

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Tuesday September 16th, 2025 – at Wildwillow Enterprises Inc. Main Office (2317 Township Road 545, Lac Ste. Anne County, Alberta, T0E 1V0, East End Fire Hall of LSAC) – 2:00 P.M.

1. Call to Order:
 - a) Land Acknowledgement:

The Summer Village of Nakamun Park acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these land for centuries, and where wrongs have been done, we dedicate our efforts to moving forward in a renewed spirit of reconciliation and collaboration with our indigenous stakeholders, friends, and neighbours so that the mistakes of the past are never repeated in the future.

2. Agenda:
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 - a) Tuesday September 16th, 2025 Regular Meeting Agenda

3. Minutes:
Page 3 - 11
Page 12 - 15
 - a) Thursday August 28th, 2025 Organizational Meeting Minutes
 - b) Thursday August 28th, 2025 Regular Meeting Minutes

4. Appointment:
 - a) Tony Sonnleitner, Development Officer – 3:00 pm, to apprise council of development enforcement matters and next steps on outstanding enforcement.

5. Bylaws/Policies:
 - a) N/A

6. Business:
Page 16 - 26
 - a) FortisAlberta, 2026 Franchise Fee – RFD 2025-45 is attached for background and recommendations.
Page 27 - 29
 - b) EOEP, Elected Officials Training Invite – RFD 2025-46 is attached for consideration
Page 30 - 34
 - c) Emergency Management, Training and Exercise Opportunities – RFD 2025-47 is attached for background and consideration.
Page 35 - 38
 - d) Northern Gateway Public School, School Board Elections – RFD 2025-48 is attached for reference.
 - e) Other
 - f) Other

7. Financial
 - a) N/A – (Next Report will be Q3 2025 presented October/November 2025).

SUMMER VILLAGE OF NAKAMUN PARK

AGENDA

Tuesday September 16th, 2025 – at Wildwillow Enterprises Inc. Main Office (2317 Township Road 545, Lac Ste. Anne County, Alberta, T0E 1V0, East End Fire Hall of LSAC) – 2:00 P.M.

8. Councillor Reports

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

9. Administration Reports

- a) CAO:
 - a. Boat Dock Removals – Contact/Open Gates/Process
 - b. Short Track Equipment – Fleet Inspection Dates
 - c. Part 2 Orientation Training – Feedback
 - d. Other
 - e.

10. Information and Correspondence

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- a) ABMunis, Insurance and Risk Services, Semi-Annual Review – 2025 Review of Summer Village of Nakamun Park Service

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- b) ABmunis, Bill 50 Recommendations – August 26, 2025 Briefing and Assessment of Recommended Changes

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- c) Municipal Affairs, Grants and Taxation – September 3, 2025 Preliminary Equalized Assessment (2026) report, including page 8 of the report showing SVNP changes (proposed).

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- d) Municipal Affairs, Office of the Minister – July 31, 2025 Ministerial Order NO.MAG:006/25, which notes the cancelled or reduced amounts of the Designated Industrial Property (DIP) linear tax for 2025 (et. al)., the list in Schedule B (not attached) includes the SVNP amount (~\$11.80 for the year).

11. Closed Meeting

- a) N/A.

12. Next Meeting Date

- a) Schedule the next regular council meeting for October 21, 2025, 2:00 p.m., or some other date/time.

13. Adjournment

Upcoming Meetings:

September 20, 2025 – SVLSACE Regular Meeting
September 27, 2025 – New Council Emergency Management Training
October 6-9, 2025 – LSAC Emergency Management Exercise
October 21, 2025 – Regular Council Meeting (Proposed)

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	PRESENT	<p>Councillor: Robert (Bob) Charter Councillor: Raymond (Ray) Gertz (via Zoom) Councillor: Keith Pederson</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Dwight Moskalyk, Chief Administrative Officer</p> <p>Absent:</p> <p>Public Works: n/a Public at Large: n/a</p>
1.	CALL TO ORDER	<p>CAO Moskalyk called the meeting to order at 6:00 p.m..</p>
2.	OATH OF OFFICE	<p>Council members participated in the Part I Council Orientation as presented by Mike Pashak of the Association of Summer Villages of Alberta on Wednesday, August 27th, 2025.</p> <p>CAO Moskalyk reported the results of the 2025 Municipal Election, which concluded on July 26, 2025, whereby Robert Charter, Raymond Gertz and Keith Pederson were each declared Elected by Acclamation.</p> <p>CAO Moskalyk, acknowledging the presence of Councillor-Elect Robert Charter, invited Councillor-Elect Charter to take the Councillor Oath of Office;</p> <p>Councillor-Elect Charter took the Oath, which was sworn before Dwight Moskalyk, a Commissioner for Oaths, and assumed the office of Councillor.</p> <p>CAO Moskalyk, acknowledging the presence of Councillor-Elect Raymond Gertz, invited Councillor-Elect Gertz to take the Councillor Oath of Office;</p> <p>Councillor-Elect Gertz took the Oath, which was sworn before Dwight Moskalyk, a Commissioner for Oaths, and assumed the office of Councillor.</p> <p>CAO Moskalyk, acknowledging the presence of Councillor-Elect Keith Pederson, invited Councillor-Elect Pederson to take the Councillor Oath of Office;</p> <p>Councillor-Elect Pederson took the Oath, which was sworn before Dwight Moskalyk, a Commissioner for Oaths, and assumed the office of Councillor.</p>

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

3.	AGENDA OG1 - 25	MOVED by Councillor Pederson that the agenda for the Thursday August 28, 2025 Organizational Meeting of the Summer Village of Nakamun Park be approved as presented. CARRIED
4.	ELECTION (MAYOR) OG2 - 25	CAO Moskalyk called for nominations for the office of mayor of the Summer Village of Nakamun Park; Councillor Charter nominated Councillor Pederson. CAO Moskalyk called for nominations for the office of mayor a second time; CAO Moskalyk called for nominations for the office of mayor a third time; MOVED by Councillor Gertz that nominations for the office of mayor cease. CARRIED Keith Pederson was declared elected by acclamation to the office of mayor and took the Oath of Office and assumed the Chair.
5.	ELECTION (DEPUTY MAYOR) OG3 - 25	Mayor Pederson called for nominations for the office of deputy mayor of the Summer Village of Nakamun Park; Councillor Gertz nominated Councillor Charter. Mayor Pederson called for nominations for the office of deputy mayor a second time; Mayor Pederson called for nominations for the office of deputy mayor a third time; MOVED by Mayor Pederson that nominations for the office of deputy mayor cease. CARRIED Robert Charter was declared elected by acclamation to the office of deputy mayor and took the Oath of Office.
6.	APPOINTMENT OF COMMITTEE REPRESENTATIVES OG4 - 25	MOVED by Deputy Mayor Charter that the following council committee and external appointments be confirmed:

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

		<ul style="list-style-type: none">a) Highway 43 East Waste Commission: Representative: Mayor Pederson, Alternate: Deputy Mayor Charter;b) Summer Village Lac. Ste. Anne County East: All of Council may attend; Voting Representative Mayor Pederson, First Alternate Voting Representative is Deputy Mayor Charter, Second Alternate Voting Representative is Councillor Gertz;c) West Interlake District Regional Water Services Commission Annual General Meetings: All of Council may attend; Voting Representative Mayor Pederson, First Alternate Voting Representative is Deputy Mayor Charter, Second Alternate Voting Representative is Councillor Gertz;d) Recreation Committee: Representative: All of Council, with the ranking member as Chair, Alternate: N/A;e) Yellowhead Regional Library: Representative: Mayor Pederson, Alternate: Deputy Mayor Charter;f) Lake Sustainability Initiatives: Representative: Deputy Mayor Charter, Alternate: Councillor Gertz;g) Policing/Community Peace Officer Initiatives: Representative: Deputy Mayor Charter, Alternate: Councillor Gertz;h) Emergency Planning and Regional Emergency Management Advisory Committee: Representative: Mayor Pederson, Alternate: Deputy Mayor Charter;i) Fire Services Initiatives: Representative: Mayor Pederson, Alternate: Deputy Councillor Gertz;
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MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

		<p>j) Municipal Services Package: Representative: Deputy Mayor Charter, Alternate: Mayor Pederson;</p> <p>k) Rural Crime Watch Committee: Representative: N/A (Local Association Disbanded), Alternate: N/A (Local Association Disbanded).</p> <p style="text-align: right;">CARRIED</p>
7.	<p>BANKING AUTHORITY</p> <p>OG5 - 25</p>	<p>MOVED by Councillor Gertz that Council confirm the Alberta Treasury Branch (ATB Financial) as banking authority for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>SIGNING AUTHORITY</p> <p>OG6 - 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirm the signing authority on ATB account [REDACTED] to include all of council (Mayor Pederson, Deputy Mayor Charter and Councillor Gertz, and Chief Administrative Officer Wendy Wildman and Dwight Moskalyk, as Administrative Designate, with two signatures required on all financial instruments with one signature required from any member of council one signature required from Administration (Chief Administrative Officer or Designate, if applicable), AND THAT Marge Hanssen be removed from Signing Authority effective August 28, 2025.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>ADMINISTRATION, THE CAO, AND FINANCIAL OFFICER</p> <p>OG7 – 25</p> <p>OG8 – 25</p> <p>D. Moskalyk</p>	<p>MOVED by Mayor Pederson that Council confirm Wildwillow Enterprises Inc. as administration services provider to the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Council appoint and confirm Wendy Wildman as Chief Administrative Officer for the Summer Village of Nakamun Park, and Dwight Moskalyk as Administrative Assistant.</p> <p style="text-align: right;">CARRIED</p> <p>D. Moskalyk left the meeting at 6:25 p.m.</p>

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

	OG9 – 25	MOVED by Deputy Mayor Charter that Council confirm the appointment of Heather Luthala as Financial Manager, a designated officer position for the Summer Village of Nakamun Park and authorize the designation of Heather Luthala as Online Administrator for the Online Account(s) of the municipality’s Banking Institution (ATB Financial). CARRIED
10.	OFFICE LOCATION OG10 -25	MOVED by Deputy Mayor Charter that Council assign and confirm the location of the municipal office for the Summer Village of Nakamun Park as 2317 Township Road 545 in Lac Ste. Anne County, Alberta Canada. CARRIED
11.	MEETING DATES OG11-25	MOVED by Deputy Mayor Charter that Council confirm that the meeting date for regular council meetings be established as the third Tuesday of every month starting at 2:00 p.m., to be hosted in the municipal office board room, 2317 Township Road 545 in Lac Ste. Anne County in Alberta, Canada; and further that teleconferencing be deemed an acceptable format of holding a meeting and that any changes of a meeting date or calling of a special meeting is to be posted on the website and in the village kiosk as an appropriate form of notification. CARRIED
12.	AUDITOR OG12 - 25	MOVED by Deputy Mayor Charter that Council confirms the engagement of Seniuk and Company Chartered Accountants to the appointment of municipal auditor. CARRIED
13.	SOLICITOR OG13 - 25	MOVED by Deputy Mayor Charter that Council confirm the engagement of Patriot Law Group (Onoway) to the appointment of municipal solicitor, with Brownlee LLP as designated alternate legal counsel where circumstance requires. CARRIED

