

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday May 20th, 2020 – at The Onoway Civic Centre at 5:00 P.M.

1. Call to order:
2. Agenda: a) Wednesday May 20th, 2020 Regular Council Meeting
3. Minutes: (1-5) a) Wednesday April 15th, 2020 Regular Council Meeting
b)
4. Appointment: a)
5. Bylaws/Policies: a)
b)
6. Business (6-8) a) West Inter-Lake District (WILD) Regional Water Services Commission, Proposed Truck Fill Site – RFD 2020-22 is attached for review (*offer 4006 Nakamun drive as truck fill site and authorize administration to enter negotiation with WILD Water for lease of same*)
(9-17) b) Summer Villages of Lac Ste. Anne County East (SVLSACE), All-Net Connect Subscription Project – RFD 2020-23 is attached for review, including some service terms and cost detail (*approve the subscription and authorize payment of \$750.00 for the 2020-2021 term*)
(18) c) Director of Emergency Management – RFD 2020-24 is attached for review (*accept the resignation of Garry Richmond, appoint _____ as Director of Emergency Management, provide a recognition to Mr. Richmond in the amount of \$ _____*)
(19) d) Disposal of Property, 2303MC, Block 4, Lot 4 – RFD 2020-25 is attached for review (*authorize Administration to process with listing the subject property for sale via private listing*)
(20) e) Administrative Services Contract – RFD 2020-26 is attached for review (*provide direction as warranted*)
7. Financial a) N/A
b) N/A
8. Councillor Reports a) Mayor
b) Deputy Mayor
c) Councillor
9. Administration Reports a) Tax Mailouts – Mailed May 15th, 2020
b) Ditch Sweeping – Scheduled for Week of May 11-15

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- c) CRASC – Assessment Appeal Board Services Agreement
- d) MDP Bylaw – Draft and Proposed First Reading
- e) Boat Launch – Follow-Up
- f) Public Works – Staff and Operations 2020
- g) All-Net Connect – Getting People Signed Up

10. Information and Correspondence

- (21-22) a) Town of Mayerthorpe – March 2020 CPO Report.
- (23-24) b) AUMA, Letter to Minister Madu – April 20th, 2020 letter from Alberta Urban Municipalities Association (AUMA) regarding input on “shovel ready project” guidelines and MSI capital expansion.
- (25-27) c) Government of Alberta – Municipal Governance During COVID-19, April 9th, 2020 edition of Frequently Asked Questions.

11. Closed Meeting

- a) - N/A

12. Next Meeting Date

- a) Schedule the next regular council meeting for June 17th, 2020.

13. Adjournment

Upcoming Meetings:

June 17th, 2020 – Regular Council Meeting
June 20th, 2020 – SVLSACE (tentative)
July 15th, 2020 – Regular Council Meeting

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY APRIL 15th, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	PRESENT	<p>Mayor: Marge Hanssen Deputy Mayor: Carleigh LeClair (5:14 p.m., via Conference Call) Councillor: Harry Kassian</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Appointments: Laura Marcato, Auditor (via Conference Call)</p> <p>Absent: n/a</p> <p>Public Works: n/a Public at Large: n/a</p>
1.	CALL TO ORDER	Mayor Hanssen called the meeting to order at 5:07 p.m.
2.	AGENDA 59 - 20	<p>MOVED by Mayor Hanssen that the Wednesday April 15th, 2020 regular council meeting agenda be approved with the following amendments: Add: 11(a) – Closed Session – Property Damage Claim 2020-1 – FOIPP Section 27 (Legal - Privileged Information)</p> <p style="text-align: right;">CARRIED.</p>
3.	MINUTES 60 – 20	<p>MOVED by Councillor Kassian that the minutes for the Wednesday March 18th, 2020 regular council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED.</p>
	5:14 p.m. – C. LeClair joins meeting.	5:14 p.m. – Deputy Mayor LeClair joins the meeting via conference call.
4.	APPOINTMENT 5:19 p.m. – L. Marcato joins meeting. 61 - 20	<p>5:19 p.m. - Laura Marcato joins the meeting via conference call.</p> <p>MOVED by Councillor Kassian that Council accept the presentation of the 2019 Draft Financial Statements, as prepared by Seniuk and Company and verbally reviewed by Laura Marcato, municipal auditor.</p> <p style="text-align: right;">CARRIED.</p>
	5:50 p.m. – L. Marcato exits the meeting.	5:50 p.m. - Laura Marcato exits the meeting.
5.	BYLAW	N/A
6.	BUSINESS 62 – 20	<p>MOVED by Councillor Kassian that Council approve the 2019 Financial Statements as prepared by Seniuk and Company and authorize execution of same.</p> <p style="text-align: right;">CARRIED.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY APRIL 15th, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

