

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday September 18<sup>th</sup>, 2019 – at The Onoway Civic Centre at 5:00 P.M.

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1. Call to order:
2. Agenda: a) Wednesday September 18<sup>th</sup>, 2019 Regular Council Meeting
3. Minutes: (1-7) a) Wednesday August 28<sup>th</sup>, 2019 Organizational Meeting  
(8-12) b) Wednesday August 28<sup>th</sup>, 2019 Regular Council Meeting  
  
b)
4. Appointment: a)  
b)
5. Bylaws/Policies: a) Council Policies (*approve as presented or with amendments*):  
(13) i) C-FIN-BUD-1 – Expenditures Not Included in Annual Budgets  
(14) Policy  
(15) ii) C-FIN-DCA-1 – Disposal of Capital Assets Policy  
(16-17) iii) C-FIN-PUR-1 – Purchasing Policy  
(18-19) iv) C-FIN-RES-1 – Restricted Surplus and Reserves Policy  
(20-21) v) C-FIN-TEN-1 – Tendering Policy  
(22-24) vi) C-HUM-REC-1 – Recruitment Policy  
vii) C-COU-REM-1 – Council Remuneration and Expense Policy  
  
b) Bylaw 2019-6, Fees and Charges Bylaw – being a bylaw to establish a schedule of fees and administrative charges and authorize the collection of same. This bylaw condenses 2010-4 (attached) and other historical administrative charges into one bylaw (for ease of reference) and also incorporates charges related to recent and existing development service agreements (Development Services, Sub-Division and Development Appeal Services Agreement, and Planning Services Agreements) to which accompanying fees schedules were not previously passed, or require revisions (*pass the bylaw as presented, or with amendments*)  
  
c)  
d)
6. Business a) Police Costing Model Webinar, Feedback and Discussion – on September 6<sup>th</sup>, 2019 council and administration was authorized to participate in a webinar regarding a proposed police costing model for the province; material provided during webinar (and a link to the recording and survey) is attached for reference. Administration is seeking a brief discussion on this webinar and council's thoughts on the proposal. While there are many factors to consider, as presented we (summer villages in general) might expect a new annual budget cost of between \$ 4,037 and \$18,835 as our portion of the new model, depending on which percentage of the total policing cost is shifted to municipalities. I expect this to be a topic at upcoming conferences (AUMA and ASVA), so best we take  
  
(30-74)

ref.

2019-5 - (25-27)  
2010-4 - (28-29)

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ref. 2019-6 - (25-27)  
and  
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some time to review in council prior to these events (*here for general discussion, provide direction as warranted*)

- b)
- c)
- d)
- e)
- f)
  
- 7. Financial
  - a) Income and Expenses Sheet – for period ending July 31<sup>st</sup>, 2019 (to be circulated during the meeting)
  - b) Grant Report – N/A
  
- 8. Councillor Reports
  - a) Mayor
  - b) Deputy Mayor
  - c) Councillor
  
- 9. Administration Reports
  - a) Administration Report
    - a)
    - b)
    - c)
  - b) Public Works Reports
  
- 10. Information and Correspondence
  - (75-78) a) Yellowhead Regional Library – August 23<sup>rd</sup>, 2019 letter regarding increase to membership levies effective 2020 (2%) and 2021 (1.5%).
  - (79) b) Government of Alberta, Municipal Affairs – August 15<sup>th</sup>, 2019 letter regarding allocation of the MSI-Capital, MSI-Operating and Gas Tax Fund grants for 2019.
  - (80-85) c) Alberta Urban Municipalities Association, MacKinnon Report Feedback – attached is a September 9<sup>th</sup>, 2019 email from AUMA President Barry Morishita highlighting the AUMA's feedback on the recently filed MacKinnon report (on Alberta's Finances), specifically as the report relates to municipal operation. Also attached is referenced Key messages from AUMA. If you are interested in reading the

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full report it is available on the Government of Alberta website:

<https://www.alberta.ca/mackinnon-report-on-finances.aspx>

d)

11. Closed Meeting

a)

12. Next Meeting Date

a) Schedule the next regular council meeting for Wednesday October 16<sup>th</sup>, 2019.

13. Adjournment

Upcoming Meetings:

September 25-27<sup>th</sup>, 2019 – AUMA Conference

October 5<sup>th</sup>, 2019 – SVLSACE

October 16<sup>th</sup>, 2019 – Regular Council Meeting

October 17<sup>th</sup> and 18<sup>th</sup>, 2019 – ASVA Conference

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

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|    | <b>PRESENT</b>   | <p>Councillor: Marge Hanssen<br/> Councillor: Harry Kassian<br/> Councillor: Carleigh LeClair</p> <p>Administration: Dwight Moskalyk, Chief Administrative Officer</p> <p>Absent:</p> <p>Public Works: n/a<br/> Public at Large: n/a</p>  |
| 1. | <b>CALL TO ORDER</b>                                     | CAO Moskalyk called the meeting to order at 5:00 p.m..  |
| 2. | <b>AGENDA</b><br>OG1 - 19                                | <p><b>MOVED</b> by Councillor Hanssen that the agenda for the Wednesday August 28<sup>th</sup>, 2019 Organizational Meeting of the Summer Village of Nakamun Park be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 3. | <b>ELECTION</b><br><b>(MAYOR)</b><br><br>OG2 - 19        | <p>CAO Moskalyk called for nominations for the office of mayor of the Summer Village of Nakamun Park;</p> <p>Councillor Kassian nominated Councillor Hanssen.</p> <p>CAO Moskalyk called for nominations for the office of mayor a second time;<br/> CAO Moskalyk called for nominations for the office of mayor a third time;</p> <p><b>MOVED</b> by Councillor LeClair that nominations for the office of mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councillor Hanssen was declared elected by acclamation to the office of mayor and took the Oath of Office and assumed the Chair.</p> |
| 4. | <b>ELECTION</b><br><b>(DEPUTY MAYOR)</b><br><br>OG3 - 19 | <p>Mayor Hanssen called for nominations for the office of deputy mayor of the Summer Village of Nakamun Park;</p> <p>Mayor Hanssen nominated Councillor LeClair.</p> <p>Mayor Hanssen called for nominations for the office of deputy mayor a second time;<br/> Mayor Hanssen called for nominations for the office of deputy mayor a third time;</p> <p><b>MOVED</b> by Councillor Kassian that nominations for the office of deputy mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |

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|    |  | Councillor LeClair was declared elected by acclamation to the office of deputy mayor and took the Oath of Office.  |
| 5. | <p><b>APPOINTMENT OF COMMITTEE REPRESENTATIVES</b></p> <p>OG4 - 19</p> | <p><b>MOVED</b> by Councillor Kassian that the following council committee and external appointments be confirmed:</p> <ul style="list-style-type: none"> <li>a) Highway 43 East Waste Commission:<br/>Representative Councillor Kassian,<br/>Alternate Mayor Hanssen;</li> <li>b) Summer Village Lac. Ste. Anne County East:<br/>All of Council may attend;<br/>Voting Representative Mayor Hanssen,<br/>First Alternate Voting Representative is Deputy Mayor LeClair,<br/>Second Alternate Voting Representative is Councillor Kassian;</li> <li>c) West Interlake District Regional Water Services Commission Annual General Meetings:<br/>All of Council may attend;<br/>Voting Representative Mayor Hanssen,<br/>First Alternate Voting Representative is Deputy Mayor LeClair,<br/>Second Alternate Voting Representative is Councillor Kassian;</li> <li>d) Recreation Committee:<br/>Representative Mayor Hanssen,<br/>no Alternate Appointment;</li> <li>e) Yellowhead Regional Library:<br/>Representative Mayor Hanssen,<br/>no Alternate Appointment;</li> <li>f) Lake Sustainability Initiatives:<br/>Representative Deputy Mayor LeClair,<br/>no Alternate Appointment;</li> <li>g) Policing/Community Peace Officer Initiatives:<br/>Representative Councillor Kassian,<br/>No Alternate Appointment;</li> <li>h) Emergency Planning and Regional Emergency Management Advisory Committee:<br/>Representative Deputy Mayor LeClair,</li> </ul> |

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.


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|    |  | <p>No Alternative Appointment;</p> <p>i) Fire Services Initiatives:<br/>Representative Mayor Hanssen,<br/>No Alternate Appointment;</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 6. | <p><b>BANKING AUTHORITY</b></p> <p>OG5 - 19</p>  | <p><b>MOVED</b> by Mayor Hanssen that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 7. | <p><b>SIGNING AUTHORITY</b></p> <p>OG6 - 19</p>  | <p><b>MOVED</b> by Deputy Mayor LeClair that Council confirm the signing authority on ATB account # 8989 219 543790300 to include all of council (Mayor Marge Hanssen, Deputy Mayor Carliegh LeClair and Councillor Harry Kassian) and the Chief Administrative Officer (Dwight Moskalyk), with two signatures required on all financial instruments with one signature required from any member of council one signature required from the Chief Administrative Officer.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 8. | <p><b>ADMINISTRATION, THE CAO, AND FINANCIAL OFFICER</b></p> <p>OG7 - 19</p> <p>OG8 - 19</p> <p>OG9 - 19</p> | <p><b>MOVED</b> by Mayor Hanssen that Council confirm that Wildwilow Enterprises Inc. as administration services provider to the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor LeClair that Council appoint and confirm Dwight Darren Moskalyk as Chief Administrative Officer for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Kassian that Council confirm the appointment of Kristie Rose as Financial Manager, a Designated Officer position, for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> |

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

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| 9.  | <p><b>OFFICE LOCATION</b></p> <p>OG10 -19</p>          | <p><b>MOVED</b> by Mayor Hanssen that Council assign and confirm the location of the municipal office for the Summer Village of Nakamun Park as 4808-51st Onoway, Alberta Canada, T0E 1V0.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 10. | <p><b>MEETING DATES</b></p> <p>OG11 – 19</p>           | <p><b>MOVED</b> by Deputy Mayor LeClair that Council confirm that that the meeting date for regular council meetings be established as the third Wednesday of every month starting at 5:00 p.m., to be hosted in the Town of Onoway Council Chambers located at 4812-51st Onoway, Alberta Canada, T0E 1V0; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website and in the village kiosk as an appropriate form of notification.</p> <p style="text-align: right;"><b>CARRIED</b></p> |
| 11. | <p><b>AUDITOR</b></p> <p>OG12 - 19</p>                 | <p><b>MOVED</b> by Councillor Kassian that Council confirms the engagement of Seniuk and Company Chartered Accountants to the appointment of municipal auditor.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 12. | <p><b>SOLICITOR</b></p> <p>OG13 - 19</p>               | <p><b>MOVED</b> by Mayor Hanssen that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 13. | <p><b>ASSESSOR</b></p> <p>OG14 – 19</p>                | <p><b>MOVED</b> by Councillor Kassian that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Ian Ferguson as municipal assessor, a designated officer for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 14. | <p><b>ASSESSMENT REVIEW BOARD</b></p> <p>OG15 - 19</p> | <p><b>MOVED</b> by Mayor Hanssen that Council confirm the engagement of Lac Ste. Anne County as Assessment Review Board services provider and the appointment of Stacy Wagner as Assessment Review Board Clerk, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |



MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

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| 15. | <b>FOIPP COORDINATOR</b><br><br>OG16 - 19   | <p><b>MOVED</b> by Councillor Kassian that Council confirm the appointment of Chief Administrative Officer Dwight Moskalyk as the Freedom of Information and Protection of Privacy (FOIPP) Coordinator for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 16. | <b>INTEGRITY COMMISSIONER</b><br><br>OG17 - 19  | <p><b>MOVED</b> by Deputy Mayor LeClair that Council confirm the appointment of Victoria Message as Municipal Integrity Commissioner for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| 17. | <b>DEVELOPMENT AUTHORITY</b><br><br>OG18 - 19   | <p><b>MOVED</b> by Mayor Hanssen that Council confirm the appointment of Tony Sonnleitner as Development Authority for the Summer Village of Nakamun Park, as provided for under the Land Use Bylaw, and Development Officer, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 18. | <b>SUBDIVISION AND DEVELOPMENT APPEAL BOARD</b><br><br>OG19 - 19<br><br><br><br><br><br><br><br><br><br>OG20 - 19 | <p><b>MOVED</b> by Councillor Kassian that Council confirm the engagement of Milestone Municipal Services as Subdivision and Development Appeal Board services provider and the appointment of Emily House as Subdivision and Development Appeal Board Clerk, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor LeClair that Council appoint and confirm the following pool of individuals (as provided through agreement with the Subdivision and Development Appeal Board services provider):<br/>         Denis Meier,<br/>         Rainbow Williams,<br/>         Don Dobing,<br/>         John Roznicki;<br/>         as duly trained and active Subdivision and Development Appeal Board Members.</p> <p style="text-align: right;"><b>CARRIED</b></p> |
|     |   |    |

