SUMMER VILLAGE OF BIRCH COVE
ADDITIONS AGENDA
Thursday, October 23rd, 2025 – 4:00 p.m.
Wildwillow Administration Office and via zoom
2317 Township Road 545 Lac Ste. Anne County

1.	**Call to Order**		
2.	**Agenda**	a)	Thursday, October 23rd, 2025 Regular Council Meeting Additions Agenda *(that Council approve as is or as amended)*
3.	**Minutes:**	a)	N/A
4.	**Public Hearings:**		N/A
5.	**Delegations/ Appointments:**		N/A
6.	**Business Arising:**		N/A
7.	**Bylaws & Policies**		N/A
8.	**New Business:** *Pages 135-138*	d)	Further to discussion with Council on February 26th, 2025 (copy attached) with Council agreement, the Summer Village of South View is now requiring a motion to support the Alberta Community Partnership Regional Asset and Land Management Strategy project for an asset condition assessment and Geographic Information System (GIS) mapping. *(that the Summer Village of Birch Cove supports the Summer Village of South View's (Managing Partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Asset and Land Management project, with no matching contribution required)* *or* *(some other direction as given by Council at meeting time)*
	Pages 139-157	e)	Matthewson & Company Asset Management Planning Proposal – please reference the proposal included in your agenda package for the details on the meeting scheduled on October 16th, 2026 during the ASVA conference, where additional information was gathered, Please refer to the specifics and recommendation outlined on pages 156-157.

			(that the Council for the Summer Village of Birch Cove ratify the attendance of the CAO or designate to attend this session, and authorize the participation of the Summer Village of Birch Cove in the proposed Matthewson and Co. Asset Management Project, on conditions same or similar as to those discussed on October 16th, 2025, including but not limited to group costs of approximately $7,500 to be covered equally by all participating members, and scope of work as noted to a maximum cost of $1,000.00 for the Summer Village of Birch Cove) *Or* *(some other direction as given by Council at meeting time)*
		f)	
		g)	
9.	**Financial**		N/A
10.	**Correspondence**		N/A
11.	**Council Reports**		N/A
12.	**Chief Administrative Officer Report**		N/A
13.	**Confidential Matters**		N/A
14.	**Adjournment**		

Subject Re: Asset management and GIS System ACP Grant Application
From Dory Sample <dorysample@hotmail.com>
To Dean Preston <dean.preston3@gmail.com>, cao@birchcove.ca <cao@birchcove.ca>
Cc Steven Tymafichuk <s.tymafichuk@gmail.com>
Date 2025-03-03 20:04

roundcube

Agreed.

Dory

From: Dean Preston <dean.preston3@gmail.com>
Sent: March 3, 2025 3:40 PM
To: cao@birchcove.ca <cao@birchcove.ca>
Cc: Dory Sample <dorysample@hotmail.com>; Steven Tymafichuk <s.tymafichuk@gmail.com>
Subject: Re: Asset management and GIS System ACP Grant Application

Hi Everyone

It is always good to help each other out, summer villages partnering up is a good thing. I think this is good for us.

Thx Dean

On Mon, Mar 3, 2025 at 2:41 PM <cao@birchcove.ca> wrote:

