

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold,  
Province of Alberta, held February 23, 2018 at Sylvan Lake, Alberta.*

**CALL TO  
ORDER:**

The Meeting was called to order at 9:01 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:	Teri Musseau

**AGENDA  
APPROVAL:**

**1. March 23, 2018 Agenda**

MAYOR LUDWIG:

That the March 23, 2018 Regular Meeting Agenda be accepted as amended:

**1583/18**

D.4. Wastewater

CARRIED

**CONFIRMATION  
OF MINUTES:**

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

COUNCILLOR MCLEOD:

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

**1584/18**

CARRIED

**FINANCE &  
ADMINISTRATION:**

**1. Financial Reports**

Tina Leer provided Council with the following quarterly financial reports:

- Accounts Payable Cheque Listing to March 14, 2018
- Operating Budget Report to February 28, 2018
- Payroll Journal Report February 28, 2018

MAYOR LUDWIG:

That Council accept the Financial Reports as presented.

**1585/18**

CARRIED

**FINANCE &  
ADMINISTRATION:**

**2. 2018 – 2020 Updated Budget**

Tina Leer provided Council with the updated 2018 – 2020 Budget including the 2018 assessment and the capital budget.

DEPUTY MAYOR THIESSEN:

That Council approve the 2018 - 2020 Capital Budget with a final budget and mill rate set in spring when property tax levy for education purposes is set by the province.

**1586/18**

CARRIED

Chris Loov left the meeting at 9:13 a.m.

**COUNCIL &  
LEGISLATIVE:**

**1. 3 Year Operational Plan**

Administration provided Council with the draft 3 Year Operational Plan.

Initials

COUNCILOR MCLEOD:

That Council accept the plan format as information.

1587/18

CARRIED

Chris Loov rejoined the meeting at 9:14 a.m.

**COUNCIL &  
LEGISLATIVE:**

**2. 5 Year Capital Plan**

Administration provided Council with the draft 5 Year Capital Plan.

Victor Marris joined the meeting at 9:17 a.m.

MAYOR LUDWIG:

That Administration proceed with the 5 Year Capital Plan as directed.

1588/18

CARRIED

Tina Leer left the meeting at 9:18 a.m.

**COUNCIL &  
LEGISLATIVE:**

**3. Regional Assessment Review Board Bylaw #238-18**

Administration provided Council with an amended Regional Assessment Review Board Bylaw to bring it into compliance with changes made to the Municipal Government Act.

1589/18

FIRST READING to By-law No. 238-18 was moved by Mayor Ludwig.

CARRIED

1590/18

SECOND READING to By-law 238-18 was moved by Deputy Mayor Thiessen.

CARRIED

1591/18

COUNCILLOR MCLOED:

That third reading to By-law No. 238-18 be taken at this Meeting.

CARRIED UNANIMOUSLY

1592/18

THIRD READING to By-law No. 238-18 was moved by Mayor Ludwig.

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**4. Regional Assessment Review Board Agreement**

Administration provided Council with the amended Regional Assessment Review Board Agreement which would allow cost recovery on complaints withdrawn 6 or less calendar days prior to a hearing..

1593/18

MAYOR LUDWIG:

That Council approve the Regional Assessment Review Board Agreement as presented.

CARRIED

Initials



**COUNCIL &  
LEGISLATIVE:**

**5. Process for Delegation Addressing Council**

Administration provided Council with the amended Process for Delegation Addressing Council Policy to include no recording and the removal of hats during the Council proceedings.

COUNCILLOR MCLEOD:

That Council approve the Process for Delegation Addressing Council Policy as presented.

**1594/18**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**6. Municipal Planning Commission Bylaw #234-18**

Administration provided Council with an amended Municipal Planning Commission Bylaw to include no recording and the removal of hats during the proceedings.

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

**1595/18**

**CARRIED**

SECOND READING to By-law 234-18 was moved by Deputy Mayor Thiessen.

**1596/18**

**CARRIED**

COUNCILLOR MCLOED:

That Council table 3<sup>rd</sup> reading for further consideration.

**1597/18**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**7. Subdivision and Development Appeal Board Bylaw #235-18**

Administration provided Council with an amended Subdivision and Development Appeal Board Bylaw to include no recording and the removal of hats during the proceedings.

