

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday June 19<sup>th</sup>, 2019 – at The Onoway Civic Centre at 5:00 P.M.

---

1. Call to order:
2. Agenda: a) Wednesday June 19<sup>th</sup>, 2019 Regular Council Meeting
3. Minutes: (1-3) a) Wednesday April 17<sup>th</sup>, 2019 Regular Council Meeting  
(4-5) b) Wednesday April 24<sup>th</sup>, 2019 Regular Council Meeting  
b)
4. Appointment: a)  
b)
5. Bylaws/Policies: a)  
b)  
c)  
d)  
e)  
f)
6. Business (6) a) Association of Summer Villages of Alberta, Conference 2019 – attached is an invitation to register for the 2019 annual conference for the ASVA, including an outline of some expected presentations and discussions. The conference is being held in Leduc Starting on Thursday October 17<sup>th</sup>, 2019 and ending Friday October 18<sup>th</sup>, 2019. The cost of the conference is \$240/registrant, plus travel and accommodations. We also need to discuss what type of silent auction item we will be donating and who will be arranging that/purchasing it/taking it to the conference (*authorize the attendance of council and administration at the 2019 ASVA conference, and authorize the donation of \_\_\_\_\_ to a maximum purchase price of \_\_\_\_\_ for the conference silent auction*).  
b) Integrity Commissioner – last year Council appointed Teresa Olsen as Integrity Commissioner as per the Code of Conduct Bylaw. This appointment was only temporary until administration was able to source someone (or train someone on our staff) closer to home. Victoria Message is part of our team and has taken on this role, along with our safety codes reporting requirements, for many of the communities we work with. Victoria is prepared to take on this role for Nakamun Park as well (*appoint Victoria Message as Integrity Commissioner for Nakamun Park*).  
(7-20) c) Transportation Routing and Vehicle Information System (TRAVIS) Agreement – attached is an agreement provided by the Alberta Ministry of Transportation. This agreement offers access to the multi-jurisdictional reporting network for transportation permitting. In reality, there are very few instances where this

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday June 19<sup>th</sup>, 2019 – at The Onoway Civic Centre at 5:00 P.M.

---

agreement would directly impact the summer village; on a day to day basis we just need to let them know when (if ever) we have road bans, or weight restrictions, on village roads and in return this network will include those restrictions when permitting the transportation of any oversized loads through the village, and permitting revenues are shared with the village. Most villages in our fold have approved this agreement. I only recall one instance where this generated revenue for a village I was working with and that was when a prefabricated home was moved in (*approved the agreement and authorize execution*)

(21)

- d) Boat Launch Repairs – as discussed during the last meeting, Administration was asked to seek an estimate on the expected boat launch repairs. Administration asked TCL Construction for an estimate; they were on-site and had done the earlier work on the launch so seemed best able to provide an estimate quickly. The provided estimate is attached; this is not intended as a quote and if Council wanted to proceed with the work we would need to go to formal tender. It should be noted that this estimate included building up the boat launch to the “new” high-water mark which resulted in the damage in the first place and this work required rip-rap and more material. The water level has since receded (to its normal and natural level) and the full scope of this work may no longer be worth exploring. We cannot do any additional repair work to the launch until the permits are approved (we are currently finishing the environmental assessment portion of the application and we are hopeful a DLO will be approved mid-summer with a little pressure to our local field office). This means we have a bit of time to figure out exactly what direction council wants to go with this. The full cost of around \$105,000 is very steep. If we stick with resurfacing and adding some gravel and new boards, we can keep it back in the \$10,000-\$20,000 range and maybe lower if we do the work ourselves (*here for discussion, provide direction as warranted*)

(22)

- e) Windshield Replacement Request – Attached is a May 17<sup>th</sup>, 2019 letter received by the administration office. This letter requests that the Summer Village of Nakamun Park cover the replacement cost of a windshield on a resident’s vehicle which this resident believes was damaged by Public Works during routine grass cutting earlier that week. There is a bit of a back story and we can discuss that during the meeting, but in general standard operating procedure here is that if we are confident we caused the damage I as administrator have no issue paying replacement costs, if there is any doubt in my mind I refer the matter to council for direction. Having reviewed the matter with the Public Works employee in question, and CPO Dawn who followed up with the resident and the employee, I am not 100% confident the Summer Village is responsible for the damage and I am referring the matter to Council. The resident provided to quotes from local contractors, both of which I feel are reasonable prices; one is for \$290+GST and the other is \$270+GST. Council may authorize payment of all,

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday June 19<sup>th</sup>, 2019 – at The Onoway Civic Centre at 5:00 P.M.

---

part or none of the cost, at their discretion (*provide direction as warranted*)

(23)

- f) Secondary Streets, Gravel Work – following the completion of the road work on Nakamun Drive last year, we are now ready to discuss addressing the secondary streets. This work would include Karpo, Hillcrest, 6<sup>th</sup>, 5<sup>th</sup>, and 4<sup>th</sup> Street as well as the parking lot in Ted MacDonald Park. This work was estimated to require 1,100 tonnes of material and an estimate total cost of \$28,160.00, with Mr. Charter coordinating the project, as in previous years (*approve the road work on all or some of the secondary roads for the 2019 season and authorize funding to be taken from deferred capital grants*)

(24-32)

- g) Lac Ste. Anne County, Nakamun Oasis Referral – attached is the referral sent by Lac Ste. Anne County Development Planner Andrew Chell. The newest iteration of the referenced Area Structure Plan was provided earlier, and Council has informally indicated they may have some concerns and wish to make a submission as with the review of earlier applications. We should take this opportunity to discuss the direction council wishes to go and make a formal decision. While I imagine Council will have some lingering environmental and community impact concerns, I encourage council to frame their comments in terms of whether or not the new application addresses the concerns listed in the County's earlier briefing notes to a standard that satisfies you community; a copy of these briefing notes are also provided. The submission deadline in June 26<sup>th</sup>, 2019 (*make a formal submission, for or against some or all of the proposed area structure plan, or accept the referral for information*)

h)

i)

7. Financial (33-38) a) Income and Expenses Sheet – April 30<sup>th</sup>, 2019

b) Grant Report – N/A

8. Councillors' Reports

- a) Mayor  
b) Deputy Mayor  
c) Councillor

9. Administration Reports

- a) Administration Report  
a) Drainage Projects:  
i) R5 Drainage  
ii) 5595-5599 Backlot MR  
iii) 5563 Naka. Drive Culvert (see DO report, attached)

(39-40)

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday June 19<sup>th</sup>, 2019 – at The Onoway Civic Centre at 5:00 P.M.

---

- (41-44)

    - b) Clean-Up Orders:
      - i) 5595 Naka. Drive (See DO report, attached)
      - ii) 4006/4007 Naka. Drive village lots
      - iii) MR by 5594 Naka. Drive
    - c) Tax Sale Properties
    - d) Annual Meeting:
      - i) Agenda Items/Guests/Topics
    - e) MDP re-launch follow-up, next steps
    - f) Weed harvesting plan
    - g)
    - h)
  - b) Public Works Reports
10. Information and Correspondence
- (45-46)

    - a) YRL Board Report – May 31<sup>st</sup>, 2019 Yellowhead Regional Library Board highlights.
  - (47-50)

    - b) Town of Mayerthorpe – March 2019 and April 2019 Community Peace Officer Reports.
11. Closed Meeting
- a)
12. Next Meeting Date
- a) Schedule for July 17<sup>th</sup>, 2019 at 5:00 p.m. in Onoway Council Chambers. Council may want to consider moving this meeting to the week after; we may want to add some discussion topics from the annual meeting, and this may require time to do background work from administration prior to discussing in council.
13. Adjournment

### Upcoming Meetings:

July 13<sup>th</sup>, 2019 – Annual Meeting  
July 17<sup>th</sup>, 2019 – Regular Council Meeting  
August 15<sup>th</sup>, 2019 – Regular Meeting  
October 17<sup>th</sup> and 18<sup>th</sup>, 2019 – ASVA Conference

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY APRIL 17<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 5:08 p.m.
<b>2.</b>	<b>AGENDA</b>	
	50 - 19	<p><b>MOVED</b> by Deputy Mayor Kassian that the April 17<sup>th</sup>, 2019 regular meeting agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>MINUTES</b>	
	51 - 19	<p><b>MOVED</b> by Mayor Hanssen that the March 20<sup>th</sup>, 2019 regular council meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4.</b>	<b>APPOINTMENT</b>	<u>N/A</u>
<b>5.</b>	<b>BYLAWS</b>	
	52 - 19	<p><b>MOVED</b> by Mayor Hanssen that Bylaw 2019 -2, being a bylaw for the plan cancelation of a portion of Plan 2302 M.C. in the Summer Village of Nakamun Park be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	53 - 19	<p><b>MOVED</b> by Deputy Mayor Kassian that Bylaw 2019-2 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	54 - 19	<p><b>MOVED</b> by Councillor LeClair that Bylaw 2019-2 be given unanimous consent to move to third and final reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
	55 - 19	<p><b>MOVED</b> by Mayor Hanssen that Bylaw 2019 - 2 be given third reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>

①

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY APRIL 17<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

