

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

**Monday, November 20th, 2023 – commencing at 5:00 p.m.
Wildwillow Administration Office & Via Zoom
2317 Township Road 545 Lac Ste. Anne County**

Page 23	16. requirement for a municipality to implement a three-year operating plan and a five-year capital plan (page 44): A 3 year operating plan was approved at the July Council meeting. Administration has prepared a draft 5-year capital plan which will be discussed with Council at this meeting.
Pages 24-25	<i>(that the 5 year capital plan be approved as presented (or amended), same to be reviewed annually by Council and forwarded to Alberta Municipal Affairs as part of the 2022 municipal accountability program review)</i>
Page 26	21. requirement to establish a municipal development plan in accordance with the MGA (page 53): Council provided Administration with a copy of 2021 MDP document. Administration was able to find in 2021 meeting minutes where notes were recorded regarding a pending survey and then survey results. No where in subsequent 2021 or 2022 minutes was the Municipal Development Plan document ever approved by Council. Administration has requested two quotes for an updated LUB and MDP, and will update Council as costs are received. Targeted timeline to have a strategy in place was December 31st, but it does not appear we will meet this target. <i>(that further discussion on establishment of a municipal development plan be deferred until such time as quotes are received to undertake this project)</i>
Page 27	22. requirement to establish a land use bylaw in accordance with the MGA (page 54): <i>Current Administration will propose to Council that a contractor be hired to prepare a new Land Use Bylaw that addresses those matters addressed in your report, along with any other changes deemed necessary.</i> As above, Administration has reached out to Development Officer Tony Sonnleitner and Municipal Planning Services (Jane Dauphinee) regarding costs to go through a Land Use Bylaw review in conjunction with the MDP approval. Administration will reach out to another individual as well. Targeted timeline to have strategy in place is December 31st but is seems unlikely we will meet this target date.

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	<p>Page 28</p> <p>Pages 29-39</p> <p>Page 40</p>	<p><i>(that further discussion on the review of our Land Use Bylaw be deferred until such time as quotes are received to undertake this project)</i></p> <p>24. requirement to list and publish policies related to planning decisions (noted as page 59, should be page 58): A Public Participation Policy was part of the revised Municipal Government Act which was supposed to be implemented by July 23rd, 2018. Current Administration has reviewed the website and edited to ensure an up to date list and summary of council approved policies are on the website; this also includes the Planning Hierarchy. Attached is a Draft Public Participation Policy and Plan for Council approval.</p> <p><i>(that Council approve Policy C-COU-PAR-1, Public Participation Policy and Public Participation Plan as presented or amended)</i></p> <p>27. requirement for municipal emergency structure, appointments, and training to be in place (page 66): Bylaw 2019-02 as referenced is with Lac Ste. Anne County, and it is our understanding Lac Ste. Anne County no longer provides this service and this bylaw should have been rescinded many years back. Current Administration recognizes the requirements within the emergency management program and has recommended to Council improvements be made to this function that would bring the municipality in alignment with the act. This includes the appointment of a Director of Emergency Management (Deputy Mayor Smith indicated he would be willing to take on this position at the last meeting), a Deputy Director of Emergency Management and passing an updated Emergency Management Bylaw.</p> <p><i>(that Deputy Mayor Calvin Smith be appointed as Director of Emergency Management, effective immediately)</i></p> <p><i>(that _____ be appointed as Deputy Director of Emergency Management, effective immediately)</i></p>
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<p><i>Bylaw 2023-11 Emergency Management Bylaw Pages 41-46</i></p>		<p>Bylaw 2023-11, being a Bylaw to establish an Emergency Advisory Committee and an Emergency Management Agency.</p> <p><i>(that Council give 1st reading to Bylaw 2023-11, Establishment of an Emergency Advisory Committee and an Emergency Management Agency as presented or amended)</i></p> <p><i>(give second reading to Bylaw 2023-11 as presented or amended)</i></p> <p><i>(give unanimous consent to consider third reading to Bylaw 2023-11 as presented or amended)</i></p> <p><i>(give third and final reading to Bylaw 2023-11 as presented or amended)</i></p> <p>Next steps, Council will need to give thought to the establishment of the Emergency Management Agency, as well as the establishment of an Emergency Management Plan.</p>
	<p>b)</p>	<p>2023 Capital Projects – at the very end of 2022 your previous administration submitted grant applications for two capital projects under the Municipal Sustainability Initiative Grant Program:</p> <ol style="list-style-type: none"> 1) Gazebo/Playground \$331,764.00 (detail as submitted) 2) Utility Corridor Purchase \$200,000.00 (detail as submitted below) <p>Both of these applications have now been approved, however neither of these projects were included in our 2023 Operating and Capital Budget so we need to now have motions from Council for each project. We could not find Council motions from 2022 for these projects either, you should have had motions before either application was submitted.</p> <p><i>(that Council ratify the actions of administration in submitting an application under the Municipal Sustainability Initiative Capital grant program for the gazebo/playground project in the amount of \$260,000.00 as well as an amending application to add \$71,764.00 to the project budget for a total application amount of \$331,764)</i></p> <p><i>(that Council ratify the actions of administration in submitting an application under the Municipal Sustainability Initiative Capital grant program for utility corridor purchase in the amount of \$200,000.00)</i></p>

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		<p>We now need motions approving these projects for construction in 2023 (and prior years):</p> <p><i>(that Council ratify the construction of a playground project in the 2021/2022/2023 years at an estimated cost of \$100,000.00, with the contract for same being awarded to Blue Imp, Aspen Ridge and All Wood, \$61,968.05 in costs to be covered through Municipal Sustainability Initiative Capital grant funds and \$38,444.00 in costs from 2021 to be covered through municipal dollars)</i></p> <p><i>(that further to motion 23-55, the Summer Village of Castle Island award the contract for construction of a gazebo in the 2023 year to C & C Construction in the amount of \$245,000.00 plus GST, costs to be covered through Municipal Sustainability Initiative Capital grant funds)</i></p> <p><i>(that the Summer Village of Castle Island proceed with the purchase of the utility corridor lands in the 2023 year in the estimated amount of \$200,000.00, costs to be covered through Municipal Sustainability Initiative Capital grant funds)</i></p> <p>In the grant application that was submitted for the utility corridor lands there was no mention of the causeway rehab project.</p> <p><i>Excerpt from the Grant Application: Need to purchase land adjacent to the current roadway, to allow for land to place utilities lines. Currently the gas line is on the edge of the road –which is dangerous. If work needs to be completed on the gas line - we need to close the main access. By purchasing this 60 feet of land, it will allow the summer Village area to have the gas company move the gas line. Also the gas co-op is looking at installing fiber network, which we would now have room to place. The current gas line - is on the edge of the road surface, therefore creating a danger should the Summer Village need to do road work. The summer Village has been trying to purchase this 60 feet for a long time, and the new owner has agreed to sell.</i></p> <p>The playground project is now complete.</p> <p>The gazebo project is underway, but currently stalled with the recent hitting of the North 43 Lagoon Commission’s sewer line by the contractor. There has been discussion regarding rerouting the line or leaving it under the gazebo. Further discussion to take place at meeting time with respect to costs for this sewer line, and a grant report is attached and will be reviewed at meeting time).</p>
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		<p>The purchase of the utility corridor lands is underway, and currently with legal counsels for finalizing the necessary agreements. We believe the costs for this project will come in significantly underbudget, so those remaining funds can be reallocated to a different project.</p> <p>Administration is concerned that should these projects underway go over budget, that there may not be grant funds available to cover them (this includes (but is not limited to) the causeway rehab project perhaps not being included in the utility corridor purchase project and the cost of the repair and rerouting of the sewer line within the gazebo project and then the additional hold harmless agreement that has been asked).</p> <p>Diane has advised that from the October 10th, 2023 onsite meeting with Summer Village, Commission and Contractor representatives present to review the sewer line incident, that Council has requested the following and as such a formal motion to proceed with same is required:</p> <p><i>(that the Summer Village of Castle Island cover the costs of the repair to the North 43 Lagoon Commission's sewer line that occurred during C & C Construction's construction of the gazebo in the amount of \$16,983.12, further that as a result of this incident that the Summer Village of Castle Island cover the costs of rerouting the North 43 Lagoon Commission's sewer line to allow for continued construction of the gazebo in its current location, and further that the Summer Village of Castle Island engage legal counsel to prepare a hold harmless agreement between the Summer Village of Castle Island and the North 43 Lagoon Commission with respect to the existing/to be abandoned sewer line under or near the gazebo, and that Administration make application under available grant program(s) to cover all costs related to this matter and if these costs can not be covered through grant funds that they be covered through municipal reserve dollars)</i></p> <p>Or</p> <p><i>(that the costs for the sewer line repair, and sewer line rerouting not be covered by the Summer Village of Castle Island and same be deferred back to the North 43 Lagoon Commission for coverage)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
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	Pages 47-48	c)	<p>Alberta Municipal Affairs, October 30th, 2023 email regarding the annual performance measures that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators.' This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments. The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non critical indicators. The ministry compiled and verified the data collected from Alberta's municipalities for the 2022 financial year with only one indicator flagged for 2022; the on-time financial reporting. This was a result of the amended financial statements submitted to the Province after the April 30th annual deadline. The report is attached with corresponding response.</p> <p><i>(that the Alberta Municipal Affairs 2022 Municipal Indicator Performance Measure Results for the Summer Village of Castle Island verifying that the Summer Village had one on-time financial reporting indicator for 2022)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		d)	<p>Interim Operating Budget, each year Council must pass an Interim Operating Budget until such time as the final operating and capital budget is passed.</p> <p><i>(that an Interim 2024 Operating Budget be passed at ½ of the 2023 Approved Operating and Capital Budget and that this Interim 2024 Operating Budget cease to have any force and effect once the 2024 Operating and Capital Budget is approved)</i></p>
	Pages 49-50	e)	<p>Summer Village of Lac Ste. Anne County East – Connect Mobility – attached is a letter outlining the next steps that would be required by members interested in participating on the opportunity for a partnership with Connect Mobility in making a 2024 Alberta Broadband Fund project application. November 30th, 2023 is the deadline for response to indicate the Summer Village's participation (or declining of same). Once SVLASCE has the list of those interested in the project, they will send out the next set of materials and communications templates in early December 2023.</p>

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			<p>Should the application be successful, there would be an option for Connect Mobility to provide the matching funds for the municipality.</p> <p><i>(that the Summer Village of Castle Island participate in the opportunity for a partnership with Connect Mobility in making a 2024 Alberta Broadband Fund application)</i></p> <p>Or</p> <p><i>(that the Summer Village of Castle Island decline the opportunity for a partnership with Connect Mobility in making a 2024 Alberta Broadband Fund application)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Pages 51-63	f)	<p>Lac Ste. Anne County Recreation Tax – further to discussions at the recent Regional Municipalities Meeting, the County has provided information on the annual recreation tax that they collect and where those funds go. The discussion at this meeting was for all municipalities to consider implementing a recreation tax and thereby participating in recreation programming/facilities within the region.</p> <p><i>(direction as given by Council at meeting time)</i></p>
	Pages 64-79	g)	<p>Onoway Regional Fire Services – further to previous correspondence, discussions and meetings, the following is up for consideration:</p> <p>i) name change: please refer to the November 1st, 2023 letter from the Town of Onoway on the proposed name change and resulting agreement</p> <p><i>(approve amending agreement as presented (or amended))</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>

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			<p>work with. This addressing data change to GIS standards will be required to be in place in approximately 2-3 years from now.</p> <p><i>(that the Telus NG9-1-1 Agreement between the Summer Village of Castle Island and Telus be approved and it's execution authorized)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Pages 154-158	j)	<p>North Saskatchewan Watershed Alliance (NSWA) letter of September 5th, 2023 regarding Supporting Watershed Management for a Thriving Summer Village of Castle Island – every year the NSWA requests funding support from all municipalities in their watershed which helps support watershed management and education in the North Saskatchewan River Watershed. The funding request for 2024 is \$100.00.</p> <p><i>(that the Summer Village of Castle Island provide a financial contribution to the North Saskatchewan Watershed Alliance (NSWA) in the amount of \$100.00 for 2024)</i></p> <p>Or,</p> <p><i>(that the Summer Village of Castle Island deny the funding request from the North Saskatchewan Watershed Alliance (NSWA),</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		k)	
		l)	
6.	<u>Council Reports:</u>	a)	Mayor Kupchenko
		b)	Deputy Mayor Smith
		c)	<p>Councillor Elkow</p> <p><i>(accept Council reports for information)</i></p>

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7.	<u>Development Permits</u>		N/A
8.	<u>Inspection Group Permits</u>		N/A
9.	<u>Financial</u> <i>Forwarded under separate cover</i>	a)	Revenue and Expense Statement to October 31 st , 2023. <i>(that Council approve the Revenue and Expense Statement to October 31st, 2023 as presented)</i>
10.	<u>Correspondence</u> <i>Page 159</i> <i>Pages 160-162</i> <i>Pages 163-163</i> <i>Pages 164-165</i> <i>Pages 166-167</i> <i>Page 168</i> <i>Page 169</i>	a) b) c) d) e) f) g)	Comparison of the Official 2024 Equalized Assessment (EA) to current 2023 EA. The 2024 Equalized Assessments which reflect the 2022 Assessment year data reported and declared to the Province as of Oct. 20, 2023 Lac Ste. Anne County – October 24 th , 2023 letter on Organizational Meeting results Lac Ste. Anne Foundation Board Meeting Minutes – September 20 th , 2023 Town of Onoway – November 7 th , 2023 letter on Organizational Meeting results AB Munis Small Communities Committees – October 30 th , 2023 email on which directors are appointed to which committees Alberta Beach – September 20 th , 2023 letter on Bi-election results Alberta Beach – October 19 th , 2023 Organizational and Committee Appointments <i>(accept correspondence items a) through e) for information as presented)</i>
11.	<u>Chief Administrative Officer Report</u> <i>Pages</i>	a) b) c)	Starting to prepare for 2023 financial audit Starting to prepare 2024 draft budget <i>(accept CAO report for information)</i>
12.	<u>Adjournment</u>		

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Next Meetings: January 8th, 2024 – 5:00 p.m.
 March 11th, 2024 – 5:00 p.m.
 May 13th, 2024 – 5:00 p.m.
 July 8th, 2024 – 5:00 p.m.
 September 9th, 2024 – 5:00 p.m.

SUMMER VILLAGE OF CASTLE ISLAND
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 12TH, 2023
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

	PRESENT	<p>Mayor Ian Kupchenko (via zoom) Deputy Mayor: Calvin Smith (via zoom) Councillor: Jeff Elkow (via zoom)</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Diane Wannamaker, Administrative Assistant</p> <p>Public attendance (in person): 0</p>
1.	CALL TO ORDER	Mayor Kupchenko called the meeting to order at 5:10 p.m.
2.	AGENDA 23-101	<p>MOVED by Mayor Kupchenko that the September 12th, 2023 agenda be approved with the following additions:</p> <p>5.k Onoway Regional Fire Services meeting – Oct. 24, 2023 5.l Sewage line break</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 23-102	<p>MOVED by Mayor Kupchenko that the minutes of the August 21st, 2023 Organizational meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
	23-103	<p>MOVED by Councillor Elkow that the minutes of the August 21st, 2023 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS	N/A
5.	ACTION ITEMS 23-104	<p>MOVED by Mayor Kupchenko that Bylaw 2023-01, Code of Conduct Bylaw be given first reading as presented for the Summer Village of Castle Island.</p> <p style="text-align: right;">CARRIED</p>
	Bylaw 2023-01 Code of Conduct Bylaw	
	23-105	<p>MOVED by Mayor Kupchenko that Bylaw 2023-01 be given second reading as presented.</p> <p style="text-align: right;">CARRIED</p>

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23-106	<p>MOVED by Mayor Kupchenko that Bylaw 2023-01 be considered for third and final reading as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
23-107	<p>MOVED by Mayor Kupchenko that Bylaw 2023-01 be given third and final reading as presented.</p> <p style="text-align: right;">CARRIED</p>
23-108 Bylaw 2023-02, Chief Administrative Officer & Designated Officer	<p>MOVED by Mayor Kupchenko that Bylaw 2023-02, Chief Administrative Officer and Designated Officer Bylaw be given first reading as presented.</p> <p style="text-align: right;">CARRIED</p>
23-109	<p>MOVED by Mayor Kupchenko that Bylaw 2023-02 be given second reading, as presented.</p> <p style="text-align: right;">CARRIED</p>
23-110	<p>MOVED by Mayor Kupchenko that Bylaw 2023-02 be considered for third reading as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
23-111	<p>MOVED by Mayor Kupchenko that Bylaw 2023-02 be given third and final reading as presented.</p> <p style="text-align: right;">CARRIED</p>
23-112 Bylaw 2023-07 Bylaw Enforcement Bylaw	<p>MOVED by Mayor Kupchenko that Bylaw 2023-07, Bylaw Enforcement Officer Bylaw be given first reading as presented.</p> <p style="text-align: right;">CARRIED</p>
23-113	<p>MOVED by Mayor Kupchenko that Bylaw 2023-07 be given second reading, as presented.</p> <p style="text-align: right;">CARRIED</p>
23-114	<p>MOVED by Mayor Kupchenko that Bylaw 2023-07 be considered for third reading as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
23-115	<p>MOVED by Mayor Kupchenko that Bylaw 2023-07 be given third and final reading as presented.</p> <p style="text-align: right;">CARRIED</p>

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2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

23-116	<p>MOVED by Deputy Mayor Smith that Council approve a five (5) year capital plan as discussed at meeting time, with priority projects as follows:</p> <ol style="list-style-type: none"> 1. Asphalt Overlay (entire road structure) \$140,000 2. Boat Launch - \$150,000 3. Replace of Pump in Park \$20,000 <p style="text-align: right;">CARRIED</p>
23-117 Bylaw 2023-08 Assessor Bylaw	<p>MOVED by Mayor Kupchenko that Bylaw 2023-08, Assessor Bylaw, be given first reading as presented.</p> <p style="text-align: right;">CARRIED</p>
23-118	<p>MOVED by Mayor Kupchenko that Bylaw 2023-08 be given second reading, as or as presented.</p> <p style="text-align: right;">CARRIED</p>
23-119	<p>MOVED by Mayor Kupchenko that Bylaw 2023-08 be considered for third reading as is or as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
23-120	<p>MOVED by Mayor Kupchenko that Bylaw 2023-08 be given third and final reading as is or as presented.</p> <p style="text-align: right;">CARRIED</p>
23-121 Bylaw 2023-09 Subdivision & Development Appeal Board Bylaw	<p>MOVED by Councillor Elkow that Bylaw 2023-09, Subdivision and Development Appeal Board Bylaw, be given first reading as presented.</p> <p style="text-align: right;">CARRIED</p>
23-122	<p>MOVED by Councillor Elkow that Council give 2nd reading to Bylaw 2023-09 as is or with amendments.</p> <p style="text-align: right;">CARRIED</p>
23-123	<p>MOVED by Councillor Elkow that Bylaw 2023-09 be considered for third reading as is or as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
23-124	<p>MOVED by Councillor Elkow that Bylaw 2023-09 be given third and final reading as is or as presented.</p> <p style="text-align: right;">CARRIED</p>

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	<p>23-125</p> <p>23-126</p> <p>23-127</p> <p>23-128</p> <p>23-129</p> <p>23-130</p> <p>Deputy Mayor Smith</p>	<p>MOVED by Mayor Kupchenko that the Agreement between the Summer Village of Castle Island and Milestone Municipal Services for the provision of Subdivision and Development Appeal Board Services be approved and execution authorized with a sixty (60) day termination clause and annual service fee of \$300.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Kupchenko that each Council member complete and submit their respective 2021 Candidates Campaign Disclosure Statement forms to Administration.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Kupchenko that the discussion on Emergency Management be deferred to the next meeting to allow review of the Emergency Management Bylaw provided by Municipal Affairs, and for names to be put forward for the DEM and DDEM positions.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Kupchenko that Mayor Kupchenko be appointed representative to the Yellowhead Regional Library, and that this appointment be added to the annual organizational meeting agenda.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Kupchenko that the Onoway Regional Fire Services participating municipalities meeting scheduled for October 24, 2023 be accepted for information as Council will not be available to attend.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Kupchenko that the discussion on the sewer line break incident received for information at this time, and that the Municipality wait until a report is received before further action is taken.</p> <p style="text-align: right;">CARRIED</p> <p>Deputy Mayor Smith left the meeting at 5:59 p.m.</p>
<p>6.</p>	<p>COUNCIL REPORTS 23-131</p>	<p>MOVED by Mayor Kupchenko that the Council reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>

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7.	DEVELOPMENT PERMITS 23-132	MOVED by Councillor Elkow that the Development Officers Report be accepted for information. CARRIED
8.	INSPECTION GROUP PERMITS	N/A
9.	FINANCIAL 23-133	MOVED by Mayor Kupchenko that the Revenue and Expense Statement to August 31 st , 2023 be accepted for information. CARRIED
9.	CORRESPONDENCE 23-134	MOVED by Mayor Kupchenko that the following correspondence items be accepted for information: <ul style="list-style-type: none"> ➤ Summer Village of Birch Cove, August 29th, 2023 letter of Councillor Resignation & Byelection Results ➤ Summer Village of Sunrise Beach, August 28th, 2023 letter of Councillor Resignation & Byelection Results ➤ 23DP01-22, Plan 4021KS, Lot 16, construction of an accessory building ➤ 23DP02-11, Plan 4021KS, Lot 18, demolition/removal of an existing dwelling c/w deck, shed and septic holding tank CARRIED
10.	CAO REPORT 23-135	MOVED by Mayor Kupchenko that the Chief Administrative Officer Report be accepted for information. CARRIED
11.	CLOSED SESSION	N/A
12.	ADJOURNMENT	The meeting adjourned at 6:13 p.m.

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SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY & VIA ZOOM

Mayor, Ian Kupchenko

Chief Administrative Officer, Wendy Wildman

UNAPPROVED

3. Chief Administrative Officer Evaluation

Legislative requirements: MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

Comments/Observations: Formal written CAO evaluations are being completed annually by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.



Summer Village of Castle Island Council Policy

Number	Title		
C-CAO-PERF-1	Chief Administrative Officer Performance Evaluation		
Approval	Approved	Last Revised	
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To outline the Annual Performance Evaluation of the Chief Administrative Officer.

Policy Statement

The Summer Village of Castle Island shall implement best practices in the governance function.

Principles

1. The Summer Village of Castle Island is committed to following good governance principles and practices.
2. Council will complete an Annual Performance Evaluation for the Chief Administrative Officer.
3. The Annual Evaluation is to be completed by all of Council and the Mayor.
4. Once the Annual Performance Evaluation is completed, there will be a meeting between the Mayor, and/or Council and Chief Administrative Officer to discuss the Annual Evaluation (all of Council and/or additional administration may be included if deemed appropriate).

Revisions:

Resolution Number	MM/DD/YY

4. Assessment Review Boards

Legislative requirements: *MGA 454-456*, [Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has a local assessment review board been established?
 - Are at least three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are at least two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
 - Have the member councils jointly designated one of the board members as chair?
 - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: An assessment review board bylaw was not available. Resolutions appointing members, clerk, and chair were not available in minutes from 2021 and 2022. An assessment review board, or an agreement to jointly form a local assessment review board and composite assessment review board is required pursuant to sections 454-456 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Local and composite assessment review boards must be established by bylaw and appointments of the clerk and chair must be delegated by bylaw or provided by resolution.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk

**A BYLAW OF THE MUNICIPALITY OF WEST COVE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a Bylaw to establish one or more positions to carry out the powers, duties, and functions of a Designated Officer.

AND WHEREAS, pursuant to section 456 of the *Municipal Government Act*, the Council of a Municipality must appoint a Designated Officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Municipality.

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

1. The Assessment Review Board Clerk is hereby established as a Designated Officer.
2. The Assessment Review Board Clerk is the Designated Officer for the purpose of the following sections of the *Municipal Government Act*:
 - i) section 456(1) – Duties of the Clerk of the Assessment Review Board
 - ii) section 461 & 462 – Assessment Complaints
 - iii) section 469(1) – Notice of Decision of the Assessment Review Board
 - iv) section 483 – Decision Admissible on Appeal
3. That as the Summer Village has entered into an agreement with Capital Region Assessment Services Commission for the provision of Assessment Review Board services within the Summer Village, Geryl Amorin be appointed Assessment Review Board Clerk for the Summer Village of Castle Island.
4. THAT this Bylaw is effective on the date of the third and final reading.

Read a first time on this 20th day of November, 2023.

Read a second time on this 20th day of November, 2023.

Unanimous Consent to proceed to third reading on this 20th day of November, 2023.

Read a third and final time on this 20th day of November, 2023.

**Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk**

Signed this 20th day of November, 2023.

Mayor, Ian Kupchenko

Chief Administrative Officer, Wendy Wildman

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Capital Region Assessment Services Commission



**PARTICIPANT
MEMORANDUM OF AGREEMENT
2024**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2022

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the “Commission”)

and

(the “Participant”)

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant;

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant;

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1st of January to 31st of December.
- d. “**Participant**” and “**Municipality**” mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.

- e. **“Panellist”** means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.
- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (“**LARB**”) or the Composite Assessment Review Board (“**CARB**”).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

2. **TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c. annually providing the Participant with:
 - i. a list of Commission approved Panellists from which the Commission can draw to fill its hearing needs;
 - ii. the name of the chair of the LARB and CARB;
 - iii. the name of the Assessment Clerk of the LARB and CARB.

