

**SUMMER VILLAGE OF ISLAND LAKE
AGENDA**

Tuesday, February 18th, 2025

Via Zoom

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	<p>February 18th, 2025, Regular Council Meeting</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council approves the presented February 18th, 2025 Regular Council Meeting Agenda. 2. THAT Council approves the amended February 18th, 2025, Regular Council Meeting Agenda.
3.	<p><u>Minutes:</u></p> <p><i>Attachment 3a</i></p>	a)	<p>January 21st, 2025, Regular Council Meeting Minutes</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council approves the January 21st, 2025 Regular Council Meeting Minutes as presented. 2. THAT Council approves the amended January 21st, 2025, Regular Council Meeting Minutes.
4.	<u>Delegation</u>	a)	<p>Northern Lights Library, James McDonald – Executive Director</p> <p>Council Motion for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council accepts the Northern Lights Library presentation for information.
5.	<u>Request for Decision</u>	a)	<p>Development Officer</p> <p>After the resignation of Matthew Ferris, we have been looking for another organization that would fit the needs of Island Lake. Administration has been in conversation with 3 individuals that I believe could and would work with us. I am recommending that Council Appoint Paul Hanlan as Development Officer.</p>

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			<p>I have worked with Paul at various times over the years. He is agreeable to the processes Les and I wish to initiate, and his price is the same as the previous Development Officer's.</p> <p>Council Motion for Consideration THAT Council designates Paul Hanlon as the Summer Village of Island Lake Development Officer.</p>
	<p><i>Attachment 5a</i></p>	<p>b)</p>	<p>Greater North Foundation Capital Reserve Update</p> <p>The Greater North Foundation has been seeking approval for a Capital Reserve from all 14 municipalities that support the requisition of the Seniors Lodge Accommodation program.</p> <p>The Board has passed a resolution to include a \$262,900 contribution to the Capital Maintenance Reserve in the 2025 municipal requisition.</p> <p>Council Motion for Consideration THAT Council approve an annual capital requisition from Greater North Foundation for a Capital Maintenance Reserve, based on 1/20 of the most recent 20-year maintenance plan, with an aggregate limit not to exceed \$3,000,000.</p>
		<p>c)</p>	<p>Assessment Review Board Appointments</p> <p>As a participant in the Capital Region Assessment Services Commission Council is required to appoint the Assessment Review Board Officials for 2025. (MGA Section 454)</p> <p>All municipalities are required to appoint by resolution the following as ARB officials for 2025.</p> <p>Council Motion for Consideration THAT Council appoint Raymond Ralph as ARB Chairman.</p> <p>THAT Council appoint Geryl Amorin as Certified ARB Clerk.</p> <p>THAT Council appoint Darlene Chartrand, Sheryl Exley, Tina Grozko, Richard Knowles, Marcel LeBlanc, Raymond Ralph as Certified Panelists.</p>

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6	<p><u>Bylaws</u></p> <p><i>Attachment 6a</i></p>	a)	<p>Off-Highway Vehicle Bylaw 03-2024</p> <p>Administration has updated the Off Highway Vehicle Bylaw 02-2013 to include changes to licensing requirements, paralleling the Pilot Project (Golf Cart) Bylaw requirements of a minimum Learners Permit/License to operate within the Summer Village, as per Council discussion. Administration has completed the requested amendments to the bylaw.</p> <p>The Bylaw has been posted to the Municipal web for comments with Administration receiving no feedback.</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT Council provides 2nd Reading to Off-Highway Vehicle Bylaw 03-2024 2. THAT Council provides 3rd Reading to Off-Highway Vehicle Bylaw 03-2024
7.	<p><u>Financial</u></p> <p><i>Forwarded under separate cover.</i></p>	a)	<p>Operating Statement January 31st, 2025.</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the January 31st, 2025 Operating Statement be received for information.
8.	<p><u>Councillors' Reports</u></p>	<p>a)</p> <p>b)</p> <p>c)</p>	<p>Mayor Newton</p> <p>Deputy Mayor Wasmuth</p> <p>Councillor Fischer</p> <p>Council Motions for Consideration</p> <ol style="list-style-type: none"> 1. THAT the Council reports be received as information.
9.	<p><u>Administration Reports</u></p>	a)	<p>CAO</p> <p>Year-end preparation.</p> <p>Audit preparation.</p>

