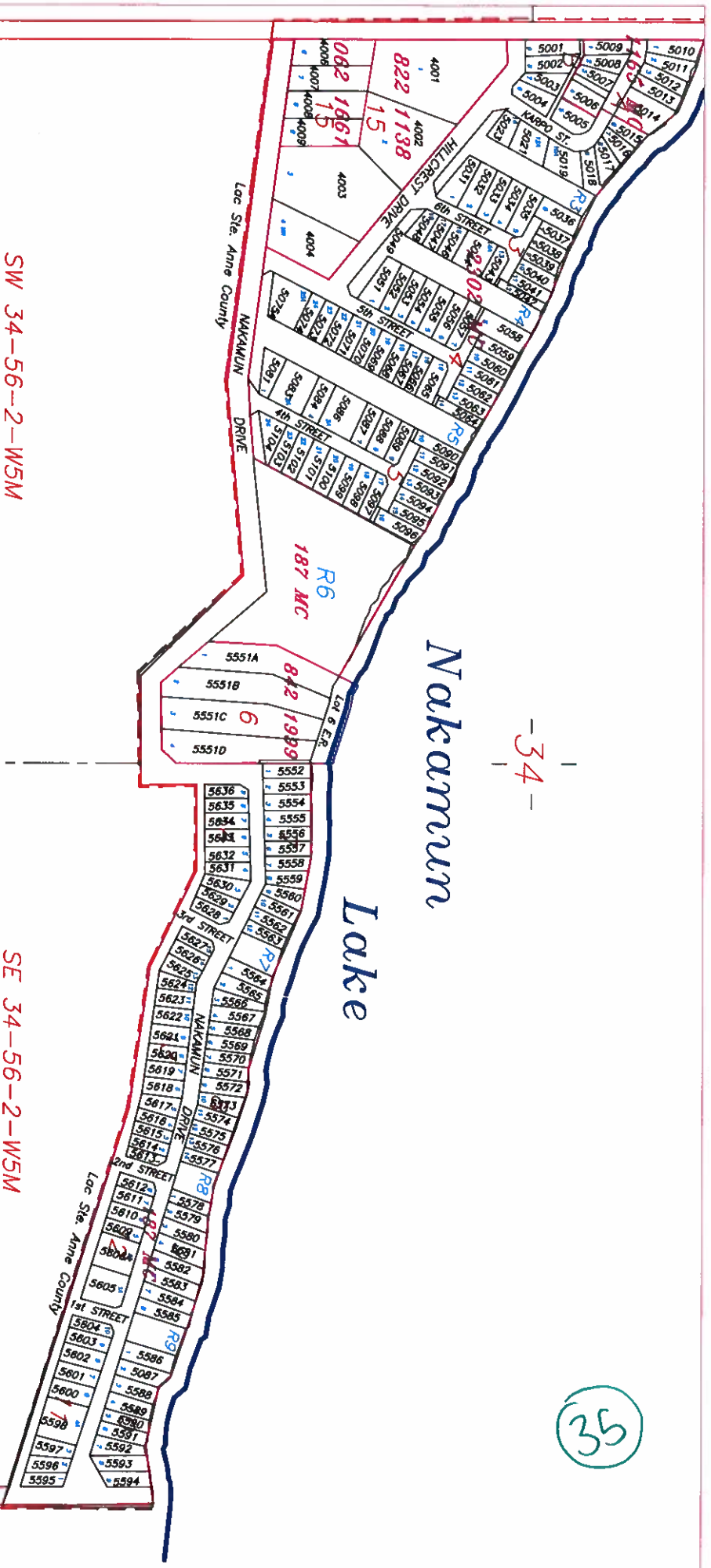
## Revisions:

Resolution Number	MM/DD/YY

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DRAFT

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SW 34-56-2-W5M

SE 34-56-2-W5M

# Summer Village of NAKAMUN PARK Municipal Address Map

DRAWN BY:  
DEVELOPMENT SERVICES  
LAST REVISION: February 15, 2019  
NOT TO SCALE

PHONE: (780) 718-5470 FAX: (966) 363-3342 BOX 2845, STONY PLAIN, AB, T7Z 1T4

**Date** Thu, 07 Feb, 19 9:31:39AM  
**From** ddm@kronprinzconsulting.ca  
**To** administration@kronprinzconsulting.ca  
administration@kronprinzconsulting.ca  
**Subject** Fwd: Registration now open for Spring 2019 Municipal Leaders' Caucus

nakamun action items please

Thu, 07 Feb, 19 9:30:16AM  
Registration now open for Spring 2019 Municipal Leaders' Caucus  
**From:** President <President@auma.ca>

Mayors, Councillors, and CAOs are invited to [register](#) for AUMA's spring Municipal Leaders' Caucus being held March 27 and 28 at the Edmonton Convention Centre (previously known as the Shaw Convention Centre), located at 9797 Jasper Avenue, Edmonton.

