

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday August 17th, 2022– at The Onoway Heritage Centre - 5:30 P.M*.

*(Immediately Following the Organizational Meeting)

1. Call to order:
2. Agenda: a) Wednesday August 17th, 2022 Regular Council Meeting
3. Minutes: (1-3) a) Wednesday July 20th, 2022 Regular Council Meeting
b)
4. Appointment: a)
5. Bylaws/Policies: a)
b)
6. Business: a) Follow-up from the Annual Meeting, Open Discussion – Always curious to have a follow-up discussion with Council on any actions that council may want to explore following then Annual Information Meeting. Administration has no specific recommendations but welcomes further discussion on any matters of interest. *(here for general discussion, provide direction as warranted)*

b) (4-7) ASVA 2022 Conference and Annual General Meeting – RFD 2022-18 is attached for consideration.

c) (8-10) MPC Bylaw 2022-5, Municipal Planning Commission Bylaw – RFD 2022-19 is attached for background and the bylaw is attached for consideration.

d) (11-22) Emergency management Bylaw 2022, Bylaw 2022-6 – RFD 2022-20 is attached for review.

e) (23) Signing Authority, Addition of Temporary Signing Authority – RFD 2022-21 is attached for consideration.

f) Land Use Bylaw 2022-4 – Public Hearing and Next Steps. We will recess at 7 Pm to facilitate the Public Hearing, After which Council may decide to give additional readings to the LUB as presented, or with amendments, or defer a decision until some future date, or some other action as warranted. The LUB draft will be circulate during the meeting, and comments will be shared during the public hearing (under a separate agenda process).

g)
h)
i)

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Wednesday August 17th, 2022– at The Onoway Heritage Centre - 5:30 P.M*.

*(Immediately Following the Organizational Meeting)

7. Financial a) N/A
8. Councillor Reports
 - a) Mayor
 - b) Deputy Mayor
 - c) Councillor
9. Administration Reports
 - a) CAO
 - a. Ditch Work (Survey and Plans, Next Steps)
 - b. Enforcements and next steps
10. Information and Correspondence
 - (24) a) June 21st, 2022 Letter from Fire Service Partner SV of South View, Re: Concerns with timeliness of billing and reporting during recent fire response.
 - (25-26) b) July 19th, 2022 Letter from Yellowhead Regional Library – Update on the YRL Annual Report (the reports themselves are retaining in the office and can be viewed on request).
 - (27-29) c) Town of Mayerthorpe – June 2022 CPO Reports
 - (30) d) Town of Mayerthorpe – August 10th, 2022 Email updating on CPO Services going forward.
11. Closed Meeting
 - a) N/A
12. Next Meeting Date
 - a) Schedule the next regular council meeting for September 21st, 2022 (2pm?)
13. Adjournment

Upcoming Meetings:

September 21st, 2022 – Regular Meeting

October 19th, 2022 – Regular Meeting

October 29th, 2022 – SVLSACE Meeting

November 16th, 2022 – Regular Meeting

December 21st, 2022 – Regular Meeting

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JULY 20th, 2022 AT 2:00 P.M. AT THE ONOWAY HERITAGE CENTRE.

	PRESENT	<p>Mayor: Marge Hanssen Deputy Mayor: Harry Kassian Councillor: Keith Pederson</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 2:03 p.m.
2.	AGENDA 87 - 22	<p>MOVED by Deputy Mayor Kassian that the agenda for the Wednesday June 20th, 2022 regular council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED.</p>
3.	MINUTES 88 - 22	<p>MOVED by Councillor Pederson that the minutes for the Wednesday June 22nd, 2022 regular council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED.</p>
4.	APPOINTMENT	N/A
5.	BYLAW	N/A
6.	BUSINESS 89 - 22	<p>MOVED by Councillor Pederson that Council accept the discussion on the July 23rd, 2022 Annual Information Meeting as information, AND THAT the proposed agenda be adopted as discussed to include a discussion on new shop lots, garbage tokens, CPO services and Volunteers for Fire Departments, if Possible the attendance of the DEM for emergency management discussion.</p> <p style="text-align: right;">CARRIED.</p>
	90 - 22	<p>MOVED by Deputy Mayor Kassian that Council approves the purchase of the Gravely PT 260 mower from 4 Seasons Equipment, with the gas option as discussed, AND THAT a discussion on the purchase of the Toro Sweeper be deferred subject to additional information being provided as discussed.</p> <p style="text-align: right;">CARRIED.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JULY 20th, 2022 AT 2:00 P.M. AT THE ONOWAY HERITAGE CENTRE.

	91 – 22	MOVED by Mayor Hanssen that Council gives first reading to Bylaw 2022-4, being a Land Use Bylaw that on final passage repeals and replaces Land Use Bylaw 2007-3, as presented. CARRIED.
	92 - 22	MOVED by Mayor Hanssen that Council, having now given first reading to Bylaw 2022-4, sets the date of the required Public Hearing for this Land Use Bylaw to be on Wednesday August 17 th , 2022 at 7:00 p.m. in Onoway Alberta, and that Administration be directed to notify all property owners by direct mailout, including reference to the electronic survey on key matters once complete. CARRIED.
7.	FINANCIAL 93 - 22	MOVED by Mayor Hanssen that Council accepted as information the Income and Expense Statements for the period ending June 30 th , 2022, as presented. CARRIED.
8.	COUNCIL REPORTS 94 - 22	MOVED by Councillor Pederson that Council accept the Council Reports for information, as presented. CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 95 - 22	MOVED by Mayor Hanssen that Council accept the Administration and Public Works reports for information, as presented. CARRIED.
10.	INFORMATION / CORRESPONDENCE 96 - 22	MOVED by Councillor Pederson that the following information and correspondence items be accepted as information: a) June 23 rd , 2022 – Update on MSI Capital Program Funding CARRIED.
11.	CLOSED MEETING	N/A

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JULY 20th, 2022 AT 2:00 P.M. AT THE ONOWAY HERITAGE CENTRE.

