

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF NORLGENWOLD  
DECEMBER 17, 2021 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**    - additions/deletions  
                     - adoption

**C. ADOPTION OF MINUTES -**    Regular Meeting Minutes, October 29, 2021  
   Regular Meeting Minutes, December 3, 2021

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Development Update

**E. REQUESTS FOR DECISION**

**1) Finance & Administration**

- a) Budget 2022 – 2025

**F. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

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

**2) Committee Reports**

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
  - Town of Sylvan Lake Library Board
  - Parkland Regional Library Board

**3) Information Item**

a) Joint Service Committee Minutes

**b) Upcoming Meetings**

1) Council Meeting – January 28th, 2021

**G. OPEN MIC**

**H. ADJOURNMENT**

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held October 29, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

<b>IN ATTENDANCE</b>	Mayor:	Cyril S. Gurevitch, Q.C.
	Councillor:	Nav Rattan
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov
	Development Officer:	Kara Kashuba
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau

**Regrets:**

Deputy Mayor:	Jeff Ludwig
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<b>CALL TO ORDER</b>	The Meeting was called to order at 9:00 a.m. by Mayor Gurevitch.
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**AGENDA APPROVAL**

<b>NGC-21-148</b>	MOVED by Councillor Rattan that the agenda be adopted as amended:  MOVE:  E.2.A. Development Enforcement Costs to after D.5.  ADDITION:  F.1.H. New Boat Regulations F.A.1. MSI Update with Council Reports CARRIED
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**CONFIRMATION OF MINUTES**

<b>NGC-21-149</b>	MOVED by Councillor Rattan that the minutes of the Regular Meeting of Council held on September 24, 2021, be approved as presented.  CARRIED
<b>NGC-21-150</b>	MOVED by Councillor Rattan that the minutes of the Municipal Planning Commission meeting held on September 24, 2021, be approved as presented.  CARRIED
<b>NGC-21-151</b>	MOVED by Mayor Gurevitch that the minutes of the Subdivision and Development Appeal Board meeting held on October 4, 2021, be approved as presented.  CARRIED

**INFORMATION ITEMS**

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

**NGC-21-152**                      MOVED by Councillor Rattan that Council accept the information items as presented.

CARRIED

**FINANCE & ADMINISTRATION**

**NGC-21-153**                      Development Enforcement Costs  
MOVED by Mayor Gurevitch that Council direct Administration to immediately put the contractor costs in the amount of \$3,000 on the tax roll of Plan 5116AE, Block 3, Lots 7-8, pursuant to the Court Order granted on July 26, 2021, in Action Number 2110-00663.

CARRIED

Mayor Gurevitch read a resident letter distributed to residents into record expressing resident concerns for information.

**REQUESTS FOR DECISION****COUNCIL & LEGISLATION**

**NGC-21-154**                      Parkland Regional Library Board 2022 Budget  
MOVED by Councillor Rattan that Council approve the Parkland Regional Library Board 2022 Budget with a zero percent increase as presented.

CARRIED

**NGC-21-155**                      Sylvan Lake Regional Water and Wastewater Commission  
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- 156**                      Council Remuneration Policy  
MOVED by Councillor Rattan that Council adopt the Council Remuneration Policy as presented.

CARRIED

**NGC-21-157**                      Committee Volunteers  
MOVED by Councillor Rattan that Council appoint the following members to the list of current members to the Municipal Planning Commission:

Doug Sharp  
Rob Furness  
Stuart McKellar

CARRIED

**NGC-21-158**

MOVED by Councillor Rattan that Council appoint the following members to the list of current members to the Subdivision and Development Appeal Board:

Janelle Allan  
Cyndi Teulon upon required training being completed.

CARRIED

**NGC-21-159**

Lobbying Seminar

MOVED by Mayor Gurevitch that Council accept as information.

CARRIED

**NGC-21-160**

George Cuff Councillor Training Session

MOVED by Mayor Gurevitch that Administration register Mayor Gurevitch and Councillor Rattan to attend the George Cuff Councillor Training Session.

CARRIED

**NGC-21-161**

Strategic Planning

MOVED by Councillor Rattan that Council direct Administration to move forward with a strategic plan.

CARRIED

**NGC-21-162**

New Mooring Regulations

MOVED by Councillor Rattan that Administration facilitate a meeting for residents, either in person or via zoom, providing information on the new regulations.

CARRIED

Council break at 10:20 a.m.

Council reconvened at 10:25 a.m.

**COUNCIL REPORTS**

Mayor Gurevitch

- MUNIS 101 Training
- Subdivision and Development Appeal Board Training
- Update on Land Purchase
- Verbal response to a distributed letter to residents on Grand Avenue by an unknown author

Councillor Rattan

- MUNIS 101 Training
- Municipal Planning Commission Training
- Strategic Planning Session
- Emergency Management Course
- CAO Review

### Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

### Information Items

- Joint Services Committee Meeting Minutes

#### NGC-21-163

MOVED by Councillor Rattan that the Council and Committee reports be accepted as information.

CARRIED

### NEXT MEETING

#### NGC-21-164

MOVED by Mayor Gurevitch that the next meeting of Council be held on November 26, 2021, at 9:00 a.m.

CARRIED

### OPEN MIC

Marc Tougas

- Purchase of lands concern
- Cost of land purchase
- MSI reductions

Beverly Smith

- Training on lobbying (Alberta Counsel offers)
- Open Space Master Plan documents
- Land purchase (taxes and zoning)

Doug Sharp

- Want transparency by Council
- Should have had input on purchase of land
- Timeframe for feedback on land use bylaw

Lorne Therriault

- Communication from Council
- Website not working properly for email updates
- Hard to find information on website
- Surprised about land purchase, wasn't aware

Mary Lynn Brown

- Longtime resident
- Annexation approved in 2008
- Sylvan Lake boat launch always an issue
- Want password posted online with zoom link

### ADJOURNMENT

#### NGC-21- 165

MOVED by Councillor Rattan that being the agenda matters have been concluded, the meeting adjourned at 11:05 a.m.