This year's Caucus will focus on the upcoming provincial election and is a tremendous opportunity to learn about how key issues for Alberta municipalities may be affected by the shifting political landscape. Attached is a copy of the draft agenda, which will be updated over the coming weeks as speakers are confirmed. Please visit [the Municipal Leaders' Caucus Events page](#) for more information on hotels and registration, as well as the latest copy of the agenda. The deadline for online registration is 5:00 p.m., Thursday, March 21.

Remember that you are welcome to invite your colleagues from municipal districts and counties to attend the Caucus as well.

We hope to see you there!

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6



Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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**LAC STE. ANNE**  
**EAST END BUS SOCIETY**

**2019 NOTICE OF ANNUAL  
MEETING**

**\*\* Monday, March 11, 2019 \*\***

A notice convening the Annual Meeting of Lac Ste. Anne East End Bus Society to be held at the Civic Center, 4812 51 ST, Onoway, Alberta T0E 1V0 on Monday, March 11, 2019 at 11:00 am.

Please RSVP to Lorna Porter at [eastendbus@gmail.com](mailto:eastendbus@gmail.com) by Monday, March 04, 2019 if you are attending.

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January 8, 2019

Mr. Dwight Moskalyk  
Chief Administrative Officer - Summer Village of Nakamun Park  
PO Box 1250  
Onoway, AB T0E 1V0

Hello Mr. Moskalyk:

### 2019 Annual Membership Renewal

**Greetings** from the dedicated team at the Alberta Urban Municipalities Association (AUMA). Please find enclosed your 2019 AUMA membership invoice. The invoice is based on the 2018 population list provided by Alberta Municipal Affairs. AUMA has not increased membership fees for the past two years and this year, we have modestly increased our fees by 2%.

AUMA is Alberta's largest municipal government network and we exist because of our member municipalities. The collective power of our members enables us to support your municipality as it builds a thriving community. And we do that through our advocacy and municipal-focused business services.

#### Advocacy Services

Your membership helps unify the municipal voice, capturing the attention of all orders of government. Over the past year, we worked hard to advocate the key issues affecting Alberta municipalities, including:

- Stable and predictable infrastructure funding through the replacement of the Municipal Sustainability Initiative (MSI).
- A fair share of cannabis tax revenue to support municipal costs associated with legalization.
- A comprehensive review of the Police Act to better address crime and policing resources.

During 2019's provincial election, we will engage and energize members to ensure all political parties hear our unified voice. This is a terrific opportunity for our provincial partners to understand the role and value of Alberta's municipalities.

#### Business Services

AUMA's business services help sustain the advocacy activities we conduct for our members. Similar to unifying the municipal voice, our business services use the combined purchasing power of our members to address municipal needs. Our focus is on tailored and specialized services for our membership. As a result, here are just some of the benefits we are able to offer our members like you:

- **Reduced Premiums.** Subscribers to our member-owned insurance reciprocal will see a reduction in premiums in 2019 when other insurance provider premiums are increasing.
- **Save on Energy.** Our complimentary assessments of customer energy bills has identified over \$400,000 in combined potential savings related to distribution and transmission (D&T) charges.
- **Get Expert Advice.** Subscribers to our Employee Benefits program receive access to e2r® Solutions which provides *free* expert advice on human resources issues such as employment and labour law.
- **Grow Your Money.** We recently partnered with the Government Financial Officers Association (GFOA) of Alberta and CIBC to offer a pooled high interest savings account program with a market-leading interest rate and no fees. *Enclosed is more information on this brand new program.*

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300 - 8616 51 Avenue, Edmonton, AB T6E 6E6 Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 [auma.ca](http://auma.ca)

Alberta Urban Municipalities Association

Alberta Municipal Services Corporation

If you have any questions or would like to talk about our member-focused services, please call us at **310-AUMA (2862)** or e-mail us at **clientdevelopment@auma.ca**. We thank you for your continued commitment to AUMA, and we look forward to working with you in 2019.

Yours truly,

A handwritten signature in black ink, appearing to read 'Dan Rude', with a stylized flourish at the end.