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			<p>Discussions regarding the development officer.</p> <p>Administration</p> <p>Golf Cart Bylaw 05-2024 – I have had a virtual meeting with the Registrar and corrected a few minor items and resubmitted for final approval. We will be able to give readings at the March meeting.</p> <p>SVIL South Hall is confirmed for the August election.</p> <p>Assisting with Election preparation.</p> <p>General administration.</p> <p>Council Motions for Consideration</p> <p>THAT the Administrative reports be received as information.</p>
10.	<u>Correspondence</u>	a) b)	Permanent Elector Registers, Special Ballots, and Vouching Canada Post Information
11.	<u>Closed Session</u>		Not applicable this evening
12.	<u>Next Meeting</u>		The next Meeting is scheduled for March 18 th , 2025, at 5:00 p.m. via Zoom.
13.	<u>Adjournment</u>		

Future Meetings:

April 15, 2025	May 20, 2025
June 17, 2025	July 15, 2025
August 19, 2025	September 16, 2025
October 21, 2025	

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JANUARY 21ST, 2025
VIA ZOOM

Council: Mayor Newton – Joined meeting at 5:05 p.m.
Deputy Mayor Wasmuth - Chair
Councilor Fisher

Administration: Chief Administrative Officer, Phyllis Forsyth
Administrative Assistant, Les Forsyth
Development Officer, Matthew Ferris
Delegation, Ball Diamond Project Update, Jamie McIntosh

1.	CALL TO ORDER	Deputy Mayor Wasmuth called the meeting to order at 5:00 p.m.
2.	AGENDA 25-001	January 21st, 2025 Regular Council Meeting MOVED by Councilor Fisher THAT the January 21 st , 2025 Regular Meeting Agenda be approved as presented. CARRIED
3.	MINUTES 25-002	December 17th, 2024, Regular Council Meeting Minutes MOVED by Deputy Mayor Wasmuth THAT the December 17 th , 2024, Regular Council Meeting Minutes be approved as presented. CARRIED
4.	DELEGATION	Development Update
a.	25-003	MOVED by Councilor Fisher THAT Council accept the January 21 st , 2025, Development Officer report as presented for information. CARRIED
b.	25-004	Ball Diamond Project Update MOVED by Councilor Fisher THAT Council accepts the Ball Diamond Update report as information. CARRIED

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JANUARY 21ST, 2025
VIA ZOOM

5.	REQUEST FOR DECISION	
a.	25-005	<p>Financial Reserves</p> <p>MOVED by Councilor Fisher THAT Administration draft a Reserve Policy and bring back to a future meeting.</p> <p style="text-align: right;">CARRIED</p>
b.	25-006	<p>Development Officer</p> <p>MOVED by Deputy Mayor Wasmuth THAT Council receive the Development Officer contract termination report as information with Administration to provide replacement options for a future meeting.</p> <p style="text-align: right;">CARRIED</p>
c.	25-007	<p>Annexation RFP Results</p> <p>MOVED by Mayor Newton THAT Administration schedule interviews for both proponents and Council.</p> <p style="text-align: right;">CARRIED</p>
d.	25-008	<p>Meeting with the Minister</p> <p>MOVED by Deputy Mayor Wasmuth THAT Council submit topics to administration by Friday, January 25th, 2025. FURTHER, that Administration schedule a meeting with the Minister to discuss these topics.</p> <p style="text-align: right;">CARRIED</p>
6.	BYLAWS	
a.	25-009	<p>Off-Highway Vehicle Bylaw 03-2024</p> <p>MOVED by Deputy Mayor Wasmuth THAT Council table this item for further revisions per current legislation.</p> <p style="text-align: right;">CARRIED</p>
b.	25-010	<p>Fees and Charges Bylaw 07-2024</p> <p>MOVED by Deputy Mayor Wasmuth THAT Council provides 2nd Reading to Fees and Charges Bylaw 07-2024.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JANUARY 21ST, 2025
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7. a.	<p>25-011</p> <p>FINANCIAL</p> <p>25-012</p>	<p>MOVED by Mayor Newton THAT Council provides 3rd Reading to Fees and Charges Bylaw 07-2024.</p> <p style="text-align: right;">CARRIED</p> <p>Operating Statement December 31st, 2024.</p> <p>MOVED by Councilor Fisher THAT the December 31st, 2024, Operating Statement be received for information.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL REPORTS</p> <p>25-013</p>	<p>MOVED by Councilor Fisher THAT the Council Reports be received as information.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>ADMINISTRATION REPORTS</p> <p>25-014</p>	<p>MOVED by Mayor Newton THAT the Administration reports be received as information.</p> <p style="text-align: right;">CARRIED</p>
10.	<p>CORRESPONDENCE</p> <p>25-015</p>	<p>MOVED by Councilor Fisher THAT the Correspondence be received as information.</p> <p style="text-align: right;">CARRIED</p>
11.	<p>CLOSED SESSION</p>	<p>No Items for Closed Session</p>

