

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Wednesday October 18<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, October 18<sup>th</sup>, 2023 Regular Council Meeting
3. Minutes: (1-3) a) Wednesday September 20<sup>th</sup>, 2023 Regular Council Meeting  
b)
4. Appointment: a)
5. Bylaws/Policies: (4-8) a) Bylaw 2023-6, Being a Borrowing Bylaw for an Operating Line of Credit – RFD 2023-35 is attached for background.  
b)
6. Business: (9-23) a) FortisAlberta, 2024 Franchise Fee – RFD 2023-36 is attached for consideration.  
(24-38) b) Onoway Regional Fire Services – RFD 2023-37 is attached of review.  
(39-58) c) Celebrate Canada Grant Application – RFD 2023-38 is attached for consideration.  
(59-64) d) Weed Harvester Rehabilitation Discussion – RFD 2023-39 is attached for review.  
e) Other  
f) Other  
g) Other
7. Financial a) N/A
8. Councillor Reports  
a) Mayor  
b) Deputy Mayor  
c) Councillor
9. Administration Reports  
a) CAO  
a. Shop Renovation Project  
b. Beaver Management – Municipal Permit  
c. Mooring Plan/Lot Surveys/Site Prep Work

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10. Information and Correspondence

- (65-66) a) Town of Mayerthorpe – August 2023 CPO Reports.
- (67) b) SANG Co-op Ltd – SANG Community Enhancement Foundation background and recent recipients listing
- (68-69) c) Brownlee LLP – October 11<sup>th</sup>, 2023 “Save the Date” for the 2024 Emerging Trends Municipal Law Seminar, with the Edmonton date schedule for February 15<sup>th</sup>, 2023.
- (70) d) Alberta Beach – September 20<sup>th</sup>, 2023 letter confirming recent byelection results and new council organization, with new Councillor Bill Love and new Mayor (Elwood) and Deputy Mayor (Durocher).
- (71) e) Summe Village of Sunset Point – October 11<sup>th</sup>, 2023 Notice of Withdrawal from the Emergency Management Partnership, with request for special consideration of release by January 1<sup>st</sup>, 2024.

11. Closed Meeting

- a) N/A

12. Next Meeting Date

- a) Schedule the next regular council meeting for November 15th, 2023, or alternate date.

13. Adjournment

Upcoming Meetings:

September 27<sup>th</sup> – 29<sup>th</sup> – ABmunis Conference  
October 17<sup>th</sup>, 2023 – Regional Meeting (proposed)  
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 SEPTEMBER 20th, 2023 AT 4:00 P.M. AT THE  
 WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	<b>PRESENT</b>	Mayor: Marge Hanssen Deputy Mayor: Keith Pederson Councillor: Harry Kassian  Administration: Dwight Moskalyk, CAO  Appointments: N/A Absent: N/A  Public Works: N/A Public at Large: N/A
1.	<b>CALL TO ORDER</b>	Mayor Hanssen called the meeting to order at 4:02 p.m.
2.	<b>AGENDA</b> 105 - 23	<b>MOVED</b> by Deputy Mayor Pederson that the agenda for the Wednesday September 20 <sup>th</sup> 2023 regular council meeting be approved as presented. <b>CARRIED.</b>
3.	<b>MINUTES</b> 106 - 23  107 - 23	<b>MOVED</b> by Deputy Mayor Pederson that the minutes for the Wednesday July 19 <sup>th</sup> , 2023 regular meeting of council be approved with the following amendments: - Motion 104-23, Next Meeting Date – Amended to reflect the revised meeting start time of 4:00pm on September 20 <sup>th</sup> , 2023 (rather than 2:00pm). <b>CARRIED.</b>  <b>MOVED</b> by Deputy Mayor Pederson that the minutes for the Wednesday July 19 <sup>th</sup> , 2023 organizational meeting of council be approved as presented. <b>CARRIED.</b>
4.	<b>APPOINTMENT</b>	N/A
5.	<b>BYLAW</b>	N/A
6.	<b>BUSINESS</b> 108 - 23	<b>MOVED</b> by Mayor Hanssen 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>CARRIED.</b>





MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY SEPTEMBER 20th, 2023 AT 4:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	<p>109 - 23</p> <p>110 - 23</p> <p>111 - 23</p> <p>112- 23</p> <p>113 - 23</p> <p>114 - 23</p>	<p><b>MOVED</b> by Mayor Hanssen 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 the Council likewise offer their endorsement of Mr. Giesbrecht for this nomination.</p> <p style="text-align: right;"><b>CARRIED.</b></p> <p><b>MOVED</b> by Mayor Hanssen 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, subject to same or similar terms for cost and service delivery, should same be agreeable to all principal parties.</p> <p style="text-align: right;"><b>CARRIED.</b></p> <p><b>MOVED</b> by Councillor Kassian that Council provide a Letter of No Objection to the applicant 5603 for a three-year term beginning on January 1<sup>st</sup>, 2024, for their application to site a seasonal dock adjacent to MR9 in the Summer Village of Nakamun Park, subject to the dock being sited not least than three metres inside of the west property line and being maintained at least six metres between any other docks on MR9.</p> <p style="text-align: right;"><b>CARRIED.</b></p> <p><b>MOVED</b> by Deputy Mayor Pederson that Council provide a Letter of No Objection to the applicant 5607 for a three-year term beginning on January 1<sup>st</sup>, 2024, for their application to site a seasonal dock adjacent to MR9 in the Summer Village of Nakamun Park, subject to the dock being sited not less than three metres inside of the east property line and being maintained at least six metres between any other docks on MR9.</p> <p style="text-align: right;"><b>CARRIED.</b></p> <p><b>MOVED</b> by Deputy Mayor Pederson that Council authorize administration to arrange a community engagement plan on Mooring and Dock Use on Municipal Lands, as discussed, including a mailout to go with the 2024 tax notices on boating and dock use guidelines, as well as the development of an website tab to coordinate mooring policy.</p> <p style="text-align: right;"><b>CARRIED.</b></p> <p><b>MOVED</b> by Councillor Kassian that Council direct administration to explore the concept of a Community Mooring Plan and return a proposal for same for further discussion.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
<p>7.</p>	<p><b>FINANCIAL</b></p> <p>115 - 23</p>	<p><b>MOVED</b> by Council Kassian that the Income and Expenses Reports, reconciled to August 31<sup>st</sup>, 2023, be accepted as information.</p> <p style="text-align: right;"><b>CARRIED.</b></p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY SEPTEMBER 20th, 2023 AT 4:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

8.	<b>COUNCIL REPORTS</b> 116 - 23	<b>MOVED</b> by Councillor Kassian that Council accept the Council Reports for information, as presented.  <b>CARRIED.</b>
9.	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b>  117 - 23	<b>MOVED</b> by Deputy Mayor Pederson that Council accept the Administration and Public Works reports for information, as presented.  <b>CARRIED.</b>
10.	<b>INFORMATION / CORRESPONDENCE</b> 118 - 23	<b>MOVED</b> by Mayor Hanssen that the following information and correspondence items be accepted as information:  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.  b) Alberta Beach – August 24 <sup>th</sup> , 2023 letter on intent to renew agreement with Onoway Regional Fire/Fire and Rescue International.  c) Town of Mayerthorpe – July 2023 CPO Reports.  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.  e) Yellowhead Regional Library – August 4 <sup>th</sup> , 2023 Information package regarding the 2022 Annual Report for the membership and stakeholders.  <b>CARRIED.</b>
11.	<b>CLOSED MEETING</b>	N/A
12.	<b>NEXT MEETING</b> 119 - 23	<b>MOVED</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Wednesday October 18 <sup>th</sup> , 2023 at 2:00 p.m.  <b>CARRIED.</b>
13.	<b>ADJOURNMENT</b>	Mayor Hanssen declared the meeting adjourned at 6:39p.m.

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

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



## Summer Village of Nakamun Park Request For Decision (RFD) 2023-35

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>October 18<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 2023-6, a Borrowing Bylaw Establishing (Renewing) the Municipality's Line of Credit</b>
<b>Agenda Item Number:</b>	<b>Bylaws and Policy 5(a)</b>

### **BACKGROUND/PROPOSAL:**

For several years now, initially in response to – and still primarily in consideration of – our emergency response preparedness needs, the municipality has maintained a line of credit (LOC) with our designated financial institution of record (ATB Financial). This LOC is technically a type of borrowing, although there is no immediate need to access any of the provided credit. Under the MGA, borrowing must be arranged by bylaw, with advertising required for certain types (long term borrowing). As the borrowing addressed in Bylaw 2023-6 is not a long term borrow (we renew the matter annually), we need only the bylaw and do not require advertising.

With the exception of a new bylaw number and revised dates (to reflect the effective date ending December 31<sup>st</sup>, 2024), this bylaw is the same as previous versions. A copy of the draft is attached for review.

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

As we have discussed this matter in prior years, it is expected that Council is well versed on the reason and rationale behind this bylaw. There have been no revisions to the Act, nor substantive changes to the text of the bylaw (save the revised effective date reference) that would warrant any major discussion. This bylaw is to arrange a renewal of this authorisation for borrowing to throughout the next operating year.

However, a more general discussion on the relevance of this bylaw (in light of pending changes to the Emergency Management Framework) may be timely to have. Notwithstanding comments from Council on this matter, Administration is of the opinion that regardless of the situation with who may be providing our Emergency Management Services in the years ahead, the obligations of the municipality to be prepared for a response (including bridging funding withing jeopardizing the operating budget or reserves) remains, so this bylaw is still relevant. Furthermore, this Line of Credit is technically not for a specific purpose (other than the Section 256 matters referenced), so it could be accessed for other "emergency" situations such as major repairs, major works, etc. as we wait for grant funding to come in. I do not foresee and issue with liquidity at all, but it is good business practice to have an LOC of sometime just in case.



