

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
DECEMBER 3, 2021 @ 1:30 P.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, October 29th, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Sylvan Lake Christmas Bureau

2) Finance & Administration

- a) Budget 2022 – 2025
- b) Auditor Engagement

3) Public Works

- a) Speed Signs

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Mayor Gurevitch
- b) Deputy Mayor Ludwig
- c) 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) RDRWA Municipal Funding

b) Upcoming Meetings

1) Council Meeting – December 24th, 2021

G. OPEN MIC

H. ADJOURNMENT

Summer Village of Norglenwold**Administration and Finance****Council Date: December 3, 2021****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$1,424,506.41

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

1. Premier Portable Buildings	\$	5,050.13
a. 10x12 Shed		
2. SL Regional Wastewater Comm	\$	6,830.66
a. September Services		
3. Premier Portable Buildings	\$	5,050.13
a. 10x12 Shed		
4. Brownle LLP	\$	4,357.66
a. Professional Services		
5. Longhurst Consulting	\$	39,586.96
a. Surveillance System		
b. IT Service		
c. New Server and Setup		
6. Rouillard Law Office	\$	1,331,768.38
a. Purchase of Land		
7. Red Deer County	\$	3,239.50
a. Garbage Base-September		

Council Expense Claims for October 2021:

▪ Cyril S. Gurevitch	\$	3661.80
▪ Jeff Ludwig	\$	2578.80
▪ Nav Rattan	\$	1400.00

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
2021-11-15 12:24 PM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-11-15
Batch: 2021-00145 to 2021-00151

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
1599	2021-10-31	Land Titles Office	Land Titles-SBC		
C0047AR		312-400-250 - Due from Sunbreak Land Titles-SBC		35.00	35.00
C00477L		312-200-250 - Due from Jarvis Bay Land Titles-JB		35.00	35.00
				Payment Total:	70.00
1600	2021-10-31	Premier Portable Buildings	Shed 1- 10x12		
U10x12SHED1		297-197-840 - Project-MSI Building Shed 1 10x 12		4,809.65	
		312-000-260 - GST Paid Refundat GST Tax Code		240.48	5,050.13
1601	2021-10-31	SL Regional Wastewater Comm	Wastewater Services-Sept 2021		
1527		242-000-260 - Usage Fees	Wastewater Services-Sept	6,830.66	6,830.66
1602	2021-10-31	SL Regional Water Commission CK Not Rec'd/Reissued			
110-2020		242-000-251 - SLR Water Commis CK Not Rec'd/Reissued		346.75	346.75
1603	2021-10-31	Tar-ific Const. Ltd.	Supply and Install Sod		
058037		261-000-110 - Development Service	Supply and Install Sod	1,630.00	
		312-000-260 - GST Paid Refundat GST Tax Code		81.50	1,711.50
1604	2021-10-31	Very Good Cleaning	Cleaning 3 Wks Sept & 1 Wk Oct		
1		412-300-255 - Shared Facility Maintenance	Cleaning 3 Wks Sept & 1 W	800.00	
		312-000-260 - GST Paid Refundat GST Tax Code		40.00	840.00
1605	2021-10-31	Premier Portable Buildings	Shed 2 - 10x12		
U10x12SHED2		297-197-840 - Project-MSI Building Shed 2 - 10x12		4,809.65	
		312-000-260 - GST Paid Refundat GST Tax Code		240.48	5,050.13
1606	2021-11-15	Ace Line Locating	Line Locating		
5126		242-000-255 - Maintenance Program	Line Locating	1,500.00	
		312-000-260 - GST Paid Refundat GST Tax Code		75.00	1,575.00
1607	2021-11-15	Brownlee LLP	Professional Fees		
522727		212-400-230 - Legal Fees	Professional Fees	4,150.15	
		312-000-260 - GST Paid Refundat GST Tax Code		207.51	4,357.66
1608	2021-11-15	Digitex.ca	Shared Printers		
IN783270		412-200-500 - Shared Printing Costs	Shared Printers	130.92	
		312-000-260 - GST Paid Refundat GST Tax Code		6.55	137.47
1609	2021-11-15	Longhurst Consulting	Watchnet Surveillance System		
2846		297-197-840 - Project-MSI Building	Watchnet Surveillance Sys	5,735.00	
		312-000-260 - GST Paid Refundat GST Tax Code		286.75	6,021.75

Report Date
2021-11-15 12:24 PM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-11-15
Batch: 2021-00145 to 2021-00151

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2856		412-300-242 - Shared IT Equipme	IT Services	250.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	12.50	262.50
2857		297-197-840 - Project-MSI Buildin	Setting Up New Server	4,979.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	248.95	5,227.95
2886a		497-000-712 - Reserves JSC IT	New Server	5,000.00	
		312-300-250 - Due from Birchcliff	New Server	5,000.00	
		312-100-250 - Due from Half Moor	New Server	5,000.00	
		312-200-250 - Due from Jarvis Bay	New Server	5,000.00	
		312-400-250 - Due from Sunbreak	New Server	5,000.00	
		297-197-840 - Project-MSI Buildin	New Server	1,737.86	
		312-000-260 - GST Paid Refundat	GST Tax Code	1,336.90	28,074.76
Payment Total:					39,586.96
1610	2021-11-15	Canoe Procurement Group of	Assoc. Membership Aug 1-Jul 22		
RMA003480		412-200-510 - Shared Office Supp	Assoc. Membership Aug 1-J	195.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	9.75	204.75
AB084401		412-200-510 - Shared Office Supp	Office Supplies/ B/O	18.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.95	19.94
Payment Total:					224.69
EFT:					
218	2021-11-02	Al's Bobcat & Trucking	Lake Access		
18200		232-000-250 - Road Maintenance	Lake Access	425.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	21.25	446.25
219	2021-11-02	Longhurst Consulting	Shared Internet Service-Octobe		
2726		412-300-217 - Shared Phone Fax	Shared Internet Service-O	89.90	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.50	94.40
2741		412-300-217 - Shared Phone Fax	Security-Anti-Virus	9.75	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.49	10.24
2456		412-300-217 - Shared Phone Fax	Shared Internet Services	89.90	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.50	94.40
Payment Total:					199.04
220	2021-11-02	Canoe Procurement Group of	Office Supplies		
AB081775		412-200-510 - Shared Office Supp	Office Supplies	325.19	
		312-000-260 - GST Paid Refundat	GST Tax Code	16.26	341.45
AB082038		412-200-510 - Shared Office Supp	Office Supplies-B/O	69.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.50	73.49
AB082097		232-000-265 - Sign Program	ATS Traffic-Speed Bump Si	973.23	

