

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday June 21<sup>st</sup>, 2023 – at Wildwillow Enterprises Inc. Main Office (2317 Township Road 545, Lac Ste. Anne County, Alberta, T0E 1V0, East End Fire Hall of LSAC) - 2:00 P.M.

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1. Call to order:
2. Agenda: a) Wednesday June 21<sup>st</sup>, 2023 Regular Council Meeting
- (1-3) 3. Minutes: a) Wednesday May 24<sup>th</sup>, 2023 Regular Council Meeting  
b)
4. Appointment: a)
- (4-8) 5. Bylaws/Policies: a) Policy A-PRO-FIRE-1, Revised – Fire ban Declaration Policy, RFD-2023-21 is attached for background and context. A copy of the revised Fire ban Declaration Policy is also attached for consideration.  
b)
- (9-11) 6. Business: a) FortisAlberta, Ponoka Stampede Invitation – RFD 2023-22 is attached for background and review.  
b) East End Bus Society, Special Meeting – RFD 2023-23 is attached for review.  
(12-13) c) Lac Ste. Anne County, Municipal Service Package – RFD 2023-24 is attached for background and review.  
(14-15) d) Shop Rehabilitation Project, Review of Proposals and Tenders – RFD 2023-25 is attached for discussion and direction.  
(16-18) e) Other  
f) Other  
g) Other
- (19-24) 7. Financial a) April 30<sup>th</sup>, 2023 Financial Reports – Income and Expense Statements for Review.
8. Councillor Reports a) Mayor  
b) Deputy Mayor  
c) Councillor
9. Administration Reports a) CAO

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

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10. Information and Correspondence

(25-26)

a) Government of Alberta, Department of Assessments – June 6<sup>th</sup>, 2023 email and Ministerial Order 007 23 summarizing changes to the Composite Assessment Review Board services, procedures and fees.

(27)

b) Government of Alberta, Municipal Affairs – May 23<sup>rd</sup>, 2023 notice that the final item (Land Use Bylaw Revision) on the municipality's Municipal Accountability Program list of compliance to-do's has been received and accepted by the ministry.

11. Closed Meeting

a) See Business Item 6(c)

12. Next Meeting Date

a) Schedule the next regular council meeting for July 19<sup>th</sup>, 2023.

13. Adjournment

Upcoming Meetings:

July 19<sup>th</sup>, 2023 – Regular Meeting  
July 22<sup>nd</sup>, 2023 – Annual Meeting  
August 16<sup>th</sup>, 2023 – Regular Meeting (Tentative)  
September 20<sup>th</sup>, 2023 – Regular Meeting

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY May 24<sup>th</sup>, 2023 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	<b>PRESENT</b>	<p>Mayor: Marge Hanssen  Deputy Mayor: Keith Pederson  Councillor: Harry Kassian</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Appointments: N/A  Absent: N/A</p> <p>Public Works: N/A  Public at Large: N/A</p>
1.	<b>CALL TO ORDER</b>	Mayor Hanssen called the meeting to order at 2:02 p.m.
2.	<b>AGENDA</b> 65 - 23	<p><b>MOVED</b> by Mayor Hanssen that the agenda for the Wednesday May 24<sup>th</sup>, 2023 regular council meeting agenda be approved with the following addition:  Business Item 6(c) – Camp Nakamun – Foundations for the Future Grant – Letter of Support Request</p> <p style="text-align: right;"><b>CARRIED.</b></p>
3.	<b>MINUTES</b> 66 - 23	<p><b>MOVED</b> by Councillor Kassian that the minutes for the Wednesday April 19<sup>th</sup>, 2023 Regular Meeting of council be approved as presented.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
4.	<b>APPOINTMENT</b>	N/A
5.	<b>BYLAW</b>  67 – 23  68 – 23	<p><b>MOVED</b> by Councillor Kassian that Bylaw 2023-4, being a bylaw for the establishment of various Fees and Charges for the Summer Village of Nakamun Park, be given first reading, as amended.</p> <p style="text-align: right;"><b>CARRIED.</b></p> <p><b>MOVED</b> by Deputy Mayor Pederson that Bylaw 2023-4, being a bylaw for the establishment of various Fees and Charges for the Summer Village of Nakamun Park, be given second reading, as amended.</p> <p style="text-align: right;"><b>CARRIED.</b></p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY May 24<sup>th</sup>, 2023 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	69 - 23	<b>MOVED</b> by Councillor Kassian that Bylaw 2023-4, being given unanimous consent to proceed to third and final reading. <b>CARRIED.</b>
	70 - 23	<b>MOVED</b> by Mayor Hanssen that Bylaw 2023-4, being a bylaw for the establishment of various Fees and Charges for the Summer Village of Nakamun Park, be given third and final reading, as amended. <b>CARRIED.</b>
<b>6.</b>	<b>BUSINESS</b>	
	71 - 23	<b>MOVED</b> by Councillor Kassian that the discussion of the public works shop rehabilitation project be accepted as information, and that Administration be authorized to proceed with acquiring Request for Proposals for the various works as detailed in the proposals. <b>CARRIED.</b>
	72 - 23	<b>MOVED</b> by Mayor Hanssen that Council accept the discussion on the proposal to partner with North West Fire and Rescue (International Fire and Rescue Ltd.) as information, and authorize administration to arrange a pilot project to test the feasibility of same to clean undergrowth from lot 4004 Hillcrest (being a municipal property). <b>CARRIED.</b>
	73 - 23	<b>MOVED</b> by Deputy Mayor Pederson that Council approve a Letter of Support to Camp Nakamun's Foundations for the Future Community Facility Enhancement Project grant application, as discussed. <b>CARRIED.</b>
<b>7.</b>	<b>FINANCIAL</b>	N/A
<b>8.</b>	<b>COUNCIL REPORTS</b>	
	74 - 23	<b>MOVED</b> by Councillor Kassian that Council accept the Council Reports for information, as presented. <b>CARRIED.</b>
<b>9.</b>	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b>	
	75 - 23	<b>MOVED</b> by Deputy Mayor Pederson that Council accept the Administration and Public Works reports for information, as presented. <b>CARRIED.</b>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY May 24<sup>th</sup>, 2023 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