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

At this time, there is no cost to having the LOC arranged.

If the municipality needs to access the LOC it would be subject to the posted interest rate, which cannot exceed 10%/annum, and would be subject to repayment at the direction of the municipality (through taxes, reserves, grant funding, etc.).

**RECOMMENDED ACTION:**

1. That Council give all required readings to pass Bylaw 2023-6 as presented, or with amendments, and authorize execution of same by Mayor Hansen and CAO Moskalyk.

<b>Initials show support</b> – Reviewed By: <b>CAO: <i>D. Moskalyk</i></b>
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**BYLAW 2023-6**  
**BEING A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE**  
**PROVINCE OF ALBERTA, FOR THE PURPOSE SPECIFIED IN SECTION**  
**256 OF THE MUNICIPAL GOVERNMENT ACT**

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**WHEREAS** the Council of the Summer Village of Nakamun Park (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to have secured prearranged borrow for certain sums of money for the purpose of an operating Line of Credit for interim financing in the event of a local emergency or to cover unforeseen urgent operating expenditures not included in the operating budget over the period from the date of this Bylaw through to December 31, 2024.;

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

**WHEREAS** Section 256 of the Municipal Government Act establishes the provisions by which a municipality may undertake borrowing for operational expenditures, and that bylaws securing such borrowing do not need to be advertised so long as the term of the borrowing does not exceed three years;

**AND WHEREAS** the Summer Village of Nakamun Park's banking institution, ATB Financial, renews operating Lines of Credit annually (hence a borrowing term of one year);

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") up to the principal sum of \$150,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit repayable on demand and the Corporation is required to pay accrued interest monthly.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;

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**BYLAW NO. 2023-6**  
**SUMMER VILLAGE OF NAKAMUN PARK**  
**Municipal Government Act RSA 2000 Chapter M-26**  
**Section 251 - 263**

- b) in preparation of security for any money borrowed from ATB
- i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
  - ii. to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
  - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: Taxes, Reserves, Grants
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.

**WE HEREBY CERTIFY** that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 18<sup>th</sup> day of October, 2023 at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

**THIS MUNICIPAL BORROWING BYLAW**, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

**READ** a first time this 18th day of October, 2023.

⑦

**BYLAW NO. 2023-6  
SUMMER VILLAGE OF NAKAMUN PARK  
Municipal Government Act RSA 2000 Chapter M-26  
Section 251 - 263**

**READ** a second time this 18th day of October, 2023.

**UNANIMOUS CONSENT** to proceed to third reading this 18th day of October, 2023.

**READ** a third and final time this 18th day of October, 2023.

**SIGNED** this 18th day of October, 2023.

WITNESS our hands and the seal of the Corporation this 18th day of October, 2023.

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Mayor, Marge Hanssen

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Chief Administrative Officer, Dwight Moskalyk

DRAFT

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-36

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>October 18<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>FortisAlberta – 2024 Fortis Franchise Fee Confirmation</b>
<b>Agenda Item Number:</b>	<b>Business 6(a)</b>

### **BACKGROUND/PROPOSAL:**

Fortis Alberta is the electrical distribution service provider to the Summer Village of Nakamun Park, as per our long-standing distribution services franchise agreement. As part of that agreement, the municipality has the option to set a franchise fee. This fee is then collected on the service bills of residents within the service area but forwarded back to the municipality as operating revenue. Council is obligated to review this option annually as part of the agreement.

Council has traditionally taken the tact that the Franchise Fee is comparable to an additional tax on rate-payers and has opted to set the rate at 0.00%. This has been a common sentiment among smaller urban municipalities – although this trend seems to be shifting (note the provided list of participating municipalities that have established a franchise fee, attached). It is worth revisiting this option now and then – especially as other revenue sources (such as grant funds) become strained.

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

Fortis has provided a revenue projector device (as they do every year) which estimates how much the municipality would receive at various franchise fee levels based on the previous year's electrical consumption. For reference, the rate may be set at anywhere from 0%-20%.

Based on the calculator:

1% = \$1,124 revenue

5% = \$5,622 revenue

10% = \$11,124 revenue

20% (max rate allowed) = \$22,248 revenue.

If Council would like to establish a franchise fee we need to take several steps, including running ads in local papers for two consecutive weeks.

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

There is no direct cost to the municipality to establish a franchise fee, other than the cost to advertise. There will be costs to the residents and the municipality in terms of higher electricity bills for the duration of the franchise fee term (through 2024).

**RECOMMENDED ACTION:**

- 1) That Council approve a franchise fee of 0.00% for 2024, and that Administration advise Fortis Alberta that there will be no change to the franchise fee rate for 2024.

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

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**Date** Wed, 27 Sep, 23 2:24:42PM  
**Sender** Kelsey Nixon <kelsey.nixon@fortisalberta.com>  
**From** Stakeholder Relations Team  
stakeholderrelations@fortisalberta.com  
**To** Nakamun Park  
ddm@kronprinzconsulting.ca  
**Cc** Nicole Smith  
nicole.smith@fortisalberta.com  
**Subject** FortisAlberta Franchise Fee Documents/Changes - Nakamun Park

Good afternoon:

**RE: Request Confirmation of Electric Distribution Franchise Fee for 2024**

Please see the important information letter attached regarding the 2024 Franchise Agreement Fee Calculators and Confirmation of Information (Critical Information).

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either increase, decrease or keep your franchise fee the same, with written notice.

**IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2024.**

1. Review the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an increase or decrease to your franchise fee, a resulting impact to the customer's annual billing is required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks. (Please use the sample advertisement that is attached).
3. If increasing your franchise fee, it must stay within the current **Franchise Fee Cap of 20%**.
4. **By November 1<sup>st</sup>, 2023**, please email clear copies of the following documentation to [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com).

**INCLUDE:**

- Copies of both advertisements.
- **Publication dates** for both advertisements.
- Name & location of newspaper.

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5. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in effect **April 1, 2024.**



6. If Council decides to keep the current franchise fee you do not have to advertise, however, please notify us via email of this decision at [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com).

**TIPS FOR USING THE FRANCHISE CALCULATOR**

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the **estimated** revenue forecast from your Franchise Fee.

On the first tab: **Financial Impacts**, you can change the Franchise Fee percentage (**yellow cell**). By changing this cell, the spreadsheet will automatically update to reflect your estimated revenue for 2024.



<b>Franchise Fee Calculator Changes:</b>	
Yellow area is to calculate different franchise fee.	
<b>2024 Proposed Franchise Percentage</b>	

On the second tab: Residential Bill Impacts, you can **view the impact to an Average Residential Bill Impact on the second tab by changing cell F21 & F39. (You will need this information for your advertisement if you are changing your current fee)**

**On the third tab:** January 2021 to June 2023 you can see how much revenue your municipality has collected over the last two and a half years.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you,



**We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.**

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[:FortisAlberta Municipal Franchise Letter.pdf](#) (186K)



[:2023-2024 Franchise Calculator - Nakamun Park.xlsx](#) (83K)



[:Franchise Fee Advise ment Template.docx](#) (55K)



[:Municipal Franchise Fees \(July 2023\).pdf](#) (205K)



[:Franchise Fee Advise ment Notification - Please Return via Email byNovember 1.doc](#) (293K)

September 26, 2023

**RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update**

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

**2024 Franchise Fee Calculator**

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

**Request - Confirmation of Franchise Fee**

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

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[StakeholderRelations@FortisAlberta.com](mailto:StakeholderRelations@FortisAlberta.com) to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

**Media Coverage on Franchise Fees**

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

**Microgeneration Update**

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka  
Manager, Municipalities  
P: (780) 464-8311  
C: (780) 868-7040  
E: Dave.Hunka@FortisAlberta.com

## Advertisement Template

### FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of \_\_\_\_\_ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2024\***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be **increased/decreased** from \$\_\_ ( \_\_%) to \$\_\_ ( \_\_%) \*\* of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to \_\_\_\_\_ (Name), \_\_\_\_\_ (Position) at (\_\_\_\_) \_\_\_\_\_ (Phone Number).

Thank you.

**\*Your advertisement must include the full date**

**\*\*Your advertisement must have the \$ amount and the % amount**

*These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); the second tab (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.*

Existing (Current) Typical Residential Customer Monthly Costs			
Date: 11 (Previous: Jan 1, 2020) Distribution Tariff (Estimated Rate Final) Based on Current 0% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$ 0.02758	640 kWh	\$42.17
Basic Daily Charge	\$ 0.1187	30 Days	\$35.61
			<u>\$77.78</u>
Current Franchise Fee	0.00%		\$0.00
GST	5.0%		\$3.91
			<u>\$81.69</u>
Current Annual Franchise Fee Cost: \$0 * 12 = \$0			

  

Proposed Residential Customer Monthly Costs			
Date: 11 (Proposed: January 2024) Estimated Distribution Tariff Based on NEW 2% Franchise Fee			
Delivery Service Charge			
All kWh Delivered*	\$ 0.02758	640 kWh	\$42.24
Basic Daily Charge*	\$ 0.11907	30 Days	\$35.72
			<u>\$77.96</u>
Estimated Proposed Franchise Fee	2.00%		\$1.56
GST	5.0%		\$3.92
			<u>\$83.44</u>
Proposed Annual Franchise Fee Cost: \$1.30 * 12 = \$15.60			
*Includes estimated rate changes.			