Report Date
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Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-11-15
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-100-250 - Due from Half Moor ATS Traffic-Speed Bump Si		200.00	
		312-000-260 - GST Paid Refundat GST Tax Code		58.66	1,231.89
				Payment Total:	1,646.83
Other:					
2889-Man OCT2021	2021-10-31	Worker's Compensation Board 412-100-211 - Shared WCB	Shared WCB Shared WCB	618.11	618.11
2890-Man PP21-2021	2021-10-31	Alberta Municipal Services Cor 412-000-265 - Pension Plan Payal	Pension Contribution Pension Contribution	1,232.60	1,232.60
2891-Man PP21-2021	2021-10-31	Receiver General/OTH 412-000-263 - Income Tax Source Tax 412-000-261 - CPP Source Deduc CPP 412-000-262 - EI Source Deductio EI	CPP, EI, Tax CPP, EI, Tax	2,705.83 1,296.12 480.41	4,482.36
2892-Man 1543856	2021-10-31	Shaw Business 412-300-217 - Shared Phone Fax 312-000-260 - GST Paid Refundat	phone/fax line phone/fax line GST Tax Code	379.45 18.97	398.42
2893-Man SEPT292021-9796	2021-10-31	Direct Energy 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Shared Utilities Shared Utilities GST Tax Code	140.63 7.04	147.67
2894-Man SEPT292021-7547	2021-10-31	Direct Energy 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Shared Utilities Shared Utilities GST Tax Code	43.45 2.18	45.63
2895-Man 01563	2021-10-31	Rouillard Law Office 297-199-840 - Project - MSI/Reser	Purchase of Land Purchase of Land	1,331,768.38	1,331,768.38
2896-Man OCT132021-3661	2021-10-31	Bell Mobility 212-400-217 - Data Plan 212-400-217 - Data Plan 312-000-260 - GST Paid Refundat	Cell/lpad Charges Reception Cell Public Works Cell GST Tax Code	45.50 55.95 5.08	106.53
2897-Man 113497265	2021-10-31	UFA Co-Operative Ltd 412-100-266 - Shared PW Fleet 312-000-260 - GST Paid Refundat	PW Fleet PW Fleet GST Tax Code	135.07 6.75	141.82
2898-Man SEPT302021	2021-10-31	Red Deer County 243-000-200 - Contracted Garbagi	Garbage Base Charge-Sept Garbage Base Charge-Sept	3,239.50	3,239.50
2901-Man 2021HR-1	2021-10-31	AMSC Insurance Services Ltd 412-100-130 - Shared Training 312-000-260 - GST Paid Refundat	2021 Wage & Compensation Rpt 2021 Wage & Compensation GST Tax Code	725.00 36.25	761.25

Report Date
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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
2902-Man	2021-10-31	Bell Mobility	Cell/Ipad Charges		
OCT212021-0516		212-400-217 - Data Plan	Mayor's Ipad	10.00	
		212-400-217 - Data Plan	Councillor's Ipad	10.00	
		212-400-217 - Data Plan	Deputy M. Ipad	30.00	
		212-400-217 - Data Plan	Missed from Septembers	14.42	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.22	67.64
2904-Man	2021-10-31	Receiver General/OTH	CPP, EI, Tax June,July & Oct		
CP10		312-000-262 - CRA Remuneration June CPP		54.12	
		312-000-262 - CRA Remuneration July CPP		7.44	
		312-000-262 - CRA Remuneration Oct CPP		731.66	
		312-000-262 - CRA Remuneration Oct Tax		783.70	1,576.92
2906-Man	2021-11-16	Alberta Municipal Services Cor	Pension Contribution		
PP22-2021		412-000-265 - Pension Plan Payat	Pension Contribution	1,231.80	1,231.80
2907-Man	2021-11-16	AMSC Insurance Services Ltd	Municipal Benefits		
0809-46,233		412-000-266 - Benefits	Municipal Benefits	2,390.50	2,390.50
2908-Man	2021-11-16	Direct Energy	Shared Utilities		
OCT282021-9796		412-300-540 - Shared Utilities	Shared Utilities	314.02	
		312-000-260 - GST Paid Refundat	GST Tax Code	15.70	329.72
2909-Man	2021-11-16	Epcor	Utilities		
OCT272021-8683		232-000-545 - Utilities	Utilities	85.25	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.26	89.51
2910-Man	2021-11-16	Epcor	Utilities		
NOV12021-9084		412-300-540 - Shared Utilities	Utilities	612.02	
		312-000-260 - GST Paid Refundat	GST Tax Code	30.60	642.62
2911-Man	2021-11-16	Meridian	Photocopier Lease/Printing		
NOV2021		412-200-500 - Shared Printing Co's	Printing	214.72	
		412-300-270 - Shared Equipment Lease		214.73	429.45
2912-Man	2021-11-16	Receiver General/OTH	CPP, EI, Tax		
PP22-2021		412-000-263 - Income Tax Source Tax		2,705.83	
		412-000-261 - CPP Source Deduc	CPP	1,296.12	
		412-000-262 - EI Source Deductio	EI	480.41	4,482.36
2913-Man	2021-11-16	Town of Sylvan Lake	Water/Sewer-14 Thevenaz		
OCT312021-1000		412-300-540 - Shared Utilities	Water/Sewer-14 Thevenaz	69.24	69.24
2914-Man	2021-11-16	Town of Sylvan Lake	Water/Sewer 2 Erickson		
OCT312021-0004		412-300-540 - Shared Utilities	Water/Sewer 2 Erickson	79.14	79.14
2915-Man	2021-11-16	Waste Management of Canada	Recycling		

Report Date
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Summer Village of Norglenwold
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As of 2021-11-15
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
1128497-0613-3		243-000-270 - Recycling Program	Recycling	1,413.36	
		312-000-260 - GST Paid Refundal	GST Tax Code	70.70	1,484.06
2916-Man 25139016	2021-11-16	Worker's Compensation Board 412-100-211 - Shared WCB	Shared WCB Shared WCB	618.11	618.11
				Total for MAIN:	1,424,506.41

Certified Correct This November 15, 2021

Mayor

Administrator

Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, Q.C.

POSITION: MAYOR

MONTH ENDING: September-2021 *- Added to Oct.*

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

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Village Business

RECEIVED

OCT 01 2021

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/2/21	Other (Conference, etc.) Community Meeting re: Land Use Bylaw	2.5 HOURS	Mayor	\$120.00 175.00
9/23/21	Preparation Time	4.0 HOURS	Mayor	\$120.00 175.00 250.00
9/8/21	Sylvan Lake Regional Wastewatre Commission	2.5 HOURS	Mayor	\$120.00 175.00
9/10/21	Special Council	.75 HOURS	Mayor	\$120.00
9/14/21	Other (Conference, etc.) Munis 101 Course	2.5 HOURS	Mayor	\$120.00 175.00
9/17/21	Special Council	.25 HOURS	Mayor	\$120.00
9/18/21	Meeting with constituents Denham & McKellar	1.0 HOURS	Mayor	\$120.00 175.00
9/21/21	Other (Conference, etc.) Munis 101 Course	2.5 HOURS	Mayor	\$120.00 175.00
9/24/21	Regular Council	3.0 HOURS	Mayor	\$120.00 175.00
9/28/21	Other (Conference, etc.) Munis 101 Course	2.5 HOURS	Mayor	\$120.00 175.00
If event is other please type it in.				\$1,200.00 1650.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/2/21	Other (Conference, etc.) Community Meeting re: Land Use Bylaw		\$0.59	\$0.00
9/23/21	Preparation Time		\$0.59	\$0.00
9/8/21	Sylvan Lake Regional Wastewatre Commission		\$0.59	\$0.00
9/10/21	Special Council		\$0.59	\$0.00
9/14/21	Other (Conference, etc.) Munis 101 Course		\$0.59	\$0.00
9/17/21	Special Council		\$0.59	\$0.00
9/18/21	Meeting with constituents Denham & McKellar	10.00	\$0.59	\$5.90
9/21/21	Other (Conference, etc.) Munis 101 Course		\$0.59	\$0.00
9/24/21	Regular Council		\$0.59	\$0.00
9/28/21	Other (Conference, etc.) Munis 101 Course		\$0.59	\$0.00
				\$0.00 5.90

