

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Thursday March 21<sup>st</sup>, 2024 – 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:
  - a) Land Acknowledgement:

*The Summer Village of Nakamun Park acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these land for centuries, and where wrongs have been done, we dedicate our efforts to moving forward in a renewed spirit of reconciliation and collaboration with our indigenous stakeholders, friends, and neighbours so that the mistakes of the past are never repeated in the future.*
  
2. Agenda: (1-3) a) Thursday March 21<sup>st</sup>, 2024 Regular Council Meeting
  
3. Minutes: (4-8) a) Thursday February 22<sup>nd</sup>, 2024 Regular Council Meeting  
b)
  
4. Appointment: a) N/A
  
5. Bylaws/Policies: a)  
b)
  
6. Business: (9-18) a) TRAVIS-MJ Agreement Renewal – RFD-2024-9 is attached for background and review, as well as the agreement template.  
(19-28) b) Safety Codes Council, 2023 Annual Internal Review – RFD 2024-10 is attached for review, as is the Annual Review document for reference.  
(29-31) c) Resident Request, Municipal Reserve Clean-Up (R5) – RFD 2024-11 is attached for background.  
(32-36) d) Notice of Termination, Fire Services (Town of Onoway) – RFD 2024-12 is attached for review and consideration.  
e) Draft Operating and Capital 5-Year Plans – to be presented for review (March 15<sup>th</sup>, 2024 draft plan tables will be circulated during the meeting for discussion).  
f) Other  
g) Other
  
7. Financial a) February 2024 Income and Expense Statements (will be circulated during the meeting).

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### 8. Councillor Reports

- a) Mayor
- b) Deputy Mayor
- c) Councillor

### 9. Administration Reports

- a) CAO
  - a. Harvester Purchase – Order Finalized, Working on Delivery Timeline, Working on Disposal of Asset Recommendation.
  - b. Election Process Updates
  - c. Audit Work – Engaged Seniuk Work Has Begun
  - d. Summer Student Advertising and Interview Process Expectations
  - e. Met with Larry to discuss season Start-up process/Timeline
  - f. Website updates and changes
  - g. Notice Board for the Community

### 10. Information and Correspondence

(37)

- a) Fortis Alberta – November 2023 letter confirming their approval of our grant request under the Save Energy Grant stream. This was applied to the LE lights in the Shop Renovation, but we just receive the letter and Plaque recently.

(38-42)

- b) SREMP – Advisory Committee Meeting, Minutes from Thursday March 7<sup>th</sup>, 2024 Meeting. I am going to start adding these to meeting agendas going forward as there is great information on what peer organizations are prioritizing (ideas for what might work in SVNP as well) and also highlights for upcoming training and exercises that we should keep in mind.

(43-44)

- c) ~~XXXXXXXXXX~~ – Fire Rescue International March 10<sup>th</sup>, 2024 Media Release regarding a fire response in member community Summer Village of Val Quentin.

(45-47)

- d) Office of the Information and Privacy Commissioner – March 4<sup>th</sup>, 2024 letter highlighting recent changes to the investigatory and complaints process for FOIP, HIA and PIPA requests.

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- (48-49) e) Gov't of Alberta, Municipal Affairs – February 29<sup>th</sup>, 2024 letter from Minister McIver regarding the release of Budget 2024 and highlighting municipal interests addressed therein.
- (50) f) Gov't of Alberta, Municipal Affairs – undated email letter from Minister McIver inviting participation in the upcoming (now live) survey on Intermunicipal Collaboration Framework content and impact at the local level as we gear up for the imminent renewal cycle of same.
11. Closed Meeting a) N/A
12. Next Meeting Date a) Schedule the next regular council meeting for April 17<sup>th</sup>, 2024, or alternate date.
13. Adjournment

#### Upcoming Meetings:

March 21<sup>st</sup>, 2024 – Regular Meeting  
April 17<sup>th</sup>, 2024 – Regular Meeting  
April 27<sup>th</sup>, 2024 – Nomination Day (Byelection)  
May 18<sup>th</sup>, 2024 – Shop Ribbon Cutting (Tentative)  
May 18<sup>th</sup>, 2024 – Advance Vote (Byelection)  
May 25<sup>th</sup>, 2024 – Election Day (Byelection)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
 IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY February 22<sup>nd</sup>, 2024 AT 2:00 P.M. AT THE  
 WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	<b>PRESENT</b>	Mayor: Marge Hanssen Deputy Mayor: Keith Pederson Councillor: Vacant  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 2:01 p.m.
2.	<b>AGENDA</b>  18 -24	<b>MOVED</b> by Mayor Hanssen that the agenda for the Thursday February 22 <sup>nd</sup> , 2024 regular meeting of council be approved as presented. <b>CARRIED.</b>
3.	<b>MINUTES</b>  19 -24	<b>MOVED</b> by Mayor Hanssen that the minutes for the Thursday January 18 <sup>th</sup> , 2024 regular meeting of council be approved with the following amendment: i) Motion Number Error: Motion #3-25 revised to Motion #3-24 to maintain sequence.  <b>CARRIED.</b>
4.	<b>APPOINTMENT</b>	N/A
5.	<b>BYLAW</b>	(Refer to Business Items 6(a) and 6(b), below)
6.	<b>BUSINESS</b>  20 - 24  21 - 24	<b>MOVED</b> by Mayor Hanssen that Bylaw 2024-2, being a Fire Services Bylaw for the Summer Village of Nakamun Park, be given first reading, as amended in Section 2(b)(vii) and Section 35, as discussed. <b>CARRIED.</b>  <b>MOVED</b> by Deputy Mayor Pederson that Bylaw 2024-2, being a Fire Services Bylaw for the Summer Village of Nakamun Park, be given second reading, as amended.

(4) 



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
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 WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	22 - 24	<p><b>CARRIED.</b></p> <p><b>MOVED</b> by Mayor Hanssen that Bylaw 2024-2, being a Fire Services Bylaw for the Summer Village of Nakamun Park, receive unanimous consent to proceed to third and final reading during this, the Feb. 22<sup>nd</sup>, 2024, Regular Meeting.</p> <p><b>CARRIED UNANIMOUSLY.</b></p>
	23 - 24	<p><b>MOVED</b> by Deputy Mayor Pederson that Bylaw 2024-2, being a Fire Services Bylaw for the Summer Village of Nakamun Park, be given third and final reading, as amended, and that Mayor Hanssen and Chief Administrative Officer Moskalyk be authorized to execute same.</p> <p><b>CARRIED.</b></p>
	24 - 24	<p><b>MOVED</b> by Mayor Hanssen that Bylaw 2024-3, being a revised Fees and Charges Bylaw for the Summer Village of Nakamun Park, be given first reading, as amended in Schedule "C" and Schedule "D," as discussed.</p> <p><b>CARRIED.</b></p>
	25 - 24	<p><b>MOVED</b> by Mayor Hanssen that Bylaw 2024-3, being a revised Fees and Charges Bylaw for the Summer Village of Nakamun Park, be given second reading, as amended.</p> <p><b>CARRIED.</b></p>
	26 - 24	<p><b>MOVED</b> by Deputy Mayor Pederson that Bylaw 2024-3, being a revised Fees and Charges Bylaw for the Summer Village of Nakamun Park, receive unanimous consent to proceed to third and final reading during this, the Feb. 22<sup>nd</sup>, 2024, Regular Meeting.</p> <p><b>CARRIED UNANIMOUSLY.</b></p>
	27 - 24	<p><b>MOVED</b> by Deputy Mayor Pederson that Bylaw 2024-3, being a revised Fees and Charges Bylaw for the Summer Village of Nakamun Park, be given third and final reading, as amended, and that Mayor Hanssen and Chief Administrative Officer Moskalyk be authorized to execute same.</p> <p><b>CARRIED.</b></p>
	28 - 24	<p><b>MOVED</b> by Mayor Hanssen that Council establish Election Day for the 2024 Byelection for the Summer Village of Nakamun Park as Saturday May 25<sup>th</sup>, 2024, with voting hours between 10am and 7pm and polls located at the Village Shop (5563A Nakamun Drive, Lot R7).</p> <p><b>CARRIED.</b></p>
	29 - 24	<p><b>MOVED</b> by Deputy Mayor Pederson that Council establish Advance Polls for the 2024 Byelection for the Summer Village of Nakamun Park for Saturday May 18<sup>th</sup>, 2024, with voting hours between 10am and 2pm and polls located at the Village Shop (5563A Nakamun Drive, Lot R7).</p> <p><b>CARRIED.</b></p>
	30 - 24	<p><b>MOVED</b> by Deputy Mayor Pederson that the 2024 Byelection for the Summer Village of Nakamun Park forgoes the use of Special, or 'mail-in,' Ballots in favour of the usual advance voting option.</p> <p><b>CARRIED.</b></p>



