

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday September 20<sup>th</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, September 20<sup>th</sup>, 2023 Regular Council Meeting
3. Minutes: (1-3) a) Wednesday July 19<sup>th</sup>, 2023 Regular Council Meeting  
(4-11) b) Wednesday July 19<sup>th</sup>, 2023 Organizational Meeting
4. Appointment: a)
5. Bylaws/Policies: a)  
b)
6. Business: (12-35) a) ASVA, 2023 Conference and Annual General Meeting – RFD 2023-30 is attached for background  
(36-37) b) ABMunis Board of Directors, Request from Mike Pashak – RFD 2023-31 is attached for reference.  
(38-41) c) Onoway Regional Fire Services/International Fire Rescue, Request for Expression of Intent – RFD 2023-32 is attached for background  
d) Seasonal Dock (TFA) Applications and Mooring Plan Discussion:  
(42-46) { i) Request from 5603 Nakamun Drive  
a. RFD-2023-33(a)  
ii) Request from 5607 Nakamun Drive  
a. RFD-2023-33(b)  
iii) Discussion on a Sharing Information on Mooring Best Practices/Dos and Don'ts  
a. RFD-2023-34 (a)  
(47-71) { iv) Discussion on a Community Mooring Plan  
a. RFD-2023-24(b)  
e) Other  
f) Other  
g) Other
7. Financial (72-77) a) August 31<sup>st</sup>, 2023 – Income and Expense (Budget and Actuals)
8. Councillor Reports  
a) Mayor  
b) Deputy Mayor  
c) Councillor

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9. Administration Reports

- a) CAO
  - a. ASVA and ABmunis Conference
  - b. Tree Removal Work
  - c. Shop Renovation Project
  - d. Weed Harvester Rehabilitation and Maintenance
  - e. Beaver Management
  - f. Solutions for Extra Parking – Nakamun Drive East

10. Information and Correspondence

(78)

- a) Summer Village of South View – August 30<sup>th</sup>, 2023 letter on intent to renew agreement with Onoway Regional Fire/Fire Rescue International.

(79)

- b) Alberta Beach – August 24<sup>th</sup>, 2023 letter on intent to renew agreement with Onoway Regional Fire/Fire and Rescue International.

(80)

- c) Town of Mayerthorpe – July 2023 CPO Reports.

(81)

- d) Alberta Beach – July 20<sup>th</sup>, 2023 – Notice of Resignation of Mayor Duncan and appointment of new Mayor and Deputy Mayor for their municipality.

(82-90)

- e) Yellowhead Regional Library – August 4<sup>th</sup>, 2023 Information package regarding the 2022 Annual Report for the membership and stakeholders.

11. Closed Meeting

- a) N/A

12. Next Meeting Date

- a) Schedule the next regular council meeting for October 18th, 2023, or alternate date.

13. Adjournment

Upcoming Meetings:

September 27<sup>th</sup> – 29<sup>th</sup> – ABmunis Conference  
October 18<sup>th</sup> – Regular Meeting  
October 19<sup>th</sup> – 20<sup>th</sup> – ASVA Conference  
October 28<sup>th</sup> – SVLSACE  
November 15<sup>th</sup> – Regular Meeting (tentative)  
December 20<sup>th</sup> – Regular Meeting (tentative)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY JULY 19<sup>th</sup>, 2023, 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> 92 - 23	<b>MOVED</b> by Councillor Kassian that the agenda for the Wednesday July 19 <sup>th</sup> , 2023 regular council meeting be approved as presented. <b>CARRIED.</b>
3.	<b>MINUTES</b> 93 - 23	<b>MOVED</b> by Deputy Mayor Pederson that the minutes for the Wednesday June 21 <sup>st</sup> , 2023 regular meeting of council be approved with the following amendments: Motion 82-23 – Remove “Deputy” to Read Mayor Hanssen Page 2, Closed Session Participant List – Replace “Hansen” with “Hanssen”. <b>CARRIED.</b>
4.	<b>APPOINTMENT</b>	N/A
5.	<b>BYLAW</b>  94 – 23  95 – 23  96 – 23	<p><b>MOVED</b> by Councillor Kassian that Bylaw 2023-5, Being a Councillor Code of Conduct Bylaw, be given first reading as presented. <b>CARRIED.</b></p> <p><b>MOVED</b> by Deputy Mayor Pederson that Bylaw 2023-5, Being a Councillor Code of Conduct Bylaw, be given second reading. <b>CARRIED.</b></p> <p><b>MOVED</b> by Mayor Hanssen that Council give unanimous consent for Bylaw 2023-5, being a Councillor Code of Conduct Bylaw, to proceed to third and final reading during the July 19<sup>th</sup>, 2023 regular council meeting . <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 JULY 19<sup>th</sup>, 2023, 2023 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	97 - 23	<b>MOVED</b> by Mayor Hanssen that Bylaw 2023-5, Being a Councillor Code of Conduct Bylaw, be given third and final reading, and finally passed. <b>CARRIED.</b>
<b>6. BUSINESS</b>		
	98 - 23	<b>MOVED</b> by Mayor Hanssen that Council approve the agenda topics for the July 22 <sup>nd</sup> , 2023 Annual Information Meeting as discussed and authorize administration to proceed with preparing the agenda for same . <b>CARRIED.</b>
	99 - 23	<b>MOVED</b> by Mayor Hanssen that Council authorize the attendance of Council and Administration at the 2023 Association of Summer Villages of Alberta Conference in Edmonton, Alberta on October 19 <sup>th</sup> and 20 <sup>th</sup> , 2023 and authorize administration to proceed with registration for same as discussed, including conference ticket fees, hotel registrations for the nights of 18 <sup>th</sup> and 19 <sup>th</sup> , October 2023, and an additional banquet ticket for each registered guest. <b>CARRIED.</b>
	100 - 23	<b>MOVED</b> by Mayor Hanssen that Council authorize the attendance of all of Council and Administration at the 2023 ABmunis Convention and Tradeshow from September 26 <sup>th</sup> through 29 <sup>th</sup> , 2023, including registration and hotel accommodations. <b>CARRIED.</b>
<b>7. FINANCIAL</b>		
		N/A
<b>8. COUNCIL REPORTS</b>		
	101 - 23	<b>MOVED</b> by Councillor Kassian that Council accept the Council Reports for information, as presented. <b>CARRIED.</b>
<b>9. ADMINISTRATION /PUBLIC WORKS REPORTS</b>		
	102 - 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 JULY 19<sup>th</sup>, 2023, 2023 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

10.	<b>INFORMATION / CORRESPONDENCE</b>  103 - 23	<p><b>MOVED</b> by Mayor Hanssen that the following information and correspondence items be accepted as information:</p> <ul style="list-style-type: none"> <li>a) Government of Alberta, Municipal Affairs – June 20<sup>th</sup>, 2023 letter from Minister McIver, (re)introducing him as Minister of Municipal Affairs following the 2023 provincial election.</li> <li>b) Government of Alberta, Municipal Affairs – July 7<sup>th</sup>, 2023 letter from Minister McIver confirming the 2023 grant allocations for MSI-Capital, MSI-Operating and CCBF.</li> <li>c) Government of Alberta, Municipal Affairs – Letter from Deputy Minister of Municipal Affairs announcing the launch of the second cycle of the Municipal Accountability Program (MAP) from 2023-2027. There is no date given for when SVNPN will be reviewed next, but we will advise once available.</li> </ul> <p style="text-align: right;"><b>CARRIED.</b></p>
11.	<b>CLOSED MEETING</b>	N/A
12.	<b>NEXT MEETING</b> 104 - 23	<p><b>MOVED</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday September 20<sup>th</sup>, 2023 at 2:00 p.m.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
13.	<b>ADJOURNMENT</b>	Mayor Hanssen declared the meeting adjourned at 2:57 p.m.

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Mayor Marge Hanssen

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Chief Administrative Officer Dwight Moskalyk

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MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	<b>PRESENT</b>	<p>Councillor: Marge Hanssen  Councillor: Harry Kassian  Councillor: Keith Pederson</p> <p>Administration: Dwight Moskalyk, Chief Administrative Officer</p> <p>Absent:</p> <p>Public Works: n/a  Public at Large: n/a</p>
1.	<b>CALL TO ORDER</b>	CAO Moskalyk called the meeting to order at 3:00 p.m..
2.	<b>AGENDA</b> OG1 - 23	<p><b>MOVED</b> by Councillor Hanssen that the agenda for the Wednesday July 19<sup>th</sup>, 2023 Organizational Meeting of the Summer Village of Nakamun Park be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>ELECTION (MAYOR)</b>  OG2 - 23	<p>CAO Moskalyk called for nominations for the office of mayor of the Summer Village of Nakamun Park;</p> <p>Councillor Kassian nominated Councillor Hanssen.</p> <p>CAO Moskalyk called for nominations for the office of mayor a second time;</p> <p>CAO Moskalyk called for nominations for the office of mayor a third time;</p> <p><b>MOVED</b> by Councillor Pederson that nominations for the office of mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councillor Hanssen was declared elected by acclamation to the office of mayor and took the Oath of Office and assumed the Chair.</p>
4.	<b>ELECTION (DEPUTY MAYOR)</b>	<p>Mayor Hanssen called for nominations for the office of deputy mayor of the Summer Village of Nakamun Park;</p> <p>Mayor Hanssen nominated Councillor Pederson.</p> <p>Mayor Hanssen called for nominations for the office of deputy mayor a second time;</p> <p>Mayor Hanssen called for nominations for the office of deputy mayor a third time;</p>

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	OG3 - 23	<p><b>MOVED</b> by Councillor Kassian that nominations for the office of deputy mayor cease.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Councillor Pederson was declared elected by acclamation to the office of deputy mayor and took the Oath of Office.</p>
5.	<p><b>APPOINTMENT OF COMMITTEE REPRESENTATIVES</b></p> <p>OG4 - 23</p>	<p><b>MOVED</b> by Councillor Kassian that the following council committee and external appointments be confirmed:</p> <ul style="list-style-type: none"> <li>a) Highway 43 East Waste Commission: Representative Councillor Kassian, Alternate Deputy Mayor Pederson;</li> <li>b) Summer Village Lac. Ste. Anne County East: All of Council may attend; Voting Representative Mayor Hanssen, First Alternate Voting Representative is Deputy Mayor Pederson, Second Alternate Voting Representative is Councillor Kassian;</li> <li>c) West Interlake District Regional Water Services Commission Annual General Meetings: All of Council may attend; Voting Representative Mayor Hanssen, First Alternate Voting Representative is Deputy Mayor Pederson, Second Alternate Voting Representative is Councillor Kassian;</li> <li>d) Recreation Committee: Representative Mayor Hanssen, no Alternate Appointment;</li> <li>e) Yellowhead Regional Library: Representative Deputy Mayor Pederson, Alternate Mayor Hanssen;</li> <li>f) Lake Sustainability Initiatives: Representative Deputy Mayor Pederson, Alternate Mayor Hanssen;</li> <li>g) Policing/Community Peace Officer Initiatives: Representative Councillor Kassian, Alternate Deputy Mayor Pederson;</li> </ul>

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

		<p>h) Emergency Planning and Regional Emergency Management Advisory Committee: Representative Mayor Hanssen, Alternate Deputy Mayor Pederson;</p> <p>i) Fire Services Initiatives: Representative Mayor Hanssen, Alternate Councillor Kassian;</p> <p>j) Municipal Services Package: Representative Councillor Kassian Alternate Deputy Mayor Pederson;</p> <p>k) Rural Crime Watch Committee: Representative Mayor Hanssen No Alternate Appointment.</p> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<p><b>BANKING AUTHORITY</b>  OG5 - 23</p>	<p><b>MOVED</b> by Mayor Hanssen that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<p><b>SIGNING AUTHORITY</b>  OG6 - 23</p>	<p><b>MOVED</b> by Mayor Hanssen that Council confirm the signing authority on ATB account # 8989 219 543790300 to include all of council (Mayor Marge Hanssen, Deputy Mayor Keith Pederson and Councillor Harry Kassian and the Chief Administrative Officer (Dwight Moskalyk), with two signatures required on all financial instruments with one signature required from any member of council one signature required from Administration (Chief Administrative Officer or Designate, if applicable).</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<p><b>ADMINISTRATION, THE CAO, AND FINANCIAL OFFICER</b>  OG7 - 23</p>	<p><b>MOVED</b> by Deputy Mayor Pederson that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Nakamun Park.</p>



MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	OG8 – 23	<b>CARRIED</b>  <b>MOVED</b> by Deputy Mayor Pederson that Council appoint and confirm Dwight Darren Moskalyk as Chief Administrative Officer for the Summer Village of Nakamun Park.  <b>CARRIED</b>
	OG9 – 23	<b>MOVED</b> by Deputy Mayor Pederson that Council confirm the appointment of Heather Luthala as Financial Manager, a designated officer position for the Summer Village of Nakamun Park and authorize the designation of Heather Luthala as Online Administrator for the Online Account(s) of the municipality’s Banking Institution (ATB Financial).  <b>CARRIED</b>
	OG10 -23	<b>MOVED</b> by Deputy Mayor Pederson that Council revokes the authorization of Kristie Rose, former Financial Manager, as a designated officer of the municipality and authorizes the removal of Kristie Rose as the Online Administrator for the Online Account(s) of the municipality’s Banking Institution (ATB Financial).
<b>9.</b>	<b>OFFICE LOCATION</b>	
	OG11 -23	<b>MOVED</b> by Deputy Mayor Pederson that Council assign and confirm the location of the municipal office for the Summer Village of Nakamun Park as 2317 Township Road 545 in Lac Ste. Anne County, Alberta Canada.  <b>CARRIED</b>
<b>10.</b>	<b>MEETING DATES</b>	
	OG12 – 23	<b>MOVED</b> by Councillor Kassian that Council confirm that the meeting date for regular council meetings be established as the third Wednesday of every month starting at 2:00 p.m., to be hosted in the municipal office board room, 2317 Township Road 545 in Lac Ste. Anne County in Alberta, Canada; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website and in the village kiosk as an appropriate form of notification.  <b>CARRIED</b>
<b>11.</b>	<b>AUDITOR</b>	
	OG13 - 23	<b>MOVED</b> by Mayor Hassen that Council confirms the engagement of Seniuk and Company Chartered Accountants to the appointment of municipal auditor.  <b>CARRIED</b>
<b>12.</b>	<b>SOLICITOR</b>	
	OG14 - 23	<b>MOVED</b> by Councillor Kassian that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor.

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

		<b>CARRIED</b>
<b>13. ASSESSOR</b>		
OG15 - 23	<b>MOVED</b> by Councillor Kassian that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Justin Goudreau as municipal assessor, a designated officer position for the Summer Village of Nakamun Park.	<b>CARRIED</b>
<b>14. ASSESSMENT REVIEW BOARD</b>		
OG16 - 23	<b>MOVED</b> by Deputy Mayor Pederson that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite) and the appointment of Gerryl Amorin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Nakamun Park.	<b>CARRIED</b>
<b>15. FOIPP COORDINATOR</b>		
OG17 - 23	<b>MOVED</b> by Deputy Mayor Pederson that Council confirm the appointment of Chief Administrative Officer Dwight Moskalyk as the Freedom of Information and Protection of Privacy (FOIPP) Coordinator for the Summer Village of Nakamun Park.	<b>CARRIED</b>
<b>16. INTEGRITY COMMISSIONER</b>		
OG18 - 23	<b>MOVED</b> by Mayor Hanssen that Council confirm the appointment of Victoria Message as Municipal Integrity Commissioner for the Summer Village of Nakamun Park.	<b>CARRIED</b>
<b>17. LEGISLATIVE</b>		
OG19 - 23	<b>MOVED</b> by Mayor Hanssen that Council acknowledge as received, and here now reviewed, the following notable bylaws and Policies: Bylaw 2021-1, being the duly passed Procedural Bylaw; Bylaw 2023-5, being the duly passed Councillor Code of Conduct Bylaw	

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	OG20 - 23	<p>Policy 2018-1, being the duly passed Public Participation Policy; and, Policy C-COU-REM-1, being the duly passed Council Remuneration Policy.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Pederson that Council acknowledges they have received and here now reviewed Section 208 of the Municipal Government Act, specifically the list of Performance of Major Administrative Duties of the municipality.</p> <p style="text-align: right;"><b>CARRIED</b></p>
18.	<p><b>DEVELOPMENT AND SUBDIVISION AND DEVELOPMENT APPEAL BOARD</b></p> <p>OG21 – 23</p> <p>OG22 – 23</p> <p>OG23 – 23</p> <p>OG24 – 23</p>	<p><b>MOVED</b> by Deputy Mayor Pederson that Council confirms Municipal Planning Commission consisting of all of Council, as assigned in Bylaw #2022-5 and outlined in the Land Use Bylaw, #2022-4, being in part the Development Authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Pederson that Council confirms the appointment of Tony Sonnleitner as Development Officer for the Summer Village of Nakamun Park, being in part the Development Authority, as provided for under the Land Use Bylaw #2022-4, being also a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Kassian that Council confirm the engagement of Milestone Municipal Services as Subdivision and Development Appeal Board services provider and the appointment of Emily House as Subdivision and Development Appeal Board Clerk, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Hanssen that Council appoint and confirm the following pool of individuals (as provided through agreement with the Subdivision and Development Appeal Board services provider):          Denis Meier,          Rainbow Williams,          Don Dobing,          John Roznicki;          as duly trained and active Subdivision and Development Appeal Board Members.</p>



MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

		<b>CARRIED</b>
19.	<b>PLANNING AUTHORITY</b>  OG25 – 23	<b>MOVED</b> by Mayor Hanssen that Council confirm the engagement of Municipal Planning Services as municipal planning services provider and the appointment of Jane Dauphinee as Planning Officer, a designated officer position for the Summer Village of Nakamun Park.  <b>CARRIED</b>
20.	<b>COMMUNITY PEACE OFFICER</b>  OG26 – 23	<b>MOVED</b> by Deputy Mayor Pederson that Council confirm the engagement of the Town of Mayerthorpe to provide Community Peace Office and Bylaw Services, and further confirm the appointment of Constable Gervais Kasamba as Community Peace Officer, a designated office position for the Summer Village of Nakamun Park.  <b>CARRIED</b>
21.	<b>FIRE PROTECTION</b>  OG27 – 23	<b>MOVED</b> by Mayor Hanssen that Council confirm the engagement of Onoway Regional Fire Services as Fire Protection services provider for Nakamun Park, and further confirm Fire Chief David Ives as fire chief for the Summer Village of Nakamun Park, respective of the terms of the service agreement and subsequent supplementary aid agreements.  <b>CARRIED</b>
22.	<b>DIRECTOR OF EMERGENCY MANAGEMENT</b>  OG28 – 23  OG29 – 23  OG30 - 23	<b>MOVED</b> by Deputy Mayor Pederson that Council confirm the appointment of Jason Madge as the Municipal Director of Emergency Management for the Summer Village of Nakamun Park.  <b>CARRIED</b>  <b>MOVED</b> by Mayor Hanssen that Council confirm the appointment of Keith Pederson as Municipal Deputy Director of Emergency Management for the Summer Village of Nakamun Park.  <b>CARRIED</b>

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY 19<sup>th</sup>, July 2023 AT 3:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

		<p><b>MOVED</b> by Mayor Hanssen that Council confirm the appointment of Janice Christiansen as the Regional Director of Emergency Management for the membership of the Ste. Anne Regional Emergency Management Commission, including the Summer Village of Nakamun Park.</p> <p style="text-align: right;"><b>CARRIED</b></p>
23.	<p><b>WEED INSPECTOR</b></p> <p>OG31 – 23</p>	<p><b>MOVED</b> by Councillor Kassian that Council confirm the appointment of Jackie Gamblin as the Weed Inspector for the Summer Village of Nakamun Park, with all the powers as designated under the Alberta Weed Control Act to address noxious weed identification and abatement strategies in the community.</p> <p style="text-align: right;"><b>CARRIED</b></p>
24.	<b>ADJOURNMENT</b>	Mayor Hanssen declared the meeting adjourned at 3:18 p.m.