<p><b>6. BUSINESS</b></p>	<p>56 – 19</p> <p>57 – 19</p> <p>58 – 19</p> <p>59 – 19</p> <p>60 – 19</p> <p>61 – 19</p> <p>62 – 19</p> <p>63 – 19</p> <p>64 – 19</p> <p>65 – 19</p> <p>66 – 19</p> <p>67 - 19</p>	<p><b>MOVED</b> by Deputy Mayor Kassian that council approve the Summer Village of Nakamun Park’s membership in the East End Bus Society for 2019 and that payment of the requested requisition of \$300.00 for 2019 be authorized.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor LeClair that the 2019 Operating and Capital Budget be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor LeClair that the 2019 – 2021 Three Year Operating Expenditure Plan be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Kassian that the 2019 – 2023 Five Year Capital Expenditure Plan be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Bylaw 2019 - 3, being a bylaw for the purpose of establishing and authorizing the various rates of taxation in the Summer Village of Nakamun Park for 2019 be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Kassian that Bylaw 2019-3be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Bylaw 2019-3 be given unanimous consent to move to third and final reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>MOVED</b> by Councillor LeClair that Bylaw 2019 – 3 be given third reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Bylaw 2019 - 4, being a bylaw for the purpose of establishing and authorizing a special tax for fire service protection in the Summer Village of Nakamun Park be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Kassian that Bylaw 2019-4 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor LeClair that Bylaw 2019-4 be given unanimous consent to move to third and final reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>MOVED</b> by Councillor LeClair that Bylaw 2019 – 4 be given third reading.</p> <p style="text-align: right;"><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 WEDNESDAY APRIL 17<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

7.	<b>FINANCIAL</b>	N/A
8.	<b>COUNCIL REPORTS</b> 68 - 19	<b>MOVED</b> by Councillor LeClair that the Councillor Reports, as verbally presented, be accepted for information. <b>CARRIED</b>
9.	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b> 69 - 19	<b>MOVED</b> by Deputy Mayor Kassian that council accept the Administration and Public Works Reports as presented. <b>CARRIED</b>
10.	<b>INFORMATION / CORRESPONDENCE</b> 70 - 19	<b>MOVED</b> by Councillor LeClair that the following items be accepted as information:  a) Lac Ste. Anne Foundation – March 14 <sup>th</sup> , 2019 letter re: 2019/2020 Municipal Requisition. The requisitioned \$7,218.83 has been included in the budget.  b) Association of Summer Villages of Alberta – 2019 Spring, Members Update - attached.  c) Town of Mayerthorpe – February 2019 Community Peace Officer Reports.  <b>CARRIED</b>
11.	<b>CLOSED MEETING</b>	N/A
12.	<b>NEXT MEETING</b> 71 - 19	<b>MOTION</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday April 24 <sup>th</sup> , 2019 at 2:00p.m. in the Town of Onoway Council Chambers. <b>CARRIED</b>
13.	<b>ADJOURNMENT</b>	Mayor Hanssen declared the meeting adjourned at 7:02 p.m.

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

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

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY APRIL 24<sup>th</sup>, 2019 AT 2:00 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>Appointments: Laura Marcato, Auditor, Seniuk and Company</p> <p>Absent: n/a</p> <p>Public Works: n/a  Public at Large: n/a</p>
1.	<b>CALL TO ORDER</b>	Mayor Hanssen called the meeting to order at 2:03 p.m.
2.	<b>AGENDA</b> 72 - 19	<p><b>MOVED</b> by Deputy Mayor Kassian that the April 24<sup>th</sup>, 2019 regular meeting agenda be approved as amended to include:  Item 6(b) – Annual Information Meeting Date  Item 6(c) – Boat Launch Maintenance.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b>	<u>N/A</u>
4.	<b>APPOINTMENT</b>	
	2:07 p.m. Laura Marcato entered.	2:07 p.m. Laura Marcato entered the meeting via teleconference to present the Draft Financial Statement 2018.
	2:43p.m. Laura Marcato Exited	2:43 p.m. Laura Marcato exited the meeting.
5.	<b>BYLAW</b>	
6.	<b>BUSINESS</b>	
	73 – 19	<p><b>MOVED</b> by Mayor Hanssen that the 2018 Financial Statements for the Summer Village of Nakamun Park be approved as amended.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	74 – 19	<p><b>MOVED</b> by Mayor Hanssen that the 2019 Annual Information Meeting for the Summer Village of Nakamun Park be scheduled for Saturday July 13<sup>th</sup>, 2019 at the summer village public works shop, beginning at 10:00 a.m.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	75 – 19	<p><b>MOVED</b> by Deputy Mayor Kassian that Administration be authorized to investigate the winter damage done to the boat launch and report back on the scope and costs of any required or recommended repairs.</p> <p style="text-align: right;"><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 WEDNESDAY APRIL 24<sup>th</sup>, 2019 AT 2:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

7.	<b>FINANCIAL</b>	N/A
8.	<b>COUNCIL REPORTS</b>	N/A
9.	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b>	N/A
10.	<b>INFORMATION / CORRESPONDENCE</b>	N/A
11.	<b>CLOSED MEETING</b>	N/A
12.	<b>NEXT MEETING</b>  76 – 19	<b>MOTION</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday May 15 <sup>th</sup> , 2019 at 2:00p.m. in the Town of Onoway Council Chambers.  <b>CARRIED</b>
13.	<b>ADJOURNMENT</b>	Mayor Hanssen declared the meeting adjourned at 3:14 p.m.

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

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

5



**SAVE-THE-DATE**

**OCTOBER 17<sup>TH</sup> – 18<sup>TH</sup>, 2019**  
**Thursday – Friday**

**2019 ASVA ANNUAL  
 CONFERENCE & AGM**

- Meet the new Ministers of AEP and Municipal Affairs (tbc)
- MSI – an update on the future of MSI from Municipal Affairs
- Lake Management Plans: Successes and Challenges – Pigeon Lake and Sylvan Lake
- Social Media
- Fishing Workbook Discussion
- Lac Ste Anne Regional Emergency Management Approach
- Panel Discussion on the Focus of ASVA Services vs Budget
- Indigenous Peoples
- SV Project Panel on Wastewater
- WPAC lake planning with summer villages
- And more ....

**Venue**

**Executive Royal Hotel**  
 8450 Sparrow Dr,  
**LEDUC**, AB T9E 7G4

**Advocacy  
 Communication  
 Education**

**BOOK NOW!**

Share your issues and solutions  
 & get great ideas from others!

**2 Day Conference**

\$240

(online registration  
 available in mid July)

Call Executive Royal  
 Hotel Leduc now at  
 780-986-1840  
 to book your  
 accommodations!  
 [Deadline October 2<sup>nd</sup> ]

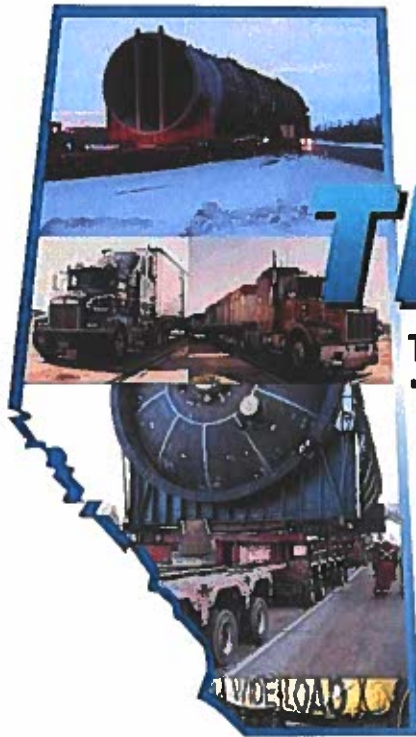
Ask for the ASVA  
 Group Booking

*Discounted Rooms  
 starting from only \$94.00*

**ASSOCIATION OF  
 SUMMER VILLAGES OF  
 ALBERTA**

www.asva.ca





# TRAVIS

**Transportation Routing and Vehicle Information System**

*... from data to decisions*

*“Serving the needs of industry and government to promote safety, efficiency and infrastructure protection”*

## **Overview of the TRAVIS Multi-Jurisdiction Permitting System**

**Transport Engineering Branch  
January 28, 2014**

---

## Introduction

The intent of this communiqué is to provide an introduction and overview of Alberta's TRAVIS Multi-Jurisdiction permitting initiative.

## Background

The movement of overweight and overdimensional trucks requires a provincial permit in all instances and municipal approval if the trip uses municipal roads as part of the route. The current permit process lacks coordination and requires applicants to contact multiple organizations and provide the same data to each jurisdiction.

A provincial, municipal, and industrial task group reviewed the movement of oversize loads in the province and made three recommendations:

1. The province should develop an automated permitting system that would, with a single permit application, issue the provincial permit and include all provincial and municipal permissions for the oversize vehicle to travel.
2. The province should charge a single fee for this service and allocate permit revenue to the municipalities on an equitable formula based on municipal roadway type and distance traveled.
3. The province and municipalities should strive to standardize the conditions for the movement of oversize loads.

## System

Following the recommendations of the task group, the province has developed the web-based TRAVIS permitting system, which currently processes and issues provincial permits. A provincial GIS routing function (TRAVIS Routing) was introduced in the spring of 2008. The final phase of the system, TRAVIS Multi-Jurisdiction (TRAVIS-MJ), includes routing on municipal roads as well as the incorporation of municipal permit approval business rules and processes.

TRAVIS Routing automatically checks the route and vehicle information to ensure that the roads and bridges on the intended route are adequate for the safe movement of the oversize vehicle, with minimal damage to the infrastructure. If the analysis presents no issues requiring manual review, TRAVIS can automatically approve and issue the permit. This process has significantly reduced the waiting time for industry and has reduced the number of manual errors where permits were issued with incorrect or restricted routes.

The TRAVIS system checks include:

1. Axle weights for the roadway surface, based on seasonal limitations, surface type, roadway structure, etc.
2. Temporary restrictions such as road bans, construction zones, etc.
3. A bridge analysis for each bridge that is being crossed. This analysis considers the actual capacity of the bridge for the specific vehicle, and is not just a review of a list to determine if the bridge is or is not restricted. There is an option to mandate engineer review if required.

