

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Tuesday May 20, 2025 – 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: (1-2)

a) Tuesday May 20th, 2025 Regular Meeting Agenda

3. Minutes: (3-8)

a) Tuesday April 15th, 2025 Regular Meeting Minutes

b)

4. Appointment:

a) N/A

5. Bylaws/Policies:

a) Bylaw 2025-6 – Traffic Bylaw (See Business Item 6(b), Below)

b) Bylaw 2025-7 – Fees and Charges Bylaw (Updated) (See Business Item 6(c), Below)

c)

6. Business: (9-10)

a) Occupational Health and Safety, Follow-Up – RFD 2025-26 is attached for background and recommendation(s) following our most recent routine inspection.

(11-25)

b) Bylaw 2025-6, Traffic Bylaw (New) – RFD 2025-27, including the proposed new draft bylaw, is attached for consideration.

(26-34)

c) Bylaw 2025-7, Fees and Charges Bylaw (Updated) – RFD 2025-28, including the proposed draft bylaw – amended in anticipation of the adoption of the new Traffic Bylaw, is attached for consideration.

(35-44)

d) Public Works Foreperson, Updated Job Description – RFD 2025-29, including the draft job description for the Public Works Foreperson Position, is attached for consideration by Council.

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Tuesday May 20, 2025 – 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.

- e Other
- f) Other
- 7. Financial
 - a) April 2025 Income and Expense Statements (Will Be Circulated In Council During the Meeting)
- 8. Councillor Reports
 - a) Mayor
 - b) Deputy Mayor
 - c) Councillor
- 9. Administration Reports
 - a) CAO:
 - a. Tax Mailout and Newsletters Issues
 - b. Fire Ban Status and Signs
 - c. Mail Strike Considerations
 - d. Public Works 2025 Start-Up and To-Dos
 - e. Regional Meeting Follow-Up (Tourism North of 16 Membership?)
 - f. Candidate's Info-Session Follow-Up
 - g. Notice of LUB Hearing, Next Steps
 - h. Other
- 10. Information and Correspondence
 - a) N/A
- 11. Closed Meeting
 - a) N/A
- 12. Next Meeting Date
 - a) Schedule the next regular council meeting for June 17, 2025 5:00 p.m., or some other date/time.
- 13. Adjournment

Upcoming Meetings:

May 24th, 2025 – Candidate Orientation (Darwell)
June 17, 2025 – SVNP Council Meeting
June 17, 2025 – Land Use Bylaw Hearing
June 21st, 2025 – SVLSACE (location TBD)
July 12th, 2025 – Nomination Day (SVNP)
July 15, 2024 – SVNP Council Meeting (Proposed)
July 26th, 2025 – SVNP Annual Information Meeting
August 2nd, 2025 – Advance Vote (SVNP, if required)
August 9th, 2025 – Election Day (SVNP, if required)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY April 15, 2025 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: Seniuk and Marcato, Laura Marcato (Zoom) 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 2:01 p.m.
2.	AGENDA	
	53-25	<p>MOVED by Deputy Mayor Hanssen that the agenda for the Tuesday, April 15, 2025, regular meeting of council be approved as presented.</p> <p>CARRIED.</p>
3.	MINUTES	
	54-25	<p>MOVED by Mayor Pederson that the minutes for Tuesday, March 18, 2025, regular meeting of council be approved, as presented.</p> <p>CARRIED.</p>
4.	APPOINTMENT	
	55-25	<p>MOVED by Deputy Mayor Hanssen that the presentation of the 2024 Audited Financial Statements for the Summer Village of Nakamun Park, as prepared by Seniuk and Marcato CPA and presented by Laura Marcato, the municipality's appointed auditor, on this day, April 15, 2025, be accepted as information.</p> <p>CARRIED.</p>
	Laura Marcato – Exited the Meeting – 2:45pm	Laura Marcato exited the meeting at 2:45pm
5.	BYLAW	
	56-25	<p>MOVED by Deputy Mayor Hanssen that Bylaw #2025-1, being a bylaw for the Establishment of the Position of Chief Administrative Officer and Designated Officers for the municipality, be given first reading, with the following amendments:</p> <p>i) Page 3, Section 5.2 edit to read “manufactured”.</p> <p>CARRIED.</p>

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57-25	MOVED by Mayor Pederson that Bylaw #2025-1, being a bylaw for the Establishment of the Position of Chief Administrative Officer and Designated Officers for the municipality, be given second reading as amended. CARRIED.
58-25	MOVED by Councillor Charter that Bylaw #2025-1, being a bylaw for the Establishment of the Position of Chief Administrative Officer and Designated Officers for the municipality, be given unanimous consent to proceed to third and final reading, this day, April 15, 2025. CARRIED UNANIMOUSLY.
59-25	MOVED by Mayor Pederson that Bylaw #2025-1, being a bylaw for the Establishment of the Position of Chief Administrative Officer and Designated Officers for the municipality, be given a third and final reading as amended and that the Mayor and Chief Administrative Officer be authorized to execute same. CARRIED.
60-25	MOVED by Deputy Mayor Hanssen that Bylaw #2025-2, being a Procedural Bylaw for the municipality, be given first reading, with the following amendments: i) Page 8, Section 48(d) Line 5 – edit to read “resolve”.
61-25	CARRIED.
62-25	MOVED by Mayor Pederson that Bylaw #2025-2, being a Procedural Bylaw for the municipality, be given second reading, as amended. CARRIED.
63-25	MOVED by Councillor Charter that Bylaw #2025-2, being a Procedural Bylaw for the municipality, be given unanimous consent to proceed to third and final reading, this day, April 15, 2025. CARRIED UNANIMOUSLY.
	MOVED by Mayor Pederson that Bylaw #2025-2, being a Procedural Bylaw for the municipality, be given a third and final reading as amended and that the Mayor and Chief Administrative Officer be authorized to execute same. CARRIED.
6. BUSINESS	
64-25	MOVED by Mayor Pederson that Council approve the Enforcement Services Agreement with Lac Ste. Anen County, as presented and encompassing Community Peace Officer, Bylaw Enforcement and Animal Control Services on a two year term beginning May 1, 2025, and that the Mayor and Chief Administrative Officer be authorized to execute same. CARRIED.

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65-25	MOVED by Deputy Mayor Hanssen that Council approved the engagement of Short Track Equipment for the annual equipment and machinery inspection and reporting, and as primary contractor for any required maintenance services as may be required from time to time, based on the proposal for same presented this day, April 15, 2025. CARRIED.
66-25	MOVED by Councillor Charter that Council approved the sale of 4008 Nakamun Drive for the price and \$120,000.00, and subject to the listed conditions of the agreement made on March 26, 2025, and direct administration to proceed with the recovery of outstanding and lawfully owed taxes, penalties and costs from these proceeds and to notify the previous owner, or their estate, of the balance remaining in accordance with the Act. CARRIED.
67-25	MOVED by Deputy Mayor Hanssen that Council approves the 2025 Municipal Corporate Plan, as presented this date April 15, 2025, AND THAT the Five-Year Operating and Capital Plans for the municipality, as presented in the Municipal Corporate Plan be adopted as presented. CARRIED.
68-25	MOVED by Councillor Charter that Council approves the 2025 Operating and Capital Budget for the Summer Village of Nakamun Park, inclusive of the \$930.00 Minimum Amount Payable and \$123.17 Special Protective Services Levy, as presented this day April 15, 2025. CARRIED.
69-25	MOVED by Deputy Mayor Hanssen that Bylaw #2025-3, being a Bylaw Establishing the 2025 Special Protective Services Levy for Fire Service Costs, be given first reading. CARRIED.
70-25	MOVED by Councillor Charter that Bylaw #2025-3, being a Bylaw Establishing the 2025 Special Protective Services Levy for Fire Service Costs, be given second reading. CARRIED.
71-25	MOVED by Deputy Mayor Hanssen that Bylaw #2025-3, being a Bylaw Establishing the 2025 Special Protective Services Levy for Fire Service Costs, be given unanimous consent to proceed to third and final reading, this day, April 15, 2025. CARRIED UNANIMOUSLY.
72-25	MOVED by Mayor Pederson that Bylaw #2025-3, being a Bylaw Establishing the 2025 Special Protective Services Levy for Fire Service Costs, be given a third and final reading and that the Mayor and Chief Administrative Officer be authorized to execute same. CARRIED.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY April 15, 2025 AT 2:00 P.M. AT THE WILDWILLOW
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73-25	MOVED by Deputy Mayor Hanssen that Bylaw #2025-4, being the 2025 Tax Rate Bylaw for the Summer Village of Nakamun Park, be given first reading. CARRIED.
74-25	MOVED by Mayor Pederson that Bylaw #2025-4, being the 2025 Tax Rate Bylaw for the Summer Village of Nakamun Park, be given second reading. CARRIED.
75-25	MOVED by Councillor Charter that Bylaw #2025-4, being the 2025 Tax Rate Bylaw for the Summer Village of Nakamun Park, be given unanimous consent to proceed to third and final reading, this day, April 15, 2025. CARRIED UNANIMOUSLY.
76-25	MOVED by Deputy Mayor Hanssen that Bylaw #2025-4, being the 2025 Tax Rate Bylaw for the Summer Village of Nakamun Park, be given a third and final reading and that the Mayor and Chief Administrative Officer be authorized to execute same. CARRIED.
77-25	MOVED by Councillor Charter that the 2024 Audited Financial Statements, as prepared by Seniuk and Marcato CPA, the appointed municipal auditors, be approved and Mayor and Chief Administrative Officer be authorized to execute same, inclusive of the discussed: i) Transfer from Capital Reserves to Unrestricted Surplus ii) Inclusion of the Note on Capital Costs (Debenture Obligations) regarding External Commissions. CARRIED.
78-25	MOVED by Deputy Mayor Hanssen that pursuant to Sections 23 of the FOIPP Act, Council move into closed meeting at 5:26 p.m. to discuss the prospective revisions to the Land Use Bylaw – as these options are presented in draft at this time and therefore subject to local body confidences under the Act. CARRIED.
Recess to Vacate – 5:27 p.m.	Mayor Pederson called a recess at 5:27 p.m. to allow the public to vacate.
Call to Order – Start of Closed Session 5:28 p.m.	Mayor Pederson called the meeting back to order at 5:38 p.m. and Council moved into Closed Session.
Attendees in Closed Session	i) Mayor Pederson – In Person ii) Deputy Mayor Hanssen – In Person iii) Councillor Charter – In Person iv) CAO Moskalyk – In Person
Recess to Allow Public Access – 5:45 p.m.	Mayor Pederson called a recess at 5:45 p.m. to allow the public to reenter the meeting.

