

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
JULY 30, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, June 25, 2021
 - Municipal Planning Commission Minutes, July 9, 2021

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Sylvan Lake Management Plan
- b) Munis 101 Councillor Training
- c) Subdivision and Development Appeal Board Training
- d) Annual Information Meeting
- e) Sylvan Lake Regional Water & Wastewater Commission

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Jeff Ludwig
- b) Cyril Gurevitch
- c) Nav Rattan

2) Upcoming Meetings

- a) Council Meeting – September 24, 2021

G. OPEN MIC

H. CLOSED SESSION

- a) FOIP Section 25: Disclosure harmful to economic and other interests of a public body

I. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
June 25, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held June 25, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Jeff Ludwig via Zoom
	Deputy Mayor:	Ed Thiessen via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Coordinator:	Chris Loov via Zoom
	Junior Development Officer:	Kara Kashuba via Zoom
	Recording Secretary:	Teri Musseau
	Gallery:	Layne Arthur via Zoom

CALL TO ORDER The Meeting was called to order at 9:01 a.m. by Mayor Ludwig.

AGENDA APPROVAL

NGC-21-074 MOVED by Deputy Mayor Thiessen that the agenda be adopted as presented.

CARRIED

CONFIRMATION OF MINUTES

NGC-21-075 MOVED by Mayor Ludwig that the minutes of the Regular meeting of Council held on May 21, 2021, be approved as presented.

CARRIED

NGC-21-076 MOVED by Deputy Mayor Thiessen that the minutes of the Municipal Planning Commission meeting of Council held on June 4, 2021, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update

NGC-21-077 MOVED by Mayor Ludwig that Council accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

FINANCE & ADMINISTRATION

NGC-21-078 Metrix Group
MOVED by Mayor Ludwig that Council continue with Metrix Group as the Auditor for the 2021 and 2022 audits.

CARRIED

COUNCIL & LEGISLATION

NGC-21-079 Drowning Prevention
WHEREAS the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many;

and **WHEREAS** most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water;

and **WHEREAS** the Lifesaving Society urges Canadians and residents of the Summer Village of Norglenwold to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating;

and **WHEREAS** the Lifesaving Society Canada has declared July 18th-24th, 2021 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, Deputy Mayor Thiessen, do hereby proclaim July 18th – 24th, 2021 **NATIONAL DROWNING PREVENTION WEEK** in the Summer Village of Norglenwold, and do commend its thoughtful recognition to all citizens of our Summer Village of Norglenwold, Alberta.

CARRIED

PUBLIC WORKS

NGC-21-080 Honeymoon Drive Extension Request
MOVED by Mayor Ludwig that the Council approve the request to extend Honeymoon Drive provided all expenses incurred for the extension of Honeymoon Drive be paid for by the applicant prior to completion of the work and pending satisfactory repairs caused by their development to the existing pavement.

CARRIED

PLANNING & DEVELOPMENT

Bylaw #262-21 Plans Cancellation Bylaw
NGC-21-081 **MOVED** by Mayor Ludwig that Council give 1st reading to the Plans Cancellation Bylaw #262-21.

CARRIED

NGC-21-082 **MOVED** by Deputy Mayor Thiessen that Council give 2nd reading to the Plans Cancellation Bylaw #262-21.

CARRIED

NGC-21-083 **MOVED** by Mayor Ludwig that Council give 3rd reading to the Plans Cancellation Bylaw #262-21 at this meeting.

CARRIED UNANIMOUSLY

NGC-21-084 **MOVED** by Mayor Ludwig that Council give 3rd and final reading to the Plans Cancellation Bylaw #262-21.

CARRIED

COUNCIL REPORTS

- Mayor Ludwig
- Sylvan Lake Regional Wastewater Commission
 - Sylvan Lake Management Committee - Cancelled
- Deputy Mayor Thiessen
- No reports

Committee Reports

- Julie Thiessen, Summer Village of Norglenwold
- Town of Sylvan Lake Library Board
- Ann Zacharias, Summer Village of Birchcliff
- Parkland Regional Library Board

NGC-21-085 MOVED by Deputy Mayor Thiessen that the Council and Committee reports be accepted as information.
CARRIED

NEXT MEETING

NGC-21-086 MOVED by Mayor Ludwig that the next meeting of Council be held on July 30, 2021, at 9:00 a.m.
CARRIED

OPEN MIC No comments

ADJOURNMENT

NGC-21-087 MOVED by Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 9:28 a.m.
CARRIED

MAYOR LUDWIG, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held July 9, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ed Thiessen via Zoom
Member at Large: John Begg via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Kashuba via Zoom
Recording Secretary: Teri Musseau
Delegates/Gallery Reg Radford via Zoom
Lyn Radford via Zoom
Dwayne Beck via Zoom
Justin Fedun via Zoom

CALL TO ORDER: Chair Thiessen called the meeting to order at 9:01 a.m.

AGENDA:

MPC-21-027 Moved by Chair Thiessen to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. **205 Grand Avenue** – escarpment work, boathouse repairs and tree removal

Application for escarpment work, boathouse repairs and tree removal at 47 Grand Avenue. (Lot 13 Block 2 Plan 2203KS).

Kara Kashuba, Lyn Radford, Dwayne Beck, Justin Fedun, and Reg Radford left the meeting at 9:26 a.m.

MPC-21-028 Moved by John Begg to deny the application for escarpment work, boathouse repairs and tree removal at 205 Grand Avenue based on the following:

- It is recognized that remedial actions to banks may be necessary from time to time, the summer village strongly desired that the banks and shoreline remain as natural as possible to retain the natural ecosystems. It does not state in the geotechnical report that there are signs of erosion and that the work is necessary.
- In the current Land Use Bylaw, an accessory building on a parcel abutting Sylvan Lake shall be situated so that it is not closer to the front parcel boundary and the top of any escarpment area or high-water mark than the front wall of the main building or 15m whichever is least.
- The Municipal Development Plan 6.3.6. states Norglenwold shall not allow development adjacent to or near the shores of the Lake, including reserves, and other open spaces, unless

Initials

the proponent can demonstrate to the satisfaction of the Summer Village the development will not:

- (a) reduce lake water quality;
- (b) degrade fish or wildlife habitat;
- (c) adversely impact the area’s visual or natural quality through inappropriate or excessive removal of vegetation, and
- (d) lead to soil erosion or instability or damage to the bank or shore.

CARRIED

ADJOURNMENT

MPC-21-029 Moved by Chair Thiessen that the Municipal Planning Commission meeting be adjourned at 9:54 a.m.

