

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Tuesday September 17th, 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.

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) Tuesday Sept. 17th, 2024 Regular Council Meeting Agenda

3. Minutes: (4-7) a) Tuesday August 20th, 2024 Regular Council Meeting Minutes
b)

4. Appointment: a) N/A

5. Bylaws/Policies: (8-14) a) Bylaw #2024-9, Property Tax Installment Bylaw – RFD 2024-41 is attached for background, as well as the referenced Bylaw for consideration.
b)

6. Business: (15-28) a) CCBF Memorandum of Agreement (2024) – RFD 2024-42 is attached for background, including the agreement and summary of relevant changes/notes.

(29-37) b) Fortis Franchise Agreement for 2025 – RFD 2024-43 is attached with comments for considerations and recommendations.

(38-47) c) ASVA, AGM Resolutions and Updated Event Program – RFD 2024-44 is attached for reference in the discussion.

(48-49) d) Emergency Management, DEM/DDEM Opportunity – RFD 2024-45 is attached for discussion.

e) Fire Services Update – There is a meeting scheduled for Sept. 12, 2024 (Mayor and CAO) to discuss next steps. If there are any “to-dos” out of this meeting we will address at this time. Depending on the information shared at the meeting, we may need to address some of the discuss in Closed Session (contract negotiations, etc.).

f) Other

g) Other

①

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Tuesday September 17th, 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.

-
- h) Other
 - 7. Financial
 - a) N/A (Next report will be Sept. Financials in October Meeting – Q3 update)
 - 8. Councillor Reports
 - a) Mayor
 - b) Deputy Mayor
 - c) Councillor
 - 9. Administration Reports
 - a) CAO:
 - a. Letter to Realtors, Feed Back and Next Steps
 - b. Fortis Alberta Street Light Shields/Shades
 - c. MR Clean-Up Update, Permits and Work for Fall 2024
 - d. Public Works Season Wrap-Up, Winter Prep. Items
 - e. Volunteer Committee Work Progress – Sept. 14 Activities.
 - f. August 7th, 2027 – No Charge Fire Call to SVNP (Smoke Alarm at 5572 Nakamun Drive)
 - g. Exploring a Use and Care of Municipal Lands Bylaw
 - 10. Information and Correspondence
 - (50-52) a) Sunset Point, August 7, 2024 Letter Re: Fire Service Negotiations – Letter outlines the position of Sunset Point at the date of the letter. It is expected that many of these conceptual/governance matters might be addressed at the Sept. 12 Mayor/CAO Fire meeting.
 - (53-54) b) Municipal Affairs, Assessment Services Division – Attached is a section of the Preliminary 2025 Equalized Assessment Report showcasing SVs in particular. I have highlights SVNP for reference. Residential Property Equalized Assessments are on track for a 6.68% increase in 2025, just below the SV average of 6.7%.
 - (55-57) c) Town of Mayerthorpe – CPO Reports (August 2024)
 - 11. Closed Meeting
 - a) FOIP Section 27 (Privileged Information – Statement of Claim, Town of Onoway)
 - 12. Next Meeting Date
 - a) Schedule the next regular council meeting for October 15th, 2024, or some other date/time.

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Tuesday September 17th, 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.

13. Adjournment

Upcoming Meetings:

September 28th, 2024 – SVLSACE Meeting

October 4th, 2024 – Regional Meeting (AB Beach Seniors Centre)

October 15th, 2024 – Regular Meeting (Proposed)

November 19th, 2024 – Regular Meeting (Proposed)

December 17th, 2024 – Regular Meeting (Proposed)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY AUGUST 20th, 2024 AT 2:00 P.M. AT THE
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	PRESENT	<p>Mayor: Keith Pederson Deputy Mayor: Marge Hanssen Councillor: Robert Charter</p> <p>Administration: Dwight Moskalyk, CAO</p> <p>Appointments: N/A Absent: N/A</p> <p>Public Works: N/A Public at Large: N/A</p>
1.	CALL TO ORDER	Mayor Pederson called the meeting to order at 2:00pm
2.	AGENDA 127 -24	MOVED by Deputy Mayor Hanssen that the agenda for the Tuesday August 20 th , 2024 regular meeting of council be approved, as presented. CARRIED.
3.	MINUTES 128 -24	MOVED by Mayor Pederson that the minutes for the Tuesday July 16 th , 2024 regular meeting of council be approved, as presented. CARRIED.
4.	APPOINTMENT	N/A
5.	BYLAW	N/A
6.	BUSINESS 129 - 24 130 - 24	<p>MOVED by Deputy Mayor Hanssen that Council approve the request for a one year extension to the letter of No Objection issued to the property owners of 5607 Nakamun Drive regarding dock placement on MR9, resulting in a new expiry date of December 31st, 2027, AND FURTHER that Administration be authorized to process such similar extension requests as may arise from this same situation to a maximum of one year extension on existing permits, should any others be made. CARRIED.</p> <p>MOVED by Deputy Mayor Hanssen that Council give first reading to Bylaw #2024-7, being a Council Code of Conduct Bylaw, as presented. CARRIED.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY AUGUST 20th, 2024 AT 2:00 P.M. AT THE
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

131 - 24	<p>MOVED by Mayor Pederson that Council give second reading to Bylaw #2024-7, being a Council Code of Conduct Bylaw, as presented.</p> <p>CARRIED.</p>
132 - 24	<p>MOVED by Councillor Charter that Council give unanimous consent for Bylaw #2024-7, being a Council Code of Conduct Bylaw, to proceed to third and final reading this day, August 20, 2024, as presented.</p> <p>CARRIED UNANIMOUSLY.</p>
133 - 24	<p>MOVED by Deputy Mayor Hanssen that Council give third and final reading to Bylaw #2024-7, being a Council Code of Conduct Bylaw, as presented, and authorize same to be executed by Mayor Pederson and CAO Moskalyk.</p> <p>CARRIED.</p>
134 - 24	<p>MOVED by Deputy Mayor Hanssen that Council give first reading to Bylaw #2024-8, being a Bylaw Enforcement Officer Bylaw, as presented.</p> <p>CARRIED.</p>
135 - 24	<p>MOVED by Councillor Charter that Council give second reading to Bylaw #2024-8, being a Bylaw Enforcement Officer Bylaw, as presented.</p> <p>CARRIED.</p>
136 - 24	<p>MOVED by Mayor Pederson that Council give unanimous consent for Bylaw #2024-8, being a Bylaw Enforcement Officer, to proceed to third and final reading this day, August 20, 2024, as presented.</p> <p>CARRIED UNANIMOUSLY.</p>
137 - 24	<p>MOVED by Councillor Charter that Council give third and final reading to Bylaw #2024-8, being a Bylaw Enforcement Officer Bylaw, as presented, and authorize same to be executed by Mayor Pederson and CAO Moskalyk.</p> <p>CARRIED.</p>
138 - 24	<p>MOVED by Deputy Mayor Hanssen that Council authorize the development of a community standards and guidelines policy, including a sample brochure to be created and maintained by administration for the purpose of sharing with new realtors and new residents as a preventative measure against bylaw infractions.</p> <p>CARRIED.</p>
139 - 24	<p>MOVED by Councillor Charter that Council accept the discussion regarding the feedback from the annual information meeting as presented, with specific mention of those suggestions on street light shades, lake use and buoy lanes, and adding Hillcrest to the next round of dust control abatement application, as well as adding speed bumps to Hillcrest, for further consideration by Council in budget 2025.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY AUGUST 20th, 2024 AT 2:00 P.M. AT THE
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

		CARRIED.
7.	FINANCIAL 140 - 24	N/A
8.	COUNCIL REPORTS 140 - 24	MOVED by Mayor Pederson that Council accept the Council Reports for information, as presented. CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 141 - 24	MOVED by Deputy Mayor Hanssen that Council accept the Administration and Public Works reports for information, as presented. CARRIED.
10	INFORMATION / CORRESPONDENCE 142 - 24	MOVED by Councillor Charter that the following information and correspondence items be accepted as information: a) Government of Alberta, Municipal Affairs – July 23rd, 2024, Letter confirming the 2024 CCBF Allocation for the Summer Village of Nakamun Park, and extension of the CCBF program province-wide through fiscal year 2034. b) Municipal Musings, August 2024 Edition – Information newsletter on updates, trends and upcoming to-dos in municipal affairs/governments. c) Town of Mayerthorpe – CPO Reports (July 2024) CARRIED.
11.	CLOSED MEETING 143 – 24 Recess	MOVED by Mayor Pederson that pursuant to Section 17 and 29 of the FOIPP Act, Council move into closed meeting at 3:41p.m. to discuss privileged information related to enforcement matters that may be deemed harmful to personal privacy and which will be made public at an appropriate time in due course. CARRIED. Mayor Pederson called a brief recess to allow the public to exit the chamber.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY AUGUST 20th, 2024 AT 2:00 P.M. AT THE
WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	Call to Order	Mayor Pederson called the meeting back to order at 3:43 p.m.
	Closed Session Participants	Participants in the closed session were: Mayor Pederson, Deputy Mayor Hanssen, Councillor Charter, and CAO Moskalyk.
	Recess	Mayor Pederson called a brief recess to allow the public to return to the chamber.
	Call to Order	Mayor Pederson called the meeting back to order at 4:02 p.m.
	144 – 24	MOVED by Mayor Pederson that Council return to open public meeting at 4:03 p.m. CARRIED.
	145 - 24	MOVED by Councillor Charter that, having considered the request for a time extension made to council regarding the enforcement order on 5595 Nakamun Drive, and considering also that significant steps have been already taken by the property owner to comply with the order, that Council endorse an extension to the posted compliance deadline, such that the new date for compliance shall be Monday September 30 th , 2024 at 4:00pm, and direct administration to accommodate same. CARRIED.
12.	NEXT MEETING 146 - 24	MOVED by Deputy Mayor Hanssen that the next regularly scheduled meeting be held on Tuesday September 17 th , 2024 at 2:00 p.m. CARRIED.
13.	ADJOURNMENT	Mayor Pederson declared the meeting adjourned at 4:10 p.m.