12.	NEXT MEETING 97 - 22	MOVED by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday August 17 th , 2022 at 5:00 p.m, beginning with the organizational meeting, followed by the regular meeting. CARRIED.
13.	ADJOURNMENT	Mayor Hanssen declared the meeting adjourned at 4:35 p.m.

Mayor Marge Hanssen

Chief Administrative Officer Dwight Moskalyk

DRAFT



Summer Village of Nakamun Park Request For Decision - (RFD) 2022-18

Meeting:	Regular Council
Meeting Date:	August 17th, 2022
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	ASVA Conference 2022 and Annual General Meeting
Agenda Item Number:	6(b) – Business

BACKGROUND/PROPOSAL:

The Association of Summer Villages of Alberta (ASVA) hosts an annual conference each fall (usually mid-October). This conference includes speakers, roundtables on hot topics, and the Annual General Meeting.

The 2022 Conference is scheduled for October 20th and 21st, and will be hosted at the Renaissance Hotel at the Edmonton Airport, with rooms available for discount booking until September 20th, 2022.

A full list of the schedule and agenda items/topics is attached.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The cost to attend this key event on the summer village municipal calendar is included in the budget, as well as rooms and expenses (parking, meals, etc.) as with other events. However, as a matter of process we need to authorize attendance at this event for anyone wishing to go.

COSTS/SOURCE OF FUNDING (if applicable)

The costs of the conference are covered under the annual budget, council functions.

RECOMMENDED ACTION:

- a) That Council authorize the attendance of all of council at the 2022 Association of Summer Villages of Alberta Conference and Annual General Meeting, including rooms and expenses, and that council provided details for same to administration so that the registration can be complete by the early bird pricing deadline (September 20th, 2022).

Initials show support – Reviewed By:	CAO: D. Moskalyk
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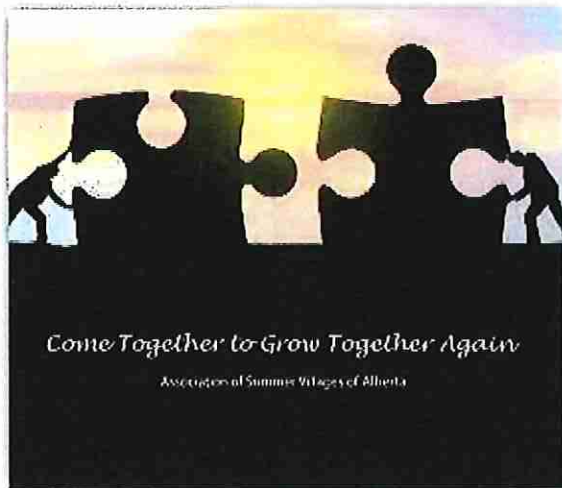
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From: ASVA Exec Director <summervillages@gmail.com>
Sent: August 6, 2022 8:45 AM
To: undisclosed-recipients:
Subject: SAVE the DATE: 2022 ASVA Conference & AGM Oct 20&21, RSVP required
Attachments: SAVE THE DATE ASVA Conference & AGM Oct 20 and 21st 2022.pdf

SAVE THE DATE: October 20 & 21st, 2022

ASVA Conference & AGM

"COME TOGETHER TO GROW TOGETHER AGAIN"



Please contact ASVA for early bird registration: info@asva.ca

Venue: *Renaissance Hotel & Conference Center, Edmonton Airport*

- A Room Block Discount is available for early booking until September 20, 2022
Please contact reservations: tel. 1-877-231-1724 or email
bailay.chomitzky@marriott.com and refer to ASVA Conference & AGM

[www.asva.ca](#)

