

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold,  
Province of Alberta, held January 25, 2019 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 via Zoom
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Recording Secretary:	Teri Musseau
Public:	Don Watson

**AGENDA APPROVAL:** **1. January 25, 2018 Agenda**

DEPUTY MAYOR THIESSEN:  
That the January 25, 2019 Regular Meeting Agenda be adopted as presented.

1802/19

CARRIED

Tanner Evans and Ray George joined the meeting at 8:56 a.m.

**CONFIRMATION OF MINUTES:** **1. November 30, 2018 Regular Meeting Minutes**

DEPUTY MAYOR THIESSEN  
That the November 30, 2018 Regular Meeting Minutes be confirmed as presented.

1803/19

CARRIED

**CONFIRMATION OF MINUTES:** **2. December 7, 2018 Special Meeting Minutes**

COUNCILLOR MCLEOD:  
That the December 7, 2018 Special Minutes be confirmed as presented.

1804/19

CARRIED

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

**CONFIRMATION OF MINUTES:** **3. December 21, 2018 Special Meeting Minutes**

DEPUTY MAYOR THIESSEN:  
That the December 21, 2018 Special Meeting Minutes be confirmed as presented.

1805/19

CARRIED

**CONFIRMATION OF MINUTES:** **4. January 10, 2019 Municipal Planning Commission Minutes**

DEPUTY MAYOR THIESSEN:  
That the January 10, 2019 Municipal Planning Commission Minutes be confirmed as presented.

1806/19

CARRIED



**TABLED ITEMS**

**COUNCIL &  
LEGISLATIVE:**

**1. Subdivision and Development Appeal Board Members**

Council discussed the names of the two law firms they would like Administration to contact for a legal opinion on the Subdivision and Development Appeal Board members.

MAYOR LUDWIG:

That Council review the Subdivision and Development Appeal Board and Municipal Planning Commission Bylaws at a later time.

**1807/19**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**2. Items for Inclusion**

Council discussed the items they would like included in the Municipal Planning Commission agenda package.

MAYOR LUDWIG:

That Council table for Administration to create document with list based on the four categories:

- New construction
- Renovation
- Demolition
- Repair

**1808/19**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**3. Land Use Bylaw**

Council discussed the names of the two law firms they would like Administration to contact for a legal opinion on the current Land Use Bylaw.

MAYOR LUDWIG:

That Administration bring back 3 quotes for consultants for Land Use Bylaw including public participation, and to determine if project is grant fundable.

**1809/19**

**CARRIED**

**STAFF REPORTS:**

**1. Staff Reports**

Administration provided the following reports for Council consideration:

- Accounts Payable
- Quarterly Financial
- Audit Planning Letters
- Changes to Emergency Management Act
- Development

MAYOR LUDWIG:

That Council accept the items as information and authorizes payment of payables.

**1810/19**

**CARRIED**

Tanner Evans and Chris Loov left the meeting at 9:45 a.m.

Angie Bloos joined the meeting at 9:45 a.m.



**REQUESTS FOR DECISION**

**FINANCE &  
ADMINISTRATION:**

**1. Wastewater Utility Bill Survey Results**

Administration provided Council the results from the Wastewater Utility Bill Survey with the majority of respondents in favour of Council transferring money from reserves to cover the cost.

MAYOR LUDWIG:  
That Council accept as information.

1811/19

CARRIED

**FINANCE &  
ADMINISTRATION:**

**2. Operating Budget 2019 - 2022**

Tina Leer provided Council the 2019 – 2022 operating budget with amendments request at the November Council meeting.

Recess for public hearing at 10:00 a.m.

Reconvened at 10:12 a.m. with the same people as at beginning of meeting with the exception of Ray George.

Kara Kashuba joined the meeting at 10:13 a.m.

MAYOR LUDWIG:  
That Council table the 2019 – 2022 Operating Budget until after the Capital Budget discussion at the February meeting.

1812/19

CARRIED

**FINANCE &  
ADMINISTRATION:**

**3. Fees Bylaw**

Council discussed comments received at the Public Hearing regarding the Fees Bylaw #244-18.

Second reading of the Fees Bylaw #244-18 was given by Mayor Ludwig.

1813/19

CARRIED

MAYOR LUDWIG:  
That Council table third reading until next meeting for further consideration.