Mayor Keith Pederson

Chief Administrative Officer Dwight Moskalyk

7



Summer Village of Nakamun Park Request For Decision - (RFD) 2024-41

Meeting:	Regular Council
Meeting Date:	September 17, 2024
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Bylaw #2024-9 - Property Tax Installment Plan Bylaw
Agenda Item Number:	5(a) – Bylaws and Policies

BACKGROUND/PROPOSAL:

Part 10 of the Municipal Government Act provides that a municipality may establish a preauthorized tax payment plan structure, if approved so by council under bylaw. As council will recall, we have been offering a Tax Payment Plan to property owners for at least a decade, however during my most recent review of the active bylaws I do not see an active bylaw on record allowing for this option.

As the TTP offered is believed to be appreciated by property owners (46 properties use the TTP), we certainly do not want to jeopardize the service. To continue offering this service Council needs to pass a bylaw to establish and regulate the Property Tax Installment Plan Bylaw.

Administration has drafted this bylaw for consideration, designated here as Bylaw 2024-9.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Bylaw is straightforward in terms of content, though there are a few considerations/customizations Council might want to discuss:

- 1) Section 3.1(e) – in keeping with past practice, this TTP is limited to just Pre-Authorized Debit. Other forms of installment payment are not considered (cheque, cash, etc.). We certainly accept all legal tender and forms of payment for tax payments, but as part of the regular installment plan we limit this to the one method, mostly for ease of administering.
- 2) Section 3.2 (a and b) – we use the 5/7 split for tax installment adjustments in the new year. This follows the process of sending current tax notice out in May and having new payment schedules coincide with the June due date for normal tax payments. If council is looking to change the tax payment deadline we would need to consider changing this section to match that intent.
- 3) Section 3.2(d) and other reference sections authority is given the CAO (or designate, CFO) to accommodate “mid-cycle” enrollment to the service. We prioritize getting folks on the plan, and sometimes that means we need to make customized payment plans for people entering after the listed enrollment date. This is reinforced by the blanket clause Section 3.5 which reaffirms the overarching principle that not matter what the



arrangement made are, they must result in a zero balance in the account by the end of the year.

- 4) Section 3.7 - Similarly, authority is given the Administrator (or Designate) to cancel the enrollment/service to a property owner that missed two consecutive payments.
- 5) In several places, the idea of fees (application fees, penalty fees, etc.) are noted. The idea being that we provide (establish) the fee under this bylaw, and then decide what – if any – charge there is going to be under the fees and charges bylaw (which we would need to amend and bring back if this TTP bylaw passes).

To lead this discussion, consider the following sections and notes:

Bylaw Section	Fee Reference	Fee Recommendation	Note:
3.1(c)	Enrollment Fee	\$0	Have Never Charged Before
3.3	Annual Service Fee	\$0	Have Never Charged Before
3.7	Missed Payment	\$50.00/occurrence	No Existing Charge, but might be good to include
3.7	Re-activation Fee	\$50/occurrence	No Existing Charge but might be good to include

COSTS/SOURCE OF FUNDING (if applicable):

As this TPP in SVNP is a long-established service, there is not expected to be any “new” costs associated with passing this bylaw and formally establishing the service. However, further to the discussion above on costs and fees, there are costs – either processing costs (which show up as bank fees) or admin costs related to administering this program, in whole or in part. We have absorbed this into the budget in the past, but it is worth thinking about – for example – taking the annual bank fees for this program and recovering those through an annual fee (per year or per month) going forward. Similarly, note that TTP folks get an extra step in their tax notice mailout (a custom calculated payment schedule notice) which is more admin time. Although not a huge budget matter to consider overall, the principle of it is whether these costs should be shared by all, or covered by just program subscribers.

RECOMMENDED ACTION:

1. That Council gives all required readings to pass Bylaw #2024-9, as presented or with amendments, and authorised Mayor and CAO to execute same.
2. That Council directs administration to bring back an amended Fees and Charges Bylaw incorporating the discussion on Property Tax Installment Plan Bylaw fees, as discussed, for consideration.

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

**BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, IN
MATTERS RELATED TO THE PROPERTY TAX INSTALLMENT PLAN**

WHEREAS under the Authority of the Municipal Government Act RSA 2000 Chapter M-26 as amended thereto, Part 10 Section 340 permits council to permit by bylaw taxes to be paid by installments, and;

WHEREAS under the Authority of the Municipal Government Act RSA 2000 Chapter M-26 and amendments thereto, provides for the establishment of matters related to procedures related to the installment program and set out in the agreement due dates and conditions, and;

NOW THEREFORE, the Council of the Summer Village of Nakamun Park, pursuant to the terms of the *Municipal Government Act* RSA 2000 M-26, as amended, hereby enacts as follows:

1. BYLAW TITLE

This Bylaw may be cited as "**The Property Tax Installment Plan Bylaw**".

2. DEFINITIONS

For the purpose of this Bylaw, unless the context otherwise requires:

- 2.1 **"Act"** means the *Municipal Government Act, R.S.A., 2000, c. M-26* and amendments thereto;
- 2.2 **"Council"** means the Municipal Council for the Summer Village and the Chief Elected Official;
- 2.3 **"Summer Village"** means the Summer Village of Nakamun Park or its duly authorized representatives;

3. INSTALLMENT PLAN

- 3.1 The taxpayers of the Summer Village of Nakamun Park shall be permitted to enroll in a pre-authorized monthly installment plan to provide for the payment of Property Taxes, Local Improvement and Special Taxes in monthly installments from January to December in any year provided that the following conditions are met:
 - (a) The plan shall commence on January 1st of each year provided that all property taxes and penalties are fully paid on or before December 31st, of the preceding year.
 - (b) Arrangements for installment payments must be made with the Municipal Administrator, or their designate, prior to January 31st of the current year.

- (c) Council may establish an annual non-refundable enrollment fee per subscribing property, where same is adopted as part of the Fees and Charges Bylaw.
- (d) Installment payment dates shall be established as the last business day of each month.
- (e) Installment Payments shall be facilitated through Pre-Authorized Debit and conditional on the applicant property owner's completion of the requisite application form, attached and forming part of this bylaw as Schedule "A." Cheque, Cash, Electronic Funds Transfer, or other payment methods shall not be permitted for Tax Installment Payment Plans.

3.2 The monthly installment schedule amount shall be established as:

- (a) For that period January through May of the current year, inclusive, a rate equal to one twelfth of the preceding year's total tax levy on the subject property, per month.
- (b) For that period June through December of the current year, inclusive, a rate equal to one seventh of the total balance of the tax account yielding from the current year's total levy less any payments applied prior, per month, such that there shall remain no outstanding account balance following the scheduled December payment and taxes will be paid in full by the end of the year.
- (c) Applicants may subscribe to the service at any time during the year in a manner deemed sufficient to the Municipal Administrator and shall be enrolled in the plan on a start date as negotiated by the Municipal Administrator and the Applicant.
- (d) Where Applicant requests admission to the plan mid-cycle, the Municipal Administrator is authorized to negotiate the appropriate monthly installment charge to ensure that by December 31st of the current year all applicable account balances are paid in full, including by installments for current year taxes, balances outstanding from prior years, and balances outstanding due to penalties or charges applied to the account.
- (e) The Municipal Administrator is authorized to use their discretion in admitting new applicants and may reject a new applicant in lieu of a formal Tax Agreement where the outstanding balance or payment history of an applicant warrant same, at the discretion of the Municipal Administrator.

3.3 Council may establish, and where it has done so herein authorizes administration to apply, an annual service charge for administration of the Pre-Authorized Tax Payment Plan, with such service charge being established under the Fees and Charges Bylaw and due in as either an annual fee, an annual fee due in Installments, or as a monthly fee concurrent to the monthly installment payment.

- 3.4 The Municipal Administrator shall be authorized, at the request of the taxpayer, to set a monthly installment at an amount greater than prescribed through the calculation in Section 3.2.
- 3.5 The Municipal Administrator shall be permitted to negotiate any adjustments to the monthly installment rate anytime during the current year to ensure that the current year's taxes, penalties and any applicable fees will be paid in full by the end of the year.
- 3.6 Any amounts paid to the Municipal Administrator, as a pre-payment of current year's taxes, are non-refundable.
- 3.7 The Municipal Administrator may cancel the privilege of continuing in the plan if two consecutive installments fail to be honoured. Where an installment payment is not honoured or is missed by fault of the property owner, Council may establish a fee for reasonable recompense of same, with such charge being defined in the Fees and Charges Bylaw. Similarly, a fee may be established for reactivation or re-enrollment of a suspended, default, or cancelled account.
- 3.8 Where the privilege of accessing the plan is suspended or revoked, the unpaid balance of taxes resulting, if any, shall be subject to penalties as established by Council under the Tax Rate Bylaw, or other applicable bylaw where penalty for unpaid taxes is adopted.

4. PENALTIES

Penalties shall not be applied to any account with a pre-authorized payment plan unless the Municipal Administrator has revoked the privilege.

5. SEVERABILITY

If any section or sections of this Bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

6. RESCINDING

This bylaw is a new enactment and replaces no previous bylaw of the municipality.

7. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

READ a first time this 17th day of September 2024.

READ a second time this 17th day of September 2024.

UNANIMOUS CONSENT to proceed to third reading 17th day of September 2024.

READ a third and final time this 17th day of September 2024.

SIGNED this 17th day of September Month 2024.

Mayor, Keith Pederson

C.A.O., Dwight Moskalyk

13

Schedule "A"
Pre-Authorized Debit Application Form
Summer Village of Nakamun Park Tax Payment Installment Plan

**The Summer Village of Nakamun Park
Authorization Form
Pre-Authorized Tax Payment Plan**

Please complete the Pre-Authorized Debit (PAD) Plan Agreement below.

