

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday December 8th, 2021 – at The Oneway Civic Centre 2:00 P.M.

1. Call to order:
2. Agenda:
 - a) Wednesday December 8th, 2021 Regular Council Meeting
(Just a note: recall the November 17th, 2021 meeting was cancelled due to weather and scheduling conflicts with AUMA; matters on that agenda have herein been consolidated to this agenda.)
3. Minutes: (1-3)
 - a) Wednesday October 20th, 2021 Regular Council Meeting
 - b)
4. Appointment:
 - a) N/A
5. Bylaws/Policies: (4-7)
 - a) Bylaw 2021-8, being a Borrowing Bylaw establishing a Line of Credit for the purpose of addressing emergency response costs for 2022, should the need arise. RFD 2021-36 is attached for background.
 - b)
6. Business: (8-15)
(16-28)
 - a) Fortis Alberta Street Light Installation (Ted MacDonald Park) – Attached please find RFD-2021-37 for background and recommendations.
 - b) Capital Region Assessment Services Commission (CRASC), Agreement Renewal – attached is RFD-2021-38, including proposed agreement, for consideration.
 - c) Land Use Bylaw Review continued – As discussed at the previous meetings, Council would like to review the Land Use Bylaw. It was decided that we would add a few sections to each of the subsequent council meetings and work our way through the document in this fashion. At this meeting, we will continue plugging away at Bylaw 2007-3 (the Land Use Bylaw) Parts I, II and III (Page 1-19) as we did not quite get through them all last time *(here for discussion, working sheets to be circulated during the meeting)*
 - d) Other
 - e) Other
7. Financial
 - a) Income and Expense Report – September 30th, 2021 *(to be circulated during the meeting)*
 - b)
8. Councillor Reports
 - a) Mayor
 - b) Deputy Mayor
 - c) Councillor

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday December 8th, 2021 – at The Oneway Civic Centre 2:00 P.M.

9. Administration Reports

- a) CAO

10. Information and Correspondence

(29-32)
(33-34)

(35-38)

(39)

(40)

(41)

(42)

(43-44)

- a) Town of Mayerthorpe – September and October 2021 CPO Reports
b) Gov't of Alberta, Municipal Affairs – October 21st, 2021 email regarding MSI Funding Changes. Also Included is a summary report of the MSI allocation for specifically Nakamun Park for the remained of the program (2022, 2023).
c) Utility Safety Partners (Formerly Alberta One-Call) – November 29th, 2021 email and background material on this rebranding and future service vision.
d) Yellowhead Regional Library – Congratulations and welcome to new councils.
e) Government of Alberta, Office of the Premier – November 9th, 2021 congratulations letter from Premier Kenney to Mayor Hanssen and Council.
f) Government of Alberta, Minister of Municipal Affairs – November 10th, 2021 congratulations letter from Minister McIver to Mayor Hanssen and Council.
g) Legislative Assembly of Alberta, MLA Lac Ste. Anne – Parkland – November 7th, 2021 congratulations letter from MLA Getson to Mayor Hanssen and Council.
h) Alberta Ombudsman – 10 Frequently Asked Questions pamphlet and information for stakeholders.

11. Closed Meeting

- a) N/A

12. Next Meeting Date

- a) Schedule the next regular council meeting for January 19th, 2022

13. Adjournment

Upcoming Meetings:

January 19th, 2022 – Regular Council Meeting

February 16th, 2022 – Regular Council Meeting

February 26th, 2022 – SVLSACE Regular Meeting (location TBD)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY OCTOBER 20th, 2021 AT 2:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	PRESENT	<p>Mayor: Marge Hanssen Deputy Mayor: Harry Kassian Councillor: Keith Pederson</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Appointments: Y. Bruneau – 2:30pm (via Telephone)</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 2:04 p.m.
2.	AGENDA 117 - 21	MOVED by Deputy Mayor Kassian that the agenda for the Wednesday October 20 th , 2021 regular council meeting be approved as presented. CARRIED.
3.	MINUTES 118 – 21	MOVED by Mayor Hanssen that the minutes for the Wednesday September 15 th , 2021 regular council meeting be approved as presented. CARRIED.
4.	APPOINTMENT	N/A
5.	BYLAW	N/A
6.	BUSINESS 119 - 21	MOVED by Councillor Pederson that Council approve the installation of three (3) new LED streetlights as discussed at the relative locations noted in the FortisAlberta Estimate Proposal for same – specifically the three lights on the north/lakeshore perimeter, and that administration be authorized to execute the Quotation Letter, amended to reflect the revised number of installations. CARRIED.
	120 - 21	MOVED by Mayor Hanssen that Council establish a FortisAlberta Franchise Fee for 2022 of 0.0% and authorize administration to execute notice of same to the municipality’s FortisAlberta Account/Stakeholder Relations Manager for same. CARRIED
	2:32pm – Y. Bruneau arrives	Yvette Bruneau arrived at the meeting via telephone at 2:32 p.m.

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY OCTOBER 20th, 2021 AT 2:00 P.M. AT THE ONOWAY CIVIC CENTRE.

	2:48pm – Y. Bruneau exits	Yvette Bruneau exits the meeting at 2:48 p.m.
	121 – 21	MOVED by Councillor Pederson that Council deny the request to withdraw Stop Order 20STOP08-23, but offer a further extension of the time to remedy the property and fulfill the requirement of the order until June 30 th , 2022 with works to include, but not limited to, a minimum eight-foot (8ft) cleared buffer around the principal dwelling and an onsite meeting with the development officer in spring 2022 to finalize a list of works required.
	122 - 21	CARRIED
	123 - 21	MOVED by Councillor Pederson that Council accept the discussion on the review of Land Use Bylaw 2007-03, specifically Parts I and II as summarized and presented by Administration, as information and authorize the incorporation of any council consensus on same to be included in the working draft of a new Land Use Bylaw.
		CARRIED
		MOVED by Mayor Hanssen that Council authorize administration to engage legal counsel for the preparation of a legal opinion on how to incorporate short-term rental operations – such as Air BnBs - into the Land Use Bylaw, with a focus on how to include it (title and reference), options for regulating it (permitted, discretionary or prohibited use options) and specific fee/registration considerations that may be helpful to consider.
		CARRIED
7.	FINANCIAL	N/A
8.	COUNCIL REPORTS 124 - 21	MOVED by Mayor Hanssen that Council accept the Council Reports for information, as presented.
		CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 125 - 21	MOVED by Deputy Mayor Kassian that Council accept the Administration and Public Works reports for information, as presented.
		CARRIED.
10.	INFORMATION / CORRESPONDENCE 126 – 21	MOVED by Mayor Hanssen that the following information and correspondence items be accepted as information: a) Town of Mayerthorpe –August 2021 CPO Reports

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY OCTOBER 20th, 2021 AT 2:00 P.M. AT THE ONOWAY CIVIC CENTRE.