CARRIED

ED THIESSEN, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Norglenwold

Administration and Finance

Council Date: July 30, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 225,099.80

The following list identifies any payments over \$3,000:

1. SL Regional Wastewater Comm	\$	6,830.66
a. Wastewater Services May 2021		
2. Town of Sylvan Lake	\$	20,475.00
a. Operational Recreation Cost Sharing		
3. Brownlee LLP	\$	4,095.47
a. Legal Fees		
4. Rugged West Maintenance Inc	\$	3,307.50
a. Office and Village Mowing		
5. Alberta School Foundation	\$	130,774.36
a. School Fund		
6. Red Deer County	\$	3,239.50
a. Contracted Garbage-June		

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Report Date
2021-07-15 2:57 PM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-07-15
Batch: 2021-00087 to 2021-00100

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
1543	2021-06-17	Alberta Development Officers	2021 ADOA Virtual Conference		
2021ADOA		412-100-130 - Shared Training	2021 ADOA Virtual Confere	125.00	125.00
1544	2021-06-21	Alamode Living Inc.	Deposit		
150Deposit		297-197-840 - Project-MSI Building Deposit		3,363.00	
		312-000-260 - GST Paid Refundat GST Tax Code		168.15	3,531.15
1545	2021-06-30	Brownlee LLP	Professional Services		
516086		212-400-230 - Legal Fees	Professional Services	573.30	
		312-000-260 - GST Paid Refundat GST Tax Code		28.67	601.97
1546	2021-06-30	SL Regional Wastewater Comm	May Wastewater Services		
1472		242-000-260 - Usage Fees	May Wastewater Services	6,830.66	6,830.66
1547	2021-06-30	Town of Sylvan Lake	Recreation Cost Sharing		
IVC109122		232-000-200 - Green Space Progr	222216	5.00	
		312-400-250 - Due from Sunbreak	221658	6.80	
		312-400-250 - Due from Sunbreak	222512	6.80	18.60
IVC109408		274-000-510 - Operational Recrea	Recreation Cost Sharing	20,475.00	20,475.00
				Payment Total:	20,493.60
1548	2021-07-12	Amber Mycock	Advance Poll and Election Work		
MUNIELECT01		312-300-250 - Due from Birchcliff	Advance Poll and Election	65.00	
		312-100-250 - Due from Half Moor	Advance Poll and Election	65.00	
		212-400-220 - Election Expenses/I	Advance Poll and Election	65.00	
		312-400-250 - Due from Sunbreak	Advance Poll and Election	65.00	260.00
1549	2021-07-12	Ashley Musseau	Advance Polls & Election Work		
MUNIELECT05		212-400-220 - Election Expenses/I	Advance Polls & Election	65.00	
		312-300-250 - Due from Birchcliff	Advance Polls & Election	65.00	
		312-100-250 - Due from Half Moor	Advance Polls & Election	65.00	
		312-400-250 - Due from Sunbreak	Advance Polls & Election	65.00	260.00
1550	2021-07-12	Virginia Beswick	Advance Poll & Election Work		
MUNIELECT04		212-400-220 - Election Expenses/I	Advance Poll & Election W	60.00	
		312-300-250 - Due from Birchcliff	Advance Poll & Election W	60.00	
		312-100-250 - Due from Half Moor	Advance Poll & Election W	60.00	
		312-400-250 - Due from Sunbreak	Advance Poll & Election W	60.00	240.00
1551	2021-07-12	Robyn Carriss	Advance Polls & Election		
MUNIELECT03		212-400-220 - Election Expenses/I	Advance Polls & Election	65.00	
		312-300-250 - Due from Birchcliff	Advance Polls & Election	65.00	
		312-100-250 - Due from Half Moor	Advance Polls & Election	65.00	
		312-400-250 - Due from Sunbreak	Advance Polls & Election	65.00	260.00

