

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
SEPTEMBER 24, 2021 @ 1:00 P.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 30, 2021
 - Organizational Meeting Minutes, July 30, 2021
 - Municipal Planning Commission Minutes, August 6, 2021
 - Municipal Planning Commission Minutes, Sept 1, 2021
 - Special Meeting Minutes, September 10, 2021
 - Special Meeting Minutes, September 17, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance & Administration

- a) Bank Fees Update
- b) Strategic Planning

2) Council & Legislation

- a) Signing Authority
- b) Alberta Urban Municipalities Association (AUMA) Convention
- c) Association of Summer Villages of Alberta (ASVA) Conference
- d) Intermunicipal Development Plan Committee (IDPC)
- e) Emergency Ambulance Dispatch
- f) Recording of Meetings
- g) Council and Board Reimbursement
- h) Coffee with Council

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Mayor Gurevitch
- b) Deputy Mayor Ludwig
- c) Councillor Rattan

2) Upcoming Meetings

- a) Council Meeting – October 29, 2021

G. OPEN MIC

H. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
July 30, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held July 30, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Cyril Gurevitch
	Deputy Mayor:	Jeff Ludwig
	Councillor:	Nav Rattan
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov
	Junior Development Officer:	Kara Kashuba
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau
	Gallery:	

CALL TO ORDER The Meeting was called to order at 9:36 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-21-104 MOVED by Deputy Mayor Ludwig that the agenda be adopted as amended:

D.5. Peace Officer
E.1.F. Council iPads and Email Address
D.6. Council Transparency
D.7. Council Meetings and Remuneration
CARRIED

CONFIRMATION OF MINUTES

NGC-21-105 MOVED by Deputy Mayor Ludwig that the minutes of the Regular meeting of Council held on June 25, 2021, be approved as presented.

CARRIED

NGC-21-106 MOVED by Deputy Mayor Ludwig that the minutes of the Municipal Planning Commission meeting of Council held on July 9, 2021, be approved as presented.

CARRIED

INFORMATION ITEMS

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

MOVED by Councillor Rattan that Council add another \$3,500.00 to the budget from MSI funding for 4 additional speed bumps to be spaced out along Grand Avenue.

CARRIED

- 4) Development Update
- 5) Peace Officer

Summer Village of Norglenwold
Regular Meeting Minutes
July 30, 2021

C-1

- 6) Council Transparency
- 7) Remuneration Policy

NGC-21-107 MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.
CARRIED

Tina Leer, Kara Kashuba, and Chris Loov left the meeting at 10:57 a.m.

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

NGC-21-108 Sylvan Lake Management Plan
MOVED by that Council rescind the Sylvan Lake Management Plan.
CARRIED

NGC-21-109 Munis 101 Councillor Training
MOVED by Deputy Mayor Ludwig that Council authorize Councillors to attend the Munis 101 Councillor training and Administration to register attendees.
CARRIED

NGC-21-110 Subdivision and Development Appeal Board Training
MOVED by Councillor Rattan that Administration register all SDAB members for the required SDAB training in September for returning members and in October for new members.
CARRIED

NGC-21-111 Annual Information Meeting
MOVED by Mayor Gurevitch that Council hold the Annual Information Meeting on Sunday, August 29th, 2021, at the new building from 1 p.m. – 3 p.m.
CARRIED

NGC-21-112 Sylvan Lake Regional Water & Wastewater Commissions
MOVED by Councillor Rattan 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.

CARRIED

NGC-21-113 Council iPads and Email Addresses
MOVED by Councillor Rattan that Council each receive an iPad with a data plan and a designated Councillor email address.
CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- No reports

Deputy Mayor Ludwig

- Sylvan Lake Regional Water and Wastewater Commission

Councillor Rattan

- No reports

NGC-21-114 MOVED by Deputy Mayor Ludwig that the Council and Committee reports be accepted as information.
CARRIED

NEXT MEETING

NGC-21-115 MOVED by Mayor Gurevitch that the next meeting of Council be held on September 24, 2021, at 9:00 a.m.
CARRIED

OPEN MIC No comments

CLOSED SESSION

NGC-21-116 MOVED by Councillor Rattan that Council move to a closed session to seek advice from officials as per FOIP Section 25, at 11:47 a.m.
CARRIED

NGC-21-117 MOVED by Councillor Rattan that Council return to an open meeting at 12:12 p.m.
CARRIED

NGC-21-118 MOVED by Councillor Rattan that Council authorize Administration to proceed with a formal offer to purchase the land located at SE-6-39-1 W5, as discussed with the condition of approval from Lacombe County.
CARRIED

ADJOURNMENT

NGC-21-119 MOVED by Councillor Rattan that being the agenda matters have been concluded, the meeting adjourned at 12:12 p.m.
CARRIED

MAYOR GUREVITCH, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF NORGLLENWOLD
ORGANIZATIONAL MINUTES
JULY 30, 2021

Minutes of an organizational meeting of Council held on Friday, July 30, 2021, in the Summer Village Administration Office in the Town of Sylvan Lake.

PRESENT: Jeff Ludwig
Cyril Gurevitch
Nav Rattan

STAFF PRESENT: Tanner Evans, Administrator
Tina Leer, Accounting Technician
Chris Loov, Public Works Coordinator
Kara Kashuba, Development Officer

GALLERY:

CALL TO ORDER

Tanner Evans, C.A.O. called the meeting to order at 9:01 a.m.

AGENDA

NGC-21-088 Mayor	MOVED by Nav Rattan The agenda was accepted as presented.	CARRIED
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SELECTION OF MAYOR

Tanner Evans, C.A.O., called for nominations for Mayor.

NGC-21-089 Mayor	MOVED by Nav Rattan THAT Cyril Gurevitch be appointed as Mayor.	CARRIED
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Tanner Evans turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

Mayor Gurevitch called for nominations for the position of Deputy Mayor.

NGC-21-090 Deputy Mayor	MOVED by Nav Rattan THAT Jeff Ludwig be appointed as Deputy Mayor.	CARRIED
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**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2019
FINANCIAL YEAR**

NGC-21-091 Assessor	MOVED by Deputy Mayor Ludwig THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Norglenwold.	CARRIED
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NGC-20-109
Auditor

MOVED by Deputy Mayor Ludwig
THAT the Metrix Group be appointed Auditor for the Summer Village of Norglenwold.

CARRIED

APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS

NGC-21-092
Municipal Planning
Committee

MOVED by Deputy Mayor Ludwig
THAT the following be appointed to the Municipal Planning Commission:

- Council Representative – Deputy Mayor Ludwig
- Council Representative – Councillor Rattan
- Citizen at Large Representative – Lorne Therriault
- Citizen at Large Representative – Ray George
- Citizen at Large Representative - John Begg
- Citizen at Large Representative – Ed Thiessen

CARRIED

NGC-21-093
SDAB

MOVED by Councillor Rattan
THAT the following be appointed to the Subdivision Development Appeal Board:

- Council Representative – Mayor Gurevitch
- Citizen at Large Representative – Toby Lampard
- Citizen at Large Representative – Allan MacPherson
- Citizen at Large – Kent Lyle
- Secretary – Teri Musseau

CARRIED

APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

NGC-21-094
Joint Services
Committee

MOVED by Mayor Gurevitch
THAT Deputy Mayor Ludwig be appointed as Summer Village of Norglenwold Representative to the Joint Services Committee.

CARRIED

NGC-21-095
Emergency
Advisory
Committee

MOVED by Councillor Rattan
THAT Mayor Gurevitch, Deputy Mayor Ludwig, and Councillor Rattan be appointed as Council Representatives to the Norglenwold Emergency Advisory Committee.

CARRIED

NGC-21-096
SLMC
Committee

MOVED by Deputy Mayor Rattan
THAT Councillor Rattan be appointed as Council Representatives to the Sylvan Lake Management Committee.

CARRIED

NGC-21-097
SL Regional
Wastewater
Commission

MOVED by Councillor Rattan
THAT Deputy Mayor Ludwig be appointed as Summer Village of Norglenwold Representative to the Sylvan Lake Regional Wastewater Commission with Mayor Gurevitch as Alternate.

CARRIED

NGC-21-098
Sylvan Lake
Watershed
Stewardship

MOVED by Mayor Gurevitch
THAT Council table the appointment for the Summer Village of Norglenwold Representative of the Sylvan Lake Watershed Stewardship Society.

CARRIED

Initials

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

NGC-21-099
Parkland Regional
Library Board

MOVED by Councillor Rattan
THAT Ann Zacharias from the Summer Village of Birchcliff be appointed
as Council Representative for all five summer villages to the Parkland
Regional Library Board.

CARRIED

NGC-21-100
FCSS Board

MOVED by Councillor Rattan
THAT Ted Hiscock from the Summer Village of Half Moon Bay be
appointed as Council Representative for all five summer villages to the
Family Community Support Services Board.

CARRIED

NGC-21-101
Sylvan Lake
Library Board

MOVED by Councillor Rattan
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be
appointed as Council Representative for all five summer villages to the
Sylvan Lake Library Board.

CARRIED

DATE AND PLACE OF 2022 ANNUAL MEETING

NGC-21-102
AIM 2021

MOVED by Councillor Rattan
That the date and place for the 2022 Annual Information Meeting be
held on July 30, 2022 at the Administration Office.

CARRIED

ADJOURNMENT

NGC-21-103
Adjournment

MOVED by Councillor Rattan that being the agenda matters have
been concluded, the meeting adjourned at 9:36 a.m.

CARRIED

Cyril Gurevitch, Mayor

Tanner Evans, Administrator

Initials

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held August 6, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ed Thiessen via Zoom
Member at Large: Ray George via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Delegates/Gallery Jamie Paulson
Marvin Dejong via Zoom

CALL TO ORDER: Chair Thiessen called the meeting to order at 9:00 a.m.

AGENDA:

MPC-21-030 Moved by Chair Thiessen to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 333 Honeymoon Drive –garage with guest house

Application for garage with guest house at 333 Honeymoon Drive. (Lot 4, Block 1, Plan 350HW).

Kara Kashuba, Jamie Paulson, and Marvin Dejong left the meeting at 9:10 a.m.

MPC-21-031 Moved by Ed Thiessen to approve the application for garage with guest house at 205 Grand Avenue based on the following:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling.
- Height of the accessory building shall not exceed 7.62m (25ft.).
- Guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities.
- Completions Deposit of \$5,000.00
- Landscaping to be completed according to landscaping plan.

CARRIED

Initials

ADJOURNMENT

MPC-21-032 Moved by Chair Thiessen that the Municipal Planning Commission meeting be adjourned at 9:12 a.m.
CARRIED

ED THIESSEN, CHAIR

TANNER EVANS, CAO

Initials

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held September 1, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Jeff Ludwig
Council Member:	Nav Rattan via Zoom
Member at Large:	Lorne Therriault
CAO:	Tanner Evans
Development Officer:	Kara Kashuba
Recording Secretary:	Teri Musseau
Delegates/Gallery:	Gerald Miller
	Laura Miller
	Dwayne Beck
	Pat Sinclair
	Reg Radford
	Ed Ruether
	Diana Ruether
	Ashley Brant via Zoom

CALL TO ORDER: Chair Thiessen called the meeting to order at 9:04 a.m.

AGENDA:

MPC-21-033 Moved by Lorne Therriault to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 355 Last Chance Way – garage with guest house

Application for garage with guest house at 355 Last Chance Way (Lot 4, Block 1, Plan 2857TR).

2. 205 Grand Avenue – detached dwelling and escarpment work

Application for detached dwelling and escarpment work at 205 Grand Avenue (Lot 13, Block 2, Plan 2203KS).