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	Call to Order – End of Closed Session 5:46 p.m.	Mayor Pederson called the meeting back to order at 5:46 p.m. and invited a motion to end the closed session and revert to the regular council meeting.
	79-25	MOVED by Deputy Mayor Hanssen that Council return to open public meeting at 5:47 p.m. CARRIED.
	80-25	MOVED by Councillor Charter that Council gives first reading to Land Use Bylaw #2025-5, being a Land Use Bylaw for the Summer Village of Nakamun Park repealing and replacing Land Use Bylaw #2022-4, as amended. Deputy Mayor Hanssen requested a recorded vote: Those in Favour of the Motion: Mayor Pederson, Councillor Charter; Those Opposed to the Motion: Deputy Mayor Hanssen. CARRIED.
	81-25	MOVED by Councillor Charter that Council establish June 17, 2025, at 7 p.m. in municipal council chambers for the date, time, and place for the required Public Hearing for same, with notice for this hearing to be mailed to all property owners and posted to the website. CARRIED.
7.	FINANCIAL	N/A
8.	COUNCIL REPORTS 82-25	MOVED by Mayor Pederson that Council accept the Council Reports for information, as presented. CARRIED.
9.	ADMINISTRATION /PUBLIC WORKS REPORTS 83-25	MOVED by Deputy Mayor Hanssen that Council accept the Administration and Public Works reports for information, as presented. CARRIED.
10	INFORMATION / CORRESPONDENCE 84-25	MOVED by Mayor Pederson that the following information and correspondence items be accepted as information:

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
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		<p>a) Government of Alberta, Municipal Affairs – March 14, 2025 Letter regarding 2025 Education Property Taxes, including Page 7 and 8 of the report noting summer villages cost 2024 to 2025 comparison, for reference.</p> <p>b) Government of Alberta, Municipal Affairs – April 8, 2025 Letter regarding the passing of Bill 50 making various changes to the MGA, LAEA and other statutes impacting, or potentially impact municipalities. Among the changes are new rules to consider for the 2025 elections, as well as pending consideration on changing or abandoning the code of conduct provisions for local authorities (at the local level) – replacing same with a centralized, independent process.</p> <p style="text-align: right;">CARRIED.</p>
11.	CLOSED MEETING	See at Item – Business 6(i), above.
12.	NEXT MEETING 85-25	<p>MOVED by Mayor Pederson that the next regularly scheduled meeting be held on Tuesday May 20, 2025 at 2:00 p.m.</p> <p style="text-align: right;">CARRIED.</p>
13.	ADJOURNMENT	Mayor Pederson declared the meeting adjourned at 5:53 p.m.

Mayor Keith Pederson

Chief Administrative Officer Dwight Moskalyk



Summer Village of Nakamun Park Request For Decision - (RFD) 2025-26

Meeting:	Regular Council
Meeting Date:	May 20, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Occupational Health and Safety, Routine Inspection and Follow-Up Actions
Agenda Item Number:	6(a) – Regular Business

BACKGROUND/PROPOSAL:

The municipality (to my knowledge) has not had an OHS inspection in the past. A few years ago, legislative changes signalled a shift in how municipalities in general might be viewed in the OHS Legislation, but still summer villages and other smaller operations were shielded from some of the more onerous provisions of the Act (corporations with fewer than 5 employees, including SVNP, did not need to meet various requirements). Nothing in the legislative framework has changed since then, however the past several years has seen a tragic spike in the number of incidents province-wide for workplace related injuries and incidents. As a result, OHS has expanded their outreach efforts to all corporations/municipalities, to conduct routine inspections and verify compliance requirements within those organizations.

In April we were contacted by our local OHS Officer, Adetokunbo Taiwo, and in May we had both a follow-up Admin meeting with him and he conducted a site visit and meeting with Public Works Foreman Tarnowski. Resulting from these meetings, the Municipality is required to prepare and submit both a Workplace Emergency Response Plan and a Hazard Assessment Report by end of May 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The municipality certainly welcomes the opportunity to get these matters addressed and pull into compliance with the legislation and best practices, especially given the scope and scale of our operations (unique to summer villages) and the fact that we employ a variety of staff (seasonal, contractors, and summer students). In fact of the discussion points noted often in our meetings with Adetokunbo was the suspicion that much of the rise in workplace infractions are resulting, in part, from a changing workplace culture with a mix of older/set-in-their-ways/take "common sense" as granted supervisors working with new/less attentive/and more bullish young labourers creating a gap in safety communication province wide – and in some ways we are susceptible of this gap as well.

Given the tight timeline to get the reporting done and the fact that this is a new element to the administrative framework, I have engaged a firm to prepare our Workplace Emergency Response Plan and Hazard Assessment Reports, which will be combined into a Workplace Safety Manual going forward. Ideally, I would have reviewed this matter in council first, but time and circumstance did not allow.



The purpose of this business item is simply to get Council's recognition that they were apprised of this matter, and ratify the engagement of the consultant (Peden Safety, Calgary Alberta).

The service will cost \$1,750 (plus GST), and includes the option to have an annual audit/update to the report, at a cost to be determined later if we decide to go that route.

COSTS/SOURCE OF FUNDING (if applicable)

The service will cost \$1,750 (plus GST), and includes the option to have an annual audit/update to the report, at a cost to be determined later if we decide to go that route. Obviously, this is an unexpected 2025 expense that we had not anticipated at budget time, but it is likely we can pull funds from the traffic bylaw budget to offset this cost, or if not, we will pull from reserves.

RECOMMENDED ACTION:

1. That Council acknowledges the update on the Occupational Health and Safety inspections conducted in the Summer Village of Nakamun Park and ratifies the engagement of Peden Safety to prepare and submit the required compliance reports, specifically the Workplace Emergency Response Plan and the Hazard Assessment Report, as discussed this day, May 20, 2025.

Initials show support – Reviewed By:

CAO: D. Moskalyk

10



Summer Village of Nakamun Park Request For Decision - (RFD) 2025-27

Meeting:	Regular Council
Meeting Date:	May 20, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Traffic Bylaw, Bylaw 2025-6
Agenda Item Number:	6(b) – Regular Business

BACKGROUND/PROPOSAL:

In anticipation of the change to new CPO Services, and following rising community concerns on traffic and parking enforcement matters (recall comments from the last round of public surveys), Council authorized the drafting of a Traffic Bylaw. Michelle with Patriot Law has prepared same, and we have reviewed it with new CPO services and the Admin team for our comments. We are now presenting the draft to Council for their comments/consideration.

A copy of the draft bylaw is attached. This is a wholly new bylaw for the municipality, so please read it carefully for any edits/changes you might want to see. Also, note that the various Penalties/Fees/Charges referenced in the bylaw will be broken out and defined as a new schedule in the Fees and Charges Bylaw (a revised draft of which has been prepared and is next on the agenda for consideration, pending adoption of this bylaw).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Overall, Administration – including new CPO Services – are very happy with the draft bylaw. As expected, it is very comprehensive and provides a single source document for traffic control, parking and off-highway vehicle regulation within the municipality. Having this bylaw will greatly enhance the ability of Enforcement Services to consistently apply the spirit and intent of the service level expected by the Council and the community.

With this in mind, there are a few discretionary matters that Council will need to settle on, and also a few comments/potential revisions that might find their way into a revised draft at meeting time:

- 1) Traffic Speed Limits: They are set at default of 30km/hr (and 20km/hr for OHV) throughout the village. Are these consistent with your expectations (currently it is 30km for ALL Vehicle types)
- 2) I am seeking clarification (at time of writing this report) on if Part 8 or 9 can be interpreted broadly in such a way to preserve the existing provision in the OHV Bylaw (2009-3) where the CAO can include a ban on OHV as part of the Fire Ban/Fire Restriction arsenal. If not, we might want to add that, which would allow a further revision in...
- 3) A focus of this new bylaw was to condense any existing regulations and incorporate any important sections in a new single source bylaw. On record we really only have the OHV Bylaw





from the past but I suspect there were earlier traffic bylaws but not in the recent records. Usually in these cases we add in a very general repeal clause speaking to "any or all previously existing bylaws speaking to matters of x,y,z, including (list of known bylaws) are hereby repealed." As such, I am curious as to why no general repeal clause was included and have asked for clarification on this. Pending that discussion, council may be asked to pass an amended bylaw inclusive of such a repeal clause.

COSTS/SOURCE OF FUNDING (if applicable)

The cost of the bylaw preparation was approved in the budget and covered by reserves.