CARRIED

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CYRIL S. GUREVITCH, Q.C., MAYOR

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TANNER EVANS, CAO

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held December 3, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

<b>IN ATTENDANCE</b>	Mayor:	Cyril S. Gurevitch, Q.C.
	Deputy Mayor:	Jeff Ludwig (via Zoom)
	Councillor:	Nav Rattan
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov
	Development Officer:	Kara Kashuba
	Recording Secretary:	Carolyn Widmer

**CALL TO ORDER**      The Meeting was called to order at 1:30 p.m. by Mayor Gurevitch.

**AGENDA APPROVAL**

**NGC-21-148**              MOVED by Councillor Rattan that the agenda be adopted as amended.

ADDITIONS:

- D.4.      Website Maintenance
- E.1.B.   Emergency Protocol for Summer Villages
- E.1.C.   Strategic Planning
- E.1.D.   Orientation process for new Council
- E.1.E   Community Enforcement

CARRIED

**CONFIRMATION OF MINUTES**

**NGC-21-149**              MOVED by Deputy Mayor Ludwig that the minutes of the Regular Meeting of Council held on October 29, 2021, be tabled until next meeting.

CARRIED

**INFORMATION ITEMS**

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

**NGC-21-150**              MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.

CARRIED

**REQUESTS FOR DECISION**

**COUNCIL & LEGISLATION**



**NGC-21-151**      Sylvan Lake Christmas Bureau  
 MOVED by Deputy Mayor Ludwig that Council donate \$1000 of their charitable donation. To give \$500 to Christmas Bureau and \$500 to the Sylvan Lake food bank, and to further discuss charitable donations in the 2022 budget.

CARRIED

**NGC-21-152**      Emergency Protocol for Summer Villages  
 MOVED by Councillor Rattan to ask Administration to set up an information session for Council regarding emergency management in the next quarter.

CARRIED

**NGC-21-153**      Strategic Planning  
 MOVED by Councillor Rattan that Administration set up a special Council meeting to discuss strategic planning in the next quarter, prior to the capital budget.

CARRIED

**NGC-21-154**      Orientation Process for new Council  
 MOVED by Councillor Rattan to orient Council regarding procedures and regulations in the next quarter.

CARRIED

**NGC-21-155**      Community Enforcement  
 MOVED by Councillor Rattan not to renew the contract for a year, and to leave the line item to be discussed as part of the budget.

CARRIED

## FINANCE

**NGC-21-156**      Budget 2022 - 2025  
 MOVED by Mayor Gurevitch that Administration revise the proposed budget to take into account the comments from Council and to table until the next Council meeting in December.

CARRIED

**NGC-21-157**      Auditor Engagement  
 MOVED by Mayor Gurevitch that Council sign engagement letter as presented.

CARRIED

## PUBLIC WORKS

**NGC-21- 158**      Speed Signs  
 MOVED by Deputy Mayor Ludwig that Council direct Administration to purchase these two signs and to apply for grant funding for them. Input from residents on where to install them will be asked at a future date, and any shortfall of money is to come from reserves.

CARRIED

**COUNCIL REPORTS**

Mayor Gurevitch

- George Cuff Presentation, November 29th
- AUMA Convention
- AUMA AGM
- Rachel Notley November 18<sup>th</sup> presentation

Deputy Mayor Ludwig

- Budget released from wastewater commission

Councillor Rattan

- George Cuff Presentation, November 29th
- Councillor Rattan composed community newsletter

**Committee Reports**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

**Information Items**

- RDRWA Municipal Funding

**NGC-21-159**

MOVED by Deputy Mayor Ludwig to accept information items as information.

CARRIED

**NEXT MEETING****NGC-21-160**

MOVED by Mayor Gurevitch that the next meeting of Council be held on December 17, 2021, at 9:00 a.m.

CARRIED

**OPEN MIC**

Mary Lynn Brown

- Recently someone had a fire in the reserve between Honeymoon Drive and Grand Ave. Should we review the signage in that reserve and also the signage in the newly purchased land?
- Concerns about wastewater valve maintenance.

Lorne Therriault

- Speedbumps seem to be working but the downside is increased noise particularly when trailers go over them.
- Appreciate the newsletter send out by Councilor Rattan.

- Would like to know the final purchase price of the land adjacent to Norglenwold.

**ADJOURNMENT**

**NGC-21- 161**

MOVED by Councillor Rattan that being the agenda matters have been concluded, the meeting adjourned at 4:21 p.m.  
CARRIED

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CYRIL S. GUREVITCH, Q.C., MAYOR

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TANNER EVANS, CAO

**Summer Village of Norglenwold****Administration and Finance****Council Date: December 17, 2021****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 65,258.10

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

1. Border Paving	\$ 20,385.75
a. 2021 Asphalt Patching	
2. SL Regional Wastewater Comm	\$ 6,830.66
a. October Wastewater Services	
3. Red Deer County	\$ 3,239.50
a. October Garbage Base Charge	
4. Shaw Business	\$ 6,014.14
a. Penalty for Closing Phone Account	

**Council Expense Claims Report:****November Expenses**

- Cyril S. Gurevitch                      \$ 2756.58

**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.

Date Printed  
2021-12-08 11:58 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
Batch: 2021-00154 to 2021-00163