		<p>b) Fortis Alberta, 2022 Fortis Distribution Rates – Estimating an increase of about 2.6% on streetlights, and just under 2.0% on residential accounts. c) Onoway Regional Fire Services – 2020 Statistical and Operating Report. d) Gov’t of Alberta, Municipal Affairs – Sept. 29th, 2021 email to CAO Moskalyk confirming the 2020 Municipal Indicator Results for the municipality; Nakamun Park as “not at risk” in any of the critical indicators.</p> <p style="text-align: right;">CARRIED</p>
11.	CLOSED MEETING	
	127 – 21	<p>MOVED by Deputy Mayor Kassian that pursuant to section 197(2) of the Municipal Government Act, Council close the meeting to the public at 3:45 p.m. to discuss the following item:</p> <p>1. “FOIPP Act Section 17, A Disclosure Harmful to Personal Privacy”</p> <p style="text-align: right;">CARRIED</p> <p>The meeting recessed from 3:45p.m. to 3:46 p.m. to allow the public to exit the meeting.</p> <p>The following individuals were present at the Closed Meeting: Marge Hanssen Harry Kassian Keith Pederson Dwight Moskalyk</p> <p>The meeting recessed from 3:55 p.m. to 3:56 p.m. to allow public to return to the meeting.</p>
	128 - 21	<p>MOVED by Deputy Mayor Kassian that Council return to the public meeting at 3:56 p.m.</p> <p style="text-align: right;">CARRIED</p>
12.	NEXT MEETING	
	129 - 21	<p>MOVED by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday November 17th at 2:00 p.m.</p> <p style="text-align: right;">CARRIED.</p>
13.	ADJOURNMENT	<p>Mayor Hanssen declared the meeting adjourned at 3:59 p.m.</p>

Mayor Marge Hanssen

Chief Administrative Officer Dwight Moskalyk

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Summer Village of Nakamun Park Request For Decision - (RFD) 2021-36

Meeting:	Regular Council
Meeting Date:	December 8th, 2021
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Bylaw 2021-8, A Borrowing Bylaw (Annual Renewal)
Agenda Item	5(a) – Business
Number:	

BACKGROUND/PROPOSAL:

As part of the municipality's emergency management planning the municipality has arranged short-term borrowing through our financial institution (ATB Financial) via an restricted term operating line of credit. This arrangement gives the municipality some additional flexibility to cover emergency response costs should the need arise.

The Act gives municipalities two general borrowing options – long-term borrowing (which requires advertising and is more restricted in what the funds can be used for) and short-term borrowing (which does not require advertising and has more flexibility in how it can be accessed/used, but also has a restricted term and must be renewed regularly to remain active).

In 2020, Council passed 2020-10 being a bylaw for this short-term borrowing (in essence, creating an operating line of credit for emergency management response), but this arrangement must be reviewed and passed annually to remain effective. Bylaw 2021-8 (draft attached) is the current edition and, if passed, will be effective for the 2022 fiscal period.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Bylaw authorizes up to \$150,000 in emergency borrowing. Notwithstanding existing cash reserves, this level of borrowing is reasonable to cover the municipality in the short term when responding to any foreseeable situations without risking day-to-day operating over the same period. In addition to the insurance policies and government emergency management relief funding programs, this borrowing arrangement helps ensure a response can be conducted effectively and in a timely fashion should the need arise.

COSTS/SOURCE OF FUNDING (if applicable)

There is no direct cost to the municipality to bylaw the bylaw, however if the funds were accessed the balance would be subject to fees and interest as per the terms of the agreement. The balance and any charges would need to be repaid – through taxes, reserves and/or grants – as with any such loan.

RECOMMENDED ACTION:

- 1) That Council give all required readings to pass Bylaw 2021-8 as presented.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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BYLAW 2021-8
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 over the period from the date of this Bylaw through to December 31, 2022.;

WHEREAS Section 251 of the Municipal Government Act allows for municipalities to undertake borrowing so long as that borrowing is authorized by bylaw and incorporated 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;

BYLAW NO. 2021-8
SUMMER VILLAGE OF NAKAMUN PARK
Municipal Government Act RSA 2000 Chapter M-26
Section 251 - 263

- b) in preparation of security for any money borrowed from ATB
- 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 17th day of November 2021 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 8th day of December, 2021.

**BYLAW NO. 2021-8
SUMMER VILLAGE OF NAKAMUN PARK
Municipal Government Act RSA 2000 Chapter M-26
Section 251 - 263**

READ a second time this 8th day of December, 2021.

UNANIMOUS CONSENT to proceed to third reading this 8th day of December, 2021.

READ a third and final time this 8th day of December, 2021.

SIGNED this 8th day of December, 2021.

WITNESS our hands and the seal of the Corporation this 8th day of December, 2021.

Mayor, Marge Hanssen

Chief Administrative Officer, Dwight Moskalyk

DRAFT

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Summer Village of Nakamun Park Request For Decision - (RFD) 2021-37

Meeting:	Regular Council
Meeting Date:	December 8th, 2021
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	FortisAlberta, Streetlight Quote (Ted MacDonald, Revised)
Agenda Item	6(a) – Business
Number:	

BACKGROUND/PROPOSAL:

Further to the previous meeting, Administration was directed to arrange for a smaller number of lights (three lake front, rather than all nine originally proposed in the Ted MacDonald Park loop). Whereas the cost of the original proposal netted zero costs to the municipality, the reduced project does have a municipal investment component. As such this item is back before Council for direction.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The cost breakdown and revised quote is attached for context.

If Council wishes to proceed with just the three lights as per the discussion at the last meeting, there will be a cost of \$10,787.25 including GST. This cost can be covered by grant funding (MSI Capital) or reserves.

COSTS/SOURCE OF FUNDING (if applicable)

If Council wishes to proceed, Administration recommends that costs be covered through MSI-Capital grant funds rather than reserves. The municipality has \$275,000+ in MSI-Capital available and these are the type of investment project these funds should be considered for.

RECOMMENDED ACTION:

- 1) That Council approve the revised FortisAlberta quote for streetlights at Ted MacDonald Park, as presented, and Authorize Administration to execute same with any applicable costs due by the municipality to be drawn from MSI-Capital allocations.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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Date Tue, 09 Nov, 21 6:12:02AM
From Warren, Joyce
joyce.warren@fortisalberta.com
ddm@kronprinzconsulting.ca
To ddm@kronprinzconsulting.ca
Dwight Moskalyk
cao@svnakamun.com
Cc Smith, Nicole
nicole.smith@fortisalberta.com
Subject RE: 500099162 [EXTERNAL] Re: 500096527 Preparing Quote Package SW-34-56-02-5 Sys Mail
Num:0103508

Good morning Dwight,

The 1st quote on 500096527 with a project cost of \$27,623.97 for 9 lights, included the cost of the physical 9 lights. Each light has an investment \$3,080.00 to offset the construction cost based on recovering the cost of installation with a monthly fixture rate of about \$21.00 a month. $9 \times \$3,080 = \$27,720.00$ which cancels out the construction cost of that quote.

The second quote 500096527 with a project cost of \$19,513.57 for the included cost of the 3 lighting fixtures also see a reduction in the investment. $3 \times \$3,080 = \$9,240$ to offset the construction cost falls short of covering the entire cost of the project leaving a balance of \$10,787.25 including GST.