FIRST READING to By-law No. 235-18 was moved by Deputy Mayor Thiessen.

**1598/18**

**CARRIED**

SECOND READING to By-law 235-18 was moved by Mayor Ludwig.

**1599/18**

**CARRIED**

COUNCILLOR MCLOED:

That Council table 3<sup>rd</sup> reading for further consideration.

**1600/18**

**CARRIED**

**COUNCIL &  
LEGISLATIVE:**

**8. Procedural Bylaw #236-18**

Administration provided Council with an amended Procedural Bylaw to include no recording and the removal of hats during the Council proceedings.

FIRST READING to By-law No. 236-18 was moved by Deputy Mayor Thiessen.

**1601/18**

**CARRIED**

SECOND READING to By-law 236-18 was moved by Mayor Ludwig.

**1602/18**

**CARRIED**

COUNCILLOR MCLOED:

That Council table third reading for further consideration.

**1603/18**

**CARRIED**

Initials



**COUNCIL &  
LEGISLATIVE:**

**9. Coffee with Council**

Administration provided Council with the list of topics and months for the upcoming Coffee with Councils.

COUNCILOR MCLEOD:

That Council hold the next few Coffee with Councils as follows:

April 7<sup>th</sup> – Open Conversation

May 5<sup>th</sup> – Open Space Master Plan

June 2<sup>nd</sup> – Annexation

July 14<sup>th</sup> – Annual Information Meeting followed by Open Conversation

**1604/18**

**CARRIED**

**PUBLIC WORKS:**

**1. Public Works Report**

Chris Loov provided Council information on projects:

- Monitoring culverts and draining as the snow melts.
- Posting notices for spring cleanup

MAYOR LUDWIG:

That Council accept the Public Works Report as information.

**1605/18**

**CARRIED**

Phyllis Forsyth left the meeting at 9:45 a.m.

Koralyn Lemmon joined the meeting at 9:46 a.m.

**PLANNING &  
DEVELOPMENT:**

**1. Planning & Development Report**

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

Phyllis Forsyth rejoined meeting at 9:50 a.m.

MAYOR LUDWIG:

That Council accept the report as information.

**1606/18**

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**2. Completions Deposit**

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

COUNCILLOR MCLEOD:

That Council approve the Completions Deposits Policy as presented.

**1607/18**

**CARRIED**

Chris Loov and Koralyn Lemmon left the meeting at 9:52 a.m.

**INFORMATION:**

**1. Council Reports**

Mayor Ludwig gave his report to Council on the Sylvan Lake Management Committee and Alberta Emergency Management Training.

Initials

Recess for Public Hearing at 9:55 a.m.

Reconvened at 10:44 am with the same people as at the beginning of the meeting and the exception of Chris Loov.

**FINANCE &  
ADMINISTRATION:**

**3. Sewer Waste Fee Increase Bylaw #233-18**

Administration presented Council with the Sewage Waste Fees Bylaw for approval to cover the additional costs of the municipal sewer system.

**1608/18**

Second Reading of Bylaw #233-18 was given by Councillor McLeod.  
CARRIED

**1609/18**

Third Reading of the Sewage Waste Fees Bylaw #233-18 was given by Mayor Ludwig.  
CARRIED

**FINANCE &  
ADMINISTRATION:**

**4. Wastewater Commission**

Councillor McLeod addressed Council with concerns over the Sylvan Lake Wastewater Commission.

**1610/18**

DEPUTY MAYOR THIESSEN:  
That Councillor McLeod seek legal advice on the Wastewater Commission.  
CARRIED

Tina Leer left the meeting at 11:04 a.m.

**INFORMATION:**

**1. Council Reports**

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

**2. Committee Reports**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Sylvan Lake Library Board

Ted Hiscock, Summer Village of Half Moon Bay

- Elder Abuse

By Consensus, Council accepts the reports as information.

**MEETINGS:**

**1611/18**

MAYOR LUDWIG:  
That the next meeting of Council be held April 27, 2018 at 9:00 a.m.  
CARRIED

**OPEN MIC:**

No public present.

Initials

**ADJOURNMENT:** The meeting adjourned at 11:14 a.m.

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JEFF LUDWIG, MAYOR

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PHYLLIS FORSYTH, C.A.O.

Initials