- d. apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panellists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panellists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will

be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

6. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

7. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____, 202
Authorized Signature Name Date

THE PARTICIPANT: _____
Name of Participant

Per: _____, 202
Authorized Signature Name Date

SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2024 to 31 December 2024.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing day or part day and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:** \$800 for each LARB hearing day or part day.
\$800 for each CARB hearing day or part day.
- b. **Panellist:** \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

PARTICIPANT'S SERVICE ADDRESS

The Participant's address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City _____

Postal Code _____

Telephone: _____

Email: _____

9. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: MGA 283.1, Municipal Corporate Planning Regulation 192/2017

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has not prepared three operating and five year capital plans as required by section 283.1 of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality must prepare a three year operating and five year capital plan as required by the legislation.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: New Legislative Requirements for Municipal Financial & Capital Plans.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

5 a) 16

**Summer Village of Castle Island 2024
5 year Capital Plan (Budget Projections)
Draft - November 8, 2023**

Revenue							
Revenue Source	Opening	2024	2025	2026	2027	2028	2029
Opening Balance		\$ 350,682	\$ 55,111	\$ -	\$ (140,000)	\$ (142,500)	\$ (292,500)
MSI - Capital (Program ends 2023)	\$ 271,179						
Local Government Fiscal Framework *Funding Allocations are unknown at this time, however, the funding is said to be approximately 36% less than MSI-C	\$ -	\$ 20,000	\$ 22,800				
CCBF (formerly GTF) (Funding agreement ends in 2024)	\$ 79,503	\$ 5,626					
Other: Taxes							
Debentures							
Reserves Transfers			\$ 22,089				
Sub-Total	\$ 350,682	\$ 376,308	\$ 100,000	\$ -	\$ (140,000)	\$ (142,500)	\$ (292,500)

Expenses							
Project	Opening	2024	2025	2026	2027	2028	2029
Currently Active/Open							
Gazebo/Playground (331,764 2022 Start)		\$ 75,797					
URL Utility Corridor (200,000 2023 Start)		\$ 195,400					
Sub-Total	\$ -	\$ 271,197	\$ -	\$ -	\$ -	\$ -	\$ -
Proposed							
Administrative Projects:							
Office Equipment and Supply							
Other							
Public Works Projects:							
Roads (asphalt overlay)(rehab of the entrance road)				\$ 140,000			
Boat Launch						\$ 150,000	
Re-routing of sewer line		\$ 50,000					
Causeway Project			\$ 100,000				
Commissions/Regional Initiatives:							
WILD Water - Phase V					\$ 2,500		
Other:							
Sub-Total	\$ -	\$ 50,000	\$ 100,000	\$ 140,000	\$ 2,500	\$ 150,000	\$ -
Total Expenses/Commitments	\$ -	\$ 321,197	\$ 100,000	\$ 140,000	\$ 2,500	\$ 150,000	\$ -

Net Capital Budget 2023-2028	\$ 350,682	\$ 55,111	\$ -	\$ (140,000)	\$ (142,500)	\$ (292,500)	\$ (292,500)
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Grant Reserve (Combined)	\$ 350,682	\$ 405,793	\$ 405,793	\$ 265,793	\$ 123,293	\$ (169,207)	\$ (461,707)
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Note: The Summer Village does not currently (as of 2023) have a dedicated reserve policy. However, prudent planning over the past has allowed it to build a combined reserve (unrestricted surplus and restricted surplus) of ~\$77,000. Roughly \$31,000 of this total is "unrestricted" with the balance allocated for a combination of an operating reserve (~\$25,000), a Roads Reserve (~\$18,000), a general capital reserve (~\$2,000) and an Admin Reserve of ~\$1,000. The municipality will continue to save surplus revenues, but the 5-Year Capital Plan is balanced on the existing/known/anticipated grant allocations which will be used first, saving cash reserves for future years beyond the current cycle.

5 b)

MSI-C Funding Available beginning 2023 \$ 436,787 *(Playground/Gazebo - \$236,787 / Utility Corridor - \$200,000)

Playground/Gazebo Project

(MSI-C)

Approved Grant Funding Amount	\$ 331,764	
2022 Expenses	(94,977)	
*Sub-Total (2023 MSI-C Available)	<u>\$ 236,787</u>	
2023 Expenses to Date	(134,934)	
Sub-Total	\$ 101,853	
Known Future Expense - Invoice for Sewer Repair	(16,983)	-Expense has been approved by MSI-C under this approved project
Known Future Expense - Final 50% of Gazebo	(122,500)	
Funding Remaining (deficit)	\$ (37,630)	

Funding Options:

- Could apply to LGFF for additional funding in 2024. (Do not know the LGFF allocations yet, are basing estimate on 70% of MSI-C which would give Castle Island approximately \$21,000 as a 2024 allocation).
- Could see if the Utility Corridor project comes in under its projected budget of \$200,000 and then apply those remaining MSI-C funds to the Playground/Gazebo project.
- Could consider using reserves to fund any shortage.

Utility Corridor Project

(MSI-C)

*Approved Grant Funding Amount (2023 MSI-C Available)	\$ 200,000
2023 Expenses to Date	(5,855)
Sub-Total	\$ 194,145
Known Future Expenses (Land Purchase)	(89,700)
Funding Remaining	\$ 104,445

Important Note: The Summer Village must spend \$260,567 in MSI-C allocations in the 2022 and 2023 years so that they do not lose that money - Castle Island has spent \$235,766. This leaves \$24,801 to spend. If we include the sewer repair invoice of \$16,983, then we are left with \$7,818 to spend before December 31, 2023.

CCBF Funding Available 2023	\$ 101,734
WILD Water Phase III & IV Debentures Project	<u>(5,248)</u>
Sub-total	\$ 96,486.00
Proposed Project - Sewerline Re-routing (Gazebo)	<u>\$ (50,000.00)</u>
Funding Remaining	\$ 46,486.00

-Grant program has confirmed the re-routing of the sewer but NOT the repair portion would be an eligible project under CCBF

3.10 Planning

1. Municipal Development Plan (MDP)

Legislative requirements: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?

- If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
- If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?

2. Does the MDP address/include:

- future land use;
- future development;
- coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
- transportation systems within the municipality and in relation to adjacent municipalities; and
- provision of municipal services and facilities
- policies respecting municipal reserve lands
- policies respecting the protection of agricultural operations

Comments/Observations: The municipality does not have a municipal development plan as required by section 632 of the MGA. *[Handwritten mark]*

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality must pass a municipal development plan bylaw in accordance with the requirements of the legislation. *[Handwritten mark]*

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225. Additionally, Municipal Affairs has prepared a Guidebook for preparing a municipal development plan.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

contract out

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2. Land Use Bylaw (LUB)

Legislative requirements: MGA 230, 606,640, 642 (1), 692 (4), Matters Related to Subdivision and Development Regulation

1. Is there a land use bylaw?
2. Does the land use bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions (contained in the land use bylaw) that development permits may be subject to;
 - how long development permits remain in effect (if applicable);
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land;
 - the purpose of the bylaw amendment or change and public hearing;
 - the address where the proposed bylaw, and any documents can be inspected; and
 - the date, time and place of the public hearing?

Comments/Observations: Bylaw 2010-01 establishes the land use bylaw for the municipality. The bylaw provides for the appointment of a development officer, the conditions development permits may be subject to, and how long a development permit remains in effect. The bylaw establishes zones and states the number of dwelling units permitted on a parcel of land.

The bylaw does not provide for how and to whom notice of the issuance of development permits is to be given.

Section 7(1)(c) provides an appeal period of 7 days following issue of a development permit. Section 686(1)(a)(i)(A) of the MGA has been amended to set the appeal period at 21 days.

Section 12(2) of the bylaw states that appeals may be made to the development appeal board. This is contrary to section 685(1.1) which states the development authority must indicate whether an appeal lies to a subdivision and development appeal board or to the Land and Property Rights Tribunal.

Section 12(3) provides an appeal period of 14 days, contrary to the revised statute in section 686(1)(a)(i)(A) requiring 21 days.

Meets Legislative Requirements: No

Recommendations/Action Items: The bylaw must be amended or repealed and replaced so as to conform to the legislation.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

5. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: MGA 638.2

1. Are the following published on the municipal website:
- an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the *MGA*; and
 - documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: The website does not contain an up to date list and summary of council approved policies used to making planning decisions as required by s.638.2 of the *MGA*.



Meets Legislative Requirements: No

Recommendations/Action Items: The municipality update the website to contain an up to date list and summary of these policies and their relationship to each other and to statutory plans and bylaws.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



Summer Village of Castle Island Council Policy

Number	Title			
C-COU-PAR-1	Public Participation Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.



Summer Village of Castle Island Council Policy

DEFINITIONS

1. **“Chief Administrative Officer”** means the chief administrative officer of the Municipality or their delegate, abbreviated **“CAO”**.
2. **“Council”** means the elected representatives of the Municipality.
3. **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
4. **“Municipality”** means the Summer Village of Castle Island.
5. **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
6. **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
7. **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

POLICY RESPONSIBILITIES

1. Council Responsibilities

- (a) Council shall:



Summer Village of Castle Island Council Policy

- i. review and approve Public Participation Plans as drafted by the CAO at the direction of Council;
- i. consider input obtained through Public Participation; and
- ii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iii. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

2. Administration Responsibilities

(b) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. Consider and advise Council regarding timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

II. PUBLIC PARTICIPATION OPPORTUNITIES

(c) CAO shall develop and implement, as directed by Council, a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;



Summer Village of Castle Island Council Policy

- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

POLICY EXPECTATIONS

1. Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2. Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.



Summer Village of Castle Island Council Policy

PUBLIC PARTICIPATION PLANS

(a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:

- i. the nature of the matter for which Public Participation is being sought;
- ii. the impact of the matter on Municipal Stakeholders;
- iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- iv. the timing of the decision and time required to gather input;
- v. what information is required, if any, to participate; and
- vi. available resources and reasonable costs.

(b) Public Participation Plans will, at minimum, include the following:

- vii. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- viii. identification of which Public Participation Tools will be utilized;
- ix. timelines for participation;
- x. information about how input will be used;
- xi. the location of information required, if any, to inform the specific Public Participation.

REPORTING AND EVALUATION

(a) Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.

(b) The report shall include, at minimum, the following:

- i. an overview of the Public Participation Plan and how it was developed;



Summer Village of Castle Island Council Policy

- ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- iii. a summary of the input obtained; and
- iv. may include recommendations for future Public Participation Plans.

(c) Reports shall be provided to Council for review.

Legal References: MGA 216.1, 230, 606, 692

Revisions:

Resolution Number	MM/DD/YY



PUBLIC PARTICIPATION PLANS

Summer Village of Castle Island

The purpose of this plan is to outline Council and Administration's plan to engage and encourage public participation with the Summer Village of Castle Island.

Approved:

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UNAPPROVED

Introduction

Relationships among people are a critical element of municipal business. This Plan provides some guidance about how the Summer Village can maintain good relationships through appropriate public input regarding decisions made by Council.

It is anticipated that the readers of this document will be:

- a) those in municipal administration who are responsible for integrating public input opportunities into municipal projects and plans,
- b) those on Council who will be making decisions about appropriate public input,
- c) those in municipal administration who will be determining if developers or other proponents have provided for an adequate public input process, and
- d) those who own property within the municipality

Public Input

The Purpose of Public Input

Municipal Councils make decisions in public for the public good. This plan supports the involvement of citizens in these public decisions. The public input is sought after when there is a decision to be made that will impact the residents of the Summer Village. Public input is valuable for decisions that impact residents for three reasons:

1. It helps strengthen the relationship between the council and the citizens of the Summer Village
2. It informs the citizens of the Summer Village, therefore, minimizing complaints and costs caused by last minute changes
3. It leads to better solutions for everyone involved in the Summer Village

Determining When Public Input is Needed

Public input is essential to the municipal decision process. The Municipal Government Act (MGA) has a legal requirement for Council and Council committees to conduct business in public and to ensure the public is notified of certain kind of decisions.

Most of the decisions made by council can be or are enhanced by public input. The few situations where public input is not required are referred to as directive decisions. Directive decisions are those made by a person authorized to do so, and are issued to others simply to inform them the decision has been made. The situations where a directive decision is appropriate are as follows:

1. There is an urgent need to respond immediately (e.g. flood response).
2. A person in authority is acting within their authority (e.g. police carrying out their duties).

3. The decisions are routine and are accepted as part of the municipality's operations (e.g. snow removal after a heavy snowfall).
4. The decisions are dictated by law (e.g. improvements to water treatment plant).
5. The decisions have substantial effect only on those who have already agreed to be affected through some form of contract (e.g. employment, volunteerism, accepting elected office).

In these cases, the municipality is acting within its authority and is expected to implement the decision efficiently. These decisions are posted to the public through the website and the community information signs. The public can also contact the Summer Village's office if they have any questions or concerns about the decisions made.

Public input is necessary when consultative decisions are to be made. These types of decisions usually have one or more of the following characteristics:

1. Public notification and input are required by law (see MGA requirements in the Introduction).
2. The decision is a known concern of other parties, or is likely to have a significant impact on other parties (e.g. a proposed casino).
3. The decision affects society's moral or emotional expectations (e.g. expansion of a recreation centre).
4. The decision affects the "comfort envelope" (lifestyle or habits) of citizens (e.g. road closure affecting how people access the highway).
5. People perceive there are risks associated with the decision (e.g. approving a "half-way" house to support convict rehabilitation).
6. Council or administration requests public input prior to making the decision (e.g. public buildings or open space management).

Consultative decisions are common in municipalities, however, the final decision rests with Council. For consultative decisions, public engagement is required. Ways in which the Summer Village encourages engagement is through surveys, the annual gatherings, council meetings that are open to the public, and annual newsletters.

Ways in Which the Summer Village Solicits Input

During the decision making process, the following questions will aid Council and Administration when determining what manner of public input is required:

- What kind of decision is being made?
- Who is going to be affected?
- How will those affected perceive the matter?

After asking these questions, Council and Administration can determine, choose from the listing above, which way public input is carried out.

While the MGA defines the minimum legal requirements for a municipality to provide public notification which are strictly followed, some additional ways that public input is and can be petitioned by the Summer Village are:

- Summer Village website page
- Annual picnics, gatherings, information meetings
- On-line or Paper Surveys
- Community information sign
- Annual newsletters
- Council meetings
- Mail outs

These methods are used to encourage public input from a variety of people who belong to certain demographic groups. This allows for a wide range of input to help Council members come to a decision that can help satisfy the needs of the Municipality.

Resources

Resources are available to help residents develop more informed inputs for decisions regarding the Municipality. The following resources are posted on the Summer Village's website:

- All policies that effect the Summer Village
- All bylaws that effect the Summer Village
- All meeting agendas and minutes from Council meetings
- Contact information for the Summer Village

With the help of these resources, Council and Administration hopes that the public will utilize them to help make better informed inputs.

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

Legislative requirements: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training (Basic Emergency Management, ICS-300, and Director of Emergency Management courses)?
6. Have municipal elected officials received the required training (Municipal Elected Officials course)?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training (Basic Emergency Management and ICS-100 courses)?
8. Are there prepared and approved emergency plans and programs?

Comments/Observations: The Summer Village's Emergency Bylaw 2019-02 provides for the establishment of a regional emergency management agency. The bylaw establishes an emergency advisory committee and an emergency management agency. The bylaw establishes the procedures for exercising the local authority's powers and duties under the *EMA*.

Municipal officials have completed the municipal elected officials course. The emergency management bylaw requires that a DEM be appointed by council. Section 3(2) of the Local Authority Emergency Management Regulation requires the appointment of a DEM by bylaw or by position.

Meets Legislative Requirements: No

Recommendations/Action Items: The emergency management bylaw must provide for the appointment of a director of emergency management.

Resources: The Alberta Emergency Management Agency has developed a number of online tools at [Emergency and Disaster Preparedness](#) to assist municipalities which include resources to develop emergency plans, and training workshops. For questions and additional support pertaining to emergency management, contact the Alberta Emergency Management Agency at 310-0000 then 780-422-9000.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Emergency Management Act
Revised Statutes of Alberta 2000, Chapter E-6.8

**BEING A BYLAW OF THE SUMMER VILLAGE OF CASTLE ISLAND IN THE
PROVINCE OF ALBERTA TO ESTABLISH AN EMERGENCY ADVISORY
COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY**

WHEREAS, the Revised Statutes of Alberta 2000 Chapter E-6.8 *Local Emergency Management Act* establishes the Local Authority Emergency Management Regulation; and

WHEREAS, the Local Authority Emergency Management Regulation requires a local authority, if the local authority is a municipal Council, to establish by Bylaw:

- a) An Emergency Advisory Committee; and
- b) An Emergency Management Agency;

NOW THEREFORE, the Council of the Summer Village of Castle Island, in the Province of Alberta, duly assembled, enacts as follows;

TITLE

1. This Bylaw may be cited as the "Emergency Bylaw"

DEFINITIONS

2. In this Bylaw:

- a) "Agency" refers to the Emergency Management Agency as established under this Bylaw;
- b) "Alberta Emergency Management Agency" (AEMA) means that part of the public service of Alberta which leads the coordination and co-operation of all organizations involved in emergencies and disasters;
- c) "Committee" refers to the Emergency Advisory Committee as established under this Bylaw.
- d) "Director of Emergency Management" "DEM" means the person holding the position of Director of Emergency Management as appointed by Council, or designate for the Summer Village of Castle Island pursuant to Section 3(2)(b) of the Local Emergency Management Regulation;
- e) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- f) "Emergency Management Plan" means a plan prepared in accordance with Section 4 of the Local Authority Emergency Management Regulation;
- g) "Managing Director" means the person designated under Section 3.1(2), of the *Emergency Management Act* and includes any person acting in the capacity of the Managing Director;
- h) "State of Local Emergency" means a state of local emergency declared in accordance with the provisions of the Act and this Bylaw.

**Emergency Management Act
Revised Statutes of Alberta 2000, Chapter E-6.8**

EMERGENCY ADVISORY COMMITTEE

3. An Emergency Advisory Committee is established consisting of all members of Council. The Mayor is the Chair of the Emergency Advisory Committee. In the absence of the Mayor, the Deputy Mayor will preside. In the event that both Mayor and Deputy Mayor are absent, the chair will be elected by the remainder of Council.
4. The purpose of the Emergency Advisory Committee is to provide guidance and recommendations to the Emergency Management Agency
5. The Committee shall meet at least annually and may meet more frequently at the call of the chair to review the development of Emergency plans and programs and to make such recommendations as the Committee deems advisable in respect of them, including:
 - a. Reviewing the Emergency Management Plan and related plans and programs and any proposed revisions to the Emergency Management Plan or related plans and programs, on a regular basis; and
 - b. Reviewing any Emergency Management policies developed by the Committee for adoption by the Council, and presenting such policies to the Council.
6. Quorum of the Emergency Advisory Committee shall consist of two members of Council except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is as prescribed in Section 8 of this Bylaw.

PROCEDURE FOR DECLARING STATE OF LOCAL EMERGENCY

7. Council's power to declare, renew or terminate a State of Local Emergency, or to expand or reduce the part of the Municipality to which a State of Local Emergency applies, is delegated to the Committee subject to the provisions of this Bylaw.
8. Any two members of the Emergency Advisory Committee constitutes a quorum of the Committee for the purpose of making a decision to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency or expand or reduce the part of the Municipality to which a State of Local Emergency applies.

DIRECTOR OF EMERGENCY MANAGEMENT

9. The Director of Emergency Management is appointed as the Director of Emergency Management (DEM) by Council.
10. The DEM may appoint one or more Deputy Directors as required.

**Emergency Management Act
Revised Statutes of Alberta 2000, Chapter E-6.8**

EMERGENCY MANAGEMENT AGENCY

11. There is established an Emergency Management Agency (the Agency):
 - a. Reporting to the DEM and acting as the agent of the Council in exercising the Council's powers and duties under the Act subject to the directions and limitations set out in this Bylaw; and
 - b. Having other roles and responsibilities as set out in this Bylaw.

12. Membership of the Agency may consist of:
 - a. The DEM, who shall direct the activities of and preside at meetings of the Agency;
 - b. Any Deputy Director;
 - c. The Fire Chief;
 - d. The Officer in Charge of the Summer Village of Castle Island Royal Canadian Mounted Police detachment;
 - e. Representatives of the municipality's senior leadership team appointed by the CAO; and
 - f. Includes any person that a member of the Agency may assign to act in the member's absence.

13. The DEM may invite representatives of external organizations to work with the Agency in developing the Emergency Management Plan or related plans or programs, or in implementing the Emergency Management Plan or related plans or programs after they have been adopted or approved, including without limitation representatives of: the Indigenous community, the Government of Alberta, industry or industry groups, business or business groups, utility and telecommunication providers, community organizations, local leaders, support groups, emergency social service organizations, and mutual aid partners.

14. The Emergency Management Agency is responsible for administering the Emergency Management Plan.

15. The Agency shall act as agent of the Council in exercising the Council's duties to prepare and approve Emergency plans and to cause an Emergency plan or program to be put into operation.

16. The Agency shall submit an annual report to the Emergency Advisory Committee on the status of Emergency Management plans and programs including an annual assessment of the Municipality's state of emergency preparedness.

17. The Agency shall generally support and provide assistance and guidance to the DEM in the development, implementation and coordination of Emergency Management plans and programs, including without limitation at the DEM's request:

Emergency Management Act
Revised Statutes of Alberta 2000, Chapter E-6.8

- a. Assisting in development and ongoing review of the Municipality's Emergency Management Plan and any other documents that relate to or support the Emergency Management Plan and any other documents that relate to or support the Emergency Management Plan including administrative directives, strategic plans, budgets, business plans and business continuity plans
- b. Assist in developing recommendations for policies and programs, and requests to the CAO or Council for resources or budget approvals;
- c. Implementing the Emergency Management Plan;
- d. During and following the response phase of an Emergency, assist with coordinating or facilitating communications, implementing business continuity plans, and supporting recovery planning;
- e. Providing support and assistance to the Emergency Advisory Committee;
- f. Meeting with external stakeholder groups during any phase of Emergency Management

18. The Agency shall use the Incident Command System as prescribed by the Managing Director of the Alberta Emergency Management Agency.

SEVERABILITY

19. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed.

REPEALED

20. Bylaw 2017-001 and amendments thereto are hereby repealed.

SCHEDULES

21. This Bylaw contains Schedule "A", which forms a part of this Bylaw.

**Emergency Management Act
Revised Statutes of Alberta 2000, Chapter E-6.8**

EFFECTIVE DATE

This BYLAW shall come into force and have effect on the date of the third and final reading.

Read a first time on this 20st day of November, 2023.

Read a second time on this 20st day of November, 2023.

Unanimous Consent to proceed to third reading on this 20st day of November, 2023.

Read a third and final time on this 20st day of November, 2023.

Signed this 20st day of November, 2023.

Mayor, Ian Kupchenko

Chief Administrative Officer, Wendy Wildman

**Emergency Management Act
Revised Statutes of Alberta 2000, Chapter E-6.8**

SCHEDULE A

The Emergency plan shall include:

1. A description of the administration of the Village's emergency management program;
2. The procedures for implementing the emergency plan during an emergency or exercise response;
3. The Village's plan for preparedness, response and recovery activities;
4. A hazard and risk assessment;
5. Emergency management program exercises that the Village will engage in;
6. The emergency management agency's plan for regular review and maintenance of the Village's emergency plan;
7. The Agency's plan for the review and maintenance of the Village's emergency plan after an exercise, emergency or disaster;
8. How the command, control and coordination system prescribed by Section 18 of this Bylaw will be used by the Agency;
9. The assignment of responsibilities to Village employees and elected officials, by position, respecting the implementation of the emergency plan;
10. A training plan for staff assigned with responsibilities under the emergency plan;
11. The mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the emergency plan
12. The Village's plan for communications, public alerts and notifications during exercises, emergencies and disaster; and
13. The Village's plan for providing emergency social services during an emergency or disaster.

2022 Municipal Indicator Reporting

Summer Village of Castle Island

The information contained below is presented fairly and is to the best of my knowledge correct.

Name, Title: Wendy Wildman, Chief Administrative Officer

Date: November 6th, 2023

Alberta ■

Indicator #8 ON-TIME FINANCIAL REPORTING

Financial reporting is an important aspect of municipal accountability to its residents and businesses. Municipalities are required to submit year-end audited financial statements and financial information returns to Municipal Affairs by May 1st of the year following the year for which the financial statements have been prepared.

2022 Result

October 20, 2023

Expected Result

Received before May 1, 2023

Summer Village of Castle Island Response

Current administration is aware that audited financial statements are to be approved by Council and submitted to the Province by April 30th of each year. While current administration along with auditor strived for this in 2023 for the 2022 statements, some financial records took time to find and balance. Once approved in June, 2023, the statements had to be revised in order to receive grant funding for the playground project, these revised statements were approved Aug. 21/23. We MUST ensure on the go forward that these stmts are approved prior to April 30th.

SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST

S.V.L.S.A.C.E.