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Mayor Marge Hanssen

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

(11)



## Summer Village of Nakamun Park Request For Decision (RFD) 2023-30

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 20<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>ASVA Convention 2023, Annual General Meeting and Notices</b>
<b>Agenda Item Number:</b>	<b>6(a) – Business</b>

### **BACKGROUND/PROPOSAL:**

The Association of Summer Villages of Alberta (ASVA) Convention will be held from October 19<sup>th</sup>, 2023 to October 20<sup>th</sup>, 2023. Council has been registered for the conference, as has Administration. As planning for this event continues, additional information is now available.

Included in the Tuesday August 29<sup>th</sup>, 2023 email from ASVA Executive Director Krawchuk are the following items (also attached to this RFD):

- Notice of Special Resolution to Amend the ASVA Bylaws
- Schedule A – Proposed Amendments to the ASVA Bylaw
- Schedule B – ASVA Bylaw before the Proposed Amendments (for reference)

And:

- An Updated Conference Program.

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

The proposed changes are something that each member council should take an opportunity to review ahead of the meeting, in council, prior to the conference so that the best interest of the municipality, as a member, can be reflected in voting on the special resolution.

Having reviewed the proposed changes (in red), I note that they are for the following:

- 1) Add clarity on authority (role of Officials vs. Representatives)
- 2) Clarify Board Composition (Board Members – Elected vs. CAO, and number of each from each member at any given time)
- 3) Removed the 4 year term appointment of President and Vice President Officers (though they add no clarity of how long the term is – likely assumed an annual organizational appointment???)
- 4) Update to reflect new Administrative roles (Financial Manager)
- 5) Remove the requirement for an annual audit (replace same with a requirement to "review" which is likely a cost saving measure).



In general, I see no major issues with any of the changes. However, given the opportunity you may want to get some clarification at the AGM on item 3, specifically how the President/Vice President will be selected and what their new term of office will be. It may be that they have, or are adopting, a similar organizational window as municipalities use (annual review) – which is okay, but it also might weaken the influence of ASVA at other provincial organizations (ABmunis) if we are sending our President and the President changes every year.

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

N/A – Members (Council and CAOs) Can vote at the AGM on resolutions and they will already be in attendance so this cost is part of the convention registration costs in the annual budget.

**RECOMMENDED ACTION:**

1. That Council accept the information received in the August 29<sup>th</sup>, 2023 email from the Association of Summer Villages of Alberta Executive Director Krawchuk, including the Special Resolution on the ASVA Bylaw Changes, and Council’s discussion on same as information.

<b>Initials show support</b> – Reviewed By:	<b>CAO: D. Moskalyk</b>
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Date Tue, 29 Aug, 23 10:52:55AM  
From ASVA Exec Director  
summervillages@gmail.com  
To Kathy Krawchuk (execdirector@asva.ca)  
execdirector@asva.ca  
Subject Notice of Special Resolution to Amend the ASVA Bylaws

Good morning everyone,

In accordance with Article XIV, Section 14.01 (c) and 14.02, of the Association's Bylaw, please consider this notice of a Special Resolution of the Proposed Amendments to the ASVA's Bylaw, circulated to all member municipalities August 29, 2023.

**Attachment 1**

Notice of Special Resolution to Amend the ASVA Bylaws;  
Schedule A - Proposed Amendments to the ASVA Bylaw;  
Schedule B - ASVA Bylaw before the Proposed Amendments.

**Attachment 2**

Proposed Conference Program

ASVA appreciates your support, and looks forward to networking with all of you at the conference. A reminder that [Registration for the Conference is open until September 15th, 2023, if you haven't already registered.](#) If the deadline is extended beyond the 15th, a Notice will be sent out.

Should you have any questions or concerns, please do not hesitate to contact me, thank you.

Warm regards,

**Kathy Krawchuk**  
Executive Director  
Association of Summer Villages of Alberta  
780-236-5456  
[execdirector@asva.ca](mailto:execdirector@asva.ca)  
[www.asva.ca](http://www.asva.ca)



[:Notice of Special Resolution and Sch A & B Amends ASVA Bylaw.pdf](#) (3751K)



[:Proposed Conference Program.pdf](#) (415K)





August 29, 2023

To: Members of the Association of Summer Villages of Alberta

**NOTICE OF SPECIAL RESOLUTION TO AMEND THE ASVA BYLAWS**

**Association of Summer Villages of Alberta**

The Board of Directors of the Association of Summer Villages of Alberta (herein "ASVA") hereby gives notice that at the 2023 Annual General Meeting of the ASVA to be held October 19, 2023 at 4:00 p.m. through in person means, the Board of Directors will be proposing the following Special Resolution to amend the current ASVA Bylaws with the amended Bylaws attached hereto as Schedule "A":

**WHEREAS** Section 14 of the current ASVA Bylaws states that "The Board of Directors and/or any Member in good standing may propose to amend the Bylaws of the Society."

**AND WHEREAS** the Board of Directors of the ASVA, at their May 15, 2023 meeting endorsed the new proposed amendments Bylaws for submission to the Membership at the 2023 Annual General Meeting.

**AND WHEREAS** the proposed amended bylaws, attached as Schedule "A" removes many of the administrative verbiage contained in the current bylaw, is modernized and is policy driven.

**AND WHEREAS** attached as Schedule "B" are the existing Bylaws that are proposed to be amended, attached for comparative purposes.

**AND WHEREAS** the proposed amendments herein will not, by its nature, content or description, compromise, modify, alter affect or change in any way the fundamental and paramount principle of ASVA being that ASVA is owned and controlled by its Regular Members only.

**NOW THEREFORE** the Board of Directors of the ASVA proposes that a Special Resolution be passed at the Annual General Meeting of the ASVA to amend the existing ASVA Bylaws in their entirety with the Bylaws attached as Schedule "A".

2 - 51109 Spruce Grove, Alberta T7Y 1G7  
Phone 780-236-5456 / summervillages@gmail.com / www.asva.ca

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## Schedule "A"

### The Association of Summer Villages of Alberta Bylaws Registered Society 50010034

#### Article I. Name

- 1.01.1 The name of the association shall be the Association of Summer Villages of Alberta (ASVA), referred to in these bylaws as the "Association."

#### Article II. Purpose of Bylaws

- 2.01 The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000 cS-14 and set out how the Association will provide leadership in advocating local government interest to the Provincial Government and other organizations and provide services that address the need of its membership.
- 2.02 These bylaws establish a fundamental principal that the Association is owned and controlled by the regular members of the Association in every material way.

#### Article III. General

- 3.01 The Board of Directors may establish procedures for convening any meeting referred to in these Bylaws. Notice shall be by electronic or other communication facilities including conference calling, facsimile, e-mail or such other technology as may become available. All meeting notices shall include the date, time and location.
- 3.02 A reference in these Bylaws to an "Annual General Meeting" means a meeting of the membership held once a year at a time prescribed by the membership at the previous year's Annual General Meeting and always at a time after the general municipal elections.
- 3.03 A reference in these Bylaws to a "Special Meeting" means a meeting of the membership held at any time other than the Annual General Meeting.
- 3.04 An Annual General Meeting or a Special Meeting will be held at a place agreed upon by the Board.
- 3.05 In unforeseen circumstances such as a pandemic or emergency an Annual General Meeting or Special Meeting may be held by teleconference or virtual means.

- 3.06 The Board may establish policies regarding the terms of an Annual General Meeting or Special Meeting.
- 3.07 A minimum of six (6) weeks' notice as to the date, time and place of the Annual General Meeting or a Special Meeting must be given to the membership prior to the date that meeting will take place. The notice for any Special Meeting must also include the general nature of the business to be transacted.
- 3.08 Board meetings will be held six (6) times per year or at the call of the Chair. All efforts will be made to establish meetings every second month at the last meeting in the preceding year.
- A) Meetings will be held at a place agreed upon by the Board  
B) Meetings may also be held by teleconference or virtual means if required and agreed upon by the Board.
- 3.09 A quorum for the transaction of business at an Annual General Meeting or Special Meetings of the membership shall consist of the regular members present. Members participating by teleconference or virtual means shall be counted as those members present.
- 3.10 A quorum for the transaction of business at a Board meeting shall be by a simple majority (50% plus 1). Members participating by teleconference or virtual means shall be counted as those members present.

#### Article IV. Membership

- 4.01 Any municipality, organization or business which:
- A) Desires to further the goals of the Association  
B) Qualifies under a membership category described in 4.02, and  
C) Pays the relevant Association membership fee may become a member of the Association.
- 4.02 The categories of membership are:
- A) "Regular Member" shall be available to any Summer Village located in Alberta whose representatives are their Elected Officials or CAO's.  
B) "Associate Member" shall be determined by the Board of Directors when and if the need arises.  
C) "Honorary Life Member" is any individual who has been appointed as an Honorary Life Member by the Board of Directors.

- 4.03 Any Regular Member may withdraw from membership in the Association at anytime by notice in writing.
- A) A Regular Member that wishes to withdraw from membership in the Association shall provide at least twelve months notice in writing to the Association accompanied by a certified copy of the resolution of Council.
  - B) Any notice of withdrawal of membership shall be presented to the Board of Directors.
  - C) A Regular Member that withdraws from membership is not entitled to reimbursement of any membership fees.
- 4.04 Membership fees shall be established by the Board of Directors of the Association on a yearly basis.
- A) Honorary Life Members are not required to pay a membership fee.
- 4.05 The membership year commences on the 1<sup>st</sup> day of January and ends on the 31<sup>st</sup> day of December of each year.
- 4.06 A "Member in Good Standing" is a Regular Member or Associate Member in respect of whom the Association has received the membership fee for the current membership year.
- 4.07 For the purpose of this section "ASVA Activities" means all activities of the Association under the mandate;
- A) Regular Members are entitled to have their representative, as defined in Section 4.02, participate in all Association activities, including the right to vote as set forth in Article V.
  - B) Associate Members are not entitled to participate in Association activities but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
  - C) Honorary Life Members are not entitled to participate in Association activities but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
- 4.08 If a Regular Member or Associate Member ceases to be a member in good standing, at the expiration of six months from the date for which membership fee was due, the Regular Member or Associate Member shall be automatically expelled from the ASVA and thereafter shall not be entitled to participate in Association activities or enjoy membership privileges until they have been brought into good standing and reinstated by the Board of Directors.

## Article V. Voting Rights

- 5.01 Members entitled to vote at any Annual General Meeting or Special Meeting are those elected ~~officials' representatives~~ and CAO's in attendance whose Summer Villages are Regular Members of the ASVA in good standing.
- 5.02 Each member qualified to vote at any Annual General Meeting or Special Meeting shall be entitled to one vote by a show of hands.
- 5.03 Proxy voting is not allowed. A recorded vote is allowed if requested by majority vote of the Members present at the meeting.
- 5.04 Unless otherwise required by the bylaws, or pursuant to applicable law, any resolution put before the Members or any resolution put before the Board of Directors, must be supported by not less than a majority of the votes cast, failing which, the resolution shall fail.
- 5.05 A tied vote is a defeated vote.

## Article VI. Nominations

- 6.01 Nominations shall be conducted in accordance to the election procedure set out in Policy by the Board of Directors.
- 6.02 The Board of Directors shall, in the year of provincial municipal elections, appoint a "Nominating Committee" in order to prepare and present a slate of candidates to the Annual General Meeting for consideration and election.
- 6.03 The procedure for selecting a Nominating Committee shall be set out in Policy by the Board of Directors.
- 6.04 Nominations will also be accepted from the floor at the Annual General Meeting.
- 6.05 To be eligible for nomination, a candidate must:
  - A) Be an elected ~~official representative~~ or CAO's of a Regular Member in good standing
  - B) Submit a completed nomination in the form prescribed by the Nomination Committee.

## Article VII. Elections

- 7.01 The Nomination Chair shall act as the Returning Officer who shall be responsible for the fair and proper conduct of elections.
- 7.02 Elections shall be held at the Annual General Meeting.

## Article VIII. Board of Directors

- 8.01 The ASVA Board of Director shall consist of up to a twelve (12) member Board. In order to maintain an equitable geographic provincial distribution of Board members, the province has been divided into five (5) regions as outlined in Policy. The following identify those regions and the number of Directors from each:
- A) Two (2) Directors – Island/Baptiste Lakes Region – Region 1
  - B) One (1) Director – St. Paul/Bonnyville Region – Region 2
  - C) Four (4) Directors – Lac Ste. Anne/Wabamun Region – Region 3
  - D) Two (2) Directors – Pigeon Lake Region – Region 4
  - E) Two (2) Directors – Sylvan/Gull Lakes & South Region – Region 5
  - F) One (1) Past President
- 8.02 Of the 12 Directors, no more than two (2) may be CAO's.
- 8.03 At no time shall there be two (2) or more ~~electd officials' representatives~~ from the same Summer Village. ~~CAO's may be from the same Summer Village as an elected official.~~
- 8.04 The Board of Directors shall ~~elect nominate~~ amongst themselves a:
- A) President
  - B) Vice President
  - C) Treasurer
- 8.05 Board Members serve a four (4) year term of office (consistent with Municipal elections) and are elected by the members at the Annual General Meeting in the year of those elections.
- 8.06 The Past President is ex-officio voting member of the Board of Directors and will remain until a new Past President is presented through a new presidential board election.
- 8.07 A President who is no longer an elected ~~official representative~~ immediately ceases to be a President and takes on the role of Past President.

- 8.08 A member of the Board of Directors ceases when:
- A) A Director is no longer an elected **official representative**, or a CAO is no longer an employee from the region they represent.
  - B) A Director misses three (3) consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.
  - C) The Board of Directors, by resolution passed by at least two thirds (2/3) of the votes cast declare that a Board Member has ceased to be a Board Member.
- 8.09 In the case of Section 8.08 above, if the period until the next Annual General Meeting is less than 12 months, the position may remain vacant.
- 8.10 Should the office of the President become vacant; the remaining Board of Directors shall forthwith appoint, from amongst themselves, a President.
- 8.11 Should a vacancy occur in a Director position, the Board may appoint a replacement to serve until the next Annual General Meeting.
- 8.12 A member appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.

Article IX. Board

- 9.01 The Board is responsible for:
- A) Governance of the Association and
  - B) Evaluating and approving plans, programs, policies and annual budget for the Association.
- 9.02 The Board shall govern the affairs of the Association between Annual General Meetings.
- 9.03 The Board may establish Ad Hoc Committees from time to time.
- 9.04 The Board may provide such accommodation, equipment and supplies as may be deemed necessary for the operation of the Association.
- 9.05 The Board may employ, contract, discipline or terminate, and fix the conditions of remuneration, employee benefits, hours of work and any other matter relative to the Executive Director.
- 9.06 The Board shall establish and publish the policies for:

- A) Appointing the financial institution and investment decisions
- B) The reimbursement of actual expenses incurred on Association business by any person
- C) The conduct of elections
- D) The submission and consideration of resolutions
- E) Any other policies the Boards wishes to publish.

#### Article X. Executive Committee Responsibilities

- 10.1 The President shall be elected, from among the Board of Directors, ~~for a four-year term.~~
- 10.2 The President shall, along with the Directors, manage the governance of the Association. Specific responsibilities of the President include, but are not limited to:
- A) Chairing, when present, all meetings of the Association and of the Board and its Executive Committee
  - B) Oversee the work of the Executive Director and Finance Manager
  - C) Act as the official representative for the Association
  - D) Sign all documents requiring his/her signature, including minutes, bylaws and special resolutions
  - E) Serves as ex-officio on all committees of the Board and attending such meetings at his/her discretion;
  - F) Such other duties as may, from time to time, be prescribed by resolution of the Board or that are otherwise incidental to this office.
- 10.3 The President, ~~or other duly designated Board Member~~, shall put forth ~~their his~~ nomination to the Alberta Municipalities Association for the position of board member that represents Summer Villages.
- 10.4 The Vice President shall be elected, from amongst the Directors, ~~for a four-year term.~~ The Vice President shall:
- A) In the absence of the Chair, preside over meetings of the Association and of the Board and its Executive Committee and otherwise exercise all the powers and duties of the President.
  - B) Have such other duties as the Board may, by resolution, assign.
- 10.5 The Board may, in the absence of the President and Vice President, appoint from amongst the remaining Board Members, an Acting Chairperson.
- 10.6 The Treasurer shall be elected, from amongst the Directors, ~~for a four-year term.~~



- 10.7 The Treasurer is assigned the primary responsibility of overseeing the management and reporting of the organization's finances. The Treasurer will be elected at the same time as the President and Vice President.

#### Article XI. Financial

- 11.01 The fiscal year of the Association shall be the calendar year.
- 11.02 At any reasonable time any Regular Member in good standing or a representative of any Regular Member may inspect the books and records of the Association upon request to the Executive Director.
- A) The Executive Director may require that a request be made in writing and shall refuse to allow inspection of any portion of a book or record containing personal information.
  - B) The Executive Director shall notify the Board of each request.
- 11.03 The books, accounts and records of the Association shall be reviewed audited at least once each year by a duly qualified accountant who shall be appointed by the Board at their first meeting of each year and who shall prepare an externally compiled financial statement.
- 11.04 For the purpose of carrying out the objectives of the Association, the Board from time to time may, by resolution passed by at least two thirds (2/3) of the votes, borrow money on the credit of the Society.
- 11.05 The Board may expend the funds of the Association from time to time for such proposes as it considers necessary or advisable to enable the Association to carry out its business.
- 11.06 Directors may be paid a per diem to attend Board or related committee meetings and travel expenses as set out in policy by the Board.
- 11.07 Unless authorized at any meeting of the Board, no Director or member of the Association shall receive any remuneration for his or her services. This is outside those duties and per diems outlined in Section 11.06.
- 11.08 The Board may establish policies regarding any remuneration and other fees and charges.
- 11.09 The President has the authority to act on behalf of the Board and shall be reimbursed as per policy.
- 11.10 The Directors of the Association are indemnified and saved harmless for any loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties or powers except if the person was dishonest, grossly negligent or guilty of willful misconduct.

