

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold,
Province of Alberta, held February 2, 2018 at Sylvan Lake, Alberta.*

**CALL TO
ORDER:**

The Meeting was called to order at 8:56 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
Delegation:	Cathy Forner
Public:	Ray George

**AGENDA
APPROVAL:**

1. February 2, 2018 Agenda

DEPUTY MAYOR THIESSEN:

That the February 2, 2018 Regular Meeting Agenda be accepted as amended:

1537/18

Move G.3. after C.1.

CARRIED

**CONFIRMATION
OF MINUTES:**

1. December 22, 2017 Regular Meeting Minutes

COUNCILLOR MCLEOD:

That the December 22, 2017 Regular Meeting Minutes be adopted as presented.

1538/18

CARRIED

PUBLIC WORKS:

3. Mixed Bike Relay

Administration provided Council with a request to have a Mix Relay Bike Route to go through the Summer Village on Saturday, August 4, 2018 causing one lane for traffic.

Cathy Forner reviewed further information on the race.

COUNCILLOR MCLEOD:

That Council authorize the Multi-Sport Mix Relay Race to go through the Summer Village on August 4 or 5, 2018 with possibly reducing traffic to one lane.

1539/18

CARRIED

Cathy Forner left the meeting at 9:00 a.m.

Beverly Smith joined the meeting at 9:01 a.m.

**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.

1540/18

CARRIED

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

Initials

**FINANCE &
ADMINISTRATION:**

2. Financial Reports

Tina Leer provided Council with the following financial reports:

- Accounts Payable Cheque Listing to January 25, 2018
- Operating Budget Report to December 31, 2017
- Payroll Journal Report November & December 2017
- Outstanding taxes

Chris Loov joined the meeting at 9:04 a.m.

1541/17

DEPUTY MAYOR THIESSEN:

That Council accept the Financial Reports as presented.

CARRIED

**FINANCE &
ADMINISTRATION:**

3. Preliminary 2018 – 2020 Budget

Administration provided Council with the draft 2018 – 2020 Budget.

COUNCILLOR MCLEOD:

That due to costs, Council cancel the on call program effective immediately.

1542/18

CARRIED

1543/18

MAYOR LUDWIG:

That Council table the 2018 – 2020 Budget as amended until their next meeting for further consideration after the February 10, 2018 Coffee with Council discussion with residents.

CARRIED

**FINANCE &
ADMINISTRATION:**

4. Audit Planning Letters to Council

Administration presented Council with the Audit Planning letters and Fraud Enquiry questions received from Wade, Noble & Partners LLP.

MAYOR LUDWIG:

That Council approve the Audit Planning Letters as presented.

1544/18

CARRIED

Tina Leer left the meeting at 10:36 a.m.

**FINANCE &
ADMINISTRATION:**

5. Community Fun Day

Administration provided Council with information on hosting a Community Fun Day.

COUNCILLOR MCLEOD:

That due to budget constraints the proposed Community Fun Day cannot take place.

1545/18

CARRIED

Initials



**FINANCE &
ADMINISTRATION:**

6. Council Calendar

Administration provided Council with the yearly calendar with tentative Council meeting dates and conference dates.

DEPUTY MAYOR THIESSEN:

That Council accept as information.

1546/18

CARRIED

Council recess at 10:38 a.m.

Reconvened at 10:41 a.m.

**COUNCIL &
LEGISLATIVE:**

1. Coffee with Council

Administration provided Council with a schedule of topics for discussion at the monthly Coffee with Councils.

DEPUTY MAYOR THIESSEN:

That Council amend proposed schedule as follows:

February 10 – Budget and Reserves

March 3 – parking, sign clutter, speed mitigation, clean lake

April – open conversation

May – open space master plan

1547/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. No Parking Signs

Council discussed the No Parking Signs in the Summer Village and around Sylvan Lane and RR 20.

MAYOR LUDWIG:

That Public Works install signage as discussed.

1548/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

3. Municipal Leaders Caucus

Administration provided Council information on the upcoming Municipal Leaders Caucus being held at the Shaw Conference Centre in Edmonton March 14 & 15, 2018.

MAYOR LUDWIG:

That Council accept as information.

1549/18

CARRIED

**PROTECTIVE
SERVICES:**

1. 2017 Enforcement Report

Administration provided Council year end enforcement reports from the Town of Sylvan Lake.

MAYOR LUDWIG:

That Council accept the 2017 Enforcement Report as information.

1550/18

CARRIED

PUBLIC WORKS:

1. Playground

Chris Loov provided Council information on a possible playground in the municipal reserve in Ravenscrag Crescent.