Kara Kashuba, Gerald Miller, Laura Miller, Ashley Brant, left the meeting at 9:41 Ed Rutherford, Diana Rutherford, Pat Sinclair, Dwayne Beck, and Reg Radford left the meeting at 9:41 a.m.

MPC-21-034 Moved by Nav Rattan to deny the application for detached dwelling and escarpment work at 205 Grand Avenue due to the following reasons:

- 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 the proponent can demonstrate to the satisfaction of the Summer Village the development will not:
(a) reduce lake water quality;

Initials

- (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.
- More information is required on the necessity of the proposed escarpment. A second Geotechnical Report from a different company is recommended to confirm bank stability. Allowing said variance could hinder future development of adjacent landowners. The requested variance is over 30% and considered to be excessive.
- The side yard setback does not mean the requirements as outlined in the Land Use Bylaw. Allowing said variance could hinder future development of adjacent landowners.

CARRIED

MPC-21-035

Moved by Nav Rattan to approve the application for garage with guest house including a 2-inch variance for the eaves into the side yard setback at 355 Last Chance Way subject to the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling.
- Height of the accessory building shall not exceed 7.62m (25ft.).
- Guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities.
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibly of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- Completions Deposit of \$5,000.00
- Landscaping to be completed according to landscaping plan.

CARRIED

ADJOURNMENT

MPC-21-036

Moved by Chair Thiessen that the Municipal Planning Commission meeting be adjourned at 9:57 a.m.

CARRIED

Initials

JEFF LUDWIG, CHAIR

TANNER EVANS, CAO

Initials

Minutes of a Special Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held September 10, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Cyril Gurevitch
Deputy Mayor: Jeff Ludwig
Councillor: Nav Rattan
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 3:07 p.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-21-120 MOVED by Mayor Gurevitch that the agenda be adopted as presented.

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

NGC-21-121 Enforcement Costs
MOVED by Mayor Gurevitch that whereas the owners of lot 7 and 8, Block 3, Plan 5116AE have undertaken construction of improvements without an approved development permit, and

Whereas the municipality has obtained legal counsel to ensure that the owners cease and desist, and whereas legal costs currently stand at \$22,129.79, and

Whereas these fees are subject to change, Council resolves that Administration immediately put all costs and disbursements of enforcement respecting Plan 5116AE, Block 3, Lots 7-8, totalling \$22,129.79, on the tax roll of Plan 5116AE, Block 3, Lots 7-8 pursuant to the Court Order granted on July 26, 2021, in Action No 2110-00663, and that such costs and disbursements will be adjusted once finalized by the Court.

CARRIED

ADJOURNMENT

NGC-21-122 MOVED by Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 9:51 a.m.

CARRIED

CYRIL GUREVITCH, MAYOR

TANNER EVANS, CAO

Minutes of a Special Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held September 17, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:

Deputy Mayor:

Councillor:

CAO:

Recording Secretary:

Cyril Gurevitch via Zoom

Jeff Ludwig via Zoom

Nav Rattan via Zoom

Tanner Evans via Zoom

Carolyn Widmer via Zoom

CALL TO ORDER

The Meeting was called to order at 9:02 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-21-123

MOVED by Mayor Gurevitch that the agenda be adopted as presented.

CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLTATION

NGC-21-124

Land Purchase

MOVED by Deputy Mayor Ludwig that Administration to transfer \$120,000 as a deposit for the purchase of the lands located at SE-6-39-1-W5M with funds to come from the environmental reserve.

CARRIED

ADJOURNMENT

NGC-21-125

MOVED by Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 9:08 a.m.

CARRIED

CYRIL GUREVITCH, MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold

Administration and Finance

Council Date: September 24, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 209,232.57

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

1. IMC Construction Ltd	\$	56,077.92
a. New Building Renos		
2. Mammoth Graphics 2020 Inc.	\$	7,117.95
a. Exterior Signs on New Building		
3. Alamode Living Inc.	\$	3,531.15
a. Last Portion of Blinds		
4. Outback Lawn Maintenance	\$	3,622.50
a. Gardening at New Building		
5. SL Regional Wastewater Comm	\$	10,026.55
a. Governance & Admin 2021		
b. Wastewater Services June 2021		
6. Brownlee LLP	\$	7,060.41
a. Legal Fees		
7. IMC Construction Ltd	\$	32,809.18
a. New Building Renos-Claim #5		
8. Mammoth Graphics 2020 Inc.	\$	3,881.85
a. New Sign and Install		
9. Triangle Construction Inc.	\$	4,620.00
a. Tree Removals		
10. Rugged West Maintenance Inc.	\$	3,150.00
a. July Mowing and Trimming		
11. Urban Dirtworks Inc.	\$	6,943.13
a. Locate & Repair Curbstop		
12. Red Deer County	\$	3,239.50
a. Garbage Contract		

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
2021-09-15 11:22 AM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-09-15
Batch: 2021-00102 to 2021-00121

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
1563 IVC109407	2021-07-16	Town of Sylvan Lake 223-000-200 - Contract Fire Serv	Fire Dispatch Fee Fire Dispatch Fee	1,230.00	1,230.00
1564 701-2021-10	2021-07-23	IMC Construction Ltd 297-197-840 - Project-MSI Building 312-000-260 - GST Paid Refundat	New Building Renos New Building Renos GST Tax Code	53,407.54 2,670.38	56,077.92
1565 2900	2021-07-23	Mammoth Graphics 2020 Inc. 297-197-840 - Project-MSI Building 312-000-260 - GST Paid Refundat	Exterior Signs New Building Exterior Signs New Buildi GST Tax Code	6,779.00 338.95	7,117.95
1566 150LAST	2021-07-31	Alamode Living Inc. 297-197-840 - Project-MSI Building 312-000-260 - GST Paid Refundat	Last Portion of Blinds Last Portion of Blinds GST Tax Code	3,363.00 168.15	3,531.15
1567 514067	2021-07-31	Brownlee LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refundat	Professional Services Professional Services GST Tax Code	258.25 12.92	271.17
1568 401-2021-31	2021-07-31	IMC Construction Ltd 297-197-840 - Project-MSI Building 312-000-260 - GST Paid Refundat	New Building Renos-Windows New Building Renos-Window GST Tax Code	2,041.04 102.05	2,143.09
1569 7784	2021-07-31	Outback Lawn Maintenance 297-197-840 - Project-MSI Building 312-000-260 - GST Paid Refundat	Gardening at New Building Gardening at New Building GST Tax Code	3,450.00 172.50	3,622.50
1570 1479	2021-07-31	SL Regional Wastewater Comm 242-000-250 - SLR WasteWater C	Governance & Admin 2021 Governance & Admin 2021	3,195.89	3,195.89
1494		242-000-260 - Usage Fees	Wastewater Services June	6,830.66	6,830.66
				Payment Total:	10,026.55
1571 11643	2021-07-31	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
1572 IVC109743	2021-07-31	Town of Sylvan Lake 223-000-200 - Contract Fire Serv	Rapid Response-Incident21-209 Rapid Response-Incident21	630.00	630.00
1573 75931	2021-08-31	AARDVARK STAMP & SEAL INC 412-200-510 - Shared Office Supp 312-000-260 - GST Paid Refundat	Stamp for Cheques Stamp for Cheques GST Tax Code	28.25 1.41	29.66

Report Date
2021-09-15 11:22 AM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-09-15
Batch: 2021-00102 to 2021-00121

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
1574 34118651	2021-08-31	Black Press Group Ltd	Notice of Election-July 1st		
		212-400-220 - Election Expenses/	Notice of Election-July 1	308.87	
		312-000-260 - GST Paid Refundat	GST Tax Code	15.44	324.31
1575 518932	2021-08-31	Brownlee LLP	Professional Fees		
		212-400-230 - Legal Fees	Professional Fees	2,212.67	
		312-000-260 - GST Paid Refundat	GST Tax Code	123.13	2,335.80
519467		212-400-230 - Legal Fees	Professional Fees	4,511.53	
		312-000-260 - GST Paid Refundat	GST Tax Code	213.08	4,724.61
Payment Total:					7,060.41
1576 801-2021-10	2021-08-31	IMC Construction Ltd	New Building Renos-Claim #5		
		297-197-840 - Project-MSI Building	New Building Renos-Claim	31,246.84	
		312-000-260 - GST Paid Refundat	GST Tax Code	1,562.34	32,809.18
1577 C00	2021-08-31	Land Titles Office	Land Titles for SBC		
		312-400-250 - Due from Sunbreak	Land Titles for SBC	30.00	30.00
C0036VA		312-400-250 - Due from Sunbreak	Land Titles SBC	30.00	30.00
C0036UQ		312-400-250 - Due from Sunbreak	Land Titles SBC	33.00	33.00
Payment Total:					93.00
1578 2973	2021-08-31	Mammoth Graphics 2020 Inc.	Install of New Sign		
		297-197-840 - Project-MSI Building	Install of New Sign	2,308.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	115.40	2,423.40
3032		297-197-840 - Project-MSI Building	New Building Signs	1,389.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	69.45	1,458.45
Payment Total:					3,881.85
1579 7798	2021-08-31	Outback Lawn Maintenance	Gravel Path at New Building		
		297-197-840 - Project-MSI Building	Gravel Path at New Buildi	500.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	25.00	525.00
1580 11685	2021-08-31	TD Business Ventures Inc.	August Mowing at Office		
		412-300-255 - Shared Facility Mai	August Mowing at Office	354.37	
		312-000-260 - GST Paid Refundat	GST Tax Code	17.72	372.09
1581 IVC109955	2021-08-31	Town of Sylvan Lake	Weigh Scale Ticket Jul 7-29		
		312-300-250 - Due from Birchcliff	Weigh Scale Ticket Jul 7-	31.30	
		312-300-250 - Due from Birchcliff	Weigh Scale Ticket Jul 7-	24.50	
		312-200-250 - Due from Jarvis Bay	Weigh Scale Tickets	21.75	
		312-300-250 - Due from Birchcliff	Weigh Scale Ticket Jul 7-	46.25	
		312-300-250 - Due from Birchcliff	Weigh Scale Ticket Jul 7-	16.65	

Report Date
2021-09-15 11:22 AM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-09-15
Batch: 2021-00102 to 2021-00121