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1552 MUNIELECT06	2021-07-12	Glenda Love 212-400-220 - Election Expenses/ 312-300-250 - Due from Birchcliff 312-100-250 - Due from Half Moor 312-400-250 - Due from Sunbreak	Elections Work Elections Work Elections Work Elections Work	55.00 55.00 55.00 55.00	220.00
1553 MUNIELECT02	2021-07-12	Stacey Watson 212-400-220 - Election Expenses/ 312-300-250 - Due from Birchcliff 312-100-250 - Due from Half Moor 312-400-250 - Due from Sunbreak	Advance Polls & Election Advance Polls & Election Advance Polls & Election Advance Polls & Election	65.00 65.00 65.00 65.00	260.00
1554 4963	2021-07-15	Ace Line Locating 242-000-255 - Maintenance Progr 312-000-260 - GST Paid Refundat	Line Locating Line Locating GST Tax Code	1,200.00 60.00	1,260.00
1555 34104333	2021-07-15	Black Press Group Ltd 212-400-220 - Election Expenses/ 312-000-260 - GST Paid Refundat	Notice of Election Notice of Election GST Tax Code	617.74 30.88	648.62
1556 516847	2021-07-15	Brownlee LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refundat	Professional Fees Professional Fees GST Tax Code	3,912.35 183.12	4,095.47
1557 210175	2021-07-15	Parkland Regional Library 274-000-850 - Parkland Regional 312-000-260 - GST Paid Refundat	3rd Quarter Requisition 3rd Quarter Requisition GST Tax Code	583.54 29.18	612.72
1558 SI-39286	2021-07-15	Ram Electric & Instrumentation 297-197-840 - Project-MSI Building 312-000-260 - GST Paid Refundat	Security Invoice Security Invoice GST Tax Code	436.68 21.83	458.51
1559 2021	2021-07-15	Red Deer River Watershed Allia 243-102-150 - Red Deer River Wa	2021 Contribution 2021 Contribution	518.16	518.16
1560 11599	2021-07-15	TD Business Ventures Inc. 412-300-255 - Shared Facility Mai 312-000-260 - GST Paid Refundat	Mowing at New Building Mowing at New Building GST Tax Code	354.37 17.72	372.09
1561 IVC109552	2021-07-15	Town of Sylvan Lake 312-400-250 - Due from Sunbreak 312-400-250 - Due from Sunbreak 312-400-250 - Due from Sunbreak 312-300-250 - Due from Birchcliff 312-300-250 - Due from Birchcliff 232-000-200 - Green Space Progr 312-300-250 - Due from Birchcliff 312-300-250 - Due from Birchcliff	Weigh Scale Tickets-All Munis Weigh Scale Tickets-All M Weigh Scale Tickets-All M Weigh Scale Tickets-All M Weigh Scale Tickets-All M Weigh Scale Tickets-All M Weigh Scale Tickets-All M Weigh Scale Tickets-All M Weigh Scale Tickets-All M	5.00 10.90 23.10 38.10 35.35 5.00 16.30 16.30	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-300-250 - Due from Birchcliff	Weigh Scale Tickets-All M	29.90	
		312-100-250 - Due from Half Moor	Weigh Scale Tickets-All M	28.55	
		312-100-250 - Due from Half Moor	Weigh Scale Tickets-All M	32.65	
		312-200-250 - Due from Jarvis Bay	Weigh Scale Tickets-All M	12.25	
		232-000-200 - Green Space Progr	Weigh Scale Tickets-All M	6.80	
		312-400-250 - Due from Sunbreak	Weigh Scale Tickets-All M	5.00	
		312-300-250 - Due from Birchcliff	Weigh Scale Tickets-All M	5.00	
		312-400-250 - Due from Sunbreak	Weigh Scale Tickets-All M	24.50	294.70
1562	2021-07-15	Wild Rose Assessment Service	Assessment Fees		
8310		212-400-232 - Assessment Fees	Assessment Fees	1,725.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	86.25	1,811.25
EFT:					
191	2021-07-05	Empringham Disposal Corp	Bin Serviced May 15-June 2		
23796		243-000-200 - Contracted Garbage	Bin Serviced May 15-June	2,855.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	142.75	2,997.75
192	2021-07-05	RMA Business Services EFT	Signs-Dog On Leash-BC/JB		
AB062847		312-300-250 - Due from Birchcliff	Signs-Dog On Leash-BC	200.00	
		312-200-250 - Due from Jarvis Bay	Signs-Dog On Leash-JB	384.45	
		312-000-260 - GST Paid Refundat	GST Tax Code	29.22	613.67
AB064834		412-200-510 - Shared Office Supp	Office Supplies	360.12	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.26	368.38
AB065027		312-200-250 - Due from Jarvis Bay	No Parking Sign-JB	661.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	33.06	694.06
				Payment Total:	1,676.11
193	2021-07-15	Alberta One Call Corporation	Notifications		
IN168594		242-000-255 - Maintenance Progr	Notifications	37.80	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.89	39.69
194	2021-07-15	Molly Maid-EFT Payments	Office Cleaning-June 11		
2921		412-300-255 - Shared Facility Mai	Office Cleaning-June 11	95.24	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.76	100.00
2915		412-300-255 - Shared Facility Mai	Office Cleaning-June 4	95.24	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.76	100.00
				Payment Total:	200.00
195	2021-07-15	RMA Business Services EFT	Office Supplies		
AB066067		412-200-510 - Shared Office Supp	Office Supplies	33.87	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.69	35.56
AB066359		412-200-510 - Shared Office Supp	Office Supplies	2,529.14	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refundat	GST Tax Code	126.46	2,655.60
				Payment Total:	2,691.16
196	2021-07-15	Rugged West Maintenance Inc.	Office Mowing		
1186		412-300-255 - Shared Facility Main	Office Mowing	150.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	7.50	157.50
1185		232-000-200 - Green Space Progr	Mowing and Trim-June 11 &	3,000.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	150.00	3,150.00
				Payment Total:	3,307.50
Other:					
2756-Man	2021-06-30	Direct Energy	Shared Utilities-Thevenaz		
MAY282021-7547		412-300-540 - Shared Utilities	Shared Utilities-Thevenaz	80.09	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.01	84.10
2757-Man	2021-06-30	Epcor	Utilities-Both Buildings		
JUNE22021-9084		412-300-540 - Shared Utilities	Utilities	483.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	24.15	507.15
2758-Man	2021-06-30	Pitney Works	Shared Postage		
POSTJUNE921		412-200-215 - Shared Postage/Free	Shared Postage	2,000.00	2,000.00
2759-Man	2021-06-30	Shaw Business	phone/fax line		
1439945		412-300-217 - Shared Phone Fax	phone/fax line	379.45	
		312-000-260 - GST Paid Refundat	GST Tax Code	18.97	398.42
2760-Man	2021-06-30	UFA Co-Operative Ltd	PW Fleet		
113237348		412-100-266 - Shared PW Fleet	PW Fleet	258.12	
		312-000-260 - GST Paid Refundat	GST Tax Code	12.90	271.02
2769-Man	2021-06-30	Shaw Cable	Office Wifi		
JUNE192021-6278		412-300-217 - Shared Phone Fax	Office Wifi	115.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.75	120.75
2770-Man	2021-06-30	Bell Mobility	Cell/Ipad Charges		
JUNE212021-0516		212-400-217 - Data Plan	Mayor	10.00	
		212-400-217 - Data Plan	Deputy Mayor	10.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.00	21.00
2771-Man	2021-06-30	Alberta School Foundation Func	ASFF Residential		
11395		201-100-130 - ASFF Residential	ASFF Residential	130,774.36	130,774.36
2772-Man	2021-06-30	Alberta Municipal Services Cor	Pension Contribution		
PP12-2021		412-000-265 - Pension Plan Payat	Pension Contribution	1,108.19	1,108.19