63 – 2020		<p>MOVED by Mayor Hanssen that the Three-Year Operating Budget Plan, 2020 Revised Edition, be approved as presented.</p> <p style="text-align: right;">CARRIED.</p>
64 – 2020		<p>MOVED by Councillor Kassian that the Five-Year Capital Budget Plan, 2020 Revised Edition, be approved as presented.</p> <p style="text-align: right;">CARRIED.</p>
65 – 2020		<p>MOVED by Mayor Hanssen that the 2020 Budget Overview, April 10th, 2020 Revised Version, as prepared and verbally presented by CAO Moskalyk be accepted for information.</p> <p style="text-align: right;">CARRIED.</p>
66 – 2020		<p>MOVED by Mayor Hanssen that Council approve the amended 2020 Operating and Capital budget as circulated during the meeting and incorporating a \$725 Minimum Amount Payable and the April 9th, 2020 updated school requisition figures.</p> <p style="text-align: right;">CARRIED.</p>
67 – 2020		<p>MOVED by Councillor Kassian that Bylaw 2020-7, being a Tax Rate Bylaw for 2020, which includes a \$725 Minimum Amount Payable, be given first reading with the following amendments:</p> <p style="padding-left: 40px;">Amend: Subtotal under the Designated Industrial Property Requisition to Read \$10.34.</p> <p style="padding-left: 40px;">Amend: Tax Payment Deadline to September 30th, 2020</p> <p style="padding-left: 40px;">Amend: Tax Penalty Date (Current Year Balance) to October 1st, 2020.</p> <p style="text-align: right;">CARRIED.</p>
68 – 2020		<p>MOVED by Deputy Mayor LeClair that Bylaw 2020-7, as amended, be given second reading.</p> <p style="text-align: right;">CARRIED.</p>
69 – 2020		<p>MOVED by Mayor Hanssen that Bylaw 2020-7, as amended, receive unanimous consent from Council to proceed to third and final reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY.</p>
70 – 2020		<p>MOVED by Mayor Hanssen that Bylaw 2020-7, as amended, be given third and final reading.</p> <p style="text-align: right;">CARRIED.</p>
71 – 2020		<p>MOVED by Mayor Hanssen that Bylaw 2020-8, being a Special Tax for Fire Protection Bylaw, be given first reading with the following amendment:</p> <p style="padding-left: 40px;">Amend: Tax Payment Deadline to September 30th, 2020.</p> <p style="text-align: right;">CARRIED.</p>
72 – 2020		<p>MOVED by Councillor Kassian that Bylaw 2020-8, as amended, be given second reading.</p> <p style="text-align: right;">CARRIED.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY APRIL 15th, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	73 – 2020	MOVED by Deputy Mayor LeClair that Bylaw 2020-8, as amended, receive unanimous consent from Council to proceed to third and final reading. CARRIED UNANIMOUSLY.
	74 - 2020	MOVED by Councillor Kassian that Bylaw 2020-8, as amended, be given third and final reading. CARRIED.
7.	FINANCIAL	N/A
8.	COUNCIL REPORTS 75 – 2020	MOVED by Mayor Hanssen that Council accept the Council Reports for information, as presented. CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 76 – 2020 77 – 2020 78 - 2020	MOVED by Mayor Hanssen that Council accept the Administration and Public Works reports for information, as presented. CARRIED. MOVED by Mayor Hanssen that Council postpone the scheduling of a 2020 Annual Information Meeting pending a change in the COVID-19 situation. CARRIED. MOVED by Councillor Kassian that Council agree in principle to participation in an All-Net Connect Service community communication framework for the purpose of receiving a formal proposal with other regional partners, provided that no financial commitment is required at this time. CARRIED.
10.	INFORMATION / CORRESPONDENCE 79 - 2020	MOVED by Mayor Hanssen that the following items be accepted as information: a) Town of Mayerthorpe – February 2020 CPO Report. b) Alberta Urban Municipalities Association – March 19th, 2020 letter to Minister of Municipal Affairs regarding collaboration and support during the COVID-19 pandemic.

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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 APRIL 15th, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

		<p>c) Community Peace Officer Dawn – April 8th, 2020 letter regarding CPO Level 1 Expanded Authorities to help deal with COVID-19 response.</p> <p>d) Superior Safety Codes – April 7th, 2020 email from Laural Sheeler regarding building inspection process and business continuity in response to COVID-19.</p> <p>e) Government of Alberta, Municipal Affairs – April 3rd, 2020 release regarding Municipal Governance During COVID-19 Outbreak.</p> <p>f) Government of Alberta, Community Services – March 2020 Release regarding additional FCSS Program Funding and assigning Lac Ste. Anne County as regional contact for this program on behalf on local municipalities, including Summer Villages.</p> <p>g) Summer Village of Lac Ste. Anne County East – April 6th, 2020 Letter regarding COVID-19 and Regional Collaboration, speaking in part on FCSS measures as noted in 10(f).</p> <p style="text-align: right;">CARRIED.</p>
<p>11.</p>	<p>CLOSED MEETING 80 -2020</p> <p>Recess – 7:00 p.m. to 7:05 p.m.</p> <p>Closed Meeting – 7:05 p.m.</p> <p>Recess – 7:15 p.m. to 7:20 p.m.</p>	<p>MOVED by Councillor Kassian that that pursuant to section 197(2) of the Municipal Government Act, Council close the meeting to the public at 7:05 p.m. to discuss the following items.</p> <p>11(a) – Property Damage Claim 2020-1 – Legal Matter/Privileged Information – Freedom of Information and Protection of Privacy Act, Section 27</p> <p style="text-align: right;">CARRIED.</p> <p>Recess – Mayor Hanssen called for a recess at 7:00pm to allow the public to exit the meeting.</p> <p>Council moved to Closed Meeting at 7:05 p.m.</p> <p>The Closed Meeting was attended by: Mayor Marge Hanssen Deputy Mayor Carleigh LeClair (via conference call) Councillor Kassian Chief Administrative Officer Dwight Moskalyk</p> <p>Recess – Mayor Hanssen Call for a recess at 7:15 p.m. to allow the public to return to the meeting.</p>

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY APRIL 15th, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	<p>81 - 2020</p> <p>Public Meeting Resumes – 7:20 p.m.</p> <p>82 - 2020</p>	<p>MOVED by Councillor Kassian that Council resume the public meeting at 7:20pm.</p> <p style="text-align: right;">CARRIED.</p> <p>The public meeting resumed at 7:20 p.m.</p> <p>MOVED by Councillor Kassian that Claim 2020-1, being a property damage claim made against the municipality, be accepted as presented and Administration be authorized to settle the claim for the estimated quote of \$609.51 (+/- 10%, inclusive of GST) in exchange for a full release from any future liability for property or personal damages relating to the subject incident.</p> <p style="text-align: right;">CARRIED.</p>
<p>12.</p>	<p>NEXT MEETING</p> <p>83 - 2020</p>	<p>MOTION by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday May 20th, 2020 at 5:00 p.m. in the Town of Onoway Council Chambers.</p> <p style="text-align: right;">CARRIED</p>
<p>13.</p>	<p>ADJOURNMENT</p>	<p>Mayor Hanssen declared the meeting adjourned at 7:23 p.m.</p>

Mayor Marge Hanssen

Chief Administrative Officer Dwight Moskalyk

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Summer Village of Nakamun Park Request For Decision - (RFD) 2020-22

Meeting:	Regular Council
Meeting Date:	May 20th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	WILD Water Truck Fill Station – Nakamun Park – Location
Agenda Item Number:	6(a) – Business

BACKGROUND/PROPOSAL:

The West Inter-Lake District (WILD) Regional Water Services Commission is a partnership of several local municipalities. The Commission was formed to extend access of potable water from the Capital Region to the greater Lac Ste. Anne- Parkland area. Built in phases, a series of transmission lines have been constructed (Phase I and Phase II) and others are currently in design (Phase III and Phase IV). The Summer Village of Nakamun Park has been a member since the start.