> Good Afternoon Council,
> This is another Government of Alberta initiative that we will have to consider moving forward. Would Birch Cove be interested in partnering with several Summer Villages in an application for this? There is no obligation financially at this point and is successful, grant funding should cover the lions share of the project. What does Council think?
> We need to reply by March 14th.
> Thanks,
> Diane
>
> -------- Original Message --------
> **Subject:** Asset management and GIS System ACP Grant Application
> **Date:** 2025-02-26 13:24
> **From:** Summer Village of South View <svsouthview@outlook.com>
> **To:** Summer Village Office <administration@wildwillowenterprises.com>, Summer Village of West Cove <svwestcove@outlook.com>, Val Quentin <marlenehwalsh@gmail.com>, "cao@valquentin.ca" <cao@valquentin.ca>, "office@sunsetpoint.ca" <office@sunsetpoint.ca>, 'Summer of' <svcastle@telus.net>, "cao@birchcove.ca" <cao@birchcove.ca>, 'Nakamun Park' <cao@svnakamun.com>, Rosshaven CAO <cao@rosshaven.ca>, "svsandyb@xplornet.ca" <svsandyb@xplornet.ca>, svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>, "office@svyellowstone.ca" <office@svyellowstone.ca>
> **Cc:** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>
>
> Hello all,
>
> As we are all aware, asset management has long been a discussion topic and the GoA has said that at some point, asset management planning will be tied to capital infrastructure funding. The Summer Village of South View has been discussing an ACP grant application to do a core asset condition assessment, asset management plan, and GIS mapping.
>
> MPE would write the ACP grant application for us, at no charge, with the understanding that they would do the work if we were successful with the application. We figure that we could do 4 or 5 summer villages with each grant application. So, depending on how many summer villages are interested in applying, we may end up needing to apply for 2 grants. South View would be the managing partner of 1 grant application but if we ended up applying for multiple, we would need a second managing partner.

At this point, I am trying to get a feel of how many municipalities might be interested and, if we did apply for two, who might be willing to be the second managing partner. Please let me know by March 14 if this is something your municipality is interested in, so that I can sort out some specifics with MPE and get back to you with next steps.

Please let me know if you have any questions.

Thanks,

Angela Duncan
Assistant CAO
Summer Village of South View
780-967-0271
http://www.summervillageofsouthview.com/

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BFC
FLOORING & DESIGN CENTRE
Stand on Excellence

Thanks
Dean Preston
780-908-7406

Hello all,

Please see the attached requested motions for the ACP grant application for the infrastructure study and GIS system. Let me know if you have any questions.

Thanks,

Angela Duncan
Chief Administrative Officer
Summer Village of South View
780-967-0271
svsouthview@outlook.com
http://www.summervillageofsouthview.com/

From: Mike Andrews <mandrews@mpe.ca>
Sent: September 8, 2025 8:56 AM
To: Summer Village of South View <svsouthview@outlook.com>
Subject: Fw: Potential ACP Grant

Hey Angela,

Please see the attached draft council resolutions. You are required as the managing partner, and Silver Sands is required as the supporting partner. Any further resolutions from the other applicants are optional, but help.

Let me know if you have any questions.

Cheers,

Mike Andrews, P.Eng., PMP
Edmonton Municipal Manager
Tel. (780) 509-4310
Cel. (780) 886-2550
Email. mandrews@mpe.ca
www.mpe.ca

Begin forwarded message:

> **From:** Summer Village of South View <svsouthview@outlook.com>
> **Date:** August 25, 2025 at 10:40:47 AM MDT
> **To:** Mike Andrews <mandrews@mpe.ca>
> **Subject: RE: Potential ACP Grant**
>
> CAUTION: This email originated from outside of the organization. Do not click links or open

2025/26 Alberta Community Partnership

Summer Village of South View – Regional Asset and Land Management Strategy

Draft Council Resolutions:

For Project Manager:

So moved that the **Summer Village of South View** supports the submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Asset and Land Management Strategy project and is prepared to manage the grant project and related compliance requirements. There is no matching contribution required.

For Project Participant(s):

So moved that the **Summer Village of Silver Sands** supports the Summer Village of South View's (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Asset and Land Management project. There is no matching contribution required.

So moved that the **Summer Village of Birch Cove** supports the Summer Village of South View's (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Asset and Land Management project. There is no matching contribution required.

So moved that the **Summer Village of Nakamun Park** supports the Summer Village of South View's (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Asset and Land Management project. There is no matching contribution required.

So moved that the **Summer Village of West Cove** supports the Summer Village of South View's (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Asset and Land Management project. There is no matching contribution required.