RECOMMENDED ACTION:

1. That Council gives all required readings to Bylaw 2025-6, the Traffic Bylaw, as presented or with amendments, and authorized execution of same by Mayor Pederson and CAO Moskalyk.

Initials show support – Reviewed By:	CAO: D. Moskalyk
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BYLAW NO. 2025-6

**A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA,
RESPECTING TRAFFIC SAFETY, PARKING, ROAD USE, AND OFF-HIGHWAY VEHICLES**

WHEREAS the *Municipal Government Act*, RSA 2000, c M-26, as amended, authorizes a Council to pass bylaws for municipal purposes respecting, among other things, the following matters:

- A. The safety, health, and welfare of people and the protection of people and property;
- B. The controlling of transport and transportation systems; and
- C. The enforcement of bylaws;

AND WHEREAS the *Traffic Safety Act*, RSA 2000, c T-6 authorizes the Council of a municipality to pass bylaws not inconsistent with the *Traffic Safety Act* respecting Highways under its direction, control and management, and for the regulation and control of traffic within the boundaries of the municipality;

AND WHEREAS the Council of the Summer Village of Nakamun Park deems it necessary and in the public interest to regulate traffic, parking, and Off-Highway Vehicles within the Municipality;

NOW THEREFORE the Municipal Council of the Summer Village of Nakamun Park, duly assembled, hereby **ENACTS AS FOLLOWS:**

PART 1 SHORT TITLE

- 1 This Bylaw may be cited as the "Traffic Bylaw".

PART 2 DEFINITIONS

- 2 In this Bylaw, unless the context otherwise requires:

- (a) "Act" means the *Traffic Safety Act*, RSA 2000, c T-6.
- (b) "Axle Weight Allowance Percentage" means the percentage that is applied to the Maximum Allowable Weight of the Carrying Axle of a public Vehicle to determine the weight that the Carrying Axle may bear on a Highway during a Road Ban.
- (c) "Boulevard" means that part of a Highway in an urban area that is not Roadway, and is that part of the Sidewalk that is not especially adapted to the use of or ordinarily used by Pedestrians.
- (d) "CAO" means the Chief Administrative Officer of the Village, or their delegate.
- (e) "Carrying Axle" means any axle that is not a steering axle.
- (f) "Commercial Vehicle" has the same meaning as defined in the Act.
- (g) "Council" means the duly elected municipal council for the Village of Nakamun Park.

- (h) "Curb" means the actual Curb if there is one or the division point between that portion of the Highway intended for the use of Vehicles and that portion occupied by a Sidewalk.
- (i) "Emergency Vehicle" has the same meaning as defined in the Act.
- (j) "Fire Department" means the entity established by the Village to provide fire services whether by contracting such services from another municipality or other service provider, and includes any member of such Fire Department.
- (k) "Heavy Vehicle" means a public Vehicle that is properly registered to operate on a Highway in Alberta having a registered gross vehicle weight of more than five thousand kilograms (5,000 kg).
- (l) "Highway " has the same meaning as defined in the Act.
- (m) "Intersection" means the exterior edges of the Roadways which join one another at an angle whether or not one Highway crosses the other.
- (n) "Maximum Allowable Weight" means the weight that may be borne by a single axle, an axle group, or all the axles of a Commercial Vehicle as established by the Commercial Vehicle Dimension and Weight Regulation of the Act.
- (o) "Mobility Aid" means a device that is used to facilitate the transport, in a normal seated orientation, of a Person with a disability.
- (p) "Municipal Tag" means a ticket alleging an offence issued pursuant to a bylaw of the Village and providing a Person with the opportunity to pay a fine amount to the Village in lieu of prosecution for the offence.
- (q) "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land, or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel, 4-wheel drive Vehicles, low pressure tire Vehicles, motorcycles and related 2-wheel Vehicles, amphibious machines, all-terrain Vehicles, miniature motor Vehicles, snow Vehicles, minibikes, and any other means of transportation that is propelled by any power other than muscular power or wind, but does not include a Mobility Aid, motor boats, or any other Vehicle exempted from being an Off-Highway Vehicle by provincial regulation.
- (r) "Overweight Vehicle" means any Vehicle that exceeds the Axle Weight Allowance Percentage.
- (s) "Owner" means the Person who owns a Vehicle and includes any Person renting a Vehicle or having the exclusive use of a Vehicle under a lease that has a term of more than thirty (30) days or otherwise having the exclusive use of a Vehicle for a period of more than thirty (30) days, or if the context dictates, a duly registered land title holder.

- (t) "Operator" means a Person who drives a Vehicle or operates equipment as the Owner thereof, or as an agent, employee, or servant of the Owner.
- (u) "Parkland" means any developed or undeveloped property that is owned, controlled or maintained by the Village and is intended to be used by the public for recreational purposes and is:
 - (i) preserved as a natural area,
 - (ii) designated or districted as park, or
 - (iii) dedicated as municipal reserve or environmental reserve.
- (v) "Peace Officer" or "Enforcement Officer" means a person who is:
 - (i) A member of the Royal Canadian Mounted Police;
 - (ii) A Community Peace Officer;
 - (iii) A bylaw enforcement officer; or
 - (iv) A Peace Officer as defined in the *Peace Officer Act*, SA 2006 c P-3.5.
- (w) "Pedestrian" has the same meaning defined in the Act.
- (x) "Permanent Road Ban" means a Road Ban in effect within the municipal corporate limits of the Village for the entire calendar year.
- (y) "Permitted Area" means any area outside of the Village limits where Off-Highway Vehicles may be operated and within the Village limits in specified areas.
- (z) "Person" means any individual, firm, partnership, association, corporation, or society.
- (aa) "Property" means any real or personal property.
- (bb) "Recreational Vehicle" means a Vehicle unit primarily designed as temporary living quarters for recreational, camping, vacation, or travel use, which either has its own motor power or is mounted on or drawn by another Vehicle and includes, without limitation, a tent trailer, travel trailer, fifth wheel, truck camper, and motor home.
- (cc) "Resident" means a property owner, or the authorized tenant(s) of a property owner, in the Village and their family.
- (dd) "Road Ban" means the weight restrictions that reduce the Maximum Allowable Weight on any Carrying Axle of a truck or trailer by the percentage specified.
- (ee) "Road Use Permit" means a permit to exceed the posted Axle Weight Allowance Percentage prescribed by a Road Ban issued to a Person or firm conducting trips in and out of the Village.
- (ff) "Roadway" has the same meaning as defined in the Act.

- (gg) "Seasonal Road Ban" means a Road Ban in effect within the municipal corporate limits during seasonal periods when Highways are particularly vulnerable to damage.
- (hh) "Sidewalk" means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians and includes that part of a Highway between the Curb line, or where there is no Curb line, the edge of the Roadway and the adjacent Property line, whether or not it is paved or improved.
- (ii) "Special Event" means any public or private event, gathering, celebration, festival, competition, parade, or similar type activity that takes place, in whole or in part, on a public Roadway which may involve Pedestrians, bicycles, or Vehicles where traffic flow could be obstructed.
- (jj) "Speed Limit" means the maximum allowable speed a motor Vehicle is permitted to travel within the boundaries of the Village as indicated by a Traffic Control Device or as specified in this Bylaw.
- (kk) "Traffic Control Device" has the same meaning as defined in the Act.
- (ll) "Vehicle" has the same meaning as defined in the Act.
- (mm) "Village" means the Summer Village of Nakamun Park.
- (nn) "Violation Ticket" has the same meaning as defined in the *Provincial Offences Procedure Act*, RSA 2000, c P-34.

PART 3 GENERAL

- 3 Notwithstanding anything in this Bylaw, no Person shall act in contravention of:
- (a) the directions of a Peace Officer, or a member of the Village's Fire Department acting in the course of their official duties; or
 - (b) a Traffic Control Device placed by or under the direction of the Village.

PART 4 PARKING

- 4 No person shall park any Off-Highway Vehicle or trailer or any unattached trailer on any Highway in the Village.
- 5 Where parking is permitted, the Vehicle shall not be parked on the traveled portion of any Highway in the Village.
- 6 Where a parking space is indicated on a Roadway surface, an Operator shall park the Vehicle wholly within the limits of the parking space.
- 7 No person shall park or leave a Vehicle upon public or private Property without express or implied consent of the Owner, or a Person in lawful possession or control of the Property.

8 Unless required or permitted by a Traffic Control Device, this Bylaw, the Act, or in compliance with the direction of a Peace Officer, or to avoid a conflict with other traffic, a driver shall not stop, park, or leave their Vehicle:

- (a) on a Sidewalk or Boulevard;
- (b) within an Intersection;
- (c) within five (5) meters of the approach to any "STOP" or "YIELD" sign;
- (d) such that the Vehicle impedes or obstructs the orderly flow of Vehicle or Pedestrian traffic;
- (e) at any place for a time longer than that stated in a Traffic Control Device providing for parking for a specified time;
- (f) on the wrong side of a Roadway against the flow of traffic;
- (g) in a Roadway maintenance or construction area unless the Vehicle is employed in the maintenance or construction work;
- (h) where any Vehicle may interfere with the use of a doorway intended as a fire or emergency exit from any building abutting a Highway;
- (i) upon Parkland;
- (j) in any place where a Traffic Control Device indicates that parking or stopping is restricted to a special class of Vehicles, except if the Vehicle qualifies as a member of such special class of Vehicles;
- (k) in such manner as to interfere with the proper operation of any Vehicle used by the Fire Department or the Village; or
- (l) on a Highway without valid registration issued in respect of that Vehicle.