(16)

**MUNICIPAL FRANCHISE FEE RIDERS**

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

**Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

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03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01



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03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

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03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
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04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

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03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
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02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
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02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



Please email your 2023-2024 franchise decision by November 1, 2023, to [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com)

From:  
Municipality:  
Phone:  
Email:

- No Change
- Increase, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%
- Decrease, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%

If any changes are being made to the Franchise Fee, please provide the following:

- Clear copies of **both** advertisements (**ran consecutively for two weeks**).
- Publication dates for **both** advertisements.
- Name & location** of newspaper.

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

23





## Summer Village of Nakamun Park Request For Decision (RFD) 2023-37

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>October 18<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Town of Onoway, Onoway Regional Fire Services – Amending Agreement (Name Change et al).</b>
<b>Agenda Item Number:</b>	<b>Business 6(b)</b>

### **BACKGROUND/PROPOSAL:**

Earlier this year, North West Fire Rescue advised the partnership of a pending corporate name change. This name change has now be completed. As a matter of business, the members of the contractual partnership known as the Onoway Regional Fire Services (Administrated by the Town of Onoway) should consider the simple amendment to the agreement to reflect this name change.

A copy of the provided amendments, and amending agreement prepared by Onoway’s legal counsel and vetted by their administration, is attached under the September 26<sup>th</sup>, 2023 cover letter on same.

Also, as part of this discussion is some provided material, a string of emails from Oct 4<sup>th</sup> through Oct 10<sup>th</sup>) related to (a) Sunset Point’s hesitation to sign the amending agreement and Onoway’s response to same, and (b) notice of Upcoming Fire Services Meeting.

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

On review of Sunset Point’s comments, it was certainly not the initially presented intent of the amending agreement to incorporate anything other than the name change into the amending agreement. As highlighted in the reply by the Town of Onoway, there are several other amendments included in the amending agreement besides the name change. I do not necessarily thing the proposed amendments in there entirety are unwarranted, however I do think that they should have been discussed collectively before this stage to ensure that all members were aligned. Because this set was not taken, it is likely that a discussions will arise and that a revision to the amending agreement will be likely – so I am hesitant to recommend this version be approved at this time. I would recommend that this matter be deferred until our November 2023 council meeting – that way this amending agreement can be hashed out during the currently scheduled October 24<sup>th</sup>, 2023 Fire Services Meeting when all members will be present.

The remained of the email thread provided really speaks to the advising of the October 24<sup>th</sup>, 2023 Fire Services Meeting (which I would recommend we authorise attendance of Council and Administration to) and an update on the status (as of October 10<sup>th</sup>, 2023) of the number of



members who have signaled their intent to enter into a new fire service agreement in this partnership (6 of 10).

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

The cost of the amending agreement is borne by the Town of Onoway, recovered by the ORFS Administration dues (I think), with no direct cost to the municipality. It should be noted that executing this amending agreement as presented would commit the members to the listed (new) equipment/response service rates, which is part of the issue (as the rates there offered had not been previously discussed).

The cost to attend the Fire Services Meeting is covered as part of the Operating budget for 2023 under the Council function.

**RECOMMENDED ACTION:**

- 1) That Council defer consideration of the Fire Services Amending Agreement until the November 2023 Regular Council Meeting, allowing time for partnership discussions on same at the preceding October 24<sup>th</sup>, 2023 Fire Services Meeting.
- 2) That Council Authorise the Attendance of Council and Administration to the October 24<sup>th</sup>, 2023 Fire Services Meeting.

<b>Initials show support</b> – Reviewed By: <b>CAO: D. Moskalyk</b>
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**Town of Onoway**

Mail: Box 540  
Onoway, Alberta  
T0E-1V0  
Town Office: 4812-51 Street  
Phone: 780-967-5338  
Email: cao@onoway.ca

September 20, 2023

**Onoway Regional Fire Service Member Municipalities**

Dear Mayor and Council:

The member municipalities of Onoway Regional Fire Services provided resolutions to approve a name change from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd (FRI), a non-profit entity.

An amending agreement has been prepared by Patriot Law to execute the name change. North West Fire Rescue – Onoway Ltd/Fire Rescue International Ltd is responsible for the costs incurred to amend the agreement. The 2023 rates have been updated as well, as per legal counsel. The agreement may be dated to January 30, 2023, which FRI is agreeable to. There were changes implemented that did not affect the service nor the liability of municipalities in regard to the name change at this date.

You will find the amending agreement attached for each member municipality to authorize and return to the Town of Onoway. Once all amending agreements are received the Town of Onoway will execute a separate agreement as the service administrator as well as an updated bylaw in regard to fire services.

Each member municipality is responsible for updating their bylaw. For example, in the Town of Onoway, it was specific that North West Fire Rescue was the service provider, it has now been updated to reference the Fire Chief as well as an update of legislative references.

We would appreciate if you would return the executed amending agreement at your earliest convenience. Should you have questions, please contact myself.

Sincerely,

Jennifer Thompson  
Chief Administrative Officer  
Town of Onoway

Attachment

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**FIRE SERVICES AGREEMENT  
AMENDING AGREEMENT**

THIS AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

BETWEEN:

**THE TOWN OF ONOWAY**  
of Box 540, Onoway, AB T0E 1V0  
a municipality incorporate under the  
laws of the Province of Alberta  
(hereinafter the "**Town**")

-AND-

**THE SUMMER VILLAGE OF \_\_\_\_\_**  
of \_\_\_\_\_  
a municipality incorporated under the  
laws of the Province of Alberta  
(hereinafter the "**Summer Village**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

**BACKGROUND**

**WHEREAS:**

- A. the **Town** and the **Summer Village** signed a Fire Services Agreement effective as of January 30, 2023 (the "Fire Services Agreement" or "FSA");
- B. The **Town** contracted with **North West** under a Fire Services Agreement dated January 1, 2016 (the "Master Fire Services Agreement" or "MFSA") to act as its Fire Services Organization, and to provide firefighting and related services to, and on behalf of, the **Town**, including services to the **Summer Village**;
- C. The **Town**, by written letter dated December 19, 2019, exercised its option under paragraph 4 of the MFSA to extend the Term of the MFSA, and such Term now extends to December 31, 2025;
- D. The **Town** and the **Summer Village** extended the Term under their FSA, and such Term now extends to December 31, 2025;
- E. **Fire Rescue International Ltd. ("FRI")** was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSA to **FRI**;
- F. The **Town** is concurrently executing a Fire Services Agreement Assignment and Amending Agreement with **North West** and **FRI** which confirms the assignment of the MFSA to **FRI** by **North West**, to be effective as of January 30, 2023 (the "Effective Date");



- G. The **Summer Village** consents to the assignment of the MFSA by **North West** to **FRI** and is executing this Agreement with the **Town** to confirm its acceptance of this assignment; and
- H. It is convenient in conjunction with this Agreement, to confirm the current Fee Schedule for Fire Services;

### **THE AGREEMENT**

IN CONSIDERATION of the mutual covenants and obligations contained in this Agreement, the sufficiency of which is acknowledged by the parties, the **Town** and the **Summer Village** agree as follows:

1. The Parties acknowledge and agree that the above recitals are true and shall form an integral part of this Agreement.

### **Definitions**

2. Except as otherwise defined in this Agreement, any defined words or phrases shall have the same meanings as in the Fire Services Agreement.

### **Amendment to the Fire Services Agreement**

3. The Parties agree to amend the FSA to confirm as follows as of the Effective Date:
- 3.1. The following definition is added to paragraph 1, as sub-paragraph 1.16
- 1.16 "**FRI**" means Fire Rescue International Ltd.
- 3.2. Subparagraph 1.12 is amended to read as follows:
- 1.12 "Onoway Fire Hall" means the fire hall location occupied by **FRI** in the Town of Onoway, at the Civic Centre at 4812-51 Street, or as otherwise agreed between the Town and **FRI**.
- 3.3. All references to the **Town** contracting with **North West** to act as its Fire Services Organization shall be replaced with the **Town** contracting with **FRI** as its Fire Services Organization.
- 3.4. Without limiting the generality of the foregoing subparagraph, all references in paragraph 4 of the FSA to **North West** shall be replaced with **FRI**.
- 3.5. The Fee Schedule for Fire Services is as outlined in the attached **Schedule "A"**.
4. Except as otherwise amended by this Agreement, the FSA remains in full force and effect.

### **General**

5. This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.
6. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns, subject to paragraph 28 of the FSA.

7. This Agreement may be signed by counterpart and with an electronic or digital signature. An electronic or digital copy is as authentic as an originally signed document.

**THIS AGREEMENT IS SIGNED BY THE TOWN:**

**THE TOWN OF ONOWAY**

**PER:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
("I have authority to bind the Municipality")

\_\_\_\_\_  
(signature) Witness as to signature  
(or municipal / corporate seal)

**THIS AGREEMENT IS SIGNED BY THE SUMMER VILLAGE:**

**THE SUMMER VILLAGE OF**

\_\_\_\_\_  
**PER:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
"I have authority to bind the Municipality"

\_\_\_\_\_  
(signature) Witness as to signature  
(or municipal / corporate seal)

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**SCHEDULE "A"**  
**Fee Schedule for Fire Services**

**Basic (Annual) Fee (GST Exempt)**

The basic (annual) (standby) fee shall be comprised of the following:

- \$75.00 per titled lot within the municipal boundaries of each of the following municipalities: Town of Onoway, Village of Alberta Beach, Summer Village of Val Quentin, and Summer Village of Castle Island;
- For the Summer Village of Sunset Point:
  1. \$75.00 per titled lot within its municipal boundaries (not including the 2 lots associated with the Sunset Point Bible Camp); and
  2. An additional fee in respect of the Sunset Point Bible Camp of 10% of the amount payable with respect to item 1 above.
- \$65.00 per titled lot within the municipal boundaries of each of the following municipalities: Summer Village of Silver Sands, Summer Village of South View, Summer Village of Yellowstone, the Summer Village of Nakamun Park, and the Summer Village of Ross Haven.