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$0.00
				\$0.00
				\$0.00
				\$0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ ~~1,205.90~~ 1580.90

1655.90



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, Q.C.POSITION: MAYORMONTH ENDING: OCTOBER 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
10/4/21	Subdivision & Development Appeal Board	2.5	Mayor	\$175.00
10/5/21	Other (Conference, etc.) Muni 101 Course	2.0	Mayor	\$175.00
10/7/21	Other (Conference, etc.) CAO Review	2.5	Mayor	\$175.00
10/12/21	Other (Conference, etc.) SDAB Training	3.0	Mayor	\$175.00
10/13/21	Other (Conference, etc.) SDAB Training	3.0	Mayor	\$175.00
10/14/21	Other (Conference, etc.) SDAB Training	3.0	Mayor	\$175.00
10/15/21	Other (Conference, etc.) SDAB Training	3.0	Mayor	\$175.00
10/15/21	Other (Conference, etc.) SDAB Exam	3.0	Mayor	\$175.00
10/29/21	Regular Council	3.0	Mayor	\$175.00
10/28/21	Meeting Prep	3.0	Mayor	\$175.00

If event is other please type it in.
 10/26/21 STRATEGIC PLANNING 3.0
 Travel MEETING WITH NAV & JEFF

~~\$1,750.00~~

\$2000.00

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/4/21	Subdivision & Development Appeal Board		\$0.59	\$0.00
10/5/21	Other (Conference, etc.) Muni 101 Course		\$0.59	\$0.00
10/7/21	Other (Conference, etc.) CAO Review		\$0.59	\$0.00
10/12/21	Other (Conference, etc.) SDAB Training		\$0.59	\$0.00
10/13/21	Other (Conference, etc.) SDAB Training		\$0.59	\$0.00
10/14/21	Other (Conference, etc.) SDAB Training		\$0.59	\$0.00
10/15/21	Other (Conference, etc.) SDAB Training		\$0.59	\$0.00
10/15/21	Other (Conference, etc.) SDAB Exam		\$0.59	\$0.00
10/29/21	Regular Council	10.00	\$0.59	\$5.90
10/28/21	Meeting Prep		\$0.59	\$0.00
				\$5.90

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$0.00
				\$0.00
				\$0.00
				\$0.00

MAYOR:

C.A.O.:

TOTAL PAYABLE: \$ ~~1,755.90~~

\$2,005.90



Council Expense Claim Form

NAME: JEFF LUDWIG
 POSITION: DEPUTY MAYOR
 MONTH ENDING: August-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
8/27/21	PREP MEETING	4 HRS	Deputy Mayor	\$ 100.00
8/29/21	AIM	2.5 HRS	Deputy Mayor	\$ 100.00
8/30/21	LUB OPEN HOUSE REFRESHER	2 HRS	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
9/30/21	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 300.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/27/21	PREP MEETING	0.00	\$0.59	\$ 0.00
8/29/21	AIM	10.00	\$0.59	\$ 5.90
8/30/21	LUB OPEN HOUSE REFRESHER	10.00	\$0.59	\$ 5.90
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
9/30/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 11.80

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____
 C.A.O: _____

TOTAL PAYABLE: \$ 311.80



Council Expense Claim Form

NAME: JEFF LUDWIG
 POSITION: DEPUTY MAYOR
 MONTH ENDING: September-2021

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Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/1/21	Municipal Planning Commission	1 HR	Deputy Mayor	\$ 150.00
9/2/21	Joint Services Committee / LUB	7 HR	DM&C +4 (3hour)	\$ 262.50
9/10/21	SPECIAL COUNCIL	.5 HR	Deputy Mayor	\$ 150.00
9/17/21	SPECIAL COUNCIL	.5 HR	Deputy Mayor	\$ 150.00
9/24/21	Regular Council	3.3 HR	Deputy Mayor	\$ 150.00
9/30/21	PREP TIME	4 HR	Councillor Prep	\$ 200.00
9/30/21	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 1,062.50

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/1/21	Municipal Planning Commission	10.00	\$0.59	\$ 5.90
9/2/21	Joint Services Committee / LUB	20.00	\$0.59	\$ 11.80
9/10/21	SPECIAL COUNCIL		\$0.59	\$ 0.00
9/17/21	SPECIAL COUNCIL		\$0.59	\$ 0.00
9/24/21	Regular Council		\$0.59	\$ 0.00
9/30/21	PREP TIME		\$0.59	\$ 0.00
9/30/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 17.70

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____
 C.A.O: _____

TOTAL PAYABLE: \$ 1,080.20



Council Expense Claim Form

NAME: JEFF LUDWIGPOSITION: DEPUTY MAYORMONTH ENDING: October-2021

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2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/7/21	CAO ANNUAL REVIEW	2.5 HRS	Deputy Mayor	\$ 150.00
10/15/21	MPC TRAINING	4 HRS	Deputy Mayor	\$ 150.00
10/21/21	ASVA ANNUAL MEETING	4 HRS	Deputy Mayor	\$ 150.00
10/28/21	Joint Services Committee	3 HRS	Deputy Mayor	\$ 150.00
10/29/21	Regular Council / SLRWWC	6 HRS	DM&C +4 (2hour)	\$ 225.00
10/31/21	Meeting Prep	4 HRS	Councillor Prep	\$ 200.00
10/26/21	Strategic planning	3 hrs	Deputy Mayor	\$ 150.00
10/31/21	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 1,175.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/7/21	CAO ANNUAL REVIEW		\$0.59	\$ 0.00
10/15/21	MPC TRAINING		\$0.59	\$ 0.00
10/21/21	ASVA ANNUAL MEETING		\$0.59	\$ 0.00
10/28/21	Joint Services Committee	10.00	\$0.59	\$ 5.90
10/29/21	Regular Council / SLRWWC	10.00	\$0.59	\$ 5.90
10/31/21	Meeting Prep		\$0.59	\$ 0.00
10/26/21	Strategic planning		\$0.59	\$ 0.00
10/31/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 11.80

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
10/31/21				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,186.80