Although not always in the same phase, Nakamun Park has always been scheduled to receive a truck fill site in, or near, the community under the Commission's business plan. Now scheduled under Phase IV, which is finalizing design and preparing for construction for this summer, the Commission has approached Nakamun Park to acquire a parcel of land to site the truck fill station. In preliminary discussion, as Council will recall, we have suggested that a piece of the "new shop lots" as 4006/4007 Nakamun Drive would be the only feasible location we could offer within the community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

WILD Water has prepared a proposed site drawing (attached) on lot 4006 Nakamun Drive. The sketch is preliminary but does show a few key points; notably the request is for substantially all of lot 4006, and secondly there would be a double access coming off of Range Road 23 onto the lot (rather than one or both off of Nakamun Drive).

The question whether Council is prepared to offer these lands to WILD Water Commission. There are some pros and some cons to consider:

Pros:

- a) Provides local access to haulers and residents (should mean less expensive water)
- b) Uses lot 4006 Nakamun Drive (of the two "new shop lots" this is the one least economically feasible for the village to build on)
- c) Begins a capital development on the subject lots (an original condition of having using grants to purchase them)
- d) Access from the west end should mean that larger haulers, or farmers from the Rich Valley area would not need to run through the village to access the location (limited non-local infrastructure stress)
- e) Access via Range Road 23 should entice commercial water haulers not serving Nakamun Park residents to travel south, east and then back north to service neighbouring County sub-divisions (Loise Glade, Four Oaks, etc.) – rather than crossing village roads/speed bumps/road restrictions.

⑥



- f) Future growth – access in Nakamun Park will make any future (50-100yr plan) water distribution system for the village itself less expensive and may also give options for more timely benefits such as fire suppression water access.
- g) Access agreement would include additional street lighting (at WILDs cost) to the site, and possibly other utility corridors, which the village can connect to in the future if needed.

Cons:

- a) Use of lot 4006 – any future for a new shop/aggregate yard would need to be reconsidered to fit on a smaller footprint.
- b) Increased activity – though concentrated on the west end (Range Road 23) it would be anticipated to generate additional residential and commercial traffic and noise. Maintaining a tree buffer at the north property line and across lot 4007 will minimize noise, and speed bumps/weight restrictions can minimize some traffic increases – but it is foreseeable that some additional infrastructure wear result in more frequent road maintenance requirements (which would be at the village's expense).
- c) Lease, rather than sale, of the lands – as usual practice has been, WILD prefers to acquire a 100yr lease on the lands, so this site will not generate any sale revenue – and as the land would still be municipal it will not generate any tax revenue annually (though it would not have as the shop lot either).

Overall, I have reviewed the matter with WILD representatives and with Administration, including Public Works, the Development Officer, and the Planner, and they are supportive of the opportunity. At this stage, if Council is also supportive of the proposal, the municipalities next step will be to formally offer the WILD Water Commission use of the subject lands, pending negotiation of a lease agreement/development permit (at which time any specific "wants" or "must-does" can be incorporated).

COSTS/SOURCE OF FUNDING (if applicable)

The subject lands were purchased by the municipality previously, and assuming the offer will be based on a term lease arrangement there will be no significant costs (or revenues) to consider at this time. There may be future costs pending final negotiations and shared development of subject or adjacent lands or improvements thereon.

RECOMMENDED ACTION:

1. Council formally make offer to the West Inter-Lake District Regional Water Services Commission to use 4006 Nakamun Drive, within the municipality of the Summer Village of Nakamun Park, for the location of the Nakamun Lake Truck Fill Station and authorize administration to begin formal negotiations for a term lease of the subject lands.

Initials show support – Reviewed By:	CAO: D. Moskalyk
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S.E. 1/4 SEC. 33, TWP. 56, RGE. 2, W. 5th M.

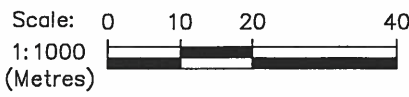
UTILITY RIGHT-OF-WAY
ALBERTA GOVERNMENT TELEPHONES
INSTRUMENT 822 105 138

ENCUMBRANCE:
INSTRUMENT 062 145 962
RESTRICTIVE COVENANT
THE SUMMER VILLAGE OF
NAKAMUN PARK

PLAN 062 1661, BLOCK 15, LOT 6 WITHIN THE S.W. 1/4 SEC. 34, TWP. 56, RGE. 2, W. 5th M.		
Owner(s): THE SUMMER VILLAGE OF NAKAMUN PARK	Area Requirements	
	Acres	Hectares
AREA REQUIRED	0.84	0.340

**WILDRWSC - PHASE 4 FACILITY
C3 - TRUCK FILL**

**THE SUMMER VILLAGE OF
NAKAMUN PARK**



LEGEND:
Area required
Rights-of-Way
Natural gas lines
*Position of natural gas lines are derived from
E.R.C.B. mapping. Field verification is required*



CERTIFICATE OF TITLE NO: 172 136 765
LINC NO: 0031 648 744

DATE	DWG	DRAWN BY
MAY 12, 2020	1	C.LEWIS



Summer Village of Nakamun Park Request For Decision - (RFD) 2020-23

Meeting:	Regular Council
Meeting Date:	May 20th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	SLVSACE – All-Net Connect Subscription
Agenda Item Number:	6(b) – Business

BACKGROUND/PROPOSAL:

At the previous meeting Council reviewed the opportunity to join with other local villages (through Summer Villages of Lac Ste. Anne County East – SVLSACE) to subscribe to an enhanced community notification/emergency alert platform, known as All-Net Connect. At the time, Council approved a motion to participate in principle, but without confirming a financial contribution until further details were available (i.e. revised cost and total number of participating municipalities).