Hope this helps,

-

Joyce S. Warren | Quotation Analyst / FortisAlberta Inc. (working from home)

15 Kingsview Road S.E. Airdrie, AB T4A 0A8 | p: 403-514-4147 | toll free direct 866-822-9134

Project Status Portal | Check the status of your New Service Connection or Project.

Get Connected | Getting connected with us is a five-phase process. [Learn more here](#)

We're all in this together. Now more than ever, keep our values

– Safety, Integrity, Service, Excellence and Respect – top of mind.

Stay apart, stay connected, and STAY SAFE!



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November 4, 2021

Summer Village of Nakamun Park
Attn: Dwight Moskalyk
PO Box 1250
Onoway, Alberta
T0E 1V0

Billing Customer: Dwight Moskalyk
Service Location: SW-34-56-02-5
Existing Site Identification Number: 0040566977111
Request Number: 500099162-01

Dear Dwight Moskalyk,

Subject: Street Light - New Service

At FortisAlberta, our purpose is to deliver the electricity that empowers Albertans, like you, to succeed and we do this with respect and integrity. Operational excellence is of utmost importance, and our focus is to get you connected and maintain your power 24/7. Our team is always working to build, maintain, and upgrade our system to be safe and reliable.

Our centralized Control Centre in Airdrie provides visibility of the 240 communities in our service territory, the ability to predict many problems before they occur and, in many cases, the ability to remotely restore your power in a matter of seconds. The necessary people and equipment are always available – primed and ready to respond in your local area. We work together to get you connected and keep the power on, not just because it is our job, but because we care about the people we serve. As a valued FortisAlberta customer, if it matters to you, it matters to us.

In this quotation package, the words and phrases which are defined in FortisAlberta's Customer Terms and Conditions shall have the same meaning assigned to them in this quotation package. This quotation package for a new Street Light electrical service (the "Project") includes the following documents:

- Customer Acceptance to Proceed, which will require Customer's signature,
- Estimate Print specific to the Project, which will require Customer's signature,
- Schedule "A" for services that details FortisAlberta's [Customer Terms and Conditions](#), and

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- Rate Sheet that explains a Retailer's invoice.

(the "Quotation Package")

The Customer, or Customer's representative, is to thoroughly review the Quotation Package and confirm acceptance of same.

Please note: The Customer Contribution Cost (payable amount) required for this project as outlined in this Quotation Package is \$10,273.57 plus \$513.68 GST for a total of \$10,787.25.

CUSTOMER CONTRIBUTION

The breakdown of the project costs include:

Total Project Costs	\$19,513.57
FortisAlberta Share (company investment)	(\$9,240.00)
Total Customer Project Costs	<u>\$10,273.57</u>
Add: GST	\$513.68
Total Customer Contribution	<u>\$10,787.25</u>

FortisAlberta's current investment level for streetlight has been calculated in accordance with the Customer Contributions Schedules in FortisAlberta's Customer Terms and Conditions. (Appendix "B")

The Non-Refundable portion of the Customer Contribution is \$10,273.57 plus \$513.68 GST for a total of \$10,787.25.

DESIGN DETAILS

The Customer, or the Customer's representative, is required to carefully review the attached Estimate Print. Following the Customer's approval of the design details of the Project, the Customer is required to sign and return the Estimate Print along with the Customer Acceptance to Proceed document to FortisAlberta. For more information or to discuss the design details further, contact your FortisAlberta representative, Joyce Warren at 403-514-4147.

CUSTOMER RESPONSIBILITIES

The Customer, or the Customer's representative shall be responsible for ensuring adherence to FortisAlberta's metering standards as per FortisAlberta's Service and Metering Guide.

The Customer acknowledges and agrees that the Customer shall be responsible for any and all costs incurred by FortisAlberta installing facilities not included in the attached Estimate Print, including but not limited to secondary lines at the Service Location.

Following the Customer's review and acceptance of this Quotation Package, Customer to complete and return the following documents:

- A signed Customer Acceptance to Proceed document;
- A signed Estimate Print;



The above signed documents must be returned to FortisAlberta no later than Tuesday, January 4, 2022 via:

- DocuSign to FortisAlberta Inc.
- E-mail to acceptance@fortisalberta.com or
- Fax to (403) 514-4415 or
- Mail to FortisAlberta Inc., 320 17 Ave SW, Calgary, Alberta, T2S 2V1.

PAYMENT DETAILS

Upon receipt of the signed Customer Acceptance to Proceed document and Estimate Print, FortisAlberta will issue an invoice to the Customer for the Customer Distribution Contribution. Payment is accepted by:

- Telephone Banking,
- Internet Banking or
- By Mail, to FortisAlberta, 320 17 Ave SW, Calgary, Alberta, T2S 2V1
 - Cheque or money order can be made payable to FortisAlberta Inc.
 - Please include the FortisAlberta Request Number 500099162-01 on the cheque or money order

FortisAlberta will start construction once the Customer Distribution Contribution has been received.

Interest charges will be applied on accounts left unpaid over 30 days, from the invoice date.

BILLIING FOR YOUR SERVICE

FortisAlberta directly invoices the Retailer, as selected by the Customer, for monthly distribution charges incurred. The Customer's Retailer invoices the Customer for those same monthly distribution charges.

The current Street Light Service (Rate 31 - Street Lights) has a Rate Minimum (as defined in the rate schedule) of kW or approximately \$22.96/month.

The Customer is to understand and appreciate that the foregoing Rate Minimum amount does not include energy consumption costs, riders, local fees, and GST. The Rate Minimum is calculated based off the costs to have facilities in place and ready to serve the Customer, even in the event the Customer is not consuming energy. As a result, the Customer's invoice may reflect service charges 30 days after construction has been completed, regardless of whether the Customer is using the service or not.

For more information related to invoicing, please see the attached Rate Sheet, or call 310-WIRE (9473) to speak with a FortisAlberta Customer Service Representative.

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FOR MORE INFORMATION

For more information about your electrical service, electrical upgrade and/or your quotation package, please view our website at www.fortisalberta.com. You can also check the status of your Application online at [Project Status Portal](#).

If you have further questions, please call me at: 403-514-4147 or Toll Free at: 866-822-9134.

Yours truly,

A handwritten signature in black ink that reads "J. Warren". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Joyce Warren
Quotation Analyst

Attachments:

- Quotation Acceptance/Notification to Proceed
- Estimate Print
- Schedule "A"
- Rate Sheet(s)

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CUSTOMER ACCEPTANCE TO PROCEED

To proceed with the Project, the Customer is to **sign and return** this Customer Acceptance to Proceed document, along with a signed Estimate Print, to FortisAlberta before Tuesday, January 4, 2022.

By signing and returning this Customer Acceptance to Proceed document, the Customer is acknowledging and accepting all terms within this Quotation Package and FortisAlberta's [Customer Terms and Conditions](#).

Following receipt by FortisAlberta of the signed documents and payment of the Customer Distribution Contribution, as applicable, FortisAlberta will proceed with the Project.