4. Roadway width to assess the accommodation of other vehicles and the requirement for traffic control and escort vehicles.
5. Vertical clearances for bridges, overpasses, and other overhead obstacles.
6. Travel past vehicle inspection stations or through municipalities and enforcement areas. Municipal officials at their request can receive automatic notification of permits for oversize loads moving on their roads.
7. Specific business rules, based on the vehicle, commodity and highways to ensure that the proper permit conditions are included in the permit.

TRAVIS-MJ has been in production, with a pilot group of municipalities, since June 2009. Many of the lessons learned during the pilot phase have been addressed and the final version of TRAVIS-MJ was implemented into production in November 2010. Since then, the Province has been contacting municipalities to demonstrate the system and encourage them to join the initiative.

### **Municipalities**

Each municipality using TRAVIS-MJ for permitting will continue to be the sole road authority for their roads and will continue to set the criteria and make the decisions for allowing the movement of oversize loads on their roads.

The TRAVIS-MJ system is designed to assist municipalities in assessing applications for the movement of oversize vehicles. TRAVIS automatically checks the suitability of oversize vehicle travel on municipal roads, based on the data and rules provided by the municipality. If the information on the application matches the municipal business rules, the system will be able to provide automatic municipal approval. Where the vehicle weights or dimensions exceed any limits stipulated by the municipality, or if there is a routing issue, the move will be denied automatic approval. The applicant can revise the application or ask for it to be forwarded to the municipality for manual review.

The TRAVIS system allows municipalities to require that the permit applicant list the client companies, to facilitate checking for road use agreements and to assign responsibility for road damage.

The initial data upload will include roadway attribute data such as roadway surface type, roadway function, truck routes, local access roads, width, etc. Once the data is in place, free web-based tools will be provided to the municipalities (or their consultant) to maintain the data. Municipalities will have the ability to create business rules in the TRAVIS system for specific reviews and checks. The tools will provide ongoing access to the TRAVIS system to add or remove temporary restrictions for road bans, construction zones, rain-out zones, etc.

Municipalities will have access to a free, web-based permit monitoring page and will also be notified by e-mail of each application and of any permits automatically issued. This will enable them to monitor and enforce the movement of the oversize vehicle. TRAVIS will include periodic customized reports as well as the ability to search the database to answer specific questions.



The benefits to the municipalities of TRAVIS Multi-Jurisdiction include:

- Retention of full authority over municipal road use.
- An online application system to reduce the workload of phone calls and duplicate data entry of the permit information.
- A streamlined, automated approval process, ensuring that all desired analysis, factors, and rules are applied equitably and consistently. Also, the system will ensure that the proper staff members are consulted whenever manual approvals are required.
- The ability to offer 24/7 service at no cost to the municipality.
- A higher frequency of moves obtaining municipal approval, as TRAVIS will automatically notify municipalities of all permit applications using their roads.
- Easy access to a comprehensive permit database, for operational planning and roadway management.
- Participation in a permit revenue sharing system to offset permit approval costs.

## Industry

The trucking industry will realize numerous benefits from the implementation of the TRAVIS Multi-Jurisdiction permitting system:

- One window permit application, saving substantial time (and money).
- Single permit document with all provincial and municipal permit conditions.
- Single fee (saving administration costs).
- 24/7 service for permit applications and automatic approval of many permits.
- Immediate feedback on restrictions in various jurisdictions, allowing vehicle or route modification at the application stage.

## Permit Fees and Revenue Sharing

The Province has committed to sharing permit revenues with municipalities participating in the TRAVIS-MJ initiative. A new permit fee system has been proposed which reflects municipal costs for issuing permits. Under this fee system, municipalities will receive their administration fee (if applicable) as set by the municipality as well as a prorated portion of the mileage-based permit fee.

The prorated portion will ensure that municipalities are able to operate and maintain their data in TRAVIS-MJ at no additional cost.

It is anticipated that the regulations for the new fee system will be come into effect on April 1, 2014.

In addition, the Province has committed to providing, at no cost to municipalities, assistance with the initial municipal set-up and data entry into TRAVIS MJ.

---

## Q&A

1. **Q.** Will a municipality lose control of what vehicles move on roads under their management?
  - A. No, the municipality will have full control over the vehicles that are allowed to travel on their roads. TRAVIS will apply the business rules and roadway data provided by the municipality to either auto-approve or send the application to the municipality for manual review.
2. **Q.** How will municipalities using a consultant to manage their permits be affected by TRAVIS?
  - A. TRAVIS can notify either the municipality or their appointed agent(s) of permit applications on their roads. The process for approving applications that require manual attention is at the discretion of the municipality. TRAVIS merely requires that a person (authorized by the municipality) submits the approval (or rejection) on a screen within TRAVIS.
3. **Q.** Will TRAVIS handle municipal permit or inspection fees?
  - A. Not inspection fees. The TRAVIS system will collect permit fees as per the *Commercial Vehicle Dimension and Weight Regulation* along with the municipality's administration fee. The management of other fees will remain the responsibility of the municipality, following current processes.
4. **Q.** Will TRAVIS handle permitting for municipal hauls (e.g. gravel hauls) or road ban exemptions?
  - A. Not at this time. The current mandate for TRAVIS is to handle overweight and overdimensional permits only. Expansion of the mandate to include other permit types is under review.
5. **Q.** Will TRAVIS cause increased costs to municipalities?
  - A. The design of TRAVIS emphasized simplicity and ease of operation. It is anticipated that the permit approval process will be simpler than the current manual processes, reducing costs. Data and business rule entry and maintenance will be new activities. The province will assist with the initial data load by providing support for municipal data entry. Ongoing maintenance and updating of the data is a municipal responsibility.
6. **Q.** Will municipalities be able to opt out of using TRAVIS?
  - A. The plan has always been that all municipalities will see the benefits of the TRAVIS program and join voluntarily. We fully expect that all municipalities will see an increase in productivity by leveraging the technology and business processes of the TRAVIS system. Municipalities that do choose to opt out will not participate in the revenue sharing program. They will be responsible for all costs associated with permitting, as they will not be able to charge any permit fees.

- 
7. Q. How are provincial multi-trip overweight permits handled?
- A. TRAVIS MJ has been designed to allow carriers with provincial multi-trip overweight permits to apply for a municipal-only single trip overweight permit. The new permit type will have no provincial fees or approvals, as travel on provincial highways is covered by the multi-trip permits. The municipal single trip permit will allow municipalities to individually approve the move and collect the appropriate permit fees.
8. Q. How are TAC and tridrive permits handled?
- A. Right now, there is no approval mechanism in TRAVIS for municipalities to approve TAC and tridrive permits.
9. Q. What happens if the weather turns bad and we need to close our roads?
- A. As the system sits right now, the municipality could run a report to see what permits were active and phone them to advise them of the closure. Another option is to put a condition onto the permit that travel is prohibited if the roads are wet. We are currently working on an enhancement that would identify active permits on closed roads and notify the permit holders and/or their agents via email. Other notification modes (such as text messages) are being investigated as well.



**Memorandum of Agreement**

The Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Between:

Her Majesty the Queen in right of Alberta  
as represented by the Minister of Transportation  
(hereinafter, the “Province”)

-and-

\_\_\_\_\_  
(hereinafter, the “Municipality”)

**Background**

The Province has developed the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) to address industry’s need for a simplified, electronic oversized commercial vehicle permitting system. TRAVIS-MJ has the ability to accept a single electronic permit application and apply the rules and requirements of the Province and all affected municipalities to create a single permit document.

TRAVIS-MJ was designed to provide municipalities with a modern permit database tool which gives them the ability to easily approve/deny permits issued by the Province for travel on roads under their authority and to facilitate the sharing of permit revenue between the Province and the municipalities.

TRAVIS-MJ has the ability to charge permit applicants a fee set by the municipality for services provided by the municipality. This fee will be collected by the Province on behalf of each municipality and distributed to municipalities to ensure that the municipalities do not incur any cost in adopting TRAVIS-MJ. Participation in the TRAVIS-MJ initiative requires the maintenance of municipal data on the system as well as day-to-day operation to review and approve permit applications.

Therefore, in consideration of the following terms and conditions, Province and the Municipality agree as follows:

**1.0 DEFINITIONS AND INTERPRETATION**

**1.1 Definitions** - In this Agreement, the following expressions have the following meanings:

“Agreement” means this Memorandum of Agreement;

12

“Fixed Municipal Fee” means the fee that the Municipality is authorized to charge permit applicants in accordance with the *Municipal Government Act* for overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and includes the costs of services attributable to approvals for overdimension permits where required to do so pursuant to the applicable permit;

“Parties” or “Party” means the Province and the Municipality or either of the Province or the Municipality;

“Regulation” means the *Commercial Vehicle Dimension and Weight Regulation*

“Total Fee” means the total of the Fixed Administration Fee and the Variable Fee, which is payable by the Province to the Municipality in accordance with this Agreement;

“TRAVIS-MJ” means the Transportation Routing and Vehicle Information System Multi Jurisdiction; and

“Variable Fee” means a prorated fee based on the percentage of actual distance travelled by a permitted commercial vehicle on roads located within the Municipality where the Municipality has direction, control and management of that road.

**1.2 Section Numbers** - References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement.

**1.3 Entire Agreement** - This Agreement is the entire agreement between the Province and the Municipality and supersedes all previous agreements, correspondence, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

## **2.0 TERM**

**2.1 Initial Term** – This Agreement will be in effect for a term of five (5) years, commencing on April 1, 2018 and expiring on March 31, 2023 (the “Term”), unless sooner terminated in accordance with this Agreement.

