

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF NORLGENWOLD  
APRIL 29, 2022 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, March 25, 2022

**D. DELEGATION**

- 1) Gary Zimmermann, Counsel, for owners of 99 Grand Avenue

**E. INFORMATION ITEMS**

- 1) Action Items List
- 2) Council Calendar
- 3) Accounts Payable Report
- 4) Quarterly Financial Report
- 5) Public Works Report
- 6) Development Update
- 7) Forest Assessment
- 8) Sunbreaker Cove Boat Launch

**F. REQUESTS FOR DECISION**

**1) Finance & Administration**

- a) 2022 Mill Rate Bylaw

**2) Council & Legislation**

- a) Community Watch Program

**3) Planning & Development**

- a) Encroachment Agreement Request
- b) Annexation Assistance

**G. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

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

**2) Upcoming Meetings**

- a) Council Meeting – May 27, 2022

**H. OPEN MIC**

**I. ADJOURNMENT**

Summer Village of Norglenwold  
Regular Meeting Minutes  
March 25th, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held March 25, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Cyril S. Gurevitch, Q.C.
	Deputy Mayor:	Jeff Ludwig (via Zoom)
	Councillor:	Nav Rattan
	CAO:	Tanner Evans (via Zoom)
	Finance Officer:	Tina Leer
	Development Officer:	Kara Kashuba
	Recording Secretary:	Carolyn Widmer
	Delegation:	Phil Derks
	Guest:	Gary Zimmerman

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

**AGENDA APPROVAL**

**NGC-22-028** MOVED by Mayor Gurevitch that the agenda be adopted as amended:

ADDITIONS:

E.1. Council Meeting Tasks

CARRIED

**CONFIRMATION OF MINUTES**

**NGC-22-029** MOVED by Deputy Mayor Ludwig that the minutes of the Regular Meeting of Council held on February 25th, 2022, be adopted as presented.

CARRIED

**DELEGATION**

**NGC-22-030** Metrix Group  
MOVED by Councillor Rattan that Council accept the 2021 audited financial statements as presented and authorize the Mayor to sign the financial return.

CARRIED

**INFORMATION ITEMS**

1) Council Meeting Tasks  
2) Accounts Payable Update  
3) Public Works Report  
4) Development Update  
5) CAO Goals

**NGC-22-031** MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.

CARRIED

## REQUESTS FOR DECISION

### COUNCIL & LEGISLATION

<b>Bylaw #265-22 NGC-22-032</b>	<u>Emergency Management Bylaw</u> MOVED by Deputy Mayor Ludwig that Council give first reading to the Emergency Management Bylaw #265-22. CARRIED
<b>NGC-22-033</b>	MOVED by Councillor Rattan that Council give second reading to the Emergency Management Bylaw #265-22. CARRIED
<b>NGC-22-034</b>	MOVED by Deputy Mayor Ludwig that Council unanimously agree to give third reading to the Emergency Management Bylaw #265-22 at this meeting. CARRIED UNANIMOUSLY
<b>NGC-22-035</b>	MOVED by Mayor Gurevitch that Council give third and final to the Emergency Management Bylaw #265-22. CARRIED
<b>NGC-22-036</b>	<u>Electronic Devices Policy</u> MOVED by Councillor Rattan that Council adopt the Electronic Devices Policy. CARRIED
<b>NGC-22-037</b>	<u>Council &amp; Remuneration Policy</u> MOVED by Deputy Mayor Ludwig that Council adopt the new Council and Remuneration Policy as amended. It will be amended to include a maximum amount of \$1500 including all remunerations and expenses. CARRIED
<b>NGC-22-038</b>	<u>Term Limits for Committee Members</u> MOVED by Deputy Mayor Ludwig that Council accept as information. CARRIED
<b>NGC-22-039</b>	<u>SDAB Bylaw</u> MOVED by Mayor Gurevitch to table until there is further advice from Administration. CARRIED
<b>NGC-22-040</b>	<u>Encroachment Agreement Request</u> MOVED by Mayor Gurevitch to table the item until the April meeting to discuss at that time. CARRIED

### COUNCIL REPORTS

Mayor Gurevitch

- Municipal Leaders Conference
- Presentations from Minister Ric Mclver and Premier Jason Kenney



- Q&A with a panel of other ministers
- Presentation regarding the Alberta policing service
- Motion made to object the Price Waterhouse Coopers report
- Presentation regarding the new Government Grant funding formula
- Strategic Planning Session
- Coffee With Council