**P.O. Box 8 Alberta Beach, AB T0E 0A0 – 2317 TWP Rd. 545, AB T0E 1V0
780-967-0271 (ph.) – 780-967-0341 (fax)**

November 1st, 2023

To: All Members
SVLSACE

(Delivered by Mail)

Dear Member,

Re: Connect Mobility – Enhanced Internet Service Partnership and 2024 Alberta Broadband Fund (ABF) Application

Further to our last SVLSACE Regular meeting, where we received a presentation by Merle Isaacson on behalf of Connect Mobility, I am reaching out to share an overview of the process for those members who are interested in participating in the 2024 ABF intake. There are some important and time sensitive “next steps” required, as discussed below.

Our working timeline is to have all essential background information compiled to complete the application by the end of February 2024, with the anticipation of the next intake opening in March 2024. In the interim, we need confirmation of the following:

- i. Is your municipality interested in being a partner in this application?
- ii. What internet service providers currently provide service within your community, and what is the contracted internet speed they provided (the “subscribed speed”)?
- iii. What internet speed is being delivered to your community (the “delivered speed”)?

Item i. is entirely at your discretion as a Council. Please add to your next agenda and advise of your participation by **November 30th, 2023** by returning an email to me at ddm@kronprinzconsulting.ca.

Item ii. is a requirement of any member* wanting to be included in the application. If you can provide a list of known service providers in your area (for example, MCSnet, Xplore, Telus) we can reach out to confirm what their service “subscribed speed” for your community.

Item iii. is also a requirement of any member* wanting to be included in this application. This component will be completed through participating members who will in turn ask their residents (at least one in five households) to complete the prescribed survey on delivered internet speed (more detail on this will be provided as well as sample communications to use). This will be completed over a **15-week test period starting December 1st, 2023**. We will assist by sending sample communications/reminders to you to share with the community, and also serving as the point of contact for questions in accessing/completing the test.

*Although these items are a requirement, some communities in the area (as shown on the National Broadband Internet Service Availability map) already have a registered service speed

SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST

S.V.L.S.A.C.E.

**P.O. Box 8 Alberta Beach, AB T0E 0A0 – 2317 TWP Rd. 545, AB T0E 1V0
780-967-0271 (ph.) – 780-967-0341 (fax)**

(subscribed or delivered) which is below the speed threshold of 50/10Mbps. In these cases, the members would not need to complete further community surveys as part of this process. As such, the following municipalities simply need to indicate their participation (item i.):

Birch Cove
Castle Island
Nakamun Park
Sunrise Beach
Val Quentin
West Cove

However, the following members would need to complete all three items in order to be included in the application:

Ross Haven
Sandy Beach
Silver Sands
South View
Sunset Point
Yellowstone

Following the compilation of this data, Connect Mobility will make an application on behalf of all those interested members that have known or reported internet coverage below the 50/10Mbps threshold in there community. Should the application be successful, there would be an option – to be made at the local council level – for Connect Mobility to provide the matching funds for your municipality (in exchange for future area franchise rights) or to have the municipality provide their matching funds directly and retain the right to operate the resulting service themselves.

For now, if you can please get back to me on or before **November 30th, 2023** we can narrow down future correspondence to just those members interested in participating.

If you have any questions, please let me know.

Sincerely,



Dwight Darren Moskalyk
Administrator
SVLSACE

5f)

Fw: Recreation Special Tax

Summer Village Office <administration@wildwillowenterprises.com>

Mon 11/6/2023 9:59 PM

To:wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

📎 5 attachments (2 MB)

Bylaw 02-2022 Recreation Services Tax.pdf; Bylaw 09-2023 Recreational Services Tax.pdf; 2022 Recreation Grant Allocations.pdf; 2023 Recreation Grant Allocations (Year-to-date).pdf; Policy 02-020-004 Recreation Facility & Program Assistance Grant APPROVED.pdf;

Wendy, see below from Trista. Perhaps you know more about this. Is this something Silver Sands wants? We do have our own Special Tax Bylaw templates.

Do you want this on the next Council meeting agenda?

**Heather Luhtala,
Assistant CAO/Administration**

Summer Village of Silver Sands - www.summervillageofsilversands.com

Email: administration@wildwillowenterprises.com

Phone: 587-873-5765 Fax: 780-967-0431

NOTE: NEW CONTACT INFORMATION FOR THE SUMMER VILLAGE OF SOUTH VIEW

Summer Village of South View - www.summervillageofsouthview.com

NEW - email: svsouthview@outlook.com

NEW - phone: 780-967-0271

NEW - Assistant CAO/Administration Contact - Angela Duncan

From: Trista Court <tcourt@lsac.ca>

Sent: Monday, November 6, 2023 2:25 PM

To: cao@birchcove.ca <cao@birchcove.ca>; Summer Village of Castle Island <svcastle@telus.net>; Summer Village of Nakamun Park <cao@svnakamun.com>; Summer Village of Ross Haven <cao@rosshaven.ca>; Summer Village of Sandy Beach <svsandyb@xplornet.ca>; Summer Village Office <administration@wildwillowenterprises.com>; Summer Village Office <administration@wildwillowenterprises.com>; svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>; SV of Sunset Point <office@sunsetpoint.ca>; SV of Val Quentin <cao@valquentin.ca>; Summer Village of West Cove <svwestcove@outlook.com>; SV of Yellowstone <office@svyellowstone.ca>; Town of Onoway CAO <cao@onoway.ca>; Village of Alberta Beach <aboffice@albertabeach.com>; Town of Mayerthorpe <cao@mayerthorpe.ca>

Cc: Mike Primeau <mprimeau@lsac.ca>; George Vaughan <GVAughan@lsac.ca>; Joe Blakeman <JBlakeman@lsac.ca>; Kevin Lovich <klovich@lsac.ca>; Lloyd Giebelhaus <lgiebelhaus@lsac.ca>; Lorne Olsvik <lolsvik@lsac.ca>; Nicholas Gelych <NGelych@lsac.ca>; Ross Bohnet <rbohnet@lsac.ca>

Subject: Recreation Special Tax

Further to the discussion at the Regional Municipalities Meeting (Oct.17.2023) regarding the above noted, please find some additional information.

1. Bylaw 02-2022 Recreation Services Tax and Bylaw 09-2023 Recreational Services Tax.

I've attached both because in 2022 we had an anomaly where we anticipated additional revenue due to an increase needed to offset contributions contemplated in future years through the ICF negotiations. (This is irrelevant to you – but I wanted to share both options for your reference). Historically, the format has followed the 2023 Bylaw, again with that exception in 2022.

Section 382 of the MGA establishes the parameters for setting a special tax bylaw – recreation services tax is allowable.

2. 2022 Allocation Chart: Final and 2023 Allocation Chart Year-to-date

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Each municipality, given they pass a special tax bylaw for the collection of taxes for recreation purposes, can determine what organizations/facilities would receive these recreation dollars. These charts demonstrate how LSAC has allocated the funds for the past two years.

Note that the 2023 Allocation Chart is an actual to date, but I've included the budget for reference as well.

3. Policy 02-020-040 Recreation Facility & Program Assistance Grant

Although LSAC Administration is currently reviewing this policy, I've included it for your reference. This establishes the County's guidelines around our recreation grant allocations.

I trust this meets your needs, but if you have further questions or require more clarification/information, please connect.

Trista Court

General Manager of Community Engagement, Lac Ste. Anne County

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0

PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | CELL: 780.284.1538 [www.lzac.ca]lsac.ca

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**LAC STE. ANNE COUNTY
PROVINCE OF ALBERTA
BYLAW NO. 02-2022**

BEING A BYLAW TO AUTHORIZE A RECREATIONAL SERVICES TAX

WHEREAS pursuant to Section 382 of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing a special tax

WHEREAS pursuant to Section 382(1)(l) of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County desires to raise revenue by way of a special recreational services tax to undertake capital upgrades to certain recreational facilities operated by the County and provide financial support to organizations providing recreational facilities and services which benefit residents of Lac Ste. Anne County;

NOW THEREFORE, under the authority of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County hereby enacts as follows:

- 1) In this Bylaw:
 - a) In this Bylaw, words shall have the same meanings as defined in the *Municipal Government Act*, RSA 2000, c M-26, as amended, and the regulations thereunder, except as otherwise defined below.
 - b) "County" means Lac. Ste Anne County.
 - c) "Residential Properties" mean properties designated as class 1 – residential by the municipal assessor for the County, and includes a parcel of land, an improvement, or a parcel of land and the improvements to it.
- 2) The purpose for which this Bylaw is passed is to raise revenue to pay for the following recreational services:
 - a) Capital upgrades to green spaces, campgrounds, boat launches and day use areas operated by the County, and;
 - b) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County.
- 3) The area of the municipality that will benefit from the recreational services, and in which the special tax is to be imposed, is comprised of all Residential Properties located in the County.
- 4) The estimated cost of:
 - a) Capital upgrades to green spaces, campgrounds, boat launches and day use areas operated by the County is \$100,000.00 and;
 - b) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County is \$596,800.
- 5) The tax rate is to be based on each parcel of land, and is set in the amount of \$100.00 for each Residential Property for the 2022 taxation year.
- 6) All other properties within the County which are not Residential Properties shall be exempt from the recreational services tax set out herein for the 2022 taxation year.
- 7) This Bylaw shall come into effect on the date of final passage.

GIVEN first reading this 14 day of April A.D., 2022.

Reeve
County Manager



GIVEN second reading this 28 day of April A.D., 2022.

Reeve
County Manager



PASSED at third reading this 28 day of April A.D., 2022.

Reeve
County Manager



**LAC STE. ANNE COUNTY
PROVINCE OF ALBERTA
BYLAW NO. 09-2023**

BEING A BYLAW TO AUTHORIZE A RECREATIONAL SERVICES TAX

WHEREAS pursuant to Section 382 of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing a special tax

WHEREAS pursuant to Section 382(1)(l) of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County desires to raise revenue by way of a special recreational services tax to provide financial support to organizations providing recreational facilities and services which benefit residents of Lac Ste. Anne County;

NOW THEREFORE, under the authority of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County hereby enacts as follows:

- 1) In this Bylaw:
 - a) In this Bylaw, words shall have the same meanings as defined in the *Municipal Government Act*, RSA 2000, c M-26, as amended, and the regulations thereunder, except as otherwise defined below.
 - b) "County" means Lac. Ste Anne County.
 - c) "Residential Properties" shall mean:
 - i) Other Residential Property as defined in Bylaw 13-2022, Assessment Sub Classes Bylaw;
 - ii) Vacant Residential Property as defined in Bylaw 13-2022, Assessment Sub Classes Bylaw;
 - iii) Recreational Condominium Property as defined in Bylaw 13-2022.
- 2) The purpose for which this Bylaw is passed is to raise revenue to pay for the following recreational services:
 - a) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County.
- 3) The area of the municipality that will benefit from the recreational services, and in which the special tax is to be imposed, is comprised of all Residential Properties located in the County.
- 4) The estimated cost of:
 - a) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County is \$693,300.
- 5) The tax rate is to be based on each parcel of land, and is set in the amount of \$100.00 for each Residential Property for the 2023 taxation year.
- 6) All other properties within the County which are not Residential Properties shall be exempt from the recreational services tax set out herein for the 2023 taxation year.
- 7) This Bylaw shall come into effect on the date of final passage.

GIVEN first reading this 9th day of March A.D., 2023.

Reeve

County Manager

55

GIVEN second reading this 27th day of April A.D., 2023.

Reeve
County Manager



PASSED at third reading this 27th day of April A.D., 2023.

Reeve
County Manager



Lac Ste. Anne County

2022 Recreation Facility & Program Assistance Grant (funded via the 2022 Recreation Services Special Tax - Bylaw 02-2022)

HomeBase	Organization Name	Category	Allocation
Alberta Beach	Alberta Beach & District Agricultural Society	Agricultural Society (Direct)	\$ 3,000.00
LSAC	Darwell & District Agricultural Society	Agricultural Society (Direct)	\$ 3,000.00
Mayerthorpe	Mayerthorpe & District Agricultural Society	Agricultural Society (Direct)	\$ 3,000.00
LSAC	Sangudo Art Club	Art & Culture (Direct)	\$ 500.00
Alberta Beach	Lac Ste. Anne Community Choir	Choir/Band	\$ 500.00
Onoway	Onoway Jr/Sr High School (Band)	Choir/Band	\$ 500.00
LSAC	Cherhill Community Association	Community Hall - County	\$ 2,000.00
LSAC	Coyote Community Hall	Community Hall - County	\$ 2,000.00
LSAC	Darwell & District Recreation Association	Community Hall - County	\$ 2,000.00
LSAC	Deerlodge Community Hall	Community Hall - County	\$ 2,000.00
LSAC	Greencourt Community Association	Community Hall - County	\$ 2,000.00
LSAC	Gunn Area Recreation Society	Community Hall - County	\$ 2,000.00
LSAC	Hathersage Community Centre	Community Hall - County	\$ -
LSAC	Lake Isle Farmer's Association	Community Hall - County	\$ 2,000.00
LSAC	Peavine Lake Romeo Community Hall Association	Community Hall - County	\$ 2,000.00
LSAC	Rich Valley Community Hall	Community Hall - County	\$ 2,000.00
LSAC	Sangudo Community Hall Society	Community Hall - County	\$ 2,000.00
LSAC	Stanger Recreation Society	Community Hall - County	\$ 2,000.00
LSAC	Stettin Nakamun Community Hall	Community Hall - County	\$ 2,000.00
Mayerthorpe	Mayerthorpe & District Diamond Community Centre	Community Hall - Other Municipality	\$ 1,500.00
Onoway	Onoway & District Historical Guild	Community Hall - Other Municipality	\$ 1,500.00
Onoway	Onoway Facility Enhancement Association	Community Hall - Other Municipality	\$ -
Alberta Beach	Alberta Beach Museum & Archives Society	Historical Organization, Museum	\$ 1,000.00
LSAC	Lac Ste. Anne Historical Society	Historical Organization, Museum	\$ 1,000.00
LSAC	Rich Valley Historical Society	Historical Organization, Museum	\$ 1,000.00
Mayerthorpe	Royal Canadian Legion - #126 (Mayerthorpe)	Legion	\$ 1,500.00
Onoway	Royal Canadian Legion - #132 (Onoway)	Legion	\$ 1,500.00
LSAC	Royal Canadian Legion - #184 (Cherhill)	Legion	\$ 1,500.00
Onoway	Onoway & District Agricultural Society	Major Facility - Arena	\$ 94,500.00
LSAC	Rich Valley Agricultural Society	Major Facility - Arena	\$ 94,500.00
LSAC	Sangudo & District Agricultural Society	Major Facility - Arena	\$ 94,500.00
Mayerthorpe	Town of Mayerthorpe	Major Facility - Arena	\$ 94,500.00
Alberta Beach	Beachwave Park (AB Ag Society)	Major Facility - Beachwave Park	\$ 8,000.00
Alberta Beach	Alberta Beach (Village of)	Major Facility - Beach (Main)	\$ 10,000.00
Alberta Beach	Alberta Beach (Village of)	Major Facility - Boat Launch	\$ 10,000.00
Mayerthorpe	Mayerthorpe Curling Society	Major Facility - Curling Rink	\$ 25,000.00
Onoway	Onoway Curling Association	Major Facility - Curling Rink	\$ 25,000.00
Mayerthorpe	Town of Mayerthorpe Pool Operations	Major Facility - Pool	\$ 35,000.00
LSAC	George Pegg Garden Society	Other	\$ 10,000.00
LSAC	Lake Isle Aquatic Management Society	Other	\$ 1,500.00
LSAC	OI' Pembina Tractor Pull Society	Other	\$ 500.00
Onoway	Onoway & District Fish & Game Association	Other	\$ 500.00
LSAC	Lac La Nonne Enhancement & Protection Association (LEPA)	Other	\$ 1,000.00
LSAC	Darwell School	School Athletics Grant	\$ 1,000.00
Mayerthorpe	Elmer Elson Elementary School	School Athletics Grant	\$ 1,000.00
Alberta Beach	Grasmere School	School Athletics Grant	\$ 1,000.00
Mayerthorpe	Mayerthorpe Jr/Sr High School	School Athletics Grant	\$ 1,000.00
Onoway	Onoway Elementary School	School Athletics Grant	\$ 1,000.00
Onoway	Onoway Jr/Sr High School	School Athletics Grant	\$ 1,000.00
LSAC	Rich Valley School	School Athletics Grant	\$ 1,000.00
LSAC	Sangudo Community School	School Athletics Grant	\$ 1,000.00
Alberta Beach	Alberta Beach & District Senior Citizen's Club	Senior's Club	\$ 3,000.00
LSAC	Cherhill Silver & Gold Club	Senior's Club	\$ 3,000.00
LSAC	Interlake Golden Club	Senior's Club	\$ 3,000.00
Mayerthorpe	Mayerthorpe Friendship Club	Senior's Club	\$ 3,000.00
Onoway	Onoway Golden Club	Senior's Club	\$ 3,000.00
LSAC	Sangudo Golden Club	Senior's Club	\$ 3,000.00
Alberta Beach	Alberta Beach Community League (Minor Ball)	Sports Club	\$ 225.00
Other	Anselmo Recreation & Agriculture Society (Minor Ball)	Sports Club	\$ 250.00
LSAC	Darwell Athletic Association (Minor Ball)	Sports Club	\$ 200.00
Mayerthorpe	Mayerthorpe Fun Hockey	Sports Club	\$ 300.00
Mayerthorpe	Mayerthorpe Minor Ball	Sports Club	\$ 275.00
Mayerthorpe	Mayerthorpe Minor Hockey	Sports Club	\$ 600.00
Mayerthorpe	Mayerthorpe Soccer Club (Fun Soccer)	Sports Club	\$ 150.00
Onoway	Onoway Ball Association (Minor Ball)	Sports Club	\$ 225.00
Onoway	Onoway Minor Hockey	Sports Club	\$ 500.00
Onoway	Onoway Skating Club	Sports Club	\$ 410.00
LSAC	Rich Valley Agricultural Society (Minor Ball)	Sports Club	\$ 150.00
LSAC	Rich Valley Hockey Club (Fun Hockey)	Sports Club	\$ 300.00
LSAC	Rich Valley Skating Club	Sports Club	\$ 280.00
LSAC	Rich Valley Agricultural Society (Fun Soccer)	Sports Club	\$ 150.00
LSAC	Sangudo Minor Sports (Fun Hockey)	Sports Club	\$ 150.00
LSAC	Sangudo Minor Sports (Minor Ball)	Sports Club	\$ 225.00
LSAC	Darwell & District Agricultural Society	Sports Facility - Ball Diamond	\$ 1,000.00
Mayerthorpe	Mayerthorpe Sports Grounds Club	Sports Facility - Ball Diamond	\$ 1,000.00
LSAC	Rich Valley Agricultural Society	Sports Facility - Ball Diamond	\$ 1,000.00
LSAC	Sangudo Sports Grounds Committee	Sports Facility - Ball Diamond	\$ 1,000.00
Onoway	Swede Moren Sports Association	Sports Facility - Ball Diamond	\$ -
Alberta Beach	Village of Alberta Beach	Sports Facility - Ball Diamond	\$ 1,000.00
Mayerthorpe	Mayerthorpe Rodeo Club	Donations & Sponsorships (Rodeo 2022)	\$ 200.00
Various	Canadian Pony Club PPG	Donations & Sponsorships (PPG Darwell May 21-23/2022)	\$ 143.36
LSAC	Parent Association of Sangudo Storm	Donations & Sponsorships (Xmas Dinner)	\$ 200.00
LSAC	Sangudo & District Community Development Council	Donations & Sponsorship (Sangudo Children's Academy)	\$ 10,000.00

Total Grant Allocations \$ 595,433.36

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Lac Ste. Anne County
2023 Recreation Facility & Program Assistance Grant (funded via the 2023 Recreational Services Tax - Bylaw 09-2023)

Organization Name	Budget	Actual-to-date
Alberta Beach & District Agricultural Society	\$ 3,000.00	\$ 3,000.00
Alberta Beach & District Agricultural Society - Polynesian Days	\$ 1,000.00	\$ 1,000.00
Alberta Beach & District Agricultural Society - Beachwave Park	\$ 8,000.00	\$ 8,000.00
Alberta Beach & District Senior Citizen's Club	\$ 3,000.00	\$ 3,000.00
Alberta Beach (Village of) - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Alberta Beach (Village of) - Boat Launch	\$ 10,000.00	
Alberta Beach (Village of) - Main Beach	\$ 10,000.00	
Alberta Beach Community League - Minor Ball	-	\$ 175.00
Alberta Beach Lions Club - SnoMo Days	\$ 1,000.00	\$ 1,000.00
Alberta Beach & District Museum & Archives Society	\$ 1,000.00	\$ 1,000.00
Aaselmo Recreation & Agricultural Society - Minor Ball	\$ -	\$ 300.00
Cherhill Community Association	\$ 2,000.00	\$ 2,000.00
Cherhill Fun Days - Fun Days	\$ 1,000.00	\$ 1,000.00
Cherhill Silver & Gold Club	\$ 3,000.00	\$ 3,000.00
Coyote Community Hall	\$ 2,000.00	\$ 2,000.00
Darwell & District Agricultural Society	\$ 3,000.00	\$ 3,000.00
Darwell & District Agricultural Society - Ag Drag	\$ 1,000.00	\$ 1,000.00
Darwell & District Agricultural Society - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Darwell & District Agricultural Society - Barn Burner	\$ 1,000.00	\$ 1,000.00
Darwell & District Agricultural Society - Fair	\$ 1,000.00	
Darwell & District Recreation Association	\$ 2,000.00	\$ 2,000.00
Darwell Athletic Association - Minor Ball	\$ -	\$ 225.00
Darwell School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Deer Lodge Community Hall	\$ 2,000.00	\$ 2,000.00
Elmer Elson Elementary School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
George Pegg Garden Society	\$ 10,000.00	
Grassmere School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Greentourt Community Association	\$ 2,000.00	\$ 2,000.00
Gunn Area Recreation Society	\$ 2,000.00	\$ 2,000.00
Interlake Golden Club	\$ 3,000.00	\$ 3,000.00
Lac Ste. Anne Community Choir	\$ 500.00	\$ 500.00
Lac Ste. Anne East Food Bank	\$ 1,000.00	\$ 1,000.00
Lac Ste. Anne Historical Society	\$ 1,000.00	\$ 1,000.00
Lac Ste. Anne Historical Society - Heritage Days	\$ 1,000.00	\$ -
Lake Isle Farmer's Association	\$ 2,000.00	\$ 2,000.00
Mayerthorpe & District Agricultural Society	\$ 3,000.00	\$ 3,000.00
Mayerthorpe & District Agricultural Society - Fair	\$ 750.00	
Mayerthorpe Rodeo Club - Rodeo	\$ 250.00	\$ 250.00
Mayerthorpe & District Diamond Community Centre Society	\$ 1,500.00	\$ 1,500.00
Mayerthorpe Curling Society	\$ 25,000.00	\$ 25,000.00
Mayerthorpe Food Bank	\$ 1,000.00	\$ 1,000.00
Mayerthorpe Friendship Club	\$ 3,000.00	\$ 3,000.00
Mayerthorpe Fun Hockey		\$ 250.00
Mayerthorpe Soccer Club - fun soccer		\$ 350.00
Mayerthorpe Jr/Sr High School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Mayerthorpe Minor Ball		\$ 300.00
Mayerthorpe Minor Hockey		\$ 700.00
Mayerthorpe Sports Grounds Club - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Minor Sport Support - see individual organizations for each allocation provided	\$ 5,000.00	\$ -
Of Penbina Tractor Pull Society	\$ 500.00	\$ 500.00
Onoway & District Agricultural Society - Arena	\$ 119,500.00	\$ 119,500.00
Onoway & District Fish & Game Association	\$ 500.00	\$ 500.00
Onoway & District Historical Guild	\$ 1,500.00	\$ 1,500.00
Onoway & District Historical Guild - Fall Harvest Festival	\$ 1,000.00	\$ 1,000.00
Onoway Ball Association - Minor Ball	-	\$ 300.00
Onoway Community Care - Meals on Wheels	\$ 1,000.00	\$ 1,000.00
Onoway Curling Association	\$ 25,000.00	
Onoway Elementary School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Onoway Facility Enhancement Association	\$ 1,500.00	
Onoway Golden Club	\$ 3,000.00	\$ 3,000.00
Onoway Jr/Sr High School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Onoway Jr/Sr High School - Band	\$ 500.00	\$ 500.00
Onoway Minor Hockey		
Onoway Skating Club		\$ 650.00
Pewine Lake Rmoeo Community Hall Association	\$ 2,000.00	\$ 2,000.00
Rich Valley Agricultural Society - Arena	\$ 119,500.00	\$ 119,500.00
Rich Valley Agricultural Society - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Rich Valley Agricultural Society - Fair	\$ 1,000.00	
Rich Valley Agricultural Society - Fun Soccer		\$ 200.00
Rich Valley Agricultural Society - Minor Ball	\$ -	\$ 250.00
Rich Valley Community Hall Association	\$ 2,000.00	\$ 2,000.00
Rich Valley Historical Society	\$ 1,000.00	\$ 1,000.00
Rich Valley Hockey Club - Fun Hockey		\$ 300.00
Rich Valley School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Rich Valley Skating Club		
Sangudo & District Agricultural Society - Arena	\$ 119,500.00	\$ 119,500.00
Sangudo & District Community Development - Kids Carnival	\$ 1,000.00	\$ 1,000.00
Sangudo & District Community Development - Summer Fest	\$ 1,000.00	\$ 1,000.00
Sangudo Art Club	\$ 500.00	\$ 500.00
Sangudo Community Hall Society	\$ 2,000.00	\$ 2,000.00
Sangudo Community School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Sangudo Golden Club	\$ 3,000.00	\$ 3,000.00
Sangudo Minor Sports Association - Fun Hockey		\$ 150.00
Sangudo Minor Sports Association - Minor Ball	\$ -	\$ 225.00
Sangudo Sports Grounds Committee - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Stanger Recreation Society	\$ 2,000.00	\$ 2,000.00
Stettin Nakama Community Hall	\$ 2,000.00	\$ 2,000.00
Swede Moren Sports Association	\$ -	\$ 155.00
Town of Mayerthorpe	\$ 119,500.00	\$ 119,500.00
Town of Mayerthorpe	\$ 35,000.00	\$ 35,000.00
West End Meals on Wheels	\$ 1,000.00	\$ 1,000.00
Recognition Signage for AB Beach & Boat Launch		\$ 100.00
	\$ 696,000.00	\$ 635,380.00

Function: Community and Protective Services- 02
Department: Community Services-020
Policy #: 004



Recreation Facility & Program Assistance Grant Policy

Effective Date: June 27, 2019
Review Date: June 27, 2024
Cancels: n/a
Resolution #: 418-2019

CAO Signature: 

Purpose: Council believes it is important to support community facilities, initiatives and events that are community driven to enhance and enrich Lac Ste. Anne County communities and residents. The purpose of this policy is to establish protocols and methodology to provide funding to not-for-profit community organizations and agencies through the Lac Ste. Anne County Recreation Facility & Program Enhancement Grant Program and to manage grant requests in a fair and organized manner.