I/we authorize The Summer Village of Nakamun Park and the Financial Institution designated (or any other financial institution I/we authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our tax roll account(s). Regular monthly payments for taxes will be debited to my/our specified account on the last day of each month. These monthly payments are for estimated property taxes payable to the Summer Village of Nakamun.

This authority is to remain in effect until The Summer Village of Nakamun has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

The Summer Village of Nakamun Park may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

PLEASE PRINT

DATE: _____

Name(s): _____

Summer Village of Nakamun Park Roll Number: 5038

Type of Service: Personal _____ Business: _____

Address: _____ City/Town: _____

Province: _____ Postal Code: _____

Phone Number: (Bus.) _____ (Res.) _____

Financial Institution (FI): _____

FI Account Number: _____ FI Transit Number: _____
(branch – 5 digits, FI – 3 digits)

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Authorized Signature(s): _____

The Summer Village of Nakamun Park
PO Box 1250
Onoway, AB T0E 1V0
Tel: (780) 967-0271
Email: cao@svnakamun.com

14



Summer Village of Nakamun Park Request For Decision - (RFD) 2024-42

Meeting:	Regular Council
Meeting Date:	September 17, 2024
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	CCBF Agreement - 2024
Agenda Item Number:	6(a) – Regular Meeting Business

BACKGROUND/PROPOSAL:

The Canada Community-Building Fund (CCBF) is another one the “core” municipal funding arrangements facilitated through the Province of Alberta, on behalf of both the province and the federal government.

Following the recent renewal of the provincial-federal agreement (cost sharing mechanism), the province is now reaching out to take the next step: renewing the agreements with municipalities.

The draft agreement is provided for consideration. Also attached is the cover letter that came with the agreement (from Municipal Affairs) and also the notes from Heather Luhtala, CFO, giving her assessment of the practical changes/consideration for summer villages.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Overall, the agreement itself has not changed much, at least not in the practical sense given our municipal status (summer village) and population size (larger populations need to do a housing needs assessment for example). One key note - the funding level remain will remain the same base amount + per capital so we expect about the same as previous years allocations ~\$7,000 mark /-.

The one big new requirement is that as part of this agreement we will need to set-up a separate account to hold this CCBF funding in. This is becoming a common trend in grant funding programs and I certainly appreciate the improved accountability it is intended to garner. If Council approves the agreement, they will also need to give Administration direction to set-up a CCBF holding account under the main ATB account to fulfill this obligation.

COSTS/SOURCE OF FUNDING (if applicable):

The only notable cost to renewing the agreement is going to be the setting up of the account, which may come with an account fee. We usually get fee-free accounts through as a public entity, and I expect the same here – but if not we will do our best to find an account that earns higher interest to off-set any fees that might be attached (note there is always a trade-off between accessibility, liquidity, and return of investment – but we have some options).



RECOMMENDED ACTION:

1. That Council approves the 2024 CCFB Agreement as presented, and authorized execution of same by Mayor and CAO.
2. That Council authorized administration to arrange a separate CCBF holding account under the main bank account at ATB Financial for the purpose of holding CCBF funds and account interest, as prescribed under the agreement, with same access and administrator privileges as other municipal accounts.

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

(16)

CANADA COMMUNITY-BUILDING FUND

MEMORANDUM OF AGREEMENT

BETWEEN:

HIS MAJESTY IN RIGHT OF ALBERTA, as
represented by the Minister of Municipal Affairs
(hereinafter called the "**Minister**")

AND

THE SUMMER VILLAGE OF NAKAMUN PARK in the Province of Alberta
(hereinafter called the "**Local Government**")

(Collectively, the "**Parties**", and each a "**Party**")

WHEREAS the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities ("**Canada**") and the Minister, have, under a separate Administrative Agreement, agreed to administer the Canada Community-Building Fund ("**CCBF**") program for Local Governments in Alberta to help communities build and revitalize their public infrastructure; and

WHEREAS Canada and the Minister wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities; and

WHEREAS under the *Ministerial Grants Regulation*, Alta Reg 215/2022 the Minister is authorized to make grants and enter into agreements with respect to any matters relating to the payment of grants.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified,
THE PARTIES AGREE AS FOLLOWS:

A. Definitions

1. In this Agreement,

- (a) "**Administrative Agreement**" means the Administrative Agreement on the Canada Community-Building Fund effective as of April 1, 2024, between Canada and the Minister, as may be amended from time to time.
- (b) "**Agreement**" means this funding agreement between the Parties, which may, from time to time, be amended by the Parties.
- (c) "**Application**" has the meaning ascribed to such term in the Program Guidelines.
- (d) "**Canada Community-Building Fund**" (**CCBF**) means the program established under section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act*, No. 1, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act*, 2021, No. 1.

17

- (e) **"CCBF Funding"** means all CCBF funding received by the Minister from Canada as well as any funding received by the Minister from Canada under the Previous Agreements.
- (f) **"Contract"** means an agreement between the Local Government and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.
- (g) **"Credit Items"** has the meaning ascribed to such term in the Program Guidelines.
- (h) **"Eligible Expenditures"** means those expenditures described as eligible in the Program Guidelines.
- (i) **"Eligible Projects"** means projects as described in the Program Guidelines.
- (j) **"Funding"** means funds made available by the Minister to the Local Government under this Agreement, to be used solely for Eligible Expenditures, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Unspent Funds and Credit Items held by a Local Government.
- (k) **"Housing Needs Assessment"** means a report informed by data and research describing the current and future housing needs of a Local Government or community according to guidance provided by Canada.
- (l) **"Previous Agreements"** means any agreements between Canada and the Minister for the purposes of administering the Gas Tax Fund or CCBF, including but not limited to the 2005-2015 New Deal for Cities and Communities, the 2009-2013 Federal Gas Tax Fund, and the 2014-2024 Federal Gas Tax Fund.
- (m) **"Program Guidelines"** means, unless the context requires otherwise, the *Canada Community-Building Fund Program Guidelines* or such other guidelines or directions applicable to the CCBF program as prescribed or determined by the Minister and as may be amended from time to time.
- (n) **"Third Party"** means any person or legal entity, other than Canada, the Government of Alberta or a Local Government, who participates in the implementation of an Eligible Project by means of a Contract.
- (o) **"Unspent Funds"** means GTF Funding (as defined in the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014) that has not been reported as spent by the Local Government as of December 31, 2023.

B. Funding

2. The Minister agrees to provide Funding to the Local Government in accordance with the Administrative Agreement and the Program Guidelines, and subject to the following:
 - (a) the Parties will execute this Agreement and the Local Government will return an executed Agreement to the Minister;
 - (b) the Minister's receipt of an annual Statement of Priorities letter from Canada confirming the CCBF Funding amount for the Province of Alberta;
 - (c) receipt by the Province of CCBF Funding from Canada;
 - (d) Alberta Treasury Board approval of cash-flow and funds;

18

- (e) submission of sufficient Applications by the Local Government in accordance with the Program Guidelines;
- (f) completion of reporting requirements by the Local Government as outlined in the Program Guidelines;
- (g) adherence to the communication and signage requirements by the Local Government as outlined in the Program Guidelines;
- (h) compliance by the Local Government with any other payment conditions outlined in the Program Guidelines;
- (i) compliance by the Local Government with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (j) compliance by the Local Government with all other terms of this Agreement and the Program Guidelines.

C. Local Government Responsibilities

3. The Local Government will:

- (a) Provide the Minister with an Application for each Eligible Project to be initiated under the CCBF;
- (b) Provide the Minister with annual financial statements;
- (c) Provide the Minister with the required financial and outcome reporting documentation in accordance with the Program Guidelines;
- (d) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with a Housing Needs Assessment prepared in accordance with the guidance documents provided by Canada;
- (e) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with project-level data on housing requirements in accordance with the Program Guidelines;
- (f) Be responsible for the completion of each Eligible Project in accordance with the Program Guidelines;
- (g) Comply with all program reporting, communications, and housing outcomes requirements as outlined in the Program Guidelines;
- (h) Continue to develop and implement asset management strategies and plans for the assets under their control and make use of these plans to inform community infrastructure decision-making;
- (i) Invest, in a distinct account, the Funding if received in advance of paying Eligible Expenditures;
- (j) With respect to Contracts, award and manage all Contracts in accordance with the Program Guidelines;
- (k) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project;

19

- (l) Allow the Minister reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of the Funding, and all other relevant information and documentation requested by the Minister or Canada via the Minister or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with the Administrative Agreement;
- (m) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to the Minister. Keep proper and accurate accounts and records relevant to the CCBF program for a period of at least six (6) years after the termination of the Administrative Agreement;
- (n) Comply with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (o) Provide any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of the requirements set out above, consistent with such format requirements.

4. The Local Government agrees to:
 - (a) accept the Funding provided under this Agreement subject to; and
 - (b) comply with,
 all criteria, items, terms and conditions contained in the Program Guidelines.
5. The Local Government agrees that it may not use the Funding, or claim any other compensation, for its costs, expenses, inconvenience, or time expended, in relation to the administration of the Funding or the administration of this Agreement.
6. The Local Government acknowledges that the Funding provided under this Agreement is not a commitment to fund all potential Eligible Project costs. The Local Government is responsible for ensuring suitable financing is in place for each Eligible Project.
7. The Local Government agrees to allow the Minister or persons authorized by the Minister access to each Eligible Project site upon request.

D. Termination of Agreement

8. The Minister may terminate this Agreement by notifying the Local Government in writing on two (2) years notice. Upon termination under this Clause 8, or upon expiry of this Agreement under Clause 19:
 - (a) the Local Government may use any unexpended portion of the Funding which prior to termination or expiry was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government, and
 - (b) all provisions of this Agreement will continue to apply to the Funding in (a), as though the Agreement had not terminated or expired,

until the date(s) that the applicable time limit(s) to use the Funding as outlined in the Program Guidelines have expired, or until such earlier date as may be determined by the

Minister. Thereafter, any portion of the Funding in (a) which remains unexpended shall be returned to the Minister within thirty (30) days following the Local Government's submission of final reporting documents in accordance with the Program Guidelines.