Subject **Invitation to SVLSACE CAOs – Asset Management Planning Discussion with Matthewson & Company**

From Marlene Walsh <cao@valquentin.ca>

To <cao@birchcove.ca>, <cao@svnakamun.com>, <cao@rosshaven.ca>, <cao.svsandyb@xplornet.ca>, Summer Village Office <administration@wildwillowenterprises.com>, <svwestcove@outlook.com>, <svcastle@telus.net>, <emily@springlakealberta.com>, <office@sunsetpoint.ca>, <office@svyellowstone.ca>, 1 more...

Cc Gwen Jones <gwen.jones@sunsetpoint.ca>, Ren Giesbrecht <renjgiesbrecht@gmail.com>, <ddm@kronprinzconsulting.ca>

Date 2025-10-08 15:05

- _Summer Vill Lac Ste. Anne.pdf(~4.8 MB)

Good Afternoon CAOs of SVLSACE,

On October 7, 2025 Dwight, Ren, Gwen and I met virtually Lorri from Matthewson and Company to review the attached Asset Management proposal.

This funding proposal is intended to include all 12 of the summer villages associated with the Summer Villages of Lac Ste. Anne County East, with the
objective being to provide each Summer Village with an asset management policy, plan and implementation support to meet or exceed the
expectations of the Alberta Legislation following the FCM's asset readiness guide as a starting point.

We would like to invite you to review the attached document, and join a discussion on **Asset Management Planning** with **Matthewson & Company** during the upcoming **ASVA Conference on October 16 and 17, 2025**.

We are proposing to hold this meeting **after 4:00 PM on Thursday, October 16**, to allow for attendance following the day's conference sessions and prior to the evenings activities. This will provide opportunity to explore available supports, and discuss strategies to strengthen our collective asset management practices within the SVLSACE municipalities.

We appreciate confirmation of your availability for this proposed time.

Thank you, and we look forward to your participation in this conversation.

Regards,

Marlene Walsh
CAO
Summer Village of Val Quentin
p: 780 668 3182
e: cao@valquentin.ca
Val Quentin: A Year-Round Community

OCTOBER 7TH, 2025

Matthewson & Co.

We Build Communities

ASSET MANAGEMENT

PROPOSAL

www.smallplacesrock.com

anna@smallplacesrock.com

Matthewson & Co.

306-575-8330

Prepared For:

Summer Villages of Lac Ste. Anne County East

1.40

TABLE OF CONTENTS

ABOUT MATTHEWSON & CO.

Matthewson & Co. is a for-profit social enterprise founded by Lorri Matthewson, specializing in economic development support for small population communities—specifically those with fewer than 5,000 residents in Saskatchewan, Manitoba, and Alberta.

We understand that each community is unique, and so are its needs. Our services are tailored, affordable, and accessible. Whether you need us to attend a Council meeting in person or connect virtually, we're committed to meeting you where you are—literally and figuratively.

Lorri Matthewson began her career in economic development over two decades ago, working first as a community economic development officer and later as a grant writer. She saw firsthand the challenges small municipalities face in meeting expectations with limited resources—sparking the idea to start Matthewson & Co. (formerly Solomon Matthewson Consulting & The Sustainability Project).

In 2015, Lorri returned to school and earned her MBA in Community Economic Development from Cape Breton University in 2019. Since then, Matthewson & Co. has grown from a solo operation into a growing business with a small but mighty team. This growth reflects the increasing demand for our services in small communities across the Prairies.