Guidelines:

1. General

All funding programs will be based on annual approved budget resources. Due to budget restrictions and project prioritization, not all requests will receive funding.

The primary source of funding for this program will be the Recreation Special Tax, established through Bylaw annually. Council may choose additional resources to increase the funding available through this grant program. Funding may also be reduced when additional resources are not available.

The County has several programs providing financial assistance to community organization and/or agencies. This policy relates to the Recreation Facility & Program Assistance Grant Program only. All other financial assistance and funding programs provided by the County will be delivered in accordance with other bylaws, policies, procedures and/or by resolution. Where a community organization/agency has a contract or agreement with the County, and funding is provided as part of that contract or agreement, those funds are not subject to this process and will be negotiated as part of the terms of the contract or agreement.

Lac Ste. Anne County may provide grant funding through this program for:

A. Operating

To assist in offsetting facility and/or organizational expenses incurred in the operations of the not for profit organization for the provision of facility operations or program and activity delivery to community residents.

B. Sustainability

To assist with minor capital costs associated with safety codes upgrades, preventative maintenance, renovation, or purchase of capital equipment for community recreation and culture facilities located in the County.

C. Projects

To assist with the costs of recreation, culture and/or community projects, programs and events provided to community residents.

2. Funding Streams

The Recreation Facility & Program Assistance Grant will be delivered through two streams:

A. Direct Grant Allocation

- a. Direct allocations to qualifying organizations will be provided without the requirement for an application.
- b. A list of qualifying community organizations/agencies organizations will be established by Council annually and will be categorized by similar types of facility, program or initiative.

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- c. The level of funding for each category will be established by Council annually.
- d. All grant recipients will be required to meet the accountability requirements established below.
- e. All grant recipients will be required to acknowledge the receipt of funding as established below.
- f. For all allocations of \$5,001 or more, the County reserves the right to participate in the recipient's annual budget deliberations.
- g. For all allocations of \$5,001 or more, a three (3) year budget must be provided.

B. Application/Request

- a. Eligible community organizations/agencies may make a request, in writing, for grant funding.
- b. County Administration will review funding requests and make funding recommendations to County Council based on established county priorities and funding availability.
- c. Application/Request must include the following:
 - i. Full name of the community organization/agency (if successful, cheque will be made payable to this entity unless otherwise indicated);
 - ii. Complete address of the community organization/agency;
 - iii. Project title;
 - iv. Project description (including any applicable dates of an event or activity);
 - v. Number of participants/users anticipated to benefit from the project;
 - vi. Detailed budget (including all revenues and expenditures);
 - vii. Specific funding request to Lac Ste. Anne County;
 - viii. Contact name, phone number and email address;
 - ix. Signed by an authorized signatory of the community organization/agency;
 - x. For all funding requests of \$5,001 or more, the County reserves the right to participate in the recipient's budget deliberations;

- xi. For all funding requests of \$5,001 or more, a three (3) year budget must be provided.

3. Eligibility

- A. The County will not fund, either directly or through a third-party arrangement any activity/event that:
 - a. Conveys a negative message that might be deemed prejudicial to groups/individuals through the Canadian Charter of Rights & Freedoms;
 - b. Promotes alcohol and other addictive substances at venues primarily for youth;
 - c. Presents demeaning or derogatory portrayals of individuals or groups or contain anything which, in light of generally prevailing community standards, is likely to cause deep or wide spread offence;
 - d. Endorses political organizations or campaigns; or
 - e. Supports companies whose reputation could prove detrimental to the County's public image;
 - f. The recipient organization/agency refuses to provide required documentation or access to requested information.
- B. Applicants must be a registered not-for-profit society or in the opinion of the Council be a recognized local community organization/agency. Funding will not be released to individuals.

4. Accountability

It is expected that community organizations/agencies will provide financial accountability and evaluation of the project as required for the funding level awarded.

- a. Funding levels between \$0 to \$1,000 will be required to submit a final report.
- b. Funding levels between \$1,001 to \$5,000 will be required to submit a final report and copies of all supporting invoices/receipts for the specific project/initiative.
- c. Funding levels over \$5,001 will be required to submit a final report and an audited financial statement.

Failure to comply with accountability expectations will result in penalties to future funding allocations or forfeiture of funding.

The County reserves the right to require additional supporting documentation on a case-by-case basis.

5. Acknowledgement

Acknowledgement of financial assistance through this grant program is required.

Community organizations/agencies receiving funding for programs, events and initiatives shall recognize the support by way of print materials, social media, website, signage, and verbal recognition, as applicable, for all levels of funding.

Community organizations/agencies receiving funding for programs, events and initiatives receiving funding for facility maintenance, construction, and/or operations shall recognize the support by way of print materials, social media, and website, as applicable. In addition, signage (supplied by Lac Ste. Anne County) will be required.

The County reserves the right to require supporting documentation that confirms recognition of funding.

5911



TOWN OF ONOWAY

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

November 1, 2023

Onoway Regional Fire Service Member Municipalities

Dear Mayor and Council:

The member municipalities of Onoway Regional Fire Services provided resolutions to approve a name change from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd (FRI)., a non-profit entity. At the Onoway Regional Fire Services meeting held on October 24, 2023, there was opposition to updating of the rates and it was noted that the rate schedule provided was from the original Master Contract which had changed in 2021. In discussion with legal counsel, at the request of the ORFS member municipalities, the rate schedule has been removed. An updated amending agreement has been prepared by Patriot Law to execute the name change.

You will find the amending agreement attached for each member municipality to authorize and return to the Town of Onoway. Once all amending agreements are received the Town of Onoway will execute a separate agreement as the service administrator as well as an updated bylaw in regard to fire services.

We would appreciate if you would return the executed amending agreement at your earliest convenience. Should you have questions, please contact myself.

Sincerely,

Jennifer Thompson
Chief Administrative Officer
Town of Onoway

Attachment

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FW: Town of Onoway - Fire Services Amending Agreements (simplified)

Jennifer Thompson <cao@onoway.ca>

Wed 11/1/2023 11:01 AM

To: 'Alberta Beach Village Office' <aboffice@albertabeach.com>; wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

📎 3 attachments (142 KB)

DRAFT Fire Services Agreement Amending Agreement (to FRI) (simplified - 1 Nov 2023 version) - Town of Onoway.docx; DRAFT Fire Services Agreement Amending for Additional Municipalities (transition to FRI - simplified 1 Nov 2023)) - Town of Onoway.docx; Letter to ORFS Members re Amending Agreement 20231101.docx;

Good Morning Kathy & Wendy,
Michelle has prepared amending agreements removing the rate schedules. Would you please review prior to me sending to the member municipalities as well as my correspondence?

Thank you,
Jennifer

From: Michelle Gallagher <michelle@patriotlaw.com>
Sent: November 1, 2023 10:13 AM
To: Jennifer Thompson <cao@onoway.ca>
Subject: Re: Town of Onoway - Fire Services Amending Agreements (simplified)

Sorry, Jennifer, one of those was the wrong attachment. So, just to confirm, the correct 2 versions are attached to this email.

Michelle
Michelle Gallagher, KC
Lawyer
Patriot Law
Box 885, 5016 Lac Ste. Anne Trail S
Onoway, AB T0E 1V0
Tel: 780-967-2550
Fax: 780-967-2447

If this email looks like it wasn't intended for you, please let me know right away and delete this e-mail message.

Please note my new email address is michelle@patriotlaw.com

On Wed, Nov 1, 2023 at 10:07 AM Michelle Gallagher <michelle@patriotlaw.com> wrote:

Jennifer,

Further to our discussion this morning, I have attached the simplified agreements to transition from NWF to FRI. Attached are:

- Agreement between the Town, North West and FRI - this now removes the fee schedule update. However, as discussed, it keeps the schedules associated with the list of additional municipalities (Schedule A) and the list of municipalities with mutual aid agreements (Schedule B);
- Template agreement for the additional municipalities - this now is just the name change only. The fee schedule has been removed.

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Any questions or further amendments please let me know.

I will respond separately on the other matter we discussed after I have looked at the signed 2021 agreements to amend the fees for fire services.

Michelle
Michelle Gallagher, KC
Lawyer
Patriot Law
Box 885, 5016 Lac Ste. Anne Trail S
Onoway, AB T0E 1V0
Tel: 780-967-2550
Fax: 780-967-2447

If this email looks like it wasn't intended for you, please let me know right away and delete this e-mail message.

Please note my new email address is michelle@patriotlaw.com.

bb

**FIRE SERVICES AGREEMENT
ASSIGNMENT AND AMENDING AGREEMENT**

THIS AGREEMENT dated the _____ day of _____, 2023.

BETWEEN:

THE TOWN OF ONOWAY
of Box 540, Onoway, AB T0E 1V0
a municipality incorporate under the
laws of the Province of Alberta
(hereinafter the "**Town**")

-AND-

NORTH WEST FIRE RESCUE - ONOWAY LTD.
of Box 1550, Onoway, AB T0E 1V0
a corporation incorporated under the
laws of the Province of Alberta
(hereinafter "**North West**" or "**Assignor**")

-AND-

FIRE RESCUE INTERNATIONAL LTD.
of Box 1550, Onoway, AB T0E 1V0
a corporation incorporated under the
laws of the Province of Alberta
(hereinafter "**FRI**" or "**Assignee**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

BACKGROUND

WHEREAS:

- A. The **Town** and **North West** signed a Fire Services Agreement effective as of January 1, 2016 (the "Master Fire Services Agreement" or "MFSA");
- B. The **Town** and **North West** signed a Fire Services Agreement Amending Agreement which amended the MFSA in respect of a Mutual Aid Agreement with Lac Ste. Anne County;
- C. The **Town**, by written letter dated December 19, 2019, exercised its option under paragraph 4 of the MFSA to extend the Term of the MFSA, and such Term now extends to December 31, 2025;
- D. The Additional Municipalities, as that term is defined in the MFSA, are currently the following: Alberta Beach, the Summer Village of Sunset Point, the Summer Village of Val Quentin, the Summer Village of Castle Island, the Summer Village of Silver Sands, the Summer Village of South View, the Summer Village of Yellowstone, the Summer Village of Nakamun Park, and the

Summer Village of Ross Haven;

- E. **FRI** was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSAs to **FRI**;
- F. **The Additional Municipalities** consent to the assignment of the MFSAs by **North West** to **FRI** and the Additional Municipalities are concurrently executing Fire Services Agreement Amending Agreements with the **Town** which reflect this assignment;
- G. Notwithstanding the assignment by **North West** to **FRI**, **North West** shall guarantee to the **Town** the due, punctual, and complete performance of **FRI's** obligations under the MFSAs; and
- H. It is convenient in conjunction with this Agreement, to confirm the current list of Additional Municipalities, and the current list of municipalities with approved mutual aid agreements;

THE AGREEMENT

IN CONSIDERATION of the mutual covenants and obligations contained in this Agreement, the sufficiency of which is acknowledged by the parties, the **Town**, **North West**, and **FRI** agree as follows:

- 1. The Parties acknowledge and agree that the above recitals are true and shall form an integral part of this Agreement.

Definitions

- 2. Except as otherwise provided in this Agreement, the defined words or phrases as set out in the MFSAs apply to this Agreement.

Assignment

- 3. The Assignor hereby assigns to the Assignee as of _____, 2023 (the "Effective Date"), the Assignor's interests in the MFSAs together with the unexpired portion of the Term (as extended) and all benefits therefrom.
- 4. The Assignor covenants and warrants to the Assignee that:
 - 4.1. All the covenants, obligations, provisos, and conditions to be observed and performed by the Assignor under the MFSAs will be observed by it up to the day immediately preceding the Effective Date;
 - 4.2. Subject to the Town's consent, the Assignor is entitled to assign the MFSAs to the Assignee;
 - 4.3. The Assignee shall at all times hereafter at the request and cost of the Assignee execute such further assurances in respect of this Agreement as the Assignee reasonably requires.
- 5. The Assignor agrees to, and will at all times during the balance of the Term, indemnify and save harmless the Assignee from and against any and all actions, proceedings, claims, losses, expenses, demands, damages, and costs of any and all kinds whatsoever, including legal expenses on a solicitor and client own basis, arising directly or indirectly from the breach, failure or incorrectness of the covenants and warranties contained in paragraph 4 of this Agreement, inclusive of or arising from any wrongful or negligent act, omission or breach of the MFSAs by the Assignor prior to the

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Effective Date.

6. The Assignee covenants and agrees with the Assignor that it will, throughout the balance of the Term, indemnify and save harmless the Assignor from and against all actions, proceedings, claims, losses, expenses, demands, damages and costs of any and all kinds whatsoever, including legal expenses on a solicitor and own client basis, arising directly or indirectly from any wrongful or negligent act, omission, or breach of the MFSA or this Agreement by the Assignee or its servants, agents, employees, successors and permitted assigns and those for whom the Assignee is responsible at law at any time from the Effective Date onward.
7. The Assignor covenants and agrees with the Town that notwithstanding the assignment of the MFSA, it shall remain jointly and severally liable with the Assignee for the observance and performance of the covenants and obligations of the Assignee under the MFSA which are to be observed and performed during the balance of the Term but not thereafter. The Assignor further covenants and agrees with the Town that if, after the Term has concluded, the covenants and obligations of the Assignee have not been observed and performed, the Assignor shall remain liable under the MFSA for those covenants and obligations that may remain outstanding up to and including the end of the Term until such covenants and obligations have been observed and performed to the Town's satisfaction.
8. The Assignee covenants and agrees with the Town that as of and from the Effective Date, the Assignee shall become bound by and liable for the observance and due performance of all of the terms, covenants, obligations and agreements on the part of the Assignor under the MFSA as if the Assignee was an original party thereto.
9. The Town hereby consents to the assignment of the MFSA from the Assignor to the Assignee, such consent to be effective as of the Effective Date, provided however:
 - 9.1. Such consent shall not be construed so as to waive or modify any of the rights of the Town under the MFSA, or relieve the Assignor from its covenants and obligations under the MFSA and, provided that upon the conclusion of the Term, the covenants and obligations of the Assignor and Assignee hereunder and under the MFSA have been observed and performed by them, the Assignor shall thereupon be released from further obligations and liability under the MFSA and hereunder;
 - 9.2. The consent of the Town shall not be construed so as to permit the Assignee to further assign the MFSA or any part thereof; and
 - 9.3. Such consent is conditional on the Assignor and the Assignee paying all legal fees (on a solicitor and own client basis) and the associated disbursements and GST incurred by the Town in connection with the negotiation, preparation, execution, and delivery of this Agreement and any related documents.
10. The Town acknowledges and agrees that the MFSA is a valid and subsisting agreement and to the best of the Town's knowledge, the Assignor is in good standing under the MFSA.

THIS AGREEMENT IS SIGNED BY THE TOWN:

THE TOWN OF ONOWAY
PER:

Name: _____
Position: _____
("I have authority to bind the Municipality")

(signature) Witness as to signature
(or municipal / corporate seal)

THIS AGREEMENT IS SIGNED BY NORTH WEST (ASSIGNOR):

NORTH WEST FIRE RESCUE - ONOWAY
LTD.
PER:

Name: David Ives
Position: Director
"I have authority to bind the Corporation"

(signature) Witness as to signature
(or corporate seal)

THIS AGREEMENT IS SIGNED BY FRI (ASSIGNEE):

FIRE RESCUE INTERNATIONAL LTD.
PER:

Name: David Ives
Position: Director
"I have authority to bind the Corporation"

(signature) Witness as to signature
(or corporate seal)

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SCHEDULE "A"
Additional Municipalities

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

SCHEDULE "B"

List of Municipalities with Approved and Agreed Mutual Aid Agreements

- Sturgeon County
- Parkland County
- Lac Ste. Anne County

**FIRE SERVICES AGREEMENT
AMENDING AGREEMENT**

THIS AGREEMENT dated the _____ day of _____, 2023.

BETWEEN:

THE TOWN OF ONOWAY
of Box 540, Onoway, AB T0E 1V0
a municipality incorporate under the
laws of the Province of Alberta
(hereinafter the "**Town**")

-AND-

THE SUMMER VILLAGE OF _____
of _____
a municipality incorporate under the
laws of the Province of Alberta
(hereinafter the "**Summer Village**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

BACKGROUND

WHEREAS:

- A. the **Town** and the **Summer Village** signed a Fire Services Agreement effective as of January 30, 2023 (the "Fire Services Agreement" or "FSA");
- B. The **Town** contracted with **North West** under a Fire Services Agreement dated January 1, 2016 (the "Master Fire Services Agreement" or "MFSA") to act as its Fire Services Organization, and to provide firefighting and related services to, and on behalf of, the **Town**, including services to the **Summer Village**;
- C. The **Town**, by written letter dated December 19, 2019, exercised its option under paragraph 4 of the MFSA to extend the Term of the MFSA, and such Term now extends to December 31, 2025;
- D. The **Town** and the **Summer Village** extended the Term under their FSA, and such Term now extends to December 31, 2025;
- E. **Fire Rescue International Ltd. ("FRI")** was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSA to **FRI**;
- F. The **Town** is concurrently executing a Fire Services Agreement Assignment and Amending Agreement with **North West** and **FRI** which confirms the assignment of the MFSA to **FRI** by **North West**, to be effective as of January 30, 2023 (the "Effective Date");

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G. The **Summer Village** consents to the assignment of the MFSA by **North West** to **FRI** and is executing this Agreement with the **Town** to confirm its acceptance of this assignment; and

THE AGREEMENT

IN CONSIDERATION of the mutual covenants and obligations contained in this Agreement, the sufficiency of which is acknowledged by the parties, the **Town** and the **Summer Village** agree as follows:

1. The Parties acknowledge and agree that the above recitals are true and shall form an integral part of this Agreement.

Definitions

2. Except as otherwise defined in this Agreement, any defined words or phrases shall have the same meanings as in the Fire Services Agreement.

Amendment to the Fire Services Agreement

3. The Parties agree to amend the FSA to confirm as follows as of the Effective Date:

3.1. The following definition is added to paragraph 1, as sub-paragraph 1.16

1.16 "**FRI**" means Fire Rescue International Ltd.

3.2. Subparagraph 1.12 is amended to read as follows:

1.12 "Onoway Fire Hall" means the fire hall location occupied by **FRI** in the Town of Onoway, at the Civic Centre at 4812-51 Street, or as otherwise agreed between the Town and FRI.

3.3. All references to the **Town** contracting with **North West** to act as its Fire Services Organization shall be replaced with the **Town** contracting with **FRI** as its Fire Services Organization.

3.4. Without limiting the generality of the foregoing subparagraph, all references in paragraph 4 of the FSA to **North West** shall be replaced with **FRI**.

4. Except as otherwise amended by this Agreement, the FSA remains in full force and effect.

General

5. This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.

6. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns, subject to paragraph 28 of the FSA.

7. This Agreement may be signed by counterpart and with an electronic or digital signature. An electronic or digital copy is as authentic as an originally signed document.

THIS AGREEMENT IS SIGNED BY THE TOWN:

THE TOWN OF ONOWAY

PER:

Name: _____
Position: _____
("I have authority to bind the Municipality")

(signature) Witness as to signature
(or municipal / corporate seal)

THIS AGREEMENT IS SIGNED BY THE SUMMER VILLAGE:

THE SUMMER VILLAGE OF

PER:

Name: _____
Position: _____
"I have authority to bind the Municipality"

(signature) Witness as to signature
(or municipal / corporate seal)

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RE: Town of Onoway - Fire Services Amending Agreements (simplified)

Jennifer Thompson <cao@onoway.ca>

Wed 11/1/2023 12:09 PM

To:wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

Cc:'Alberta Beach Village Office' <aboffice@albertabeach.com>

Thank Wendy,

I will look at it again. That is when it was agreed to move to FRI. Dave suggested that date.

I will go through the other items and let you know.

Jennifer

From: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

Sent: November 1, 2023 11:48 AM

To: Jennifer Thompson <cao@onoway.ca>

Cc: Alberta Beach Village Office <aboffice@albertabeach.com>

Subject: Re: Town of Onoway - Fire Services Amending Agreements (simplified)

I like this much more and I know the communities I represent wanted a simple amending agreement

Couple clarifications:

Do we need to specifically mention all other amending agreements in these agreements (for example I believe we had an amending agreement when Ross Haven joined)

Also in the amending agreement with the summer villages, the first whereas says we signed a FSA effective Jan 30, 2023 - I am drawing a blank on this this date maybe wrong or am I totally forgetting about an agreement Sorry. Brain is blank

W

Sent from my iPad

On Nov 1, 2023, at 11:01 AM, Jennifer Thompson <cao@onoway.ca> wrote:

Good Morning Kathy & Wendy,

Michelle has prepared amending agreements removing the rate schedules. Would you please review prior to me sending to the member municipalities as well as my correspondence?

77

Thank you,
Jennifer

From: Michelle Gallagher <michelle@patriotlaw.com>
Sent: November 1, 2023 10:13 AM
To: Jennifer Thompson <cao@onoway.ca>
Subject: Re: Town of Onoway - Fire Services Amending Agreements (simplified)

Sorry, Jennifer, one of those was the wrong attachment. So, just to confirm, the correct 2 versions are attached to this email.

Michelle
Michelle Gallagher, KC
Lawyer
Patriot Law
Box 885, 5016 Lac Ste. Anne Trail S
Onoway, AB T0E 1V0
Tel: 780-967-2550
Fax: 780-967-2447

If this email looks like it wasn't intended for you, please let me know right away and delete this e-mail message.

Please note my new email address is michelle@patriotlaw.com

On Wed, Nov 1, 2023 at 10:07 AM Michelle Gallagher <michelle@patriotlaw.com> wrote:

Jennifer,

Further to our discussion this morning, I have attached the simplified agreements to transition from NWF to FRI. Attached are:

1. Agreement between the Town, North West and FRI - this now removes the fee schedule update. However, as discussed, it keeps the schedules associated with the list of additional municipalities (Schedule A) and the list of municipalities with mutual aid agreements (Schedule B);
 2. Template agreement for the additional municipalities - this now is just the name change only. The fee schedule has been removed.
- Any questions or further amendments please let me know.

I will respond separately on the other matter we discussed after I have looked at the signed 2021 agreements to amend the fees for fire services.

Michelle
Michelle Gallagher, KC

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Lawyer
Patriot Law
Box 885, 5016 Lac Ste. Anne Trail S
Onoway, AB T0E 1V0
Tel: 780-967-2550
Fax: 780-967-2447

If this email looks like it wasn't intended for you, please let me know right away and delete this e-mail message.

Please note my new email address is michelle@patriotlaw.com.

<DRAFT Fire Services Agreement Amending Agreement (to FRI) (simplified - 1 Nov 2023 version) - Town of Onoway.docx>

<DRAFT Fire Services Agreement Amending for Additional Municipalities (transition to FRI - simplified 1 Nov 2023)) - Town of Onoway.docx>

<Letter to ORFS Members re Amending Agreement 20231101.docx>



TOWN OF ONOWAY

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

November 1, 2023

Castle Island
 Via e-mail: cvcastle@telus.net

Dear Mayor and Council,

Oneway Regional Fire Services received the 2024 Fee Structure from Fire Rescue International (NWFR.)

At this time the Oneway Regional Fire Service member municipalities have accepted the Proposed 2024 Budget for Information. We are unable to provide a final budget at this time. Please note the yearly Consumable amount is a voluntary payment, and the members present chose to maintain 2023 Consumable rate of \$15,376.48

For your reference the table below outlines the 2023 Standby Rates, with the Proposed 2024 Standby Rates, and the variance between the 2 years. Annual rate increases are determined utilizing the most recent year of the posted Alberta Annual Inflation Rate in this case 2022.

