

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday November 18th, 2020 – at The Onoway Civic Centre 5:00 P.M.

1. Call to order:
2. Agenda: a) Wednesday November 18th, 2020 Regular Council Meeting
3. Minutes: (1-3) a) Wednesday October 21st, 2020 Regular Council Meeting
b)
4. Appointment: a) N/A
5. Bylaws/Policies: (4-8) a) Bylaw 2020-10, Borrowing Bylaw – RFD 2020-50 is attached for review and context and the proposed Bylaw 2020-10 is attached for Council's consideration.
b)
6. Business: (9-19) a) Assessment Review Board Services, CRASC engagement – RFD 2020-51 is attached for review and background. There are several steps required to engage Capital Region Assessment Services Commission for Assessment Review Board services, the first being a council motion to engage.
(20) b) Wildwillow Enterprises Inc. Administration Services Contract Renewal – RFD 2020-52 is attached for review. The proposed contract will be circulated during the meeting.
c)
d)
e)
f)
7. Financial a) Income and Expense Statements – N/A
b)
8. Councillor Reports a) Mayor
b) Deputy Mayor
c) Councillor
9. Administration Reports a) Administration Services Agreement, Update
b)
10. Information and Correspondence

SUMMER VILLAGE OF NAKAMUN PARK

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Wednesday November 18th, 2020 – at The Onoway Civic Centre 5:00 P.M.

- (21-28) a) Government of Alberta, Local Authority Election Act – October 2020 Q&A Publication addressing some common municipal election matters.
- (29) b) Government of Alberta, Municipal Affairs – October 29th, 2020 letter (emailed copy) received from Tracy Allard, Minister of Municipal Affairs cautioning municipalities to focus on core capital and infrastructure spending (when budgeting for, and allocating municipal grants). This message is believed to foreshadow imminent reductions, suspensions, or renegotiations of core grant programing (like MSI Capital) – but we have more clarity on this by Q1 2021.
- (30-35) c) Government of Alberta, Municipal Affairs – October 20th, 2020 email outlining revisions to the proposed Assessment Model Review, including attachments. As reported earlier, these changes – not the previous version nor the revised model – forecast any direct impact on the Summer Village of Nakamun Park – but they will impact Lac Ste. Anne County and other regional partners (although less so under the revised model).
- (36) d) Alberta Beach, Council – November 3rd, 2020 Organizational Appointments 2020-2021.
- (37-38) e) Town of Onoway, Council – November 10th, 2020 Organizational Appointments 2020-2021.
- (39-41) f) Government of Alberta, COVID-19 Response – November 6th, 2020 Outstanding Questions from the Municipal Briefing earlier that week.

11. Closed Meeting

- a) - N/A

12. Next Meeting Date

- a) Schedule the next regular council meeting for November 18th, 2020.

13. Adjournment

Upcoming Meetings:

December 16th, 2020 – Regular Council Meeting
January 20th, 2020 – Regular Council Meeting

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AGENDA

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10. Information and Correspondence

(21-28)

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(37-38)

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a) - N/A

12. Next Meeting Date

a) Schedule the next regular council meeting for December 16th, 2020.

13. Adjournment

Upcoming Meetings:

December 16th, 2020 – Regular Council Meeting

January 20th, 2020 – Regular Council Meeting

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday November 18th, 2020 – at The Onway Civic Centre 5:00 P.M.

1. Call to order:
2. Agenda: a) Wednesday November 18th, 2020 Regular Council Meeting
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7. Financial a) Income and Expense Statements – N/A
b)
8. Councillor Reports a) Mayor
b) Deputy Mayor
c) Councillor
9. Administration Reports a) CAO
b)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY OCTOBER 21st, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	PRESENT	<p>Mayor: Marge Hanssen Deputy Mayor: Carleigh LeClair Councillor: Harry Kassian</p> <p>Administration: Dwight Moskalyk, CAO CPO Dwight Dawn</p> <p>Appointments:</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 5:03 p.m.
2.	AGENDA 154 - 20	MOVED by Mayor Hanssen that the agenda for the October 21 st , 2020 regular council meeting be approved as presented. CARRIED.
3.	MINUTES 155 – 20	MOVED by Councillor Kassian that the minutes for the Wednesday September 16 th , 2020 regular council meeting be approved as presented. CARRIED.
	156 - 20	MOVED by Councillor Kassian that the minutes for the Wednesday September 16 th , 2020 Review by Council be approved as presented. CARRIED.
4.	APPOINTMENT 157 – 20	MOVED by Mayor Hanssen that the discussion regarding community peace officer services and bylaw enforcement within the community be accepted as information. CARRIED.
	CPO Dawn Exits the Meeting 5:47p.m.	5:47p.m. - Community Peace Officer Dwight Dawn exits the meeting.
5.	BYLAW	N/A
6.	BUSINESS 158 – 20	MOVED by Deputy Mayor LeClair that Council approve the Municipal Operating Support Transfer memorandum of understanding agreement with the province of Alberta and authorize execution of the agreement. CARRIED.
	159 – 20	MOVED by Councillor Kassian that Council maintain a zero percent (0%) Fortis Franchise Fee option for 2021 and advise FortisAlberta of same. CARRIED.



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY OCTOBER 21st, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	160 – 20	MOVED by Mayor Hanssen that Council accept the ATTS Group, Forest Health Report (2020) as information and authorize the report and associated material to be shared on the website. CARRIED.
	161 – 20	MOVED by Mayor Hanssen that the WILD Water Truck Fill Proposal – Community Survey Summary, as prepared and presented by CAO Moskalyk, be accepted as information. CARRIED.
	162 – 20	MOVED by Mayor Hanssen that Council accept the West Inter- Lake District (WILD) Water Truck Fill Proposal and land lease offer for information, and that Council further support the alternate location of Rich Valley for a truck fill, provided that a tap-off is located at the nearest point of the transmission line to Nakamun Park to allow for further expansion in to the community when feasible. Councillor Kassian requested a recorded vote: Mayor Hanssen – Voted, “aye” in Favour of motion 162-20 Deputy Mayor LeClair – Voted “aye” in Favour of motion 162-20 Councillor Kassian – Voted “nay” in Opposition of motion 162-20 CARRIED.
7.	FINANCIAL 163 – 20	MOVED by Councillor Kassian that the Income and Expenses Statements ending September 30 th , 2020 be accepted as information, as presented. CARRIED.
8.	COUNCIL REPORTS 164 – 20	MOVED by Mayor Hanssen that Council accept the Council Reports for information, as presented. CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 165 – 20	MOVED by Councillor Kassian that Council accept the Administration and Public Works reports for information, as presented. CARRIED.
10.	INFORMATION / CORRESPONDENCE 166 - 20	MOVED by Mayor Hanssen that the following items be accepted as information: a) Brownlee LLP, Emerging Trends in Municipal Law Save the Date – The event will be held virtually on February 11th and 18th

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY OCTOBER 21st, 2020 AT 5:00 P.M. AT THE ONOWAY CIVIC CENTRE.