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## Article XII. Executive Director

- 12.01 The Board shall appoint an Executive Director to manage the affairs of the Association.
- 12.02 The Executive Director is a non voting ex-official of the Board and the Executive Committee and reports directly to the President.
- 12.03 The Executive Director shall:
- A) Ensure that accurate minutes of all meetings of the Association, the Board, the Executive Committee and any other committees are recorded;
  - B) Manage the day-to-day operations of the Association within approved budgets and policies
  - C) Ensure all records and the Seal of the Association are kept safe.
- 12.04 The Executive Director may employ or contract any subordinate staff required within the expenditure authority included in the Association's budget.
- 12.05 The Board may employ or contract any subordinate staff required, as they deem necessary.

## Article XIII. Signing Authority

- 13.01 Any financial instruments and the use of the Seal shall be signed by
- A) A Director designated as a signing authority by the Board, and
  - B) The Executive Director

## Article XIV. Bylaw Amendments

- 14.01 When notice is required to be given under these Bylaws, the notice may be given by one of the following:
- A) Mail;
  - B) Facsimile; or
  - C) Electronic means
- 14.02 Written notice of a proposed amendment to these bylaws shall be provided to each Member not less than (6) six weeks before the meeting at which the amendment is to be proposed.
- 14.03 These bylaws shall only be approved, amended, rescinded or added to by a special resolution of the membership at the Annual General Meeting or a Special Meeting called by the Board of Directors.

14.04 Pursuant to the Societies Act, a special resolution is described as 75% of the members entitled to vote that are present at the Annual General Meeting or at a Special Meeting.

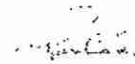
14.05 Once the Bylaws are approved by the membership, they shall be submitted to the appropriate authorities for review and approval.

Reviewed and Approved by the Association's Board of Directors this 15<sup>th</sup> day of June, 2020.

Reviewed and Approved by the Association's Membership this 15<sup>th</sup> day of October, 2020.

President of the ASVA: Mike Pashak

Signature:



Executive Director of the ASVA: Deb Hamilton

Signature:



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Schedule "B"

**The Association of Summer Villages of Alberta  
Bylaws  
Registered Society 50010034**

Article I. Name

- 1.01.1 The name of the association shall be the Association of Summer Villages of Alberta (ASVA), referred to in these bylaws as the "Association."

Article II. Purpose of Bylaws

- 2.01 The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000 cS-14 and set out how the Association will provide leadership in advocating local government interest to the Provincial Government and other organizations and provide services that address the need of its membership.
- 2.02 These bylaws establish a fundamental principal that the Association is owned and controlled by the regular members of the Association in every material way.

Article III. General

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- 3.05 In unforeseen circumstances such as a pandemic or emergency an Annual General Meeting or Special Meeting may be held by teleconference or virtual means.
- 3.06 The Board may establish policies regarding the terms of an Annual General Meeting or Special Meeting.
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will take place. The notice for any Special Meeting must also include the general nature of the business to be transacted.

- 3.08 Board meetings will be held six (6) times per year or at the call of the Chair. All efforts will be made to establish meetings every second month at the last meeting in the preceding year.
- A) Meetings will be held at a place agreed upon by the Board
  - B) Meetings may also be held by teleconference or virtual means if required and agreed upon by the Board.
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**Article IV. Membership**

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- A) Desires to further the goals of the Association
  - B) Qualifies under a membership category described in 4.02, and
  - C) Pays the relevant Association membership fee
- may become a member of the Association.
- 4.02 The categories of membership are:
- A) "Regular Member" shall be available to any Summer Village located in Alberta whose representatives are their Elected Officials and CAO's.
  - B) "Associate Member" shall be determined by the Board of Directors when and if the need arises.
  - C) "Honorary Life Member" is any individual who has been appointed as an Honorary Life Member by the Board of Directors.
- 4.03 Any Regular Member may withdraw from membership in the Association at anytime by notice in writing.
- A) A Regular Member that wishes to withdraw from membership in the Association shall provide at least twelve months notice in writing to the Association accompanied by a certified copy of the resolution of Council.
  - B) Any notice of withdrawal of membership shall be presented to the Board of Directors.

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- C) A Regular Member that withdraws from membership is not entitled to reimbursement of any membership fees.
- 4.04 Membership fees shall be established by the Board of Directors of the Association on a yearly basis.
  - A) Honorary Life Members are not required to pay a membership fee.
- 4.05 The membership year commences on the 1<sup>st</sup> day of January and ends on the 31<sup>st</sup> day of December of each year.
- 4.06 A "Member in Good Standing" is a Regular Member or Associate Member in respect of whom the Association has received the membership fee for the current membership year.
- 4.07 For the purpose of this section "ASVA Activities" means all activities of the Association under the mandate;
  - A) Regular Members are entitled to have their representative, as defined in Section 4.02, participate in all Association activities, including the right to vote as set forth in Article V.
  - B) Associate Members are not entitled to participate in Association activities but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
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- 5.02 Each member qualified to vote at any Annual General Meeting or Special Meeting shall be entitled to one vote by a show of hands.

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- 5.03 Proxy voting is not allowed. A recorded vote is allowed if requested by majority vote of the members present at the meeting.
- 5.04 Unless otherwise required by the bylaws, or pursuant to applicable law, any resolution put before the Members or any resolution put before the Board of Directors, must be supported by not less than a majority of the votes cast, failing which, the resolution shall fail.
- 5.05 A tied vote is a defeated vote.

**Article VI. Nominations**

- 6.01 Nominations shall be conducted in accordance to the election procedure set out in Policy by the Board of Directors.
- 6.02 The Board of Directors shall, in the year of provincial municipal elections, appoint a "Nominating Committee" in order to prepare and present a slate of candidates to the Annual General Meeting for consideration and election.
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**Article VII. Elections**

- 7.01 The Nomination Chair shall act as the Returning Officer who shall be responsible for the fair and proper conduct of elections.
- 7.02 Elections shall be held at the Annual General Meeting.

**Article VIII. Board of Directors**

- 8.01 The ASVA Board of Director shall consist of up to a twelve (12) member Board. In order to maintain an equitable geographic provincial distribution of Board members, the province has been divided into five (5) regions as outlined in Policy. The following identify those regions and the number of Directors from each:

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- A) Two (2) Directors – Island/Baptiste Lakes Region – Region 1
- B) One (1) Director – St. Paul/Bonnyville Region – Region 2
- C) Four (4) Directors – Lac Ste. Anne/Wabamun Region – Region 3
- D) Two (2) Directors – Pigeon Lake Region – Region 4
- E) Two (2) Directors – Sylvan/Gull Lakes & South Region – Region 5
- F) One (1) Past President

- 8.02 Of the 12 Directors, no more than two (2) may be CAO's.
- 8.03 At no time shall there be two (2) or more representatives from the same Summer Village.
- 8.04 The Board of Directors shall nominate amongst themselves a:
- A) President
  - B) Vice President
  - C) Treasurer
- 8.05 Board Members serve a four (4) year term of office (consistent with Municipal elections) and are elected by the members at the Annual General Meeting in the year of those elections.
- 8.06 The Past President is ex-officio voting member of the Board of Directors and will remain until a new Past President is presented through a new presidential board election.
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  - B) A Director misses three (3) consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.
  - C) The Board of Directors, by resolution passed by at least two thirds (2/3) of the votes cast declare that a Board Member has ceased to be a Board Member.
- 8.09 In the case of Section 8.08 above, if the period until the next Annual General Meeting is less than 12 months, the position may remain vacant.
- 8.10 Should the office of the President become vacant; the remaining Board of Directors shall forthwith appoint, from amongst themselves, a President.





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- 8.11 Should a vacancy occur in a Director position, the Board may appoint a replacement to serve until the next Annual General Meeting.
- 8.12 A member appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.

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- A) Governance of the Association and
  - B) Evaluating and approving plans, programs, policies and annual budget for the Association.
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  - B) The reimbursement of actual expenses incurred on Association business by any person
  - C) The conduct of elections
  - D) The submission and consideration of resolutions
  - E) Any other policies the Boards wishes to publish.

**Article X. Executive Committee Responsibilities**

- 10.1 The President shall be elected, from among the Board of Directors, for a four-year term.
- 10.2 The President shall, along with the Directors, manage the governance of the Association. Specific responsibilities of the President include, but are not limited to:
- A) Chairing, when present, all meetings of the Association and of the Board and its Executive Committee
  - B) Oversee the work of the Executive Director

(31)

**The Association of Summer Villages of Alberta  
Bylaws  
Registered Society 50010034**

- C) Act as the official representative for the Association
  - D) Sign all documents requiring his/her signature, including minutes, bylaws and special resolutions
  - E) Serves as ex-officio on all committees of the Board and attending such meetings at his/her discretion;
  - F) Such other duties as may, from time to time, be prescribed by resolution of the Board or that are otherwise incidental to this office.
- 10.3 The Vice President shall be elected, from amongst the Directors, for a four-year term.  
The Vice President shall:
- A) In the absence of the Chair, preside over meetings of the Association and of the Board and its Executive Committee and otherwise exercise all the powers and duties of the President.
  - B) Have such other duties as the Board may, by resolution, assign.
- 10.4 The Board may, in the absence of the President and Vice President, appoint from amongst the remaining Board Members, an Acting Chairperson.
- 10.5 The Treasurer shall be elected, from amongst the Directors, for a four-year term.
- 10.6 The Treasurer is assigned the primary responsibility of overseeing the management and reporting of the organization's finances. The Treasurer will be elected at the same time as the President and Vice President.

**Article XI. Financial**

- 11.01 The fiscal year of the Association shall be the calendar year.
- 11.02 At any reasonable time any Regular Member in good standing or a representative of any Regular Member may inspect the books and records of the Association upon request to the Executive Director.
- A) The Executive Director may require that a request be made in writing and shall refuse to allow inspection of any portion of a book or record containing personal information.
  - B) The Executive Director shall notify the Board of each request.
- 11.03 The books, accounts and records of the Association shall be audited at least once each year by a duly qualified accountant who shall be appointed by the Board at their first meeting of each year.

**The Association of Summer Villages of Alberta**  
**Bylaws**  
**Registered Society 50010034**

- 11.04 For the purpose of carrying out the objectives of the Association, the Board from time to time may, by resolution passed by at least two thirds (2/3) of the votes, borrow money on the credit of the Society.
- 11.05 The Board may expend the funds of the Association from time to time for such purposes as it considers necessary or advisable to enable the Association to carry out its business.
- 11.06 Directors may be paid a per diem to attend Board or related committee meetings and travel expenses as set out in policy by the Board.
- 11.07 Unless authorized at any meeting of the Board, no Director or member of the Association shall receive any remuneration for his or her services. This is outside those duties and per diems outlined in Section 11.06.
- 11.08 The Board may establish policies regarding any remuneration and other fees and charges.
- 11.09 The President has the authority to act on behalf of the Board and shall be reimbursed as per policy.
- 11.10 The Directors of the Association are indemnified and saved harmless for any loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties or powers except if the person was dishonest, grossly negligent or guilty of willful misconduct.

**Article XII. Executive Director**

- 12.01 The Board shall appoint an Executive Director to manage the affairs of the Association.
- 12.02 The Executive Director is a non voting ex-official of the Board and the Executive Committee and reports directly to the President.
- 12.03 The Executive Director shall:
  - A) Ensure that accurate minutes of all meetings of the Association, the Board, the Executive Committee and any other committees are recorded;
  - B) Manage the day to day operations of the Association within approved budgets and policies
  - C) Ensure all records and the Seal of the Association are kept safe.
- 12.04 The Executive Director may employ or contract any subordinate staff required within the expenditure authority included in the Association's budget.

**The Association of Summer Villages of Alberta  
Bylaws  
Registered Society 50010034**

Article XIII. Signing Authority

13.01 Any financial instruments and the use of the Seal shall be signed by

- A) A Director designated as a signing authority by the Board, and
- B) The Executive Director

Article XIV. Bylaw Amendments

14.01 When notice is required to be given under these Bylaws, the notice may be given by one of the following:

- A) Mail;
- B) Facsimile; or
- C) Electronic means

14.02 Written notice of a proposed amendment to these bylaws shall be provided to each Member not less than (6) six weeks before the meeting at which the amendment is to be proposed.

14.03 These bylaws shall only be approved, amended, rescinded or added to by a special resolution of the membership at the Annual General Meeting or a Special Meeting called by the Board of Directors.

14.04 Pursuant to the Societies Act, a special resolution is described as 75% of the members entitled to vote at the Annual General Meeting or at a Special Meeting.

14.05 Once the Bylaws are approved by the membership, they shall be submitted to the appropriate authorities for review and approval.

Reviewed and Approved by the Association's Board of Directors this 15<sup>th</sup> day of June, 2020.

Reviewed and Approved by the Association's Membership this 15<sup>th</sup> day of October, 2020.

President of the ASVA: Mike Pashak

Signature:



Executive Director of the ASVA: Deb Hamilton

Signature:



2023 ASVA 65 <sup>th</sup> Conference Agenda			
THURSDAY OCTOBER 19, 2023			
7:00	REGISTRATION & BREAKFAST - Emerald Ballroom		
8:00	Opening Remarks & Introduction of Minister		President Mike Pashak
8:15	Minister of Environment & Parks or Municipal Affairs Updates (TBD)		Honorable Minister Rebecca Schultz or Minister Ric McIvor
8:30	TITLE SPONSOR - INTRODUCTION OF NEXT SPEAKER	ABmunis	ABmunis Representatives
8:35	Know Better, Do Better: Aligning Land Use Bylaw Regulations with Watershed Management Best Practices	Municipal Planning Services	Jane Dauphinee, RPP, MCIP & James Haney, Senior Planner
9:05	INTRODUCTION OF NEXT SPEAKER		Vice President, Brian Waterhouse
9:10	Updates on Lake Monitoring & Management In Alberta	Alberta Lake Management Society	Bradley Peter, Executive Director
9:30	INTRODUCTION OF NEXT SPEAKER		Director, Gary Burns
9:35	Government Grants for Broadband & MCSnet's Construction to Enhance Broadband within It's Service Area	MCSnet	Rhonda Lafrance, Chief Marketing Officer
9:55	COFFEE BREAK & TRADESHOW - Hotel Foyer		
10:15	INTRODUCTION OF NEXT SPEAKER		Director, Curtis Schoepp
10:20	Nurse Practitioner Direct Reimbursement Model: The Path to Primary Care Access for all Albertans	Nurse Practitioners Association of Alberta	Dr. Susan Prendergast, PhD, NP - President & Jennifer Mador, NP, Director Rural Prime Care
10:50	INTRODUCTION OF NEXT SPEAKER		Director, Julie Maplethorpe
10:55	Getting Ready for Next Generation 911: Municipal Address Management - The Next Step	Summer Village of Silver Beach & Alberta Municipal Data Sharing Partnership	Deputy Mayor Robert Gibbs and Don Kitchener
11:25	INTRODUCTION OF NEXT SPEAKER		Director, Marlene Walsh
11:30	Building a Climate Plan in Small Municipalities	Summer Village of Birchcliff and Climate Caucus Canada	Mayor Roger Dufresne & Alex Lidstone, ED
12:00	LUNCH & TRADESHOW- Emerald Ballroom		
1:00	INTRODUCTION OF NEXT SPEAKER		Director, Ian Rawlinson
1:05	Code of Conduct: Dealing with a Complaint	Brownlee LLP	Alfeyah Gulamhusain, Partner
1:25	INTRODUCTION OF NEXT SPEAKER		Director, Kathy Dion
1:30	Alberta Invasive Species	Alberta Invasive Species Council	Megan Evans, ED
1:50	INTRODUCTION OF NEXT SPEAKER		Treasurer, Rob Dickie
1:55	Recent species' threats to Alberta waters and will ensure Summer Villages know how to Access Support and Resources	Aquatic Invasive Species Prov. Gov	Nicole Kimmel, Specialist
2:15	COFFEE BREAK & TRADESHOW Hotel Foyer		
2:35	INTRODUCTION OF NEXT SPEAKER		Director Kim Bancroft
2:40	Municipal Accountability Program (MAP 2) Review - 2nd Generation	Municipal Affairs	Ruth McCuaig, Municipal Accountability Advisor
3:15	INTRODUCTION OF NEXT SPEAKER		Director Ren Giesbrecht
3:20	Climate Resilience Capacity Building in Summer Villages	ABmunis	Ronak Patel, Program Manager, Sustainability Services
3:45	AGM Quick Set Up		
4:00	AGM MEETING		
6:00	COCKTAILS		
6:30	BANQUET - AWARDS - ENTERTAINMENT		
Friday, October 20, 2023			
8:00	REGISTRATION & BREAKFAST - Emerald Ballroom		
9:00	WELCOME BACK MEMBERS - INTRODUCTION OF KEYNOTE SPEAKER		President, Mike Pashak
9:10	KEYNOTE - Lac Ste. Anne Wildfire Experiences & Emergency Preparedness Plan during the 2023 Wildfires and Evacuations - What to Look for in your Communities EPP	Lac Ste. Anne County and Health & Safety Manager/Director of Emergency Management	Reeve Joe Blakeman and Carole Peacock, RMHSA
9:55	INTRODUCTION OF NEXT SPEAKER		Director, Marlene Walsh
10:00	Updates on the Wildfire and Evacuations in 2023	Alberta Emergency Management Agency	John Swist and Troy Carriere
10:35	INTRODUCTION OF NEXT SPEAKER		Vice President, Brian Waterhouse
10:40	Surviving Disaster	Leduc County Fire Chief	Fire Chief Keven Lefevre
11:15	INTRODUCTION OF NEXT SPEAKER		Director, Julie Maplethorpe
11:20	Applying the FireSmart System to Strengthen Community Wildfire Resilience	FireSmart Specialist	Laura Stewart
11:45	INTRODUCTION OF NEXT SPEAKER		Director, Ren Giesbrecht
11:50	To Be Determined	Transitional Solutions Inc.	Erica Thomas
12:15	CONFERENCE CLOSING REMARKS		President, Mike Pashak

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-31

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 20<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>ABmunis Board of Directors Nominations (Request from M. Pashak, ASVA President)</b>
<b>Agenda Item Number:</b>	<b>6(b) – Business</b>

### **BACKGROUND/PROPOSAL:**

ABmunis represents a full spectrum on municipal interested in Alberta. This includes providing direct representation on their boards and committees for summer villages. As part of their organizational process, ABmunis received nominations and facilitates voting during their annual convention/conference.

On September 7<sup>th</sup>, 2023, Mike Pashak – the president of ASVA – forwarded a letter of endorsement for Ren Giesbrecht (Mayor of West Cove and also a sitting ASVA Board Member) for Ren's nomination to the Summer Village Directorship at ABmunis. Ren currently sits on the ABmunis Small Communities Committee, and a think a few others as well.

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

While it has not been typical that we receive or contemplate letters of endorsement on nominations at the ASVA/ABmunis level, the fact that we have now speaks to a strong working relationship and advocacy by Ren at these peer groups.

Having not dealt with this type of matter before at the council level, I would suggest council considers one of two options: either unanimously resolve to endorse nominee Giesbrecht in the upcoming elections at ABMunis, or accept the letter for information. Either way the decision is not technically binding on councillors individual voting rights, but the gesture of a public endorsement is a nice show of support for sure.