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
1611	2021-11-30	Ludwig, Jeff				
			1240	Completions Deposit Refund	500.00	500.00
1612	2021-11-30	Al's Bobcat & Trucking				
			18254	Sanding November 15th	415.80	
			18274	Sanding Nov. 16 & 22nd	935.55	1,351.35
1613	2021-11-30	Border Paving				
			71111	2021 Asphalt Patching	20,385.75	20,385.75
1614	2021-11-30	Digitex.ca				
			IN787887	Shared Printer	107.66	107.66
1615	2021-11-30	Empringham Disposal Corp				
			27937	Office Bin	52.50	52.50
1616	2021-11-30	Longhurst Consulting				
			2860	Office Phones-September-Rec'd Ir	97.49	
			2862	Office Phones-October-Rec'd Inv t	97.49	
			2863	Internet and Phones-November	202.13	397.11
1617	2021-11-30	Municipal Planning Services				
			1194	Training-October	2,430.00	2,430.00
1618	2021-11-30	MuniSoft				
			2021/22-03084	New Accounts Payable: Webinar	114.45	
			2021/22-03083	Utility Billing:Advanced Webinar	114.45	
			2021/22-03219	Tax:Advanced Webinar	114.45	343.35
1619	2021-11-30	Canoe Procurement Group of				
			AB085865	Office Supplies	589.63	
			AB087095	Office Supplies	535.37	
			PYMNT6643	Over Payment on 04/30/2021	-977.05	147.95
1620	2021-11-30	Roadata Services				
			77688	Road Permits	31.50	31.50
1621	2021-11-30	SL Regional Wastewater Comm				
			1538	Wastewater Services-October 202	6,830.66	6,830.66
1622	2021-11-30	Xandal Backhoe Ltd.				
			21-097	Install Speed Bump Signs	1,076.25	1,076.25
1623	2021-12-08	Brownlee LLP				
			524035	Legal Fees	521.30	521.30
1624	2021-12-08	Federation of Canadian Municip				
			29158-V2N1T3	legal fees	205.51	205.51
					Total Computer Cheque:	34,380.89

**EFT**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
221	2021-12-08	Longhurst Consulting				
			2661	Activation Fee Internet Service	262.50	
			3080	December Monthly Internet/Phone	202.13	464.63
					Total EFT:	464.63

**OTHER**

Date Printed  
2021-12-08 11:58 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
Batch: 2021-00154 to 2021-00163

Page 2

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2900	2021-11-09	ATB Mastercard				
		NOV32021		Microsoft	65.76	
		OCT0721		Microsoft	2.73	
		CND101621		Charge on Company Card in Erro	87.07	
		008014		Costco-Coffee for Office	33.99	
		TRANSFERBIG		Transfer Big Files.com	96.75	
		2461827		Amazon-Sign Mounts-JB	45.30	
		1548233		Refund Payroll Course	-471.45	
		49		AP Practitioner Course	1,620.28	
		INV112627992		Tanner's Zoom Communication	21.00	
		007406		Dollarama-Office Organizers	31.24	
		345506		Castle-Stakes for Marking Loca	61.95	
		2011225399		Finance Workshop	250.00	
		T-SHEETSOCT27		Intuit Quickbooks T-Sheets	94.50	
		4632975		Home Depot-Lights/Shelves	172.05	
		42786425		AB Land Titles-BC	10.00	
		FSNFNNBTPJ9		AUMA 2021-Teresa Beets	630.00	
		42834793		AB Land Titles-NGW	10.00	
		42973853		AB Land Titles-HMB/Norg	20.00	
		7184220		AMAZON-File Folder	23.51	
		012344		Paint to Mark Speed Bumps/Sign	13.90	
		153375/1		Flowers for Jeff's Wife	65.10	
		2146265079		Eventbrite-Training-Teresa B.	270.88	
		NOV3FEE-2021		Annual Fee	35.00	
		002471		Shoppers-Registered Mail-Taxes	68.17	
		OCT2021		Shutterstoc-Logo Software	37.46	
		2156638339		Training-Cyril & Nav	541.76	
		43729984		Pitney Bowes-Lease	183.27	
		706I054901		Ford Ranger Maintenance	78.94	
		706I054900		F-150 Maintenance	106.32	
		INV115305514		Teri's Zoom	20.06	4,225.54
2922	2021-11-30	Red Deer County				
		OCT312021		Garbage Base Charge	3,239.50	3,239.50
2923	2021-11-30	UFA Co-Operative Ltd				
		113557987		PW Fleet	216.55	216.55
2924	2021-11-29	Alberta Municipal Services Cor				
		PP23-2021		Pension Contribution	1,231.80	1,231.80
2925	2021-11-30	Bell Mobility				
		NOV132021-3661		Cell/Ipad Charges	101.75	101.75
2926	2021-11-30	Receiver General/OTH				
		PP23-2021		CPP, EI, Tax	4,423.68	4,423.68
2927	2021-11-30	Shaw Business				
		1570564		phone/fax line-Contract Cancelled	6,014.14	6,014.14
2928	2021-11-30	Bell Mobility				
		NOV122021-0516		Cell/Ipad Charges	31.94	31.94
2929	2021-11-30	Worker's Compensation Board				
		2518767		Shared WCB	618.11	618.11
2935	2021-11-30	Receiver General/OTH				
		NOV302021		Council Tax and CPP November	252.78	252.78
2936	2021-12-08	Alberta Municipal Services Cor				
		PP242021		Pension Contribution	1,231.80	1,231.80
2937	2021-12-08	AMSC Insurance Services Ltd				

Date Printed  
2021-12-08 11:58 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
Batch: 2021-00154 to 2021-00163

Page 3

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			46,670	Municipal Benefits-December	2,390.50	2,390.50
2938	2021-12-08	Meridian	DEC2021	Photocopier Lease/Printing	429.45	429.45
2939	2021-12-08	Receiver General/OTH	PP242021	CPP, EI, Tax	4,317.77	4,317.77
2940	2021-12-08	Town of Sylvan Lake	NOV302021-0004	Water/Sewer	72.54	72.54
2941	2021-12-08	Town of Sylvan Lake	NOV302021-1000	Water/Sewer New Office	69.24	69.24
2942	2021-12-08	Waste Management of Canada	1131945-0613-6	Recycling	1,545.49	1,545.49
					Total Other:	30,412.58
					Total MAIN:	65,258.10

Certified Correct This November 30, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator





# Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, Q.C.