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

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| 19. | <p><b>PLANNING AUTHORITY</b></p> <p>OG21 – 19</p>                                | <p><b>MOVED</b> by Mayor Hanssen that Council confirm the engagement of Municipal Planning Services as municipal planning services provider and the appointment of Jane Dauphinee as Planning Officer, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 20. | <p><b>COMMUNITY PEACE OFFICER</b></p> <p>OG22 – 19</p>                           | <p><b>MOVED</b> by Councillor Kassian that Council confirm the engagement of the Town of Mayerthorpe to provide Community Peace Office and Bylaw Services, and further confirm the appointment of Constable Dwight Dawn as Community Peace Officer, a designated office position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 21. | <p><b>FIRE PROTECTION</b></p> <p>OG23 – 19</p>                                   | <p><b>MOVED</b> by Mayor Hanssen that Council confirm the engagement of Onoway Regional Fire Services as Fire Protection services provider for Nakamun Park, and further confirm Fire Chief David Ives as fire chief for the Summer Village of Nakamun Park, respective of the terms of the service agreement and subsequent supplementary aid agreements.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
| 22. | <p><b>DIRECTOR OF EMERGENCY MANAGEMENT</b></p> <p>OG24 – 19</p> <p>OG25 – 19</p> | <p><b>MOVED</b> by Councillor Kassian that Council confirm the appointment of Garry Richmond as the Local Director of Emergency Management for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Kassian that Council confirm the appointment of Shari Ives as the Regional Director of Emergency Management for the membership of the Ste. Anne Regional Emergency Management Commission, including the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> |
| 23. | <p><b>WEED INSPECTOR</b></p> <p>OG26 – 19</p>                                    | <p><b>MOVED</b> by Councillor Kassian that Council confirm the appointment of Jackie Gamblin as the Weed Inspector for the Summer Village of Nakamun Park, with all the powers as designated under the Alberta Weed Control Act to address noxious weed identification and abatement strategies in the community.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:00 P.M.. AT THE ONOWAY CIVIC CENTRE.

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| 24. | ADJOURNMENT | Mayor Hanssen declared the meeting adjourned at 5:26 p.m. |
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\_\_\_\_\_  
Mayor Marge Hanssen

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Chief Administrative Officer Dwight Moskalyk

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:15 P.M. AT THE ONOWAY CIVIC CENTRE.

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|           | <b>PRESENT</b>   | <p>Mayor: Marge Hanssen<br/> Deputy Mayor: Carleigh LeClair<br/> Councillor: Harry Kassian</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Appointments: n/a</p> <p>Absent: n/a</p> <p>Public Works: n/a<br/> Public at Large: n/a</p>   |
| <b>1.</b> | <b>CALL TO ORDER</b>   | Mayor Hanssen called the meeting to order at 5:25 p.m.  |
| <b>2.</b> | <b>AGENDA</b><br>107 - 19                                    | <p><b>MOVED</b> by Mayor Hanssen that the August 28<sup>th</sup>, 2019 Regular Council Meeting Agenda be approved with the following additions:<br/> Item 6(f) – Alberta Urban Municipalities Association, Convention and Tradeshow 2019<br/> Item 6(g) – Police Costing Webinar Invitation<br/> Item 6(h) – West Inter-Lake District Regional Water Services Commission (WILD) Invitation to September 18<sup>th</sup>, 2019 Meeting.<br/> Item 6(i) – Sixth Street Drainage Concerns</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| <b>3.</b> | <b>MINUTES</b><br>108 – 19                                   | <p><b>MOVED</b> by Deputy Mayor LeClair that the minutes of the July 24<sup>th</sup>, 2019 Regular Council Meeting 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>BYLAW</b><br><br>109 – 19<br><br>110 – 19<br><br>111 – 19 | <p><b>MOVED</b> by Deputy Mayor LeClair that Council Policy C-PRO-ENF-1, a Bylaw Enforcement Policy, be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Kassian that Council Policy C-CAO-PERF-1, a Chief Administrative Officer Performance Evaluation Policy, be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Council Policy C-COU-MTG-1, Notification of Council Meeting Policy, be approved as presented.</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 AUGUST 28<sup>th</sup>, 2019 AT 5:15 P.M. AT THE ONOWAY CIVIC CENTRE.

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|  | 112 – 19 | <p><b>MOVED</b> by Deputy Mayor LeClair that Council Policy C-COU-POL-1, a Council and Administrative Policy Development Policy, be approved with the following amendment:<br/>Standards, Item 5 - amended to read: “The CAO or designate shall review policies periodically to ensure they continue to be relevant, current and support the achievement of desired results, including a complete review of policies at a council level at least once every four years in conjunction with the municipal election cycle.”</p> <p style="text-align: right;"><b>CARRIED</b></p> |
|  | 113 – 19 | <p><b>MOVED</b> by Deputy Mayor LeClair that Administrative Policy A-PRO-FIRE-1, a Fire Ban Declaration Policy, be accepted for information as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
|  | 114 – 19 | <p><b>MOVED</b> by Deputy Mayor LeClair that Administrative Policy A-REC-PLAY-1, a Playground Equipment Policy, be accepted for information with a recommendation that the referenced process for inspection of playground equipment be expanded to encompass all recreation facilities under the municipality’s purview.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
|  | 115 – 19 | <p><b>MOVED</b> by Mayor Hanssen that Administrative Policy A-TRA-INSP-1, a Road Inspection and Maintenance Policy, be accepted for information as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
|  | 116 – 19 | <p><b>MOVED</b> by Councillor Kassian that Bylaw 2019 – 05, a bylaw for the establishment of the position of the Chief Administrative Officer and Designated Officer Positions in the Summer Village of Nakamun Park, be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
|  | 117 – 19 | <p><b>MOVED</b> by Mayor Hanssen that Bylaw 2019 – 05, a bylaw for the establishment of the position of the Chief Administrative Officer and Designated Officer Positions in the Summer Village of Nakamun Park, be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
|  | 118 – 19 | <p><b>MOVED</b> by Deputy Mayor LeClair that Bylaw 2019 – 05, a bylaw for the establishment of the position of the Chief Administrative Officer and Designated Officer Positions in the Summer Village of Nakamun Park, be given unanimous consent to receive third and final reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>  |
|  | 119 - 19 | <p><b>MOVED</b> by Councillor Kassian that Bylaw 2019 – 05, a bylaw for the establishment of the position of the Chief Administrative Officer and Designated Officer Positions in the Summer Village of Nakamun Park, be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |

9

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:15 P.M. AT THE ONOWAY CIVIC CENTRE.

|                           |   |  |
|---------------------------|---|--|
| <p><b>6. BUSINESS</b></p> | <p>120 – 19</p> <p>121 – 19</p> <p>122 – 19</p> <p>123 – 19</p> <p>124 – 19</p> <p>125 – 19</p> <p>Recess – 6:50 p.m.</p> <p>Resume – 7:00 p.m.</p> <p>126 – 19</p> <p>127 – 19</p> | <p><b>MOVED</b> by Deputy Mayor LeClair that Council refer the proposal for developing a claims settlement policy to the joint bylaw and policy project to be covered under their project and available grant money.<br/><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Council support Lot Count (Option A) requisition formulas for annual Summer Village of Lac Ste. Anne County membership dues and requisitions, with a preferred alternate method being Apportionment by Assessment (Option C).<br/><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Council authorize the temporary closure of the Nakamun Park Boat Launch until such time as the required permits are approved and the necessary works are complete to repair the Launch and make it safe.<br/><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor LeClair that the Summer Village of Nakamun Park forward a letter to the Government of Alberta Minister of Environment and Parks, and MLA Shane Getson, outlining the municipality’s boat launch issues and frustrations with the permitting process – and particularly the application processing time.<br/><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Kassian that Council authorize amending the Summer Village of Nakamun Park boat launch sign to remove the restriction of use section as discussed.<br/><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Council authorize notification of an update on the boat launch situation, and the availability of an alternate boat launch on Lake Nakamun, as soon as possible and to be included on the website, in the village kiosk and posted on the barricades restricting access to the boat launch site.<br/><b>CARRIED</b></p> <p>Mayor Hanssen declared a recess at 6:50 p.m.</p> <p>Mayor Hanssen called the meeting back to order at 7:00 p.m.</p> <p><b>MOVED</b> by Mayor Hanssen that the July 11<sup>th</sup>, 2019 letter from Government of Alberta, Ministry of Culture, Multiculturalism and Status of Women inviting nominations for the 2019 Stars of Alberta Volunteer Awards be accepted for information.<br/><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor LeClair that the August 4<sup>th</sup>, 2019 correspondence from the Town of Peace River regarding their Goods and Services Tax concerns on intermunicipal payments, and the contained request to support their appeal, be accepted for information.<br/><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 AUGUST 28<sup>th</sup>, 2019 AT 5:15 P.M. AT THE ONOWAY CIVIC CENTRE.

|     |   |   |
|-----|---|---|
|     | 128 – 19  | <b>MOVED</b> by Mayor Hanssen that Council authorize the attendance of Deputy Mayor LeClair and Councillor Kassian at the 2019 Alberta Urban Municipalities Association Convention and Tradeshow in Edmonton, Alberta September 25 <sup>th</sup> through 27 <sup>th</sup> , 2019.<br><br><b>CARRIED</b>   |
|     | 129 – 19  | <b>MOVED</b> by Councillor Kassian that Council and Administration be authorized to participate in the Police Costing Webinar on September 6 <sup>th</sup> , 2019.<br><br><b>CARRIED</b>  |
|     | 130 – 19  | <b>MOVED</b> by Mayor Hanssen that Council and Administration be authorized to attend the West Inter-Lake District Regional Water Services Commission meeting scheduled for September 18 <sup>th</sup> , 2019 at 7:00 p.m. in Onoway, Alberta.<br><br><b>CARRIED</b>  |
|     | 131 - 19  | <b>MOVED</b> by Councillor Kassian that the discussion on drainage issues on sixth street be accepted for information.<br><br><b>CARRIED</b>  |
|     |   |   |
| 7.  | <b>FINANCIAL</b><br>132 – 19                            | <b>MOVED</b> by Deputy Mayor LeClair that the Summary of 2019 Grant Allocations Report be accepted as presented.<br><br><b>CARRIED</b>  |
|     |   |   |
| 8.  | <b>COUNCIL REPORTS</b><br>133 - 19                      | <b>MOVED</b> by Mayor Hanssen that the Councillor Reports, as verbally presented, be accepted for information.<br><br><b>CARRIED</b>  |
|     |   |   |
| 9.  | <b>ADMINISTRATION /PUBLIC WORKS REPORTS</b><br>134 – 19 | <b>MOVED</b> by Mayor Hanssen that the Administration and Public Works reports, as written and verbally presented, be accepted for information.<br><br><b>CARRIED</b>   |
|     |   |   |
| 10. | <b>INFORMATION / CORRESPONDENCE</b><br>135 - 19         | <b>MOVED</b> by Councillor Kassian that the following correspondence be accepted for information as presented:<br><br>a. Lac Ste. Anne County and Alberta Beach, Joint Media Release – July 26 <sup>th</sup> , 2019 media release regarding response to high water levels in the local watershed.<br><br>b. Town of Mayerthorpe –July 2019 Community Peace Officer Reports. |

(11)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY AUGUST 28<sup>th</sup>, 2019 AT 5:15 P.M. AT THE ONOWAY CIVIC CENTRE.

|            |                                 |   |
|------------|---------------------------------|---|
|            |                                 | <p>c. Government of Alberta, Municipal Affairs – August 1<sup>st</sup>, 2019 letter from Managing Director of the Alberta Emergency Management Agency advising that the Stakeholder Summit for 2019 (which would typically be held in early December annually) has been postponed until a date yet to be determined sometime after January 2020.</p> <p style="text-align: right;"><b>CARRIED</b></p> |
|            |                                 |   |
| <b>11.</b> | <b>CLOSED MEETING</b>           | n/a   |
|            |                                 |   |
| <b>12.</b> | <b>NEXT MEETING</b><br>136 – 19 | <p><b>MOTION</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday September 18<sup>th</sup>, 2019 at 5:00 p.m. in the Town of Onoway Council Chambers.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
|            |                                 |   |
| <b>13.</b> | <b>ADJOURNMENT</b>              | Mayor Hanssen declared the meeting adjourned at 7:58 p.m.   |

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

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

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# Summer Village of Nakamun Park

## Council Policy

| Number         | Title                                       |  |                |  |
|----------------|---|--|----------------|--|
| C-FIN-BUD-1    | Expenditures not included in Annual Budgets |  |                |  |
| 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 of Nakamun Park 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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|                   |          |

13



# 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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|                   |          |

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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

- 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. The Chief Administrative officer (CAO) shall be responsible for maintaining the overall budget and may authorize variance in any specific budget category amount as may be deemed necessary so long as the overall approved budget amount for the year is maintained.
- Council recognizes that administration, through the CAO, must address emergencies in a timely fashion. In order to do this, it may be required that the CAO authorizes the incurring of emergency expenses without prior or concurrent approval of Council. In such cases, the CAO shall include a report on the nature of the emergency, and related expenses to address the matter, for Council approval at the next meeting. At the discretion of the CAO, administration may request a special Council meeting be called to get prior approval of an emergency operation and related expense.
- 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. Also, price shall not be the sole determinate when making a purchase; value shall be a factor of price, quality and expected life of an asset, among other factors relevant to the specific purchasing department.