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31 - 24	<p><b>MOVED</b> by Mayor Hanssen that Council establishes Nomination Day for the 2024 Byelection in the Summer Village of Nakamun Park as Saturday April 27<sup>th</sup>, 2024, from 10am to 12noon, in the Village Shop.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
32 – 24	<p><b>MOVED</b> by Mayor Hanssen that Council appoint Dwight Moskalyk as Returning Officer for the 2024 Byelection in Summer Village of Nakamun, and that Diane Wannamaker be appointed as Substitute Returning Officer.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
33 – 24	<p><b>MOVED</b> by Mayor Hanssen that Council establish that the means for Notice required under the Act regarding Nomination Day, Advance Polls and Election Day, as each may be required for the 2024 Byelection in Summer Village of Nakamun Park, shall be at a minimum mailed by regular mail to property owner in a manner consistent with the timelines prescribed in the Act, and that a public announcement be concurrently posted on the website regarding same. .</p> <p style="text-align: right;"><b>CARRIED.</b></p>
34 – 24	<p><b>MOVED</b> by Mayor Hanssen that Council authorize Administration to facilitate a prospective candidates/nominees, Q&amp;A session for anyone interested in running for office, with a date for same being Wednesday April 17<sup>th</sup>, 2024 7pm-9pm with location/remote access and discussion points to be determined by the Chief Administrative Officer.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
35 – 24	<p><b>MOVED</b> by Mayor Hanssen that Council authorize all election related expenses for the 2024 Byelection to be covered through the use of operating reserves, and incorporated into the 2024 budget as same.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
36 – 24	<p><b>MOVED</b> by Mayor Hanssen that Council approve the appointment of Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Henning, Richard Knowles, Denis Meier, and Raymnd Ralph as Assessment Review Board Panelists for 2024; approve the appointment of Raymond Ralph as Chair of the Assessment Review Board for 2024; and, appoints Gerryl Amorin as the Certified Assessment Review Board Clerk for 2024.</p> <p style="text-align: right;"><b>CARRIED.</b></p>
37 - 24	<p><b>MOVED</b> by Deputy Mayor Pederson that Council accepts the discussion on the Draft Operating and Capital Budget and Five-Year Plans presented on February 22<sup>nd</sup>, 2024, and directs administration to return a revised draft for continued consideration to the next meeting, inclusive of changes as discussed.</p>

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,  
 IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY February 22<sup>nd</sup>, 2024 AT 2:00 P.M. AT THE  
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		<b>CARRIED.</b>
7.	<b>FINANCIAL</b>	N/A
8.	<b>COUNCIL REPORTS</b>  38 - 24	<b>MOVED</b> by Mayor Hanssen that Council accept the Council Reports for information, as presented.  <b>CARRIED.</b>
9.	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b>  39 - 24	<b>MOVED</b> by Deputy Mayor Pederson that Council accept the Administration and Public Works reports for information, as presented.  <b>CARRIED.</b>
1	<b>INFORMATION / CORRESPONDENCE</b>  40 - 24	<b>MOVED</b> by Mayor Hanssen that the following information and correspondence items be accepted as information:  a) Reynolds Mirth Richards Farmer LLP – January 30 <sup>th</sup> , 2024 news article (Posted on ABmunis website) detailing an often overlooked aspect of municipal council eligibility – the requirement to be free and clear of debts (taxes in excess of \$50) owed to the local authority on nomination day. The case law referenced is from a local authority in our region and is an interesting and timely read with elections just around just around the corner.  b) ABmunis – November 22, 2023 communication and memorandum responding to a series of consultation questions related to Local Authorities Election Act matters initiated by Municipal Affairs. This is again timely to review with elections imminent.  c) ABmunis – November 24 <sup>th</sup> , 2023 communication and memorandum responding to a series of consultation questions related to Municipal Government Act changes being considered by Municipal Affairs.  It should be noted that for (b) and (c), above, ABmunis surveyed members (including SVNP Council and Administration) for their comments on these questions – and the responses offered in these

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		surveys are the opinion of ABmunis influenced by the prevailing sentiment of the member responses.  <b>CARRIED.</b>
<b>11. CLOSED MEETING</b>		
41 – 24		<b>MOVED</b> by Mayor Hanssen that pursuant to Section 21 of the FOIPP Act, Council move into closed meeting at 4:03 p.m. to discuss Matters Harmful to Intergovernmental Relations – Fire Services Matters. <b>CARRIED.</b>
Recess (to vacate)		Mayor Hanssen called a brief recess to allow the public to exit the chamber.
Resume (in Closed Meeting)		Mayor Hanssen called the meeting back to order at 4:04pm
Participants		Participants in the closed session were: Mayor Hanssen, Deputy Mayor Pederson, and CAO Moskalyk.
Recess (to open access)		Mayor Hanssen called a brief recess to allow the public to return to the chamber.
Resume (in Closed Session)		Mayor Hanssen called the meeting back to order at 4:39 p.m.
42 – 24		<b>MOVED</b> by Mayor Hanssen that Council return to open public meeting at 4:40 pm <b>CARRIED.</b>
<b>12. NEXT MEETING</b>		
43 - 24		<b>MOVED</b> by Mayor Hanssen that the next regularly scheduled meeting be held on Thursday March 21 <sup>st</sup> , 2024 at 2:00 p.m. <b>CARRIED.</b>
<b>13. ADJOURNMENT</b>		Mayor Hanssen declared the meeting adjourned at 4:48 p.m.

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

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

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## Summer Village of Nakamun Park Request For Decision (RFD) 2024-9

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 21<sup>st</sup>, 2024</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>TRAVIS-MJ Agreement Renewal (2024-2027)</b>
<b>Agenda Item Number:</b>	<b>Business 6(a)</b>

### **BACKGROUND / PROPOSAL:**

The Summer Village has an existing agreement with The Ministry of Transportation and Economic Corridors providing for our subscription to the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) program. The existing agreement expires on April 1<sup>st</sup>, 2024 and the province is seeking a renewal of this agreement, and provided the template for same.

A copy of the agreement template is attached for review by Council.

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

Administration has reviewed the agreement, sees not substantive changes to the existing process or framework, and is recommending Council approve the renewal of this agreement.

For context, TRAVIS-MJ is the mechanism that creates a universal provincial permitting system for transportation of goods, or movement of vehicles/carriers, within the province. It creates a "one-stop shop" for carriers to file their permit applications for transportation routes, and it allows local authorities to coordinate their local permitting goals with stakeholders (the province and industry) at the same time. Without this system in place, carriers would need to make applications to the province (for transporting on federal and provincial highways) and also each local authority along their route, and often local jurisdictions got lost or overlooked in the process.

In a practical sense, this agreement has very limited application in SVNP itself. We are not along any major transportation networks, or commercial routes. We also do not (although we are working on one) maintain a road ban bylaw or traffic control bylaw that would establish weight restrictions, dangerous goods routes, or related fees. When a bylaw is created we will include a "Fixed Municipal Fee" as defined in the agreement and we can then update the TRAVIS-MJ system to show this, or if Council enacts a weight restriction we can report this on the system as well. The only time I can really think that this might have a practical application in SVNP would be if a resident was moving in a modular/pre-fabricated home/building – doesn't happen often, but it is a possibility and using TRAVIS-MJ streamlines that delivery process for all stakeholders which is good.

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

The is no cost to entering the agreement itself. If a bylaw and fee are implemented, TRAVIS-MJ collects and remits those fees back to the municipality quarterly as specified in the agreement.

**RECOMMENDED ACTION:**

The Council approve the agreement for TRAVIS-MJ, effective April 1<sup>st</sup>, 2024 and expiring March 31<sup>st</sup>, 2027), as presented, and authorize execution of same by Chief Administrative Officer Moskalyk.

