

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold,  
Province of Alberta, held April 27, 2018 at Sylvan Lake, Alberta.*

**CALL TO  
ORDER:**

The Meeting was called to order at 8:51 a.m. by Mayor Ludwig with the following being present:

Mayor:	Jeff Ludwig
Deputy Mayor:	Ed Thiessen
Councillor:	Jim McLeod
Administrator:	Phyllis Forsyth
Recording Secretary:	Teri Musseau
Delegates:	Craig Bondy Phil Swanson

**AGENDA  
APPROVAL:**

**1. April 27, 2018 Agenda**

MAYOR LUDWIG:

That the April 27, 2018 Regular Meeting Agenda be accepted as amended:

G.3. Parking

**1596/18**

**CARRIED**

**CONFIRMATION  
OF MINUTES:**

**1. March 23, 2018 Regular Meeting Minutes**

COUNCILLOR MCLEOD:

That the March 23, 2018 Regular Meeting Minutes be adopted as presented.

**1597/18**

**CARRIED**

**CONFIRMATION  
OF MINUTES:**

**2. March 23, 2018 Public Hearing Minutes**

COUNCILLOR MCLEOD:

That the March 23, 2018 Public Hearing Minutes be adopted as presented.

**1598/18**

**CARRIED**

**CONFIRMATION  
OF MINUTES:**

**3. March 23, 2018 Municipal Planning Commission Minutes**

COUNCILLOR MCLEOD:

That the March 23, 2018 Municipal Planning Commission Minutes be adopted as presented.

**1599/18**

**CARRIED**

**CONFIRMATION  
OF MINUTES:**

**4. April 3, 2018 Municipal Planning Commission Minutes**

COUNCILLOR MCLEOD:

That the April 3, 2018 Municipal Planning Commission Minutes be adopted as presented.

**1600/18**

**CARRIED**

**DELEGATION:**

**1. Missing Link Internet**

Craig Bondy and Phil Swanson from Missing Link Internet joined Council to discuss obtaining an encroachment agreement to run the fiber optic backbone underground through the Summer Village.

Initials

Chris Loov joined the meeting at 8:57 a.m.

Tina Leer and Jeannie Hawksworth joined the meeting at 9:02 a.m.

Tina Leer left the meeting at 9:06 a.m.

Tina Leer rejoined the meeting at 9:09 a.m.

DEPUTY MAYOR THIESSEN:

That Council authorize Administration to sign encroachment agreement with Missing Link Internet to install fiber optic backbone underground through the Summer Village.

**1601/18**

CARRIED

Craig Bondy, and Phil Swanson left the meeting at 9:10 a.m.

Victor Marris joined the meeting at 9:10 a.m.

**DELEGATION: 2. Jeannie Hawksworth, Wade, Noble LLP**

Jeannie Hawksworth from Wade Noble LLP presented the draft audited financial statements to Council.

Tina Leer left the meeting at 9:15 a.m.

Tina Leer rejoined the meeting at 9:22 a.m.

Victor Marris left the meeting at 9:26 a.m.

DEPUTY MAYOR THIESSEN:

That Council accept the Financial Statements as presented and authorize the Mayor to sign the Financial Information Return.

**1602/18**

CARRIED

Jeannie Hawksworth left the meeting at 9:53 a.m.

**FINANCIAL & ADMINSTRATIVE:**

**1. Administrator's Quarterly Report**

Phyllis Forsyth provided an update on annual programs for the first quarter of 2018 including project lists, shared budget report, allocation of time report and enforcement update.

MAYOR LUDWIG:

That Council accept the Administrator's Quarterly Report as presented.

**1603/18**

**FINANCE & ADMINISTRATION:**

**2. Quarterly Financial Reports**

Tina Leer provided Council with the following quarterly financial reports:

- Accounts Payable Cheque Listing to April 19, 2018
- Operating Budget Report to March 31, 2018
- Payroll Journal Report to March 31, 2018
- Alberta School Foundation Fund report to March 31, 2018
- General Ledger Trail Balance Report to March 31, 2018
- Bank balance and allocated reserves

Initials



- Outstanding taxes at April 19, 2018

MAYOR LUDWIG:

That Administration pay routine monthly bills electronically and report those payments at next regular Council meeting.