		2023 Rate \$270,215.99 (3.185% Increase as per 2021 Alberta Annual Inflation Rate)	2024 Rate \$270,215.99 (6.500% Increase as per 2022 Alberta Annual Inflation Rate)	\$ Variance
NWFR Contract				
Oneway	20%	\$53,060.56	\$56,509.50	\$3,448.94
Alberta Beach	29%	\$79,682.65	\$84,862.02	\$5,179.37
Silver Sands	11%	\$28,651.10	\$30,513.42	\$1,862.32
South View	4%	\$10,521.59	\$11,205.49	\$683.90
Yellowstone	5%	\$14,244.61	\$15,170.51	\$925.90
Nakamun Park	6%	\$15,377.71	\$16,377.26	\$999.55
Val Quentin	7%	\$18,543.66	\$19,749.00	\$1,205.34
Castle Island	1%	\$2,386.81	\$2,541.95	\$155.14
Sunset Point	10%	\$27,999.09	\$29,819.03	\$1,819.94
SSB Bible Camp (10%)				
Ross Haven	7%	\$19,749.22	\$21,031.85	\$1,283.63
	100%	\$270,215.99	\$287,780.03	\$17,564.04

We are committed to providing a final budget as soon as practicable, but wished to advise municipalities of the 6.5% increase from Fire Rescue International. Please find (FRI) correspondence notification of 2024 rates attached.

Best Regards,

Jennifer Thompson
 Jennifer Thompson
 Chief Administrative Officer
 cao@onoway.ca

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Town of Onoway
Box 540
Onoway AB T0E 1V0

October 1, 2023

Attention: CAO,

Thank you for choosing Fire Rescue International for your community Fire & Rescue needs for 2024. We have enjoyed a wonderful working relationship with the surrounding communities as North West Fire Rescue-Onoway and look forward to the continuation of our working relationship in 2024 as Fire Rescue International.

Please be aware our 2024 rates will be increasing by 6.5 % as per the 2022 Alberta Annual Inflation rate.

The following rates will be effective January 1, 2023.

Yearly Standby Rate: \$287,780.03
Yearly Consumables: \$16,375.95
Pumper Rate Per Unit: \$340.64
Tender Rate Per Unit: \$170.30
Rap Attack Rate Per Unit: \$231.25
Command Rate Per Unit: \$164.23
KM Per Pump: \$3.04
KMs Per Tender \$3.04
KMs Per Rap Attack: \$2.43
KMS Per Command: \$1.69
Additional Fire Fighter Rate Per Unit: \$71.89

Should you have any questions or concerns please do not hesitate to reach out to Chief David Ives.

Sincerely,

Fire Chief David Ives

Fwd: 2024 Proposed ORFS Rates

wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

Wed 11/1/2023 4:34 PM

To:shelleyk@onoway.ca <shelleyk@onoway.ca>;Summer Village Office <administration@wildwillowenterprises.com>

 3 attachments (209 KB)

Silver Sands-2024 Proposed rates ORFS Partners.pdf; FRI FIRE RATES 2024.pdf; image001.png;

Thanks Shelley

Couple things:

- I have included the SV of Silver Sands email in my response, pls use this email on the go forward for anything related to Silver Sands
- at the meeting the group did not agree to \$15,376.48 in consumables as noted in this Onoway letter. The draft budget presented at this meeting did have the consumables at the 2023 rate but that number was \$14,740.00 not \$15,376.48. The draft budget was accepted for information, so nothing on the operating side was agreed to.

W

Wendy Wildman
Chief Administrative Officer

Sent from my iPad

Begin forwarded message:

From: shelleyk@onoway.ca
Date: November 1, 2023 at 4:04:37 PM MDT
To: "wendy wildwillowenterprises.com" <wendy@wildwillowenterprises.com>
Subject: 2024 Proposed ORFS Rates

Silver Sands Administration,

Please provide the attached Letter and Fire Service Rate Schedule to Mayor and Council.

Best Regards, and should you have any questions at this time certainly let us know.

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59) iii)'

Frist 6-months Statistics

david.ives@firerescueinternational.net <david.ives@firerescueinternational.net>

Thu 11/2/2023 12:26 PM

Cc:'Shari Ives' <shari.ives@firerescueinternational.net>

1 attachments (3 MB)

ORFS 2023 6 Month PPT Presentation.pdf;

Member Municipalities:

Please find attached a PDF version of the 2023 first six-months of ORFS statistics. There will also be a link on or FaceBook page to the full PPT with timings shortly. Please feel free to use some of this info in your newsletters and share a link to our website / Facebook page too.



DAVE IVES
Fire Chief



1 780 777 4688



david.ives@firei



www.firerescue



4935 50 Ave, Alb

**FIRE RESCUE
INTERNATIONAL**
A NON PROFIT ORGANIZATION
OPERATING AS:
**ONOWAY
REGIONAL FIRE
SERVICES**

2023 FIRST 6 MONTHS presentation
January 1, 2023 – JUNE 30, 2023





CALLS

JANUARY 1, 2023 – JUNE 30, 2023

143 CALLS



MEDICAL ASSIST:
87



MOTOR VEHICLE
COLLISIONS:
18



ALARMS:
5



STRUCTURE FIRE:
3



VEHICLE FIRE:
3



WILDLAND FIRE:
18



ELECTRICAL HAZZARD:
1



SMOKE
INVESTIGATION:
2



WATER RESCUE:
2



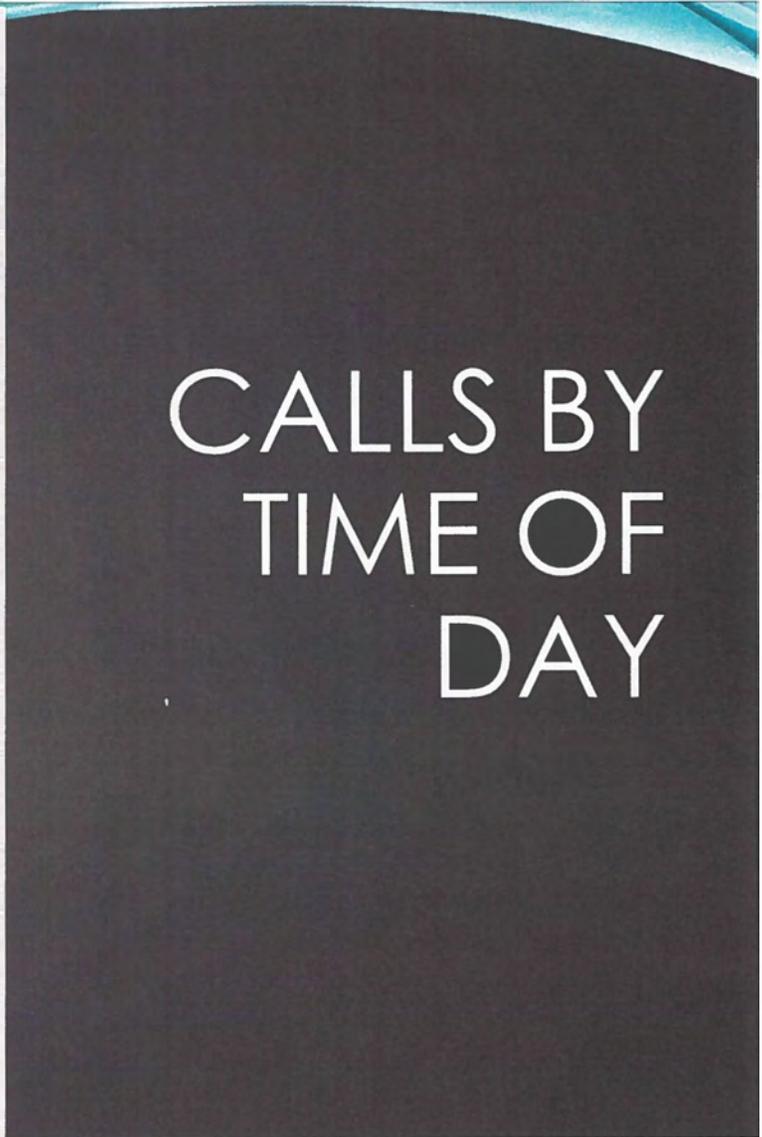
HAZMAT:
4

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Calls by Municipality (YTD)	#	%
ON - Onoway	54	38%
AB - Alberta Beach	31	22%
SP - Sunset Point	10	7%
VQ - Val Quentin	3	2%
SS - Silversands	1	1%
SV - Southview	1	1%
NP - Nakamun Park	1	1%
YS - Yellowstone	3	2%
RH - Ross Haven	0	0%
CI - Castle Island	0	0%
LSAC - Lac Ste. Anne County	35	24%
Other Deployments	4	3%
Total	143	100%

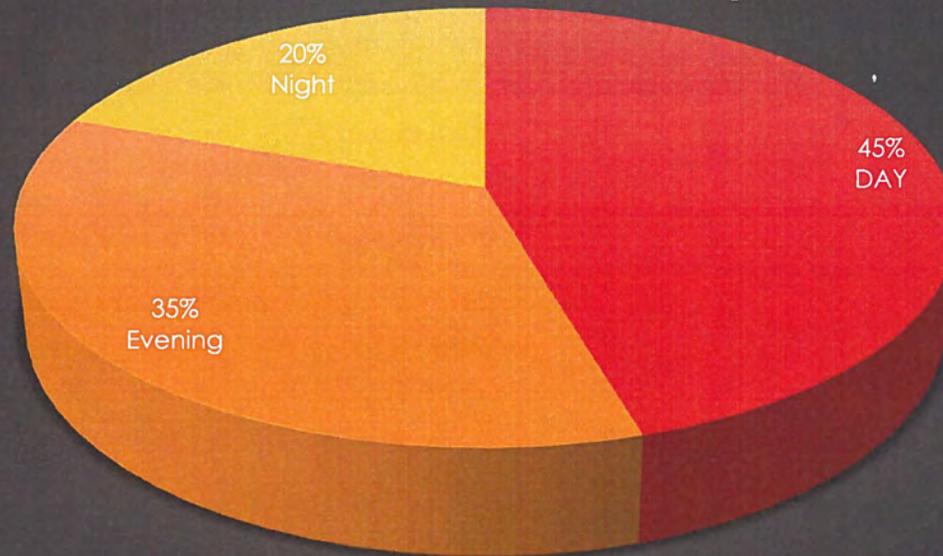
CALLS BY MUNICIPALITY

Calls by Time of Day (YTD)	#	%
Day 0800-1600	65	45%
Evening 1600-2400	50	35%
Night 2400-0800	28	20%
Total:	143	100%



AVERAGE TIME OF DAY CALLS OCCUR

2023 First 6 Months Calls by Time of Day



■ Daytime ■ Evening ■ Night Time ■

Day: 0800-1600

Evening: 1600-2400

Night: 2400-0800

Calls by Type (YTD)	#	%
Medical	87	61%
MVC	18	13%
Vehicle Fire	3	2%
Structure Fire	3	2%
Outside Fire	18	13%
Residential Alarm	5	3%
Commercial Alarm	0	0%
Electrical Hazard	1	1%
HAZMAT	4	3%
Citizen Assist	0	0%
Smoke Investigation	2	1%
Water Rescue	2	1%
Total:	143	100%

CALLS BY TYPE

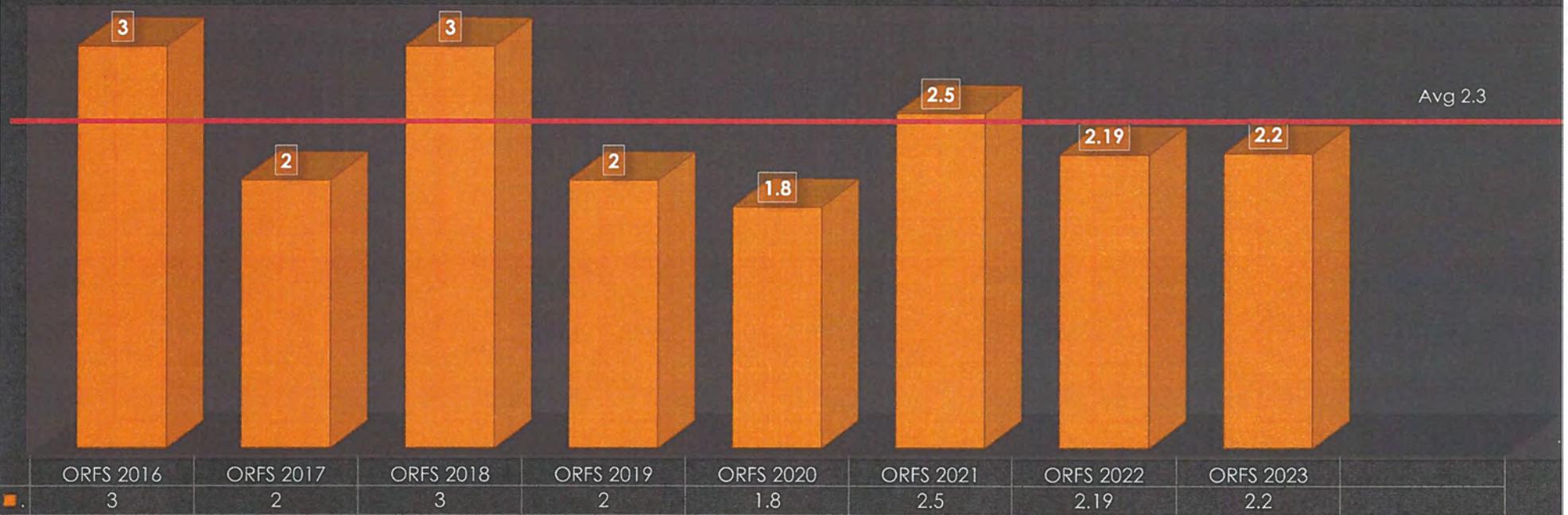
AVERAGE CHUTE TIME

Time of dispatch to time first unit leaves
station (FIRST 6 MONTHS OF 2023)

2.2 MINUTES



CHUTE TIMES FROM 2016 TO NOW



Chute times by year

AVERAGE RESPONSE TIME



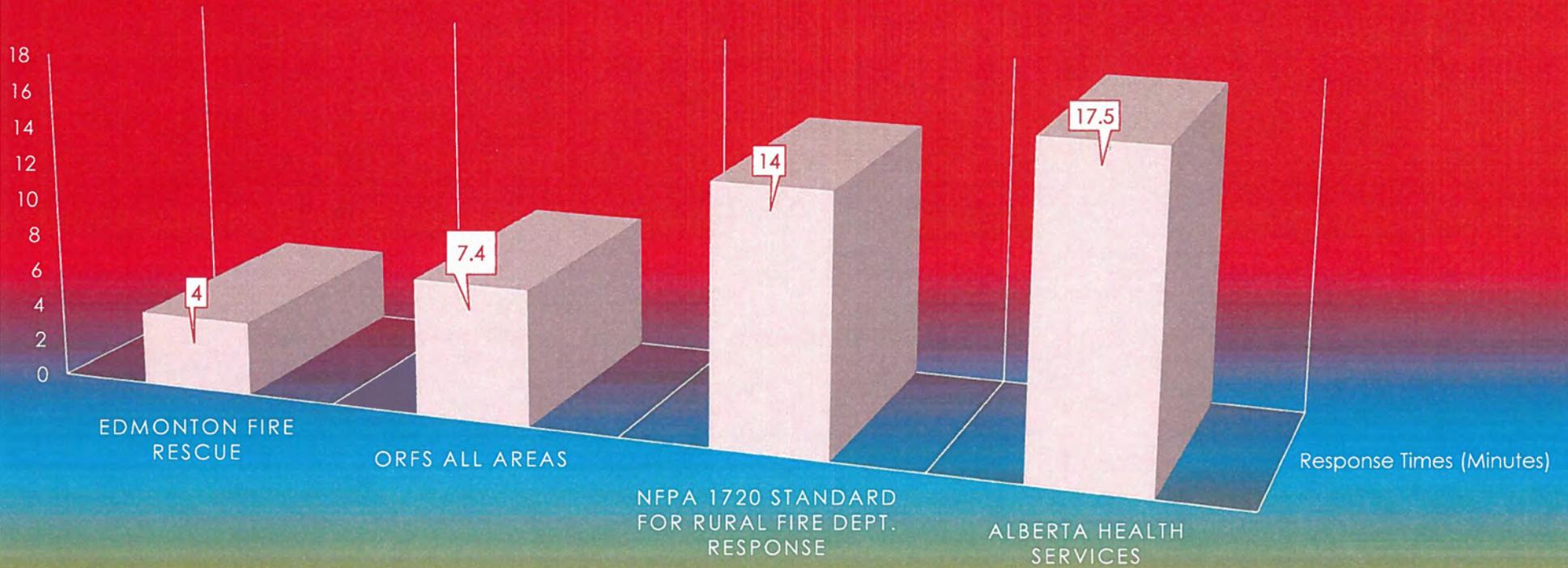
Time of dispatch to time first unit on scene
for all areas

(FIRST 6 MONTHS OF 2023)

7.4 MINUTES

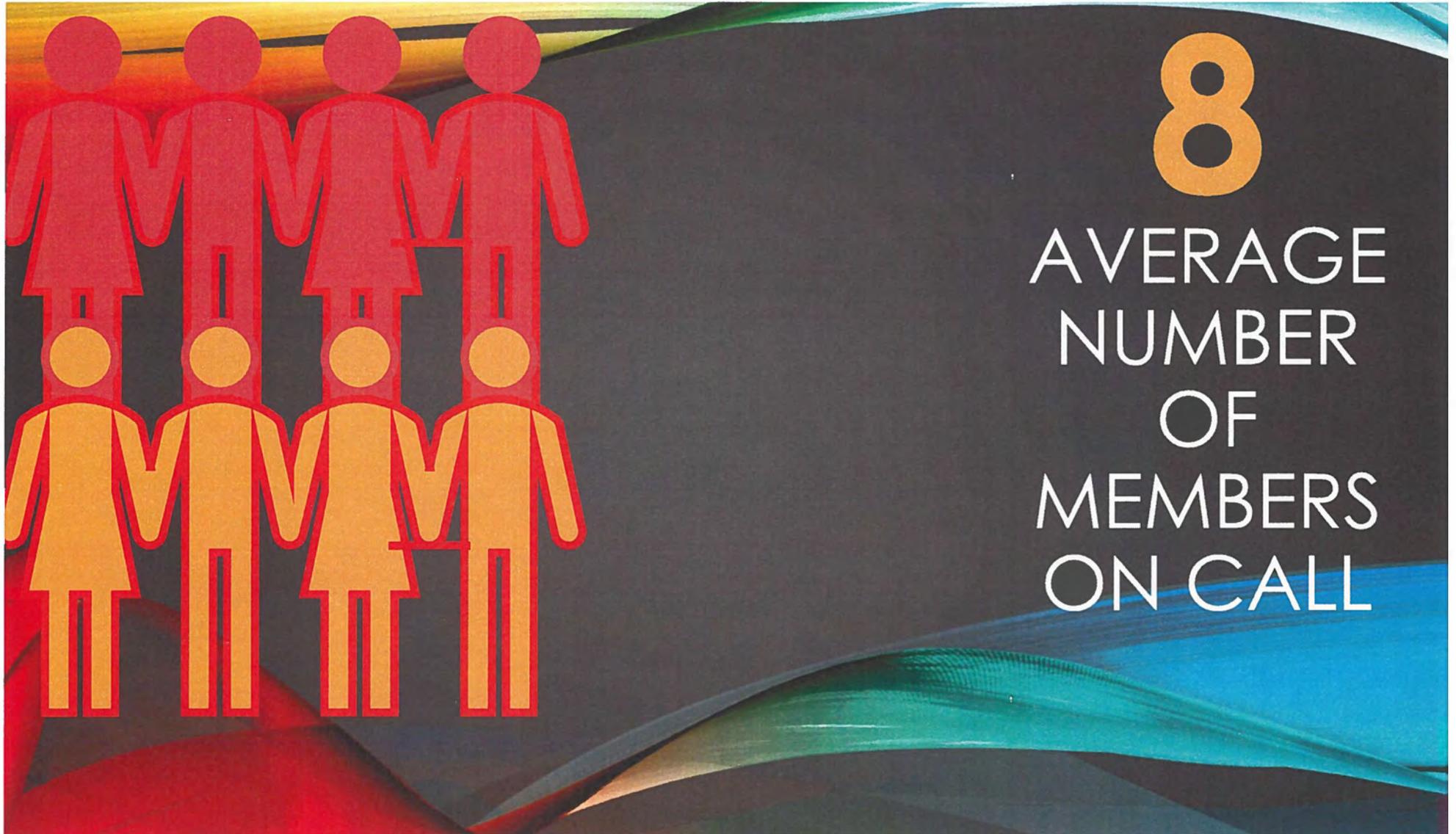
2023 FIRST 6 MONTHS RESPONSE TIMES

■ Response Times (Minutes)

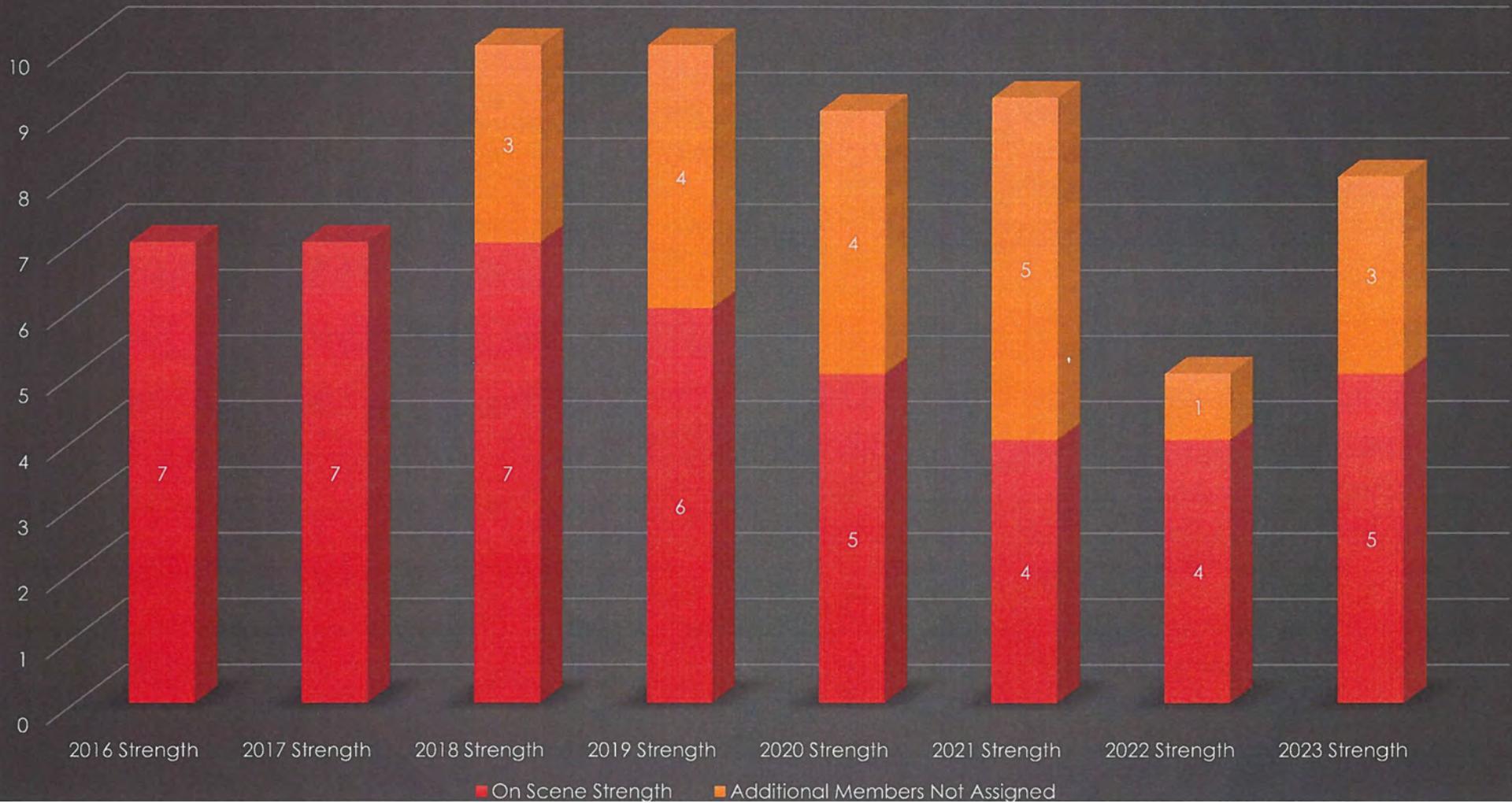


5
AVERAGE
STRENGTH
ON SCENE





STRENGTH



CURRENT STRENGTH

52

- 3 Local Volunteer Paid On Call (POC) Firefighters
- 4 Students (POC) in waiting
- 0 Non-Local Paid On Call (POC) Firefighters
- 8 Career/Leadership/Admin
- 16 Fulltime Firefighters
- 21 Auxiliary Firefighters



NOTE:

- **ALL full time hybrid members volunteer their time for training and respond to all calls like any regular Paid on Call (POC) Firefighter**
- **These firefighters are brought into the call area by our sister industrial company for safety standby work in remote locations. While waiting for work out in the field these members live on station and respond to calls alongside our local POCs.**



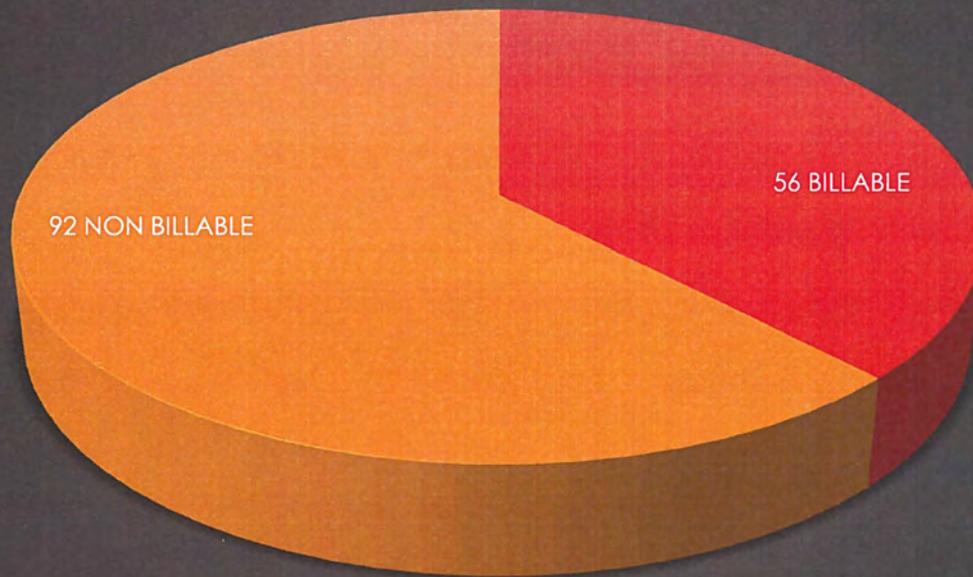


INDUSTRIAL
SAFETY
STANDBY
MEMBERS

Long story short,

**THESE MEMBERS ARE NOT PAID
TO BE ON CALL OR TO LIVE ON
STATION**

BILLABLE VS NON-BILLABLE CALLS



■ Billable Calls ■ Non Billable Calls





CERTIFIED TRAINING PROVIDED BY CANADIAN FIRE RESCUE COLLEGE

- NFPA 1001: Professional Firefighter Levels 1 & 2
- NFPA 1072 (472): Hazmat Awareness & Operations
- NFPA 1002: Driver Operator
- NFPA 1002: Pump Operator
- NFPA 1051: Wildland Firefighter
- NFPA 1006: Rope Technician
- NFPA 1021: Fire Officer Levels 1, 2, 3, & 4
- NFPA 1041: Fire Instructor Levels 1 & 2
- First Aid (Red Cross)
- Flag Person (Alberta Construction Safety Association)
- H2S Alive (Energy Safety Canada)
- ICS 100
- ICS 200
- WHMIS
- TDG
- AND MORE!