<b>Initials show support</b> – Reviewed By: <b>CAO: <i>D. Moskalyk</i></b>
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**Memorandum of Agreement**

The Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Between:

His Majesty the King in right of Alberta  
as represented by the Minister of Transportation and Economic Corridors  
(hereinafter, the "Province")

-and-

Summer Village of Nakamun Park  
\_\_\_\_\_  
(hereinafter, the "Municipality")

**Background**

The Province has developed the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) to address industry's need for a simplified, electronic oversize commercial vehicle permitting system. TRAVIS-MJ has the ability to accept a single electronic permit application and apply the rules and requirements of the Province and all affected municipalities to create a single permit document.

TRAVIS-MJ was designed to provide municipalities with a modern permit database tool which gives them the ability to easily approve/deny permits issued by the Province for travel on roads under their authority and to facilitate the sharing of permit revenue between the Province and the municipalities.

TRAVIS-MJ has the ability to charge permit applicants a fee set by the municipality for services provided by the municipality. This fee will be collected by the Province on behalf of each municipality and distributed to municipalities to ensure that the municipalities do not incur any cost in adopting TRAVIS-MJ. Participation in the TRAVIS-MJ initiative requires the maintenance of municipal data on the system as well as day-to-day operation to review and approve permit applications.

Therefore, in consideration of the following terms and conditions, Province and the Municipality agree as follows:

**1.0 DEFINITIONS AND INTERPRETATION**

**1.1 Definitions** - In this Agreement, the following expressions have the following meanings:

"Agreement" means this Memorandum of Agreement;

(11)



“Fixed Municipal Fee” means the fee that the Municipality is authorized to charge permit applicants in accordance with the *Municipal Government Act* for overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and includes the costs of services attributable to approvals for overdimension permits where required to do so pursuant to the applicable permit;

“Parties” or “Party” means the Province and the Municipality or either of the Province or the Municipality;

“Regulation” means the *Commercial Vehicle Dimension and Weight Regulation*

“Total Fee” means the total of the Fixed Administration Fee and the Variable Fee, which is payable by the Province to the Municipality in accordance with this Agreement;

“TRAVIS-MJ” means the Transportation Routing and Vehicle Information System Multi Jurisdiction; and

“Variable Fee” means a prorated fee based on the percentage of actual distance travelled by a permitted commercial vehicle on roads located within the Municipality where the Municipality has direction, control and management of that road.

**1.2 Section Numbers** - References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement.

**1.3 Entire Agreement** - This Agreement is the entire agreement between the Province and the Municipality and supersedes all previous agreements, correspondence, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

## **2.0 TERM**

**2.1 Initial Term** – This Agreement will be in effect for a term of three (3) years, commencing on April 1, 2024 and expiring on March 31, 2027 (the “Term”), unless sooner terminated in accordance with this Agreement.

**2.2 Renewal** – Provided that the Municipality is not in default under this Agreement, the Municipality shall have the option exercisable on no less than six months and no more than 12 months’ written notice to the Province prior to the expiry of the Term to extend this Agreement for one additional term of three (3) years on the same terms and conditions as this Agreement except there will be no further right to extend the Term.

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### **3.0 THE MUNICIPALITY'S RESPONSIBILITIES**

**3.1 Permit Applications** – The Municipality shall utilize TRAVIS-MJ for the purpose of accepting permit applications submitted by permit applicants through TRAVIS-MJ.

**3.2 Permit Approvals** – The Municipality shall use TRAVIS-MJ for the purpose of single trip overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and approvals for overdimension permits where required to do so pursuant to the applicable permit.

**3.3 Data** – The Municipality is responsible for maintaining the business rules, road restrictions and other municipal data on TRAVIS-MJ. The Municipality shall provide timely road network data updates to the Province.

**3.4 Restriction on other Fees** – The Municipality shall not, either directly or through a contractor, charge permit applicants any fee, other than the Fixed Municipal Fee, for the review or approval of single trip overweight permits or overdimension permits.

**3.5 Road Damage Charges** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from charging permit applicants for visible road or other infrastructure damage attributable to the permitted commercial vehicle.

**3.6 Road Use Agreements** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from entering into road use agreements or from requiring bonds from permit applicants.

**3.7 Use of Contractor** – The Municipality may, at its discretion and sole cost, employ a contractor to perform data maintenance, permit approvals, or any other service related to TRAVIS-MJ provided that the use of a contractor by the Municipality does not relieve the Municipality of any of its responsibilities under this Agreement.

**3.8 Changes to Fees** – The Municipality may change the Fixed Municipal Fee provided that the Municipality notifies the Province in writing no less than six months' prior to such change taking effect.

### **4.0 PROVINCE'S RESPONSIBILITIES**

**4.1 Operation and Maintenance** – The Province will maintain and operate TRAVIS-MJ at its sole cost and expense.

**4.2 Access** – The Province will provide access to TRAVIS-MJ to the Municipality for the purpose of permit acceptance and approval and to update business rules, road restrictions and other municipal data on TRAVIS-MJ, provided that such access will be at no cost to the Municipality.

**4.3 Training and Support** – The Province shall provide the Municipality with TRAVIS-MJ training and ongoing support at no cost to the Municipality.

**4.4 Fee Schedule** – The Province will maintain the fee schedule for the Fixed Municipal Fee as generated by the Municipality in TRAVIS-MJ and will update that fee schedule as required at no cost to the Municipality.

## **5.0 COLLECTION AND PAYMENT OF FEES**

**5.1 Fixed Municipal Fee** – The Municipality may specify a Fixed Municipal Fee by notice in writing to the Province. The Province shall collect the Fixed Municipal Fee from permit applicants on behalf of the Municipality, using TRAVIS-MJ. The Municipality hereby designates the Province as its agent for this purpose.

**5.2 Variable Fee** – The Province will compute the Variable Fee using TRAVIS-MJ or, in the event TRAVIS-MJ is temporarily unavailable, such alternate comparable mechanisms that may be required. The Province shall collect the Variable Fee from permit applicants using the TRAVIS-MJ system.

**5.3 Payment of Fees to Municipality** – The Province shall remit the Total Fee collected to the Municipality within 30 days following the end of every quarter of each year during the Term, with the first quarter being from April to June. The Province shall provide a report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following March 31 of each year during the Term.

The Municipality acknowledges that where the Total Fee collected by the Province in a quarter totals less than \$25.00, the Total Fee will not be remitted to the Municipality at the end of that quarter, but will be carried over to the following quarter and added to the Total Fee collected in the following quarter. The Province will continue to carry over the Total Fee to each successive quarter until the Total Fee reaches at least \$25.00, or until March 31, at which time the Total Fee will be remitted to the Municipality regardless of the Total Fee collected.

**5.4 Applicant Cooperation** - The Municipality agrees to cooperate with the Province in the completion of any audit, evaluation or inspection of the Total Fee.

**5.5 GST** - The Municipality acknowledges that Goods and Services Tax (“GST”) must be remitted to the Receiver General of Canada on account of the Fixed Municipal Fee. The Province, acting as agent pursuant to Section 5.1, shall collect GST from permit applicants as agent for the Municipality and pay the same to the Municipality for purposes of remitting to the Receiver General of Canada. The Municipality shall indemnify and hold harmless the Province for any GST, interest, penalties or any related losses, costs or damages in respect of the Province acting as agent for the Municipality in the collection of the Fixed Municipal Fee from permit applicants.

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## 6.0 FEES DISPUTE

**6.1 Dispute Notification** – The Municipality will have 180 days following receipt of the report provided by the Province under Section 5.3 to notify the Province of any disputes concerning the Total Fee provided to the Municipality. Any such dispute concerning the Total Fee will be addressed through the dispute resolution process described in Article 11.

## 7.0 COMMUNICATION

**7.1 Announcements** – The Municipality shall not make any public announcement or issue any press release regarding the entering into of this Agreement or the payment of the Total Fee except in consultation with Province and with the approval of the Province as to the content of the announcement or press release, which approval shall not be unreasonably withheld.

**7.2 Disclosure** – The Municipality acknowledges and agrees that the Province may disclose this Agreement and its contents by any means chosen by the Province including without limitation tabling it before the Legislature.

**7.3 Freedom of Information and Protection of Privacy Act** – The Municipality acknowledges that information and records maintained by the Province relating to this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (Alberta).

**7.4 Use of Information** – The Municipality shall use all information provided pursuant to this Agreement solely for Municipal permit purposes and only with respect to municipal roads located within the Municipality where the Municipality has direction, control and management of that road. The Municipality acknowledges that any use of the information for any purpose other than that set out in this Agreement is prohibited.