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2773-Man	2021-06-30	Bell Mobility	Cell/Ipad Charges-MAY/JUNE		
JUNE132021-3661		212-400-217 - Data Plan	Receipt Cell	40.44	
		212-400-217 - Data Plan	Public Works	50.44	
		212-400-217 - Data Plan	Public Works	57.39	
		212-400-217 - Data Plan	Reception Cell	43.68	
		312-000-260 - GST Paid Refundat	GST Tax Code	9.60	201.55
2774-Man	2021-06-30	Direct Energy	Shared Utilities-New Office		
MAY282021-9796		412-300-540 - Shared Utilities	Shared Utilities-New Offi	336.97	
		312-000-260 - GST Paid Refundat	GST Tax Code	16.84	353.81
2775-Man	2021-06-30	Meridian	Photocopier Lease/Printing		
JUNE2021		412-200-500 - Shared Printing Co	Printing	214.72	
		412-300-270 - Shared Equipment	Leasing	214.73	429.45
2776-Man	2021-06-30	Receiver General/OTH	CPP, EI, Tax		
PP12-2021		412-000-263 - Income Tax Source Tax		2,960.36	
		412-000-261 - CPP Source Deduct CPP		1,945.56	
		412-000-262 - EI Source Deductio EI		721.10	5,627.02
2780-Man	2021-07-10	ATB Mastercard	AB Land Titles-BC		
41828383		312-300-250 - Due from Birchcliff	AB Land Titles-BC	10.00	10.00
007444		412-100-266 - Shared PW Fleet	CND Tire EZ Strap	11.49	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.57	12.06
171792		212-400-220 - Election Expenses/I	AB Queen's Printer MGA's	112.00	
		312-300-250 - Due from Birchcliff	AB Queen's Printer MGA's	112.00	
		312-100-250 - Due from Half Moor	AB Queen's Printer MGA's	112.00	
		312-200-250 - Due from Jarvis Bay	AB Queen's Printer MGA's	112.00	
		312-400-250 - Due from Sunbreak	AB Queen's Printer MGA's	112.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	28.00	588.00
008683		412-100-266 - Shared PW Fleet	Squeaky Kleen-Truck Wash	28.00	28.00
41882780		312-300-250 - Due from Birchcliff	AB Land Titles-BC	10.00	10.00
009358		232-000-200 - Green Space Progr	Weedwacker String/Bags	13.97	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.70	14.67
7061051295		412-100-266 - Shared PW Fleet	Flat Tire Repair-Trailer	33.20	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.66	34.86
010096		312-300-250 - Due from Birchcliff	Speed Sign Locks	73.36	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.67	77.03
WINNERSJUN10		297-197-840 - Project-MSI Building	New Building Renos	59.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.00	62.98
98536		212-400-220 - Election Expenses/I	Ballots BC,HMB,NOR & SBC	135.00	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-300-250 - Due from Birchcliff	Ballots BC,HMB,NOR & SBC	79.00	
		312-100-250 - Due from Half Moor	Ballots BC,HMB,NOR & SBC	51.00	
		312-400-250 - Due from Sunbreak	Ballots BC,HMB,NOR & SBC	135.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	20.00	420.00
10425		232-000-265 - Sign Program	Speedpro-Digital Print	242.88	
		312-000-260 - GST Paid Refundat	GST Tax Code	12.14	255.02
014220		312-200-250 - Due from Jarvis Bay	Gloves for Round Up	11.58	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.58	12.16
014184		312-400-250 - Due from Sunbreak	Bollard Key Replace	7.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.40	8.38
INV91467695		412-300-242 - Shared IT Equipme	Tanner's Zoom	20.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.00	21.00
015572		412-100-266 - Shared PW Fleet	Truck Wash -Ranger	14.00	14.00
015454		412-100-266 - Shared PW Fleet	Truck Wash F150	22.00	22.00
41947564		312-300-250 - Due from Birchcliff	AB Land Titles-BC	10.00	10.00
256063		412-300-510 - Shared Other Conti	Flowers for B'day	78.69	78.69
019110		312-400-250 - Due from Sunbreak	Registered Letter-SBC	21.64	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.08	22.72
ESSOJune19		112-000-570 - Other Revenue	MC Charge In Error Tanner	28.38	28.38
850		297-197-840 - Project-MSI Building	Roo Kee Roo New Building	314.61	314.61
2091271682		297-197-840 - Project-MSI Building	Etsy-New Building	201.51	201.51
CA15K5GE6V4I		297-197-840 - Project-MSI Building	Amazon-New Building Reno	125.85	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.30	132.15
023284		312-400-250 - Due from Sunbreak	Washer for Benches-SBC	2.06	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.10	2.16
023758		261-000-110 - Development Servi	Registered Letter	11.89	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.59	12.48
024356		412-200-510 - Shared Office Supp	Tables	112.66	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.95	117.61
024402		212-400-220 - Election Expenses/I	Supplies for Election	3.75	
		312-300-250 - Due from Birchcliff	Supplies for Election	3.75	
		312-100-250 - Due from Half Moor	Supplies for Election	3.75	
		312-400-250 - Due from Sunbreak	Supplies for Election	3.75	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.75	15.75
1290629		312-400-250 - Due from Sunbreak	Weed Wacker Blade	77.48	

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Summer Village of Norglenwold
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refundat	GST Tax Code	3.88	81.36
026-215908		312-400-250 - Due from Sunbreak Washers for Benches		2.20	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.11	2.31
SHUTTERJUN2021		412-300-242 - Shared IT Equipme	Shutterstoc-Marketing Sof	37.28	37.28
026986		212-400-220 - Election Expenses/l	Lunch for Advance Polls	11.49	
		312-300-250 - Due from Birchcliff	Lunch for Advance Polls	11.50	
		312-100-250 - Due from Half Moor	Lunch for Advance Polls	11.50	
		312-400-250 - Due from Sunbreak	Lunch for Advance Polls	11.50	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.30	48.29
026112		212-400-220 - Election Expenses/l	Lunch for Advance Polls	2.49	
		312-300-250 - Due from Birchcliff	Lunch for Advance Polls	2.50	
		312-100-250 - Due from Half Moor	Lunch for Advance Polls	2.50	
		312-400-250 - Due from Sunbreak	Lunch for Advance Polls	2.49	9.98
L3261427		297-197-840 - Project-MSI Building	Ikea	831.45	831.45
9431523996		412-200-510 - Shared Office Supp	Business Cards	411.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	20.58	432.57
JUNE27TSHEET		412-300-242 - Shared IT Equipme	Quickbooks-T-Sheets	115.50	115.50
706I051783		412-100-266 - Shared PW Fleet	Fountain Tire-F-150 Repai	517.37	
		312-000-260 - GST Paid Refundat	GST Tax Code	25.87	543.24
058856		412-200-510 - Shared Office Supp	Everything H2O-Water for	15.00	15.00
IKEACALGARY		297-197-840 - Project-MSI Building	New Building Renos	1,488.90	
		312-000-260 - GST Paid Refundat	GST Tax Code	74.45	1,563.35
INV94180071		412-300-242 - Shared IT Equipme	Teri's Zoom	19.13	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.96	20.09
H01798936		297-197-840 - Project-MSI Building	Ikea	873.60	873.60
003430		212-400-220 - Election Expenses/l	Lunch-Election Staff	29.64	
		312-300-250 - Due from Birchcliff	Lunch-Election Staff	29.66	
		312-100-250 - Due from Half Moor	Lunch-Election Staff	29.66	
		312-400-250 - Due from Sunbreak	Lunch-Election Staff	29.66	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.12	123.74
003660		212-400-220 - Election Expenses/l	Lunch-Election	11.52	
		312-300-250 - Due from Birchcliff	Lunch-Election	11.52	
		312-100-250 - Due from Half Moor	Lunch-Election	11.53	
		312-400-250 - Due from Sunbreak	Lunch-Election	11.53	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.31	48.41
003784		212-400-220 - Election Expenses/l	Lunch-Elections	11.49	
		312-300-250 - Due from Birchcliff	Lunch-Elections	11.50	