E. Debt to the Crown

9. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

F. Repayment of Funding

10. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from the Local Government's future Funding all or a portion of the amount owing.

G. Local Government Indemnity and Insurance

11. The Local Government will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to the Funding or an Eligible Project and that they will, at all times, compensate the Government of Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to the Funding or an Eligible Project.
12. The Local Government will indemnify and hold harmless the Minister and their employees and agents against and from any third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors or agents.
13. The Local Government will ensure that it maintains suitable insurance coverage including but not limited to liability insurance with appropriate terms and limits for any Eligible Project and, when applicable, property insurance on an "all risk" basis covering the Eligible Project for replacement cost.

H. Independent Status

14. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency or partnership between the Minister, Canada, or any affiliated government department and the Local Government. Neither Party will allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency or joint venture.
15. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Local Government and not of the Minister, Canada, or any affiliated government department.

I. Conflicts

16. The Local Government will not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
17. The Local Government will ensure that the Local Government and its officers, employees and agents:
 - (a) conduct their duties related to this Agreement with impartiality and will, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
 - (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
 - (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government will promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

J. Freedom of Information and Protection of Privacy

18. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act* (Alberta) ("FOIP"). The Local Government further acknowledges that FOIP applies to information obtained, related, generated, collected or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

K. General Provisions

19. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
20. The Parties may amend this Agreement only by mutual written agreement signed by the Parties. Notwithstanding the foregoing, the Minister may, upon thirty (30) days written notice to the Local Government, unilaterally amend this Agreement when the Minister considers it necessary to comply with any amendments to the Administrative Agreement.
21. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
22. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement will continue after such conclusion or termination, including without limitation clauses:
 - (a) Local Government Responsibilities – Clauses 3 to 7;
 - (b) Termination of Agreement – Clause 8;
 - (c) Repayment of Funding – Clause 10;
 - (d) Local Government Indemnity – Clauses 11 and 12;

- (e) Freedom of Information and Protection of Privacy – Clause 18; and
- (f) Entire Agreement – Clause 21.

23. Any notice, approval, consent or other communication under this Agreement will be deemed to be given to the other Party if it is in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

The Minister:

c/o Director, Grant Program Delivery
Municipal Affairs
15th Floor Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Email: ma.ccbfgrants@gov.ab.ca

Local Government:

Summer Village of Nakamun Park
PO Box 1250
Onoway, AB T0E 1V0
Attention: Chief Administrative Officer
Email: ddm@kronprinzconsulting.ca

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

24. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government. Notwithstanding the foregoing, upon execution of this Agreement the Funding will be subject to the terms and conditions of this Agreement and will no longer be governed by the terms and conditions of the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014.
25. Nothing in this Agreement in any way relieves the Local Government from strict compliance with any other provincial legislation or regulation, or otherwise impacts the interpretation or application of the *Ministerial Grants Regulation*, Alta Reg 215/2022, as amended from time to time.
26. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
27. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement will be enforceable.
28. This Agreement is binding upon the Parties and their successors.
29. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.

30. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
31. The Local Government will not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
32. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
33. Time is of the essence in this Agreement.

This space left intentionally blank.

34. Communication of execution of this Agreement e-mailed in PDF format will constitute good delivery.

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

HIS MAJESTY IN RIGHT OF ALBERTA, as
represented by the Minister of Municipal Affairs

Signed by the
Minister of Municipal Affairs
of the Province of Alberta

Per: 
Name: Ric McIver
Title: Minister of Municipal Affairs
Date: August 26, 2024

LOCAL GOVERNMENT

Signed by a duly
authorized representative
of the Local Government

Per: _____
Name of Local Government:

Name of signatory:

Title:

Date:

Signed by a duly
authorized representative
of the Local Government

Per: _____
Name of Local Government:

Name of signatory:

Title:

Date:



Date Thu, 29 Aug, 24 12:05:55PM
From Canada Community-Building Fund
ma.ccbfgrants@gov.ab.ca
To ddm@kronprinzconsulting.ca
ddm@kronprinzconsulting.ca
Cc I ADMINISTRATION
ADMINISTRATION@WILDWILLOWENTERPRISES.COM
Subject CCBF Memorandum of Agreement and Program Guidelines

Dear Chief Administrative Officer/Administrator:

Further to the July 23, 2024, correspondence from Honourable Ric McIver, the Minister of Municipal Affairs, to your Chief Elected Official on your allocation under the Canada Community-Building Fund (CCBF), I am pleased to provide you with a Memorandum of Agreement (MOA) for your signature (attached).

Given that there have been some program changes, I strongly encourage you and your staff to review the revised CCBF program guidelines (attached) and other resources available on the program website ([Canada Community-Building Fund | Alberta.ca](https://www.alberta.ca/canada-community-building-fund)).

As Minister McIver indicated, Alberta and Canada have agreed to a renewed administrative agreement for the CCBF program. The program had been governed by a 10-year administrative agreement that covered the 2014-15 to 2023-24 period and expired in March 2024. The renewed CCBF administrative agreement, signed in July 2024, covers the 2024-25 to 2033-34 period.

The CCBF continues to provide predictable, long-term, stable funding for local governments to help build and revitalize public infrastructure to support job creation and long-term prosperity. Local governments continue to be able to determine local priority projects, provided they align with the eligibility criteria in the program guidelines.

CCBF Program Changes

A few changes have been made to the CCBF program that are important to highlight. First, the allocation formula that determines how CCBF funds are distributed among eligible local governments has been updated. Starting in 2024, all eligible local governments receive a base funding amount (\$50,000 for most communities; \$5,000 for summer villages), with the remaining federal funding distributed on a per capita basis. In the past, funding was distributed on a per capita basis with each community guaranteed a minimum of \$50,000 (although summer villages received a base funding amount). This change ensures local governments benefit from any increases to federal CCBF funding over the course of the administrative agreement.

Also in the 2024 administrative agreement is a joint commitment between Alberta and Canada to address housing challenges in the province. For communities with a 2021 federal census population of 30,000 or more, the agreement requires the completion of a Housing Needs Assessment (HNA) and an annual

26

Housing Outcomes Report. Information on the housing requirements and links to the HNA template can be found in Section 11.d of the program guidelines.

Other program changes include annual reporting requirements on project outcomes in addition to expenditure and project status, a revised payment condition that requires financial reporting to be certified prior to payment of CCBF funding, a federal requirement for local governments to maintain a distinct bank account for CCBF funding, and the introduction of CCBF spending restrictions for local governments with infrastructure management challenges, in alignment with the restrictions under the Local Government Fiscal Framework program.

These new elements are described in greater detail in the program guidelines on the program website. Local government allocations are also available on the website and will be updated annually after Alberta receives notification from Canada regarding the province's funding allocation.

Memorandum of Agreement

The MOA governs the relationship under the CCBF between the province and the local government, including the funding relationship. Minister McIver has signed the agreement, and we request that you have the document signed and dated, in accordance with your internal signing policy, and return it to the department as soon as possible. The agreement can be signed and dated by up to two individuals duly authorized by council to sign agreements under Section 213(4) of the *Municipal Government Act*. Payment of your CCBF allocation cannot be released until the MOA is signed and returned, and other payment conditions are met. Please return the signed agreements to ma.ccbfgrants@gov.ab.ca.

A seal in lieu of signature will not be accepted.

As always, Municipal Affairs grant advisors are available to support you in this process and answer any questions you may have about the CCBF. You may contact an advisor toll-free by dialing 310-0000, then 780-422-7125. Alternatively, grant advisors can be contacted at the email address listed above.

I look forward to continued work between your community and the Government of Alberta on infrastructure projects that benefit Albertans throughout the province.

Sincerely,

Brandy Cox

Deputy Minister

Attachments:

1. CCBF Local Government Memorandum of Agreement Template
2. CCBF Program Guidelines

27

Date Mon, 02 Sep, 24 11:25:13AM
From Summer Village Office
administration@wildwillowenterprises.com
wendy.wildwillowenterprises.com
wendy@wildwillowenterprises.com
reception.wildwillowenterprises.com
To reception@wildwillowenterprises.com
Wildwillow Enterprises
angela@wildwillowenterprises.com
Dwight Moskalyk
ddm@kronprinzconsulting.ca
Subject Re: CCBF Memorandum of Agreement and Program Guidelines

Hi Wendy, see below:

-The funding formula has not changed, Summer Village's continue to only receive the \$5,000 base amount with the additional funding coming from the per capita basis.

-There is a change to the requirement for having a separate bank account to hold the funds whereas prior we just had to maintain a separate accounting record. We all do need to consider opening a separate savings account under our main accounts and transferring any CCBF and interest earned funds to those accounts if you are holding on to any of their prior-year funds.

-None of us have a population over 30,000 so will not require the Housing Needs Assessment.

With respect to their changes below:

Other program changes include annual reporting requirements on project outcomes (this will be in the year-end SFE which I complete for all munis) in addition to expenditure and project status, a revised payment condition that requires financial reporting to be certified prior to payment of CCBF funding (this will now take some time to receive annual allocations as once the SFE is completed and submitted, it still needs to be certified by them and that may take some time), a federal requirement for local governments to maintain a distinct bank account for CCBF funding (addressed above, this is something we will all need to do), and the introduction of CCBF spending restrictions for local governments with infrastructure management challenges, in alignment with the restrictions under the Local Government Fiscal Framework program (here is the information for municipalities under spending restrictions:

In exceptional instances, **local governments grappling with viability and infrastructure challenges** may be subject to LGFF project eligibility restrictions. These restrictions aim to prioritize the resolution of critical infrastructure needs over less pressing projects. Specifically, in these cases, project eligibility in these communities will be restricted to core infrastructure only. This will ensure that provincial grant funding targets critical infrastructure first, while maintaining local autonomy to determine which specific core assets to support through the LGFF.