Since the last meeting, we have heard from 7 municipalities indicating they would participate. In addition, All-Net has adjusted their price to reflect a reduced number of maximum participants (7 from the original 12 invitees). With the reduced pricing and an equal split, the cost per village will be \$750.00 (incl. GST)/year, which fits within the budget.

Due to time constraints (i.e. wanting to include the sign-up info in our spring newsletter), and hearing no major objection from Council earlier, Administration has created an account and commit Nakamun Park to the service – which is hosted through SVLSACE. A letter with a basic partnership subscription agreement, software license agreement and first year's invoice is attached for Councils approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The All-Net Connect system allows email, text, land line, and social media messaging to be generated by the municipality, or pushed from other alert agencies (i.e. federal, provincial, or local law enforcement, emergency services, or health agencies or weather monitors). Each subscriber can maintain their own account for preferences, but the municipality has ability to override the contact preferences (method of contact and event type in case of emergency of imminent danger).

COSTS/SOURCE OF FUNDING (if applicable)

A formal agreement between the villages and SVLSACE will be presented at the next meeting but for now Administration is just seeking a formal ratification to authorize the Summer Village to participate at a cost of max \$750.00 incl. GST per year.

RECOMMENDED ACTION:

- 1) That Council authorize the Summer Village of Nakamun Park to participate in the All-Net Connect communications network provided through SVLSACE, to a maximum cost of \$750.00/year and authorize execution of the Subscription Terms with SVLSACE (as per the May 13th, 2020 letter).

Initials show support – Reviewed By:

CAO: D. Moskalyk

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SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST

P.O. Box 8, Alberta Beach, AB. T0E 0A0

780-967-0271

ddm@kronprinzconsulting.ca

May 13, 2020

The Summer Villages of:

Nakamun Park	Silver Sands	South View	Sunrise Beach
Sunset Point	West Cove	Yellowstone	

Dear Chief Administrative Officer,

RE: All-Net Connect Subscription and Hosting Service

The SVLSACE is happy to act as project lead and intermediary for your municipality in the reference project. Your municipality is one of seven that has partnered on this project to-date.

Attached please find a general set of terms which the SVLSACE has agreed to (signed copy available on request) and which governs access to and within the system. There is also an invoice for the 2020-2021 service term, which is as negotiated (\$5000.00 (plus GST)/year).

In addition to these general terms, please review the following with your Council and returned a signed copy of this letter acknowledging your agreement:

As a partner Summer Village, The Summer Village of _____ agrees to:

- i. Observe generally and expressly the provisions of the All-Net Software License Agreement Made May 12, 2020 between All-Net.ca Inc. and SVLSACE (attached).
- ii. Pay an equal apportionment of the total fees for the service each year, on request within 30 days of invoicing; the total due for 2020 will be **\$5,250.00/7 = \$750.00**, including GST (invoice attached).
- iii. Provide SVLSACE with one year's notice in writing if your municipality wishes to withdraw their subscription to the All-Net Connect service. The withdrawing member will be responsible for any deactivation fees associated with their change in service and will be responsible to pay for the full current service term, regardless of time of withdrawal (i.e. if you withdraw mid-year you agree to pay for that year and will be removed from the subscription at the beginning of the next term).

Signed: _____
(Mayor) (CAO)

(Date) (Date)

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SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST

P.O. Box 8, Alberta Beach, AB. T0E 0A0

780-967-0271

ddm@kronprinzconsulting.ca

Please remit your payment of \$750.00 for the 2020 year at your earliest convenience. Payment should be remitted to:

Summer Villages of Lac Ste. Anne County East

Re: All-Net Subscription

P.O. Box 8, Alberta Beach, AB. T0E 0A0

Thank you again for your participation in this service. If you have any questions or wish to discuss further please let me know – 780-967-0271.

Regards,



Dwight Darren Moskalyk

Administrator

SVLSACE

Enclosed: 2020 All- Net Service Agreement
 2020 All-Net Service Invoice

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Software License Agreement

THIS SOFTWARE LICENSE AGREEMENT (the "Agreement") dated this 12th day of May, 2020 (the "Execution Date")

BETWEEN:

All-Net.ca Inc.

(the "Vendor")

OF THE FIRST PART

And

Summer Villages of Lac Ste. Anne County East

(the "Licensee")

OF THE SECOND PART

BACKGROUND:

The Vendor wishes to license computer software to the Licensee and the Licensee desires to purchase the software license under the terms and conditions stated below.

IN CONSIDERATION OF the provisions contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

License

1. Under this Agreement the Vendor grants to the Licensee a non-exclusive and non-transferable license (the "License") to use Connect by All-Net (the "Software").
2. "Software" includes the executable computer programs, the source code and any related printed, electronic and online documentation and any other files that may accompany the product.
3. Title, copyright, intellectual property rights and distribution rights of the Software remain exclusively with the Vendor. Intellectual property rights include the look and feel of the Software. This Agreement constitutes a license for use only and is not in any way a transfer of ownership rights to the Software.
4. The rights and obligations of this Agreement are personal rights granted to the Licensee only. The Licensee may not transfer or assign any of the rights or obligations granted under this Agreement to any other person or legal entity. The Licensee may not make available the Software for use by one or more third parties.
5. The Licensee may not use the Software to provide a service to a third party. Using the software to distribute messages for another party is strictly prohibited without the written consent of the vendor.

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6. The Software may not be modified, reverse-engineered, or de-compiled in any manner through current or future available technologies.
7. Failure to comply with any of the terms under the License section will be considered a material breach of this Agreement.