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PUMP 2

SUPERIOR MUNICIPAL FIRE ENGINE FRONTLINE APPARATUS



- PUMP 2**
NFPA 1901 Compliant
- 750 Gallon Booster Tank
 - 1250 GPM Pump
 - Class A+B Foam Cells
 - Rescue Struts
 - Traffic Control Kit
 - STARS Landing Zone Kit
 - Trauma Kit
 - Airway Kit
 - AED
 - Jaws Of Life
 - Thermal Imaging Camera (TIC)



PUMP 3

ROSENBAUER MUNICIPAL FIRE ENGINE FRONTLINE APPARATUS



- PUMP 3**
- NFPA 1901 Compliant
- 1000 Gallon Booster Tank
- 1250 GPM Pump
- Class A+B Foam Cells
- Traffic Control Kit
- STARS Landing Zone Kit
- Trauma Kit
- Airway Kit
- AED
- Jaws Of Life
- Thermal Imaging Camera (TIC)



RAPID ATTACK F-450 CLASS 3 FIRE ENGINE FRONTLINE APPARATUS

RAPID ATTACK (RAP ATTACK)

500 Gallon Booster Tank

125 GPM Pump

40 Gal A Foam System

Wildland Kit

Rope Rescue Kit

First Aid Kit



CHARLIE 1 GMC YUKON FRONTLINE LIGHT RESPONSE TRUCK



CHARLIE 1

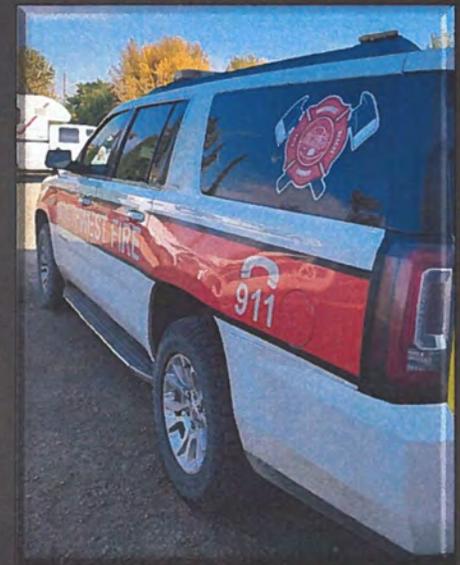
Traffic Control Kit

STARS Landing Zone Kit

Trauma Kit

Airway Kit

AED



CHARLIE 3 CHEVROLET SILVERADO

CHARLIE 3

Traffic Control Kit

STARS Landing Zone Kit

Trauma Kit

Airway Kit

AED



SECOND LINE TRUCKS

Pump 1



Gator (N2)



Tender 1



FREIGHTLINER MUNICIPAL FIRE ENGINE

PUMP 1

NFPA 1901 Compliant
3rd Annual Pump Cert

1000 Gallon Booster Tank

1050 GPM Pump

Class A Foam Cell

Class B Foam Eductor

Traffic Control Kit

STARS Landing Zone Kit

Trauma Kit

Airway Kit

AED

Jaws Of Life

TYPE 7 WILDLAND ENGINE

Gator (N2)

100 Gallon Tank

65 GPM Ranger Pump

Wildfire Kit



FORD WATER TENDER

Tender 1

2000 Gallon Booster Tank

300 GPM Pump

First Aid Kit

Traffic Cones

Kitted for Wildland/Urban
Interface Fires

SUPPORT VEHICLES & EQUIPMENT

N4, N5, N23
3 Industrial
Fire/Shower Trucks
1000 Gallon Tanks
Foam Eductor
A/B Foam
Decon Showers
First Aid Kit

N7, N17, N19, N21
4 Mobile Treatment Centres
(MTC)
Medical Treatment Room
Full Basic Life Support Trauma
Bag
Airway Bag (O2, Masks etc.)
Automated External Defibrillator
(AED)
STARS site Landing Kit
Spine Board & Stokes Basket

D1,D3,N14,N16,N17,N18
6 Air Trailers
Full Air Cascade System
Able to fill Self
Contained Breathing
Apparatus (SCBA) on
location
2 Otis Air Monitoring Systems
Stand alone system that monitors
for H2s
If system detects H2s or Low Level
Explosive Limits (LELs) the system
will alarm (air horn) flash lights
indicating what location sensor
went off



COMING SOON



**PUMP 4: FRONT LINE FIRE ENGINE
(EXPECTED IN 2024)**



**TENDER 2: FRONT LINE
WATER TRUCK
(EXPECTED IN 2025)**



**NEW CHARLIE ONE
(EXPECTED IN 2026)**

GREATEST TRIUMPH OF 2023 DEPLOYING TO MANY REGIONS IN ALBERTA TO HELP WITH WILD FIRES

- Fire Rescue International O/A Onoway Regional Fire Services helped out with many raging wildfires around our communities
- ORFS still maintained it's staff on station for the 911 calls unrelated to wildfire
- ORFS was deployed on several wildfire campaigns
- ORFS offered help to Kelowna as well when wildfires ripped through their communities-we were on standby for them as well as other communities in BC



HIRING VOLUNTEER/PAID ON CALL FIREFIGHTERS!

Help people in need, become a valued member of the community, be part of something bigger than yourself, become.... A FIREFIGHTER!

All citizens who are accepted into our fully accredited training program will be taught how to fight fires, rescue entrapped victims, and provide emergency medical care to those in need.

**MAKE A DIFFERENCE IN YOUR CAREER, LIFE
AND COMMUNITY.**

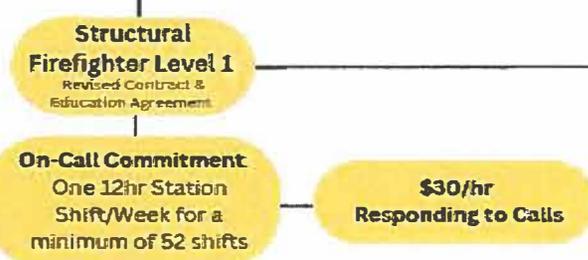
**SUBMIT YOUR RESUME AND COVER LETTER
TODAY!**



info@firerescueinternational.net

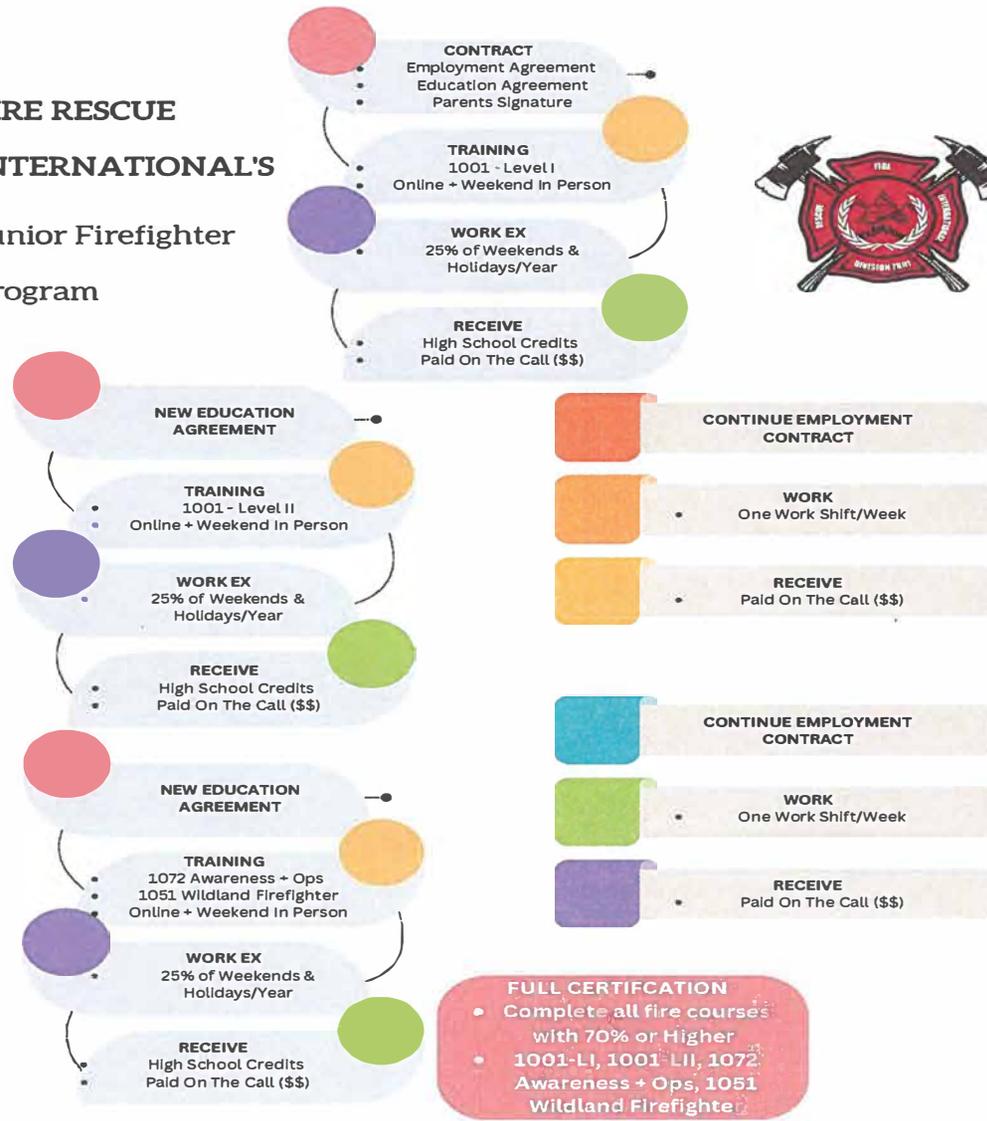
Or Call 780-777-4688 for more information

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VOLUNTEER EMERGENCY RESPONDER PROGRAM

**FIRE RESCUE
INTERNATIONAL'S
Junior Firefighter
Program**



THANK YOU FOR YOUR SUPPORT



FIRE RESCUE INTERNATIONAL /ONOWAY REGIONAL FIRE SERVICES

The courage to go in, the
knowledge to get back out!



A BYLAW OF THE SUMMER VILLAGE OF CASTLE ISLAND, IN THE PROVINCE OF ALBERTA, FOR THE PROVISION OF A PRE-AUTHORIZED MONTHLY INSTALLMENT PROPERTY TAX PAYMENT PLAN

WHEREAS Section 340 of the Municipal Government Act, being Chapter M26, R.S.A. 2000, as amended reads as follows:

1. A Council may by Bylaw permit taxes to be paid by installments, at the option of the taxpayer.
2. A person who wishes to pay taxes by installment must make an agreement with the Municipal Administrator authorizing that method of payment.
3. When an agreement under Subsection (2) is made, the tax notice or a separate notice enclosed with the tax notice must state:
 - (a) the amount and due dates of the installments to be paid in the remainder of this year, and
 - (b) what happens if the installment is not paid.

NOW THEREFORE, the Council of the Summer Village of Castle Island pursuant to the terms of the Municipal Government Act, as amended, hereby enacts as follows:

1. The taxpayers of the Summer Village of Castle Island shall have the right to enter a pre-authorized monthly installment plan to provide for the payment of Property Taxes, Local Improvement and Special Taxes in monthly installments from January to December in any year provided that the following conditions are met:
 - (a) The plan shall commence on January 1st of each year provided that all property taxes and penalties are fully paid on or before December 31st, of the preceding year.
 - (b) Arrangements for installment payments must be made with the Municipal Administrator prior to January 31st of the current year.
 - (c) Installment payment dates may be either the 1st day or the 15th day of each month, at the option of the taxpayer.
2. The monthly installment amount shall be one eleventh of the amount determined to be the previous year's tax levy until such time as an adjustment is made to this monthly installment amount to ensure that the current year's taxes will be paid in full by the end of the year.
3. Where the property is subject to an increase in assessment, monthly installments shall be one eleventh of an amount estimated by the Municipal Administrator as the product of the previous

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year's tax rate applied against the new assessed values for the tax year for which payment is desired to be made.

4. The Municipal Administrator shall be authorized, at the request of the taxpayer, to set a monthly installment at an amount greater than one eleventh of the previous year's taxes.
5. The Municipal Administrator shall make adjustments to the monthly installment rate anytime during the current year with the objective that the current year's taxes will be paid in full by the end of the year.
6. Any amounts paid to the Municipality, as a pre-payment of current year's taxes is non-refundable.
7. The Municipal Administrator may cancel the privilege of continuing in the plan if two consecutive installments fail to be honored. The unpaid balance of taxes, if any, shall be subject to penalties as provided by Bylaw No. 10-2023.
8. Penalties shall not be applied to any account with a pre-authorized payment plan unless the Municipal Administrator has revoked the privilege.
9. This Bylaw shall come into effect November 20th, 2023.

Read a first time this 20th, day of November AD 2023.

Read a second time this 20th day of November AD 2023.

Unanimous consent to do a third reading this 20th day of November AD 2023.

Read a third time this 20th day of November AD 2023.

MAYOR, Ian Kupchenko

CHIEF ADMINISTRATIVE OFFICER, Wendy Wildman

**The Summer Village of Castle Island
Authorization Form
Pre-Authorized Tax Payment Plan**

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

I/we authorize The Summer Village of Castle Island and the Financial Institution designated (or any other financial institution I/we authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our tax roll account(s). Regular monthly payments for taxes will be sent via e-transfer or post-dated cheques on or near the 1st or 15th of each month. These monthly payments are for estimated property taxes payable to the Summer Village of Castle Island.

This authority is to remain in effect until The Summer Village of Castle Island has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next payment is scheduled at the address provided below.

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

PLEASE PRINT DATE: _____

Name(s) _____

Summer Village of Castle Island Roll Number: _____

Type of Service: Personal _____ Business: _____

Address: _____ City/Town: _____

Province: _____ Postal Code: _____

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

Choose one of the following:

- I will e-transfer monthly on the first of the month.
- I will e-transfer monthly on the 15th of the month.
- I will provide the above-named municipality with posted dated cheques.

Authorized Signature(s): _____

Amount (\$) debited monthly from my/our account: \$ _____

The Summer Village of Castle Island
Box 8
Alberta Beach, AB T0E 0A0
Tel: (780) 967-0271
Email: svcastle@telus.net

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TELUS
Floor 10, 10020 -100 Street
Edmonton, Alberta
Canada T5J 0N5
www.telus.com

May 7, 2021

Summer Village of Castle Island
Shelley Marsh, Chief Administrative Officer
svcastle@telus.net
7 Delwood Place
St. Albert, AB T8N 6Y5

SUBJECT: Canada's transition to Next Generation 9-1-1 Service

Dear Ms. Marsh,

On June 1, 2017, the Canadian Radio-television and Telecommunications Commission ("CRTC") issued Telecom Regulatory Policy 2017-182: *Next-generation 9-1-1-Modernizing 9-1-1 networks to meet the public safety needs of Canadians*, setting out its determinations on the implementation and provision of NG9-1-1 networks and services in Canada and its view that such a transition would provide Canadians with access to new, innovative emergency services and capabilities.

In support of its decision, the CRTC has ordered TELUS, Bell and SaskTel to build NG9-1-1 networks to replace the existing 9-1-1 network to support each company's operating territory. The decommissioning of the existing 9-1-1 network is currently set by the CRTC to occur on June 30, 2023, but the CRTC is currently considering modifications to that date. To this end, TELUS is set to launch the NG9-1-1 network late this summer and will begin onboarding Public Service Access Points ("PSAPs") and the respective municipalities they support soon thereafter.

In preparation for the NG9-1-1 transition, TELUS will need to update all current Local Governing Authority ("LGA") Agreements for 9-1-1 with NG9-1-1 Agreements. Securing new NG9-1-1 LGA Agreements is a critical landmark as the signing of these agreements will allow PSAPs to migrate onto TELUS' NG9-1-1 network. It is also important to note that from a technical and operational perspective, to onboard a PSAP to the NG9-1-1 network will require that all the municipalities and First Nations and Metis governments it serves to have signed the NG9-1-1 LGA with TELUS.

TELUS is looking forward to working with local municipalities, First Nations and Metis governments, and PSAPs to support this exciting initiative that will enrich the public safety of Canadian citizens. Over the next few weeks, we anticipate important developments and updates on NG9-1-1 and as such, we kindly ask for your cooperation in **identifying your prime contact and representative for NG9-1-1 matters, by May 21, 2021**, so that we may keep you informed.

In the meantime, should you have any questions or require further clarifications, I may be reached at assunta.marozzi2@telus.com or 780-508-1237.

Yours truly,

Assunta Marozzi
LGA Relations Manager NG9-1-1
Telecom Policy & Regulatory Affairs
TELUS Communications Inc.

cc. Brian Bettis, General Manager
CSD Northern AB and BC Interior, Customer Solutions Delivery
TELUS Communications Inc.

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NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision TELUS' Next Generation 9-1-1 Service (the "**Agreement**") is effective the _____ day of _____, 2023 (the "**Effective Date**")

BETWEEN:

(the "**Local Government Authority**" or "**LGA**")

AND:

TELUS Communications Inc.
(**"TELUS"**)

WHEREAS the Local Government Authority wishes to provide its citizens with access to Next-generation 9-1-1 ("**NG9-1-1**") Emergency Services ("**NG9-1-1 service**") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

WHEREAS, the legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 ("**TRP 2017-182**"), called "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians", is due to be decommissioned by order of the Canadian Radio-television Commission ("**CRTC**").

WHEREAS, the current legacy 9-1-1 LGA service agreement will remain in effect and supplement the NG9-1-1 until such time the legacy 9-1-1 network is decommissioned.

WHEREAS TELUS, as mandated by the CRTC, is the sole provider of NG9-1-1 services in the province in which the LGA is located and as such can route calls, sessions or events from the inhabitants of the LGA calling the 3-digit emergency telephone number 9-1-1 to the appropriate Public Safety Answering Point which provides the 9-1-1 caller with access to Emergency Services;

WHEREAS TELUS has developed an IP based next generation 9-1-1 service designed to replace the legacy provincial enhanced 9-1-1 service that will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in TRP 2017-182 and Telecom Decision CRTC 2021-199 ("**Decision 2021-199**"); and

WHEREAS TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service in the form of a fee levied against each End-User as prescribed in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) filed in accordance with the process laid out in TRP 2017-182 and any future modifications thereto.

NOW THEREFORE in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the parties hereto agree as follows:

1 DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

2 SCOPE OF AGREEMENT

2.1 **Agreement:** The LGA and TELUS (collectively, the "**Parties**") hereby agree to fulfil their respective obligations as per the terms and conditions set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) and those contained in this Agreement, in order to provide NG9-1-1 emergency calling services. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to Emergency Services to the

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NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

served inhabitants within the Serving Area.

- 2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service via the TELUS NG9-1-1 Tariff filed by TELUS to be levied against entities that provide access to NG9-1-1 services in TELUS' ILEC operating territory.
- 2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("**ESInet**"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calling over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using TELUS's IP VPN service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("**NGCS**") and may include other third-party applications from trusted entities as may be requested by the LGA and agreed to by TELUS. TELUS provided NG9-1-1 Service features are described in the User-to-Network Interface ("**UNI**") document. The LGA agrees that TELUS is not responsible nor liable for damages arising from LGA's use of third-party applications in conjunction with the NG9-1-1 Service.

3 TELUS' OBLIGATIONS

In accordance with TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), TELUS agrees to:

- 3.1 Provide TELUS Next Generation 9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein.
- 3.2 Provide TELUS' Next Generation 9-1-1 Network access, network termination/demarcation, and services to the PSAP, as agreed to by TELUS and the LGA, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1.
- 3.3 Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA, including those described in PSAP Contingency Plans.
- 3.4 Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s).
- 3.5 Maintain and update the 9-1-1 mapping and addressing database subject to receipt of the information required to be provided by the LGA pursuant to paragraphs 4.4.2 and 4.4.3.
- 3.6 Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC.
- 3.7 Where an Originating Network Provider has entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, TELUS shall remain responsible for all aspects of the operation of the TELUS Next Generation 9-1-1 Service and shall not be relieved of any of its obligations under this Agreement.
- 3.8 Maintain a 24x7 9-1-1 Support Team to monitor the network and coordinate activities with stakeholders.
- 3.9 Maintain a fallback Third Party Operator Service that will accept NG9-1-1 calls, sessions and events and route them to the appropriate Primary PSAP in the event of network,

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

- routing, or location issues.
- 3.10 Selectively route and enable the selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans.
 - 3.11 Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation.
 - 3.12 Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy/errors reporting back to the Local Government Authorities or their designees.
 - 3.13 Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the LGA and as listed in Schedule "D" (PSAP Designations & Locations).
 - 3.14 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 demarcation point. TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the LGA network, which begin on the LGA side of the TELUS NG9-1-1 demarcation point.

4 OBLIGATIONS OF THE LGA

- 4.1 As it applies to PSAPS, the LGA agrees to:
 - 4.1.1. Designate Primary PSAPs, Secondary PSAPs, and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area. In the event that the LGA contracts with a third party for the management and operation of the PSAP, the LGA will remain responsible for all aspects of the operation of the PSAP and will not be relieved of any of its obligations under this Agreement.
 - 4.1.2. Ensure that all PSAPs are i3-compliant as per the conditions listed in section 6, requirements listed in Schedule C, and documents referenced in Schedule E of this document are connected to the NG9-1-1 network
 - 4.1.3. Ensure that all PSAPs provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements further detailed under Schedule C. LGA shall put in place a Business Continuity Plan applicable to the PSAPs and test it annually.
 - 4.1.4. Provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in their serving area.¹
- 4.2 The LGA acknowledges and understands that in cases where Next Generation 9-1-1 calls, sessions and events are delivered to TELUS without complete location information, these calls, sessions and events may be routed to a default PSAP which may be a Provincial Default i3 PSAP, designated by the provincial government or an alternate default PSAP selected and managed by TELUS.
- 4.3 As it applies to mapping addressing data (GIS or MSAG), where not otherwise defined by

¹ See Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

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applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, the LGA shall create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the LGA, such party shall be identified in Schedule "E", and that 9-1-1 specific GIS data layers must be provided directly to TELUS in a secure manner without transiting through any shared open platform upon implementation of GIS functionality within the NG9-1-1 network. The LGA agrees to provide TELUS with a minimum of ninety (90) days' written notice of a change in GIS data providers. The LGA shall take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

- 4.4 As it applies to Serving Area, the LGA shall coordinate the participation of all PSAPs in the Serving Area with respect to TELUS Next Generation 9-1-1 Service. This will include:
- 4.4.1. Determining, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs;
 - 4.4.2. Providing and validating, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system (GIS) and associating those with Emergency Service Zones;
 - 4.4.3. Informing TELUS of all changes in the geographical data that may occur during the term of this Agreement and changes in that geographical data must be reported to TELUS as soon as possible after that data changes;
 - 4.4.4. Ensuring all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
 - 4.4.5. Ensuring all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
 - 4.4.6. Ensuring the Primary PSAP accepts specific planned testcalls from the public;
 - 4.4.7. Ensuring the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
 - 4.4.8. Correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information;
 - 4.4.9. Providing TELUS with 85 days written notice of an intended change in borders of the Serving Area.²
- 4.5 As the requirements related to the TELUS Next Generation 9-1-1 Service may evolve in time or need to be detailed, the LGA shall be responsible for any other requirements that are not specifically identified in the Agreement but added in documents referred under the Agreement (such as UNI) or otherwise communicated by TELUS to all LGAs and PSAPs.
- 4.6 The LGA shall not, nor shall it authorize, assist or permit any person other than TELUS to

² Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

change, repair, reinstall or tamper with the TELUS' Next Generation 9-1-1 Network and equipment up to the demarcation point.