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

Much like at the ASVA Convention, members will get the chance to vote on this during the ABmunis convention in September. Council and Admin are already authorized to attend so there are no additional costs to participate.

### **RECOMMENDED ACTION:**

1. That Council accept the September 7<sup>th</sup>, 2023 letter from Mike Pashak regarding the endorsement of Ren Giesbrecht as a nominee to the ABmunis Board of Directors for information, and that Council endorse Mr. Giesbrecht for this appointment as well.

**Initials show support – Reviewed By:** **CAO: D. Moskalyk**

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September 7, 2023

ATTN: Elected Officials and CAOs  
Summer Villages of Alberta

**RE: Nomination to the ABmunis Board of Directors – Ren Giesbrecht**

For those of you attending the upcoming ABmunis convention, I graciously request you support Ren Giesbrecht in the upcoming ABmunis Board of Directors election for Summer Village representative. Ren is on the ASVA Board and is Mayor of SV West Cove.

In order to serve you more effectively and provide succession planning for the ASVA Board, the ASVA Board has found it advantageous to have an ASVA Board member sit on the ABmunis Board of Directors.

At the last ASVA Board meeting, a resolution passed supporting Ren's nomination as the Summer Villages representative on the ABmunis Board. Having this representation ensures Summer Villages receive timely information from ABmunis on emerging issues and more importantly that we have a voice at the table, one that represents all Summer Villages.

Thank you in advance for your support. With Ren on the ABmunis Board, the ASVA can continue our advocacy work on your behalf.

Sincerely,  
ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

**Mike Pashak**  
President

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-32

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 20<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Onoway Regional Fire Services, Fire Rescue International</b>
<b>Agenda Item Number:</b>	<b>6(c) – Business</b>

### **BACKGROUND/PROPOSAL:**

On August 5<sup>th</sup>, 2023 we received a letter from Fire Rescue International (formerly North West Fire and Rescue) requesting that member councils to the Onoway Regional Fire Service partnership give an indication regarding their intent to renew the agreement should same be agreeable to the principal parties.

At the time of writing, three municipalities had responded in the affirmative, none responded to the negative, and several – including SVNP – are yet to provide response as they didn't have meetings in August to discuss same.

A copy of the letter is attached for review. Also attached is a related September 7<sup>th</sup>, 2023 email asking members to hold October 24<sup>th</sup>, 2023 open as a possible meeting date for an all members meeting on ORFS.

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

Although the decision is of course non-binding at this time, I am encouraging council to support a continuation of this critical service through our partnership with ORFS/IFR. I think the benefits in service scope (including fire response, medical responses, community engagement, FireSmart support) and the service level (faster response times, etc.) speak for themselves. This hybrid approach model is certainly working for our members.

I am slightly concerned that ORFS will become more politicized as other regional tensions flare up now and then, which could impact the service delivery overall – however, as long as we retain some representation on this committee and emergencies are still addressed in a timely manner, I see no reason to withdraw from this partnership purely on speculation.

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

There is no cost to providing this non-binding indication of intent.

### **RECOMMENDED ACTION:**

1. That Council provide a letter indicating their intent to continue with the Onoway Regional Fire Services/Fire Rescue International partnership beyond the existing agreement term pending same or similar terms for cost and service delivery, should same be agreeable to the principal parties.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
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## Fire Rescue International



August 5, 2023

Attention: All Onoway Regional Fire Services Member Municipalities  
Regarding: Soliciting Advice About Your Intent to Enter a New Agreement When Current Agreement Expires

Dear Mayors & Councils,

During our AGM this spring I asked that it be added to the agenda Fire Rescue International (FRI)'s request that each municipality return to their respective councils and discuss the long-term interest they have (or do not have) to continue within the Onoway Regional Fire Services Group that we have formed together. Upon completing those internal discussions, FRI requested that each municipality provide a letter of intent concerning their municipality's general desire to continue to build on the service we have created together or choose another path towards fire services provisions. To date, FRI has received no responses.

Of course, a letter of intent at this stage would not be a commitment as the terms, conditions, and fees of a new contract have not been yet brokered. It would, however, help FRI with some of our long-term capital purchase planning. Letters of intent will also help FRI leadership in terms of longer-term legacy and/or succession planning. This type of guidance from your council will help FRI continue to deliver the city-like performance we are known for as well as prepare for the future our member municipalities dictate.

Box 1550 Onoway, AB T0E 1V0  
780-777-4688  
1-855-710-3473  
[di@secondwindenterprises.com](mailto:di@secondwindenterprises.com)

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FRI advocates strongly for continued collaboration between the ten municipalities and in fact, would welcome a dialogue that might invite additional municipalities into the fold (such as Birch Cove, Sunrise Beach, Sandy Beach, West Cove, and possibly Lac Ste Anne or Seba Beach as well). FRI believes there is strength in numbers and by retaining or even adding to the membership, we may be in a position to improve the current level of service at no additional cost per title or maintain the current level of service and actually cut the cost per title for service delivery. Of course, all options are on the table and will be subject to the wishes of the elected officials of our member communities.

If possible, on behalf of Fire Rescue International I request that your municipality consider signaling it's contract re-negotiation preferences by way of a letter of intent to FRI by September 30<sup>th</sup> if possible. Once in hand, FRI can govern itself accordingly and prepare for the next stage of contract negotiations with those who are interested: 2024 Terms, Conditions, & Levels of Service commencing 2026). If it would be helpful, I can make myself available to come before your council to answer any fire service questions or discuss the merits of building on the success we have created together as a team.

Kind Regards,  
FIRE RESCUE INTERNATIONAL



David Ives  
Fire Chief

Box 1550 Onoway, AB T0E 1V0  
780-777-4688  
1-855-710-3473  
di@secondwindenterprises.com

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**Date** Thu, 07 Sep, 23 1:36:01PM  
**From** debbie@onoway.ca  
Alberta Beach Village Office  
aboffice@albertabeach.com  
Castle Island  
svcastle@telus.net  
Jennifer Thompson  
cao@onoway.ca  
Nakamun Park  
cao@svnakamun.com  
**To** office@sunsetpoint.ca  
office@svyellowstone.ca  
Rosshaven CAO  
cao@rosshaven.ca  
Summer Village Office  
administration@wildwillowenterprises.com  
Val Quentin  
marlenehwalsh@gmail.com  
'wendy wildwillowenterprises.com'  
wendy@wildwillowenterprises.com  
**Cc** Dave Ives  
david.ives@firerescueinternational.net  
**Subject** ORFS All Municipalities Meeting - Tuesday, October 24, 2023

Good Afternoon: Please hold Tuesday, October 24, 2023 from 1:00 pm until 4:00 pm for a meeting of all ORFS municipalities.

Location: Onoway Community Hall, 4920 -- 49 Avenue.

An agenda will follow closer to the meeting.

Thank you.



**Debbie Giroux**  
Administrative Assistant  
  
**Phone:** 780-967-5338  
**Fax:** 780-967-3226  
**E-Mail:** [debbie@onoway.ca](mailto:debbie@onoway.ca)  
  
**Mail:** Box 540 Onoway, AB T0E-1V0  
**Town Office:** 4812-51 Street Onoway  
  
**Web:** [www.onoway.ca](http://www.onoway.ca)



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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-33

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 20<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Request for Letter of No Objection, Seasonal Dock Applications</b>
<b>Agenda Item Number:</b>	<b>6(d, part) – Business</b>

### **BACKGROUND/PROPOSAL:**

As one seasons draws to a close, preparations for next year are already underway. This includes a variety of permit applications – such as the TFA Seasonal Dock Applications for Back Lot Owners. At this time we have received two new applications (technically both renewals) for Letter of No Objection: 5603 and 5607 Nakamun Drive, both applications are applying for the location adjacent to the municipality’s MR9 lot.

The request emails are attached for reference.

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

Administration does not an objection to either request. Both 5603 and 5607 have been previous granted Letters of No Objection, and neither have any outstanding concerns that would warrant withholding approval by the municipality, as outlined in Policy A-COM-DOCK-1 (April 2023). I do however how some observations:

- 1) Both Applicants are seeking permission to place their docks next to MR9. I was able to discuss the role the municipality has in this “filtering” process with Chirs Vierath (Whitecourt Department) and we settled on best practice being that the municipality should determine how many mooring structures they would permit access to off of each MR, that this number should be influenced by the available frontage of the MR (respecting 3m from each property line and 6m separation between each mooring site/dock), and that the municipality in their Letter of No Objection should specify that it is subject to the applicant placing their dock at a given point, or for example, on the east, or west edge of the developable window. This leads to the concept of developing a dedicated mooring plan going forward with dedicated uses on each MR and possibly solid demarcation for “Point A” and “Point B” sites on each MR, for example.
- 2) Applicant 5603 did not specify in their letter a timeframe, but in a follow-up call we discussed the then newly passed policy on this process which allowed for a maximum 5 year request. As a past applicant and TFA holder, the municipality by policy has said they will consider 5 year terms, but council has been reluctant to approve anything longer than 3 year. I would recommend a 3 year approval here as well.



- 3) Applicant 5607 does specific a timeframe in their letter and are asking for a 5 year timeframe. For reasons stated above, I would again advocate for a three year approval.
- 4) Neither applicant provided detail on the site plan or dock size/composition in their requests. In the past this has not been important as our view has been that we are simply proving a Letter of No Objection and the Department would sort our the validity of the technical specifications before approving an application. However, this case is an example of why we must begin to stress for this technical information at the municipal level – to be able to understand how multiple uses will share the space. We like to be accommodating but in this case, what if both applicants are intending to place the dock on the eastern edge? Without a sketch or a plan I have no way of doing a fair job of the initial filtering of these requests.

**We can sort it out for this go around, but in future years we will be more rigid in demanding a full plan prior to reviewing requests for letter of no objection.**

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

There is no cost to providing these letters of no objection. However, as this process becomes more administrative it is going to start resembling a development permit application process and Council will want to give some consideration to an application fee – we can discuss more in part 2 of this business item (next on the agenda)

**RECOMMENDED ACTION:**

1. That Council provide a Letter of No Objection to applicant 5603 for a three year term beginning on January 1<sup>st</sup>, 2024, for their application to site a dock adjacent to MR9 in the Summer Village of Nakamun Park, minimum three metres from the east property line and minimum 6 metres from any other docking or mooring on MR9;

And

2. That Council provide a Letter of No Objection to applicant 5607 for a three year term beginning on January 1<sup>st</sup>, 2024, for their application to site a dock adjacent to MR9 in the Summer Village of Nakamun Park, minimum three metres from the west property line and minimum of 6 metres form any other docking or mooring on MR9;

<b>Initials show support</b> – Reviewed By:	<b>CAO: D. Moskalyk</b>
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**Date** Mon, 04 Sep, 23 9:20:02AM  
**From** pablo.gutierrez@aquino  
**To** ddm@kronprinzconsulting.ca  
ddm@kronprinzconsulting.ca  
**Subject** Renew TFA.

Good Morning Dwight,  
I was wondering if I Can get a new Letter of No Objection, for renew my TFA.  
Attached you will find the old letter and TFA.  
Thanks  
Pablo Gutierrez



[:Letter of No Objection to 5603 Naka. Drive - Dock Placement at R9- April 22nd. 2021\[1216\].pdf \(286K\)](#)



[:TFA212526-Dock-PGutierrez-2021-06-25.pdf \(301K\)](#)

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P.O. BOX 1250  
ONOWAY ALBERTA  
T0E 1V0  
[cao@svnakamun.com](mailto:cao@svnakamun.com)  
780-967-0271

April 22<sup>nd</sup>, 2021

Pablo Gutierrez

*(Sent by Email)*

Dear Pablo,

**Re: Placement of a Seasonal Dock adjacent to Municipal Reserve Lands located at Lot R9 Block 9 Plan 187MC within the Summer Village of Nakamun Park (the "Lands")**

This letter is in response to your request, as the "Upland Landowner", for the placement of a Seasonal Dock adjacent to the noted "Lands" as required by Alberta Public Lands.

The Council for the Summer Village of Nakamun Park (Motion #70-21) herein provides this letter of no objection to your application for a Temporary Field Authorization (TFA) to allow for the installation of a Seasonal Dock adjacent to the noted "Lands".

*Note: This letter is in no way to be construed as authorization to construct any works prior to obtaining required approvals through the various Provincial and Federal agencies. Further, this letter is in no way an authorization to use the "Lands" for the storage, siting or staging of activities related to the contraction, storage or use of the proposed seasonal dock.*

If you have any questions or concerns, please feel free to contact the administration office at 780-967-0271

Sincerely,

A handwritten signature in blue ink, appearing to read "Dwight Darren Moskalyk".

Dwight Darren Moskalyk  
Chief Administrative Officer  
Summer Village of Nakamun Park

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Date Sun, 30 Jul, 23 8:01:15AM  
From T8N  
To cao  
cao@svnakamun.com  
Subject Re: Request placement of a seasonal dock adjacent to municipal property MR9 for 5 years (2024-2028)

Hi Dwight

Update please.

---

From: "T8N" <  
To: "cao" <cao@svnakamun.com>  
Sent: Friday, June 9, 2023 11:58:23 AM  
Subject: Request placement of a seasonal dock adjacent to municipal property MR9 for 5 years (2024-2028)

Good Morning,

Asking Council approval for the request of a letter of no-objection for the property owners at 5607 Nakamun Drive, for the placement of a seasonal dock adjacent to municipal property MR9, for a period of 5 years 2024-2028, Asking Administration to prepare and execute the letter advising of same, to the applicant, to apply for dock permit.

Thanks

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-34

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 20<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Community Mooring/Dock Standards and Community Engagement</b>
<b>Agenda Item Number:</b>	<b>6(d, part) – Business</b>

### **BACKGROUND/PROPOSAL:**

As Council is aware, there remains some confusion in the community about the process and use of docks, particularly those off municipal property. As the province continues to refine their application process, and increase the engagement with municipalities on this process and our role in it, the process issues are being addressed. However, there are still issues with unauthorized use of private docks resulting in trespass, damage and frustration for some TFA holders (private dock owners).

An example of the frustration being felt by some dock owners is offered in the attached correspondence (September 6<sup>th</sup>, 2023 email, attached, "Theft and Vandalism of dock..."). In this email, the aggrieved party is asking for the municipality's assistance in educating the public and sharing some information on the nature of the docks being installed adjacent to municipal lands (i.e. that they are private and that they are not "community docks," etc.). We have certainly used website posts and the newsletter to advise people about the dock application process, but it is fairly said that we have not specifically spoken on "use" of the docks in the past, and perhaps it is high time that we do so.

Below we will discuss some options for sharing the dos and don'ts of use and some options for better public engagement on the issue. In addition, we should start a larger discussion on "Mooring Plans" for the community. A Mooring Plan is a document that is initiated by the municipality and then reviewed and approved by the provincial authority. This document outlines which of the MRs and public lands in the municipality are approved to have moorings associated with them, what types of moorings will be permitted on each mooring area, and how many of each type of mooring may be permitted (subject to provincial thresholds). This is not something we can get done overnight, but we can start the process if some of the objective highlighted below strike a chord with Council.

For quick reference, the Mooring Application and Information Website is:  
<https://www.alberta.ca/lakeshores>

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

### **Item 1) Information on Dos and Don'ts of Dock Use:**

This really is a multi-prong approach for Council to consider. It involves creating a dedicated tab on the website (linking folks to the mooring standards website and current versions of the rules/guidelines), sending out a direct communication/letter to all property owners (about not trespassing on private docks), and adding signs to all MRs (something to the effect of "Please note that docks off of this MR are private installation authorized by provincial permit and NOT community docks. Please respect the private property of the authorized user and do not trespass or damage these docks. We could also provide space for a placard for the current dock owner to place their information contact information etc.

I am completely supportive of the website and mailout of information, and would even be open to facilitating an open house in the spring/early summer next year to discuss this matter with the public and government reps in that would help. We are working on drafts for the website and letter now for mailing subject to Council's direction on same. I would integrate the attached reference material where feasible:

- i. Alberta Government – Disturbance Standards for Temporary Seasonal Docks and other Moorings (April 2021)
- ii. Mooring Disturbance Standard – Mooring Allowance Infographic
- iii. Mooring Disturbance Standard – Waterfront and Semi-Waterfront Property Owners Fact Sheet
- iv. Mooring Disturbance Standard – Share Dock Fact Sheet
- v. Mooring Disturbance Standard – Back Lot Property Owners Fact Sheet

I am a little bit more hesitant to proceed with signage on the MRs. We can perhaps install a few on the lots we know we have historically had private docks applied for/approved, and then add new signs as new MRs become used, which helps ease the cost burden. The messaging will be try to get just right without becoming too "boilerplate" to be impactful, but we can try message something for sure (although I don't know if applicants will be agreeable to having their information included or not, unless we make it a condition on which we would issue their Letter of No Objection.). *\*On a related note, as part of a broader Mooring Plan – once/if developed, we could put physical demarcations (signs, plaques, etc.) at the dedicated "Point A" and "Point B" locations for docks, and integrate signage at same depending on the dock status (private, community, public).\**

Speaking generally, I don't know if any of these options will prevent any of the infractions against private docks off of MR lands. Certainly clarifying that these are not community docks might help a bit, but my gut feeling is that the people who trespass and vandalize the docks are likely guests to the community (so they would get the letter or website posts we send) and regardless of if they are property owners or not I have to believe that anyone who is going to trespass or destroy property isn't necessarily going to be intimidated by a sign. I'm not saying that we should do nothing, but we really should be cautious on what steps we as the municipality have an obligation to do and which are going to be impactful.



Item 2: Community Mooring Plan Development:

As MRs become more and more sought after for back lot dock applications, there will come a point where it may make sense for the municipality to implement a Community Mooring Plan. This will be used in support of our Dock Application Request for Letter of No Objection Policy to regulate and manage which applications we endorse and any conditions we place on those endorsements. It would also give the municipality the overview to determine which MRs are open for dock applications (private or community), and which are not open for application (“quite areas” or “protected areas”).

For example, if we continue to get multiple back lot owner requests for private docks at a certain location year over year, and the province is only going to approve one application, it may become desirable for the municipality or a community cooperative/neighbourhood to initiate a community dock at said location where we could accommodate all the interested parties and install the asset, charge an annual rental fee per mooring site, and allow general public access subject to the approval the municipality would need to get from the province. This obvious comes at a cost to the municipality and carries some other liabilities we would need to consider, but at this point I want to open the discussion on if the creation of such a plan would be of interest to Council, or if the status quo remains the more workable option. I have not, nor had Mr. Vierath, seen a complete Community Mooring Plan template to reference as of yet, so we would be creating same from scratch.

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

The costs for community engagement are estimated as follows:

- Website Updates (New Tab/Page and Posts) ~ \$250
- Letter and Mailout - authoring time, postage, preparation time ~ \$1,100
- Community Engagement – material, rentals, mailout, survey creation, refreshments ~\$3,500
- Signage at the MRs ~ \$650 per sign, 5'X3', printed, delivered and installed

The costs for initiating a community mooring plan are nothing (just some administrative outreach) but once we get to the drafting and creation/review stage there will be applications to be made, and some professional services required to complete the plan and application of same ~ \$4,500 to \$7,000 (estimated cost, fluctuation on if legal review was warranted).

