

# SUMMER VILLAGE OF NAKAMUN PARK

## AGENDA

Tuesday June 17, 2025 – at Wildwillow Enterprises Inc. Main Office (2317 Township Road 545, Lac Ste. Anne County, Alberta, T0E 1V0, East End Fire Hall of LSAC) - 5:00 P.M.

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1. Call to Order:
  - a) Land Acknowledgement:  
  
*The Summer Village of Nakamun Park acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these land for centuries, and where wrongs have been done, we dedicate our efforts to moving forward in a renewed spirit of reconciliation and collaboration with our indigenous stakeholders, friends, and neighbours so that the mistakes of the past are never repeated in the future.*
  
2. Agenda: (1-3) a) Tuesday June 17<sup>th</sup>, 2025 Regular Meeting Agenda
  
3. Minutes: (4-6) a) Tuesday May 20<sup>th</sup>, 2025 Regular Meeting Minutes  
b)
  
4. Appointment: a) N/A
  
5. Bylaws/Policies:
  - a) Bylaw 2025-5 – Land Use Bylaw (See Business Item 6(d), Below)
  - b) Bylaw 2025-8 – Procedural Bylaw (Updated) (See Business Item 6(c), Below)
  - c) Bylaw 2025-9 – Fees and Charges Bylaw (Updated) (See Business Item 6(e), Below)
  - d)
  
6. Business: (7-8) a) Occupational Health and Safety, Endorsement of Health and Safety Manual and Appointments – RFD 2025-30 is attached for background and recommendations.  
(9-10) b) Letter of No Objection Request, MR3 – RFD 2025- 31 is attached for background and details for the consideration of Council.  
(11- 29) c) Bylaw 2025-8, Procedural Bylaw (Revised) – RFD 2025-32 is attached for review and consideration.

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- (30-35) d) Bylaw 2025-5, Land Use Bylaw – RFD 2025-33 is attached for background and supplemental information, for consideration following the Public Hearing on same.
- (36-45) e) Bylaw 2025-9, Fees and Schedules Bylaw – RFD 2025-34 is attached for consideration, conditional on the adoption of the Land Use Bylaw 2025-5 (above), as amended.
- f) Other
- g) Other
7. Financial a) N/A (Q2 2025 Financial Update will be presented during the August 2025 meeting)
8. Councillor Reports
- a) Mayor
- b) Deputy Mayor
- c) Councillor
9. Administration Reports
- a) CAO:
- a. Fortis Grant for Trees, and Tree Order for MR8/9
- b. Public Works Matters, Summer Staff Start-Up
- c. Speed Bump for Karpo/Hillcrest Area
- d. Community Sign/Traffic Signage Mapping
- e. SVLSACE Meeting Items to Discuss
- (46-47) f. Election Related Matters, Next Steps
- g. Bill 50 Changes and Updates (Staff Memo)
- h. No-Charge Medical Response (June 4, 2025)
- i. Road Complaints, RR21 and RR23
- j. Other
10. Information and Correspondence
- (48-53) a) WILD Water Commission – 2025 AGM Presentation, for member circulation.
- (54-60) b) Yellowhead Regional Library - 2024 Annual Report, for member circulation.
- (61) c) Government of Alberta, Municipal Affairs – May 12, 2025 letter confirming the 2025 LGFF allocations.

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- (62) d) ABmunis, Corporate Services – May 28, 2025 letter confirming the 2024 BMO Mastercard Rebate to SVNP. The amount is small this year, but in fairness, we did not spend on the card much in 2024.
- (63) e) Fortis Alberta – June 4, 2025 letter confirming the award of the 2025 Environmental Grant to SVNP for tree replacement in MR8 and MR9.
11. Closed Meeting a) N/A
12. Next Meeting Date a) Schedule the next regular council meeting for July 15, 2025, 2:00 p.m., or some other date/time.
13. Adjournment

### Upcoming Meetings:

June 21<sup>st</sup>, 2025 – SVLSACE (location Alberta Beach)  
July 12<sup>th</sup>, 2025 – Nomination Day (SVNP)  
July 15, 2024 – SVNP Council Meeting (Proposed)  
July 26<sup>th</sup>, 2025 – SVNP Annual Information Meeting  
August 2<sup>nd</sup>, 2025 – Advance Vote (SVNP, if required)  
August 9<sup>th</sup>, 2025 – Election Day (SVNP, if required)  
August 27, 2025 – Councillor Training (Part 1, SVLSACE)  
August 28, 2025 – Council Organizational Meeting.

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY MAY 20, 2025 AT 2:00 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	<b>PRESENT</b>	<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.	<b>CALL TO ORDER</b>	Mayor Pederson called the meeting to order at 2:04 p.m.
2.	<b>AGENDA</b>  86-25	<b>MOVED</b> by Deputy Mayor Hanssen that the agenda for the Tuesday, May 20, 2025, regular meeting of council be approved as presented. <b>CARRIED.</b>
3.	<b>MINUTES</b>  87-25	<b>MOVED</b> by Mayor Pederson that the minutes for Tuesday, April 15, 2025, regular meeting of council be approved, as presented. <b>CARRIED.</b>
4.	<b>APPOINTMENT</b>	N/A
5.	<b>BYLAW</b>	N/A
6.	<b>BUSINESS</b>  88-25  89-25	<p><b>MOVED</b> by Mayor Pederson that Council acknowledges the update regarding the Occupational Health and Safety inspections conducted in and for 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. <b>CARRIED.</b></p> <p><b>MOVED</b> by Mayor Pederson that Bylaw #2025-6, being a Bylaw Regulating Traffic Safety, Parking, Road Use and Off-Highway</p>

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	Vehicles in the Summer Village of Nakamun Park, be given first reading, as amended. <b>CARRIED.</b>
90-25	<b>MOVED</b> by Councillor Charter that Bylaw #2025-6, being a Bylaw Regulating Traffic Safety, Parking, Road Use and Off-Highway Vehicles in the Summer Village of Nakamun Park, be given second reading, as amended. <b>CARRIED.</b>
91-25	<b>MOVED</b> by Deputy Mayor Hanssen that Bylaw #2025-6, being a Bylaw Regulating Traffic Safety, Parking, Road Use and Off-Highway Vehicles in the Summer Village of Nakamun Park, be given unanimous consent to proceed to third and final reading, this day, May 20, 2025. <b>CARRIED UNANIMOUSLY.</b>
92-25	<b>MOVED</b> by Mayor Pederson that Bylaw #2025-6, being a Bylaw Regulating Traffic Safety, Parking, Road Use and Off-Highway Vehicles in the Summer Village of Nakamun Park, be given a third and final reading, as amended, and that the Mayor and Chief Administrative Officer be authorized to execute same. <b>CARRIED.</b>
93-25	<b>MOVED</b> by Deputy Mayor Hanssen that Bylaw #2025-7, being a Fees and Charges Bylaw for the Summer Village of Nakamun Park, be given first reading, as amended. <b>CARRIED.</b>
94-25	<b>MOVED</b> by Councillor Charter that Bylaw #2025-7, being a Fees and Charges Bylaw for the Summer Village of Nakamun Park, be second reading, as amended. <b>CARRIED.</b>
95-25	<b>MOVED</b> by Councillor Charter that Bylaw #2025-7, being a Fees and Charges Bylaw for the Summer Village of Nakamun Park , be given unanimous consent to proceed to third and final reading, this day, May 20, 2025. <b>CARRIED UNANIMOUSLY.</b>
96-25	<b>MOVED</b> by Mayor Pederson that Bylaw #2025-7, being a Fees and Charges 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. <b>CARRIED.</b>
97-25	<b>MOVED</b> by Mayor Pederson that Council endorse the prepared Public Works Foreperson Job Description, as amended, and authorizes administration to continue with the development of supporting public works documents and guidelines as discussed. <b>CARRIED.</b>

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

7.	<b>FINANCIAL</b> 98-25	<b>MOVED</b> by Councillor Charter that the April 2025 Income and Expense Statements be accepted for information, as presented. <b>CARRIED.</b>
8.	<b>COUNCIL REPORTS</b> 99-25	<b>MOVED</b> by Mayor Pederson that Council accept the Council Reports for information, as presented. <b>CARRIED.</b>
9.	<b>ADMINISTRATION /PUBLIC WORKS REPORTS</b> 100-25	<b>MOVED</b> by Deputy Mayor Hanssen that Council accept the Administration and Public Works reports for information, as presented. <b>CARRIED.</b>
10	<b>INFORMATION / CORRESPONDENCE</b>	N/A
11.	<b>CLOSED MEETING</b>	N/A
12.	<b>NEXT MEETING</b> 101-25	<b>MOVED</b> by Mayor Pederson that the next regularly scheduled meeting be held on Tuesday June 17, 2025 at 5:00 p.m. <b>CARRIED.</b>
13.	<b>ADJOURNMENT</b>	Mayor Pederson declared the meeting adjourned at 4:24 p.m.