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

14.	ASSESSOR OG14 – 25	<p>MOVED by Mayor Pederson that Council confirm the engagement of Municipal Assessment Services Group and the appointment of Travis Horne as municipal assessor, a designated officer position for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
15.	ASSESSMENT REVIEW BOARD OG15 – 25 OG16 - 25	<p>MOVED by Mayor Pederson that Council confirm the engagement of Capital Regional Assessment Services Commission as Assessment Review Board services provider (Local and Composite).</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Assessment Review Board Panelists and Administration appointments be confirmed as; Gerryl Amorin as Assessment Review Board Clerk, a designated officer position for the Summer Village of Nakamun Park; Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, and Raymond Ralph as Assessment Review Board Panelists for 2025, with Raymond Ralph as Chair of the Assessment Review Board for 2025.</p> <p style="text-align: right;">CARRIED</p>
16.	PRIVACY COORDINATOR OG17 - 25	<p>MOVED by Mayor Pederson that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the Head of the Public Body for the Purposes of the Access to Information Act and the Protection of Privacy Act, in and for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
17.	HEALTH AND SAFETY REPRESENTATIVE OG18 - 25	<p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Chief Administrative Officer Wendy Wildman as the designated Health and Safety Representative under the municipality’s Workplace Health and Safety Manual, and that Peden Safety Consulting Ltd. be confirmed as the municipality’s primary Occupational Health and Safety consultant.</p> <p style="text-align: right;">CARRIED</p>

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

		as duly trained and active Subdivision and Development Appeal Board Members. CARRIED
20.	PLANNING AUTHORITY OG25 – 25	MOVED by Deputy Mayor Charter that Council confirm the engagement of Municipal Planning Services as municipal planning services provider and the appointment of Jane Dauphinee as Planning Officer, a designated officer position, for the Summer Village of Nakamun Park. CARRIED
21.	BUILDING INSPECTIONS AND SAFETY CODES OG26-25	MOVED by Councillor Gertz that Superior Safety Codes be confirmed as the municipality's accredited Safety Codes agent for building, gas, electrical, plumbing, and private sewage inspections, and that Victoria Message be designated as Quality Management Plan Administrator for the municipality. CARRIED
22.	COMMUNITY PEACE OFFICER OG27 – 25	MOVED by Deputy Mayor Charter that Lac Ste. Anne County Community Peace Officer and Enforcement Agreement be confirmed and duly appointed and sworn Community Peace Officers and Enforcement Officers of Lac Ste Anne County be confirmed as Community Peace Officers and Enforcement Officers for the Summer Village of Nakamun Park (Designated Officers). CARRIED
23.	FIRE PROTECTION OG28 – 25	MOVED by Deputy Mayor Charter that Council confirm the engagement of Alberta Beach Regional Fire Services as Fire Protection services provider for Nakamun Park; confirm Fire Chief David Ives as Fire Chief for the Summer Village of Nakamun Park, respective of the terms of the service agreement and subsequent supplementary aid agreements; and that Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire protection purposes. CARRIED
	R. Gertz – Exited the Meeting (6:41 p.m.)	Councillor Gertz exited the meeting at 6:41 p.m.

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28th, 2025 AT 6:00 P.M.. AT THE WILDWILLOW ADMINISTRATION OFFICE, 2317 TWP RD 545 LAC STE. ANNE COUNTY.

24.	<p>DIRECTOR OF EMERGENCY MANAGEMENT OG29 – 25</p> <p>OG30 – 25</p> <p>OG31 - 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Marlace Pederson as the Municipal Director of Emergency Management for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Pederson that Council confirm the appointment of Jason Madge as Municipal Deputy Director of Emergency Management for the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Janice Christiansen as the Regional Director of Emergency Management for the membership of the Ste. Anne Regional Emergency Management Commission, including the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED</p>
25.	<p>WEED INSPECTOR OG32 – 25</p>	<p>MOVED by Deputy Mayor Charter that Council confirm the appointment of Jackie Gamblin as the Weed Inspector for the Summer Village of Nakamun Park, with all the powers as designated under the Alberta Weed Control Act to address noxious weed identification and abatement strategies in the community.</p> <p style="text-align: right;">CARRIED</p>
25.	ADJOURNMENT	Mayor Pederson declared the meeting adjourned at 6:43 p.m.

Mayor Keith Pederson

Chief Administrative Officer Wendy Wildman

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28, 2025 AT 6:45 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	PRESENT	<p>Mayor: Keith Pederson Deputy Mayor: Robert Charter Councillor: Raymond Gertz (via Zoom)</p> <p>Administration: Wendy Wildman, CAO</p> <p>Appointments: N/A</p> <p>Absent: N/A</p> <p>Public Works: N/A Public at Large: N/A</p>
1.	CALL TO ORDER	<p>Mayor Pederson called the meeting to order at 6:45 p.m.</p> <p>Mayor Pederson stated the Land Acknowledgement, as presented.</p>
2.	AGENDA 135-25	<p>MOVED by Deputy Mayor Charter that the agenda for the Thursday August 28, 2025, regular meeting of council be approved as presented.</p> <p style="text-align: right;">CARRIED.</p>
3.	MINUTES 136-25	<p>MOVED by Mayor Pederson that the minutes for Tuesday, July 15, 2025, regular meeting of council be approved, as presented.</p> <p style="text-align: right;">CARRIED.</p>
4.	APPOINTMENT	N/A
5.	BYLAW	N/A
6.	BUSINESS 137-25	<p>MOVED by Deputy Mayor Charter that Council accept as information the 2024 Annual Internal Review of the Summer Village of Nakamun Park by the Safety Codes Council, and authorize administration to proceed with execution and filing of same for the public record</p> <p style="text-align: right;">CARRIED.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28, 2025 AT 6:45 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	138-25	<p>MOVED by Mayor Pederson that Council accept the Town of Onoway’s July 11, 2025 Full and Final Settlement Offer relating to the dissolution of the Onoway Regional Fire Services, acknowledge acceptance of the settlement offered of \$155.09 to Nakamun Park, and authorize administration to collect these funds and transfer them to the Protective Services Reserve Account concurrent to the 2025 Year End Journal Entries.</p> <p style="text-align: right;">CARRIED.</p>
	139-25	<p>MOVED by Mayor Pederson that Council authorize the attendance of Council and Administration at the 2025 Association of Summer Villages of Alberta Annual Conference and Annual General Meeting, including hotel and accommodations, and an extra banquet ticket for spouses, AND THAT Mayor Pederson be authorized to procure a silent auction item for the event up to a maximum value of \$300.00 to provide on behalf of the Summer Village of Nakamun Park.</p> <p style="text-align: right;">CARRIED.</p>
	140-25	<p>MOVED by Mayor Pederson that Council accept the discussion on the 2025 Annual Information Meeting feedback as information and proceed with the following actions:</p> <ul style="list-style-type: none"> i) Councillor Charter to investigate pricing and placement of Buoys, ii) Clean-up of 4006/4007 Public Service Lots to include another burn during the winter for municipal purposes, no privacy fence needed; iii) Invite municipal insurance provider(s) to a future Council meeting to discuss the policy, liability, fire coverage and liability (lightning strikes, cross property incidents, dispute mechanism), shop and equipment values and replacement iv) Administration to investigate grants for any/all of the above. <p style="text-align: right;">CARRIED.</p>
	141-25	<p>MOVED by Deputy Mayor Charter that Council goes into Closed Meeting at 7:22 p.m., pursuant to Section 32 of the Access to Information Act, being information that is considered privileged and subject to solicitor-client privilege relating to Fire Service Mutual Aid Negotiations.</p> <p style="text-align: right;">CARRIED.</p>
	<p>Recess to allow the public to exit at 7:23 p.m.</p> <p>Call to Order in Closed Session 7:24 p.m.</p>	<p>Mayor Pederson called for a recess to allow the public to exist the meeting at 7:23 p.m.</p> <p>Mayor Pederson called the meeting back to order, now in Closed Session, at 7:24p.m.</p> <p>The Closed Session Meeting was attended by:</p> <ul style="list-style-type: none"> -Mayor Pederson - In Person -Deputy Mayor Charter - In Person

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28, 2025 AT 6:45 P.M. AT THE WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

	<p>Recess to allow the public to return to the meeting at 7:55 p.m.</p> <p>Call to Order at 7:56 p.m.</p> <p>142-25</p> <p>143-25</p>	<p>-Councillor Gertz - Virtual (Confirmed as Alone, as Required by Section 47(f) of Procedural Bylaw #2025-8) -CAO Wildman – In Person</p> <p>Mayor Pederson called a recess to allow the public to return to the meeting at 7:55 p.m.</p> <p>Mayor Pederson called the meeting back to order at 7:56 p.m.</p> <p>MOVED by Mayor Pederson that Council move out of Closed Session and back into the public meeting at 7:56 p.m. CARRIED.</p> <p>MOVED by Deputy Mayor Charter that Council endorse the Fire Services Mutual Aid Agreement between Alberta Beach and Lac Ste. Anne County, as provided, and approve the addendum thereto attached and forming part of as it relates to the Summer Village of Nakamun Park as a client partner of Alberta Beach, and authorize execution of same by Mayor and Chief Administrative Officer, as presented. CARRIED .</p>
7.	<p>FINANCIAL</p> <p>144-25</p>	<p>MOVED by Mayor Pederson that Council accept the July 2025 Income and Expense Reports, for the period ended July 31, 2025, for information, as presented this day, August 28, 2025, in council. CARRIED.</p>
8.	<p>COUNCIL REPORTS</p> <p>145-25</p>	<p>MOVED by Mayor Pederson that Council accept the Council Reports for information, as presented. CARRIED.</p>
9.	<p>ADMINISTRATION /PUBLIC WORKS REPORTS</p> <p>146-25</p>	<p>MOVED by Mayor Pederson that Council accept the Administration and Public Works reports for information, as presented. CARRIED.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF NAKAMUN PARK,
 IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY AUGUST 28, 2025 AT 6:45 P.M. AT THE
 WILDWILLOW ENTERPRISES INC.MAIN OFFICE.