9 Recreational Vehicles.

- (a) A Recreational Vehicle shall not be parked on a Highway in the Village for a period exceeding forty-eight (48) consecutive hours.
- (b) A Recreational Vehicle parked on a Highway shall not be occupied.
- (c) A Recreational Vehicle shall not be parked on a Highway with any slides extended.
- (d) No Person shall park a Recreational Vehicle that is drawn by another Vehicle upon a Highway unless the Recreational Vehicle is attached at all times to a Vehicle by which it may be drawn.

10 Abandoned Vehicles.

- (a) No Person shall abandon a Vehicle on a Highway. A Vehicle left standing for more than seventy-two (72) consecutive hours shall be deemed to be abandoned at that location.

PART 5 SPEED LIMITS

- 11 The maximum allowable speed in the Village is thirty (30) kilometers per hour unless otherwise specified by a Traffic Control Device.

PART 6 OFF-HIGHWAY VEHICLES

- 12 A qualified Operator of an Off-Highway Vehicle may only operate the Off-Highway Vehicle on any Highway under the control of the Village in accordance with the requirements of this Bylaw and the Act.

- 13 An Operator of an Off-Highway Vehicle that is a snow Vehicle shall operate the snow Vehicle off the travelled portion of any developed Highway where practicable.

- 14 No Person who is the Owner or Operator of an Off-Highway Vehicle may operate or offer or permit any other Person to operate the Off-Highway Vehicle where there is no subsisting certificate of registration issued, and an insurance policy issued pursuant to the Act for that Off-Highway Vehicle. Any contravention of this section will be subject to prosecution under the Act.

- 15 No Resident of the Village shall operate an Off-Highway Vehicle in the Village except for the purpose of proceeding from their residence to a Permitted Area and back to their residence by the most direct and practical route possible.

- 16 If it is necessary to travel on a Highway in an Off-Highway Vehicle, the Operator of the Off-Highway Vehicle shall travel on the extreme right-hand side of the road and shall travel single file.

- 17 When a Person operates an Off-Highway Vehicle, the Operator shall:

- (a) when travelling on property that is not a Highway, travel at a rate of speed not in excess of twenty (20) kilometers per hour (or such lower speed as is indicated by a Traffic Control Device); and

- (b) obey all laws and regulations of the Village and the Province of Alberta.

- 18 When a Person is operating an Off-Highway Vehicle in the Village and it is necessary to cross a Highway, the Operator shall:

- (a) stop the Off-Highway Vehicle before entering on to the Highway or portion of the Highway to be crossed;

- (b) ensure that all passengers are off of the Off-Highway Vehicle and any Vehicle or thing attached to it before the Operator starts to cross the Highway;

- (c) yield right of way to all other Vehicles and Persons on the Highway; and

(d) cross-over the Highway or portion of the Highway to be crossed by the most direct and shortest route of travel available.

19 No Person shall operate an Off-Highway Vehicle upon Parkland during the period from April 1 to October 31 except for the purposes of installing and removing boat launches, lifts, and piers. This restriction does not apply to municipal employees or contractors during the course of their employment or contracted work.

20 No Person shall operate an Off-Highway Vehicle that is not equipped with:

- (a) an exhaust muffler;
- (b) at least one headlight; and
- (c) at least one taillight.

21 At any time during the nighttime hours or at any other time when, due to insufficient light or unfavourable atmospheric conditions, objects are not clearly discernible at a distance of one hundred fifty (150) meters ahead, no Off-Highway Vehicle shall be in motion unless the headlight and taillight are alight.

22 No Person shall operate, drive, ride in or on, or be towed by an Off-Highway Vehicle on a Highway or other Village controlled lands unless that Person is wearing a helmet except where an exemption from the requirement for a helmet exists under provincial law.

23 No Person shall operate an Off-Highway Vehicle in any area where a Traffic Control Device prohibits Off-Highway Vehicles.

24 Notwithstanding sections 15, 16, 17, 18, and 19 of this Bylaw, Council may, by resolution, or the CAO may, grant permission for the operation of Off-Highway Vehicles in any designated area within the Village for a designated time or Special Event.

25 Notwithstanding any sections of this Bylaw:

- (a) municipal employees may be authorized by Council to operate an Off-Highway Vehicle in the course of their duties and otherwise as prescribed by this Bylaw; and
- (b) the restrictions applicable to Off-Highway Vehicles in this Bylaw shall not apply to any Peace Officer in the performance of their duties.

26 Any Operator of an Off-Highway Vehicle in the Village does so at their own risk.

27 Any Person found in violation of this Bylaw or the Act in respect of an Off-Highway Vehicle may be required to complete an Off-Highway Vehicle training course approved by the Village prior to being permitted to again operate an Off-Highway Vehicle on municipally controlled lands.

PART 7 TRAFFIC CONTROL DEVICES

28 No Person other than a Peace Officer, or an Enforcement Officer, or a member of the Village's Fire Department, or an employee or contractor of the Village in the course of their duties, shall attempt to direct or regulate traffic or place anything resembling a Traffic Control Device other than with the permission of, and in accordance with any conditions imposed by, the CAO or their designate.

29 No Person shall remove, damage, or tamper with a Traffic Control Device installed within the boundaries of the Village except for municipal employees or contractors acting within the scope of their duties.

PART 8 ROAD BANS AND ROAD USE PERMITS

30 Council hereby authorizes the CAO to determine appropriate Road Bans for the Village.

31 Road Bans may be Seasonal Road Bans or Permanent Road Bans, and may be geographically restricted.

32 Road Use Permits are not required for the use of roads by Heavy Vehicles unless the Operator is making a request to exceed the posted axle weight restriction.

33 Council hereby authorizes the CAO to issue Road Use Permits.

34 No Person shall operate a Heavy Vehicle in excess of the posted Axle Weight Allowance Percentage on a Highway within the Village without a valid Road Use Permit.

35 No Person shall operate a Heavy Vehicle on a Highway within the Village in contravention of any special conditions or restrictions noted on the Road Use Permit.

PART 9 TEMPORARY CLOSING OF HIGHWAYS

36 In any case where, by reason of an emergency or special circumstance which, in the opinion of the CAO, a member of Council, or a Peace Officer or Enforcement Officer, it is necessary and is in the public interest to do so, the CAO or a Peace Officer or an Enforcement Officer may:

(a) temporarily close off any area or Highway in whole or in part to traffic; or

(b) temporarily suspend in any area of the Village the parking privileges granted by this or any other Bylaw.

PART 10 DAMAGING HIGHWAYS

37 No Person shall operate a Vehicle with metal spikes, cleats, lugs or bands projecting from the wheel, tire or tread of such Vehicle on any Highway within the Village.

38 No Person shall operate a Vehicle with caterpillar tread/track on a Highway within the Village unless permission has been given by the CAO for such use and, if such permission is granted, no

Person shall operate such Vehicle in contravention of any special conditions or restrictions attached to such permission.

39 Regardless of the exemptions in Part 13 of this Bylaw, or any permit issued or permission granted, the Owner of a Commercial Vehicle is responsible for any damage to public property, including Highways, caused by the Owner's Vehicle.

PART 11 OBSTRUCTING HIGHWAYS

40 A Vehicle shall not be parked on a Highway in a manner that:

- (a) blocks or obstructs the movement of traffic on the Highway; or
- (b) restricts or blocks access to any building.

41 No Person shall place, store, cause or permit to be placed, any mud, grease, oil, ice, slush, building or landscaping material, or any other materials on any Roadway.

42 No Person shall congregate, crowd, or harass any other Person or do so in such a manner as to interfere with the movement of traffic on a Highway.

PART 12 HEAVY VEHICLES

43 Heavy Vehicles are generally prohibited from travelling on any Highway within the Village unless:

- (a) the Heavy Vehicle is providing services to, delivering goods to, or collecting goods from, a customer or resident;
- (b) those services or goods, outside of regular municipal services, are accompanied by valid documentation to do so, such as a bill of lading; and
- (c) if providing such services or the delivery of goods, the Heavy Vehicle does not exceed the Axle Weight Allowance Percentage posted for that Highway unless an approved and valid Road Use Permit is in the operator's possession and all Road Use Permit restrictions or conditions are followed.

PART 13 EXEMPTIONS

44 All Emergency Vehicles are exempt from the provisions of this Bylaw.

45 Public Vehicles exempt from Road Bans shall be those identified in the Act.

46 Highway construction and maintenance equipment are exempt from the provisions of Part 8 (Road Bans and Road Use Permits) and Part 4 (Parking) of this Bylaw; however, for certainty, such exemption does not apply to Heavy Vehicles transporting said equipment in and out of the Village.

PART 14 IMPOUNDING OF VEHICLES

47 Any Peace Officer is hereby authorized to remove, or cause to be removed, any Vehicle that has contravened the provisions of this Bylaw.

48 No impounded vehicle shall be released to its Owner or their agent until the impounding and removal charges in respect of the Vehicle have been paid.

49 The impounding and removal charges are in addition to any fines or penalties imposed under this Bylaw.

50 Where a Vehicle is impounded or stored pursuant to this Part 14 and it is not claimed within thirty (30) days of its removal, it may be disposed of in accordance with the Act.

PART 15 OWNER LIABLE

51 If a Vehicle is involved in an offence referred to in any section of this Bylaw, the Owner of that Vehicle is guilty of an offence.

52 Section 51 does not apply if the Owner of the Vehicle satisfies the court that, at the time the Vehicle was involved in an offence referred to in this Bylaw:

(a) the Owner of the Vehicle was not driving or did not park the Vehicle; and

(b) no other Person was driving or parked the Vehicle with the Owner's express or implied consent.