License Fee

8. The license fee for this Agreement will consist of the original purchase price of \$5,000.00 CAD (includes the set-up and training fee and Alert Ready Integration).

The annual hosting, support and maintenance fee of \$5,000.00 CAD is payable annually and renewable June 1, 2021. The annual renewal for hosting, support and maintenance services is at the discretion of the Licensee.

Limitation of Liability

9. The Software is provided by the Vendor and accepted by the Licensee "as is". Liability of the Vendor will be limited to a maximum of the original purchase price of the Software. The Vendor will not be liable for any general, special, incidental or consequential damages including, but not limited to, loss of production, loss of profits, loss of revenue, loss of data, or any other business or economic disadvantage suffered by the Licensee arising out of the use or failure to use the Software.
10. The Vendor makes no warranty expressed or implied regarding the fitness of the Software for a particular purpose or that the Software will be suitable or appropriate for the specific requirements of the Licensee.
11. The Vendor does not warrant that use of the Software will be uninterrupted or error-free. The Licensee accepts that software in general is prone to bugs and flaws within an acceptable level as determined in the industry.
12. The Licensee accepts that communication is dependent upon multiple service providers for the complete transmission and receipt of a message and there will be instances where a message cannot be transmitted due to technical difficulties on the part of the Vendor, the Vendor service provider or the service provider of the recipient.

Data Storage and Access

13. The Licensee will retain sole ownership of all account data and will have access to their data from the program or upon request of the Vendor.

14. Software hosting will be provided in a minimum Tier III Data Centre offering redundancy in:
 - Data storage
 - Power
 - Physical Locations
 - Data linkages
15. All data and back-ups will be stored in a Canadian facility.
16. All-Net.ca staff will all adhere to company confidentiality policies and each policy will be made available to the Licensee upon request.
17. Any data provided to the Licensee from the Vendor (All-Net.ca), including phone numbers, have not been scrubbed for "do not call" lists and use of the data is at the responsibility and risk of the Licensee.
18. All data, in whole or in part, provided by All-Net.ca is for the sole use of the Licensee and cannot be distributed to, shared, or used by an external party.

Warrants and Representations

19. The Vendor warrants and represents that it is the copyright holder of the Software. The Vendor warrants and represents that granting the license to use this Software is not in violation of any other agreement, copyright or applicable statute.

Acceptance

20. All terms, conditions and obligations of this Agreement will be deemed to be accepted by the Licensee ("Acceptance") upon execution of this Agreement.

User Support

21. The Licensee will be entitled to one year of phone support available 9:00 AM to 9:00 PM Central - Weekdays, at no additional cost, for a period of 12 months from the date of Acceptance and through each twelve-month hosting, support and maintenance period as renewed by the Licensee.
22. The Licensee will be entitled to maintenance upgrades and bug fixes, at no additional cost, for a period of twelve months from the date of Acceptance and through each twelve-month hosting, support and maintenance period as renewed by the Licensee.

Term

23. The term of this Agreement will begin on Acceptance and is perpetual.

Termination

24. This Agreement will be terminated and the License forfeited where the Licensee has failed to comply with any of the terms of this Agreement or is in breach of this Agreement. On termination of this Agreement for any reason, the Licensee will promptly destroy the Software or return the Software to the Vendor.

Force Majeure

25. The Vendor will be free of liability to the Licensee where the Vendor is prevented from executing its obligations under this Agreement in whole or in part due to Force Majeure, such as earthquake, typhoon, flood, fire, and war or any other unforeseen and uncontrollable event where the Vendor has taken any and all appropriate action to mitigate such an event.

Governing Law

26. The Parties to this Agreement submit to the jurisdiction of the courts of the Province of Manitoba for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws of the Province of Manitoba.

Miscellaneous

27. This Agreement can only be modified in writing signed by both the Vendor and the Licensee.
28. This Agreement does not create or imply any relationship in agency or partnership between the Vendor and the Licensee.
29. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.
30. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.
31. This Agreement contains the entire agreement between the parties. All understandings have been included in this Agreement. Representations which may have been made by any party to this Agreement may in some way be inconsistent with this final written Agreement. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the parties.
32. This Agreement and the terms and conditions contained in this Agreement apply to and are binding upon the Vendor's successors and assigns.

Notices

33. All notices to the parties under this Agreement are to be provided at the following addresses, or at such addresses as may be later provided in writing:

All-Net.ca Inc.
4-350 Keewatin Street
Winnipeg, Manitoba, Canada R2X 2R9

Summer Villages of Lac Ste. Anne County East
Box 8
Albert Beach, AB T0E 1V0

IN WITNESS WHEREOF the parties have duly affixed their signatures under hand and seal on this 12th day of May, 2020.

All-Net.ca Inc.

Vernon Sabeski



Signature of All-Net.ca Inc.

Summer Villages of Lac Ste. Anne County East

Name of Licensee's Agent

Name of Licensee's Agent

Title of Licensee's Agent

Title of Licensee's Agent

Signature of Licensee's Agent

Signature of Licensee's Agent

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All-Net.ca Inc.

4-350 Keewatin Street
Winnipeg, MB R2X 2R9
www.all-net.ca | info@all-net.ca | 204-421-9314



INVOICE 101823

Bill To:

Summer Villages of Lac Ste. Anne County East
Box 8
Albert Beach, AB T0E 1V0

Invoice Date 5/13/2020
Due Date 6/12/2020
Terms Net 30 days

Description	Quantity	Unit Price	Total Price
Connect License and Yr 1 Access - Unlimited Messages	1	5,000.00	5,000.00

Tax Breakdown:

GST 250.00

GST/HST Reg. No: 888520418RT0001

Subtotal: 5,000.00

Total Tax: 250.00

Total: 5,250.00

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Summer Village of Nakamun Park Request For Decision - (RFD) 2020-24

Meeting:	Regular Council
Meeting Date:	May 20th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Director of Emergency Management
Agenda Item Number:	6(c) – Business

BACKGROUND/PROPOSAL:

The Summer Village of Nakamun Park is required, as are all municipalities, to appoint a Director of Emergency Management (DEM). The Summer Village of Nakamun Park is also member of the Summer Village Regional Emergency Management Partnership (SVREMP) Agency and each municipality's DEM serves on the Agency's Management committee to advise on and plan local and regional emergency response activities, and staff any Emergency Operation Centres (EOCs) in a variety of capacities.