For this purpose, core infrastructure is defined as capital assets related to:

- roads and bridges;
- water, wastewater and storm water systems;
- police, fire and emergency services;
- infrastructure management systems; and
- disaster mitigation.)

In summary, the only immediate to-do here is to open up savings accounts "under" our business accounts and transferring those CCBF funds to the new account.

28



Summer Village of Nakamun Park Request For Decision - (RFD) 2024-43

Meeting:	Regular Council
Meeting Date:	September 17, 2024
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Fortis Franchise Fee, 2025
Agenda Item	6(b) – Regular Meeting Business
Number:	

BACKGROUND/PROPOSAL:

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

Based on the calculator:

1%	= \$1,121 revenue
5%	= \$5,604 revenue
10%	= \$11,207 revenue
20% (max rate allowed)	= \$22,414 revenue.

If Council would like to establish a franchise fee we need to take several steps, including running ads in local papers for two consecutive weeks. Of note, Fortis has this year sent the request out in September which now gives us more time to meet the timelines for advertising etc. if council does wish to proceed with a new franchise fee beginning in 2025.

COSTS/SOURCE OF FUNDING (if applicable)

There is no direct cost to the municipality to establish a franchise fee, other than the cost to advertise. There will be costs to the residents and the municipality in terms of higher electricity bills for the duration of the franchise fee term (through 2025).



RECOMMENDED ACTION:

- 1) That Council approve a franchise fee of 0.00% for 2025, and that Administration advise Fortis Alberta that there will be no change to the franchise fee rate for 2025

or:
- 2) That Council approve a franchise fee of X% for 2025, direct administration to advertise for same, and notify Fortis of the change in rate as required.

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

20

Electric Distribution Franchise Fee Percentages for 2025

As part of the Electrical Distribution System Franchise Agreement with FortisAlberta, the franchise fee percentage may be **increased or decreased once per calendar year, with written notice**. If there are no changes to the franchise fee percentage, the current franchise fee percentage will continue for 2025.

IMPORTANT TIMELINES TO ENSURE CHANGES TO THE FRANCHISE FEE PERCENTAGE ARE IMPLEMENTED BY JANUARY 1, 2025.

1. **Review** the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to the franchise fee percentage**, the change in the franchise fee, including the impact on a customer's monthly bill is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks**. (Please use the sample advertisement that is attached).
3. If **increasing** the franchise fee percentage, it must stay within the **Franchise Fee Cap of 20%** set by the Alberta Utilities Commission.
4. **By November 1st, 2024**, please **email** clear copies of the following documentation to stakeholderrelations@fortisalberta.com.

INCLUDE:

- ✓ Copies of **both** advertisements.
 - ✓ **Publication dates** for both advertisements.
 - ✓ Name & location of newspaper.
5. Late submissions, inaccurate or incomplete responses may delay the filing and necessary approval from the Alberta Utilities Commission. Late submissions will be filed with the Alberta Utilities Commission in February with an anticipated effective date of **April 1, 2025**.

31

6. If Council decides to maintain the current franchise fee percentage, no advertising is required, simply notify us via email at stakeholderrelations@fortisalberta.com.

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached is the FortisAlberta Franchise Calculator specific to your municipality. The calculator is intended to assist in **estimating** franchise fee revenues for 2025.

- On the first tab: **Financial Impacts**, the Franchise Fee percentage (**yellow cell**) can be **changed to model different scenarios**. By changing the percentage in this cell, the spreadsheet will automatically update to reflect the estimated revenue for 2025.

Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2025 Proposed Franchise Percentage	0.00%

- The second tab: **Residential Bill Impacts**, displays **the impact on an Average Residential Bill**. (This information is needed for the advertisement if the franchise fee percentage is being changed.)
- The third tab: **2022 – June 2024 YOY Data**, shows the franchise fee revenue collected by the municipality over the last two and a half years and linear taxes for the last three years. Site count and historical consumption information for the last three years are also included.

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

Thank you,

32



Please email your 2024-2025 franchise decision by November 1, 2024, to stakeholderrelations@fortisalberta.com

From:
Municipality:
Phone:
Email:

☐ No Change

☐ Increase, From _____% to New Percentage: _____%

☐ Decrease, From _____% to New Percentage: _____%

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

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

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

33

Advertisement Template

FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of _____ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2025***.

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

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

Thank you.

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

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

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

Existing (Current) Typical Residential Customer Monthly Costs				
Rate \$1 (Effective Jan. 1, 2020) (Distribution Tariff Estimated Rate Based on Current 0% Franchise Fee)				
Delivery Service Charge				
Altogether Delivered*	\$ 0.067758	640 kWh		\$43.17
Basic Delivery Charge*	\$0.8197	30 Days		\$24.59
				\$67.76
Current Franchise Fee				
		0.00%		\$1.25
	GST	5.0%		\$1.31
				\$2.56
Current Annual Franchise Fee Costs \$2.56 * 12 = \$30.72				

Proposed Residential Customer Monthly Costs				
Rate \$1 (Proposed January 2021) (Estimated Distribution Tariff Based on NEW 2% Franchise Fee)				
Delivery Service Charge				
Altogether Delivered*	\$ 0.067755	640 kWh		\$43.24
Basic Delivery Charge*	\$ 0.8197	30 Days		\$24.59
				\$67.83
Estimated Proposed Franchise Fee				
		2.00%		\$1.25
	GST	5.0%		\$1.31
				\$2.56
Proposed Annual Franchise Fee Cost \$2.56 * 12 = \$30.72				
**Not to be used for rate changes.				

34

MUNICIPAL FRANCHISE FEE RIDERS

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

Price Adjustment:

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

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	17%	2024/01/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	7%	2024/02/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	7.5%	2024/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	8%	2024/01/01	02-0065	Clareholm	6%	2024/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	18%	2024/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

35

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	17%	2024/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14%	2024/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	17%	2024/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.5%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	11%	2024/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	4.47%	2024/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	8%	2024/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



Summer Village of Nakamun Park Request For Decision - (RFD) 2024-44

Meeting:	Regular Council
Meeting Date:	September 17, 2024
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	ASVA AGM Resolutions and Event Updates
Agenda Item	6(c) – Regular Meeting Business
Number:	

BACKGROUND/PROPOSAL:

The Association of Summer Villages of Alberta (ASVA) is the primary peer association for summer villages in this province. SVNP is a member municipality and we send representation to the annual conference and AGM in October each year.

The decision to authorize registration and book hotels etc. has already been addressed (reminder: please check your emails and make sure you received your conference registration, tickets, and hotel reservations). However, since that discussion additional details on the AGM and the conference have come forward and I just want to make sure we take some time to review.

Attached, please see the Notice of the AGM – which itself includes the Agenda and two proposed resolutions (that all members can vote on). Also attached is the latest iteration of the program schedule for the conference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The conference looks to be shaping up as one of the best in recent memory, with many interesting topics and notable speakers – there's a bit of everything for everyone.

The main reason for this item on the agenda is to do with the two proposed resolutions for the AGM, both sponsored by Summer Village Grandview. As registered members, each of you (if you are in attendance) will get the opportunity to vote on these resolutions and drive advocacy on these issues through the ASVA.

The first resolution, Publicity for Summer Villages, is a bit reactionary in terms of the argument use to justify the request (in my mind) but the underlying concept is sound, and I would recommend you support the development of a universal public narrative on how SVs came to be, their role in local governance, their leadership in lake health, and their future in supporting economic and population growth. One of the consistent themes that I have noticed in dealing at different level of government and different agencies on the "issue of summer villages" – be it grant funding, protections under the MGA or LAEA, administration, etc. – is that there is no cohesive understanding of what summer villages are, or why they the place they do, or what

38



their future is supposed to look like – and who shapes that future. It's hard to argue we have a place in the puzzle when we don't even know the shape of our own pieces.

The second resolution, Advocacy for Process Improvement to the MAP for Increased Effectiveness, is another resolution that I think is good at its core and should be supported. Our office noted many of the same "trivial" items in our map reviews, but assumed they were kind of "entry-level" low hanging fruit to roll out the MAP program with. As we have gone through a few reviews since 2018 we are seeing a change in the nature of the reviews to be more specific and themed – which sort of addresses the Grandview concern. However, I really appreciate the balance of the Grandview comments regarding accessibility to findings/lessons learned from other MAP reviews. I forget that our office has the advantage of a "team debrief" after any of our client municipalities go through a review and we all share that information (recall last meeting with the two bylaws we revised). A way of sharing the findings, either specifically or generally (in terms of common themes/trends), and perhaps championing best practices found during the reviews would help us all. I also like the idea of a newsletter to give helpful reminders of how to stay compliant with changing legislation, regulations, best practices.

Although there is no obligation to vote, or if you do to vote as a bloc, at the AGM – it would be good to take a moment to see what councillors think on these resolutions. Note, you can also make a motion at the AGM to amend the draft resolution if there are specific parts you want to add, remove, change.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

- 1) That Council accept the discussion on the ASAV AGM and Updated Event Schedule, and that Council endorse the Grandview Resolutions, _____ and _____ (one or both), as presented or with amendments.

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

39

Notice of ASVA's 2024 Annual General Meeting (AGM)

"Navigating the Challenges Together"

THURSDAY OCTOBER 17TH, 2024 at 3:45PM
SANDMAN SIGNATURE HOTEL, 901 PEMBINA ROAD, SHERWOOD
PARK, AB T8H 0Y7
Bison Meadows Room

Registration Deadline for the 66th Annual Conference and AGM is
September 30, 2024 – 12PM
Click on the Eventbrite Link Below to Register:

<https://www.eventbrite.ca/e/asva-2024-conference-agm-navigating-challenges-together-oct-17-18-tickets-880332858277>

A DRAW WILL TAKE PLACE AT THE END OF THE CONFERENCE AFTER COMPLETING THE CONFERENCE EVALUATION FORMS AND HANDING THEM IN. WINNER MUST BE IN ATTENDANCE TO WIN OR ANOTHER NAME WILL BE DRAWN.....