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

### Revisions:

| Resolution Number | MM/DD/YY |
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# 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 of Nakamun Park 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 |
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# 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

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

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# 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 |
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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 of Nakamun Park 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, or casual, 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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# Summer Village of Nakamun Park Council Policy

| Number         | Title                                   |  |                |
|----------------|---|--|----------------|
| C-COU-REM-1    | Council Remuneration and Expense Policy |  |                |
| Approval       | Approved                                |  | Last Revised   |
| (CAO initials) | Resolution No:                          |  | Resolution No: |
|                | Date:                                   |  | Date:          |

## Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on summer village business.

## Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on summer village council.

## Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Nakamun Park.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule "A".
6. Other Items – actual receipted cost - may include incidentals such as parking, use of public transportation, etc.
7. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
8. Reimbursement amounts shall be reviewed annually.

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# Summer Village of Nakamun Park Council Policy

**Legal References:**

**Revisions:**

| Resolution Number | MM/DD/YY |
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# Summer Village of Nakamun Park Council Policy

## Schedule "A"

### Honorariums

|  |           |
|--|-----------|
| 1. Council Meetings  | \$ 100.00 |
| 2. Half Day Meetings/Conferences/Seminars (less than 4 hours)                  | \$ 100.00 |
| 3. Full Day Meetings/Conferences/Seminars (4 hours minimum)                    | \$ 150.00 |
| 4. Monthly Stipend for time spent dealing with residents on municipal business | N/A       |
| 5. Monthly Communications Allowance (phone/internet reimbursement)             | N/A       |
| 6. Conference Call Meetings (no special rate, same as meeting rates above)     | N/A       |

### Meal Expenses

When travelling on Summer Village business a claim can be made for meal allowances as per receipts provided to a maximum of:

|                        |  |
|------------------------|--|
| \$ 15.00 for breakfast | (departure time earlier, or return time later, than 7:30 a.m.) |
| \$ 20.00 for lunch     | (departure time earlier, or return time later, than 1:00 p.m.) |
| \$ 30.00 for dinner    | (departure time earlier, or return time later, than 6:30 p.m.) |

Meal expense reimbursement may include a gratuity of up to a maximum of 15% but may not include alcoholic beverages.

### Mileage Expenses

When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be:

\$ 0.55 per kilometer

### Accommodation Expense

When travelling on Summer Village business the actual cost of the accommodation may be claimed upon receipts being provided.

### Incidental Expenses

Other incidentals such as telephone calls and parking will be paid upon receipts being provided.

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**THIS IS A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF NAKAMUN PARK FEES & CHARGES BYLAW.**

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WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of Nakamun Park wishes to establish, in a bylaw, certain fees and charges.

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW".
2. That the Summer Village of Nakamun Park shall charge fees as established in Schedule A, 'The Fee Schedule', attached hereto.
3. Bylaw #2010-4 is hereby repealed.
4. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.

Read a first time on this 18<sup>th</sup> day of September 2019

Read a second time on this 18<sup>th</sup> day of September 2019.

Unanimous Consent to proceed to third reading on this 18<sup>th</sup> day of September 2019.

Read a third and final time on this 18<sup>th</sup> day of September 2019.

Signed this 18<sup>th</sup> day of September 2019

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Mayor, Marge Hanssen

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Chief Administrative Officer, Dwight Moskalyk

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|  |                  |
|--|------------------|
| SCHEDULE 'A' – Page 1 of 2                                     |                  |
| BYLAW #2019-6 FEES & CHARGES                                   |                  |
| <b>Summer Village of Nakamun Park</b>                          |                  |
| <b>ADMINISTRATIVE FEES</b>                                     |                  |
| REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST            | \$25             |
| COST OF COPIES PER COPY  | \$0.50           |
| SPECIAL SERVICES RATE PER HOUR                                 | \$75             |
| TAX CERTIFICATE  | \$25             |
| WEBSITE ADVERTISING FEE (ANNUAL, BUSINESS CARD SIZE)           | \$100            |
| <b>APPEAL/AMENDMENT FEES</b>                                   |                  |
| ASSESSMENT APPEAL FEE (Refundable if applicant is successful)  | \$50             |
| DEVELOPMENT APPEAL FEE (Refundable if applicant is successful) | \$200            |
| SUBDIVISION APPEAL FEE   | \$200            |
| LAND USE BYLAW AMENDMENT FEE                                   | \$2,000          |
| <b>DEVELOPMENT FEES</b>  |                  |
| DEVELOPMENT PERMITS - DWELLINGS                                | \$300            |
| DEVELOPMENT PERMITS - ADDITIONS                                | \$150            |
| DEVELOPMENT PERMITS - ACCESSORY                                | \$100            |
| DEVELOPMENT PERMITS - SEPTIC, CISTERN, FENCE                   | \$50             |
| DEVELOPMENT PERMITS - DEMOLITION                               | \$50             |
| DEVELOPMENT PERMITS - COMMERCIAL                               | \$200            |
| LETTER OF COMPLIANCE - STANDARD                                | \$95             |
| LETTER OF COMPLIANCE - RUSH                                    | \$190            |
| PLAN CANCELLATION BYLAW (LOT CONSOLIDATION)                    | \$400            |
| PLAN CANCELLATION BYLAW REGISTRATION                           | \$35             |
| BUILDING PERMITS   | AS PER           |
| ELECTRICAL PERMITS   | SAFETY CODES     |
| PLUMBING PERMITS   | SERVICE PROVIDER |
| GAS & HEATING PERMITS  | FEES             |

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|  |                         |
|--|-------------------------|
| SCHEDULE 'A' – Page 2 of 2   |                         |
| BYLAW #2019-6 FEES & CHARGES   |                         |
| <b>Summer Village of Nakamun Park</b>  |                         |
|  |                         |
| <b><u>SUB-DIVISION FEES</u></b>  |                         |
| Subdivision fees at application for up to 3 lots, including any remainder  | \$700 + \$100 per lot   |
| Subdivision fees at application for 4 or more lots, including any remainder  | \$700 + \$250 per lot   |
| Separation of Titles (MGA 652 (4))   | \$700                   |
| Condominium Plan Consent   | \$50 per unit           |
| Extension  | \$250                   |
| Re-circulation   | \$250                   |
| Fee at Endorsement<br>**Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles | \$100 + (\$150 per lot) |
| Current Land Title   | \$12 (per title)        |
| Air Photo  | \$7 (per photo)         |
|  |                         |
| <b><u>RE-DISTRICTING/RE-ZONING FEES</u></b>  |                         |
| Re-districting application   | \$2,000                 |
| Amend Municipal Development Plan   | \$2,000                 |
| Amend Land Use Bylaw   | \$2,000                 |
| Amend Provision of a Statutory Plan  | \$2,000                 |
| Adoption of New Statutory Plan   | \$2,000                 |
|  |                         |
|  |                         |
| <i>GST will be charged where applicable.</i>   |                         |

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**Summer Village of Nakamun Park  
BYLAW NO. 2010-04**

---

A BYLAW FOR THE PURPOSE OF SETTING FEES FOR INFORMATION AND COPIES THEREOF.

WHEREAS, pursuant to Section 217 of the Municipal Government Act S.A. 1994,c.M-26.1 and Section 87 and 89 of the Freedom of Information and Protection of Privacy Act, S.A. 1994,c.F-18.5, the Council of the Summer Village of Nakamun Park may pass a bylaw to set fees payable to the Municipality for the provision of information under the Acts and Regulations:

NOW THEREFORE, the Council of the Summer Village of Nakamun Park duly assembled enacts as follows:

**1.0 TITLE**

1.1 This bylaw may be cited as the "Fees and Charges Bylaw".

**2.0 DEFINITIONS**

2.1 "Formal Request" shall mean a requests for information which is not routinely provided and requires the completion of a form in accordance with the Freedom of Information and Protection of Privacy Bylaw of the Summer Village;

2.2 "Summer Village" means the Summer Village of Nakamun Park;

**3.0 FORMAL REQUESTS**

3.1 There shall be no charge for the receipt of rate payers personal information, except where the cost of materials exceed \$10.00; then the fee charged shall be for the cost of providing the materials in accordance with fees for informal requests.

3.2 Where an Applicant is required to pay a fee for service, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for requests for information from the Municipality and Bylaw # 219.

**4.0 INFORMAL REQUESTS**

4.1 There shall be no charge for the receipt of rate payer personal information, except where the cost of materials exceeds \$ 10.00; then the fee charged shall be for the cost of providing the materials in accordance with fees for informal requests.



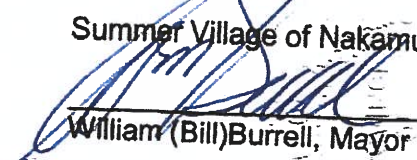
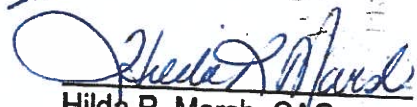
**Summer Village of Nakamun Park  
BYLAW NO. 2010-04**

| <u>4.2</u> <u>INFORMATION</u> <u>TYPE</u>   | <u>FEE</u>   |
|---|--|
| a) Photocopy of a record  | \$0.25 per page of information<br>\$0.50 per double sided page<br>Maximum charge \$ 150.00 |
| b) Tax/Assessment Information   |  |
| Tax Certificate   | \$ 25.00   |
| Telephone Request for information regarding description of parcel of land and latest assessment value of the land and improvements as set out in the assessment roll. | \$ 10.00   |
| Land Use & General Bylaw Copies   |  |
| New resident (1 copy)   | N/C  |
| Additional copies   | \$ 10.00   |
| <u>4.3</u> Assessment Appeal  |  |
| Assessment Complaint Fee  | \$ 50.00   |
| Fee is refundable if the Assessment Review Board makes a decision in favour of the complainant.   |  |

This bylaw shall come into force and take effect upon the date of the third and final reading.

Read a first time this 21<sup>st</sup> day of April, 2010.  
Read a second time this 21<sup>st</sup> day of April, 2010.  
Read a third time this 21<sup>st</sup> day of April, 2010 and approved by unanimous consent.

Bylaw No 2001-03 is hereby repealed

Summer Village of Nakamun Park  
  
William (Bill) Burrell, Mayor  
  
Hilda R. Marsh, CAO

## Wendy Wildman

---

**From:** JSG PSD Engagement <JSG.PSDEngagement@gov.ab.ca>  
**Sent:** September 6, 2019 4:27 PM  
**Cc:** Jessica Thomson (SOLGEN); Rachel Melnychuk; Lisa Gagnier  
**Subject:** Police Costing Model Webinar - Webinar Link and Updated Meeting Materials  
**Attachments:** 2019.09.06\_ Police Funding PPT Final.pdf; Example Calculation Sheet.pdf; 2019.09.03\_PCM Backgrounder.pdf; Police Costing Model Further Definitions.pdf

**Importance:** High

Good afternoon,

Thank you for your participation in the webinar, as promised please find attached:

1. The updated version of the PowerPoint presentation that was displayed during the webinar
2. An example calculation sheet
3. Backgrounder document that was previously circulated
4. Further Definitions – based on feedback we received we bolstered the explanation of a few concepts

The link to the survey: <https://extranet.gov.ab.ca/opinio6//s?s=46524>

As a reminder, you have until October 15, 2019 to complete the survey.

The link to the recording of the webinar from September 6, 2019:

[https://zoom.us/recording/share/Sb2M1ZPrSIRmwxWe7vfecMn83\\_b8FR3h0AiPnObqBPCwlumekTziMw](https://zoom.us/recording/share/Sb2M1ZPrSIRmwxWe7vfecMn83_b8FR3h0AiPnObqBPCwlumekTziMw)

For those who have asked specific questions around calculations for your municipality, we will endeavour to get back to you as soon as possible.