- 4.7 The LGA recognizes that TELUS Next Generation 9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the Next Generation 9-1-1 network. It is expected that the Commission will mandate the implementation of such new functionalities. The availability of these functionalities may require the LGA to upgrade software and/ or hardware at the PSAP. To ensure NG9-1-1 services' upgrades and new features are available uniformly across TELUS' ILEC operating territory, the LGA will have to ensure the PSAPs selected to serve its inhabitants implement such upgrades on the implementation schedule set out by the CRTC.
- 4.8 The LGA shall support embargoes implemented to suspend changes to the database during major outages or planned upgrades.
- 4.9 The LGA shall implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 services prior to the provision of those services.³
- 4.10 The LGA shall ensure that all communications destined for carriage over the NG9-1-1 network will be secure, and it will take all steps necessary to protect the confidentiality of the information carried over these networks to the maximum extent feasible.
- 4.11 Upon implementation of GIS functionality within the NG9-1-1 network, the LGA must provide sensitive NG9-1-1-related GIS and addressing data directly to TELUS in a secure and encrypted manner without transiting through any shared open platform.⁴
- 4.12 The LGA shall continue to provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS that the Master Service Addressing Guide is no longer required.
- 4.13 Warrant and represent that it has the authority to:
 - 4.13.1. Enter into this Agreement;
 - 4.13.2. Determine that the LGA will utilize TELUS Next Generation 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1; and
 - 4.13.3. Determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to 9-1-1 Service, shall receive access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 through use by the LGA of 9-1-1 Service.

5 PROPERTY RIGHTS

- 5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the TELUS Next Generation 9-1-1 Service and all enhancements on them shall be and remain with

³ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 233.

⁴ Pursuant to Telecom Regulatory Policy CRTC 2020-150, paragraph 22.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

6 TRUSTED ENTITIES

- 6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS and/or CRTC to connect to the TELUS Next Generation 9-1-1 Network.

7 CONFIDENTIAL INFORMATION

- 7.1 Unless the LGA provides express consent or disclosure is pursuant to a legal power, all information kept by TELUS regarding the LGA, other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than: i) the LGA; ii) a person who, in the reasonable judgment of TELUS, is seeking the information as an agent of the LGA; iii) another telephone company, provided the information is required for the efficient and cost-effective provision of telephone service and disclosure is made on a confidential basis with the information to be used only for that purpose; iv) an agent retained by TELUS in the collection of the LGA's account, provided the information is required for and is to be used only for that purpose; v) public authority or agent of a public authority, for emergency public alerting purposes, if a public authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; vi) an Affiliate involved in supplying the LGA with the Services, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.
- 7.2 TELUS is responsible for complying with Canadian privacy legislation (including the Personal Information Protection and Electronic Documents Act (PIPEDA) and substantially similar Canadian provincial privacy legislation) as such is applicable to TELUS in the provision of the Services under this Agreement. TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the Services is subject to this policy. This policy may be updated by TELUS from time to time. The amended policy will be posted at the location above, and notice of the change will be provided by invoice notification, email, or otherwise. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the Services by the Customer after such date will be deemed to constitute the acceptance of the amended policy. As TELUS does not have a direct contractual relationship with the PSAPs and the End-Users, TELUS relies on and the LGA shall ensure that the LGA (directly or through the PSAPs) has obtained all necessary consents from such End-Users, provided all necessary notices to End-Users, and otherwise have all necessary authority to permit the collection, use or disclosure of personal information by and between LGA and TELUS (if any).
- 7.3 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, the operation and the maintenance of TELUS the Next Generation 9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of this Agreement. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 7.4 Use all information or data that is provided by an End-User for the sole purpose of

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

responding to 9-1-1 related communications, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power. For greater clarity, information or data related to a specific emergency occurrence shall be used only for the purpose of responding to that emergency, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power.⁵ For greater clarity, such obligation also applies to the information or data that are provided on behalf of the End-User, for purposes associated with emergency services accessed through TELUS' NG9-1-1 network. For greater clarity, such obligation also applies when the information or data is stored or otherwise under the custody or control of the PSAP.

- 7.5 The LGA will retain the confidential End-User data, including any audio or video or text files provided and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such confidential information except as necessary to perform its obligations under this Agreement, and will not permit disclosure of such confidential information except to employees, servants, agents, assigns and/or contractors, including the PSAP (provided such employees, servants, agents, assigns and/or contractors are bound by similar confidentiality obligations as the one contained in this Agreement and provided such can be evidenced) where there is a need to know for purposes of this Agreement.
- 7.6 The LGA agrees that it will indemnify TELUS against any and all liabilities, losses, damages, costs, and expenses (including legal fees and disbursements on a solicitor and own client basis) resulting from the unauthorized disclosure or use of information identified in paragraphs 7.1 to 7.3 on the part of the LGA, its employees, servants, agents, assigns and/or contractors.
- 7.7 Furthermore, the LGA agrees to abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time.

8 QUALITY OF THE LGA'S SERVICE

- 8.1 The LGA agrees to implement and ensure the operation of its PSAP(s) in a manner that meets the quality standards generally accepted in Canada for such services.
- 8.2 The LGA acknowledges the importance under this Agreement that all PSAPs connected to the TELUS' Next Generation 9-1-1 Network meet at all times the requirements set out under this Agreement and promptly whenever those are changed by TELUS from time to time to assure the operation of TELUS' Next Generation 9-1-1 Network, in accordance with quality standards generally accepted in Canada and that the default of a PSAP to comply with such requirement can compromise the TELUS' Next Generation 9-1-1 Network and affect all End-Users.

9 FORCE MAJEURE

- 9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("Force Majeure").
- 9.2 TELUS and the LGA agree that in the event of a Force Majeure, the Parties will cooperate

⁵ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 232.

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and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

- 9.3 The costs required to provide temporary replacement service will be borne according to the sharing of obligations between TELUS and the LGA, as indicated in Articles 3 and 4 of this Agreement.

10 IMPLEMENTATION SCHEDULE

- 10.1 TELUS and the LGA agree that the implementation of TELUS Next Generation 9-1-1 Service within the Serving Area, and based on the requirements set out in Schedule B, will be carried out pursuant to an implementation schedule to be mutually agreed to by the Parties in writing and which may be changed from time to time by agreement of the Parties.

11 LIMITATION OF LIABILITY

- 11.1 TELUS' liability for the performance of its obligations pursuant to this Agreement shall be the one set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement shall not exceed any limitation of liability set out under TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) even if such limitation of liability does not specifically apply or refer to the LGA.
- 11.2 The LGA and TELUS shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the LGA or TELUS is self-insured, provide to the other party evidence that is satisfactory to that party that the LGA and/or TELUS, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.
- 11.3 This Article 11 will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

12 TERM

- 12.1 **Term:** This Agreement will be effective as of the Effective Date, and will be valid for a period of five (5) years, with an automatic renewal for a successive period of five (5) years, unless one party gives to the other at least six (6) months' written notice of termination before the end of the then current five (5) years term.
- 12.2 **Termination or Suspension of a Service:** Notwithstanding Article 13.1, TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service where TELUS has reasonable cause to believe that the LGA's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the LGA may terminate the NG9-1-1 Service, or TELUS may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

13 REGULATORY APPROVAL

- 13.1 It is expressly understood that TELUS Next Generation 9-1-1 Service is provided pursuant to the terms and conditions of the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) as amended from time to time and as approved by the Commission, and this Agreement as amended from time to time and as approved by the Commission.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

13.2 This Agreement (excluding the Schedules) will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission. Any future amendments to this Agreement (excluding the Schedules) will also be subject to approval by the Commission.

14 WAIVER

14.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

15 RELATIONSHIP OF THE PARTIES

15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

16 ENTIRE AGREEMENT

16.1 Except as otherwise stated herein, this Agreement, together with the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) will prevail.

17 NOTICES

17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement shall be given in writing. In the case of TELUS, the notice shall be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail or facsimile, or by e-mail at the addresses indicated below. Notices, if personally delivered or sent by facsimile, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays) after the date of mailing. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission.

17.2 TELUS can change the telecommunication services provided to a PSAP by providing the LGA at least thirty (30) days prior written notice, without the necessity of the Parties signing a formal amendment to this Agreement. By continuing to use the TELUS' Next Generation 9-1-1 Network after TELUS has changed the telecommunication services provided to a PSAP, the change is deemed to have been accepted by the Parties.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Local Government Authority

TELUS Communications Inc.

TELUS

Regulatory Affairs

Attn: TELUS NG9-1-1 Leadership Team

Regulatory.affairs@telus.com

Or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Local Government Authority

Per: _____

Printed: _____

Title: _____

TELUS Communications Inc.

Per: _____

Printed: **_ Jeff Smith**

Title: **Managing Consultant-Regulatory Affairs**

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NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule A

1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 "Automatic Number Identification" or "ANI":

TELUS' NG9-1-1 Network's capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 "Border Control Function" or "BCF":

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 "Business Continuity Plan":

A plan outlining how to continue operating during an unplanned service disruption; i.e.: technology or relocation.

1.4 "Commission":

The Canadian Radio-television and Telecommunications Commission ("CRTC") and its successors.

1.5 "Default Routing":

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information.

1.6 "Demarcation Point":

The furthest physical point of NG9-1-1 interconnection for the PSAPs. The location of the PSAP is designated by the LGA; however, the PSAP shall determine where the termination equipment/demarcation points are to be located.

1.7 "Emergency Services":

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.8 "Emergency Services IP Network" or "ESInet":

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company's IP VPN service to the PSAPs' operations premises authorized by the LGA. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

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1.9 “End-User”:

An end-user with NG9-1-1 Network Access within the boundaries of the LGA, as determined by the Company and the LGA.

1.10 “Emergency Service Zone” or “ESZ”:

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas.

1.11 “i3 PSAP”:

A PSAP that is capable of receiving IP-based signaling and media for delivery of emergency calls conformant to the i3 standard.

1.12 “Local Government Authority” or “LGA”:

An LGA is the relevant government authority, at the provincial, indigenous, territorial, regional and/or municipal level, that governs the PSAPs. For greater clarity, the PSAP is selected or designed by the LGA and is under the responsibility of the LGA.

1.13 “Master Service Addressing Guide” or “MSAG”:

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

1.14 “Network Access”:

A connection that allows calls, sessions, or other types of events intended to be delivered to the Company’s NG9-1-1 Network.

1.15 “Next Generation Core Services” or “NGCS”:

The base set of services needed to process an NG9-1-1 call, session or event on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

1.16 “NG9-1-1 Network Provider”:

The carrier that provides connectivity, services, and management for Next Generation 9-1-1 service to LGASs and their PSAPs.

1.17 “Offnet Agency”:

An agency outside of the NG9-1-1 network, such as a poison control centre or a hospital, which the LGA may designate to be able to receive PSTN calls transferred by a PSAP through the ESInet.

1.18 “Originating Network Provider”:

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the Company’s NG9-1-1 Network for routing to a PSAP.

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1.19 "Policy Routing Rules" or "PRRs":

Policy Routing Rules (PRRs) allow PSAP to enable multi-layered treatment policies for diversion within the NG9-1-1 Network, providing more options to a PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

1.20 "Public Safety Answering Point" or "PSAP":

A primary PSAP is a PSAP to which 9-1-1 calls, sessions and events are routed directly as the first point of contact. In some cases, the primary PSAP then contacts the appropriate agency to dispatch emergency responders. However, in cases where local authorities determine that specialized expertise, such as emergency medical services, is required, 9-1-1 calls, sessions and events are then transferred from a primary PSAP to a secondary PSAP.

A secondary PSAP, also known as an Emergency Response Agency dispatch centre, is a PSAP to which NG9-1-1 calls, sessions and events are transferred from a primary PSAP. A secondary PSAP is directly interconnected to an NG9-1-1 Network, allowing for the receipt and display of NG9-1-1 information.

1.21 "PSAP Contingency Plan":

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

1.22 "Selective Routing and Transfer":

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

1.23 "Serving Area":

The area within the LGA's boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA .

1.24 "TELUS' Next Generation 9-1-1 Network":

A standards-based, all IP emergency communications infrastructure enabling highly reliable and secure voice and multimedia communications.

1.25 "Operator Service":

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to the PSAP will be routed to an operator service contracted by the NG9-1-1 Service Provider as mandated in Telecom Decision 2019-66.

1.26 "User-to-Network Interface (UNI) Interconnection Design Specifications":

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule B (for TELUS internal resource planning purposes only)

SCHEDULE B - v.1
List of NG9-1-1 PSAPs, locations & targeted migration
Current Emergency Zones & PSAP migration identification
<p>Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.</p>
LGA initial _____

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
Parkland County ECC	53109A HWY 779 moving to 4820 52 Ave Wabamun Parkland County, AB	53115 Range Road 263a, Acheson AB	2023,Q4

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
 *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

ESZ	Community	Municipality	9-1-1 Answer	Fire
573	Castle Island	S.V. of Castle Island	Parkland County ECC	Parkland County ECC

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

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Schedule C

Technical requirements\ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of their PSAPs meet the following technical criteria. A PSAP cannot interconnect to the NG9-1-1 network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA must ensure that the PSAP(s):

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which shall also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at

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www.telus.com/aup. The PSAPs shall not modify, repair, reinstall, or tamper with the 9-1-1 IP-VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS Next Generation 9-1-1 network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS Next Generation 9-1-1 network.

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Schedule D

MULTIPLE REGION PSAPs

This Schedule, or an alternative format agreed to by both the LGA and the Company, must be filled out by the LGAs with their respective PSAPs covering multiple regions and managed by a provincial or federal authority (e.g. Alberta Health Services, British Columbia Health Care Services, Royal Canadian Mounted Police.)

Operating as a provincial or federal secondary PSAP, the following provisions within this agreement does not apply: 4.1.1; 4.3; 4.4.1; 4.4.2; 4.4.3; 4.4.8; 4.8.9; 4.12;

The following provisions of this agreement (4.3.2; 4.3.3; 4.6; 4.8.4; 4.8.5; 4.9) that relate to "all PSAPs" for the purposes of this LGA, shall apply only to the single Multiple Regions PSAP.

Communication Centre Sites	Official Name	LGA (municipalities, counties, etc.)

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Schedule E

NG9-1-1 GIS REQUIREMENTS * **Provided to TELUS upon GIS introduction**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE F - v.1

LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules

PSAP Serving Information			
PSAP Name (*1 & *2)	PSAP Addresses	PSAP Address-Backup Site	Contingency Plan & Policy Routing Rules LGA verified (Initial)
Parkland County ECC Stony Plain Redundant	53109A HWY 779 moving to	53115 Range Road 263a, Acheson AB	
	4820 52 Ave Wabamun Parkland County, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE G - v.1			
LGA must designate a Local Registration Authority ("LRA")			*
reference Schedule C, #4.			
Digital Subscriber Certificate Agreement and Application Form - submitted by LGA's Local Registration Authority designate upon TELUS onboarding			
PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	LGA designated Local Registration Authority ("LRA")
Parkland County ECC	53109A HWY 779 moving to	53115 Range Road 263a, Acheson AB	
	4820 52 Ave Wabamun Parkland County, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – "Offnet" Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

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September 5, 2023

His Worship Ian Kupchenko
Mayor, Summer Village of Castle Island
Box 8
Alberta Beach, AB T0E 0A0

Dear Mayor and Council,

RE: Supporting Watershed Management for a Thriving Summer Village of Castle Island

I hope this letter finds you in good health and spirits. I am writing to you on behalf of the North Saskatchewan Watershed Alliance (NSWA) to kindly request your support for the NSWA in 2024. Last year, Castle Island **was not among the more than 40 municipalities who supported the NSWA**. This year, as we embark on another year of collaborative efforts, we are again asking for positive consideration by you and your Council in 2024 for a **contribution of \$100.00**.

As you are aware, water and environmental management stands as a pillar of Castle Island's growth and prosperity. The well-being of our citizens and our economy depends on secure access to clean drinking water, the sustained health of our watershed, protection against flooding and drought, and effective stormwater management.

Castle Island is important to our watershed because because the summer village is surrounded by Lac Ste. Anne, where residents can directly enjoy all the lake has to offer. The lake is fed by water coming from the landscape upstream, which means the health of the lake is dependent in large part of the activities of those beyond Castle Island. This means that improving sustainability is best achieved at a watershed scale and in collaboration with other water managers.

At the NSWA, we believe the complex, multi-faceted nature of water and environmental management is best tackled by bringing people and communities together to collaborate. For more than 23 years, the NSWA has worked tirelessly to bring partners together to improve how we collectively manage our rivers, wetlands, and lakes using the best and most applicable science. This important work is accomplished because of the generous support of municipalities like Castle Island, the provincial government, and water utilities.

Your support means that the NSWA can continue to bring municipalities and partners together to address water quality and quantity challenges, build new tools for decision-makers, and improve our understanding of the watershed. One such project is the NSWA's update to the State of the Watershed assessment, last completed in 2005. NSWA is using an internationally recognized method called the Freshwater Health Index developed by Conservation International to calculate a numeric rating for the watershed's vitality, ecosystem services, and governance. The State of the Watershed enables Castle Island to make decisions and set priorities armed with the best information on the health of the

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watershed. The assessment is also a valuable tool for the summer village to communicate basin health with its citizens.

We believe that through collective efforts, we can build a future where water resources are managed sustainably, benefiting not only Castle Island but our entire watershed. Your continued support is invaluable in shaping this vision into reality. We invite you to explore our 2022-2023 Annual Report and the NSWA website for more information (www.nswa.ab.ca). Enclosed is an invoice to facilitate the administration of your suggested contribution.

I would be happy to connect with you and your Council to provide more information. The NSWA Executive Director, Scott Millar (scott.millar@nswa.ab.ca) is also available to present to Castle Island and to answer any questions you may have about the NSWA.

Sincerely,

Stephanie Neufeld
Chair, North Saskatchewan Watershed Alliance

Cc: Chief Administrative Officer

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Invoice

202 - 9440 49
 Street NW
 Edmonton, Alberta
 T6B 2M9

Date	Invoice #
9/05/2023	2024.030

Phone #	587.525.6821
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
Summer Village of Castle Island Box 8 Alberta Beach AB T0E 0A0

Description	Amount
Summer Village Contribution January 1 to December 31, 2024 - Funding Request	100.00
Thank you for your support	Total \$100.00

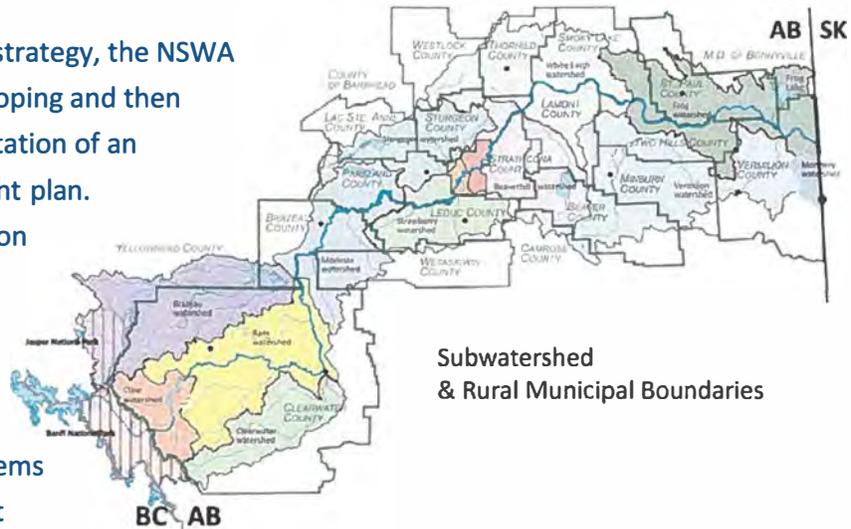
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HIGHLIGHTS FROM 2022-2023

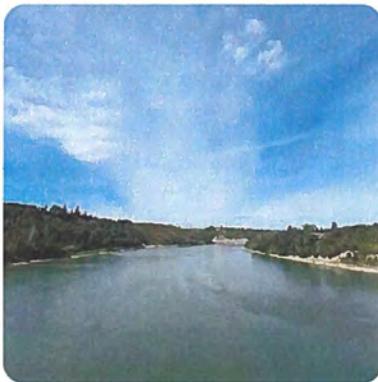
The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to **improving the health and sustainability of the North Saskatchewan River and its watershed.**

Under the Alberta *Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan. Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



STATE OF THE WATERSHED ASSESSMENT

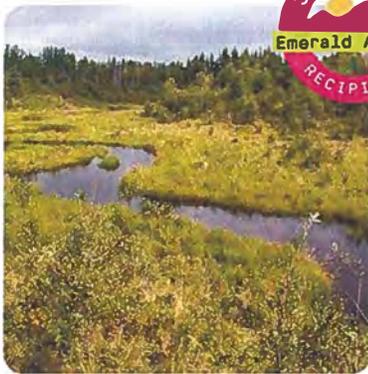
The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



Building upon the NSWA's 2005 assessment, the **State of the Watershed will make use of an internationally recognized methodology called the Freshwater Health Index (FHI),** developed by Conservation International. This will be the first use of FHI in a North America. The index scores watershed vitality, services, and governance to create scientifically supported, scalable, consistent results that integrate available data and the expertise of local stakeholders, subwatershed alliances, and the NSWA.

WETLAND STRATEGY

The NSWA is developing the **Strategy to Improve Wetland Management for the North Saskatchewan River in Alberta**. This collaborative strategy is intended to coordinate and align the work of partners across the watershed to advance wetland management and implementation of the Alberta Wetland Policy. The NSWA is offering a **Wetland Education Sponsorship** to support municipal partners as they elevate their knowledge and technical capacity to conserve wetlands and implement wetland restoration initiatives in the watershed.



RIPARIAN HEALTH ACTION PLAN

The NSWA continues to promote practices and policies that support riparian health. We initiated a **review of riparian regulations for 24 municipalities** as a foundation for building a **Riparian Regulations Best Management Practices Guide**. As well, we are working to add new dimensions to the provincial riparian setback calculator to support municipal planning processes. The **Riparian Web Portal** (riparian.info) continues showcase restoration projects from across the watershed.

EDUCATION AND OUTREACH

A key role for the NSWA is sharing knowledge and information on the North Saskatchewan River watershed. Staff attend community events throughout the summer, publish a monthly newsletter, hosts workshops and webinars, and is actively growing our social media network. We are proud to say we have engaged with more than **1,900 community members and reach over 5,700 people through our social media channels in 2023**.



STAY CONNECTED TO NSWA

Email us at water@nswa.ab.ca to join our newsletter and event mailing list.

Visit us at www.nswa.ab.ca to see more on our partners, our work, and our results.

Connect with us on the social media platform of your choice.