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 Mayor Keith Pederson

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 Chief Administrative Officer Dwight Moskalyk



## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-30

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 17, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Occupational Health and Safety, Health and Safety Manual and Hazard Assessments (2025)</b>
<b>Agenda Item Number:</b>	<b>6(a) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Following Council's approval to engage Peden Safety during the last meeting, we have now completed the required compliance reports sought by OHS inspectors. In fact, we have gone a bit beyond the basics of what they were requesting by compiling not only the Emergency Response Plan and Hazard Assessments but also producing a full Health and Safety Manual (HSM), inclusive of various supplementary policies and safe work practices for municipal-specific operations. Having this book will make access to safety information easier for staff and provide a basis for future employee orientations.

The report has been submitted (for review) to OHS as drafted and OHS has reported back that these meet requirements and that they will issue a compliance report based on same. The purpose of the business item today is to formally adopt the HSM, including all policies and procedures therein, and authorize associated administrative appointments as required.

The HSM will be reviewed by Council during the meeting.

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

As Council will note, the HSM is a comprehensive document and likely provides guidance on situations that we might rarely – if ever – encounter in our community. Regardless, it never hurts to plan for the unexpected and with the layout provided it is actually a relatively easy document to navigate for item-specific information.

While we can certainly discuss any details Council needs prior to adoption, the items highlighted below are especially important "must-dos:"

- 1) Adopt the HSM, inclusive of all Policies:
  - i. SAFETY POLICY
  - ii. HAZARD IDENTIFICATION AND CONTROL POLICY
  - iii. WORKPLACE COMMUNICATION POLICY
  - iv. SAFETY ENFORCEMENT POLICY
  - v. SUBSTANCE ABUSE POLICY
  - vi. INSPECTION POLICY
  - vii. INCIDENT/ACCIDENT INVESTIGATION AND REPORTING POLICY



- viii. MODIFIED DUTIES POLICY
- ix. PERSONAL PROTECTIVE EQUIPMENT POLICY
- x. PREVENTATIVE MAINTENANCE PROGRAM POLICY
- xi. HEALTH AND SAFETY RESPONSIBILITIES POLICY
- xii. UNSAFE WORK REFUSAL PROCESS
- xiii. WORKER RIGHTS
- xiv. SAFETY TRAINING POLICY
- xv. WORKPLACE HARASSMENT POLICY
- xvi. WORKPLACE VIOLENCE POLICY
- xvii. OTHERS AT THE WORKPLACE POLICY
- xviii. WORKING ALONE POLICY

- 2) Designate CAO as Health and Safety Representative (by Default)
- 3) Designate Peden Safety as the Municipality's Designated Health and Safety Advisor
- 4) Repeal the Existing Workplace Violence and Harassment Policy (A-HUM-WVHP-10)

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

There is no cost to adopting the manuals or policies, other than the added obligation it places on staff going forward. We will need to brace for some compliance costs in implementing the practice going forward, including orientation training and review of the manual, but these are small costs overall.

**RECOMMENDED ACTION:**

- 1. That Council endorses the Health and Safety Manual, as presented, and adopts same, inclusive of the listed policies and procedures, designates Chief Administrative Officer Moskalyk as the Health and Safety Representative for the Municipality, and designates Peden Safety as the Municipality's Health and Safety Advisor, and that Council repeals A-HUM-WVHP-10 Workplace Violence and Harassment Policy (2024 edition).

<b>Initials show support</b> – Reviewed By: <b>CAO: <i>D. Moskalyk</i></b>
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## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-31

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 17, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Letter of No Objection Request – 5035-6<sup>th</sup> Street (MR3)</b>
<b>Agenda Item Number:</b>	<b>6(b) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Administration has received a Request for a Letter of No Objection (LONO) to use MR3 for access to a proposed mooring structure in the lake. In accordance with municipal policy, this request is being advanced to Council for consideration and direction.

Council will note Policy A-COM-DOC-1 (Temporary Dock and Mooring Request Policy) for guidance.

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

I believe there has been an existing structure located off MR4 in the past, though the permit for the same (if any) would have been before the mooring policy was in place, so the office has no record of the same. In any case, the subject lot (5035-6<sup>th</sup>) has a new owner and is looking to get a new permit to continue this use.

Administratively, we have no concerns to raise regarding this matter, and in fact, we are quite pleased that this use will now be subject to the same oversight and permitting process as the rest of the MR-accessed docks in the community.

A few notes to highlight:

- The request is to have the dock sited 3 meters in from the west flank, though Council has the ultimate say on which side you approve it on. My guess is that the west side is the easier/more developed side on this lot so it is easier to access. As there are no other active users on this lot, it is kind of first-come, first-served.
- As this is a new owner, even though it is not a new use for the lot, the policy and historical practice has been for Council to issue a 1-year LONO, with the option to renew for a longer period after the first season if all compliance and rules are observed.

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

No costs are envisioned for this approval itself, however just a work of caution that if depending on where the access is approved to go may result in some shoreline remediation work to ensure safe and fair access (as with MR8/9) in the future.



**RECOMMENDED ACTION:**

That Council provide a Letter of No Objection to applicant 5035 for a one-year term beginning on January 1st, 2025, for their application to site a dock adjacent to MR3 in the Summer Village of Nakamun Park, minimum three metres from the west property line and minimum 6 metres from any other docking or mooring on MR3.

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

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## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-32

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 17, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw #2025-8, Procedural Bylaw</b>
<b>Agenda Item Number:</b>	<b>6(c) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Earlier this year Council adopted a new Procedural Bylaw (#2025-2) to incorporate the changes to the Act regarding provisions for Electronic Means for meetings and hearings. Since then, the government has now passed legislation repealing the Code of Conduct provisions for municipal councils. As a result, we have a few changes to make to the Procedural Bylaw (again), and we should also, for completeness, repeal the Code of Conduct Bylaw (#2024-7) at the same time.

Administration has drafted a new Procedural Bylaw – listed as Bylaw #2025-8 – and attached same here for review.

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

In order to address the changes noted above, the new bylaw strikes the following sections:

8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Nakamun Park's Code of Conduct.

9. A breach of any section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.

Appendix A (e.1) to adhere to the code of conduct established by the council under section 146.1(1).

Add Reference to repealing both the existing Procedural Bylaw (2025-2) and the Code of Conduct Bylaw (2024-7) to the Repeal Clause.

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

N/A

### **RECOMMENDED ACTION:**

That Council give all required readings to Bylaw #2025-8, the Procedural Bylaw, as presented or with amendments, and pass the bylaw this day, June 17, 2025.

<b>Initials show support – Reviewed By:</b>	<b>CAO: D. Moskalyk</b>
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**A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK IN THE  
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND  
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

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**WHEREAS**, the Council of the Summer Village of Nakamun Park considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Nakamun Park;

**AND WHEREAS**, the Council of the Summer Village of Nakamun Park recognizes the need to promote effective participation in local governance by all stakeholders, including councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

**NOW THEREFORE**, the Council of the Summer Village of Nakamun Park hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Nakamun Park;
  - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public;
  - c) "Council" means the Mayor and Councillors of the Summer Village of Nakamun Park for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee;
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear

- and communicate with each other during the course of the meeting;
- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta;
  - h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - i) "Member" means a Councillor or person at large appointed by Council to a committee of Council;
  - j) "Meetings" means meetings of Council and Council committees, and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings;
  - k) "Municipality" means the Municipality of the Summer Village of Nakamun Park, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
  - l) "Recess" means to take a short break in the order of business or an Agenda item of a meeting with the intent of returning to that order of business or Agenda item at the same meeting;
  - m) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication.