Council Expense Claim Form

NAME: Nav Rattan

POSITION: Councillor

MONTH ENDING: October-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
10/1/21	Meeting Prep	prep time	Councillor	\$150.00 / 00.00
10/6/21	Other (Conference, etc.)	munis 101	Councillor	\$ 150.00
10/7/21	Other (Conference, etc.)	CAO Review	Councillor	\$ 150.00
10/10/21	Other (Conference, etc.)	AEMA	Councillor	\$ 150.00
10/11/21	Other (Conference, etc.)	AEMA	Councillor	\$ 150.00
10/13/21	Other (Conference, etc.)	munis 101	Councillor	\$ 150.00
10/15/21	Municipal Planning Commission	training	Councillor	\$ 150.00
10/26/21	Other (Conference, etc.)	strategic planning	Councillor	\$ 150.00
10/29/21	Regular Council		Councillor	\$ 150.00
10/1/21	Meeting Prep		Councillor	\$150.00 / 00.00
If event is other please type it in.				\$ 1,400.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/1/21	Meeting Prep		\$0.59	\$ 0.00
10/6/21	Other (Conference, etc.)		\$0.59	\$ 0.00
10/7/21	Other (Conference, etc.)		\$0.59	\$ 0.00
10/10/21	Other (Conference, etc.)		\$0.59	\$ 0.00
10/11/21	Other (Conference, etc.)		\$0.59	\$ 0.00
10/13/21	Other (Conference, etc.)		\$0.59	\$ 0.00
10/15/21	Municipal Planning Commission		\$0.59	\$ 0.00
10/26/21	Other (Conference, etc.)		\$0.59	\$ 0.00
10/29/21	Regular Council		\$0.59	\$ 0.00
10/1/21	Meeting Prep		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
10/1/21	meeting prep extra 5 \$50.00			\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: Cyril Gurevitch

C.A.O: Tanner Evans

TOTAL PAYABLE: \$ 1,400.00

Summer Village of Norglenwold

December 3, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- All speed bumps installations and road repairs have been completed.
- A tender has been released for a new 5 year garbage contract. Norglenwold and Jarvis Bay have been included with the Red Deer County tender. Once bids have been submitted the village will have the option to accept or deny the winning bid.
- Working with the snow plow contractor to ensure an appropriate level of service is provided to the village.

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**December 3, 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 (35 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 24 in Norglenwold, and 22 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

Closed development permits since last meeting:

- | | |
|---------------------------|------------|
| 1. 21 Ravenscrag Crescent | Hot Tub |
| 2. 23 Grand Avenue | Demolition |

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 3, 2021

Council & Legislation

Request for Decision

Agenda Item: *Sylvan Lake Christmas Bureau*

Background:

In the past, Council has provided a donation to the Sylvan Lake Christmas Bureau to assist families in need during the holiday season. The Sylvan Lake Christmas Bureau helps low income families with children 17 and under, who are living in the Sylvan Lake area by providing gifts and food vouchers during the holidays to those that qualify.

Last year Council donated \$920 to the Sylvan Lake Christmas Bureau. Currently, Council has \$1000 remaining in the budget for donations and Administration wondered if this is something Council would be interested in doing for 2021.

Options for Consideration:

- 1) Council make a donation to the Sylvan Lake Christmas Bureau.
- 2) Accept as information.

Administrative Recommendations:

That Council review, discuss and provide direction to Administration.

Authorities:

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

Summer Village Norglenwold

December 3, 2021

Finance

Request for Decision

Agenda Item: *Budget 2022 - 2025*

Background:

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

Options for Consideration:

1) That Council review and discuss draft operating budget information provided and to provide the 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.

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

Council Approved

ASFF: /DI: Entered

Assessment Entered:

Approved:

Budget Summary**Revenue**

Taxation	\$	476,504.80
Administration	\$	53,460.70
Protective Services	\$	1,732.59
Public Works	\$	92,426.00
Planning and Development	\$	4,786.47
Taxation and Operating Revenue	\$	628,910.57
Alberta Requisitions	\$	-
Capital Revenue	\$	-
Total Revenue	\$	628,910.57

Expenses

Council & Legislative	\$	51,363.32
Administration	\$	199,551.74
Protective Services	\$	72,987.97
Public Works	\$	259,353.53
Planning & Development	\$	10,514.64
Recreation & Planning	\$	32,444.95
Environment	\$	2,694.43
Operating Expenses	\$	628,910.57
Alberta Requisitions	\$	-
Capital Projects	\$	-
Total Expenses	\$	628,910.57

Account #	Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Administration								
101-000-110	Taxation			\$ 458,542.57	\$ 476,504.80	\$ 500,527.16	\$ 481,425.20	\$ 491,068.68
101-000-510	Penalties			\$ 15,000.00	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16
101-103-130	DI Designated Industrial			\$ 40.69	\$ 40.55	\$ 41.55	\$ 42.55	\$ 42.55
112-000-550	Returns on Investments			\$ 20,000.00	\$ 10,000.00	\$ 10,200.00	\$ 10,404.00	\$ 10,612.08
112-000-410	Sales of Services and Supplies			\$ 233.28	\$ 242.61	\$ 247.46	\$ 252.41	\$ 257.46
112-000-540	Interest Charges			\$ 223.52	\$ 232.46	\$ 223.00	\$ 224.00	\$ 224.00
112-000-840	Franchise Fee			\$ 9,100.00	\$ 9,100.00	\$ 9,282.00	\$ 9,467.64	\$ 9,656.99
112-000-570	Other Revenue			\$ 2,332.77	\$ 2,426.09	\$ 2,474.61	\$ 2,524.10	\$ 2,574.58
	Grant Revenue							
112-000-760	Transfer from reserve/taxation/utility bill			\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00
112-000-740	MSI Operational			\$ 8,532.00	\$ 11,419.00	\$ 11,647.38	\$ 11,880.33	\$ 12,117.93
Total Administration		\$ 543,275.46	\$ 545,709.00	\$ 514,004.84	\$ 529,965.51	\$ 555,043.15	\$ 537,029.22	\$ 547,779.43
Protective Services								
121-000-530	Collected Fines			\$ 1,698.62	\$ 1,732.59	\$ 1,767.25	\$ 1,802.59	\$ 1,838.64
Total Protective Services		\$ 451.00	\$ 100.00	\$ 1,698.62	\$ 1,732.59	\$ 1,767.25	\$ 1,802.59	\$ 1,838.64
Public Works								
142-000-510	Residential Wastewater Usage Levy			\$ 91,800.00	\$ 91,800.00	\$ 91,800.00	\$ 91,801.00	\$ 91,801.00
101-000-120	Sewer Local Improvement Levy			\$ -	\$ -	\$ -	\$ -	\$ -
	Taxation or increase bill				\$ 626.00	\$ 638.52	\$ 651.29	\$ 664.32
Total Public Works		\$ 102,273.00	\$ 91,800.00	\$ 91,800.00	\$ 92,426.00	\$ 92,438.52	\$ 92,452.29	\$ 92,465.32
Planning and Development								
161-000-410	Compliance Certificates			\$ 259.08	\$ 269.44	\$ 274.83	\$ 280.33	\$ 285.94
161-000-520	Development Permits / Appeal Fees			\$ 3,108.96	\$ 3,233.32	\$ 3,330.32	\$ 3,430.23	\$ 3,533.13
161-000-510	Inspection Fees			\$ 1,132.41	\$ 1,177.71	\$ 1,201.27	\$ 1,225.29	\$ 1,249.80
161-000-590	Encroachment Fees			\$ 101.92	\$ 105.99	\$ 108.11	\$ 110.28	\$ 112.48
161-000-840	Development Services			\$ -	\$ -	\$ -	\$ -	\$ -
Total Planning and Development		\$ 2,304.54	\$ 5,359.09	\$ 4,602.37	\$ 4,786.47	\$ 4,914.53	\$ 5,046.12	\$ 5,181.35
Total Revenue		\$ 648,304.00	\$ 642,968.09	\$ 612,105.83	\$ 628,910.57	\$ 654,163.45	\$ 636,330.23	\$ 647,264.74