ASVA THANKS ALL THE SUMMER VILLAGES FOR THEIR CONTINUED SUPPORT!



www.asva.ca

40



**66th ASVA
Annual General Meeting**
“Navigating the Challenges Together”

**Sandman Signature Sherwood Park
Hotel**

**901 Pembina Road, Sherwood Park,
AB T8H 0Y7**

Thursday, October 17, 2024

3:45 PM

Bison Meadows Room

AGENDA

1. Call to Order by the President
2. Approval of the Agenda
3. Adoption of Minutes from October 19, 2023, Annual General Meeting
4. ASVA 2023-2024 Annual Report Section:
Successes and Challenges
5. 2023 ASVA Audited Financial Statements
6. Resolutions Submitted to ASVA by the Summer Village of Grandview
 - 1) Res. #2024-179 – Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness (Attached)
 - 2) Res. #2024-180- Publicity for Summer Villages (Attached)
7. Date of the Next Annual General Meeting – October 16, 2025
8. ASVA's 2024 Sponsors
9. Adjournment

**RESOLUTION PRESENTED TO
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

Title: Publicity for Summer Villages

Sponsored by the Summer Village of Grandview

WHEREAS Summer Villages hold a special place in the arena of municipal government with unique privileges for their residents and critical responsibilities in looking after lakes within Alberta; and

WHEREAS Summer Villages have often been disadvantaged, even threatened with dissolution because of their special characteristics; and

WHEREAS Summer Villages are successful and accountable to their residents and provide opportunities not available in larger municipalities for residents to become involved in municipal government; and

WHEREAS the value of Summer Villages within the larger framework of Alberta's municipalities is not well understood or appreciated by the general public or other municipalities.

IT IS THEREFORE RESOLVED that the Association of Summer Villages of Alberta prepare a fact sheet to describe the how Summer Villages are governed, their place within the larger context of Municipal Government and the value they provide all Albertans in protecting provincial lakes.

BACKGROUND

Summer Villages gained special governance status in 1913 as part of an effort to provide direct representation for governance and taxation. Provincial Statute Chapter 39, enacted in October 1913, established Lakeview, on Lake Wabamum, as a Summer Resort. The term Summer Village first occurred in the incorporation notice for Seba Beach in August 1920, followed three weeks later by the establishment of the Summer Village of Alberta Beach.

The unique aspect of Summer Villages within Alberta is that owning land that is not the principal residence entitles the owner to vote and hold office and thereby become involved in the affairs of the Summer Village. Such a privilege is not granted in other municipalities where owning land does not grant the right to vote. This is a matter of taxation without representation. A result of the "summer character" of our municipalities is being disadvantaged in the allocation of government capital funding where a Summer Village receives only a fraction of that received by a corresponding Village. Summer Villages have also been threatened with dissolution in a misdirected attempt to streamline government. Rumours persist that this threat will reappear.

It is recommended that the ASVA prepare a publicity document to describe the advantages of Summer Villages and tout the valuable role our municipalities play in the stewardship of Alberta's lakes. The purpose of this initiative is to prepare our residents to respond when the inevitable criticisms come about our existence.

A fact sheet on Summer Villages could be prepared with a volunteer committee supported by administrative staff providing statistics and data.

**RESOLUTION PRESENTED TO
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

Title: Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness

Sponsored by the Summer Village of Grandview

WHEREAS Summer Villages strive to achieve outstanding governance in the fulfillment of its obligations to residents and to Municipal Affairs; and

WHEREAS Municipal has introduced the MAP review which is compulsory for municipalities with a population under 2500 to be done at a frequency of every 5 years; and

WHEREAS increasing reporting and other obligations imposed by Municipal Affairs is putting a noticeable strain on the administrative staff without receiving a direct benefit for the residents being served; and

WHEREAS routine reporting to Municipal Affairs provides valuable information pertaining the success of municipal governance within Summer Villages; and

WHEREAS successful organizations strive for continuous improvement through routinely examining and improving the processes through which they operate.

IT IS THEREFORE RESOLVED THAT the ASVA advocate to Alberta Municipal Affairs for improvements in the administration of the MAP Reviews such that needless and non-beneficial work can be avoided, and with input from the selected municipalities on where assistance would be beneficial to that particular municipality.

Background

In the case of the Summer Village of Grandview, the first round of MAP reviews was conducted in 2018 and now we have been advised that the second round will be done in 2024. Preparation of the 2018 review took considerable administrative time to prepare documents to be reviewed by Municipal Affairs staff. While it is important to have periodic reviews (audits) of compliance with the requirements of the MGA, the impact of the review could have been greatly improved with a few simple steps. First, trivial matters such as raising hands by Council Members during a vote, and changing "in camera" to "closed session" could easily be handled by such things as simple communications to all municipalities.

Second, the sharing of results should be done so all municipalities can benefit from common mistakes made by others. We did not receive any summary of such shortcomings. Municipal Affairs could provide a great service to both Administrations and Councils by publishing a newsletter of things to watch for in the conduct of municipal business.

Third, a second round of the MAP review is bound to place another burden on an already overworked administrative staff. We have heard that the compulsory review has now commenced for all municipalities under 2500 population, but we have not yet been advised of the scope of the review. Reports, including Audit Reports, are routinely filed with Municipal Affairs to satisfy the requirements of the MGA and various regulations. Municipalities also undergo a "Municipal Indicator" rating system to

43

demonstrate viability. If these Audit Reports and Municipal Indicator ratings are designed properly, the question arises as to why another MAP review would be required. If there is something missing, then the reporting system should be improved.

Finally, and perhaps most importantly, municipalities that are successful should be used as examples for other municipalities to emulate through the sharing of best practices.

There may be other improvements based on the experiences of other Summer Villages. An improved process for the MAP review that was less onerous for administrative staff while providing benefit to municipalities having difficulties would be a significant and worthwhile achievement.

ASVA 66 th Tentative Conference Agenda - Navigating The Challenges Together - 2024				
THURSDAY OCTOBER 17, 2024				
7:00	REGISTRATION & BREAKFAST - Bison Meadows Room			
8:00	Welcome Delegates - Opening Remarks & Introduction of Next Speaker	ASVA		Mike Pashak, ASVA President
8:10	Golf Cart Pilot Project Update & SV of Whispering Hills' Experience with the Golf Cart Pilot Project	Alberta Transportation & Economic Corridors & SV of Whispering Hills		Pamela Sooley & Mayor Curtis Schoepp
8:40	TITLE SPONSOR - INTRODUCTION OF NEXT SPEAKER (TBD)	ABmunis		TBD
8:40	Summer Villages - Grant Funding Availability	A/C (Alberta Counsel)		Klay Dyer, Funding Associate
9:10	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President
9:10	FIRESMART In Summer Villages	Parkland County Fire Service		Kyle Sherman, FireSmart Coordinator
9:40	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
9:40	Enhanced Policing Services & Kids Card Program	OIC Wetaskiwin-Camrose RCMP		Inspector John Spaans
10:10	COFFEE BREAK & TRADESHOW - Emerald Hills Room			
10:30	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President
10:30	Shoreline Modifications/Stabilizations, Erosion Protection, What's allowed, What's Not	Alberta Environment and Protected Areas		Gerry Haeckel, Land Management & Conservation Branch, Lands Division
10:55	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
10:55	Fostering A Climate Respect for Summer Villages, Mayors Council Dealing with Difficult People, Threats, & Managing Expectations	Brownlee LLP		Alifeyah Gulamhusein, Partner
11:25	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President
11:25	Priorities of the Minister of Municipal Affairs	Alberta Municipal Affairs		Minister of Municipal Affairs, Ric McIver
12:05	LUNCH - Bison Meadows Room & TRADESHOW- Emerald Hills Room			
1:05	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
1:05	Impacts of Drought on Lake Water Quality	Alberta Environment and Protected Areas		Brandon Leask, Senior Water Administration Engineer
1:35	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President

1:35	Administering Summer Villages		SVs of Itaska Beach, Silver Beach & Sundance Beach	June Boyda, B.Sc, CLGM, Chief Administrative Officer
2:00	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
2:00	Estate Planning - the Cottage Rules		Patriot Law	Edward Gallagher, Partner
2:25	COFFEE BREAK & TRADESHOW- Emerald Hills Room			
2:40	INTRODUCTION OF NEXT SESSION			Mike Pashak, ASVA President
2:40	Table Topics - MAP Review, Working Wells Presentation, Burning Brush - Best Practices		ASVA Board Members & Delegates	ASVA Board Members
3:20	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
3:20	Municipal Census in Alberta		Alberta Municipal Affairs	Kim Moore, Municipal Information Advisor
3:40	5 Minute Break Before AGM			
3:45	AGM MEETING - Bison Meadows Room			
6:00	COCKTAILS - Bison Meadows Room			
6:30	BANQUET - AWARDS - SILENT AUCTION - ENTERTAINMENT - Bison Meadows Room			
Friday, October 18, 2024				
8:00	REGISTRATION & BREAKFAST - Bison Meadows Room			
9:00	Welcome Back Members - ASVA Update & Introduction of Next Speaker		ASVA	Mike Pashak, ASVA President
9:20	Asset Management		ABmunis	Robert Hayder
9:45	INTRODUCTION OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
9:45	Understanding Municipal Audits: An Auditor's Perspective		Seniuk and Company, CPAs	Laura Marcato, CPA, CA Engagement Partner – Corporate and Assurance Services, Not-For-Profit and Public Sector Firm Leader
10:10	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President
10:10	PANELIST DISCUSSION ATB - Fraud Prevention and Cybersecurity for Businesses Cybersecurity Risks and Incident Response Planning (Tentative Title) Town of Didsbury - Experience of Being Cyberhacked	ACSI -	ATB Financial ACSI Town of Didsbury	Aisha Kitchlew, Sr. Manager Fraud & Cybercrime, ATB Advisory David Chernitzky, CEO and Co-Founder of Armour Cybersecurity Mayor Rhonda Hunter
11:10	10 Minute Break			
11:20	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President

11:20	Identification, Prevention and Mitigation of Invasive Species	Alberta Environment and Protected Areas	Nicole Kimmel, Aquatic Invasive Species Specialist
11:50	CONFERENCE CLOSING REMARKS	ASVA	Mike Pashak, ASVA President



Summer Village of Nakamun Park Request For Decision - (RFD) 2024-45

Meeting:	Regular Council
Meeting Date:	September 17, 2024
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Emergency Management – DEM/DDEM Succession Planning Opportunity
Agenda Item Number:	6(d) – Regular Meeting Business

BACKGROUND/PROPOSAL:

Council will recall that the municipality has the obligation to provide Emergency Management as a core service in the local authority. We facilitate this operation through a regional partnership with the SVREMP group. Under this arrangement each member municipality contributes an elected member to sit on the advisory committee and also agrees to maintain and provide a local Director of Emergency Management (DEM) and Deputy DEM (DDEM), who in turn form the agency (working group of the partnership) under the leadership of the Regional DEM and RDDEM.