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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	11.55	
		312-400-250 - Due from Sunbreak	Weigh Scale Tickets	11.55	
		312-300-250 - Due from Birchcliff	Weigh Scale Tickets	9.50	
		312-300-250 - Due from Birchcliff	Weigh Scale Tickets	14.28	
		312-400-250 - Due from Sunbreak	Weigh Scale Tickets	14.27	
		312-300-250 - Due from Birchcliff	Weigh Scale Tickets	5.00	
		232-000-200 - Green Space Progr	Weigh Scale Tickets	22.45	
		312-400-250 - Due from Sunbreak	Weigh Scale Tickets	22.45	
		232-000-200 - Green Space Progr	Weigh Scale Tickets	50.30	
		232-000-200 - Green Space Progr	Weigh Scale Tickets	29.90	
		232-000-200 - Green Space Progr	Weigh Scale Tickets	114.25	445.95
IVC109905		223-000-200 - Contract Fire Serv	Fire Dispatch Fees-	815.00	815.00
				Payment Total:	1,260.95
1582	2021-08-31	Triangle Construction Inc	Tree Removals		
1451		232-000-240 - Hazardous Trees	Tree Removals	4,400.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	220.00	4,620.00
1583	2021-08-31	Xandal Backhoe Ltd.	Troubleshoot To Find CC Valve		
21-804		242-000-255 - Maintenance Progr	Troubleshoot To Find CC V	1,065.60	
		312-000-260 - GST Paid Refundat	GST Tax Code	53.28	1,118.88
1584	2021-09-15	Town of Sylvan Lake	Waste Transfer Site Tickets		
IVC110209		312-400-250 - Due from Sunbreak	Waste Transfer Site Ticke	8.15	
		312-400-250 - Due from Sunbreak	Waste Transfer Site Ticke	17.70	
		312-400-250 - Due from Sunbreak	Waste Transfer Site Ticke	19.05	
		312-400-250 - Due from Sunbreak	Waste Transfer Site Ticke	13.60	
		312-300-250 - Due from Birchcliff	Waste Transfer Site Ticke	46.24	
		312-300-250 - Due from Birchcliff	Waste Transfer Site Ticke	54.40	
		412-300-255 - Shared Facility Mai	Waste Transfer Site Ticke	6.80	
		312-300-250 - Due from Birchcliff	Waste Transfer Site Ticke	9.50	
		312-200-250 - Due from Jarvis Ba	Waste Transfer Site Ticke	19.05	
		232-000-200 - Green Space Progr	Waste Transfer Site Ticke	5.00	
		312-400-250 - Due from Sunbreak	Waste Transfer Site Ticke	21.75	221.24
EFT:					
197	2021-08-04	Digitex.ca-EFT	Shared Printing		
IN759275		412-200-500 - Shared Printing Co	Shared Printing	156.07	
		312-000-260 - GST Paid Refundat	GST Tax Code	7.80	163.87
198	2021-08-04	Longhurst Consulting	Repair Scan to Email		
2347		412-300-242 - Shared IT Equipme	Repair Scan to Email	325.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	16.25	341.25
199	2021-08-04	Molly Maid-EFT Payments	Office Cleaning-July 2		
2936		412-300-255 - Shared Facility Mai	Office Cleaning-July 2	95.24	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.76	100.00

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2940		412-300-255 - Shared Facility Mail Office Cleaning-July 9		95.24	
		312-000-260 - GST Paid Refundat GST Tax Code		4.76	100.00
2943		412-300-255 - Shared Facility Mail Office Cleaning-July 16		95.24	
		312-000-260 - GST Paid Refundat GST Tax Code		4.76	100.00
2951		412-300-255 - Shared Facility Mail Office Cleaning-July 23		95.24	
		312-000-260 - GST Paid Refundat GST Tax Code		4.76	100.00
Payment Total:					400.00
200	2021-09-09	Alberta One Call Corporation	July 2021 Notifications		
IN169390		242-000-255 - Maintenance Progr: July 2021 Notifications		12.60	
		312-000-260 - GST Paid Refundat GST Tax Code		0.63	13.23
IN170054		242-000-255 - Maintenance Progr: August 2021 Notifications		25.20	
		312-000-260 - GST Paid Refundat GST Tax Code		1.26	26.46
Payment Total:					39.69
201	2021-09-09	Digitex.ca-EFT	Printing		
IN751707		412-200-500 - Shared Printing Co: Printing		239.87	
		312-000-260 - GST Paid Refundat GST Tax Code		11.99	251.86
IN767456		412-200-500 - Shared Printing Co: July to August Printing		190.52	
		312-000-260 - GST Paid Refundat GST Tax Code		9.53	200.05
Payment Total:					451.91
202	2021-09-09	Molly Maid-EFT Payments	Office Cleaning-July 30		
2955		412-300-255 - Shared Facility Mail Office Cleaning-July 30		95.24	
		312-000-260 - GST Paid Refundat GST Tax Code		4.76	100.00
2959		412-300-255 - Shared Facility Mail Office Cleaning Aug 6		95.24	
		312-000-260 - GST Paid Refundat GST Tax Code		4.76	100.00
2966		412-300-255 - Shared Facility Mail Office Cleaning Aug 13		95.24	
		312-000-260 - GST Paid Refundat GST Tax Code		4.76	100.00
2971		412-300-255 - Shared Facility Mail Office Cleaning Aug 20		95.24	
		312-000-260 - GST Paid Refundat GST Tax Code		4.76	100.00
Payment Total:					400.00
203	2021-09-09	Canoe Procurement Group of	Office Supplies		
AB070465		412-200-510 - Shared Office Supp Office Supplies		490.02	
		312-000-260 - GST Paid Refundat GST Tax Code		24.50	514.52
AB070566		412-200-510 - Shared Office Supp B/O of Office Supplies		12.58	
		312-000-260 - GST Paid Refundat GST Tax Code		0.63	13.21

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AB070552		412-200-510 - Shared Office Supp B/O of Office Supplies		4.99	
		312-000-260 - GST Paid Refundat GST Tax Code		0.25	5.24
				Payment Total:	532.97
204	2021-09-09	Rugged West Maintenance Inc. July Mowing and Trimming			
1200		232-000-200 - Green Space Progr July Mowing and Trimming		3,000.00	
		312-000-260 - GST Paid Refundat GST Tax Code		150.00	3,150.00
205	2021-09-09	Urban Dirtworks Inc. Locate & Repair Curbstop			
3966		242-000-255 - Maintenance Progr: Locate & Repair Curbstop		4,537.50	
		312-000-260 - GST Paid Refundat GST Tax Code		226.88	4,764.38
3967		242-000-255 - Maintenance Progr: Locate & Repair Curbstop		2,075.00	
		312-000-260 - GST Paid Refundat GST Tax Code		103.75	2,178.75
				Payment Total:	6,943.13
Other:					
2795-Man	2021-07-16	Red Deer County Garbage Base Charge			
APR302021		243-000-200 - Contracted Garbag: Garbage Base Charge		3,239.50	3,239.50
2797-Man	2021-07-16	Waste Management of Canada May's Recycling-			
111971906131		243-000-270 - Recycling Program May's Recycling-		1,364.12	
		312-000-260 - GST Paid Refundat GST Tax Code		68.22	1,432.34
2804-Man	2021-07-31	Alberta Municipal Services Cor Pension Contribution			
PP142021		412-000-265 - Pension Plan Payal Pension Contribution		1,231.80	1,231.80
2805-Man	2021-07-31	Bell Mobility Cell/Ipad Charges			
JULY132021-3661		212-400-217 - Data Plan Reception/Tanner		44.60	
		212-400-217 - Data Plan Pub Works		56.74	
		312-000-260 - GST Paid Refundat GST Tax Code		4.93	106.27
2806-Man	2021-07-31	Meridian Photocopier Lease/Printing			
JULY2021		412-200-500 - Shared Printing Co: Printing		214.72	
		412-300-270 - Shared Equipment Printing		214.73	429.45
2807-Man	2021-07-31	Receiver General/OTH CPP, EI, Tax			
PP142021		412-000-263 - Income Tax Source Tax		3,124.85	
		412-000-261 - CPP Source Deduc CPP		2,018.52	
		412-000-262 - EI Source Deducutio EI		746.44	5,889.81
2808-Man	2021-08-10	ATB Mastercard Battery for Dump Trailer			
009527		412-100-266 - Shared PW Fleet Battery for Dump Trailer		192.97	
		312-000-260 - GST Paid Refundat GST Tax Code		9.65	202.62

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012388		312-200-250 - Due from Jarvis Bay	Donation Medicine River W	510.00	510.00
013116		297-197-840 - Project-MSI Building	Boxes to Move to New Buil	112.50	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.63	118.13
013886		297-197-840 - Project-MSI Building	New Building Renos	399.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	20.00	419.99
HMDEPOT071321		297-197-840 - Project-MSI Building	Supplies for New Blding -	67.94	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.40	71.34
ZVNFL363FWC		312-100-250 - Due from Half Moor	Jonathan Johnston	275.00	
		312-100-250 - Due from Half Moor	Andrea Remington	275.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	27.50	577.50
ZOOMJULY2021		412-300-242 - Shared IT Equipme	Tanner's Zoom Communicati	20.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.00	21.00
YMNFDZJVPY		312-100-250 - Due from Half Moor	Council Training-Mike Pas	275.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	13.75	288.75
THN6P62DQZD		312-300-250 - Due from Birchcliff	Council Training-Roger Du	275.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	13.75	288.75
FKN5VX8WX25		312-300-250 - Due from Birchcliff	Council Training-Ann & Fr	550.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	27.50	577.50
217-287320		412-100-130 - Shared Training	CPA Membership-Trudy	99.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.95	103.95
K3NM6Y23RJW		312-400-250 - Due from Sunbreak	Munis 101-Teresa	275.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	13.75	288.75
N4NCPV5M88B		312-400-250 - Due from Sunbreak	MUNIS 101 Jim & Keith	550.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	27.50	577.50
020882		312-200-250 - Due from Jarvis Bay	Rake(JB) & Washer Fluid	34.99	
		412-100-266 - Shared PW Fleet	Rake(JB) & Washer Fluid	20.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.80	58.77
1006550003430		412-100-266 - Shared PW Fleet	Batteries for Speed Trail	343.56	
		312-000-260 - GST Paid Refundat	GST Tax Code	17.18	360.74
020224		412-200-510 - Shared Office Supp	Shredding for Office	50.00	50.00
SHUTTER072021		412-300-242 - Shared IT Equipme	Shutterstoc Logo Software	38.08	38.08
026095		312-300-250 - Due from Birchcliff	Express Post - SDAB	54.55	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.73	57.28
16693		312-400-250 - Due from Sunbreak	Replacement Trees-SBC	419.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	20.95	439.95

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GFOA Conf 2021		412-100-130 - Shared Training	GFOA Conf 2021 Tina	590.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	29.50	619.50
42251205		312-400-250 - Due from Sunbreak AB Land Title-SBC		10.00	10.00
2300117803374		412-300-242 - Shared IT Equipme	Quickbooks-T-Sheets	115.50	115.50
JULY292021NESP		412-200-510 - Shared Office Supp	Nespresso for Office	265.40	265.40
42267997		312-400-250 - Due from Sunbreak AB Land Title-SBC		20.00	20.00
IN99598224		412-300-242 - Shared IT Equipme	Teri's Zoom Communication	19.45	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.97	20.42
030982		297-197-840 - Project-MSI Building	Shelves for New Office	642.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	32.10	674.10
3WN7CVC3M4Y		211-101-210 - T&S Mayor	Munis 101-Cyril Gurevitch	275.00	
		211-102-210 - T&S Deputy Mayor	Munis 101-Jeff Ludwig	275.00	
		211-103-210 - T&S Councillor	Munis 101-Nav Rattan	275.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	41.25	866.25
BESTBUYAUG3		297-197-840 - Project-MSI Building	New Building	1,389.94	
		312-000-260 - GST Paid Refundat	GST Tax Code	69.50	1,459.44
5949048		297-197-840 - Project-MSI Building	Amazon-HDMI Cable New Bld	69.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.50	73.48
MUNIs101NAVCR		211-103-210 - T&S Councillor	Nav's Course Switched-Cre	275.00-	
		312-000-260 - GST Paid Refundat	GST Tax Code	13.75-	288.75-
42109033		412-200-215 - Shared Postage/Fre	Pitney Bowes Lease	183.27	183.27
MUNIS101NAV		211-103-210 - T&S Councillor	Munis 101 Course Nav Ratt	275.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	13.75	288.75
004977		412-100-266 - Shared PW Fleet	Squeeky Kleen Truck Wash	15.00	
		412-100-266 - Shared PW Fleet	Squeeky Kleen Truck Wash	25.00	40.00
005119		412-100-266 - Shared PW Fleet	Squeeky Kleen Truck Wash	11.00	11.00
005465		297-197-840 - Project-MSI Building	Dishes for New Building	39.95	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.00	41.95
005128		312-400-250 - Due from Sunbreak Dev	Registered Mail SBC	21.64	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.08	22.72
005908		261-000-110 - Development Servi	Registered Mail Norg	10.82	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.54	11.36