Account #	Department / Description Council	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
211	Remuneration							
211-101-150	Mayor			\$ 10,363.20	\$ 18,000.00	\$ 18,360.00	\$ 18,727.20	\$ 19,101.74
211-102-150	Deputy Mayor			\$ 7,772.40	\$ 12,000.00	\$ 12,240.00	\$ 12,484.80	\$ 12,734.50
211-103-150	Councillor			\$ 7,772.40	\$ 12,000.00	\$ 12,240.00	\$ 12,484.80	\$ 12,734.50
<i>Total Remuneration</i>				\$ 25,908.00	\$ 42,000.00	\$ 42,840.00	\$ 43,696.80	\$ 44,570.74
	Travel and Subsistence							
211-101-210	Mayor			\$ 2,072.64	\$ 2,000.00	\$ 2,040.00	\$ 2,080.80	\$ 2,122.42
211-102-210	Deputy Mayor			\$ 1,554.48	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
211-103-210	Councillor			\$ 1,554.48	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
<i>Total Travel and Subsistence</i>				\$ 5,181.60	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04
	Registration & Conventions							
211-201-212	ASVA Conference			\$ 880.87	\$ 916.11	\$ 934.43	\$ 953.12	\$ 972.18
211-202-212	AUMA Conference			\$ 1,036.32	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
<i>Total Registration and Conventions</i>				\$ 1,917.19	\$ 1,993.88	\$ 2,033.76	\$ 2,074.43	\$ 2,115.92
	Memberships							
211-301-220	AUMA Membership			\$ 1,088.14	\$ 1,131.66	\$ 1,154.29	\$ 1,177.38	\$ 1,200.93
211-302-220	ASVA Membership			\$ 932.69	\$ 970.00	\$ 989.40	\$ 1,009.18	\$ 1,029.37
211-303-220	FCM Membership			\$ 157.48	\$ 163.78	\$ 155.00	\$ 156.00	\$ 156.00
211-304-220	Mayors & Reeves Membership			\$ 100.00	\$ 104.00	\$ 104.00	\$ 105.00	\$ 105.00
<i>Total Memberships</i>				\$ 2,278.30	\$ 2,369.44	\$ 2,402.69	\$ 2,447.56	\$ 2,491.30
Total Council		\$ 22,457.08	\$ 17,025.94	\$ 35,285.10	\$ 51,363.32	\$ 52,376.45	\$ 53,420.80	\$ 54,483.99

Account #	Department / Description Administration	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
212-1	Personnel							
212-100-110	Salaries			\$ 120,262.24	\$ 124,322.03	\$ 126,808.47	\$ 129,344.64	\$ 131,931.53
212-100-130	Training			\$ 3,186.95	\$ 2,249.16	\$ 2,294.14	\$ 2,340.03	\$ 2,386.83
212-100-210	Travel & Subsistence			\$ 4,127.47	\$ 2,699.39	\$ 2,753.38	\$ 2,808.45	\$ 2,864.61
212-100-211	WCB			\$ 2,876.87	\$ 2,085.35	\$ 2,127.06	\$ 2,169.60	\$ 2,212.99
212-100-266	PW Fleet			\$ 2,153.35	\$ 1,968.02	\$ 2,007.38	\$ 2,047.53	\$ 2,088.48
New	**Building Insurance			\$ 626.30	\$ 719.38	\$ 733.77	\$ 748.44	\$ 763.41
212-100-140	Benefits			\$ 4,496.70	\$ 4,192.31	\$ 4,276.16	\$ 4,361.68	\$ 4,448.91
<i>Total Personnel</i>				<i>\$ 137,729.88</i>	<i>\$ 138,235.64</i>	<i>\$ 141,000.35</i>	<i>\$ 143,820.36</i>	<i>\$ 146,696.77</i>
212-2	Consumables							
212-200-215	Postage / Freight / Courier			\$ 2,195.94	\$ 2,259.10	\$ 2,304.28	\$ 2,350.37	\$ 2,397.37
212-200-500	Printing costs			\$ 2,459.98	\$ 1,497.84	\$ 1,527.80	\$ 1,558.35	\$ 1,589.52
212-200-510	Office Supplies			\$ 3,858.39	\$ 3,654.89	\$ 3,727.99	\$ 3,802.55	\$ 3,878.60
<i>Total Consumables</i>				<i>\$ 8,514.31</i>	<i>\$ 7,411.83</i>	<i>\$ 7,560.07</i>	<i>\$ 7,711.27</i>	<i>\$ 7,865.49</i>
212-3	Facilities & Equipment							
212-300-217	Phone / Fax/ Internet			\$ 2,511.46	\$ 1,405.73	\$ 1,433.84	\$ 1,462.52	\$ 1,491.77
212-300-540	Utilities			\$ 3,659.28	\$ 3,654.89	\$ 3,727.99	\$ 3,802.55	\$ 3,878.60
212-300-250	Facility Improvements			\$ 1,265.48	\$ 1,686.87	\$ 1,720.61	\$ 1,755.02	\$ 1,790.12
212-300-255	Facility Maintenance			\$ 4,444.57	\$ 5,977.72	\$ 6,097.27	\$ 6,219.22	\$ 6,343.60
212-300-263	Condominium Costs			\$ 1,291.49	\$ 1,303.11	\$ 1,329.17	\$ 1,355.76	\$ 1,382.87
212-300-240	Computer Software / Mtnce Agreements			\$ 1,845.01	\$ 2,947.53	\$ 3,006.48	\$ 3,066.61	\$ 3,127.94
212-300-242	IT Equipment			\$ 1,265.48	\$ 562.29	\$ 573.54	\$ 585.01	\$ 596.71
212-300-265	Equipment Maintenance			\$ 543.71	\$ 140.57	\$ 143.38	\$ 146.25	\$ 149.17
212-300-270	Equipment Rental			\$ 1,014.74	\$ 843.44	\$ 860.31	\$ 877.51	\$ 895.07
212-300-	Development Contingency			\$ -	\$ -	\$ -	\$ -	\$ -
212-300-510	Administrative Contingency			\$ -	\$ -	\$ -	\$ -	\$ -
New	**Other			\$ 422.23	\$ 140.57	\$ 143.38	\$ 146.25	\$ 149.17
<i>Total Facilities & Equipment</i>				<i>\$ 18,263.45</i>	<i>\$ 18,662.72</i>	<i>\$ 19,035.97</i>	<i>\$ 19,416.69</i>	<i>\$ 19,805.03</i>
<i>Total JSC Shared Costs</i>				<i>\$ 34,015.44</i>	<i>\$ 164,310.19</i>	<i>\$ 36,638.10</i>	<i>\$ 37,370.87</i>	<i>\$ 38,118.28</i>