10.	<b>INFORMATION / CORRESPONDENCE</b> 76 - 23	<b>MOVED</b> by Mayor Hanssen that the following information and correspondence items be accepted as information:  a) Town of Onoway, Fire Services – April 26 <sup>th</sup> , 2023 email outlining and confirming 2023 Fire Service Budget and partner costs.  b) Town of Mayerthorpe – April and March CPO Summary Reports  c) Gov't of Alberta, Municipal Affairs – April 11 <sup>th</sup> , 2023 letter confirming extension of the renewal period for Intermunicipal Collaboration Frameworks mandatory review timeframe.  d) Gov't of Alberta, Assessment Services – April 28 <sup>th</sup> , 2023 email and background on the cancellation/reduction of designated industrial property requisitions where the amount levied is less than \$1000. This applies for Nakamun Park (our was \$11.28 for 2023) and I have attached the section of the report that shows same. <b>CARRIED.</b>
11.	<b>CLOSED MEETING</b>	N/A
12.	<b>NEXT MEETING</b> 77 - 23	<b>MOVED</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday June 21 <sup>st</sup> , 2023 at 2:00 p.m. <b>CARRIED.</b>
13.	<b>ADJOURNMENT</b>	Mayor Hanssen declared the meeting adjourned at 3:45 p.m.

\_\_\_\_\_  
Mayor Marge Hanssen

\_\_\_\_\_  
Chief Administrative Officer Dwight Moskalyk

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-21

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 21<sup>st</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy A-PRO-FIRE-1, Fire Ban Declaration Policy Revisions</b>
<b>Agenda Item Number:</b>	<b>5(a) – Bylaws and Policy</b>

### **BACKGROUND/PROPOSAL:**

The municipality is responsible for maintaining fire protection levels within its boundaries, including establishing fire protection and response services, and setting fire restrictions and permitting levels. The Summer Village of Nakamun Park maintains a fire protection bylaw, and engages a fire service provider, as well as incidental mutual aid agreements with regional partners. While the bulk of services are kept outside of arms length of the municipality on the operation level (day-to-day), council and administration do retain a close relationship with the process for setting fire restrictions/bans – notably as provided for in the bylaw and further refined in the fire ban declaration policy, first passed in 2019.

Since 2019, as councils, service provider relationships, and emergency management practices have evolved, the role Council and municipality have in the fire ban declaration process has also been massaged. Furthermore, as made evident in the recent challenges with adopting and promoting a consistent approach regionally (especially during extreme weather patterns – current dry conditions), some additional consideration of a more unified approach to the fire ban declaration policy may be warranted; this issue was debated on June 10<sup>th</sup>, 2023 at the regional SVLSACE meeting where a resulting resolution passed to encourage members (including SV Nakamun Park) to revise existing Fire Ban Policy to include regional/neighbouring municipal fire ban status changes as a trigger to local status updated.

In consideration of this, Administration has drafted a new Fire Ban Declaration Policy (attached, with proposed new language in red text and existing language in black text for comparison). This policy revision reflects the regional/collaborative vision, and also adds some practical working level context for how a fire ban should be declared/changed with a balance of authorities and expertise across the municipal organization (Council, CAO, Emergency Management, Fire Services).

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The proposed new language is in the attached draft policy; the red text language is proposed to replace the old black text language.



The previous iteration of this policy was very vague. The new edition aims to make it clear that the primary authority in declaring a fire ban, change in fire restriction, etc. ought to sit with the Administration (CAO), with Council being a sober second thought should local conditions warrant an override of Admin's recommendation/order.

The new policy language also aims to add context to how the CAO should decide on fire restrictions. Certainly, we retain the provision to consult with the fire chief/service provider, but it has also been expanded to include other regional and local "reference points" for fire restriction policy, including Lac Ste. Anne County, Summer Villages Regional Emergency Management Agency recommendations, and the overriding provincial agency.

Furthermore, the new policy sets some expectations/standards for how a change in fire ban status is to be presented to the public and stakeholders. The policy outlines a notification process and the channels for communicating same (email, website, village signs, etc.).

Included, but more interpretive is an important aspect that reads the consideration of implementing a fire restriction should aim to maintain the most restrictive regional/sub-regional recommendation – BUT THAT the easing of restrictions is a bit more interpretive. For example, we might choose to implement a full fire ban if LSAC does, even though our fire department is fine with just a partial restriction, but on the matter of lifting or easing a restriction we might not follow LSAC's policy strictly speaking. Consider the most recent case where SVNP retained fire restrictions long after LSAC and our local Fire Services advised it was *technically* safe to lifting same; we did this to ensure an extra cautious local approach locally so that we had low risk of being a problem/using scarce regional resources at a time of heightened regional risk and already exhausted and stretched regional resources.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

1. That Council gives passed the revised Fire Ban Policy, Policy A-PRO-FIRE-1, as presented or with necessary/recommended amendments proposed by Council.

<b>Initials show support</b> – Reviewed By:	<b>CAO: D. Moskalyk</b>
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# Summer Village of Nakamun Park

## Administrative Policy

Number	Title			
A-PRO-FIRE-1	Fire Ban Declaration Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	113-19	Resolution No:	TBD
	Date:	August 28 <sup>th</sup> , 2019	Date: June	June 21 <sup>st</sup> , 2023

### Purpose

To address a concern with regards to the declaration of fire bans, and because the municipality contracts services from Onoway Regional Fire Services (North West Fire Rescue & Training), it is logical to adopt and support the fire ban declaration process of the municipality's service provider.

**To ensure a reliable and consistent mechanism for declaring fire restrictions and fire bans, or making changes to any restrictions or bans in effect for the municipality, while giving due consideration to local and regional conditions and capabilities. While the municipality maintains a bylaw which speaks to the provision of fire services (through Onoway Regional Fire Services/North West Fire Rescue and Training), the mechanism for affecting a change in fire restriction within same is subject to interpretation and this policy aims to clarify the process.**

### Policy Statement

In consideration of public safety, and in recognition that the Summer Village of Nakamun Park contracts fire prevention services from Onoway Regional Fire Services (North West Fire Rescue & Training), any fire ban recommendation (to impose, alter or revoke a fire ban) that is declared for the municipality by Onoway Regional Fire Services shall automatically apply to all properties, residents and visitors of the Summer Village of Nakamun Park.