Payment Total: 9,484.99

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2809-Man	2021-07-20	Epcor	Utilities		
MAY212021-8683		232-000-545 - Utilities	Utilities	74.52	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.73	78.25
2810-Man	2021-07-31	Alberta Municipal Services Cor	Pension Contribution		
PP152021		412-000-265 - Pension Plan Payat	Pension Contribution	1,231.80	1,231.80
2811-Man	2021-07-31	Receiver General/OTH	CPP, EI, Tax		
PP152021		412-000-263 - Income Tax Source Tax		3,171.91	
		412-000-261 - CPP Source Deduc CPP		2,024.04	
		412-000-262 - EI Source Deducio EI		748.39	5,944.34
2812-Man	2021-07-19	Shaw Cable	Office Wifi		
JULY192021		412-300-217 - Shared Phone Fax	Office Wifi	115.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.75	120.75
2814-Man	2021-07-31	Bell Mobility	Cell/Ipad Charges		
JULY212021-0516		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
2816-Man	2021-08-31	Alberta Municipal Services Cor	Pension Contribution		
PP1162021		412-000-265 - Pension Plan Payat	Pension Contribution	1,231.80	1,231.80
2817-Man	2021-08-31	AMSC Insurance Services Ltd	Municipal Benefits		
0809-44,938		412-000-266 - Benefits	Municipal Benefits	1,930.01	1,930.01
2817-Man	2021-08-31	Bell Mobility	Cell/Ipad Charges		
AUG132021-3661		212-400-217 - Data Plan	Reception Phone	52.79	
		212-400-217 - Data Plan	Pub Works Cell	55.44	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.42	113.65
2818-Man	2021-08-31	Tanner Evans	Lunch/Building Expenses		
AUG102021		412-300-510 - Shared Other Conti Lunch		42.92	
		297-197-840 - Project-MSI Building New Building Renos		248.79	291.71
2820-Man	2021-08-31	Epcor	Utilities-2 Office Buildings		
AUG32021-9084		412-300-540 - Shared Utilities	Utilities-2 Office Buildi	865.22	
		312-000-260 - GST Paid Refundat	GST Tax Code	43.26	908.48
2821-Man	2021-08-31	Epcor	Utilities-NW-32-038-01-5		
JULY272021-8683		232-000-545 - Utilities	Utilities-NW-32-038-01-5	82.88	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.14	87.02
2822-Man	2021-08-31	Epcor	Utilities-NW-038-01-5		
AUG262021-8683		232-000-545 - Utilities	Utilities-NW-038-01-5	85.24	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.26	89.50

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2823-Man AUG2021	2021-08-31	Meridian	Photocopier Lease/Printing		
		412-200-500 - Shared Printing Co	Printing	214.72	
		412-300-270 - Shared Equipment	Leasing	214.73	429.45
2824-Man PP162021	2021-08-31	Receiver General/OTH	CPP, EI, Tax		
		412-000-263 - Income Tax Source	TAX	3,014.43	
		412-000-261 - CPP Source Deduc	CPP	1,971.38	
		412-000-262 - EI Source Deductio	EI	621.43	5,607.24
2825-Man PP172021	2021-08-31	Receiver General/OTH	CPP, EI, Tax		
		412-000-263 - Income Tax Source	TAX	3,281.26	
		412-000-261 - CPP Source Deduc	CPP	1,672.80	
		412-000-262 - EI Source Deductio	EI	596.90	5,550.96
2826-Man JULY312021	2021-08-31	Red Deer County	Garbage Base Charge-July 2021		
		243-000-200 - Contracted Garbag	Garbage Base Charge-July	3,239.50	3,239.50
2827-Man 1491319	2021-08-31	Shaw Business	Shared Phone/Fax		
		412-300-217 - Shared Phone Fax	phone/fax	379.45	
		312-000-260 - GST Paid Refundat	GST Tax Code	18.97	398.42
2828-Man AUG192021	2021-08-31	Shaw Cable	Office Wifi		
		412-300-217 - Shared Phone Fax	Office Wifi	115.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.75	120.75
2829-Man AUG12021-0004	2021-08-31	Town of Sylvan Lake	Water-2 Erickson Drive		
		412-300-540 - Shared Utilities	Water-2 Erickson Drive	75.84	75.84
2830-Man AUG12021-1000	2021-08-31	Town of Sylvan Lake	Water for 14 Thevenaz Office		
		412-300-540 - Shared Utilities	Water for 14 Thevenaz Off	85.74	85.74
2831-Man 113363331	2021-08-31	UFA Co-Operative Ltd	PW Fleet		
		412-100-266 - Shared PW Fleet	PW Fleet	577.66	
		312-000-260 - GST Paid Refundat	GST Tax Code	28.89	606.55
2832-Man 1123613-0613-0	2021-08-31	Waste Management of Canada	Recycling		
		243-000-270 - Recycling Program	Recycling	1,376.38	
		312-000-260 - GST Paid Refundat	GST Tax Code	68.84	1,445.22
2840-Man 8592	2021-09-14	ATB Mastercard	Trophy Loft- Plaques		
		312-100-250 - Due from Half Moor	Trophy Loft- Plaques	229.40	
		312-200-250 - Due from Jarvis Ba	Trophy Loft- Plaques	114.70	
		212-400-220 - Election Expenses/l	Trophy Loft- Plaques	114.70	
		312-000-260 - GST Paid Refundat	GST Tax Code	22.94	481.74
21348		297-197-840 - Project-MSI Buildin	Bathroom Door Decals	18.31	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.92	19.23

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HOMEDEPOT0806		297-197-840 - Project-MSI Building	Fridge for New Building	584.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	29.25	614.23
006016		412-200-510 - Shared Office Supp	Packing Tape for Move	21.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.10	23.08
006436		312-400-250 - Due from Sunbreak	Canada Post Register Lett	21.64	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.08	22.72
FEDEXCREDIT		297-197-840 - Project-MSI Building	Credit on Delivery	15.85-	15.85-
PAYPAL080821		112-000-570 - Other Revenue	Charged on MC in Error	9.06	9.06
009553		297-197-840 - Project-MSI Building	CND Tire-New Building Sup	26.76	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.34	28.10
010773		312-200-250 - Due from Jarvis Ba	CND Tire-Oil for Chainsaw	7.04	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.35	7.39
010566		412-300-510 - Shared Other Conti	Cupcakes for Tanner's Bda	32.00	32.00
011476		297-197-840 - Project-MSI Building	Shelves for New Office	231.30	
		312-000-260 - GST Paid Refundat	GST Tax Code	11.57	242.87
011727		297-197-840 - Project-MSI Building	Shelf for New Office	114.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.70	119.70
012925		412-200-510 - Shared Office Supp	Keyboard	129.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.50	136.49
012445		297-197-840 - Project-MSI Building	Batteries for New Office	31.47	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.57	33.04
012166		261-000-110 - Development Servic	Canada Post Registered Le	10.82	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.54	11.36
013211		297-197-840 - Project-MSI Building	New Building	827.55	
		312-000-260 - GST Paid Refundat	GST Tax Code	41.38	868.93
013265		297-191-840 - Project MSI-Open S	CND Tire-New Bldg Supplie	263.96	
		312-000-260 - GST Paid Refundat	GST Tax Code	13.20	277.16
013546		297-197-840 - Project-MSI Building	CND Tire New Bldg Supplie	55.86	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.79	58.65
8940267		412-200-510 - Shared Office Supp	Business Card Holder	3.69	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.18	3.87
ZOOM082021		412-300-242 - Shared IT Equipme	Tanner's Zoom	20.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.00	21.00
016061		412-100-266 - Shared PW Fleet	Squeeky Kleen-Truck Wash	13.00	13.00

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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
560136633		412-300-255 - Shared Facility Mail	ULINE-Supplies for New Wa	110.82	
		312-000-260 - GST Paid Refund	GST Tax Code	5.54	116.36
018736		412-300-255 - Shared Facility Mail	Janitor Supplies for New	89.43	
		312-100-250 - Due from Half Moor	Container for Water sampl	6.98	
		312-000-260 - GST Paid Refund	GST Tax Code	4.82	101.23
019648		412-200-510 - Shared Office Supp	Tina's Office Lamp	32.66	
		312-000-260 - GST Paid Refund	GST Tax Code	1.63	34.29
019222		412-300-510 - Shared Other Conti	Wrapping Paper for Counci	8.25	
		312-000-260 - GST Paid Refund	GST Tax Code	0.41	8.66
019122		412-200-215 - Shared Postage/Fre	Mail out Council Gifts	73.96	
		312-000-260 - GST Paid Refund	GST Tax Code	3.70	77.66
029975		261-000-110 - Development Servic	LUB Public Engagement	87.43	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	89.93
21-1168		412-200-510 - Shared Office Supp	Scanned Documents to USB	341.50	
		312-000-260 - GST Paid Refund	GST Tax Code	17.08	358.58
W780311407		412-300-217 - Shared Phone Fax	New Ipads for Council	1,800.60	
		312-000-260 - GST Paid Refund	GST Tax Code	90.03	1,890.63
022886		297-197-840 - Project-MSI Building	New Building Renos	94.87	
		312-000-260 - GST Paid Refund	GST Tax Code	4.74	99.61
023921		297-197-840 - Project-MSI Building	Entrance Mat	24.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.25	26.24
42450615		312-400-250 - Due from Sunbreak	AB Land Titles-SBC	10.00	10.00
025522		261-000-110 - Development Servic	Canada Post Register Lett	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
AUG252021		412-300-242 - Shared IT Equipme	Shutterstoc- Logo Softwar	38.24	38.24
026808		412-300-510 - Shared Other Conti	Sobeys Supplies for BBQ	93.17	
		312-000-260 - GST Paid Refund	GST Tax Code	0.71	93.88
LOWES2021		297-197-840 - Project-MSI Building	Bolt for Chairs	1.73	1.73
2300118338399		412-300-242 - Shared IT Equipme	Quickbooks-T-Sheets Progr	115.50	115.50
027855		412-100-266 - Shared PW Fleet	Squeeky Kleen Truck Wash	25.00	25.00
027771		412-100-266 - Shared PW Fleet	Squeeky Kleen-Truck Wash	15.00	15.00
027763		297-197-840 - Project-MSI Building	Keys for New Building	23.94	
		312-000-260 - GST Paid Refund	GST Tax Code	1.20	25.14
027792		297-197-840 - Project-MSI Building	New Building Renos	119.97	

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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	6.00	125.97
027817		297-197-840 - Project-MSI Building	New Building Renos	125.25	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.26	131.51
CNDTIRE082721		297-197-840 - Project-MSI Building	New Building-Missing Rece	902.45	902.45
INV104754181		412-300-242 - Shared IT Equipme	Zoom -Teri's Zoom	19.61	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.98	20.59
386		261-000-110 - Development Servic	LUB Public Engagement	49.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.50	52.49
0308331		297-197-840 - Project-MSI Building	Door Stops, Screws and Ha	42.96	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.15	45.11
031806		312-200-250 - Due from Jarvis Ba	Degreaser to Remove Graff	7.29	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.36	7.65
031116		412-300-250 - Shared Facility Imp	Building Improvements	499.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	25.00	524.99
344		412-300-510 - Shared Other Conti	Staff Lunch	194.58	194.58
CNDTIRECREDIT		297-197-840 - Project-MSI Building	Credit on Furniture	592.17-	592.17-
1176260		297-197-840 - Project-MSI Building	New Building Reno	92.71	
		297-197-840 - Project-MSI Building	New Building Reno	179.43	272.14
SEPT22021		212-400-220 - Election Expenses/I	AIM Coffee & Donuts	61.78	61.78
003255		412-300-510 - Shared Other Conti	Staff Lunch	68.29	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.95	71.24
003641		412-300-510 - Shared Other Conti	Coffee for Staff	27.72	27.72
				Payment Total:	7,992.86
5819-Man	2021-08-31	Direct Energy	Shared Utilities-Thevenaz offi		
JUL292021		412-300-540 - Shared Utilities	Shared Utilities-Thevenaz	53.11	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.65	55.76
				Total for MAIN:	209,232.57

Report Date
2021-09-15 11:22 AM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-09-15
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Payment #	Date	Vendor Name	Reference		
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount

Certified Correct This September 15, 2021

Mayor

Administrator

Summer Village of Norglenwold**September 24, 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 late September or early October by Border Paving. Work on the end of Honeymoon Drive will be postponed until the Summer of 2022 once the properties at the end of that road have built their foundations and there will be less heavy traffic on the roadway.
- Buoys and swim lines off the lake access points have been removed for the year. Administration will reach out to contractors on pricing for the installation and removal in 2022.
- Shaw Cablesystems will be installing lines along Rustic Road and a small portion of Grand Ave as part of a larger project through the Town of Sylvan Lake to augment their fiber optic system.
- Public Works is acquiring pricing for the yearly flushing of the municipal wastewater system. Work is to be completed in October.
- Community stairs will be pulled up from the water in late September.
- Bollards on the reserve in Rustic Crescent have been removed for the fall to allow resident to bring out their boat hoists. Bollards will be re-installed in November.