**RECOMMENDED ACTION:**

1. That Council authorize Administration to prepare a community engagement plan on Mooring and Dock Use on Municipal Lands, as discussed, including \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, with a target launch date of \_\_\_\_\_.

And

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2. That Council direct Administration to explore the concept of a Community Mooring Plan and return a proposed for further discussion.

<b>Initials show support</b> – Reviewed By: <b>CAO: <i>D. Moskalyk</i></b>
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Date Wed, 06 Sep, 23 2:32:00PM  
From T8N  
t8n@shaw.ca  
To cao  
cao@svnakamun.com  
Subject Theft & Vandalism of dock on Summer Village of Nakamun public land with approved permit

Good Afternoon Dwight & Summer Village of Nakamun Council

Over the September long weekend we had vandalism to our private dock on Nakamun Summer Village PUL - R9.  
This theft/vandalism has happened more than once in the past few months.  
We are also aware, that other dock permit holders from past years, had the same issue with the public.

Can the Summer Village EDUCATE the public.....or add a sign at the public land entrance(s) by the road....or both website information & signage?

#### LAND

- yes it is public land belonging to the Summer Village
- yes the public can access the water for boating, kayaking or swimming
- NO the dock is NOT public property belonging to the Summer Village for public use

#### DOCK on the Summer Village Public land (PUL) .....

- dock is private NOT PUBLIC property
- dock was purchased and paid for and is owned by a person (just like the lake front lot owners docks)
- dock permit was issued. Person applied for a permit through council & Alberta Environment for the right to place & use their private dock on the Summer Village Public land
- owner solely purchased and owns the dock
- owner pays for maintenance and damages of their dock NOT the Summer Village (or since it is on Summer Village land does the village pay too?)
- dock has private property sign attached to dock to make public aware

#### PUBLIC

- Respect other people's property
- You too can purchase a DOCK and apply for a permit so you don't have to get wet onboarding or offboarding your water devices
- Village DOCK is the boat launch or maybe there should be a walk DOCK for the public at the park (that boat launchers can use as well for load/unload safety)
- VANDALISM & THEFT is NOT ACCEPTABLE

Best example is: I own a car and park it on city street - no one gets to use\drive\damage my car because it is parked on public property!

Thanks

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**Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes**

April 2021

**Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes**

**Preface**

- 1 This Disturbance Standard is established under section 3 of the *Public Lands Administration Regulation*.

**Purpose**

- 2 The purpose of this Disturbance Standard is to set the maximum acceptable footprint for temporary seasonal docks, temporary seasonal boat lifts and associated structures for personal recreational purposes on vacant public land.

**Definitions**

- 3(1) All definitions in the *Public Lands Act*, RSA 2000, c P-40 and the *Public Lands Administration Regulation* apply except where expressly stated in this Disturbance Standard.
- (2) In this Disturbance Standard,
- (a) "anchor" means a weighted object placed on the bed or shore of a water body for the purpose of fixing a buoy, temporary seasonal dock or swimming platform to the bed or shore of a water body;
  - (b) "associated structures" includes temporary seasonal boat lifts and swimming platforms, including an anchor if an anchor is used, that are constructed and installed in a way so that they can be removed from the bed and shore of a water body before the end of the open water part of the year without cause disturbance to the bed and shore. A boathouse is not an associated structure;
  - (c) "bank" means the natural boundary where the bed and shore of a water body cease; unless coincidental, it is not a historic high water mark, a flood line, or the current waterline;
  - (d) "bed and shore" means the submersed and exposed part of a water body that is bounded by its bank;
  - (e) "boathouse" means a permanent structure used for the storage of a vessel and associated materials and includes any structure that is enclosed on all sides, has a roof or walls or any combination of the two;
  - (f) "buoy" means a floating marker that is placed in a water body, excluding the anchor;
  - (g) "Disturbance Standard" means the *Disturbance Standard for Temporary, Seasonal Docks and other Mooring Structures for Personal Recreational Purposes*, as established under section 3 of the *Public Lands Administration Regulation* and as amended or replaced from time to time;

- (h) “dock” means any pier, wharf or other structure constructed or maintained in a water body, whether floating or not, used for the purposes of mooring a vessel and includes any walkway, terminal platform, or anchor if an anchor is used;
- (i) “line of navigation” means an imaginary line located at a distance below the current water line that will afford sufficient draft for a vessel customarily in use on a particular water body, and at the point where the depth reaches 1.5 metres;
- (j) “littoral drift” means the sedimentary material that is transported in the water along the bed and shore by waves and current;
- (k) “maximum acceptable footprint ” means the extent and nature of a permitted activity as set out in this disturbance standard;
- (l) “mooring area” means the area of the water body apportioned to a waterfront holder or semi-waterfront holder or municipal waterfront holder as set out in section 7 of this disturbance standard;
- (m) “mooring buoy” means a buoy installed or used for the purpose of offshore moorage of a vessel, excluding the anchor;
- (n) “municipality” means a municipality as defined under the *Municipal Government Act*;
- (o) “municipal waterfront holder” means a municipality that is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of a water body;
- (p) “open water part of the year” the period of time during the year when the water in a water body is not covered with ice;
- (q) “permitted activity” means the construction, placement and use of a temporary seasonal boat lift or a temporary seasonal dock for a recreational purpose as defined under Part 2 of the *Public Lands Administration Regulation*, which may include any seasonally used associated structures, mooring buoys and anchors, but does not include:
  - (i) construction, placement and use of a community dock; or
  - (ii) construction, placement and use of a temporary seasonal dock for a commercial purpose as defined in Part 2 of the *Public Lands Administration Regulation*;
- (r) “personal watercraft” means any motorized recreational water vehicle that has as its primary source of propulsion an inboard motor powering a jet pump, and is capable of carrying one or more persons in a sitting, standing or kneeling position on or astride the vessel.
- (s) “semi-waterfront holder” means:



- (i) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body; or
  - (ii) the holder of a disposition according to the records of the Department for land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body; or
  - (iii) the holder of a legal interest in the land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body.
- (t) “shared dock” means a dock that is shared by one or more waterfront holders or semi-waterfront holders whose mooring areas are adjacent to each other.
- (u) “swimming platform” means a floating platform and its anchor, without railings, a roof or walls that is anchored to the bed of a water body and is only designed and used for swimming, diving and related activities that do not include the mooring of watercraft;
- (v) “swing radius” of a vessel at anchor, means the distance from the anchor to the stern of the vessel that will form the circumference of a circle (the swing area as the vessel revolves about the mooring point). The length of the swing radius is equal to the length of anchor chain plus the total length of the vessel;
- (w) “temporary seasonal boat lift” means a temporary structure used for lifting and storage of the vessel above the surface of the water, that is constructed and installed in a way so that it can be removed from the bed and shore of a water body before the end of the open water part of the year without causing disturbance to the bed and shore.
- (x) “temporary seasonal dock” means a dock or shared dock that is constructed and installed in a way so that it can be removed from the bed and shore of a water body before the end of the open water part of the year without causing disturbance to the bed and shore;
- (y) “terminal platform” refers to the portion of the dock connected to, and generally wider than the walkway, and used both for securing and loading a vessel;
- (z) “vessel” means a motorized or non-motorized boat or pleasure craft, personal watercraft, or other similar vessel, but excludes a thing used as a temporary or permanent residence, floating or otherwise;
- (aa) “walkway” refers to the portion of the dock that allows access to the terminal platform;

(bb) “water body” means a permanent and naturally occurring body of water or a naturally occurring river, stream, watercourse or lake;

(cc) “waterfront holder” means:

- (i) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of a water body; or
- (ii) the holder of a disposition according to the records of the Department for land directly adjoining the bank of a water body;
- (iii) the holder of a legal interest in the land directly adjoining the bank of a water body.

#### Application of this Disturbance Standard

- 4(1) Subject to section 4(2), this Disturbance Standard applies to beds and shores of all water bodies vested in the Crown in right of Alberta by virtue of section 3 of the *Public Lands Act*.
- (2) This Disturbance Standard does not apply to beds and shores that are within a sanctuary as defined in section 3(qq) of the *Wildlife Regulation*, as amended.

#### General Permission

- 5(1) A waterfront holder or semi-waterfront holder may enter on and occupy the bed and shore for the purpose of a permitted activity subject to the following:
  - (a) the permitted activity shall only be temporary;
  - (b) the permitted activity shall only be seasonal;
  - (c) the permitted activity shall meet all of the requirements of the maximum acceptable footprint as set out in this Disturbance Standard;
  - (d) a permitted activity, with the exception of construction, placement and use of a mooring buoy and anchor and swimming platform, shall only occur within the mooring area as determined in accordance with this Disturbance Standard;
  - (e) the waterfront holder or semi-waterfront holder shall obtain all federal, provincial, municipal, and other permits and approvals, as applicable, with respect to the permitted activity;
  - (f) the permitted activity shall comply with federal and provincial laws, municipal bylaws and local government zoning restrictions;
  - (g) the permitted activity shall not cause loss or damage to public land; and
  - (h) the permitted activity shall not cause a hazard to swimming or navigation.
- (2) A municipality may enter on and occupy the bed and shore for the purpose of placing one or more buoys and anchors subject to the following:
  - (a) the buoys and anchors are for the purpose of marking a defined swimming area, posting speed restrictions, for vessel navigational aids, or for marking a restricted area;
  - (b) the buoys and anchors shall be for temporary seasonal use;
  - (c) the municipality shall obtain all federal, provincial, municipal, and other permits and approvals, as applicable, with respect to the placement of buoys and anchors;

- (d) placement of buoys and anchors shall comply with federal and provincial laws, municipal bylaws and local government zoning restrictions;
- (e) the municipality shall only construct the anchor for a mooring buoy in accordance with the following:
  - (i) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion or water;
  - (ii) Anchors shall not contain or consist of garbage, waste or debris; and
  - (iii) Anchors shall not contain material that was intended for other uses; and
- (f) the buoy and its anchor shall be removed from the bed and shore at the end of the open water part of the year.

**No property**

- 6(1) For the purpose of this section, "holder" includes waterfront holder, semi-waterfront holder and municipal waterfront holder.
- (2) Notwithstanding any rule of law or equity, the rights and privileges conveyed in this Disturbance Standard do not constitute personal property or any exclusive privileges or right of use on public land, nor does it authorize any injury to property or infringement of rights or federal, provincial or local laws and regulations.
- (3) A holder engaging in any activities permitted in this Disturbance Standard must keep the Minister indemnified against all actions, claims and demands brought or made against the Minister, by the holder or by any third party, for any losses arising directly or indirectly from activities permitted in this Disturbance Standard.

**Defined Mooring Area**

- 7(1) For the purpose of this section, "holder" includes waterfront holder, semi-waterfront holder and municipal waterfront holder.
- (2) A holder's mooring area is bounded by:
  - (a) the current water line;
  - (b) the line of navigation; and
  - (c) setbacks, as set out in section 7(4), from the holder's projected property lines determined in accordance with section 7(3).
- (3) The projected property lines are determined by drawing straight lines from the intersection of the property lines of the holder's lot with the bank to the line of navigation according to one of the following methods:
  - (a) *Extended lot line method*: Project a straight line with the same alignment as the property line from the intersection of the property line with the bank to the line of navigation (Figure 1).

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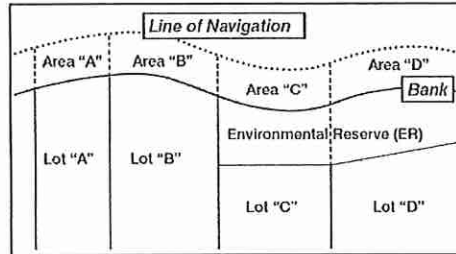


Figure 1. Extended Lot Line Method

(b) *Coterminous line method:*

1. Using a subdivision plan, locate the holder's lot;
2. Draw a straight line (the "extended bank line") between the two points where the property lines of the holder's lot intersect with the bank;
3. Repeat step 2 above to determine the extended bank line for the lots that are adjacent to the holder's lot;
4. Equally bisect the angle between the extended bank lines of the holder's lot and the extended bank lines of the lots that are adjacent to the holder's lot;
5. Project a straight perpendicular line from the bisected angles in step 4 out to the line of navigation as shown in Figure 2 to determine the coterminous lines.

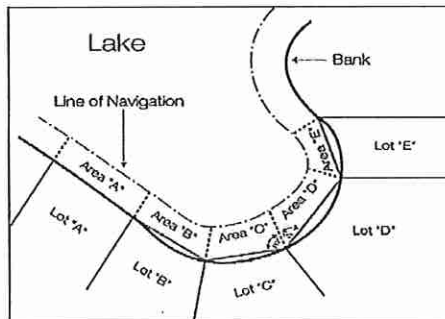


Figure 2. Coterminous Line Method

- (c) If projected property lines intersect before the line of navigation is reached, another method of apportionment may be used subject to approval in writing from the director.
- (d) If the methods in 7(3)(a) and (b) cannot be used to accommodate non-linear subdivision designs, another method of apportionment may be used subject to approval in writing from the director.

(4) Setbacks from the projected property line shall be:

- (a) Not less than 3 meters from any projected property line; and

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- (b) Zero (0) meters where a temporary seasonal dock that is a shared dock, associated structures, or mooring buoy and anchor for a recreational purpose is shared and is located adjacent to or on both sides of a shared property line as agreed to by the affected waterfront holder, semi-waterfront holder or municipal waterfront holders.
- (5) For the purpose of section 5(1) of this Disturbance Standard, the mooring area for a semi-waterfront holder shall be determined in accordance with sections 7(2), 7(3) and 7(4) where the projected lot line shall extend through the land held by the municipal waterfront holder.

**Maximum Acceptable Footprint for Permitted Activity – Temporary Seasonal Dock**

- 8(1) The maximum acceptable footprint in this section shall apply to the construction, placement and use of a temporary seasonal dock by a waterfront holder or semi-waterfront holder.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place more than one temporary seasonal dock within their mooring area.
- (3) A semi-waterfront holder shall not construct or place a temporary seasonal dock if a municipal waterfront holder has already constructed or placed a dock in the mooring area in front of the municipal waterfront parcel.
- (4) The waterfront holder or semi-waterfront holder may only use or allow the use of a temporary seasonal dock to support mooring for a recreational purpose as defined in Part 2 of the *Public Lands Administration Regulation*.
- (5) The waterfront holder or semi-waterfront holder may only construct a temporary seasonal dock in accordance with the following:
- (a) The width of the walkway for a temporary seasonal dock shall not exceed 1.5m;
  - (b) The total size of the temporary seasonal dock, including the terminal platform and walkway, in any configuration, shall not exceed 50% of the waterfront holder's lot width or semi-waterfront holder's lot width, as measured from the holder's projected property lines closest to the current water line;
  - (c) If the temporary seasonal dock is being constructed or placed on a water body that is a river, the temporary seasonal dock shall not extend out into the river more than 10% of the total width of the river as measured at a point where the temporary seasonal dock is to be placed; and
  - (d) A temporary seasonal dock shall not completely enclose any portion of a water body.
- (6) The waterfront holder or semi-waterfront holder shall only construct a temporary seasonal dock using biologically inert and non-reactive materials, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.
- (7) The waterfront holder or semi-waterfront holder may only remove aquatic vegetation if:
- (a) cutting of the aquatic vegetation is directly incidental to the permitted activity; or
  - (b) the aquatic vegetation is a Freshwater Dwelling Invasive Plant listed under Item 2 of the Schedule in the *Fisheries (Alberta) Act*.
- (8) Where cutting of aquatic vegetation is directly incidental to the permitted activity, the waterfront holder or semi-waterfront holder may only cut aquatic vegetation in accordance with the following:

- (a) aquatic vegetation may only be cut once per year;
- (b) aquatic vegetation may only be cut between July 15 and September 15;
- (c) the area from which aquatic vegetation may be cut is restricted as follows:
  - (i) the length of the area from which aquatic vegetation is cut may only consist of a single lane from the bank in a direct path perpendicular to the shore;
  - (ii) the width of the single lane in (i) shall be a maximum of 4 meters;
  - (iii) the single lane in (i) must remain in the same location every year;
  - (iv) the depth of cutting of aquatic vegetation shall not be greater than 1 meter below the water surface; and
  - (v) aquatic vegetation may only be cut by manual or mechanical means;
- (d) all aquatic vegetation that is cut shall be immediately removed from the bed and shore and disposed of such that nutrients and debris will neither accumulate on the bed and shore nor re-enter the water body.

- (9) The waterfront holder or semi-waterfront holder shall only construct floats for the temporary seasonal dock using materials that do not physically or chemically degrade when exposed to physical abrasion, chemical abrasion, water or petroleum products.
- (10) The waterfront holder or semi-waterfront holder may only apply preservatives to the temporary seasonal dock while the temporary seasonal dock is located above the bank.
- (11) The waterfront holder or semi-waterfront holder shall not place the temporary seasonal dock beyond the bank unless and until previously applied preservatives are completely dried;
- (12) The waterfront holder or semi-waterfront holder may only use synthetic or metal containers not originally intended for flotation devices for construction of the temporary seasonal dock, provided they have been cleaned of all product residues, are corrosion resistant, and watertight.
- (13) The waterfront holder or semi-waterfront holder shall only construct the anchor for a temporary seasonal dock in accordance with the following:
  - (a) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion or water;
  - (b) Anchors shall not contain or consist of garbage, waste or debris; and
  - (c) Anchors shall not contain material that was intended for other uses.
- (14) The waterfront holder or semi-waterfront holder shall maintain the temporary seasonal dock in a safe operating condition at all times.
- (15) The waterfront holder or semi-waterfront holder shall not cause or allow the construction, placement or use of a temporary seasonal dock in any way that:
  - (a) results or may result in in damage or modification to the bed and shore of the water body;
  - (b) obstructs or may obstruct public access along the bed and shore;
  - (c) interrupts or may interrupt the free movement of water; or
  - (d) causes or may cause the formation of land by deposition of littoral drift upon the bed and shore of a water body.



- (16) The waterfront holder or semi-waterfront holder may place temporary, readily removed accessories on the temporary seasonal dock but shall not place any fixed or covered structures including, but not limited to gazebos, storage sheds, shelters or other similar structures on the temporary seasonal dock.
- (17) The waterfront holder or semi-waterfront holder shall not cause or allow the seasonal storage of fuel on a temporary seasonal dock.
- (18) The waterfront holder or semi-waterfront holder shall remove the temporary seasonal dock before the end of the open water part of the year.
- (19) Once the waterfront holder or semi-waterfront holder has removed the temporary seasonal dock in accordance with section 8(18), the waterfront holder or semi-waterfront holder shall not store the temporary seasonal dock on public land.
- (20) A waterfront holder or semi-waterfront holder may share a temporary seasonal dock with other adjacent waterfront holders or semi-waterfront holders in which case all waterfront holders and semi-waterfront holders that use the temporary seasonal dock are jointly responsible for complying with this Disturbance Standard.
- (21) The waterfront holder or semi-waterfront holder shall ensure that its guests and invitees comply with this Disturbance Standard and a failure to comply with any requirement of this Disturbance Standard by a guest or invitee of the waterfront holder or semi-waterfront holder shall be deemed a failure to comply by the waterfront holder or semi-waterfront holder.