**7.5 Information Security** – The Municipality shall ensure that such reasonable security measures are in place as are necessary or advisable to ensure the information is kept secure and confidential and is not accessible to any person other than designated staff.

**7.6 Third Party Requests** – The Municipality shall promptly notify the Province when it receives any third party subpoena, order or other request for the Information.

**7.7 Notification** – The Municipality shall immediately notify the Province of any actual or potential loss, unauthorized disclosure, access or use of the Information, or any other breach or potential breach of any term or condition contained in this Agreement.

## 8.0 TERMINATION

**8.1 Termination** – This Agreement may be terminated as follows:

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(a) by either Party on not less than six (6) months' prior written notice to the other Party; or

(b) forthwith by the Province if the Municipality fails to cure a default under this Agreement within the time period set out in the notice from the Province of the Municipality's default, which time period shall account for the Municipality's ability to cure the default taking commercially reasonable action.

**8.2 Effect of Termination** – In the event this Agreement is terminated under Section 8.1, the Province will pay the outstanding amount of the Total Fee owing to the Municipality as of the effective date of the termination. The Province shall provide a final report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following final payment of the outstanding Total Fee. The obligations set out in this Section 8.2 shall survive this Agreement.

## **9.0 NOTICE**

**9.1 Notices** - Any notice, consent or other communication under this Agreement must be in writing and is effective when delivered by any means, including fax transmission, to the following respective addresses:

(a) if to the Province:

Andrew Pillman  
Executive Director, Carrier & Vehicle Safety  
Transportation and Economic Corridors  
Room 401, 4920 51<sup>st</sup> Street  
Red Deer, Alberta  
T4N 6K8

(b) if to the Municipality:

Either Party may change its contact information by giving notice to the other Party in the above manner.

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## **10.0 INDEMNITY AND LIABILITY**

**10.1 Municipal Indemnity** – The Municipality shall indemnify and hold harmless the Province, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or wilful acts by the Municipality, or the Municipality's employees or agents.

**10.2 Provincial Indemnity** – The Province shall indemnify and hold harmless the Municipality, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Province is legally responsible, including those arising out of negligence or wilful acts by the Province, or the Province's employees or agents.

**10.3 Survival** – The indemnities provided by the Parties in Section 10.1 and Section 10.2 shall survive this Agreement.

**10.4 Errors and Omission** – The Municipality acknowledges and agrees that the Province is not liable for any errors or omissions in the TRAVIS data.

**10.5 Damage** – The Municipality acknowledges and agrees that the Province is not liable for damage to any municipal infrastructure or any other damage caused by commercial vehicles permitted in TRAVIS.

## **11.0 DISPUTE RESOLUTION**

**11.1 Consultation** - The Parties shall consult each other should there be any disputes arising from the interpretation or implementation of this Agreement, and shall, in good faith, make all reasonable efforts to resolve the matter.

**11.2 Reference to Senior Officials** – If negotiations fail to resolve the dispute within a reasonable timeframe, the dispute will be referred for a decision to senior officials designated by each Party whose decision will be considered to be final.

## **12.0 GENERAL**

**12.1 Amendment and Waiver** - No amendment of this Agreement is effective unless made in writing and signed by a duly authorized representative of each of the Province and the Municipality. No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.

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**12.2 Additional Assurances** - The Parties agree to from time to time do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent; but this section shall not in any event be construed as obligating the Province to amend or enact any statute or regulation.

**12.3 Assignment** - The Municipality may not assign this Agreement or any right or benefit under it.

**12.4 Alberta Law applies** - This Agreement shall be construed, interpreted and applied in accordance with the laws and in the courts of the Province of Alberta.

The Parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

His Majesty the King in right of Alberta  
as represented by the Minister of  
Transportation and Economic Corridors

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date

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## Summer Village of Nakamun Park Request For Decision (RFD) 2024-10

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 21<sup>st</sup>, 2024</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Safety Codes Council, 2023 Annual Internal Review of Accredited Municipality</b>
<b>Agenda Item Number:</b>	<b>Business 6(b)</b>

### **BACKGROUND/PROPOSAL:**

The Summer Village is an accredited safety codes municipality. This means that we have an exclusive arrangement with a Safety Codes service provider, in our case Superior Safety Codes, for building, plumbing, electrical, gas etc. permits, additional oversight and control in the permit reporting process (without having to set up an internal "department" for same), and much like a "franchise" arrangement, we get a percentage of fee revenue for SC permits. We also need to ensure we have a QMP Manager appointed (Tori does this for you through the Admin service contract) to act as that liaison for reporting and audits.

Every year an accredited organization is required to complete and accept an Annual Internal Review (AIR) – basically a non-financial audit – of the permitting process. This review is intended to ensure critical and best practice steps are maintained in the permitting process despite the exclusivity arrangement, and thereby maintain developer confidence and municipal confidence in the arrangement. The review is facilitated through the Safety Codes Council.

The 2023 AIR is now complete, and is attached for information.

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

On review the AIR meets administration's expectations of the accreditation arrangement we have with Superior Safety Codes. Unless Council notes any discrepancies or issues with the report, they are asked to acknowledge receipt of this report, and accept this AIR as information for the record.

For completeness, Council will recall that they has renewed the Superior Safety Codes service agreement in 2023, for a term expiring at yearend 2025.

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

There is no cost related to accepting this report.

### **RECOMMENDED ACTION:**

The Council accept the 2023 Annual Internal Review by Safety Codes Council as information.

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



**Date** Wed, 28 Feb, 24 10:05:09AM  
**From** tori wildwillowenterprises.com  
tori@wildwillowenterprises.com  
**To** ddm@kronprinzconsulting.ca  
ddm@kronprinzconsulting.ca  
**Subject** Fwd: 2023 Annual Internal Review - Completed - Summer Village of Nakamun Park M000459

Dwight, can you please add to your next agenda for council to accept for information.  
Thanks

Get [Outlook for iOS](#)

---

**From:** Accreditation <Accreditation@safetycodes.ab.ca>  
**Sent:** Wednesday, February 28, 2024 10:00:01 AM  
**To:** tori wildwillowenterprises.com <tori@wildwillowenterprises.com>  
**Cc:** Accreditation <Accreditation@safetycodes.ab.ca>  
**Subject:** 2023 Annual Internal Review - Completed - Summer Village of Nakamun Park M000459

Good morning,

Please see the attached response to a submitted 2023 Annual Internal Review for the building, electrical, gas and plumbing disciplines.

A copy can also be found on your Organization Dashboard in Council Connect.

All the best,

Lisa

**Lisa MacNeill** (she/her)

Accreditation Associate, Accreditation Business Unit

**Safety Codes Council** | [safetycodes.ab.ca](https://www.safetycodes.ab.ca)

desk 780.413.6726 | toll-free 1-888-413-0099

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[:M000459-AIR-2023-BEGP\(24-02-28\).pdf](#) (495K)

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February 28, 2024

Victoria Message  
QMP Manager  
Summer Village of Nakamun Park  
Box 1250  
Onoway AB T0E 1V0

Dear Victoria Message:

**RE: 2023 Annual Internal Review  
Summer Village of Nakamun Park - Accreditation No: M000459**

The Summer Village of Nakamun Park 2023 Annual Internal Review (AIR) for the building, electrical, gas, and plumbing disciplines has been accepted. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review and appreciate the comments made.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best Regards,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows  
Administrator of Accreditation

LM

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**2023**

**Annual Internal Review**

Accredited Municipality

Summer Village of Nakamun Park



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## 2023- Municipal Accreditation

### Accreditation Information

**Accreditation ID:** M000459  
**Municipal Name:** Summer Village of Nakamun Park  
**Population Size:** 96  
**Municipal Type:** Municipality  
**Accredited Disciplines:** Building, Electrical, Gas, Plumbing  
**Application Disciplines:** Building, Electrical, Gas, Plumbing

### QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name, Last name)	QMP Manager Job Title
369	Gas, Plumbing, Electrical, Building	2020-06-17	Victoria Message	QMP Manager

### Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	5	5	5	1	1	17
Permits Closed	3	4	5	1	1	14
Permits Open	4	1	0	0	0	5
Inspection Completed	12	8	7	2	1	30
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0