SUMMER VILLAGE OF ISLAND LAKE
COUNCIL MEETING MINUTES
TUESDAY, JANUARY 21ST, 2025
VIA ZOOM

12.	NEXT MEETING	Next meeting is scheduled for February 18 th , 2025, at 5:00 p.m. via Zoom.
13.	ADJOURNMENT	Meeting was adjourned at 6:54 p.m.

Mayor, Chad Newton

Chief Administrative Officer, Phyllis Forsyth



Greater North Foundation

Unit #1, 3603-53rd Street
Athabasca, Alberta T9S 1A9

Phone: 780-675-9660
Fax: 780-609-0555

February 10, 2025

Summer Village of Island Lake
Attention: Mayor Chad Newton
Box 568
Bruderheim, AB
T0B 0S0

Dear: Mayor Newton and Council,

Re: Greater North Foundation Capital Reserve Update

The Greater North Foundation has been actively seeking approval for a Capital Reserve from all 14 municipalities that support the requisition for the Seniors Lodge Accommodation program.

We appreciate your municipality's support as reflected in your Motion 23-275, and are providing additional information to further justify the need for the capital reserve.

The Board has passed a resolution to include a \$262,900 contribution to the Capital Maintenance Reserve in the 2025 municipal requisition.

Please review the attached documentation, which outlines our request. We are confident that, after reviewing the materials, your municipality will support a motion similar to the following:

Motion to approve an annual capital requisition from Greater North Foundation for a Capital Maintenance Reserve, based on 1/20 of the most recent 20-year maintenance plan, with an aggregate limit not to exceed \$3,000,000.

Your approval of this motion will ensure the continued success and sustainability of the lodge program and provide safe, appropriate housing for seniors.

For any questions or clarification, please contact CAO Wanda Parker at 780-675-9660 or wanda.parker@gnfoundation.ca.

Sincerely,

Patrick Ferguson
Chairman, Greater North Foundation

cc. Phyllis Forsyth, CAO SV of Island Lake
Directors, Greater North Foundation

GREATER NORTH FOUNDATION

SUPPORTING INFORMATION

Capital Maintenance Reserve

Following an independent evaluation by Associated Engineering Ltd. in 2023, the Greater North Foundation received a comprehensive Asset Condition Assessment and Maintenance Report, which was approved by our Board of Directors in 2024. The report identifies an estimated total of \$5,258,000 in maintenance and upgrades needed for the Foundation's properties over the next 20 years.

In alignment with these findings, we are requesting approval for a Capital Maintenance Reserve with an annual contribution of \$262,900, based on 1/20 of the most recent 20-year maintenance plan. This reserve will provide financial stability for the Foundation and ensure more predictable requisition amounts, reducing the financial burden on taxpayers.

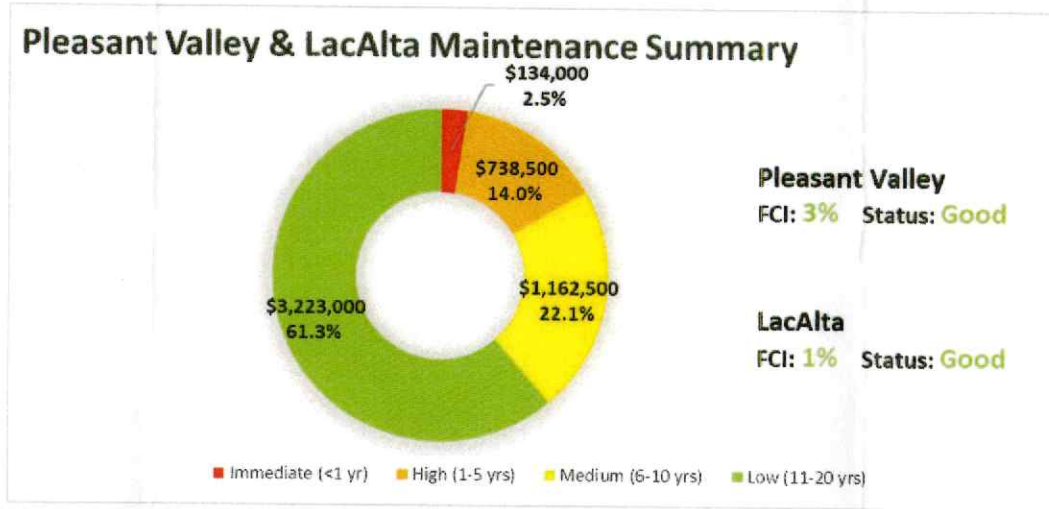
There is no impact on the municipal tax rate; moreover, the aggregate impact on taxpayers is minimal. For example, a family home with an assessed value of \$300,000 would experience an annual increase of approximately \$7.44—or less than \$0.62 per month—based on 2023 Equalized Assessment values.