**Maximum Acceptable Footprint for Permitted Activity – Temporary Seasonal Boat Lift**

- 9(1) The maximum acceptable footprint in section 8(5)(b) shall apply to the construction, placement and use of a temporary seasonal boat lift as an associated structure with a temporary seasonal dock or as a stand alone temporary seasonal boat lift.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place a temporary seasonal boat lift that is enclosed on all sides.
- (3) The waterfront holder or semi-waterfront holder shall only construct or place a temporary seasonal boat lift within their mooring area.
- (4) The waterfront holder or semi-waterfront holder shall maintain the temporary seasonal boat lift in a safe operating condition at all times.
- (5) The waterfront holder or semi-waterfront holder shall remove the temporary seasonal boat lift before the end of the open water part of the year.
- (6) Once the waterfront holder or semi-waterfront holder has removed the temporary seasonal boat lift in accordance with section 9(5), the waterfront holder or semi-waterfront holder shall not store the temporary seasonal boat lift on public land.
- (7) The waterfront holder or semi-waterfront holder may only use or allow the use of a temporary seasonal boat lift for a recreational purpose as defined in Part 2 of the *Public Lands Administration Regulation*.



**Maximum Acceptable Footprint for Permitted Activity – Swimming Platform**

- 10(1) The maximum acceptable footprint in section 8(5)(b) shall apply to the construction, placement and use of a swimming platform.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place more than one swimming platform.
- (3) The waterfront holder or semi-waterfront holder may only use or allow the use of a swimming platform for personal use.
- (4) The waterfront holder or semi-waterfront holder shall not construct a swimming platform greater than 10 m<sup>2</sup> in size.
- (5) The waterfront holder or semi-waterfront holder shall place the swimming platform within the setbacks from the projected property line as set out in section 7 of this Disturbance Standard, provided it does not interfere with navigation.
- (6) The waterfront holder or semi-waterfront holder shall not construct or place structures on the swimming platform with the exception of a ladder, slide or a bench for personal use.
- (7) The waterfront holder or semi-waterfront holder shall not use or allow the use of a swimming platform for the mooring of a vessel.
- (8) The waterfront holder or semi-waterfront holder shall maintain the swimming platform in a safe operating condition at all times.
- (9) The waterfront holder or semi-waterfront holder shall place reflective markers on all corners of the swimming platform such that the reflective markers are visible at all times to vessels under navigation.
- (10) The waterfront holder or semi-waterfront holder shall remove the swimming platform at the end of the open water part of the year.
- (11) The waterfront holder or semi-waterfront holder shall only construct a swimming platform using material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion, water or petroleum products, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.
- (12) The waterfront holder or semi-waterfront holder shall only construct the anchor for a swimming platform in accordance with the following:
  - (a) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion or water;
  - (b) Anchors shall not contain or consist of garbage, waste or debris; and
  - (c) Anchors shall not contain material that was intended for other uses.
- (13) The waterfront holder or semi-waterfront holder shall only construct the swimming platform in a way that it can be removed from the bed and shore of a water body before the open water part of the year without causing disturbance to the bed and shore.



**Maximum Acceptable Footprint for Permitted Activity – Mooring Anchor and Buoy**

- 11(1) The maximum acceptable footprint set out in this section shall apply to the construction, placement and use of a mooring buoy and anchor.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place more than one mooring buoy and anchor beyond the mooring area;
- (3) The waterfront holder or semi-waterfront holder may only use or allow the use of a mooring buoy and anchor to support mooring of a vessel for a recreational purpose as defined in Part 2 of the *Public Lands Administration Regulation*.
- (4) The waterfront holder or semi-waterfront holder shall only place the mooring buoy and anchor beyond the line on navigation and in accordance with setbacks from the projected property line as set out in section 7 of this Disturbance Standard.
- (5) The waterfront holder or semi-waterfront holder shall not construct, place or use a mooring buoy and anchor in any way that interferes with or may interfere with navigation or becomes a safety hazard.
- (6) The waterfront holder or semi-waterfront holder shall not place an anchor for a mooring buoy within 20 meters of any structure or within the swing radius of another mooring buoy.
- (7) The waterfront holder or semi-waterfront holder may only construct or place a mooring buoy and anchor such that the swing radius of the vessel to be moored shall be at least 3 meters from the projected property line.
- (8) The waterfront holder or semi-waterfront holder shall only construct the anchor for a mooring buoy in accordance with the following:
  - (a) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion, water or petroleum products;
  - (b) Anchors shall not contain or consist of garbage, waste or debris; and
  - (c) Anchors shall not contain material that was intended for other uses.
- (9) The waterfront holder or semi-waterfront holder shall only construct the mooring buoy and anchor in a way that it can be removed from the bed and shore of a water body before the open water part of the year without causing disturbance to the bed and shore.

**Transitional**

- 12 Notwithstanding sections 5(1)(c) and 8(1) of this Disturbance Standard, a temporary seasonal dock that was constructed, placed and used by a waterfront holder or semi-waterfront holder on or before April 16, 2021:
  - (a) is not subject to sections 8(5)(a), 8(6), 8(9), 8(12) or 8(13) of this Disturbance Standard if the waterfront holder or semi-waterfront holder can prove to the satisfaction of the director that the temporary seasonal dock was constructed, placed and used prior to April 16, 2021; and

(b) is subject to sections 8(2), 8(3), 8(4), 8(5)(b) to (d), 8(7), 8(8), 8(10), 8(11) and 8(14) through 8(21) of this Disturbance Standard;

If the waterfront holder or semi-waterfront holder does not prove to the satisfaction of the director that the temporary seasonal dock was constructed, placed and used prior to April 16, 2021, this section does not apply and the waterfront holder or semi-waterfront holder shall comply with subsections 8(1) through (21) in their entirety.

13 Sections 12 expires on April 16, 2026.

**Guidelines**

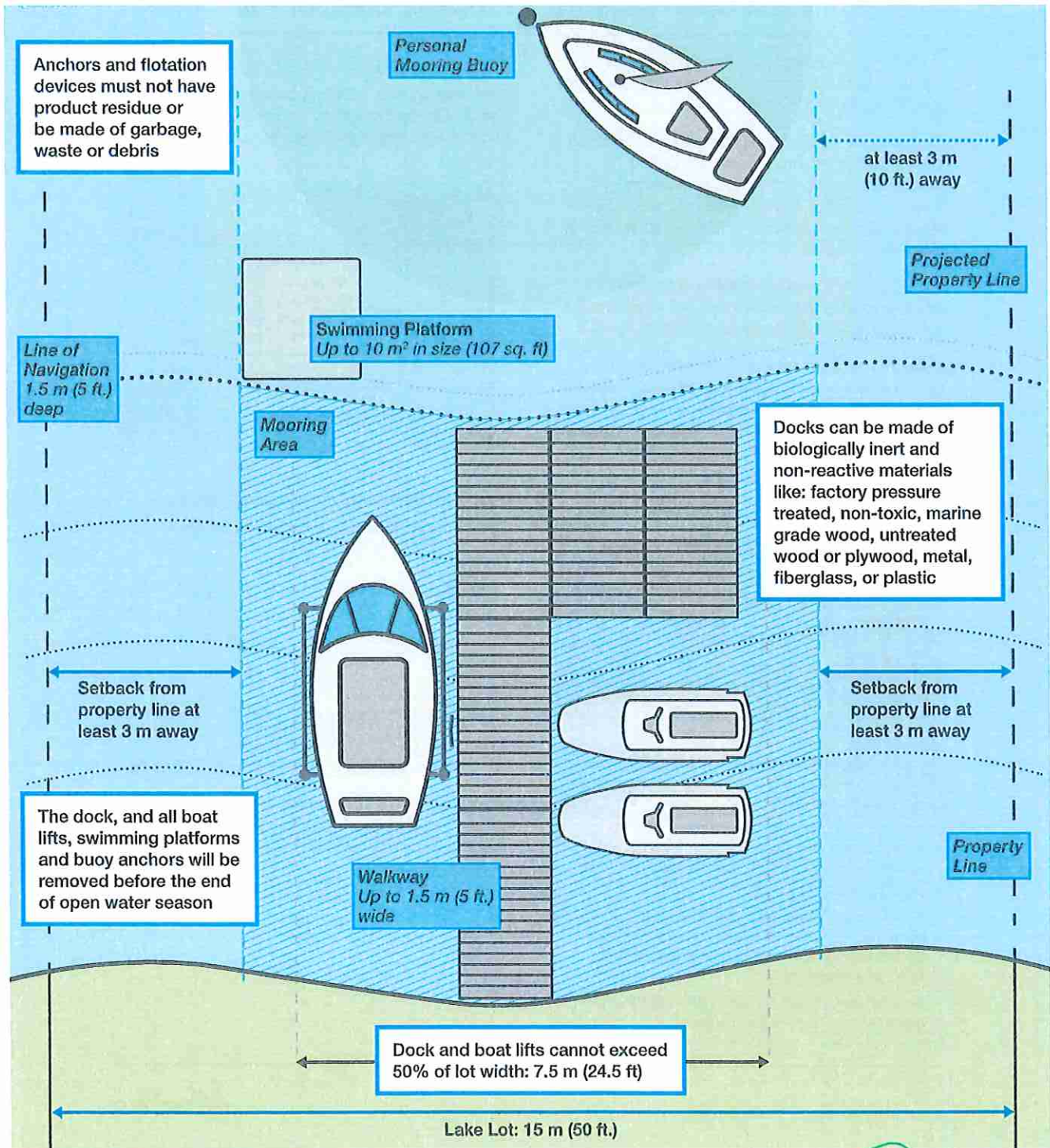
14 The Department may publish guidelines to assist in the interpretation of this Disturbance Standard, however, such guidelines do not form part of this Disturbance Standard and in the event of a conflict, the Disturbance Standard prevails.

**Disturbance Standard Review and Amendment**

15 The Minister may review and amend this Disturbance Standard at any time.

# Mooring Disturbance Standard

## Moorage Allowance Infographic



# Mooring Disturbance Standard

## Waterfront and Semi-waterfront Property Owners Fact Sheet

Environment and Parks has developed a disturbance standard for temporary seasonal mooring structures, such as docks and boat lifts.

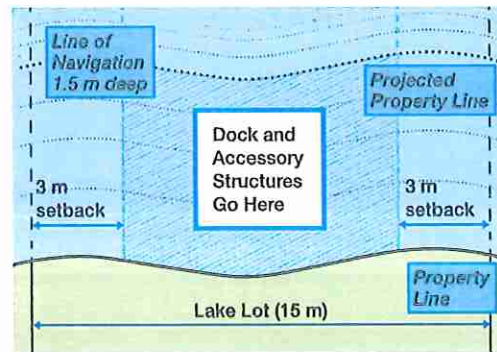
The goal of the disturbance standard is to establish clear rules for temporary seasonal mooring structures to safely and fairly accommodate recreational use of Alberta's lakes and rivers, while streamlining the authorization process for temporary mooring structures.

The disturbance standard applies to seasonal mooring structures for waterfront, semi-waterfront and municipal waterfront property owners.

If your mooring structure does not align with the disturbance standard, you would continue to require an authorization from Environment and Parks prior to placing your dock. Learn more about an authorization by visiting [www.alberta.ca/lakeshores.aspx](http://www.alberta.ca/lakeshores.aspx).

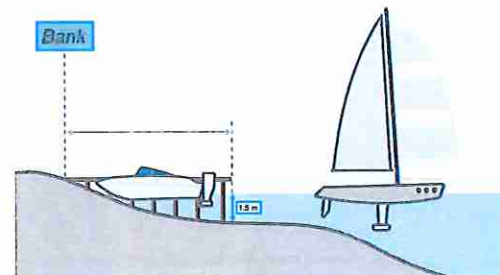
### Determining the mooring area

The mooring area, where dock and accessory structures go, is bound by the line of navigation and the setbacks from each projected property line.



Step one: Determine the line of navigation.

Line of Navigation = 1.5 metres of water depth



\*If you own a watercraft with a keel that extends beyond 1.5 metres in depth as pictured above, it will need to be moored outside the line of navigation on a mooring buoy.

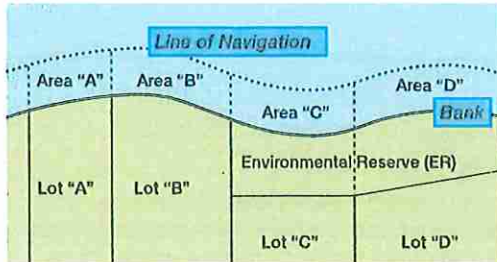


A back lot property owner is one who does not share a property boundary with a waterbody or have direct access to it.

A semi-waterfront landowner is someone who owns the land directly adjoining a municipal or environmental reserve that directly adjoins the bank of a waterbody.

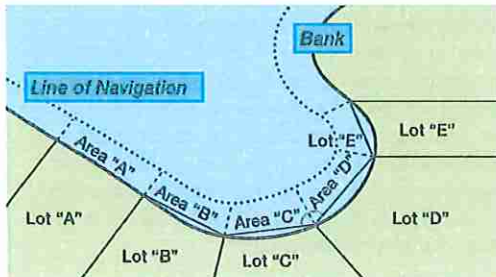
A waterfront landowner owns the land directly adjoining the bank of a waterbody.

**Step two: Extend your property lines to the line of navigation.**



If your property lines cannot be extended directly into the lake without intersecting with your neighbours, then use the coterminal line method.

- At the bank, draw a straight line across your property from one property corner to the other.
- From each of these corners draw another straight line to your neighbour's far property line corner.
- Create an equal angle between the line across your property and the line across your neighbour's property.
- Extend a projected line perpendicular out to the line of navigation.



If the projected lot lines intersect or overlap, another method can be proposed, e.g., cluster developments.

## Disturbance Standard

Here's what the disturbance standard says:

- You may have one temporary seasonal dock for personal use within the mooring area if you are a waterfront or semi-waterfront landowner. The walkway can be up to 1.5 metres wide.
- The dock and associated mooring structures cannot exceed 50 per cent of the waterfront holder's lot width.

- The dock must be at least three metres away from the property lines. Exceptions are made for shared docks (see Shared Docks Fact Sheet).
- The dock may not have any fixed or covered structures including, but not limited to gazebos, storage sheds, shelters or other similar structures. Fuel cannot be stored on the dock.
- The dock, and all boat lifts, swimming platforms and buoy anchors are to be removed before the end of the open water season.
- Boat lifts may be placed as an associated structure or as a stand alone structure, but must be temporary and cannot be enclosed on all sides.
- Aquatic vegetation may be cut once per year between July 15 to September 15, following the requirements outlined in the disturbance standard.

### Swimming platforms:

- One swimming platform, with a slide or bench, can be placed within the projected property lines, and is smaller than 10m<sup>2</sup> in size.

### Mooring buoy/anchor:

- One anchored buoy can be placed beyond the line of navigation within projected property lines if necessary to moor a deep keeled watercraft. The swing radius of the watercraft must be at least three metres from the projected property lines, and 20 metres away from other mooring buoys.

### Materials for dock and accessory structures:

- The dock and floats must be constructed of biologically inert and non-reactive materials like wood or fiberglass that do not degrade when exposed to abrasion, water or petroleum products. Anchors and flotation devices must not have product residue or be made of garbage, waste or debris.
- Preservatives may only be applied to the dock when it's above the bank, and it can only be placed below the bank once the preservatives have completely dried.

## Transition Period for Existing Docks

A five year transitional period until April 16, 2026 is provided in the disturbance standard whereby docks that do not meet the standard can continue to be placed to allow time to meet the disturbance standard or apply for an authorization.

# Mooring Disturbance Standard

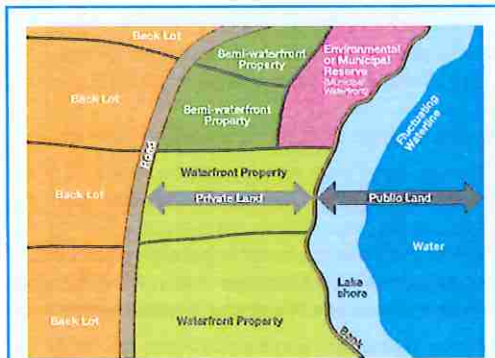
## Shared Docks Fact Sheet

Environment and Parks has developed a disturbance standard for temporary seasonal mooring structures, such as docks and boat lifts.

The goal of the disturbance standard is to establish clear rules for temporary seasonal mooring structures to safely and fairly accommodate recreational use of Alberta's lakes and rivers, while streamlining the authorization process for temporary mooring structures.

The disturbance standard applies to seasonal mooring structures for waterfront, semi-waterfront and municipal waterfront property owners.

Multiple parties can share docks under the disturbance standard. Depending on which parties are sharing a dock, different rules will apply on the size. Sharing docks is encouraged by Environment and Parks as it limits the number of docks and shoreline disturbance in a waterbody.



A back lot property owner is one who does not share a property boundary with a waterbody or have direct access to it.

A semi-waterfront landowner is someone who owns the land directly adjoining a municipal or environmental reserve that directly adjoins the bank of a waterbody.

A waterfront landowner owns the land directly adjoining the bank of a waterbody.

### Docks shared by adjacent waterfront or semi-waterfront property owners

Docks that are shared by waterfront or semi-waterfront property owners will be required to meet all of the criteria in the disturbance standard to be exempt from having to obtain an authorization. No setback is required along the shared projected property line (which extends through the municipal reserve parcel for semi-waterfront property owners). The dock may be placed within the larger combined mooring area that is now created, giving the shared users much more flexibility in the placement of the dock's location.

### Docks shared by waterfront or semi-waterfront and back lot owners

The waterfront or semi-waterfront landowner will always be responsible for boat lifts and docks placed in their mooring area, whether they are the primary owner of the mooring structure or not. Mooring structures will be required to meet all of the criteria in the disturbance standard, even if being shared with back lot owners. Additional boat lifts may be placed within the defined mooring area, but the waterfront or semi-waterfront landowner may only have one dock. The combined mooring structures including associated lifts cannot exceed 50% of their property width.

Back lot owners can co-own a dock with the waterfront or semi-waterfront landowner to share the associated costs.

Back lot owners can also enter into shared use agreements with waterfront or semi-waterfront landowners, where they do not co-own the dock, but have an agreement to be able to use it.

## Community Docks and Marinas

The local municipality or another user group (e.g. home owner association, condominium or bareland strata, church group, service organization, etc.) may want to create a community dock in front of a waterfront property. Community docks are a way to provide recreational access to the lake and boat moorage for back lot owners and others who do not share a dock with waterfront or semi-waterfront landowners.

If someone wishes to create a community dock, they must apply for an authorization from Environment and Parks. Community docks are generally much larger than a personal dock, so consent of the municipality is required if they are not the party submitting the application.

Once a community dock is created, the owner is responsible for managing users and allocating moorage slips based on their authorization from the department.