**2.2 Renewal** – Provided that the Municipality is not in default under this Agreement, the Municipality shall have the option exercisable on no less than six months and no more than 12 months’ written notice to the Province prior to the expiry of the Term to extend this Agreement for one additional term of five (5) years on the same terms and conditions as this Agreement except there will be no further right to extend the Term.

### **3.0 THE MUNICIPALITY'S RESPONSIBILITIES**

**3.1 Permit Applications** – The Municipality shall utilize TRAVIS-MJ for the purpose of accepting permit applications submitted by permit applicants through TRAVIS-MJ.

**3.2 Permit Approvals** – The Municipality shall use TRAVIS-MJ for the purpose of single trip overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and approvals for overdimension permits where required to do so pursuant to the applicable permit.

**3.3 Data** – The Municipality is responsible for maintaining the business rules, road restrictions and other municipal data on TRAVIS-MJ. The Municipality shall provide timely road network data updates to the Province.

**3.4 Restriction on other Fees** – The Municipality shall not, either directly or through a contractor, charge permit applicants any fee, other than the Fixed Municipal Fee, for the review or approval of single trip overweight permits or overdimension permits.

**3.5 Road Damage Charges** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from charging permit applicants for visible road or other infrastructure damage attributable to the permitted commercial vehicle.

**3.6 Road Use Agreements** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from entering into road use agreements or from requiring bonds from permit applicants.

**3.7 Use of Contractor** – The Municipality may, at its discretion and sole cost, employ a contractor to perform data maintenance, permit approvals, or any other service related to TRAVIS-MJ provided that the use of a contractor by the Municipality does not relieve the Municipality of any of its responsibilities under this Agreement.

**3.8 Changes to Fees** – The Municipality may change the Fixed Municipal Fee provided that the Municipality notifies the Province in writing no less than six months' prior to such change taking effect.

### **4.0 PROVINCE'S RESPONSIBILITIES**

**4.1 Operation and Maintenance** – The Province will maintain and operate TRAVIS-MJ at its sole cost and expense.

**4.2 Access** – The Province will provide access to TRAVIS-MJ to the Municipality for the purpose of permit acceptance and approval and to update business rules, road restrictions and other municipal data on TRAVIS-MJ, provided that such access will be at no cost to the Municipality.

**4.3 Training and Support** – The Province shall provide the Municipality with TRAVIS-MJ training and ongoing support at no cost to the Municipality.

**4.4 Fee Schedule** – The Province will maintain the fee schedule for the Fixed Municipal Fee as generated by the Municipality in TRAVIS-MJ and will update that fee schedule as required at no cost to the Municipality.

## **5.0 COLLECTION AND PAYMENT OF FEES**

**5.1 Fixed Municipal Fee** – The Municipality may specify a Fixed Municipal Fee by notice in writing to the Province. The Province shall collect the Fixed Municipal Fee from permit applicants on behalf of the Municipality, using TRAVIS-MJ. The Municipality hereby designates the Province as its agent for this purpose.

**5.2 Variable Fee** – The Province will compute the Variable Fee using TRAVIS-MJ or, in the event TRAVIS-MJ is temporarily unavailable, such alternate comparable mechanisms that may be required. The Province shall collect the Variable Fee from permit applicants using the TRAVIS-MJ system.

**5.3 Payment of Fees to Municipality** – The Province shall remit the Total Fee collected to the Municipality within 30 days following the end of every quarter of each year during the Term, with the first quarter being from April to June. The Province shall provide a report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following March 31 of each year during the Term.

The Municipality acknowledges that where the Total Fee collected by the Province in a quarter totals less than \$25.00, the Total Fee will not be remitted to the Municipality at the end of that quarter, but will be carried over to the following quarter and added to the Total Fee collected in the following quarter. The Province will continue to carry over the Total Fee to each successive quarter until the Total Fee reaches at least \$25.00, or until March 31, at which time the Total Fee will be remitted to the Municipality regardless of the Total Fee collected.

**5.4 Applicant Cooperation** - The Municipality agrees to cooperate with the Province in the completion of any audit, evaluation or inspection of the Total Fee.

**5.5 GST** - The Municipality acknowledges that Goods and Services Tax (“GST”) must be remitted to the Receiver General of Canada on account of the Fixed Municipal Fee. The Province, acting as agent pursuant to Section 5.1, shall collect GST from permit applicants as agent for the Municipality and pay the same to the Municipality for purposes of remitting to the Receiver General of Canada. The Municipality shall indemnify and hold harmless the Province for any GST, interest, penalties or any related losses, costs or damages in respect of the Province acting as agent for the Municipality in the collection of the Fixed Municipal Fee from permit applicants.

15

## **6.0 FEES DISPUTE**

**6.1 Dispute Notification** – The Municipality will have 180 days following receipt of the report provided by the Province under Section 5.3 to notify the Province of any disputes concerning the Total Fee provided to the Municipality. Any such dispute concerning the Total Fee will be addressed through the dispute resolution process described in Article 11.

## **7.0 COMMUNICATION**

**7.1 Announcements** – The Municipality shall not make any public announcement or issue any press release regarding the entering into of this Agreement or the payment of the Total Fee except in consultation with Province and with the approval of the Province as to the content of the announcement or press release, which approval shall not be unreasonably withheld.

**7.2 Disclosure** – The Municipality acknowledges and agrees that the Province may disclose this Agreement and its contents by any means chosen by the Province including without limitation tabling it before the Legislature.

**7.3 Freedom of Information and Protection of Privacy Act** – The Municipality acknowledges that information and records maintained by the Province relating to this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (Alberta).

**7.4 Use of Information** – The Municipality shall use all information provided pursuant to this Agreement solely for Municipal permit purposes and only with respect to municipal roads located within the Municipality where the Municipality has direction, control and management of that road. The Municipality acknowledges that any use of the information for any purpose other than that set out in this Agreement is prohibited.

**7.5 Information Security** – The Municipality shall ensure that such reasonable security measures are in place as are necessary or advisable to ensure the information is kept secure and confidential and is not accessible to any person other than designated staff.

**7.6 Third Party Requests** – The Municipality shall promptly notify the Province when it receives any third party subpoena, order or other request for the Information.

**7.7 Notification** – The Municipality shall immediately notify the Province of any actual or potential loss, unauthorized disclosure, access or use of the Information, or any other breach or potential breach of any term or condition contained in this Agreement.

## **8.0 TERMINATION**

**8.1 Termination** – This Agreement may be terminated as follows:

16

(a) by either Party on not less than six (6) months' prior written notice to the other Party; or

(b) forthwith by the Province if the Municipality fails to cure a default under this Agreement within the time period set out in the notice from the Province of the Municipality's default, which time period shall account for the Municipality's ability to cure the default taking commercially reasonable action.

**8.2 Effect of Termination** – In the event this Agreement is terminated under Section 8.1, the Province will pay the outstanding amount of the Total Fee owing to the Municipality as of the effective date of the termination. The Province shall provide a final report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following final payment of the outstanding Total Fee. The obligations set out in this Section 8.2 shall survive this Agreement.

## **9.0 NOTICE**

**9.1 Notices** - Any notice, consent or other communication under this Agreement must be in writing and is effective when delivered by any means, including fax transmission, to the following respective addresses:

(a) if to the Province:

Kim Durdle  
Director, Transport Engineering  
Transportation  
4th fl Provincial Building  
4920 - 51 Street  
Red Deer, AB  
T4N 6K8

Fax: 403 340-5092

(b) if to the Municipality:

Either Party may change its contact information by giving notice to the other Party in the above manner.

## **10.0 INDEMNITY AND LIABILITY**

**10.1 Municipal Indemnity** – The Municipality shall indemnify and hold harmless the Province, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or wilful acts by the Municipality, or the Municipality’s employees or agents.

**10.2 Provincial Indemnity** – The Province shall indemnify and hold harmless the Municipality, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Province is legally responsible, including those arising out of negligence or wilful acts by the Province, or the Province’s employees or agents.

**10.3 Survival** – The indemnities provided by the Parties in Section 10.1 and Section 10.2 shall survive this Agreement.

**10.4 Errors and Omission** – The Municipality acknowledges and agrees that the Province is not liable for any errors or omissions in the TRAVIS data.

**10.5 Damage** – The Municipality acknowledges and agrees that the Province is not liable for damage to any municipal infrastructure or any other damage caused by commercial vehicles permitted in TRAVIS.

## **11.0 DISPUTE RESOLUTION**

**11.1 Consultation** - The Parties shall consult each other should there be any disputes arising from the interpretation or implementation of this Agreement, and shall, in good faith, make all reasonable efforts to resolve the matter.

**11.2 Reference to Senior Officials** – If negotiations fail to resolve the dispute within a reasonable timeframe, the dispute will be referred for a decision to senior officials designated by each Party whose decision will be considered to be final.

## **12.0 GENERAL**

**12.1 Amendment and Waiver** - No amendment of this Agreement is effective unless made in writing and signed by a duly authorized representative of each of the Province and the Municipality. No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.



**12.2 Additional Assurances** - The Parties agree to from time to time do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent; but this section shall not in any event be construed as obligating the Province to amend or enact any statute or regulation.

**12.3 Assignment** - The Municipality may not assign this Agreement or any right or benefit under it.

**12.4 Alberta Law applies** - This Agreement shall be construed, interpreted and applied in accordance with the laws and in the courts of the Province of Alberta.

The Parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

Her Majesty the Queen in right of Alberta  
as represented by the Minister of Transportation

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date

TYSCHUK CONSTRUCTION LTD (TCL)

P.O. Box 420  
 Onoway, AB T0E 1V0  
 (780) 967-5360 - Phone  
 (780) 967-5059 - Fax

# Estimate

Date	Estimate #
2019-05-06	1323

Name / Address
Summer Village of Nakamun Park Attn: Jason Madge

Project

Description	Qty	Rate	Total
Repair Boat Launch			
300 cubic meters Rip Rap - supplied and placed	300	250.00	75,000.00
Silt curtain		14,000.00	14,000.00
1-1/2" Washed Rock - cubic meters	90	110.00	9,900.00
Road Crush Gravel - cubic meters	20	55.00	1,100.00
Subtotal			100,000.00
GST On Sales		5.00%	5,000.00
Thank you for the opportunity to quote this project!		<b>Total</b>	\$105,000.00

21

May 17/2019

## Summer Village of Nakamen Park

I [REDACTED] of 5071-5<sup>th</sup> street  
am requesting the Price of a windshield  
that on Tuesday May 14<sup>th</sup> at 2:30 PM  
Village employee Larry Tarnowski shot  
many rocks from cutting grass across the  
street at my 2001 GMC, putting a hole  
in windshield making it unsafe and unusable.  
here is a quote from glass shops of such  
Thank you for your attention to this  
matter.

[REDACTED]

[REDACTED]

[REDACTED]

<b>Date</b>	Wed, 12 Jun, 19 5:25:22PM
<b>From</b>	Bob & Elsie Charter bandecharter@gmail.com
<b>To</b>	Marge & Henry Hanssen mrghanssen@gmail.com Dwight Moskalyk cao@svniakamun.com
<b>Subject</b>	GBC Budget 2019 Side Streets/Roads

Hi Marge and Dwight.

Got the GBC delivered price from Lafarge at \$26.24 per tonne.

We require 1100 tonne to complete the 50mm depth of GBC on remaining side roads.	1100 x \$26.24 =
\$26,400.00	
Placing will take about 40 hours including pregrade before placing new GBC.	40 x \$34.00 =
\$1,360.00	
Diesel fuel at \$400.00	
<u>\$400.00</u>	

**Total**

**\$28,160.00**

Hope this helps with your budget decisions.

Regards, Bob

23

**Date** Tue, 04 Jun, 19 4:04:28PM  
**From** Andrew Chell  
achell@lsac.ca  
**To** 'cao@svnakamun.com'  
cao@svnakamun.com  
**Subject** Request for referral comments - Nakamun Oasis Area Structure Plan

Good afternoon,

Lac Ste. Anne County has received an application for the Area Structure Plan for a campground on the lands described as the SW 36-56-2 W5M. The proposed ASP is attached for your review. The County would greatly appreciate any comments you may have regarding the impact of the proposal on your municipality.

If no comments are received within 21 days (June 26<sup>th</sup>, 2019), Lac Ste. Anne County will assume you have no concerns. Lac Ste. Anne County Council is scheduled to consider first reading of the Nakamun Oasis Area Structure Plan Bylaw 28-2019 at the June 27<sup>th</sup>, 2019 Council meeting.

If you have any questions or concerns, please don't hesitate to ask.

Andrew Chell

Development Planner



LAC STE. ANNE COUNTY

56521 RGE RD 65 | BOX 219 | SANGUDO AB T0E 2A0

Phone: (780)785-3411 (Ext. 3684)

24

# 07 November (presented in meeting)

**LAC STE. ANNE COUNTY**  
Municipal Website



Meeting: County Council and  
Municipal Planning  
Commission - 07 Nov 2018

## County Council

---

**Title:** Bylaw 16-2018 - Nakamun Oasis Area Structure Plan

### PREPARATION DETAILS

<b>Department Of:</b>	Planning and Development
<b>Proposed Actions:</b>	Adopt Policy/Bylaw
<b>Roll #: 5602362001</b>	Yes
<b>Severed in Accordance with FOIP:</b>	

### RECOMMENDATION:

that Council accepts for information and further directs Administration to make the amendments to Bylaw 16-2018 as outlined.

### SUMMARY/BACKGROUND:

#### Background

After the public hearing, Council requested further information in order to guide amendments to the Area Structure Plan. Administration requested further information from the applicant via a letter emailed to applicant on September 12, 2018. Council also requested that Aquality verify the RSMM setback calculation provided by the applicant. Council identified 9 items of concern, which are addressed as follows:

#### 1. RIPARIAN SETBACK

Concerns were raised at the public hearing that the development will have a negative impact on the quality of the natural environment that is a primary feature of the Nakamun area. Council directed that the RSMM be verified by Aquality.

## 07 November (presented in meeting)

Aquality conducted a site inspection on October 2nd to verify the RSMM setback. Aquality's calculation concluded that the setback should be 40 m, based on the lake's fish-bearing status (30 meters baseline setback) and the Lakeside Development status (10 m baseline setback) of the proposal.

The applicant's original RSMM setback determined that the lake qualified only for moderate fish-bearing-potential status (18 m baseline setback), and calculated a 30 m total setback. However, the criteria for whether a lake is fish-bearing or has only moderate fish-bearing potential is outlined in section 10.2.27(b) of the LUB. Under that criteria, a lake is considered to be fish-bearing if there are provincial Fish and Wildlife Management Information System (FWMIS) records of fish present. Since there are records of several species of fish in Lake Nakamun, it qualifies as a fish-bearing lake, and the 30 m baseline setback applies, not the 18 m baseline setback originally provided.

Section 10.2.21 of the LUB states "development that, in the opinion of the Development Authority, will have an unreasonable adverse impact on lake water quality or lake area aesthetics shall be prohibited". Based on the RSMM calculated by Aquality, which complies with the criteria set out in the LUB, development within 40 m of the lake (except for that development which is specifically allowed) would have an unreasonable adverse impact on lake water quality and lake area aesthetics. Administration recommends that the 40 m setback be applied, in order to address concerns raised at the public hearing that lakeside development must have an appropriate buffer in order to mitigate the negative impacts on the lake. Within that setback, minimal development (trails and a cleared area for lake access) will be permitted to support the recreational nature of the proposal. The stormwater management pond will also be within the 40 m setback, located according to the stormwater management plan.

Section 9.1.2(j) of the MDP requires an ASP to address environmental setbacks, and section 9.11.23 states that those setbacks are to be determined according to the RSMM. The RSMM calculation, completed in compliance with the LUB, determined that the setback for this proposal should be 40m. If it is less than 40 m, it will not be consistent with MDP.

Section 633(3)(b) of the MGA requires that an ASP be consistent with an MDP. Therefore, if the setback is not set at 40 m according to the RSMM, the ASP would not comply with the MGA because it would be inconsistent with the MDP.

### *Recommendation*

Administration recommends a setback of 40 meters across the entire lake frontage, within which no development may occur, except for the following:

- Stormwater management pond to be located as per the stormwater



## 07 November (presented in meeting)

management report;

- Trails with a permeable surface such as gravel, dirt, or woodchips, to guide pedestrian traffic. Trails shall be no wider than 4 meters, and shall not occupy in total more than 8 meters of the 40 m setback distance from the lake. Trails not extend further east than 400 m from the west property line. Signage shall be placed every 300 m directing trailgoers not to leave the trail.
- A day use area located as per the site plan, which may be cleared of trees, and shall be no wider than 40 meters east-west.

There shall be no buildings, dock, or boardwalk within the riparian setback area. Tree clearing within the 40 m setback shall only be done in order to accommodate trails and for lake access for human-powered watercraft.

The applicant has not provided an updated site plan which contemplates a 40 m setback. The applicant objects to the analysis which concluded that a 40 m setback is required. The applicant contends that the 40 m setback was calculated with a bias, but administration has identified no bias. Aquality created the RSMM calculation matrix, which is a legally defensible method of determining site-specific setbacks. Council requested Aquality verify the RSMM calculation, as administration identified procedural anomalies in the applicant's submission.

### 2. NOISE LEVEL STUDY

Concerns were raised at the public hearing that the development will be a nuisance to existing residents of the neighbouring multi-parcel subdivisions due to excessive noise. Council directed that a noise level study be prepared for the proposed development. Council also directed that the ASP include an enforcement strategy for violators of the campsite's quiet hours.

#### *Summary of the Noise Level Study*

The Applicant has submitted a Noise Level Study done by an acoustical consultant. The consultant visited the site on September 25, 2018. A test was conducted at the north end of Range Road 21, where it turns west into the subdivision, near the residence closest to the propose development. A sound source was placed 150 feet into the trees, approximately where the closest RV sites would be to the road. When the sound source played noise at 104.9 dBA (approximately the noise level of a lawnmower at 3 feet away), the reading at the test point on Range Road 21 was 65.1 dBA (approximately the level of normal conversation, or a dishwasher running, etc). For context, the background noise reading at the test site was 43.7. Administration finds that the development will likely have a negligible impact on the noise level near existing residences.

The ASP as submitted contains a clause regulating quite hours to between 11:00 PM and 8:00 AM.



# 07 November (presented in meeting)

## *Recommendation*

Administration is satisfied that the setback distance and vegetative buffer, along with the regulation of quiet hours, will attenuate sound from the campground such that existing residences will not be negatively impacted. Administration recommends a three-strike strategy for enforcement, where the first incident of contravention of quiet hours results in a warning, the second incident results in a \$100 fine, and the third incident results in the removal of the occupant from the property and termination of lease.

### **3. UPDATED TRAFFIC IMPACT ASSESSMENT**

Concerns were raised at the public hearing that the proposed development will create an unsafe amount of traffic on the road network around Four Oakes, Nakamun Lake Estates and Losie Glade. Council directed that the Traffic Impact Assessment be updated with on-site traffic counts and recommendations regarding maintenance and/or upgrading.