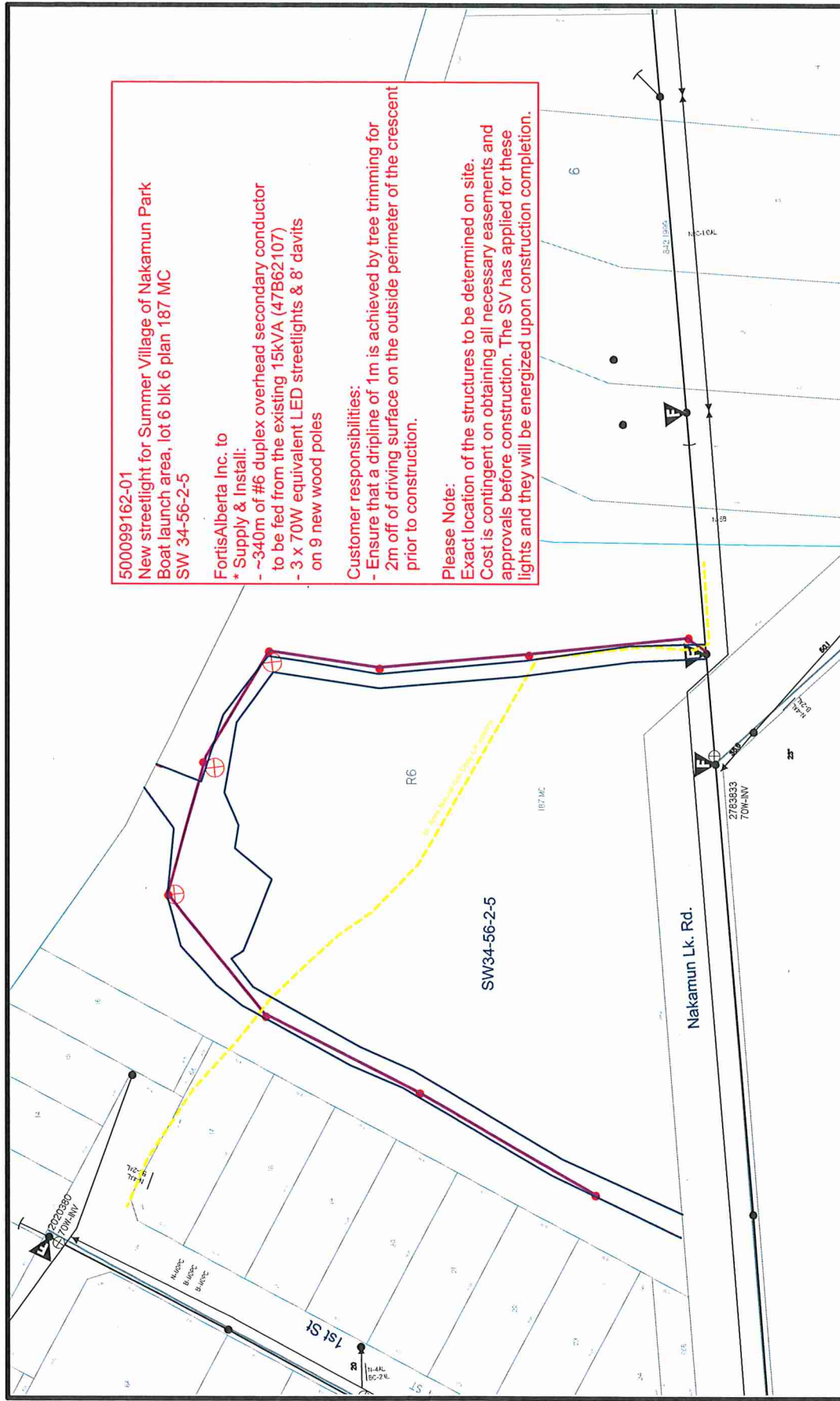
Notwithstanding the foregoing, FortisAlberta reserves the right to **requote** or **cancel** the Quotation

Package under the following conditions:

- The customer has not returned a signed copy of this Customer Acceptance to Proceed and a signed Estimate Print to FortisAlberta before Tuesday, January 4, 2022;
- There are changes to the scope of the Project as outlined in Schedule "A" under "About Construction," after FortisAlberta receives the signed Customer Acceptance to Proceed document and Estimate Print; and/or
- FortisAlberta has received the signed Customer Acceptance to Proceed document and Estimate Print, however construction on the Project has not started **for any reason** within six (6) months following receipt by FortisAlberta of this Customer Acceptance to Proceed document and the Estimate Print.

If the Project is cancelled by either the Customer or by FortisAlberta, for reasons outside the reasonable control of FortisAlberta, at any time after this Quotation Package has been accepted, the Customer may be responsible for any and all costs incurred by FortisAlberta up to the date of cancellation.

Date of Quotation	November 4, 2021
FortisAlberta Request/Reference #	500099162-01
Customer Contribution	\$10,273.57
GST	\$513.68
Total Customer Contribution (Amount to Pay)	\$10,787.25
Quoted By	Joyce Warren
Company/Customer Name (Please Print):	Dwight Moskalyk
Customer Signature:	
Date:	



500099162-01
New streetlight for Summer Village of Nakamun Park
Boat launch area, lot 6 blk 6 plan 187 MC
SW 34-56-2-5

FortisAlberta Inc. to
*** Supply & Install:**
 - ~340m of #6 duplex overhead secondary conductor to be fed from the existing 15kVA (47B62107)
 - 3 x 70W equivalent LED streetlights & 8' davits on 9 new wood poles

Customer responsibilities:
 - Ensure that a dripline of 1m is achieved by tree trimming for 2m off of driving surface on the outside perimeter of the crescent prior to construction.

Please Note:
 Exact location of the structures to be determined on site. Cost is contingent on obtaining all necessary easements and approvals before construction. The SV has applied for these lights and they will be energized upon construction completion.

LEGEND

[Red Line]	NEW PRIMARY
[Purple Line]	NEW SECONDARY
[Blue Line]	BLVD
[Green Line]	BRUSHING
[Black Line]	EXISTING FACILITIES
[Magenta Line]	POSTED PROPOSED

FORTIS ALBERTA

Designer: Warren, Joyce
 Customer: SV of Nakamun Park
 Location: SW 34-56-2-5

Date: 10/29/2021
 WO#/01#: 500099162

CONTACT FORTISALBERTA TO CONFIRM ON-SITE ALIGNMENTS AND POWER SOURCE LOCATION

LAND ONLY TO SCALE 1:1,500
 Print 1.0

NOTES

↑

Preliminary Not For Construction





Summer Village of Nakamun Park Request For Decision - (RFD) 2021-38

Meeting:	Regular Council
Meeting Date:	December 8th, 2021
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Capital Region Assessment Services Commission – Agreement Renewal (2022-2024)
Agenda Item Number:	6(b) – Business

BACKGROUND/PROPOSAL:

One of the required functions of a municipality is to provide assessment services. This includes arranging for the property assessments themselves, but it also includes providing a mechanism for appealing (or more generally, reviewing) the assessments. The Assessment Review Board is the mechanism through which assessment complaints are processed and adjudicated. Legislation requires the arrangement of both a local AND a composite review Board (each having a jurisdiction of their own over certain matters/property classes/ etc. as in Section 460.1 of the Act.

