

*Minutes of a Regular Council October 26, 2018 in the Summer Village of Norglenwold, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 8:53 a.m. by Mayor Ludwig with the following being present:

Mayor:	Jeff Ludwig
Deputy Mayor:	Ed Thiessen
Councillor:	Jim McLeod - electronically
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Development Officer:	Koralyn Lemmon
Public Works Coordinator:	Chris Loov
Recording Secretary:	Teri Musseau

**AGENDA APPROVAL:**

**1. October 26, 2018 Agenda**

DEPUTY MAYOR THIESSEN:  
That the October 26, 2018 Regular Meeting Agenda be adopted as amended:

E.B.3. minutes

**1747/18**

CARRIED

**CONFIRMATION OF MINUTES:**

**1. September 21, 2018 Regular Meeting Minutes**

COUNCILLOR MCLEOD  
That the September 21, 2018 Regular Meeting Minutes be confirmed as presented.

**1748/18**

CARRIED

**CONFIRMATION OF MINUTES:**

**1. October 1, 2018 Municipal Planning Commission Minutes**

DEPUTY MAYOR THIESSEN:  
That the October 1, 2018 Municipal Planning Commission Minutes be confirmed as presented.

**1749/18**

CARRIED

**STAFF REPORTS:**

**1. Staff Reports**

Administration provided the following reports for Council consideration:

- Quarterly Administrator's
- Accounts Payable
- Quarterly Financial
- Public Works
- Development

MAYOR LUDWIG:  
That Council accepts the items as information and authorizes payment of payables.

**1750/18**

CARRIED



**FINANCE &  
ADMINISTRATION:**

**1. Complaint Policy**

Tina Leer provided Council a draft Complaint Policy.

COUNCILLOR MCLEOD:

That Council approve the Complaint Policy as amended allowing residents to appear before Council electronically and sign the form electronically.

1751/18

CARRIED

**FINANCE &  
ADMINISTRATION:**

**2. Parkland Regional Library Board Budget**

Tina Leer provided Council the 2019 Parkland Regional Library Board Budget.

Kara Kashuba joined the meeting at 9:12 a.m.

MAYOR LUDWIG:

That Council approve the 2019 Parkland Regional Library Board Budget as presented.

1752/18

CARRIED

**FINANCE &  
ADMINISTRATION:**

**3. Website Electronic Payments**

Kara Kashuba provided Council information on website electronic payments.

DEPUTY MAYOR THIESSEN:

That Council discuss with residents at the next Coffee with Council for feedback.

1753/18

CARRIED

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

**COUNCIL &  
LEGISLATIVE:**

**1. Cannabis Bylaw**

Administration provided Council with a draft Cannabis Bylaw outlining where consumption is permitted and fines for contravention.

MAYOR LUDWIG:

That Council table for further consideration and possible amendments after coffee with Council.

1754/18

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**2. Subdivision and Development Appeal Board Members-at-large**

Administration provided Council information on a member resigning as member-at-large from the Subdivision and Development Appeal Board. Council was asked to appoint additional members to this Board and consider changing their Municipal Planning Commission Bylaw to allow only one member of Council and two members-at-large.

Teri Musseau, Koralyn Lemmon and Chris Loov left the meeting at 9:55 a.m.

Closed meeting at 9:55 a.m.



**CLOSED MEETING: 1. FOIP Section 17 – Disclosure Harmful to Personal Property**

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.

Disclosure harmful to personal privacy

(4) A disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy if

(f) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations.

Meeting reverted to open meeting at 10:31 a.m.

Teri Musseau rejoined the meeting at 10:31 a.m.

COUNCILLOR MCLEOD:

That Administration amend the Municipal Planning Commission Bylaw to allow for one member of Council and two members-at-large.

**1755/18**

**CARRIED**

MAYOR LUDWIG:

That Administration draft policy and provide mandatory training for all Municipal Planning Commission members.

**1756/18**

**CARRIED**

COUNCILLOR MCLEOD:

That Administration draft a policy regarding site visits for Municipal Planning Commission members.

**1757/18**

**CARRIED**

MAYOR LUDWIG:

That Administration include electronic attendance for meetings in the Municipal Planning Commission Bylaw.

**1758/18**

**CARRIED**

DEPUTY MAYOR THIESSEN:

That Council appoint the following members-at-large to the Municipal Planning Commission and the Subdivision and Development Appeal Board:

Municipal Planning Commission:

Lorne Therriault – Member-at-large

John Begg – Alternate Member-at-large

Ray George – Alternate Member-at-large

Subdivision and Development Appeal Board:

Toby Lampard – Member-at-large

Allan MacPherson – Member-at-large

Kent Lyle – Alternate Member-at-large

Carol McMillan – Alternate Member-at-large

**1759/18**

**CARRIED**

DEPUTY MAYOR THIESSEN:

That Council encourage more residents to put their name forward to sit as members-at-large on the Municipal Planning Commission.

**1760/18**

**CARRIED**



COUNCILLOR MCLEOD:  
That Administration proceed with legal as discussed.

1761/18

CARRIED

**COUNCIL &  
LEGISLATIVE:**

**3. Minutes**

Council discussed the minutes and the desire to have more details provided including recorded votes.

Chris Loov joined the meeting at 10:45 a.m.

DEPUTY MAYOR THIESSEN:  
That Council accept the discussion as information.

1762/18

CARRIED

**PUBLIC  
WORKS:**

**1. Bird Houses**

Council discussed a request received from a resident to install bird houses for Tree Swallows, Blue Birds and Purple Martins in Rustic Crescent.

MAYOR LUDWIG:  
That Council allow the installation of the bird houses by residents with the help of public works.

1763/18

CARRIED

**PUBLIC  
WORKS:**

**2. 2019 Mowing Contract**

Chris Loov provided Council with the quote from Don's Home & Lawn Maintenance for 2019 at a rate of \$3,520.00.

Koralyn Lemmon joined the meeting at 10:53 a.m.

MAYOR LUDWIG:  
That Council approve a one-year contract with Don's Home & Lawn Maintenance and Public Works tender quote for 2020.

1764/18

CARRIED

Chris Loov left the meeting at 10:58 a.m.

**PLANNING &  
DEVELOPMENT:**

**1. Encroachment Agreement**

Koralyn provided Council with the current Encroachment Policy for review.

COUNCILLOR MCLEOD:  
That Council amend the Encroachment Agreement Policy to have a redacted encroachment agreement copy included in development applications going before the Municipal Planning Commission.

1765/18

CARRIED

Koralyn Lemmon left the meeting at 11:16 a.m.



**MEETING DATES:**

MAYOR LUDWIG:  
That the next regular meeting of the Council of Norglenwold will be held on November 30, 2018 at 9:00 a.m.

1766/18

CARRIED

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

Teri Musseau left the meeting at 11:21 a.m.

Closed meeting at 11:21 a.m.

**CLOSED MEETING: 1. FOIP Section 23 – Local Public Body Confidences**

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.

- 23(1) The head of a local public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal
- (a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts, or
  - (b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its governing body, if an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.

1767/18

CARRIED

Meeting reconvened at 11:40 a.m.

**INFORMATION: 1. Council Reports**

Mayor Ludwig provided his report on the Alberta Urban Municipalities Association, Association of Summer Villages of Alberta Conference.

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

By consensus Council accept as information.

**ADJOURNMENT:** The meeting adjourned at 10:41 a.m.

\_\_\_\_\_  
Jeff Ludwig, Mayor

\_\_\_\_\_  
Phyllis Forsyth, C.A.O.