1604/18

CARRIED

MAYOR LUDWIG:

That Council accept the Quarterly Financial Reports as presented.

1605/18

CARRIED

**FINANCE &  
ADMINISTRATION:**

**3. 2018 – 2020 Updated Budget**

Tina Leer provided Council with the amended 2018 – 2020 Budget including the 2018 assessment and government requisitions.

COUNCILLOR MCLEOD:

That Council approve the 2018 - 2020 finalized Budget as presented.

1606/18

CARRIED

**FINANCE &  
ADMINISTRATION:**

**4. 2018 Mill Rate Bylaw #241-18**

Tina Leer presented Council with the 2018 Mill Rate Bylaw #241-18.

FIRST READING to By-law No. 241-18 was moved by Mayor Ludwig.

1607/18

CARRIED

SECOND READING to By-law 241-18 was moved by Deputy Mayor Thiessen.

1608/18

CARRIED

COUNCILLOR MCLEOD:

That third reading to By-law No. 241-18 be taken at this Meeting.

1609/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 241-18 was moved by Mayor Ludwig.

1610/18

CARRIED

Council break at 10:13 a.m.

Council reconvened at 10:19 am with the same people as at the beginning of the meeting with the exception of Craig Bondy & Phil Swanson and the addition of Chris Loov.

**FINANCE &  
ADMINISTRATION:**

**5. Sylvan Lake Regional Wastewater Interim Business Plan**

Administration provided Council with the Sylvan Lake Regional Wastewater Commission Interim Business Plan.

Chris Loov left the meeting at 10:50 a.m.

Victor Marris rejoined the meeting at 10:55 a.m.

DEPUTY MAYOR THIESSEN:

That the Council of the Summer Village of Norglenwold approve the 2018 Business Plan dated March 27, 2018 as presented by the Sylvan Lake

Initials

Regional Wastewater Commission and agree to the rates for wastewater services and the allocation of expense as set out in the Plan.

1611/18

CARRIED

MAYOR LUDWIG:

That the Council of Norglenwold

1. recognizes the need to adopt a current Business Plan to support the request of the Sylvan Lake Regional Wastewater Commission to the Minister of Municipal Affairs to extend the Debt Limit of the Commission to enable the Commission to proceed with the development of the Primary Transmission System, and

2. agrees to consider an interim version of the 2018 Business Plan dated March 27, 2018 for the purposes of enabling the Primary System Project to move ahead on the understanding that the outstanding issues among the Members that have arisen from the existing 2015 Business Plan will be addressed as part of a comprehensive review of the Business Plan to be undertaken over the next few months.

1612/18

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**1. Municipal Planning Commission Bylaw**

Administration provided Council with the Municipal Planning Commission Bylaw. First and second reading were given at the March Council meeting.

THIRD READING to By-law No. 234-18 was moved by Councillor McLeod.

1613/18

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**2. Subdivision and Development Appeal Board Bylaw**

Administration provided Council with the Subdivision and Development Appeal Board Bylaw. First and second reading were given at the March Council meeting.

THIRD READING to By-law No. 235-18 was moved by Councillor McLeod.

1614/18

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**3. Procedural Bylaw**

Administration provided Council with the Procedural Bylaw. First and second reading were given at the March Council meeting.

THIRD READING to By-law No. 236-18 was moved by Councillor McLeod.

1615/18

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**4. Parental Leave Bylaw #240-18**

Administration provided Council with the Parental Leave Bylaw which would allow a councillor extended parental leave without disqualification.

FIRST READING to By-law No. 240-18 was moved by Councillor McLeod.

1616/18

CARRIED

SECOND READING to By-law 240-18 was moved by Deputy Mayor Thiessen.

1617/18

CARRIED

Initials



**1618/18** MAYOR LUDWIG:  
That Council table 3<sup>rd</sup> reading for further consideration.  
CARRIED

**COUNCIL &  
LEGISLATIVE:**

**5. Code of Conduct for Members of Council and Committees Bylaw #239-18**

Administration provided Council with the Code of Conduct for Members of Council and Committees Bylaw #239-18.