### QMP Administration

a. Are the contacts listed on Council Connect for your organization current?	Yes
b. Is an accredited agency under contract to provide safety codes services?	Yes
c. Please provide the following verifications:	
i. The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii. SCO certifications are current and have not expired.	Yes
iii. SCO training is current.	Yes
iv. A registry of SCO training is maintained.	Yes
v. Municipal staff and contractors have access to the approved QMP	Yes
vi. Municipal staff and contractors have received training on the approved QMP.	Yes
vii. All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii. All safety codes services files are managed under a formal records management program.	Yes
ix. All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

### Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000300-Superior Safety Codes Inc.	Yes	Yes	Yes	Yes	Yes	20	80		Both	2023-02-17

### Agency Monitoring and Oversight

a. Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i. The municipality is not in arrears in its remittance of the Council Levy.	Yes
b. Please provide the following verifications	
i. An agency monitoring and oversight program is in place.	Yes
ii. Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii. Signed formal agency contracts are in place.	Yes

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- |   |     |
|---|-----|
| iv. Agency contracts are current and up-to-date.                                      | Yes |
| v. Agency contracts address the transition of safety codes services upon termination. | Yes |
| vi. Closed agency safety codes services files are returned to the municipality.       | Yes |

### Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
<b>1. A000300-Superior Safety Codes Inc.</b>				
a. Overall satisfaction.		Yes		
b. Delivery of permit services.		Yes		
c. Delivery of inspection services.		Yes		
d. Timeliness and responsiveness of service delivery.		Yes		
e. Competency and knowledge of SCOs.		Yes		
f. Actions taken to improve the delivery of safety codes services.		Yes		
g. Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

### Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

### File Information

<b>Discipline:</b> Electrical	<b>Permit Issue Date:</b> 2023-04-26	<b>Permit Closure Date:</b> 2023-06-06
<b>Issuing Organization:</b> Superior Safety Codes Inc.		
<b>Permit Issuer:</b> Alysa West	<b>DOP Number:</b> P10339	
<b>Inspecting Organization:</b> Superior Safety Codes Inc.		
<b>Inspecting SCO:</b> Gerald Ives	<b>DOP Number:</b> D5724	
<hr/>		
<b>Discipline:</b> Building	<b>Permit Issue Date:</b> 2022-07-13	<b>Permit Closure Date:</b> 2023-05-26
<b>Issuing Organization:</b> Superior Safety Codes Inc.		
<b>Permit Issuer:</b> Ron Matlejewski	<b>DOP Number:</b> D4811	
<b>Inspecting Organization:</b> Superior Safety Codes Inc.		
<b>Inspecting SCO:</b> Ron Matlejewski	<b>DOP Number:</b> D4811	
<hr/>		
<b>Discipline:</b> Private Sewage	<b>Permit Issue Date:</b> 2023-10-26	<b>Permit Closure Date:</b> 2023-11-17
<b>Issuing Organization:</b> Superior Safety Codes Inc.		
<b>Permit Issuer:</b> Brian Cherneske	<b>DOP Number:</b> D5455	
<b>Inspecting Organization:</b> Superior Safety Codes Inc.		
<b>Inspecting SCO:</b> Brian Cherneske	<b>DOP Number:</b> D5455	
<hr/>		
<b>Discipline:</b> Gas	<b>Permit Issue Date:</b> 2023-08-17	<b>Permit Closure Date:</b> 2023-09-22
<b>Issuing Organization:</b> Superior Safety Codes Inc.		
<b>Permit Issuer:</b> Alysa West	<b>DOP Number:</b> P10339	
<b>Inspecting Organization:</b> Superior Safety Codes Inc.		
<b>Inspecting SCO:</b> Brian Cherneske	<b>DOP Number:</b> D5454	

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Discipline: Plumbing

Permit Issue Date: 2023-04-12

Permit Closure Date: 2023-07-05

Issuing Organization: Superior Safety Codes Inc.

Permit Issuer: Sherron Waithe

DOP Number: P9474

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Brian Cherneske

DOP Number: D5455

**File Review**

<b>Building</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	No	
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
<b>Electrical</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes

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Electrical	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c. Orders		
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d. Variances		
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e. Inspections and File Closure		
	Please verify the following:		
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
	Gas	a. Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
i.		Plans were reviewed as prescribed in the municipality's QMP.	
ii.		Professional involvement occurred as required in the municipality's QMP.	
iii.		Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
b. Permit Issuance			
Please verify the following:			
i.		The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
ii.		The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
iii.		The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
iv.		The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
c. Orders			
i.		Was an order issued?	No
ii.		If yes, the order is registered with the Council.	
d. Variances			
i.		Was a variance issued?	No
ii.		If yes, the variance is registered with the Council.	
e. Inspections and File Closure			
Please verify the following:			
i.	Inspections completed within the prescribed time frame.	Yes	
ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	No	
1.	Were the deficiencies resolved prior to permit closure?		

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Gas	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
	<b>Plumbing</b>		
Plumbing	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
Private Sewage	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	

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<b>Private Sewage</b>	d. Variances	
	i. Was a variance issued?	No
	ii. If yes, the variance is registered with the Council.	
	e. Inspections and File Closure	
	Please verify the following:	
	i. Inspections completed within the prescribed time frame.	Yes
	ii. The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii. The inspection reports describe the "work in place" at the time of inspection	Yes
	iv. An SCO with the proper certification and designation completed the inspections.	Yes
	v. Was the permit closed with an unsafe condition?	No
	vi. Did the inspections identify deficiencies?	No
	1. Were the deficiencies resolved prior to permit closure?	
	2. Were the deficiencies an unsafe conditions?	
	3. Was a verification of compliance accepted?	

**Annual Internal Review Findings**

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

There were no notable issues with respect to accreditation during the internal review.

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

The Summer Village of Nakamun Park continues to strive to improve our Safety Codes processes and delivery program on an ongoing basis.

**Municipal Acknowledgement and Signature**

Signature: Victoria Message

Date: 2024-02-27

Job Title: QMP Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

**For Safety Council Use Only**

**Administrator of Accreditation Review and Approval**

Signature:  Date: 2024-02-28

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## Summer Village of Nakamun Park Request For Decision (RFD) 2024-11

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 21<sup>st</sup>, 2024</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Resident Request – Municipal Reserve Clean-Up, R5.</b>
<b>Agenda Item Number:</b>	<b>Business 6(c)</b>

### **BACKGROUND / PROPOSAL:**

Attached is a letter from Frank Zenko, a resident of the Village, received on March 11<sup>th</sup>, 2024. Our office received this letter by email and I have shared some further emails with Mr. Zenko since. In our most recent discussion, he asked me to share this letter with Council directly for their consideration.

I have redacted Mr. Zenko's contact information to protect his privacy, as per normal practice.

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

In my discussion with Mr. Zenko I expressed that it was likely not possible to complete a clean-up of R5 at this time, under the current budget considerations we are facing (R5 is a large lot). R5 had some work done a few years ago but it was limited to the east side mostly and definitely not as extensive as some of the more recent projects. It has grown back in many places, and is marked as a priority for maintenance as a fire break, but of course always subject to budgetary constraints. Mr. Zenko understood these constraints but encourages Council to not lose sight of this priority and hopefully find a solution sooner rather than later. I am of course happy to share his letter with Council as part of this process.

Council continues to deliberate the budget, but we know grant funds will be limited this year under the new LGFF formula. However, a recent FRIAA Grant opened up and I have asked the contact agent there for confirmation if this project would be something that fits the mandate, I hope to hear back soon on this. If we receive confirmation that we have an eligible project, I would be happy to make an application and council could then decide if they wanted to proceed if they in fact received funds to do this. We should also consider sending a letter to the residents along this reserve to involve them in the process. Further, we can have FRIAA FireSmart officials include this property in their next review of the municipality (scheduled for this year) to further advise on best options.

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

Depending on the direction Council chooses to go, the costs could range from a few thousand, to probably \$15,000 on the upper end. This is likely not something we can cover in the 2024





budget, at least not without other grant funding revenue to off-set it, but we could build it in to the five year capital plan.

**RECOMMENDED ACTION:**

The Council sends a letter to Mr. Zenko thanking him for his letter and comments, AND Further that Council authorized administration to make a FRIAA Community Fireguard Program Expression of Interest application for this work, as discussed, pending acknowledgment of the municipality's eligibility for same.