10	INFORMATION CORRESPONDENCE 147-25	<p>MOVED by Mayor Pederson that Council accepts the following correspondence items as information:</p> <ul style="list-style-type: none"> a) Government of Alberta, Municipal Affairs – August 8, 2025 letter confirming the 2025/2026 Canada Community Building Fund grant allocation to the municipality. b) Royal Canadian Mounted Police, Commanding Officer – June 25, 2025 letter of introduction and priorities of the force. <p style="text-align: right;">CARRIED.</p>
11.	CLOSED MEETING	See Motion #141-25, above.
12.	NEXT MEETING 148-25	<p>MOVED by Mayor Pederson that the next regularly scheduled meeting be held on September 16th, 2025 at 2:00 p.m.</p> <p style="text-align: right;">CARRIED.</p>
13.	ADJOURNMENT	Mayor Pederson declared the meeting adjourned at 8:19 p.m.

 Mayor Keith Pederson

 Chief Administrative Officer Wendy Wildman



Summer Village of Nakamun Park Request For Decision - (RFD) 2025-45

Meeting:	Regular Council
Meeting Date:	September 16, 2025
Originated By:	Wendy Wildman, Chief Administrative Officer
Title:	Fortis Franchise Fee 2026
Agenda Item Number:	6(a) – Regular Business

BACKGROUND/PROPOSAL:

The Summer Village of Nakamun Park holds an agreement with FortisAlberta for market exclusivity for electrical transmission and distribution rights within the municipality, otherwise referred to as the Franchise Agreement. The current agreement was a renewal of the prior agreement made in 2023 and expiring in 2028.

Franchise agreements of this nature are generally seen as advantageous in the marketplace, promoting dedicated and effective asset maintenance and service expansion without excessive red tape or multi-party negotiations when considering service options/new services. Some of the examples of benefits include shared use of grid assets (such as the municipality's ability to request use of Fortis Poles for installing security cameras, or signage, etc.). Other examples of benefits are related to price security, access to the Fortis Community Investment scheme (zero or low-cost capital investment upfront for new services), and the ability to implement an annual franchise fee.

Fortis sends out a Franchise Fee Package for the next year in early fall of the current year. This package is made up of a few key items including:

- The covering email
- The franchise fee calculator tool
- The notice of application form
- Other items (as noted in email)

These items are attached and discussed below for Council's consideration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Councils of the past have maintained a "0%" annual Fortis Franchise Fee, based on the argument that to collect any Franchise Fee would be akin to a hidden tax. There is certainly some merit in this thinking and it is a common sentiment in the municipal world. This is also based on the idea that the Fortis Fee would generate "extra" revenue, and our advice in such cases is that if you are going to collect this extra revenue, you should do so for a very specific community investment project (not just the budget black hole).

As time goes on, we are more aware that the question that must be asked is whether or not having a Franchise Fee (collecting some revenue from non-assessment tax rate apportionment) is more or less fair than the overriding assessment-based taxation mechanism used in the municipality, and this is a



perennial judgment call that Council needs to consider. In this regard, the Franchise Fee could be used not for “extra revenue” but rather to soften the edges of the assessment-based tax revenue mechanism.

As a case study, consider that the municipality needs to collect \$250,000 to operate for the year. Traditionally, this would all be recovered based on assessment-allocated taxation (mill rate), and the higher your assessment, the more you pay. As we often challenged with: we a retired senior couple with no children at home and live out of the community 6months of the year – how it still fair that you cover the full bill, our taxes are already too high? One way to make the system “more fair” might be to use Franchise Fees as a revenue source. These fees are collected based on usage – so the more electricity you use (the more you are at the lake property, the more people in the home, the more you use the community assets and services) the more you pay, rather than just because you have a nice lakefront house. Now, the total Fortis Franchise fee is unlikely to be massive, with a maximum rate allowed of 20% this would generate approximately \$23,000 in revenue, but it may be worth considering.

Another consideration in favour of considering a Franchise Fee is that, because it is a usage-based fee, in essence a consumption tax, having a fee in place can be argued to be a “green policy” in that setting a price on consumption should reduce consumption or make alternative energy sources more feasible. Having this on the books makes some municipalities more successful in certain types of grant funding applications.

Using the calculator tool provided, the estimated 2026 franchise fee revenue would range between:

- \$0.00 Collected at 0% Rate
- \$5,821 Collected at 5% Rate
- \$11,642 Collected of 10% Rate
- \$17,463 Collected at 15% Rate
- \$23,284 Collected at 20% Rate
- **Included in the agenda package is a full list of municipalities and their respective Franchise Rates, for reference.*

The questions for Council are:

- 1) Do you want to consider a Fortis Franchise Fee going forward? If so what level do you want to set it at for 2026?
- 2) If “yes” to (1), how do you wish to use the revenue generated:
 - a. Unrestricted New Revenue (i.e. Extra Revenue unassigned to a specific function)
 - b. Restricted New Revenue (Extra Revenue assigned to a certain project or reserve account)
 - c. Taxation Off-Set Revenue (Used to Offset Assessment-Based Tax Revenue Collection)
 - d. Some combination of the above.

If you do wish to proceed with the Fortis Franchise Fee we are required to issue a public notice in order to satisfy the Alberta Utility Commission (AUC) regulations. This advertisement would need to be issued at least two weeks before November 7, 2025 (the submission deadline), so Council’s consideration at today’s meeting is preferable to the October meeting in order to ensure we can meet that deadline if needed. The list of acceptable notification methods has be expanded to include local newspapers as wells

SVNP RFD 2025-45

Page 2 of 3



as mail/email/website/social media/office board, etc. – so any motion to approve should also include a direction on Council’s approved notice method.

COSTS/SOURCE OF FUNDING (if applicable)

As discussed above, the “cost” of the franchise fee is borne by the users of electricity. Depending on how council might choose to use the revenue, there could be a cost increase (resulting in more taxes, or a higher effective tax rate to the property owner), or there could be a net-zero impact compared to the “normal situation” if council chooses to implement a franchise fee and use it to offset assessment-based taxation.

RECOMMENDED ACTION:

- 1) That Council accepts the discussion regarding the Fortis Franchise Fee, 2026 Rate, as information and maintains the Fortis Franchise Fee at 0.00% for 2026, and authorized administration to confirm same to Fortis Alberta as requested.

Or

- 2) That Council accepts the discussion regarding the Fortis Franchise Fee as information and establishes a 2026 Fortis Franchise Fee Rate at _____% to be collected for the purpose of _____, and authorized and directs administration to undertake the required notification for same, via the _____ method, and advise Fortis Alberta of same.

Initials show support – Reviewed By: CAO: <i>W. Wildman</i>

Date Fri, 22 Aug, 25 11:47:38AM
Sender Kelsey Nixon <kelsey.nixon@fortisalberta.com>
From Stakeholder Relations Team
stakeholderrelations@fortisalberta.com
To Nakamun Park
ddm@kronprinzconsulting.ca
Cc Nicole Smith
nicole.smith@fortisalberta.com
Subject 2026 Franchise Fee Calculator and AUC Notification Requirements - Summer Village of Nakamun Park

Good morning,

On behalf of the Stakeholder Engagement Team, please find attached the 2026 Franchise Fee Calculator to assist with your municipal budgeting process.

This tool provides an estimate of potential franchise fee revenues for 2026. Please note that actual revenues will depend on a number of variables, including the Alberta Utilities Commission's (AUC) final approved transmission and distribution electricity rates (expected before the end of December), as well as customer counts, consumption, weather, and other local factors. To support your revenue planning, the calculator also includes historical trends under the YOY Data tab.

Important: Notification Requirements from the AUC

The AUC has updated its notification document template and notification procedures for franchise fee changes. Please refer to the attached Updates and Tips document for more information.

To comply with AUC rules, franchise fee change notifications must be provided using at least one of the following methods:

- Published in the newspaper with the widest circulation in your municipality.
- Direct mail-out or email to utility customers within your municipality.
- Post notification on your municipality's website, social media channels, and/or office notice board.
- Alternative methods that ensure wide customer notification—if approved in advance by the AUC.

With the new notification document template, we recommend submitting a draft of your notification or advertisement to your Stakeholder Relations Manager for review, as inaccurate or incomplete documentation may cause issues or delays.

Deadline for Submissions for January 1, 2026 effective date

FortisAlberta is required to submit any franchise fee changes to the AUC at least 45 days before the effective date of January 1, 2026. Accordingly, documentation to support a proposed change is required by **November 7, 2025**.

Unfortunately, no extensions will be granted, as we must adhere to the AUC's filing deadlines.

(Please note late submissions, inaccurate or incomplete responses may delay the filing and necessary approval from the Alberta Utilities Commission. Late submissions will be filed with the Alberta Utilities Commission in February with an anticipated effective date of April 1, 2026.

We understand that 2025 is an election year, and as such, Council may choose to defer its decision regarding a franchise fee change until 2026. To then ensure an effective date of April 1, 2026, all necessary documentation would need to be submitted by February 15, 2026.

If you have any questions or require assistance, please don't hesitate to reach out to your Stakeholder Relations Manager.

Thank you,



The line that connects us all

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



[:2025-2026 Franchise Calculator - Summer Village of NakamunPark.xlsx](#) (74K)



[:Summer Village of Nakamun Park - Notice of application - franchisefee change.docx](#) (171K)



[:Updates and Tips.pdf](#) (213K)



[:Franchise Fee Advisement Notification - Please Return via Email byNovember 7.pdf](#) (162K)



[:Franchise Fees & Caps \(July 2025\).pdf](#) (951K)

Notice of application to be filed for approval to amend franchise fee for Summer Village of Nakamun Park and FortisAlberta Inc.

Application summary

FortisAlberta Inc. will file an application with the Alberta Utilities Commission, requesting acknowledgement of the new franchise fee of **XX** per cent for the Summer Village of Nakamun Park.

The current franchise fee of 0 per cent will change to **XX** per cent, effective **January 1, 2026**. The franchise fee percentage is applied to the distribution tariff, typically consisting of both distribution and transmission charges. Based on the typical monthly consumption of 625 kilowatt hours, the average monthly franchise fee paid by an average residential customer is expected to **<increase to/decrease to/remain the same at> \$\$. \$\$**.

The franchise fee is charged in accordance with the franchise agreement between the Summer Village of Nakamun Park and FortisAlberta Inc., approved by the Commission in Decision 2013-228.

You may send your objections, concerns about, or support for the application in writing to FortisAlberta or the Summer Village of Nakamun Park on or before **Month Day, Year**, at:

FortisAlberta Inc.
Mr. Ralph Leriger, Manager, Stakeholder Engagement
100 Chippewa Road, Sherwood Park, Alberta, T8A 4H4
email: stakeholderrelations@fortisalberta.com

Summer Village of Nakamun Park

Contact Name
Address
email:

Except for information designated confidential by the Commission, any information or materials, including personal information, that are provided as part of a Commission proceeding will become part of the public record.