Options for Consideration:

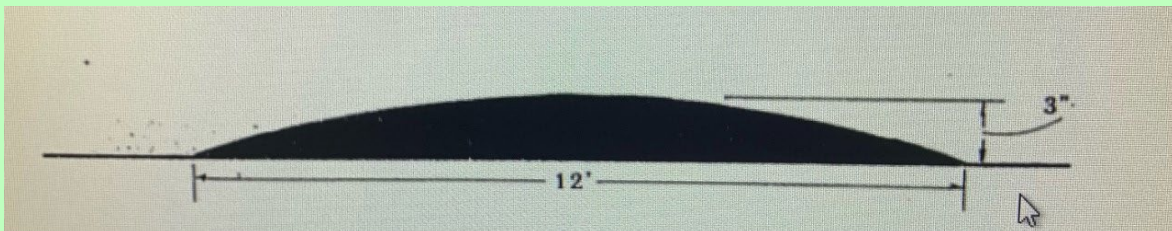
Accept as information

Authorities:

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

Summer Village of Norglenwold**September 24, 2021****Public Works****Information Item****Agenda Item: *Speed Bumps*****Background:**

Council has directed Administration to have 8 speed bumps installed along Grand Ave. Below is a diagram showing Administrations proposed dimensions and locations of the speed bumps to be installed. A gradual hump like this allows for the asphalt to be blended to the existing road and minimizes any issues for snowplows. Council may wish to have speed bumps painted yellow and/or add signage to increase the visibility.



Administration asks that Council review the presented information and approve or provide direction on speed bump installation.

Speed bumps will be installed during the last week of September or early in October. Locations have been selected to avoid driveway interference and to be out of property sightlines where possible.

Options for Consideration:

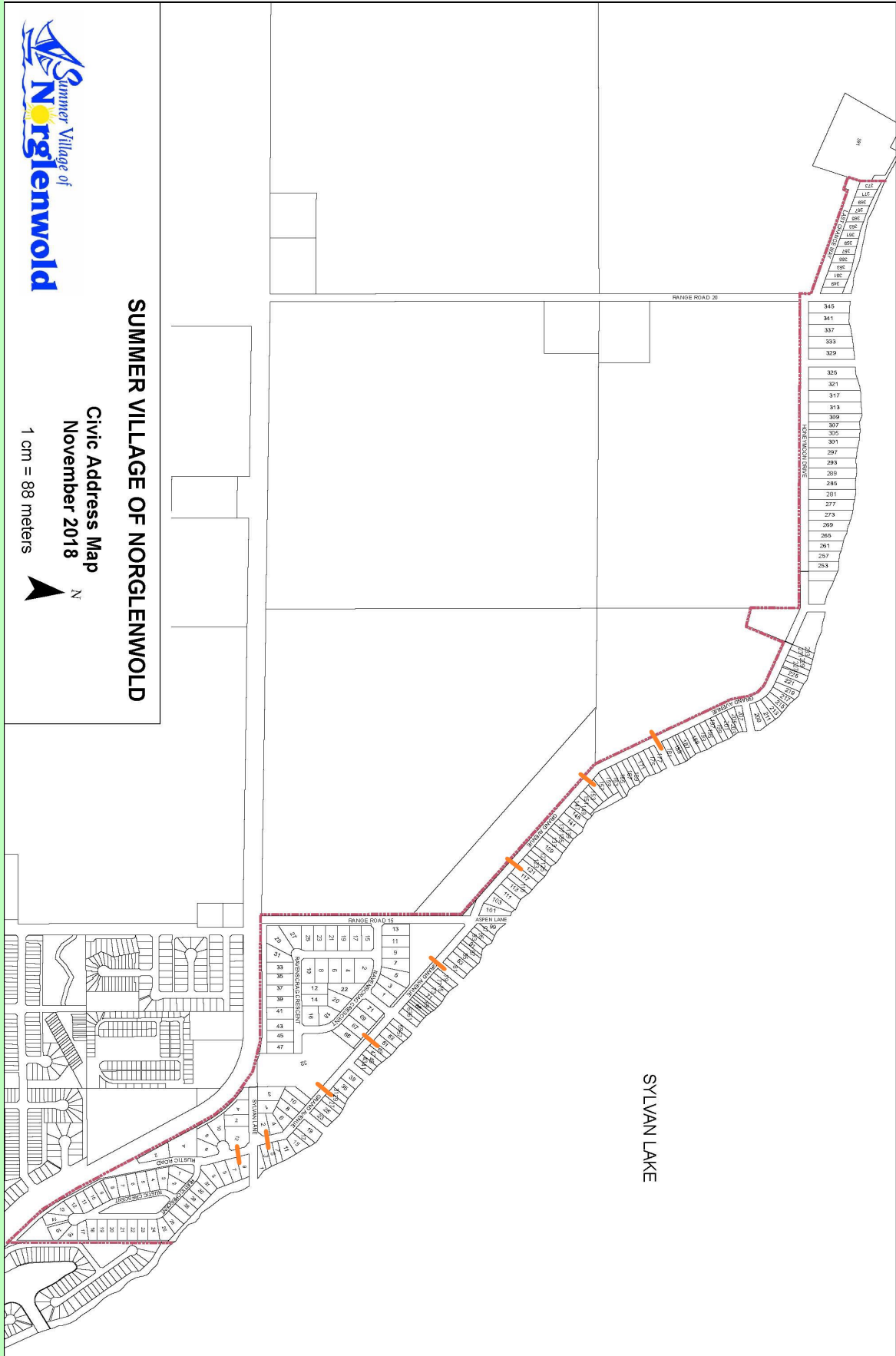
1. Council Approve the proposed locations and dimensions for speed bumps to be installed in the Fall of 2021.
2. Council provide direction to Administration on changes to be made to the proposed speed bump locations and dimensions.

Administrative Recommendations:

1. Council Approve the proposed locations and dimensions for speed bumps to be installed in the Fall of 2021.

Authorities:**MDP*****10.2 The roads and utilities infrastructure goals are:***

1. To provide for the safe and efficient movement of people and goods.
2. To coordinate land use planning with the provisions of roads.
3. To facilitate alternative means of transport to the automobile.
4. To provide environmentally responsible, safe, efficient and reliable water, wastewater and stormwater management services.
5. To ensure the availability of reliable and effective electric power, natural gas and communication services.



Summer Village of Norglenwold

September 24, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 87 development permits issued in the Summer Villages (33 in Birchcliff, 2 in Half Moon Bay, 9 in Jarvis Bay, 24 in Norglenwold, and 19 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
20. 23 Grand Avenue	Demolition (NEW)
21. 333 Honeymoon Drive	Demolition (NEW)
22. 333 Honeymoon Drive	Dwelling & Garage w Guest House (NEW)
23. 369 Last Chance Way	Dwelling (NEW)
24. 355 Last Chance Way	Garage with Guest House (NEW)

Complaints Update:

1. 53 Grand Avenue - Proceeding with enforcement
 - a. Driveway constructed without development permit.
(\$22,000 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

Finance

Request for Decision

Agenda Item: *Bank Fees Update*

Background:

Administration would like to provide the following Banking Fees information to Council.

During the month of July, while taking payments for taxes and utilities, the Summer Village of Norglenwold incurred \$4,318.97 in the following fees:

- \$2,273.68 in VISA fees
- \$2,000.73 in MC fees
- \$44.56 in monthly Moneris (Debit/Credit Machine) fees

****This is approximately \$.06 per debit transaction, 1.64% on each MC transaction and 1.55% on all VISA transaction (last quote given).****

Municipal Affairs does not allow Municipalities to add on individual costs to credit card users. These fees must be budgeted for in banking costs in the yearly operating budgets.

During the 2021 tax payment process, Administration had received some feedback from Residents who were frustrated by the inability to pay their taxes and utilities online and at their financial institutions. Many expressed that our office should keep up with the times, similar to larger Municipalities, and allow this as a payment option.

Currently we offer VISA, Mastercard, Debit, Cash, Cheque, Money Order, Plastic and Electronic Tax Withdrawals as a form of payment.

Administration was given the following quote from our financial institution to set up online banking access at the 5 large banks:

Sample of other FI Corporate Creditor Pricing 2021

Sample of Competitors Corporate Creditor Service Pricing				
FI	Implementation Fee	Monthly Fee	Per Item Fee	Report
BMO	\$125.00	\$25.00	\$0.00	\$0.00
Scotiabank	\$125.00	\$25.00	\$0.00	\$2.50
RBC	\$125.00	\$25.00	<100 \$0.065 101-1,000 \$0.060 > 1000 \$0.055	\$1.25
TD	\$125.00	\$25.00	< 20 \$0.00 21-200 \$10.00 > 200 \$10.00 / 100	\$0.00
CIBC	\$125.00	\$25.00	\$0.055	\$1.25

In order to set up these 5 banks for online payment ability, the Summer Village of Jarvis Bay would incur:

- \$625 in one time Implementation Fees
- \$1500 per year in monthly fees + fees per items in some branches.

Options for Consideration:

- 1) Continue allowing in-person debit payments for taxes, utilities, invoices & development permits and discontinue all in-person credit card payments (credit card payments may be paid through the PlastiQ online payment system only).
- 2) Set up Online bill payments for the 5 main banks at the above quoted costs.
- 3) Keep the credit card payment ability as it currently is.

Administrative Recommendations:

- 1) That Council discuss the costs of keeping the in person credit card payment ability as an option to pay and/or whether to add online banking as a better more cost efficient option to pay.
- 2) That Council provide direction to Administration on what payment types to accept.

Authorities:

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

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *Strategic Planning*

Background:

According to the calendar for the Joint Service Committee (JSC), September is the month for strategic planning. We plan what we want to accomplish next year at this time so that we can put some potential costing together before beginning work on budgeting for 2022.

In the past under previous administration, each Summer Village was allowed 3 projects. However, this was not an effective strategy as there was no definition for what a project was or how much time it would take up. This means that one municipality may have a very large project taking up a lot of administrative time while another would have a project that took up a fraction of the time, but they were considered the same.

Administration has proposed a project dashboard that was taken to the JSC at their last meeting. It was agreed that it would be a useful tool moving forward. This is a high-level tool that looks at how administrative time is spent and how much time we have available to allocate to any “projects”, meaning capital projects or anything else outside of our regular administrative duties. We are not suggesting activity-based costing down to the minute, and this is a high level tool, so this has been split up into an estimated number of days spent on any given project.

