

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday July 21th, 2021 – at The Onoway Civic Centre 3:00 P.M.

1. Call to order:
2. Agenda: a) Wednesday July 21th, 2021 Regular Council Meeting
3. Minutes: (1-2) a) Wednesday June 16th, 2021 Regular Council Meeting
b)
4. Appointment: a) N/A
5. Bylaws/Policies: a) N/A
b)
6. Business:
 - a) Annual Information Meeting 2021, Follow-up Discussion and Feedback – The 2021 AIM was held on July 17th, 2021 and is an opportunity to engage directly with the public; any comments, feedback and suggestions coming out of this meeting are important and they help shape policy initiatives for Council in the years ahead (*here for general discussion provide direction as warranted*)
 - (3) b) Council Recognition (2017-2021) – RFD 2021-26 is attached for consideration.
 - (4-7) c) Muni 101 Elected Officials Education Program - Summer Villages Sessions – RFD 2021-27 is attached for consideration.
 - (8-9) d) Ted MacDonald Park – Security Measures – RFD 2021-28 is attached for background.
 - e) Other
 - f)
7. Financial a) N/A
b)
8. Councillor Reports
 - a) Mayor
 - b) Deputy Mayor
 - c) Councillor
9. Administration Reports
 - a) CAO
10. Information and Correspondence
 - (10-13) a) Town of Mayerthorpe – May and June 2021 CPO Reports

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday July 21th, 2021 – at The Onoway Civic Centre 3:00 P.M.

11. Closed Meeting

a) N/A

12. Next Meeting Date

a) Schedule the next regular council meeting for August 18th, 2021

13. Adjournment

Upcoming Meetings:

August 18th, 2021 – Regular Council Meeting (tentative)

September 15th, 2021 – Regular Council Meeting (tentative)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JUNE 16th, 2021 AT 3:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	PRESENT	<p>Mayor: Marge Hanssen Deputy Mayor: Carleigh LeClair (via teleconference) Councillor: Harry Kassian</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Appointments: N/A</p> <p>Absent: N/A</p> <p>Public Works: N/A Public at Large: N/A</p>
1.	CALL TO ORDER	Mayor Hanssen called the meeting to order at 3:00 p.m.
2.	AGENDA 85 - 21	MOVED by Councillor Kassian that the agenda for the June 16 th , 2021 regular council meeting be approved as presented. CARRIED.
3.	MINUTES 86 - 21	MOVED by Mayor Hanssen that the minutes for the Wednesday May 19 th , 2021 regular council meeting be approved as presented. CARRIED.
4.	APPOINTMENT	N/A
5.	BYLAW	N/A
6.	BUSINESS 87 - 21	MOVED by Councillor Kassian that Council accept the discussion regarding the 2021 General Election and verbal update by the Returning Officer, for information as presented. CARRIED.
	88 - 21	MOVED by Councillor Kassian that Council accept the discussion regarding the 2021 Annual Meeting for information. CARRIED
	89 - 21	MOVED by Mayor Hanssen that Council defer a decision regarding the Council attendance at the Muni 101 Summer Village training opportunity, scheduled for Fall 2021, until after the 2021 General Election is concluded. CARRIED



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JUNE 16th, 2021 AT 3:00 P.M. AT THE ONOWAY CIVIC CENTRE.

7.	FINANCIAL	N/A
8.	COUNCIL REPORTS 90 - 21 Deputy Mayor LeClair – Exited 3:28 p.m.	MOVED by Mayor Hanssen that Council accept the Council Reports for information, as presented. Deputy Mayor LeClair Exited the Meeting – 3:28 p.m. CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 91 - 21	MOVED by Councillor Kassian that Council accept the Administration and Public Works reports for information, as presented. CARRIED.
10.	INFORMATION / CORRESPONDENCE 92 - 21	MOVED by Mayor Hanssen that the following information and correspondence items be accepted as information: a) Town of Mayerthopre - April 2021 CPO Reports b) Gov't of Alberta, Municipal Affairs – May 10 th , 2021 letter outlining the 2021 MSI allocations. c) AUMA, Villages West Report – May 8 th , 2021 email update from Angela Duncan detailing advocacy and priority project updates to AUMA members CARRIED
11.	CLOSED MEETING	N/A
12.	NEXT MEETING 93 - 21	MOVED by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday July 21 st , 2021 at 3:00 p.m. in the Town of Onoway Council Chambers, subject to results of Nomination Day on July 3 rd , 2021. CARRIED.
13.	ADJOURNMENT	Mayor Hanssen declared the meeting adjourned at 3:48 p.m.