Initials

DEPUTY MAYOR THIESSEN:
That Council table for discussion during the possible Open Space Master Plan.

1551/18

CARRIED

PUBLIC WORKS: 2. Grass Maintenance

Chris Loov provided Council with a quote for grass maintenance for 2018 from Don's Home and Lawn Maintenance.

COUNCILLOR MCLEOD:
That Public Works requests for proposals from two other Lawn Maintenance companies.

1552/18

CARRIED

Koralyn Lemmon joined the meeting at 10:52 a.m.

Chris Loov left the meeting at 10:53 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 66 between all 5 Summer Villages.

MAYOR LUDWIG:
That Council accept the report as information.

1553/18

CARRIED

PLANNING & DEVELOPMENT:

2. Land Use Bylaw Amendment

Koralyn Lemmon provided Council proposed amendments to the Land Use Bylaw pertaining to parcel coverage and penalties.

DEPUTY MAYOR THIESSEN:
That Council table for further information.

1554/18

CARRIED

PLANNING & DEVELOPMENT:

3. Completions Deposit

Koralyn Lemmon presented Council the current Completions Deposit Policy for discussion.

DEPUTY MAYOR THIESSEN:
That Administration amend the Development Completions Deposit Policy and bring back to Council.

1555/18

CARRIED

PLANNING & DEVELOPMENT:

4. Sylvan Lake Management Committee

Koralyn provided Council with a request received from the Sylvan Lake Management Committee requesting municipalities to support the "Team Up to Clean Up" event being held on May 26th, 2018.

Initials

COUNCILLOR MCLEOD:

That Council participate in the Spring Shoreline Clean-Up being held on May 26th, 2018 with Mayor Ludwig to coordinate for the community during Coffee with Council and bring back to next meeting.

1556/18

CARRIED

**PLANNING &
DEVELOPMENT:**

5. Working Well Workshop

Koralyn provided Council with information on previous Working Well Workshops and inquired if Council would like to participate in another.

COUNCILLOR MCLEOD:

That Council approve Administration to host another workshop in the spring/fall 2018 with the other Summer Villages.

1557/18

CARRIED

Koralyn Lemmon left the meeting at 11:15 a.m.

**PLANNING &
DEVELOPMENT:**

6. Intermunicipal Development Plan

Phyllis provided Council with an update on a meeting she had with the CAO's from the Regional Partners about a joint Intermunicipal Development Plan.

MAYOR LUGWIG:

Be it resolved that the Summer Village of Norglenwold be authorized to participate in an application for the Sylvan Lake Intermunicipal Development Plan project, submitted by Lacombe County under the Intermunicipal Collaboration component of the Alberta Community Partnership Program; and further that Norglenwold, a participant, agrees to abide by the terms and Conditional Grant Agreement governing the purpose and use of the grant funds.

1558/18

CARRIED

INFORMATION:

1. Council Reports

Mayor Ludwig gave his report to Council on Sylvan Lake Management Committee and Mayors and Reeves meeting.

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

By Consensus, Council accepts the reports as information.

MEETINGS:

MAYOR LUDWIG:

That the next meeting of Council be held February 23, 2018 at 9:00 a.m.

1559/18

CARRIED

OPEN MIC:

Beverly Smith

- Question about bike relay and road closure
- Wastewater commission

Initials

IN CAMERA:

1. Legal

MAYOR LUDWIG:

That Council meets as the committee of the Whole as per Section 27 of the FOIP Act.

1560/18

CARRIED

Teri Musseau and gallery left the meeting at 11:29 a.m.

MAYOR LUDWIG:

The meeting reverts to an open meeting at 11:50 a.m.

1561/18

CARRIED

MAYOR LUDWIG:

That Council Issue the warning letter, requesting the owners to apply to amend shed development permit. If amendment for the shed is granted, request the owners to amend again for the deck, and issue \$1500 penalty.

1562/18

CARRIED

DEPUTY MAYOR THIESSEN:

That Council Issue the warning letter, requesting the owners to apply for permits for retaining wall and stairs that are located on their property, and issue \$1500 penalty

1563/18

CARRIED

COUNCILLOR MCLEOD:

That Council terminate the existing Encroachment Agreement and require the removal of all structures from the Reserve, and the return of the Reserve to its natural state, and issue \$1500 penalty

1564/18

CARRIED

ADJOURNMENT:

The meeting adjourned at 11:55 a.m.

JEFF LUDWIG, MAYOR

PHYLLIS FORSYTH, C.A.O.

Initials