A marina allows multiple boats to be moored along one or more dock walkways with multiple slips. Allocation of slips is not necessarily restricted to community residents. Marinas are generally for commercial use. If a fee is charged for moorage rental (other than administration or maintenance costs), then the department will consider the mooring structure as a commercial enterprise subject to the associated fees, rents or royalties payable to the Crown by the owner.

# Mooring Disturbance Standard

## Back Lot Property Owners Fact Sheet

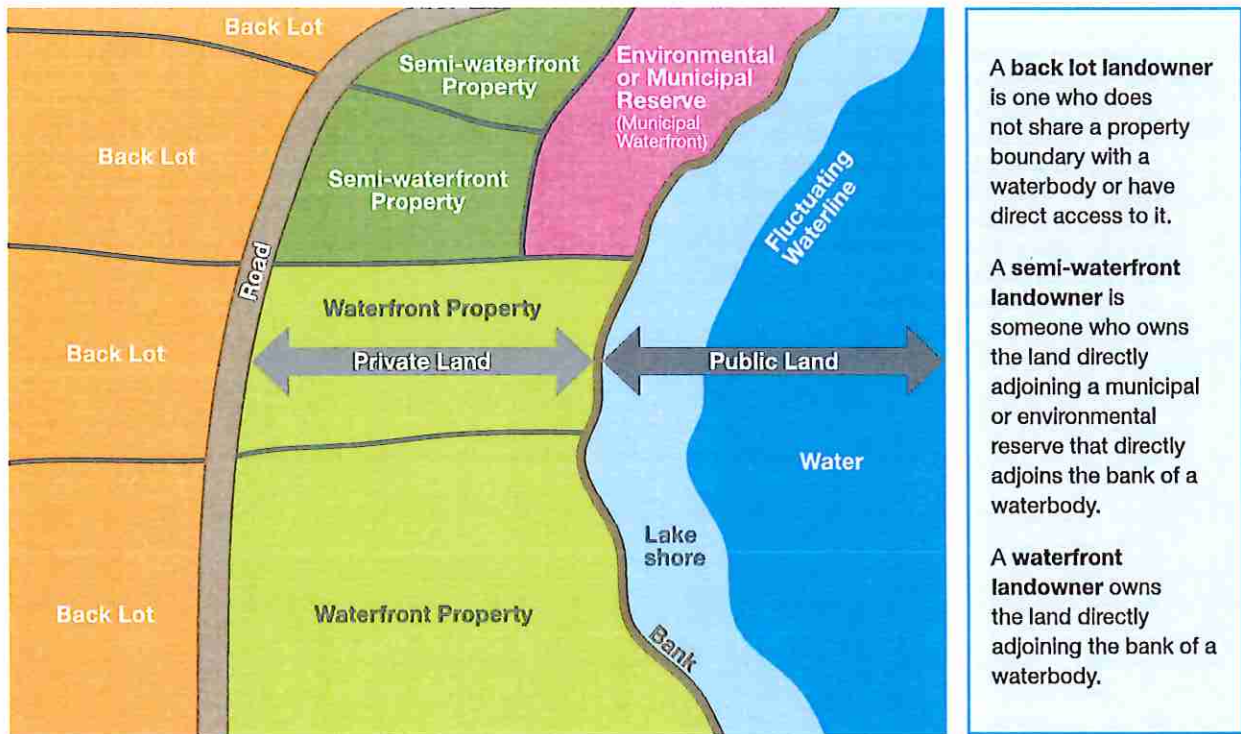
Since 2011, it has been a requirement under the Public Lands Administration Regulation to obtain an authorization to place seasonal docks and mooring structures in a waterbody.

In 2021, Alberta Environment and Parks developed a Disturbance Standard allowing waterfront, semi-waterfront and municipal waterfront landowners to place temporary seasonal mooring structures, such as docks and boat lifts, into a waterbody without requiring a separate authorization.

The general permission does not apply to back lot landowners (those who do not share a property boundary with a waterbody or a municipal reserve).

A back lot landowner who wishes to place a dock in a provincial water body for seasonal recreational use must seek a provincial authorization. There is no guarantee that a back lot owner will be able to place a private dock in a provincial waterbody, as there may be instances where access is unavailable.

This fact sheet describes some alternative options that may be available to back lot landowners wishing to place a seasonal dock within a provincial waterbody.





## Considerations for Back Lot Owners

Several factors should be considered by back lot owners in determining availability to place a dock in a provincial waterbody:

1. If a dock was previously placed in a waterbody, there is no guarantee that mooring space will be available in the future. The requirements through the Disturbance Standard apply.
2. If every waterfront and semi-waterfront landowner in a waterfront community places docks into the associated mooring areas fronting their property, all the mooring areas will be occupied.
3. If there are unoccupied mooring areas, dock use may be available on a seasonal basis. A back lot owner may contact a waterfront holder to determine if that area can be used.
4. Back lot landowners require written consent from the waterfront and/or municipal waterfront landowner before applying to Environment and Parks to place or use a seasonal mooring structure.

## Other Options for Back Lot Owners

Although there are no guarantees regarding dock placement, there may be some other options back lot owners can explore to place a dock or mooring structure in a provincial water body:

- **Co-owning a dock with a waterfront or semi-waterfront landowner.** This would allow the waterfront or semi-waterfront landowner to share the costs of the mooring structure. Responsibility for co-owned mooring structures rests with the waterfront or semi-waterfront landowner.
- **Establishing a shared-use agreement with a waterfront or semi-waterfront landowner.** Waterfront or semi-waterfront landowners are only allowed to have one dock and associated structures that cover up to 50 per cent of their lot width under the Disturbance Standard. A back lot owner could enter into an agreement with a waterfront or semi-waterfront landowner to share a dock owned by a waterfront or semi-waterfront landowner.
- **Becoming an approved user of an authorized community dock owned by the local municipality, association or private marina.** The Disturbance Standard does not apply to community docks as they require an authorization from Environment and Parks. Back lot owners have the option to seek out these opportunities where they exist.
- **Obtaining a separate authorization from Environment and Parks.** A back lot owner could apply to Environment and Parks to have a dock or mooring structure authorized if there is a location along the shore frontage available. Note that it is not the role of Environment and Parks to find mooring space for individuals. If the location is in front of a municipal reserve, written consent will be required from the municipal waterfront owner. The waterfront owner may consent, deny or revoke consent at any time. A copy of the formal consent must be provided to Environment and Parks when applying for an authorization. Applications will be reviewed on the merits of each location and there is no guarantee any application will be approved.

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Alberta

Description	2023 BUDGET	2023 ACTUAL	VARIANCE
INCOME SHEET -NAKAMUN	(1)	(2)	(3)
Period 1: - ---- Begin	Jan 01,23	Jan 01,23	Jan 01,23
End	Dec 31,23	Aug 31,23	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	Aug 31,23
---- 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	174,796.28	0.02-
RESIDENTIAL TAXES-(SCHOOL)	89,460.55	89,460.59	0.04-
VACANT RES. TAXES-(MUNICIPAL)	8,300.04	8,300.10	0.06-
VACANT RES. TAXES-(SCHOOL)	2,854.45	2,854.46	0.01-
LINEAR- (MUNICIPAL)	2,985.80	2,985.80	0.00
LINEAR- (SCHOOL)	526.00	526.00	0.00
LINEAR- (DIP)	11.28	11.28	0.00
PROTECTIVE SERVICES LEVY	19,268.00	19,267.50	0.50
SENIOR FOUNDATION	7,835.86	7,835.83	0.03
MINIMUM TAX CHARGE (\$835\LOT)	26,854.44	26,854.35	0.09
PROJECT LEVY	0.00	0.00	0.00
TOTAL TAXES	332,892.68	332,892.19	0.49
PENALTIES & COSTS ON TAXES	0.00	5,231.28	5,231.28-
INVESTMENT INCOME (INTEREST)	0.00	15,131.70	15,131.70-
GRANT OPERATING (MSI-O)	15,430.00	15,430.00	0.00
GRANT OPERATING (MOST)\$14,721	0.00	0.00	0.00
GRANT OPERATING (CSJ\STEP)	0.00	1,575.00	1,575.00-
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	37,557.00	67,443.00
GRANT CAPITAL	0.00	0.00	0.00
MISC.INCOME(TCA\STOP ORDERS)	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	75.00	75.00-
GARBAGE TOKEN REVENUE	536.00	224.00	312.00
AMSC LOYALTY	0.00	46.04	46.04-
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	451.38	451.38-

Description	2023 BUDGET	2023 ACTUAL	VARIANCE
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Analysis: INCOME SHEET -NAKAMUN

Aug 31,23

Description	2023 BUDGET	2023 ACTUAL	VARIANCE
DEVELOPMENT PERMITS	750.00	307.50	442.50
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	1,878.85	565.15
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	410,799.94	91,033.74
REQUISITIONS			
SCHOOL	92,841.00	21,771.24	71,069.76
SENIOR FOUNDATION	7,835.86	29,607.11	21,771.25
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	51,378.35	49,309.79
NET REVENUE FOR MUN PURPOSES	401,145.54	359,421.59	41,723.95

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Description	2023 BUDGET	2023 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	Aug 31,23	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	Aug 31,23
---- Type			A
Ratios: % of Account			
Graphs: # of Columns,Scale	0 0	0 0	0 0
Description	2023 BUDGET	2023 ACTUAL	2023 VARIANCE
COUNCIL			
HONORARIUMS	5,000.00	3,150.00	1,850.00
MEETING FEES	5,000.00	1,550.00	3,450.00
TRAVEL\SUBSISTENCE	3,250.00	1,407.06	1,842.94
CONFERENCES\CONVENTIONS	3,500.00	1,240.58	2,259.42
TOTAL	16,750.00	7,347.64	9,402.36
ADMINISTRATION			
ADMIN CONTRACT-AC	54,500.00	31,931.62	22,568.38
ADMIN SUPPORT	0.00	170.00	170.00-
ADMIN COMM RENT STORAGE-NEW	7,000.00	2,645.46	4,354.54
CONFERENCES & TRAINING	250.00	780.98	530.98-
TRAVEL	1,250.00	1,327.76	77.76-
POSTAGE\COPY\COMMUNICATION	2,039.54	2,047.18	7.64-
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	3,850.00	50.00
ASSESSMENT\ARB-AC	7,300.00	3,651.90	3,648.10
LEGAL	350.00	0.00	350.00
INSURANCE	6,000.00	6,441.00	441.00-
W.C.B.	1,100.00	1,201.20	101.20-
DONATIONS	250.00	0.00	250.00
SOFTWARE SUPPORT (WEBSITE)	263.00	623.74	360.74-
BANK CHARGES	700.00	353.10	346.90
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
TOTAL	88,252.54	58,357.44	29,895.10
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	3,997.98	2,752.02
Description	2023 BUDGET	2023 ACTUAL	2023 VARIANCE

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Description	2023 BUDGET	2023 ACTUAL	2023 VARIANCE
CPO (MILEAGE)	1,750.00	994.64	755.36
PROVINCAL POLICING	8,000.00	5,414.00	2,586.00
TOTAL	16,500.00	10,406.62	6,093.38
FIREFIGHTING			
FIRE CONTRACT	15,202.00	11,533.29	3,668.71
FIRE OPERATION	4,066.00	3,016.05	1,049.95
FIRE OTHER(FIRE SMART)	0.00	340.00	340.00-
TOTAL	19,268.00	14,889.34	4,378.66
MEDICAL\EMERGENCY MANGEMENT			
COURSES & CONVENTIONS	1,050.00	1,536.43	486.43-
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	5,036.43	486.43-
COMMON SERVICES			
PUBLIC WORKS FOREMAN	27,500.00	25,630.80	1,869.20
CASUAL\CONTRACTED LABOUR	7,500.00	9,602.84	2,102.84-
CONTRACTED LABOUR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	1,530.00	842.71-	2,372.71
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	1,683.87	816.13
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	3,041.44	2,958.56
GRAVEL	0.00	0.00	0.00
UTILITIES	17,000.00	8,711.35	8,288.65
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	49,879.64	20,442.36
Description	2023 BUDGET	2023 ACTUAL	2023 VARIANCE

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Description	2023 BUDGET	2023 ACTUAL	2023 VARIANCE
<b>WATER</b>			
WILD H2O ADMIN & GOVERNANCE	710.00	709.39	0.61
WILD H2O DEBENTURE (1)	1,340.00	669.72	670.28
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
<b>TOTAL</b>	<b>2,050.00</b>	<b>1,379.11</b>	<b>670.89</b>
<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	231.63	304.37
<b>TOTAL</b>	<b>587.00</b>	<b>231.63</b>	<b>355.37</b>
<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	4,892.60	1,892.60
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	1,000.00	1,000.00
<b>TOTAL</b>	<b>9,050.00</b>	<b>6,942.60</b>	<b>2,107.40</b>
<b>FCSS</b>			
MUNICIPAL CONTRIBUTION	619.00	0.00	619.00
PROVINCIAL CONTRIBUTION	2,444.00	459.45	1,984.55
FCSS PROJECTS	0.00	0.00	0.00
<b>TOTAL</b>	<b>3,063.00</b>	<b>459.45</b>	<b>2,603.55</b>
<b>RECREATION &amp; PARKS</b>			
TREE REMOVAL	788.00	85.00	703.00
PARK SUPPLIES	53.00	168.73	115.73
WEED INSPECTION	263.00	663.95	400.95
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	1,163.81	413.81
LIBRARY - YRL	446.00	435.84	10.16
<b>TOTAL</b>	<b>2,913.00</b>	<b>2,517.33</b>	<b>395.67</b>
<b>RESERVE ACCOUNTS</b>			
RES. COUNCIL	260.00	0.00	260.00
RES. ADMIN	260.00	0.00	260.00
RES. LEGAL	260.00	0.00	260.00
Description	2023 BUDGET	2023 ACTUAL	2023 VARIANCE

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Description	2023 BUDGET	2023 ACTUAL	2023 VARIANCE
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. RECERATION & 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	1,671.74	328.26
REGIONAL RECREATION REQ	0.00	0.00	0.00
REGIONAL LIBRARY INVESTMENT	1,000.00	1,000.00	0.00
LAND USE BYLAW REVIEW	5,000.00	7,030.00	2,030.00-
TOTAL	8,000.00	9,701.74	1,701.74-
CAPITAL PROJECTS			
P1-PARK UPGRADES	0.00	0.00	0.00
P2-DRAINAGE-MSI2022-9,604	25,000.00	50,775.48	25,775.48-
P3-DRAINAGE (MULCHING PORTION)	0.00	4,000.00	4,000.00-
P4-WILD CAPITAL P3\P4	31,431.00	31,430.80	0.20
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	50,213.97	25,213.97-
P9-DUST CONTROL-BMTG2022-7,713	0.00	7,080.00	7,080.00-
P10-PUBLIC WORKS SHOP EXT	40,000.00	510.00	39,490.00
P911-TRANS.TO RES.\DEF.REV.	0.00	0.00	0.00
TOTAL	136,431.00	156,346.67	19,915.67-
TOTAL	401,145.54	323,495.64	77,649.90

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Box 8,  
Alberta Beach, AB T0E 0A0  
Phone: 780-967-0271  
Fax: 780-967-0431  
Email:  
svsouthview@outlook.com

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August 30, 2023

Fire Rescue International  
Attention: David Ives, Fire Chief  
Box 1550  
Onoway AB T0E 1V0  
Email: [david.ives@firerescueinternational.net](mailto:david.ives@firerescueinternational.net)

Town of Onoway  
Attention: Jennifer Thompson, CAO  
Box 540  
Onoway AB T0E 1V0  
Email: [cao@onoway.ca](mailto:cao@onoway.ca)

Dear Chief Ives and CAO Thompson:

**Re: Intent to Enter a New Agreement for Fire Services**

Summer Village of South View Council received Fire Rescue International's letter of August 5<sup>th</sup>, 2023 at their last regular Council Meeting, held August 16<sup>th</sup>, 2023. Please be advised that Council's intent is to enter a new agreement for fire services upon the expiry of the current agreement, as per the following motion;

**Motion 109-23**

**MOVED** by Mayor Benford that a letter be sent to Fire Rescue International and Onoway Regional Fire Services confirming South View's intention, in principle, to maintain them as our service provider on a same or similar basis, at this time.

**CARRIED**

Please do not hesitate to contact me if you require any further information.

Sincerely,

  
Angela Duncan  
Assistant CAO

Cc: South View Council  
Onoway regional Fire Services Member Municipalities

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## Alberta Beach

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

August 24, 2023

Fire Rescue International  
Attention: David Ives, Fire Chief  
Box 1550  
Onoway, AB  
T0E 1V0  
Email: [david.ives@firerescueinternational.net](mailto:david.ives@firerescueinternational.net)

Dear Chief Ives:

**Re: Intent to Enter New Agreement for Fire Services**

Alberta Beach Council received your letter of August 5<sup>th</sup>, 2023 at their last regular Council meeting held on August 22, 2023. Please be advised that Council's intent is to enter into a new agreement for fire services upon the expiry of the current agreement as per the following motion;

**MOTION #155-23**

MOVED BY Councillor Muir that the Town of Onoway and Fire Rescue International be notified that Alberta Beach's intent is to enter into a new agreement for fire services upon the expiration of the current agreement.

CARRIED UNANIMOUSLY

Please do not hesitate to contact me if you require any further information.

Sincerely,

A handwritten signature in blue ink that reads "Kathy Skwarchuk".

Kathy Skwarchuk,  
CAO

Cc: Alberta Beach Council  
Town of Onoway  
Onoway Regional Fire Services Member Municipalities

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## Town of Mayerthorpe

**Report Title :** NAKAMUN TOTAL CONTRACT HRS

**Report Range**                      **Start:** 2023/07/01 0000                      **End:** 2023/07/31 2359

Man Hour Report by User

TOWN OF MAYERTHORPE

### KASAMBA, GERVAIS

<b>Event start:</b>	2023/07/07 1200	<b>Event end:</b>	2023/07/07 1330	<b>Time:</b>	
<b>Address:</b>	SUMMER VILLAGE				(90) Minutes
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				1 Hours	30 Minutes
<hr/>					
<b>Event start:</b>	2023/07/14 1200	<b>Event end:</b>	2023/07/14 1330	<b>Time:</b>	
<b>Address:</b>	SUMMER VILLAGE				(90) Minutes
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				1 Hours	30 Minutes
<hr/>					
<b>Event start:</b>	2023/07/18 1400	<b>Event end:</b>	2023/07/18 1430	<b>Time:</b>	
<b>Address:</b>	SUMMER VILLAGE				(30) Minutes
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				0 Hours	30 Minutes
<hr/>					
<b>Event start:</b>	2023/07/27 1330	<b>Event end:</b>	2023/07/27 1500	<b>Time:</b>	
<b>Address:</b>	SUMMER VILLAGE				(90) Minutes
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				1 Hours	30 Minutes
<hr/>					
<b>Event start:</b>	2023/07/29 1200	<b>Event end:</b>	2023/07/29 1330	<b>Time:</b>	
<b>Address:</b>	SUMMER VILLAGE				(90) Minutes
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				1 Hours	30 Minutes
<hr/>					
<b>KASAMBA, GERVAIS : Total Time On Calls</b>				6 Hours	30 Minutes
<b>Total Group Time:</b>				6 Hours	30 Minutes

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# Alberta Beach

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

July 20, 2023

Lac Ste. Anne County  
Town of Onoway  
Town of Mayerthorpe

Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,  
South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

**Re: Alberta Beach Councillor Resignation  
Appointment of Mayor & Deputy Mayor**

Alberta Beach Council at their July 18<sup>th</sup>, 2023 regular Council meeting received a letter of resignation from Councillor (Mayor) Angela Duncan. At this meeting Council elected Councillor Tara Elwood as Mayor and Councillor Debbie Durocher as Deputy Mayor. As well Council made a motion that a By-election date be set for September 28, 2023.