Mayor Marge Hanssen

Chief Administrative Officer Dwight Moskalyk

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Summer Village of Nakamun Park Request For Decision - (RFD) 2021-26

Meeting:	Regular Council
Meeting Date:	July 21st, 2021
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Council Recognition (2017-2021)
Agenda Item	6(b) – Business
Number:	

BACKGROUND/PROPOSAL:

Having concluded the 2021 municipal general election cycle for the Summer Village of Nakamun Park, we say goodbye to some of our past councillors and welcome a new council for the 2021-2025 term.

It has been the practice of the municipality to offer a recognition of councillor service to anyone who has served on council at the end of their term. This is note established by policy and is therefore addressed directly by the council of the day. Administration would recommend consideration be given to Carleigh LeClair for her service as councillor and deputy mayor over the past council term. It is not typically the practice to extend the same recognition to any incumbent councillors.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Following the 2017 election cycle retiring councillors received a commemorative plaque and were invited to attend a working supper with outgoing and incoming councillors. There was significant change during the 2017 election so the opportunity to have the share past knowledge and advice was a benefit.

Administration is certainly supportive a commemorative plaque and perhaps a gift card similar to other service recognitions awarded in the recent past. While a supper would be nice, it is completely at the discretion of Council on if they want to include same; if you do want to include a supper component you want to consider delaying it until post-summer to allow for easier scheduling.

COSTS/SOURCE OF FUNDING (if applicable)

Any costs for Council Recognition and Appreciation would fall under the Annual Operating Budget/Council Budget.

RECOMMENDED ACTION:

- a) That Council authorize a Council Recognition Plaque and/or gift card of \$x amount to Carleigh LeClair for her service on Council form 2017-2021, and – if Council wishes – the scheduling of a supper engagement with old and new councillors (and guest) for fall 2021.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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Summer Village of Nakamun Park Request For Decision - (RFD) 2021-27

Meeting:	Regular Council
Meeting Date:	July 21st, 2021
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Muni 101, EOEP Summer Villages Training 2021
Agenda Item	6(c) – Business
Number:	

BACKGROUND/PROPOSAL:

Section 201 of the Municipal Government Act requires Administration to make the required councillor training (orientation training) available within 90 days of the councillor taking office. The training is to be offered to each councillor, even if they have previously taken it, and may be in one of several prescribed formats/delivery methods.

The common approach is to coordinate with one of the many training sessions conducted by the Elected Officials Education Program (EOEP) supported through the Association of Summer Villages of Alberta (ASVA) and Alberta Urban Municipalities Association (AUMA).

The schedule of upcoming (fall 2021) training sessions is attached, as well as some additional background on the courses and offerings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The courses being held in fall 2021 – specifically to accommodate summer villages – are being offered via zoom and each of the two offerings includes four two-hour sessions each focusing on a given subject.

Administration is requesting that Council authorize attendance of councillors at either of these two offerings and directs councillors to provide their preference in dates to Administration for registration as soon as possible.

COSTS/SOURCE OF FUNDING (if applicable)

Any costs for orientation training would fall under the Annual Operating Budget/Council Budget. Just a note that the zoom option, while helpful for access will result in 4 half day remunerations for each councillors so the cost will be comparative to previous courses (which were two day in-person meetings plus travel and board). The registration cost of \$275/person is comparable to previous prices as well.

RECOMMENDED ACTION:

- a) That Council authorize the attendance of councillors at their preference of first or second offering of the Elected Official Education Program training courses as provided, and that councillors should forward their preference in offerings as soon as possible so that Administration can arrange registration.