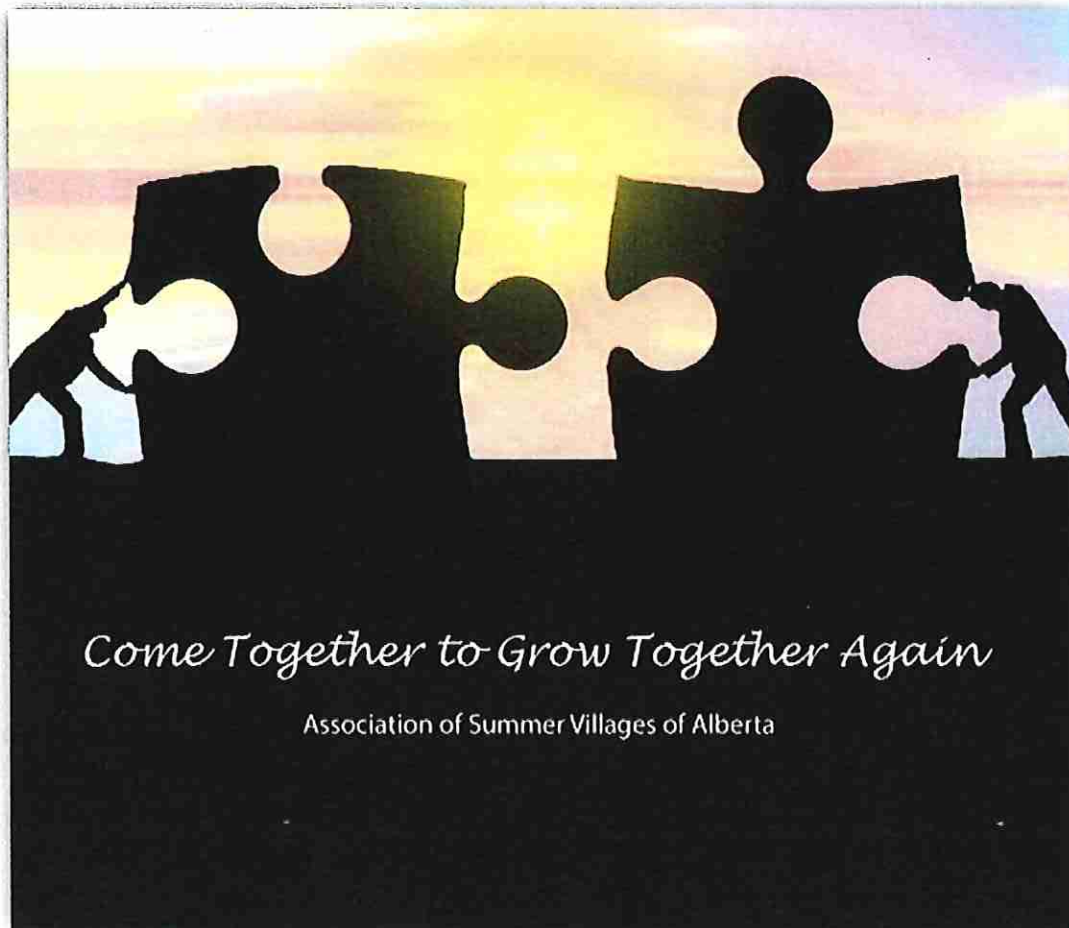
Sherry Poole
Executive Director
Association of Summer Villages of Alberta
780-236-5456
execdirector@asva.ca
www.asva.ca

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SAVE THE DATE: October 20 & 21st, 2022

ASVA Conference & AGM

“COME TOGETHER TO GROW TOGETHER AGAIN”



Please contact ASVA for early bird registration: info@asva.ca

Venue: *Renaissance Hotel & Conference Center, Edmonton Airport*

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Please contact reservations: tel. 1-877-231-1724 or email:
bailey.chomitzky@marriott.com and refer to ASVA Conference & AGM

Day 1: Full day Program

October 20th Registration & Breakfast Buffet 9:00 a.m. – 10:00 a.m.
Conference begins at 10:00 a.m. promptly with Minister's Welcome
Program 10:00 a.m. – 4:00 p.m.
Coffee Break 10:30 a.m. – 10:45 a.m.
AGM 4:00 p.m. – 4:45 p.m.
Cocktail Hour 5:00 p.m. – 6:00 p.m.
Dinner Banquet 6:00 p.m. – 7:00 p.m.
Silent Auction & Entertainment 7:00 p.m. – 8:00 p.m.

Day 2: ½ day Program

Breakfast Buffet 8:00 a.m. – 9:00 a.m.
Emergency & Environmental Panel & Q&A 9:00 a.m. – 10:15 a.m.
Coffee Break & Snacks 10:15 a.m. – 10:30 a.m.
CAO Breakout Session & Panel 10:30 a.m. – Noon
12 Noon Closing of Session

Featured Keynotes, Panels and Topics:

Day 1 –

Advocacy Panel

R.C.M.P. K-Division "Policing Small Communities"

ALMS – Government of Alberta (Aquatic Species)

AB Municipalities - Future of Municipal Governments

RMA

Day 2 -

Emergency Management and Environmental Specialists Panel (GOA, AB Muni's, ALMS, FRIIA, and more) "Land, Air, Water"

CAO Breakout Session (Day 2)- featured topics and panel specialists:

SLGM – Tools and Resources for CAO's

LGAA – Tools and Resources for CAO's

Topic 1: The Recipe for Productive CAOs

Topic 2: Ingredients of Positive and Constructive Relationships with CAO's & Councils:

Mayor Bernie Poulin, and S.V. Itaska Beach, CAO June Boyda

Fostering a Culture of Respect and Future of Municipal Government Project research on the changing dynamics of CAOs



Summer Village of Nakamun Park Request For Decision - (RFD) 2022-19

Meeting:	Regular Council
Meeting Date:	August 17th, 2022
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Municipal Planning Commission Bylaw, Bylaw 2022-5
Agenda Item Number:	6(c) – Business

BACKGROUND/PROPOSAL:

In anticipation of the passing of the Land Use Bylaw 2022-4 in the near future, Council will need to consider the adoption of the Municipal Planning Commission Bylaw, which established the MPC.

This is important now as the draft LUB includes provisions for the Development Authority to be comprised of the Development Officer, MPC and Council. Previous (the current) LUBs for this municipality have only cited the Development Officer as Development Authority. This is not uncommon, but in the LUB review Council did want the option to review certain development matters, rather than just consider referrals at the direction of the Development Officer.

Administration has drafted Municipal Planning Commission Bylaw 2022-5 for consideration. A Copy is attached.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This mechanism is established to give council additional controls over discretionary issues, beyond the referral process currently used. I think there is additional merit to this during times when we a new LUB is being introduced (and some of the grey areas need to be worked out and massaged through new precedent).