Thank you again.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

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# Police Cost Model Review

Engagement Webinar

September 6, 2019



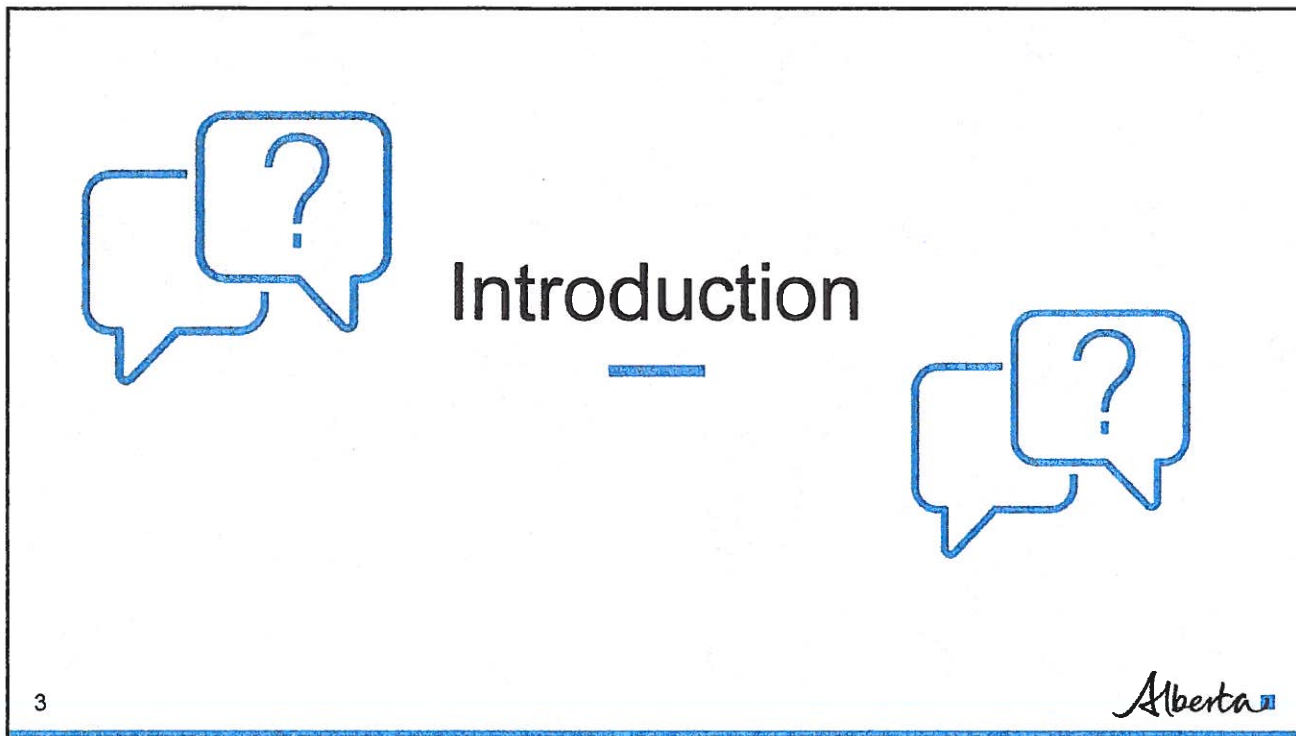
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2

*Alberta*

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Introduction

3

Alberta

The slide features the word "Introduction" in a large, bold, black font, centered on the page. On either side of the text are two blue-outlined speech bubble icons, each containing a question mark. A small blue horizontal line is positioned below the word "Introduction". In the bottom left corner, the number "3" is displayed. In the bottom right corner, the word "Alberta" is written in a black, cursive-style font, followed by a small square icon.

## Agenda

1. Discuss engagement process
2. Review background to engagement
3. Share police costing model
  - a) Base Cost Distribution
  - b) Modifiers
  - c) Examples
4. Provincial Comparisons
5. Next Steps
  - a) Written submissions

4

Alberta

The slide is titled "Agenda" in a blue, sans-serif font, underlined. Below the title is a list of five main items, each followed by a sub-list of details. The items are: 1. Discuss engagement process; 2. Review background to engagement; 3. Share police costing model, which includes sub-points: a) Base Cost Distribution, b) Modifiers, and c) Examples; 4. Provincial Comparisons; 5. Next Steps, which includes sub-point: a) Written submissions. In the bottom left corner, the number "4" is displayed. In the bottom right corner, the word "Alberta" is written in a black, cursive-style font, followed by a small square icon.

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# Process

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## Timelines



- Kick-off meeting focusing on the police costing model meeting
- Review alternative models
- Form template for in-depth responses

- Review Bill 158
- Meeting focusing on police enforcement of cannabis legalization
- Form template for in-depth responses

Sharing of findings from the analysis of meetings and form submissions.

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## Outcome of Engagement

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### Part 1: Police Costing

- Development of a future police costing model which will consider the input gathered from the most relevant stakeholders.
- For the government to develop proposed legislative amendments for the *Police Act* that will reflect the considerations of municipalities in a new police funding model.

### Part 2: Cannabis Enforcement

- Compilation of information that can direct the future of the MCTP or alternative funding support for the enforcement of cannabis legalization.

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## Principles of Engagement

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- **Transparency** - Intent and processes will be clear and transparent. Stakeholders will understand the consultation process and how their input will affect policy decisions and drafting of legislation.
- **Communication** - Accurate, consistent and timely communication and information sharing with stakeholders in order to avoid confusion or raise false expectations.
- **Follow up** – Reporting back and sharing the results of consultation and how the input was used to inform the legislation.
- **Evaluation** – Consultation sessions with stakeholders will be evaluated against these principles for the purposes of continuous improvement.

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# Invited Stakeholders

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# Background

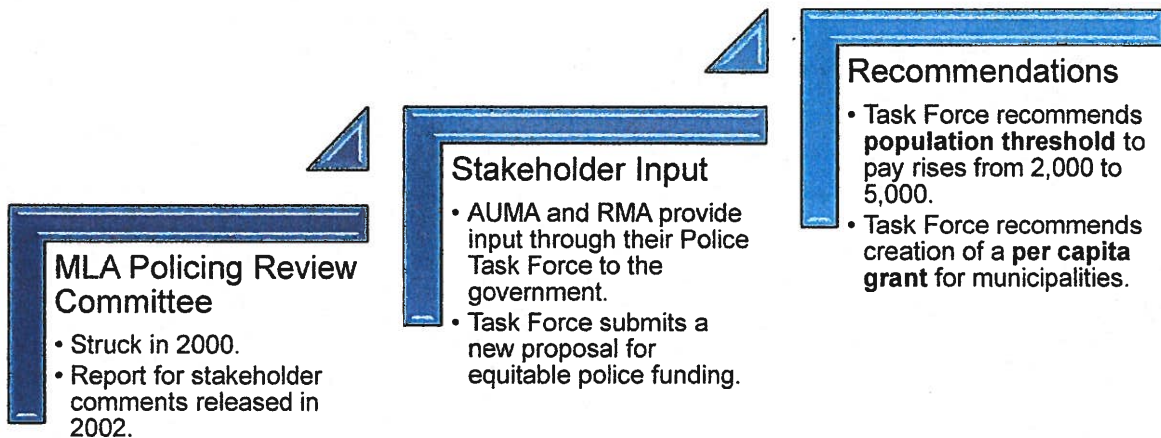
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## Background



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## Background



- Population threshold was raised in 2005 to over 5,000.
- Ministry of Solicitor General recommends a \$16 per capita grant.

- Grant created in 2004 and adjusted in 2005.
- Towns and cities with populations between 5,000 and 20,000 would now receive a \$200,000 base payment and an \$8 per capita grant.
- Municipalities between 20,000 and 100,000 would receive a \$100,000 base payment and a \$14 per capita grant.
- Cities over 100,000 would continue to receive the \$16 per capita grant.

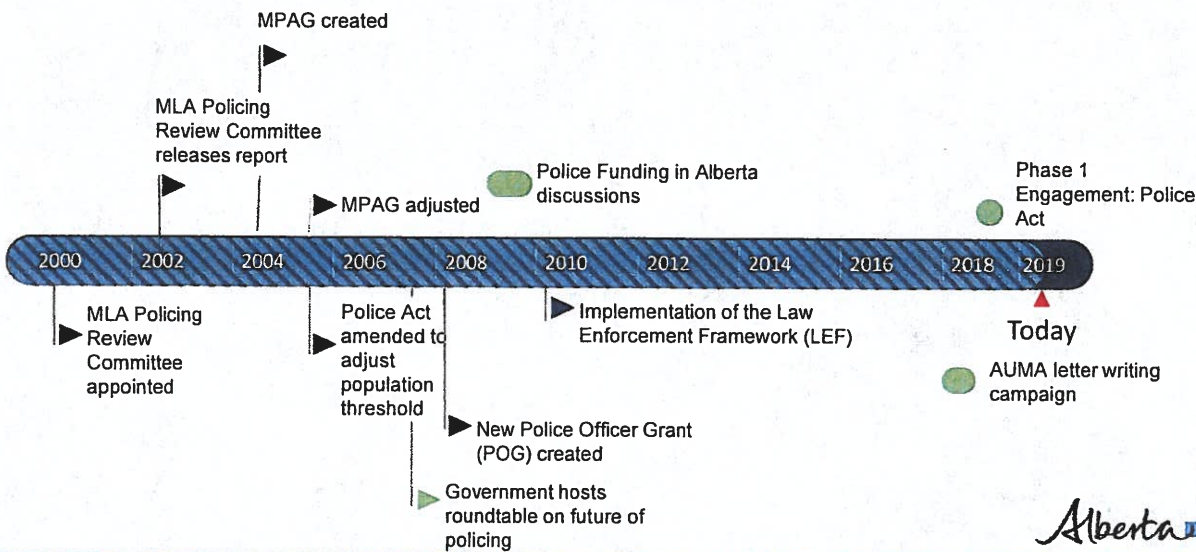
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## Background



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## Background

- The ***Police Act*** requires municipalities with populations over 5,000 to provide police services in their communities.
- Under the **Provincial Police Service Agreement (PPSA)**, policing is provided at no direct cost to all municipalities (municipal districts regardless of population, and to towns, villages and summer villages with populations of 5,000 or less) as per the ***Police Act***.

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# Proposed Cost Model

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## Currently

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- 291 municipalities do not directly pay for policing through their municipal taxes.
- This is approximately 20% of the Alberta population.

## Proposal

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- These communities would begin paying a percentage of their frontline policing costs.
- In 2018/19, the cost of frontline policing was \$232.5 million

Frontline policing is considered to include: general duty, traffic, and general investigative section and accounts for 62% of all police positions.

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# Base Cost Distribution

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## Base Cost Distribution

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### Equalized Assessment



$$\frac{\text{Muni EA}}{\text{Total EA (291 munis)}} \times \text{Cost} \times 70\% = \text{Weighted EA}$$

### Population



$$\frac{\text{Muni Pop}}{\text{Total Pop (291 munis)}} \times \text{Cost} \times 30\% = \text{Weighted Pop}$$

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# The Modifiers

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## Shadow Population

- Subsidy received if recognized and reported to Municipal Affairs



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## Calculation – 2 Steps

1. Shadow pop / muni pop = value up to max 5% subsidy
2. % subsidy x cost = Dollar Subsidy

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## Crime Severity Index

- Subsidy received if above rural municipal average



## Calculation – 3 Steps

1. Muni CSI (3 yr. avg.) – Total CSI average (291 munis) = Muni CSI points above avg
2. Muni CSI points above avg x 0.05% (CSI subsidy per point) = % Subsidy
3. % subsidy x cost = Dollar Subsidy

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## Examples

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## Range of Cost Recovery Options

| Police Costing Model (PCM) Options               |                     |                            |                           |   |                                 |                 |
|--|---------------------|----------------------------|---------------------------|---|---------------------------------|-----------------|
| Weighting  | 30%                 | 70%                        |                           | 0.05% per Municipal CSI point above average | 5%                              |                 |
| Cost Recovery Options - Frontline Policing Costs | Population affected | Total Equalized Assessment | Total Share Policing Cost | CSI Subsidy given                           | Shadow Population Subsidy given | Municipal Costs |
| 15%  | 765,780             | \$293,162,459,917          | \$34,900,000              | \$1,015,167                                 | \$203,263                       | \$33,681,570    |
| 30%  | 765,780             | \$293,162,459,917          | \$69,800,000              | \$2,030,334                                 | \$406,526                       | \$67,363,141    |
| 40%  | 765,780             | \$293,162,459,917          | \$93,000,000              | \$2,705,172                                 | \$541,646                       | \$89,753,182    |
| 50%  | 765,780             | \$293,162,459,917          | \$116,300,000             | \$3,382,920                                 | \$677,349                       | \$112,239,731   |
| 60%  | 765,780             | \$293,162,459,917          | \$139,500,000             | \$4,057,758                                 | \$812,469                       | \$134,629,772   |
| 70%  | 765,780             | \$293,162,459,917          | \$162,800,000             | \$4,735,506                                 | \$948,172                       | \$157,116,322   |

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## 15% Cost Recovery

- Large specialized municipality:
    - Population: 36,072
    - Equalized Assessment: \$42,670,899,320
    - Share of policing costs: \$4,049,067
      - 0.74% of municipal property tax
    - Would receive both subsidies:
      - 3 year average CSI is 465.21 which is 349.96 points above municipal average of 115.25
        - Subsidy is \$708,512
      - Shadow population is 36,678 – receives maximum 5% subsidy
        - Subsidy is \$202,453
    - The total cost recovery would be \$4,049,067 – \$708,512 – \$202,453 =
- \$3,138,101.**

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## 15% Cost Recovery

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- Mid-sized Municipal District:
  - Population: 7,869
  - Equalized Assessment: \$2,044,554,084
  - Share of policing costs: \$277,966
    - 1.54% of municipal property tax
  - Is not eligible for any subsidies
  - The total cost recovery would be **\$277,966**.