Account #	Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
212-4	Municipal Specific							
212-400-220	Election Expenses/Meetings			\$ 5,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
212-400-216	Coffee with Council			\$ 1,554.48	\$ 1,616.66	\$ 1,648.99	\$ 1,681.97	\$ 1,715.61
212-402-220	Donations to other organizations			\$ 1,000.00	\$ 1,040.00	\$ 1,060.80	\$ 1,082.02	\$ 1,103.66
212-400-221	Bank Fees			\$ 5,181.60	\$ 5,388.86	\$ 5,496.64	\$ 5,606.57	\$ 5,718.71
212-400-222	Advertising			\$ 1,554.48	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
212-400-230	Legal Fees/			\$ 5,000.00	\$ 5,200.00	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28
212-400-231	Audit Fees			\$ 7,815.07	\$ 6,100.00	\$ 7,692.00	\$ 7,693.00	\$ 7,693.00
212-400-232	Assessment Fees			\$ 7,100.00	\$ 7,300.00	\$ 7,519.00	\$ 7,744.57	\$ 7,976.91
212-400-233	Accounting Software			\$ 1,868.02	\$ -	\$ -	\$ -	\$ -
212-400-217	Data Plan Increase			\$ 1,865.38	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
212-400-275	Municipal Insurance			\$ 4,500.00	\$ 4,567.50	\$ 4,658.85	\$ 4,752.03	\$ 4,847.07
212-400-910	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
	COVID 19 Response							
<i>Total Specific</i>				\$ 43,957.19	\$ 35,241.55	\$ 37,469.38	\$ 38,121.11	\$ 38,787.12
Total Administration		\$ 232,591.58	\$ 210,979.00	\$ 208,464.83	\$ 199,551.74	\$ 205,065.77	\$ 209,069.44	\$ 213,154.41

Account #	Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Protective Services								
223-000-200	Contract Fire Service			\$ 18,912.96	\$ 19,669.48	\$ 20,062.87	\$ 20,464.13	\$ 20,873.41
226-000-200	Enforcement			\$ 27,672.50	\$ 28,225.95	\$ 28,790.47	\$ 29,366.28	\$ 29,953.60
224-000-200	Emergency Management			\$ 1,554.48	\$ 1,616.66	\$ 1,648.99	\$ 1,681.97	\$ 1,715.61
224-000-201	Safety Equipment			\$ 518.16	\$ 538.89	\$ 549.66	\$ 560.66	\$ 571.87
224-000-	RCMP Policing Costs			\$ 17,215.00	\$ 22,937.00	\$ 34,431.00	\$ 34,432.00	\$ 34,432.00
Total Protective Services		\$ 40,971.12	\$ 50,568.00	\$ 65,873.10	\$ 72,987.97	\$ 85,482.99	\$ 86,505.03	\$ 87,546.49
Public Works								
Maintenance Programs								
232-000-200	Green Space Program			\$ 24,850.00	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16
232-000-255	Plowing Program			\$ 23,300.00	\$ 24,232.00	\$ 24,716.64	\$ 25,210.97	\$ 25,715.19
232-000-250	Road Maintenance Program			\$ 26,000.00	\$ 27,040.00	\$ 27,851.20	\$ 28,686.74	\$ 29,547.34
232-000-530	Ditch and Culvert Program			\$ 5,000.00	\$ 5,200.00	\$ 5,356.00	\$ 5,516.68	\$ 5,682.18
232-000-265	Sign Program			\$ 2,350.00	\$ 2,444.00	\$ 2,492.88	\$ 2,542.74	\$ 2,593.59
232-000-270	Special Projects			\$ -	\$ -	\$ -	\$ -	\$ -
232-000-240	Hazardous Trees			\$ 8,750.00	\$ 10,000.00	\$ 10,001.00	\$ 10,002.00	\$ 10,002.00
232-000-545	Utilities			\$ 835.00	\$ 868.40	\$ 885.77	\$ 903.48	\$ 921.55
<i>Total Maintenance</i>				<i>\$ 91,085.00</i>	<i>\$ 89,784.40</i>	<i>\$ 91,703.49</i>	<i>\$ 93,670.61</i>	<i>\$ 95,686.02</i>
Waste Water / Water								
242-000-255	Maintenance Program			\$ 18,653.76	\$ 19,399.91	\$ 19,787.91	\$ 20,183.67	\$ 20,587.34
	Debtenture One - 1 yr only							
242-000-250	SLRWW Gov & Admin			\$ 8,486.00	\$ 7,285.00	\$ 7,430.70	\$ 7,579.31	\$ 7,730.90
242-000-251	SLR Water Comm.			\$ 693.50	\$ 714.31	\$ 735.73	\$ 757.81	\$ 780.54
242-000-252	Wastewater Reserve							
242-000-260	Useage Fee			\$ 81,968.00	\$ 84,427.00	\$ 86,115.54	\$ 57,569.40	\$ 57,569.40
<i>Total Wastewater</i>				<i>\$ 109,801.26</i>	<i>\$ 111,826.22</i>	<i>\$ 114,069.88</i>	<i>\$ 86,090.19</i>	<i>\$ 86,668.18</i>
Waste and Recycle								
243-000-200	Solid Waste Removal			\$ 38,343.84	\$ 38,343.00	\$ 39,109.86	\$ 39,892.06	\$ 40,689.90
243-000-270	Recycle			\$ 18,653.76	\$ 19,399.91	\$ 19,787.91	\$ 20,183.67	\$ 20,587.34
<i>Total Waste</i>				<i>\$ 56,997.60</i>	<i>\$ 57,742.91</i>	<i>\$ 58,897.77</i>	<i>\$ 60,075.72</i>	<i>\$ 61,277.24</i>
Total Public Works		\$ 265,403.86	\$ 238,738.67	\$ 257,883.86	\$ 259,353.53	\$ 264,671.14	\$ 239,836.52	\$ 243,631.44