1814/19

CARRIED

**FINANCE &  
ADMINISTRATION:**

**4. Website Electronic Payments**

Administration provided Council with the Website Electronic Payments option tabled for discussion at Coffee with Council.

Don Watson left the meeting at 10:56 a.m.

DEPUTY MAYOR THIESSEN:  
That Council approve online payments on the website using Plastiq.

1815/19

CARRIED

Kara Kashuba and Tina Leer left the meeting at 11:02 a.m.



**COUNCIL &  
LEGISLATIVE:**

**1. 5 Year Capital Plan**

Administration provided Council with the 5 Year Plan for review and input on ideas for inclusion in the plan.

MAYOR LUDWIG:

That Administration amend the 5 Year Plan as directed and bring back to next meeting.

1816/19

CARRIED

**FINANCE &  
ADMINISTRATION:**

**2. Communications Policy**

Council discussed the Communication Policy for possible amendments.

MAYOR LUDWIG:

That Council accept the Communications Policy as it currently is.

1817/19

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**3. Council Strategic Planning**

Council discussed having a strategic planning session as done in previous years to identify goals for the upcoming year.

DEPUTY MAYOR THIESSEN:

That Council hold a strategic planning session at the middle of November before budget preparation.

1818/19

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**4. Request for Collaboration**

Council discussed a request received from the Town of Sylvan Lake to consider having access to water for dogs in the Summer Village.

COUNCILLOR MCLEOD:

That Council notify the Town of Sylvan Lake that that the Summer Village has no allowances for this type of use in the Municipal Development Plan, nor are there any suitable locations in the Summer Village of Norglenwold.

1819/19

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**5. Municipal Leaders Caucus**

Administration provided Council with information on the upcoming Municipal Leaders Caucus being held in Edmonton March 27 & 28.

DEPUTY MAYOR THIESSEN:

That Mayor Ludwig attend on behalf of Council.

1820/19

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**6. Minister's Seniors Awards**

Council discussed possible nominations for the Minister's Seniors Award.

COUNCILLOR MCLEOD:

That Council accept as information.

1821/19

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**7. 2019 Minister's Awards for Municipal Excellence**

Council discussed possible nominations for the 2019 Minister's Awards for Municipal Excellence.



**1822/19** MAYOR LUDWIG:  
That Council accept as information. CARRIED

**PROTECTIVE SERVICES:** 1. **Municipal Enforcement**  
Council discussed the 2019 priorities for municipal enforcement.

Tanner Evans joined the meeting at 11:20 a.m.

Council break at 11:20 a.m.

Reconvened at 11:24 a.m.

**1823/19** COUNCILLOR MCLEOD:  
That Council accept as presented. CARRIED

**PLANNING & DEVELOPMENT:** 1. **Cannabis Brochure**  
Tanner provided Council with a Cannabis brochure outlining the regulations of cannabis.

COUNCILLOR MCLEOD:  
That Council approve the brochure as presented and authorize Administration post on website, and include in upcoming email blast. CARRIED

**1824/19** CARRIED

**CLOSED MEETING:** 1. **FOIP Section 27 – Privileged Information**

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.

- 27(1) The head of a public body may refuse to disclose to an applicant (a) information that is subject to any type of legal privilege, including solicitor-client privilege or parliamentary privilege.

**1825/19** CARRIED

**1826/19** MAYOR LUDWIG:  
That Council proceed with stop order and further enforcement at 359 Last Chance Way. CARRIED

Teri Musseau left the meeting at 11:27 a.m.

Meeting reverted to open meeting at 11:35 a.m.

Tanner Evans left the meeting at 11:35 a.m.

**INFORMATION:** 1. **Council Reports**  
Mayor Ludwig provided his report on Sylvan Lake Regional Wastewater Commission.



Julie Maplethorpe, Summer Village of Jarvis Bay, written report on the Sylvan Lake Library Board.

By consensus Council accept as information.

**OPEN MIC:** No one in attendance.

**MEETING DATES:**

**MAYOR LUDWIG:**  
That the next regular meeting of the Council of Norglenwold will be held on February 22, 2019 at 9:00 a.m.

**1827/19**

**CARRIED**

**ADJOURNMENT:** The meeting adjourned at 11:40 a.m.

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Jeff Ludwig, Mayor

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Phyllis Forsyth, C.A.O.

UNAPPROVED