Dan Rude, AUMA CEO



# Alberta Urban Municipalities Association

300, 8616 - 51 Ave, Edmonton, Alberta T6E 6E6  
Tel (780) 433-4431  
Toll Free: 1-800-661-2862  
Fax: (866) 652-2985  
e-mail: [accounting@auma.ca](mailto:accounting@auma.ca)  
[www.auma.ca](http://www.auma.ca)

## INVOICE

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

Date: January 08, 2019  
Invoice #: 20190048  
Account #: 400A

AUMA Membership Basic Fee		\$	835.00
Per Capita Fee - Based on population	1 to 3,500 @ \$0.8395	\$	80.59
96	3,501 to 10,000 @ \$0.9215	\$	0.00
==>	10,001 to 20,000 @ \$0.6963	\$	0.00
==>	20,001 to 30,000 @ \$0.4311	\$	0.00
==>	30,001 to 600,000 @ \$0.2866	\$	0.00
==>	600,001 and over @ \$0.1434	\$	0.00

Sub-total \$ **915.59**

GST @ 5.00 % (GST # R106694623) **45.78**

Total \$ **961.37**

Terms: Net 30 Days - Interest on overdue accounts will be charged at 1.5% per month (19.56% per annum)

We accept Visa and MasterCard payments (up to \$2,500.00) on our website at [www.auma.ca](http://www.auma.ca)

----- Keep upper portion for your records - Please return lower portion with your payment -----

### Please Remit Payment to:

ALBERTA URBAN MUNICIPALITIES ASSOCIATION (AUMA)  
300, 8616 - 51 Avenue  
Edmonton, Alberta T6E 6E6

For inquiries email: [accounting@auma.ca](mailto:accounting@auma.ca)

### Remittance Section:

Summer Village of Nakamun  
Statement Date: January 08, 2019  
Account #: 400A  
Invoice Number: 20190048  
Total Due: \$961.37  
Total Paid: \_\_\_\_\_

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**BRIEFING NOTE**  
**ASVA'S PROVINCIAL ELECTION STRATEGY**

**DATE:**

January 16, 2019

**TOPIC:**

ASVA's Provincial Election Strategy

**BACKGROUND:**

It is now known that the Throne Speech will be held March 18, 2019 with the expectation that the government will drop the writ shortly after. Elections therefore are expected to be held in April or May.

As of Jan. 10, the United Conservative Party (UCP) led all provincial parties with 79 confirmed candidates out of 87 electoral ridings. The Alberta Party was in second with 54 and the governing NDP was in third with 34. The Alberta Liberal Party and Green Party were tied with seven confirmed candidates, while Derek Fildebrandt's Freedom Conservative Party had one.

**PROVINCIAL ELECTION STRATEGY**

The ASVA's objective in the upcoming election is to ensure that all political parties are aware of the value of the ASVA as a municipal association and the viability of summer villages in Alberta.

Our role, as the ASVA, is to inform all political parties that:

1. The ASVA is one of three municipal organizations in Alberta along with the AUMA and RMA.
2. The ASVA is here for the long term and that we have been in existence for 60 years.
3. Summer villages are viable, collaborative with their adjacent municipalities and are paying their own way.
4. MSI Base Level funding - Summer villages are no longer seasonal municipalities and that we need to be treated like any other municipalities from a funding perspective (including infrastructure funding).
5. Lake Stewards - Summer villages play an important stewardship role in relation to our adjacent lakes and waterbodies as per Alberta's Water for Life program.
6. Safe Communities – ASVA is concerned with rural/urban interface of crime and enforcement, and the need for an updated approach to policing and bylaw enforcement.

Our strategy must be two-fold:

1. One happening immediately prior to the election
2. One happening immediately after the election

**PRIOR TO THE ELECTION**

To undertake a strategy, we must rely on all Board Directors and our members to send out our message to all parties in the Alberta Legislature.

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**BRIEFING NOTE**  
**ASVA'S PROVINCIAL ELECTION STRATEGY**

**Strategy**

1. Build support within the government and opposition by:
  - a. Attending engagement sessions/opportunities such as political rallies, etc.
  - b. Meeting with your MLA especially if they are anticipated to play a major role in their party
  - c. Provide a template to our members for providing feedback back to the ASVA on what they heard and/or responses from their meetings so that we can adjust our strategy
2. Provide a script/key messages and potential questions to all of our members so that they can also engage in the above (2a.,2b., 2.c.) and attend local candidate forums
3. ASVA to write to the leader of each party's official office giving them a fact sheet on the ASVA and Summer Villages and our key messages. We should also ask them to confirm their support for our organization and summer villages in Alberta
4. Template letters for summer villages to send to their MLAs
5. Sample news releases for summer villages to send to their local newspapers.