Regardless of if we are in the partnership or not, we would be required to have a DEM and DDEM. Where either of these positions are not filled, the CAO is assumed to fill the vacancy. For the past several years (since 2018 I think) Jason Madge has served as DEM and CAO Moskalyk has served as DDEM.

Earlier this year the RDEM and RDDEM made me aware of existing opportunities to add some new blood to the team. The more I think about it would be beneficial to at least test the waters and see if there is other interest out there – the earlier we start that process the better so that we can consider adding or replacing at the junior level to allow new folks to “train-up” before being thrown into the fray.

I have been made aware of at least two individuals (one in West Cove and one in Nakamun Park) who would be interested in stepping in as DDEM, training up, and being prepared to support the local and regional service.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Ideally, we would have a Local DEM from the community – right now neither Jason nor CAO Moskalyk live in Nakamun Park. Jason is trained to ICS-400 plus various other courses, and CAO Moskalyk is awaiting ICS-300 training, and also serves as Finance Officer in the regional service. Good assets to have, but also limited in the availability and ability to commit at the local level. While the organization is bound to change at some point, for right now we have the opportunity to perhaps bring on a new person to help add depth to the organization before we reach the transition stage.

48



If Council is in agreement, I would suggest the following course of action:

- 1) Develop an RFP for a Local DDEM position.
- 2) Closing Date for Submissions – October 31st, 2024
- 3) Intended Start Date of January 1st, 2025, but cover any basic training courses in the meantime (definitely BEM, ICS-100, etc.) prior to starting
- 4) Although the role would be DDEM, I would suggest this person be appointed to the agency committee in 2025 to accelerate the process to eventually getting them to the DEM position.

It should be noted that DEM and DDEM positions are remunerated at the same level as Council (half day/full day/travel and expenses, but no stipend), although this is completely negotiable. Some municipalities use a monthly honorarium, some are a monthly honorarium plus meeting fees.

COSTS/SOURCE OF FUNDING (if applicable)

Our typical budget amount for Emergency Management DEM/DDEM/Council Training and Meetings is ~\$1,200/year – so not a whole lot when we're talking about adding a new person. Current DEM/DDEM have not charged for their service in the past, but we would expect this new person to be compensated and that has a budget impact. If we proceeded with this plan I would suggest for plan to budget at least \$2,400 per year as a base, but that this includes time for training to a proficient level (up to ICS-300 within 2 years).

RECOMMENDED ACTION:

- 1) That Council authorises administration to prepare and circulate a RFP for DDEM services for the summer village of Nakamun Park, with the RFP being posted to the website community board and sent to known interested parties and SVREMP for wider circulation, with a closing date of October 31st, 2024 and remuneration considerations as discussed.
- 2) That Council authorize administration to proceed with interviews and engagement of the resulting preferred candidate following the RFP process, conditional on the budget threshold and training schedules as discussed, including_____.

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

49

Date Wed, 07 Aug, 24 10:50:37PM
From Office Sunset Point
office@sunsetpoint.ca
To david.ives@firerescueinternational.net
david.ives@firerescueinternational.net
Alberta Beach Village Office
aboffice@albertabeach.com
Marlene Walsh
marlenehwalsh@gmail.com
wendy wildwillowenterprises.com
wendy@wildwillowenterprises.com
cao@rosshaven.ca
cao@rosshaven.ca
Cc cao@svnakamun.com
cao@svnakamun.com
cao@rosshaven.ca
cao@rosshaven.ca
Yellowstone Office
office.svyyellowstone@gmail.com
Gwen Jones
gwen.jones@sunsetpoint.ca
office@svyellowstone.ca
office@svyellowstone.ca
Subject Response to August 7, 2024 Deadline and Negotiation Clarifications

Chief Ives,

I hope this message finds you well.

Attached is a letter from our Mayor and Council in response to your correspondence from July. I have copied all the other CAOs on this email for consistency, as they received a copy during the Wednesday meeting.

I apologize for missing the meeting on Wednesday; I misread the time and mistakenly thought it started at 2:00 p.m. Additionally, I regret not setting up a meeting in July as planned. I have been dealing with some family health issues, which has impacted my schedule. We look forward to continue these discussions as a group and request to continue to be included.

Thank you for your understanding. Please let me know if you have any questions or need further information.

Best regards,

Matt



[:Letter to Fire Rescue August 7th.pdf](#) (180K)

50



August 7th 2024

Fire Rescue International
4935 50 Ave
Alberta Beach, AB
T0E0A0

Re: Fire Service Negotiations

Dear Chief Ives,

Thank you for your letter dated July 28, 2024. We appreciate Fire Rescue International's (FRI) commitment to ensuring a path forward for all communities involved in the fire services agreement.

We want to assure you that the Summer Village of Sunset Point remains committed to negotiating in good faith until the March 7, 2025 deadline of the existing agreement, and we wish to continue being actively involved in all discussions and negotiations. However, we do not appreciate the imposition of an arbitrary deadline of August 7, 2024, that is outside of any of our existing agreements and is the opposite of good faith negotiations, as it does not allow sufficient time for us to thoroughly review and consider all aspects of the proposed agreement.

It is important to note that should this deadline force Sunset Point to decline participation, it would result in none of the partners actually committing. The partners' existing motions committed to rates that included the involvement of the second-largest organization, Sunset Point. Removing our village from the agreement would significantly increase the charges for the remaining partners, which would be contrary to the motions they have passed. Additionally, we have concerns that the other municipalities' motions sole sourcing an Administrative Consultant may violate tendering laws within the Province of Alberta. This is yet another reason why a motion will not be provided by Sunset Point at this time.

At this time, we are not aware of any motions or agreements from our current partners that establishes a secondary management group with alternate fee structures. Our understanding is that all participating municipalities are operating under a unified agreement without any distinction in management or fee arrangements. If there have been developments or discussions to the contrary, we would appreciate further clarification.

We acknowledge that August 7th marks six months before our current agreement ends. We understand your desire from a business point of view to finalize an agreement. However, Sunset Point continues to have issues with the agreement and the unfair burden our residents are forced to pay while subsidizing other municipalities. Furthermore, we disagree with the proposed timeline and truly believe that the governance model must be resolved prior to finalizing a service contract, as none of our issues have been resolved to date.

(51)



Due to the letters, correspondence, and general inability of the County and Fire Rescue International to present information consistently and in the same manner, we are currently undertaking a third-party comparison of fire service options. This independent review is necessary to ensure that we make the most informed and responsible decision for our community. We respectfully ask that you cooperate with our consultants, providing them with any information they require to ensure a proper analysis. We anticipate the report being completed by the end of the month.

While we will not be able to provide a formal indication of our intentions by August 7th, we reiterate our commitment to reviewing all options and working towards a mutually beneficial agreement.

Given our position and the indications of your letter, we also seek clarification on whether FRI will continue to provide services to Sunset Point should we not meet the August 7th deadline. Your prompt response to this query will help us better understand our position and plan accordingly.

We value the strong relationship we have built with FRI and look forward to maintaining open and constructive communication throughout this process. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