The downside is that it requires more work from council, more training, and potentially more meetings. However, I do not anticipate this to be significant.

COSTS/SOURCE OF FUNDING (if applicable)

There are no strict costs for passing this bylaw, and any incidental costs for holding MPC meetings/hearings will be covered under the annual budget.

RECOMMENDED ACTION:

- a) That Council give all required readings to bylaw 2022-5 as presented, or with required amendments, and pass the Municipal Planning Commission Bylaw.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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BYLAW 2022-5

BEING A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE SPECIFIED IN SECTION 625 OF THE MUNICIPAL GOVERNMENT ACT, SPECIFICALLY THE ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION

WHEREAS pursuant to Section 626 of the Municipal Government Amendment Act, Chapter M26, RSA 2000 a municipality may, by bylaw, establish a Municipal Planning Commission;

AND WHEREAS the Summer Village of Nakamun Park considers it beneficial to establish a Municipal Planning Commission for the municipality;

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

1. THAT this bylaw shall be cited as the Municipal Planning Commission (MPC) Bylaw;
2. THAT the Municipal Planning Commission shall consist of all elected members of Council;
3. THAT appointments to the Municipal Planning Commission shall be made for a term of one (1) year, expiring on the date of the next annual organizational meeting of Council;
4. THAT the Municipal Planning Commission shall hold regular meetings in conjunction with the regular monthly Council meetings unless there are no agenda items, and it may also hold meetings at any time at the call of the chair;
5. THAT the Mayor or the Deputy Mayor in the Mayor's absence shall be the Chairperson of the Municipal Planning Commission;
6. THAT the Chief Administrative Officer (C.A.O.) or designate be the recording secretary of the Municipal Planning Commission and further that the meeting minutes will be approved at the regular monthly Council meetings;
7. THAT the Municipal Planning Commission is authorized to act as the development authority on discretionary development permit applications and/or applications requiring variances in excess of the Development Officer's authority as well as other duties and functions as established in the land use bylaw;

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BYLAW NO. 2022-5
SUMMER VILLAGE OF NAKAMUN PARK
Municipal Government Act RSA 2000 Chapter M-26
Section 625

8. THAT the Municipal Planning Commission is authorized to exercise development powers and duties on behalf of the municipality as specified in the Municipal Government Act or the Nakamun Park Land Use Bylaw; and
9. THAT this bylaw comes into effect upon final reading thereof.

READ A FIRST TIME THIS 17TH DAY OF AUGUST , AD 2022.

READ A SECOND TIME THIS 17TH DAY OF AUGUST, AD 2022.

READ A THIRD AND FINAL TIME THIS 17TH DAY OF AUGUST, AD 2022.

SIGNED BY THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER THIS 17TH DAY OF AUGUST, AD 2022.

WITNESS our hands and the seal of the Corporation this 17th day of August, 2022.

Mayor, Marge Hanssen

Chief Admin. Officer, Dwight Moskalyk

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Summer Village of Nakamun Park Request For Decision - (RFD) 2022-20

Meeting:	Regular Council
Meeting Date:	August 17th, 2022
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Emergency Management, Bylaw 2022-6
Agenda Item Number:	6(d) – Business

BACKGROUND/PROPOSAL:

The Summer Village remains a partner in the Ste. Anne Regional Emergency Management Partnership for the provision of mandated Emergency Management responsibilities. As such a bylaw and terms of reference are created to facilitate the requirements of this partnership and the orderly conduct of its business.

A 2022 revised copy of the bylaw and terms of reference need to be reviewed and passed.

Administration has attached draft bylaw 2022-6, a revised Emergency Management Bylaw for consideration. The terms of reference are also attached.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

There have been a few tweaks to the previous Bylaw, including:

Additional Definitions

Clarifications on SOLEs and the process for declaring and conducting one,

Revisions have a quorum of 8, rather than 11.

We will discuss the detailed changes and their impact during the meeting.

COSTS/SOURCE OF FUNDING (if applicable)

There are no costs for reviewing the bylaw, but partnership costs in general do form part of the annual budget.

RECOMMENDED ACTION:

- a) That Council give all required readings to bylaw 2022-6 as presented, or with required amendments, and pass the 2022 Emergency Management Bylaw, and that the Terms of Reference be adopted as presented.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FOLLOWING: A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT FOR THE SUMMER VILLAGE OF NAKAMUN PARK AND SUMMER VILLAGES THAT ARE PARTNER OF THIS BYLAW.

WHEREAS the Council of the Summer Village of Nakamun Park is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the Summer Villages that are partner of this Bylaw to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS the Ste. Anne Summer Villages Councils wish to enter into a regional emergency management partnership with each other for the purpose of integrated emergency management planning and operations;

NOW THEREFORE, the Councils of the Ste. Anne Summer Villages, in the province of Alberta, duly assembled enacts as follows:

- 1) This Bylaw may be cited as the Ste. Anne Summer Villages Regional Emergency Management Bylaw.
- 2) In this Bylaw:
 - a. "Act" means the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*.
 - b. "AEMA Field Officers"- the role of Field Officers is to assist municipalities to mitigate, prepare for, respond to, and recover from large emergencies and disasters by:
 - facilitating Disaster Recovery Program and Municipal Wildfire Assistance Program applications;
 - assisting in developing/reviewing Community Emergency Management Plans and Programs;
 - assisting in exercises;
 - providing support during disasters and emergencies;
 - acting as a liaison between the Province and Communities;
 - delivering training programs in region;
 - facilitating training on grants and regional emergency management partnerships.
 - c. "Councils" means the Council of all partner Ste. Anne Summer Villages.