Additionally, we are requesting approval for an aggregate limit of \$3,000,000 for the Capital Maintenance Reserve, in accordance with Section 23.1(4) of the Alberta Housing Act. Should the Greater North Foundation be dissolved, reserve funds will be returned to the requisitioning municipalities according to the equalized assessment formula.

Our Board is confident that this reserve is a prudent and responsible financial step to ensure the sustainability of the Seniors Lodge Program. This program plays a vital role in providing housing for seniors, many of whom have contributed to building the communities we serve.

Looking forward, we are in the process of undertaking an independent housing needs assessment in the region to identify the housing needs in the communities we serve. A successful partnership with your municipality is of utmost importance to us and will result in appropriate accommodation for our seniors, economic sustainability, and growth. As an authorized Management Body for affordable housing in our region, we aim to collaborate with municipalities to develop effective, sustainable housing solutions for our residents.

Greater North Foundation Owned Facilities - 20 Yr Maintenance Plan



Asset Category	Immediate Priority Cost (<1 yr.)	High Priority Cost (1 - 5 yrs.)	Medium Priority Cost (6 - 10 yrs.)	Low Priority Cost (11 - 20 yrs.)	Total (2024 Dollars)
Architectural	\$80,000	\$62,000	\$645,000	\$1,107,000	\$1,894,000
Structural	\$12,000	\$20,000	\$20,000	-	\$52,000
Mechanical	\$5,000	\$354,000	\$127,500	\$2,093,500	\$2,580,000
Electrical	\$4,000	\$2,500	\$50,000	\$2,500	\$59,000
Civil	\$33,000	\$30,000	\$320,000	\$20,000	\$673,000
Total	\$134,000	\$738,500	\$1,162,500	\$3,223,000	\$5,258,000

Facility Replacement Values

Pleasant Valley Lodge = \$18,254,767
 LacAlta Lodge = \$19,658,981
Total = \$37,913,748

SUMMER VILLAGE OF ISLAND LAKE

BYLAW 03-2024

A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE REGULATION, CONTROL AND MANAGEMENT OF OFF HIGHWAY VEHICLES WITHIN ITS' BOUNDARIES.

WHEREAS pursuant to the Municipal Government Act, a council may pass bylaws;

AND WHEREAS the Summer Village of Island Lake considers it desirable and expedient to regulate off-highway vehicles within its' boundaries in accordance with the laws of the Province of Alberta;

THEREFORE, the Council of the Summer Village of Island Lake, duly assembled, hereby enacts as follows:

1. TITLE:

- a) This Bylaw may be cited as the Off Highway Vehicle Bylaw.

2. DEFINITIONS:

- a) "Act" means the Traffic Safety Act, R.S.A. 200, c. T-6 as amended;
- b) "Bylaw" means Bylaw of the Summer Village of Island Lake, including amendments thereto;
- c) "Bylaw Enforcement Officer" means the person or persons appointed as such by the Summer Village of Island Lake Council, to perform any duties under this Bylaw and includes, but is not limited to, members of the Royal Canadian Mounted Police, a Peace Officer and a Bylaw Enforcement Officer;
- d) "CAO" means the Chief Administrative Officer of the Summer Village of Island Lake or their designate;
- e) "Council" means the duly elected Council for the Summer Village of Island Lake;
- f) "Highway" means a highway as defined in the Traffic Safety Act, Revised Statutes of Alberta 200, Chapter H-8;
- g) "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or on marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing includes, when specifically designed for such travel:
 - i) 4-wheel drive vehicles'
 - ii) low pressure tire vehicles'
 - iii) motorcycles and related 2-wheel vehicles,
 - iv) amphibious machines,
 - v) all-terrain vehicles,
 - vi) utility task vehicles (commonly called side-by-sides)
 - vii) miniature motor vehicles,
 - viii) snow vehicles,