Many smaller communities prefer to contract out this service. This is primarily due to two realities: (1) it is difficult to source, maintain training for and convene the required panellists, clerks and administrative officers as a small municipality and (2) it is seen as more favourable to keep the appeal mechanism outside of arm length to preserve the integrity of the system/validity of their rulings. This is much the same as the rationale used for other appeal and quasi-judicial mechanism for municipalities (Subdivision and Development Appeal Board, for example).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Summer Village of Nakamun Park has relied on the Capital Region Assessment Services Commission (CRASC) for this service for 2021. Prior to that we were in partnership with Lac Ste. Anne County (along with many other municipalities) to sponsor our own service, but this became administratively cumbersome for LSAC and they asked arrangement be terminated effective Jan.1,2021 (at which time we engaged CRASC).

The timing of our engagement of CRASC (mid-cycle on their end) meant that we were offered a one-year term for 2021, with an option to renew in 2022 for a multi-year agreement. For councillors who served last term, this discussion will be familiar to you. We are now at that point where we need to consider approving this multi-year agreement.

There are a few changes to the fees in this new proposal (compared to the existing agreement), but nothing Administration has noted as unreasonable. For example, while the core annual fee is the same (\$800.00 plus \$0.30/parcel), the hearing fee increase from \$400 to \$800, which is notable but reasonable given the administrative overhead to plan and facilitate a hearing. Also, the panellist fees are now separated into three categories (X<4hr, 4<X<8hr, and X>8hr), with rates lower on the low end of time, and higher on the high end of time. Assessment Clerk fees also increase slightly.

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Ultimately, the main concern is the annual fee. SVNP has not had an assessment appeal in recent memory (the assessor can usually find a compromise or correction where warranted without using the appeal mechanism).

COSTS/SOURCE OF FUNDING (if applicable)

The core costs are covered under the annual budget. The cost of any appeals are offset (in all or part) by the application fee for an appeal. We may need to review the application fee to ensure it covers a reasonable portion of these costs (it rarely covers all the actual costs, but the aim is to find balance between access to the appeal mechanism and discouraging frivolous (and costly) applications).

RECOMMENDED ACTION:

- 1) That Council approve the proposed agreement with CRASC for 2022-2024, as presented, and authorize execution of same.

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

Capital Region Assessment Services Commission



**PARTICIPANT
MEMORANDUM OF AGREEMENT
2022 - 2024**

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

1 January 2022

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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 Land & Property Rights Tribunal (“LPRT”) 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 LPRT 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 from which the Commission can draw 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 to the LARB and CARB the list of Commission Panellists, the name of the chair 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 the Commission with immediate notification by email when an 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 or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of 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.

Should the Board change the fees in Schedule "A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

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 six (6) 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.

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: _____, 202
Authorized Signature Name Date

THE PARTICIPANT: _____
Name of Participant

Per: _____, 202
Authorized Signature Name Date

SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

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 total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

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

- a. **Hearing:** \$800 for each LARB hearing day or part day.
\$800 for each CARB hearing day or part day.
- b. **Panellist:** \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 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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Town of Mayerthorpe

Report Title : NAKAMUN DAILY EVENTS
Report Range 9/1/2021 12:00 am to 9/30/2021 11:59 pm

Daily Event Log Report

Date: 2021/09/01

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/09/01 0900

Event End: 2021/09/01 1030

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE ROADWAYS CHECKING SECURITY OF HOMES, AND RADAR ON MAIN ROAD AT PUBLIC WORKS BUILDING AND WEST SIDE OF VILLAGE, ONLY A FEW VEHICLES THROUGH

RECEIVED
OCT 19 2021

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Date: 2021/09/11

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/09/11 0930

Event End: 2021/09/11 1100

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROL SUMMER VILLAGE ROADWAYS CHECKING SECURITY OF HOMES, AFEW PEOPLE OUT DOING SOME STUFF AT THE CABINS, VERY LITTLE TRAFFIC DOING RADAR ON THE WEST END OF VILLAGE

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#5

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Date: 2021/09/17

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/09/17 1330 Event End: 2021/09/17 1500

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: RADAR ON MAIN ROAD AT PUBLIC WORKS BUILDING, THEN ON EAST END, PATROLLED REST OF ROADS CHECKING SECURITY OF HOMES

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

Total Events By Date: 1

Date: 2021/09/30

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/09/30 1400 Event End: 2021/09/30 1530

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROL SUMMER VILLAGE ROADWAYS , RADAR ON WEST END OF VILLAGE AND AT PUBLIC WORKS BUILDING, NO VEHICLES, THEN PATROLLED CHECKING SECURITY OF HOMES

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

Total Events By Date: 1

Total Report Events: 4

30

Town of Mayerthorpe

RECEIVED
NOV 09 2021

Report Title : NAKAMUN DAILY EVENTS
Report Range 10/1/2021 12:00 am to 10/31/2021 11:59 pm

Daily Event Log Report

Date: 2021/10/09

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2021/10/09 1900 **Event End:** 2021/10/09 2030
Event: GENERAL PATROL
Location: NAKAMUN PARK
Specific Location: SUMMER VILLAGE
Notes: PATROLLED VILLAGE ROADS, LOTS OF FOLKS OUT FOR THE THANKSGIVING WEEKEND, ONE OF THE BUSIER VILLAGES THIS WEEKEND. NO TRAFFIC THOUGH, BUT RADAR ON WEST END

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

Total Events By Date: 1

Date: 2021/10/13

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2021/10/13 1030 **Event End:** 2021/10/13 1200
Event: GENERAL PATROL
Location: NAKAMUN PARK
Specific Location: SUMMER VILLAGE
Notes: RADAR FOR BOTH DIRECTIONS AT PUBLIC WORKS BUILDING, FAIRLY QUIET COOL MORNING, THEN PATROLLED ROADS CHECKING ON HOMES

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

Total Events By Date: 1

Date: 2021/10/28

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/10/28 1330 Event End: 2021/10/28 1500

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE, CHECKED ON SECURITY OF HOMES, QUIET COOL FALL DAY, RADAR ON WEST SIDE OF VILLAGE, GRADER OUT CLEANING UP SOME BAD SPOTS ON ROAD.

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

Total Events By Date: 1

Total Report Events: 3

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Date Wed, 27 Oct, 21 4:20:50PM
From MA.MSICapitalGrants@gov.ab.ca
Subject 2022 and 2023 MSI Allocation Estimates

Dear Chief Elected Officials:

As part of Budget 2021, our government had to make difficult decisions to keep spending under control while supporting local governments so they can continue to invest in important infrastructure. In light of the province's fiscal situation, Municipal Sustainability Initiative (MSI) capital funding was reduced to an average of \$722 million annually over the three-year period from 2021 to 2023. To sustain economic recovery and stimulus spending, MSI capital funding was frontloaded at \$1.196 billion in 2021, and it will decrease to \$485 million for 2022 and 2023.