### **Application**

- 3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality.

### **Severability**

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

### **General**

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings

required under Part 17 of the Municipal Government Act shall be accessible via Electronic Means and conducted in accordance with the procedures set out in Appendix C.

### Meetings

9. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting and shall prescribe the intended date (or recurring day of the month), time and location of the meeting, respecting the availability of current council and the expressed desire to make public engagement as convenient as reasonably possible.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
17. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
18. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
19. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
20. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
21. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

**Conduct of Meetings**

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. The following resolutions are not debatable by members:
  - a) adjournment
  - b) to take a recess
  - c) question of privilege
  - d) point of order
  - e) to limit debate on a matter before members
  - f) on division of a question
  - g) postpone the matter to a certain time
  - h) to table the matter
27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an item has been brought before Council, the same item cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
32. The Mayor or presiding officer shall preserve order and decorum and shall decide

questions or order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.

33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
  - a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time
  - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding office as to whether the question has been finally put shall be conclusive.
36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. Where applicable, such as in an electronic meeting, verbal confirmation of Member votes shall be offered at the prompt of the Chair; in such cases votes in-favour shall be called out as "aye," and votes in opposition to the motion shall be called out as "nay."
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place, but which has not been completed.
39. In accordance with section 197 of the Municipal Government Act, a formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Protection of Privacy Act, or the relevant section(s) of the Act, or any Act with may replace or succeed or supersede the Freedom of Information and Protection of Privacy Act. When a meeting is closed to the public, no resolution or bylaw

may be passed at the meeting, except a resolution to revert to an open meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place during a Closed Meeting session and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

### **Delegations**

40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
42. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behavior of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.

44. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.

**Provision for Attendance and Participation by Electronic Means**

45. In accordance with the provisions of Section 199 of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
  - i. A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
  - ii. A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.
  - iii. Notwithstanding the forgoing or any other part of this Bylaw, in accordance with section 199(2) of the Municipal Government Act, all Public Hearings held in accordance with Part 17 of the Act shall provide access and participation via Electronic Means.
- b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
- c) In all cases, Electronic Means shall be used only where the location of remote access is reasonably able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection. Where fulfilling a statutory obligation under Part 17 of the Municipal Government Act, requiring access by Electronic Means, the municipality shall ensure the location of the meeting is reasonably able to facilitate a

sustained Electronic Means access.

- i. Failure to establish or maintain Electronic Means shall be deemed grounds for the meeting to be abandoned or a continuance sustained by adjournment to another date and time, subsequently approved by council and meeting the same requirements for public advertising as originally prescribed, a determined by a majority vote.
- d) In meeting the standards of 45(c), above, when Electronic Means are used in a meaning, should connection be interrupted, suspended, terminated, or any other mechanical or technological error or omission cause an interruption of access via Electronic Means originating from the host device (the municipality), the meeting shall be recessed to resolve the matter. The municipality shall have 15 minutes to establish connection, whereas if such time passes and connection is not established, the Chair shall invite a motion to either (a) consider the meeting abandoned for lack of Electronic Means, or (b) that the meeting proceed but not adjourn until after such time as council has established, advertised and facilitated a supplementary meeting so as not to disenfranchise affected parties.
- i. If the meeting is declared abandoned, all material, presentations and testimony introduced shall be struck and when a new meeting is held all parties shall have the same rights, duties and obligations to participate in the meeting as if it was the originating meeting.
  - ii. If the meeting is recessed with a continuance, the municipality shall harbour and preserve the material, presentations, testimony and comments from the originating meeting and include same in the official record. Those parties that had participated in the original meeting shall be considered to have exercised their right, and those that did not will be allowed to participate in this new meeting.
- e) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
- f) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
- i. Those voting members or councillors present;
  - ii. Those administration present;
  - iii. Those delegations that may be present; and
  - iv. The general count of those public present.

46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:
- a) Telephone participation, both traditional landline and cellular mobile participation;
  - b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
  - c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
  - d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).
47. If participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:
- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
  - b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
  - c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
  - d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
  - e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not

be accepted and shall be deemed an absent vote.

- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

48. When making access by Electronic Means available to the general public:

- a) Notwithstanding the discretion given to Council in Section 45, above, and in accordance with Section 199 (2.1) of the Municipal Government Act, all Public Hearings held in accordance with a Part 17 provision of the Municipal Government Act (i.e. public hearings) shall include an option for Electronic Access and participation, and this option shall be regulated as any other meeting held inclusive of Electronic Means, as prescribed under this Bylaw.
- b) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and distributed by the same means used to circulate the notice of meeting and agenda, including on the website where applicable.
- c) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderator of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
- d) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic means platform, and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

#### **Motion to Recess**

- 49. The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.
- 50. Any Councillor may move that Council Recess for a specific period.
- 51. After the Recess, business will be resumed at the point where it was interrupted.

52. A Recess will follow a motion to go into closed session and a Recess will precede a motion to come out of closed session.

**Rules of Order**

53. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order," as revised from time to time.

**Agenda and Order of Business**

54. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least five (5) days before the meeting.
55. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
56. Where the deadlines in section 54 and 55 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
57. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
1. Call to Order
  2. Land Acknowledgement
  3. Agenda Adoption
  4. Minutes Adoption
  5. Appointments
  6. Bylaws/Policies
  7. Business
  8. Financial
  9. Council Reports
  10. Administration Reports
  11. Information & Correspondence
  12. Closed Meeting
  13. Next Meeting Date
  14. Adjournment
58. The order of business established in section 57 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority

of business shall be decided without debate.

59. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw.

### **Recording of the Minutes**

60. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
61. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
62. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting.

### **Bylaws**

63. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
64. Every bylaw shall have three separate and distinct readings.
65. After a member has made the motion for the second reading of the bylaw Council may:
- a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
66. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
67. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
68. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
69. Bylaws shall not be repealed, amended or suspended, except so far as the terms

thereof themselves permit, unless it is repealed, amended or suspended by:

- a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
- b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

**Website**

- 70. The Regular Council Meeting agenda will be posted on the Summer Village website, as well as any links for access via Electronic Means, as applicable, prior to the Council meeting after it is prepared and distributed to Council
- 71. Special Council Meeting agendas will be posted on the Summer Village website prior to the Special Council Meeting after it is prepared and distributed to Council.
- 72. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting.
- 73. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting.
- 74. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #2025-2 and Bylaw #2024-7 and comes into full force and effect upon third and final reading.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor, Keith Pederson

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

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SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX A

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of Councillors  
153

Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX B

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of chief elected official  
154

- (1) A chief elected official, in addition to performing the duties of a Councillor, must
  - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles:

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions:

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

Public Hearing Procedures

Definitions

1. "Chair" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF NAKAMUN PARK PUBLIC HEARING

Date Time

Bylaw #

\*\*\*

INTRODUCTION & PROCEDURES

1 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"

2 (Chair) "The following rules of conduct will be followed during the Public Hearing:"

Presentation should be brief and to the point

The order of presentation shall be

o Entry of written submission

o Comments from the Gallery

o Those supporting the Bylaw

- In Person
- Electronic Means

o Those opposing the Bylaw

- In Person
- Electronic Means

o Any other person deemed to be affected by the Bylaw

- In Person
- Electronic Means

The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw \*\*\*\* open"

3 (Secretary) "The purpose of Bylaw \*\*\*\* is to amend \*\*\*.

First Reading was given to Bylaw \*\*\*\* on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert date)

4 (Chair) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record)

"Comments from the \*\*\*\* Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

5 (Chair) "Are there any further comments from the \*\*\*\* Dept."