**In considering fire bans, the Summer Village of Nakamun Park must balance several relevant factors, duties of care, practical/operational realities, and industry best practices. The municipality has a responsibility to promote reasonable public safety standards, and the Council includes the provision of fire services as integral to this service.**

**The municipality has contracted fire protection services from a third-party provider, which is also service provider to several other local entities. Council has also authorized the engagement of various mutual aid provisions with other regional partners (such as Lac Ste. Anne County). The municipality understands that they require flexibility in the fire ban process to allow for adaptation to changing local conditions, but also balance between what their community is promoting and the broader regional**

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# Summer Village of Nakamun Park

## Administrative Policy

capability for service delivery. There is an understanding therefore that fire ban considerations require an opportunity for the input of local councils, local administrations, local fire service providers (fire chiefs), but also consideration of the fire ban status of regional partners. This concept was further developed by consensus of the regional Summer Villages of Lac Ste. Anne County East Meeting (June 10<sup>th</sup>, 2023) where a motion to advocate for the inclusion of Lac Ste. Anne County fire ban status as an additional trigger for local fire ban status changes was adopted.

### Fire Ban Declaration Process and Responsibilities

The Chief Administrative Officer (CAO) shall be the primary authority on affecting a fire ban, fire restriction, or change in status for any fire restriction. In exercising this duty, the CAO shall:

- 1) Consult with the Fire Chief of the local authority on a regular basis to inquire on fire conditions and recommendations. Frequency of review should be weekly during the spring and summer months, or times of general concern, but is ultimately at the discretion of the CAO;
- 2) Consult with the most immediate regional municipality (Lac Ste. Anne County) for their fire ban status on a regular basis. Again, frequency of review should be weekly during the spring and summer months, or times of general concern, but is ultimately at the discretion of the CAO and may be as informal as checking County fire ban status on the County municipal website;
- 3) Cause a change in fire ban or restriction status to align with the most restrictive policy recommendation as provided by the local Fire Chief or adopted by the neighbouring municipality (Lac Ste. Anne County);
- 4) The CAO will then provide confirmation of this fire ban status to Council, the Fire Chief, and the neighbouring municipality, as well as send notification out to the community through the municipal website and by causing the village fire alert signs/bulletin board to be appropriately updated and notifying the provincial fire bans declaration website ([albertafirebans.ca](http://albertafirebans.ca)). This should be done within 48 hours of a triggering change of status.

If there arises uncertainty about the appropriate level of restriction for the community, the matter shall be referred to Council for their opinion:

- 5) Council, duly convened, may amend in any way they see fit including altering the scope and severity of the restriction or implementing/lifting a ban;

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# Summer Village of Nakamun Park

## Administrative Policy

- 6) Council's decision to alter or amend a restriction or ban shall be the prevailing policy for a period of not less than 7 days before the CAO can alter same. During this 7-day period Council may alter the policy;
- 7) Any change to the fire restriction policy adopted by Council under this mechanism, shall be communicated to the stakeholders in the same way as prescribed in note (4), above.

At all times, provincial fire ban status should be considered, and a provincial fire ban supersedes municipal policy regardless of Council or Administrative order. Notification of provincial fire bans or recommendation shall be communicated with the stakeholders of the municipality as with internal fire ban status updates.

In reviewing the fire ban status of the municipality, the municipality may also consider the input of the Summer Villages Regional Emergency Management Partnership, Regional and/or Local Director Of Emergency Management advice, and realized or interpreted resource, staff, and operational constrains that might otherwise impact fire protection capabilities locally and regionally.

Where applicable and warranted, this process shall be used to communicate and regulate any All-Terrain Vehicles (ATV) or Off-Highway Vehicle (OHV) restrictions that may also be deemed appropriate as part of fire safety recommendations.

**Legal References:** MGA Part 5 & 6

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-22

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 21<sup>st</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>FortisAlberta, Ponoka Stampede Invitation</b>
<b>Agenda Item Number:</b>	<b>6(a) – Business Items</b>

### **BACKGROUND/PROPOSAL:**

The Summer Village of Nakamun Park is in the FortisAlberta service area, and in fact a Fortis Franchise Agreement member. As such, it is often the case that Fortis will invite stakeholders to various events and stakeholder relations/hospitality receptions.

The referenced event is during the Ponoka Stampede which Fortis is hosting on June 27<sup>th</sup>, 2023. An invitation and RSVP graphic is attached for details. Administration sent this out to Council earlier as the RSVP deadline was before this meeting date, if any Council was interested in attending we would need to ratify their registration at this time. At date of writing, I had received a registration request from Mayor Hanssen and the deadline to register was June 16<sup>th</sup>, 2023.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The event is a one-day event and Fortis has arranged a local collection point (spruce grove) for member travel to Ponoka for the day. In this sense the event is low cost in that there will be no accommodation costs and minimal travel expenses (mileage) for councillors wishing to participate. It does not appear to be a "working" reception in that there is little in the way of "business" being discussed, so traditionally councillor honorariums would not apply for attending this event either, but that may not be the case if for example the luncheon included a presentation on franchise agreement status, renewals, service summaries, etc..

Assuming council has no objections with attendance at this event, we simply need a motion to authorize attendance of some, or all, of council.

### **COSTS/SOURCE OF FUNDING (if applicable)**

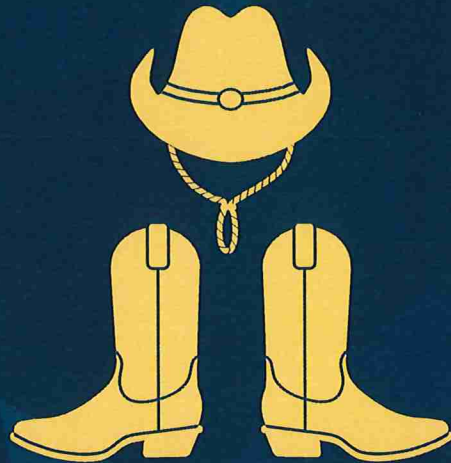
As discussed above, any costs that do arise from attendance at this event are either taken care of by Fortis, or would be assigned to the Council function of the annual budget.

### **RECOMMENDED ACTION:**

1. That Council authorized the attendance of councillors at the 2023 Ponoka Stampede as guests of Fortis Alberta, as per the invite, subject to registration and use of the provided transportation service from Spruce Grove as provided for by the host.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
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**YOU AND A GUEST  
ARE INVITED**



# PONOKA STAMPEDE

**JUNE 27, 2023**

**Please RSVP to Kelsey Nixon by June 16, 2023**

**e:** [kelsey.nixon@fortisalberta.com](mailto:kelsey.nixon@fortisalberta.com)

**p:** 780-464-8859

**In your RSVP please include:**

1. Your name and the name of your guest;
2. Phone number where you can be reached on the day of the event;
3. Whether or not you will join us on the bus to and from the event (see backside for transportation details).