POSITION: MAYOR

MONTH ENDING: November-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/16/21	Other (Conference, etc.)AUMA MEETING EDMONTON	4.0	Mayor	\$175.00
11/17/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON	4.0	Mayor	\$175.00
11/17/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON	4.0	Mayor	\$175.00
11/18/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON	4.0	Mayor	\$175.00
11/18/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON	4.0	Mayor	\$175.00
11/19/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON	4.0	Mayor	\$175.00
11/19/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON	4.0	Mayor	\$175.00
11/29/21	Other (Conference, etc.)GEORGE CUFF SEMINAR	2.5	Mayor	\$175.00
11/26/21	Regular Council	3.0	Mayor	\$175.00
11/25/21	Meeting Prep	3.0	Mayor	\$175.00

If event is other please type it in.

~~\$1,750.00~~ 250 1825

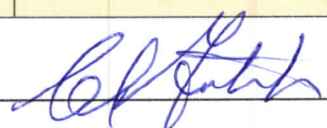
## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/16/21	Other (Conference, etc.)AUMA MEETING EDMONTON	180.00	\$0.59	\$106.20
11/17/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON		\$0.59	\$0.00
11/17/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON		\$0.59	\$0.00
11/18/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON		\$0.59	\$0.00
11/18/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON		\$0.59	\$0.00
11/19/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON		\$0.59	\$0.00
11/19/21	Other (Conference, etc.)AUMA CONFERENCE EDMONTON	180.00	\$0.59	\$106.20
11/29/21	Other (Conference, etc.)GEORGE CUFF SEMINAR		\$0.59	\$0.00
11/26/21	Regular Council	10.00	\$0.59	\$5.90
11/25/21	Meeting Prep		\$0.59	\$0.00

\$218.30

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
11/19/21	AUMA CONVENTION HOTEL	713.28		\$713.28
				\$0.00
				\$0.00
				\$713.28

MAYOR:   
C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 2,681.58

~~\$2,756.58~~





The Sutton Place Hotel

### Room Charge Authorization

Date Nov 16 / 21

Room # 1208

Reference # \_\_\_\_\_

Server, \_\_\_\_\_

Amount Due \$ 30.40  
(Includes GST & Service Charge)

Gratuity \$ 5.00

Room Charge Total \$ 35.40

Guest Name GUREVITCH

Guest Signature [Signature]

White: Front Desk Yellow: Restaurant Pink: Guest

# chop

STEAKHOUSE BAR

EDMONTON DOWNTOWN

0141a TABLE # 137  
ILIANNA T SvrCk: 3 7:01p 11/16/21

HALF HOME SMOKED RIBS 28.95

Sub Total: 28.95

GST: 1.45

11/16 7:42p TOTAL: 30.40

.....  
WE'D LOVE TO HEAR ABOUT YOUR VISIT

Please share how we did:

chop.ca/review-edt

.....  
Join us for HAPPY HOUR!

Enjoy \$6 Moscow Mules, beer, wine  
and small plates from \$5-\$10.

Every day from 3-6 & 9-Close

.....  
@CHOPSTEAKHOUSE

Follow, Share, Like & Post  
chop.ca

THANK YOU!

GST# 802860874 RT0001  
.....



# SANDMAN SIGNATURE

EDMONTON DOWNTOWN  
HOTEL

D-1

Cryil Gurevitch  
2 Erickson Drive  
Sylvan Lake AB T4S 1P5  
Canada

Room Number : 1208  
Arrival Date : 11-16-21  
Departure Date : 11-19-21  
Page : 1 of 1  
Folio Number : 567278  
Confirmation : 20055360  
Cashier : 185

## INVOICE

Group Code : ED200920ALB\_001  
Company Name : Alberta Urban Municipalities A

GST No: 121767065 RT 0001 11-19-21

Date	Description	Charges	Credits
11-16-21	CHOP Steakhouse & Bar Room# 1208 : CHECK# 0141	35.40	
11-16-21	Room Charge	179.00	
11-16-21	Room D.M.F.	5.37	
11-16-21	Room Alberta Tourism Levy	7.37	
11-16-21	Room GST	9.22	
11-16-21	Daily Parking Self	25.00	
11-17-21	Room Charge	179.00	
11-17-21	Room D.M.F.	5.37	
11-17-21	Room Alberta Tourism Levy	7.37	
11-17-21	Room GST	9.22	
11-17-21	Daily Parking Self	25.00	
11-18-21	Room Charge	179.00	
11-18-21	Room D.M.F.	5.37	
11-18-21	Room Alberta Tourism Levy	7.37	
11-18-21	Room GST	9.22	
11-18-21	Daily Parking Self	25.00	
11-19-21	Mastercard - THANK YOU! XXXXXXXXXXXXXXX2407 XXXX		713.28
<b>Total</b>		<b>713.28</b>	<b>713.28</b>

**Balance 0.00 CAD**

Room GST 27.66  
F&B GST 0.00  
Misc GST 3.57  
Total 31.23

I agree that I am personally liable for the fin  
Downtown Hotel and further authorize the  
party, company or association fails to render

Guest Signature: \_\_\_\_\_

A MEMBER OF THE SANDMAN HOTEL G

Sutton Place Hotel Edmonton  
10235- 101 Street  
T5J 3E9 Edmonton  
Tel: 1 780 428 7111