PART 16 CORPORATIONS AND PARTNERSHIPS

53 Where a corporation commits an offence under this Bylaw, every principal, director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence, or assented to or acquiesced or participated in the act of omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

54 If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence, or assented to or acquiesced or participated in the act or omission that constitutes the offence, is guilty of the offence.

PART 17 VICARIOUS LIABILITY

55 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent exercising the powers or performing the duties on behalf of the Person under their agency relationship.

PART 18 OFFENCES AND PENALTIES

56 A Person who contravenes this Bylaw by:

- (a) doing any act or thing which the Person is prohibited from doing; or
 - (b) failing to do any act or thing the Person is required to do,
- is guilty of an offence.

57 Any Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000.00) and, in default of payment of any fine imposed, to a period of imprisonment not exceeding six (6) months, or both.

58 Where there is a specified penalty listed for the offence in the Village's Fees and Charges Bylaw, that amount is the specified penalty for the offence.

59 Where there is a minimum penalty listed for an offence in the Village's Fees and Charges Bylaw, that amount is the minimum penalty for the offence.

60 Where an Enforcement Officer believes that a Person has contravened any provision of this bylaw, the Enforcement Officer may commence proceedings against the Person by issuing a Violation Ticket.

61 If a Municipal Tag is issued in respect of an offence, the Municipal Tag must specify the fine amount established by the Village's Fees and Charges Bylaw for the offence.

62 A Person who commits an offence may, if a Municipal Tag is issued in respect of the offence, pay the fine amount established by the Village's Fees and Charges Bylaw for the offence and, if the amount is paid on or before the required date, the Person will not be prosecuted for the offence.

63 If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then an Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket.

64 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- (a) specify the fine amount established by the Village's Fees and Charges Bylaw for the offence; or
- (b) require a Person to appear in court without the alternative of making a voluntary payment.

65 A Person who commits an offence may, if a Violation Ticket is issued in respect of the offence and the Violation Ticket specifies the fine amount established by the Village's Fees and Charges Bylaw, make a voluntary payment equal to the specified fine.

66 The levying and payment of any fine or the imprisonment of any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges, or costs for which that Person is liable under the provisions of this Bylaw or any other bylaw.

67 The Village may exercise discretion in the application of this Bylaw and its contents as defined in section 529 of the Act.

68 An Enforcement Officer may use discretion, mediation, or provide education and increased awareness as an alternative to issuing Municipal Tags or Violation Tickets.

PART 19 INTERPRETATION

69 In this Bylaw, a citation or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Village is a citation of or reference to that act, regulation, or bylaw, as amended or replaced, whether amended or replaced, before or after the commencement of the act, regulation, or bylaw in which the citation or reference occurs.

70 Nothing in this Bylaw relieves a Person from complying with any provision of any provincial or federal legislation or regulation, other Village bylaw, or any requirement of any lawful permit, order, or license.

PART 20 SEVERABILITY

71 Should any provision of this Bylaw be invalid, then such provision shall be severed, and the remainder of the Bylaw shall remain in force.

PART 21 TRANSITION AND COMING INTO FORCE

72 This Bylaw takes effect on the final passing thereof and, on such final passing, Bylaw 2009-03 is hereby repealed.

READ A FIRST TIME THIS ____ DAY OF _____, 20____

READ A SECOND TIME THIS ____ DAY OF _____, 20____

UNANIMOUS CONSENT to proceeding to third reading this ____ DAY OF _____, 20____

READ A THIRD TIME

THIS _____ DAY OF _____, 20____

SUMMER VILLAGE OF NAKAMUN PARK

KEITH PEDERSON
Mayor

DWIGHT MOSKALYK
Chief Administrative Officer



Summer Village of Nakamun Park Request For Decision - (RFD) 2025-28

Meeting:	Regular Council
Meeting Date:	May 20, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Fees and Charges Bylaw, Bylaw 2025-7
Agenda Item Number:	6(c) – Regular Business

BACKGROUND/PROPOSAL:

In anticipation of the passing of the new Traffic Bylaw (Item 6(b) on the Agenda), Council will also need to consider a revision to the Fees and Charges Bylaw. Recall that in the Summer Village of Nakamun Park, we split our bylaws such that all the fees, charges, penalties, costs, authorized in the main subject bylaw are then consolidated as a schedule in the master Fees and Charges Bylaw....so any time we create/change one of these enforcement bylaws we need to consider changes to the Fees and Charges bylaw as well.

As such, administration has prepared the required revised Fees and Charges Bylaw, Bylaw 2025-7, and attached same here for review. The changes are noted in red font, principally the addition of Schedule "E".

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

On review, the schedule covers all relevant sections in cross-reference to the Traffic Bylaw sections requiring a penalty/fine/charge. The only real consideration is on the magnitude of the various fines/penalties. In drafting the bylaw schedule, Michelle reasoned that \$100 - \$500 was a typical range for these types of infractions, but the decision does ultimately rest with Council. So, what range do you like and do we need to tweak any of the levels presented to meet those expectations?

COSTS/SOURCE OF FUNDING (if applicable)

The cost of the bylaw preparation was approved in the budget and covered by reserves.

RECOMMENDED ACTION:

1. That Council gives all required readings to Bylaw 2025-7, the Fees and Charges Bylaw, as presented or with amendments, and authorized execution of same by Mayor Pederson and CAO Moskalyk.

Initials show support – Reviewed By:	CAO: <i>D. Moskalyk</i>
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**THIS IS A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE
PROVINCE OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF NAKAMUN
PARK FEES & CHARGES BYLAW.**

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of Nakamun Park wishes to establish, in a bylaw, certain fees and charges.

NOW THEREFORE, the Council of the Summer Village of Nakamun Park, in the Province of Alberta, duly assembled, enacts as follows:

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW".
2. That the Summer Village of Nakamun Park shall charge fees, charges, and penalties as established in:
 - a. Schedule A, 'General Administrative Fees and Charges,' attached;
 - b. Schedule B, 'Assessment Fees and Charges,' attached;
 - c. Schedule C, 'Development and Planning Fees and Charges,' attached;
 - d. Schedule D, 'Fire Services Bylaw Fees and Charges,' attached.
 - e. **Schedule E, " Traffic Control Bylaw Penalties, Fees and Charges," attached.**
3. Should any provision of this bylaw be invalid, then such provision shall be severed, and the remainder of the bylaw shall remain in force.
4. **Bylaw #2024-3 is hereby repealed.**
5. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.

Read a first time on this _____ day of _____, 2025.

Read a second time on this _____ day of _____, 2025.

Unanimous Consent to proceed to third reading on this _____ day of _____, 2025.

Read a third and final time on this _____ day of _____, 2025.

Signed this _____ day of _____, 2025.

Mayor, Keith Pederson

Chief Administrative Officer, Dwight Moskalyk

SCHEDULE 'A' – BYLAW #2025-7 – FEES and CHARGES	SUMMER VILLAGE OF NAKAMUN PARK
GENERAL ADMINISTRATIVE FEES AND CHARGES	
ADMINISTRATIVE FEES AND CHARGES	
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$25
COST OF COPIES PER COPY	\$0.50
SPECIAL SERVICES RATE PER HOUR	\$75
TAX CERTIFICATE	\$50
WEBSITE ADVERTISING FEE (ANNUAL, BUSINESS CARD SIZE)	\$100
WASTE COLLECTION TOKENS (Per Token (2019), As Amended By Highway 43 East Waste Commission From Time To Time)	\$1.75
<i>GST will be charged where applicable on all Fees and Charges listed</i>	

(28)

SCHEDULE 'B' – BYLAW #2025-7 – FEES and CHARGES	SUMMER VILLAGE OF NAKAMUN PARK
ASSESSMENT FEES AND CHARGES	
ASSESSMENT FEES AND CHARGES	
ASSESSMENT APPEAL FEE (Refundable if applicant is successful)	\$50
(Matters Relating To Assessment Complaints Regulation, 2018, Alberta Regulation 201/2017 & Section 481(1) of the MGA)	
<i>GST will be charged where applicable on all Fees and Charges listed</i>	

(29)

SCHEDULE 'C' – BYLAW #2025-7 – FEES and CHARGES	SUMMER VILLAGE OF NAKAMUN PARK
DEVELOPMENT AND PLANNING FEES AND CHARGES	
<u>DEVELOPMENT AND PLANNING – ADMINISTRATIVE FEES AND CHARGES</u>	
LETTER OF COMPLIANCE - STANDARD	\$95
LETTER OF COMPLIANCE – RUSH (Within 72 Hours)	\$190
PLAN CANCELLATION BYLAW (Lot Consolidation)	\$400
PLAN CANCELLATION BYLAW REGISTRATION	\$35
CURRENT LAND TITLE CERTIFICATE (Cost Per Title Requested)	\$15
AIR PHOTO (COST PER PHOTOGRAPH)	\$7
<u>DEVELOPMENT AND PLANNING - RE-DISTRICTING/RE-ZONING FEES/AMENDMENT FEES</u>	
RE-DISTRICTING APPLICATION	\$2,000
AMEND MUNICIPAL DEVELOPMENT PLAN	\$2,000
AMEND LAND USE BYLAW	\$2,000
AMEND PROVISION OF A STATUTORY PLAN	\$2,000
ADOPTION OF NEW STATUTORY PLAN	\$2,000
<u>DEVELOPMENT AND PLANNING – APPEAL FEES AND CHARGES</u>	
DEVELOPMENT APPEAL FEE (Refundable if applicant is successful)	\$1,000
SUBDIVISION APPEAL FEE	\$1,000
STOP ORDER APPEAL FEE (MGA Section 645 Matters)	\$1,000
ORDER TO REMEDY APPEAL FEE (MGA Sections 545, 546 Matters)	\$1,000
<u>DEVELOPMENT – PERMIT FEES AND CHARGES</u>	
DEVELOPMENT PERMITS – DWELLINGS, PERMITTED	\$300
DEVELOPMENT PERMIT – DWELLING, DISCRETIONARY	\$500
DEVELOPMENT PERMITS – ADDITIONS, PERMITTED	\$150
DEVELOPMENT PERMITS – ADDITIONS, DISCRETIONARY	\$300
DEVELOPMENT PERMITS – ACCESSORY USE, GENERAL	\$150
DEVELOPMENT PERMIT - ACCESSORY USE: SECONDARY SUITE, GARDEN, OR GARAGE SUITE - PERMITTED	\$300
DEVELOPMENT PERMIT - ACCESSORY USE: SECONDARY SUITE, GARDEN, OR GARAGE SUITE - DISCRETIONARY	\$500
DEVELOPMENT PERMIT – ACCESSORY USE, RECREATIONAL VEHICLE SITE PERMIT (PER RV SITE)	\$150
DEVELOPMENT PERMITS – HOME OFFICE/HOME OCCUPATION	\$150
DEVELOPMENT PERMITS - SEPTIC, CISTERN, FENCE, DECK, SIGNS (PERMANENT OR TEMPORARY)	\$50
DEVELOPMENT PERMITS - DEMOLITION	\$50