- ix) mini-bikes and
- x) any other means of transportation which is propelled by any power other than muscle power or wind, but does not include:
 - xi) motorboats, or
 - xii) any other vehicle exempted from being an off-highway vehicle by regulation.
- h) “Operator” means a person who drives or is in physical control of a vehicle;
- i) “Owner” means the person who owns the off-highway vehicle including the registered owner and including any person renting an off-highway vehicle or having exclusive use of that vehicle for a period of more than 30 days.
- j) “Roadway” means that part of a highway intended for use by vehicular traffic, and for the purposes of this Bylaw, means roadways within the Summer Village of Island Lake;
- k) “Safety Helmet” means a safety helmet as prescribed in the Regulations made pursuant to the Act;
- l) “Traffic Control Device” means any sign, signal, marking or device placed, marked or erected under the authority of the Act for the purpose of regulating, warning or guiding traffic.

3. OPERATING RULES:

- a) No person is authorized to operate an off-highway vehicle on any highway under the direction, management and control of the Summer Village of Island Lake except as specifically provided for within the Bylaw.
- b) The maximum speed at which off-highway vehicles are permitted to travel within the Summer Village of Island Lake is 30 km/hr.
- c) No person shall operate or be a passenger on an off-highway vehicle unless wearing a safety helmet securely fastened on their head when the off-highway vehicle is in motion.
- d) All operators and passengers of off-highway vehicles equipped with a seatbelt assembly must wear that seatbelt during operation of the vehicle.
- e) Off-highway vehicles equipped with factory Rollover Protection Structures and seatbelts are allowed to operate without the provisions of 3.c) above provided the operator and any passenger(s) are wearing seatbelts per Section 3.d) above.
- f) Operators of off-highway vehicles on designated municipal roads shall travel on the extreme right-hand side of the roadway and shall travel in single file at all times.
- g) No person is authorized to operate an off-highway vehicle in ditches, on medians or boulevards within the Summer Village of Island Lake.

4. LICENSING and REGISTRATION:

- a) No person shall operate an off-highway vehicle on any portion of a highway within the municipal boundaries unless they are the holder of a valid Operators’ License or Learners’ Permit and are abiding by the rules of that license or permit as per provisions of the Act.
- b) No person shall permit another person who is not a holder of a valid operators’ license or learners’ permit, as per Section 4.a, to drive an off-highway vehicle on any portion of a highway within the municipal boundaries of the Summer Village of Island Lake.

- c) No person under the age of fourteen (14) years shall operate an off-highway vehicle in a public place.
- d) No person shall operate an off-highway vehicle within municipal boundaries unless that off-highway vehicle is insured by the owner of the off-highway vehicle and the off-highway vehicle has current registration and the license plate is displayed on the off-highway vehicle.

5. OFFENCES:

- a) A Peace Officer or Bylaw Enforcement Officer who, on reasonable and probable grounds, believes that an offence under this Bylaw has been committed may seize and detain any off-highway vehicle in respect of which the offence was committed until the final disposition of any proceedings that may be taken under this Bylaw or the Off-Highway Vehicle Act.
- b) Any owner who permits another person to operate an off-highway vehicle in contravention of this Bylaw is guilty of an offence and subject to a penalty as outlined in Schedule A of this Bylaw.
- c) Any person who operates an off-highway vehicle in contravention of this Bylaw is guilty of an offence and subject to a penalty as outlined in Schedule A.

6. SEVERABILITY:

- a) Should any section or part of this Bylaw be found to have been improperly enacted, such section shall be deemed to be severable from all other sections of this Bylaw.

7. COMING INTO EFFECT:

- a) This Bylaw comes into force and effect on the date of final passing.
- b) Bylaw 02-2013 is repealed upon this Bylaw coming into force.

READ a first time this day of , 2024.

READ a second time this day of , 2024.

