

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold,
Province of Alberta, held December 1, 2017 at Sylvan Lake, Alberta.*

**CALL TO
ORDER:**

The Meeting was called to order at 9:00 a.m. by Mayor Ludwig with the following being present:

Mayor:	Jeff Ludwig
Councillor:	Jim McLeod
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Recording Secretary:	Teri Musseau
Public:	

**AGENDA
APPROVAL:**

1. December 1, 2017 Agenda

COUNCILLOR MCLEOD:

That the December 1, 2017 Regular Meeting Agenda be accepted as amended:

- L.1. In Camera – Personnel FOIP Section 16 (1) (b) & (c)
- L.2. In Camera – Legal FOIP Section 17 (5) (h)

1495/17

CARRIED

**CONFIRMATION
OF MINUTES:**

1. October 27, 2017 Regular Meeting Minutes

COUNCILLOR MCLEOD:

That the October 27, 2017 Regular Meeting Minutes be adopted as presented.

1496/17

CARRIED

**CONFIRMATION
OF MINUTES:**

2. October 24, 2017 Municipal Planning Commission Minutes

COUNCILLOR MCLEOD:

That the October 24, 2017 Municipal Planning Commission Minutes be tabled until December 22nd meeting.

1497/17

CARRIED

**CONFIRMATION
OF MINUTES:**

3. November 2, 2017 Municipal Planning Commission Minutes

MAYOR LUDWIG:

That the November 2, 2017 Municipal Planning Commission Minutes be tabled until December 22nd meeting.

1498/17

CARRIED

**CONFIRMATION
OF MINUTES:**

4. October 31, 2017 Subdivision & Development Appeal Board Minutes

MAYOR LUDWIG:

That the October 31, 2017 Subdivision & Development Appeal Board Minutes be adopted as presented.

1499/17

CARRIED

Initials



**CONFIRMATION
OF MINUTES:**

**5. November 8, 2017 Subdivision & Development Appeal Board
Minutes**

MAYOR LUDWIG:
That the November 8, 2017 Subdivision & Development Appeal Board
Minutes be adopted as presented.

1500/17

CARRIED

**FINANCE &
ADMINISTRATION:**

1. Administrators Report

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

MAYOR LUDWIG:
That Council accept as information.

1501/17

CARRIED

**FINANCE &
ADMINISTRATION:**

2. Financial Reports

Tina Leer provided Council with the following financial reports:

- Accounts Payable Cheque Listing to November 21, 2017
- Operating Budget Report to October 31, 2017
- Payroll Journal Report to October 31, 2017
- Outstanding taxes

COUNCILLOR MCLEOD:
That Council accept the Financial Reports as presented.

1502/17

CARRIED

Tina Leer left the meeting at 9:08 a.m.

**FINANCE &
ADMINISTRATION:**

3. Elected Officials Training

Administration provided Council with information on the upcoming
Emergency Management for Elected Officials Training being hosted by the
Summer Village Administration Office on January 17, 2018.

MAYOR LUDWIG:
That Council authorize all Councillors to attend should their schedules allow.

1503/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

1. Joint Service Committee Budget

Administration provided Council information on the proposed 2018 Shared
Costs Budget as was presented at the recent Joint Service Committee
meeting.

COUNCILLOR MCLEOD:
That Council approve the 2018 Shared Costs Budget as presented.

1504/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. Joint Service Committee Request for Decision

Administration provided Council two items from the Joint Service
Committee meeting for decision.

Initials

COUNCILLOR MCLEOD:
That Administration provide feedback as discussed to the Joint Service Committee

1505/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

3. Council Strategic Goals

Administration provided Council with a layout of mandatory items that may need to be reviewed or developed along with 5 year cycle as part of the 5 year planning.

MAYOR LUDWIG:

That Council hold a strategic planning session in early 2018 to brainstorm ideas.

1506/17

CARRIED

MAYOR LUDWIG:

That Council schedule their Coffee with Council session on January 6, 2018 from 10:00 a.m. – 12:00 p.m. at the Administration Office.

1507/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

4. Resident Concerns – Linda Rattan

Administration provided Council with concerns received from Linda Rattan regarding have 5 members on the Municipal Planning Commission – 2 Councillors and 3 members-at-large.

COUNCILLOR MCLEOD:

That Council maintain current Municipal Planning Commission Bylaw.

1508/17

CARRIED

Chris Loov joined the meeting at 9:19 a.m.