6 (Chair) "Do the Councilors have any further questions"

7 (Chair) "If not, I hereby declare this Public Hearing relating to Bylaw \*\*\*\* be closed and will adjourn this Public Hearing.



## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-33

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 17, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw #2025-5, Post-Hearing Next Steps</b>
<b>Agenda Item Number:</b>	<b>6(d) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Earlier this year, Council gave first reading to a revised Land Use Bylaw, being Bylaw #2025-5. This Revised LUB proposed a set of select changes and revisions/updates from the existing iteration, being Bylaw #2022-3, including an updated map, revisions to the language on RV uses, and some text amendments to reflect the passage of time. Council also sought discussion on improving the language regarding penalty structure to support enforcement.

Council will recess from the June 17, 2025 regular meeting in order to hold the Public Hearing on the Land Use Bylaw, beginning at 7pm. This Public Hearing will be conducted under a separate special meeting and agenda, and with a separate set of minutes, as is our practice. Once this Public Hearing concludes, Council will return to the regular meeting agenda and at that time may consider any of the following: Adopt the LUB as presented, Adopt the LUB as Amended, give Second Reading (Only), or Defeat the Bylaw (Defeat Second Reading), or defer readings until next meeting.

Land Use Bylaw #2025-5 is available for review (on the website), and will form part of the agenda package provided during the meeting. Additional comments from Admin, Legal and Development, as well as the comments received during the Hearing, can all form part of Council's consideration.

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

Overall, the revisions sought in the proposed LUB are limited in scope to a few sections:

- 1) Updated Map and Land Use District Map
- 2) Updated Text References
- 3) Revisions to Section 42 (RV Number and Site Placement)
- 4) Revisions to Section 52 (LUD Descriptors to Reflect Section 42 Changes)

In support of these changes, and on review by legal Counsel and Development, Administration is asking for the Council's consideration of the following additional amendments. These amendments are not "new" sections in the LUB template, but rather, they are proposed to clarify and absorb the implications of the primary changes noted above.

- 1) Legal Counsel is suggesting that Council add in more comprehensive language on the penalty, fine and violation component of the LUB. We have always had this section, but never worded



clearly enough to make it practical for enforcement outside of the Stop-Order Process. Legal Counsel's recommendation for new language is attached to this RFD.

\*\*\*If adopted with these revisions, Council would also have the option to consider the update to the Fees and Charges bylaw to list specific LUB violations and penalties for same as we do for other bylaws (which is next on the agenda today)\*\*\*.

- 2) Development is suggesting that Council amend Sections 33(e) and 35(e) as follows:
- a. S.33 (e) - an accessory building shall not be more than 8.0 m (26.3 ft.) in height, and shall not exceed the height of the main building, subject to the provisions for permitted garage suite heights.
  - b. S.35 (e) The maximum height of a garage suite shall be 8.0 m. (26.3 ft.), notwithstanding the general limitations on an accessory building in proportion to the height of a principal dwelling.

The aim here is to (a) give property owners more flexibility in providing alternative family accommodations (in light of anticipated restrictions to permit number of RVs) and (b) maintain the overarching consideration that accessory structures should not overshadow the character of the principal building on a site, except for when a garage suite is proposed in which the intended end use is still residential in character and where the current regulation creates an impractical height for garage suites in real terms (too flat of a roof in most cases).

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

N/A

**RECOMMENDED ACTION:**

- 1) That Council gives Second and Third Reading to Bylaw #2025-5, being a Land Use Bylaw for the Summer Village of Nakamun Park, as amended to include \_\_\_\_\_, and authorize Mayor Pederson and Chief Administrative Officer Moskalyk to execute same, this day, June 17, 2025.
- 2) Or
- 3) Some other action as determined by Council.

<b>Initials show support</b> – Reviewed By: <b>CAO: D. Moskalyk</b>
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Definitions to add:

- (a) "Officer" means a Bylaw Officer, Designated Officer, or other person designated by the Summer Village of Nakamun Park to conduct enforcement activities, including issuing Municipal Tags and Violation Tickets.
- (b) "Municipal Tag" means a form alleging an offence of a municipal bylaw allowing for voluntary payment of the prescribed penalty in lieu of prosecution for the offence.
- (c) "Violation Ticket" has the same meaning as defined in the *Provincial Offences Procedure Act*, RSA 2000, c P-34.

## **SECTION 20 - BYLAW ENFORCEMENT, PENALTIES AND FINES**

a) Offences.

1. It is an offence for any person or Development to:
  - i. Contravene this Bylaw; or
  - ii. Cause, allow, or permit a contravention of any provision of this Bylaw.
2. If a Development Permit is required but has not been issued, or is not valid under this Bylaw, it is an offence for any person to:
  - i. Construct a Building or structure;
  - ii. Commence a Use or change of intensity of a Use;
  - iii. Make an addition or alteration to a Building or structure;
  - iv. Place a sign on land, on a Building or structure;
  - v. Not comply with the direction of an order.
3. It is an offence to undertake a Development in contravention of a Development Permit, including any conditions of approval.
4. It is an offence for any person not to take the corrective measures specified in a violation notice.
5. It is an offence for any person to continue to develop after a Development Permit

has expired or been cancelled or suspended.

b) Penalties.

1. A person who is found guilty of an offence under 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.
2. Where a specified penalty is listed for the offence in the Summer Village of Nakamun Park Fees and Charges Bylaw, that amount is the specified penalty for the offence. Where there is no penalty specified, the minimum penalty for the offence is \$250.00.
3. Penalty amounts for contravention of the same provisions of the Bylaw that occur within 12 months are:
  - i. Double for a second offence; and
  - ii. Triple for third and subsequent offences.

c) Enforcement, Inspections, and Violation Tickets.

1. An Officer may issue warnings, orders, or take actions or other measures under the Act to enforce this Bylaw.
2. Where an Officer believes that a Person has contravened any provision of this Bylaw, the Officer may commence proceedings against the Person by issuing a Municipal Tag or a Violation Ticket. An Officer may issue a Violation Ticket without previously issuing a Municipal Tag if, in the opinion of the Officer, the situation deems it necessary.
3. Municipal Tags.
  - i. A Municipal Tag may be issued for any offence under this Bylaw.
  - ii. A Municipal Tag shall be in the form approved by the Summer Village of Nakamun Park and shall include the name of the person believed to be contravening the Bylaw, the offence, the penalty for the offence, the method by which the penalty may be paid, and other information as may be required.

- iii. If a Municipal Tag is issued for an offence, the Municipal Tag must specify the penalty amount established by this Bylaw for the offence.
- iv. A person who commits an offence, if a Municipal Tag is issued for the offence, may pay the penalty amount established by this Bylaw for the offence and, if the full amount is paid on or before the required date, the person will not be prosecuted for the offence.
- v. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Violation Ticket may be issued.
- vi. A Municipal Tag may be served:
  - A. Personally on the Person; or
  - B. Mailed to the address shown on the certificate of title for the lands on which the contravention is alleged to have occurred.

4. Violation Tickets.

- i. If a Violation Ticket is issued for an offence under this Bylaw, the Violation Ticket may:
    - A. Specify the penalty amount established by this Bylaw for the offence; or
    - B. Require a person to appear in court without the alternative of making a voluntary payment.
  - ii. A person who commits an offence may, if a Violation Ticket is issued specifying the penalty amount established by this Bylaw for the offence, make a voluntary payment equal to the specified penalty amount.
5. The levying any payment of any penalty or the imprisonment for 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.
6. Payment of penalties will not relieve any Person from the requirement to remedy the conditions of the original offence.

d) Proof of Permit.

1. The onus of proving that the Person has a valid permit for the purpose of this Bylaw is on the Person alleging the permit on a balance of probabilities.
2. A copy of a record of the Summer Village of Nakamun Park, certified by the CAO as a true copy of the original, will be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.



## Summer Village of Nakamun Park Request For Decision - (RFD) 2025-34

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>June 17, 2025</b>
<b>Originated By:</b>	<b>Dwight Moskalyk, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw #2025-9</b>
<b>Agenda Item Number:</b>	<b>6(e) – Regular Business</b>

### **BACKGROUND/PROPOSAL:**

Subject to the deliberations on the Land Use Bylaw (Item 6(d) on the June 17, 2025, agenda), if Council includes the proposed provisions for the contravention, penalties and fines section of the LUB, we will also need to consider amending the Fees and Charges Bylaw to establish the specifics of the fines and penalties.