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- d. "Municipality" means Nakamun Park as referenced in this Bylaw.
- e. "Municipalities" means Summer Villages as referenced in this Bylaw.
- f. "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
- g. "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.
- h. "Deputy Director of Emergency Management" means an individual appointed by resolution of Council responsible for assisting with the preparation and coordination of emergency plans and programs for the Municipality. The DDEM provides support to and in the absence of the Director of Emergency Management.
- i. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.
- j. "Minister" means the Minister responsible for the Emergency Management Act.
- k. "Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw.
- l. "Ste. Anne Summer Villages" refers to the following municipalities:
 - i. Summer Village of South View
 - ii. Summer Village of Silver Sands
 - iii. Summer Village of Nakamun Park
 - iv. Summer Village of Yellowstone
 - v. Summer Village of Ross Haven
 - vi. Summer Village of West Cove
 - vii. Summer Village of Sunrise Beach
 - viii. Summer Village of Sunset Point
 - ix. Summer Village of Val Quentin
 - x. Summer Village of Sandy Beach
 - xi. Summer Village of Birch Cove
- m. "Ste. Anne Summer Villages Regional Emergency Advisory Committee" means the committee established under this Bylaw and comprised of a member of Council, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.

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- n. "Ste. Anne Summer Villages Regional Emergency Management Agency" means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
 - o. "Ste. Anne Summer Villages Regional Emergency Management Partnership" means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs as outlined in the Ste. Anne Villages Regional Emergency Management Partnership Agreement.
 - p. "Ste. Anne Summer Villages Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partner of this Bylaw.
- 3) There is hereby established a Ste. Anne Summer Villages Regional Emergency Advisory Committee to advise the Council of the Summer Village of Nakamun Park on the development of emergency plans and programs.
- 4) There is hereby established a Ste. Anne Summer Villages Regional Emergency Management Agency to act as the agent of the Council of the Summer Village of Nakamun Park to carry out its statutory powers and obligations under the Act.
- 5) The Council of the Summer Village of Nakamun Park shall:
- a. by resolution, appoint one (1) of its members to serve on the Ste. Anne Summer Village Regional Emergency Advisory Committee;
 - b. provide for the payment of expenses of the Summer Village of Nakamun Park member in the Ste. Anne Summer Village Regional Emergency Advisory Committee;
 - c. by resolution, on the recommendation of the Ste. Anne Summer Village Regional Emergency Advisory Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management for the Summer Village of Nakamun Park;
 - d. ensure that emergency plans and programs are prepared to address potential emergencies or disasters within the geographical regions of the partners of this Bylaw;
 - e. endorse Ste. Anne Summer Village's emergency plans and programs, that are approved by the Ste. Anne Summer Village Regional Emergency Advisory Committee; and
 - f. review the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs at least once each year.

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6) Each partner Summer Village Council may:

- a. by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, the required sums (as determined by the Ste. Anne Summer Villages Regional Emergency Management Agency) for the operation of the Ste. Anne Summer Villages Regional Emergency Management Agency; and approved by the Ste. Anne Summer Villages Regional Emergency Advisory Committee; and
- b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

7) The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall:

- a. adopt policies as required for the effective and efficient operation of the Regional Emergency Management Agency
- b. at the first meeting of the year, elect from the committee a chairperson, vice-chairperson and treasurer.
- c. establish a quorum of a minimum of 8 voting partnership members and a majority vote for all decisions
- d. schedule a minimum of one meeting per year or more frequently at the call of the chairperson or a majority of the committee members.
- e. review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually in preparation for the January audit.
- f. advise each partner Summer Village Council on the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually. Kits and plans will be reviewed and adopted and returned to the SVREMP team.
- g. review and approve the workplan and budget submitted by the Regional Emergency Management agency; the workplan and budget shall then be forwarded to each municipality for approval. Each municipality is required to have access to pre-approved contingency funds in the event of an emergency.
- h. maintain reserve funds at 10% per year up to a maximum of \$10,000
- i. participate in annual Risk Assessments for Hazard Identification

8) The Ste. Anne Summer Villages Regional Emergency Management Agency shall be comprised of

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one or more of the following as designated by the partnership for representation:

- a. a Director of Emergency from each partner Summer Village; or
 - b. a Deputy Director of Emergency Management; or
 - c. in the absence of the Director and Deputy Director, the Chief Administration Officer is required to fulfill the role.
- 9) In addition, the following public and private organizations, that may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan, may be invited to provide representative(s) to the Ste. Anne Summer Villages Regional Emergency Management Agency:
- a. Communications Officer/Information Officer or designate
 - b. Planning and Development Officer/Operations Department Officer or designate;
 - c. Emergency Response Personnel
 - d. School Division Superintendent or designate
 - e. Alberta Health Services designates
 - f. Mutual Aid Partners
 - g. representative(s) from local industry and industrial associations
 - h. representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency
 - i. any other Non-Governmental Organization (NGO), agency or organization that, in the opinion of the Ste. Anne Regional Emergency Management Agency, may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan.
- 10) The Ste. Anne Summer Villages Regional Emergency Management Agency shall:
- a. establish a quorum of a minimum of 8 voting members and a majority vote for all discussions
 - i. each Summer Village partner holds the power of 1 vote
 - ii. in the event that 1 member represents more than one partner, they will have one vote per municipality.
 - b. act on behalf of the partnership to carry out the statutory powers and obligations under Section 11.2 (2) and Section 24 (1) of the Emergency Management Act and the Local

Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the (SOLE) State of Local Emergency.