The basic fee is to be paid on a quarterly basis at the commencement of the quarter, and is earned whether there is a requirement to respond to an incident or not in the year in question. This fee shall be in place for the Term, subject to the following adjustments:

1. An annual adjustment for inflation commencing after the completion of the first year of the Term; and
2. Annual confirmation of the title count.

The Basic (Annual) Fee includes all response to Medical Aid / Medical Assist calls.

(It is recognized and acknowledged that the Town of Onoway will be levying an annual fee greater than the amounts identified above to the other municipalities in respect of Fire Services. However, the Town shall be retaining this amount (initially to be \$10.00 per titled lot) to address, among other things, annual operating and capital costs, and reserve funds.

**Additional Fees (GST Exempt)**

The following additional fees apply:

<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
<b>Municipal Fire, Rescue and Decontamination Services</b>		
Fire Engine Unit complete with two (2) NFPA certified firefighters (Pumper Truck)	\$319.85 per hour \$2.85 per kilometer for the fire engine unit (round trip)	\$615.00 per hour.
Tender Unit complete with one (1) NFPA certified firefighter (Tender)	\$159.91 per hour \$2.85 per kilometer for the tender unit (round trip)	\$615.00 per hour

<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
Rapid Attack Unit complete with Two (2) NFPA certified firefighters (Rap Attack)	\$217.14 per hour \$2.28 per kilometer for truck (round trip)	\$615.00 per hour.
Command / Transport Vehicle (Charlie Units)	\$154.21.00 per hour \$1.59 per kilometer for the Command/Transport Vehicle (round trip)	\$180.00 per hour
Class 7 Engine (off road) with one NFPA Certified Operator (Gator)	\$80.00 per hour (including travel time) \$1.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$190.00 per hour
<b>Wild Fire Land Suppression System and Standby Services</b>		
Class 2 Engine (on road) with one (1) NFCA Certified Operator (Unit numbers: N4, N5, 23, & 27)	\$190.00 per hour (including travel time) \$2.50 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$615.00 per hour
Class 3 Engine (on/off road) with one (1) NFPA Certified Operator (Unit number: N2)	\$140.00 per hour (including travel time) \$2.85 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$510.00 per hour
Class 6 Engine (on/off road) with one (1) NFPA Certified Operator	\$110.00 per hour (including travel time) \$2.00 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$470.00 per hour
Tandem Water Truck / Tender (body job) with Operator	\$140.00 per hour (including travel time) \$2.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$270.00 per hour

<b>Additional Fees</b>		
Additional firefighters	\$67.50 per hour (each)	
Consumables	Cost of the consumable plus 25%	
Third party contractors	Cost of the contractor plus 10%	
Consulting, Training or Specialty Services to the Town	To be individually quoted	

\*Member Fee – Fees applicable to services provided to the Town and the Additional Municipalities including Mutual Aid Partners.

\*\*Non-Member Fee – Fees applicable to services provided to third parties not a direct party to this Agreement (such as to other municipalities not subject to a Mutual Aid Agreement, or otherwise)



I have spoken with Michelle Gallagher to respond to the SV of Sunset Point's concerns. Michelle's response is below:

The intent was really just to do 3 things:

- Transition to the new organization (the substantive change);
- Confirm an updated fee schedule (intended to not be a real change, just reflect the actual amounts based on the inflation adjustment) (housekeeping); and
- Add Ross Haven in the schedule (since it was added after the original agreement was signed) (housekeeping).

Jennifer

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**From:** [office@sunsetpoint.ca](mailto:office@sunsetpoint.ca) <[office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)>  
**Sent:** October 4, 2023 7:40 PM  
**To:** [debbie@onoway.ca](mailto:debbie@onoway.ca); 'Alberta Beach Village Office' <[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)>; 'Castle Island' <[svcastle@telus.net](mailto:svcastle@telus.net)>; 'Jennifer Thompson' <[cao@onoway.ca](mailto:cao@onoway.ca)>; 'Nakamun Park' <[cao@svnakamun.com](mailto:cao@svnakamun.com)>; [office@svyellowstone.ca](mailto:office@svyellowstone.ca); 'Rosshaven CAO' <[cao@rosshaven.ca](mailto:cao@rosshaven.ca)>; 'South View' <[svsouthview@outlook.com](mailto:svsouthview@outlook.com)>; 'Summer Village Office' <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>; 'Val Quentin' <[marlenehwalsh@gmail.com](mailto:marlenehwalsh@gmail.com)>; 'wendy wildwillowenterprises.com' <[wendy@wildwillowenterprises.com](mailto:wendy@wildwillowenterprises.com)>  
**Cc:** 'Dave Ives' <[david.ives@firerescueinternational.net](mailto:david.ives@firerescueinternational.net)>  
**Subject:** RE: FRI - Amending Agreement

Please be advised that during our recent Council meeting, we thoroughly discussed the revised draft agreement that was presented. After careful consideration and internal deliberation, it has been decided that we are currently unwilling to sign the proposed agreement in its current form.

Our primary concern revolves around specific terms and conditions within the document that do not align with our organization's objectives and preferences.

At this stage, our willingness to proceed is contingent on a revision focused on the change of the service providers name only.

Please consider this as an official notice of our position regarding the revised draft agreement. We value our relationship with your organization and are optimistic that through constructive dialogue, we can reach a resolution that satisfies both parties.

Thank you for your understanding and cooperation. We look forward to the opportunity to resolve these matters amicably.

Regards,

Matt

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**Date** Tue, 10 Oct, 23 2:21:06PM  
**From** david.ives@firerescueinternational.net  
**To** ddm@kronprinzconsulting.ca  
cao@onoway.ca  
debbie@onoway.ca  
aboffice@albertabeach.com  
svcastle@telus.net  
**Cc** office@sunsetpoint.ca  
office@svyellowstone.ca  
cao@rosshaven.ca  
cao@valquentin.ca  
administration@wildwillowenterprises.com  
**Subject** RE: Request for Feed Back on Intent to Enter New Fire Services Agreement

Good Afternoon Folks!

I just wanted to let member municipalities know that Onoway has forwarded a copy of their motion approving the intent to negotiate with FRI in efforts to renew and continue fire protect services within the group after the current agreement expires.

Hopefully we will hear from Ross Haven, Sunset Point, & Yellowstone on or before our big meeting later this month. After which time we will return our letter of intent to those interested in negotiating. This fall / early winter, our intent is to develop a negotiating process and team that meets everyone's needs.

See you are the meeting!

FC David Ives

---

**From:** david.ives@firerescueinternational.net <david.ives@firerescueinternational.net>  
**Sent:** September 21, 2023 10:44 AM  
**To:** ddm@kronprinzconsulting.ca  
**Cc:** cao@onoway.ca; debbie@onoway.ca; aboffice@albertabeach.com; svcastle@telus.net; office@sunsetpoint.ca; office@svyellowstone.ca; cao@rosshaven.ca; cao@valquentin.ca; administration@wildwillowenterprises.com  
**Subject:** RE: Request for Feed Back on Intent to Enter New Fire Services Agreement

Thank you Sir!

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That makes six out of ten member municipalities. Those who's intentions we are not sure of include: Ross Haven, Onoway, Sunset Point, & Yellowstone.

We hope to have our return letter of intent out prior to the October meeting of 10. In a general sense, we intend on engaging those who have showed interest in renewal as well as soliciting new members including but not limited to: West Cove, Sunrise Beach, Sandy Beach, Birch Cove, Seeba, & Lac Ste Anne County.

Kind Regards,

FC David Ives

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**From:** [ddm@kronprinzconsulting.ca](mailto:ddm@kronprinzconsulting.ca) <[ddm@kronprinzconsulting.ca](mailto:ddm@kronprinzconsulting.ca)>  
**Sent:** September 21, 2023 10:28 AM  
**To:** David Ives <[david.ives@firerescueinternational.net](mailto:david.ives@firerescueinternational.net)>  
**Cc:** [cao@onoway.ca](mailto:cao@onoway.ca); [debbie@onoway.ca](mailto:debbie@onoway.ca); [aboffice@albertabeach.com](mailto:aboffice@albertabeach.com); [svcastle@telus.net](mailto:svcastle@telus.net); [office@sunsetpoint.ca](mailto:office@sunsetpoint.ca); [office@svyellowstone.ca](mailto:office@svyellowstone.ca); [cao@rosshaven.ca](mailto:cao@rosshaven.ca); [cao@valquentin.ca](mailto:cao@valquentin.ca); [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)  
**Subject:** Request for Feed Back on Intent to Enter New Fire Services Agreement

Good morning Fire Chief Ives,

Further to your August 5th, 2023 email request for same, please find attached on behalf of the Summer Village of Nakamun Park.

Thank you,

DDM

Dwight Darren Moskalyk  
Chief Administrative Officer  
Summer Village of Nakamun Park

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**Date** Tue, 10 Oct, 23 3:48:06PM  
**From** debbie@onoway.ca  
aboffice@albertabeach.com  
svcastle@telus.net  
cao@onoway.ca  
cao@svnakamun.com  
office@sunsetpoint.ca  
**To** office@svyellowstone.ca  
cao@rosshaven.ca  
South View  
svsouthview@outlook.com  
administration@wildwillowenterprises.com  
marlenehwahsh@gmail.com  
wendy@wildwillowenterprises.com  
**Cc** Dave Ives  
david.ives@firerescueinternational.net  
**Subject** FW: ORFS All Municipalities Meeting - Tuesday, October 24, 2023

Good Afternoon: This email is a reminder of the ORFS All Muni's meeting scheduled for:

**Tuesday, October 24, 2023 from 1:00 pm until 4:00 pm**

Location: Onoway Community Hall, 4920 – 49 Avenue

Agenda will follow closer to the meeting date. Thank you.