The Annual Days Available for Projects spreadsheet shows the percentage of time that each department has to allocate to projects. Each Summer Village understands that things change in any given year and that some villages will inevitably have more going on than others depending on the year (for example this year Sunbreaker Cove’s wastewater project was a large undertaking, and it will be HMB’s turn for wastewater next). Despite that caveat, on the spreadsheet time is split up based on equalized assessed value which is also how your shared costs to the shared administration is divided. This gives us the number of total days available to each village for projects. The goal behind this is to ensure that administration is not being overloaded and your expected level of service is being obtained. The JSC will also act as a Program Review Board, reviewing each village’s potential projects throughout the year as projects may change, to ensure that the totals stay somewhere reasonable.

In 2021, we found that overall we are running at about 118% for administrative time. This new tool should help us decide if the demands on administration are too high. If they are, it shows us that either villages need to rethink their annual projects to put less burden on the administrative team, administration needs to hire new staff, or an individual village needs to hire outside consultants to do extra projects that they want done.

Also attached is a list of potential projects for 2021. This is split up into departments showing the complexity of the project, the duration, and which departments are responsible or consulted for each project. These totals feed into the total number of days discussed above. Administration is asking Council to review these potential projects and discuss any new potential projects for 2021.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 2) Council to discuss and provide direction to administration.

Authorities:

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

Annual Days Available for Projects											
	Workweeks/year	Available for Days	Projects	Available Days	JB	NGW	HMB	SBC	BC	JSC	
					20%	24%	5%	15%	18%	18%	Total
CAO	45	225	30%	67.5	14	16	3	10	12	12	68
Admin	46	184	35%	64.4	13	15	3	10	12	12	64
					24%	28%	6%	18%	24%		
Development	46	230	30%	69	17	19	4	12	17		69
Public Works	46	230	30%	69	17	19	4	12	17		69
Finance	45	180	16%	28.8	7	8	2	5	7		29
Finance 2	46	184	0%	0	-	-	-	-	-		-
Total Available Days					<u>67</u>	<u>79</u>	<u>17</u>	<u>50</u>	<u>64</u>	<u>24</u>	<u>299</u>

Village	Year	Category	Project	Complexity 1 - High 2 - Medium 3 - Low	Duration Months	R - Responsible						C - Consulted						Total Days
						CAO		Development		Public Works		Finance		Admin				
						Role	Days	Role	Days	Role	Days	Role	Days	Role	Days			
NGW	2021	Administration	Annexation/land purchase		2	3	C	3	C	3		0	C	3		0	9	
NGW	2021	Public Works	Rip Rap Rustic Cres. Reserve		3	2	C	2		0	R	2	C	2		0	6	
NGW	2021	Development	Open Space Plan		2	4	C	4	R	8		0	C	4		0	16	
NGW	2021	Public Works	Drainage Rustic Cres.		3	1	C	1		0	R	1	C	1		0	3	
NGW	2021	Public Works	Honeymoon Drive extension		3	2		0		0	R	2		0		0	2	
NGW	2021	Development	Dock and Mooring plan		2	3	C	3	R	6	C	3		0		0	12	
NGW	2021	Administration						0		0		0		0		0	-	
Total Time							13		17		8		10		-		48	

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: Signing Authority

Background:

For legal and financial purposes, the Summer Village of Norglenwold requires signed meeting minutes stating who the new signing authorities are as part of the Signing Authority authorization process.

Options for Consideration:

That, pursuant to Section 213 (4) of the Municipal Government Act, agreements and cheques must be signed by one person in Group A and one person in Group B and further, that the said groups shall consist of the following:

GROUP A

Cyril Gurevitch, Nav Rattan and Jeff Ludwig

GROUP B

CAO Tanner Evans or Executive Assistant Teri Musseau.

Administrative Recommendations:

That Council pass resolution adding Councillors Cyril Gurevitch and Nav Rattan and removing Ed Theissen and Jim McLeod from Group A.

Authorities:

MGA 213

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

(a) by the chief elected official or by another person authorized by council to sign them, and

(b) by a designated officer

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *AUMA Convention*

Background:

Administration has received information about the upcoming AUMA Convention. The AUMA Conference is being held November 17-19, 2021, at the Edmonton Convention Center. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education session or in-person networking.

The cost to attend in-person is \$600 for early-bird registration and virtual attendance, or \$750 for in-person if registration is after October 25th.

Options for Consideration:

Council has allocated \$1036 in the 2021 budget for this Convention.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2021 Budget

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 21st virtually. The featured keynote speaker will be Doug Griffiths who will be speaking about the 13 ways to kill your community.

Administration has received confirmation that there is no cost for attendance to the conference, should all Councillors wish to attend.

Options for Consideration:

Council has allocated \$880 in the 2021 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2021 Budget

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *Request to Strike IDP Committee*

Background:

The Intermunicipal Development Plan was completed at the end of 2020. Section 10.2.5 discusses the need for an Intermunicipal Development Plan Committee which shall be established between the partner municipalities. This "IDPC" shall be comprised of one elected official and one non-voting administrative staff from each of the 8 participating municipalities and will meet annually or on an as needed basis to monitor, review, discuss, and/or resolve any issues of mutual interest or as opportunities arise.

What the IDP does not do is state which municipality will initiate the process of striking the IDPC. As Chair of the Sylvan Lake Management Committee, Mayor Roger Dufresne has offered to begin the process. Attached is a letter to be signed and sent to the other 7 partner municipalities, should council agree.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.
- 2) Council to direct administration to send the letter to the other 7 participating municipalities and appoint a member to the IDPC.

Administrative Recommendations:

- 1) Council to direct administration to send the letter to the other 7 participating municipalities and appoint a member to the IDPC.

Authorities:

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



Summer Villages Administration Office
 #2 Erickson Drive
 Sylvan Lake, AB T4S 1P5
 Ph: 887-2822

September 9, 2021

To the Participating Municipalities of the Sylvan Lake Intermunicipal Development Plan
Re: Intermunicipal Development Plan Committee

Last year we completed a large undertaking with the successful completion of our Intermunicipal Development Plan (IDP). The collaborative work each municipality put into this document is something that we will continue to accomplish moving forward, working together proactively to enhance and improve the area around Sylvan Lake for the benefit of all parties involved.

Section 10.2.5 – 10.2.9 of the IDP speaks to the necessity of forming an Intermunicipal Development Plan Committee (IDPC):

- 10.2.5 An intermunicipal Development Plan Committee (IDPC) shall be established between the Partner Municipalities.
- 10.2.6 The Intermunicipal Development Plan Committee shall be comprised of one elected official and one non-voting Administrative staff member from each of the Partner Municipalities. The Intermunicipal Development Plan Committee shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities.
- 10.2.7 The Intermunicipal Development Plan Committee shall meet annually or on an asneeded basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise.
- 10.2.8 The mandate of the Intermunicipal Development Plan Committee shall include the following:
 - a. Oversight for the implementation of the Sylvan Lake Intermunicipal Development Plan's policies and required follow-up studies/plan/initiatives;
 - b. Monitoring the Sylvan Lake Intermunicipal Development Plan's progress;
 - c. Reviewing any proposed amendments to the Sylvan Lake Intermunicipal Development Plan;
 - d. Reviewing any proposed annexations;
 - e. Discussing any other joint Sylvan Lake Intermunicipal Development Plan opportunities or issues that may arise; f. Assisting with the resolution of disputes in accordance with policies 10.2.32 - 10.2.34.



Summer Villages Administration Office
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Ph: 887-2822

10.2.9 Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the committee agenda or schedule.

The Summer Village of Birchcliff has passed a motion to establish the Intermunicipal Development Plan Committee, and appointed an elected official and one non-voting administrative staff member to the committee. We kindly request that your council consider making a similar motion and appointment so that the IDPC can be established and the work can begin on the terms of reference for this committee.

Thank you,

Roger Dufresne
Mayor of Birchcliff
Chair – Sylvan Lake Management Committee

Summer Village of Norglenwold

September 24, 2021

Council and Legislation

Request for Decision

Agenda Item: *Emergency Ambulance Dispatch*

Background:

Administration has received a request from the City of Red Deer to join them in advocating to the Premier and Minister of Health to return ambulance dispatch to local communities. On January 12, 2021, regional ambulance dispatch was consolidated into the AHS South Communication Centre in Calgary. Since then, delays in response to patient care has occurred due to outages, delays, and/or AHS not recognizing local fire medics to provide essential medical emergency care.

Options for Consideration:

- 1) Council supports the efforts to return emergency ambulance dispatch to local communities by sending a letter to Premier Kenney.
- 2) Council accept as information.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

n/a

Emergency Dispatch Motion Draft

WHEREAS on January 12, 2021, emergency ambulance dispatch was fully consolidated into the Alberta Health Services (AHS) provincial dispatch system. This removed it from the four integrated satellite centres, which were used to assist in providing this vital health service. Since the move to a total provincial dispatch system, there have been several cases of increased response times and technical errors, which put Albertans' lives at risk;

WHEREAS the Alberta integrated satellite centres dispatch approach is proven to be an effective system in delivering prompt, efficient, and accurate emergency dispatch to the residents of Alberta;

WHEREAS past centralizations have degraded emergency response, but as this is the final consolidation, further consequences will be experienced by Albertans; and

WHEREAS many municipalities have experienced numerous errors and delays that affected emergency response times. These errors would not have occurred under the integrated satellite model. It is clear that AHS alone cannot meet the emergency dispatch demands for Alberta, thus putting lives at risk.

IT IS THEREFORE RESOLVED that [Municipality] Council advocate to the Government of Alberta and the Minister of Health to undertake an independent third-party review of the AHS emergency ambulance dispatch system and to investigate the increase in dispatch delays, ambulance response times and the technical outages that have occurred since January 12, 2021.

BE IT FURTHER RESOLVED that Alberta Health Services publically release statistical data quarterly on response times and performance measures metrics to ensure Provincial Standards are met.

BE IT FURTHER RESOLVED that the Council of [Municipality] reaffirm our request to the Minister of Health to overturn AHS' proposal to consolidate ambulance dispatch in the interest of the health and safety of [Municipality], Central Albertans, and all Albertans.

September XXX, 2021

Honourable Jason Kenney
Premier of Alberta
307 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Re: Ambulance Dispatch Consolidation

Dear Premier Kenney:

On behalf of [Municipality] Council, I am writing today to continue pressing the need to abandon the Alberta Health Services (AHS) Consolidated Model of dispatch and return to the Integrated Model of dispatch.

On [Date], Council passed the following motion:

[text of motion]

Our overriding concern remains the degradation of dispatch and on-scene response times and patient outcomes for our citizens and Albertans in general. For this reason, in an effort to protect the health and safety of all citizens, our community continues to oppose the consolidation of our ambulance dispatch services.

Alberta Health Services (AHS) continues to rely on a 12-year-old plan to support its position on the consolidation of ambulance dispatch. The AHS plan is outdated and does not recognize the critical role regional dispatch centres play in emergency services, nor does it recognize the integrated emergency services model provided in Red Deer, Lethbridge, RMWB and other communities across Alberta. Emergency patients' health and safety cannot be managed by a plan that fails to consider new information, advances in technology, or the role life-saving fire personnel play in emergencies.

As you consider the future of ambulance dispatch in our province, I urge you to take the following steps moving forward:

- Develop an updated modern ambulance dispatch plan
- Undertake a third-party review of the provincial ambulance dispatch system
- Establish regional integrated ambulance dispatch services

- Ensure AHS be transparent and accountable in sharing data and communication with partner municipalities

We will continue to fight for local dispatch for our citizens' health and safety. The longstanding impacts of this decision will be difficult to recover from in terms of patient care and outcomes.