If no submissions are received, or if submissions are received from a party not directly affected, or if submissions are frivolous, vexatious or of little merit, the Commission may render a decision on the application without further notice or without a public hearing.

For more information

For more information on how to file a submission, please contact the Commission directly at 310-4282 (in Alberta) or 1-833-511-4282 (outside Alberta), or by email at info@auc.ab.ca. An information package, providing an explanation of the process and assistance on how to participate in the proceeding, will be immediately provided to any person who inquires with the Commission.

For a paper copy of the franchise agreement, please contact either the applicant or the municipality at:

FortisAlberta Inc.
Mr. Ralph Leriger, Manager, Stakeholder Engagement
100 Chippewa Road, Sherwood Park, Alberta, T8A 4H4
email: stakeholderrelations@fortisalberta.com

Summer Village of Nakamun Park
Contact Name
Address
email:

The Alberta Utilities Commission is an independent, quasi-judicial regulatory body responsible for making decisions about utility-related applications.

Issued on Month Day, Year.

Alberta Utilities Commission



Please email your 2025-2026 franchise decision by November 7, 2025, to stakeholderrelations@fortisalberta.com

From:
Municipality:
Phone:
Email:

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

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

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

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

MUNICIPAL FRANCHISE FEE RIDERS

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

Price Adjustment:

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

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

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	18%	2025/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	8%	2025/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	6%	2025/01/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	15%	2025/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	9%	2025/01/01	02-0065	Claresholm	7%	2025/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	20%	2025/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	8%	2025/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	18.50%	2025/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	13.40%	2025/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	8%	2025/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14.75%	2025/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	20%	2025/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.50%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	18%	2025/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	16.80%	2025/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01



Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0310	Sylvan Lake	18%	2023/01/01
04-0273	Ross Haven	0%	2016/01/01	02-0311	Taber	18%	2020/07/01
03-0276	Ryley	3%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
04-0279	Seba Beach	4%	2014/01/01	02-0318	Tofield	5%	2015/01/01
02-0280	Sedgewick	12%	2025/01/01	04-0324	Val Quentin	0%	2016/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0331	Viking	8%	2013/01/01
04-0288	South View	3%	2019/01/01	02-0333	Vulcan	20%	2013/10/01
03-0099	Spring Lake, V.	0%	2025/04/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	3%	2025/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	5.34%	2025/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	13%	2025/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				



Summer Village of Nakamun Park Request For Decision - (RFD) 2025-46

Meeting:	Regular Council
Meeting Date:	September 16, 2025
Originated By:	Wendy Wildman, Chief Administrative Officer
Title:	EOEP Training – Municipal Elected Officials Training Courses
Agenda Item Number:	6(b) – Regular Business

BACKGROUND/PROPOSAL:

The Elected Officials Education Program (EOEP) is a province-wide advanced education platform focused on training and resources for public body officials. They often organize or facilitate both the provincially mandated and various in-house “best practice” training sessions, either in-person or online.

On August 22, 2025 the municipality received an invite to participate in the upcoming elected officials orientation courses through this organization (see attached invite). Obviously, this was not needed as we had already arranged same through ASVA/SVLSACE and Brownlee. However, this invitation is a perfect reminder – especially to new councillors – that there are additional training resources available and accessible for a variety of local government topics, so well worth keeping a note of this program website and asking for council approval to take training that you are interested in.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Notwithstanding the orientation courses offered in the invite, the EOEP website lists several other upcoming courses. A full list can be found on the website, but it includes the following topics:

- Munis 101
- Regional Partnerships and Collaboration
- Council’s Role in Strategic Planning
- Council’s Role in Service Delivery
- Council’s Role in Public Engagement
- Council’s Role in Land Use Planning & Approvals
- Council’s Role in Budgeting and Finance

These courses can be taken individually, as a council, or regionally (for example through SVLSACE), depending on who might be interested in attending/hosting. Some of the courses will be certificate courses which are particularly useful if you have ambitions to serve above the council level on regional committees and/or peer associations like ABmunis or ASVA.

COSTS/SOURCE OF FUNDING (if applicable)

These courses will come with a price tag, and it is usually more economical to cost-share a regional hosting of a course, so it is worth asking SVLSACE to add a course of interest to their agenda. However,



individual courses are still worth the cost and a budget for training is included in the annual council budget, so always worth an ask. Just note that for non-online courses there will likely be registration costs as well as travel/accommodation/honorarium costs to factor in.

RECOMMENDED ACTION:

- 1) That Council accepts the discussion regarding the Elected Officials Education Program training courses as information, provided that Council has received the requisite Part 1 and Part 2 training as of September 15, 2025.

Initials show support – Reviewed By: CAO: <i>W. Wildman</i>

August 22, 2025

Dear Chief Administrative Officer,

With municipal elections fast approaching in October, many of you will soon be welcoming new and returning elected officials to the table. Recent changes to section 201.1 of the *Municipal Government Act (MGA)*, now requires every municipal elected official to complete orientation training immediately after the election.

The Elected Officials Education Program (EOEP) offers a one-day Munis 101 course that fulfills all orientation requirements under the MGA and provides a strong foundation for elected officials to govern with confidence, clarity and purpose.

Even if your municipality has engaged a third-party or plan to deliver your own orientation, the Munis 101 course adds value by:

- Ensuring legislated orientation requirements are met with consistent, high-quality content.
- Connecting elected officials with peers from other municipalities for shared learning.
- Providing independent, province wide perspective that compliments local context and trends.
- Reducing administrative workload in handling training logistics.
- Offering flexibility with both online and in-person sessions to meet your council's schedule.
- Counting towards the University of Alberta's Municipal Elected Leaders Certificate.

The Munis 101 course is being offered online and in-person immediately after the October 20 election and at the November conventions of Alberta Municipalities and Rural Municipalities of Alberta. Visit eoep.ca to see course dates that that work best for your municipality. If your entire council is registered for Munis 101, a senior administrator may also attend at no cost.

If you have already registered your council for Munis 101, we look forward to serving them.

Your role in preparing council for the term ahead is integral and we appreciate the work you do to ensure your council has the tools, knowledge and perspectives to serve your community well. Thank you for your continued commitment to strengthening local government.

For questions, please visit eoep.ca or contact Jenn Anheliger, Registrar, at jenn@eoep.ca.

Sincerely,



Duane Gladden
EOEP Board Director
CEO, Rural Municipalities of Alberta



Dana Mackie
EOEP Board Director
CEO, Alberta Municipalities

"Professional Development for Impactful Municipal Leadership"

Phone: 780-989-7431 | web: www.eoep.ca



Summer Village of Nakamun Park Request For Decision - (RFD) 2025-47

Meeting:	Regular Council
Meeting Date:	September 16, 2025
Originated By:	Wendy Wildman, Chief Administrative Officer
Title:	AEMA Training and Mock Exercise Invite - Lac Ste. Anne County
Agenda Item Number:	6(c) – Regular Business

BACKGROUND/PROPOSAL:

Council will be aware that one of the major responsibilities of the municipality, including keys roles for councillors and admins, is the duty to maintain and provide Emergency Management services. The specifics of this obligation or set forth in both the MGA and the Emergency Management Act, as well as several supporting regulations (chiefly the Local Authority Emergency Management Regulation – *LAEMR*).

The legislation outlines roles and responsibilities for local officials, the training requirements for various positions, mandates the creations of a local (or in our case regional) emergency management framework, and sets out the conditions to keep and maintain this mechanism viable for emergency response.

SVNP is a member of the Summer Villages of Ste. Anne Regional Emergency Management Partnership (SVREMP). This group facilitates most of the day-to-day operation and annual training and planning requirements for our community, but we are still responsible for the appointment and training of our local officials, including DEM, DDEM, Council, and Admin. We are also required to ensure participation in regular training exercises to and through this group.

Being an election year, there are many opportunities popping up to participate in the Emergency Management program and get the training and experience needed to be effective in your roles. See attached invites for additional background.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Recently, there have been two major training sessions announced:

- 1) September 27, 2025 – SVREMP is hosting a Municipal Elected Officials Training Session (see attached for more details). RSVP required by Sept. 19, 2025; and,
- 2) October 6 – 9, 2025 – LSAC is hosting a Regional Mock Exercise and has invited participation of surrounding municipal partners, including SVNP. It appears to be geared more towards admin staff participation (DEM/DDEM/CAO, etc.), but might also have a role for councillors on some or each of the days. RSVP was requested by Sept. 15, 2025.

In addition to the two known training opportunities above, council should also each be prepared to take ICS-100 and the Basic Emergency Management (BEM) Course, if they have not taken them already –



either online or in person. These are all certificate courses and are required for elected officials before you can participate or advance in the training queue.

Administration recommends that council participate in the Sept. 27, 2025 MEO Emergency Management Course hosted by SVREMP. We also recommend that you authorize the attendance and participate on DEM/DDEM and CAO (or designate) at the LSAC Exercise, and that you authorize attendance of all council to the refreshed day (Oct. 6), and rotate participation for each of the 7-9 days to "pop in" for the morning or afternoon just to get a handle on how things roll in an command centre during critical stages.

We also recommend that council authorize administration to coordinate with each councillor directly to arrange ICS-100 and BEM training on or before December 31, 2025, either online or in person at each councillor's preference.

COSTS/SOURCE OF FUNDING (if applicable)

These sessions and courses are generally covered under the Emergency Management, Council, or Admin Budgets, though the functional exercises would not have been considered during the budget planning, so they might push those costs over budget. Regardless, likely still worth the participation as it is not often that these opportunities come up, and it is always more cost-effective to share the cost for these required sessions when we can.

RECOMMENDED ACTION:

- 1) That Council authorizes the attendance of Council and Administration at the September 27, 2025, Municipal Elected Officials Emergency Management Session hosted by SVREMP in Alberta Beach.
- 2) That Council authorizes the participation of Administration in the AEMA Functional Emergency Management Exercise hosted by Lac Ste. Anne County on October 6 – 9, 2025, as well as the participation of Council on the 6th, and rotating participation of councillors on each of the days 7th through 9th, as discussed.
- 3) That Council authorize Administration to coordinate with each councillor directly to arrange ICS-100 and BEM training on or before December 31, 2025, either online or in person at each councillor's preference

Initials show support – Reviewed By: CAO: <i>W. Wildman</i>

Date Thu, 28 Aug, 25 3:36:02PM
From SV REMP
summervillage.remp@gmail.com
Alberta Beach Village Office
aboffice@albertabeach.com
cao@birchcove.ca
Dwight Moskalyk
cao@svnakamun.com
Tony Sonnleitner
cao@rosshaven.ca
Rudolf Liebenberg
To svsandyb@xplornet.ca
Wendy Wildman
administration@wildwillowenterprises.com
Summer Village of South View
svsouthview@outlook.com
cao@sunrisebeach.ca
cao@valquentin.com
Summer Village of West Cove
svwestcove@outlook.com
Subject ELECTED OFFICIALS - EMERGENCY MANAGEMENT TRAINING

As you are aware, **all** elected officials are mandated to take the Municipal Elected Officials Emergency Management training within 3 months of being sworn into their position.

