

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold,
Province of Alberta, held August 25, 2017 at Sylvan Lake, Alberta.*

**CALL TO
ORDER:**

The Meeting was called to order at 10:40 a.m. by Mayor Ludwig with the following being present:

Mayor:	Jeff Ludwig
Deputy Mayor:	Ed Thiessen
Councillor:	Jim McLeod
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Public Works Coordinator:	Chris Loov
Recording Secretary:	Kara Kashuba
Delegation:	Michael Dawe
Delegation:	Bill Shaw
Public:	Stuart McKellar
	Gail Innes
	Darryl Innes
	Bob Muir
	Thelma Maris

**AGENDA
APPROVAL:**

1. August 25, 2017 Agenda

COUNCILLOR MCLEOD:
That the August 25, 2017 Regular Meeting Agenda be accepted as amended.

1416/17

CARRIED

**CONFIRMATION
OF MINUTES:**

1. July 28, 2017 Regular Meeting Minutes

MAYOR LUDWIG:
That the July 28, 2017 Regular Meeting Minutes be accepted as presented.

1417/17

CARRIED

**CONFIRMATION
OF MINUTES:**

2. July 28, 2017 Municipal Planning Commission Minutes

DEPUTY MAYOR THIESSEN:
That the July 28, 2017 Municipal Planning Commission Minutes be accepted as presented.

1418/17

CARRIED

**CONFIRMATION
OF MINUTES:**

3. July 28, 2017 Organizational Meeting Minutes

COUNCILLOR MCLEOD:
That the July 28, 2017 Organizational Meeting Minutes be accepted as presented.

1419/17

CARRIED

DELEGATION:

1. Michael Dawe – Quiet Enjoyment Initiative

At Council's request, former Councillor Michael Dawe joined Council to provide information on the Quiet Enjoyment Initiative prior to Council deciding to have a member sit on this Committee.

MAYOR LUDWIG:
That Council not appoint a member to the Quiet Enjoyment Initiative at this time.

1420/17

CARRIED

Initials

Michael Dawe left the meeting at 10:56 a.m.

DELEGATION: 2. Bill Shaw - Annexation

Bill Shaw joined Council to provide background on the Annexation Process, some history and further go forward steps that may be involved with the completion of the amended annexation application.

MAYOR LUDWIG:
That Council accept as information.

1421/17

CARRIED

Bill Shaw left the meeting at 11:32 a.m.

Tina Leer joined the meeting at 11:33 a.m.

FINANCE & ADMINISTRATION: 1. Administrators Report

Phyllis Forsyth provided Council with an update on current projects underway in the Summer Villages.

DEPUTY MAYOR THEISSEN:
That Council accept as information.

1422/17

CARRIED

Chris Loov joined the meeting at 11:40 a.m.

FINANCE & ADMINISTRATION: 2. Financial Reports

Tina Leer provided Council with the following quarterly reports:

- Accounts Payable Cheque Listing to August 17, 2017
- Operating Budget Report to July 31, 2017
- Outstanding taxes

MAYOR LUDWIG:
That Council accept the Financial Reports as presented.

1423/17

CARRIED

Tina Leer left the meeting at 11:45 a.m.

FINANCE & ADMINISTRATION: 3. Shared Costs Update

Phyllis Forsyth provided Council with the 2017 Shared Costs/Budget Update as of June 30, 2017.

DEPUTY MAYOR THEISSEN:
That Council accept the Shared Costs Update as information.

1424/17

CARRIED

FINANCE & ADMINISTRATION: 4. AEMA Stakeholders Summit

Phyllis Forsyth provided Council with information on the upcoming Alberta Emergency Management Agency Summit being held at the Westin Edmonton December 5 & 6, 2017.

Initials



1425/17 COUNCILLOR MCLEOD:
That Administration bring forward any recommendation from conference.
CARRIED

**FINANCE &
ADMINISTRATION:**

5. ASVA Convention Resolutions

Phyllis Forsyth provided Council with information received from the ASVA Board regarding resolutions at the upcoming conference.

1426/17 MAYOR LUDWIG:
That Council support resolutions being put forth by Birchcliff.
CARRIED

**FINANCE &
ADMINISTRATION:**

6. Request from Reserves

Phyllis Forsyth provided Council with a request to transfer \$1,100.00 from the IT/JSC reserve for Server Replacement Solutions.

1427/17 COUNCILLOR MCLEOD:
That Council approve transfer upon agreement from all partners.
CARRIED

**FINANCE &
ADMINISTRATION:**

7. Tax Payment Breakdown

Phyllis Forsyth provided Council with information on the breakdown of tax payments types received for the 2017 taxes.

1428/17 DEPUTY MAYOR THEISSEN:
That Council direct Administration to research with Municipal Affairs about a 1% discount for using Tax Installment Payment Plan.
CARRIED

**COUNCIL &
LEGISLATIVE:**

1. MMGA – Determination of Population Regulation

Administration provided Council with information on the Municipal Government Amendment Act's rules regarding population calculation in the Municipality of Crowsnest Pass which will be removed and incorporated in the Crowsnest Pass Regulation.