		<p>2021 and there is registration fee. This will be brought back for formal approval once more details are provided, just here so council can note the date in advance.</p> <p>b) Government of Alberta, Police Funding Regulation/Model – July 29th, 2020 email with additional background information and information sheet.</p> <p>c) Fortis Alberta, Proposed 2021 Distribution Rates – September 17th, 2020 letter outlining the proposed rates being submitted to the Alberta Utilities Commission. Of note, Residential and Street Light rates are projected to increase in the range of 5-6% over current year rates.</p> <p>d) Joint Municipalities Letter, Provincial Assessment Review – September 8th, 2020 letter from Lac Ste. Anne County, Town of Mayerthorpe, Town of Onoway, Alberta Beach and the Summer Villages of Lac Ste. Anne County East voicing concerns with the assessment review model being proposed by the province.</p> <p>e) Town of Mayerthorpe, CPO Reports – For July, August and September 2020.</p> <p style="text-align: right;">CARRIED.</p>
11.	CLOSED MEETING	N/A
12.	NEXT MEETING 167 - 20	<p>MOVED by Councillor Kassian that the next regularly scheduled meeting be held on Wednesday November 18th, 2020 at 5:00 p.m. in the Town of Onoway Council Chambers.</p> <p style="text-align: right;">CARRIED.</p>
13.	ADJOURNMENT	Mayor Hanssen declared the meeting adjourned at 7:13 p.m.

Mayor Marge Hanssen

Chief Administrative Officer Dwight Moskalyk

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Summer Village of Nakamun Park Request For Decision - (RFD) 2020-50

Meeting:	Regular Council
Meeting Date:	November 18th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Borrowing Bylaw – Bylaw #2020-10
Agenda Item Number:	5(a) – Business

BACKGROUND/PROPOSAL:

To help the municipality be better prepared for any potential emergency response, it has been encouraged that we arrange a Line of Credit to cover any financial obligations arising from a disaster response or other emergency situation. At recent training sessions it was stressed how quickly an emergency response can escalate (resulting in significant financial obligations) and that having pre-arrange borrowing ability can help with an effective and timely response without directly impacting the normal operating budget/obligations of the municipality.

Administration has consulted the municipality's financial institution and our appointed auditor to work out the most applicable borrowing options for the Summer Village of Nakamun Park. We have prepared Bylaw 2020-10 for Council's consideration of an operating Line of Credit pursuant to Section 256 of the Municipal Government Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Section 256 borrowing is unique in that it is obtained for operating expenditures. It is short-term borrowing and is not constrained by, or an impact on, the debt limit of the municipality. Section 256 borrowing must, like all municipal borrowing, be authorized by bylaw – however, unlike the normal borrowing bylaws, it does not need to reference a specific project and it does not need to be advertised or go through a public hearing. The Act allows that the municipality may borrow an amount so long as it does not exceed the estimated tax revenue to be collected in the subject year. We are proposing a \$150,000 Line of Credit in the bylaw, which is below the most recent budget tax revenue amount.

While Section 256 borrowing is recommended, there are a few conditions to be aware of. The borrowing limit (\$150,000 is per above) is not going to cover the full cost of an extended response (including evacuation, major resource, and response allocation over extended days). Also, the maximum borrowing is reduced by other operating credit/borrowing (i.e. credit cards, vendor accounts). It would be necessary to ensure that, in a significant emergency situation, Section 256 borrowing was used as a short-term resource during the initial stages of response, giving time for Council to approve and secure additional (likely long-term) borrowing to address the whole response cost.

④



COSTS/SOURCE OF FUNDING (if applicable)

The Line of Credit would be obtained and held through the municipal's banking institution, ATB Financial, according to the provisions set out in the draft bylaw attached.

RECOMMENDED ACTION:

- 1) Give all required readings to Bylaw 2020-10 as presented.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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BYLAW 2020-10
BEING A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE
PROVINCE OF ALBERTA, FOR THE PURPOSE SPECIFIED IN SECTION
256 OF THE MUNICIPAL GOVERNMENT ACT

WHEREAS the Council of the Summer Village of Nakamun Park (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to have secured prearranged borrow for certain sums of money for the purpose of an operating Line of Credit for interim financing in the event of a local emergency or to cover unforeseen urgent operating expenditures not included in the operating budget;

WHEREAS Section 251 of the Municipal Government Act allows for municipalities to undertake borrowing so long as that borrowing is authorized by bylaw and incorporates the prescribed details set out in Section 251;

WHEREAS Section 256 of the Municipal Government Act establishes the provisions by which a municipality may undertake borrowing for operational expenditures, and that bylaws securing such borrowing do not need to be advertised so long as the term of the borrowing does not exceed three years;

AND WHEREAS the Summer Village of Nakamun Park's banking institution, ATB Financial, renews operating Lines of Credit annually (hence a borrowing term of one year);

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") up to the principal sum of \$150,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit repayable on demand and the Corporation is required to pay accrued interest monthly.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b) in preparation of security for any money borrowed from ATB

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BYLAW NO. 2020-10
SUMMER VILLAGE OF NAKAMUN PARK
Municipal Government Act RSA 2000 Chapter M-26
Section 251 - 263

- i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: Taxes, Reserves, Grants
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 18th day of November 2020 at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

THIS MUNICIPAL BORROWING BYLAW, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

READ a first time this 18th day of November, 2020.

READ a second time this 18th day of November, 2020.

UNANIMOUS CONSENT to proceed to third reading this 18th day of November, 2020.

(7)

**BYLAW NO. 2020-10
SUMMER VILLAGE OF NAKAMUN PARK
Municipal Government Act RSA 2000 Chapter M-26
Section 251 - 263**

READ a third and final time this 18th day of November, 2020.

SIGNED this 18th day of November, 2020.

WITNESS our hands and the seal of the Corporation this 18th day of November, 2020.

Mayor, Marge Hanssen

Chief Administrative Officer, Dwight Moskalyk

DRAFT





Summer Village of Nakamun Park Request For Decision - (RFD) 2020-51

Meeting:	Regular Council
Meeting Date:	November 18th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Assessment Review Board Services – CRASC Engagement
Agenda Item Number:	6(a) – Business

BACKGROUND/PROPOSAL:

The Municipal Government Act required that municipalities provide for assessment and assessment services within their jurisdictions. This requirement includes providing for Local and Composite Assessment Review Boards (LARB and CARB) – which are the mechanism through which assessment appeals are received and heard.

The Summer Village of Nakamun Park is currently under contract with Lac Ste. Anne County to receive Assessment Review Board services. This agreement is being terminated effective Jan. 1 2021 (LSAC no longer wishes to provide the service). The cost of maintaining the clerk and a fully trained pool of board members is not feasible for the summer village to undertake internally, so Administration has reached out to Capital Region Assessment Services Commission (CRASC) to provide these services. CRASC already facilitates our assessment services contract.

CRASC is agreeable to taking on the Summer Village of Nakamun Park (as well as the other transitioning municipalities). There are several steps to this process though. The first is to have Council formally resolve to engage CRASC as their Assessment Review Board service provider. Once that motion is received by CRASC and approved by the Ministry, CRASC will provide a formal contract for Council to approve (The most recent contract edition for members has been provided and is attached for context).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The cost of switching from LSAC to CRASC is going to be an increase, however it will be significantly less of an increase than if we undertook providing the service internally. The fee structure is on a per lot basis. If the rates are to hold consistent with prior years Nakamun could expect to pay around \$860.00/year in core fees (any appeal hearing costs are over and above with a typical rate and board remuneration schedule). We have been paying LSAC \$100/year.

The other consideration in a service provider is maintaining a panelist pool for board members. CRASC maintains a full board and large panelist pool. Even if we tried to operate our own service internally municipalities have a notoriously difficult time maintaining a full panelist pool.