Deputy Mayor Ludwig

- Mooring Standard Meeting, Town Hall
- Joint Services Meeting

Councillor Rattan

- Mooring Standard Meeting, Town Hall
- Alberta Environmental Parks
- Education Program for Elected Officials
- Corporate Strategic Financial Planning

Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

**NGC-22-041**      MOVED by Mayor Gurevitch to accept the Council and Committee Reports as information.  
CARRIED

**NGC-22-042**      MOVED by Deputy Mayor Ludwig that Council accept Joint Services as information.  
CARRIED

**NGC-22-043**      MOVED by Mayor Gurevitch that the next meeting of Council be held on April 29th, 2022, at 9:00 a.m.  
CARRIED

**OPEN MIC**      No one wishing to speak.

ADJOURNMENT

**NGC-22- 044**      MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 10:40 a.m.  
CARRIED

\_\_\_\_\_  
CYRIL S. GUREVITCH, Q.C., MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO

## **Summer Village of Norglenwold**

**April 29, 2022**

### **Planning & Development**

#### **Delegation**

**Agenda Item:** *99 Grand Avenue Encroachment Agreement*

#### **Background:**

Gary Zimmerman from McLennan Ross will be joining Council to discuss encroachments at 99 Grand Avenue on behalf of Chris and Heather Aldrich, and the possibility of renewing the encroachment agreement to include all encroachments.

The encroachment agreement agenda item is on the agenda under Planning & Development for decision.

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

- 1) Accept as information.

#### **Administrative Recommendations:**

- 1) Accept as information.

#### **Authorities:**

Land Use Bylaw #208/13.  
Encroachment Policy NGC-20-087

Summer Village of Norglenwold

April 29, 2022

Planning and Development

**Request for Decision**

Agenda Item: *Encroachment Agreement Request – 99  
Grand Ave*

Submissions by Gary F. Zimmermann, McLennan Ross LLP

Barrister & Solicitor for:

Chris & Heather Aldrich

## PART 1 STATEMENT OF FACTS

1. Chris and Heather Aldrich (the “Applicants”) purchased a property, including a previously lived-in home, located in the Summer Village of Norglenwold (the “Village”) on December 20, 2004 (the “Property”).<sup>1</sup>
2. The Village had placed a caveat<sup>2</sup> on title which reflects the Encroachment Agreement in place at the time of purchase.
3. The Encroachment Agreement remained unamended during its various renewals. The most recent Encroachment Agreement was dated December 14, 2016 and expired on December 14, 2021. It is attached hereto and referred to as the “Current Agreement”.<sup>3</sup>
4. Schedule “A” to the Current Agreement<sup>4</sup> reflects that the western boundary of the “shed with water well” extended 2.01 m past the property line. The sidewalk extended 6.48 m past the property line. These encroachments have been approved since the Applicants purchased the property back in 2004.
5. The Applicants received a development permit to add a detached garage, dwelling addition (porch roof) and retaining wall.
6. The Applicants completed the renovations which are reflected in the attached plan, referred to as the “Current Plan”.<sup>5</sup>

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<sup>1</sup> **TAB 1** – Land Title Certificate

<sup>2</sup> **TAB 2** – Caveat registered as 032 061 316 pulled from Land Titles

<sup>3</sup> **TAB 3** – Encroachment Agreement dated December 14, 2016 [“Current Agreement”]

<sup>4</sup> *Ibid.* – page 5 [“Schedule A”]

<sup>5</sup> **TAB 4** – Current Plan – Includes Notations by Applicants

7. The renovations included building a detached garage, dwelling addition (porch and roof) and a retaining wall. There are no issues with the garage nor the retaining wall.
8. The Applicants have historically parked on the Aspen Lane Road Allowance (the "Road").
9. The Applicants acknowledge prior concerns of the Village in relation to parking on Aspen Lane.
10. The Applicants are faced with a unique scenario in that there is no road access between the Road and the Applicants' property line. The space between the Road and the property line is either filled with trees or is a grassy open area. Please see the Current Plan found at TAB 4.

**(a) Encroachments**

11. There are a total of six (6) encroachments which are delineated on the Current Plan. They have been labelled with matching letters (a) to (f).<sup>6</sup>
  - (a) The "water well enclosure" (2.13m)
  - (b) The "cabin" also referred to as the "house" in Village materials (.54m).
  - (c) The "patio" (.69m)
  - (d) The "eave" (1.28m)
  - (e) The "fence" (11.28) – recently removed
  - (f) The "remaining fence"

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<sup>6</sup> *Ibid.* – [TAB 4]