- c. assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;
- d. report on the Agency workplan activity status to the Regional Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management plan
- e. ensure that a Regional Director of Emergency Management and a Regional Deputy Director of Emergency Management is designated by Councils under the Ste. Anne Summer Villages Regional Emergency Management Plan to act, on behalf of the Ste. Anne Summer Villages Regional Emergency Management Agency;
- f. implement the concept and principles of the Incident Command System
- g. coordinate all emergency services and other resources used in an emergency; and/or
- h. ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).

11) Declaring a State of Local Emergency:

- a. The Summer Village of Nakamun Park has the power to declare, terminate or renew a State of Local Emergency (SOLE) at the local level. Under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Village Regional Emergency Advisory Committee Executive
- b. In the event that the local level Council is unavailable, the DEM and/or DDEM, for the impacted village will assist with the decision to declare a SOLE by the Ste. Anne Summer Village Regional Emergency Advisory Committee (minimum two representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a SOLE within the geographic boundaries of the partners in this Bylaw.

12) Conducting a State of Local Emergency:

- a. When a state of local emergency is declared, the person or persons making the declaration shall:
 - i. ensure that the declaration identifies the nature of the emergency and the area

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of the Ste. Anne Summer Villages in which it exists;

- ii. the Information Officer will ensure the details of the declaration are published immediately by such means of communication considered most likely to notify the population of the area affected; (Alberta Emergency Alert; Social Media; ALL-NET);
- iii. the Information Officer forwards a copy of the declaration to the AEMA Field Officers;
- iv. the Mayor and/or Advisory Committee Chairperson forwards a copy to the Minister forthwith.

13) Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may:

- a. cause the Ste. Anne Summer Villages Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c. control or prohibit travel to or from any area within the Municipality;
- d. authorize the evacuation of persons and the removal of livestock and personal property from any area of the Municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- e. authorize the entry into any building or on any land, without warrant, by any authorized person in the course of implementing an emergency plan or program;
- f. authorize the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- g. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Ste. Anne Summer Villages for the duration of the SOLE;
- h. authorize the conscription of persons needed to meet an emergency; and
- i. authorize any persons at any time to exercise in the operation of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a SOLE.

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- 14) A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:
- a. at the local level, a resolution is passed by the Mayor and/or Council
 - b. at the regional level, a resolution is passed by the Ste. Anne Summer Village Regional Emergency Advisory Committee
 - c. a period of seven days has lapsed since it was declared, or 28 days during a pandemic, unless it is renewed by resolution;
 - d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the SOLE.
- 15) When a declaration of a SOLE has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 16) No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
- 17) That the Ste. Anne Summer Villages Regional Emergency Management Partnership Agreement (2019 revised), attached as Schedule A and forming part of this bylaw, is hereby approved and execution of the agreement is authorized.
- 18) That this bylaw rescinds Bylaw 2019-7.
- 19) That this bylaw shall come into force and have effect on the date of the third and final reading and signing thereof.

Read a first time on this _____ day of August, 2022
Read a second time on this _____ day of August, 2022.
Unanimous Consent to proceed to third reading on this _____ day of August^h, 2022.
Read a third and final time on this _____ day of August, 2022.
Signed this _____ day of August, 2022

Mayor, Marge Hanssen

Chief Administrative Officer, Dwight Moskalyk

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Terms of Reference

Ste. Anne Summer Villages Regional Emergency Management Agency

1. ORGANIZATION NAME

The Ste. Anne Summer Villages Regional Emergency Management Agency; hereinafter referred to as the "Emergency Management Agency".

2. AUTHORITY

The Emergency Management Agency is established pursuant to the Emergency Management Act, RSA 2000, and Chapter E-6.8 Section 11.2(4).

3. PURPOSE/MANDATE

The purpose/mandate of the Emergency Management Agency is to maintain and update the Ste. Anne Summer Villages Regional Emergency Management Program on an annual basis, as set out in each community Bylaw 2016-R001, as follows;

- a) be responsible for ensuring emergency planning documents and programs are accurate and reviewed annually;
- b) ensure appropriate training is available to staff and other personnel of the Summer Villages;
- c) ensure regional training records are kept;
- d) plan and execute exercises to validate the Ste. Anne Summer Villages Regional Emergency Management Plan;
- e) conduct reviews of all exercises;
- f) review the impact of incidents on the system;
- g) publish information, as necessary, on the Ste. Anne Summer Villages Regional Emergency Management Plan;
- h) liaise with external agencies and surrounding municipalities who have a role in emergency response at regional facilities; and
- i) ensure the Summer Villages have appropriate resources and equipment available.



4. EMERGENCY MANAGEMENT AGENCY MEMBERSHIP

Emergency Management Agency membership shall consist of one voting member from each of the designated representatives for the Summer Villages. The voting member shall be comprised of one of the following:

- (a) a Director of Emergency Management from each partner Summer Village; or
- (b) a Deputy Director of Emergency Management; or
- (c) in the event neither a or b available the Chief Administration Officer

5. CHAIRPERSON

At the first meeting of the Emergency Management Agency, the members will elect from the membership, a Chairperson and Vice-Chairperson.

The Chairperson and Vice-Chairperson of the Emergency Management Agency will attend the annual meeting of the Ste. Anne Summer Villages Emergency Advisory Committee, in a non-voting capacity, to advise/update the Committee on the actions and/or recommendations of the Emergency Management Agency.