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## 15% Cost Recovery

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- Small Summer Village:
  - Population: 73
  - Equalized Assessment: \$16,108,372
  - Share of policing costs: \$2,340
    - 3.45% of municipal property tax
  - Would receive one subsidy:
    - 3 year average CSI is 174.55 which is 59.30 points above municipal average of 115.25
      - Subsidy is \$69
  - The total cost recovery would be  $\$2,340 - \$69 = \$2,271$ .

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## 70% Cost Recovery

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- Large specialized municipality:
  - Population: 36,072
  - Equalized Assessment: \$42,670,899,320
  - Share of policing costs: \$18,887,911
    - 3.45% of municipal property tax
  - Would receive both subsidies:
    - 3 year average CSI is 465.21 which is 349.96 points above municipal average of 115.25
      - Subsidy is \$3,305,036
    - Shadow population is 36,678 – receives maximum 5% subsidy
      - Subsidy is \$944,396
  - The total cost recovery would be \$18,887,911 – \$3,305,036 – \$944,396 = **\$14,638,479.**

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## 70% Cost Recovery

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- Medium-sized Municipal District:
  - Population: 7,869
  - Equalized Assessment: \$2,044,554,084
  - Share of policing costs: \$1,296,642
    - 7.19% of municipal property tax
  - Is not eligible for any subsidies
  - The total cost recovery would be **\$1,296,642.**

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## 70% Cost Recovery

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- Small Summer Village:
  - Population: 73
  - Equalized Assessment: \$16,108,372
  - Share of policing costs: \$10,918
    - 16.09% of municipal property tax
  - Would receive one subsidy:
    - 3 year average CSI is 174.55 which is 59.30 points above municipal average of 115.25
      - Subsidy is \$324
  - The total cost recovery would be  $\$10,918 - \$324 = \$10,549$ .

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## If money were reinvested, we have heard...

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- Service delivery improvements
  - Local input into RCMP priorities
- Public safety platform priorities
- Address rural crime

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# Provincial Comparisons

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## Provincial Comparisons

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**BC**

- Municipalities with populations over 5,000 pay for policing through their municipal tax.
- Municipalities with under 5,000 persons have tax rates set to recover a portion of the costs.

**SK**

- Costs of policing distributed by formula in legislation among all municipalities. This includes rural municipalities with under 5,000 population.

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# Guiding Questions

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## Guiding Questions

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### Pros and Cons

1. What are the benefits of the model presented?
2. What are the pitfalls to the model presented?



### Cost Recovery

1. What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?



### Impacts

1. What do you anticipate as challenges for implementing the model?
2. What impact to addressing rural crime would you anticipate this costing model having?


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Questions?

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# Example Calculation Sheet – Police Cost Model

Scenario: If province were to distribute 15% of the costs of frontline policing = \$34.9M

## **BASE MODEL**

Muni population x \$34.9M x 30% = **Weighted population cost**  
Total population

Muni equalized assessment x \$34.9M x 70% = **Weighted equalized assessment cost**  
Total equalized assessment

**Weighted population cost + Weighted equalized assessment cost = TOTAL SHARE POLICING COST**

## **MODIFIERS**

Crime Severity Index (CSI)

Muni CSI 3 year average - Total CSI average = **Muni CSI points above average**

**Muni CSI points above average** x 0.05% (subsidy per muni CSI point > average) = **CSI % subsidy**

**CSI % subsidy** x **TOTAL SHARE POLICING COST** = **CSI DOLLAR SUBSIDY**

Shadow Population

Muni shadow population = **Shadow pop % subsidy (max 5%)**  
Muni population

**Shadow pop % subsidy** x **TOTAL SHARE POLICING COST** = **SHADOW POP DOLLAR SUBSIDY**

## **YEARLY COST TO MUNICIPALITY**

= **TOTAL SHARE POLICING COST** - **CSI DOLLAR SUBSIDY** - **SHADOW POP DOLLAR SUBSIDY**

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### Municipality A: Large specialized municipality

|   |                    |   |
|---|--------------------|---|
| Weighted population cost                  | \$493,188          | = $\frac{36,072}{765,780} \times 34.9M \times 30\%$                 |
| Weighted equalized assessment cost        | \$3,555,878        | = $\frac{42,670,899,320}{293,162,459,917} \times 34.9M \times 70\%$ |
| <b>TOTAL SHARE POLICING COST</b>          | <b>\$4,049,067</b> | = 493,188 + 3,555,878   |
| Muni CSI points above avg                 | 349.96             | = 465.21 (muni) – 115.25 (prov)                                     |
| CSI % subsidy                             | 17.5%              | = 349.96 x 0.0005   |
| <b>CSI DOLLAR SUBSIDY</b>                 | <b>\$708,512*</b>  | = 17.5% x 4,049,067 (*rounding difference)                          |
| Shadow pop % subsidy                      | 5%                 | = $\frac{36,678}{36,072} = 1.01$ (max 0.05)                         |
| <b>SHADOW POP DOLLAR SUBSIDY</b>          | <b>\$202,453</b>   | = 5% x 4,049,067  |
| <b><u>YEARLY COST TO MUNICIPALITY</u></b> | <b>\$3,138,102</b> | = 4,049,067 - 708,512 - 202,453                                     |

### Municipality B: Mid-sized municipal district

|   |                  |  |
|---|------------------|--|
| Weighted population cost                  | \$107,588        | = $\frac{7,869}{765,780} \times 34.9M \times 30\%$                 |
| Weighted equalized assessment cost        | \$170,378        | = $\frac{2,044,554,084}{293,162,459,917} \times 34.9M \times 70\%$ |
| <b>TOTAL SHARE POLICING COST</b>          | <b>\$277,966</b> | = 107,588 + 170,378  |
| Muni CSI points above avg                 | 0                | = 76.35 (muni) – 115.25 (prov)                                     |
| CSI % subsidy                             | 0%               | = 0 x 0.0005   |
| <b>CSI DOLLAR SUBSIDY</b>                 | <b>\$0</b>       | = 0% x 277,966   |
| Shadow pop % subsidy                      | 0%               | = none reported  |
| <b>SHADOW POP DOLLAR SUBSIDY</b>          | <b>\$0</b>       | = 0% x 277,966   |
| <b><u>YEARLY COST TO MUNICIPALITY</u></b> | <b>\$277,966</b> | = 277,966 - 0 - 0  |

### Municipality C: Small summer village

|   |                |   |
|---|----------------|---|
| Weighted population cost                  | \$988          | = $\frac{73}{765,780} \times 34.9M \times 30\%$                 |
| Weighted equalized assessment cost        | \$1,342        | = $\frac{16,108,372}{293,162,459,917} \times 34.9M \times 70\%$ |
| <b>TOTAL SHARE POLICING COST</b>          | <b>\$2,340</b> | = 988 + 1,342   |
| Muni CSI points above avg                 | 59.30          | = 174.55 (muni) – 115.25 (prov)                                 |
| CSI % subsidy                             | 3%             | = 59.30 x 0.0005  |
| <b>CSI DOLLAR SUBSIDY</b>                 | <b>\$69*</b>   | = 3% x 2,340 (*rounding difference)                             |
| Shadow pop % subsidy                      | 0%             | = none reported   |
| <b>SHADOW POP DOLLAR SUBSIDY</b>          | <b>\$0</b>     | = 0% x 2,340  |
| <b><u>YEARLY COST TO MUNICIPALITY</u></b> | <b>\$2,271</b> | = 2,340 - 69 - 0  |

# Police Costing Model Engagement

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Backgrounder

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# Introduction

The police costing model has a large impact on the lives of Albertans. In communities and municipalities that help pay for their police services, their tax-payers pay for cost increases. Changes in the costing model guides local budget deliberations and may affect police services.

Over the past decade, stakeholders told Alberta Justice and Solicitor General that the police costing model needs revision. The current approach is 15 years old. It has been adjusted since 2004, but there have been no large-scale changes. But policing has evolved. The costing model needs to address those changes and keep pace with current and future needs. To modernize the cost model, the ministry wants to hear from you as elected and administrative municipal leaders, and from the groups that represent you: the Alberta Urban Municipalities Association and Rural Municipalities Association.

This engagement process will gather your input on how a new police costing model would fit for communities across Alberta. We are counting on you, our partners. You are the experts on the needs of your local communities. With your help, this will be a thorough and effective review, so the new model helps your communities and police services thrive together.

This backgrounder provides context around the police costing model. Please get in touch with the engagement team ([JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca)) if there are any errors, omissions, or aspects that are unclear.

## Guiding Questions for this review:

- What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?
- What aspects of the proposed costing model do you feel would reflect the needs of your community?
- What will not work in the proposed costing model?
- What ability do communities and municipalities have to be agile in their budgets for policing costs?
- What kind of timeline would be ideal for implementation of a new model?
- What impact will a new costing model have on communities?
- What do you anticipate as challenges for implementing the model?
- What impact to addressing rural crime would you anticipate this costing model having?
  - What other impacts might a new cost model have?

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The engagement will focus on broad questions about funding for police services to identify the most important factors for communities in a model.

## What is *not* being reviewed?

This review will focus only on the development and implementation of a proposed new cost model. Other issues related to policing costs and the *Police Act* will not specifically be addressed. This includes:

- *Police Act* issues unrelated to policing costs;
- Municipal Policing Assistance Grants (MPAG);
- Police Officer Grants (POG);
- First Nations Policing; and
- Enhanced policing for Metis Settlements.

First Nations Policing and enhanced policing for Metis Settlements will not be affected by a new costing model.

## Ways to participate

The review team will host two kick-off meetings. The first one will focus on policing costs and will take place on September 5, 2019. AUMA and RMA will be invited to meet with the ministers of Justice and Solicitor General and Municipal Affairs to discuss the purpose of this engagement and the ways in which stakeholders can participate.

A webinar will share information on a police costing model with elected and administrative leaders from all municipalities on (date). Stakeholders will have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

A second kick-off meeting will focus on costs incurred related to enforcing the legalization of cannabis. AUMA, RMA, and the Metis Settlements General Council will be invited to attend that meeting on September 24, 2019.



The first week of October, a second webinar will provide information on the input being gathered for this engagement to municipal and Metis Settlements leaders (elected and administrative). Municipal and Metis Settlement representatives will then have until November 1, 2019 to provide feedback via an online survey.

A separate backgrounder will be made available to those invited to participate in the cannabis enforcement portion of the engagement. This backgrounder **only** addresses information pertinent to the police costing model.