The Traffic impact Assessment was updated with onsite traffic counts done at two intersections: RR 21 and TWP RD 565A, and RR 22 and TWP RD 565A. Counts were collected from 7:00 AM to 7:00 PM on September 28, 29, and 30, 2018. The onsite counts turned out to be lower than the desktop estimates in the initial TIA. The TIA notes that the timing of counts may be quite different from the real traffic during the high summer season; however, the TIA concluded that the roads should handle the increased traffic at their current design standard. While the increased traffic may slightly increase maintenance requirements, the TIA concluded that upgrading to pavement is not warranted by the estimated increase in traffic.

## *Recommendation*

Based on the results of the TIA, administration is satisfied that the road network around the proposed development can support the estimate increase in traffic demand resulting from the Nakamun Oasis Campground; however, administration recommends the main access to the campground be from TWP RD 565A (rather than RR 21) in order to minimize traffic conflicts on RR 21. Based on the TIA's analysis, paving of the road network is not necessary, however, the cost of more frequent grading and maintenance of TWP RD 565A is a consideration. Administration is also concerned that the on site traffic counts, done in September, are not representative of peak summer traffic.

### **4. ACCESS**

Concerns were raised at the amount of traffic and wear-and-tear on Range Road 21. The Applicant has proposed an alternative main access road onto Township Road 565A from the east corner of the campground. This will reduce traffic conflicts and

# 07 November (presented in meeting)

reduce road maintenance costs on RR 21.

## *Recommendation*

Administration recommends a clause stating that the main entrance to the campground will be via Township Road 565A, that the access onto Range Road 21 will be used as an emergency exit only, and that signage will be placed at the intersection of Range Road 21 and Township Road 565A directing campground traffic to the main entrance on Township Road 565A to discourage traffic on Range Road 21. The Applicant provided an updated site plan that includes the access onto TWP RD 565A.

## **5. OFFROAD VEHICLES AND MOTORIZED BOATS**

Concerns were raised at the public hearing that the proposed campground will lead to increased ATV usage, which will negatively impact the surrounding environment. Similar concerns were raised that increased motorized boat traffic will have a negative impact on the aquatic environment and on safety of recreational watercraft users.

The ASP prohibits off-highway vehicles from entering the Nakamun Oasis Property, except for those used by staff. Given the vulnerability of the aquatic environment, administration recommends that no motorized boats be permitted on the Nakamun Oasis property. Human-powered watercraft will be encouraged.

## *Recommendation*

Administration is satisfied with the restriction on off-highway vehicles, and recommends a prohibition on any motorized boats (including those with electric motors) from entering the campground.

## **6. DESCRIPTION OF SEASONAL OPERATION**

At the public hearing, council directed that the ASP describe in detail the seasonal operational aspects of the campground. The Applicant provided a description of the the seasonal operation of the campground. Nakamun Oasis will be in full operation from May 15 to October 31 annually, with limited operation from November 1 to May 14. Full operation means all amenities of the campsite will be available, while limited operation means ten campsites will available for winter camping, with water being available from the main building. Under limited operation, the main building will remain available for rental and community events.

## *Recommendation*

Administration is satisfied with the description of seasonal operation provided by the applicant.

# 07 November (presented in meeting)

## 7. POLYGON B

At the public hearing, concerns were raised that the proposed development does not align with the recommendation of the Biophysical Impact Assessment (BIA) in the preservation of habitat in the vegetation community identified as Polygon B in the BIA. The BIA describes Polygon B areas as having "the most mature vegetation units in the study area" and "standing deadfall, snags, and cavities... providing necessary habitat for a variety of birds such as owls, bats, squirrels, northern flickers, and wood ducks)." It states that "whenever possible efforts should be made to minimize the removal of mature deciduous forests located within polygons labelled 'B'. To achieve this, the developer is encouraged to incorporate the use of building envelopes to restrict and limit the removal of vegetation".

### *Recommendation*

Administration recommends a clause stating that exact location of each RV site within polygon B will prioritize existing mature trees reflecting the intent of Biophysical Impact Assessment. For all RV sites within the Polygon B areas, the location shall be determined such that the fewest number of trees shall be removed.

## 8. UPDATED ASP

An area structure plan has been attached with proposed amendments

## 9. GRAVEL REMEDIATION

The applicant recommended amendments outlining the phasing of remediation.

- Weeks 2-4: The gravel deposit will first be leveled and natural drainage patterns will be restored.
- During construction of the campground, the area will be used as a staging area, and any already-extracted gravel will be used to build the internal roadways.
- Weeks 22 -24: Final remediation of the gravel pit area, including restoring natural drainage patterns and topsoil.

### *Recommendation*

Administration is satisfied with the phasing of remediation, and recommends an amendment to include the description of phasing.

## SUMMARY OF RECOMMENDATIONS

Appendix A contains the ASP with proposed amendments, which are summarized as follows:

## 07 November (presented in meeting)

- A development setback of 40 meters from the Ordinary High Water Mark. No development may occur within this 40 m, except:
  - Stormwater management pond to be located as per the stormwater management report;
  - Trails with a permeable surface and signage, to guide pedestrian traffic.
  - A day use area to be located as per the site plan, where trees may be cleared. This area shall be a maximum of 40 m wide east-west, and no buildings shall be built within the 40 setback from the lake.

The Applicant will need to submit a redesigned site plan that accommodates the setback and development restrictions, including relocation of any development (such as the sani-dump and multi-use building, if they are within the setback distance).

- removal of references to development within the 40m setback area which are not specifically permitted (such as the proposed boardwalk, dock, etc).
- A clause stating that final location of RV sites within the Polygon B areas will be where the fewest number of trees need to be removed.
- Addition of section 3.7 to include the results of the Noise Level Study, and addition of a three-strikes policy for enforcing contraventions (i.e. fines, termination of lease, etc).
- That access to the campground be from Township Road 565A, and that the access onto Range Road 21 be used as an emergency exit only and signage be provided accordingly.
- A clause prohibiting motorized boats and stating that only human-powered boats will be permitted on the Nakamun Oasis property.
- Removing figure 3.5 and all references to section 9.16 of the LUB, as well as references to the Summer Village of Nakamun Park Municipal Development Plan, and other references that are not applicable to this development.
- The applicant provided updated boat traffic projections based on comments heard from adjacent landowners at the public hearing. Administration recommends the updated calculation be included in section 3.8 of the ASP.
- A detailed description of the gravel site remediation process.

# 07 November (presented in meeting)

## **OPTIONS:**

1. That Council accepts the information provided.
2. That Council table Bylaw 16-2018.
3. That Council move that Bylaw 16-2018 be given second reading.
4. That based on concerns regarding setbacks and traffic impact, Bylaw 16-2018 be defeated.

**PREPARED BY:** Andrew Chell

---

## **ATTACHMENTS:**

Aquality Report 18-089 - SW-36-056-02-W5 Nakamun Lake RSMM verification

Noise Study

Traffic Impact Assessment Nakamun Oasis Campground Updated Oct 18 18 ReducedSizePDF

Analysis: INCOME STATEMENT -NAKAMUN

000 00,00

Description	2019 BUDGET	2019 ACTUAL	VARIANCE
INCOME STATEMENT -NAKAMUN	(1)	(2)	(3)
Period 1: --- Begin	Jan 01,19	Jan 01,19	Jan 01,19
End	Dec 31,19	Apr 30,19	Dec 31,19
--- Type	B	A	B
(less) --- Begin	000 00,00	000 00,00	Jan 01,19
Period 2: --- End	000 00,00	000 00,00	Apr 30,19
--- Type			A
Ratios: % of Account			
Graphs: # of Columns, Scale	0 0	0 0	0 0

Description	2019 BUDGET	2019 ACTUAL	VARIANCE
REVENUE			
RESIDENTIAL TAXES- (MUNICIPAL)	142,761.01	0.00	142,761.01
RESIDENTIAL TAXES- (SCHOOL)	81,452.73	0.00	81,452.73
VACANT RES. TAXES- (MUNICIPAL)	6,920.23	0.00	6,920.23
VACANT RES. TAXES- (SCHOOL)	2,751.14	0.00	2,751.14
LINEAR- (MUNICIPAL)	2,608.78	0.00	2,608.78
LINEAR- (SCHOOL)	507.64	0.00	507.64
LINEAR- (DIP)	10.38	0.00	10.38
PROTECTIVE SERVICES LEVY	16,930.06	0.00	16,930.06
SENIOR FOUNDATION	7,218.83	0.00	7,218.83
MINIMUM TAX CHARGE (\$700\LOT)	23,242.39	0.00	23,242.39
PROJECT LEVY	0.00	0.00	0.00
TOTAL TAXES	284,403.19	0.00	284,403.19
PENALTIES & COSTS ON TAXES	0.00	8,636.57	8,636.57-
INVESTMENT INCOME (INTEREST)	0.00	2,025.90	2,025.90-
CONDITIONAL GRANT (MSI-C)	65,046.00	0.00	65,046.00
CONDITIONAL GRANT (MSI-O)	0.00	0.00	0.00
CONDITIONAL GRANT (CSJ)	0.00	0.00	0.00
CONDITIONAL GRANT (GTF)	1,374.00	0.00	1,374.00
MISC.INCOME(SALE OF TCA)	0.00	0.00	0.00
CAPITAL PROJECT FUNDING	0.00	0.00	0.00
SPECIAL PROJECT FUNDING	0.00	0.00	0.00
ADMIN			
SALES OF GOODS & SERVICES	0.00	0.00	0.00
N.S.F. FEES	0.00	0.00	0.00
TAX CERTIFICATES\SEARCHES	0.00	25.00	25.00-
GARBAGE TOKEN REVENUE	500.00	87.50	412.50
TRANS FROM RESERVE	8,374.00	0.00	8,374.00
PLANNING & DEVELOPMENT			
SAFETY CODE PERMIT FEES	500.53	26.66	473.87
DEVELOPMENT PERMITS	1,300.00	252.00	1,048.00
TR.FR.RES\DEF.REV	0.00	0.00	0.00
ROADS			
CONDITIONAL GRANTS	0.00	0.00	0.00