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

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Frank Zenko  
5083 4<sup>th</sup> Street

[REDACTED]

Dwight Moskalyk, CAO  
Summer Village of Nakamun Park  
[cao@svnakamun.com](mailto:cao@svnakamun.com)

March 11, 2024

Dear Dwight

It is great to see that some of the green spaces at our Summer Village of Nakamun are being maintained. It is crucial for the environment and fire hazard and this is a positive step towards preemptive fire safety measures. There is speculation that the green space behind 4<sup>th</sup> street will be maintained at a later date because the green space is large and will require more funds to complete the work. I hope this is not the case considering the potential consequences of inaction. There are several rotten and fallen trees in the area, posing a significant fire hazard, especially given the predicted dry conditions for the upcoming summer.

Unfortunately, my concern is not merely theoretical. I have personally experienced the devastating consequences of a fire, and this firsthand experience underscores the importance of preemptive action. By clearing the identified green space, we can significantly reduce the risk of potential wildfires and protect the safety of our community.

I would sincerely appreciate your feedback on whether or not the green space behind 4<sup>th</sup> street will be maintained this season. Your attention to this matter is greatly appreciated, and I am confident that your commitment to the well-being of our community will guide a prompt and effective response.

Thank you for your time, consideration and dedication to ensuring the safety of our Summer Village of Nakamun.

Sincerely  
Frank Zenko

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## Summer Village of Nakamun Park Request For Decision (RFD) 2024-12

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 21<sup>st</sup>, 2024</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Notice of Termination, Fire Services Agreement (Town of Onoway)</b>
<b>Agenda Item Number:</b>	<b>Business 6(d)</b>

### **BACKGROUND/PROPOSAL:**

As Council is aware, and many in the community are as well, Fire Services have again become a hot topic in the regional discourse as of late. Most recently the Town of Onoway, the central administrative and operational partner on the Onoway Regional Fire Service, decided to exercise the termination clause of the master agreement with Fire Rescue International (formerly North West Fire and Rescue). As a result, the existing fire service arrangement of the other member partners in the ORFS will be negatively impacted and practically speaking these agreements must be revisited as well.

As such, the Town of Onoway has now given partner municipalities their required one year notice of service termination. This move has caught the regional a bit of guard, but we are working to ensure that service remains "business as usual" into and through this year, which is expected to be one of extreme fire hazard conditions throughout the province.

The purpose of this business item is simply to ensure council sees, and accepts, the Notice of Termination from the Town of Onoway.

We are also including a follow-up letter from the Fire Service Contractor itself, FRI, making a service level commitment to existing parties for the entire length of the existing original contract (through 2025), regardless of Onoway's decision – which is a very admirable gesture indeed, and aims to calm some of the concerns floating around the public.

These letters are attached for Council's review.

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

Review the March 7<sup>th</sup>, 2024 Notice of Termination letter received from the Town of Onoway, and accept as information and authorize reply correspondence confirming receipt of same.

Receive the March 14<sup>th</sup>, 2024 Fire Rescue International letter received from Fire Chief Ives as information, and authorize reply correspondence thanking FRI for this update and expressing





council's previously stated commitment to retaining FRI in the future, pending a workable negotiation in due course.

Council may also want to consider if it is perhaps a good time to send out a letter, or at least an website post, correspondence to the residents regarding this matter. If there has been lots of chatter in the community on this we should step in to ensure the discussion is constructive and not speculative. We had previous discussed also arranging a public survey on fire services (and Enhanced Medical Response) at some point, so perhaps we can discuss this a bit more as well – or any other public engagement ideas council may have for this.

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

N/A

**RECOMMENDED ACTION:**

- i. The Council accepts the letters for information and authorizes reply correspondence for each, as discussed.

and:

- ii. That Council direct administration to prepare \_\_\_\_\_ (a letter, webpost, survey) for public information on this development, as discussed.

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

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TOWN OF ONOWAY

Mail: Box 540  
Onoway, Alberta  
T0E-1V0  
Town Office: 4812-51 Street  
Phone: 780-967-5338

**Via Registered Letter**

March 7, 2024

**Summer Village of Nakamun Park  
Box 1250  
Onoway, AB T0E-1V0**

Mayor and Council,

**Re: Termination of Fire Services Agreement  
The Town of Onoway (the "Town")**

The Town has decided to terminate its Fire Services Agreement with North West Fire Rescue – Onoway Ltd. (also known as Fire Rescue International) ("**North West**") pursuant to the Agreement. The termination will take effect March 7, 2025.

As part of this termination, the Fire Services Agreement, effective December 31, 2015, and the Amending Agreement, effective January 1, 2021 (together, the "**Fire Services Agreement**") between the Town and ("**Summer Village of Nakamun Park**") will also need to be terminated.

This letter serves as formal written notice of the Town's intention to terminate the Fire Service Agreement as of March 7, 2025 ("**Termination Date**"), pursuant to section 20 of the Fire Services Agreement.

The Town is currently working with North West to effect a smooth and orderly transition to another fire service provider. The Town will continue to provide all fire services, through North West, pursuant to the Fire Services Agreement up until the Termination Date. At Termination Date, the Basic Annual Fee outlined in the fee schedule at Schedule "B" shall be prorated accordingly, with any necessary refund paid back to **Summer Village of Nakamun Park**.

The Fire Services Committee remains constituted until the Termination Date and will be involved in the transition. Further details regarding the transition will be provided in due course.

Yours truly,

**The Town of Onoway**

**PER:**

Len Kwasny

Mayor

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# **FIRE RESCUE INTERNATIONAL (DIVISION 7801)**

March 14, 2024

Village of Alberta Beach, Summer Villages of Nakamun Park, Ross Haven, Yellowstone, Castle Island, Sunset Point, Val Quentin, South View, & Silver Sands,

A lot has gone on over the past few weeks – in particular as things relate to the Town of Onoway and its decision to terminate the contract early. Until this week, we have not been able to say too much on the matter because we had not received official notice until March 11<sup>th</sup>. As to our official position regarding the termination, I can not comment as the matter is under review by our legal council.

What I can tell you is that this decision came without any consultation or warning. We are in receipt of the motion that was carried in September 2023 stating the Town of Onoway's intent to negotiate in good faith with Fire Rescue International (FRI) with the goal of entering another long-term contract. I can also confirm that we had been invited to attend a round-table discussion on March 8<sup>th</sup> that was to be the pre-negotiation meeting for the next agreement. Unfortunately, as it turns out, on February 22<sup>nd</sup>, council passed a motion to terminate the agreement early. What precipitated this this change in the town's position is completely unknown to FRI. What we do know is that as per the Onoway's' media release, the decision has nothing to do with the performance of FRI. Frankly, FRI's performance statistics speak for themselves. We have also heard that the decision was based on money, but can not confirm this much less understand such an argument. By our calculations, the Town of Onoway generates a gross profit of \$20,000.00 per year hosting a fire station and administering the contract.

From the view of your fire department, the matter of Onoway's termination is mostly an issue that needs to be worked out between the ratepayers of the town and their council. Although we do not believe termination of the fire services agreement will save Onoway a penny and see no option that could possibly bring better service, this matter shouldn't create panic within the other areas we serve. The principals of FRI are people of their word... We are not going anywhere. When FRI entered this agreement, the contemplated end was December 31<sup>st</sup> 2025. FRI has no plans to renege on the deal as originally contemplated.

Presuming the balance of our communities also intend to continue in the spirit of the original agreement I can confirm the following:

- A) There will be no change to the service levels, response protocols, or pricing for the remaining 9-members prior to March 7<sup>th</sup> 2025
- B) After March 7<sup>th</sup> of next year, FRI has every intention on fulfilling the original contract term ending December 31<sup>st</sup> 2025 with as little change to the service delivery model as possible.

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# **FIRE RESCUE INTERNATIONAL (DIVISION 7801)**

- C) FRI will undertake to provide a proposal that will allow for continued operations with little or no financial impact on the remaining 9-municipalities.

In other words: As far as Fire Rescue International is concerned, things are business as usual for the next 12-months and for the final 9-months of 2025, we are confident we can work with our team of communities to continue the same fine service our ratepayers deserve at a cost the municipalities can afford. This leaves us ample time to continue our regular contract negotiations as originally planned without undue stress or pressure.