Account #	Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Planning and Development								
261-000-200	Contracted Planning Services			\$ 5,181.60	\$ 5,388.86	\$ 5,496.64	\$ 5,606.57	\$ 5,718.71
261-000-215	Subdivision Appeal Board Costs			\$ 1,036.32	\$ 1,800.00	\$ 1,836.00	\$ 1,872.72	\$ 1,910.17
261-000-220	Municipal Planning Costs			\$ 1,036.32	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
261-000-110	**Development Services			\$ 1,200.00	\$ 1,248.00	\$ 1,272.96	\$ 1,298.42	\$ 1,324.39
261-000-115	IDP (RDC & TSL)			\$ 3,500.00	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
Total Planning and Development		\$ 52,217.08	\$ 12,310.06	\$ 11,954.24	\$ 10,514.64	\$ 10,724.93	\$ 10,939.43	\$ 11,158.22
Recreation and Culture								
274-000-850	Parkland Regional Library			\$ 2,334.15	\$ 2,334.15	\$ 2,380.83	\$ 2,428.45	\$ 2,477.02
274-000-510	Recreation Agreement - TSL			\$ 20,400.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
272-000-250	Bouy Programs			\$ 3,108.96	\$ 5,500.00	\$ 5,610.00	\$ 5,722.20	\$ 5,836.64
272-000-220	FCSS Program			\$ 4,210.80	\$ 4,210.80	\$ 4,295.02	\$ 4,380.92	\$ 4,468.53
Total Recreation and Planning		\$ 6,566.85	\$ 16,646.00	\$ 30,053.91	\$ 32,444.95	\$ 33,093.85	\$ 33,755.73	\$ 34,430.84
Environment								
273-100-150	Environmental Projects (SLMC & Env)			\$ 1,036.32	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
243-102-150	Red Deer River Watershed Society			\$ 518.16	\$ 538.89	\$ 549.66	\$ 560.66	\$ 571.87
273-000-761	Team Up to Clean Up			\$ 1,036.32	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
Total Environment		\$ 945.95	\$ 510.00	\$ 2,590.80	\$ 2,694.43	\$ 2,748.32	\$ 2,803.29	\$ 2,859.35
Total Operating Budget		\$ 621,153.52	\$ 546,777.67	\$ 612,105.83	\$ 628,910.57	\$ 654,163.45	\$ 636,330.23	\$ 647,264.74

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Norglenwold for the fiscal year ending December 31, 2021.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Norglenwold which comprise the statement of financial position as at December 31, 2021, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

Options for Consideration:

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

MGA 276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with;

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada.



October 26, 2021

Summer Village of Norglenwold
Bay 8
14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2021 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Norglenwold for the fiscal year ending December 31, 2021. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Norglenwold which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Norglenwold. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Norglenwold

Opinion

We have audited the financial statements of Summer Village of Norglenwold (the Summer Village), which comprise the statement of financial position as at December-31-21, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December-31-21 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting

process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Norglenwold from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Norglenwold and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Norglenwold.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Norglenwold) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$30,500 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Norglenwold shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Norglenwold by:

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Cyril Gurevitch, Q.C.

Date signed

Summer Village of Norglenwold

December 3, 2021

Public Works

Request for Decision

Agenda Item: *Speed Signs*

Background:

Due to concerns regarding speeding Administration is providing some information on speed signs.

Information sheets on speed sign options are attached. These would be purchased through Alberta Traffic Supply who offer discounts to municipalities through the RMA (Rural Municipalities of Alberta) program. Birchcliff and Jarvis Bay have recently purchased I-Safe 1 SL signs. These signs will collect data on the amount of traffic and the speed of traffic that pass by. Data can be collected via Bluetooth from the signs.

I-Safe 1 SL speed sign - \$5,000.00 (including installation)

I-Safe 2 SL speed sign - \$6,000.00 (including installation)

Both prices include:

- Speed sign
- Battery pack
- 80W solar panel with mounting kit
- Bluetooth card

Installation of bases for signs should the village wish to move the location will be \$500 per location.

Options for Consideration

1. Council moves that Administration purchase and install a speed sign at a specified location.
2. Council move that Administration investigate further options for speed signs.
3. Council accepts as information.

Administrative Recommendations:

Council moves that Administration purchase and install one or more I-Safe 1 SL speed signs to be installed along Grand Avenue.

Authorities:

MGA

201 c)

“A council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;”

I-SAFE 1 SL



Variable Message Sign (VMS) with alternating speed and text/images



The I-SAFE 1 sign links the speed information (green, orange or red displayed depending on driver's behavior) to a 768 LED matrix on which you can display personalized pictograms.

With its internal radar and removable battery, the I-SAFE 1 is mobile and easy to use. It can also be powered using a solar power kit or AC power.

Benefits

- Compact
- Light
- Predefined settings
- Calendar function (up to 4 periods/day)

User-Friendly

- Comprehensive software for data analysis
- Full standard kit including the fastening system

Multi-Purpose

- 1 product = 4 power possibilities (battery, solar, public lighting, mains power)
- Possibility to display 2 pictograms successively for one measure
- Anti-speeding record function
- Fully customizable settings

Features

- Vehicle activated traffic calming
- Amber LED or 3-LED display colours (green, orange, red)
- Personalized pictograms (or short messages)
- Set up using PC software and USB flash drive



Specifications

Adjustable Settings

Choice of predefined speed zones settings (digit encoder) & user-set zone (USB key)

- Min. and max. speed displayed thresholds
- Colour speed thresholds (green, orange, red)
- Blinking flash threshold
- Text or pictograms by the user
- Display intensity
- Working days/hours

Compact, Easy to Use, and Very Bright

- Large format display board (39 cm) (15.35")
- 768 LED matrix to display coloured pictograms (user definable)
- Mobile and very easy to handle
- Mounting system suitable to all pole type.

Options

- Bluetooth®
- GPRS



* The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such trademarks by International Road Dynamics Inc. is under license. Other trademarks and trade names are those of their respective owners.

Electromagnetic compatibility and electrical safety: the I-SAFE 2 complies with the essential requirements and other relevant provisions of the R&TTE Directive 1999/5/EC. FCC ID VECD6, IC ID CS20152

Specifications	
Displayed speed	From 5 to 199 km/h (3.1 to 123.65 mph)
Measured speed	From 5 to 250 km/h (3.1 to 155.34 mph)
Digits size	384 x 513 mm (15.1" x 20.19") (H x L)
Panel size	775 x 665 x 140 mm (30.5" x 26.18" x 5.5") (H x L x P)
Weight	12.4 kg (27.3 lb) (without battery)
Environmental protection	IP65
Mounting system	2 hooks at panel's rear + 2 specific pole brackets
Operating temperatures	From -35°C to +65°C (-31°F to +149°F)
Power supply	12 V DC - rechargeable 12V/24 Ah or 220 V (network or public lighting) or solar powered
Autonomy	Depending on power supply option selected (battery/AC)
Radar frequency	K band : 24.125 GHz
Transmitted power	< 5 mW
Communication set-up	USB (options : Bluetooth or GPRS)
Memory	540,000 measures
Software	
PC Running	Windows XP or higher, minimum 256 MB RAM
Disk Space	100 MB
Detection range	Car : 120 m (393.7 ft) Truck : 150 to 200 m (492.1 ft to 656.1 ft)



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I-SAFE 2 SL

Variable Message Sign (VMS) with alternating speed and text/images



The I-SAFE 2 sign links the speed information (green, orange or red displayed depending on driver's behavior) to an 832 LED matrix on which you can display personalized messages (single or double display lines) and/or pictograms.