Debbie Giroux

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**From:** debbie@onoway.ca <debbie@onoway.ca>  
**Sent:** September 7, 2023 1:36 PM  
**To:** Alberta Beach Village Office <aboffice@albertabeach.com>; Castle Island <svcastle@telus.net>; Jennifer Thompson <cao@onoway.ca>; Nakamun Park <cao@svnakamun.com>; office@sunsetpoint.ca; office@svyellowstone.ca; Rosshaven CAO <cao@rosshaven.ca>; Summer Village Office <administration@wildwillowenterprises.com>; Val Quentin <marlenehwahsh@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.

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**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)



**Date** Fri, 06 Oct, 23 9:09:36AM  
**From** david.ives@firerescueinternational.net  
'Jennifer Thompson'  
cao@onoway.ca  
office@sunsetpoint.ca  
debbie@onoway.ca  
'Alberta Beach Village Office'  
aboffice@albertabeach.com  
'Castle Island'  
svcastle@telus.net  
'Nakamun Park'  
cao@svnakamun.com  
**To** office@svyellowstone.ca  
'Rosshaven CAO'  
cao@rosshaven.ca  
'South View'  
svsouthview@outlook.com  
'Summer Village Office'  
administration@wildwillowenterprises.com  
'Val Quentin'  
marlenehwalsh@gmail.com  
'wendy wildwillowenterprises.com'  
wendy@wildwillowenterprises.com  
**Subject** RE: FRI - Amending Agreement

Ma'am,

Please allow time on the agenda for the 24<sup>th</sup> for the following topics:

- FRI 1<sup>st</sup> half 2023 statistical report
- Letters of intent & the way forward in 2024
  - Negotiating Method & Team
  - Shutting Down the Rumor Mill (again)

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**From:** Jennifer Thompson <cao@onoway.ca>  
**Sent:** October 6, 2023 8:57 AM  
**To:** office@sunsetpoint.ca; debbie@onoway.ca; 'Alberta Beach Village Office' <aboffice@albertabeach.com>; 'Castle Island' <svcastle@telus.net>; 'Nakamun Park' <cao@svnakamun.com>; office@svyellowstone.ca; 'Rosshaven CAO' <cao@rosshaven.ca>; 'South View' <svsouthview@outlook.com>; '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:** RE: FRI - Amending Agreement

Good Day Everyone,

A further discussion will occur at the ORFS meeting on October 24, however I wanted to provide the response from our legal counsel.

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## Summer Village of Nakamun Park Request For Decision (RFD) 2023-38

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>October 18<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Celebrate Canada 2024 Application – Grant Funding</b>
<b>Agenda Item Number:</b>	<b>Business 6(c)</b>

### **BACKGROUND/PROPOSAL:**

The Celebrate Canada funding stream is a grant that supports a select set of cultural events/initiatives through the nation. I do not think we have ever applied for this funding before, but it is something our municipalities are looking at this intake season.

A copy of the application guidelines and eligibility restrictions are attached. Certainly, the typical Canada Day celebrations – so long as they are actually held on July 1<sup>st</sup>, 2024 (which is a Monday). I just want to toss this out to Council for consideration, if you want us to make an application we can but the deadline is November 21<sup>st</sup>, 2023 so we need to get started right away.

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

While the Canada celebration is an eligible event under this program, and municipalities are eligible applicants, it is probably better received if we consider partnering with our other lake neighbours of something for the whole region. The fact the events must all take place on the Monday (July 1<sup>st</sup>, 2024) also create a bit of a challenge to what we might typically do for Canada Day in the village (i.e. we would need to consider an earlier start and end time for any events.).

Some ideas:

- Host an event in SVNP for our residents, as well as LSAC subdivisions and Camp Nakamun
- Event to include:
  - o Fire Works (at 12:01am Monday morning)
  - o BBQ Lunch 12noon Monday including Canada Day Cake/Cupcakes
  - o Kids Carnival and Music in the Park Monday Afternoon until 5pm

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

Costs would be covered through the Grant application, with any ineligible expenses recovered through municipal budget or FCSS funding (our normal Canada Day recreation budget).



**RECOMMENDED ACTION:**

- 1) That Council authorise administration to prepare a grant application for the Celebrate Canada 2024 intake inclusive of the event program as discussed, and with the intent to invite neighbouring municipalities and lake stakeholders to celebrate.

<b>Initials show support</b> – Reviewed By:	<b>CAO: <i>D. Moskalyk</i></b>
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# Application guidelines - Celebrate Canada

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## On this page

- [Objectives and expected results for Celebrate Canada](#)
- [Application deadline](#)
- [Eligibility](#)
- [Who can apply](#)
- [Eligible projects](#)
- [Eligible expenses](#)
- [Limits of government assistance](#)
- [How to apply](#)
- [Using the Portal](#)
- [Applicant Profile \(clients using the Portal for the first time\)](#)
- [Online Application Form \(ALL clients\)](#)
- [Application process](#)
- [How applications are evaluated](#)
- [Evaluation criteria](#)
- [Application processing time](#)
- [Funding decisions](#)
- [How funding is provided](#)
- [Funding conditions](#)
- [Workplace well-being](#)
- [Official languages requirements](#)



- [Acknowledgement of financial assistance](#)
- [Impact Assessment Act](#)
- [Access to information requests](#)
- [Disclosure of information](#)
- [Audits of recipients and evaluation of the Program](#)
- [Contact us](#)
- [Glossary](#)

## Objectives and expected results for Celebrate Canada

The Celebrate Canada funding program provides funding to community-based activities celebrating and promoting National Indigenous Peoples Day on June 21, Saint-Jean-Baptiste Day on June 24, Canadian Multiculturalism Day on June 27 and Canada Day on July 1. These celebrations enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity.

The expected results of Celebrate Canada' funding program's support of community-based activities include:

- providing access to celebrations across Canada, to enable all Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity
- creating opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada

## Application deadline

Applications will be accepted until end of day on November 21, 2023.

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# Eligibility

The program is responsible for determining the eligibility of each applicant, its project and project-related expenses.

The Celebrate Canada funding program is highly competitive. Requests for funding typically exceed our available resources. If your organization or group is eligible, **submitting an application is not a guarantee of funding.**

## Who can apply

To be eligible for funding, your organization must be 1 of the following:

- a Canadian not-for-profit organization such as a corporation, trust, cooperative, unincorporated association, etc.
- a Canadian business corporation where projects are non-commercial in nature
- a Canadian educational institution, Canadian municipal government or other municipal, provincial/territorial institution
- an Indigenous Peoples institution or organization (Indigenous Peoples include Inuit, Métis, Status and Non-Status people)
- a local band council, local tribal council or other local Indigenous government or organization (First Nations, Inuit or Métis)

Federal, provincial and territorial governments are ineligible to apply for funding support (with the exception of the Canada Place Corporation for Canada Day celebrations, as per the amendment to the *Canada Marine Act*).

# Eligible projects

To be eligible for funding from the Celebrate Canada funding program, your project must:

- be organized during the Celebrate Canada period, which runs from June 21 to July 1 to celebrate and promote either one or more days among National Indigenous Peoples Day, Saint-Jean-Baptiste Day, Canadian Multiculturalism Day and Canada Day. Priority is given to events scheduled on the designated dates but in certain cases, funded activities may be undertaken up to five days prior to the Celebrate Canada period. Canada Day celebrations **must** be held on the designated day of July 1
- be free of charge (no admission fees or donation required for entry)
- be open to the general public and promoted as such

The following activities **are not eligible**:

- any events of a primarily religious, political, or commercial nature
- activities whose primary purpose is fundraising or contests
- conferences, symposiums, round-tables, workshops and other events not intended for the general public
- activities that are (in whole or in part) an extension of regular or permanent programming
- activities held on school grounds during school hours
- events held on an individual's private property

# Eligible expenses

Only project-related expenses are eligible. These may include:

- promotional expenses, communications, entertainment, supplies, equipment rental

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- cake for Canada Day celebrations
- ceremonial and traditional food for National Indigenous Peoples Day and Canadian Multiculturalism Day celebrations only
- fireworks/light shows
- expenses related to a designated celebratory day within a festival
- reasonable administrative costs (not exceeding 15% of the total contribution), such as salaries and benefits, fees for professional services, bank charges and utilities
- reasonable travel/hospitality expenses inside Canada, which must not exceed the rates permitted for travel on government business

Ineligible expenses include but are not limited to:

- costs related to BBQ, general food and beverages, and liquor permits
- food for planning team and volunteers
- facility rental costs when the organization owns the property or building
- costs related to major infrastructure
- equipment purchase
- lobbying and advocacy activities
- activities or services that take place outside Canada
- prizes such as those associated with contests or competitions

If funding is approved, we may fund expenses incurred as of April 1 of the year in which the event takes place. However, if you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.

## Limits of government assistance

To ensure the success of your project, we encourage you to have other funding sources. This may include contributions from your organization or group, the private sector or other levels of government.

The total financial assistance received from the Celebrate Canada funding program and other levels of government (federal, provincial, territorial and municipal) cannot exceed 100% of the total eligible project-related costs.

We can fund up to 100% of eligible expenses or up to \$50,000 per fiscal year in the case of grants. For projects that exceed \$50,000 per fiscal year, we can fund up to 100% of eligible expenses under a contribution agreement only.

## How to apply

Read these Application Guidelines in their entirety before completing your application.