**FORTIS  
ALBERTA**

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## AGENDA

- » **11 a.m.** – Doors open at the Ponoka Legion (3911) Highway 2A, Ponoka
- » **11:30 a.m.–12:30 p.m.** – Lunch
- » **12:30 p.m.–1 p.m.** – Buses will take you and your guest from the Legion to the Stampede
- » **1 p.m.–3 p.m.** – Rodeo
- » **3 p.m.–3:30 p.m.** – Buses will take you back to the Legion
- » **3:30 p.m.–5 p.m.** – Afternoon snacks and open bar at the Legion
- » **5 p.m.** (approximately) – Buses will take you back to Spruce Grove

## MENU

FortisAlberta will be hosting a Stampede Lunch with beef on a bun, baked beans and a variety of salads and desserts. If you have any allergies, please let us know.

## BUS TRANSPORTATION

For your safety and enjoyment, FortisAlberta will provide a coach bus from and back to Spruce Grove.

**Pickup Location:** Spruce Grove

**Loading Time:** 9:30 a.m.

**Departure Time:** 9:45 a.m. sharp

**Meeting Place:** Walmart parking lot (intersection 16A and Campsite Rd.).

**Please park on the north end of the parking lot.**

**FORTIS  
ALBERTA**

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-23

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 21<sup>st</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>East End Bus – July 4<sup>th</sup>, 2023 – Special Meeting Invitation to Attend (Review of Financial Statements)</b>
<b>Agenda Item Number:</b>	<b>6(b) – Business Items</b>

### **BACKGROUND/PROPOSAL:**

The municipality is a partner in the East End Bus Society, a regional seniors' transportation service. As a register society, the EEB is required to hold a meeting to share its annual financials and reports with the partnership and stakeholders. This is generally referred to as the Annual General Meeting.

The 2023 AGM was held earlier, however due to some municipal administration oversight issues with the host administrators, the 2022 Financials were not prepared in time for that meeting and as such a special meeting has had to be scheduled to facilitate this presentation. The meeting, as per the invitation, is scheduled for July 4<sup>th</sup>, 2023. Invitation is attached, RSVP is requested.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

It would certainly be good to send representation. Although we do not have much current local uptake of this service (riders from SVNP), we have had in the past and overall this is a much applauded regional service that we are proud to be a founding and current partner in. There is some growing regional questioning of this service, so it would be good to participate in the discussion that arise and gauge the trends and priorities going forward.

If council agrees, we need to authorize attendance of some or all of council, and notify EEB of the RSVP for same.

### **COSTS/SOURCE OF FUNDING (if applicable)**

Council budget and fees.

### **RECOMMENDED ACTION:**

1. That Council authorized the attendance of councillors at the July 4<sup>th</sup>, 2023 special East End Bus Meeting for presentation of the 2022 Society Financial Statements.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
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BOX 540 ONOWAY, ALBERTA T0E 1V0  
780.905.3934

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*June 14, 2023*

*Notice of Special Meeting*

A special meeting for Lac Ste. Anne East End Bus Society will be held at Lac Ste. Anne County East End Administration Office on Tuesday, July 4<sup>th</sup> 2023 at 9:30 am to review the audited financials compiled by Coyle and Company for 2022.

Please RSVP

Lorna Porter

Seniors Event Coordinator

Lac Ste. Anne East End Bus Society

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-24

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 21<sup>st</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Lac Ste. Anne County, Municipal Services Package Proposal – Closed Session Discussion</b>
<b>Agenda Item Number:</b>	<b>6(c) – Business Items</b>

### **BACKGROUND/PROPOSAL:**

Lac Ste. Anne County and SVLSACE had initiated negotiations on a reviving of the Municipal Services Package roughly a year ago. As a Member of SVLSACE the Summer Village of Nakamun Park endorsed this effort. Earlier this spring, LSAC invited municipal partners to the table for some finalizing discussions (May 24<sup>th</sup>, 2023) and they have now prepared and are presenting Council with a proposal on those items mutually agreed to as discussion points for possible future shared services.

County Manager Primeau's June 9<sup>th</sup>, 2023 letter summarizing the process and next steps is attached for review. You will note that the County is asking this presentation to remain in closed meeting at this time, pending agreements on services and pricing. In Closed Session, Administration will present the proposal with Council and we will finalize a list of services we are interested in participating in or further developing.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Firstly, we will need to move into Closed Meeting. The details of the proposal will be shared with Council in closed meeting setting.

Pending the discussion had in closed meeting, Council will exit Closed Meeting and give consideration to what, if any, of the listed services they want to proceed with formalizing for the start of 2024 (estimated start date of the new Municipal Services Package, as finalized).

### **COSTS/SOURCE OF FUNDING (if applicable)**

These services are generally items already accounted for in the annual budget, although costs going forward may be subject to adjustment as per the final agreement in the MSP, compared to current providers and agreements.

### **RECOMMENDED ACTION:**

1. That Council submit the list of prospective Municipal Service Package Services, as discussed on June 21<sup>st</sup>, 2023, to Lac Ste. Anne County for inclusion in the next round of agreement negotiations with our regional partners.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
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June 9, 2023

Summer Village of Nakamun Park  
Box 1250  
Onoway, Alberta T0E 1V0

Attn: Dwight Moskalyk, CAO

Re: Municipal Service Package (MSP)

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Thank you to those municipalities who were able to attend the May 24<sup>th</sup>, 2023 meeting to initiate discussions regarding opportunities for municipal service delivery. For those of you who were not able to attend, the meeting was simply the preliminary step to open more conversations.

During the meeting, we had the opportunity to present various options for the development of a comprehensive MSP. To facilitate further deliberations and decision-making, I am attaching a high-level proposal and a matrix outlining the potential services that could be considered within an MSP.

The matrix serves as a tool to identify the services your municipality may be interested in pursuing. We ask that you review the matrix carefully and return a completed copy to our office by June 30, 2023. This will assist the County to understand the requests and allow us to further examine capacities, service delivery options and costings.