**FOLLOWING THE ELECTION**

1. Send a handwritten card of congratulations to the winning party and their ministers
2. Have the ASVA Executive meet with all key cabinet ministers and repeat the key messages
3. Follow up on the party support (and promises – if any)

Attached is the Candidate List from the Alberta Counsel as of December 18, 2018.

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## UPDATED LIST OF NOMINATED CANDIDATES

(Current as of January 30, 2019)

A more detailed analysis, including win probabilities and swing ridings, to follow in an upcoming issue.

*Please contact Alberta Counsel for candidate contact information.*

<b>Constituency</b>	<b>NDP</b> <b>45/87</b>	<b>UCP</b> <b>79/87</b>	<b>ABP</b> <b>62/87</b>	<b>Liberal</b> <b>14/87</b>	<b>Other</b>
<b>Airdrie-Cochrane</b>	Steven Durrell	Peter Guthrie			
<b>Airdrie-East</b>		Angela Pitt	Alexandra Luterbach		
<b>Athabasca-Barrhead-Westlock</b>	Colin Piquette	Glenn van Dijken			
<b>Banff-Kananaskis</b>	Cam Westhead	Miranda Rosin	Brenda Stanton		
<b>Bonnyville-Cold Lake-St. Paul</b>	Kari Whan	Dave Hanson	Glenn Anderson		
<b>Brooks-Medicine Hat</b>		Michaela Glasgo	Jim Black		
<b>Calgary-Acadia</b>		Tyler Shandro	Lana Bentley	Lorriisa Good	
<b>Calgary-Beddington</b>		Randy Kerr	Karen McPherson		
<b>Calgary-Bow</b>	Deborah Drever	Demetrios Nicolaidis	Paul Godard		
<b>Calgary-Buffalo</b>	Joe Ceci	Tom Olsen	Omar Masood		
<b>Calgary-Cross</b>	Ricardo Miranda	Mickey Amery		Naser Al Kukhan	
<b>Calgary-Currie</b>	Brian Malkinson	Nicholas Milliken	Lindsay Luhnau	Joshua Codd	
<b>Calgary-East</b>	Cecar Cala	Peter Singh	Gar Gar		William Carnegie

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**BRIEFING NOTE**  
**ASVA'S PROVINCIAL ELECTION STRATEGY**

<b>Calgary-Edgemont</b>	Julia Hayter	Prasad Panda	Joanne Gui		
<b>Calgary-Elbow</b>	Janet Eremenko	Doug Schweitzer	Greg Clark		
<b>Calgary-Falconridge</b>	Parmmeet Singh	Devinder Toor		Deepak Sharma	
<b>Calgary-Fish Creek</b>		Richard Gotfried			
<b>Calgary-Foothills</b>	Sameena Arif	Jason Luan	Jennifer Wyness		
<b>Calgary-Glenmore</b>	Jordan Stein	Whitney Issik	Scott Appleby		Allie Tulick (Green)
<b>Calgary-Hays</b>	Tom Tomblin	Ric McIver	Chris Newell		
<b>Calgary-Klein</b>	Craig Coolahan	Jeremy Nixon	Kara Levis		
<b>Calgary-Lougheed</b>		Jason Kenney	Rachel Timmermans		
<b>Calgary-McCall</b>	Irfan Sabir	Jasraj Singh Hallan			
<b>Calgary-Mountain View</b>	Kathleen Ganley	Caylan Ford	Angela Kokott	David Khan	Thana Boonlert (Green)
<b>Calgary-North</b>	Kelly Mandryk			Saliha Haq	
<b>Calgary-North East</b>	Gurbachan Brar	Rajan Sawhney	Nate Pike	Gul Khan	
<b>Calgary-North West</b>		Sonya Savage	Andrew Bradley		
<b>Calgary-Peigan</b>	Joseph Pimlott	Tanya Fir	Ron Reinhold		
<b>Calgary-Shaw</b>	Graham Sucha	Rebecca Schulz	Bronson Ha		John Daly (Green)
<b>Calgary-South East</b>		Eva Kiryakos	Rick Fraser		
<b>Calgary-Varsity</b>	Anne McGrath	Jason Copping	Beth Barberree		Cheryle Chagnon-Greyeyes (Green)
<b>Calgary-West</b>		Mike Ellis	Frank Penkala		