In the past I have had several concerns raised about the training process, from problems with inconsistent internet service, problems accessing the online training, having questions and no one to clarify.

To help address these issues, the SV-REMP group has partnered with the Alberta Emergency Management Association (AEMA) to offer an in person training session. Certification will be provided upon completions of this course.

This training is open to ALL Council members, both previous and newly elected. **Due to all of the recent changes in the Alberta bylaws and requirements, it is HIGHLY RECOMMENDED that all council members participate in this course.**

Unfortunately, due to AEMA Scheduling, we do not have a lot of options available on when this training can occur, fortunately we able able to have AEMA provide this training for all of our Council members as follows:

EMERGENCY MANAGEMENT - MUNICIPAL ELECTED OFFICIALS TRAINING
SATURDAY SEPTEMBER 27TH 2025
9:00 AM to 3:00 PM
Alberta Beach Seniors 50+ Club
5012-49 Avenue Alberta Beach AB

COST: No charge for training course
Lunch will be served.

PLEASE RSVP WITH COUNCIL MEMBERS NAME by Friday September 19th 2025.

If you have any questions, please do not hesitate to contact me.

Janice Christiansen, RDEM
Regional Director of Emergency Management
Ste. Anne Summer Villages Regional Emergency Partnership

Marlene Walsh, RDDEM
Regional Deputy Director of Emergency Management
Ste. Anne Summer Villages Regional Emergency Partnership

(Email Received on September 6, 2025 – cao@svnakamun.com, et al.)

Dear Participant,

Lac Ste. Anne County, in collaboration with the Lakeland College Emergency Training Centre, is pleased to invite your organization to participate in a multi-day Emergency Management Functional Exercise scheduled for **October 6–9, 2025**, from **09:00 to 16:00** daily.

This dynamic, scenario-based exercise will simulate a major rail incident involving hazardous materials, widespread fire, community evacuations, and concurrent storm impacts. The event is designed to challenge and enhance operational coordination among municipal leaders, emergency responders, and regional agency partners.

Exercise Schedule Overview

October 6 — Training Day

Emergency Management & ICS Refresher Workshop

October 7–9 — Functional Exercise Days

Simulated response to a multi-agency hazardous materials incident and extreme weather impacts, with full ECC activation.

Executive Summary

The exercise will unfold a realistic emergency beginning with a freight train derailment, triggering hazardous material releases, wildfires, public safety alerts, and community evacuations. The incident will escalate over multiple days and be further complicated by an incoming storm system.

Participants will operate in roles as field responders and ECC personnel, actively managing containment, logistics, communications, public information, and recovery planning. The event supports operational readiness, strengthens ICS application, and fosters cross-jurisdictional coordination.

Key Learning Objectives

- Strengthening ICS knowledge of roles and applications in real-time scenarios
- Coordinate unified command with multi-agency partners
- Execute evacuations, public information messaging, and ECC support functions
- Manage responder safety, logistics, and public perception
- Navigate transition to recovery and demobilization under changing conditions

We hope you will join us in this important opportunity to build capacity, validate local plans, and reinforce collaborative emergency response systems.

Please RSVP by **September 15, 2025**, to confirm your participation or if you have any questions or require additional details, please contact **Carole Peacock** (cpeacock@lsac.ca).

Additionally, if you have any concerns, anticipated issues, or would like clarification of roles and expectations prior to the event, please feel free to contact me directly.

Thank you for your commitment to emergency preparedness and community resilience.

Warm regards,



Wayne Rose
Section Chief, Business Development & Logistics
Emergency Training Centre
T 780.581.2019 1.800.661.6490, ext. 2019
C 825.449.8720
E wayne.rose@lakelandcollege.ca
5704 College Drive, Vermillion, AB, Canada T9X 1K4



Summer Village of Nakamun Park Request For Decision - (RFD) 2025-48

Meeting:	Regular Council
Meeting Date:	September 16, 2025
Originated By:	Wendy Wildman, Chief Administrative Officer
Title:	Northern Gateway Public School Division – School Board Elections 2025
Agenda Item Number:	6(d) – Regular Business

BACKGROUND/PROPOSAL:

One of the quirks of the local authority election cycle in Alberta – with the split between summer villages and “regular” elections is that the associated school board elections are never held in conjunction with the summer village elections. As a result, there is still a need to inform eligible electors in the summer village about their voting opportunity for the local school board elections on October 20, 2025.

Northern Gateway Public School Divisions has prepared some handy literature to assist with this (see the attached letter and poster) and has asked for the municipality’s assistance in getting the word out to eligible electors (in this case permanent residents of the summer village).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The municipality really has no role in facilitating this election. School Boards are their own local authority and their elections are held in conjunction with other local authorities in the province, and often under or through the same election staff. At the summer village level we can certainly assist in getting the word out to our residents about their opportunity by providing any resource material (but we should not edit, alter or comment on the material provided – simply forward it as provided).

Assuming council is supportive of this action, we should get direction on how you would like to send this information out. We could do a mailout (the best coverage), an email and website post (the most cost effective coverage), or some other option (add to community board sign as well?). I am sure this will also be posted (by the election staff) in the local papers as well, so not at our cost.

COSTS/SOURCE OF FUNDING (if applicable)

As noted above, the costs could vary greatly depending on how you choose to advertise, or where. If there are costs we will tack to the election budget as this is way under budget as a function in 2025 (due to the acclamation in our own election this year).

RECOMMENDED ACTION:

- 1) That Council authorizes the municipality to circulate notice of the School Board Elections 2025, as provided by Northern Gateway Public Schools on August 20, 2025, via website and email post to the residents of the municipality.

Initials show support – Reviewed By:	CAO: <i>W. Wildman</i>
---------------------------------------------	-------------------------------



August 20, 2025

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

Dear Sir/Madam,

RE: SCHOOL BOARD ELECTION

Northern Gateway Public Schools and Lac Ste. Anne County have partnered to provide an opportunity for permanent Summer Village residents to vote for trustees in the upcoming school board election on October 20, 2025. Summer Village elections are held at different times than municipal and trustee elections and therefore permanent residents do not normally have the opportunity to vote for their trustees.

Advance voting will be available at the following three locations and residents may vote at any location *after providing proof of person and residence*:

Friday, October 10, 2025 from 12 noon until 8:00 pm
and
Saturday, October 11, 2025 from 10:00 am until 4:00 pm

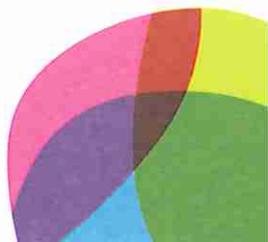
Onoway Community Hall – Basement
Gunn Community Hall
Sangudo Community Hall

Election Day is Monday, October 20, 2025. *Every elector must provide proof of person and residence.* The following voting stations are open from 10:00 am until 8:00 pm:

Onoway Community Hall–Basement
Stettin Nakamun Hall
Rich Valley Agriplex
Gunn Community Hall
Cherhill Community Hall
Darwell Community Hall

Alberta Beach Seniors Hall
Darwell Community Hall
Greencourt Community Hall
Deer Lodge Hall
Sangudo Community Hall
Peavine Romeo Lake

I have attached a poster for you to hang in your polling stations to notify your permanent residents of this voting opportunity in the fall.



If you have any questions, you can reach me at (780) 778-2800, or the Returning Officer for Lac Ste. Anne County, Reanne Springer, at (780) 305-9162.

Regards,

A handwritten signature in black ink, appearing to read 'T. Spong'.

Tamara Spong, CPA, CGA, CSBO
Returning Officer
Northern Gateway Public Schools

/nw

att.

VOTE FOR YOUR SCHOOL BOARD TRUSTEE

THIS OCTOBER

If you are a permanent resident of a Summer Village within the boundaries of Lac Ste Anne County, you may vote for your NGPS School Trustee at any Advance or Election Day Lac Ste Anne County Polling Station.

**For a list of voting locations,
visit lsac.ca/election**



NEED MORE INFO?

Tamara Spong, Returning Officer

Northern Gateway Public Schools

 P: 780.778.2800

 tamara.spong@ngps.ca

OR

Reanne Springer, Returning Officer

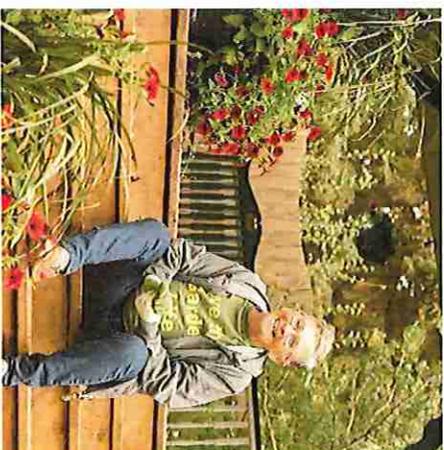
Lac Ste. Anne County

 P: 780.305.9162

 returningofficer2025@lsac.ca

Summer Village of Nakamun Park

Insurance and Risk Services Semi-Annual Review

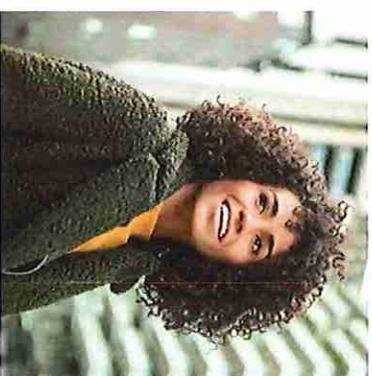
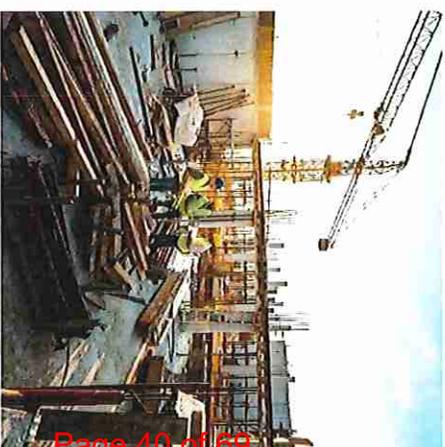


Streamlined Communication

Our Regional Managers focus on communities within specific sections of the province. This allows them to deepen their connections and build on their knowledge of the communities in their region.

Our regional approach provides:

- your administration team with a single point of contact for your business needs, and
- a trusted source of information and a resource that can improve coordination of your services & recommend the most appropriate services at the right time for the best possible success.