With its internal radar and removable battery, the I-SAFE 2 is mobile and easy to use. It can also be powered using a solar kit or AC power.

Benefits

- Compact
- Light
- Predefined settings
- Calendar function (up to 4 periods/day)

User-Friendly

- Comprehensive software for data analysis
- Full standard kit including the fastening system

Multi-Purpose

- 1 product = 4 power possibilities (battery, solar, public lighting, mains power)
- Possibility to display 3 messages successively for one measure
- Anti-speeding record function
- Fully customizable settings

Features

- Vehicle activated traffic calming
- Amber LED or 3-LED display colours (green, orange, red)
- 2 simultaneous text lines
- Set up using PC software and USB flash drive



Specifications

ADJUSTABLE SETTINGS

Choice of predefined setting speed zones (digit encoder) & user-setting zone (USB key)

- Min. and max. speed displayed thresholds
- Colour speed thresholds (green, orange, red)
- Blinking flash threshold
- User-defined text or pictograms with single or dual-line display
- Display intensity
- Working days/hours

COMPACT, EASY TO USE, AND VERY BRIGHT

- Large format display board (39 cm/15.35 in)
- 2 text lines of 9 to 10 characters (user-definable)
- Mobile and very easy to handle
- Mounting system suitable to all pole types

OPTIONS

- Bluetooth®
- GPRS



* The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such trademarks by International Road Dynamics Inc. is under license. Other trademarks and trade names are those of their respective owners.

Electromagnetic compatibility and electrical safety: the I-SAFE 2 complies with the essential requirements and other relevant provisions of the R&TTE Directive 1999/5/EC.
FCC ID VECDF6, IC ID CS20152

Specifications	
Displayed speed	From 5 to 199 km/h (3.1 to 123.65 mph)
Measured speed	From 5 to 250 km/h (3.1 to 155.34 mph)
Digits size	345 x 520 mm (13.58" x 20.47") (H x L)
Matrix size	160 x 520 mm (6.3" x 20.47") (H x L)/832 LEDs
Panel size	775 x 665 x 140 mm (30.5" x 26.18" x 5.5") (H x L x P)
Weight	12.4 kg (27.3 lb) (without battery)
Environmental protection	IP65
Mounting system	2 hooks at panel's rear + 2 specific pole brackets
Operating temperatures	From -35°C to +65°C (-31°F to +149°F)
Power supply	12 V DC - rechargeable 12V/24 Ah or 220 V (network or public lighting) or solar powered
Autonomy	Depending on power supply option selected (battery/AC)
Radar frequency	K band : 24.125 GHz
Transmitted power	< 5 mW
Communication set-up	USB (options : Bluetooth or GPRS)
Memory	540,000 measures
Software	
PC Running	Windows XP or higher, minimum 256 MB RAM
Disk Space	100 MB
Detection range	Car : 120 m (393.7 ft) Truck : 150 - 200 m (492.1 to 656.1 ft)



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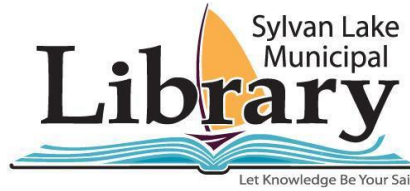
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THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

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

November 17, 2021

Attention to: Summer Village of Norglenwold Council
 Summer Villages of Sylvan Lake
 #2 Erickson Drive
 Sylvan Lake, Alberta T4S 195

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village of Norglenwold Council,

Thank-you for your ongoing support of the Red Deer River Watershed Alliance (RDRWA), the designated Watershed Planning and Advisory Council for the Red Deer River watershed. This letter provides an update on the RDRWA's recent activities and our municipal funding process for 2022-23.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. As a multi-sector not-for-profit organization, a core tenet of our work is that all sectors have a role to play in watershed management.

Our goals are to provide a forum for cross-sector dialogue, to raise awareness of watershed issues, and to promote the use of best practices and the integrated management of land and water resources. We bring many sectors together to tackle watershed issues in practical and innovative ways. Highlights of our work include a *State of the Watershed Report (2009)*, an *Integrated Watershed Management Plan on Water Quality (2016)*, education and outreach programs to thousands of Albertans, regular events, and timely advice on land and water-resource files to members, municipalities, and the provincial government.

The Red Deer River Watershed Alliance welcomes the councillors, reeves, and mayors elected in October 2021.

We look forward to working together on watershed projects in your communities.

An Ongoing Relationship

Your municipality plays a key role in the RDRWA both as a partner and funder. **We rely on the 50 cent per capita funding that comes from municipalities**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding.

Our records show that the Summer Village of Norglenwold has been a longstanding supporter of the RDRWA, and we hope to see that relationship continue. Consistent core funding from our partners is integral to the operations of WPACs and supports our ability to lead projects with adequate staff and resources.

Benefits to Your Municipality

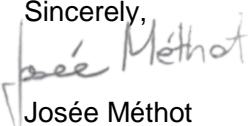
The RDRWA recognizes the role of municipalities as major land-use decision-makers and community leaders. Over the past 15 years, our organization has developed many resources to support communities in the watershed. The RDRWA's work benefits the Summer Village of Norglenwold through direct programming and through broader programming that influences the health of local watersheds and regional water security.

Our [2020-2021 Annual Report](#) provides details about recent activities, with highlights including:

- **Source Waters Film:** The RDRWA developed a short [documentary film](#) to raise awareness about the watershed and the importance of water in central Alberta, plus three other educational videos. These films support efforts to raise water literacy across central Alberta.
- **Mapping What Matters:** Working with Fiera Biological Consulting, we mapped the condition of riparian areas along 1,782 kilometers of shoreline in the Medicine-Blindman Rivers watershed and initiated a project to map 4,293 more kilometres in the Little Red Deer, Kneehills, Threehills, and Buffalo sub-watersheds. These projects equip key partners with the baseline information needed to support targeted restoration and conservation programs.
- **Interactive Portal:** The RDRWA developed an [online map portal](#) that also maps "hydrologically significant areas" across the watershed, in partnership with the Nature Conservancy of Canada. This information can be used as a practical tool by municipalities, landowners, and industry.
- **Website and E-Newsletter:** We modernized our website and monthly e-newsletter. To stay up-to-date on the latest water-related news in central Alberta, please subscribe [here](#). We also encourage municipal staff to submit any water-related events to our [community calendar](#).

Thank-you again for being a partner in watershed management. We hope the Summer Village of Norglenwold will continue to help fund the work of the RDRWA while participating in key events and programs. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379. We also ask that you provide us with a primary contact name, phone number, and email address, to ensure your municipality receives regular updates. I would also be pleased to answer any questions or discuss ways that the RDRWA can meet the needs of the Summer Village of Norglenwold.

Sincerely,



Josée Méthot
Executive Director, RDRWA

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees



CONNECTING