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**BRIEFING NOTE**  
**ASVA'S PROVINCIAL ELECTION STRATEGY**

<b>Camrose</b>	Morgan Bamford	Jackie Lovely	Kevin Smook		
<b>Cardston-Siksika</b>		Jospeh Schow			
<b>Central Peace-Notley</b>	Marg McCuaig-Boyd	Todd Loewen			
<b>Chestermere-Strathmore</b>		Leela Aheer			Derek Fildebrandt (FCP)
<b>Cypress-Medicine Hat</b>	Peter Mueller	Drew Barnes			
<b>Drayton Valley-Devon</b>	Kieren Quirke	Mark Smith	Ronald Brochu		Steve Goodman (FCP)
<b>Drumheller-Stettler</b>		Nathan Horner	Mark Nikota		
<b>Edmonton-Beverly-Clareview</b>	Deron Bilous	David Egan	Jeff Walters		
<b>Edmonton-Castle Downs</b>	Nicole Goehring	Ed Ammar	Moe Rahall		
<b>Edmonton-City Centre</b>	David Shepherd	Lily Le	Bob Philip		Chris Alders (Green)
<b>Edmonton-Decore</b>		Karen Principe	Ali Haymour		
<b>Edmonton-Ellerslie</b>	Rod Loyola				
<b>Edmonton-Glenora</b>	Sarah Hoffman	Marjorie Newman	Glen Tickner		
<b>Edmonton-Gold Bar</b>	Marlin Schmidt	David Dorward	Diana Ly		
<b>Edmonton-Highlands-Norwood</b>	Janis Irwin		Tish Prouse		Valerie Keefe (FCP)
<b>Edmonton-Manning</b>	Heather Sweet	Harjinder Grewal	Manwar Khan		
<b>Edmonton-McClung</b>	Lorne Dach	Laurie Mozenson	Stephen Mandel		
<b>Edmonton-Meadows</b>			Amrit Matharu		

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**BRIEFING NOTE**  
**ASVA'S PROVINCIAL ELECTION STRATEGY**

<b>Edmonton-Millwoods</b>	Christina Gray		Anju Sharma	Abdi Bakal	
<b>Edmonton-North West</b>	David Eggen	Ali Eltayeb	Judy Kim-Meneen	Brandon Teixeira	
<b>Edmonton-Riverview</b>	Lori Sigurdson	Kara Barker	Katherine O'Neill		
<b>Edmonton-Rutherford</b>	Richard Feehan	Hannah Presakarchuk	Aisha Rauf		
<b>Edmonton-South</b>	Thomas Dang	Tunde Obasan	Pramod Kumar		
<b>Edmonton-South West</b>	John Archer	Kaycee Madu	Mo Elsalhy		
<b>Edmonton-Strathcona</b>	Rachel Notley	Jovita Mendita			
<b>Edmonton-West Heday</b>	Jon Carson	Nicole Williams	Winston Leung	Leah McRorie	
<b>Edmonton-Whitemud</b>	Rakhi Pancholi	Elizabeth Hughes	Jonathan Dai		
<b>Fort McMurray-Lac La Biche</b>		Laila Goodridge			
<b>Fort McMurray-Wood Buffalo</b>		Tany Yao			
<b>Fort Saskatchewan-Vegreville</b>	Jessica Littlewod	Jackie Armstrong	Marvin Olsen		Rebecca Trotter (Green)
<b>Grande Prairie</b>		Tracy Allard	Grant Berg		
<b>Grande Prairie-Wapiti</b>		Travis Toews	Jason Jones		
<b>Highwood</b>	Eric Overland	RJ Sigurdson			
<b>Innisfail-Sylvan Lake</b>		Devin Dreeshen			
<b>Lac Ste. Anne-Parkland</b>	Oneil Carlier	Shane Getson	Don McCargar		
<b>Lacombe-Ponoka</b>		Ron Orr	Myles Chykerda		
<b>Leduc-Beaumont</b>	Shaye Anderson	Brad Rutherford	Robb Connelly		Gel Poitias
<b>Lesser Slave Lake</b>	Danielle Larivee	Pat Rehn			
<b>Lethbridge-East</b>	Maria Fitzpatrick			Devon Hargreaves	