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COSTS/SOURCE OF FUNDING (if applicable)

The cost of this service would continue to form part of the annual operating budget of the municipality, with an increase from \$100 to \$860/year (estimate), and be covered by municipal taxes.

RECOMMENDED ACTION:

- 1) Authorize the Summer Village of Nakamun Park to engage CRASC for the provision of Assessment Review Board services, effective Jan. 1 2021, pending Ministerial approval for the addition and a resulting agreement for the initial term of the service.

Initials show support – Reviewed By: CAO: <i>D. Moskalyk</i>
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Capital Region Assessment Services Commission



**PARTICIPANT
MEMORANDUM OF AGREEMENT
2019 - 2021**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2019

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MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the "Commission")

and

(the "Participant")

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant;

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant;

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1st of January to 31st of December.
- d. "Participant" and "Municipality" mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.

- e. **“Panellist”** means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints.
- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (**“LARB”**) or the Composite Assessment Review Board (**“CARB”**).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta Municipal Government Board to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

2. **TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c. annually providing the Participant with:
 - i. a list of Commission approved Panellists to be approved by the Participant as the designated pool of Panellists from which the Commission can draw from to fill its hearing needs;
 - ii. the name of the chair of the LARB and CARB;
 - iii. the name of the Assessment Clerk of the LARB and CARB.

- d. apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panellists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing the list of Commission Panellists, the name of the chair of the LARB and CARB and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*
- c. providing to the Commission immediate notification by email when a completed Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: *(IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.)*
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room for the Assessment Review Board hearing without charge to the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

6. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

7. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon twelve (12) months written notice to the Participant.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

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9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____ ,201
Authorized Signature Name Date

THE PARTICIPANT: _____
Name of Participant

Per: _____ ,201
Authorized Signature Name Date

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SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2019 to 31 December 2021.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the number of Participant's parcels on file with the Commission as at 1 January of each year of the agreement.

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing Fees:** \$400 for each LARB.
\$400 for each CARB.
- b. **Panellist Fees:** \$200 per Panellist for each hearing day or part day and associated travel that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel that exceed four (4) hours.
- c. **Assessment Clerk:** \$650 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

PARTICIPANT'S SERVICE ADDRESS

The Participant's address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City _____

Postal Code _____

Telephone: _____

Email: _____

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Summer Village of Nakamun Park Request For Decision - (RFD) 2020-52

Meeting:	Regular Council
Meeting Date:	November 18th, 2020
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Wildwillow Enterprises Inc. – Administration Services Agreement (Renewal)
Agenda Item Number:	6(b) – Business

BACKGROUND/PROPOSAL:

The Summer Village of Nakamun Park has engaged Wildwillow Enterprises for the provision of many of the core municipal administrative services required under the Municipal Government Act – or sought and negotiated for by Council. The prior agreement expired on September 30th, 2020 and parties have been negotiating a contract renewal. In the interim services continue to be provided on a month-to-month basis.

As discussed previously, the proposed contract will include several new services now required under the Municipal Government Act and provincial legislation (which had not been included in the original agreement). The proposal will also include some adjustments to rates, job descriptions, etc.

The proposed agreement will be circulated to council and reviewed during the meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council may choose to accept the proposal, accept the proposal subject to amendments/changes, defer the decision pending amendments/changes/clarifications or reject the proposal.

If Council chooses to reject the proposal we will need to go prepare RFPs and there will need to be a discussion on who is preparing that, where it will be posted, the time frame for completion, and who is receiving and reviewing submissions, etc.

COSTS/SOURCE OF FUNDING (if applicable)

There will be a cost increase reflected in the proposed agreement. The cost of the contract will be covered under the annual operating budget, funding through municipal taxation.

RECOMMENDED ACTION:

- 1) Here for discussion, provide direction as warranted.

Initials show support – Reviewed By:	CAO: D. Moskalyk
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Local Authorities Election Act: Question & Answers

Updated October 2020

Election Planning/Logistics

Given the length of the nomination period, who can accept the nomination papers during this time? Must a returning officer be available as of January 1? Can an assigned municipal employee (such as the CAO) accept the nomination papers in the beginning?

The *Local Authorities Election Act* (LAEA) allows returning officers to be appointed by council at any time prior to June 30 in the year of a general election. In the absence of council appointing a returning officer, the powers, duties and functions are the responsibility of the Chief Administrative Officer (CAO) (section 13).

Section 14 also allows the returning officer (CAO) to delegate any of their duties to a deputy returning officer. This means the CAO could appoint one or more deputy returning officer(s), to be able to accept nomination papers.

The requirement to keep election materials for a period of three months in the *Alberta Senate Election Act* does not align with the requirement to destroy local government election materials between 6 to 12 weeks following election day in the LAEA. Do you anticipate a regulation to reconcile this discrepancy?

Municipal Affairs is aware of the discrepancy between the timelines. Until Elections Alberta and Municipal Affairs review this matter further, there are different retention/destruction timelines for Senate Election Act material and LAEA materials.

Do joint election agreements need to be completed prior to January 1, 2020?

No. There is no legislative requirement to have joint agreements in place prior to January 1, 2021. The timing of when agreements are completed is up to each local jurisdiction. In the absence of an agreement, each local jurisdiction is responsible for the duties and functions as outlined in the LAEA.

Nomination Process/Candidate Eligibility

What is the rationale behind the seven month nomination period?

The LAEA was streamlined to reduce instances of multiple time periods, such as the notice of intent to run, a four-year "campaign period" and a single nomination day.

The nomination period now aligns with the beginning of the campaign period, the ability to accept contributions and incur expenses. It means candidates are no longer required to file a notice of intent to run.

If the nomination period starts January 1, 2021, when do nomination packages have to be ready for potential candidates?

Returning officers may determine what information is included in nomination packages and when they are made available to potential candidates.

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Is a person pursuing civil litigation against the municipality eligible for nomination?

Yes. Sections 22 and 23 of the LAEA list the circumstances in which a person would not be eligible for nomination and does not include ongoing litigation matters.

What are the ramifications to council decisions when an existing member declares their nomination in January, or well before nomination day?

Until a general election has occurred and the newly elected individuals have taken their Oath of Office, councillors remain in office with full authority and responsibilities as outlined in the *Municipal Government Act*.

The code of conduct bylaws of municipalities may address campaign-related issues.

Is nomination day closed at 12:00 noon on September 20, 2021?

Yes.

Can candidates file and withdraw their nomination papers numerous times between January and September (during the nomination period)?

Nothing in the legislation prevents a candidate from submitting and withdrawing nomination papers between January 1, 2021 and 12:00 noon on September 20, 2021.

Will there be a prescribed form for nomination withdrawal?

No. The returning officer has the ability to determine the appropriate written format for how candidates may withdraw their nominations.

Our understanding from the LAEA is a nominee must be a resident for six months prior to January 1, 2021, so that would be June 1, 2020. Can someone be nominated as a candidate if they are not a resident as of January 1, but intend to reside in the municipality six months prior to September 20, 2021?

It is the position of Municipal Affairs that when a person signs their nomination paper they are eligible under section 21 and not otherwise ineligible under section 22 and 23 of the LAEA. That includes meeting the six month eligibility requirement. Candidates may seek independent legal advice if they are unsure of their eligibility under the LAEA.

The returning officer does not have the authority to challenge the validity of the information provided on the nomination papers. Electors have the responsibility to question the validity of the nomination papers and it also may be challenged through the court.