Gwen Jones
Mayor
Summer Village of Sunset Point

52

RESIDENTIAL / FARM LAND

NON-RESIDENTIAL

MACHINERY AND EQUIPMENT

Municipality Code	Municipality Name	2025 Residential/Farm Land	2024 Residential/Farm Land	\$ Diff	% Diff	2025 * Non-residential	2024 * Non-residential	\$ Diff	% Diff	2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
378	LARKSPUR	36,083,212	34,550,000	1,533,212	4.44%	59,930	58,610	1,320	2.25%	0	0	0	0.00%
210	MA-ME-O BEACH	105,861,759	106,514,176	-652,417	-0.61%	2,061,640	2,073,540	-11,900	-0.57%	0	0	0	0.00%
359	MEWATHA BEACH	64,925,208	60,038,168	4,887,040	8.14%	420,330	243,630	176,700	72.53%	0	0	0	0.00%
230	NAKAMUN PARK	45,987,515	43,107,286	2,880,229	6.68%	159,260	151,180	8,080	5.34%	0	0	0	0.00%
237	NORGENWOLD	258,215,606	234,553,258	23,662,348	10.08%	621,140	582,850	38,290	6.57%	0	0	0	0.00%
385	NORRIS BEACH	39,123,256	38,182,164	941,092	2.46%	180,540	175,670	4,870	2.77%	0	0	0	0.00%
374	PARKLAND BEACH	84,190,496	79,376,687	4,813,809	6.06%	2,583,120	2,472,828	110,292	4.46%	0	0	0	0.00%
362	PELICAN NARROWS	56,633,552	54,088,964	2,544,588	4.70%	319,730	309,170	10,560	3.42%	0	0	0	0.00%
253	POINT ALISON	25,394,657	25,436,048	-41,391	-0.16%	80,180	76,780	3,400	4.43%	0	0	0	0.00%
256	POPLAR BAY	105,151,193	104,244,044	907,149	0.87%	411,030	395,590	15,440	3.90%	0	0	0	0.00%
267	ROCHON SANDS	64,798,185	63,760,186	1,037,999	1.62%	461,860	445,950	15,910	3.57%	0	0	0	0.00%
273	ROSS HAVEN	66,839,653	63,760,186	3,079,467	4.83%	233,730	222,000	11,730	5.28%	0	0	0	0.00%
277	SANDY BEACH	51,388,006	48,363,260	3,024,746	6.25%	676,877	628,812	48,065	7.64%	0	0	0	0.00%
279	SEBA BEACH	205,049,772	187,577,127	17,472,645	9.31%	3,886,530	3,692,860	193,670	5.24%	0	0	0	0.00%
282	SILVER BEACH	97,557,868	96,490,788	1,067,080	1.11%	209,800	200,890	8,910	4.44%	0	0	0	0.00%
283	SILVER SANDS	70,050,286	63,854,729	6,195,557	9.70%	1,343,960	1,254,520	89,440	7.13%	0	0	0	0.00%
289	SOUTH BAPTISTE	23,136,355	21,255,968	1,880,387	8.85%	778,690	768,250	10,440	1.36%	0	0	0	0.00%
288	SOUTH VIEW	20,587,286	19,847,688	739,598	3.73%	138,100	132,560	5,540	4.18%	0	0	0	0.00%
388	SUNBREAKER COVE	160,094,129	151,165,490	8,928,639	5.91%	170,210	163,000	7,210	4.42%	0	0	0	0.00%
306	SUNDANCE BEACH	68,984,227	66,183,716	2,800,511	4.23%	91,760	86,840	4,920	5.67%	0	0	0	0.00%
386	SUNRISE BEACH	31,337,724	29,676,810	1,660,914	5.60%	153,020	145,470	7,550	5.19%	0	0	0	0.00%
357	SUNSET BEACH	38,403,430	36,939,949	1,463,481	4.24%	161,590	152,890	8,700	5.69%	0	0	0	0.00%
308	SUNSET POINT	74,406,024	74,574,423	-168,399	-0.23%	202,640	193,250	9,390	4.86%	0	0	0	0.00%
324	VAL QUENTIN	54,559,927	50,712,346	3,847,581	7.59%	305,690	292,150	13,540	4.63%	0	0	0	0.00%
380	WAPAROUS	47,022,933	37,972,230	9,050,703	23.84%	50,890	48,540	2,350	4.84%	0	0	0	0.00%
370	WEST BAPTISTE	42,864,372	38,462,989	4,391,403	11.42%	140,540	134,100	6,440	4.80%	0	0	0	0.00%
344	WEST COVE	59,945,733	59,479,017	466,716	0.78%	221,540	210,930	10,610	5.03%	0	0	0	0.00%
371	WHISPERING HILLS	56,867,667	49,482,651	7,385,016	14.92%	472,480	291,480	181,000	62.10%	0	0	0	0.00%
365	WHITE SANDS	126,923,437	120,871,668	6,051,769	5.01%	628,050	600,250	27,800	4.63%	0	0	0	0.00%
354	YELLOWSTONE	40,605,537	38,146,088	2,459,449	6.45%	176,710	167,430	9,280	5.55%	0	0	0	0.00%
SUBTOTAL		3,811,216,189	3,571,348,591	239,867,598	6.70%	25,872,917	24,143,860	1,729,057	7.16%	98,850	95,880	2,970	3.10%
Improvement Districts													
159	I.D. NO. 04 (WATERTON)	204,914,379	190,218,591	14,695,848	7.73%	75,230,780	71,253,670	3,977,110	5.58%	0	0	0	0.00%
164	I.D. NO. 09 (BANFF)	139,521,790	121,792,200	17,729,590	14.56%	885,137,783	731,062,930	154,074,853	21.08%	0	0	0	0.00%
167	I.D. NO. 12 (JASPER NATIONAL PARK)	6,635,090	6,716,500	-81,410	-1.21%	57,818,840	57,205,850	612,990	1.07%	0	0	0	0.00%
168	I.D. NO. 13 (ELK ISLAND)	374,130	373,500	630	0.17%	5,863,570	5,940,010	-76,440	-1.29%	0	0	0	0.00%
179	I.D. NO. 24 (WOOD BUFFALO)	2,439,830	2,447,900	-8,070	-0.33%	1,309,420	1,267,340	42,080	3.32%	0	0	0	0.00%
373	KANANASKIS IMPROVEMENT DISTRICT	76,790,641	70,267,696	6,522,945	9.28%	139,161,230	123,248,450	15,912,780	12.91%	24,293,160	24,177,410	115,750	0.48%
SUBTOTAL		430,675,860	391,276,327	39,399,533	10.07%	1,164,521,623	989,978,250	174,543,373	17.63%	24,293,160	24,177,410	115,750	0.48%
Special Areas													
142	SPECIAL AREAS BOARD	675,990,836	620,704,017	55,286,819	8.91%	2,947,058,046	2,585,680,407	361,377,639	13.98%	469,058,550	461,023,690	8,034,860	1.74%
SUBTOTAL		675,990,836	620,704,017	55,286,819	8.91%	2,947,058,046	2,585,680,407	361,377,639	13.98%	469,058,550	461,023,690	8,034,860	1.74%
462	TOWNSITE OF REDWOOD MEADOWS	249,648,091	227,765,738	21,882,353	9.61%	0	0	0	0	0	0	0	0
SUBTOTAL		249,648,091	227,765,738	21,882,353	9.61%	0	0	0	0	0	0	0	0
GRAND TOTAL		764,328,5849	704,672,074,427	59,656,501,422	8.47%	271,667,210,343	256,006,443,106	15,660,767,237	6.12%	102,688,374,378	98,598,097,087	4,090,277,291	4.15%

54

Town of Mayerthorpe

Report Title : NAKAMUN TOTAL CONTRACT HRS

Report Range

Start: 2024/08/01 0000

End: 2024/08/31 2359

Man Hour Report by User

S.V. NAKAMUN PARK

KASAMBA, GERVAIS

Event start: 2024/08/06 1325 **Event end:** 2024/08/06 1325 **Time:** 0 Minutes

Address: 5100-4ST PLAN 2302 BLK 5 LOT 20

Activity Type: REPORT WRITING (CASE REPORT)

Total Time on Call for this Event : 0 Hours 0 Minutes

Event start: 2024/08/09 1134 **Event end:** 2024/08/09 1134 **Time:** 0 Minutes

Address: 4001-HILLCREST DRIVE

Activity Type: REPORT WRITING (CASE REPORT)

Total Time on Call for this Event : 0 Hours 0 Minutes

Event start: 2024/08/09 1134 **Event end:** 2024/08/09 1134 **Time:** 0 Minutes

Address: 4001-HILLCREST DRIVE

Activity Type: REPORT WRITING (CASE REPORT)

Total Time on Call for this Event : 0 Hours 0 Minutes

Event start: 2024/08/09 1146 **Event end:** 2024/08/09 1146 **Time:** 0 Minutes

Address: 5100-4ST PLAN 2302 BLK 5 LOT 20

Activity Type: REPORT WRITING (CASE REPORT)

Total Time on Call for this Event : 0 Hours 0 Minutes

Event start: 2024/08/09 1153 **Event end:** 2024/08/09 1153 **Time:** 0 Minutes

Address: 5020 KARPO ST

Activity Type: REPORT WRITING (CASE REPORT)

Total Time on Call for this Event : 0 Hours 0 Minutes

55

Town of Mayerthorpe

Report Title : NAKAMUN TOTAL CONTRACT HRS

Report Range Start: 2024/08/01 0000 End: 2024/08/31 2359

Man Hour Report by User

Event start: 2024/08/09 1153 Event end: 2024/08/09 1154 Time: (1) Minutes

Address: 5020 KARPO ST

Activity Type: REPORT WRITING (CASE REPORT)

Total Time on Call for this Event : 0 Hours 1 Minutes

Event start: 2024/08/20 1614 Event end: 2024/08/20 1614 Time: 0 Minutes

Address: 5100-4ST PLAN 2302 BLK 5 LOT 20

Activity Type: REPORT WRITING (CASE REPORT)

Total Time on Call for this Event : 0 Hours 0 Minutes

KASAMBA, GERVAIS : Total Time On Calls 0 Hours 1 Minutes

Total Group Time: 1 Hours 1 Minutes

TOWN OF MAYERTHORPE

KASAMBA, GERVAIS

Event start: 2024/08/08 1300 Event end: 2024/08/08 1430 Time: (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2024/08/16 0830 Event end: 2024/08/16 1000 Time: (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2024/08/20 1330 Event end: 2024/08/20 1405 Time: (35) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 0 Hours 35 Minutes

56

Town of Mayerthorpe

Report Title : NAKAMUN TOTAL CONTRACT HRS
Report Range Start: 2024/08/01 0000 End: 2024/08/31 2359

Man Hour Report by User

Event start:	2024/08/25 0930	Event end:	2024/08/25 1100	Time:	(90) Minutes
Address:	SUMMER VILLAGE				
Activity Type:	GENERAL PATROL				
Total Time on Call for this Event :				1 Hours	30 Minutes
Event start:	2024/08/28 0930	Event end:	2024/08/28 1100	Time:	(90) Minutes
Address:	SUMMER VILLAGE				
Activity Type:	GENERAL PATROL				
Total Time on Call for this Event :				1 Hours	30 Minutes
KASAMBA, GERVAIS : Total Time On Calls				6 Hours	35 Minutes
Total Group Time:				6 Hours	35 Minutes
All Officers: Total Time On Calls				6 Hours	36 Minutes

57