READ a third and final time on this day of , 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"**Penalties**

Penalty Section	Fee – First Offence	Fee – Second & Subsequent Offences
3(b) Exceed Maximum speed of 30 km/hr.	\$100.00	\$200.00
3(c) Fail to wear helmet	\$250.00	\$500.00
3(d) Driver/passenger fail to wear seatbelt	\$250.00	\$500.00
4(a) Operate OHV w/o valid license	\$250.00	\$500.00
4(b) Allow others to operate OHV w/o valid license	\$250.00	\$500.00
Any offence under this Bylaw for which a penalty is not otherwise provided	\$250.00	\$500.00

Permanent Electors Registers, Special Ballots, and Vouching

Clarification of legislative requirements for summer villages under the *Local Authorities Election Act*

- **Previous messages from Municipal Affairs regarding special ballots and vouching in summer villages did not emphasize the need for a permanent electors register.**

Permanent Electors Register

- **Section 49 of the *Local Authorities Election Act (LAEA)***
 - Section 49(1) of the *LAEA* requires municipalities to prepare a permanent electors register of residents in the municipality who are eligible to vote. The register is compiled and revised primarily using information received from the Chief Electoral Officer.
 - Section 49(3.3) of the *LAEA* provides that a summer village may, but is not required to, prepare a permanent electors register and enter into an agreement with the Chief Electoral Officer for the purposes of this section.

Special Ballots

- **Section 77.1 of the *LAEA***
 - Section 77.1(1) of the *LAEA* states that an elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to vote by special ballot.
 - Section 77.1(1.1) of the *LAEA* provides that an elector whose name is not contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to be added to the permanent electors register.
 - Section 77.1(2) of the *LAEA* states that an elected authority may, by resolution passed prior to nomination day, provide for special ballots.
 - **Summer villages are not obligated to prepare a permanent electors register; however, they will need to do so if council wants to provide for special ballots in the 2025 general election.**

Proof of Elector Eligibility

➤ Section 53 of the LAEA

- Section 53(4) of the LAEA states a person may validate the address of the person's residence if the person is accompanied by an elector who validates the elector's identity and the address of the elector's residence in accordance with subsection (3) and vouches for the person in accordance with subsection (7).
- Section 53(6) of the LAEA prohibits vouching if the elector's name is not contained in the permanent electors register.
- **Summer villages will also need to prepare a permanent electors register if council wants to permit vouching in the 2025 general election.**

Elections Alberta

- If a summer village wishes to prepare a permanent electors register for the purposes of an electoral event governed under the *Local Authorities Election Act*, it must:
 - Fill, sign, and submit a data sharing agreement to Elections Alberta by February 28, 2025. This includes the inclusion of a completed Schedule "A" identifying the summer village's designated returning officer and a designated alternate.
 - Submit a complete set of addresses (current as of October 20, 2024) within the summer village, in a spatial format, to Elections Alberta by March 1st, 2025. Requirements for address data can be found in Schedule "B" of the data sharing agreement.
 - Inform Elections Alberta of the summer village's planned election date as soon as it becomes available.
 - Create a permanent electors register primarily using elector data provided by Elections Alberta.
NOTE: Elector data from Elections Alberta will only contain information for summer village residents whose ordinary residence, for the purpose of a provincial general election, is located within the summer village. Any property owner whose ordinary residence, for the purpose of a provincial general election, is not located within the summer village will not be included in the elector data provided by Elections Alberta.
 - Provide Elections Alberta an updated copy of the permanent elector register following the summer village election. This updated copy must include all elector additions, removals, and changes made to the permanent electors register over the course of the summer village's election. This must be submitted to Elections Alberta by March 1st, 2026.
NOTE: Any elector added to a summer village's permanent electors register who is not ordinarily a resident of the summer village will not be included in any future elector data provided by Elections Alberta to the summer village.

- A copy of the data sharing agreement template is attached for your convenience. For complete details of the requirements listed above, please review the included agreement. Due to time and resource constraints, Elections Alberta is unable to negotiate the terms of the data sharing agreement with individual municipalities in advance of the 2025 municipal election.
- Please submit all requests for resources, questions specific to the requirements outlined within the data sharing agreement, and signed data sharing agreements to datacoordination@election.ab.ca.



BY EMAIL AND MAIL

January 16, 2025

Chad Newton, Mayor
Summer Village of Island Lake
PO Box 568
Bruderheim, AB T0B 0S0

Dear Chad Newton:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3