If self-funded candidates are spending zero dollars on campaigning, what is the trigger for filing nomination papers?

Candidates must be nominated before incurring any campaign expenses or accepting contributions. However, a person may accept up to \$5,000 in the aggregate or contribute up to \$10,000, per year, outside of the campaign period.

Candidates must be aware that section 147.1(1)(a) defines campaign expenses as any expense incurred (including a non-monetary contribution received) by a candidate to the extent that the property or service is used to directly promote or oppose a candidate during a campaign period.

If an individual does not intend to spend any money, or accept contributions (either monetary or in-kind), the decision to file nomination papers is the choice of the candidate.

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January 1, 2021 is a statutory holiday. Do we need to be available to accept nominations that day?

No. The *Interpretation Act* states that if the time limited for registration or filing of an instrument expires or falls on a day on which the office in which the instrument is required to be registered or filed is not open during its regular hours of business, the instrument may be registered or filed on the day next following on which the office is open.

Local offices are not required to be open on the January 1 statutory holiday. The filing of nomination papers may begin on the next business day.

Can a municipality still require a fee for filing nomination papers?

Yes. An elected authority may still require every nomination to be accompanied by a deposit in an amount fixed by bylaw.

Is the candidate registry still needed?

No. The requirement for a candidate registry/notice of intent to run was removed from the LAEA during the 2018 amendments.

Will there be a process/procedure to confirm candidates that have filed nomination papers early are still eligible to run and/or interested in running?

No. It is the responsibility of each candidate to ensure they remain eligible for nomination throughout the nomination period.

When will the prescribed nomination forms be available?

Forms and other resource materials will be made available as soon as possible on Alberta.ca. The LAEA Forms Regulation will be available from [Queens Printer](#).

Can we require candidates to make an appointment to submit nomination papers to ensure the necessary staff are in the office to receive the forms?

The LAEA, section 28, states that nominations shall be submitted at the local jurisdiction office at any time during the nomination period and the legislation does not provide for altering this provision.

Election Day Logistics

Are there statutory forms for vouching?

Yes. Form 14, Statement of Voucher, must be completed when a person is relying on the vouching process to confirm identity.

Is a Hutterite Colony considered one household for purposes of vouching?

The household definition for a Hutterite Colony is not separately addressed in the LAEA. Independent legal advice should be obtained if this matter will impact your local election administration.

Will Municipal Affairs be working with Alberta Education to offer support around the use of schools as voting stations?

Each local jurisdiction, including school divisions and associated schools, are responsible for determining voting station locations. Municipalities have the autonomy to work with the local school divisions to determine the potential use of schools for voting stations.



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Candidate Contributions and Financial Disclosure

Do self-funded candidates need to file a disclosure statement?

Yes. Section 147.4 requires that candidates file campaign disclosure statements. All candidates are required to file disclosure statements regardless of whether or not they were self-funded.

Can surplus funds be donated to a society or does it have to be a registered charity?

Section 147.5 states that campaign surpluses greater than \$1,000 must be donated to a registered charity (or a portion must be donated to result in the surplus being less than \$1,000).

Registered charity is defined under section 1(t.4) of the LAEA and means a registered charity within the meaning of subsection 248(1) of the Income Tax Act (Canada).

Would a candidate personally get the tax receipt from the charity if surplus funds were required to be donated?

The LAEA does not provide details regarding tax receipts from donating a campaign surplus to a registered charity. Candidates can contact their accountant or the Canadian Revenue Agency to obtain more information.

Does a candidate get a tax receipt or is it just a donation, no receipt expected?

Section 147.3(e) requires that candidates obtain receipts for all expenses incurred and every contribution received. The LAEA is not specific regarding a receipt for surplus funds being donated to a registered charity.

Can you please confirm: municipalities with surplus funds held in trust need to donate on behalf of candidates, and arrange tax receipts in their names?

Section 147.51 states that the candidate in respect of whom the amount is held in trust must dispose of their own surpluses if greater than \$1,000 (or donate an amount that will result in the surplus being less than \$1,000). Funds less than \$1,000 may be released and used as the candidate sees fit or be donated to a registered charity. Candidates have until January 1, 2022, and if no further instructions have been provided, the surplus becomes the property of the local jurisdiction.

Can surplus funds, currently held in-trust from previous elections, be returned to contributors?

Section 147.5 requires surplus funds to be donated to a registered charity as defined under the Income Tax Act.

Can candidates access their 2017 election surplus to fund their 2021 election campaigns?

Candidates who have surplus funds less than \$1,000 are permitted to retain their surplus funds to use as they see fit, or are able to donate them to a registered charity. Any surplus greater than \$1,000 must be donated to a registered charity or a portion of the surplus be donated to a registered charity that results in the surplus being less than \$1,000.

Can a campaign surplus be donated to the municipality?

Section 147.5 states that surplus funds are to be donated to a registered charity as defined by the *Income Tax Act*. The only instances where a surplus may become the property of the local jurisdiction is for surplus funds currently held in-trust and if the candidates do not dispose of those funds or provide instructions prior to January 1, 2022 (section 147.51).

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Third-Party Advertising

Do third-party advertisers have to register with the municipality if they are advertising in less than 10 jurisdictions?

Yes, section 164 of the LAEA requires that a third-party must register with the local jurisdiction they intend to advertise in when it has incurred expenses (or intends to) or has accepted contributions (or intends to) of at least \$1,000.

A third-party register with the provincial registrar when it is registered in more than 10 local jurisdictions.

Senate Elections and Referendums

Can we can apply our voting procedures to the Senate Election and Referendum (e.g., advanced vote, institutional, special ballots, use of electronic voting equipment and combination of multiple ballots on one ballot card)?

Yes, all voting procedures used in conducting the municipal election apply to the Senate Election and Referendum Vote. If a municipality is offering advance voting, institutional voting and/or special ballots, then the senate and referendum ballot will also need to be provided to electors voting by those methods.

If electronic voting equipment is being used, it can also be used for the senate and referendum ballot. A consolidated ballot can also be used, provided the requirements for ballots under the legislation are followed (minimum font sizes, instructions, etc.). The longer retention period for senate election ballots will also apply, should municipal and senate election ballots be combined.

Is there a regulation on grant funding for referenda (different than Senate grant)?

No. There are currently no regulations under the *Referendum Act*. A grants regulation is required to provide Municipal Affairs with the formula for paying grants to municipalities for the conduct of a referendum vote.

The Senate Election Grants Regulation states that when an election is already occurring under the LAEA, we will receive \$1 per capita or \$1,000 whichever is greater. Is based on total population or eligible voters or per ballot cast?

This is a population-based formula.

Who is providing ballots for Senate and Referendum elections?

For the Senate Election, Elections Alberta will provide ballots to municipalities completing a hand count. Municipalities using electronic voting equipment will be responsible for supplying the ballots.

For the Referendum Vote, the responsibility for providing ballots is not outlined in the *Referendum Act*. Information will be disseminated in the event regulations are enacted under the *Referendum Act*.

If there is an acclamation in a jurisdiction or ward, will the municipality still be required to hold elections for Senate and/or referendum questions?

Yes, the Senate Election and Referendum Vote are provincial elections. All eligible electors in Alberta must have a voting opportunity for those two events. Municipalities with acclamations will still be required to provide voting opportunities in the jurisdiction or ward with the acclamation.

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Will senate and referendum ballots be physically separate from municipal ballots?