I understand how important it is for municipalities and Metis Settlements to know what to expect in future years so you can plan effectively. As such, we are publishing MSI capital and operating estimates for the next two years on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx (under the Future of MSI section). We have adjusted the way municipal allocations are calculated in order to maintain fairness and consistency in proportional shares of MSI funding despite the reduced annual amount.

MSI Capital

For both 2022 and 2023, every municipality and Metis Settlement is estimated to receive 40.6 per cent of what they received in 2021. This reduction is equivalent to the year over year change in the MSI capital budget from \$1.196 billion to \$485 million, and ensures the reduced budget will impact every local government equally.

These estimates remain subject to legislative approval of Budget 2022 and Budget 2023, as well as formal Ministerial approval following each budget, but otherwise are not expected to change. For the final two years of the MSI program, allocations will not be recalculated with updated information such as population, education tax requisitions or road lengths.

MSI Operating

To provide stability in operating funding, MSI operating allocations will be frozen at the 2021 level for both 2022 and 2023. Every municipality and Metis Settlement will receive the same amount of operating funding for the next two years as they received this year.

Should you have any questions or concerns, please do not hesitate to contact my office.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

2023

Nakamun Park

2022 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount	
2022	MSI-Capital Allocation	\$	37,557
2022	MSI-Operating Allocation	\$	7,715
2022	Total	\$	45,272

2023 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount	
2023	MSI-Capital Allocation	\$	37,557
2023	MSI-Operating Allocation	\$	7,715
2023	Total	\$	45,272

(ZF) (34)

Date Mon, 29 Nov, 21 2:49:54PM
From Mike Sullivan
msullivan@utilityafety.ca
Subject Alberta One-Call Corporation is now Utility Safety Partners

To whom it may concern,

Earlier this fall, following unification of Alberta's utility locate and safety awareness services, Alberta One-Call Corporation completed a rebranding program with ZGM Modern Marketing Partners and will now operate under its new tradename, [Utility Safety Partners](#).

Over almost 40 years as Alberta One-Call, the organization promoted the Call / Click Before You Dig calls-to-action and processed more than 20 million locate requests from Albertans to identify, locate and mark buried energy and utility infrastructure before excavation begins. Similarly, the Alberta Common Ground Alliance promoted DigSafe excavation safety and comprehensive legislation requiring registration of all buried energy and utility assets with Alberta One-Call. Finally, the Joint Utility Safety Team promoted the successful "Where's the LINE?" overhead powerline safety awareness campaign across Alberta for over 15 years. Unifying these organizations under the Utility Safety Partners banner streamlines services and improves safety education and awareness.

Utility Safety Partners is a private, not-for-profit corporation governed by a 17 member Board of Directors and is the largest and longest-serving One-Call service in Canada. With more than 850 registered member companies, Utility Safety Partners transmits almost two million notifications of excavations to those members each year.

The attached documents provide additional information on our rebrand as well as a background on our damage prevention legislation objectives.

Sincerely,

MIKE SULLIVAN

PRESIDENT

C 403.650.3661

E MSullivan@UtilitySafety.ca

**UTILITY
SAFETY**
PARTNERS

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This electronic message and any attached documents are intended only for the named addressee(s). This communication from Utility Safety Partners (Service Provider for Sask 1st Call and ClickBeforeYouDigMB) may contain information that is privileged, confidential or otherwise protected from disclosure and it must not be disclosed, copied, forwarded or distributed without authorization. If you have received this message in error, please notify the sender immediately and delete the original message. Thank you.



October 18, 2021

Alberta One-Call Corporation is now Utility Safety Partners

Early this year, Alberta One-Call Corporation unified services with the Alberta Common Ground Alliance and absorbed the *Where's the Line* campaign. This amalgamation of services created a need to re-evaluate our brand to better reflect the new single hub approach for all above-ground and below-ground infrastructure locates in Alberta.

After almost 40 years as Alberta One-Call and more than 20 million line-locate requests completed for Albertans, we will now be known as Utility Safety Partners.

As a single hub line-locate and safety awareness service provider, we will continue to provide awareness, education and locates to prevent contact with overhead and underground lines across Alberta. Call and Click Before You Dig services will continue through 1-800-242-3447 and the UtilitySafety.ca website; and, albertaonecall.com will continue to be accessible while Albertans become familiar with Utility Safety Partners.

Additionally, we will continue to move forward with our Proposed Damage Prevention Legislation for Alberta that aims to enact a provincial energy and utility infrastructure system that encompasses all above and below ground infrastructure in Alberta. While the legislation has been delayed during to the Covid-19 pandemic, we are aiming to bring it back to the Alberta Legislature in the coming months. If your community has not registered its utility infrastructure with Utility Safety Partners and wants to do so, please email us at info@utilitysafety.ca and we'd be happy to assist.

For more information on our rebrand, the unification of Alberta's utility locate and safety awareness organizations and the Proposed Damage Prevention Legislation for Alberta, please see the accompanying attachments. Should you have any questions or require additional information, please don't hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Sullivan", with a long horizontal flourish extending to the right.

Mike Sullivan
President, Utility Safety Partners

www.UtilitySafety.ca
Phone: (800) 242-3447 option 6
Email: info@UtilitySafety.ca
Twitter: @Utility_Safety

A handwritten number "36" in blue ink, enclosed within a hand-drawn circle.

Proposed Damage Prevention Legislation for ALBERTA



SUMMARY

This enactment creates a provincial energy and utility infrastructure notification system that requires, among other things:



- A** operators of underground and aboveground energy & utility infrastructure that is provincially regulated, located on provincial land or within a public right-of-way, to register that infrastructure with Utility Safety Partners and provide information on it;
- B** persons planning to undertake a ground disturbance or work in the vicinity of an overhead powerline to make a locate request to Utility Safety Partners; and
- C** operators of registered underground and aboveground infrastructure or their agents to respond to the notification of proposed activity

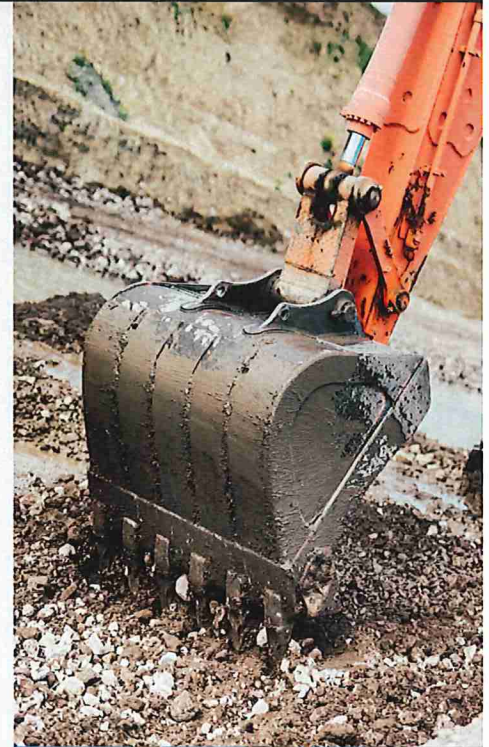
FOR UNDERGROUND INFRASTRUCTURE

- I** mark the location of the underground infrastructure on the ground within 5 working days;
- II** provide in writing, within 3 working days, an accurate description of the location of the underground infrastructure; or,
- III** indicate, within 3 working days, that the ground disturbance is not likely to cause damage to the underground infrastructure.