6. QUORUM & MEETINGS

Each of the (11) partner municipalities has a vote through their designated representative, however, all representative members or an alternate must be present for a quorum. All decisions are a majority vote.

The Emergency Management Agency will meet a minimum of two times per year, normally during the months of February or March and the beginning of September, but may meet more frequently at the call of the Chairperson or by a majority of Emergency Management Agency members.

Minutes will be taken at each meeting and reported to the Ste. Anne Summer Villages Regional Emergency Advisory Committee at the annual meeting of the Advisory Committee.

7. BUDGETS & STAFF/ADMINISTRATIVE SUPPORT

Annually the Emergency Management Agency shall prepare a work plan and budget for the upcoming year which shall be submitted to the Ste. Anne Summer Villages Regional Emergency Advisory Committee for approval no later than September 30 annually.

Prior to year end the Emergency Management Agency will submit a report to the Advisory Committee of the current year's activities.

8. **COMMUNICATION WITH THE EMERGENCY MANAGEMENT AGENCY**

All communications will be through the Chairperson of the Emergency Management Agency.

9. **TERMS OF REFERENCE AMENDMENTS**

The Terms of Reference may be amended from time to time. Proposed changes shall be prepared by the Emergency Management Agency and submitted to the Ste. Anne Summer Villages Regional Emergency Advisory Committee for approval at a subsequent or ad hoc Regional Emergency Advisory Committee meeting.

10. **APPROVAL/ADOPTION DATE**

The Ste. Anne Summer Villages Regional Emergency Management Agency Terms of Reference approved this ____ day of _____, 20XX.



Summer Village of Nakamun Park Request For Decision - (RFD) 2022-21

Meeting:	Regular Council
Meeting Date:	August 17th, 2022
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Signing Authority and Temporary Designation of CAO Duties
Agenda Item Number:	6(e) – Business

BACKGROUND/PROPOSAL:

Further to previous discussions, CAO Moskalyk will be taking an extended absence away from his desk. During this time he will be unable to perform some of the basic duties required of the job (day to day tasks such as signing agreements, executing cheques, banking authorities, etc.).

While most work can be done remotely, because of the distance barrier we are suggesting that another administrative agent from the Admin team is granted temporary authority on behalf of the municipality should the need arise. This would begin effective Sept. 1st, 2022, and expire on December 31st, 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

I am suggesting Wendy Wildman, as principal of Wildwillow Enterprises and a CAO for other communities who is familiar with best practices and requirements of the Act, be issued temporary signing authority for this period. This will ensure a trustworthy agent is available and will minimize the impact on normal business as we are agents from the same office.

CAO Moskalyk does plan on being able to attend meetings and perform most duties remotely.

COSTS/SOURCE OF FUNDING (if applicable)

There are no costs for this change in designation, or to add Ms. Wildman to the signing authorities.

RECOMMENDED ACTION:

- That Council authorize the addition of Wendy Wildman to the municipal signing authorities, including the ATB Financial bank account, for the period beginning September 1st, 2022 and expiring December 31st, 2022.

Initials show support – Reviewed By:	CAO: D. Moskalyk
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Box 8, Alberta Beach, Alberta T0E 0A0
Phone: 587-873-5765 Fax: 780-967-0431
Email: administration@wildwillowenterprises.com

June 21st, 2022

Town of Onoway
Box 540
Onoway, AB T0E 1V0

Attn: Tim Duhamel, Interim CAO

Dear Tim:

Re: April 25th, 2022 Multi-Structure Fire in the Summer Village of South View

In reference to the above noted, we are following up as to when we can expect to receive the fire invoices and incident reports for this incident.

There were 3 fire departments who responded: Onoway Regional Fire Services, Lac Ste. Anne County and Parkland County. As we are coming up on 2 months, and the homeowners and their insurance adjusters are looking for information on this incident, as the Administration for ORFS, we refer to you to gather and forward these documents to us.

As this was a significant incident, Council and Administration are also looking forward to receiving a post incident report on what went right, what needs improvement, what are initiatives we can take to be better prepared for a future fire incident etc. This information should also be shared at the next ORFS meeting when all 10 member municipalities are present so we can all learn from this incident.

Your time and attention to this matter is appreciated. Thank-you.

Yours truly,

Wendy Wildman
Chief Administrative Officer
Summer Village of South View

c.c. South View Council
Fire Services Municipal Members

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July 19, 2022

Dwight Moskalyk
Summer Village of Nakamun Park
Box 1250
Onoway, AB T0E 1V0

Dear Dwight,

As a valued partner and member of the Yellowhead Regional Library (YRL), I am happy to share with you our 2021 Annual Report and 2023-2025 Strategic Plan.

Last year presented both opportunities and challenges for YRL. As we celebrated our 50th anniversary, we took the opportunity to reimagine our brand. The result is a bright, colourful brand that is reflective of the vitality and vibrancy of YRL and its member libraries. We are weaving this energy into our documents, signs and materials as we look forward to our next 50 years and beyond.

We are proud of our work to support our member libraries during 2021 as the impacts of COVID-19 continued to be felt. We offered more online consultations and training, for example, as just one way to maintain connections through these challenging times. Our online catalogue saw more than 1.8 million visits, underscoring the importance of technology to libraries and their patrons.