**BRIEFING NOTE**  
**ASVA'S PROVINCIAL ELECTION STRATEGY**

<b>Lethbridge-West</b>	Shannon Phillips	Karri Flatla		Patricia Chizek	
<b>Livingstone-Macleod</b>		Roger Reid	Tim Meech	Dylin Hauser	
<b>Maskwacis-Wetaskiwin</b>	Bruce Hinkley	Richard Wilson	Sherry Greene		
<b>Morinville-St. Albert</b>	Shawna Gawreluck	Dale Nally	Neil Korotash		Cass Romyn (Green)
<b>Olds-Didsbury-Three Hills</b>		Nathan Cooper	Chase Brown		
<b>Peace River</b>		Daniel Williams			
<b>Red Deer-North</b>	Kim Schreiner	Adriana LaGrange	Paul Hardy		
<b>Red Deer-South</b>	Barb Miller		Ryan McDougal		
<b>Rimbey-Rocky Mountain House-Sundre</b>		Jason Nixon			Joe Anglin (FCP)
<b>Sherwood Park</b>	Annie McKittrick	Jordan Walker	Sue Timanson		
<b>Spruce Grove-Stony Plain</b>	Erin Babcock	Searle Turton	Ivan Boles		
<b>St. Albert</b>	Marie Renaud	Jeff Wedman			Cameron Jefferies (Green)
<b>Strathcona-Sherwood Park</b>	Moira Vane	Nate Glubish	Dave Quest		
<b>Taber-Warner</b>		Grant Hunter			
<b>Vermilion-Lloydminster-Wainwright</b>		Garth Rowswell			Matthew Powell (FCP)
<b>West Yellowhead</b>	Eric Rosendahl	Martin Long	Kristie Gomuwka	Zack Seizmagraff	



Dave Hunka  
Manager, Municipalities  
& Key Accounts North  
Customer Service

**FortisAlberta Inc.**  
100 Chippewa Road  
Sherwood Park, Alberta  
(780) 464-8311 Direct Line  
(780) 868-7040 Cellular  
(780) 464-8398 Fax  
Dave.Hunka@FortisAlberta.com  
www.FortisAlberta.com

February 7, 2019

**RE: Approved FortisAlberta 2019 Distribution Rates**

As a follow up to our correspondence of Sept. 25, 2018, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for FortisAlberta's distribution rates, effective January 1, 2019. In addition, the AUC has approved transmission rider rates effective January 1, specifically the Balancing Pool Allocation Rider, Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider. FortisAlberta flows through and collects all transmission costs as billed by the Alberta Electric System Operator (AESO) as approved by the AUC.

The attached chart illustrates the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2018 and January 2019 bundled bill from your retailer. The bundled bill percentages indicated on the attached chart will vary slightly compared to the version you would have received in September, as it reflects the transmission rider rate adjustments.

In addition, adjustments were approved by the AUC for the Maximum Investment Levels effective January 1, 2019. The chart reflecting these approved levels is also included in this correspondence.

We thank you for the opportunity to advise you of these matters and invite you to contact me or your Stakeholder Relations Manager at any time should you have any questions or require further information.

Sincerely,

Dave Hunka  
Manager, Municipalities & Key Accounts North  
(780) 464-8311 Direct Line  
(780) 868-7040 Cellular  
(780) 464-8398 Fax  
[Dave.Hunka@FortisAlberta.com](mailto:Dave.Hunka@FortisAlberta.com)

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**Average Monthly Bill Impacts by Rate Class  
Including Energy, Retail, Distribution, Transmission and Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2018 Bill	Jan 2019 Bill	\$ Difference	% Change
11	Residential	300kWh		\$ 70.31	72.16	\$ 1.85	2.6%
		640kWh		115.53	117.67	\$ 2.14	1.9%
		1200kWh		189.98	192.66	\$ 2.68	1.4%
21	FortisAlberta Farm	900kWh	5kVA	\$ 183.98	178.07	\$ (5.91)	-3.2%
		1,400kWh	10kVA	305.75	295.65	\$ (10.10)	-3.3%
		7,500kWh	25kVA	1,173.54	1,138.10	\$ (35.44)	-3.0%
26	FortisAlberta Irrigation	6,000kWh	20kW	\$ 1,647.98	1,782.60	\$ 134.62	8.2%
		14,518kWh	33kW	3,411.60	3,737.66	\$ 326.06	9.6%
		45,000kWh	100kW	10,445.90	11,456.60	\$ 1,010.71	9.7%
31	Street Lighting (Investment)	5,144kWh	12,500W	\$ 2,804.80	2,974.38	\$ 169.59	6.0%
33	Street Lighting (Non-Investment)	7,900kWh	20,000W	1,527.70	1,637.00	\$ 109.30	7.2%
38	Yard Lighting	5,000kWh	12,000W	1,827.32	1,940.92	\$ 113.60	6.2%
	Based on 100 HPS Lights in assorted fixture wattages						
41	Small General Service	1,083kWh	5kW	\$ 197.43	198.91	\$ 1.48	0.7%
		2,165kWh	10kW	372.38	374.83	\$ 2.45	0.7%
		10,825kWh	50kW	1,771.97	1,782.18	\$ 10.20	0.6%
44/45	Oil & Gas Service	2,590kWh	7.5kW	\$ 434.58	419.90	\$ (14.68)	-3.4%
		5,179kWh	15kW	839.19	811.11	\$ (28.07)	-3.3%
		25,895kWh	75kW	4,010.42	3,878.71	\$ (131.71)	-3.3%
61	General Service	32,137kWh	100kW	\$ 3,718.66	3,661.84	\$ (56.82)	-1.5%
		63,071kWh	196kW	6,928.10	6,833.64	\$ (94.45)	-1.4%
		482,055kWh	1500kW	47,344.65	46,766.36	\$ (578.29)	-1.2%
63	Large General Service	824,585kWh	2500kW	\$ 85,610.13	83,701.39	\$ (1,908.74)	-2.2%
		1,529,769kWh	4638kW	144,198.00	141,909.17	\$ (2,288.83)	-1.6%
		3,298,338kWh	10,000kW	301,473.62	298,231.56	\$ (3,242.07)	-1.1%