BYLAW NO. 2025 - 7
Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

[illegible]

SCHEDULE 'D' – BYLAW #2025-7 – FEES and CHARGES		SUMMER VILLAGE OF NAKAMUN PARK
FIRE SERVICES BYLAW FEES AND CHARGES		
<u>FIRE SERVICES BYLAW – ADMINISTRATIVE FEES AND CHARGES</u>		
FIRE PERMIT FEE (SECTION 22)		\$250
FIRE SERVICES BYLAW ADMINISTRATIVE SURCHARGE FEE (SECTION 2(w))		5%
<u>FIRE SERVICES BYLAW – PENALTIES FOR OFFENCES</u>		
A PERSON WHO IS FOUND GUILTY OF AN OFFENCE UNDER THE FIRE SERVICES BYLAW IS LIABLE TO A PENALTY NOT LESS THAN THAT ESTABLISHED IN THIS PART AND NOT EXCEEDING \$10,000.00.		
A PERSON WHO IS FOUND GUILTY OF AN OFFENCE UNDER THE FIRE SERVICES BYLAW WHERE NO PENALTY HAS BEEN SPECIFICALLY PROVIDED IS LIABLE TO A FINE OF NOT LESS THAN \$100.00 AND NOT EXCEEDING \$10,000.00.		
SECTION 10 OFFENCE - LIGHT, CAUSE, OR PERMIT TO BE LIT A FIRE WITHOUT A FIRE PERMIT		\$250
SECTION 11 OFFENCE - BURN OR CAUSE TO BE BURNED ANY PROHIBITED DEBRIS		\$250
SECTION 12 OFFENCE - USE COAL, STRAW, OR USED OIL AS A HEAT SOURCE IN A RESIDENCE		\$250
SECTION 13 OFFENCE - USE COAL, STRAW, OR OTHER MATERIALS FOR GROUND THAWING OR TEMPORARY HEATING		\$250
SECTION 14 OFFENCE - USE A BURN BARREL OR INCINERATOR		\$250
SECTION 15 OFFENCE - ALLOW A FIRE TO CREATE DENSE SMOKE OR OBNOXIOUS ODOR		\$250
SECTION 21 OFFENCE - PROVIDE FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR A FIRE PERMIT		\$500
SECTION 29 OFFENCE - FAIL TO COMPLY WITH THE TERMS OF A FIRE PERMIT		\$500
SECTION 30(A) OFFENCE - FAIL TO PRODUCE A FIRE PERMIT ON REQUEST		\$500
SECTION 30(B) OFFENCE - FAIL TO KEEP THE FIRE AT THE SITE OF THE FIRE		\$1,000
SECTION 34 OFFENCE - LIGHT, CAUSE, OR PERMIT TO BE LIT A FIRE WHEN A FIRE BAN IS IN PLACE		\$1,000
SECTION 36 OFFENCE - SELL, STORE, USE, DISCHARGE, OR SET-OFF FIREWORKS		\$500
SECTION 39 OFFENCE - FAILURE TO REPORT RELEASE OF DANGEROUS GOODS		\$1,000
SECTION 40 OFFENCE - TRANSPORT DANGEROUS GOODS WITHOUT PROPER IDENTIFICATION AND ADHERENCE TO APPLICABLE REGULATIONS		\$500
SECTION 41 OFFENCE - STORE, TRANSPORT, USE, OR RELEASE DANGEROUS GOODS IN RESIDENTIAL AREAS		\$1000
SECTION 50 OFFENCE - INTERFERE OR OBSTRUCT AN ENFORCEMENT OFFICER, FIRE CHIEF, OR FIRE DEPARTMENT		\$2,500
SECTION 51 OFFENCE - PROVIDE FALSE OR MISLEADING INFORMATION TO AN ENFORCEMENT OFFICER, THE FIRE CHIEF, OR THE FIRE DEPARTMENT		\$2,500
<i>GST will be charged where applicable on all Fees and Charges listed</i>		

SCHEDULE "E" – BYLAW 2025-7 – PENALTIES, FEES and CHARGES	SUMMER VILLAGE OF NAKAMUN PARK
TRAFFIC BYLAW - PENALTIES FOR OFFENCES	
A PERSON WHO IS FOUND GUILTY OF AN OFFENCE UNDER THE TRAFFIC BYLAW IS LIABLE TO A PENALTY NOT LESS THAN THAT ESTABLISHED IN THIS PART AND NOT EXCEEDING \$10,000.00	
A PERSON WHO IS FOUND GUILTY OF AN OFFENCE UNDER THE TRAFFIC BYLAW WHERE NO PENALTY HAS BEEN SPECIFICALLY PROVIDED IS LIABLE TO A FINE OF NOT LESS THAN \$100.00 AND NOT EXCEEDING \$10,000.00	
SECTION 3 (a) OFFENCE – ACT IN CONTRAVENTION OF THE DIRECTIONS OF A PEACE OFFICER OR MEMBER OF THE FIRE DEPARTMENT IN THE COURSE OF THEIR DUTIES	\$500.00
SECTION 3 (b) OFFENCE – ACT IN CONTRAVENTION OF A TRAFFIC CONTROL DEVICE	\$100.00
SECTION 4 OFFENCE – PARK AN OFF-HIGHWAY VEHICLE OR TRAILER, OR ANY UNATTACHED TRAILER ON A HIGHWAY	\$100.00
SECTION 5 OFFENCE – PARK A VEHICLE ON THE TRAVELED PORTION OF ANY HIGHWAY	\$100.00
SECTION 6 OFFENCE – PARK OUTSIDE OF THE LIMITS OF A MARKED PARKING SPACE	\$100.00
SECTION 7 OFFENCE – PARK OR LEAVE A VEHICLE WITHOUT EXPRESS OR IMPLIED CONSENT OF OWNER OR PERSON IN CONTROL OF THE PROPERTY	\$100.00
SECTION 8 (a) – (l) OFFENCE – STOP, PARK, OR LEAVE VEHICLE WHERE NOT PERMITTED	\$100.00
SECTION 9 OFFENCE – PARK A RECREATIONAL VEHICLE WHERE PROHIBITED OR IN A MANNER NOT PERMITTED	\$250.00
SECTION 10 OFFENCE – ABANDON A VEHICLE ON A HIGHWAY	\$250.00
SECTION 11 OFFENCE – EXCEED SPEED LIMIT	\$100.00
SECTION 13 OFFENCE – OPERATE SNOW VEHICLE ON TRAVELLED PORTION OF HIGHWAY	\$150.00
SECTION 14 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE WITHOUT REGISTRATION OR INSURANCE	\$350.00
SECTION 15 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE WHERE NOT PERMITTED	\$100.00
SECTION 16 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE ON HIGHWAY - NOT ON RIGHT SIDE OF ROAD OR NOT SINGLE FILE	\$100.00
SECTION 17 OFFENCE – EXCEED SPEED LIMIT FOR OFF-HIGHWAY VEHICLES	\$100.00
SECTION 18 OFFENCE – OFF-HIGHWAY VEHICLES – FAIL TO CROSS HIGHWAY AS REQUIRED	\$100.00