On May 1st, 2020 I received the resignation of Mr. Richmond, Council's appointed DEM. The SVREMP also received the resignation. On behalf of the Summer Village, I accepted Mr. Richmond's resignation effected 10:30a.m. and sent our appreciation for his prior service – which has been professional, informed and dedicated to say the least.

In the absence of a DEM, the Chief Administrative Officer fills the position pending appointment of new DEM. Deputy Mayor LeClair is assigned as Deputy DEM. It would be best to assign the DEM position to someone not on Council or the CAO, as both of those positions will likely be pulled in other directions for other duties during an emergency.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has asked a few local DEMs from other communities if they would be interested in taking on the role for Nakamun Park as well. We have also reached out to other contacts in other local administrative organizations for expressions of interest. We have received some responses and Administration has reviewed them based on price, availability, training, experience. The preferred candidate is Jason Madge. There are several reasons for this recommendation – which we will cover during the meeting. The closest alternative was deferred due to higher cost and lack of training, and the third alternative himself resigned from his existing DEM role.

COSTS/SOURCE OF FUNDING (if applicable)

Jason is agreeable to receive the same basic compensation schedule as Council's remuneration, with the added benefit of pro-rated meeting, travel, communication, and conference/training costs if he represented multiple communities.

RECOMMENDED ACTION:

- 1) That Council accept the resignation of Garry Richmond and appoint Jason Madge as Director of Emergency Management for the Summer Village of Nakamun Park, subject to finalization of a service negotiations with Administration reflecting a compensation schedule same/or similar to Council's Remuneration Policy and proof of requisite training.
- 2) The Council authorize a thank-you/service recognition to Garry Richmond in the amount of \$ _____

Initials show support – Reviewed By:

CAO: D. Moskalyk

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Summer Village of Nakamun Park Request For Decision - (RFD) 2020-25

Meeting:	Regular Council
Meeting Date:	May 20th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Disposal of Property – 2302MC Block 4, Lot 4
Agenda Item Number:	6(d) – Business

BACKGROUND/PROPOSAL:

Over the course of 2019-2020 the Summer Village formally acquired possession and title of a vacant residential property through the tax recovery process. As this property has no practical use for the municipality in terms of usable space, and in act is a slight inconvenience in that we are now responsible for the care of the lot, Administration is requesting that Council authorize the municipality to list this property for sale.

If sold the there is a process by which the prior owns can reclaim some of the proceeds of that sale (sale price less fees, less taxes, and applicable administrative fees outstanding, etc.).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The municipality may wish to list with a real estate agent; however, we have had success in the past listing properties privately in local/regional papers and working with legal counsel to hand the transfer. As this is a vacant lot, I am suggesting that Council authorize Administration to list this property privately with an appropriate minimum acceptable price factoring in the assessed value and any attached costs or fees.

COSTS/SOURCE OF FUNDING (if applicable)

Any costs for the sale of land will be paid out of the proceeds of the sale. There will be some fees for advertising and legal.

RECOMMENDED ACTION:

- 1) Council authorize Administration to list 2303MC, Block 4, Lot 4 for sale through the website, local papers and market sites, as discussed.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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Summer Village of Nakamun Park Request For Decision - (RFD) 2020-26

Meeting:	Regular Council
Meeting Date:	May 20th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Administration Services Contract
Agenda Item Number:	6(e) – Business

BACKGROUND/PROPOSAL:

The Summer Village of Nakamun Park has an existing contract with Wildwillow Enterprises Inc. for the provision of express and general administrative services. These services include Chief Administrative Officer, and various support services which were either part of the original contract or added in over the years.

The existing contract was agreed to in 2015 and expires on August 31st, 2020. Council will need to consider either negotiating a new contract with the existing provider or opening the contract to others, either by invitational tender or open tender.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As I am an agent of both parties, I have to keep my distance in this process. Having said that, I wanted to give Council enough time to consider this fully. Regardless of which option Council wants to take there will be some negotiating to consider as a lot has changed over the term of the last contract that will need to be considered with future administrative service providers and worked into agreements.

If Council prefers to open the bid process up I might suggest that, depending on if Wildwillow Enterprises Inc. is at all interested in submitting a proposal, the municipality uses an external agent to compile and review the bids to remove in bias to the process.

COSTS/SOURCE OF FUNDING (if applicable)

The cost of administration is part of the operational budget. If you chose to advertise there will likely be additional costs for advertising, collection, review etc., particularly if there is an outside agent hired to do so.

RECOMMENDED ACTION:

- 1) Either:
 - a. Council authorize Mayor Hanssen to approach Wendy Wildman to begin a negotiation for an extension of services with Wildwillow Enterprises Inc., or;
 - b. Council direct Administration to prepare and circulate a limited, or open, tender for the administration services contract which a closing date of August 1st, 2020.

Initials show support – Reviewed By:

CAO: D. Moskalyk

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Town of Mayerthorpe

Report Title : NAKAMUN DAILY EVENTS
Report Range 3/1/2020 12:00 am to 3/31/2020 11:59 pm

Daily Event Log Report

Date: 2020/03/04

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2020/03/04 1030 **Event End:** 2020/03/04 1200
Event: GENERAL PATROL
Location: NAKAMUN PARK
Specific Location: SUMMER VILLAGE
Notes: PATROLLED SUMMER VILLAGE ROADS CHECKING ON HOMES, VILLAGE PRETTY QUIET TODAY.