**Notes:**

As approved by the Alberta Utilities Commission in Decision 23893-D01-2018 on December 19, 2018

**Riders Included:**

- Municipal Franchise Fees
- Municipal Assessment Rider (0.94% on July 1, 2018)
- 2019 Base Transmission Adjustment Rider
- 2018 Q4 & 2019 Q1 Quarterly Transmission Adjustment Rider
- 2019 Balancing Pool Allocation Rider

**Retail / Energy Price Assumptions:**

- Rates 11 thru 44 -- January 2018 to December 2018 Average EPCOR Regulated Rate Tariff
- Rates 61 & 63 -- November 2017 to October 2018 Average EPCOR Default Supply Rates

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**APPENDIX "B" – CUSTOMER CONTRIBUTIONS SCHEDULES**

**Table 1  
Maximum Investment Levels for Distribution Facilities  
When the Investment Term is 15 years or more**

<b>Type of Service</b>	<b>Maximum Investment Level</b>
Rate 11 Residential	\$2,556 per service
Rate 11 Residential Development	\$2,556 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,799 base investment, plus \$830 per kVA of Peak Demand
Rate 26 Irrigation	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 38 Yard Lighting	\$825 per fixture
Rate 31 Street Lighting (Investment Option)	\$2,985 per fixture
Rate 41 Small General Service	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,799 base investment, plus \$923 per kW of Peak Demand  FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,799 base investment, plus \$923 per kW for the first 150 kW, plus \$116 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$104 per kW of Peak Demand, plus \$115 per metre of Customer Extension

Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

**Proposed 2019 Annual Rate Adjustments filed September 10, 2018**

Effective: January 1, 2019 as approved in Decision 23893-D01-2018

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**West Inter Lake District (WILD)  
Regional Water Services Commission**

**Memo:**

Date: January 25<sup>th</sup>, 2019  
To: All Member Municipalities  
From: Manager John Van Doesburg

**Re: WILD Water 2019 Budget**

The WILD Water Commission will not be passing its 2019 Budget until March. As many of you are working on or finalizing your budgets before then I just wanted to give you some estimates for your budgeting purposes.

For those who are making debenture payments to the Commission, you will need to budget for two payments, of the same amount that you paid in 2018, for your 2019 Phase II Debenture (we only had one payment in 2018 because we borrowed the money part way through the year). For 2019, those members who make debenture payments will have two payments for Phase I debenture and two payments for Phase II debenture. Your Phase I debenture payments will not change, and your Phase II debenture payment will be twice as much as what you paid in 2018 (because there are two payments).

For the Administration and Governance Budget we will be presenting a budget with a 25% increase (\$88,230 to \$110,600). These increases are directly related to the operation of the system, and as we expand our system, construct more booster stations and truck fills, and tie in more communities, our operational costs increase. The biggest increase projected for 2019 is our insurance, which is directly attributed to our additional infrastructure. The Board will be giving consideration to covering the board member honorariums through the Commission. At this time Administration is proposing that this expense be covered through water sales and not charged back to each member municipality.


In terms of the operating budget we are projecting an increase of \$0.10 cents per cubic meter for the communities directly tied in, and \$0.15 cents per cubic meter increase for our bulk water sales at the truck fill stations.

We will forward our 2019 budget information to you as soon as it is passed.

Thank-you.