FOR ABOVEGROUND INFRASTRUCTURE

- I** provide in writing an accurate and clear description of the location of the aboveground infrastructure;
- II** provide contact information to the requester should additional information or action from the aboveground utility owner or operator be required.

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Definitions

The following definitions apply in this Act.

UTILITY SAFETY PARTNERS, and any of its successors, means the non-profit Notification Centre for Alberta that since October 1st 1984 has provided a communication service between the digging community and the owners of buried facilities to arrange for the marking of the location of buried facilities prior to a ground disturbance.

DAMAGE PREVENTION ADVISORY COUNCIL means a blend of damage prevention stakeholders and subject matter experts authorized to resolve non-compliances and non-conformances, which are not suitable to be addressed by civil penalties or Orders of the Court, by mediation.

ENTITY means a body corporate, a partnership, a trust, a joint venture or an unincorporated association or organization.

EMERGENCY means any situation where there is an immediate threat to human health or the safety of persons or underground infrastructure or to prevent serious damage to the environment.

PROVINCIAL LANDS means land of the Crown in right of Alberta;

GROUND DISTURBANCE means any work, operation or activity that results in a disturbance of the earth, including excavating, digging, trenching, plowing, drilling, tunneling, augering, backfilling, blasting, pulverizing, post pounding, scarifying, topsoil stripping, land levelling, peat harvesting, quarrying, deforestation and earthworks. It does not include a disturbance of the earth caused by any of the following:

- a) cultivation to a depth of less than 45 cm below the surface of the ground;
- b) routine, minor road maintenance
- c) any other activity to a depth of less than 30 cm that does not result in a reduction of the cover over any underground infrastructure to a depth that is less than the cover provided when the underground infrastructure was constructed; or

LOCATE REQUEST means a request referred to in subsection 5.

NOTIFICATION CENTRE means the non-profit corporation called Utility Safety Partners that transmits a notification to registered members with underground infrastructure and aboveground powerlines in the vicinity of proposed ground disturbance(s) or aboveground activity(ies) following receipt of a locate request from a person who intends to disturb the ground or conduct aboveground activities near aerial powerlines.

BOARD OF DIRECTORS: The affairs of the Corporation shall be governed and managed by its Board of Directors.

MEMBERS OF THE BOARD: On the day this Act comes into force, the members of the board of the Corporation shall be the members of the board who held office immediately before that day.

POWERS: The Corporation has the capacity and the rights, powers and privileges of a natural person, subject to the limitations set out in this Act.

OBJECTS: The following are the objects of the Corporation:

- a) To operate a system and service capable of receiving requests for the location of registered underground infrastructure and aboveground powerlines within Alberta 24hrs/day, 7 days/wk.
- b) To identify whether underground infrastructure and aboveground powerlines are located in the vicinity of a proposed ground disturbance or aboveground activity.
- c) To notify registered members of the Corporation of proposed ground disturbances or aboveground activities that may affect registered underground infrastructure or aboveground powerlines.
- d) To promote public awareness of the Corporation and the need for safe work (example: DigSafe, Where's the Line?).

NON-PROFIT CORPORATION: The business and affairs of the Corporation shall be carried on without the purpose of financial gain and any profits shall be used by the Corporation for the purpose of carrying out its objects.

MEMBERS: A person or entity described in one or more of the following paragraphs is a member of the Corporation if the person or entity owns or operates underground infrastructure or aboveground powerlines:

- 1) Every municipality in Alberta.
- 2) Every gas distributor and every gas transmitter
- 3) Every operator of a distribution system
- 4) Every person or entity that owns or operates underground infrastructure within a public right-of-way or that crosses a public right-of-way
- 5) Every electricity distributor and every electricity transmitter

OPERATOR means a person or a group of persons that operates underground infrastructure or aboveground powerlines.

PERSON means an individual or an entity.

PIPELINE means a line that is used or to be used for the transmission of oil, gas or any other commodity in the province of Alberta, and includes all branches, extensions, tanks, reservoirs, storage facilities, pumps, racks, compressors, loading facilities, interstation systems of communication by telephone, telegraph or radio and real and personal property, or immovable and movable, and works connected to them, but does not include a sewer or water pipeline that is used or proposed to be used solely for municipal purposes.

OVERHEAD POWERLINE means a cable carrying electrical power or telecommunications services supported by pylons or poles

POSITIVE RESPONSE means notification to an excavator either by a completed locate or written / electronic notice indicating there is no underground infrastructure affected by the ground disturbance

PROVINCE means Alberta

UNDERGROUND INFRASTRUCTURE means cables, ducts, equipment, pipes, pipelines, power lines, energy and utility lines and networks and vaults that are buried in the ground and that are located on provincial lands or regulated by any of the following statutes: (list required)

UTILITY LINE means any wire, cable, pipeline or other like means of enabling the transmission of goods or energy or the provision of services.

WORKING DAY means a day other than a Saturday, Sunday or a statutory holiday in the province of Alberta.

WORKING HOURS means 8am to 4:30pm Monday to Friday

RECEIVED
NOV 23 2021

Congratulations on being part of your municipal council!

Did you know your municipality benefits from membership in Yellowhead Regional Library?

- In Alberta, public library service is determined at the municipal level and regulated under the Libraries Act (Chapter L-11) and Libraries Regulation (AR 141/1998).
- Councils choose to provide service at the local level by forming a library board and/or by joining a regional library system.

What is a regional library system?

- Yellowhead Regional Library (YRL) is a cooperative of 53 member municipalities and three school divisions in west-central Alberta that was formed in 1971 to enable small and rural communities to provide sustainable and affordable public and school library service to their residents and students.
- Each member municipality and school division is a signatory to the YRL Master Membership Agreement and appoints a representative to the Board of Trustees, the system's governing body.
- The YRL Board of Trustees meets four times each year. Between meetings, the business of the Board is conducted by a 10-member Executive Committee.
- You, the member municipalities and school divisions, are the system.

Want to learn more?

- Read the enclosed brochure to find out more about YRL and how we support our member public and school libraries.
- Visit our website at yrl.ab.ca. The "For Board Members" section includes the list of Board and Executive Committee members, governance policies, strategic plan, member agreement, and more.
- Invite us for a visit – we'd love to meet you. Councillors have an important job and there is a lot to learn. We can give your council a brief orientation to YRL and get you up to speed on this essential municipal service.
- Visit your local library to see how YRL supports your local public library service.

We look forward to working with you to bring exceptional library service to your community!

Hendrik (Hank) Smit, Chair
chair@yrl.ab.ca

Karla Palichuk, Director
kpalichuk@yrl.ab.ca

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Enclosure



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 9, 2021

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

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NOV 23 2021

Dear Mayor Hanssen:

On behalf of the Government of Alberta, I would like to offer you sincere congratulations on your recent election as Mayor of the Summer Village of Nakamun Park. You are now fortunate to lead a truly great Alberta community!