DATE: 19/11/21 08:47  
ENV TERMINAL ID: 43000205  
MERCHANT ID: 60237155704  
LOCATION ID: 430002

\*\*\* APPROVED \*\*\*  
AUTH REPLY TEXT:  
Approval

CARDHOLDER RECEIPT

ACCOUNT WILL BE DEBITED

TRANS TYPE: Completion

TOTAL AMOUNT: CAD 713.28

CARD ID: MC

CARD TYPE: MASTERCARD

PRI: XXXXXXXXXX02407

CARD ENTRY: Manual

HI0: A0000000041010

ENV APP LBL: MASTERCARD

AUTH CODE: 01669E

REQ. TRX. REF. NUM: 1000377627

TRX REF NUM: 7185

PIN Verified

Thank you

10235 101 Street, Edmonton AB Canada T5J 3E9 Tel 780.428.7111 \* Fax 780.441.3098 \* 1.800.SANDMAN (1.800.726.7229)  
Email: reservations@sandman.ca website: http://www.sandmanhotels.com/signature-edmonton-downtown

**Summer Village of Norglenwold****December 17, 2021****Planning and Development****Information Item****Agenda Item: Development Update****Background:**Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (33 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 24 in Norglenwold, and 24 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. 117 Grand Avenue	Boathouse Renovations
12. 215 Grand Avenue	Landscaping/Mechanized Excavation
13. 253 Honeymoon Drive	Dwelling
14. 133 Grand Avenue	Home Occupation
15. 141 Grand Avenue	Mech Excavation/Concrete Pad
16. 253 Honeymoon Drive	Lakeside Stairs
17. 47 Grand Avenue	Dwelling Addition
18. 257 Honeymoon Drive	Dwelling
19. 333 Honeymoon Drive	Demolition
20. 333 Honeymoon Drive	Dwelling & Garage w Guest House
21. 369 Last Chance Way	Dwelling
22. 355 Last Chance Way	Garage with Guest House
23. 23 Grand Avenue	Detached Garage
24. 205 Grand Avenue	Dwelling & Escarpment Work

Complaints Update:

1. 32 Grand Avenue – Stop Order issued and in the process of being put on title.
  - 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**

**December 17, 2021**

### **Finance**

### **Request for Decision**

**Agenda Item:** *Budget 2022 - 2025*

#### **Background:**

Administration would like to provide the following Council Reviewed 2022 - 2025 Budget to Council.

#### **Options for Consideration:**

1) That Council review and discuss the proposed operating budget information provided and to provide any further necessary input into the 2022 – 2025 Budget.

A live budget will be provided for any changes and recommendations.

#### **Administrative Recommendations:**

- 1) That Council review and approve the 2022 budget as provided.
- 2) That Council amend and approve the 2022 budget.
- 3) Should Council not approve the 2022 budget as provided, then Council must adopt a 2022 interim operating budget for 1/3 of the approved 2021 operating budget, or \$204,035.28 in order to meet it's obligations under the Alberta Municipal Government Act.

#### **Authorities:**

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

# Norglenwold

Budget 2022- 2025

Initial Entry FO: October 13, 2021

CAO Input November 19/21

Council Review Dec 3/21

Council Approved

ASFF:     /DI:     Entered

Assessment Entered:

---

Approved:

**Budget Summary****Revenue**

Taxation	\$	469,725.88
Administration	\$	53,460.70
Protective Services	\$	1,732.59
Public Works	\$	92,426.00
Planning and Development	\$	4,786.47
<b>Taxation and Operating Revenue</b>	<b>\$</b>	<b>622,131.64</b>
Alberta Requisitions	\$	-
Capital Revenue	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>622,131.64</b>

**Expenses**

Council & Legislative	\$	46,929.92
Administration	\$	212,224.24
Protective Services	\$	59,762.02
Public Works	\$	258,639.22
Planning & Development	\$	10,514.64
Recreation & Planning	\$	32,444.95
Environment	\$	1,616.66
<b>Operating Expenses</b>	<b>\$</b>	<b>622,131.64</b>
Alberta Requisitions	\$	-
Capital Projects	\$	-
<b>Total Expenses</b>	<b>\$</b>	<b>622,131.64</b>

Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Administration</b>							
Taxation							
Penalties			\$ 457,849.07	\$ 469,725.88	\$ 480,679.56	\$ 461,173.29	\$ 470,404.15
DI Designated Industrial			\$ 15,000.00	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16
Returns on Investments			\$ 40.69	\$ 40.55	\$ 41.55	\$ 42.55	\$ 42.55
Sales of Services and Supplies			\$ 20,000.00	\$ 10,000.00	\$ 10,200.00	\$ 10,404.00	\$ 10,612.08
Interest Charges			\$ 233.28	\$ 242.61	\$ 247.46	\$ 252.41	\$ 257.46
Franchise Fee			\$ 223.52	\$ 232.46	\$ 223.00	\$ 224.00	\$ 224.00
Other Revenue			\$ 9,100.00	\$ 9,100.00	\$ 9,282.00	\$ 9,467.64	\$ 9,656.99
Grant Revenue			\$ 2,332.77	\$ 2,426.09	\$ 2,474.61	\$ 2,524.10	\$ 2,574.58
Transfer from reserve/taxation/utility bill			\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00
MSI Operational			\$ 8,532.00	\$ 11,419.00	\$ 11,647.38	\$ 11,880.33	\$ 12,117.93
	\$ 543,275.46	\$ 545,709.00	\$ 513,311.34	\$ 523,186.58	\$ 535,195.55	\$ 516,777.31	\$ 527,114.91
<b>Protective Services</b>							
Collected Fines	\$ 451.00	\$ 100.00	\$ 1,698.62	\$ 1,732.59	\$ 1,767.25	\$ 1,802.59	\$ 1,838.64
			\$ 1,698.62	\$ 1,732.59	\$ 1,767.25	\$ 1,802.59	\$ 1,838.64
<b>Public Works</b>							
Residential Wastewater Usage Levy			\$ 91,800.00	\$ 91,800.00	\$ 91,800.00	\$ 91,801.00	\$ 91,801.00
Sewer Local Improvement Levy			\$ -	\$ -	\$ -	\$ 651.29	\$ 664.32
Taxation or increase bill			\$ -	\$ 626.00	\$ 638.52	\$ -	\$ -
	\$ 102,273.00	\$ 91,800.00	\$ 91,800.00	\$ 92,426.00	\$ 92,438.52	\$ 92,452.29	\$ 92,465.32
<b>Planning and Development</b>							
Compliance Certificates			\$ 259.08	\$ 269.44	\$ 274.83	\$ 280.33	\$ 285.94
Development Permits / Appeal Fees			\$ 3,108.96	\$ 3,233.32	\$ 3,330.32	\$ 3,430.23	\$ 3,533.13
Inspection Fees			\$ 1,132.41	\$ 1,177.71	\$ 1,201.27	\$ 1,225.29	\$ 1,249.80
Encroachment Fees			\$ 101.92	\$ 105.99	\$ 108.11	\$ 110.28	\$ 112.48
Development Services			\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 2,304.54	\$ 5,359.09	\$ 4,602.37	\$ 4,786.47	\$ 4,914.53	\$ 5,046.12	\$ 5,181.35
	\$ 648,304.00	\$ 642,968.09	\$ 611,412.33	\$ 622,131.64	\$ 634,315.85	\$ 616,078.32	\$ 626,600.22