Legal Counsel has drafted the schedule amendment that aligns with their recommended verbiage to the LUB (Section 20), as well as other general terms. Administration has combined this proposed schedule into a revised Fees and Charges Bylaw and attached same here, as Bylaw #2025-9, for consideration.

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

The substantive revisions are noted in Schedule F of the proposed bylaw, with all revisions throughout noted **in red**.

The proposed penalties are fairly general, except for the RV-related fines, which address that specific issue. The idea is that we wanted to keep the available municipal tag/enforcement suite limited and concise, focusing on a blanket fine structure for a breach of general terms, rather than specific penalties related to each LUB use type. RVs are the exception to this rule as they have been a particular concern and may need particular focus going forward.

You will also note that there is a provision allowing for escalating penalty value for second, third and subsequent contraventions within a 1-year time period.

The fine provisions highlighted here are designed not to restrict our ability to seek Stop-Orders or other legal remedies, as provided under the Act, but give the municipality a mechanism to encourage compliance outside of the time-consuming and costly court enforcement process.

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

N/A

### **RECOMMENDED ACTION:**

- 1) That Council gives all readings to #2025-9, and authorizes Mayor Pederson and Chief Administrative Officer Moskalyk to execute the same, this day, June 17, 2025.

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

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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.
  - f. **Schedule F, 'Land Use Bylaw Penalties for Offences,' 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 #2025-7 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

<b>SCHEDULE 'A' – BYLAW #2025-9 – FEES and CHARGES</b>	<b>SUMMER VILLAGE OF NAKAMUN PARK</b>
<b>GENERAL ADMINISTRATIVE FEES AND CHARGES</b>	
<b><u>ADMINISTRATIVE FEES AND CHARGES</u></b>	
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 -----
<b><i>GST will be charged where applicable on all Fees and Charges listed</i></b>	

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<b>SCHEDULE 'B' – BYLAW #2025-9 – FEES and CHARGES</b>	<b>SUMMER VILLAGE OF NAKAMUN PARK</b>
<b>ASSESSMENT FEES AND CHARGES</b>	
<b>ASSESSMENT FEES AND CHARGES</b>	
ASSESSMENT APPEAL FEE (Refundable if applicant is successful)  (Matters Relating To Assessment Complaints Regulation, 2018, Alberta Regulation 201/2017 & Section 481(1) of the MGA)	\$50
<i><b>GST will be charged where applicable on all Fees and Charges listed</b></i>	

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<b>SCHEDULE 'C' – BYLAW #2025-9 – FEES and CHARGES</b>	<b>SUMMER VILLAGE OF NAKAMUN PARK</b>
<b>DEVELOPMENT AND PLANNING FEES AND CHARGES</b>	
<b><u>DEVELOPMENT AND PLANNING – ADMINISTRATIVE FEES AND CHARGES</u></b>	
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
<b><u>DEVELOPMENT AND PLANNING - RE-DISTRICTING/RE-ZONING FEES/AMENDMENT FEES</u></b>	
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
<b><u>DEVELOPMENT AND PLANNING – APPEAL FEES AND CHARGES</u></b>	
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
<b><u>DEVELOPMENT – PERMIT FEES AND CHARGES</u></b>	
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
DEVELOPMENT PERMITS - COMMERCIAL	\$200

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<b>SCHEDULE C (CONTINUED)...</b>	
<b>DEVELOPMENT AND PLANNING - SAFETY CODES FEES</b>	
BUILDING PERMITS	AS PER SAFETY CODES SERVICE PROVIDER FEES AGREEMENT
ELECTRICAL PERMITS	
PLUMBING PERMITS	
GAS & HEATING PERMITS	
<b>DEVELOPMENT AND PLANNING - SUB-DIVISION FEES (MUNICIPALITY)</b>	
LOT SUBDIVISION FEE FOR LOTS THAT WERE PREVIOUSLY CONSOLIDATED:	
-FIRST LOT	\$1,000
-EACH SUBSEQUENT LOT	\$500
<b>DEVELOPMENT AND PLANNING - SUB-DIVISION FEES (SUBDIVISION AUTHORITY)</b>	
SUBDIVISION FEES AT APPLICATION FOR UP TO 3 LOTS, INCLUDING ANY REMAINDER	\$750 + \$250 per lot
SEPARATION OF TITLES (MGA-652 (4))	\$700
CONDOMINIUM PLAN CONSENT	\$50 per unit
EXTENSION - THE EXTENSION REQUEST AND FEE MUST BE RECEIVED BEFORE THE FILE EXPIRES. <b>ONCE A FILE HAS EXPIRED, AN EXTENSION CANNOT BE PROCESSED, AND A NEW SUBDIVISION APPLICATION WILL BE REQUIRED.</b>	\$350
RE-CIRCULATION	\$250
FEE AT ENDORSEMENT **Endorsement fees are charged at time of endorsement for all subdivisions except separation of titles**	\$200 per lot
<b><i>GST will be charged where applicable on all Fees and Charges listed</i></b>	

<b>SCHEDULE 'D' – BYLAW #2025-9 – FEES and CHARGES</b>	<b>SUMMER VILLAGE OF NAKAMUN PARK</b>
<b>FIRE SERVICES BYLAW FEES AND CHARGES</b>	
<b>FIRE SERVICES BYLAW – ADMINISTRATIVE FEES AND CHARGES</b>	
FIRE PERMIT FEE (SECTION 22)	\$250
FIRE SERVICES BYLAW ADMINISTRATIVE SURCHARGE FEE (SECTION 2(w))	5%
<b>FIRE SERVICES BYLAW – PENALTIES FOR OFFENCES</b>	
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
<b><i>GST will be charged where applicable on all Fees and Charges listed</i></b>	

<b>SCHEDULE "E" – BYLAW 2025-9 - PENALTIES, FEES and CHARGES</b>	<b>SUMMER VILLAGE OF NAKAMUN PARK</b>
<b>TRAFFIC BYLAW - PENALTIES FOR OFFENCES</b>	
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
SECTION 19 OFFENCE – OPERATE OFF-HIGHWAY VEHICLE WHERE NOT PERMITTED	\$150.00

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<b>SCHEDULE "E" – BYLAW 2025-9 - PENALTIES, FEES and CHARGES</b>	<b>SUMMER VILLAGE OF NAKAMUN PARK</b>
<b>TRAFFIC BYLAW - PENALTIES FOR OFFENCES</b>	
BETWEEN APRIL 1 AND OCTOBER 31	
SECTION 20 (a) – (d) 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 SAFETY 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
<b><i>GST will be charged where applicable on all Fees and Charges listed</i></b>	

<b>SCHEDULE "F" – BYLAW 2025-9 - FEES and CHARGES</b>	<b>SUMMER VILLAGE OF NAKAMUN PARK</b>
<b>LAND USE BYLAW - PENALTIES FOR OFFENCES</b>	
A PERSON WHO IS FOUND GUILTY OF AN OFFENCE UNDER THE LAND USE 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 LAND USE BYLAW WHERE NO PENALTY HAS BEEN SPECIFICALLY PROVIDED IS LIABLE TO A FINE OF NOT LESS THAN \$250.00	
DEVELOPMENT PRIOR TO PERMIT APPROVAL	\$500.00
NON-COMPLIANCE WITH DEVELOPMENT PERMIT CONDITIONS	\$500.00
FAIL TO COMPLY WITH AN ORDER	\$500.00
CONTINUE DEVELOPMENT AFTER DEVELOPMENT PERMIT HAS EXPIRED OR BEEN CANCELLED OR SUSPENDED	\$500.00
RECREATIONAL VEHICLE PLACED ON UNDEVELOPED PARCEL	\$500.00
EXCEED NUMBER OF PERMITTED RECREATIONAL VEHICLES ON A PARCEL	\$500.00
<b><i><u>GST will be charged where applicable on all Fees and Charges listed</u></i></b>	

Penalty amounts for contravention of the same provisions of the Bylaw that occur within 12 months are:

- Double for a second offence; and
- Triple for third and subsequent offences.