We know that pricing and specific options require further discussion and refinement, which will likely be influenced by the number of parties interested in a particular service. As such, we anticipate that the rates may vary (+/-) as we progress through the collaborative process. Those proposed are presented as a basis to start deliberations.

The proposed rates and associated discussions are currently in a draft and confidential state. Therefore, we emphasize that any discussions regarding the rates or related matters be held in closed sessions with your respective Councils. It is important to maintain the confidentiality of this information until it is ready for public dissemination.

Our goal is to have the selected services in place by January 1, 2024. However, please note that this timeline is subject to adjustment based on the level of interest and participation from the partnering municipalities. We believe that by working together, we can achieve significant benefits, including improved efficiency, cost savings, and enhanced service delivery for our communities. We highly value your input and involvement in this initiative, as it is crucial for shaping the future of the proposed municipal service package.

Should you have any questions or require clarification, please do not hesitate to contact me.

Regards,

Mike Primeau, MBA, CLGM  
County Manager, Lac Ste. Anne County

c.c. Trista Court, General Manager of Community Engagement  
Greg Edwards, General Manager of Operations  
Matt Ferris, Director of Growth & Development  
Brian Hartman, Director of Infrastructure

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-25

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 21<sup>st</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Summer Village Shop Rehabilitation Project, Request for Proposals and Tender Review/Awards</b>
<b>Agenda Item Number:</b>	<b>6(d) – Business Items</b>

### **BACKGROUND/PROPOSAL:**

The municipality has long been debating if/how/when to prepare its operations department (public works) for the next 50 years, in terms of scope of operation and facility to house same. Several years ago the municipality purchased land to build a new public works facility with more accommodating amenities and phase out the existing public works shop. However, this initiative fell out of favour due to cost and other land quality set-backs. Current council was eager to salvage the existing shop facility if possible, and retrofit/upgrade to make it work. Earlier this year, Administration prepared and issued Request for Proposals based on the following priorities (in descending order of necessity) for the existing shop:

- 1) Roof and Structural Rehabilitation (Fix roof leaks)
- 2) Insulation for the Building (Spray Foam and Interior Cladding if Possible)
- 3) Heating for the Structure (Radiant)
- 4) New Shop Door (Automatic Door and Bettering Fitting)
- 5) New Lighting and Electrical (LED High Efficiency)
- 6) Additional Office Space/Work Space (Mezzanine, Washroom, Office/Storage, New Benches)
- 7) Amenities (Septic and Water Services)

Administration is pleased to say that we received responses from 14 or 17 interested parties, ranging from selective/spot services, to general contractor services for the entire package of works required. We have reviewed the proposals and we will present same to Council during the meeting, asking for direction on what – if any works we do, and if they are done all this year, or separated out, based on discussions on funding (see below).

Documents for review and discussion will be shared during the meeting.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Overall, we are very pleased with the magnitude and quality of the responses we received, as well as the price ranges that were returned. The limiting factor is very much the financial consideration, which warranted some in depth review as part of this presentation.



As Council will recall, they have various ways of funding this type of capital project; Grant Funding (Provincial), Grant Funding (External), Borrowing (Would Require a Borrowing Bylaw and Public Hearing), or use of Reserves (Municipal Cash Reserves). Notwithstanding Borrowing and any incidental external grants that may be accessed if needed, the most liquid and accessible cash assets of the village are, in total:

Cash Reserves – \$361,000  
Capital Grants, MSI - \$182,000  
Capital Grants, CCBF - \$35,000

Adjusted for existing and expected capital grant funded projects for 2023, including ~\$30,000 for last bit of drainage repairs, and a possible ~\$15,000 for municipal reserve clean up, that would leave ~130,000 in MSI Capital and a **total accessible current cash account of ~ \$520,000.**

Now, Administration is certainly not advocating a free hand at spending \$520,000 for a new shop. But this is the upper limit. A further refined budget range would be to say that if you wanted to only spend grant funds we would need to spend no more than ~\$165,000 and if you wanted to maintain a healthy (recommended cash reserve of 1-1.5 years operating costs) you would be capped at a total budget range of ~\$250,000 (165,000 in grants plus ~85,000 in "extra" reserve cash).

Based on the math of the items that we received bids on, our recommended awarding of same (1<sup>st</sup> and 2<sup>nd</sup> options) the works total:

~27,000 for leak repair and structural rehab/cladding  
~31,000 for spray foam/insulation  
~12,000 for heating  
~9,000 for a new shop door  
~38,000 for new lighting and electrical works  
~40,000 for the mezzanine level and storage/benches/washroom  
~20,000 for Septic and an Water Tank  
~10,000 for utility and gas tie-ins

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~187,000 sub-total

Let's call it \$215,000 inclusive of contingency, so right in the middle ground price wise. Completely doable, but obviously binds us to not doing much for capital projects (road and drainage, other infrastructure) should the need arise in the next few years before we can rebuild grant reserves up again (or unless you wanted to us cash reserves for roads etc. which is completely doable without much issue.

In total we are going to be receiving about \$40,000/year gong forward in new grant allocations for at least the next 5 years. We also have an aggressive reserve building policy which adds 20,000+ in next cash to the municipal reserves annually, so for the sake of argument if you were to spend the \$215,000 we would be back at around \$200,000 in grant reserves by the end of 2028 and we would also be adding roughly \$100,000 more to cash reserves over the same



period...so there is a reasonable likelihood that other infrastructure spending in the 5 year plan (roads and drainage, MR cleanup etc.) may need to be delayed a year or two, but will still be feasible in the 5 year window.

Now, we could look at a Mini-project of sorts if the cost is a bit too high for Council's liking. We could do just the "musts" – leaks repair, insulation, heating, electrical (modified) and door and the total would be more in the \$100,000-\$135,000 range. We could then revisit the balance of works next year, or scrap them completely.

On review, the pricing you've received is very good, the municipality is at a good spot with road and drainage infrastructure status and has no major other works to consider at this time. The shop reno is a creative solution to a long-standing discussion point and it would be great to get it off the plate and completely done while we have the team to do it. I recommend proceeding with the full project, with selected contract awards as to be discussed during the meeting.

**COSTS/SOURCE OF FUNDING (if applicable)**

Options as discussed above.