1429/17 COUNCILLOR MCLEOD:
That Council accept as information.
CARRIED

**COUNCIL &
LEGISLATIVE:**

2. MMGA – Council and Council Committees Meetings Regulation

Administration provided Council with information on the Municipal Government Amendment Act's addition to make regulations defining "meeting" and additional classes of matter for which a meeting may be closed to the public to ensure transparency and hold municipal council accountable

1430/17 DEPUTY MAYOR THEISSEN:
That Council accept as information.
CARRIED

**COUNCIL &
LEGISLATIVE:**

3. MMGA – Council Code of Conduct

Initials

Administration provided Council with information on the Municipal Government Amendment Act's requirement for Councils to establish a Code of Conduct for Councillors to ensure elected officials govern in an ethical and businesslike manner.

COUNCILLOR MCLEOD:
That Council accept as information.

1431/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

4. MMGA – Crowsnest Pass Regulation

Administration provided Council with information on the Municipal Government Amendment Act's regulation to provide for special rules regarding the Municipality of Crowsnest Pass.

DEPUTY MAYOR THEISSEN:
That Council accept as information.

1432/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

5. MMGA – Intermunicipal Collaboration Framework

Administration provided Council with information on the Municipal Government Amendment Act's requirement for municipalities with a common border to create Intermunicipal Collaboration Frameworks with each other, within two years of the MMGA coming into force.

DEPUTY MAYOR THEISSEN:
That Council authorize Administration to provide comment requesting more clarity be added to the regulation outlining the requirements for Intermunicipal Collaboration Framework.

1433/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

6. Communication Policy Review

Administration provided Council with information on their Communication Policy and possible updates.

DEPUTY MAYOR THEISSEN:
That Administration start a Facebook page and send out Council Highlights within two days after Council.

1434/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

7. ASVA Board

Administration provided Council information on the current 5 vacancies on the Association of Summer Villages of Alberta Board of Directors.

DEPUTY MAYOR THEISSEN:
That Council look into should any member be interested going forward.

1435/17

CARRIED

**PROTECTIVE
SERVICES:**

1. Municipal Enforcement Reports

Administration provided Council information on the patrol count, bylaw complaint types and bylaw complaint count in the Summer Village.

COUNCILLOR MCLEOD:
That Council accept the Quarterly Enforcement Reports as information.

1436/17

CARRIED

Initials



PUBLIC WORKS: 1. Public Works Report

Chris Loov provided Council his report on the following:

- Dangerous trees cleaned
- Mulch to be put on pathway
- Waiting for Forest Health Assessment form CPP Environmental
- Ruts filled on MR behind Ravenscrag
- Trees trimmed back around signs along Sylvan Lane

COUNCILLOR MCLEOD:

That Council accept the Public Works Report as information.
CARRIED

1437/17

PUBLIC WORKS: 2. Drainage at 5 Rustic Road

Chris Loov provided Council information on possible solutions from WSP for the water pooling near 5 Rustic Road.

Having extra asphalt overlaid to the low area would help to spread out the pooling area.

MAYOR LUDWIG:

That Public Works revisit in Spring 2018.

CARRIED

1438/17

Koralyn Lemmon joined the meeting at 12:21 p.m.

PLANNING & DEVELOPMENT:

1. Planning & Development Report

Administration reviewed the Development Update. There are currently 18 active development files in the summer village and 61 between all 5 Summer Villages.

MAYOR LUDWIG:

That Council accept the report as information.

CARRIED

1439/17

PLANNING & DEVELOPMENT:

2. MGA Regulations

Koralyn provided Council with information on the 2nd round of draft regulations to the MGA pertaining to development.

DEPUTY MAYOR THEISSEN:

That Council accept as information.

CARRIED

1440/17

PLANNING & DEVELOPMENT:

3. Annexation – Final Water Report

Koralyn provided Council with the finalized water report from MPE.

DEPUTY MAYOR THEISSEN:

That Council accept as information.

CARRIED

1441/17

PLANNING & DEVELOPMENT:

4. Encroachments

Initials

Koralyn provided Council with information on the encroachments onto the Environmental Open Space at 31 Rustic Crescent that was tabled at the last Council meeting.

DEPUTY MAYOR THEISSEN:
That Council accept as information.

1442/17

CARRIED

**PLANNING &
DEVELOPMENT:**

5. 359 Last Chance Way

Koralyn provided Council with information on encroachments on the Municipal Reserve at 359 Last Chance Way

MAYOR LUDWIG:
That Council put a stop order on the construction at 359 Last Chance Way and complete research with Municipal Affairs.

1443/17

CARRIED

**PLANNING &
DEVELOPMENT:**

6. Parcel Coverage

Koralyn provided Council with information on the parcel coverage at 87 Grand Ave.

DEPUTY MAYOR THEISSEN:
That Council direct Administration to ask if a Real Property Report can be undertaken by Summer Village.

1444/17

CARRIED

**PLANNING &
DEVELOPMENT:**

7. ADOA Proclamation

Koralyn requested Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

DEPUTY MAYOR THIESSEN:
That Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

1445/17

CARRIED

Koralyn Lemmon and Chris Loov left the meeting at 12:57 p.m.

INFORMATION:

1. Council Reports

Jim McLeod gave a report on the Wastewater Committee.

By Consensus, Council accepts the reports as information.

OPEN MIC:

Darryl Innes gave a brief suggestion to keep in mind the summer only residents for the Annual Information Meeting dates.

MEETINGS:

MAYOR LUDWIG:
That the regular meeting of the Council of Norglenwold will be held on September 29, 2017 at 9:00 a.m.

1446/17

CARRIED

ADJOURNMENT:

The meeting adjourned at 1:13 p.m.

Initials



JEFF LUGWIG, MAYOR

PHYLLIS FORSYTH, C.A.O.

Initials