Initials show support – Reviewed By:	CAO: D. Moskalyk
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Save the date! Munis 101 for Summer Villages coming September

As summer villages hold their elections in the summer, the [Elected Officials Education Program](#) (EOEP) is hosting virtual offerings of [Munis 101](#) exclusively for summer villages in September. Registration will open in the coming month at a rate of \$275 per person.

The course covers the essential information councillors need to know to be effective municipal leaders and is a necessary step towards receiving a [Municipal Elected Leaders Certificate](#) (MELC).

Munis 101 is developed and delivered with the support of Municipal Affairs to help municipalities fulfill the Municipal Government Act Requirement to provide orientation following the election.

While the course is oriented for elected officials, CAOs are welcome to take the course so that they are aware what is being covered and can provide supplemental orientation on any municipal specific information.

Summer village councillors and CAOs have two options to participate:

The first offering will take place from 2:30 to 4:30pm on

- Tuesday, September 14
- Tuesday, September 21
- Tuesday, September 28
- Tuesday, October 5

The second offering will take place from 7:00 to 9:00 pm on

- Wednesday, September 22
- Wednesday, September 29
- Wednesday, October 6
- Wednesday, October 13

EOEP appreciates our ongoing collaboration with the Association of Summer Villages of Alberta (ASVA) to make learning opportunities available for summer village councillors.

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[Home](#) [Munis 101](#)

Munis 101

The Essentials of Municipal Governance

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

Munis 101: The Essentials of Municipal Governance delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the *Municipal Government Act*, and includes best practices in everything from public participation to considering how to set tax rates.

Munis 101 will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

Munis 101 is a two-day, in-person course with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into five modules as follows:

Module 1 – Apply the Basics of Municipal Governance and Legislation in Alberta

- Distinguish the role of municipalities in Alberta
- Govern within the municipal organization and function

Module 2 – The Elected Official's Role in Municipal Leadership

- Recognize the roles and responsibilities of municipal elected officials
- Recognize and respect the roles and responsibilities of municipal staff
- Apply common council decision-making processes
- Work effectively within your individual leadership style

Module 3 – Navigate the World of Municipal Finance

Upcoming Courses

Munis 101 - Summer VI
ZOOM - Sep 14

Munis 101 - Summer VI
ZOOM - Sep 22

[all courses](#)

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- Recognise important budgeting and financial administration processes
- Distinguish how municipalities are funded

Module 4 – Explore the Role of Municipal Planning and Development

- Recognize how municipalities plan and grow
- Understand common planning and development processes

Module 5 – Ensure Effective Collaboration

- Recognize the importance of collaboration and the available tools
- Build relationships with local businesses and non-profits
- Recognize the opportunities and challenges of collaborating

Other Available Courses

- [Regional Partnerships and Collaboration](#)
- [Council's Role in Strategic Planning](#)
- [Council's Role in Municipal Service Delivery](#)
- [Council's Role in Land Use and Development Approvals](#)
- [Council's Role in Public Engagement](#)
- [Municipal Corporate Planning and Finance](#)

To register for this course, [log into](#) this site and choose a date that you want to register for using the calendar on the [Courses](#) page or the Link in the Sidebar

ABOUT

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Summer Village of Nakamun Park Request For Decision - (RFD) 2021-28

Meeting:	Regular Council
Meeting Date:	July 21st, 2021
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Ted MacDonald Park – Security Measures
Agenda Item	6(d) – Business
Number:	

BACKGROUND/PROPOSAL:

Ted MacDonald Park is a hub of activity in the community. It is also a secluded space and is a noted location for unauthorized activities and noise/parking violations during the busier months. It has been the topic of an increasing number of conversations with residents over the past year – particularly summer 2021.

Administration is introducing this matter for the consideration of Council. In particular, we want to have quick discussion on possible options that have been proposed to reduce unwanted/off-hour activity in the park and seek Council's direction on if they want to authorize the next steps in addressing those options (tendering for any improvements).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The July 21st, 2021 agenda package will go out prior to the Annual Meeting, so there may be more discussion to add to this during the meeting, however some proposed solutions include:

- i. New Signage 3-5meters inside each access to the park, including no overnight parking, no unauthorized camping in the park or boat launch area and a reminder of noise restrictions/bylaws etc.
- ii. Solar powered tollgates, with timers, to allow for restricted vehicle access during off hours (say 12midnight to 6am, for example).
- iii. Installation of some additional lighting in the boat launch parking lot area (LED streetlight(s)).
- iv. Obtaining some additional CPO/RCMP or private security surveillance during the busy summer season.