Description	2019 BUDGET	2019 ACTUAL	VARIANCE
-------------	-------------	-------------	----------

Analysis: INCOME STATEMENT -NAKAMUN

000 00,00

Description	2019 BUDGET	2019 ACTUAL	VARIANCE
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
SEWER\WATER\DRAINAGE			
CONDITIONAL GRANTS	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
PARKS & RECREATION			
PROV GRANT (FCSS) TO ONOWAY	2,444.00	1,326.00	1,118.00
GRANT\DONATION - 50TH ANNIV	0.00	0.00	0.00
GRANT\DONATION- FROM ONOWAY	750.00	0.00	750.00
TR.FR.RES\DEF.REV(FCSS\50TH)	0.00	0.00	0.00
TOTAL REVENUE	364,691.72	12,379.63	352,312.09
REQUISITIONS			
SCHOOL	84,711.51	21,177.88	63,533.63
SENIOR FOUNDATION	7,218.83	7,218.83	0.00
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00
DIP REQUISITION	10.38	0.00	10.38
UNDER\OVER DIP LEVY	0.00	0.00	0.00
TOTAL REQUISITIONS	91,940.72	28,396.71	63,544.01
NET REVENUE FOR MUN PURPOSES	272,751.00	16,017.08-	288,768.08



Analysis: EXPENSE STATEMENT -NAKAMUN

000 00,00

Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE
EXPENSE STATEMENT -NAKAMUN	(1)	(2)	(3)
Period 1: -  --- Begin	Jan 01,19	Jan 01,19	Jan 01,19
End	Dec 31,19	Apr 30,19	Dec 31,19
--- Type	B	A	B
(less)   --- Begin	000 00,00	000 00,00	Jan 01,19
Period 2: -  End	000 00,00	000 00,00	Apr 30,19
--- Type			A
Ratios: % of Account			
Graphs: # of Columns, Scale	0 0	0 0	0 0

Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE
COUNCIL			
HONORARIUMS	3,600.00	800.00	2,800.00
MEETING FEES	3,800.00	850.00	2,950.00
TRAVEL\SUBSISTENCE	5,000.00	819.60	4,180.40
CONFERENCES\CONVENTIONS	3,500.00	1,372.91	2,127.09
TOTAL	15,900.00	3,842.51	12,057.49

ADMINISTRATION			
ADMIN CONTRACT	32,389.00	8,126.19	24,262.81
ADMIN SUPPORT	2,000.00	120.00	1,880.00
CONFERENCES & TRAINING	250.00	0.00	250.00
TRAVEL	1,750.00	337.50	1,412.50
POSTAGE\COPY\COMMUNICATION	4,500.00	525.28	3,974.72
ADVERTISING	400.00	0.00	400.00
MEMBERSHPS (AUMA, ASVA, SV)	2,700.00	2,603.96	96.04
AUDITOR	3,399.00	0.00	3,399.00
ASSESSMENT\ARB	5,352.00	2,626.00	2,726.00
LEGAL	1,000.00	25.00	975.00
INSURANCE	5,800.00	5,719.77	80.23
W.C.B.	655.00	380.49	274.51
DONATIONS	250.00	100.00	150.00
SOFTWARE SUPPORT	275.00	79.00	196.00
BANK CHARGES	700.00	148.65	551.35
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
TOTAL	61,420.00	20,791.84	40,628.16

ELECTION \ CENSUS			
SALARIES & WAGES	0.00	0.00	0.00
ADVERTISING	0.00	0.00	0.00
GOODS & SUPPLIES	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00

CPO\BYLAW SERVICES			
CPO (MAYERTHORPE)	7,012.00	1,620.00	5,392.00
CPO (MILEAGE)	1,700.00	509.04	1,190.96
TOTAL	8,712.00	2,129.04	6,582.96

Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE
-------------	-------------	-------------	---------------



Analysis: EXPENSE STATEMENT -NAKAMUN

000 00,00

Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE
<b>FIREFIGHTING</b>			
FIRE CONTRACT	13,110.00	3,262.33	9,847.67
FIRE OPERATION	3,820.00	955.00	2,865.00
FIRE OTHER	0.00	0.00	0.00
<b>TOTAL</b>	<b>16,930.00</b>	<b>4,217.33</b>	<b>12,712.67</b>
<b>MEDICAL\EMERGENCY MANGEMENT</b>			
COURSES & CONVENTIONS	500.00	0.00	500.00
EMERGENCY PREPAREDNESS KITS	1,500.00	0.00	1,500.00
COMMISSION REQUISITION	2,750.00	2,750.00	0.00
PHYSICIAN RECRUITMENT (LSA)	0.00	0.00	0.00
<b>TOTAL</b>	<b>4,750.00</b>	<b>2,750.00</b>	<b>2,000.00</b>
<b>COMMON SERVICES</b>			
PUBLIC WORKS FOREMAN	23,496.00	0.00	23,496.00
CASUAL MAINTENANCE	2,750.00	386.88	2,363.12
CONTRACTED LABOUR	2,750.00	0.00	2,750.00
PAYROLL DEDUCTIONS	3,000.00	86.38	2,913.62
PUBLIC WORKS CONSULT	0.00	0.00	0.00
PW TRAINING\COURSES	0.00	0.00	0.00
PHONE- PUBLIC WORKS	225.00	0.00	225.00
SHOP COMMUNICATION	0.00	192.79	192.79-
SNOW REMOVAL	2,500.00	1,255.28	1,244.72
GRADING(CONTRACT)	1,500.00	0.00	1,500.00
ROADS, SPEED BUMPS	0.00	0.00	0.00
SIGNS	0.00	0.00	0.00
CULVERT MATERIAL	0.00	0.00	0.00
SHOP SUPPLIES	2,000.00	129.69	1,870.31
SHOP FIRST AID\FIRE\SAFETY	300.00	0.00	300.00
VEHICLE & EQUIPMENT MAINT.	3,500.00	1,050.75	2,449.25
FUEL (GAS & DIESEL)	3,500.00	504.21	2,995.79
GRAVEL	0.00	0.00	0.00
UTILITIES	12,000.00	2,414.27	9,585.73
PROJECTS (WHMIS)	0.00	0.00	0.00
PROJECTS (SHOP INSPECTION)	500.00	0.00	500.00
CAPITAL PURCHASES	0.00	0.00	0.00
ANNUAL AMORTIZATION	0.00	0.00	0.00
TO RESERVES (MAJOR EQUIP)	0.00	0.00	0.00
TO RESERVES (ROADS)	0.00	0.00	0.00
TO RESERVES (INFR.REFURB.)	0.00	0.00	0.00
TO RESERVES (PUBLIC WORKS)	0.00	0.00	0.00
<b>TOTAL</b>	<b>58,021.00</b>	<b>6,020.25</b>	<b>52,000.75</b>
<b>WATER</b>			
WILD H2O ADMIN & GOVERNANCE	973.00	0.00	973.00
WILD H2O DEBENTURE (1)	1,374.00	0.00	1,374.00
WILD H2O DEBENTURE (2)	0.00	0.00	0.00
Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE

## Analysis: EXPENSE STATEMENT -NAKAMUN

000 00,00

Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE
TOTAL	2,347.00	0.00	2,347.00
WASTE COLLECTION			
WASTE CONTRACT	0.00	0.00	0.00
REGIONAL WASTE	50.00	0.00	50.00
WASTE REMOVAL TOKEN	500.00	134.50	365.50
TOTAL	550.00	134.50	415.50
MUNICIPAL PLANNING			
CONTRACT-DEVELOP. OFFICER	2,400.00	600.00	1,800.00
DEVELOPMENT OFFICE MILEAGE	500.00	63.60	436.40
DEVELOPMENT ENFORCEMENT	1,000.00	250.00	750.00
DEVELOPMENT PERMITS	1,300.00	675.00	625.00
LEGAL\CONSULTING FEES	0.00	495.00	495.00
SAFETY CODES QMP\INT COMM	2,000.00	0.00	2,000.00
TOTAL	7,200.00	2,083.60	5,116.40
FCSS			
MUNICIPAL CONTRIBUTION	619.00	619.00	0.00
PROVINCIAL CONTRIBUTION	2,444.00	2,444.00	0.00
FCSS PROJECTS	0.00	0.00	0.00
TOTAL	3,063.00	3,063.00	0.00
RECREATION & PARKS			
TREE REMOVAL	1,010.00	0.00	1,010.00
PARK SUPPLIES	200.00	0.00	200.00
WEED INSPECTION	250.00	0.00	250.00
WEED SPRAYING	1,000.00	0.00	1,000.00
BOAT LAUNCH REPAIRS	0.00	0.00	0.00
EAST END BUS	300.00	300.00	0.00
MILESTONE ANNIVERSARY	0.00	0.00	0.00
CANADA DAY\REC EVENTS	750.00	45.91	704.09
LIBRARY - YRL	413.00	206.40	206.60
TOTAL	3,923.00	552.31	3,370.69
RESERVE ACCOUNTS			
RES. COUNCIL	255.00	0.00	255.00
RES. ADMIN	255.00	0.00	255.00
RES. LEGAL	255.00	0.00	255.00
RES. ELECTION	765.00	0.00	765.00
RES. CPO\BYLAW	255.00	0.00	255.00
RES. FIRE SERVICES	510.00	0.00	510.00
RES. COMMON SERVICES	8,242.00	0.00	8,242.00
RES. WATER SERVICES	0.00	0.00	0.00
RES. WASTE SERVICES	0.00	0.00	0.00
RES. MUNI PLAN\ENFORCE	510.00	0.00	510.00
Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE

Analysis: EXPENSE STATEMENT -NAKAMUN

000 00,00

Description	2018 BUDGET	2018 ACTUAL	2018 VARIANCE
RES. RECERATION & PARKS	510.00	0.00	510.00
RES. MSI OPERATING	0.00	0.00	0.00
RES. GENERAL AMORTIZATION	11,332.00	0.00	11,332.00
TOTAL	22,889.00	0.00	22,889.00
SPEICAL PROJECTS			
ACP-EMERGENCY RADIO\NETWORK	0.00	0.00	0.00
ACP-BYLAW & POLICY REVIEW	2,000.00	0.00	2,000.00
REGIONAL RECREATION REQ	0.00	0.00	0.00
REGIONAL LIBRARY INVESTMENT	0.00	0.00	0.00
TOTAL	2,000.00	0.00	2,000.00
CAPITAL PROJECTS			
PROJ1-PARK UPGRADES	28,521.00	0.00	28,521.00
PROJ2-DRAINAGE DESIGN(40)	0.00	0.00	0.00
PROJ3-	0.00	0.00	0.00
PROJ4-	0.00	0.00	0.00
PROJ5-	0.00	0.00	0.00
PROJ6-P\W EQUIPMENT PUR	24,525.00	0.00	24,525.00
PROJ7-ROAD PROJECT	0.00	0.00	0.00
PROJ8-PUBLIC WORKS SHOP	0.00	0.00	0.00
PROJ9-DUST CONTROL	12,000.00	0.00	12,000.00
PROJ -TRANS.TO RES.\DEF.REV.	0.00	0.00	0.00
TOTAL	65,046.00	0.00	65,046.00
TOTAL	272,751.00	45,584.38	227,166.62
(INCLUDES PROJECTS)			

## Summer Village of Nakamun Park

Report to CAO

**Report Date:** May 15, 2019

**Inspection Date:** May 9, 2019

**Originated By:** Tony Sonnleitner, Development Officer

### Comments:

a) Lot 5563 Nakamun Drive - new dwelling located last year, Council has noted the property access does not have a culvert and just wants to make sure that they have a plan to put one in before the permit is closed. Or as discussed, if the permit did not require one confirmation of same.

I reviewed the site of the approach constructed as access to this property. I am able to confirm that no culvert has been installed. Having said that, there is really nowhere to install a culvert. The situation is similar to that at the property to the east (our shop) which also has no culvert.

Photos:







**Comments continued:**

b) Lot 5595 Nakamun Drive - the vacant lot on the east end has had a various issues over the years. We previously sent a letter asking them to clean the tires off their lot (they actually belong to the neighbours) - which I believe they did. This year, Council has noted that there are section of a portable dock located there (in an unsightly fashion) but that these are known or believed to be the neighbours as well - so we just need to start that fight between them again. The second issue is the general unsightly nature of the lot, especially the dangerous trees and overgrown grass/vegetation; Council would like these matters addressed as soon as possible, so we best get that process rolling.

I reviewed the site, and would comment as follows:

- i. I do not agree that the few sections of pier constitute an unsightly situation (see Photo), further; I would venture that they will leave the site over the long weekend, to be installed upon the lakeshore. It is my recommendation that no action be taken on this matter.



- ii. I do agree that the dead trees, in various states of falling over, and the dead grass and weeds constitute a fire hazard, and a hazard to individuals coming to the site. I have prepared a contravention order which I will send under separate cover (see photos).







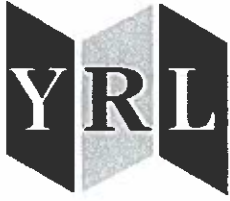






Regards,

Tony Sonnleitner, Development Officer



## YRL Board Executive Committee Highlights

May 13, 2019

---

### Infrastructure Expenditures

- The infrastructure grant expenditures are almost finished with the following completed:
  - LED lights installed inside and out.
  - New hot water tank.
  - Boiler system updated.
  - Shipping, receiving and dock areas fully remodeled.
  - Bibliographic Services staff desks moved; new cubicle dividers installed.
  - Energy-efficient windows and semi-private roller blinds installed throughout.
  - Boardroom carpet replaced, and additional network and power installed.
  - Soffits and landscape curbing replaced.
  - Washrooms refurbished.
- Pending projects include paving/more curb work and construction of the garage.
  - The garage quotes and holdback were higher than anticipated.
  - The projects will come in close to the granted budget amount; however, there may be some unforeseen costs related to the final two activities.
- The committee approved a capital reserves expenditure not to exceed \$20,000 to cover any cost overages associated with the infrastructure improvements.

### Staff Request

- After being in-camera, the committee approved a one year leave without pay request.

### Draft 2020 Budget Direction

- Administration is preparing the draft 2020 budget with projections for 2021 and 2022.
- The first draft will be presented to the committee in August and again in early September, if modifications are needed, before going to the board for information in late September and for approval in November.

### Organizational Review – Dr. Margaret Law

- Dr. Law provided her background and the process she will use for the review.
- The final report, including findings, resulting recommendations and implementation guidelines, will be presented to the committee in August and the board in September.

### Advocacy

- Board Chair Hendrik Smit contacted the board chair and CEO/director of the other 15 libraries (nodes) that comprise the Alberta Provincial Public Library Network.
  - A one-page library advocacy document was created for use provincially.

45

- A welcome letter from the 16 library node board chairs was sent to the Honourable Kaycee Madu, Minister of Municipal Affairs.
- The Alberta Library (TAL) is presenting an advocacy webinar this month.
  - A recording of the webinar will be available online afterward.

**Annual Review: Policy Manual & Emergency Response and Business Continuity Plan**

- The policy manual and emergency plan reviews were postponed as revisions may be proposed in the organizational review recommendations.

**2019-2021 Plan of Service Workplan Status**

- The managers and chair updated the workplan status action items and provided a summary of meetings/events attended.

**Financial Statements**

- The first quarter statements were reviewed; there were no anomalies.

**New YRL Website**

- Client Services Librarian Jocie Wilson gave a demonstration of the new YRL website that will be launching soon.

**2019 MEETING AND CONFERENCE DATES**

---

YRL Board Meeting.....	10:00 to 1:00, Monday, June 17
YRL Board Executive Committee Meeting .....	10:00 to 1:00, Monday, Aug. 26
YRL Board Executive Committee Meeting .....	10:00 to 1:00, Monday, Sept. 9
<u>YRL Conference</u> , River Cree Resort & Casino .....	9:00 to 4:15, Friday, Sept. 20

*Registration is now open! The early bird deadline is Friday, June 14.*



YRL Board Meeting.....	10:00 to 1:00, Monday, Sept. 30
YRL Board Organizational Meeting.....	10:00 to 1:00, Monday, Nov. 25
YRL Board Executive Committee Meeting .....	10:00 to 1:00, Monday, Dec. 16

46



**Town of Mayerthorpe**

**Report Range :** 2019/03/01 0000 to 2019/03/31 2359 **Report Title :** NAKAMUN DAILY EVENTS

3/6/2019

**TOWN OF MAYERTHORPE**

Events:

Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/03/06 1330 DAWN, DWIGHT  
2019/03/06 1500 TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE  
PATROL VILLAGE AND RADAR ON BOTH WEST AND EAST SIDE, QUIETER DAY ON TRAFFIC

3/12/2019

**TOWN OF MAYERTHORPE**

Events:

Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/03/12 1100 DAWN, DWIGHT  
2019/03/12 1230 TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE  
PATROL SUMMER VILLAGE ROADS AND RADAR ON BOTH ENDS, BUT ONLY A COUPLE VEH'S OUT AND ABOUT

3/19/2019

**TOWN OF MAYERTHORPE**

Events:

Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/03/19 1000 DAWN, DWIGHT  
2019/03/19 1130

47

TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE

JUST PATROLLED CHECKING ON SECURITY OF HOMES AND THEN A LITTLE BIT OF RADAR AT WEST END. ONLY ONE VEHICLE TODAY

---

3/30/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/03/30 1130      DAWN, DWIGHT

2019/03/30 1300  
TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE

PATROLLING VILLAGE ROADS, BEAUTIFUL DAY AND IT SHOWED WITH MANY PEOPLE OUT TODAY AT CABINS THAT ARE CLOSED FOR THE WINTER USUALLY. EVERYONE BEHAVING

---

Total Events: 4

48

Town of Mayerthorpe

Report Range : 2019/04/01 0000 to 2019/04/30 2359 Report Title : NAKAMUN DAILY EVENTS

4/1/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/04/01 1200 DAWN, DWIGHT  
2019/04/01 1330 TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE  
MIX OF WEATHER TODAY, BUT STILL QUIET IN THE VILLAGE, JUST MONITORED SECURITY OF HOMES

4/18/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/04/18 1315 DAWN, DWIGHT  
2019/04/18 1445 TOWN OF MAYERTHORPE

GENERAL PATROL  
NAKAMUN PARK  
SUMMER VILLAGE  
PATROL THE VILLAGE AND RADAR ON MAIN ROAD IN 3 DIFFERENT LOCATIONS, TRAFFIC QUIET TODAY

4/27/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/04/27 1130 DAWN, DWIGHT  
2019/04/27 1300

49



TOWN OF MAYERTHORPE

GENERAL PATROL

NAKAMUN PARK

SUMMER VILLAGE

PATROL VILLAGE BUT VERY QUIET TODAY, AMAZINGLY LITTLE SNOW HERE AND A SNOWSTORM EVERYWHERE ELSE, BUT STILL NOT MUCH TRAFFIC TODAY

---

Total Events: 3

50