After all information is gathered, stakeholders will be invited to participate in a wrap-up session where the results will be shared. **The date of this wrap-up is still to be determined.**

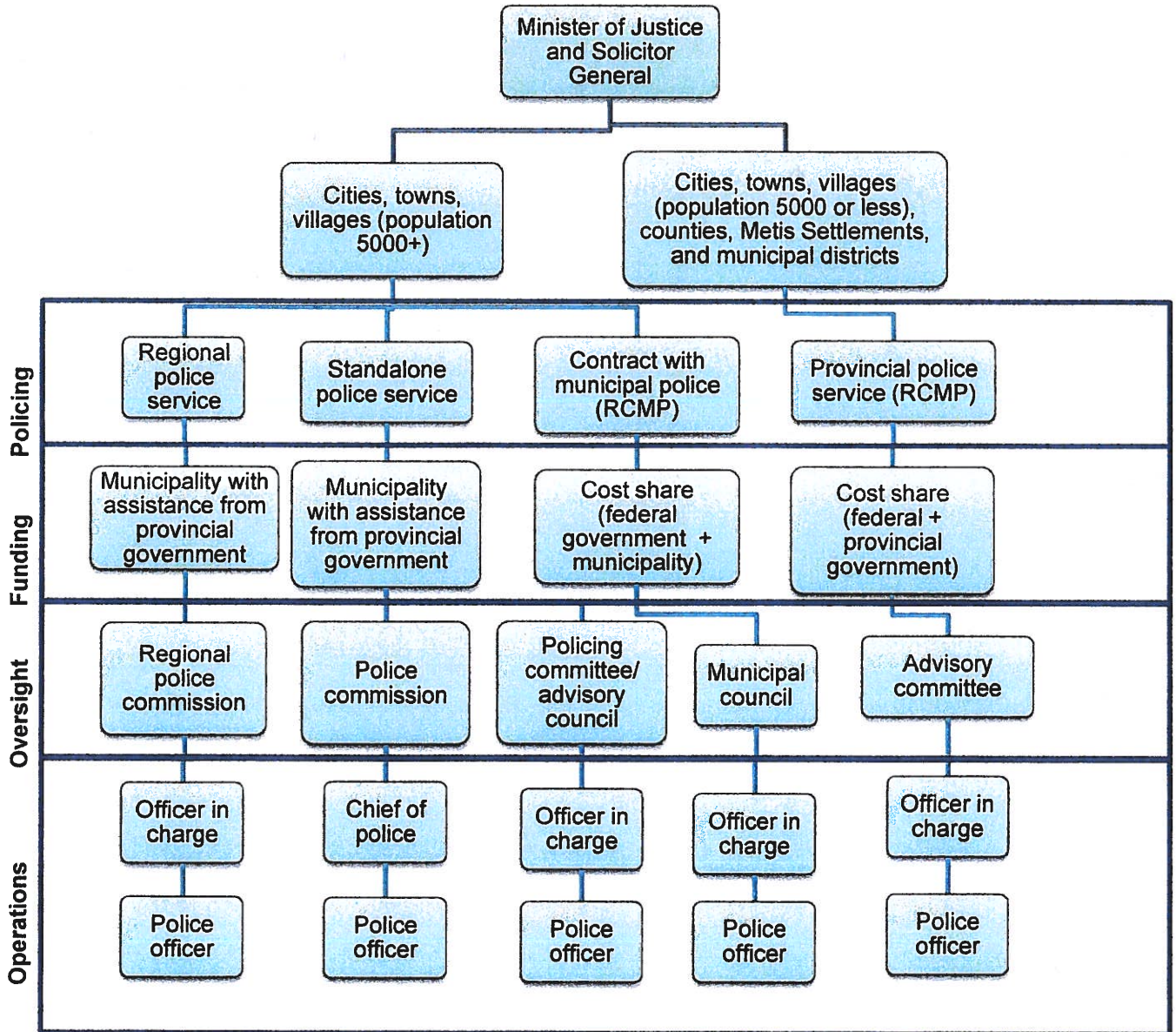
The engagement team is happy to hear from you at any time. Contact us at **[JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca)**.



# Policing Models

This chart provides an overview of policing in Alberta as outlined in the current *Police Act*.

**Chart 1: Policing Models Flow Chart**



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**Provincial policing:** As per the Alberta *Police Act*, under the Provincial Police Service Agreement (PPSA), the province provides policing at no direct cost to all rural municipalities (towns with a population of 5,000 or fewer, Metis Settlements and all municipal districts/counties regardless of population). Alberta contracts the RCMP as its provincial police service.

**Municipal policing:** Urban municipalities with a population greater than 5,000 are responsible for their own policing. They can opt for one of the following options:

- Establish a stand-alone municipal police service.
- Pay the federal government, the Alberta government or another municipality to deliver police services, often under a policing agreement. Most municipalities contract their police services directly from the RCMP through a Municipal Police Service Agreement.
- Two or more municipalities enter into a contract to establish a regional police service.

**First Nations policing:** First Nations are policed by the RCMP provincial police service (PPS) unless another arrangement is made under the *Police Act* of Alberta. The First Nations Policing Program (FNPP) provides First Nations with two other such arrangements in Alberta:

1. Tripartite agreement (e.g. stand-alone police service like Blood Tribe Police)
2. Community tripartite agreement that provides enhanced policing in addition to the core policing provided by the PPS.

**Metis Settlements:** Indigenous Relations funding provides an enhanced level of policing service to each of the eight Metis Settlements, with one RCMP officer dedicated to each location.

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# History of Cost Model Engagements

The following provides a brief overview of the previous discussions that have taken place with regards to the police costing model. It is important to address the historical process of reviewing the police costing structure, as it has contributed to the design of the proposed model.

## Discussions and the Law Enforcement Framework

- **2009:** Several engagements were held with AUMA, RMA, and other stakeholders. These discussions were referred to as “Police Funding in Alberta – Continuing the Discussion.” In response, a Policing Task Force was created that consulted with AUMA members through a workshop and survey at the annual AUMA convention. A subsequent survey to all AUMA members asked about policing funding options and special circumstances that affect police resources.
- **2010:** Engagements with the RMA and AUMA on the Law Enforcement Framework raised issues on the flexibility and equity of the costing model. The framework was released the same year and incorporated prior input, but did not include a costing model.
- **2012:** The RMA report “Funding Options for Law Enforcement Services in Alberta”, was received. It proposed six potential options for funding. The ministry completed a review of the report and principles for consideration. RMA's preferred vision was to maintain the status quo, but identified a Base plus Modifier model as their second choice.
- **2013 to 2017:** The ministry communicated with AUMA and RMA to explore community views on factors to include in a new police-costing model. The ministry put out a request for proposals to develop an analytical tool that would show the effects of the factors being considered, and how each factor impacts municipal policing costs. Due to budget constraints, the request for proposals was cancelled and no contract was awarded.
- **2018:** Police costing was the topic of a letter writing campaign from AUMA members.

## Police Funding and the 2018/2019 *Police Act* Review

- The first phase of the *Police Act* review occurred between June 2018 and March 2019, to gather stakeholder perspectives on topics related to the *Police Act* and Police Service Regulation. Engagement occurred through roundtable discussions, a survey to police officers, a survey to administrative and elected officials from municipalities and Indigenous communities, in-person discussions with Indigenous communities, and written submissions. While the roundtable discussions focused on distinct topics, police funding was often mentioned. Stakeholders emphasized the necessity for a multi-factor police-funding model and policing grants that better reflect the needs of different-sized municipalities.

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Written submissions also contained sections on police funding:

#### RCMP Submission

- RCMP K-Division highlighted the need for consistent commitments for funding and the benefits of multi-year funding agreements.

#### Rural Municipalities Association Submission

The RMA suggested that much more engagement was needed on funding police services. They wanted several factors to be considered in the development of a funding model:

- Ability to pay – focusing on equating fairness only with equal cost contributions is inappropriate as all municipalities have different needs, ability to pay, and service level expectations;
- Clarify costs of policing – recognize that saying some municipalities do not pay for policing is inaccurate. They contend that all pay, but in different ways.
- MPAG and POG should be considered in evaluating various costing models.
- Costs for policing should be linked to service levels; funding should be directed where it is needed; efficiency, effectiveness, and police-community collaboration should be encouraged; all police-related costs should be recognized; and funds should remain where they are collected.

#### Alberta Urban Municipalities Association Submission

The AUMA stated that the *Police Act* should specify a new, more equitable police costing model where all municipalities contribute directly to the costs of policing. The new model should consider both the demand for services in a municipality, as well as the municipality's ability to pay. Specifically, the AUMA believes that a costing model should be:

Equitable:

- All Albertans are entitled to receive police services.
- Police should treat all Albertans equitably.
- All Albertans should contribute to the costs of policing.
- Police governance and oversight should be equitable and universal.

Responsive:

- Police must be responsive to the needs of Albertans.
- Police must be responsive to changing legislative and social environments

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- Police should have the flexibility to adjust to regional differences.
- Policing must be appropriately resourced to fulfill its responsibilities.

AUMA's suggested principles for an equitable police costing model are:

- A fair, flexible, and equitable model should be developed that:
  - Ensures the level of provincial funding is sufficient to meet standard levels of service.
  - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
  - Recognizes the unique needs of each municipality.
  - Recognizes the ability of a municipality to pay for services.
- The model should encourage efficiencies by:
  - Using other mechanisms to address municipal capacity issues.
  - Encouraging regional policing models.
- The transition to a new model should:
  - Ensure an adequate impact assessment analysis is completed.
  - Ensure that effective education and engagement mechanisms are available to Alberta's municipalities.
  - Allow for an adequate notice period.
  - Revenues created from the new model should be reinvested in public safety.
  - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
  - Ensure fine revenues stay in the municipalities in which they are generated.
  - Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

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# Current Funding for Police Services

## Municipal Policing Assistance Grant

The Municipal Policing Assistance Grant eases the financial burden on towns and cities responsible for their own policing. The funds are for:

- Police operating and administration costs, including manpower costs
- Kit and clothing, equipment, police vehicles, etc.
- Governance- and oversight-related initiatives by police commissions and policing committees. Funding is provided to municipalities based on the following payment formulas:

| Population of municipality | Payment thresholds                          |
|----------------------------|---|
| 5,001 to 16,666            | \$200,000 base payment + \$8.00 per capita  |
| 16,667 to 50,000           | \$100,000 base payment + \$14.00 per capita |
| Over 50,000                | \$16.00 per capita                          |

## Police Officer Grant

The Police Officer Grant applies to municipalities that were responsible for their own policing before 2008. Municipalities had added 300 police officers. Each eligible municipality receives \$100,000 per position, per year.

## Distribution of fine revenues

Traffic violations generate most provincial statute fine revenues. Fine revenues are returned to either the province or the municipality whose police service levied the fine.

Under the *Fuel Tax Act*, *Gaming and Liquor Act*, *Tobacco Tax Act* and *Weed Control Act*, revenue from a conviction for an offence that occurred in a city, town, village, municipal district or Metis Settlement or First Nation reserve goes to that community.

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## **The *Police Act***

Funding provisions are mentioned in the following areas of the *Police Act*:

- Section 4(1) states that municipalities and communities with a population under 5,000 will receive general policing services provided by the provincial police services at no direct cost to the town, village, summer village, municipal district or Metis settlement.
- Section 4(5) states that municipalities and communities with a population over 5,000 will enter into an agreement or establish their own police services in their area.
- Section 5(4) states that when a town, village or summer village attains a population that is greater than 5000, that municipality shall assume responsibility for providing its policing services on April 1 in the 2nd year following the year of the population increase
- Section 6 states that the population for municipalities and communities will be determined in accordance with the *Municipal Government Act*.
- Section 29 (1) states that commissions with the chief of police are able to prepare an annual budget for police services.

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# Proposed Costing Model

The following provides a brief overview of the proposed model. This section can be used for reference when completing the survey.

## Communities with Populations under 5,000

Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. Frontline policing refers to general duty, traffic, and general investigations, which are about 62 per cent of all policing positions. In 2018-2019, the cost of frontline policing was \$232.5 million.

## Cost Distribution

The proposed costing model distributes costs based on two factors: equalized assessment and population. Equalized assessment would look at the annually calculated assessment value for the municipality to determine the relative resources to pay. The assessment value will be weighted at 70 per cent to determine part of the base cost distribution – the costs to a municipality prior to applying the subsidies.

Using the most recent municipal or federal census data, as reported to the Ministry of Municipal Affairs, population would account for 30 per cent of the base cost distribution.

## Cost Modifiers

### *Shadow Population*

These often are workers who generally live and pay property taxes outside of a community or municipality and are not included in local census data on which per capita funding is based. But when in the community they use the same municipal resources and infrastructure as primary residents. A shadow population cost modifier would enable a subsidy for frontline policing. To receive a maximum five per cent subsidy, a shadow population would need to be recognized and officially reported to Municipal Affairs.

### *Crime Severity Index*

This measure analyzes changes in police-reported crime rates across the country, and is tracked and reported to Statistics Canada annually. The index allows the ability to track changes in the volume of police-reported crime each year, in the volume of particular offences, and their relative seriousness. More serious offences have a greater impact on the index, which allows comparisons across municipalities. The crime severity index rural municipal average would be calculated and used as a baseline measure. A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.