You must meet all eligibility requirements and submit a complete application package to be considered for funding.

## Using the Portal

The application form for the Celebrate Canada funding program is filled in and submitted using the [Canadian Heritage \(PCH\) Funding Portal](#).

If this is the first time you are applying through the [Portal](#), you will need to complete a two-step online application process (an Applicant Profile and an online application form) and upload the required documents prior to the deadline.

If your organization has previously created a PCH Online account (for this program or another PCH program), **do not set up a new Applicant Profile**. You only need to review the profile, modify the information as necessary and create a new online application.

If you are unable to log in, you may change your GCKey password through Service Canada. If you have other issues contact the Client Service and Public Support team at 1-866-811-0055. **Do not set up a new applicant profile.**

## Applicant Profile (clients using the Portal for the first time)

**NOTE:** Even if you have previously submitted the following documents, you must provide these documents when you set up your applicant profile for the first time.

Incorporated clients must submit:

- your organization's 9-digit Federal Business Number from the Canada Revenue Agency (e.g., 123456789 RP0001)
- proof of your organization's legal status, with **ONE** of the following documents:
  - letters patent
  - incorporation documents
  - partnership agreements
  - constitution or bylaws or other recognized documentation

Unincorporated associations, ad hoc committees or trusts must submit:

- unincorporated Applicant Acceptance of Responsibility Form (available on the Portal)



All clients must submit:

- Direct Deposit Enrollment Form (available on the Portal), either stamped by the financial institution or accompanied by a void cheque

**NOTE:** The name on the account must be the same as the name of the Applicant.

## Online Application Form (ALL clients)

To complete your application, you will need the following documents:

- delegation of signing authorities
- most recent statutes and by-laws
- most recent financial statements for clients requesting \$100,000 or more
- if applicable, the Unincorporated Applicant Acceptance of Responsibility form (available on the Portal)

If you are unable to complete the application online, please contact the Client Service and Public Support team (contact info below).

[Complete your Applicant Profile and your application form here.](#)

## Application process

Your application, including all supporting documents, should be submitted electronically through the [Canadian Heritage Funding Portal](#). If you cannot access the new system or apply online for any reason, please contact our support team.

Your application, in any format, must be submitted no later than 11:59 pm (Pacific Time) on the deadline date to be eligible.

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The Client Service and Public Support team is available from Monday to Friday, 8:30 am to 5 pm (ET) to assist with technical issues or questions related to the online application. Program staff in your respective region are available to assist with Program-related questions.

**Telephone:**

1-866-811-0055

**TTY**

819-994-7065 or 1-888-997-3123

**E-mail:**

[info@pch.gc.ca](mailto:info@pch.gc.ca)

## How applications are evaluated

We fund projects that have clear objectives and measurable results. Your application will be evaluated based on the Evaluation criteria below and in relation to the funds available. Applications requesting more than \$5,000 will be evaluated by a Review Committee who will compare and prioritize it with other applications in relation to the funds available.

When prioritizing eligible applications, we will take into consideration:

- events that meet the objectives of the Program and are held on the designated day
- proposals that seek wider participation and that are inclusive of various community groups such as Indigenous groups, official language minority communities, ethnocultural groups and youth
- applicants who have obtained financial support from other sources

Failure to comply with any conditions of a previously funded project will be considered in the evaluation and could result in a rejection of your new application.

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## Evaluation criteria

- adherence to Program objectives and designated days
- use of Canadian symbols
- use of partnerships
- scheduling of activities on their designated day
- accessibility of the site
- ability to engage a diverse audience
- expected participation
- completeness of the application (all sections completed with sufficient detail)
- balanced and realistic budget
- geographical location
- other sources of revenue
- number of eligible activities

## Application processing time

Please refer to the [Service standards for Canadian Heritage funding programs](#) or contact the [Department of Canadian Heritage](#).

Clients who submit their application will receive an automated acknowledgment message confirming receipt of the application. If you do not receive a confirmation email, please check your spam or junk mail folder, or contact us as necessary.

## Funding decisions

Please note that decisions regarding eligibility and funding amounts are final.

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# How funding is provided

We will determine if funding will be disbursed as a grant or as a contribution.

A grant is a payment issued to a recipient for a project. The conditions you agreed to at the time of application will apply. At the end of your project, you must submit a final activity/results report and/or participate in the evaluation of results.

A contribution is a conditional payment issued to your organization/group for a specific purpose, as outlined in a funding agreement. The agreement is signed by your organization/group and by us and specifies the terms and conditions to receive payment. At the end of your project, you must submit a final financial and activity/results report.

## Funding conditions

You may be required to submit interim reports during your project. If you receive \$250,000 or more as a contribution, you are required to submit an audited financial report.

Additional conditions may apply and, if applicable, will be included in your funding agreement.

In signing the application form, the Recipient declares that they will undertake activities at the location(s) and on the date(s) described in the application. Once the Department has approved financial assistance, no major change can be made to the project without Departmental approval. Funds not used for these purposes must be returned to the Department. When the proposed project undergoes major changes, the Department reserves the right to reduce the grant or contribution at its sole discretion.

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When the recipient informs the Department of major changes prior to the events, the Department will inform the Recipient, within 10 working days from the reception date, of any change to the funding amount.

Please note that failure to comply with any funding condition, including acknowledgement of financial assistance, can affect decisions about future funding for your organization and may require a return of funds.

## **Workplace well-being**

The Government of Canada is strongly committed to promoting healthy workplaces where harassment, abuse and discrimination are not tolerated. Organizations that receive funding from Canadian Heritage must take measures to create a workplace free from harassment, abuse and discrimination.

## **Official languages requirements**

We are committed to taking positive measures to enhance the vitality of official language minority communities and to promote the use of English and French in Canadian society. If you receive funding, you agree to comply with the official languages requirements set out in your application or in your funding agreement.

## **Acknowledgement of financial assistance**

If you receive funding, you must publicly acknowledge – in English and in French – the financial support received from the Government of Canada in all communications materials and promotional activities. Additional requirements may be included in your funding agreement.



For additional information, please refer to our [Guide on the public acknowledgement of financial support](#).

## Impact Assessment Act

If you receive funding, your project may be subject to the provisions of the [Impact Assessment Act](#). If your activities are to be carried out on federal lands, we will contact you for additional information prior to the start of your project.

## Access to information requests

We are subject to the [Access to Information Act](#) and the [Privacy Act](#). The information you submit in your application may be disclosed in accordance with these Acts.

## Disclosure of information

By submitting your funding application, you authorize us to disclose any information submitted with this application within the Government of Canada or to outside entities for the following purposes:

- to reach a decision
- to evaluate the results of the project
- to support transparency, accountability and citizen engagement





# Audits of recipients and evaluation of the Program

Funding received whether received as a grant or a contribution, may be audited by the Department or by the Office of the Auditor General of Canada (pursuant to clause 7.1 of the Auditor General Act, R.S.C. (1985) to ensure compliance with the terms and conditions of your funding agreement. We also conduct periodic Program evaluations, during which you may be required to present documentation.

You must keep any records, documents, or other information that may be required to perform the audit or the evaluation for five years.

Demonstrated failure to maintain such records may result in the repayment of amounts previously received.

If found to have submitted false or unsupported information, the Applicant may be required to repay the full amount of the financial support received and may be declared ineligible for funding from the Department for the next two fiscal years or more.

## Contact us

For further information, please contact us:

Department of Canadian Heritage  
Celebration and Commemoration Program  
15 Eddy Street  
Gatineau QC J8X 4B3

### E-mail

[info@pch.gc.ca](mailto:info@pch.gc.ca)

### Telephone

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1-866-811-0055 (toll-free, Monday to Friday, 8:30 am to 5 pm (ET)).

## **TTY**

1-888-997-3123 (for people who are deaf, hard of hearing or speech impaired, toll-free, Monday to Friday, 8:30 am to 5 pm (ET))

Agents are available to answer your questions Monday to Friday, 8:30 am to 5 pm (ET).

# **Glossary**

## **Administrative costs**

Costs associated with the general management of a project or organization, such as salaries and benefits, fees for services, bank charges and utilities (not exceeding 15% of total contribution). The Program can only reimburse administrative costs directly related to the proposed project. Administrative costs related to the general operation of an organization are not eligible for funding.

## **Audited financial report**

An audited financial report includes a statement of operations for the given period with regard to the Project and is prepared by a certified accountant who is not part of your organization.

## **Audited financial statements**

A complete set of financial statements including a statement of financial position; a statement of operations; and a statement of changes in financial position. Audited financial statements are completed by a certified accountant who is not part of your organization. The certified accountant performs auditing activities in accordance with generally accepted accounting principles.

## **Cash flow**

A presentation of all anticipated revenues and planned expenses that will occur over the length of your project. At the beginning of your project, your

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cash flow will have only forecasted revenues and expenses. Over time, your cash flow will be updated to reflect the actual revenues and expenses.

### **Ceremonial or traditional foods**

Ceremonial or traditional food is specific to a culture's heritage and may be integral to a cultural celebration or ritual.

### **Ethnocultural communities**

A group of people whose members identify with each other, through a common heritage. For the purpose of this definition, ethnocultural communities include Canadians of diverse culture such as, but not limited to African, Arab, Asian, Latin American or mixed heritage.

### **Final activity/results report**

A final activity/results report is submitted at the end of your project based on the requirements in the funding agreement. Your final activity/results report needs to provide details about the activities, the results of the activities undertaken for the duration of your project and the total cost of your event. You may be required to provide photos and other evidence, such as posters or press clippings, to support your final report.

### **Final financial report**

A final financial report includes, as separate items, the budget as well as all of the revenues realized and expenditures incurred for the given period with regard to the project being funded.