The Summer Village of Nakamun Park and our entire province have been through several challenging years. Our economy still has not fully recovered from the 2015 economic downturn, the impact of which was magnified by last year's global COVID-19 recession and energy price collapse. Despite these challenges, Albertans have continued to demonstrate true resilience, and our province's greatest strength—a deep and abiding entrepreneurial culture.

Thanks in part to the determination of Albertans, we are experiencing a remarkable economic recovery across our province. With historic new investments across our economy, Alberta is now leading Canada in economic and job growth, and we are projected to continue the momentum in 2022. It is critical that we work together to continue this exciting progress so that those who have experienced so much adversity in recent years can fully participate in the current and coming recovery.

I very much look forward to working with you, your administration, and the Summer Village of Nakamun Park Council toward this end. Whatever political differences may exist, we all serve the same citizens who broadly share the same aspirations: the opportunity to achieve their potential through a strong economy, in a safe community with a high quality of life. You have my commitment to seek solutions together in a respectful and collaborative way. I am excited to meet with you in the weeks ahead to identify common goals and areas in which we can get real results for your residents, and for all Albertans.

With best of luck for a successful mandate as mayor, I remain

Yours sincerely,

Hon Jason Kenney PC MLA
Premier of Alberta

cc: Honourable Ric McIver, Minister of Municipal Affairs

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR106789

November 10, 2021

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

RECEIVED
NOV 23 2021

Dear Mayor Hanssen and Council,

Congratulations on your election to office and choosing to serve as an elected official for the Summer Village of Nakamun Park.

Our government looks forward to working with you to make life better for Albertans. As our economy recovers, there are many opportunities for us to collaborate on shared priorities like jobs and public safety, and making sure Albertans have access to strong public services they can count on, like transportation, infrastructure, parks and libraries.

It is an honour and privilege to serve Albertans in elected office. As elected officials, we strive to act with integrity, to work openly and transparently, and to actively demonstrate our democratic accountability to Albertans. This is fundamental to our success as stewards in managing the affairs of our offices and in achieving demonstrable results for our communities.

Once again, I extend my congratulations and thanks for your willingness to participate in our democratic process and for your commitment to Albertans. I wish you all the best in this new term of office, and look forward to meeting and working with you to provide good government, improve our communities, and faithfully serve the needs of Albertans.

Sincerely,

Ric McIver
Minister

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LEGISLATIVE ASSEMBLY
ALBERTA

Shane Getson, MLA
Lac Ste. Anne-Parkland

November 7, 2021

Dear Marge Hanssen,

I wanted to take a moment to congratulate you and your council on your election campaign and victory!

It is not without careful consideration that anyone steps forward for public office with the numerous challenges that we are facing as a region, and as a province at this current time, and I sincerely thank you for doing just that, to be there for the electorate.

As the MLA for Lac Ste Anne – Parkland, I truly appreciate the sacrifice you have made to pursue your passion for public service and look forward to working with you in the months ahead. Please do not hesitate to reach out to our office at your earliest available opportunity at either (780) 967-0760 or lacesteanne.parkland@assembly.ab.ca. so that we may arrange a time to meet, and to renew our work together.

Best regards,

Shane Getson, MLA

MLA Lac Ste Anne/Parkland

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10 Frequently Asked Questions

ABOUT THE OMBUDSMAN

1

What is Her Role?

As an independent legislative officer, the Ombudsman investigates complaints made by the public about authorities under her jurisdiction.

2

What Do We Do?

We investigate **final** administrative decisions using the principles of natural justice and administrative fairness. This includes confirming the actions and policies of municipalities are congruent with the *Municipal Government Act* (MGA).

3

What Power Does She Have?

The Ombudsman may make formal recommendations to help municipalities improve decision-making processes or confirm existing processes are fair.

4

Why Do We Investigate Municipalities?

Dec. 6, 2016

- Bill 21 passed: *Modernized Municipal Government Act*
- S. 85 amended MGA, s. 136 amended *Ombudsman Act*

Oct. 26, 2017

- Final amendments to MGA proclaimed into law

Apr. 1, 2018

- Ombudsman's functions and duties now include jurisdiction over municipalities

The Ombudsman is **not** an advocate for complainants, nor does she represent municipalities.

HANDLING COMPLAINTS

5

How Are Complaints Received?

We encourage people to phone our office with inquiries, but all complaints must be submitted in writing.

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6

What Happens When We Receive Complaints?

Written complaints are assigned to and analyzed by investigators. Often, referrals are provided if additional reviews are available (e.g., write to the CAO).

INVESTIGATIONS AND OUTCOMES

7

What is an Early Resolution (ER)?

Often the first step of investigation, ER is a collaborative, informal, and efficient process wherein we isolate the core issue of a complaint and provide an objective and impartial assessment using our eight administrative fairness guidelines.

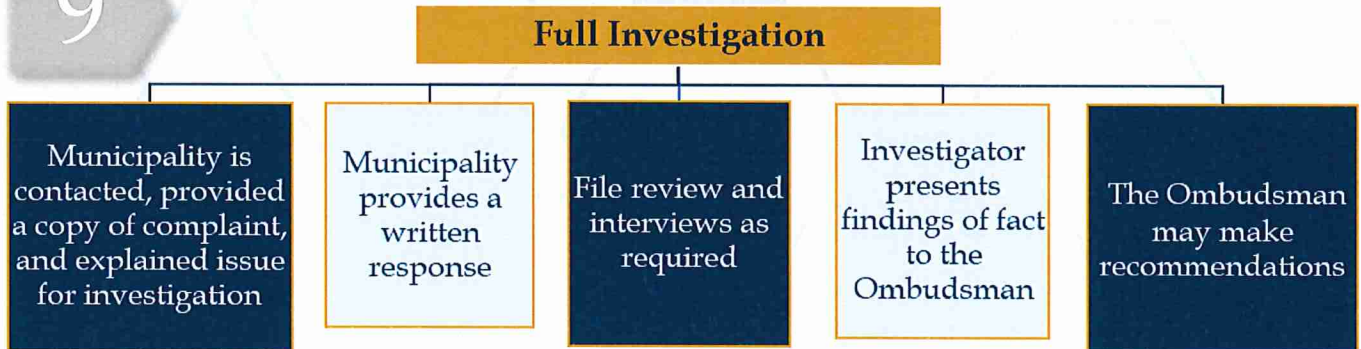
8

How is Early Resolution Collaborative?

An investigator may call to understand both sides of the complaint. We may ask for information about the process followed (e.g., relevant bylaws) and/or request a more detailed response, including reasons for the decision. A case is closed once we are satisfied an administratively fair decision was made.

9

What if Early Resolution is Not Possible?



10

What Are Recommendations?

With the goal of improving decision-making processes, recommendations can be broad or specific. They are **not** substitute decisions, nor are they based on the merits of a decision. For example, the Ombudsman may recommend a process be amended or an appeal matter be reheard.

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FAQs for Municipalities



www.ombudsman.ab.ca