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**Date** Fri, 25 Apr, 25 2:38:03PM  
**From** Wildwillow Enterprises  
angela@wildwillowenterprises.com  
wendy wildwillowenterprises.com  
wendy@wildwillowenterprises.com  
Dwight Moskalyk  
ddm@kronprinzconsulting.ca  
Summer Village Office  
**To** administration@wildwillowenterprises.com  
West Cove Admin  
svwestcove@outlook.com  
tori wildwillowenterprises.com  
tori@wildwillowenterprises.com  
reception wildwillowenterprises.com  
reception@wildwillowenterprises.com  
**Cc** svsouthview@outlook.com  
svsouthview@outlook.com  
**Subject** Bill 50 - Summary of relevant info

Hello all,

I have attended all 3 of the webinars hosted by the GoA and/or ABmunis regarding Bill 50. Below is a summary of relevant info and impacts, for those who haven't been following along.

#### **Councillor Codes of Conduct**

- All codes of conduct and any resolutions related to Councillor behaviors will be automatically repealed by this Bill. There will be no option for Councils to regulate councillor behavior in any way.
- The province will implement their Council guidelines and meeting standards (including mandatory meeting procedures) and will look at establishing a municipal ombudsman or ethics commissioner. I am not sure what that will mean regarding current municipal integrity commissioners. I guess it makes them obsolete? The province will not commence engagement on next steps until after the Bill is passed, leaving a window where there will be no accountability mechanisms. When asked why not wait until a replacement for Codes has been developed to proclaim this part of the legislation, Minister McIver said that it is because there are currently no cases before the courts and that they can't change or proclaim legislation when there are relevant cases before the courts.
- New guidelines will only address in-meeting conduct. There will be no way for councillors to be held accountable for conduct outside of council meetings.

#### **Accountability of the Chief Administrative Officer**

- A majority of the WHOLE council will be required to appoint, suspend, or dismiss a CAO.
- Use of Natural Person Powers outside of anything that had been previously approved by Council via budget or motion must be reported to Council within 72 hours.
- Updated rules regarding the duty to provide information to a councillor. Requested information must be provided as soon as practicable. CAOs can refuse to provide information under a narrow set of circumstances. There is nothing that can be done should a councillor have an overwhelming number of information requests.
- All information provided to one councillor must be shared with all within 72 hours, this includes verbal conversations.

#### **Public Interest and Policy of Government**

- There will be the ability for regulations to be made that define "public interest" and "policy of government" - this is in relation to legislation previously passed that allows the province to overturn municipal decisions that go against these things.

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LAEA

- Candidates can now withdraw within 24 hrs (48 for SVs) even if that means that there aren't enough nominations. It has been flagged that the LAEA requires acclamations to be announced immediately after the close of nomination day.

ICF's

- Minister McIver says that these changes are to address concerns brought forward by municipalities and the courts. The reason they are happening now is that there are currently no cases before the courts.
- New definitions have been added for clarity
- Mandatory services that must be included are transportation, water and wastewater, solid waste, emergency services, recreation. Non mandatory services can only be included if both parties agree and cannot be subject to arbitration.
- Third party services (which include libraries) are expressly prohibited from being included.
- Capital costs for a new facility can only be included in an ICF if all municipalities have participated in the design and decision to construct the facility. This requires a prior agreement detailing the nature of participation by each municipality.
- Refined and clarifies rules around arbitration.

**Municipalities will have 6 months from the date of proclamation to update their bylaws to reflect these changes.**

I think that about covers it,

Angela

2025 Business Plan:  
Strategic Vision and  
Key Initiatives

*From Capital Build  
to  
Utility Operations and Growth*

*Presented: April 29, 2025*



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## Presentation Overview

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- Business Plan Background
- Business Plan 2025 Review and Engagement Process
- Business Plan 2025 Key Strategic Objectives and Goals
- Action Plan 2025/2026
- Growth and Sustainability Initiatives
- Financial Projections and Budget

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# Business Plan Background

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## First Iteration in 2008:

- Subsequent versions approved in 2012, 2015, 2017, 2020, 2025

## Initially Required to "Prove" the Business Case for WILD:

- Partnership/Membership Framework and WFL Funding Application

## Repository for Membership and Capital Build Framework:

- Master Plan of What Was Being Built, Updated with Each New Phase of the Build

## New Era in 2025 Business Plan:

- Membership Build Phase is Ending, Utility Business Phase is New Focus
- We Know "What is Built." Now We Need to Make the Most of These Assets

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# 2025 Business Plan Engagement

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## Different Focus for 2025 Business Plan:

- Shift from Conceptual/Technical Reports to Corporate Identity and Supporting Member Needs

## Review Began in 2024:

- Consultant-led revisions (Updating Tables and Analysis)
- Board Engagement and Review
- Membership Engagement and Input

## Membership Engagement:

- Included a Period of Draft Review and Comment
- Resulted in Several Meaningful Revisions in the Final Draft:
  - Historical Obligations and Context
  - Future Collaboration and Advocacy Initiatives

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# 2025 Business Plan: Key Objectives and Goals

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## Engagement Informed Objectives and Goals:

- Member Needs and Wants shape Corporate Identity and Mission

## Utility Business Model As Roadmap:

- Objective and Goals Framed Through Utility Business Scope
- How We Engage, How We Advocate, How We Fund and Invest

## Transparency in Corporate Outlook:

- Defined Objectives and Goals – Action Plan 2025-2030+
- Targets for Completion and Implementation
- Predictability and Accountability in Planning and Execution

5

# 2025/2026 Action Plan

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## Action Plan - Pages 22 – 28 of the 2025 Business Plan:

- List of Specific Actions to Fulfill the Mandate of the Business Plan

## 2025/2026 Action Items:

- Post-Construction “Settling” Items (Water Licensing, Advocacy, and Engagement with Peer Utility Groups)
- Membership and New Member **Agreements** (Formalize Rights and Obligations)
- New **Bylaw and Policy** Initiatives (New MGA, Need for New Rules/Local Rules, FOIP Act Changes/PMP)
- **Planning** for Growth and Sustainability (Asset Management and Water Distribution Planning/Support)
- “**Strong Advocacy**” Development – Policies to Incentivize/Accelerate Connections in Priority Areas:
  - For Example, in Environmentally Sensitive Lands, as identified in Member Water Distribution Plans or Commission Plans

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# Growth and Sustainability Goals

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## Engagement and Support for Water Distribution Investments:

- Planning, Partnerships, and Operational Support
- Examples include the Tri-Village Water Distribution Study and Alexis and Paul Mentorship Initiatives

## Support for Member Distribution Planning:

- Leadership Role in Policy Development, Setting Priorities, Regulating Growth

## Expanding the Corporate Identity of WILD:

- Not Just a Utility Business, But a Responsible and Conscientious Business
- Long-term Perspective, Leadership on Environmental and Regional Socio-Economic Matters
- Obligation to be a Solution in Sustainable Regional Growth

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# Financial Projections and Budget

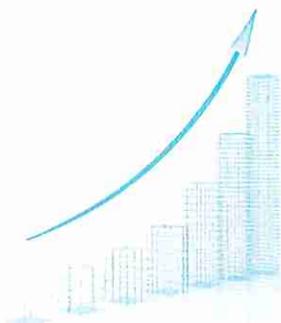
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OVERVIEW OF KEY COST AND REVENUE TRENDS IN THE FIVE-YEAR PLAN

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## Revenue Forecasts (2025 – 2030)



### Water Sales Analysis

Our revenue forecasts are heavily based on water sales projections. BP 2025 models an average growth of 1.7%, settling at ~650,000 cubic meters in total annual sales by 2030.

### Member-Based Revenues:

Phase 5(a) will require member contributions in 2026/2027 to offset the 10% capital costs.

Member-based recovery of the Admin and Governance Budget will settle at 30% by 2030 (down from 35% in 2025).