One dedicated point of contact

Andrew Riley
Regional Manager, Business Development
andrew@abmunis.ca 780.975.3765

Insurance Advisor
Ahsan Javed
ahsan@abmunis.ca
587.200.4376

Director, Insurance Services
Stephanie Westlake
stephaniew@abmunis.ca
587.338.8024



Alberta Municipalities

Strength in Members

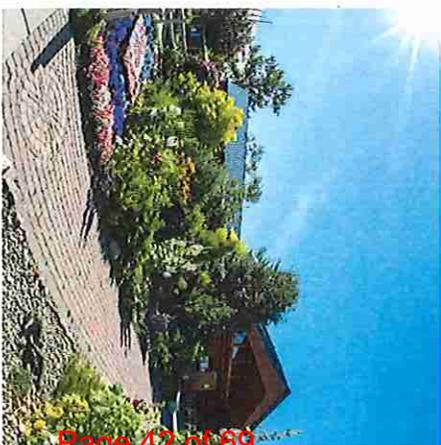
- Our products & services are built with members' needs in mind.
- We evolve by listening to members' needs.



+275
municipalities

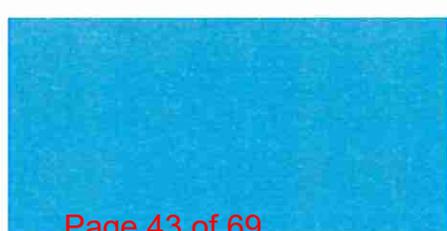


+800
not-for-profit
organizations



Insurance Market Trends

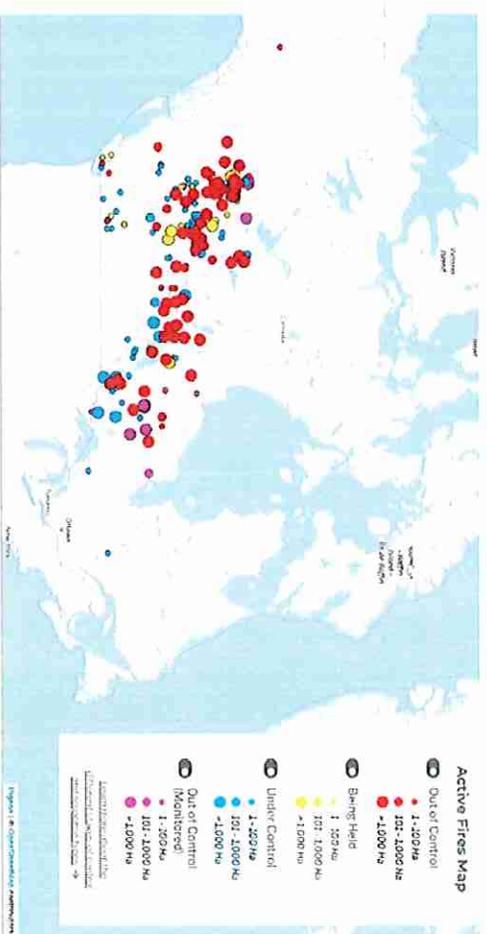
- Threat of US Tariffs causing uncertainty on insurers for claims costs, supply chain shortages and investment income
- Natural Catastrophe and Wildfire Risk still a concern for Property Insurers across Alberta and North America
- Q1 has seen the softening of the insurance marketplace continue with commercial rates declining by 3% globally
- 3rd consecutive decrease in composite rate following 7 years of increases for the market
- More competition in cyber markets leading to better rates and terms



Canadian Wildfire Status

Current status

- 227 active fires, 101 fires out of control
- 3.4 million hectares burned to date, which is more than 300% higher than the 10-year average to date
- 33,400+ people evacuated as of June 4th



Canadian Wildfire Status

Recommended actions to take (when fire is imminent)

1. Actively monitor wildfire progression and follow communications from local authorities
2. Activate the site's emergency response plan and be ready to implement evacuation protocols
3. Clear vegetation around property, pre-wet building surfaces, create fire breaks
4. Mitigate smoke damage by sealing openings, closing vents and louvres
5. Coordinate with ABmunis and internal risk management team

Canadian Wildfire Status

Recommended actions to take (during fire season)

1. Conduct site level assessments
2. Review, update, and carry out drills for site wildfire emergency response
3. Update vendor list for possible restoration and repair efforts
4. Implement protocol to control and clear vegetation around the property
5. Assess business continuity measures

Canadian Wildfire Status

Recommended actions to take (2 – 5 years)

1. Conduct a portfolio level wildfire assessment
2. Replace vulnerable building components with noncombustible alternatives
3. Review insurance coverage, upon request
 - reach out to you Regional Manager



Insurance Updates

Items of note for 2025

- Policy Documents and Endorsements available upon request via your Regional Manager
- Crime and Cyber Program Coverage Limits
 - discuss with us today!
- Special Event coverage broadened to include more activities and vendor coverage availability

Rate and TIV Analysis

Year	TIV	TIV % of Growth	Property Premium	Liability Limits	CGL Premium	Auto Premium	Premium at Renewal
2023	\$396,472.74	N/A	\$1,374.00	\$15M	\$3,901.00	\$681.00	\$5,956.00
2024	\$494,642.14	24.76%	\$1,800.00	\$15M	\$4,291.00	\$693.00	\$6,784.00
2025	\$644,854.45	30.37%	\$2,348.00	\$15M	\$4,506.00	\$703.00	\$7,557.00

Special Events Liability

MNX002 Commercial General Liability policy can extend to cover some special events.

- Coverage is limited to Municipality, it's employees, councillors and volunteers only
- Third party vendors are not covered under liability
- Recommended to collect certificates of insurance from third party vendors instead of assuming liability
- Special event losses will affect future insurance program rating
- MNX002 Excludes certain activities and Participant Injury is also excluded (refer to policy exclusions)

Stand Alone Events Policy (Single event, Multi-Event and Annual Blanket policies available)

- Municipality is listed as First Named Insured
- Vendor coverage can be added to cover third party vendor operations for liability
- No requirement to collect vendor certificates of insurance when vendor coverage is added
- Policy starts and ends with the event, claims do not impact your regular insurance policy's experience
- Participant Injury coverage can be added at an additional cost

Special Events Liability

ABmunis has engaged with insurance partners to rank activities/exposures from low to high, the classification can be used as part of the Risk Management Program

High Risk Exposure Events - \$5,000,000 liability limits recommended

Parades	Extreme Sports **	Cycling	Sledge Hockey
Inflatables*	Bungee jumping **	Hockey Power Drills	Soccer
Fireworks	Base jumping **	Hockey Speed Drills	Speed Skating
Pyrotechnics	Sky diving **	Field Hockey	Martial Arts
Alcohol Service	Ziplining **	Floor Hockey	Aqua Fit
Circus **	Zorbing **	Ice Hockey	Canoeing
Petting Zoo	Mountain board **	Ice Tennis	Kayaking
Hay/Sleigh Rides	Downhill skateboard **	Lacrosse	Paddle Boarding
Amusement Rides	Downhill skating **	Mountain Biking	Swimming
Animal Rides	Downhill skiing **	Old Timer Hockey	Water Aerobics
Temporary Grand-stands	Snow tubing **	Pick-up Hockey	Water Polo
Trampoline **	Motorized racing **	Ringette	Water Zumba
Firearms **	Combative Sport **	Roller Hockey	
Rodeos **	3 v 3 Hockey	Roller Skating	
	Ball Hockey	Roller Derby	

* Conditions on policy must be met for limited coverage to apply

** Activity is excluded on MNX002 liability policy

Sport activities organized by local chapters of provincial, national, or international organizations and/or sports leagues are excluded on the MNX002 liability policy. This exclusion does not apply to sporting activities organized by local communities or individuals.

Special Events Liability

Medium Risk Exposure Events - \$2,000,000 liability limits recommended

Bazaars	Productions	Dance Lessons	Slo-Pitch
Bingo Games	Video Gaming	Darts	Snowshoeing
Board Games	5K, 10K runs	Dodgeball	Softball
Card Games	Aerobics	Dry Land Training	Squash
Chess Tournaments	Archery	Figure Skating	Tai Chi
Comedy Shows	Baseball	Flag Football	T-Ball
Concert – Max. 500	Basketball	Frisbee	Track & Field
Fashion Shows	Broomball (Non-contact)	Handball	Touch Football
Golf Tournaments	Cheerleading	Half Marathons	Touch Rugby
Ice Skating Shows	Cricket	In-line Skating	Ultimate Frisbee
Math Tournaments	Croquet	Kickball	Volleyball
Reunions	Cross Country	Marching Bands	Walkathons
Picnics	Curling	Net Ball	Weight Training
Play Readings	Dance Class	Nordin Walk	Yoga Zumba
Tap Dancing Shows	Dance Competitions	Public Skate	
Theatrical		Racquetball	

Special Events Liability

Low Exposure Events - \$2,000,000 liability limits recommended

Anniversary Party	Charity Dinners	Flower Shows	Voter Registration
Antique Shows	Christening	Funeral Service	Backpacking
Art Festivals	Church Services	Garden Shows	Badminton
Art Shows	Community	Job Fair	Baton Twirling
Auctions	Barbeque	Lectures	Bocce Ball
Award Presentations	Community Garage Sale	Luncheons	Cornhole
Baby Shower	Concert – Band	Meetings	Hacky Sack
Ballet Shows	Rehearsals	Music Performers	Hiking
Banquets	Concert – Choir	Open Door Events	Horseshoes
Baptism	Concert – Symphony	Photography Class	Juggling
Bar Mitzvah	Conventions	Poetry Readings	Lawn Bowling
Beauty Pageants	Cooking Classes	Quinceanera	Mini Golf
Birthday Party	Craft Shows	Receptions	Paddle Ball
Bridal Shows	Debutante Balls	Recitals	Pickleball
Business Meetings	Demonstrations	Religious Assemblies	Shuffleboard
Business Parties	Dog Training	Seminars	Skipping Rope
Catering Services	Educational Classes	Social Receptions	Table Tennis
Campaign Fundraisers	Engagement Party	Speaking Engagements	Tennis
Charity Auctions		Talent Shows	

This guideline is for reference purposes only. Individual factors for each activity should be considered along with other risk management measures when determining the level of risk involved with each activity.

Pre-Renewal Preparation & Considerations

Review Insurance Schedules

Ensure the values of insurance are sufficient, and ensure the schedules accurately outline all property, mobile equipment and vehicles owned by your organization.

Consider Limit Changes

Review coverages to ensure the Liability, Crime, Cyber and Business Interruption limits are sufficient. Higher limits can be quoted where required to ensure adequate coverage.