### **Financial statements**

A complete set of financial statements, including a statement of financial position; a statement of operations; and a statement of changes in financial position. Financial statements may be audited or unaudited.

### **Geographical area of operation of the organization**

- Inter-provincial/Inter-territorial (active in at least two provinces or territories)
- Provincial/Territorial (active throughout a province or territory)
- Regional (active in at least two municipalities in a region)

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- Municipal (active in a municipality)
- Local (active in a community or neighbourhood)

### **Indigenous communities**

Indigenous communities include First Nations, Inuit and Métis communities.

### **Interim reports**

Interim reports are submitted during your project based on the requirements in the funding agreement. These reports indicate the results of the activities undertaken for a specific period. In addition, they include a status report on the work to be accomplished and updated revenue and expense reports.

### **Legal status**

- Established as a federal corporation (incorporated): Please provide the Date of incorporation and Registration number
- Established as a provincial/territorial corporation (incorporated): This includes municipal governments. Please provide the Date of incorporation and Registration number
- In the process of becoming a federal corporation: Please provide your date of application, leave the Incorporation/Registration number blank
- In the process of becoming a provincial/territorial corporation: Please provide your date of application, leave the Incorporation/Registration number blank
- Cooperative: Please provide date and number
- Unincorporated association: Leave the date and Incorporation/Registration number blank and complete the Unincorporated applicant acceptance of responsibility form included in the Application Form
- Registered charity: Please provide Canada Revenue Agency registration date and number

### **Official Language Minority Communities**

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The official language minority communities are the Anglophone communities residing in Quebec and the Francophone communities residing outside of Quebec.

**Volunteer**

An individual working on behalf of others without receiving financial or material gain.

**Date modified:**

2023-10-03



## Summer Village of Nakamun Park Request For Decision (RFD) 2023-39

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>October 18<sup>th</sup>, 2023</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Weed Harvester Rehabilitation Discussion</b>
<b>Agenda Item Number:</b>	<b>Business 6(d)</b>

### **BACKGROUND/PROPOSAL:**

As mentioned during the Annual Information Meeting earlier this year, the need for a schedule asset maintenance program for the Weed Harvester is long overdue. The harvester is a 1983 model that is showing its age and in recent years has become a challenge to keep in operation – part of this is certainly for lack of a historical maintenance program, and part of this is likely due to patchwork maintenance in the past and more intensive structural wear and tear as the machine ages.

This past summer we made contact with the manufacturer, AquaMarine (out of Ontario) to inquire about options. Simultaneously, Administration was tasked with getting pricing on rehabilitation costs, and options for replacement or contracted services to replace inhouse weed harvesting. We have now compiled a general overview of these matters and are looking for discussion and direction on next steps.

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

Item 1) Rehabilitations Cost Estimates:

Below is a summary of our best information of rehabilitation costs for the weed harvester at the end of the 2023 season. These costs are a combination of external quotes, supplier prices for components, custom fabrication by the original manufacture (for unique components), and internal estimates for some works. There are limited qualified contractors/suppliers in this market so the margin of error on this Opinion of Probable Costs is probably quite high, which is worth noting.

Item	Quoted By	Quote Value	Necessity
Sprocket Assemblies	AquaMarine, Fabricate and Ship	\$17,000	Must Do
Hydraulic Hoses	AquaMarine (Supply)	\$5,300	Must Do
Hydraulic Drive Eng.	Various Suppliers	\$2,380	Must Do
Labour	Internal and Sub-Contractors	\$10,500	Must Do
Weld New Conveyor Guides	Internal or Sub-Contractor	\$3,600	Must Do
New Conveyor Belts	Horizon Perf. Tech.	\$9,009.52	Must Do





New Paint Job	Summer Student/PW Staff	\$2000	Should Do
Cleaning/Power Wash	Summer Students/PW Staff	\$250	Should Do
<b>Total</b>		<b>=\$50,039.52</b>	

The village does have reserves to cover this type of capital work (~\$95,000 currently in this reserve account), but we are a bit limited on grant funds (as discussed) until the shop project is done and new grant funds come in next year. Even so, the investment would be on an old (steel) frame and because the core components are still expired product lines any future repairs would be high cost as well, be they regular maintenance or normal repairs.

Item 2) – Purchase of New Machine (and Disposal of Old Machine):

Given the cost estimate to rehabilitate the existing machine, it might be worth considering buying a new machine. It would be easier to get the parts we need (and cheaper, rather than need to custom fabricate or recast new sprocket assemblies or conveyor belts, for example). It would also give us a machine that would be aluminum (less rusting of core frame or components), and a new trailer that would be road-safe so that we could more easily arrange repairs or regular maintenance, washing, etc. if required.

A new machine would cost (2023 pricing for same class, but new design/model) from AquaMarine ~\$95,000 +/- . The website, <https://www.aquamarine.ca/>, lists the H5-200 Model (Gas or Deisel) at \$89,980 but we need an allowance for shipping etc. If we bought a new machine we might be able to sell, or auction off, the existing machine with proceeds of same going back against this cost (there is no dealer "trade-in" option). I would be surprised if we received more than \$5,000-\$10,000 in auction for this machine given its age and condition, but any bit helps.

We could cover the cost of this new machine through financing, though that would require using municipal debt and a borrowing bylaw (publication), unless we took a short term borrowing and paid it off in less than three years, which we could do by applying grant funds as they came in each year. Alternatively, we could cover the cost of the machine through reserves which would allow us to avoid borrowing costs, but would take a bite out of municipal cash reserves.

Under short-term borrowing I would advocate an open loan where by we pay back in three installments of ~\$35,000 annually, as grant reserves come in, or as cash reserves are reconciled in the annual budget.

Under term borrowing (basically a 10 year debenture) we would estimate annual costs to be something like \$12,000 at the current interest rate and these could again either be covered by a grant payment, by the operating budget (PW expenses), or Capital Reserve transfers, but again you will end up paying a premium with borrowing costs.

If we just use cash reserves to pay it we avoid the borrowing costs, above, but give up the back interest earned on roughly 95,000 as well, which is ~\$4,500/year average. But then again, the

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Capital Reserve is meant to be used at some point, and maybe now after 40 years this capital asset just needs to be replaced and this is what we've been saving for.

### Item 3) – External Weed Harvesting Services

Just to round out the discussion, we should look at what comparable market costs are for weed harvesting. Silver Sands and South View, as well as West Cove I think, use a local contractor who provides their own equipment (Aquamarine, a fleet of 7 with various classes/models) and I contacted this contractor to get some high-level estimates.

The contractor stressed that he has several clients and that any new clients would be put in the schedule when time allowed (so no assurance of our typical cutting schedule). His 2023 charge per dock (1 4 foot swathe next to each dock/property) was \$265/lot. Now, in these communities the property owner repays the municipality directly for that cost, but in total the cost equivalent for SVNP on this would be  $\sim 85 \times \$265 = \$22,525$ , assuming all 85 frontages required a cut. At that level no matter what option we select above, repair or replace, borrow, or pay upfront, we are better to buy or own equipment, pay our own staff to operate and schedule annual maintenance.

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

As discussed above, funding could come from long or short-term borrowing, capital reserves, deferred grant funds, newly assigned grant funds. We would just need to ensure the preferred option was accounted for correctly in the capital and operating plans, including adjusting the costs for the rehab/purchase, annual operating of the machine (cutting labour), the annual maintenance program going forward, and the adjustment to revenue for any resale.

### **RECOMMENDED ACTION:**

- 1) That Council direct administration to provide procure terms for the purchase of new H5-200 Weed harvester, inclusive of shipping costs, for council to review at the next meeting for further discussion, with the intent being that if a purchase for a new harvester is approved at a future meeting same would be arrange through use of the capital reserve with the existing machine auctioned off and proceeds for same being allocated back to this capital reserve, unless further direction be considered and approved at that time.

**Initials show support** – Reviewed By:

**CAO: D. Moskalyk**

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**Date** Fri, 06 Oct, 23 5:46:08PM  
**From** Jason Madge  
jasonmadge2@gmail.com  
**To** Dwight Moskalyk  
ddm@kronprinzconsulting.ca  
**Subject** Fwd: Parts quote

Hey Dwight,

I finally got the quote for the sprockets for the harvester. This quote is for the sprockets and shipping only, they will then have to be welded to pipe which will then create (build) the drive axles to match the factory design.

To fabricate the drive axles with the supplied sprockets you're looking at about \$17k.

To replace the hydraulic hoses you're looking at \$5300.

To replace the hydraulic drive engine on the front of the trailer it's \$2380.

Labour to install the above \$10500

Weld new conveyor guides 3600.

So far just over 48k and that's not all repaired.

Then there is still the conveyor that needs to be replaced, I'm still searching for this this. I do have a lead on this, I'll follow up on it next week.

JM

----- Forwarded message -----

From: **Lawrence Hirstwood** <[lawrence@aquamarine.ca](mailto:lawrence@aquamarine.ca)>

Date: Fri, Oct 6, 2023 at 2:37 PM

Subject: Parts quote

To: Jason Madge <[jasonmadge2@gmail.com](mailto:jasonmadge2@gmail.com)>

CC: Craig Bollinger <[craig@aquamarine.ca](mailto:craig@aquamarine.ca)>, Nancy Bollinger <[nancy@aquamarine.ca](mailto:nancy@aquamarine.ca)>

Hi Jason; Please see the attached parts quote and let me know by e-mail know if you want to proceed. If you do I will send you an invoice with payment instructions. Thank you.