**COUNCIL &
LEGISLATIVE:**

5. Town of Taber

Administration provided Council with a request for support regarding the Government of Canada's tabling of Bill C45 requesting AUMA work with the Province of Alberta to lobby for repeal of the Act.

MAYOR LUDWIG:

That Council accept as information.

1509/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

6. Christmas Cards

Administration provided Council with the list of Christmas card recipients from the previous year for review and amendment.

COUNCILLOR MCLEOD:

That Council discontinue the sending of Christmas Cards annually.

1510/17

CARRIED

PUBLIC WORKS:

1. Public Works Report

Chris Loov provided Council the Public Works report on the following:

- Removing dangerous trees

Initials



- Staying in contact with Al's Bobcat regarding snow removal
- Researching options for playground in green space behind Ravenscrag

Koralyn Lemmon joined the meeting at 9:23 a.m.

MAYOR LUDWIG:
That Council accept the Public Works Report as information.

1511/17

CARRIED

PUBLIC WORKS: 2. Snow Removal Policy

Chris Loov provided Council with a draft for an updated snow removal policy.

COUNCILLOR MCLEOD:
That Public Works research alternatives to sand and salt.

1512/17

CARRIED

MAYOR LUDWIG:
That Council adopt the Snow Removal Policy as amended.

1513/17

CARRIED

Chris Loov left the meeting at 9:27 a.m.

PLANNING & DEVELOPMENT:

1. Planning & Development Report

Koralyn Lemmon reviewed the Development Update. There are currently 19 active development files in the summer village and 65 between all 5 Summer Villages.

COUNCILLOR MCLEOD:
That Council accept the report as information.

1514/17

CARRIED

PLANNING & DEVELOPMENT:

2. 53 Grand Avenue

Koralyn Lemmon provided Council with an update on 53 Grand Avenue paving a portion of their driveway without a development permit.

MAYOR LUDWIG:
That Administration proceed with stop order process.

1515/17

CARRIED

Koralyn Lemmon left the meeting at 9:37 a.m.

INFORMATION:

1. Council Reports

Mayor Ludwig gave his report to Council on AUMA Convention, Quiet Enjoyment Initiative, Sylvan Lake Management Committee and Take It Off Committee.

Councillor McLeod provided his report to Council on the Sylvan Lake Regional Water/Wastewater Commission.

By Consensus, Council accepts the reports as information.

Initials



MEETINGS: MAYOR LUDWIG:
That the next meeting of Council be held December 22, 2017 at 9:00 a.m.
1516/17 CARRIED

OPEN MIC: No one present.

IN CAMERA: 1. **Personnel**

MAYOR LUDWIG:
That Council meets as a committee of the Whole for the purpose of discussing Freedom of Information and Protection of Privacy Act sections as below at 9:53 a.m.

Disclosure harmful to business interests of a third party
16(1) The head of a public body must refuse to disclose to an applicant information

(b) that is supplied, explicitly or implicitly, in confidence,

(c) (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party.

1517/17 CARRIED

Teri Musseau left the meeting at 9:53 a.m.

IN CAMERA: 2. **Legal**

Council meets as a committee of the Whole for the purpose of discussing Freedom of Information and Protection of Privacy Act sections as below:

Disclosure harmful to business interests of a third party
17(5) (h) The disclosure may unfairly damage the reputation of any person referred to it in the record.

1518/17 CARRIED

MAYOR LUDWIG:
The meeting reverts to an open meeting at 10:12 a.m. with the same people as at the start of the meeting with the exception of Tina Leer.
1519/17 CARRIED

MAYOR LUDWIG:
To protect the privacy of individuals, as required by the Freedom of Information and Protection of Privacy legislation (FOIP), Division 2 16(1)(a), (c)(i), Council formally delegate its statutory authority for Human Resources policy, including CAO compensation, to the Joint Services Committee. It is agreed that all HR related matters will be conducted in camera that the Joint Services Committee will report any financial impacts, regarding benefits and compensation, using blended aggregate numbers for all employees.
1520/17 CARRIED

Initials



COUNCILLOR MCLEOD:

That Administration utilize the interpretation of "everything but soft landscaping" for parcel coverage calculations on any open development permit with clarification on definitions in next amendments to the Land Use Bylaw.

1521/17

CARRIED

ADJOURNMENT:

The meeting adjourned at 10:20 a.m.

JEFF LUDWIG, MAYOR

PHYLLIS FORSYTH, C.A.O.

Initials