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Summer Village of Norglenwold
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-100-250 - Due from Half Moor Lunch-Elections		11.50	
		312-400-250 - Due from Sunbreak Lunch-Elections		11.50	
		312-000-260 - GST Paid Refundal GST Tax Code		2.30	48.29
3CN6RXL5K2Q		412-100-130 - Shared Training Alberta Elected-Council T		275.00	
		312-200-250 - Due from Jarvis Bay Alberta Elected-Council T		825.00	
		312-000-260 - GST Paid Refundal GST Tax Code		55.00	1,155.00
42085929		312-300-250 - Due from Birchcliff AB Land Titles		10.00	10.00
42077627		261-000-110 - Development Servic AB Land Titles-Norg/SBC		20.00	
		312-400-250 - Due from Sunbreak AB Land Titles-Norg/SBC		40.00	60.00
006756		232-000-200 - Green Space Progr Biodegradable Leaf Bags		12.99	
		312-000-260 - GST Paid Refundal GST Tax Code		0.65	13.64
U559383W		297-197-840 - Project-MSI Building Ikea		1,473.15	1,473.15
R6989542A		297-197-840 - Project-MSI Building Ikea		173.25	173.25
Payment Total:					10,205.72
2781-Man	2021-07-15	Alberta Municipal Services Cor	Pension Contribution		
PP13-2021		412-000-265 - Pension Plan Payal Pension Contribution		1,108.18	1,108.18
2782-Man	2021-07-15	AMSC Insurance Services Ltd	Municipal Benefits		
0809-44,510		412-000-266 - Benefits	Municipal Benefits	1,930.01	1,930.01
2783-Man	2021-07-15	Direct Energy	Shared Utilities		
JUNE282021-7547		412-300-540 - Shared Utilities	Shared Utilities	49.03	
		312-000-260 - GST Paid Refundal GST Tax Code		2.45	51.48
2784-Man	2021-07-15	Epcor	Utilities		
JUNE252021-8683		232-000-545 - Utilities	Utilities	79.86	
		312-000-260 - GST Paid Refundal GST Tax Code		3.99	83.85
2785-Man	2021-07-15	Epcor	Utilities		
JULY22021-9084		412-300-540 - Shared Utilities	Utilities	635.32	
		312-000-260 - GST Paid Refundal GST Tax Code		31.76	667.08
2786-Man	2021-07-15	Receiver General/OTH	CPP, EI, Tax		
PP13-2021		412-000-263 - Income Tax Source Tax		3,049.66	
		412-000-261 - CPP Source Deduc CPP		1,987.46	
		412-000-262 - EI Source Deductio EI		735.67	5,772.79
2787-Man	2021-07-15	Red Deer County	Garbage Base Charge-June		
JUNE302021		243-000-200 - Contracted Garbagi Garbage Base Charge		3,239.50	3,239.50
2788-Man	2021-07-15	Red Deer County	Garbage Base Charge-May		

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Summer Village of Norglenwold
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
MAY312021		243-000-200 - Contracted Garbag	Garbage Base Charge-May	3,239.50	3,239.50
2789-Man JUNE2021-1000	2021-07-15	Town of Sylvan Lake 412-300-540 - Shared Utilities	Water Bill Water Bill	82.44	82.44
2790-Man 1121916-0613-9	2021-07-15	Waste Management of Canada 243-000-270 - Recycling Program 312-000-260 - GST Paid Refundat	Recycling Recycling GST Tax Code	1,425.91 71.32	1,497.23
2791-Man JUNE282021-9796	2021-07-15	Direct Energy 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Shared Utilities Shared Utilities GST Tax Code	139.27 6.97	146.24
2792-Man 113298164	2021-07-15	UFA Co-Operative Ltd 412-100-266 - Shared PW Fleet 312-000-260 - GST Paid Refundat	PW Fleet PW Fleet GST Tax Code	605.04 30.25	635.29
2793-Man JUNE302021-0004	2021-07-15	Town of Sylvan Lake 412-300-540 - Shared Utilities	Water for New Building Water for New Building	79.14	79.14
2794-Man 1465445	2021-07-15	Shaw Business 412-300-217 - Shared Phone Fax 312-000-260 - GST Paid Refundat	phone/fax line phone/fax line GST Tax Code	379.45 18.97	398.42
Total for MAIN:					225,099.80

Certified Correct This July 15, 2021

Mayor

Administrator

Summer Village of Norglenwold

Finance

Information Item

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 2nd Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to June 30, 2021
- ASFF Report to June 30, 2021
- Capital Projects Report to June 30, 2021

Balances at June 30, 2021

- ATB Bank Account \$2,357,571.28

Reserves and Deferred Accounts

• Accumulated Surplus	25,000.00
• Completions Deposits	41,995.45
• Deferred Revenue (Grants)	432,023.20
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	1,130.60
• Reserves Roads	286,045.00
• Reserves Environment	1,480,840.43
• Reserves General Operating	157,628.90
• Reserves Legal	19,244.00
• Reserves Recreation	434,686.40

Administrative Recommendations:

- 1) That Council discuss and accepts all items as information.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

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Summer Village of Norglenwold
Operating Budget
For the Period Ending June 30, 2021