Total Group Events: 1 **Total Time on Events:** 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Date: 2020/03/12

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2020/03/12 2230 **Event End:** 2020/03/13 0000
Event: GENERAL PATROL
Location: NAKAMUN PARK
Specific Location: SUMMER VILLAGE
Notes: MIXING THINGS UP WITH AN AFTERNOON SHIFT TO PATROL THE VILLAGES, CHECKING ON SECURITY OF HOMES AND LATE NIGHT ACTIVITY, QUIET EVENING

Total Group Events: 1 **Total Time on Events:** 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

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Date: 2020/03/19

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2020/03/19 0900 Event End: 2020/03/19 1030
Event: ADMIN-FIELD
Location: NAKAMUN PARK
Specific Location: SUMMER VILLAGE
Notes: COLLECTING INFO FOR AFRRCS ON RADIOS

Total Group Events: 1 Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Date: 2020/03/27

Group: TOWN OF MAYERTHORPE

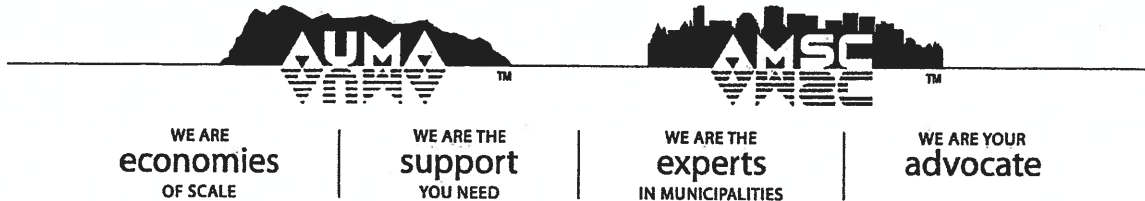
Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2020/03/27 1300 Event End: 2020/03/27 1430
Event: GENERAL PATROL
Location: NAKAMUN PARK
Specific Location: SUMMER VILLAGE
Notes: STRICTLY PATROLLED VILLAGE CHECKING HOMES, WE HAVE BEEN GIVEN DIRECTION TO KEEP CONTACT TO MINIMUM AND ONLY DO TRAFFIC STOPS FOR SERIOUS VIOLATIONS AT THIS TIME AND DO NOT HAVE HEALTH ACT YET

Total Group Events: 1 Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Total Report Events: 4

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April 20, 2020

The Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Urban Municipalities Association (AUMA) and our members, we are pleased that your government is seeking input from municipalities on shovel-ready projects that can be funded as part of a provincial economic stimulus package. This news is welcomed by AUMA and municipal leaders as it will create thousands of jobs for Albertans who are currently struggling due to the current economic crisis caused by depressed oil prices and the COVID-19 pandemic.

As we understand that your ministry is currently exploring options for how economic stimulus funding can be rolled out for municipal infrastructure projects, AUMA recommends two key levers for this stimulus funding.

1. That this new economic stimulus funding for municipal infrastructure be implemented using the fundamental mechanisms of the Municipal Sustainability Initiative (MSI) program. While the new program must be separate from MSI, the allocation formula and guidelines of MSI would serve as a foundation for the delivery of new economic stimulus funding and would result in the following benefits.
 - **Minimize red tape** – The MSI formula is an established and successful mechanism to flow funding with minimal administrative burden for the province or municipalities. The simple allocation of funding would eliminate the costs and time for the province to create a new system for collection and review of applications and would also eliminate the time for municipalities to submit applications that have no guarantee of success.
 - **Diversity in job creation** – MSI allows municipalities to invest in a broad range of infrastructure projects based on community need. By using a similar set of guidelines, the economic stimulus funding would create jobs across numerous trades and industries without overloading one particular sector.
 - **Spread jobs across the province** – By distributing funding to all municipalities, jobs will be created in every community across Alberta. This includes construction contractors as well as indirect investments in local retail and service businesses such as suppliers, restaurants and accommodation providers.
2. This new and additional infrastructure stimulus funding will need to be a multi-year investment in Alberta's economy. It is recommended that the Provincial government front-load the funding in the 2020-21 budget year, and then cash-flow the funds to municipalities for projects over the next 1 to 3 years. This will allow for municipal projects that require a few more months of design before they can be considered as shovel-ready to be funded and proceed. Also, by committing to and

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

accounting for historically significant stimulus infrastructure costs in 2020-21, this gets the expenditure booked in an already horrific financial year for the province and allows for the funds to be cash-flowed out in future years, when the province can focus on budget balancing.

Collectively, our goals are the same. A focus on job creation and ensuring Albertans receive value for their money. The use of MSI as the foundation for economic stimulus funding will minimize red tape and ensure that communities, businesses, and workers from all parts of the province can benefit.

Thank you for your consideration of our proposal and if you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Sincerely,



Barry Morishita
AUMA President

cc: The Honourable Jason Kenney, Premier of Alberta
The Honourable Travis Toews, President of Treasury Board and Minister of Finance
Al Kemmere, President, Rural Municipalities of Alberta
Ken Gibson, Executive Director, Alberta Construction Association
Ron Glen, Chief Executive Officer, Alberta Roadbuilders and Heavy Construction Association

Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – April 9, 2020

The state of the COVID-19 pandemic and its impact on municipalities continues to change on a daily basis. As we navigate these challenging times together, Municipal Affairs will continue to support and provide regular updates addressing frequently asked questions and providing information on new tools as they become available.

This update focuses on municipal planning as well as captures some of the common questions advisory and support staff have received with respect to the [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) and Ministerial Orders [MSD:019/20](#) and [MSD:022/20](#).

Municipal Affairs Updates

Previous COVID-19 updates are available at www.alberta.ca/municipal-government-resources.aspx

Planning & Development

Is the ministry reviewing the unintended consequences on planning and development processes as a result of Ministerial Order No. [MSD:022/20](#) which extended deadlines and timelines to October 1, 2020?

YES. Municipal Affairs is working with partner associations and legal professionals to identify the right solution to the challenges arising from these timeline extensions. Amendments are expected to be brought forward in the near future.

Can council hold a public hearing without the public being in attendance and still meet the legislative requirement for public submissions?

YES. Section 230 of the *MGA* requires public hearings to be conducted during a regular or special council meeting and council must hear persons claiming to be affected by the proposed bylaw or resolution.