THE MATTHEWSON & CO. TEAM

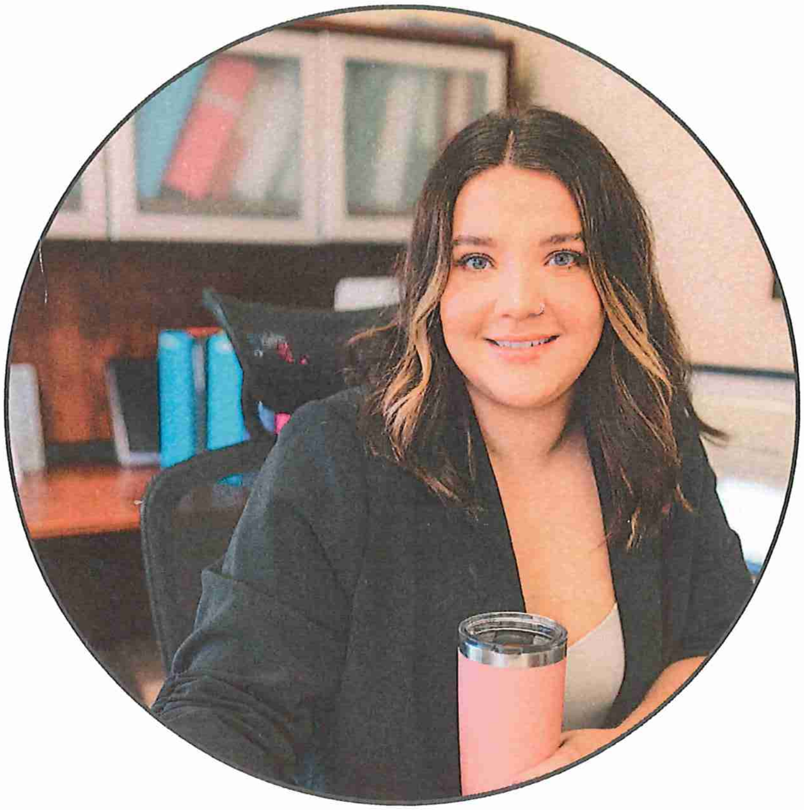
Lorri Matthewson

Owner, Founder & Facilitator

Lorri Matthewson started the company many years ago after acknowledging the gap between what municipal Councils are expected to provide and the resources available to provide them.

In 2019, Lorri graduated from Cape Breton University with her Masters in Community Economic Development and has a Certificate in Asset Management.

Lorri has skills and experience in all areas of this field, including live Council training, policy and bylaw development, asset management planning, and facilitation, to name a few.



Anna Beaulieu

Facilitator & Services Coordinator

Anna joined the team in 2020. She joined with minimal municipal experience but quickly caught on to concepts and now brings an added set of skills to the team.

Anna has a Diploma in Business (Management) and is working towards completing her Business Degree.

Anna is the grant writer, bringing in more than $7,000,000 for municipal projects in 2023. She also helps manage those projects and complete the required reporting.

Anna is our Service Coordinator for webinars, contract opportunities, marketing, bursary inquiries, and most things in between.

Jennifer Beard

Executive Assistant, Boissevain

Jennifer Beard joined our team in February of 2025 as the Executive Assistant in our Boissevain office. Jennifer has extensive experience in the non-profit sector, including but not limited to managing several staff departments and organizing and executing tradeshows, fairs, and galas.

Jennifer comes to us with over 15 years of experience providing administrative support and 13 years of experience in program and event coordination.

We are eager to introduce Jennifer to the for-profit business sector and teach her all things municipal.

MATTHEWSON & CO.'S SERVICES

Consider this list a starting point for discussion; we can customize many of our supports and offer a wide range of supports that are not included in this list.

Monthly Economic Development Support

Our process starts with a strategic planning session and a Quality-of-Life Survey to hear directly from residents. We use that input to build tailored recommendations and an implementation plan. From there, we work side-by-side with Administration and Council to put the plan into action, offering ongoing support for up to a year, with options to continue. This service includes grant writing support, community engagement and facilitation, plus free access to all our webinars.

Council Training

We offer fully customizable training tailored to your Council's unique needs, covering essential topics such as roles and responsibilities of Council and Administration, the role of the Ombudsman, legislative obligations, meeting procedures, confidentiality, bylaws, policies, and community engagement. Sessions are available in person or virtually, with evening options available upon request to accommodate busy schedules.

Code of Ethics Investigations

We offer unlimited third-party Code of Ethics investigations for one annual fee, ensuring every complaint is handled professionally, impartially, and with strict confidentiality. This service protects your municipality from ethical and legal risks while saving time for Administration and Council to focus on their core responsibilities. Each case is managed with care and diligence, and current subscribers receive priority service due to high demand.