**1619/18** FIRST READING to By-law No. 239-18 was moved by Councillor McLeod.  
CARRIED

**1620/18** SECOND READING to By-law 239-18 was moved by Deputy Mayor Thiessen.  
CARRIED

**1621/18** MAYOR LUDWIG:  
That Council table 3<sup>rd</sup> reading for further consideration.  
CARRIED

Chris Loov rejoined the meeting at 11:18 a.m.

**PUBLIC WORKS: 1. Public Works Report**

Chris Loov provided Council information on projects:

- Several major drainage culverts have been cleared out
- Culvert that runs from RR15 down to lake damaged so a berm was built to stop water from running onto 99 Grand Avenue.
- Cement pieces removed from end of Sylvan Lane
- Snow moved from end of Last Chance Way to allow drainage from adjacent field.

**1622/18** COUNCILLOR MCLOED:  
That Council accept the Public Works Report as information.  
CARRIED

**PUBLIC WORKS: 2. Children Playing Signs**

Chris Loov provided Council information on a request received from a resident to have "Children Playing" signs installed at each entrance to Ravenscrag.

**1623/18** DEPUTY MAYOR THIESSEN:  
That Council approve installation of signs at both entrances to Ravenscrag Crescent.  
CARRIED

Kara Kashuba joined the meeting at 11:27 a.m.

Chris Loov left the meeting at 11:28 a.m.

**PUBLIC WORKS: 3. Parking**

Council discussed parking concerns and enforcement and enquired about parking in Town of Sylvan Lake.

Initials



MAYOR LUDWIG:  
That Council accept as information.

1624/18

CARRIED

**PLANNING &  
DEVELOPMENT:**

**1. Planning & Development Report**

Kara Kashuba reviewed the Development Update. There are currently 22 active development files in the Summer Village and 68 between all 5 Summer Villages.

COUNCILLOR MCLEOD:  
That Council accept the report as information.

1625/18

CARRIED

**PLANNING &  
DEVELOPMENT:**

**2. Land Use Bylaw Amendments**

Kara Kashuba provided Council proposed amendments to the Land Use Bylaw addressing Tourist Homes, Hot Tubs, Soft Landscaping, 21 Day Appeal Period, Posting Notices of Decisions, Front Yard Accessory Buildings, and Buffer Zone/No Development.

COUNCILLOR MCLEOD:  
That Council approve adding the 21 Day Appeal Period to the Land Use Bylaw #237-18 and start new amendment for other proposed amendments.

1626/18

CARRIED

MAYOR LUDWIG:  
That Council schedule a Public Hearing for the Land Use Bylaw Amendments Bylaw #237-18 for May 25, 2018 at 10:00 a.m.

1627/18

CARRIED

**PLANNING &  
DEVELOPMENT:**

**3. Sylvan Lake Management Committee**

Kara Kashuba provide Council with the revised Terms of Reference, Strategic Action Plan and request from the Technical Advisory Team.

COUNCILLOR MCLEOD:  
That Council accept as information.

1628/18

CARRIED

Kara Kashuba left the meeting at 11:52 a.m.

**INFORMATION:**

**1. Council Reports**

Mayor Ludwig provided his report on the Take it Off Program.

**2. Correspondence**

- Municipal Affairs

**3. Committee Reports**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Sylvan Lake Library Board

Initials



By Consensus, Council accepts the reports as information.

**MEETINGS:**

**1629/18**

MAYOR LUDWIG:

That the next meeting of Council be held May 25, 2018 at 9:00 a.m.

CARRIED

**OPEN MIC:**

Victor Marris

- Last Chance Way snow removal – good job
- Municipal Planning Commission notices by email - good
- Town of Sylvan Lake involvement in Summer Villages – doesn't want

**ADJOURNMENT:**

The meeting adjourned at 12:03 p.m.

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JEFF LUDWIG, MAYOR

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PHYLLIS FORSYTH, C.A.O.

Initials