The [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) modifies the *MGA* requirements and provides for meetings and public hearings to be held by an electronic means so that those entitled to make submissions at the meeting can make electronic submissions before or during the meeting.

Can council cancel or reschedule a public hearing?

YES. Council may cancel or reschedule a public hearing by council resolution. However, council must still hold a public hearing prior to either second reading of a bylaw, or before council votes on a resolution where a public hearing is required as stated in section 230(1) of the *MGA*. In the event a public hearing is rescheduled, the notification and advertisement requirements of section 606 of the *MGA* apply.



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We have already advertised our public hearings for amending our land use bylaw. Ministerial Order No. MSD:022/20 gave extensions to October 1 for several provisions in the *MGA*. Can we proceed with the public hearings as advertised and with the land use bylaw amendments?

YES. The requirement for public hearings are provided for in sections 230 and 692 of the *MGA*. These sections are not listed in Appendix 2 of the Ministerial Order that extended dates or timelines for various sections in the *MGA*. Public hearings that were advertised prior to the approval of Ministerial Order MSD:022/20 (March 31, 2020) can still proceed, as can the land use bylaw amendment bylaws. Public hearings should be conducted in a manner consistent with provisions in the Meeting Procedures (COVID-19 Suppression) Regulation.

Emergency Management

Is an emergency council meeting to declare a State of Local Emergency considered to be a public meeting?

YES. If the meeting is held in council chambers and it is not made a closed meeting of council, then it is considered to be public.

Can an emergency council meeting to declare a State of Local Emergency (SOLE) be conducted by electronic means without providing notice to the public?

While section 23.1 of the *Emergency Management Act (EMA)* provides that the notice requirements in sections 194 to 196 of the *MGA* do not apply when meeting for the purpose of declaring or terminating a state of local emergency, the exemption does not include electronic meetings (section 199 of the *MGA*). Bill 13 is currently being considered by the Legislature. It proposes an amendment to section 23.1 of the *EMA* to add section 199 as one of the provisions of the *MGA* that does not apply when meeting for the purpose of declaring or terminating a SOLE. If approved, notice would not be required.

Can an emergency advisory committee consisting of only one member declare a SOLE by resolution?

YES. If the bylaw establishing the committee, and/or another municipal enactment establishing quorum requirements for SOLE declarations, provides that one member achieves quorum, then one member may declare a SOLE.

Can municipal bylaws be changed by council resolution during a SOLE?

NO. Section 191 of the *MGA* requires bylaws to be amended or repealed by another bylaw.

Does the *Emergency Management Act* provide a blanket power to change bylaws?

NO. While it is always best for a municipality to get their own independent legal advice, a council may amend a bylaw to remove a certain provisions, or include a clause in the amendment that certain provisions of a bylaw do not apply during a SOLE. Once the SOLE has terminated, the amending bylaw could be repealed to restore the original bylaw or it can expire once the SOLE is over if it was worded in such a way, depending on the legal advice a municipality receives

Does a council still have to have a meeting to renew the SOLE at the end of 7 days?

As of today, a SOLE can be renewed at the end of 7 days. Bill 13 is currently being considered by the Legislature. It proposes an amendment to section 22(4) of the *Emergency Management Act* to state that a declaration of a state of local emergency lapses at the end of 7 days, or at the end of 90 days if the declaration is in respect of a pandemic.



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General Questions

What date did Ministerial Orders MSD:019/20 and MSD:022/20 take effect and what does that mean?

Ministerial Orders MSD:019/20 and MSD:022/20 are available on Alberta Queen's Printer and took effect on March 31, 2020, the date they were signed. This means that as of March 31, 2020 the extensions to October 1, 2020 apply to the sections listed in the MOs. Municipal Affairs recognizes there are concerns with some of the provisions and steps are being taken to address those issues. More information will be provided in the near future.

Can municipalities hold hearings for assessment complaints filed prior October 1, 2020?

YES. Ministerial Order No. MSD:022/20 extended the assessment complaint deadline to October 1, 2020, and extends the 60-day deadline to hold an assessment review board hearing to either October 1, 2020 or 60-days following the receipt of an assessment complaint, whichever is the later date. If complaints are received prior to October 1, 2020, assessment review boards may choose to hear these appeals prior to the prescribed deadline.

Municipal Advisory Services

If you have further questions, please call:

780-427-2225 or toll-free by first dialing
310-0000 or email ma.lgsmail@gov.ab.ca

Does the closing of a municipal office or facility require a council resolution?

NO. If a SOLE has been declared, the decision to close a municipal office can be made by the Director of Emergency Management. When a SOLE has not been declared, council remains responsible for deciding what programs and services to deliver and the CAO remains responsible for ensuring that those services are implemented.

Will the *Public Meeting Procedures (COVID-19 Suppression) Regulation* remain in effect when the crisis is over?

NO. The purpose of the regulation is to limit COVID exposure so this is only a temporary relaxation of the MGA during the COVID-19 pandemic.

We do not have the capabilities to stream or let public listen to meetings. Is posting the recording of the meeting sufficient?

NO. The *Public Meeting Procedures (COVID-19 Suppression) Regulation* permits electronic meetings if members of the public are able to hear the meeting as it occurs. For those municipalities looking for streaming or conferencing services, AUMA is offering its service. For further information please email audioconference@auma.ca.

The majority of council is currently in 14-day mandatory quarantine or self-isolation. Are we able to have a council meeting?

YES. The *Public Meeting Procedures (COVID-19 Suppression) Regulation* has provided flexibility for council to achieve quorum. The regulation have also increased the flexibility for councillors in quarantine to meet electronically (e.g., teleconference).

Should municipalities be amending procedural bylaws to comply with the new *Public Meeting Procedures (COVID-19 Suppression) Regulation*?

NO. The regulation supersedes municipal procedure bylaws and only applies during the COVID-19 pandemic.

Further Updates

Ways to support municipalities continue to be explored as we all navigate through this situation. Further updates will be released as information becomes available.

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