### Phase 5(b) and 5(c):

Grant funding will be sought for these internal expansion projects within the 5-year window. It is envisioned that WILD will cover the 10% funding needed for the balance of these, rather than relying on members directly.

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## Expense Management

### Testing of Water Rates:

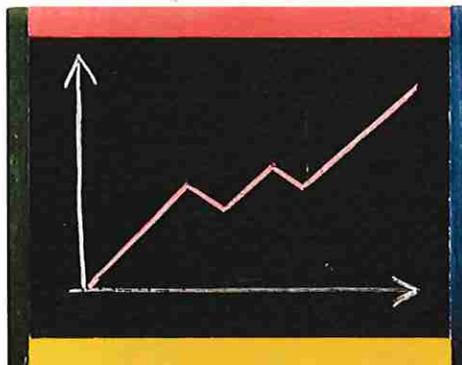
Water Purchases from CRPWSC account for roughly 1/3 of the annual budget. Regular rate reviews are a key element of cost management. The formula is set (AUC), but the application is external, so testing is required.

### Cost Control Strategies

Investing in "fine-tuning" of assets and system to help keep operating and maintenance costs on target. Balance the need for 24/7 coverage with intermittent demand curves. Supply management and inventory development also key (especially with tariff cost and delay impacts).

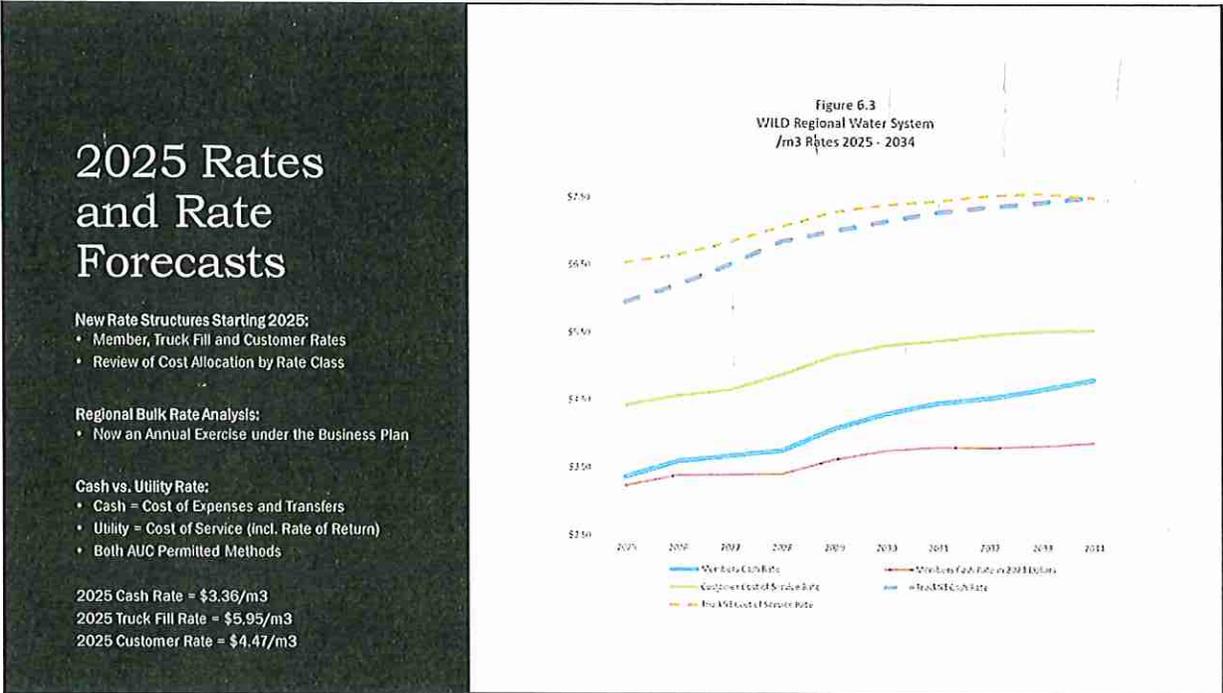
### Debt Management and Borrowing Strategies:

Monitoring lending rates and trends to ensure required borrowing is arranged at favorable rates (25-year debentures).



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## Conclusion

2025 Business Plan Sets New Expectations

Focus on Shifting From Building Infrastructure to Growing the Service

Focus on Balancing Service Growth with Member Needs and Regional Goals

# Questions?

*Have you subscribed to the WILD Notice Board yet?*

Register today to get email updates on service interruptions and other important developments on the system:

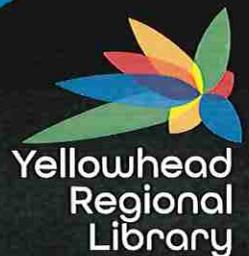
[www.wildrwc.com](http://www.wildrwc.com)

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# Grow Gather Guide

2024 Annual  
Report



# Introduction

2024 was a year for Yellowhead Regional Library to **Grow, Gather** and **Guide**.

These three words form the theme of this year's annual report and reflect YRL's 2023-2025 Strategic Plan direction: **YRL is a Verb**. They capture how we support member libraries by growing resources and skills, gathering insights and collaboration, and guiding effective service and growth.

Behind the scenes, YRL staff enhanced day-to-day member library operations through advice, support, technology, and policy guidance. This helped local library staff build skills and deliver efficient, responsive service grounded in best practices and community needs.

Strategic direction from the YRL Board continued to shape our work. In 2024, the Board approved several new policies that strengthened governance and long-term sustainability. These actions reinforce our commitment to intellectual freedom, equity and access, advocating for professional and independent public library service across Alberta.

Together, these efforts reflect a deep commitment to strong public and school libraries and the communities they serve. As we look ahead, YRL remains a reliable, responsive partner, living the spirit of **Grow. Gather. Guide**. every step of the way.





# Grow

In 2024, YRL supported member libraries in **growing access to collections and resources** and **growing community impact**, key priorities outlined in our 2023–2025 Strategic Plan. We invested in cataloging improvements, delivered focused training, and supported programming that reflected local needs. These efforts helped libraries grow where it counts: in their services, staff, and relationships with the people they serve.

## **Growing Access to Collections and Resources**

- ➔ Transitioned our larger member public libraries to **OCLC WorldShare**, improving cataloging speed and helping libraries circulate timely, community-relevant materials to patrons faster.
- ➔ Established **team item sorting procedures** at headquarters, improving delivery times between libraries and ensuring patrons received their holds quickly.
- ➔ Introduced **new cataloging standards** to support the growth of Library of Things collections, allowing member libraries to expand core collections and give patrons access to more creative, non-traditional items.
- ➔ Launched **two new databases**, ComicsPlus and The Athletic, helping public libraries meet community demand for diverse, accessible online resources.

## **Growing Community Impact**

- ➔ Improved the **delivery of monthly usage statistics**, giving public libraries clearer insights into local needs and helping them adapt services to better support their communities.
- ➔ **Launched seven new kits**, enabling public and school libraries to deliver creative, cost-effective programs that reflect community interests and expand access to informal learning opportunities.

# Gather

In 2024, YRL focused **on gathering and sharing knowledge, relationships and support**, and **gathering tools to stay connected**, priorities that align with our 2023–2025 Strategic Plan. We responded to thousands of staff inquiries, on-boarded new managers, and shared tools, resources and ideas to help libraries solve problems, stay connected and deliver high-quality service. These efforts helped libraries gather the knowledge, connections and tools they need to collaborate, adapt and deliver consistent, high-quality services to their communities.