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## Examples of the Cost Model

### Police Costing Model (PCM) Options

| Weighting   | 30%                    | 70%                           | 0.05% per<br>Municipal CSI<br>point above<br>average | 5%                   | Revenue<br>Generated                  |
|---|------------------------|-------------------------------|--|----------------------|---------------------------------------|
| Cost Recovery<br>Options -<br>Frontline<br>Policing Costs | Population<br>affected | Total Equalized<br>Assessment | Total Share<br>Policing Cost                         | CSI Subsidy<br>given | Shadow<br>Population<br>Subsidy given |
| 15%   | 765,780                | \$293,162,459,917             | \$34,900,000   | \$1,015,167          | \$203,263                             |
| 30%   | 765,780                | \$293,162,459,917             | \$69,800,000   | \$2,030,334          | \$406,526                             |
| 40%   | 765,780                | \$293,162,459,917             | \$93,000,000   | \$2,705,172          | \$541,646                             |
| 50%   | 765,780                | \$293,162,459,917             | \$116,300,000  | \$3,382,920          | \$677,349                             |
| 60%   | 765,780                | \$293,162,459,917             | \$139,500,000  | \$4,057,758          | \$812,469                             |
| 70%   | 765,780                | \$293,162,459,917             | \$162,800,000  | \$4,735,506          | \$948,172                             |

Source:

Alberta Municipal Affairs, Municipal Services Branch, 2018 Official Population List  
 Alberta Municipal Affairs, Municipal Financial and Statistical Data, 2018 Equalized Assessment  
 Statistics Canada, Canadian Centre for Justice Statistics, CSI Weighted 2015-17 file

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If a 15 per cent cost recovery model is implemented:

- Municipality A would be responsible for \$4,049,067 of policing costs or 0.74 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453). The total cost recovery would be \$3,138,101 as revenue to the province.
- Municipality B would be responsible for \$277,966 of policing costs or 1.54 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$277,966 as revenue to the province.

If the cost recovery was maximized to 70 per cent:

- Municipality A would be responsible for \$18,887,911 of policing costs or 3.45 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396). The total cost recovery would be \$14,638,479 as revenue to the province.
- Municipality B would be responsible for \$1,296,642 of policing costs or 7.19 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$1,296,642 as revenue to the province.

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# Jurisdictional Scan

The comparisons below highlight the police costing models in use by provinces that recover the cost of police services. The most current cross-Canada review found that British Columbia (BC), Saskatchewan (SK), Ontario, Quebec, New Brunswick, and Nova Scotia all required every municipality to pay a portion of its policing costs. It is important to note:

- In BC, there is a police tax: municipalities over 5,000 people pay for most of their police costs directly through their municipal taxes. In municipalities under 5,000 people, and in rural areas, the BC government sets tax rates to recover a portion of police costs. These tax rates are based on provincially set tax ratios.
- In SK, the costs of policing are distributed in accordance with a formula prescribed in the regulations among all municipalities and "specified municipalities" (rural and those under 500 population) that receive policing services from the RCMP. This includes municipalities with populations less than 5,000.

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## British Columbia

Population cut off for provincial funding for police services 5,000

Provincial contribution share for municipalities below the above population threshold 70%

Provincial support for municipalities that do not receive dedicated funding for police services

Receives all revenues from traffic fines

Amount of traffic fine revenue that municipalities receive

See above

## Saskatchewan

Population cut off for provincial funding for police services 5,000

Provincial contribution share for municipalities below the above population threshold 70%

Cost recovery in Saskatchewan is based on population in the rural municipality. The amount invoiced to rural municipalities increases based on the percentage increase of overall policing costs each year.

Provincial support for municipalities that do not receive dedicated funding for police services

None

Amount of traffic fine revenue that municipalities receive

75% only for municipalities in Saskatchewan with stand-alone independent police services. This does not apply to most cities policed by PPSA.

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## Manitoba

### Population cut off for provincial funding for police services

#### 3 categories:

- 750 – 1,499;
- 1,499 – 5,000; and
- Over 5,000

### Provincial contribution share for municipalities below the above population threshold

70%

The Province of Manitoba provides per capita grants to municipalities. These grants are not dedicated to policing, but the same population threshold applies to those that receive large grants and pay for policing.

### Provincial support for municipalities that do not receive dedicated funding for police services

Per capita grant (similar to the MPAG)

### Amount of traffic fine revenue that municipalities receive

30%

If the municipality (in Manitoba) pays for its own policing (stand-alone police service) it is allowed to keep a percentage of provincial fine revenue (estimated at 30%).

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## Ontario

Population cut off for provincial funding for police services

No population cut-off

Provincial contribution share for municipalities below the above population threshold

None. There is a sliding scale for rural and small communities:  
Low of 5% (\$150 < policing costs/household < \$750)  
to a  
High of 75% (policing costs/household > \$750).

Provincial support for municipalities that do not receive dedicated funding for police services

Receives all revenues from traffic fines.

Amount of traffic fine revenue that municipalities receive

See above.

## Nova Scotia

Population cut off for provincial funding for police services

None

Provincial contribution share for municipalities below the above population threshold

65%

Provincial support for municipalities that do not receive dedicated funding for police services

None.

Amount of traffic fine revenue that municipalities receive

Traffic fine revenue goes to the jurisdiction paying for the officer (either a municipality or the province). The province retains victim surcharges and court costs.

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## Quebec

### Population cut off for provincial funding for police services

50,000

Provincial legislation in Quebec defined the level of police services provided to municipalities according to population with benchmarks set at: less than 100,000 (level 1);

100 000 to 199,999 (level 2);

200,000 to 499,999 (level 3);

500,000 to 999 999 (level 4);

1 000 000 or more (level 5).

### Provincial contribution share for municipalities below the above population threshold

47% + refund

The province pays 47% of the amount of basic police service to communities who are policed by the provincial police service. If the contribution of a regional municipality exceeds 80% of its budget, the municipality can receive a refund for the amount over the 80% budget allocation.

### Provincial support for municipalities that do not receive dedicated funding for police services

None

### Amount of traffic fine revenue that municipalities receive

Revenue goes to provincial revenue fund

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# Glossary

The **crime severity index** is a measure that is tracked and reported to Statistics Canada annually. It analyzes changes in police-reported crime rates across the country. The report allows changes to be tracked in the volume of police-reported crime each year, in the volume of particular offences, and in the relative seriousness of offences compared to other offences. More serious offences have a greater impact on the index, which allows comparisons of municipal crime levels.

**Legislation** is a law enacted by a governing body, including both proclaimed acts, amendments and regulations. It does not include agreements or memorandums of understanding. The *Police Act* has associated regulations, which include: the Police Service Regulation and the Exempted Areas Police Service Agreements Regulation.

A **modifier** is an element that can be taken into consideration to adjust the base price of a service. The amount of the modifier is based on the base price of the service.

The **Municipal Policing Assistance Grant** (MPAG) helps municipalities ensure adequate and effective policing and police oversight, implement provincial policing initiatives and enhance policing services. Municipalities with a population over 5,000 that provide their own municipal police services are eligible. The grant is issued each year and no application is required.

A **municipality** is a city, town, village, summer village, specialized municipality or municipal district and includes a Metis Settlement.

**Police commissions** provide oversight of policing to stand-alone police services, and govern municipal police services.

**Police officers** are responsible for enforcing federal, provincial, and municipal laws, protecting life and property, preventing crime, and keeping the peace. They have a broad range of duties and roles, of which law enforcement is a major part. Police officers investigate occurrences of crime, arrest offenders and bring them before the criminal justice system. They also provide a variety of community services including: crime prevention, educational programs, help locating missing persons, dealing with lost property, traffic control, victim assistance and collision investigation.

The **Police Officer Grant** provides annual funding to municipalities that added police officers between 2008 and 2011. It helps cover the cost of policing and promoting safe and secure communities. Each municipality receives \$100,000 per position, per year. Municipalities with a population over 5,000 that provide their own municipal police services are eligible.

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A **shadow population** is made up of workers who live outside of a community or municipality. Because they are not included in the population count, they do not contribute to per capita funding calculations. Shadow populations may only be present seasonally (e.g., transient workers), when they use the resources and infrastructure of the community or municipality as if they were primary residents.

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Yellowhead Regional Library

August 23, 2019

Dear Municipal Administrators and School Division Superintendents:

On March 4, 2019, the Yellowhead Regional Library (YRL) Board of Trustees approved a motion to increase the membership levies by two per cent effective January 1, 2020 and by one and one half per cent effective January 1, 2021.

**Municipalities**—\$4.39 per capita in 2020 and \$4.46 per capita in 2021.

**School Divisions**—\$14.23 per student in 2020 and \$14.44 per student in 2021.

Included for your file and records are the revised YRL Master Membership Agreement *Parties to the Agreement* and *System Levy* sections (Schedules A and C respectively). I have also included a 10-year chart of Alberta's regional library system membership levies for municipalities.

Thank you for your continued support of strong library service.

If you have any questions or would like more information, please email me ([chair@yrl.ab.ca](mailto:chair@yrl.ab.ca)) or contact YRL Director Karla Palichuk ([kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003, extension 226).

Yours truly,

A handwritten signature in blue ink, appearing to read 'H. Smit', is written over a faint circular stamp.

Hendrik Smit, Chair  
Yellowhead Regional Library

Enclosures

Copy: YRL Board Trustees

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## YRL Master Membership Agreement

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### Schedule "A"

The following municipalities are Parties to this Agreement:

|                                   |                                |
|-----------------------------------|--------------------------------|
| Brazeau County                    | Summer Village of Sunset Point |
| City of Beaumont                  | Summer Village of Val Quentin  |
| City of Leduc                     | Summer Village of West Cove    |
| City of Spruce Grove              | Summer Village of Yellowstone  |
| City of Wetaskiwin                | Town of Barrhead               |
| County of Barrhead No. 11         | Town of Calmar                 |
| County of Wetaskiwin No. 10       | Town of Devon                  |
| Lac Ste. Anne County              | Town of Drayton Valley         |
| Leduc County                      | Town of Edson                  |
| Municipality of Jasper            | Town of Hinton                 |
| Parkland County                   | Town of Mayerthorpe            |
| Summer Village of Birch Cove      | Town of Millet                 |
| Summer Village of Castle Island   | Town of Onoway                 |
| Summer Village of Crystal Springs | Town of Stony Plain            |
| Summer Village of Grandview       | Town of Swan Hills             |
| Summer Village of Kapasiwin       | Town of Thorsby                |
| Summer Village of Lakeview        | Town of Westlock               |
| Summer Village of Ma-Me-O Beach   | Town of Whitecourt             |
| Summer Village of Nakamun Park    | Village of Alberta Beach       |
| Summer Village of Norris Beach    | Village of Breton              |
| Summer Village of Poplar Bay      | Village of Clyde               |
| Summer Village of Ross Haven      | Village of Spring Lake         |
| Summer Village of Seba Beach      | Village of Wabamun             |
| Summer Village of Silver Beach    | Village of Warburg             |
| Summer Village of Silver Sands    | Westlock County                |
| Summer Village of South View      | Woodlands County               |
| Summer Village of Sunrise Beach   | Yellowhead County              |

The following School Divisions are Parties to this Agreement:

Northern Gateway Regional Division No. 10  
Pembina Hills Regional Division No. 7  
Wetaskiwin Regional Division No. 11

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# YRL Master Membership Agreement

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## Schedule "C"

### **System Levy:**

The Yellowhead Regional Library system levy shall be as follows:

|                       |   |
|-----------------------|---|
| For municipalities:   | \$4.30 per capita in 2010 to 2019 inclusive<br>\$4.39 per capita in 2020<br>\$4.46 per capita in 2021       |
| For school divisions: | \$13.95 per student in 2010 to 2019 inclusive<br>\$14.23 per student in 2020<br>\$14.44 per student in 2021 |

Thereafter, unless this Agreement is amended, the last applicable levy referred to above will continue to apply plus any increases agreed to by the YRL Board which increase, on a percentage basis, may not exceed the cost of the increased percentage of the cost of living index applicable to the Province of Alberta, as calculated by Statistics Canada, in any given year.

For greater certainty, but not so as to restrict the generality of the foregoing:

- (a) In the event that a cost of living index increase is not applied in any given year, any subsequent cost of living index increase will be limited to the most recent annual increase (i.e. no accumulation of annual increases); and
- (b) YRL may seek such other increases as they deem appropriate, but subject to any requirements of this Agreement (s.18 amendments), or the Act (membership approval).

### **General:**

Each municipal and school division Member, respectively, shall pay the amounts required by the above to the YRL Board, unless such amounts are subject to increase in accordance with the amending procedure provided for in this Agreement, in which case, the increased amounts shall be paid.

Parties shall make two equal instalments on January 1st and July 1st of each year.

### **Goods and Services Tax:**

GST is payable by the municipal or intermunicipal library board or the school division on the allotment amount only.