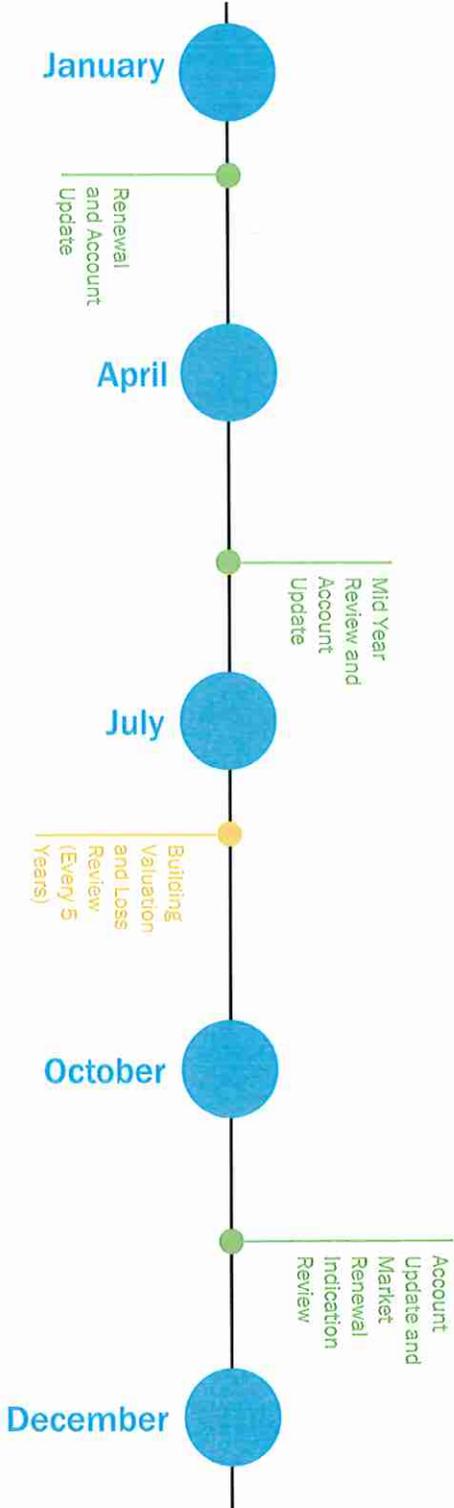
Deductible Options

Reviewing your organizations deductible can be a great way to customize your insurance policy. Higher or lower options may be available for review.

You can start planning now for the
Jan 1, 2026 Renewal

Engagement Timeline

The timeline below highlights the key insurance-related touchpoints and meetings you can expect throughout the year with the ABrunis team.

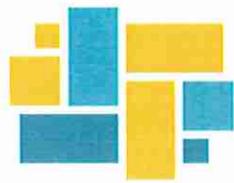




300, 8616 51 Avenue NW
 Edmonton, AB T6E 6E6
 abmunis.ca
 hello@abmunis.ca
 310-MUNI



 **Alberta
 Municipalities**
 Strength
 In Members

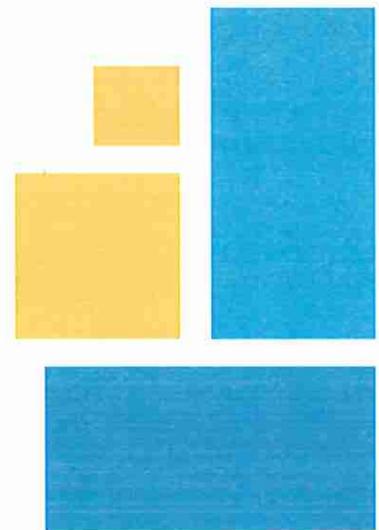


Alberta Municipalities Strength In Members

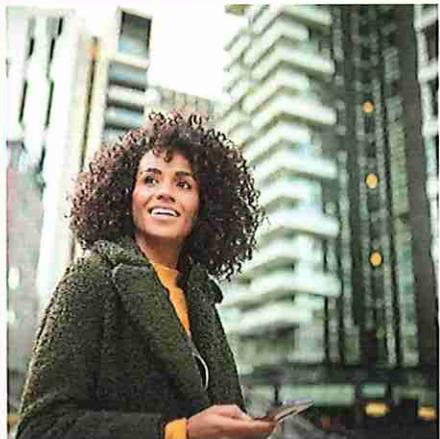
Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca



Recommendations on Implementation of Bill 50 Changes



Submitted to Alberta Municipal Affairs

August 26, 2025

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Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' August 15, 2025 discussion guide questions on potential considerations to implement changes to the *Municipal Government Act* made by Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* regarding proposals to:

- Require the CAO to report to council on the use of natural person powers.
- Set standard procedures for councils to manage conflict in council meetings.
- Improve rules for managing information requests by councillors.

Natural Person Powers

Background from Municipal Affairs

The 2025 MGA amendments initially required CAOs to provide notice, in writing and to council, within 72 hours of exercising any Natural Person Powers. Based on feedback from municipal stakeholders, this section was amended to remove the reference to 72 hours, establish regulation making authority, and delay these sections coming into force until proclamation to ensure sufficient time to put clear rules in place.

A potential policy approach is to create a very limited scope of CAO use of Natural Person Powers that would need to be reported. Issues that would not need to be reported to council are matters that are:

- Authorities contained in the CAO bylaw,
- Addressed in the emergency management bylaw,
- Previously approved by council in the budget, and
- Human resources matters, including seeking legal advice regarding personnel issues.

1.1. Would this scope ensure that only significant, "out of the norm" actions are reported to council?

ABmunis remains concerned that the proposal to mandate CAO reporting on the use of natural person powers opens the door for red tape and inefficient use of government workers' time. It may be time-consuming for municipal administrators to continually cross-reference the details of the CAO bylaw and emergency management bylaw and annual budget to determine if the exact situation they are facing is required to be reported to council within the timelines that are prescribed in the regulation. This is an inefficient use of time, particularly if the matter is of little importance or relevance to council's role in governance.

The term 'natural person powers' is not well understood and generally requires legal advice as to whether an action by the municipality is a use of natural person powers. Administrators that are new to the municipal sector will not understand if an action by the municipality is a use of natural person powers and may then feel the need to go through the extra effort of reporting a matter to council regardless of its importance, just to avoid breaking the law.

ABmunis recommends that:

The province repeal this provision from the MGA and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting of their CAO. This would then be managed through any policies or agreements that relate to the performance of the CAO such as the CAO bylaw, employment contract, or performance plan instead of legislation that applies to every CAO and council.

Recommendations on Implementation of Bill 50 Changes

Alternative Option

If the Government of Alberta is committed to legislating irregular situations where the CAO must report to council, ABmunis would recommend excluding matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw.

To help strengthen the relationship between CAOs and councils, ABmunis and the Rural Municipalities of Alberta are collaborating to develop resources for municipalities. This includes:

- A guide on best practices for CAO-council relationships.
- Launch a new course through the Elected Officials Education Program focused on Council's Role in the Employment of the CAO.

1.2. Given the scope, would reporting of such uses of Natural Person Powers within 72 hours be attainable? Why or why not?

In larger municipalities, the CAO may delegate the reporting function to other staff and it may be challenging to track every instance where natural person powers are used and where front-line staff may not recognize the time urgency to report those instances to council.

In smaller municipalities, the CAO may be the only office administrator where a 72-hour deadline may not be possible because the CAO works part time.

In addition, there are challenges with long weekends or circumstances where there are a variety of factors competing for the CAO's time such as higher priority issues, off-site events, or personal circumstances.

It may be challenging to determine what triggers the start of the 72 hours and would some councillors weaponize this against the CAO? For example, is it when the municipality has exercised those powers or when the CAO becomes aware of the use of those powers?

ABmunis recommends that:

If the province is committed to legislating reporting on the use of natural person powers, then councils should be required to pass a bylaw that prescribes the time period that the CAO must report to council to ensure the time period works based on their local circumstances.

1.3. Would it be practicable to allow written notice of Natural Person Power use to be given by electronic methods, such as email? Why or why not?

Yes, but some municipalities may prefer other communication methods such as text or a written memo that is published in the council agenda for transparency for the public.

Councillor Information Requests

Background from Municipal Affairs

The 2025 MGA amendments established that CAOs must share information with a councillor as soon as practicable once the information has been requested. If information is not shared due to personal privacy or confidentiality reasons, the reason for not sharing must be provided to all councillors. Information must be provided to all other councillors within 72 hours of the information being provided to the requesting councillor.

An approach to ensure guardrails are in place would be to delineate between information that is readily available within the administration, versus information that will require staff time to conduct research and analysis. Requests for new information that require significant staff time would need to be conducted through a council resolution.

2.1. Is it feasible to distinguish between 'readily available' and 'new information'? Why or why not?

Yes, the policies used by some municipalities (e.g. City of Edmonton, City of Calgary, and City of Lethbridge) demonstrate that it's feasible to distinguish when an information request exceeds a reasonable cost to the municipality and when that is triggered, that council is required to approve the information request before administration takes action. The cost of the information request can be measured based on the estimated time and/or direct costs for staff to research and analyze the issue and prepare the information for the councillor.

2.2. Do you have any additional thoughts or concerns about the approach?

Experience has shown that some councillors may regularly ask for information that can create a burden on municipal administration, without the support of the majority of council. Therefore, there is merit in requiring municipalities to pass a bylaw or policy that prescribes how information requests by a councillor are handled and when the request warrants approval by the majority of council.

This may include defining:

- The process to submit a request.
- What criteria will trigger the need for a councillor's individual request for information to be approved by council.
- The period that administration has to complete the request or explain why a request cannot be met within the standard time period.

2.3. Should there be a requirement for a formal request for information by a council meeting resolution, decision of council, or request of council?

While some cities use a threshold of \$2,000 to determine when council must approve an information request, a lower amount would be more appropriate for smaller municipalities.

ABmunis recommends that:

That the MGA require municipalities to have a policy or bylaw for how councillor information requests are handled and that the policy/bylaw should define when a request needs to be approved by council. This ensures that the process works based on each municipality's administrative capacity and each council's expectations for how information requests by a councillor are handled.

Council Meeting Procedures

Background from Municipal Affairs

The MGA establishes that a council may, by bylaw, establish functions and procedures for council and council committee meetings. Many municipalities have opted to pass a meeting procedures bylaw because it establishes processes and clarifies expectations for council, administration, and the public. Items typically seen in municipal procedural bylaws include procedural rules, committee membership, public hearings, quorum, absences, and electronic meetings.

Recent amendments to the MGA allow the Minister of Municipal Affairs to establish standard meeting procedures through Ministerial Order. A policy approach would be to only establish procedures to affirm the authority of the chair to deal with councillor behaviour within a council meeting.