Page 1

	Budget	YTD	\$ Rem
Revenue			
101-000-110 - Taxation	458,542.57	458,537.78	(4.79)
101-000-510 - Taxes Penalties & Cos	15,000.00	14,040.31	(959.69)
101-103-130 - DI Designated Industrial	40.21	40.22	0.01
112-000-410 - Sale of Services & Su	233.82	700.00	466.18
112-000-540 - Interest Charges	223.52	0.85	(222.67)
112-000-550 - Return on Investments	20,000.00	6,485.67	(13,514.33)
112-000-570 - Other Revenue	2,331.84	3,148.93	817.09
112-000-740 - MSI Operational	8,532.00	11,419.00	2,887.00
112-000-840 - Franchise Fees	9,100.00	5,214.31	(3,885.69)
121-000-530 - Fines Provincial Coll	1,698.99	162.00	(1,536.99)
142-000-510 - Wastewater Usage Char	91,800.00	91,800.00	
161-000-410 - Certificates Complian	259.59	500.00	240.41
161-000-510 - Inspection Fees	1,132.41	1,817.03	684.62
161-000-520 - Development Permits/A	3,108.96	4,465.10	1,356.14
161-000-590 - Encroachment Fees	101.92	930.00	828.08
Total Revenue:	612,105.83	599,261.20	(12,844.63)
Expenditures			
Council and Legislation			
211-101-150 - Remuneration Mayor	10,363.20	2,930.00	7,433.20
211-101-210 - T&S Mayor	2,072.63	144.55	1,928.08
211-102-150 - Remuneration Deputy Mayor	7,772.40	1,800.00	5,972.40
211-102-210 - T&S Deputy Mayor	1,554.48		1,554.48
211-103-150 - Remuneration Councillor	7,772.40		7,772.40
211-103-210 - T&S Councillor	1,554.48		1,554.48
211-201-212 - R & C ASVA	880.87		880.87
211-202-212 - R&C AUMA	1,036.32		1,036.32
211-301-220 - AUMA	1,088.14	970.78	117.36
211-302-220 - ASVA	932.69	975.00	(42.31)
211-303-220 - FCM	157.48	183.84	(26.36)
211-304-220 - Mayors and Reeves	100.00		100.00
Total Council and Legislation:	35,285.09	7,004.17	28,280.92
Administration			
212-100-110 - Salaries	120,262.24	52,949.01	67,313.23
212-100-130 - Training	3,186.95	1,570.38	1,616.57
212-100-140 - Benefits	4,496.70	1,621.62	2,875.08
212-100-210 - Travel & Subsistence	4,127.47		4,127.47
212-100-211 - WCB	2,876.87	470.09	2,406.78
212-100-266 - PW Fleet	2,153.35	522.70	1,630.65
212-200-215 - Postage/Freight/Couri	2,195.94	918.39	1,277.55
212-200-500 - Printing Costs	2,459.98	762.51	1,697.47
212-200-510 - Office Supplies	3,858.39	456.87	3,401.52
212-300-217 - Phone/Fax/Internet	2,511.46	871.23	1,640.23
212-300-240 - Computer Software/Mtn	1,845.01	3,129.16	(1,284.15)
212-300-242 - IT Equipment	1,265.48	1,875.51	(610.03)
212-300-250 - Facility Improvements	1,265.48		1,265.48
212-300-255 - Facility Maintenance	4,444.57	311.41	4,133.16
212-300-263 - Condominium Costs	1,291.49	1,148.44	143.05
212-300-265 - Equipment Maintenance	543.71		543.71
212-300-270 - Equipment Rental	1,014.74	362.64	652.10

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Summer Village of Norglenwold
Operating Budget
For the Period Ending June 30, 2021

Page 2

	Budget	YTD	\$ Rem
212-300-510 - Other Contingency	422.23	243.61	178.62
212-300-530 - Building Insurance	626.30		626.30
212-300-540 - Utilities	3,659.28	2,032.05	1,627.23
212-400-216 - Coffee with Council	1,554.48		1,554.48
212-400-217 - Data Plan	1,865.38	765.47	907.96
212-400-220 - Election Expenses/Mee	5,000.00	1,190.22	3,768.65
212-400-221 - Bank Fees	5,181.60	659.48	4,522.12
212-400-222 - Advertising	1,554.48		1,554.48
212-400-230 - Legal Fees	5,000.00	8,486.50	(3,486.50)
212-400-231 - Audit Fees	7,815.07	4,593.85	3,221.22
212-400-232 - Assessment Fees	7,100.00	3,650.00	3,450.00
212-400-233 - Accounting Software	1,868.02		1,868.02
212-400-275 - Municipal Insurance	4,500.00	7,480.63	(2,980.63)
212-400-910 - Tax Changes	518.16		518.16
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-402-220 - Donations to other	1,000.00		1,000.00
Total Administration:	208,464.83	96,071.77	112,159.98
Protective Services			
223-000-200 - Contract Fire Service	18,912.96	(520.20)	19,433.16
224-000-200 - Emergency Management	1,554.48		1,554.48
224-000-201 - Safety Equipment	518.16		518.16
225-000-200 - Policing Costs	17,215.00		17,215.00
226-000-200 - Enforcement	27,672.50	20,754.38	6,918.12
Total Protective Services:	65,873.10	20,234.18	45,638.92
Public Works			
232-000-200 - Green Space Program	24,850.00	3,316.05	21,533.95
232-000-240 - Hazardous Trees	8,750.00		8,750.00
232-000-250 - Road Maintenance Program	26,000.00	6,370.00	19,630.00
232-000-255 - Plowing Program	23,300.00	8,840.00	14,460.00
232-000-265 - Sign Program	2,350.00	1,250.29	1,099.71
232-000-530 - Ditch & Culvert Progr	5,000.00		5,000.00
232-000-545 - Utilities	835.00	329.17	505.83
242-000-250 - SLR WasteWater Commis	8,486.00		8,486.00
242-000-251 - SLR Water Commission	693.50	346.75	346.75
242-000-255 - Maintenance Program	18,653.76	1,886.90	16,766.86
242-000-260 - Usage Fees	81,968.00	34,153.30	47,814.70
243-000-200 - Contracted Garbage	38,343.84	12,573.50	22,530.84
243-000-270 - Recycling Program	18,653.76	5,609.64	11,680.00
Total Public Works:	257,883.86	74,675.60	178,604.64
Planning and Development			
261-000-110 - Development Service	1,200.00	241.82	958.18
261-000-115 - IDP (RDC & TSL)	3,500.00	26.25	3,473.75
261-000-200 - Planning	5,181.60	720.00	4,461.60
261-000-215 - Subdivision Appeal Bo	1,036.32	739.10	297.22
261-000-220 - Municipal Planning Co	1,036.32	900.00	136.32
Total Planning and Development:	11,954.24	2,627.17	9,327.07

Recreation

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Summer Village of Norglenwold
Operating Budget
For the Period Ending June 30, 2021

Page 3

	Budget	YTD	\$ Rem
272-000-220 - FCSS Grant	4,210.80	1,754.00	2,456.80
272-000-250 - Buoy Programs	3,108.96	1,311.12	1,797.84
274-000-850 - Parkland Regional Lib	2,334.15	1,167.08	1,167.07
274-000-510 - Operational Recreation Grants - ICF	20,400.00	20,475.00	(75.00)
Total Recreation:	30,053.91	24,707.20	5,346.71
Environment			
243-102-150 - Red Deer River Waters	518.16		518.16
273-100-150 - Environmental Projects SLMC & Env	1,036.32		1,036.32
273-000-761 - Team Up to Clean Up	1,036.32		1,036.32
Total Environment:	2,590.80	0.00	2,590.80
Total Expenditures:	612,105.83	225,320.09	381,949.04
Surplus / Deficit	0.00	373,941.11	369,104.41