**RECOMMENDED ACTION:**

1. That Council authorize administration to proceed with the awarding of the following tenders as follows; \_\_\_\_\_, and proceed with the completion of the Shop Rehabilitation Project as discussed with a combined project budget of \$215,000, including contingency, and a project completion date of Sept. 30<sup>th</sup>, 2023.

<b>Initials show support</b> – Reviewed By: <b>CAO: D. Moskalyk</b>
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Description	2023 BUDGET	2023 ACTUAL	VARIANCE
INCOME SHEET -NAKAMUN	(1)	(2)	(3)
Period 1: --- Begin	Jan 01,23	Jan 01,23	Jan 01,23
Period 1: --- End	Dec 31,23	Apr 30,23	Dec 31,23
(less) --- Type	B	A	B
Period 2: --- Begin	000 00,00	000 00,00	Jan 01,23
Period 2: --- End	000 00,00	000 00,00	Apr 30,23
--- Type			A
Ratios: % of Account			
Graphs: # of Columns,Scale	0 0	0 0	0 0

Description	2023 BUDGET	2023 ACTUAL	VARIANCE
REVENUE			
RESIDENTIAL TAXES-(MUNICIPAL)	174,796.26	0.00	174,796.26
RESIDENTIAL TAXES-(SCHOOL)	89,460.55	0.00	89,460.55
VACANT RES. TAXES-(MUNICIPAL)	8,300.04	0.00	8,300.04
VACANT RES. TAXES-(SCHOOL)	2,854.45	0.00	2,854.45
LINEAR- (MUNICIPAL)	2,985.80	0.00	2,985.80
LINEAR- (SCHOOL)	526.00	0.00	526.00
LINEAR- (DIP)	11.28	0.00	11.28
PROTECTIVE SERVICES LEVY	19,268.00	0.00	19,268.00
SENIOR FOUNDATION	7,835.86	0.00	7,835.86
MINIMUM TAX CHARGE (\$835\LOT)	26,854.44	0.00	26,854.44
PROJECT LEVY	0.00	0.00	0.00
TOTAL TAXES	332,892.68	0.00	332,892.68
PENALTIES & COSTS ON TAXES	0.00	2,664.48	2,664.48-
INVESTMENT INCOME (INTEREST)	0.00	7,096.34	7,096.34-
GRANT OPERATING (MSI-O)	15,430.00	0.00	15,430.00
GRANT OPERATING (MOST)\$14,721	0.00	0.00	0.00
GRANT OPERATING (CSJ\STEP)	0.00	0.00	0.00
GRANT CAPITAL (BMTG) (DEF REV)	0.00	0.00	0.00
GRANT CAPITAL (CCBF) (WILD3&4)	31,431.00	0.00	31,431.00
GRANT CAPITAL (MSI-C)	105,000.00	0.00	105,000.00
GRANT CAPITAL	0.00	0.00	0.00
MISC.INCOME(SALE OF TCA)	0.00	0.00	0.00
CAPITAL PROJECT FUNDING	0.00	0.00	0.00
SPECIAL.PROJ.FUND (LUB\OPL)	8,000.00	0.00	8,000.00
ADMIN			
SALES OF GOODS & SERVICES	0.00	0.00	0.00
N.S.F. FEES	0.00	0.00	0.00
TAX CERTIFICATES\SEARCHES	0.00	0.00	0.00
GARBAGE TOKEN REVENUE	536.00	80.50	455.50
AMSC LOYALTY	0.00	0.00	0.00
ELECTIONS TR.FR.RES	0.00	0.00	0.00
TRANS FROM RESERVE	4,000.00	0.00	4,000.00
PLANNING & DEVELOPMENT			
SUPERIOR SAFETY CODES	0.00	0.00	0.00

Description	2023 BUDGET	2023 ACTUAL	VARIANCE
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Description	2023 BUDGET	2023 ACTUAL	VARIANCE
DEVELOPMENT PERMITS	750.00	150.00	600.00
TR.FR.RES\DEF.REV	0.00	0.00	0.00
EMERGENCY SERVICES			
FIRE INCIDENT RECOVERY	0.00	0.00	0.00
ROADS			
CONDITIONAL GRANTS	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
SEWER\WATER\DRAINAGE			
CONDITIONAL GRANTS	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
PARKS & RECREATION			
PROV GRANT (FCSS)	2,444.00	1,225.00	1,219.00
GRANT\DONATION - 50TH ANNIV	0.00	0.00	0.00
GRANT\DONATION- FROM ONOWAY	1,350.00	0.00	1,350.00
LIBRARY\TR.FR.RES	0.00	0.00	0.00
TR.FR.RES\DEF.REV (FCSS\50TH)	0.00	0.00	0.00
TOTAL REVENUE	501,833.68	11,216.32	490,617.36
REQUISITIONS			
SCHOOL	92,841.00	21,771.24	71,069.76
SENIOR FOUNDATION	7,835.86	0.00	7,835.86
UNDER\OVER UTILIZED LEVY	11.28	0.00	11.28
DIP REQUISITION	0.00	0.00	0.00
UNDER\OVER DIP LEVY	0.00	0.00	0.00
TOTAL REQUISITIONS	100,688.14	21,771.24	78,916.90
NET REVENUE FOR MUN PURPOSES	401,145.54	10,554.92-	411,700.46

Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE
EXPENSE SHEET -NAKAMUN	(1)	(2)	(3)
Period 1: -  --- Begin	Jan 01,23	Jan 01,23	Jan 01,23
--- End	Dec 31,23	Apr 30,23	Dec 31,23
--- Type	B	A	B
(less)   --- Begin	000 00,00	000 00,00	Jan 01,23
Period 2: -  --- End	000 00,00	000 00,00	Apr 30,23
--- Type			A
Ratios: % of Account			
Graphs: # of Columns,Scale	0 0	0 0	0 0

Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE
COUNCIL			
HONORARIUMS	5,000.00	1,650.00	3,350.00
MEETING FEES	5,000.00	400.00	4,600.00
TRAVEL\SUBSISTENCE	3,250.00	545.44	2,704.56
CONFERENCES\CONVENTIONS	3,500.00	91.30	3,408.70
TOTAL	16,750.00	2,686.74	14,063.26