3.1. Could adding responsibility for the mayor/reeve to ensure meeting procedures are followed and in-meeting disputes are addressed help address councillor conflict? Why or why not?

It would be important to define if the special responsibilities will be specific to the mayor/reeve or apply to whoever is serving as the chair. In some cases, mayors or reeves are not the chair of each council committee and having additional authorities outside of being a member of the committee could create additional conflicts.

If the reference to mayor/reeve is to their role as chair, there are many existing best practices within parliamentary procedures that outline the role of the chair. Within Roberts Rules of Order, the chair is seen as a facilitator of discussion and decision-making process, not the sole decision maker. The core responsibilities of the chair include opening and closing meetings, announcing business, recognizing speakers, amongst many other responsibilities that ensure the fair, efficient and clear management of meetings.

A key part of this responsibility of the chair is to ensure procedures are followed, decorum is maintained, and in-meeting disputes and behaviour are managed according to the agreed to procedures. Chairs are regularly called on to rule on procedure. There is also usually a way for members to challenge these rulings, if a member of the assembly (council or committee) does not agree with the ruling, and ultimately it is up to the assembly to vote on whether to uphold the decision of the chair.

Currently there is the ability of each municipality to develop a procedures bylaw if they deem necessary, and this enables each municipality to develop procedures that reflect their unique needs, the size of their council, and past precedence built up over many years.

ABmunis recommends that:

Mandate that each municipality's procedural bylaw include:

- A procedure for the chair to manage in-meeting disputes, including the ability of the chair to rule on procedure (e.g., points of privilege, points of order, out of order motions, etc.), and
- The ability of the council or committee to appeal the chair's rulings if they deem necessary.

3.2. How should council meeting procedures address situations when the mayor/reeve is part of the conflict?

As noted above, often councils have existing procedural bylaws or apply parliamentary procedures such as Roberts Rules. There are common rules that enable council and/or committees to keep a balance between the power of the chair (mayor/reeve) and the members of council or committee as a whole. This includes the ability to challenge the ruling of the chair by the wider assembly which is important to ensure the chair is not overstepping in their role.

Recommendations on Implementation of Bill 50 Changes

The chair is meant to maintain impartiality and if there is a conflict of which the chair is a party to, the assembly can temporarily appoint a different member as the presiding officer and/or the chair can pass the role to another member for the duration of the item where there is a conflict.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw either defer to Robert's Rules of Order or include a procedure for when a chair is directly involved in an in-meeting conflict.

3.3. Should the meeting chair have the authority to eject a councillor from a meeting? If so, should this require a supermajority vote of council (a specified proportion of votes greater than a simple majority)?

There are existing options for how to manage the potential need to eject a member of council from a meeting if deemed necessary. Given the role of council and the elected nature of these roles, it is important to have clear steps to outline how to and why a member of council could be ejected. For example, it should not be for expressing an opinion that is different from others in the meeting, but amount to harassment or something more concerning and ejection should be considered only as a last resort. It is important if the chair has the power to eject a member of council, that the decision is appealable by the assembly. This would be in line with Roberts Rules ability to challenge or appeal the decision of the chair. Given the need to ensure this power is not overly used or abused, Municipal Affairs provide guidance on the limitations of when this power to eject members be used. Given that some councils can have as few as three members a supermajority should not be required in any appeal of the chair's ruling.

ABmunis recommends that:

Municipal Affairs require that each municipality's procedural bylaw include a procedure for managing the temporary ejection of a councillor when there is a serious breach of conduct that is threatening to members of council or the proceedings of council business. Municipal Affairs should ensure that this decision by the chair is able to be appealed by council or committee and provide clear guidance on when this power should be exercised by the chair.

3.4. Are there other elements that could be added to council meeting procedures to prevent, mitigate, or address councillor conflict?

Sometimes the issue is not the exact procedure, but rather the capacity of each council to manage conflicts. Rather than focusing on specific procedures, councils could benefit from training on general parliamentary procedures. This could demystify meeting procedures and clarify that even a motion such as appealing a ruling of the chair does not have to be combative but rather is another step in good governance.

Alberta's Elected Officials Education Program already offers a course on Effective Meetings. With financial support, the curriculum of this course could be updated to include additional guidance on managing conflicts. In addition, ABmunis would be open to working with Municipal Affairs and other municipal associations on a procedural bylaw guide to support municipalities in adopting practical and effective meeting procedures and practices.

3.5. Are there other common elements of meeting procedures which should be standardized across the province to reduce the potential for councillor conflict?

Rather than standardizing specific procedures it might be more effective to outline the requirement to have a procedural bylaw and what elements must be included in these bylaws. This would enable municipalities to have procedural rules that meet their needs based on the unique size of each council.

Experience has shown that conflict and misconduct take place inside and outside of council meetings and therefore, a procedural bylaw for how council meetings are run will only address part of the issue. We note that our recommendations are made based on the expectation that the Government of Alberta will follow

Recommendations on Implementation of Bill 50 Changes

through on its commitment to engage on the creation of an independent municipal ethics commissioner to assist councils to manage cases of serious misconduct by councillors.

Again, a guide that includes examples of best practices and lessons learned may be more effective at enhancing the capacity of municipalities to adopt effective procedural bylaws than overly prescriptive legislation that may not meet the needs of Alberta's diverse municipalities.

Final Thoughts

Timelines for Engagement

ABmunis strongly encourages Alberta Municipal Affairs to provide materials for engagements at least one week prior to any meetings.

For context, Municipal Affairs provided the discussion guide questions on a Friday afternoon for a meeting being held on the following Monday, giving less than 8 hours of regular office hour time for review on matters that will have a significant impact on the operations of all municipal governments. The discussion guide included questions that had not been previously considered by ABmunis and therefore offered minimal time for evaluation with members and subject matter experts.

ABmunis encourages Alberta Municipal Affairs to consider what processes or capacity challenges can be improved to provide adequate time for municipalities and partners to meaningfully participate in engagements and come to the table with valuable solutions.

Summary of Recommendations

Reporting on the Use of Natural Person Powers

1. That the province repeal this provision and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting by their CAO.
2. If the province is committed to legislating reporting on the use of natural person powers, then ABmunis recommends that:
 - a. The province exclude reporting for matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw. Matters that were approved in the budget and human resources matters should also be excluded from reporting by the CAO unless the CAO sees merit in communicating with council.
 - b. Each council should prescribe the time period that the CAO must report to council to ensure alignment with each municipality's administrative capacity and local context.
 - c. Each council should prescribe the form in which the CAO must report to council on the use of natural person powers (e.g. text, email, memo, etc.).

Councillor Information Requests

3. That the province require municipalities to have a policy or bylaw that defines:
 - a. How a councillor must submit an information request,
 - b. What criteria will trigger the need for a councillor's request for information to be approved by council, and
 - c. The time period that administration has to complete the request and the process for reporting to council when a request cannot be met within the standard time period.

Recommendations on Implementation of Bill 50 Changes

Council Meeting Procedures

4. If the province is committed to creating standardization across council meeting procedures, ABmunis recommends that Municipal Affairs require that procedure bylaws be created by each municipality and include specific types of procedures that must be included but not specify the procedures themselves.

The required procedures in the bylaw could include, but are not limited to:

- a. The role of the chair in managing an in-meeting conflict, including how the council or committee can appeal the ruling of the chair.
- b. When the chair must cede the chair to another member due to their involvement in an in-meeting conflict.
- c. If, when and how a member could be ejected from a meeting for misconduct, including that the chair's decision to eject a councillor be appealable by council, and provide clear guidance on the limited situations when this power should be used.

Date Wed, 03 Sep, 25 12:23:51PM
From taxprogramdelivery@gov.ab.ca
To Dwight Moskaliuk
ddm@kronprinzconsulting.ca
Subject Preliminary 2026 Equalized Assessment

Re: Preliminary 2026 Equalized Assessment

The preliminary 2026 equalized assessment (EA) is available for review through the *milenet* ASSET system. This EA was prepared using your municipality's 2024 property assessment data (2025 tax year), as reported to the province by your municipality's designated assessor and by the Provincial Assessor.

To access your municipality's preliminary EA report, please log into the *milenet* system at www.milenet.ca and refer to the instructions that accompany this notice. Please review your municipality's EA for completeness and accuracy as it will inform the final numbers used to calculate the education property tax requisitions, senior citizens lodge requisitions, and some grant allocation formulas for 2026.

Once you have obtained your municipality's 2026 EA report, please compare the assessment data shown in the column titled "Municipality's Reported Assessment" to the municipality's current 2024 assessment year data. If any discrepancies are found, please consult with your assessor.

The attached comparison report provides municipalities with insight into the EA changes year over year. The 2026 equalized assessments reflect declared annual and revised annual assessments as of August 18, 2025.

The key dates below relate to preparation of the official 2026 EA. It is important your assessor reports any 2024 assessment year revisions by the dates specified below to ensure the official EA accurately reflects current municipal assessment data.

1. 2024 revised assessment reporting: October 24, 2025
2. Temporary Restriction of 2024 revised assessment reporting: October 25, 2025 – December 2, 2025
3. Official 2026 Equalized Assessment Issued: October 31, 2025

If you have any questions regarding the preliminary EA, please contact Pat Chelen, Education Tax and Equalized Assessment, toll-free at 310-0000, then 780-422-8406. For assistance with accessing *milenet*, please reach out to the *milenet* help desk at milenetmail@gov.ab.ca.

The preliminary 2026 equalized assessment is subject to change until October 24, 2025.

JD Kiewer
Executive Director
Grants and Education Property Tax Branch
Alberta Municipal Affairs



[:Comparison of the Preliminary 2026 Equalized Assessment to Current2025 EA.pdf \(628K\)](#)



ALBERTA
MUNICIPAL AFFAIRS

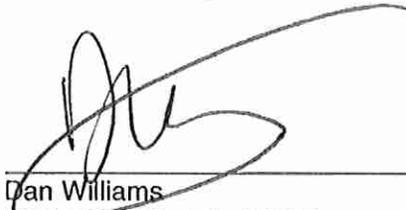
*Office of the Minister
MLA, Peace River*

MINISTERIAL ORDER NO. MAG:006/25

I, Dan Williams, Minister of Municipal Affairs, pursuant to Section 359.4 of the *Municipal Government Act (MGA)*, make the following order:

The amount of the requisitions payable under Section 326(1)(a)(vi) of the *MGA*, by the municipalities listed in the attached Appendices are cancelled or reduced by the amounts set out in Appendix A for the 2018, 2019, 2020, 2021, 2022, 2023 and 2024 taxation years, Appendix B for the 2025 taxation year and Appendix C for the 2024 taxation year.

Dated at Edmonton, Alberta, this 31 day of July, 2025.



Dan Williams
Minister of Municipal Affairs