Alberta Beach Council members are as follows;

Mayor..... Tara Elwood  
Deputy Mayor.....Debbie Durocher  
Councillor..... Kelly Muir  
Councillor..... Daryl Weber  
Councillor..... Vacant

Please do not hesitate to contact the undersigned at 780-924-3181 if you require any further information.

Sincerely,

*Kathy Skwarchuk*  
Kathy Skwarchuk,  
C.A.O.

(8)



August 4, 2023

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

Dear Dwight,

As a valued partner and member of Yellowhead Regional Library (YRL), I am happy to share the YRL 2022 Annual Report with you and your stakeholders.

For YRL member municipalities and school divisions, we know return on your investment with us is critical. The 2022 Annual Report demonstrates several key indicators of our value to your residents and students. Here are two examples from residents in the YRL region, including your community:

- 101,127 international newspaper/magazine issues read through [PressReader](#).
- 228,183 books, audiobooks and/or magazines checked out 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 and the patrons they serve. I hope you find the Annual Report informative and reflective of a remarkable year.

I am available to discuss this document and/or answer any questions you may have. Please contact me at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003, x226.

In addition, we would be happy to speak to your Council about YRL services, governance and our [2023-2025 Strategic Plan](#). To schedule a presentation, please contact our Executive Assistant, Laurie, at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca) or 780-962-2003, x221.

Thank you for your support of YRL and library services.

Yours truly,

A handwritten signature in blue ink that reads "Karla Palichuk".

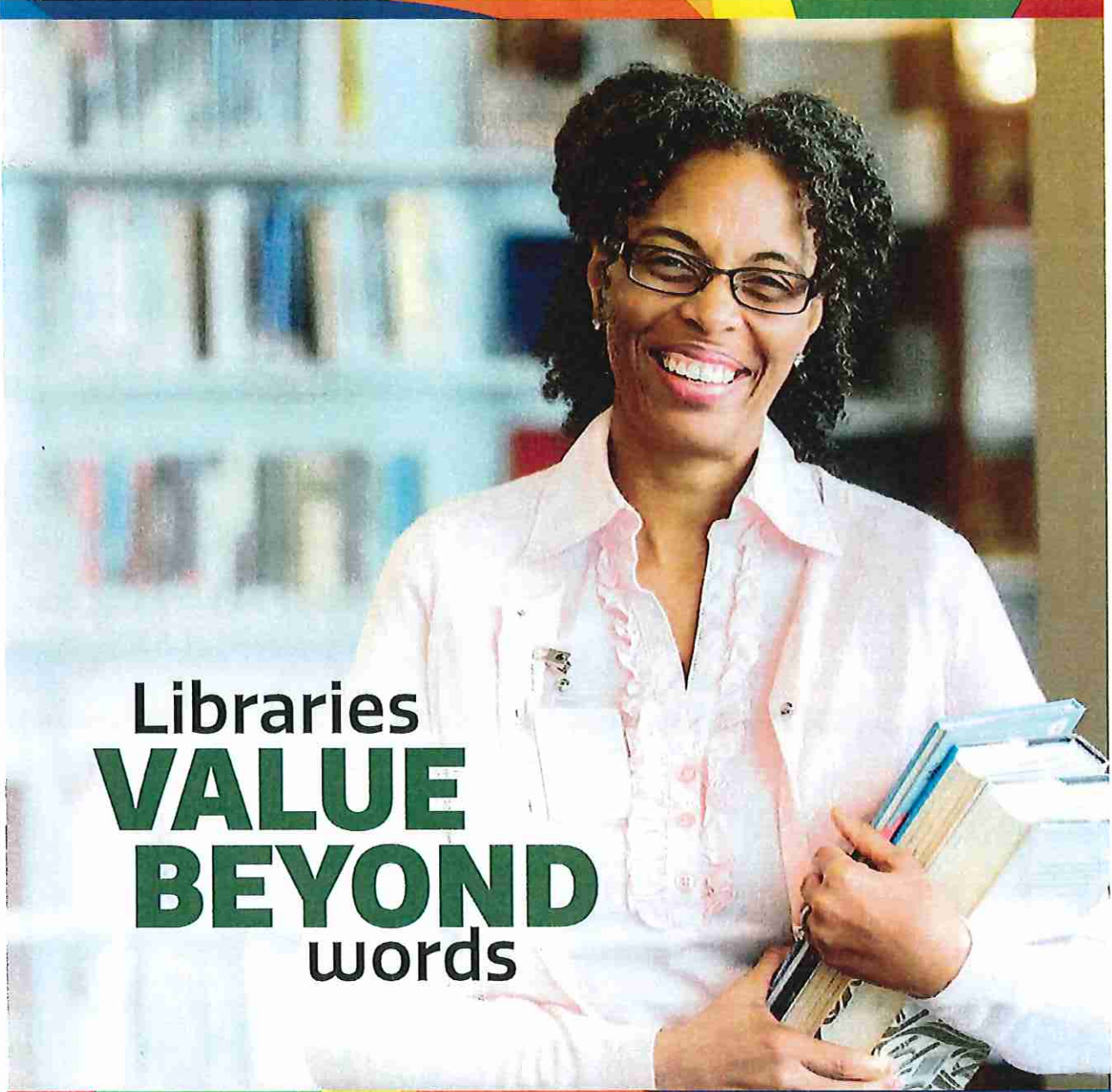
Karla Palichuk, Director  
Yellowhead Regional Library

Enclosure

Copy: Councillor Keith Pederson, YRL Trustee

Libraries  
**VALUE  
BEYOND**  
words

A handwritten number "82" inside a hand-drawn circle.



Libraries  
**VALUE  
BEYOND**  
words

**2022 Annual  
Report**





## Message from the Board Chair

Over the past year, Yellowhead Regional Library (YRL) continued to demonstrate its commitment to service excellence. The role of YRL is to collaboratively support and enable public and school member libraries to deliver timely, responsive services to their respective patrons.

This partnership yields tremendous results, both financial and operational.

The return on investment to communities is more than monetary. We regularly hear stories of people accessing resources, upgrading job skills, learning to read and having fun – all at their local public and school libraries. Libraries truly are the hubs of their communities, and to more fully express this, the YRL team developed a tagline: Libraries Value Beyond Words. This tagline is being used on a range of materials, including approaches to advocacy with elected officials.

We believe this will help people to see libraries' full contributions to the quality of life we enjoy every day.

**Hendrik (Hank) Smit**  
*Chair, Yellowhead Regional Library Board of Trustees*



## Message from the Director

This past year was incredibly active for YRL staff, with new programs and services delivered to public and school libraries within the region. These include: an updated program guide to help school librarians understand YRL's services, delivery of high-end training on topics such as managing the impacts of homelessness and how to hold crucial conversations, and new advocacy efforts to support a better understanding of the value that libraries bring to communities.

Additionally, YRL staff visited each of the 43 public libraries in the region, to meet with library staff and offer in-person support. We coordinated wireless printing options, made significant cybersecurity upgrades, and completed the legwork on creating new library websites.

Perhaps the greatest outcome, though, is the daily collaboration that occurs between and among YRL staff and member libraries. Partnering with the wonderful library staff in communities across our region is highly rewarding. We appreciate the innovation and creativity that comes from our joint efforts. Working together, we can help all member libraries to shine brightly.

**Karla Pallichuk**  
*Director, Yellowhead Regional Library*

### YRL In the Community

In 2022, Library Development Services staff met with 43 public libraries, provided 64 on site consulting visits, and held 1,329 remote consulting sessions (online). In addition, Technology Services staff met with 14 public libraries, provided 29 on site visits, held 200 remote sessions, and resolved 1,769 IT helpdesk tickets.

**57**

Public library visits

**93**

In-person consultations

**9**

School library visits

**1,529**

Remote consultations

**1,769**

Helpdesk tickets resolved





# Board of Trustees

## Executive Committee Members as of December 2022

**YRL Chair**

**Hendrik (Hank) Smit**

*Town of Hinton*

**YRL Vice Chair**

**Wayne Rothe**

*City of Spruce Grove*

**Barb Maddigan**

*Northern Gateway School Division*

**Robert (Bob) Robinson**

*City of Beaumont*

**Carla Frybort**

*City of Leduc*

**Sally Kucher Johnson**

*Parkland County*

**Eric Meyer**

*Town of Stony Plain*

**Sandy Morton**

*Town of Mayerthorpe*

**Kathy Rooyakkers**

*County of Wetaskiwin No. 10*

**Tara Elwood**

*Village of Alberta Beach*

For the complete list of trustees, please visit [yrl.ab.ca](http://yrl.ab.ca).

## YRL Leadership

Extending beyond their YRL roles, key personnel also held leadership positions with provincial organizations in 2022.

**Hank Smit**

*Vice President, Alberta  
Library Trustees' Association*

**Karla Palichuk**

*Chair, The Alberta  
Library*

**Jessica Knoch**

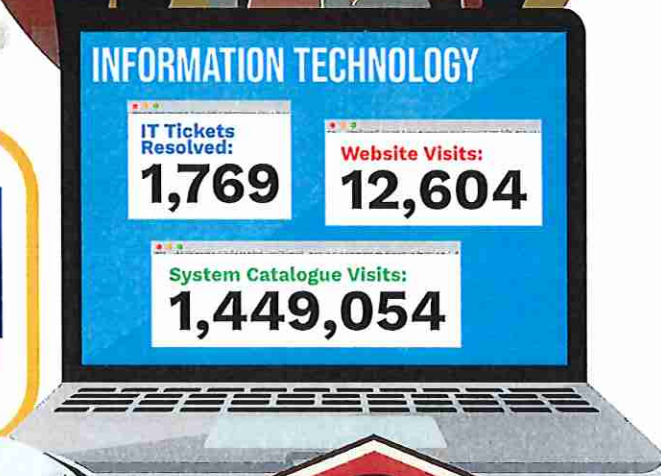
*President, Library  
Association of Alberta*





# A Year in Review

By the Numbers

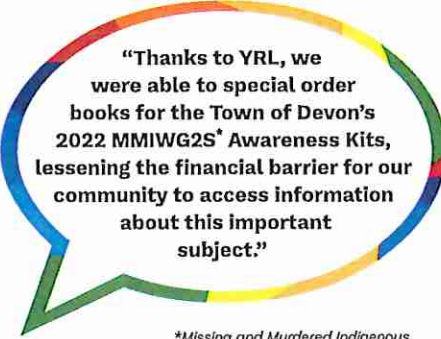


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## Collections and Resource Sharing (CRS)

Our member libraries took advantage of the access through YRL to many virtual and physical collections in 2022, helping their patrons in life-long learning and enjoying a variety of content.

- ◆ Overdrive and Libby checkouts increased to 228,183 (up from 225,552 in 2021). Audiobook Cloud use increased 3% and Read Alberta eBooks use increased by 50%.
- ◆ More than 240 library patrons, an increase of 10% from the previous year, used Pronunciator to help them to learn and practice languages, including: French, Spanish, Russian and Ukrainian.
- ◆ LinkedIn Learning saw patrons record 640 hours of training time, up 14% from 2021.
- ◆ CRS facilitated six special orders for school and public libraries to support grant-funded programs, community events, community partnerships, one school-one book programs and more.



**“Thanks to YRL, we were able to special order books for the Town of Devon’s 2022 MMIWG2S\* Awareness Kits, lessening the financial barrier for our community to access information about this important subject.”**

*\*Missing and Murdered Indigenous Women, Girls, and Two-Spirit*

## Technology Services (TS)

2022 saw TS staff busy helping the member public libraries to upgrade and strengthen the technology and computer networks at their sites to ensure stable and secure connections.

- ◆ 52 equipment orders were placed by TS staff for 18 libraries ensuring good quality computers met network standards for security and function.
- ◆ 572 questions by patrons about CloudLibrary/OverDrive/hoopla were answered by TS staff, allowing better access to these popular virtual collections.
- ◆ 29 site visits were made by TS staff to work in person at member libraries to help maintain the computer networks.
- ◆ Cyber security training through Sophos Phish Threat was offered to libraries to lessen the chance of future cyber hacks or incidents.
- ◆ Jasper Municipal Library was supported by TS staff with technical advice, securing contingency funding in case network devices were impacted and arranging for extra wi-fi hubs to arrive during the major wildfire that impacted internet connectivity in the Jasper townsite.
- ◆ 6 libraries were supported by TS staff in upgrading to VOIP phone systems on the SuperNet network allowing for new money saving technology.
- ◆ Libraries were surveyed, and the data analysed about the new website platform coming in 2023, allowing libraries to provide their opinion on what priorities should be included.

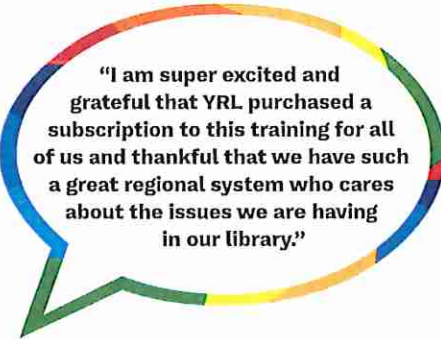
## Library Development Services (LDS)

LDS staff were out and about in 2022 in person and remotely to support our members in making their libraries better than ever.

### Homeless Library Academy

<b>Total Tutorials</b>	<b>35</b>	<b>Total Tutorial Enrollments</b>	<b>288</b>
<b>Total Tutorials Accessed</b>	<b>35</b>	<b>Total Learners</b>	<b>85</b>

Over the past few years, public libraries have seen a marked increase in interactions with people who are unsheltered. LDS purchased specialized, self-paced homelessness training tutorials to help member library staff learn the skills needed to effectively work with this population.



**“I am super excited and grateful that YRL purchased a subscription to this training for all of us and thankful that we have such a great regional system who cares about the issues we are having in our library.”**



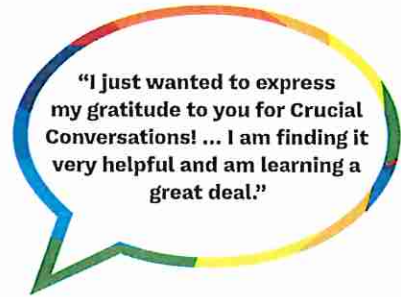
Since its rollout in late 2021, all 35 virtual tutorials have been accessed by member library staff. LDS staff also had follow up discussions with members who viewed the tutorials about how to implement some of the concepts that were presented.

### Crucial Conversations

Being able to communicate effectively in the workplace is a skill everyone wants to do well especially with regards to human resources and promoting psychological safety in the workplace. To that

<b>Total Learners</b>	36
<b>Total Live Discussions</b>	3
<b>Total Visits to the Course Website</b> <i>(as of Dec 2022)</i>	161

end, LDS provided access to a virtual course and three workshops to help our member library directors, managers, and other library leadership to learn this skill set.



### Networks and Group Meetups

Both the Indigenous Services Working Group and Peer Support Network for member library staff were new initiatives in 2022 and well received by our members. Both provided opportunities for networking and delving deeper into each subject matter.

	Total Sessions
<b>Peer Support Network for Library Staff</b>	6
<b>Indigenous Services Working Group</b>	3
<b>Coffee Chat for Managers</b>	12

### General Consultation and Client Support

Primary Purpose	In Person	Virtual	Email	Total
<b>AskYRL (all categories)</b>	0	0	1,329	1,329
<b>Collections</b>	16	14	0	30
<b>Customized Training (on site or at YRL)</b>	3	1	0	4
<b>Library Visits</b>	44	0	0	44
<b>Manager Onboarding</b>	9	0	0	9
<b>Policy</b>	1	12	0	13
<b>Strategic Planning</b>	1	2	0	3
<b>TOTAL</b>	74	29	1,329	1,432
<b>YRL Public Libraries Reached</b>	100%			
<b>YRL School Divisions Reached</b>	100%			
<b>YRL School Libraries Reached</b>	24% (note this includes in-person or virtual contacts only and does not include email)			

### Programming Support - Kits

<b>Total Kits</b>	120
<b>Total Kit Bookings</b>	251
<b>Public Libraries that Borrowed Kits</b>	68%



## Administrative Services (AS)

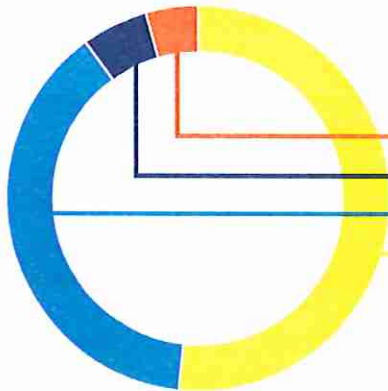
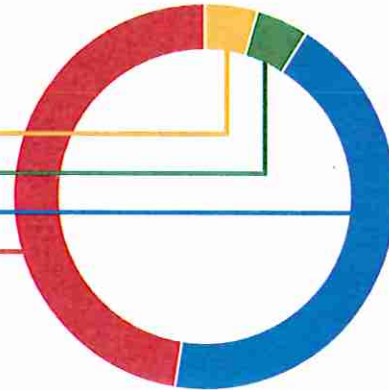
In 2022, the AS staff were behind the scenes, keeping staff, facilities and funding in line with the priorities and wants of our members.

### Planning and Finances

A new Plan of Service was completed for the period 2023-2025, based on the current plans of member libraries, municipalities and school divisions.

#### Revenue:

School Levies	\$146,899 (4.6%)
Contract Services	\$147,884 (4.5%)
Provincial Government	\$1,415,451 (43.5%)
Municipal Levies	\$1,546,823 (47.5%)
<b>Total</b>	<b>\$3,257,057</b>



#### Expenses:

Administration	\$152,638 (4.6%)
Building and Capital	\$180,330 (5.4%)
Direct Services	\$1,269,002 (38.4%)
Staffing	\$1,708,206 (51.6%)
<b>Total</b>	<b>\$3,310,176</b>

### Stewardship

- ✦ A new investment strategy was developed and approved, netting nearly \$70,000 in interest (compared to \$15,483 in 2021).
- ✦ A new cyber insurance policy was purchased, increasing the per-incident coverage from \$150,000 to \$2,000,000.
- ✦ A new vehicle was purchased to augment the fleet.

## Yellowhead Regional Library

#### Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

#### Building Location

433 King Street, Spruce Grove, AB T7X 2C6

#### Phone

780-962-2003

#### Toll-free

1-877-962-2003

[yrl.ab.ca](http://yrl.ab.ca)

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