I think there are some of these items that the Summer Village could do right away (this year) if they wanted – certainly, the signage and lighting are within reason. The tollgates are a better option than the manual locking gates discussed earlier but will need to confirm pricing before that discussion can go too far along. Extra CPO/RCMP hours are going to be tough to make work, but again all subject to pricing consideration – if we want to do anything there it would likely need to wait until 2022 for the new budget.

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COSTS/SOURCE OF FUNDING (if applicable)

Administration will try gather some ballpark pricing to present during the meeting to see if the items are even within reason, but if Council wants to proceed the next steps would be to authorize the opening of a project and have Administration proceed with acquiring actual tender pricing to be considered at a subsequent meeting for final approval. At Council's discretion, any of the capital items above would qualify for capital grant funding (MSI-Capital) for purchase and installation.

RECOMMENDED ACTION:

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

Initials show support – Reviewed By: CAO: <i>D. Moskalyk</i>

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Town of Mayerthorpe

Report Title : NAKAMUN DAILY EVENTS

Report Range 5/1/2021 12:00 am to 5/31/2021 11:59 pm

Daily Event Log Report

Date: 2021/05/13

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/05/13 1130

Event End: 2021/05/13 1245

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED VILLAGE CHECKING PROPERTIES, ALSO RADAR WHILE TALKING WITH A COUNCIL MEMBER ABOUT CONCERNS IN THE VILLAGE AND ALSO DISCUSSED WHERE TO POST FLASHING SPEED SIGNS AND THOSE GLORIOUS GOLF CARTS.

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 15 Minutes

Total Events By Date: 1

Date: 2021/05/22

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/05/22 1430

Event End: 2021/05/22 1545

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE, LOTS OF FOLKS OUT WITH THE NICE WEATHER, AND MANY PEOPLE DOING WORK ON COTTAGES AND PROPERTY, NO BIG PARTIES AND SURPRISE, SURPRISE, NO GOLF CARTS ALTHOUGH I SAW A FEW PARKED IN DRIVEWAYS.

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Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 15 Minutes

Total Events By Date: 1

Total Report Events: 2



Town of Mayerthorpe

Report Title : NAKAMUN DAILY EVENTS

Report Range 6/1/2021 12:00 am to 6/30/2021 11:59 pm

Daily Event Log Report

Date: 2021/06/10

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/06/10 0930 Event End: 2021/06/10 1115

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE ROADWAYS, RADAR ON BOTH ENDS OF VILLAGE, BUT TRAFFIC PRETTY MINIMAL TODAY. LOTS OF FOLKS DOING MANY THINGS AT THE COTTAGES AND HOMES ALREADY.

Total Group Events: 1 Total Time on Events: 0 Days 2 Hours 45 Minutes

Total Events By Date: 1

Date: 2021/06/19

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/06/19 2100 Event End: 2021/06/19 2245

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE, BEAUTIFUL WEEKEND WITH NICE WEATHER, AND LOTS OF FOLKS AROUND, SPEED BUMPS AND SPEED SIGNS LOOK GREAT, DI SPEAK TO ONE VEHICLE ON THE FAR WEST SIDE THAT WAS KIND OF PUNCHING IT BETWEEN SPEED BUMPS, JUST 5 OR 6 K OVER, WARNING GIVEN

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Total Group Events: 1 Total Time on Events: 0 Days 2 Hours 45 Minutes

Total Events By Date: 1

Date: 2021/06/24

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/06/24 0745

Event End: 2021/06/24 0930

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED THE VILLAGE, SPOKE WITH A COUPLE CITIZENS OUT FOR A WALK, BEAUTIFUL DAY, CHECKED RESIDENCES, ONLY ONE VEHICLE THROUGH TODAY

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 45 Minutes

Total Events By Date: 1

Total Report Events: 3

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