For municipalities completing a manual count, these ballots will be separate from the municipal ballots and will be collected in separate ballot boxes. For municipalities using electronic voting equipment, the ballots can be together or physically separated, depending on the municipality's decisions around consolidating the ballots and tabulator set-up and post-event ballot storage.

How does the senate election apply to a summer village?

As the Senate Election (and Referendum Vote) are provincial elections, all eligible Alberta electors, including those in summer villages, need to be provided with a voting opportunity.

Municipal Affairs is responsible for arranging the conduct of the Senate Election and Referendum Vote in summer villages, so will be making arrangements for this to occur. Summer villages will be receiving additional information on the options available for conducting these votes.

If we are using electronic voting and a recount is requested, is the results tape the only item that will be requested?

Should a recount be applied for under the *Alberta Senate Election Act*, Elections Alberta will collect all ballots from municipalities that completed a hand count.

For municipalities using electronic voting equipment, Elections Alberta will collect the reports or materials used in determining the results in that jurisdiction. This could include the results tape, vendor reports, and/or ballot accounting forms. The tabulator ballots will not be collected.

What is the number of potential referendum questions?

Until the Order in Council is issued, the number or content of the questions is unknown.

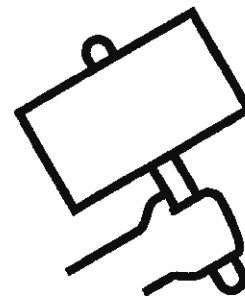
Will Elections Alberta provide advertising for municipalities for the Senate election and Referendum questions?

Elections Alberta is planning to have an informational advertising campaign during the Senate Election/Referendum period. The campaign will focus on informing electors about the additional events taking place with the municipal elections, where to access information, and to encourage electors to vote. Elections Alberta will share materials that are developed for online and social media use with municipalities.

Legislated advertising for senate elections, including the notice of election under section 35 of the LAEA, will be the responsibility of municipalities. Form 6 has been adjusted through the Senate Election and Local Authorities Election Forms Regulation.

Provincial election signage is permitted from the date the election is called until three days after election. What is the election call date now?

For questions specifically about when campaign signage is permitted under provincial elections, including senate elections and referendum questions, please contact Elections Alberta (780-427-7191 or info@elections.ab.ca).



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COVID-19

Section 77 (special ballots) is only available for those who are disabled or out of the jurisdiction on election day. Will there be an order or special dispensation for those who may be in quarantine or self-isolation due to COVID-19?

Municipal Affairs is aware of concerns regarding the application of provisions of the LAEA, including special ballots, given COVID-19. The Ministry is committed to reviewing provisions of the LAEA in the event that COVID-19 continues throughout 2021.

Elections Canada brought forward a legislative amendment to allow two days of voting (Saturday & Sunday), rather than the usual Monday Election Day. This will allow voters more time to vote, assist with physical distancing, allow youth to work the polls, and open up using schools as polling stations. Will Elections Alberta consider doing something similar?

Municipal Affairs is monitoring election processes being implemented across Canada given a number of provincial and municipal elections occurring during COVID-19. The ministry will use this information to inform future decisions.

Will there be changes to the legislation to allow a municipality to turn away voters who are showing symptoms of COVID-19?

Municipal Affairs is committed to protecting fundamental rights of democracy, and that includes voting while also ensuring any recommendations or orders from the Chief Medical Officer of Health can be followed.

Will there be COVID-19 guidelines for polling stations (contact tracing forms, sanitizing poll booth after each voter, etc.)?

Municipal Affairs will rely on the expertise of Alberta Health Services and information relating to processes related to COVID-19. Information will be released when it becomes available.

Additional Information

Q: Will there be training or information resources for candidate and/or third-party advertisers and is there an anticipated timeframe?

Additional resources will be released on Alberta.ca in fall 2020.

Is there a "subscription" to receive notification for the training modules?

Information is sent directly to Chief Administrative Officers across Alberta. The ministry will continue to work with the provincial elected and administrative associations when additional training opportunities are scheduled and resources are available.

Will there be training for returning officers if they are not in place until June 30, 2021?

Resources for returning officers will be made available on Alberta.ca and continue to be available throughout 2021.

Is there a resource available outlining key dates for summer villages?

Resources will continue to be drafted and released through fall 2020 and spring 2021.

All resources will be made available on Alberta.ca when they become available.

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Are there resources available for municipalities including updated FAQs, information sheets, manuals, and candidate information?

Resources, when available, will be posted to Alberta.ca and may be used by local jurisdictions.

Will there be candidate information sessions since nominations can be submitted after January 1, 2021?

Municipal Affairs is exploring options for candidate training and details will be released on Alberta.ca when information becomes available.

What should municipalities be doing now in preparation for January 1, 2021?

Local jurisdictions must be in a position to accept nomination papers beginning January 1, 2021. Before January 1, 2021 local authorities should have processes in place to facilitate this.

What is needed to be on municipal websites for January 1, 2021?

This is a local decision and each jurisdiction may make a variety of information available. There is no legislated requirement for information to be posted on websites prior to January 1, 2021.

Municipal Election Support

If you have municipal election questions, please contact us at:

780-427-2225 (or toll-free by first dialing 310-0000)

email: ma.lgsmail@gov.ab.ca

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Grande Prairie*

AR103014

Dear Chief Elected Official,

As you are aware, our province is facing some very challenging economic circumstances. Resource revenues are lower than they were in the early 1970s, while expenses are higher than anticipated due to the need to respond to the COVID-19 pandemic. This will cause financial challenges that will be felt for many years.

In light of these economic circumstances, Alberta may not be able to sustain our current levels of infrastructure and operating spending. We are already planning for Budget 2021; there will be some difficult choices the province must make to ensure Alberta's finances are sustainable over the long-term.

Having met with many municipalities recently, I understand your communities are also facing significant challenges. I will ensure your views are represented as we plan the provincial budget. In the meantime, I strongly encourage you to make certain all of your capital spending is used to support critical infrastructure that will benefit future generations of Albertans and position your community to participate in our economic recovery.

I look forward to working with you to create a sustainable and prosperous future for our province and our communities.

Sincerely,

Tracy L. Allard
Minister

(29)

From: assessmentservicesbranch@gov.ab.ca
Sent: October 20, 2020 4:31 PM
To: Wendy Wildman
Subject: Assessment Model Review (AMR) Communications
Attachments: AR103220 - Attachment 1.pdf; AR103220 - Attachment 2.pdf

Dear Chief Elected Official,

For more than a year, government has been working on a review of the regulated assessment models for wells, pipelines, and wellsite machinery and equipment. The review was intended to update the valuations of these properties in line with current circumstances, while promoting Alberta's competitiveness and preserving the ability of municipalities to deliver necessary services and infrastructure.

Upon being sworn in as the Minister of Municipal Affairs, I made this assessment model review (AMR) one of my top priorities. I undertook to consult extensively with municipalities and with industry. As a result, I understand and appreciate the delicate balance between the interests of municipal viability and industry competitiveness.

It is clear to me and my government colleagues that it may not be possible to strike the right balance, and do the right thing for the long term, if we implement comprehensive assessment system changes amidst the current uncertainty. Accordingly, we will not be proceeding with any of the assessment model review scenarios.

At the same time, we cannot simply maintain the status quo. The challenges facing our oil and gas sector remain, and there are specific areas where our assessment and taxation system can be improved to support Alberta's economic recovery and protect jobs in communities throughout our province.