For our member municipalities and school divisions, we know that return on your investment with us is critical. The YRL Annual Report demonstrates several key indicators of our value to the people of the Summer Village of Nakamun Park. Here are two examples from the residents in the YRL region, including your community:

- 13,383 patrons accessing LinkedIn Learning
- 225,552 checkouts through OverDrive

The power of regional collaboration opens a world of resources to every person living in the YRL region. The power of our collective purchasing and distribution delivers a catalogue of materials beyond what any individual library could maintain on its own. And, the power of our continuous improvement brings the latest technology and best practices to each member library. I hope you find the Annual Report informative and reflective of a remarkable year.

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Moving forward, we have outlined our ambitious goals in the 2023-2025 Strategic Plan. We aim to continue our history of excellence in seven key areas:

- Provide and expand services to member libraries
- Advocacy support for member libraries
- Advocate on issues affecting the library community
- Support to help member libraries keep pace with technology
- Strengthened relationships
- Library staff and trustee professional development opportunities
- Commitment to diversity, equity and inclusion

I invite you to read more about these areas in the Strategic Plan. You will see that we have outlined a comprehensive approach to stay at the forefront of library services as we help our members meet the emerging expectations of the people we serve together. Along the way, we will keep you informed of our progress in delivering on these goals for your library and residents.

I am happy to discuss these documents or answer any questions you may have. Please contact me as noted below.

Yours truly,



Karla Palichuk, Director
Yellowhead Regional Library

E: kpalichuk@yrl.ab.ca

P: 780-962-2003, ext. 226

Enclosures

Copy: Councillor Keith Pederson, YRL Trustee

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Town of Mayerthorpe

Report Title : NAKAMUN DAILY EVENTS
Report Range 6/1/2022 12:00 am to 6/30/2022 11:59 pm

Daily Event Log Report

Date: 2022/06/04

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/06/04 1700 **Event End:** 2022/06/04 1830

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: FIRST PATROL BACK IN THE THE VILLAGE SINCE BEING AWAY FOR MAY IN UKRAINE. WILL BE WORKING IN EXTRA TIME FOR THE NEXT FEW MONTHS TO MAKE UP THE HOURS FOR MAY. BEAUTIFUL DAY TODAY, A FEW PEOPLE OUT DOING THINGS TODAY WHILE I PATROLLED ROADS. RAADAR ALSO ON THE MAIN ROAD BUT ONLY A COUPLE VEHICLES THROUGH TODAY.

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

Total Events By Date: 1

Date: 2022/06/08

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/06/08 1100 **Event End:** 2022/06/08 1230

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: RADAR ON WEST END OF VILLAGE MAIN ROAD, THEN PATROL VILLAGE ROADS CHECKING SECURITY OF HOMES BEFORE FINISHING OFF WITH RADAR ON EAST SIDE OF VILLAGE

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

Total Events By Date: 1

Date: 2022/06/18

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/06/18 1230 Event End: 2022/06/18 1400

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROL VILLAGE ROADS CHECKING SECURITY OF HOMES, TURNED OUT NICER THAN IT WAS SUPPOSED TO BE WEATHER WISE, BRINGING MORE PEOPLE OUT

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

Total Events By Date: 1

Date: 2022/06/25

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/06/25 1300 Event End: 2022/06/25 1430

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE ROADS CHECKING SECURITY OF HOMES. NO GOLF CARTS TODAY ALTHOUGH I'M STILL SEEING THEM IN DRIVEWAYS AND OBVIOUSLY RECENTLY USED.

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

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Total Events By Date: 1

Date: 2022/06/29

Group:

TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/06/29 0800

Event End: 2022/06/29 0900

Event: GENERAL PATROL

Location: NAKAMUN PARK

Specific Location: SUMMER VILLAGE

Notes: QUICK PATROL OF VILLAGE ALONG WITH RADAR ON WEST SIDE OF VILLAGE, BUT ONLY ONE VEHICLE.

Total Group Events: 1

Total Time on Events:

0 Days 1 Hours 0 Minutes

Total Events By Date: 1

Total Report Events: 5

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Date Wed, 10 Aug, 22 11:21:25AM
From Town CAO
cao@mayerthorpe.ca
Subject Community Peace Officer Services Agreement - CPO Status

Good morning,

I would like to update you on the status of CPO Services in the Town of Mayerthorpe.

CPO Dawn owed the Town some time after June 30, 2022, so he continues to work for Mayerthorpe on couple day per week basis on his days off from his other employer.

The Town is looking at entering into a temporary contract with CPO Dawn to continue to work a couple days per week with the Town until the end of October.

The Town has hired Gervais Kasamba who will commence on September 1, 2022. Mr. Kasamba comes from a Correctional Community Peace Officer environment and will be taking transitional courses to obtain his CPO1 appointment. Mr. Kasamba is a very personable fellow and we look forward to him joining the team. We anticipate that he should have his appointment as CPO1 in October. In the meantime, CPO Dawn will be cross training with Mr. Kasamba. Mr. Kasamba can and will be able to enforce municipal bylaws pending his CPO1 appointment.

With this being said, the Town of Mayerthorpe will be able to provide Peace Officer Services to your communities.

I will try to draft and send out new CPO Service Agreements before I retire on August 19, 2022. The draft agreements will include a rate for CPO Dawn remaining the same being \$90/hr., there would be a lower transitional rate for Bylaw Enforcement Officer Gervais, and then a lower new rate for CPO Gervais. I still need to look at the rates.

Please feel free to contact me if you have any questions.

Thank you,

Karen St. Martin, CAO, CPM, CLGM

Town of Mayerthorpe

Box 420

Mayerthorpe, Alberta, T0E 1N0

Phone: 780-786-2416 (Ext. 222)

Fax: 780-786-4590

cao@mayerthorpe.ca