MATTHEWSON & CO.'S SERVICES

Strategic Planning

We start with a strategic planning session to set your community's goals and direction, followed by a Quality-of-Life Survey to capture resident priorities. From marketing to data analysis, we handle the entire process. The results are used to develop clear recommendations and a practical implementation plan, with optional support available to help put the plan into action—based on your community's needs.

Project Management

We assist with funding applications to help get your project off the ground, support engineering procurement and coordination, and provide oversight to keep everything on track. From progress reports to documentation, we're here every step of the way. Our support is fully customized to meet your project's unique needs—with the goal of ensuring it runs smoothly, efficiently, and successfully.

Policy Development

We start by reviewing your existing policies to ensure they meet current legislative requirements. Outdated or non-compliant content is removed, and we draft any missing policies using best practices and applicable laws. Then, we organize everything into a customized, easy-to-use manual. The end result: a complete, up-to-date policy manual that's ready for Council adoption.

Asset Management

We provide support to help your community meet legislated asset management requirements, including assistance with funding applications where available. We facilitate and update your asset management plan, working closely with your team to ensure it's realistic, useful, and actionable. Our goal is to keep your community organized, compliant, and prepared for long-term planning.

PROJECT PROPOSAL

At Matthewson & Co., we follow a structured but practical approach to support municipalities in developing or enhancing their asset management systems. Our process is flexible to meet your community's unique needs while aligning with provincial and federal funding expectations.

This funding proposal is intended to include all 12 of the summer villages associated with the Summer Villages of Lac Ste. Anne County East., with the objective being to provide each Summer Village with an asset management policy, plan and implementation support intended to meet or exceed the expectations of the Alberta Legislation following the FCM's asset readiness guide as a starting point.

I: Data Collection & Review

We begin by gathering and reviewing key documents and data from each municipality, including:

- Tangible Capital Asset (TCA) registry
- Existing asset management plans or reports
- Maintenance logs and schedules
- Relevant municipal policies
- Assessments from engineering or other professionals

II: Asset Inventory & Evaluation

Using each TCA registry, we develop a spreadsheet that categorizes assets:

- Past their useful life
- Still within their useful life

The municipality evaluates the assets based on two additional criteria:

- Condition (as rated by municipal staff)
- Importance to municipal function

This helps establish clear priorities for future investment.

III: Customized Tracking Tools

We develop customized logs and tracking templates based on your operational needs. These tools make it easier to maintain, monitor, and update your asset information over time. Sharing information between your villages, and coming up with common templates supports a low cost asset management framework that allows each village to customize it based on their particular needs.

IV: 10-Year Capital Plan

We prepare a realistic and actionable 10-year capital plan that reflects your municipality's infrastructure priorities, funding capacity, and service delivery goals.

V: Asset Management Plan & Policy

Finally, we deliver a complete asset management plan that includes:

- A summary of your current assets and priorities
- A capital planning framework
- An Asset Management Policy and Implementation Policy to guide long-term decision-making
- Risk and risk management.

Asset Management Plan	$7000.00
GST	$350.00
Total	$7350.00

This cost is based on the Summer Villages of Lac St. Anne, and is the same no matter how many villages within the region are on board.

Mileage and accommodations: Where necessary, mileage is billed at .45/km. If in-person meetings are required, accommodations will be billed at cost recovery to the municipality.

TERMS: 50% will be billed up front, with the remainder due upon completion of the plan. One village is expected to act as the treasurer for the rest.

if you have any questions, we are happy to answer them!

Warmest regards,

Lorri Matthewson

Lorri Matthewson, Owner

Assumptions:

To ensure the success and cost-efficiency of the shared plan (estimated at $7,000 total, divided among 12 villages = approx. $583 per village), the following conditions are recommended:

1. Adherence to Alberta Government's Asset Management Planning Process
   - Follow the Alberta Municipalities' guidelines for asset management planning, including lifecycle analysis, asset inventories, and risk-based decision-making. [www.abmunis.ca]
2. Alignment with FCM's Asset Management Readiness Scale
   - Each village must commit to progressing through the five competencies:
     - Policy & Governance
     - People & Leadership
     - Data & Information
     - Planning & Decision-Making
     - Contribution to Asset Management Practice [fcm.ca]
3. Collaborative Participation
   - Villages must actively participate in shared workshops, data collection, and decision-making processes.
4. Designation of a Single CAO or Project Lead
   - One CAO or designated lead will coordinate the process, ensuring consistency and accountability.
5. Commitment to Populate the Plan
   - Villages must provide existing asset data, participate in needs assessments, and contribute to the development of individualized components.
6. Agreement to Shared Cost Model
   - Each village agrees to contribute their portion of the $7,000 cost.

Terms of Reference (ToR)

Shared Asset Management Plan – Summer Villages of Lac Ste. Anne

1. Purpose

To define the roles, responsibilities, and expectations of participating CAOs in the development and implementation of a collaborative asset management plan that supports individualized municipal needs while leveraging shared resources and expertise.

2. Objectives

- Develop a functional, scalable asset management plan aligned with:
- Alberta Government's Asset Management Planning Process
- Federation of Canadian Municipalities (FCM) Asset Management Readiness Scale
- Promote intermunicipal collaboration and cost-efficiency
- Ensure consistent data collection, reporting, and decision-making

3. Scope

This ToR applies to all CAOs representing the 12 Summer Villages participating in the shared asset management initiative.

4. Roles and Responsibilities

Lead CAO (Designated Coordinator)

- Serve as the primary liaison with the consultant and funding agencies
- Coordinate meetings, timelines, and deliverables
- Ensure consistent communication across villages
- Submit required documentation and reports

Participating CAOs

- Provide existing asset data and documentation
- Participate in workshops, training, and planning sessions
- Review and validate individualized components of the plan
- Support the implementation of asset management practices locally
- Ensure alignment with municipal council priorities

5. Governance and Decision-Making

- Decisions will be made by majority among participating CAOs
- The Lead CAO will facilitate discussions and escalate unresolved issues to the collective group
- Each CAO retains autonomy over their municipality's final asset management plan

6. Funding and Cost-Sharing

Total project cost: $7,000, shared equally among 12 villages ($583.33 per village)

Costs do not include engineering. or other reports.

Funding may be supplemented through:

- FCM's Municipal Asset Management Program (MAMP)
- Alberta's Local Government Fiscal Framework (LGFF)
- Each CAO is responsible for securing their municipality's contribution

7. Reporting and Accountability

- Progress reports will be shared monthly.

Final deliverables include:

- Shared asset management framework
- Individualized municipal asset management plans
- Recommendations for ongoing implementation and updates

8. Duration

This ToR is valid for the duration of the project, estimated at 6–9 months, unless extended by mutual agreement.

ASSET MANAGEMENT

Local governments provide safe, reliable, and sustainable services that promote economic development, protect the environment, and build strong communities. Efficient delivery of municipal services requires good infrastructure. To maintain a state of good repair and balance cost, risk, and service level, local governments must engage in proactive asset management.

Under the Municipal Funding Agreement, municipalities are required to develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17). Further emphasis is put on asset data in the agreement as municipalities are also required to continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

DEFINING ASSET MANAGEMENT

Asset management is a strategic approach to proactively manage and efficiently invest in infrastructure to meet pre-defined levels of service. Asset management is best practice for local governments seeking to manage community expectations, limit risk, and make cost-effective decisions with a long-term vision.

ASSET MANAGEMENT TOOLS

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change adaptation and mitigation, and growth and housing supply management.

ASSET MANAGEMENT PLAN

An asset management plan (AMP) is a publicly available strategic document used as a tool to communicate to the community and other levels of governments the municipality's current state of infrastructure, potential risks to services, current and proposed levels of service, and anticipated funding needs. In Ontario, municipalities are expected to align their AMP with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure (O. Reg. 588/17).

AMO CAN HELP

AMO supports municipal sector progress in asset management through several capacity-building projects, policy directives, and administration of the Canada Community-Building Fund (CCBF). The CCBF provides predictable infrastructure and capacity-building funding that allows municipalities to engage in long-term planning, manage levels of service, invest in priority projects, and advance their asset management programs.