Thank you for your consideration of this critical issue related to the health, safety, and well-being of citizens in [Municipality]. I would be pleased to discuss any of the issues identified to mitigate risk of a consolidated dispatch and invite you to contact my office.

Sincerely,

[Name]

Mayor of [Municipality]

Template – insert logo here

Date, 2021

Call to the Provincial Government to immediately reverse the decision of centralized emergency dispatch

(**Municipality**, Alberta) – For the health and safety of all Albertans, the municipality of **[redacted]** formally calls on the Provincial Government to hear the concerns of municipalities across our province, joining the efforts of Red Deer, Calgary, Lethbridge and the Regional Municipality of Wood Buffalo. We call on the Members of Legislative Assembly to push for immediately pause and overturn the decision made by Alberta Health Services to consolidate EMS dispatch.

“We strongly dispute the effectiveness of this consolidated system, and we are disappointed that the Provincial Government has not heard the concerns echoed across Alberta municipalities,” said **[redacted]**. “We are asking all Members of the Legislative Assembly to continue to do what is best for Albertans in the name of health and safety.”

The overriding concern remains the degradation of dispatch, on-scene response times and patient outcomes for citizens and Albertans in general. For this reason, in an effort to protect the health and safety of all citizens, our community continues to oppose the consolidation of our ambulance dispatch services.

To support such, last night City Council passed the following motion: **<remove if not used>**
RESOLVED that [Municipality] Council advocate to the Government of Alberta and the Minister of Health to undertake an independent third-party review of the AHS emergency ambulance dispatch system and to investigate the increase in dispatch delays, ambulance response times and the technical outages that have occurred since January 12, 2021.

BE IT FURTHER RESOLVED that Alberta Health Services publically release statistical data quarterly on response times and performance measures metrics to ensure Provincial Standards are met.

BE IT FURTHER RESOLVED that the Council of [Municipality] reaffirm our request to the Minister of Health to overturn AHS' proposal to consolidate ambulance dispatch in the interest of the health and safety of [Municipality], Central Albertans, and all Albertans.

Since the consolidation of EMS dispatch, each region has experienced significant issues, in varying degrees with the consolidated service. Our residents continue to be affected by ambulance dispatch consolidation, every day.

“We will continue to fight for local dispatch for our citizens' health and safety,” said **[redacted]**, “The longstanding impacts of this decision will be difficult to recover from in terms of patient care and outcomes at a time when it is needed the most.”

Removing local, integrated EMS dispatch has hurt the health and safety of Albertans and impacted patient outcomes across our province. We invite all Albertans to call on the Premier to step-in and return emergency dispatch services to local jurisdictions. Additionally, we again request that a third-party external review of the EMS dispatch system be conducted to provide recommendations to improve Alberta's emergency services, and to ensure transparency and accountable in sharing data and communication with partner municipalities.

- end -

For more information, please contact:

<insert contact information here>



Emergency Ambulance Dispatch
Presentation for
Red Deer City Council

by
Ken McMullen
Acting General Manager
Development & Protective Services

June 15, 2021

1

Background and Overview

- **August 4, 2020** – Alberta Health and Alberta Health Services announces AHS EMS Consolidation. (The City of Red Deer, City of Lethbridge, City of Calgary and Regional Municipality of Wood Buffalo).
- Advocacy throughout to overturn the decision to consolidate EMS dispatch.
- **January 12, 2021** - AHS EMS Dispatch Consolidation occurred in The City of Red Deer.
- **January 27, 2021** – Letter to Tyler Shandro, Minister of Health from Mayor Veer requesting further dialogue on transition concerns.
- **February 16, 2021** – Tyler Shandro, Minister of Health notifies the Mayors that a formal provincial table will be established to support the transition to the provincial integrated EMS dispatch system.

Alberta EMS Dispatch Integrated Working Group (AEDIWG)

- Representatives from Alberta Health, AHS and Municipal Partners to meet weekly and conversations are facilitated by Assistant Deputy Minister of Alberta Health.
 - First Chair ADM John Cabral March 18, 2021 – April 16, 2021
 - Incumbent Chair, ADM Evan Romanow – April 16, 2021 – Present
- **March 19, 2021** – AEDIWG met for the first time to review the Terms of Reference and agreed to providing recommendations to the Minister of Health on an number of issues including but not limited to:
 - Access to real time data (I/Netviewer),
 - Process for sharing ambulance statistics with municipal partners,
 - Municipal 911 dispatch centers ability to listen in on EMS dispatch calls, and
 - Process for sharing time and accurate mapping data between dispatch centres.

**Alberta EMS Dispatch Integrated Working Group
Municipal Recommendations**

- Municipal partners have presented the following recommendations:

April 1, 2021:

- Real time operations data.

April 9, 2021:

- Recommendations for sharing timely and accurate mapping data.

April 16, 2021:

- Recommendations for sharing ambulance statistics.

April 30, 2021:

- Trends in EMS dispatch since transition.

4

April 1 speaking notes:

Recommendation – Municipal Affairs or the Alberta E911 Advisory Association (AEAA) oversee the development of co-evaluating protocols based on interagency workflows and event types.

Recommendation #2 – a third party be assigned to integrate AHS technology with PSAP existing systems and develop standard operating procedures.

Recommendation #3 – AEAA consider developing standards for secondary PSAPs and third party evaluation 90 days following consolidation of AHS services.

April 9 speaking notes:

Municipalities are challenged with a lack of information sharing and real time situational awareness on shared event types. The provincial model should consider adapting to the unique jurisdictional concerns of PSAPs and utilize technology to its fullest potential.

Lack of real time situational awareness around availability and location of EMS resources.

When crews are on scene and requiring additional resources, we have no way of knowing if there are EMS resources available and, if so, how far away from scene they might be. If additional EMS units will be delayed, often Advanced Life Support Fire resources will be dispatched to assist. Communicating by phone to AHS

dispatch creates a delay in this decision making process. Having real time mapping/iNetviewer access to see the resource availability alleviates this situation. Leduc High School stabbing – second closest ambulance was in Wetaskiwin. Second closest ALS engine was 4 minutes away. Knowing this information would have been helpful in this situation.

Fire Department Incident Commanders need to be able to request additional EMS resources. AHS CCC have articulated to us that fire departments are not able to request additional EMS resources; these resources must be requested by EMS units. This is unacceptable. The Incident Command System (ICS) dictates that an Incident commander needs to be able to request additional resources from any agency at any time. Furthermore, firefighters in our community are advanced care paramedics. It makes no sense to us that they would be able to request additional EMS units one day (when they are working on an ambulance) and not the next (when they are working on a firetruck). Again, having the situational awareness, and knowing which resources are available and their locations would be helpful. This exact situation, as described, happened during the Leduc incident.

Lack of situational awareness on shared event types, such as motor vehicle collisions and structure fires.

We are unsure of number of EMS units assigned or their locations for shared event types. For example, on [REDACTED] called in an MVC on [REDACTED] and requested fire response. EMS cleared scene after finding no issue, but failed to stand down fire. Fire continued to scene to find no incident. Real time awareness of EMS unit location would have mitigated unnecessary response.

We continue to hear from our AHS partners on inquiries brought forward that the end result did not negatively impact to patient outcome. It is our position that we should shift our focus from outcome and instead on process improvement. To better ensure that future patient outcomes are not negatively affected, opportunities exist through implementing the learnings and educating based on the findings of the inquiries to investigate and understand errors or good things done during an event to change and adapt to serve future patients. Learning opportunities will only improve the system.

The municipalities concerns regarding addressing and information sharing is not specific to the absence of information within the current system, rather more related to skills and experience obtained from geographic knowledge.

We want to help, so help us help.

We ask that AHS accept assistance from PSAPS as it relates to difficult locations and use PSAP validated addresses if available and encourage the practice of having the PSAP call taker stay

on the line until the address is validated in the AHS system.

Robust address verification and information sharing standard operating procedures should be developed.

The Municipal Representatives is recommending a technology solution that allows automatic sharing of pertinent information to be transferred with the caller. Data updates to ensure maps are updated between agencies and allowing for ambulance location information to be available alongside fire apparatus will support positive patient outcomes and allow municipalities the ability to better manage the timely dispatching of available resources.

April 16 speaking notes:

At the April 9th meeting of the working group, AHS provided an overview of their quality framework.

While we agree with the framework in principle, we have since discovered there are gaps in the practice and the level of representation needs to be addressed.

Therefore, the municipalities representatives recommends that a third party, such as the International Academy of Emergency Dispatch conduct a review of Alberta Health Services and the municipalities post transition of Emergency Medical Services dispatch to ascertain that agencies are meeting accredited benchmark standards.

Following the evaluation, the results be submitted to the Minister of Health in the form of a public document. It is recommended that this 3rd party evaluator be used on a regular basis and a more robust quality assurance process be developed for all Albertans to share comments and feedback to the service provider (AHS)

Citizens expect transparency in the emergency services they receive.

Municipalities report on emergency service delivery to the communities we serve.

Citizens do not understand that emergency medical dispatch is outside of the municipalities scope.

AHS has siloed Emergency Medical Services with no checks and balances put in place.

Citizens want answers as evidenced in the most recent Cochrane Now article.

A list of metrics from AHS would allow for a thorough analysis which could assist in identifying trends that are impacting the citizens within our communities.

The Municipal Representatives is recommending that AHS provide accurate and timely data in the form of key performance indicators, as identified in the International Academy of Emergency Dispatch accredited standards, to individual municipalities through the Ministry of Municipal Affairs.

This data would allow each municipality to view community trends as Primary PSAPs as well as EMS operators as an integral component of the EMS Dispatch System.

- KPI's according to IAED Standards, and Time Metrics for the whole EMS incident
 - Time of Call Answer at AHS or PSAP
 - Time of Address Verification
 - Time of Dispatch
 - Time of MFR request
 - Unit response times – enroute, arrived, transporting, available mobile etc.
 - Incident number

Additional notice with Code Reds / low resources. Either a CAD2DCAD notice or other automatic notice based on business rules

the request for data in spreadsheets vs PDF so that municipalities have an ability to complete data analysis

April 23 – note that the AEDIWG reviewed the action log and recommendation table. No presentations at that time.

April 30 speaking notes:

Throughout our working group conversations, it has come to light that since EMS dispatch consolidation on January 12th and 19th, 2021 there have been numerous incidents that are trending in an alarming direction. As a collective, these are causing us concern both for our own municipalities and for all Albertans. These issues include:

- Addressing errors; and
- Delays in dispatching Medical First Response (MFR); and
- Safety alerts; and
- Protocol deviations.

AHS has publically assured Albertans that they will not notice any change in EMS dispatch service:

“This project improves the way EMS resources, including ambulances, are dispatched. It is more efficient, and allows for better coordination of all provincial EMS resources.”

“While people who call 911 will notice absolutely no change, this allows us to be far more efficient in dispatching and controlling our EMS Resources.”

Darren Sandbeck, Senior Provincial Director and Chief Paramedic with AHS EMS.

Source: [AHS - EMS dispatch now under provincial umbrella - Feb 11, 2021](#)

Regardless if it is one instance or a pattern demonstrating negative patient outcomes, it is the responsibility for EMS Dispatch, Fire Fighter / Paramedics, Alberta Health and AHS, as a collective, to deliver exceptional service to Albertans each and every day.

As municipal partners we will continue to engage AHS and Alberta Health at this provincial table, to address these concerning trends and work together to ensure that EMS dispatch services continue to exceed accredited and industry standards for all Albertans.