Taking into account these considerations, as well as the constructive suggestions I have received from municipalities and industry over the past two months, I am pleased to inform you of the following government decisions:

- In order to encourage new investment, there will be a three-year "property tax holiday" for all new well and pipeline assets; these properties will receive an assessment of zero for the next three years.
- To further stimulate new drilling activity, the Well Drilling Equipment Tax will be eliminated beginning in January, 2021.

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- Additional depreciation adjustments will be provided for lower-producing wells; this is expected to result in a reduction of approximately \$21 million in municipal taxes and \$7 million in education taxes provincewide.
- To promote continued viability of existing assets and companies, the shallow gas assessment reduction of 35 per cent will also be maintained for the next three years.

These measures are intended to support our economic recovery and provide much-needed certainty to industry, investors, municipalities, and other property taxpayers for the next three years. It is our intent that comprehensive changes to well, pipeline and wellsite machinery and equipment assessment models will not be enacted during this time. In the coming months, government will develop a plan for regular, future reviews of assessment models for all regulated property types, including the timing and process for such reviews.

As the impacts of these changes are much more moderate than those contemplated under the AMR, my full expectation is that municipalities will be able to accommodate any reductions in the assessment base without raising taxes on other ratepayers.

In the absence of new assessment models, assessment year modifiers (AYMs) need to be established for the 2021 tax year. These modifiers are similar to a consumer price index, and are used to adjust the property assessments for regulated industrial property from the base cost year in order to reflect current values. To support the budgeting process municipalities are currently undertaking, attached are the approved AYM's for the 2020 Assessment Year (2021 tax year). Also attached is an estimate of the property tax impacts for rural municipalities resulting from additional depreciation. Direct impacts on urban municipalities are expected to be negligible.

Municipal Affairs is completing the annual updates to the Alberta Minister's Guidelines for taxation in 2021 to include the annual change to the AYM's, as well as the changes to additional depreciation for lower-producing wells. The Provincial Assessor's office will prepare the assessments for designated industrial property including wells, pipelines, and wellsite machinery and equipment in late January 2021. The assessments will include the changes resulting from this decision, and any annual changes to the inventory.

If you have any concerns regarding these changes, your administration is welcome to contact Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, at 780-415-1717, or ethan.bayne@gov.ab.ca, or Janice Romanyshyn, Provincial Assessor, at 780-415-0833, or janice.romanyshyn@gov.ab.ca.



In my brief time as Minister, I have been pleased to hear candid feedback and tough questions from municipal leaders, and I hope that will continue. I am also very encouraged to hear from so many of you that municipalities are willing to be partners in supporting our economy, including the oil and gas sector. I look forward to seeing this commitment

reflected in reduced red tape and fiscally prudent decision-making as you plan your budgets and establish tax rates for the coming year.

Sincerely,

Tracy L. Allard

Minister

Attachments

1. Assessment Year Modifier (AYM) Table
2. Estimated Impact of Additional Depreciation on Total Tax Revenue

cc: Honourable Sonya Savage

Minister of Energy

Honourable Dale Nally

Associate Minister of Natural Gas and Electricity

Paul Wynnyk

Deputy Minister, Municipal Affairs

Ethan Bayne

Assistant Deputy Minister, Municipal Assessment and Grants

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Attachment 1: Assessment Year Modifier (AYM) Table

Property Type	2019 Assessment Year (2020 Tax Year) AYM	Proposed 2020 Assessment Year (2021 Tax Year) AYM	Per cent Change
Wells	1.192	1.206	1.17
Pipelines	1.024	1.027	0.29
Machinery & Equipment	1.41	1.418	0.57
Electric Power Systems	1.471	1.515	2.99
Telecommunication Carriers	1.154	1.159	0.43
Cable Distribution Undertakings	1.394	1.400	0.43
Railway	1.460	1.471	0.75
Farm land (Dry Arable, Dry Pasture, Woodlot)	1.00	1.000	0
Farm land (Irrigated Arable)	1.03	1.030	0

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Attachment 2: Estimated Impact of Additional Depreciation on Total Tax Revenue

Municipality	Property Tax Revenue 2019 (FIRs)	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation	Percent of Property Tax Revenue	Estimated Percent Change in Equalized Assessment (rounded)
ACADIA NO. 34, M.D. OF	1,097,009	192,664	- 18,663	-2%	-1%
ATHABASCA COUNTY		7,538,047	- 48,331		0%
BARRHEAD NO. 11, COUNTY OF	8,749,655	1,904,678	- 52,739	-1%	0%
BEAVER COUNTY	13,222,926	4,430,327	- 118,100	-1%	-1%
BIG LAKES COUNTY	23,225,741	10,226,290	- 518,242	-2%	-2%
BIGHORN NO. 8, M.D. OF	6,436,099	761,076	- 4,610	0%	0%
BIRCH HILLS COUNTY	4,931,384	2,271,682	- 116,101	-2%	-2%
BONNYVILLE NO. 87, M.D. OF	62,612,758	23,188,161	- 1,066,337	-2%	-1%
BRAZEAU COUNTY	25,602,864	14,943,250	- 733,630	-3%	-2%
CAMROSE COUNTY	16,004,156	4,480,107	- 134,773	-1%	0%
CARDSTON COUNTY	5,567,506	664,856	- 23,887	0%	0%
CLEAR HILLS COUNTY		9,158,142	- 205,535		-1%
CLEARWATER COUNTY	45,401,740	23,467,762	- 581,550	-1%	-1%
CYPRESS COUNTY	24,556,862	11,138,249	- 887,260	-4%	-3%
FAIRVIEW NO. 136, M.D. OF	5,245,390	1,694,035	- 57,476	-1%	-1%
FLAGSTAFF COUNTY	22,251,563	8,580,794	- 449,401	-2%	-2%
FOOTHILLS COUNTY	35,097,677	2,143,639	- 49,420	0%	0%
FORTY MILE NO. 8, COUNTY OF	7,512,490	2,181,578	- 180,185	-2%	-2%
GRANDE PRAIRIE NO. 1, COUNTY OF	83,366,583	16,738,141	- 513,675	-1%	0%
GREENVIEW NO. 16, M.D. OF	91,686,183	42,678,379	- 941,217	-1%	-1%
KNEEHILL COUNTY	24,547,043	12,754,770	- 648,517	-3%	-2%
LAC LA BICHE COUNTY	63,577,645	19,429,710	- 317,104	0%	0%
LAC STE. ANNE COUNTY	15,385,307	4,291,972	- 111,440	-1%	0%
LACOMBE COUNTY	31,303,213	3,551,682	- 180,010	-1%	0%
LAMONT COUNTY	14,969,863	4,996,309	- 109,066	-1%	-1%
LEDUC COUNTY	49,349,133	2,606,237	- 106,247	0%	0%
LESSER SLAVE RIVER NO. 124, M.D.		4,962,703	- 148,437		-1%
LETHBRIDGE COUNTY	15,711,213	1,214,900	- 64,532	0%	0%
MACKENZIE COUNTY		8,359,150	- 405,606		-1%
MINBURN NO. 27, COUNTY OF	12,996,962	5,639,364	- 152,193	-1%	-1%
MOUNTAIN VIEW COUNTY	29,324,961	12,290,240	- 336,633	-1%	-1%
NEWELL, COUNTY OF	29,653,558	17,085,643	- 1,138,945	-4%	-3%
NORTHERN LIGHTS, COUNTY OF	15,052,814	5,771,551	- 120,562	-1%	-1%
NORTHERN SUNRISE COUNTY		12,987,987	- 565,095		-2%
OPPORTUNITY NO. 17, M.D. OF		33,169,710	- 760,312		-1%