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Summer Village of Norglenwold
ASFF Budget Report
For the Period Ending June 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	520,779.22	520,780.63	1.41
101-001-130 - ASFF-Non-Residential	1,981.29	1,981.29	
101-103-130 - DI Designated Industrial	40.21	40.22	0.01
Total Revenue:	522,800.72	522,802.14	1.42
Expenditures			
201-100-130 - ASFF Residential	520,779.22	261,548.71	259,230.51
201-101-130 - ASFF- Non Residential	1,981.29		1,981.29
201-103-130 - DI Designated Industrial	40.21		40.21
Total Expenditures:	522,800.72	261,548.71	261,252.01
Surplus / Deficit	0.00	261,253.43	261,253.43

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Summer Village of Norglenwold
Capital Projects Budget
For the Period Ending June 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-192-840 - Project-Reserves Open Space/Mooring Plan	50,000.00		(50,000.00)
197-196-840 - Project - Grants Bridge & Pathway	100,000.00		(100,000.00)
197-197-840 - Project-MSI Building Renovations	350,000.00		(350,000.00)
197-198-840 - Project - Reserves Annexation	25,000.00		(25,000.00)
Total Revenue:	525,000.00	0.00	(525,000.00)
Expenditures			
297-192-840 - Project-Reserves Open Space/Mooring Plan	50,000.00		50,000.00
297-196-840 - Project - Grants Bridge & Pathway	100,000.00		100,000.00
297-197-840 - Project-MSI Building Renovations	350,000.00	203,410.20	146,589.80
297-198-840 - Project - Reserves Annexation	25,000.00		25,000.00
Total Expenditures:	525,000.00	203,410.20	321,589.80
Surplus / Deficit	0.00	(203,410.20)	(203,410.20)

Summer Village of Norglenwold

July 30, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

The following will update council on public works projects and programs:

- Road repairs and speed bump installation are scheduled to be completed in September by Border Paving.
- Dead and dangerous trees are being removed throughout the village.
- Paths and reserves are being trimmed by summer staff.
- Public Works has received a price for armoring the shoreline off of the greenspace in Rustic Crescent.

Options for Consideration:

Accept as information

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Norglenwold

July 24, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 77 development permits issued in the Summer Villages (31 in Birchcliff, 1 in Half Moon Bay, 10 in Jarvis Bay, 19 in Norglenwold, and 16 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 111 Grand Avenue	Lakeside Stairs
3. 85 Grand Avenue	Retaining Walls
4. 87 Grand Avenue	Retaining Walls
5. 141 Grand Avenue	Demolition and Dwelling
6. 353 Last Chance Way	Dwelling Addition
7. 167 Grand Avenue	Detached Garage
8. 345 Honeymoon Drive	Dwelling
9. 345 Honeymoon Drive	Detached Garage
10. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
11. 21 Ravenscrag Crescent	Hot Tub
12. 117 Grand Avenue	Boathouse Renovations
13. 215 Grand Avenue	Landscaping/Mechanized Excavation
14. 253 Honeymoon Drive	Dwelling
15. 133 Grand Avenue	Home Occupation
16. 141 Grand Avenue	Mech Excavation/Concrete Pad
17. 253 Honeymoon Drive	Lakeside Stairs
18. 47 Grand Avenue	Guest House
19. 257 Honeymoon Drive	Dwelling (NEW)

Complaints Update:

1. 53 Grand Avenue - Proceeding with enforcement
 - a. Driveway constructed without development permit.
(*\$21,600 in legal fees so far*)

2. 32 Grand Avenue – Stop Order issued.
 - a. Mechanized Excavation, Stripping & Grading done without a development permit and in the ditch on Municipal Land.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

July 30, 2021

Council and Legislation

Request for Decision

Agenda Item: *Sylvan Lake Management Plan*

Background:

Administration has received the attached request from the Chair of the Sylvan Lake Management Committee asking all 8 municipal partners to make a motion to rescind the Sylvan Lake Management Plan. With the recent completion of the Sylvan Lake Intermunicipal Development Plan (IDP), the Sylvan Lake Management Plan has now become redundant.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council rescind the Sylvan Lake Management Plan.

Administrative Recommendations:

- 1) That Council rescind the Sylvan Lake Management Plan.

Authorities:

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.

July 5, 2021

Dear Member:

In 1977 the first Sylvan Lake Management Plan was created, helping to establish an integrated approach to the management of the lake as a recreational resource. The plan was developed as a conceptual document providing recommendations for responsible land and recreational use. This plan was updated in 1986 and again in 2000, in a collaborative effort between the eight municipalities surrounding Sylvan Lake to ensure the lake's long-term protection and sustainability. The last plan update in 2000 was completed with the expectation of being adopted as an Intermunicipal Development Plan. The Plan was not adopted as a statutory document; however, it has still served as a guide for the responsible development and growth of land surrounding the lake since its approval. At that time, the responsibility of monitoring the Sylvan Lake Management Plan was granted to the Sylvan Lake Management Committee.

At the last Sylvan Lake Management Committee meeting, the Committee agreed that with the recent completion of the Sylvan Lake Intermunicipal Development Plan (IDP), the Sylvan Lake Management Plan has now become redundant. The IDP is a formal, statutory plan that addresses land-based issues within the watershed and achieves the vision and purpose of the Sylvan Lake Management Plan. As such, the Committee has determined that the Sylvan Lake Management Plan should be rescinded.

As the Chair of the Sylvan Lake Management Committee, I am requesting on the Committee's behalf, that the member municipalities rescind the Sylvan Lake Management Plan as the new IDP has established the policies needed to promote sustainable land development and protect the health of the watershed. We request that, if possible, each municipality rescind the Sylvan Lake Management Plan prior to the next Sylvan Lake Management Committee Meeting in September.

Should you have any questions please feel free to contact me at roger.gj.dufresne@gmail.com.

Sincerely,

Roger Dufresne
Chair, Sylvan Lake Management Committee

Summer Village of Norglenwold

July 30, 2021

Administration

Request for Decision

Agenda Item: *Munis 101 Training*

Background:

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

Munis 101: The Essentials of Municipal Governance delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the Municipal Government Act and includes best practices in everything from public participation to considering how to set tax rates.