NorthSaskRiver



north_sask_river



@NorthSaskRiver



northsaskriver

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RESIDENTIAL / FARM LAND						NON-RESIDENTIAL				MACHINERY AND EQUIPMENT									
Municipality Code	Municipality Name	2024		2023		\$ Diff	% Diff	2024		2023		\$ Diff	% Diff	2024		2023		\$ Diff	% Diff
		Residential/Farm land	Residential/Farm land	* Non-residential	* Non-residential			Mach & Equip	Mach & Equip										
190	KITSCOTY	82,450,164	79,809,408	2,640,756	3.31%	7,106,299	7,660,837	-554,538	-7.24%	153,540	108,830	44,710	41.08%						
205	LINDEN	65,787,309	65,953,262	-165,953	-0.25%	17,447,785	17,709,431	-261,646	-1.48%	2,437,980	1,648,580	789,400	47.88%						
207	LOMOND	10,506,500	9,412,436	1,094,064	11.62%	2,333,810	2,321,452	12,358	0.53%	91,560	84,580	6,980	8.25%						
208	LONGVIEW	52,069,977	43,973,176	8,096,801	18.41%	12,886,720	12,005,135	881,585	7.34%	1,046,760	989,360	57,400	5.80%						
209	LOUGHEED	12,587,244	12,194,186	393,058	3.22%	4,850,525	4,779,150	71,375	1.49%	385,630	361,960	23,670	6.54%						
213	MANNVILLE	42,034,187	41,029,017	1,005,170	2.45%	8,768,882	8,486,563	282,319	3.33%	353,930	332,210	21,720	6.54%						
214	MARWAYNE	35,940,405	35,877,691	62,714	0.17%	4,443,121	4,242,564	200,557	4.73%	103,260	107,070	-3,810	-3.56%						
220	MILO	9,317,485	9,078,708	238,777	2.63%	3,403,833	3,115,002	288,831	9.27%	15,520	15,330	190	1.24%						
225	MORRIN	13,668,507	13,293,820	374,687	2.82%	1,200,780	1,037,597	163,183	15.73%	0	0	0	0.00%						
228	MUNSON	16,835,715	17,249,147	-413,432	-2.40%	1,316,590	1,295,580	21,010	1.62%	265,920	258,750	7,170	2.77%						
229	MYRNAM	14,429,180	14,496,855	-67,675	-0.47%	1,451,290	1,350,868	100,422	7.43%	48,490	45,500	2,990	6.57%						
231	NAMPA	22,381,070	23,751,121	-1,370,051	-5.77%	18,061,270	18,115,190	-53,920	-0.30%	2,824,000	2,854,030	-30,030	-1.05%						
244	PARADISE VALLEY	8,436,062	8,019,943	416,119	5.19%	1,355,000	1,304,870	50,130	3.84%	39,450	36,980	2,470	6.68%						
270	ROCKYFORD	25,099,415	24,291,050	808,365	3.33%	6,288,691	6,119,049	169,642	2.77%	237,460	222,910	14,550	6.53%						
271	ROSALIND	12,159,344	11,758,388	400,956	3.41%	2,461,700	2,389,180	72,520	3.04%	306,760	103,970	202,790	195.05%						
272	ROSEMARY	28,585,677	26,558,768	2,026,909	7.63%	2,229,770	2,152,286	77,484	3.60%	97,740	92,290	5,450	5.91%						
275	RYCROFT	34,540,806	35,376,113	-835,307	-2.36%	25,122,900	24,516,280	606,620	2.47%	0	0	0	0.00%						
276	RYLEY	25,703,441	24,919,290	784,151	3.15%	11,617,551	11,271,118	346,433	3.07%	726,130	693,600	32,530	4.69%						
99	SPRING LAKE	145,917,096	135,859,772	10,057,324	7.40%	3,187,750	3,002,720	185,030	6.16%	0	0	0	0.00%						
295	STANDARD	31,614,395	28,380,051	3,234,344	11.40%	13,877,725	13,784,258	93,467	0.68%	1,256,600	1,318,860	-62,260	-4.72%						
300	STIRLING	115,148,677	100,269,830	14,878,847	14.84%	3,787,470	3,056,878	730,592	23.90%	0	0	0	0.00%						
330	VETERAN	9,138,746	9,059,235	79,511	0.88%	2,545,549	2,412,112	133,437	5.53%	70,560	67,230	3,330	4.95%						
332	VILNA	11,148,791	10,841,114	307,677	2.84%	2,055,127	1,940,373	114,754	5.91%	0	0	0	0.00%						
338	WARBURG	47,678,227	47,939,446	-261,219	-0.54%	11,290,895	9,490,876	1,800,019	18.97%	181,520	139,920	41,600	29.73%						
339	WARNER	25,619,933	22,992,822	2,627,111	11.43%	4,366,463	4,204,716	161,747	3.85%	692,420	650,000	42,420	6.53%						
342	WASKATENAU	15,959,488	15,024,200	935,288	6.23%	1,794,890	1,716,131	78,759	4.59%	0	0	0	0.00%						
355	YOUNGSTOWN	8,847,662	8,626,550	221,112	2.56%	2,065,220	1,883,380	181,840	9.65%	0	0	0	0.00%						
	SUBTOTAL	2,707,860,973	2,582,118,431	125,742,542	4.87%	493,193,092	474,463,605	18,729,487	3.95%	50,813,330	46,795,440	4,017,890	8.59%						
Summer Villages																			
9	ARGENTIA BEACH	91,166,908	81,219,779	9,947,129	12.25%	313,770	298,780	14,990	5.02%	0	0	0	0.00%						
26	BETULA BEACH	31,428,067	23,833,200	7,594,867	31.87%	57,310	52,410	4,900	9.35%	0	0	0	0.00%						
384	BIRCH COVE	14,183,959	14,204,188	-20,229	-0.14%	54,950	49,710	5,240	10.54%	0	0	0	0.00%						
28	BIRCHCLIFF	198,858,958	182,254,737	16,604,221	9.11%	1,895,850	1,874,810	21,040	1.12%	19,390	18,190	1,200	6.60%						
367	BONDISS	66,755,324	65,690,247	1,065,077	1.62%	765,060	716,260	48,800	6.81%	0	0	0	0.00%						
37	BONNYVILLE BEACH	26,653,020	25,713,324	939,696	3.65%	177,360	169,280	8,080	4.77%	0	0	0	0.00%						
414	BURNSTICK LAKE	21,081,918	20,786,320	295,598	1.42%	34,860	32,550	2,310	7.10%	0	0	0	0.00%						
57	CASTLE ISLAND	13,898,034	13,822,655	75,379	0.55%	16,430	15,350	1,080	7.04%	0	0	0	0.00%						
80	CRYSTAL SPRINGS	93,032,889	86,405,362	6,627,527	7.67%	321,340	307,540	13,800	4.49%	0	0	0	0.00%						
123	GHOST LAKE	49,089,453	48,207,662	881,791	1.83%	69,860	64,850	5,010	7.73%	0	0	0	0.00%						
129	GOLDEN DAYS	143,569,145	133,708,138	9,861,007	7.38%	866,450	792,160	74,290	9.38%	76,490	71,810	4,680	6.52%						
134	GRANDVIEW	112,229,688	100,807,366	11,422,322	11.33%	286,050	273,310	12,740	4.66%	0	0	0	0.00%						
138	GULL LAKE	105,193,505	97,809,426	7,384,079	7.55%	1,197,870	1,166,020	31,850	2.73%	0	0	0	0.00%						
358	HALF MOON BAY	47,520,576	41,734,763	5,785,813	13.86%	41,800	39,000	2,800	7.18%	0	0	0	0.00%						
375	HORSESHOE BAY	16,511,708	15,544,466	967,242	6.22%	193,470	177,300	16,170	9.12%	0	0	0	0.00%						

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October 24, 2022

To whom it may concern:

Re: Lac Ste. Anne County 2023/2024 Committee Appointments

Reference is made to our recent Organizational Meeting held on October 24, 2023. Please find attached a list of all representatives and appointments of the County Council, as approved at this organizational meeting.

Also, please note that our Reeve and Deputy Reeve have remained the same, Reeve Joe Blakeman and Deputy Reeve Nick Gelych. These appointments are for a two (2) year term.

If you have any questions, please contact the undersigned.

Yours truly,

Mike Primeau, MBA, CLGM
County Manager

- CC:
- Municipal Affairs
 - MLA Shane Getson
 - Village of Alberta Beach
 - Town of Onoway
 - Town of Mayerthorpe
 - County of Barrhead No. 11
 - Sturgeon County
 - Parkland County
 - Yellowhead County
 - Woodlands County
 - Summer Villages of:
 - Westcove
 - Birch Cove
 - South View
 - Sunrise Beach
 - Sunset Point
 - Val Quentin
 - Yellowstone
 - Silver Sands
 - Castle Island
 - Nakamun Park
 - Ross Haven
 - Sandy Beach

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	A	B	C	D	E	F	G	H
1	Committee	Olsvik	Gelych	Vaughan	Lovich	Blakeman	Bohnet	Giebelhaus
2		Div. 1	Div. 2	Div. 3	Div.4	Div. 5	Div. 6	Div. 7
3			Deputy Reeve			Reeve		
4		Lorne Olsvik	Nick Gelych	George Vaughan	Kevin Lovich	Joe Blakeman	Ross Bohnet	Lloyd Giebelhaus
5	Municipal Committee	x	x	x	x	x	x	x
6	Municipal Planning Commission		x	x			x	x
7	Ag. Services Board				x		x	x
8	Emergency Advisory Committee		x	x				x
9	Alberta Beach IDP Committee			x		x		
10	Athabasca Watershed Council						x	x
11	Beachwave Park			x		x		
12	East End Bus	x						
13	West End Bus						x	x
14	Campground, Parks and Outdoor Spaces Committee		x	x	x			x
15	Community Futures Yellowhead East		x					
16	Community Railway Advocacy Alliance (CRAA) 2023		x				A	
17	Darwell Wastewater Lagoon Commission	A			x	x		
18	Economic Development Advisory Committee		x					
19	Fallen Four Visitor Center/Mayerthorpe Library Project Committee						x	
20	First Nations Committee	x	x			x		
21	George Pegg Botanic Garden Society			x				
22	Highway 43 East Waste Commission	x		x				
23	Interlakes Regional Trail Master Plan Steering Committee		x					x
24	Joint Worksite Health & Safety Training		x	x				
25	Lac La Nonne Enhancement & Protection Association (LEPA)			x				
26	Lac Ste. Anne County Library Board				x		x	
27	Lac Ste Anne Foundation						x	
28	Lac Ste Anne/Lake Isle Water Quality Group Society (LILSA)				x	x		
29	Mayerthorpe IDP Committee						x	x
30	Mayerthorpe and LSAC Economic Development Committee		x				x	Alt.
31	Millar Western Advisory Committee						x	
32	North 43 Lagoon Commission	x		x				
33	North Saskatchewan Watershed Alliance Committee				x			

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	A	B	C	D	E	F	G	H
34								
35								
36	Committee	Olsvik	Gelych	Vaughan	Lovich	Blakeman	Bohnet	Giebelhaus
37		Div. 1	Div. 2	Div. 3	Div.4	Div. 5	Div. 6	Div. 7
38			Deputy Reeve			Reeve		
39		Lorne Olsvik	Nick Gelych	George Vaughan	Kevin Lovich	Joe Blakeman	Ross Bohnet	Lloyd Giebelhaus
40	Onoway IDP Committee	x	x					
41	Onoway Regional Medical Clinic Board of Directors	x	x					
42	Peter Trynchy Airport Committee					x	x	x
43	Provincial Ag. Services Board Rep. (Endorsed by the County)						x	
44	Rural IDP Committee - local Councillor							
45	Shop Committee - Council as a Whole	x	x	x	x	x	x	x
46	Ste. Anne Emergency Response Center						x	x
47	Ste Anne Regional Lake Use Committee (SARLUC)			x	x	x		
48	Ste Anne Regional Trail Use Committee (SARTUC)			x	x	x		x
49	Sturgeon River Watershed Alliance (SRWA)				x			
50	Swede Moren Park Committee			x		x		
51	Upper Athabasca Watershed Alliance							x
52	Villeneuve Landing Network		x					
53	West Inter Lake District (WILD) Water Commission	x						
54	Yellowhead Regional Library (public member)							

**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
September 20, 2023
Spruce View Lodge – Legacy Room
1:00 p.m.**

1. Call to Order- 1:03 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Paul Chauvet, Marge Hanssen, Jeremy Wilhelm, Bernie Poulin & Len Kwasny

Absent: Daryl Weber

Guest:

Staff: Dena Krysik – CAO, Kristine Klause – Recording Secretary, Robin Strome – Finance Officer

2. Approval of Agenda

Board Member Jeremy Wilhelm moves:

Motion #23-039: The Board approves the agenda for September 20, 2023 as presented.

Carried

3. Board Meeting Minutes

Board Member Len Kwasny moves:

Motion #23-040: The Board approves the June 28, 2023 Board meeting minutes as presented.

Carried

4. Financial

Board Member Len Kwasny moves:

Motion #23-041: The Board approves the Quarterly Financial Reports at June 30, 2023 as presented.

Carried

5. New/Other Business

Board Member Paul Chauvet moves:

Motion #23-042: The Board ratifies the decision to deny the Chateau Lac Ste. Anne family request to install a scooter shelter made via email on July 24th and further directs administration to ensure policy is created to address temporary shelters in our lodge sites to ensure expectations are clear moving forward for both residents and families

Carried

Board Member Paul Chauvet moves:

Motion #23-043: The Board declines the tenant request to install a wood shop at the Beaupre Court Manor and directs the Chief Administrative Officer to send a letter informing the tenant of this decision.

Carried

Board Member Len Kwasny moves:

Motion #23-044: The Board approves to proceed with the replacement of the convection oven in the Spruce View Lodge and funds are to be allocated from the 2023 Municipal Requisition Surplus not to exceed \$11,000.

Carried

6. Policy Review

7. Information Items

Board Member Sandy Morton moves:

Motion #23-045: The Board accepts items 7a, 7b, 7c, 7d & 7e for the September 20, 2023 meeting as information.

Carried

8. In Camera

Board Member Len Kwasny moves:

Motion #23-046: The Board Moves to go into Camera at 2:14 pm.

Carried

Board Member Bernie Poulin moves:

Motion #23-047: The Board Moves to come out of Camera at 2:32 pm.

Carried

Board Member Sandy Morton moves:

Motion #23-048: That the Board has reviewed the information provided regarding the grievance letter submitted by a previous LSAF employee and directs the Board chair to respond as per board discussion.

Carried

9. Date Place & Time of Next Meeting

All Board members move:

Motion #23-049: The next Board Meeting is October 25, 2023 at Chateau Lac Ste Anne Lodge.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:33 pm.

Carried



Chairperson

Oct 25/23
Date



Chief Administrator Officer

Oct 26/23
Date



Town of Oneway

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

November 7, 2023

Town of Oneway Organizational Meeting – October 26, 2023

Council of the Town of Oneway held their organizational meeting on October 26, 2023. The results of the Organizational Meeting are:

Mayor	Lenard Kwasny
Deputy Mayor	Lisa Johnson
Councillor	Bridgitte Coninx
Councillor	Robin Murray
Councillor	Sheila Pockett

COMMISSION APPOINTMENTS:

Capital Regional Assessment Services Commission

- Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate

Highway 43 East Waste Commission

- Mayor Lenard Kwasny as representative and Deputy Mayor Lisa Johnson as alternate

West Inter Lake District (WILD) Regional Water Services Commission

- Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate

REGIONAL BOARD APPOINTMENTS:

Lac Ste. Anne East End Bus Society

- Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate

Yellowhead East Community Futures

- Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate

Lac Ste. Anne Foundation

- Mayor Lenard Kwasny as representative

Yellowhead Regional Library Board

- Councillor Bridgitte Coninx as representative

Economic Development Committee/Partnership Committee

- Councillor Bridgitte Coninx and Councillor Robin Murray as representatives and Councillor Sheila Pockett as alternate

Community Policing Advisory Committee (CPAC)

- Deputy Mayor Lisa Johnson as representative and Councillor Sheila Pockett as alternate

Oneway Regional Medical Clinic / Physician Recruitment Retention Committee

- Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate

North Saskatchewan Watershed Alliance

- Councillor Bridgitte Coninx as representative; Public Works Manager to the Technical Committee

Town of Onoway Organizational Meeting Appointments – Page 2

Onoway Regional Fire Services

- Deputy Mayor Lisa Johnson as representative and Councillor Sheila Pockett as alternate; Chief Administrative Officer or designate to attend

Emergency Management/ Disaster Services Committee

- Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives

LOCAL BOARD APPOINTMENTS:

Town of Onoway Library Board

- Councillor Bridgitte Coninx and Councillor Sheila Pockett as representatives

Region 1 Recreation and FCSS Board

- Council as a Whole

Onoway and District Chamber of Commerce

- Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate

Onoway Beautification Committee

- Councillor Sheila Pockett as representative and Councillor Bridgitte Coninx as alternate

Onoway and District Agricultural Society (ODAS) - (Arena)

- Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate

Onoway Facility Enhancement Association (OFEA) – Community Hall

- Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate

Onoway and District Historical Guild

- Deputy Mayor Lisa Johnson as representative and Councillor Robin Murray as alternate

Regional Wastewater Line Committee

- Mayor Lenard Kwasny as representative, Deputy Mayor Lisa Johnson as alternate and CAO Thompson to the Technical Committee

Regional Trail Committee

- Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives

Onoway Economic Development and Tourism Committee

- Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson as representatives

Onoway Interagency Committee

- Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson as representatives

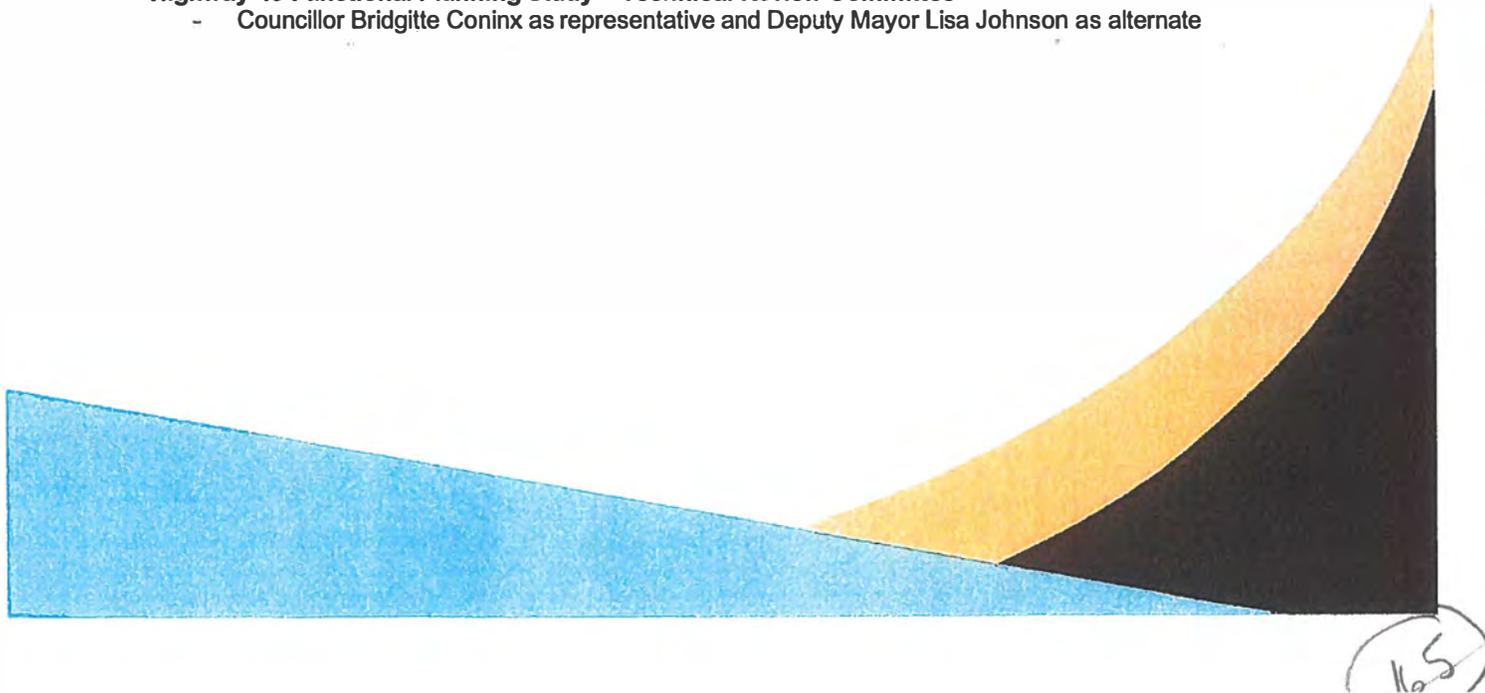
MISCELLANEOUS COMMITTEE APPOINTMENTS:

Inter Municipal Development Plan Negotiating Committee

- Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate

Highway 43 Functional Planning Study – Technical Review Committee

- Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate



FW: AB Munis Small Communities Committee- First meeting December 6

Wildwillow Enterprises <angela@wildwillowenterprises.com>

Tue 10/31/2023 8:58 AM

To: wendy.wildwillowenterprises.com <wendy@wildwillowenterprises.com>

FYI...

I am on ABmunis Small Communities Committee.

Angela

From: Kylie Hill <Kylie@abmunis.ca>

Sent: Monday, October 30, 2023 3:31 PM

To: dreid <dreid@eidnet.org>; renjgiesbrecht@gmail.com; mayor@bowisland.com; evelynnekobes@gmail.com; jeff.bourne@delburne.ca; councillorunderwood@wembley.ca; melanie.gnyp@kananaskisid.ca; cao@berwyn.ca; Carla Kenney <carla@clive.ca>; Wildwillow Enterprises <angela@wildwillowenterprises.com>

Cc: Rachel de Vos (she/her) <Rachel@abmunis.ca>; Nadine Conklin <Nadine@abmunis.ca>; Rosa Bruno <Rosa@abmunis.ca>

Subject: AB Munis Small Communities Committee- First meeting December 6

Good afternoon,

I am pleased to inform you that Alberta Municipalities' (ABmunis) Board of Directors has approved your appointment to ABmunis Small Communities Committee for the 2023-24 term. The following persons are appointed to the Committee:

Role Type	Position	First Name	Last Name	Municipality
Chair	Deputy Mayor	Deborah	Reid-Mickler	Village of Duchess
Vice Chair	Mayor	Ren	Giesbrecht	Summer Village of West Cove
Elected Official	Mayor	Gordon	Reynolds	Town of Bow Island
Elected Official	Councillor	Evelynne	Kobes	Town of Smoky Lake
Elected Official	Councillor	Jeff	Bourne	Village of Delburne
Elected Official	Councillor	Anna	Underwood	Town of Wembley
Elected Official	Councillor	Melanie	Gnyp	Kananaskis Improvement District (KID)
Municipal Administrator	CAO	Matthew	Norburn	Village of Berwyn
Municipal Administrator	CAO	Carla	Kenney	Village of Clive
Municipal Administrator	Assistant CAO	Angela	Duncan	Summer Village of South View

I am the secretariat to the Small Communities Committee so you will primarily communicate with me regarding Committee business. You will be contacted by a member of our Governance team in the next week with details regarding your participation. Since our first meeting is quickly approaching, I wanted to give you all advanced notice. Our first meeting is:

Wednesday, December 6 from 9:00 a.m. – 3:00 p.m. in Edmonton

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You will also receive a calendar invite from me for that date. You can expect more information from us by next week.

Thank you and I look forward to working with you over the next year!

Kylie Hill | Policy Analyst

E: Kylie@abmunis.ca

Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca

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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

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Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

September 20, 2023

Lac Ste. Anne County
Town of Onoway
Town of Mayerthorpe
Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,
South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

Re: Alberta Beach Bi-Election Results

Further to the above, please be advised that Alberta Beach held their nomination day on August 28, 2023. One nomination for the position of Councillor was received by the Returning Officer. As no further nominations were received, Mr. Bill Love was elected to Council by acclamation. Mr. Love was officially sworn in as Councillor for Alberta Beach at the regular Council meeting held on September 19, 2023.

Alberta Beach Council members are as follows;

Mayor.....Tara Elwood
Deputy Mayor..... Debbie Durocher
Councillor..... Bill Love
Councillor..... Kelly Muir
Councillor..... Daryl Weber

Please do not hesitate to contact the undersigned if you require any further information.

Sincerely,

Kathy Skwarchuk
Kathy Skwarchuk,
C.A.O.

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Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

October 19, 2023

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 17th, 2023. The results of their Organizational Meeting are as follows;

Mayor.....	Kelly Muir	kellymuir@albertabeach.com
Deputy Mayor.....	Bill Love	aboffice@albertabeach.com
Councillor.....	Debbie Durocher	debbledurocher@albertabeach.com
Councillor.....	Tara Elwood	taraelwood@albertabeach.com
Councillor.....	Daryl Weber	aboffice@albertabeach.com

Committee Appointments:

- Alberta Beach Ag Society Agliplex Operations Committee – Mayor Muir and Councillor Elwood as alternate
- Alberta Beach Ag Society Beachwave Park Operations Committee – Councillor Durocher
- Alberta Beach Campground Advisory Committee – Deputy Mayor Love and Councillor Elwood
- Alberta Beach Inter-municipal Development Plan Steering Committee – Councillor Elwood and Councillor Weber
- Alberta Beach Library Board – Councillor Elwood
- Alberta Beach Museum & Archives – Councillor Durocher
- Alberta Beach Public Works Advisory Committee – Deputy Mayor Love and Councillor Elwood
- Beachwave Park Stakeholders Committee – Councillor Durocher
- Community Futures Yellowhead East – Councillor Weber and Councillor Elwood as alternate
- Community Policing Advisory Committee (CPAC) – Councillor Elwood
- Emergency Advisory Committee – All Council members
- Ste. Anne Summer Village Regional Emergency partnership – Councillor Elwood
- FCSS Trivillage Committee – Mayor Muir
- Highway 43 East Waste Commission – Councillor Weber and Deputy Mayor Love as alternate
- Inter-municipal Collaboration Framework (ICF) Committee – Councillor Elwood and Councillor Weber and Mayor Muir as alternate
- Lac Ste. Anne East End Bus – Deputy Mayor Love
- Lac Ste. Anne Foundation – Councillor Weber
- Lake Isle and Lac Ste. Anne Water Quality Management Society – Councillor Durocher
- Land Use Bylaw Review Committee – Councillor Durocher and Councillor Elwood
- Municipal Planning Commission – All Council members
- Onway Regional Fire Services Steering Committee – Councillor Elwood
- Partners In Progress Committee – Mayor Muir
- Regional Trail Master Plan Steering Committee – Mayor Muir and Councillor Elwood
- Ste. Anne Recreational Lake Use Committee (SARLUC) – Mayor Muir and Councillor Weber
- Sturgeon River Watershed Alliance – Councillor Weber
- Trivillage Regional Sewage Service Commission – Mayor Muir and Councillor Weber
- Water Distribution Feasibility Study Steering Committee – Mayor Muir and Councillor Elwood and Councillor Durocher as alternate
- West Inter Lake District (WILD) Water Commission – Councillor Elwood and Councillor Durocher as alternate
- Yellowhead Regional Library Board – Councillor Elwood and Councillor Weber as alternate

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