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Municipality	Property Tax Revenue 2019 (FIRs)	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation	Percent of Property Tax Revenue	Estimated Percent Change in Equalized Assessment (rounded)
PAINTEARTH NO. 18, COUNTY OF	14,194,805	3,738,692	- 213,433	-2%	-1%
PARKLAND COUNTY	61,214,785	1,165,661	- 61,628	0%	0%
PEACE NO. 135, M.D. OF	2,987,393	687,907	- 8,538	0%	0%
PINCHER CREEK NO. 9, M.D. OF	12,073,910	1,449,792	- 5,365	0%	0%
PONOKA COUNTY	18,327,449	8,111,369	- 318,756	-2%	-1%
PROVOST NO. 52, M.D. OF	22,818,833	7,893,145	- 351,920	-2%	-1%
RANGLAND NO. 66, M.D. OF	1,308,394	868,507	- 2,060	0%	0%
RED DEER COUNTY	48,219,259	9,119,060	- 439,454	-1%	-1%
ROCKY VIEW COUNTY	72,603,350	5,176,554	- 113,032	0%	0%
SADDLE HILLS COUNTY	33,069,475	17,691,206	- 439,946	-1%	-1%
SMOKY LAKE COUNTY	9,684,252	4,757,652	- 72,409	-1%	-1%
SMOKY RIVER NO. 130, M.D. OF	7,169,270	2,182,333	- 173,468	-2%	-2%
SPECIAL AREAS BOARD		18,288,507	- 1,209,720		-3%
SPIRIT RIVER NO. 133, M.D. OF	3,036,562	726,749	- 24,983	-1%	-1%
ST. PAUL NO. 19, COUNTY OF	22,402,158	6,852,553	- 615,887	-3%	-2%
STARLAND COUNTY	11,323,618	6,480,441	- 459,260	-4%	-2%
STETTLER NO. 6, COUNTY OF	14,446,812	6,098,789	- 283,768	-2%	-1%
STRATHCONA COUNTY	227,633,022	4,745,503	- 57,678	0%	0%
STURGEON COUNTY	50,308,830	3,979,599	- 129,461	0%	0%
TABER, M.D. OF	15,595,777	5,432,828	- 398,559	-3%	-2%
THORHILD COUNTY		7,273,814	- 91,414		0%
TWO HILLS NO. 21, COUNTY OF	8,303,330	3,290,903	- 185,339	-2%	-1%
VERMILION RIVER, COUNTY OF	24,448,219	11,484,813	- 937,316	-4%	-3%
VULCAN COUNTY	13,168,630	3,058,693	- 246,244	-2%	-2%
WAINWRIGHT NO. 61, M.D. OF	26,980,449	15,618,904	- 350,242	-1%	-2%
WARNER NO. 5, COUNTY OF	6,812,559	1,996,872	- 139,250	-2%	-2%
WESTLOCK COUNTY	11,424,109	2,511,405	- 59,030	-1%	0%
WETASKIWIN NO. 10, COUNTY OF	19,435,477	7,308,311	- 376,726	-2%	-1%
WHEATLAND COUNTY	30,714,588	11,194,869	- 650,964	-2%	-2%
WILLOW CREEK NO. 26, M.D. OF	9,128,538	1,741,419	- 47,170	-1%	0%
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	655,583,267	30,570,285	- 306,017	0%	0%
WOODLANDS COUNTY		6,541,407	- 243,384		-1%
YELLOWHEAD COUNTY	56,380,689	30,572,103	- 529,652	-1%	-1%
Grand Total	2,295,238,107	586,104,431	- 21,407,903	-1%	-1%

Note: total revenue is as reported on submitted financial information returns (FIRs) (blank cells represent FIRs not yet submitted). Tax impacts are an estimated amount only, based on current assessments and current tax rates.

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Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

November 3, 2020

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 20th, 2020. The results of their Organizational Meeting are as follows;

Mayor.....	Jim Benedict
Deputy Mayor.....	Angela Duncan
Councillor.....	Bud Love
Councillor.....	Judy Valiquette
Councillor.....	Daryl Weber

Committee Appointments:

Alberta Beach 100 Year Anniversary Planning Committee - Councillor Love and Councillor Valiquette
Alberta Beach Ag Society Agliplex Operations - Deputy Mayor Duncan and Councillor Valiquette as alternate
Alberta Beach Campground Advisory Committee - Mayor Benedict and Councillor Love
Alberta Beach Inter-municipal Development Plan Steering Committee - Mayor Benedict and Deputy Mayor Duncan
Alberta Beach Library Board - Councillor Valiquette
Alberta Beach Museum & Archives - Councillor Love
Alberta Beach Public Works Advisory Committee - Mayor Benedict and Councillor Love
Beachwave Park Stakeholders Committee - Councillor Weber
Community Futures Yellowhead East - Councillor Weber and Councillor Valiquette as alternate
Darwell Regional Wastewater Transmission Line Steering Committee - Mayor Benedict
East End Bus - Councillor Weber
Emergency Advisory Committee – All Council
FCSS Committee - Deputy Mayor Duncan
Highway 43 East Waste Commission - Councillor Love and Mayor Benedict as alternate
Inter-municipal Collaboration Framework (ICF) Committee - Mayor Benedict and Deputy Mayor Duncan and Councillor Love as alternate
Lac Ste. Anne Foundation - Councillor Weber and Councillor Valiquette as alternate
Lake Isle and Lac Ste. Anne Water Quality Management Society - Deputy Mayor Duncan
Land Use Bylaw Review Committee - Deputy Mayor Duncan and Councillor Weber
Municipal Planning Commission - All Council
Regional Emergency Services Steering Committee - Mayor Benedict
Regional Fire Services Steering Committee - Mayor Benedict
Regional Recreation Board Steering Committee - Councillor Weber
Regional Revenue and Cost Sharing Steering Committee - Mayor Benedict
Ste. Anne Recreational Lake Use Committee (SARLUC) - Councillor Love and Councillor Weber
Ste. Anne Regional Municipalities (SARM) Committee - Mayor Benedict and Deputy Mayor Duncan and Councillor Valiquette as alternate
Sturgeon River Watershed Alliance - Deputy Mayor Duncan
Trivillage Regional Sewage Service Commission - Mayor Benedict and Deputy Mayor Duncan
West Inter Lake District (WILD) Water Commission - Deputy Mayor Duncan and Mayor Benedict as alternate
Yellowhead Regional Library Board - Councillor Valiquette and Deputy Mayor Duncan as alternate



Town of Onoway

Box 540, Onoway, AB T0E 1V0
website: www.onoway.ca

November 10, 2020

Town of Onoway Organizational Meeting – October 15, 2020

Council of the Town of Onoway held their organizational meeting on October 15, 2020. The results of the Organizational Meeting are:

Mayor	Judy Tracy
Deputy Mayor	Lynne Tonita
Councillor	Lisa Johnson
Councillor	Jeff Mickle
Councillor	Pat St. Hilaire

COMMISSION APPOINTMENTS:

Capital Regional Assessment Services Commission

- Councillor Pat St. Hilaire as representative and Deputy Mayor Lynne Tonita as alternate

Highway 43 East Waste Commission

- Councillor Pat St. Hilaire as representative and Councillor Jeff Mickle as alternate