Department / Description Council	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Remuneration							
Mayor			\$ 10,363.20	\$ 15,026.64	\$ 15,327.17	\$ 15,633.72	\$ 15,946.39
Deputy Mayor			\$ 7,772.40	\$ 11,269.98	\$ 11,495.38	\$ 11,725.29	\$ 11,959.79
Councillor			\$ 7,772.40	\$ 11,269.98	\$ 11,495.38	\$ 11,725.29	\$ 11,959.79
			\$ 25,908.00	\$ 37,566.60	\$ 38,317.93	\$ 39,084.29	\$ 39,865.98
Travel and Subsistence							
Mayor			\$ 2,072.64	\$ 2,000.00	\$ 2,040.00	\$ 2,080.80	\$ 2,122.42
Deputy Mayor			\$ 1,554.48	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
Councillor			\$ 1,554.48	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
			\$ 5,181.60	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04
Registration & Conventions							
ASVA Conference			\$ 880.87	\$ 916.11	\$ 934.43	\$ 953.12	\$ 972.18
AUMA Conference			\$ 1,036.32	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
			\$ 1,917.19	\$ 1,993.88	\$ 2,033.76	\$ 2,074.43	\$ 2,115.92
Memberships							
AUMA Membership			\$ 1,088.14	\$ 1,131.66	\$ 1,154.29	\$ 1,177.38	\$ 1,200.93
ASVA Membership			\$ 932.69	\$ 970.00	\$ 989.40	\$ 1,009.18	\$ 1,029.37
FCM Membership			\$ 157.48	\$ 163.78	\$ 155.00	\$ 156.00	\$ 156.00
Mayors & Reeves Membership			\$ 100.00	\$ 104.00	\$ 104.00	\$ 105.00	\$ 105.00
			\$ 2,278.30	\$ 2,369.44	\$ 2,402.69	\$ 2,447.56	\$ 2,491.30
	\$ 22,457.08	\$ 17,025.94	\$ 35,285.10	\$ 46,929.92	\$ 47,854.38	\$ 48,808.29	\$ 49,779.23

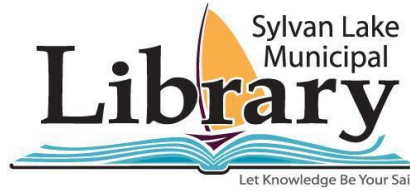
Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Administration</b>							
<b>Personnel</b>							
Salaries	\$ 120,262.24	\$ 124,322.03	\$ 126,808.47	\$ 129,344.64	\$ 131,931.53		
Training	\$ 3,186.95	\$ 2,249.16	\$ 2,294.14	\$ 2,340.03	\$ 2,386.83		
Travel & Subsistence	\$ 4,127.47	\$ 2,699.39	\$ 2,753.38	\$ 2,808.45	\$ 2,864.61		
WCB	\$ 2,876.87	\$ 2,085.35	\$ 2,127.06	\$ 2,169.60	\$ 2,212.99		
PW Fleet	\$ 2,153.35	\$ 1,968.02	\$ 2,007.38	\$ 2,047.53	\$ 2,088.48		
**Building Insurance	\$ 626.30	\$ 719.38	\$ 733.77	\$ 748.44	\$ 763.41		
Benefits	\$ 4,496.70	\$ 4,192.31	\$ 4,276.16	\$ 4,361.68	\$ 4,448.91		
	\$ 137,729.88	\$ 138,235.64	\$ 141,000.35	\$ 143,820.36	\$ 146,696.77		
<b>Consumables</b>							
Postage / Freight / Courier	\$ 2,195.94	\$ 2,259.10	\$ 2,304.28	\$ 2,350.37	\$ 2,397.37		
Printing costs	\$ 2,459.98	\$ 1,497.84	\$ 1,527.80	\$ 1,558.35	\$ 1,589.52		
Office Supplies	\$ 3,858.39	\$ 3,654.89	\$ 3,727.99	\$ 3,802.55	\$ 3,878.60		
	\$ 8,514.31	\$ 7,411.83	\$ 7,560.07	\$ 7,711.27	\$ 7,865.49		
<b>Facilities &amp; Equipment</b>							
Phone / Fax/ Internet	\$ 2,511.46	\$ 1,405.73	\$ 1,433.84	\$ 1,462.52	\$ 1,491.77		
Utilities	\$ 3,659.28	\$ 3,654.89	\$ 3,727.99	\$ 3,802.55	\$ 3,878.60		
Facility Improvements	\$ 1,265.48	\$ 1,686.87	\$ 1,720.61	\$ 1,755.02	\$ 1,790.12		
Facility Maintenance	\$ 4,444.57	\$ 5,977.72	\$ 6,097.27	\$ 6,219.22	\$ 6,343.60		
Condominium Costs	\$ 1,291.49	\$ 1,303.11	\$ 1,329.17	\$ 1,355.76	\$ 1,382.87		
Computer Software / Mtnce Agreements	\$ 1,845.01	\$ 2,947.53	\$ 3,006.48	\$ 3,066.61	\$ 3,127.94		
IT Equipment	\$ 1,265.48	\$ 562.29	\$ 573.54	\$ 585.01	\$ 596.71		
Equipment Maintenance	\$ 543.71	\$ 140.57	\$ 143.38	\$ 146.25	\$ 149.17		
Equipment Rental	\$ 1,014.74	\$ 843.44	\$ 860.31	\$ 877.51	\$ 895.07		
Development Contingency	\$ -	\$ -	\$ -	\$ -	\$ -		
Administrative Contingency	\$ -	\$ -	\$ -	\$ -	\$ -		
**Other	\$ 422.23	\$ 140.57	\$ 143.38	\$ 146.25	\$ 149.17		
	\$ 18,263.45	\$ 18,662.72	\$ 19,035.97	\$ 19,416.69	\$ 19,805.03		
	\$ 34,015.44	\$ 164,310.19	\$ 36,638.10	\$ 37,370.87	\$ 38,118.28		



Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Municipal Specific							
Election Expenses/Meetings			\$ 5,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
Coffee with Council			\$ 1,554.48	\$ 1,616.66	\$ 1,648.99	\$ 1,681.97	\$ 1,715.61
Donations to other organizations			\$ 1,000.00	\$ 1,040.00	\$ 1,060.80	\$ 1,082.02	\$ 1,103.66
Bank Fees			\$ 5,181.60	\$ 5,388.86	\$ 5,496.64	\$ 5,606.57	\$ 5,718.71
Advertising			\$ 1,554.48	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
Legal Fees/			\$ 5,000.00	\$ 5,200.00	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28
Audit Fees			\$ 7,815.07	\$ 6,100.00	\$ 7,692.00	\$ 7,693.00	\$ 7,693.00
Assessment Fees			\$ 7,100.00	\$ 7,300.00	\$ 7,519.00	\$ 7,744.57	\$ 7,976.91
Accounting Software			\$ 1,868.02	\$ -	\$ -	\$ -	\$ -
Data Plan Increase			\$ 1,865.38	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
Municipal Insurance			\$ 4,500.00	\$ 4,567.50	\$ 4,658.85	\$ 4,752.03	\$ 4,847.07
Tax Changes			\$ 518.16	\$ 528.52	\$ 539.09	\$ 549.88	\$ 560.87
Fleet Replacement Reserve			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Reserve Replacement			\$ 12,672.50	\$ 12,672.50			
	\$ 232,591.58	\$ 210,979.00	\$ 43,957.19	\$ 47,914.05	\$ 37,469.38	\$ 38,121.11	\$ 38,787.12
			\$ 208,464.83	\$ 212,224.24	\$ 205,065.77	\$ 209,069.44	\$ 213,154.41

Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Protective Services							
Contract Fire Service		\$	18,912.96	\$	19,669.48	\$	20,062.87
Enforcement		\$	27,672.50	\$ 15,000.00	\$	15,300.00	\$
Emergency Management		\$	1,554.48	\$	1,616.66	\$	1,648.99
Safety Equipment		\$	518.16	\$	538.89	\$	549.66
RCMP Policing Costs		\$	17,215.00	\$ 22,937.00	\$	34,431.00	\$
	\$	40,971.12	\$	50,568.00	\$	65,873.10	\$
				\$ 59,762.02	\$	71,992.52	\$
					\$	72,744.75	\$
							\$ 73,511.01
Public Works							
Maintenance Programs							
Green Space Program		\$	24,850.00	\$	20,000.00	\$	20,400.00
Plowing Program		\$	23,300.00	\$	24,232.00	\$	24,716.64
Road Maintenance Program		\$	26,000.00	\$	27,040.00	\$	27,851.20
Ditch and Culvert Program		\$	5,000.00	\$	5,200.00	\$	5,356.00
Sign Program		\$	2,350.00	\$	2,444.00	\$	2,492.88
Special Projects		\$	-	\$	-	\$	-
Hazardous Trees		\$	8,750.00	\$	10,000.00	\$	10,001.00
Utilities		\$	835.00	\$	868.40	\$	885.77
	\$	91,085.00	\$	89,784.40	\$	91,703.49	\$
						\$ 93,670.61	\$
							\$ 95,686.02
Waste Water / Water							
Maintenance Program		\$	18,653.76	\$	19,399.91	\$	19,787.91
Debenture One - 1 yr only						\$	20,183.67
SLRWW Gov & Admin		\$	8,486.00	\$ 7,285.00	\$	7,430.70	\$
SLR Water Comm.		\$	-	\$	-	\$	-
Wastewater Reserve							\$
Usage Fee		\$	81,968.00	\$ 84,427.00	\$	86,115.54	\$
	\$	109,107.76	\$	111,111.91	\$	113,334.15	\$
						\$ 85,332.38	\$
							\$ 85,887.64
Waste and Recycle							
Solid Waste Removal		\$	38,343.84	\$ 38,343.00	\$	39,109.86	\$
Recycle		\$	18,653.76	\$	19,399.91	\$	19,787.91
	\$	56,997.60	\$	57,742.91	\$	58,897.77	\$
						\$ 60,075.72	\$
	\$	265,403.86	\$	238,738.67	\$	263,935.41	\$
				\$ 258,639.22	\$	239,078.71	\$
							\$ 242,850.89

Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Planning and Development</b>							
Contracted Planning Services			\$ 5,181.60	\$ 5,388.86	\$ 5,496.64	\$ 5,606.57	\$ 5,718.71
Subdivision Appeal Board Costs			\$ 1,036.32	\$ 1,800.00	\$ 1,836.00	\$ 1,872.72	\$ 1,910.17
Municipal Planning Costs			\$ 1,036.32	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
**Development Services			\$ 1,200.00	\$ 1,248.00	\$ 1,272.96	\$ 1,298.42	\$ 1,324.39
IDP (RDC & TSL)			\$ 3,500.00	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
	\$ 52,217.08	\$ 12,310.06	\$ 11,954.24	\$ 10,514.64	\$ 10,724.93	\$ 10,939.43	\$ 11,158.22
<b>Recreation and Culture</b>							
Parkland Regional Library			\$ 2,334.15	\$ 2,334.15	\$ 2,380.83	\$ 2,428.45	\$ 2,477.02
Recreation Agreement - TSL			\$ 20,400.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
Bouy Programs			\$ 3,108.96	\$ 5,500.00	\$ 5,610.00	\$ 5,722.20	\$ 5,836.64
FCSS Program			\$ 4,210.80	\$ 4,210.80	\$ 4,295.02	\$ 4,380.92	\$ 4,468.53
	\$ 6,566.85	\$ 16,646.00	\$ 30,053.91	\$ 32,444.95	\$ 33,093.85	\$ 33,755.73	\$ 34,430.84
<b>Environment</b>							
Environmental Projects (SLMC & Env)			\$ 1,036.32	\$ -	\$ -	\$ -	\$ -
Red Deer River Watershed Society			\$ 518.16	\$ 538.89	\$ 549.66	\$ 560.66	\$ 571.87
Team Up to Clean Up			\$ 1,036.32	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
	\$ 945.95	\$ 510.00	\$ 2,590.80	\$ 1,616.66	\$ 1,648.99	\$ 1,681.97	\$ 1,715.61
	\$ 621,153.52	\$ 546,777.67	\$ 611,412.33	\$ 622,131.64	\$ 634,315.85	\$ 616,078.32	\$ 626,600.22



## **THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS**

**WEDNESDAY – OCTOBER 13, 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.

Andrea Newland, Library Director, presented the library budget to the Town of Sylvan Lake Council on October 12; this presentation was very well received. The Town suggested Andrea should return to Council on November 22 (at 6:00pm) after the new elected officials are sworn in. This process will help to educate new Councillors and give them the opportunity to ask questions.

Due to the Provincial restrictions, effective October 1, 2021, the hours of operation are as follows:

Saturday Closed / Sunday Closed / Monday 1:00pm-8:00pm / Thursday 10:00am-8:00pm

Tuesday 10:00am-5:00pm / Wednesday 10:00am-5:00pm / Friday 10:00am-5:00pm

Please note the library will be closed on November 11, 2021, for Remembrance Day.

### **3. New Items**

Sylvan Lake Municipal Library’s “Little Free Pantry”, a free resource for people dealing with food insecurity, is well used; groceries move off the shelves faster than the library can restock them. From October 18-29, the library is asking for non-perishable food donations or monetary donations to help fill the shelves, any monetary donation of \$20 or more will qualify for a tax receipt.

Donations are accepted for the “Little Free Pantry” all year and please note it is important to check expiry dates on food items prior to donating. To help raise awareness, the library asks that people spread the news by using the hashtags #StockthePantry and #SylvanLakeLibrary on social media.

### **4. Policy**

The “Finance Policy” and the “Gifts and Donations Policy” were updated and passed during this meeting.

Meeting adjourned at 7:23pm.

**Next Regular Meeting – November 10, 2021, at 6:30pm**

Joint Service Committee  
Regular Meeting Minutes  
October 28, 2021

F-1,2,3

**IN ATTENDANCE**

Chair / Birchcliff: Roger Dufresne  
Half Moon Bay: Jon Johnston  
Jarvis Bay: Julie Maplethorpe  
Norglenwold: Jeff Ludwig  
Sunbreaker Cove: Jim Willmon  
CAO: Tanner Evans

**CALL TO ORDER**

The Meeting was called to order at 9:32 a.m. by Chair Roger Dufresne.

**AGENDA APPROVAL**

**JSC-21-11**

MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

**ADOPTION OF MINUTES**

**JSC-21-12**

MOVED by Julie Maplethorpe to adopt the Regular Meeting Minutes of September 2, 2021 as presented.

CARRIED

**INFORMATION ITEMS**

- 1) 3<sup>rd</sup> Quarter Budget Report

**JSC-21-13**

Moved by Jim Willmon to accept the information items as presented.

CARRIED

**REQUESTS FOR DECISION**

- 1) Equipment for Enforcement
- 2) Personnel Policy
- 3) COLA for Staff
- 4) 2022 Budget Discussion

**JSC-21-14**

MOVED by Roger Dufresne that the JSC move to a closed session at 11:24 a.m.

CARRIED

Joint Service Committee  
Regular Meeting Minutes  
October 28, 2021

F-1,2,3

JSC returned from a closed session at 1:11 p.m. The following motions were made by the Chair:

- JSC-21-15** Administration to research alternative options and models for security and policing in the summer villages.
- JSC-21-16** The administration office will be closed from December 27-31 (the 27 and 28 being Stat Holidays) with the expectation that a phone number will still be available for emergency contact.
- JSC-21-17** The personnel policy will be brought to the HR subcommittee for a section by section review. Section 14. D) of the policy allowing 25 vacation days for employees having completed 10 years of service will be removed from the policy.
- JSC-21-18** There will be no COLA increase for staff this year, and the salary grid will be reviewed at the following JSC meeting.
- JSC-21-19** Administration to increase the salary line item by 3.5% and keep the total bottom line the same, resulting in a budget that is essentially flat to last year.
- JSC-21-19** JSC to approve a 3.5% increase to CAO salary in January of 2022.

CARRIED

**ROUND TABLE**

Each member gave a round table update of the ongoing business in their respective municipalities.

**ADJOURNMENT**

- JSC-21-20** Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:32 p.m.

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ROGER DUFRESNE, CHAIR

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TANNER EVANS, CAO