Munis 101 will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

Munis 101 is a 4-session course using Zoom and Google Classroom platforms with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into four sections as follows:

Session 1 – Basics of Municipal Governance and Legislation in Alberta

- Review the role of municipalities in Alberta as legislated by the Municipal Government Act (MGA)
- Recognize municipal responsibilities in relation to service planning and delivery
- Differentiate between different forms of community planning – The Elected Official's Role in Municipal Leadership (pt. 1)
- Recognize the roles and responsibilities of council as a whole
- Understand council proceedings

Session 2 – The Elected Official’s Role in Municipal Leadership (pt. 2)

- Differentiate between the roles and responsibilities of individual councillors, the CAO, and municipal staff
- Evaluate the application of the Council Code of Conduct
- Identify instances of pecuniary interest
- Reflect on decision making process

Session 3 – Explore the Role of Municipal Planning and Development and Effective Collaboration

- Recognize how municipalities plan and grow
- Understand common planning and development processes
- Analyze and classify collaborative projects as opportunities or requirements
- Alleviate and resolve intermunicipal disputes
- Recognize tools for collaboration

Session 4 – Navigate the World of Municipal Finance

- Recognize important budgeting and financial administration processes
- Understand council’s role in financial statement and audit requirements
- Distinguish how municipalities are funded

The cost for this virtual event is \$275 per person and sessions run as follows:

- September 14 from 2:30 to 4:30 p.m.
- September 21 from 2:30 to 4:30 p.m.
- September 28 from 2:30 to 4:30 p.m.
- October 5 from 2:30 to 4:30 p.m.

Or

- September 22 from 7:00 to 9:00 p.m.
- September 29 from 7:00 to 9:00 p.m.
- October 6 from 7:00 to 9:00 p.m.
- October 12 from 7:00 to 9:00 p.m.

Options for Consideration:

1. Accept as information.
2. Authorize Councillors to attend and have Administration make arrangements

Administrative Recommendations:

Authorize Councillors to attend and have administration make arrangements.

Authorities:

Bill 21 - 201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.

Summer Village of Norglenwold

July 30, 2021

Council & Legislative

Request for Decision

Agenda Item: *Subdivision and Development Appeal Board Training*

Background:

Administration has received information on the upcoming Subdivision and Development Appeal Board (SDAB) Training.

In recent changes to the *Municipal Government Act*, Subdivision and Development Appeal Board training is mandatory before members can sit on the SDAB hearing and training must be completed every three years.

This course is for newly appointed SDAB members and clerks or yet to be certified members and clerks.

This course includes:

- administrative law principles
- introduction to planning and development in Alberta
- legislative and planning considerations
- roles and responsibilities of members, clerks and other parties
- SDAB appeals, process and authority
- decision making
- other issues

This course is now delivered in 4, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain certification.

Administration has secured the following dates for our members:

- September 22-24 Member/Clerk Refresher AM
- October 12-15 New Member/Clerk AM

Options for Consideration:

- 1) Council authorize Administration to register the Chair and members-at-large for the upcoming training.

Administrative Recommendations:

Administration to register Mayor and members-at-large for training where available.

Authorities:

Subdivision and Development Appeal Board Regulation

2(2) A member of a subdivision and development appeal board must

- (a) before participating in any hearing as a member of a panel of the board, successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set or approved by the Minister.

Summer Village of Norglenwold

July 30, 2021

Council and Legislation

Request for Decision

Agenda Item: *Annual Information Meeting*

Background:

Due to the Covid 10 pandemic and subsequent restrictions, Council previously discussed postponing the Annual Information Meeting originally scheduled for July 24th. Now that things are returning to normal, Administration is requesting Council discuss topics and provide a new date for the 2021 Annual Information Meeting.

Administration has provided a copy of 2019 Annual Information Meeting agenda for guidance in preparing the 2021 agenda.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council discuss and provide direction to Administration.

Administrative Recommendations:

- 1) That Council discuss and provide direction to Administration.

Authorities:

n/a

**2019 Annual Information Meeting
Saturday, July 6, 2019
10:00 a.m. – 12:00 p.m.
NexSource Centre**

AGENDA

1. Welcome & Introductions

2. Council Reports

- Annexation
- Open Space Master Plan
- Sylvan Lake Regional Wastewater Commission
- Land Use Bylaw

3. Open Discussion

4. Adjournment

Council wishes to thank you for attending. Your input is appreciated.

*Jeff Ludwig
Mayor*

*Ed Thiessen
Deputy Mayor*

*Jim McLeod
Councillor*

Summer Village of Norglenwold

July 30, 2021

Council and Legislation

Request for Decision

Agenda Item: *Merging of SLRWC and SLRWWC*

Background:

Administration has received the attached request from the Keith Boras from Lacombe County, requesting municipalities pass a motion authorizing the disestablishment of the Sylvan Lake Regional Water Commission and authorizing the change in name and services of the Sylvan Lake Regional Wastewater Commission.

Options for Consideration:

- 1) That Council accept as information.
- 2) That the Council of the Summer Village of Norglenwold hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the commission be authorized to provide water services in accordance with its bylaws.

Administrative Recommendations:

- 1) That the Council of the Summer Village of Norglenwold hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the commission be authorized to provide water services in accordance with its bylaws.

Authorities:

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.



Sylvan Lake Regional Wastewater Commission

c/o Lacombe County

RR 3

Lacombe, AB T4L 2N3

tevans@sylvansummervillages.ca

July 27, 2021

Tanner Evans
Sylvan Lake Summer Village Administration
Bay 8, 14 Thevenaz Industrial Trail
Sylvan lake AB T4S 2J5

Dear Mr. Evans:

Re: Merging of the SLRWC and SLRWWC

At the April 26th meeting of the SLRWC the Board unanimously approved a resolution to disestablish the SLRWC and transfer any assets to the SLRWWC. With the disestablishment of the Commission approved by the SLRWC Board, the next step was to have all member municipalities' Councils pass a resolution authorizing the disestablishment of the Commission.

With all member municipalities having now provided this resolution, the SLRWWC Board is requesting all member municipalities pass the following resolution to deal with the change in name and services. These proposed changes must be advertised weekly for a period of two consecutive weeks in at least one newspaper or other publication circulating in the area.

Council of [Municipality] hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):

- The name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;*
- The Commission be authorized to provide water services in accordance with its bylaws.*

Once the name of the Commission and scope of services are changed, the next step will be amending the renamed Commission's bylaws to finalize the process. This will be dealt with at the next Commission meeting scheduled for Monday, September 27, 2021.

Should you have any questions please feel free to contact me by phone at 403.782.8959 or email cao@sylvanlakeregional.com.

Sincerely,

Keith Boras
Chief Administrative Officer

Summer Village of Norglenwold

July 30, 2021

Council Reports

Information Item

Council Reports:

Jeff Ludwig
Cyril Gurevitch
Nav Rattan

Committee Reports

Correspondence:

Upcoming Meetings:

Next Council Meeting – September 24, 2021