While Onoway residents, visitors, and businesses may have good reason to worry, rest assured; your residents do not. I look forward to your continued faith and support as well as our future agreement to provide long-term and affordable medical aid, firefighting, and rescue services.

David Ives

Fire Chief

(36)

November 14, 2023

Summer Village of Nakamun Park  
P.O. Box 8  
Alberta Beach, AB  
T0E 0A0

Dear Dwight,

**RE: Save Energy grant**

On behalf of FortisAlberta, I am pleased to enclose our cheque of \$5,000 to support the Summer Village of Nakamun Park with their LED retrofit project at the municipal shop.

Our community investment programs focus on giving back to the communities where our customers and our employees live and work. We believe that building stronger communities is important to creating a sustainable future for all Albertans.

FortisAlberta is pleased to support the Summer Village and wish you continued success.

Sincerely,



Gail Dalrymple  
Customer Relations Advisor  
Community Investment Team  
FortisAlberta Inc.  
403-514-4601  
[Gail.Dalrymple@fortisalberta.com](mailto:Gail.Dalrymple@fortisalberta.com)

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- Alberta Beach
- Birch Cove
- Nakantun Park
- Ross Haven
- Sandy Beach
- Silver Sands
- South View
- Sunrise Beach
- Val Quentin
- West Cove

**ADVISORY COMMITTEE MEETING MINUTES - THURSDAY, MARCH 7, 2024 AT 7:00 PM**

**LAND ACKNOWLEDGEMENT**

The Ste Anne Summer Villages Regional Emergency Management Partnership honors and thanks the many First Nations on whose historical and traditional lands we reside, including the Metis, Cree, Dene, Saulteaux (sow toe), Blackfoot and Nakota Sioux (soo).

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

1. **Call to Order:** Chair - Ren Giesbrecht called the meeting to order at 7:05 PM
2. Attendance
3. **Amendments & Acceptance of Agenda**  
 Clr Roger Montpellier moved the Agenda be approved as presented **CARRIED**
4. Approval of Minutes of Previous Meeting  
 Clr Roger Montpellier moved the Minutes of the previous meeting be approved as presented **CARRIED**
5. **NEW BUSINESS**
  - i) **Lac Ste Anne Regional Emergency Management Partnership Agreement Status Update**  
 Janice advised that a letter was sent to Lac Ste Anne County advising of the municipalities remaining within the SVREMP partnership.  
 A request for revision to the Ministerial Order will be submitted to Municipal Affairs along with copies of the signed agreements and bylaws for the participating municipalities.  
 Administrators for those municipalities who still need to submit their signed agreements and bylaws will be contacted to provide the required documents.



**ii) 2024 Budget Approval**

Chairperson Ren Giesbrecht invited discussion on the proposed 2024 budget. Following a brief discussion, Mayor Sandi Benford moved the 2024 budget to be approved as presented. **CARRIED**

Janice advised that invoices will be sent out in March 2024

**iii) LSAC Training Exercise Update**

Carole Peacock from LSAC has submitted a grant application on behalf of the SVREMP, Onoway and Mayerthorpe. The grants will be awarded in late March.

A date will be established for the regional 2 day mock emergency exercise (likely in October) and all DEM's/DDEM's will be invited to participate along with Regional Partners including Fire Services; LSAC Fire Services; Protective Services, Industry Partners; NGO - AHS will be invited to participate.

On February 21, 2024 the SVREMP Agency meeting was held at West Cove Community Hall. Laura Stewart shared FireSmart Training

**iv) Vice Chairperson nomination and election**

Chairperson Ren Giesbrecht advised that Current Vice Chair Liz Turnbull will not be continuing this capacity.

Ren invited nominations for an alternate Vice Chairperson

Liz Turnbull nominated Mayor Sandi Benford

Mayor Sandi accepted the nomination

Chairperson Ren Giesbrecht made the 2nd call for nominations

Chairperson Ren Giesbrecht made the 3rd call for nominations

Chairperson Ren Giesbrecht called for a motion for nominations to cease

Councillor Tara Elwood moved nominations cease. **CARRIED**

Congratulations to Mayor Sandi Benford on her appointment as SVREMP Vice Chairperson

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**v) Signing Authority Updates**

Councillor Dieter Brandt moved that Mayor Gwen Jones be removed as signing authority and that Mayor Sandi Benford be added as signing authority for the Ste Anne Regional Emergency Management Partnership (SVREMP) **CARRIED**

**6. ROUND TABLE**

**SUNRISE BEACH**

Mayor Jon Ethier expressed concerns on behalf of Sunrise Beach residents with reference to the severe bulrush concerns at Sandy Lake. Jon would like to know if there are any government funds available to help fund this project. To help mitigate this challenge, the municipality would like to proceed with removal or burning of the brush by a fire department wanting to do a controlled burn. The bulrush have gone up in flame twice in the past few years. Jon is seeking guidance on who to contact for assistance. Janice advised that there may be opportunity to work with Firesmart to complete a Neighbourhood inspection. Councillor Elwood suggested that Alberta Environment be engaged in the conversation. Chris Vierath, Senior Lands Officer, Alberta Environment and Parks. Tel. # 780 788-7108, email [Chris.Vierath@gov.ab.ca](mailto:Chris.Vierath@gov.ab.ca)

**SILVER SANDS**

Deputy Mayor Liz Turnbull advised that work on the Block Captain Program is continuing. She is impressed how word of mouth stimulates Volunteerism

The Silver Sands Public Works Foreman attended the Firesmart Presentation

In Silver Sands there are a lot of reserves that are heavily treed with underbrush. The Summer Village has its work cut out to temper it as much as possible.

When fireban discussions occur, Liz recommended that a consistent approach for Use of Fireworks also be included in the conversation.

**ALBERTA BEACH**

In preparation for Hazard Season, Councillor Tara Elwood attended Hazard Season Outlook Training. She will also be attending the Public Risk Conference in Edmonton on April 18 - 19, 2024. For firebans, Tara suggested clarification is required on use of smokers for cooking.

**SOUTH VIEW**

Mayor Sandi Benford - had no update at this time

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## VAL QUENTIN

Councillor Roger Montpellier acknowledged Janice and Marlene for helping to raise awareness throughout the year and at the Picnic in the Park. Roger has received comments on how much residents appreciate being informed. They really enjoy the information booths at the Picnic in the Park. He recommended inviting Chris Vierath to return again in 2024. Chris and his colleague are extremely knowledgeable and willing to share information.

## ROSS HAVEN

Councillor Dieter Brandt advised that the Ross Haven Hazard Assessment is scheduled for Friday, March 15, 2024 between 10 AM - Noon.

Dieter encouraged everyone to check out their information on [albertafirebans.ca](http://albertafirebans.ca) to ensure the information is current. Residents are being encouraged to refer to this website for timely and accurate information.

## BIRCH COVE

Mayor Steven Tymafichuk shared that progress has been made over the past two years with shoreline management at Birch Cove. A beach committee was formed and 3 water act approvals were submitted and approved. This provided the permission to remove dead willows, bulrushes and movement of rocks around by hand.

Steven also shared the importance of consistency when implementing firebans. He expressed concern with the differing opinions and approaches on what was permitted/ allowed and recommended consistent key messaging - verbiage be implemented.

Ren suggested that perhaps Janice and Marlene can work with LSACE to research and apply for a collaborative grant to review bylaws for consistency for partnership.

## WEST COVE

Ren shared that some mulching was completed previously and 100 ft strip was opened up on one side of the lagoon road. This resulted in considerable deadfall being left to dry out along the roadside. The trees were left for residents to pick up for firewood, however there is a significant amount left. This firewood is being cleared out so the area can be leveled off to reduce the fire material to minimize opportunity for fire to spread.

## NEXTGEN 911

West Cove has submitted their application and Ren encouraged other municipalities to work with Don Kitchener email: [support@amdsp.ca](mailto:support@amdsp.ca) to have village maps updated to include current addressing and road names.

## AEMA

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John Swist emphasized that Preparedness is Everything

As a result of the recent Budget Release, their area has received some increase in funding that will be used for FTE for training and compliance officers

John indicated that successful grant funding candidates will be announced within the next two weeks.

Troy Carriere thanked participants for attending training and advised that additional training is available for those who may be interested. [AEMA Training](#)

Ren advised that a Fire Services Meeting is being held at LSAC County Chambers Office on Friday, March 22, 2024 at 10 AM.