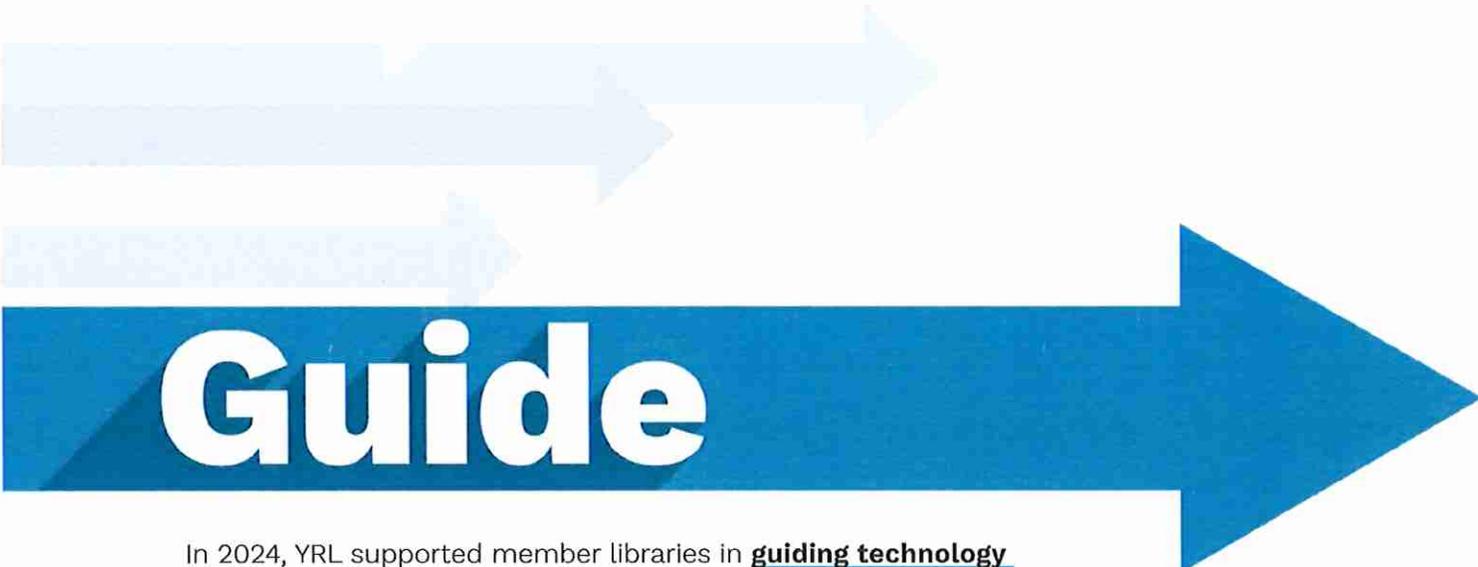
## Gathering and Sharing Knowledge, Relationships and Support

- Shared over **190 intranet resources**, including 17 new public library documents and a new 11-page school library hub, giving staff access to up-to-date tools that support efficient, community-focused service.
- Fulfilled **23 curriculum support requests** and **37 material selection projects** for school libraries, sourcing 169 borrowed items and hundreds of new acquisitions at reduced cost.
- Strengthened our commitment to diversity, equity and inclusion by welcoming an **Indigenous Initiatives Librarian** to help build respectful relationships with First Nations in our region, including Alexis Nakota Sioux Nation and Paul First Nation.
- On-boarded **eight new managers** across five public libraries, supported by updated orientation resources to promote confident leadership transitions.

## Gathering Tools to Stay Connected

- Installed **60 new wireless access points** at member public libraries, to improve service continuity, internet reliability, and patron access to online resources.
- Improved meeting and training spaces at YRL headquarters with **new, comprehensive audiovisual equipment** to support virtual board meetings, staff development and planning, making it easier for library staff and trustees to connect, learn and collaborate.

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# Guide

In 2024, YRL supported member libraries in **guiding technology and systems improvements**, and **guiding library governance**, both of which are core priorities in our 2023–2025 Strategic Plan. YRL also worked on internal policies and procedures to **guide organizational strength and culture**. Through targeted consulting, infrastructure improvements and policy development, we helped libraries operate with greater stability, transparency and strategic focus.

## **Guiding Technology and Systems Improvements**

- ➔ Implemented a **reboot-to-restore software solution** to protect public access computers and user privacy.
- ➔ Introduced **cybersecurity awareness training** to member public libraries, allowing library staff to mitigate cyber risks and protect patron data.

## **Guiding Library Governance**

- ➔ Conducted **26 outreach visits and/or presentations to municipal councils and library boards, and school division boards** to strengthen partnerships and share information on YRL services.
- ➔ Participated in and distributed the **provincial 2023–24 System Salary Wages and Compensation Report** to provide public libraries with accurate data for decision-making.

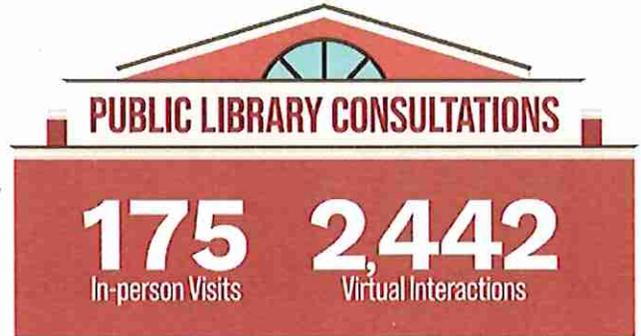
## **Guiding Organizational Strength and Culture**

- ➔ Introduced new human resources policies to support our commitment to a healthy work environment, including a **Disconnect from Work** policy and a **Reduced Scent** policy.
- ➔ Introduced new policies on **Information Technology, Use of Artificial Intelligence**, and **Video Camera Surveillance**, and a new bylaw on **Public Attendance and Presentation at Board Meetings** to support transparency, security, and alignment with governance best practices.
- ➔ Updated the **Collection Development Policy** to reinforce YRL's commitment to intellectual freedom and guide collection development support that helps libraries build relevant, balanced collections that serve diverse community needs.

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# A Year in Review

## By the Numbers



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# Conclusion

As libraries continue to evolve, YRL remains committed to responsive, forward-thinking support that helps member libraries thrive. Grounded in our 2023–2025 Strategic Plan and guided by the belief that YRL is a Verb, we will continue to grow capacity, gather insight, and guide sustainable service. With this plan now in its final year, we've already begun shaping our next strategic direction—ensuring that our work continues to meet the needs of libraries and the communities they serve, now and into the future.

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## Yellowhead Regional Library

### Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

### Building Location

433 King Street, Spruce Grove, AB T7X 2C6

### Phone

780-962-2003

### Toll-free

1-877-962-2003

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



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR118837

May 12, 2025

His Worship Keith Pederson  
Mayor  
Summer Village of Nakamun Park  
PO Box 1250  
Onoway AB T0E 1V0

Dear Mayor Pederson:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Summer Village of Nakamun Park:

- The 2025 LGFF Capital allocation is \$72,045.
- The 2025 LGFF Operating allocation is \$15,430.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$69,967. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

Information on LGFF funding for all local governments is available on the LGFF website at [www.alberta.ca/LGFF](http://www.alberta.ca/LGFF).

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

Ric McIver  
Minister

cc: Dwight Moskalyk, Chief Administrative Officer, Summer Village of Nakamun Park

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May 28, 2025

Summer Village of Nakamun Park

Dwight Moskalyk  
Box 1250  
Onoway, AB T0E 1V0

Re: 2025 BMO Mastercard Rebate Cheque

Hello Dwight,

Warm greetings from your team at Alberta Municipalities!

We're pleased to enclose your 2024 BMO Mastercard rebate cheque. This rebate is one of the many benefits of using Alberta Municipalities' services and joining forces with the Government of Alberta, Alberta Health Services, and fellow members to maximize purchasing power.

Your cheque for \$19.04 reflects the purchases made with your no-fee BMO Mastercard throughout 2024.

Thank you for your continued participation and support. If you have any questions, feel free to reach out to Robyn Becker at [robyn@abmunis.ca](mailto:robyn@abmunis.ca) – we're always happy to help!

Warm regards,



Dean Kabbani  
Senior Director, Business Development

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June 4, 2025

Summer Village of Nakamun Park  
P.O. Box 1250  
Onoway, AB  
T0E 1V0

Dear Dwight,

**RE: Environmental grant**

Congratulations on being a recipient of the FortisAlberta 2025 Environmental grant. I am pleased to enclose our donation cheque of \$2,500 to support your project.

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

We wish you continued success.

Sincerely,



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

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