West Inter Lake District (WILD) Regional Water Services Commission

- Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate

REGIONAL BOARD APPOINTMENTS:

East End Bus Society

- Councillor Lisa Johnson as representative and Deputy Mayor Lynne Tonita as alternate

Yellowhead East Community Futures

- Mayor Judy Tracy as representative and Deputy Mayor Lynne Tonita as alternate

Lac Ste. Anne Foundation

- Councillor Pat St. Hilaire as representative

Yellowhead Regional Library Board

- Councillor Pat St. Hilaire as representative

Economic Development Committee/Partnership Committee

- Councillor Lisa Johnson and Deputy Mayor Lynne Tonita as representatives and Mayor Judy Tracy as alternate

Community Policing Advisory Committee (CPAC)

- Councillor Lisa Johnson as representative and Mayor Judy Tracy as alternate

Onoway Regional Medical Clinic / Physician Recruitment Retention Committee

- Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate

North Saskatchewan Watershed Alliance

- Deputy Mayor Lynne Tonita as representative; Jason Madge to the Technical Committee

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Town of Onoway Organizational Meeting Appointments – Page 2

Regional Emergency Services Committee/Fire Services

- Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate; Chief Administrative Officer or designate to attend

Emergency Management/ Disaster Services Committee

- Mayor Judy Tracy and Deputy Mayor Lynne Tonita as representatives

Revenue and Cost Sharing Study Committee

- Mayor Judy Tracy as representative and Deputy Mayor Lynne Tonita as alternate; Chief Administrative Officer or designate to attend

LOCAL BOARD APPOINTMENTS:

Onoway Public Library Board

- Deputy Mayor Lynne Tonita and Councillor Pat St. Hilaire as representatives

Region 1 Recreation and FCSS Board

- Councillor Jeff Mickle as representative and Deputy Mayor Lynne Tonita as alternate

Onoway and District Chamber of Commerce

- Mayor Judy Tracy as representative and Councillor Lisa Johnson

Onoway Beautification Committee

- Councillor Pat St. Hilaire as representative and Councillor Lisa Johnson as alternate

Onoway and District Agricultural Society (ODAS) - (Arena)

- Councillor Lisa Johnson as representative and Councillor Pat St. Hilaire as alternate

Onoway Facility Enhancement Association (OFEA) – Community Hall

- Councillor Lisa Johnson as representative and Mayor Judy Tracy as alternate

Onoway and District Historical Guild

- Councillor Pat St. Hilaire as representative and Councillor Lisa Johnson as alternate

Regional Wastewater Line Committee

- Mayor Judy Tracy and Deputy Mayor Lynne Tonita as representatives

MISCELLANEOUS COMMITTEE APPOINTMENTS:


Inter Municipal Development Plan Negotiating Committee

- Councillor Lisa Johnson as representative and Deputy Mayor Lynne Tonita as alternate

Onoway Interagency Committee

- Councillor Pat St. Hilaire as representative and Councillor Lisa Johnson as alternate

Outstanding Questions – Municipality Briefing (November 6)

Question	Response
<p>Our airport and closest border crossing have been approved for expeditious entry for travellers, will the AB trace app track outside of the Province?</p> <p>Would you consider putting the status map in the AB Trace app?</p>	<p>ABTraceTogether will identify when two people with the app on their phones are in proximity. So if two people have the app on their phone and were outside the Province of Alberta then their apps would identify that they had been in proximity to each other. https://www.alberta.ca/ab-trace-together.aspx</p> <p>We are planning to enhance ABTraceTogether and it may be possible to add the status map.</p>
<p>Will there be an enhanced communication plan be implemented to alert Albertans?</p>	<p>The targeted measures were publicly announced by Premier Kenney and Dr. Hinshaw on Friday, November 6. The Alberta government has a targeted advertising campaign underway to inform Albertans of the measures, as well as increase engagement on the importance of protecting yourself and others from COVID-19. We are also developing additional marketing strategies to engage younger Albertans.</p>
<p>What about persons exempt from wearing a mask?</p>	<p>Information on masking, including when masks are not recommended, is provided here: https://www.alberta.ca/masks.aspx</p> <p>Orders and guidance are in place which set out masking requirements in specific settings including continuing care, residential addiction treatment facilities, schools and certain commercial settings such as restaurants and personal/wellness service facilities.</p> <p>In addition, the CMOH has recommended that masks should be worn in all indoor workplaces, except when alone in an office or cubicle safely distanced from others, or an appropriate barrier is in place to stop the rapid rise of COVID-19 in:</p> <ul style="list-style-type: none"> • Calgary • Edmonton • Communities on the watch/enhanced measure list <p>There is limited evidence on harm from mask use for specific populations. A summary of evidence can be found here: https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-sag-evidence-of-harm-from-mask-use-for-specific-populations.pdf</p>
<p>Could you clarify if a Town or Village within a County that is on the watch list also be part of that status or not?</p>	<p>Yes, a Watch Status and the associated measures apply to all communities within the affected County.</p> <div style="text-align: right;">  </div>

Question	Response
When municipality goes on "watch" and the smaller municipality is located in a larger county on watch- which municipality gets the notification- the County or all the municipalities within the County?	When a municipality moves to a Watch Status, Alberta Health has notified the affected county. Going forward, we will work to notify all affected municipalities when these changes occur.
Is there any consideration to making the map zones smaller? Many of the County areas are so huge that the populations don't intermingle.	<p>We appreciate that communities within larger municipalities would like to receive community-specific information regularly. There are several reasons why this would be problematic:</p> <ul style="list-style-type: none"> - A relatively small number of cases in a small population: <ul style="list-style-type: none"> • This may lead to potential identifiability of cases • Rates will fluctuate with a difference in a few cases, which will move small geographies into and out of watch status each day - The boundaries within the maps are built using postal codes as a foundation. The smaller the geographies included, the more likely there may be postal code disputes that attribute a case to the 'wrong' area. - The map would become visually very challenging to read.
Please explain how the PCR test identified COVID?	PCR tests identify specific types of genetic material in a small sample. COVID testing in Alberta has used both throat and NP (nasal pharyngeal) swabs. These samples are then tested to detect the COVID-19's genetic material.
As a municipality can we have access to the contact tracing resources in advance?	Contact tracing resources are stretched at the moment and while efforts are underway to increase their capacity, their priority is on following up with contacts of those who have been identified as COVID positive.
How many are currently in ICU?	As of end of day November 9, there are 43 people in ICU.
I understand that the decision has not been made about when to implement the next level of restrictions. What are the restrictions you would be considering next?	<p>Decisions regarding implementing are made by the Premier and Cabinet, based on advice and evidence provided by officials. All current information is available on the COVID-19 info for Albertans web page.</p> <p style="text-align: right;">(40)</p>

Question	Response
Any changes related to schools?	At this time, there is no change related to the guidelines in use for schools: https://www.alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx
What is the definition of "social gathering"?	<p>Social gatherings are where people:</p> <ul style="list-style-type: none"> • move freely to mix with others • have two-way conversations • share food, laugh, play games <p>Examples of social gatherings include:</p> <ul style="list-style-type: none"> • wedding or funeral receptions • induction or award ceremonies • luncheons or potlucks • parties: birthday, retirement, baby showers, house/backyard <p>*Mandatory 15 person limit for all indoor and outdoor gatherings in Calgary, Edmonton and all communities on the watch list.</p> <p>Exception: Private social gatherings with household members only.</p>

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