Janice shared that Firesmart Basic Training was provided at the SVREMP Agency Meeting - Westcove Community Hall on February 21, 2024.

She also stressed the importance of completion of Training - DEM and DDEM - up to ICS 300 training.

**7. NEXT MEETING: At the call of the Advisory Committee Chairperson**

**Adjournment: 7:50 PM**

**Approved:**

\_\_\_\_\_  
**Ren Giesbrecht**

Chairperson

\_\_\_\_\_  
**Sandi Benford**

Vice Chairperson

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# **FIRE RESCUE INTERNATIONAL (DIVISION 7801)**

## **MEDIA RELEASE:**

**Val Quentin, AB – March 10, 2024**  
**RE: Small Structure Fire Lakeview Drive**

At 0102 this morning Fire Rescue International – a non profit “P3” corporation (FRI) was paged to a structure fire in within the Summer Village of Val Quentin. Initial reports stated one or more outbuildings were engulfed in flames while others were threatened as well as several spruce trees.

One minute later FRI’s first unit was rolling towards the scene with three others departing immediately behind it. Within six-minutes of the page out fire units were arriving on scene. Crews found a fully involved outbuilding and spruce on fire with a vehicle and additional outbuilding threatened. Due to the quick action of the firefighters, water was applied to the fire within four-minutes of arrival and total knock-down achieved shortly thereafter.



[www.firerescueinternational.net](http://www.firerescueinternational.net) **855-710-3473** [info@firerescueinternational.net](mailto:info@firerescueinternational.net)  
**4935-50th Ave P.O. Box 278 Alberta Beach, Alberta T0E-0A0**

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## **FIRE RESCUE INTERNATIONAL (DIVISION 7801)**



Luckily with snow-cover, the fire did not spread to further vegetation or the homes within the community. Out of an abundance of caution, four apparatus and nine members responded to the scene as well as RCMP and Alberta Health Services EMS. No members of the public or firefighters were injured during this event. Citizens are reminded to ensure proper space around heating appliances or lights and only use approved equipment.

For more information about this incident or Fire Rescue International, please contact Fire Chief Ives at 780-777-4688

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[www.firerescueinternational.net](http://www.firerescueinternational.net) 855-710-3473 [info@firerescueinternational.net](mailto:info@firerescueinternational.net)  
4935-50th Ave P.O. Box 278 Alberta Beach, Alberta T0E-0A0





Office of the Information and  
Privacy Commissioner of Alberta

## **OIPC Changes to Investigation Procedures for Access Request Reviews and Privacy Complaints under FOIP, HIA and PIPA**

*March 4, 2024*

The Office of the Information and Privacy Commissioner (OIPC) is revising its investigation procedures for access request reviews and privacy complaints under Alberta's three access and privacy laws. These are the *Freedom of Information and Protection of Privacy Act (FOIP)*, the *Health Information Act (HIA)* and the *Personal Information Protection Act (PIPA)*.

The new procedures will take effect on April 1<sup>st</sup>, 2024. Key changes are highlighted below.

The OIPC will later publish an updated summary of its procedures on its website.

### **Why have we revised our processes?**

In our 2023-2026 Business Plan, the first goal identified is the enhancement of our internal processes to support our legislative mandate and improve timelines.

In our 2022-23 Annual Report, we reported a significant backlog in privacy complaints and in reviews of access request decisions. It has been taking too long to settle these cases.

In 2023, we examined our procedures with the goal of reducing the time it takes to process a file, while still maintaining quality and value. We found that in addition to high staff caseloads, reviews and complaints were sometimes delayed because of the use of formal submissions and written letters of finding.

If cases reached the inquiry stage, we also found that new issues would be raised at this late stage that were not addressed during the mediation phase. The new process will identify and communicate the issues to the parties at the outset. This will avoid delays and confusion previously caused when new issues were raised at the inquiry stage or when matters were brought up that are not within our jurisdiction to address.

By addressing these issues, the revised processes will help reduce our timelines for settling matters.

There is one change to note that will affect public bodies, custodians and organizations most significantly, especially initially. This is a new refer-back process for privacy complaints and single-issue 'adequacy of search' reviews to allow public bodies, organizations or custodians the opportunity to respond before the matter is dealt with by our office.

We do encourage parties to continue communicating to try to resolve issues, even when a review has been requested.

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Below is a summary of the major process changes.

**What are the new processes and who do they affect?**

<b><i>Complete submission requirement</i></b>	Applicants and complainants must provide a completed form and all supporting documents in one submission. Otherwise, the submission will be returned. We will also be enforcing the 15-page limit.
<b><i>Contacts with parties at intake phase</i></b>	<p>Applicants and complainants will be contacted at the intake stage to discuss their submission and obtain clarification. They must be available to participate in our process and respond to requests in a timely manner, usually by phone and/or email. Otherwise, a file may not be opened.</p> <p>The responding public body, custodian or organization may also be contacted at this stage, as required.</p>
<b><i>Refer-back for privacy complaints</i></b>	For complaints regarding the collection, use or disclosure of personal or health information, the OIPC will usually refer a complainant back to the public body, custodian or organization, if the complainant has not already given the entity an opportunity to resolve the complaint.
<b><i>Refer-back for adequacy of search reviews</i></b>	<p>For reviews where the <i>only</i> concern is that an applicant believes the public body, organization or custodian holds more responsive records than what were processed in the request (the OIPC calls this an ‘adequate search concern’), an applicant will usually be told to submit the concern directly to the entity first, along with supporting evidence as to why they believe additional records exist.</p> <p>The applicant will be told the entity has 30 business days to respond before the applicant can bring the concern back to our office. At that point, we will consider whether further investigation by the OIPC is warranted.</p>
<b><i>Issue identification at intake phase</i></b>	<p>The OIPC will identify the review or complaint issues at the intake phase. Only those issues that (a) have enough evidence; and, (b) are within our jurisdiction will move forward.</p> <p>Those issues will be communicated to the applicant or complainant to confirm their understanding and, if applicable, to advise on the limits of our jurisdiction.</p>
<b><i>Opening and notification</i></b>	If a case is opened, a copy of the written request for a review or complaint, along with an acknowledgement letter (containing the confirmed issues) will be sent to the parties, in accordance with the applicable Act.

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The public body, custodian or organization will be asked to provide a contact person who will be responsible for working with the OIPC investigator to settle the matter. The contact person must have the ability to settle the issues. This means that they must have timely access to the decision-maker or directly involve the decision-maker in the conversations.

***Investigation/review process***

An OIPC investigator, known as a Senior Information and Privacy Manager (SIPM), will speak to the contact for the public body, custodian or organization to try to settle the matter. This will usually be done over the phone/virtual platform at an agreed time. A record chart or summary of issues may be shared in advance, when required, to facilitate the discussion.

The SIPM will document what was discussed or agreed to in a follow-up email. Aside from the original submission form and supporting documents, we will not be asking for or accepting written submissions unless circumstances warrant.

***Reaching a decision***

If the matter is settled, the SIPM will send correspondence to the parties detailing the outcome. The SIPM may also make recommendations.

***Follow up***

Where necessary, the SIPM will follow up with the public body, custodian or organization to ensure that any recommendations have been implemented or that implementation has been agreed to.

***Partial or no resolution***

In the case of partial or no resolution, the Request for Inquiry form used in the past will no longer be used.

If the public body/custodian/organization or the applicant/complainant does not accept the SIPM's decision and any recommendations, the file will be brought to the Commissioner to determine whether an inquiry will proceed on those matters that have not been settled.

Each statute allows the Commissioner to refuse to conduct an inquiry at the Commissioner's discretion for reasons set out in the legislation. The parties will be advised of the Commissioner's decision.

Our office looks forward to working with all parties to increase the timeliness and efficiency of our reviews.

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

*Budget 2024* is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincewide. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

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320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

*Printed on recycled paper*

Classification: Protected A

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

*Budget 2024* puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,



Ric McIver  
Minister

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113898

To All Chief Elected Officials:

I am inviting your municipality to participate in the review of the *Municipal Government Act* requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;
- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at [extranet.gov.ab.ca/opinio6//s?s=ICFReview](https://extranet.gov.ab.ca/opinio6//s?s=ICFReview) and should take 15 to 20 minutes to complete. The survey is available until April 12, 2024.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please email [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Thank you for your participation.

Sincerely,

Ric McIver  
Minister

cc: All Chief Administrative Officers

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