Recommendations:

- Standard operating procedures for robust address verification and timely information sharing processes
- Ambulance location information to be available alongside fire apparatus position for timely dispatching of available resources
- External accredited auditors to review adherence to the International Academy of Emergency Dispatch standards

Alberta EMS Dispatch Integrated Working Group

Key Points

- **April 26, 2021** - Municipal partners submit a letter to their elected officials requesting they re-engage in a dialogue with Tyler Shandro, Minister of Health.
- Incidents trending in an alarming direction:
 - Addressing errors
 - Delays in dispatching Medical First Response (MFR)
 - Safety Alerts
 - Protocol Deviations

5

Speaking notes: The rationale behind the letter from the municipal partners requesting that their elected officials re-engage in a dialogue with Minister Shandro as the degradation of service has been in a declining trend since consolidation.

- Give examples of each –
- Addressing – Incorrect address, Dispatching MFR – Leduc / McGrath
- Safety Alerts – Missing Covid 19 positive cases / residency.
- Protocol Deviations -

Alberta EMS Dispatch Integrated Working Group

Key Points

- **May 14, 2021** – AEDIWG convened for a half day session. AHS provided presentations on:
 - South Communications Centre virtual tour.
 - Dispatch medical review committee.
 - Role of the Dispatch Medical Director and QI/QA processes.
 - OLMC Physicians in dispatch.
- Alberta Health will draft the recommendation report for the working group committee members to review.
- **May 21, 2021** – Working group meets to discuss the draft report. Municipal partners are granted additional time for review on the report.

5

- Although scheduled in the agenda the municipal partners were not able to discuss the I/Netviewer briefing note. - Included recommendations and rationale of the importance to have access to I/NetViewer.
- AH agreed to draft the recommendation report and provide to all WG members for Monday May 17 for review and comments to be discussed at the May 21st meeting.
- **May 19 2021** – the municipal partners received the draft report with mark ups / comments from AHS non core members and was evident that AHS was given the report prior to the municipalities and not at the same time. The comments were provided by AHS SME's and was written in an unilateral viewpoint that did not accurately capture the discussion of the WG and the recommendations put forward and if there was consensus.
- The municipal partners responded directly to ADM Romanow requesting additional time to review the document and provide edits and feedback to demonstrate a transparent and factual representation of the WG outcomes.
- The municipal partners agreed to meet on may 21st to discuss the report with AH and AHS. Additional time was given for the municipal partners to have their SME's review and provide feedback at the May 28th meeting .

Alberta EMS Dispatch Integrated Working Group

Key Points

- **May 28, 2021** – AEDIWG convenes to discuss the recommendation report and as directed by ADM Romanow, the final report is to be submitted to Minister Shandro for Monday May 31, 2021.
- **May 31, 2021** – AH provided an updated report to the municipal partners for final review.
- **June 3, 2021** – Municipal partners request a copy of the report sent to Minister Shandro.
- **June 11, 2021** – Working group members to reconvene to discuss next steps for a collective outcome, performance indicators and a proposed external review.

5

- Due to the size of the report (11 pages) and the time for 4 municipalities to review the partners were only able to get the first 3 pages completed for discussion and were prepared to review section by section to have a report that equally and fairly represents the discussion and recommendations agreed upon by the WG.
- No extension was granted and ADM Romanow clearly stated that the due date for the completed report would be Monday May 31 2021. AH agreed to make edits as per the request of the municipal partners and included a table and noted some changes in preamble.
- The updated report had minimal changes and it was under the impression the report would be submitted “as is” with a notation that the 4 municipal partners do not support the report or recommendations. Municipal partners request a third party review as the report was written unilaterally supporting AHS.

Alberta EMS Dispatch Integrated Working Group Municipal Partners – Next Steps

- Prepare an alternate recommendation / strategic improvement report and to provide it to their elected officials.
- Continue to track and provide examples of the degradation of service to elected officials.
- Municipal partners continue to partake in AHS monthly meetings, to review calls and address dispatching issues.

5

- Dependent on the report progress for the recommendation / strategic improvement report the municipal partners are prepared to provide their own report with full transparency of recommendations put forward.
- Municipal partners continue to attend AHS monthly meetings to review calls and also participate in the process of bringing forward calls of concern.
- We continue to track incidents and provide a weekly report. Calls of concerns have been brought forward to AHS, however, no follow up on a resolution process.

Questions

6

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *Digital Recording of Council Meetings*

Background:

At the request of Council, administration has brought forward this agenda item. It is not standard practice for us to record our meetings, however there is nothing in the MGA that specifically does not allow for it. In the past, it has been discouraged specifically in Norglenwold's Procedural Bylaw which states:

ELECTRONIC DEVICES

3. Members of the public may not electronically record portions of Council and Committee meetings that are open to the public, unless the Chair determines that electronic recording of a meeting by the public be permitted.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 1) Council to discuss and provide direction to administration.

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *Remuneration Policy*

Background:

At the request of Council, administration has brought forward the remuneration policy. Currently the policy is set at \$100 per meeting for the first four hours (\$120 for mayor) and allows for one monthly remuneration for meeting preparation. The maximum paid in any single day is \$200 (\$220 for mayor). Other expenses are coded to the Travel and Subsistence line item which we budget for annually.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 1) Council to discuss and provide direction to administration.



Policy Title	Date:	Resolution No.
COUNCIL AND BOARD REIMBURSEMENT	OCTOBER 1, 2016	1171/16

SECTION: Administration 10.1

POLICY STATEMENT:

To provide a fair and equitable means of reimbursing Council and Members at Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events. If the event is being attended primarily as Mayor or Council member, then members will be eligible for expense reimbursement.

DEFINITIONS:

“Meeting” within the context of this Policy the term meeting shall include: Council meetings, Special Council meetings, Committee meetings as well as – when requested by the Municipal Administrator, meetings between Councilors and Village Staff.

PROCEDURE:

Regular Meetings of Council

Regular meetings of Council will be held the last Friday of each month at 9 a.m. at the Administrative Office.

Council Rates:

1. Council remuneration will be, for time spent while traveling to or from a meeting(s) and while in attendance at a meeting on the basis of the following rates and time sections:
 - a. \$100.00 - First Four Hours (Mayor \$120.00)
 - b. One monthly remuneration for meeting preparation
 - c. Public Appointees to the SDAB - \$100.00/appeal hearing

For clarity, any meeting or number of meetings that include more than one portion of the above times sections (i.e. Meetings in excess of four hours), a councillor is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$200.00 or \$220.00 for Mayor. Councilors are expected to exercise discretion when applying for remuneration for meetings that include one-time section and extend into another time section in a minor fashion.

2. Other expenses associated with a Councilor's attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council Policy.
3. Members of Council shall be reimbursed mileage at the rate per km posted by Canadian Revenue Agency on December 31 of each year when attending Council meetings or other authorized functions.
4. Councilors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, Councilors should receive prior approval of Council for attendance at any other special meeting a councilor may wish to attend (e.g. community group meeting). However, Council recognizes that situations may preclude a councilor from advising Council of a meeting prior to his or her attendance. In such cases the Council is to seek Council's approval for his/her attendance prior to the councilor submitting his/her remuneration sheet.
5. If a partner accompanies a councilor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.

Mayor Rates

1. In addition to the above policies, it is recognized that the Mayor will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Mayor is authorized to attend such meetings at his/her discretion without Council authorization and to receive remuneration in accordance with this policy for that attendance. To the greatest extent possible, the Mayor should endeavor to inform Council of these meetings prior to his/her attendance.

Board and Committee Rates

1. Municipal Planning Commission Environmental Subdivision and Development Appeal Board will be paid at the councilor remuneration rates established in this policy.

Agendas

1. Regular meeting agendas shall be available for distribution 5 days prior to the meeting date.

General

1. Per Diem sheets are to be filled out monthly by each councilor and delivered to the office on or before the 15th of each month. This provides other members to the opportunity to ask questions about meeting and expenses at the Council meeting. Per Diem sheets received after this date will not be processed for payment until the following month. Administration will include copies of the completed per diem sheets in the following Council Agenda.
2. This policy replaces Council's policy "Council Procedure Policy 10.1"

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *Coffee With Council*

Background:

At the request of Council, administration has brought forward this agenda item for discussion. Should Council wish to continue with Coffee With Council, administration can set up dates and zoom links. In the past, Council has run these meetings without administrative involvement as a way for residents to discuss or bring up important issues.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 1) Council to discuss and provide direction to administration.

Summer Village of Norglenwold

September 24, 2021

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

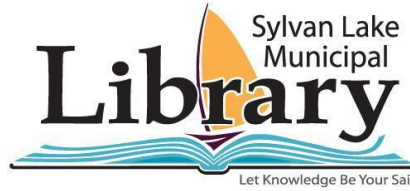
- Town of Sylvan Lake Library Board

Correspondence:

- Sylvan Lake Watershed Stewardship Society

Upcoming Meetings:

Next Council Meeting – October 29, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – AUGUST 11, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

The Annual Operating Budget will be presented to the Town of Sylvan Lake near the end of the year once elections are completed.

2. Director's Report

The Director's Report was approved as presented.

Starting on September 7, 2021, the library hours of operation will change to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)

Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

Meeting adjourned at 7:25pm.

Next Regular Meeting – September 8, 2021, at 6:30pm



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 8, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

As of September 7, 2021, the library hours of operation changed to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)
Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

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From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

On September 30, the library will modify hours of operation from 10:00am to 5:00pm (9:30am opening for vulnerable patrons). This modification of hours is in recognition of the National Day for Truth and Reconciliation, watch for special event announcements coming soon!

Meeting adjourned at 6:48pm.

Next Regular Meeting – October 13, 2021, at 6:30pm

www.sylvanlakenews.com

Sylvan Lake N

Local watershed stewardship society is dissolving

Efforts will still be made to protect the watershed

By Sarah Baker
SYLVAN LAKE NEWS

The Sylvan Lake Watershed Stewardship Society is no longer a society as of its last meeting on July 30.

The members voted and the decision was made to dissolve the organization, said Graeme Strathdee, the organization's president.

"We haven't changed anyone's opinion, we've just stopped having to report to the provincial government under the Society's act."

Members of the dissolved organization will continue to be involved in the community as they care to, said Strathdee.

The last thing the Society is going to do while it is still official is contribute its remaining assets to two other organizations that are still operating.

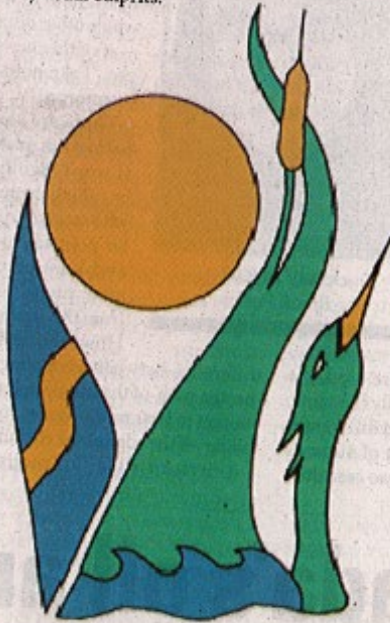
"Funds will be dispersed to HR Alberta who we have worked with over the years on protection of the Sylvan Lake Watershed and the Alberta Lake Management Society who we have worked together with for many years by doing tests and investigating invasive species."

The Society has been around for 20 to 21 years and it was a unanimous decision for it to fold.

And while the group is no longer a society, efforts will still be made in order to protect the Sylvan Lake Watershed.

"When there is a need for a public response - all of the same people, and there are several

hundred in our group of past members - they will be defending the watershed from any attacks by usual culprits."



Sylvan Lake Watershed Stewardship Society logo. (submitted photo)