The CCBF Municipal Funding Agreement states that recipients must develop and implement an asset management culture, plan, and methodology in accordance with Ontario regulation. To further enable asset management progress in accordance with the CCBF agreements, AMO also provides support for municipalities by developing educational resources for elected officials, and offering training for municipal staff to build technical expertise and facilitate the adoption of better practices in asset management for Council.

AMO staff regularly review all asset management plans collected during the most recent reporting cycle. Upon request, AMO staff is available to provide feedback to municipalities on their current asset management plans.

Summer Village of Birch Cove
Request For Decision
October 23rd, 2025

Meeting:	**Regular Council**
Meeting Date:	**October 23rd, 2025**
Originated By:	**Administration**
Title:	**Invitation to SVLSACE Asset Management Planning**
Agenda Item Number:	**8(e) – Regular Business**

BACKGROUND/PROPOSAL:

Council will recall that the municipality has been investigating options for Asset Management Planning. In addition to the ACP Grant project on this matter (which is envisioned to focus on asset assessment and cataloguing, as well as policy development), SVLSACE has been working with CAO Marlene Walsh (Val Quentin) to explore Asset Management services through Matthewson & Company.

Following a group meeting with Matthewson and Co, SVLSACE has arranged an in person meeting with stakeholders (Matthewson and any interested SVs CAOs and Elected) to occur during the ASVA Conference (Oct. 16-17). This meeting was scheduled for after 4:00 pm Oct. 16, 2025.

The purpose of this action item is to (a) ratify attendance of CAO and Elected (Deputy Mayor Jan Tschudin ??) to attend this meeting on Oct 16, 2025, and (b) seek direction on if Council would like to engage in a service negotiation for this Asset Management Planning service.

CAO Walsh's email is attached for more context.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Asset Management is a bit of a new trend for Summer Villages, but also increasingly considered a "must do" as many core grant funds are being tied to having an approved Asset Management Plan. In consideration of this, we are eager to get something done on this portfolio very soon. As noted earlier, the ACP grant (which is a more comprehensive request) will be applied for in November, and if approved work would likely be done in time for budget 2027. The question we are asking Council to consider is whether the Matthewson proposal has a place in the interim, or as a Plan B option.

At the meeting at ASVA, the Matthewson proposal gave us a starting point that we could up-cycle into the larger ACP grant project if needed (they would do the asset catalogues and initial condition assessment, as well as draft a unified asset management policy to use for future plan development). The Matthewson proposal was also very cost effective – being offered at ~$7,500 divided between all SVLSACE members who wished to join (so if it is all of us, that equals $625 each). Note that usually it is $7,500/municipality so this is an awesome deal.

In Administration's view, we should join this Matthewson project – even if it is just a precursor to the larger ACP project. The Matthewson project will yield the basic deliverables we need to keep us compliant as a very cost effective solution. If the ACP project also proceeds as proposed, none of the Matthewson project material will be "wasted" it will just mean that project gets a bit of a head start itself. I think for the Summer Village of Birch Cove – as we have more assets than some SVs – this solution is the best all-round option to get us compliance and keep us compliant, as well as making an Asset Management Plan that is proactive and actually functional for our municipality.

COSTS/SOURCE OF FUNDING (if applicable)

These costs would be incurred in the 2026 Operating and Capital Budget. There **may** also be "committee costs" – like honourariums and travel for any Birch Cove reps to populate the working group on this project, should Council agree.

RECOMMENDED ACTION:

1) That Council for the Summer Village of Birch Cove ratify the attendance of the CAO or designate and Elected to attend this session, and authorize the participation of the Summer Village of Birch Cove in the proposed Matthewson and Co Asset Management Project, on conditions same or similar as to those discussed on Oct. 16, 2025, including but not limited to group costs of approximately $7,500 to be covered equally by all participating members, and scope of work as noted to a maximum cost of $1,000.00 for the Summer Village of Birch Cove.