ADMINISTRATION			
ADMIN CONTRACT-AC	54,500.00	13,104.00	41,396.00
ADMIN SUPPORT	0.00	465.00	465.00-
ADMIN COMM RENT STORAGE-NEW	7,000.00	1,095.98	5,904.02
CONFERENCES & TRAINING	250.00	0.00	250.00
TRAVEL	1,250.00	438.32	811.68
POSTAGE\COPY\COMMUNICATION	2,039.54	2,153.14	113.60-
ADVERTISING\ALLNET	600.00	0.00	600.00
MEMBERSHPS (AUMA, ASVA, SV)	2,750.00	3,333.50	583.50-
AUDITOR-AC	3,900.00	0.00	3,900.00
ASSESSMENT\ARB-AC	7,300.00	3,651.90	3,648.10
LEGAL	350.00	0.00	350.00
INSURANCE	6,000.00	0.00	6,000.00
W.C.B.	1,100.00	674.33	425.67
DONATIONS	250.00	0.00	250.00
SOFTWARE SUPPORT (WEBSITE)	263.00	79.00	184.00
BANK CHARGES	700.00	141.45	558.55
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
TOTAL	88,252.54	25,136.62	63,115.92

ELECTION \ CENSUS			
SALARIES & WAGES	0.00	0.00	0.00
ADVERTISING	0.00	0.00	0.00
GOODS & SUPPLIES	0.00	0.00	0.00
SENATE ELECTION TOTAL	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00

CPO\BYLAW SERVICES			
CPO (MAYERTHORPE)	6,750.00	1,486.98	5,263.02

Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE
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Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE
CPO (MILEAGE)	1,750.00	548.12	1,201.88
PROVINCAL POLICING	8,000.00	5,414.00	2,586.00
TOTAL	16,500.00	7,449.10	9,050.90
FIREFIGHTING			
FIRE CONTRACT	15,202.00	7,451.80	7,750.20
FIRE OPERATION	4,066.00	1,936.10	2,129.90
FIRE OTHER	0.00	0.00	0.00
TOTAL	19,268.00	9,387.90	9,880.10
MEDICAL\EMERGENCY MANGEMENT			
COURSES & CONVENTIONS	1,050.00	1,465.00	415.00-
EMERGENCY PREPAREDNESS KITS	0.00	0.00	0.00
COMMISSION REQUISITION	3,500.00	3,500.00	0.00
PHYSICIAN RECRUITMENT (LSA)	0.00	0.00	0.00
TOTAL	4,550.00	4,965.00	415.00-
COMMON SERVICES			
PUBLIC WORKS FOREMAN	27,500.00	0.00	27,500.00
CASUAL\CONTRACTED LABOUR	7,500.00	388.96	7,111.04
CONTRACTED LABOUR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	1,530.00	8.88	1,521.12
PUBLIC WORKS CONSULT	0.00	0.00	0.00
PW TRAINING\COURSES	0.00	0.00	0.00
PHONE- PUBLIC WORKS	368.00	0.00	368.00
SHOP COMMUNICATION	0.00	0.00	0.00
SNOW REMOVAL	1,887.00	0.00	1,887.00
GRADING(CONTRACT)	1,887.00	0.00	1,887.00
ROADS, SPEED BUMPS	0.00	0.00	0.00
SIGNS	0.00	0.00	0.00
CULVERT MATERIAL	0.00	0.00	0.00
SHOP SUPPLIES	2,500.00	0.00	2,500.00
SHOP FIRST AID\FIRE\SAFETY	150.00	0.00	150.00
VEHICLE & EQUIPMENT MAINT.	4,000.00	2,052.05	1,947.95
FUEL (GAS & DIESEL)	6,000.00	90.99	5,909.01
GRAVEL	0.00	0.00	0.00
UTILITIES	17,000.00	3,623.16	13,376.84
PROJECTS (WHMIS)	0.00	0.00	0.00
PROJECTS (SHOP INSPECTION)	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
ANNUAL AMORTIZATION	0.00	0.00	0.00
GAIN\LOSS SALE OF TCA	0.00	0.00	0.00
TO RESERVES (MAJOR EQUIP)	0.00	0.00	0.00
TO RESERVES (ROADS)	0.00	0.00	0.00
TO RESERVES (INFR.REFURB.)	0.00	0.00	0.00
TO RESERVES (PUBLIC WORKS)	0.00	0.00	0.00
TOTAL	70,322.00	6,164.04	64,157.96

Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE
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Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE
<b>WATER</b>			
WILD H2O ADMIN & GOVERNANCE	710.00	709.39	0.61
WILD H2O DEBENTURE (1)	1,340.00	0.00	1,340.00
WILD H2O DEBENTURE (2)	0.00	0.00	0.00
WILD H2O DEBENTURE (3)	0.00	0.00	0.00
WILD H2O DEBENTURE (4)	0.00	0.00	0.00
TOTAL	2,050.00	709.39	1,340.61
<b>WASTE COLLECTION</b>			
WASTE CONTRACT	0.00	0.00	0.00
REGIONAL WASTE	51.00	0.00	51.00
WASTE REMOVAL TOKEN	536.00	83.69	452.31
TOTAL	587.00	83.69	503.31
<b>MUNICIPAL PLANNING</b>			
CONTRACT-DEVELOP. OFFICER	2,400.00	600.00	1,800.00
DEVELOPMENT OFFICE MILEAGE	500.00	0.00	500.00
DEVELOPMENT ENFORCEMENT	3,000.00	400.00	2,600.00
DEVELOPMENT PERMITS	750.00	150.00	600.00
LEGAL\CONSULTING FEES	2,100.00	0.00	2,100.00
SDAB AGREEMENT	300.00	300.00	0.00
SAFETY CODES QMP\INT COMM	0.00	0.00	0.00
TOTAL	9,050.00	1,450.00	7,600.00
<b>FCSS</b>			
MUNICIPAL CONTRIBUTION	619.00	0.00	619.00
PROVINCIAL CONTRIBUTION	2,444.00	0.00	2,444.00
FCSS PROJECTS	0.00	0.00	0.00
TOTAL	3,063.00	0.00	3,063.00
<b>RECREATION &amp; PARKS</b>			
TREE REMOVAL	788.00	85.00	703.00
PARK SUPPLIES	53.00	15.49	37.51
WEED INSPECTION	263.00	0.00	263.00
WEED SPRAYING	263.00	0.00	263.00
BOAT LAUNCH REPAIRS	0.00	0.00	0.00
EAST END BUS	350.00	0.00	350.00
MILESTONE ANNIVERSARY	0.00	0.00	0.00
CANADA DAY\REC EVENTS	750.00	0.00	750.00
LIBRARY - YRL	446.00	217.92	228.08
TOTAL	2,913.00	318.41	2,594.59
<b>RESERVE ACCOUNTS</b>			
RES. COUNCIL	260.00	0.00	260.00
RES. ADMIN	260.00	0.00	260.00
Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE

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Description	2023 BUDGET	2022 ACTUAL	2023 VARIANCE
RES. LEGAL	260.00	0.00	260.00
RES. ELECTION	780.00	0.00	780.00
RES. CPO\BYLAW	260.00	0.00	260.00
RES. FIRE SERVICES	520.00	0.00	520.00
RES. COMMON SERVICES	8,470.00	0.00	8,470.00
RES. WATER SERVICES	0.00	0.00	0.00
RES. WASTE SERVICES	0.00	0.00	0.00
RES. MUNI PLAN\ENFORCE	520.00	0.00	520.00
RES. RECREATION & PARKS	520.00	0.00	520.00
RES. MSI OPERATING	0.00	0.00	0.00
RES. GENERAL AMORTIZATION	11,559.00	0.00	11,559.00
RES. EMERGENCY\PREP KIT	0.00	0.00	0.00
TOTAL	23,409.00	0.00	23,409.00
SPECIAL PROJECTS			
ACP-EMERGENCY RADIO\NETWORK	0.00	0.00	0.00
ACP-BYLAW & POLICY REVIEW	0.00	0.00	0.00
TRAFFIC AND RADAR-MSP	0.00	0.00	0.00
WEBSITE REVAMP	2,000.00	0.00	2,000.00
REGIONAL RECREATION REQ	0.00	0.00	0.00
REGIONAL LIBRARY INVESTMENT	1,000.00	0.00	1,000.00
LAND USE BYLAW REVIEW	5,000.00	1,180.00	3,820.00
TOTAL	8,000.00	1,180.00	6,820.00
CAPITAL PROJECTS			
P1-PARK UPGRADES	0.00	0.00	0.00
P2-DRAINAGE-MSI2022-9,604	25,000.00	5,447.00	19,553.00
P3-DRAINAGE (MULCHING PORTION)	0.00	0.00	0.00
P4-WILD CAPITAL P3\P4	31,431.00	0.00	31,431.00
P5-BOAT LAUNCH-MSI2022-16,067	0.00	0.00	0.00
P6-P\W EQUIP-MSI2022-24,525	15,000.00	12,336.42	2,663.58
P7-ROAD PROJECTS	0.00	0.00	0.00
P8-P\W SHOP MSI2022-138,165 (CONSTRUCTION DUE-MAY 2022)	25,000.00	680.00	24,320.00
P9-DUST CONTROL-BMTG2022-7,713	0.00	0.00	0.00
P10-PUBLIC WORKS SHOP EXT	40,000.00	0.00	40,000.00
P911-TRANS.TO RES.\DEF.REV.	0.00	0.00	0.00
TOTAL	136,431.00	18,463.42	117,967.58
TOTAL	401,145.54	77,994.31	323,151.23

**Date** Tue, 06 Jun, 23 9:04:38AM  
**From** LPRT CARB  
lpert.carb@gov.ab.ca  
**Subject** Ministerial Order M:007/23 - Composite Assessment Review Boards

Please find attached new Ministerial Order M:007/23, replacing previous order M:001/10. The Ministerial Order sets out procedures and fees for adjudicative services provided to municipal Composite Assessment Review Boards by the Land and Property Rights Tribunal (LPRT).

The MO updates legislative and naming references, timelines for notifying the LPRT of cancelled CARB hearings, and provides clarification of fees for municipalities who participate in joint assessment review boards with other municipalities.

We're pleased to report that fees for services of a provincial member remain unchanged at \$450 per day of service.

Should you have any questions, please contact the LPRT at [LPRT.CARB@gov.ab.ca](mailto:LPRT.CARB@gov.ab.ca) or by telephone at 780 427 2444 (toll-free 310-000).

LPRT Administration



[:MO 007 23.pdf](#) (258K)

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. M:007/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 579 of the *Municipal Government Act*, make the following order:

- 1) In this order a "provincial member" means a person defined in Section 453(1)(g) of the *Municipal Government Act*.
- 2) In this order "service" means all time spent by a provincial member for hearing preparation, sitting during a hearing, and decision-making and writing.
- 3) That a fee is established for the services of a provincial member payable by a municipality that receives the services of the provincial member.
- 4) The fee shall apply for any day during a part of which any service is provided.
- 5) That the fee established in 3) shall be as follows:
  - a) Subject to clauses b) and c), \$450 per day of service.
  - b) No fee shall be payable in regard to the services provided for any hearings related to any complaints made under Section 460 of the *Municipal Government Act* up to and including nine complaints in a taxation year.
  - c) Whether or not a municipality participates in a joint assessment review board, it is required to pay the fee for services rendered in respect of 10 or more complaints in a taxation year.
  - d) No fee is payable where a hearing is cancelled with at least two working days' notice of the cancellation provided to the Land and Property Rights Tribunal.
- 6) An invoice of the fees payable by the municipality to the Minister of Municipal Affairs must be paid within 30 days of the invoice date.

Dated at Edmonton, Alberta, this 27<sup>th</sup> day of April, 2023.



Rebecca Schulz

Rebecca Schulz  
Minister of Municipal Affairs

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AR103920

May 23, 2023

Mr. Dwight Moskalyk  
Chief Administrative Officer  
Summer Village of Nakamun Park  
PO Box 1250  
Onoway AB T0E 1V0

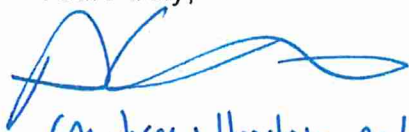
Dear Mr. Moskalyk:

Thank you for your email of May 16, 2023, regarding the completion of all items identified in the 2020 Municipal Accountability Program (MAP) report for the Summer Village of Nakamun Park.

I commend the summer village for moving forward and addressing these items, and I am pleased to advise you the Summer Village of Nakamun Park MAP review has been completed to the satisfaction of the ministry.

On behalf of Municipal Affairs, I wish the summer village all the best for the future.

Yours truly,



(Andrew Horton, acting)

Gary Sandberg  
Assistant Deputy Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs  
Ruth McCuaig, Municipal Accountability Advisor, Municipal Affairs

(27)