SCHEDULE "E" – BYLAW 2025-7 – PENALTIES, FEES and CHARGES	SUMMER VILLAGE OF NAKAMUN PARK
TRAFFIC BYLAW - PENALTIES FOR OFFENCES	
SECTION 19 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE WHERE NOT PERMITTED BETWEEN APRIL 1 AND OCTOBER 31	\$150.00
SECTION 20 (a) – (c) OFFENCE – OPERATE OFF-HIGHWAY VEHICLE WITHOUT AN EXHAUST MUFFLER, AT LEAST ONE HEADLIGHT, OR AT LEAST ONE TAILLIGHT	\$150.00
SECTION 21 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE DURING NIGHTTIME OR LOW VISIBILITY WITHOUT HEADLIGHT AND TAILLIGHT ALIGHT.	\$250.00
SECTION 22 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE WITHOUT A HELMET WHERE NOT EXEMPTED UNDER PROVINCIAL LAW	\$250.00
SECTION 23 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE WHERE PROHIBITED BY A TRAFFIC CONTROL DEVICE	\$100.00
SECTION 28 OFFENCE – ATTEMPT TO DIRECT TRAFFIC, REGULATE TRAFFIC, OR PLACE ANYTHING RESEMBLING A TRAFFIC CONTROL DEVICE	\$250.00
SECTION 29 OFFENCE – REMOVE, DAMAGE, OR TAMPER WITH A TRAFFIC CONTROL DEVICE	\$250.00
SECTION 34 OFFENCE – OPERATE HEAVY VEHICLE WITHOUT A VALID ROAD USE PERMIT	\$250.00
SECTION 35 OFFENCE – OPERATE HEAVY VEHICLE IN CONTRAVENTION OF CONDITIONS OR RESTRICTIONS OF A ROAD USE PERMIT	\$250.00
SECTION 37 OFFENCE – OPERATE VEHICLE WITH METAL SPIKES, CLEATS, LUGS OR BANDS PROJECTING FROM THE WHEEL, TIRE, OR TREAD	\$500.00
SECTION 38 OFFENCE – OPERATE VEHICLE WITH CATERPILLAR TREAD/TRACK ON A HIGHWAY WITHOUT PERMISSION, OR OPERATE IN CONTRAVENTION OF SPECIAL CONDITIONS OR RESTRICTIONS TO A PERMISSION	\$500.00
SECTION 40 (a) – (b) OFFENCE – PARK VEHICLE ON A HIGHWAY IN A MANNER THAT BLOCKS OR OBSTRUCTS TRAFFIC OR RESTRICTS OR BLOCKS ACCESS TO A BUILDING	\$150.00
SECTION 41 OFFENCE – PLACE RESTRICTED MATERIAL ON ANY ROADWAY	\$250.00
SECTION 42 – OFFENCE – CONGREGATE, CROWD OR HARASS A PERSON IN SUCH A MANNER AS TO INTERFERE WITH MOVEMENT OF TRAFFIC ON A HIGHWAY	\$250.00
SECTION 43 (a) – (c) OFFENCE – OPERATE HEAVY VEHICLE WHERE PROHIBITED OR OTHERWISE NOT IN COMPLIANCE	\$250.00

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Summer Village of Nakamun Park Request For Decision - (RFD) 2025-29

Meeting:	Regular Council
Meeting Date:	May 20, 2025
Originated By:	Dwight Moskalyk, Chief Administrative Officer
Title:	Public Works Foreperson, Job Description
Agenda Item Number:	6(d) – Regular Business

BACKGROUND/PROPOSAL:

The position of Public Works Foreperson is a critical one in the municipality. However, it has never been well defined on paper. This makes communicating expectations, framing authorities and employee relations, and transition planning more difficult as an organization.

To help get ahead of the curve on this matter, and as we have been restructuring the position a bit this year already (transition to salary and longer season, and addition of fleet maintenance services), administration has been working on a detailed job description for the Public Works Foreperson position.

A copy of this proposed job description is attached and we are seeking comment, amendments, and eventually endorsement of this standard. If approved, our next step will be to start fleshing out a few basic policies to fill in some of the service standard details introduced but not well defined in the documents.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The position on PWF is unique in that it is seasonal, but still all-encompassing in terms of duties and scope. It is also partly a sole operation, but at times supervisory and manager-like in roles. Furthermore, the scope is not restricted to just public works duties, as we rely on assistance from this position in administrative (budget), community (events support) and emergency management tasks as well.

I have structured the description to be quite comprehensive – maybe too comprehensive for our needs – but I think a good place to start at least. One note, generally, to make is that we must recognize the balancing act of finding a trained and qualified person versus using this document to help mentor an underqualified person into a more integrated municipal employee ... for example, I would never expect that for the position and salary range offered that we would get someone with all the listed competencies and skills, or training...but I would evaluate future candidates on their willingness to recognize why these skills are important, and actively seek to work toward these standards as a personal and professional growth goal.

Also of note, the details on the Job Description are stated but not well fleshed out. This is on purpose. I want to list the primary tasks here, and then use other policies to fill in the details on the standard council might expect. For example, we mention grass cutting is a primary task, but we should have a policy on what areas we expect them to cut, how often (or when) to cut, etc. Other tasks that would benefit from



a policy are weed harvesting, provision and use of PPE, speed bump and sign placement guidelines, etc. So if approved, I will use this job description to inform future policy creation as well.

Finally, I anticipate that we will soon create a similar job description for summer students and casual labour.

COSTS/SOURCE OF FUNDING (if applicable)

N/A. Unless Council wants to seek outside (legal) review of the document, I do not expect additional costs for having or maintaining the job description. My end goal here is that – inclusive of the OHS Manual, Job Descriptions, Policies etc. we would create a Employee Manual for hiring and orientation of future staff...and that might result in some printing costs, but nothing substantial.

RECOMMENDED ACTION:

1. That Council approves the Public Works Foreperson Job Description (2025 Edition), as presented or with amendments, and authorises administration to proceed as discussed with next steps on policies and other job descriptions.

Initials show support – Reviewed By:	CAO: D. Moskalyk
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SUMMER VILLAGE OF NAKAMUN PARK

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PUBLIC WORKS FOREPERSON – JOB DESCRIPTION (2025)

Title:

Public Works Foreperson

Reports To:

Chief Administrative Officer

Directly Supervises/Collaborates/Cohorts With (Any or All of the Following):

- Village Administration (CAO, CFO, Reception, et al.)
- Public Works Staff (Seasonal and Casual Labour)
- Contractors and Proponents (Support Service and Project Teams)
- Protective Services (Emergency Management Service, Police, Fire, etc.)
- Provincial Departments (OHS, Alberta Environment, etc.)
- Business and Merchants (Suppliers and Vendors)
- Volunteers (Community Committees and Citizens)
- Council (Municipal Council for the Summer Village)

Goal:

The primary goal of the Public Works Foreperson is to marshal the department's resources and efficiently engage and utilize all personnel, materials, and equipment to their highest capacity in accordance with municipal policies, procedures, practices, and regulations. The foreperson also ensures regular maintenance and supervision to establish a safe, sustainable, and cost-effective service now and in the future.

Summary:

The Public Works Foreperson is entrusted with the management, supervision and operation of the municipality's Public Works Department during the operating season on May 1st through October 31st annually, and charged with the primary task of exercising this mandate to deliver the high quality of service level that the citizens expect, as established by council or through municipal policy or provincial and federal statute. The Public Works Foreperson is also a critical part of the emergency management function of the municipality, in particular emergency preparedness and operational response activities, as a function over and above the normal duties of the position.

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Public Works Foreperson Job Description (2025)

The role of the Public Works Foreperson is part manager, part supervisor and part operational team leader in the field. Operating out of the principal municipal public works building (5563A, R7) Nakamun Drive, the Public Works Foreperson will at times be the only employee working on a given day, and at other times be the principal supervisor to several crews working in the community, including volunteers and summer staff.

Primary tasks include, but are not limited to:

- Department Level Planning (Annual Work Schedules and Equipment Maintenance Schedules)
- Department Level Budgeting and Cost Estimates (Regular Task and Special Project Activity Cost Estimates)
- Coordination with Chief Administrative Officer (Approval of Annual Work Plans and Priorities, Employee and Human Resource Management)
- Coordination with the Chief Financial Officer (for Employee/Contractor/Vendor and Payment)
- Supervision of Municipal Staff and Contractors (Seasonal, Casual, and Contracted Positions)
- Oversight of the Municipal Fleet (Including Performance of Regular Inspections and Maintenance, and Scheduling of Regular Equipment Assessment and Condition Assessments)
- Support for Assessment Management Services
- Support for Emergency Management Services

Core Competencies:

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|--------------------------------------|--------------------------------------|
| ✓ Accountability and Dependability | ✓ Leadership |
| ✓ Adaptability and Flexibility | ✓ Mathematical and Applied Reasoning |
| ✓ Coaching and Mentoring | ✓ Mediation and Negotiating |
| ✓ Communication | ✓ Planning and Organizing |
| ✓ Creative and Innovative Thinking | ✓ Problem Solving |
| ✓ Service Delivery Driven | ✓ Quality Orientation |
| ✓ Decision Making and Judgement | ✓ Result Focused |
| ✓ Development and Continual Learning | ✓ Staff Management and Team Work |
| ✓ Energy and Stress Management | ✓ Time Management and Prioritization |
| ✓ Enforcing Laws, Rules, Regulations | ✓ Imperfect Perfectionism |
| ✓ Ethics and Integrity | |

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Public Works Foreperson Job Description (2025)

Key Skills:

- ✓ Grade 12 Education (or Equivalent, GED)
- ✓ Valid Alberta Driver's Licence
- ✓ Experience in Directing Personnel (Minimum 4 Years)
- ✓ Working knowledge of Basic Human Resources and OHS Practices
- ✓ Experience as a Mechanic and Operator on All Types of Small and Heavy Equipment
- ✓ Ability to Plan, Direct, Coordinate and Integrate Broad and Comprehensive Programs and Activities
- ✓ Ability to Evaluate and Adapt Management and Operational Practices Effectively
- ✓ Proven Record of Exercising Sound and Reasonable Judgement within Policy Guidelines
- ✓ Ability to Analyze and Troubleshoot Common Maintenance Issues and Problems
- ✓ Ability to Understand, Interpret, Explain, and Apply Local, Provincial, Federal Laws and Regulations Governing Public Works and Workplace Services.
- ✓ Working Knowledge of Office Equipment (Computer, Microsoft Office, Email, Telephone/Smartphone, Printer, Etc.).
- ✓ Ability to Lift Heavy Objects (50lb +/-) and Work In a Variety of Weather Conditions, Indoors and Outdoors.