John Van Doesburg  
Manager  
WILD Water Commission

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<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF NAKAMUN PARK		0000060492	04-Jan-2019	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989	<b>ACCOUNT:</b> 543790300	0067952913	08-Jan-2019	\$764.00
<b>TOTAL</b>				<b>\$764.00</b>
PAYMTE D 00655 SUMMER VILLAGE OF NAKAMUN PARK PO BOX 1250 ONOWAY AB CAN T0E 1V0 <div style="text-align: center; margin-top: 10px;"></div>				

<b>DEPOSIT NO:</b> 0067952913		<b>DEPOSIT DATE:</b> 08-Jan-2019		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
CT036064	FCSS First Quarter Payment Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	FCSS010119	\$764.00	\$764.00
<b>DEPOSIT TOTAL</b>				<b>\$764.00</b>

JCA3598023-0001309-00655-0001-0001-00-

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR945412

January 11, 2019

Her Worship Marge Hanssen  
Mayor  
Summer Village of Nakamun Park  
PO Box 1250  
Onoway AB T0E 1V0

Dear Mayor Hanssen,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying project submitted by your municipality under the GTF program.

<b>Project #</b>	<b>Project Name</b>	<b>GTF Funding</b>
GTF-196	Phase II - Road Rehabilitation of Nakamun Drive, Karpo Street & Hillcrest Street	\$70,000

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.gtfgrants@gov.ab.ca](mailto:ma.gtfgrants@gov.ab.ca).

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Honourable Oneil Carlier, MLA, Whitecourt-Ste. Anne  
Dwight Moskalyk, Chief Administrative Officer, Summer Village of Nakamun Park

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# Rural Economic Development Minister to tackle rural broadband internet connectivity



Rural Economic Development Minister Bernadette Jordan will be in charge of bringing high-speed internet to rural parts of Canada, according to her new mandate letter.

The [letter was released](#) on January 29th, 2019 and says she will "lead work to increase high-speed broadband coverage in rural Canada."

"This includes the rollout of existing investments, programming towards further improvements, and ensuring that investments by the Government of Canada, provincial and territorial partners, and the private sector are co-ordinated to best prepare rural Canada for success in the digital economy," the letter reads.

The Nova Scotia Liberal Member of Parliament was appointed the role during Prime Minister Justin Trudeau's cabinet shuffle on January 14th.

Jordan was first elected in 2015 and represents the riding of South Shore-St. Margarets. She is the first woman to represent Nova Scotia

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as a federal minister.

At the time of her appointment, [Prime Minister Justin Trudeau](#) said her role and ministry will “play a major role in the lives of rural Canadians and their families.”

The creation of the [new rural-focused ministry](#) follows a \$750 million pledge made by the CRTC to ensure that broadband internet is a basic service provided to the majority of Canadians. Specifically, the CRTC aims to use the investment over a five-year period to provide 90 percent of Canadians with access to internet speeds of 50 Mbps and unlimited data allowance.

*Image credit: [YouTube](#) (Screenshot)*

Source: [Government of Canada](#)

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**Town of Mayerthorpe**

**Report Range :** 2018/12/01 0000 to 2018/12/31 2359 **Report Title :** NAKAMUN DAILY EVENTS

12/4/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/12/04 1030            DAWN, DWIGHT  
2018/12/04 1200  
                                 TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE

PATROLLING SUMMER VILLAGE MONITORING RESIDENCES. SEPTIC TRUCK SLID INTO DITCH ON WEST SIDE OF VILLAGE ON MAIN ROAD, ANOTHER SEPTIC TRUCK CAME AND EMPTIED IT TO MAKE IT EASIER TO PULL OUT OF DITCH, VEHICLE WAS CLOSE TO FULLY TIPPING OVER, ANOTHER TRUCK COMING TO PULL IT OUT. SUBJECT MET ANOTHER RIG ON A SHARP BEND AND THE SEPTIC TRUCK WAS JUST TO CLOSE TO THE EDGE OF ROAD WITH ALL THE FRESH SNOW

12/11/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/12/11 1000            DAWN, DWIGHT  
2018/12/11 1130  
                                 TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE

PATROL THE VILLAGE, BUT VERY QUIET WITH ALL THE ICE ON THE BACK ROADS, WASN'T DOING MORE THAN 50 KM /HR ON THE BACK ROADS. NOT MUCH MOVEMENT IN THE VILLAGE ITSELF TODAY

12/18/2018

**TOWN OF MAYERTHORPE**

(5)

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/12/18 1230            DAWN, DWIGHT

2018/12/18 1400            TOWN OF MAYERTHORPE

GENERAL PATROL  
 NAKAMUN PARK  
 SUMMER VILLAGE

PATROL VILLAGE, A FEW PEOPLE OUT PROBABLY LAST MINUTE SHOPPING, MONITORED HOMES

---

Total Events: 3

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