Best regards,

Lawrence Hirstwood

905-825-1371 xt. 33



[:Parts Quote for Summer Village of Nakamun Park.pdf](#) (50K)

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# Quotation

Email: [service@horizonpfm.com](mailto:service@horizonpfm.com)

Website: [www.horizonpfm.com](http://www.horizonpfm.com)

**Note:** Prices quoted are for quantities shown and are subject to change. Stock is subject to prior sale. All prices are in US Dollars.

Estimate #	29872
Estimate Date:	10/12/2023
Valid Until:	11/12/2023
Payment Terms:	Credit Card
Entered By:	Jessica

**ATTN:**  
Jason Madge

**Ship To:**  
Jaymad Contracting Inc  
780-868-4467

Line	Quantity	U/M	Part Number	Description	Net Price	Total
1	120	LF	H4024S4	Keystone Flat Wire Mesh Belt 24" Wide, 1x1" Mesh, Heavy Duty, Clinched T-304SS Material, 1/2" x 0.062" RD Edge Strip 6 GA Rods (25 Open) 2 Rolls x 60'	\$66.60	\$7,992.00
				Lead Time 2-3 Business Days Out		
					Subtotal	\$7,992.00
				Charge credit card fees over \$2,500	Credit Card Fees	\$279.72
				FXF Economy Shipping Charges to Montana, 59484	Shipping Charges	\$737.80
				Factory New		
					Total	\$9,009.52

Please send PO's to [service@horizonpfm.com](mailto:service@horizonpfm.com) email

**Acceptable Forms of Payment:**

- > American Express
- > Discover
- > Mastercard
- > Visa
- > Check by Mail

> All International Orders must be paid with a Wire Transfer.

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# Town of Mayerthorpe

**Report Title :** NAKAMUN TOTAL CONTRACT HRS

**Report Range**                      **Start:** 2023/08/01 0000                      **End:** 2023/08/31 2359

Man Hour Report by User

<b>All Officers: Total Time On Calls</b>	<b>6 Hours</b>	<b>40 Minutes</b>
--	----------------	-------------------

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# COMMUNITY ENHANCEMENT FOUNDATION

A message from the *SANG Community Enhancement Foundation*

As you are aware, 50 cents is added to every members gas bill each month and this money is distributed to community groups who need it to bring programs and activities to their local areas through the SANG Community Enhancement Foundation, which is a registered non-profit separate from the gas co-op. Since its inception 2 years ago we have provided over 100 thousand dollars to 26 groups from every part of our franchise area in amounts ranging from 500 to over 26 thousand dollars. As you may be aware, many facilities in our franchise area are falling into disrepair due to lack of money for upkeep. Recognizing this need, the annual 25 thousand dollar legacy project competition was created and has proven very popular. This year's recipient was the Darwell Ag. Society who will use the money to upgrade their outdoor rink.

We also provide \$5000 dollars in scholarships to students attending post-secondary institutions in the name of one of the founders of Ste. Anne Gas and its first board chairman, Henry Tomlinson.

When the Foundation was started 2 years ago and the contribution was set at 50 cents per month, we did not know the scope of the needs in our communities. We have had to say no to some organizations who were worthy of help and we had to restrict the size of contribution to some. As a result, we are proposing an increase to \$1.00 per month per member in order to be able to respond appropriately to the requests. This was presented to the membership at SANG's recent annual general meeting and a "straw vote" was conducted with almost unanimous approval so we will present a motion that the Board of SANG approve our request at their next meeting in October. The motion requesting the increase will include a provision that the contribution will not be increased again for a minimum 5 years.

For your information, I have included a list of the recipients so far amounting to over \$100,000 in the first 2 years.

Respectfully,  
 Denis Meier – Board Chairman  
 Email: [Dmeier@steannegas.com](mailto:Dmeier@steannegas.com)

<i>Alberta Beach Community Preschool</i>	\$1800	<i>Darwell Ag. Society *Community Contest Recipient</i>	\$26500
<i>Onoway Farmer's Market</i>	\$1700	<i>Onoway Public Library</i>	\$1900
<i>Onoway Community Hall</i>	\$1500	<i>Onoway Parents Educational Fundraising</i>	\$5000
<i>Onoway &amp; District Chamber of Commerce</i>	\$3160	<i>3053 Lac Ste. Anne Army Cadets</i>	\$1000
<i>Onoway Grad Parents Association</i>	\$100	<i>Lake Isle Farm Association</i>	\$1800
<i>C.A.N. Wish Program</i>	\$1800	<i>Sangudo Community Foundation</i>	\$1000
<i>Rich Valley Ag Society</i>	\$1178.95	<i>Warwa Estates Association</i>	\$800
<i>Cherhill 4H Multi Club</i>	\$900	<i>Annual SANG Scholarship (4 recipients)</i>	\$7500
<i>The Foundry Onoway *Community Contest Recipient</i>	\$25000	<i>Rich Valley School Enhancement Society</i>	\$1000
<i>Sangudo Children's Academy Daycare</i>	\$3000	<i>Sangudo Opportunity Development Cooperative</i>	\$500
<i>Lac Ste. Anne Foundation</i>	\$1500	<i>Darwell Public Library</i>	\$1000
<i>Centennial Stars</i>	\$500	<i>Interlake Golden Age Club</i>	\$4500
<i>Alberta Beach Library</i>	\$5000	<i>Onoway Historical Guild</i>	\$2500

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**Date** Wed, 11 Oct, 23 12:00:27PM  
**From** Moyo, Nicole  
nmoyo@brownleelaw.com  
**To** ddm@kronprinzconsulting.ca  
ddm@kronprinzconsulting.ca  
**Subject** Save the Date: Emerging Trends in Municipal Law 2024

# EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED  
BY



BROWNLEE LLP  
*Barristers & Solicitors*

**CALGARY** February  
8th, 2024

**EDMONTON** February  
15th, 2024

Save the Date: Emerging Trends in Municipal Law 2024

Brownlee LLP cordially invites you to our annual Emerging Trends in Municipal Law seminar, aimed at delivering expert insight and understanding into the field of municipal law. Join us as we delve into the challenges, opportunities and changes that lie ahead for municipalities, while providing invaluable strategies to empower municipal success at this invite-only event.

Please mark your calendars and feel free to reach out to me at [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com) if you have any questions.

Stay tuned for further updates!

#### Emerging Trends dates:

- Feb 8<sup>th</sup> 2024 – Calgary
- Feb 15<sup>th</sup> 2024 – Edmonton

Sincerely,

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Brownlee LLP

*This message is sent on behalf of the Brownlee Municipal Practice Area.*

*You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.*

Connect with us:

**Edmonton:**

2200 Commerce Place

10155 102 St. NW

Edmonton, AB T5J 4G8

(780) 497-4800

Toll Free: 1-800-661-9069

**Calgary:**

1500 Watermark Tower

530 – 8 Ave. SW

Calgary, AB T2P 3S8

(403) 232-8300

Toll Free: 1-877-232-8303

**Vancouver:**

1450 Toronto Dominion Tower

700 West Georgia St.

Vancouver, BC V7Y 1K8

(604) 416-5100

Website: [BrownleeLaw.com](http://BrownleeLaw.com)

LinkedIn: [Brownlee LLP](#)

*If you do not wish to receive information regarding upcoming Emerging Trends in Municipal Law sessions, [Unsubscribe here](#).*

**NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP**

**MARKETING**



m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com)

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# Alberta Beach

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

September 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 BI-Election Results**

Further to the above, please be advised that Alberta Beach held their nomination day on August 28, 2023. One nomination for the position of Councillor was received by the Returning Officer. As no further nominations were received, Mr. Bill Love was elected to Council by acclamation. Mr. Love was officially sworn in as Councillor for Alberta Beach at the regular Council meeting held on September 19, 2023.

Alberta Beach Council members are as follows;

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

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

Sincerely,

*Kathy Skwarchuk*

Kathy Skwarchuk,  
C.A.O.

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October 11<sup>th</sup> 2023

Ste Anne Regional Emergency Management Agency  
Janice Christiansen and Marlene Walsh

Subject: Notice of Intent to Withdraw and Request for Amendment to Agreement Clause 25

Dear Janice and Marlene,

I trust this letter finds you well. I am writing to formally communicate Sunset Point's intent to withdraw from the Ste. Anne Summer Village Regional Emergency Management Agency, in accordance with Agreement Clause 25. As per the agreement, we are providing twelve (12) months advance written notice of our intention to modify our membership status.

Firstly, I want to express our continued commitment to the agency during this transition period. Sunset Point will remain an active member for the coming year and will actively participate in agency activities as required. We believe that this phased approach will contribute to a smooth and collaborative transition for all parties involved.

In consideration of our evolving circumstances and strategic priorities, we kindly request an amendment to Agreement Clause 25. Instead of the standard 12-month termination notice, we propose that Sunset Point be allowed to conclude its membership in the agency by January 1, 2024. This adjusted timeline aligns with our internal restructuring plans and ensures a seamless transition for all stakeholders.

Moreover, as a partner in the agency, Sunset Point wishes to express its support for any other municipality considering withdrawal from the partnership. We advocate for similar terms, allowing flexibility in the termination notice period for municipalities seeking to depart. We believe that this approach fosters a cooperative spirit within the partnership and facilitates the pursuit of individual municipalities' unique goals.

Additionally, we are aware of Alberta Beach's interest in joining the agency, and we extend our full support for their inclusion. We request that, when the notice to the province is drafted to incorporate Alberta Beach into the partnership, simultaneous action be taken to adjust the status of Sunset Point in the Ministerial order.

We are open to discussing any formal procedures or documentation required to facilitate this modified withdrawal process. Our goal is to ensure a cooperative and constructive transition during this period.

Thank you for your understanding and cooperation in this matter. We remain committed to the agency's success and look forward to contributing actively in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Ferris".

Matthew Ferris

CAO

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