Training and Professional Development:

The Summer Village of Nakamun Park strongly encourages all employees to regularly upgrade their skills, training, knowledge, and certifications. The municipality encourages the Public Works Foreperson to seek professional development opportunities and invite other staff to do the same, particularly for those aspects related to workplace safety, hazard assessment, and emergency management. Some desired training objectives include, but are not limited to:

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|---|--|
| ✓ Microsoft Office Basics | ✓ Personal Protective Equipment |
| ✓ First Aid | ✓ Fall Protection |
| ✓ WHIMS | ✓ Defensive Driving |
| ✓ MSDS | ✓ Chainsaw Operator Certification |
| ✓ Fire Safety and Extinguisher Use | ✓ Hazard Communications (HAZCOM) |
| ✓ Ground Disturbance | ✓ Equipment Operators (Grader, Skid Steer, etc.) |
| ✓ Confined Spaces | ✓ Basic Emergency Management |
| ✓ TDG Certification | ✓ Incident Command System (ICS-100, ICS-200, etc.) |
| ✓ Hazard Recognition | |
| ✓ Health and Safety Awareness for Workers | |

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Job Duties:

The Public Works Foreperson undertakes all of the tasks required to complete the work required of the Public Works Department in conformance with the municipal Human Resource Manual, Workplace Safety Manual, and all Bylaws, Policies, and Regulations applicable to the municipality, and in accordance with the available departmental budget. These works include:

A. Grass Cutting and Park Maintenance:

- a. Ensure Regular Cutting of the Municipal Parks, Reserves, and Ditch Grass
- b. Removal of Debris and Rubbish from Park Areas
- c. Flagging and Removing Trees (Dangerous)
- d. Supervise The Annual Weed Inspection and Abatement Activities

B. Road, Boat Launch and Public Lands Maintenance:

- a. Perform Regular Visual Inspections and Advise of Needed Repairs
- b. Ensure Availability of Annual Aggregate Supply for Spot Fixes/Pot Hole Fixes/Winter Sanding
- c. Order, Maintain, Place Required Speed Bumps and Traffic Control Devices
- d. Ensure the Annual Lake Weed Harvesting Activities are Scheduled and Undertaken

C. General Infrastructure Maintenance:

- a. Inspect Municipal Signage for Replacement, Additions, Etc.
- b. Inspect Municipal Infrastructure for Replacement and Rehabilitation (Fences, Girders, Drainage Swales, Ditches, Culverts, etc.)
- c. Inspect Community and Shared Infrastructure for Replacement and Rehabilitation (Benches, Baseball Field/Backstop, Playgrounds, etc.)

D. Public Works Facility Maintenance and Upkeep:

- a. Organize and Maintain a Clean Work Environment in the Shop/Shop Yard(s)
- b. Ensure Shop Sanitary and Utility Services (Water, Septic, Garbage, Power, etc.)
- c. Inspect, Maintain and Replace Shop Supplies and Tools as Required
- d. Maintain and Store all Shop and Equipment Manuals
- e. Review and Maintain Shop Safety Manuals (MSDS, WHIMS, OHS Hazard and Emergency Response Plans).
- f. Maintain Safety Equipment (Annual Inspection of Fire Extinguishers, Supply of Safety Vests, Ear and Eye Protections, Masks, First Aid Kits, Eye Wash Station, etc.).
- g. Ensure Materials are Stored Securely/Hazardous Materials are Stored Safely

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Public Works Foreperson Job Description (2025)

- h. Maintain an Asset Registry of All Shop and Equipment Assets/Tools
- i. Ensure the Shop, Facilities and Shop Yard are Locked Up When Not in Use

E. Public Works Equipment Maintenance and Repair:

- a. Maintain Smaller Fleet Assets (Mowers and Chain Saws) Through the Year
- b. Coordinate the Annual Fleet Inspection and Maintenance Work (Through Contractor)
- c. Ensure All Equipment Insurance Cards are Replaced Annually.
- d. Ensure Fuel and Petroleum Products, Oil, etc. are Supplied and Stored Safely.
- e. Maintain a Register of Equipment and Fleet Assets and Conditional Assessment/Notes

F. Enforcement and Community Support:

- a. Assist with the Planning and Set-Up of Community Activities (Events and Celebrations)
- b. Monitor and Report any Bylaw Violations or Unauthorized Use/Activities on Public/Municipal Lands
- c. Assist Authorized Persons in Getting Access to Public Spaces (ex. Boat Lifts)
- d. Assist and Support Developer Activities (Drainage Planning, Site Access, Contractor Road Use, etc.).

G. Team Management:

- a. Provide Counsel and Advice to other Administrative Departments (CAO) on Strategic Planning, Department Needs and Priorities Annually (Support Planning and Budgeting)
- b. Provide Mentorship and Guidance to Summer and Casual Staff (Service Driven and Safety Focused Supervision)
- c. Work Collaboratively with Council, Administration, Committees, Volunteers and the Community to Accomplish Tasks and Enhance Service Delivery.
- d. Schedule and Organize Annual, Monthly, Weekly and Daily Tasks and Marshal Resources to Complete Same.
- e. Work Within the Assigned Budget, or Project Budget, as Approved or Amended, in Coordination with the CAO
- f. All final hiring and dismissal decisions for the municipality rest with the CAO, however the Public Works Foreperson will assist in the Recruitment and Retention (Human Resource) process for Public Works, including participating in interviews and employee evaluations.
- g. Provide Monthly Updates to the CAO on Task Progress
- h. Ensure all Timesheets and Expense Reports/Receipts are Reviewed and Submitted for Processing Monthly

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Public Works Foreperson Job Description (2025)

- i. Communicate Effectively in Person, by Telephone, and in Written Form (Email and Text Message)

H. Emergency Management Support:

- a. Ensure Familiarity of the Public Works Team with the Emergency Management Plan and Response Plans.
- b. Assist in Preventative and Emergency Response Planning Activities
- c. Be Prepared to Support Emergency Response Activities (Operational Support, Providing Access to the Shop/Equipment, Facilities, etc.)
- d. Ensure Emergency Response Signage is Visible and Updated as Required, Including Fire Ban Status Signs and Traffic Safety Signs, etc.

Work Environment and Structure:

A. Work Conditions:

- ✓ Must be Physically Capable of performing a Wide Variety of Tasks Including Walking, Running, Sitting, Lifting, Crouching, Kneeling for Extended Periods of Time.
- ✓ Must Be Able to Move Arms and Legs Quickly
- ✓ Possess Excellent Stamina
- ✓ Use of Personal Protective Equipment, Whether Supplied by the Municipality or Procured by the Employee, is Required
- ✓ Work in a Variety of Indoor and Outdoor Conditions Interchangeably in a Given Workday (Variety of Weather Conditions, Spaces and Situations)
- ✓ Interact with Employees, Management and the Public
- ✓ Working with a Variety of Tools, Materials, and Equipment Types
- ✓ Proficient Manual Dexterity and Coordination
- ✓ Occasional Loud Noises
- ✓ May Be Required to Work Outside of the Normal Work Schedule (Extenuating Conditions, Evening Meetings, or Emergency Responses)

B. Term

- ✓ The position is Seasonal from May 1st through October 31st Annually. The workday is 8:30 am through 4:30 pm, including two paid work breaks (15 minutes each) and a paid lunch break (30 minutes). The work week is Monday through Friday, excluding statutory holidays. The specific conditions (work hours, days, season length) may be revised by negotiation depending on employment terms and contract arrangements.

C. Remuneration

- ✓ This position is offered as a salary position (or service contract) with a monthly remuneration range of \$4,500 - \$5,500, less deductions and remittances. The pay

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Public Works Foreperson Job Description (2025)

period is monthly, with an allowance for a mid-month advance on approval by the CAO.

- ✓ For hours beyond the scope of the term, or the scope of the normal work day – including emergency responses and approved overtime hours – the range of hourly rates between \$30/hour and \$45/hour will be considered based on skills, scope, and negotiations.

D. Vacation

- ✓ No vacation time is offered under this remuneration package, though time off for family emergencies, bereavement, and urgent matters will be considered. Planned days away may be negotiated at the start of the employment cycle and approved at the discretion of the CAO, with those days absent being unpaid or with the hours recompensed over the balance of the term.

E. Benefits

- ✓ No Benefits are offered under this remuneration package. However, compensation for the use of personal vehicles, personal mobile phones, personal computers/internet, and other equipment/devices may be considered during the negotiation of the employment arrangement. Additionally, consideration will be given for remuneration for any training or professional development activities so long as these are approved prior to by the CAO.

F. Training and Professional Development

- ✓ The Summer Village of Nakamun Park strongly encourages all employees to regularly upgrade their skills, training, knowledge, and certifications. The municipality encourages the Public Works Foreperson to seek professional development opportunities and invite other staff to do the same, particularly for those aspects related to workplace safety, hazard assessment, and emergency management.

G. Internal Policies

- ✓ All employees are required to abide by the Summer Village of Nakamun Park Human Resources and Workplace Safety Policies, as well as any other municipal policies and bylaws, provincial and federal laws and regulations. Where such policies are provided to the employee, the employee shall acknowledge receipt of same by signing such form as may be provided by the employer; signing the form indicates having received the policies, or policy manual/package, and agreement to read and abide by them.

H. Review

- ✓ The position is subject to an annual performance review conducted by the CAO, which may impact the ability of the employee to be considered for rehire,

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Public Works Foreperson Job Description (2025)

advancement, adjustment in remuneration, or another adjustment to the scope or authority offered in future employment, or adjustment to employer practices and process to better support the department and position going forward.

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