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**Alberta's Regional Library Systems  
Membership Levies**

August 2019

|  | <b>2009</b>   | <b>2014</b>   | <b>2019</b>   | <b>2020</b>   | <b>2021</b>   |
|--|---------------|---------------|---------------|---------------|---------------|
| Chinook Arch Regional Library System, Lethbridge | \$5.09        | \$6.99        | \$8.01        | \$8.01        | \$8.01        |
| Marigold Library System, Strathmore              | \$4.50        | \$5.25        | \$6.06        | <i>TBC</i>    | <i>TBC</i>    |
| Northern Lights Library System, Elk Point        | \$4.08        | \$4.87        | \$8.14        | <i>TBC</i>    | <i>TBC</i>    |
| Parkland Regional Library, Lacombe               | \$4.03        | \$7.50        | \$8.25        | <i>TBC</i>    | <i>TBC</i>    |
| Peace Library System, Grande Prairie             | \$3.15        | \$5.50        | \$6.37        | <i>TBC</i>    | <i>TBC</i>    |
| Shortgrass Library System, Medicine Hat          | \$4.27        | \$4.80        | \$5.12        | <i>TBC</i>    | <i>TBC</i>    |
| <b>Yellowhead Regional Library</b>               | <b>\$4.30</b> | <b>\$4.30</b> | <b>\$4.30</b> | <b>\$4.39</b> | <b>\$4.46</b> |

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*  
*MLA, Edmonton - South West*

AR98072

August 15, 2019

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

Dear Mayor Hanssen,

As per the email sent on August 14, I am pleased to confirm \$597 million in Municipal Sustainability Initiative (MSI) funding and \$473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of \$229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For the Summer Village of Nakamun Park:

- The **interim 2019 MSI capital allocation is \$71,023**. This includes \$61,113 in MSI capital funding and \$9,910 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is \$10,228**.
- The **2019 GTF allocation is \$20,848**. This includes \$10,262 as a result of the one time funding top-up and \$10,586 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [alberta.ca/municipalities-funding.aspx](http://alberta.ca/municipalities-funding.aspx).

I look forward to the continued partnership between Alberta's municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

Kaycee Madu  
Minister

cc: Dwight Moskalyk, Chief Administrative Officer, Summer Village of Nakamun Park

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**Date** Mon, 09 Sep, 19 3:28:14PM  
**From** President  
President@auma.ca  
**Subject** AUMA looks forward to working with provincial government on aspects of MacKinnon Report

Dear municipal colleagues,

I'm sure you have already been made aware of the provincial government's recently-released [MacKinnon Report on Alberta's Finances](#).

AUMA has examined the report's recommendations, and we want to make sure you have access to our brief overview below, as well as the attached key messages, to help you address any comments or concerns related to the municipal perspective about the findings.

### **Our overview**

AUMA is pleased to see that the MacKinnon Report largely reaffirms our positions on infrastructure funding. We continue to support the creation of a capital spending plan that will provide sustainable and predictable infrastructure funding for municipalities and encourage collaboration between the province and municipalities on a 20-year infrastructure investment plan.

We also agree there is only one taxpayer, which is why the Report's conclusion that increasing the pressure on municipal property taxpayers is the answer to funding capital projects gives us pause.

One of our challenges with the MacKinnon Report is that it suggests municipalities should contribute more to infrastructure projects. However, municipalities own and maintain 60% of the province's infrastructure, while we receive only 10% of every tax dollar.

In fact, provincial legislation limits municipalities' revenue generating options, resulting in reliance on collecting property taxes. Urban municipalities do not have room to increase property tax rates, especially considering that the provincial government takes roughly 30 per cent of the property tax base for education from the same "taxpayer" that the MacKinnon Report references.

Other discrepancies in the report that concern AUMA include the assertion that Alberta municipalities receive more funding than municipalities in other provinces. This statement does not include the context of Alberta's unprecedented growth rate, which outpaced other parts of the country. As an example, between 2011 and 2016, Calgary and Edmonton led the country in population growth.

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AUMA remains committed to working with our partners at the Rural Municipalities Association (RMA) and the provincial government to create a new fiscal framework for municipalities that supports the province's financial

goals. It's imperative that we maintain the critical infrastructure that supports Albertans' quality of life. This is the only way our province will continue to attract new investment and talent.

We appreciate the MacKinnon Report's recommendations for how the provincial government can improve its financing and smooth out Alberta's rollercoaster spending patterns. We will continue to work with our government partners toward our mutual goal: to better the quality of life and the productive capacity of Albertans.

### Our key messages

For further information and analysis of the MacKinnon Report, please refer to the attached key messages document.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

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

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

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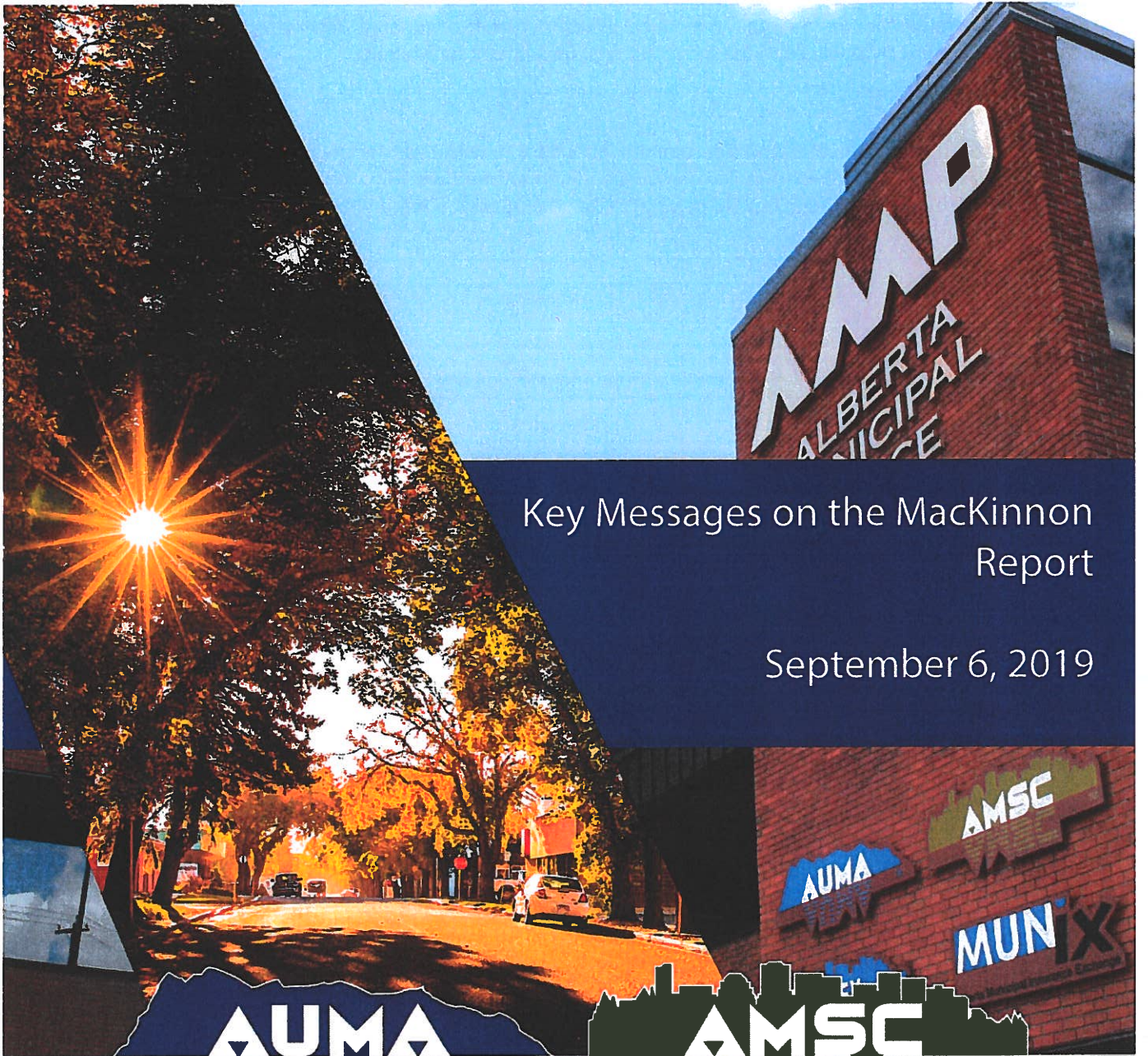
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# Key Messages on the MacKinnon Report

September 6, 2019



WE ARE  
**economies**  
OF SCALE

WE ARE THE  
**support**  
YOU NEED

WE ARE THE  
**experts**  
IN MUNICIPALITIES

WE ARE YOUR  
**advocate**

## Overall

- AUMA appreciates the intent of the [MacKinnon Panel on Alberta's Finances](#) to provide recommendations on how the Government of Alberta can improve its financing and smooth out “rollercoaster” spending patterns.
- We remain committed to working with the Rural Municipalities of Alberta (RMA) and the province to create a new fiscal framework for municipalities that supports the province’s financial goals while maintaining the critical infrastructure that supports Albertans’ quality of life.

## Areas of Alignment

### Capital Spending - Municipal Grants (pages 55-56)

We agree that capital spending on infrastructure contributes to both the quality of life and the productive capacity of Albertans.

- We concur that Alberta must continue to grow its economy to retain and attract young people. We also know that a modern economy and current local infrastructure are key to achieving this goal.

The [MacKinnon Report](#) largely reaffirms our positions on infrastructure funding.

- We continue to support the creation of a capital spending plan that will provide sustainable and predictable funding for municipalities.
- We encourage collaboration between the province & municipalities on a 20-year infrastructure investment plan.

We appreciate the support to make better use of the federal infrastructure funding through the Canadian Infrastructure Program (ICIP).

We agree that the allocation of municipal funding needs to be adjusted to:

- ensure funding is received according to each municipality's needs; and
- address municipalities' lack of capacity to increase mill rates.

### Improvements to Capital Planning (page 80)

We agree that the capital process and system must consider future operating impacts as a mandatory requirement for approval. The selection criteria for projects should include considerations about

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operating costs to ensure that a project balances a municipality's needs with revenue considerations (such as with water and wastewater projects).

### Fixed Budget Dates (page 72)

We agree with the panel's recommendation to establish a fixed budget date (Recommendation 25). This would provide municipalities more predictability when determining their own budgets.

### Nurse Practitioners (page 72)

In keeping with the spirit of our February 2019 decision to support a Primary Care Position Statement from the Nurse Practitioner Association of Alberta, as well as [previous resolutions from our members](#), we support the MacKinnon Panel's assertion that "many health care problems can be more appropriately treated at less cost by other health professionals, like Nurse Practitioners."

## Our Questions

### Capital Spending - Municipal Grants (pages 55-56)

We agree there is only one taxpayer, which gives us pause on the panel's conclusion that increasing the pressure on municipal property taxpayers is the answer to funding capital projects. It is the same taxpayer.

- Tax-shifting from the province to municipalities is only downloading the burden of revenue-raising and impedes intermunicipal collaboration that sees more effective and efficient infrastructure investment in regions.

The report states that capital grants to municipalities make up 25% of the provincial government's capital spending, and that the government can't maintain these levels. The report also suggests municipalities should contribute more to infrastructure projects. However, municipalities own and maintain 60% of Alberta's infrastructure, while they receive only 10% of every tax dollar.

- Provincial legislation limits municipalities' revenue generating options, resulting in reliance on property taxes. Urban municipalities do not have room to increase property taxes, especially considering that the provincial government takes roughly 30% of the property tax base for education from the same taxpayer the report references.

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### **Municipal Accountability (page 56)**

We question the report recommendation to establish more accountability mechanisms to monitor the delivery of municipal programs and services. Municipalities are already the most transparent level of government.

- Our budgets are debated in open council meetings.
- We provide detailed financial reporting to Municipal Affairs, and those results are accessible to the public.
- Municipalities are the only order of government that cannot run deficits.

The focus of municipal accountability should be to our local electorate, not additional reporting to the Government of Alberta, which would only serve to increase the government's footprint with another layer of red tape.

### **Municipal Grants – Financial Stewardship (page 55)**

The \$440 per capita in municipal grants, as stated in the report, is very misleading, as it includes federal grant funds (such as the Gas Tax Fund) that flow through the provincial coffers before being reallocated to Alberta municipalities.

While we question the validity and context of much of the statistical revenue growth of the province and municipalities from 2008 to 2018, one factor is evident — municipalities are superior financial steward of taxpayer dollars when compared to the other two orders of government.

Municipalities are the most efficient stewards of financial resources. They are continually required to make tough economic decisions, since, unlike the other two orders of government, municipalities cannot run financial deficits.

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