**(b) History of the Encroachments**

12. While amended somewhat, the **water well** enclosure has existed since at least 2004 and has been approved through repeated prior encroachment agreements. The water well enclosure is a necessity to ensure that the Applicants' water pump and related water well service pipes do not freeze.
13. The encroachment related to the **house** has existed since construction and certainly long before the Applicants purchased the house in 2004. The house encroachment has been approved through repeated prior encroachment agreements. It would be very costly to remove or "rehabilitate" the house encroachment to fall within property lines.
14. The encroachments related to the **patio** and **eaves** are new. They were placed in error during renovations. Their removal will be costly and will also dramatically affect the curb appeal of the house and the beautification of the neighbourhood.
15. The encroachments related to the **fence** can be broken down into two categories. The first includes the portion that has now been removed (in the last week). That prior encumbrance is no longer an issue.
16. The Applicants have left a small portion of **remaining fence**. This has been left in place, in the hopes that an encumbrance will be granted. The remaining fence is necessary because the portion of northwest land abutting the remaining fence is used by the public and it offers security both in the physical and emotional sense. Moreover, a review of **TAB 6** reflects a further request that the Applicants be allowed the encroachment of the "Remaining Fence", but also for the portion of TAB 6 that is titled "**Proposed Fence**".

**(c) Position of Administration**

17. Administration has kindly recommended to Council that the **water well** enclosure and **house** remain as is.
18. Administration takes issue with the remaining items being the **patio/eaves**, and **remaining fence**. We anticipate that they will take issue with the **proposed fence** as well.

**(d) Neighbouring Properties**

19. It should be noted that upon an inspection of a few of the neighbouring properties by the Applicants, those properties are noted to have structures and improvements that exceed far past their own property lines.
20. Specific examples of the foregoing are:
  - (a) By the calculations of the Applicants, the land immediately to the southeast of the Property has significant encroachments, including a garage which sits approximately 5 meters into the Aspen Lane road allowance. Interestingly, the owner has confirmed that notwithstanding the significant encroachments, he has no active encroachment agreements in place with the Village.
  - (b) A google trip down Grand Ave indicates that people consistently park on the road allowance, which forms part of the paving layout of each property.
21. The land immediately to the northwest of the Property is public land. This land has undergone recent changes. Initially it was “wild bush” that was not blemished by paths, walkways or vehicle access. In recent years, people have removed trees, created access paths and are using it as a route to the lakefront.

22. The lake front to the northwest of the Property is now being used to store docks, boat lifts and a small boat.
23. In short, there have been many new developments in the neighbouring properties, none of which appear to have been approved by Council.

**(e) Parking**

24. Historically, the Applicants acknowledge that they have parked at the northern end of Aspen Lane. Aspen Lane is the gravel road that is highlighted in yellow, immediately below.





25. It is important to note that, with the exception of this Property, all neighbouring houses have access ways directly to Grand Ave.
26. Noteworthy in the satellite image directly above, is the parking of vehicles mere meters from Grand Ave. It is anticipated that they are parking on the driving right of ways.
27. The Property is uniquely situated in that it has an abutting road with a large tract of grass & trees between the Road and the Property. Since the Property was purchased by the Applicants in 2004 (and certainly before that), there was never a laneway from the Road (Aspen Lane) to the property line.
28. From the satellite image, it is noteworthy that Aspen Lane (north of Grand Ave.) services no other properties. It's sole purpose is to provide access to the subject Property.
29. The Applicants personally maintain the full length of Aspen Lane, north of Grand Ave. The Village provides no support services for this portion of road.
30. Moreover, as noted above, there is no laneway between the Road and the Property.

**(f) Videos**

31. Attached at the end of this digital document are links to various videos taken by the Applicants directly.
32. It is respectfully requested that Council members review the videos in full and note the commentary associated with the same.

**(g) Traffic Bylaw**

33. In relation to parking, Traffic Bylaw 207-12 indicates the following:

**PARKING WITHIN THE SUMMER VILLAGE****Parking on Private Property**

8. No person shall park or leave any vehicles parked on private land without approval from the owner.

**Parking on Summer Village Lands**

9. No person shall park or drive any vehicle on/in ditches, public parks or green spaces at any time without getting written permission prior to doing so.

**Trailers and Recreational Vehicles**

10. Recreational vehicles or trailers shall not be parked on any road in the Summer Village of Norglenwold.

**Prohibited Parking**

11. No person shall park a vehicle in a "no parking zone."
12. All "no parking" zones shall be indicated by signs posted by the Summer Village of Norglenwold.
13. Parking in a prohibited parking zone shall be permitted when standing in obedience to a peace officer.

Summer Village of Norglenwold  
Bylaw 207-12 • The Traffic Bylaw  
Page 4 of 10

34. There are no, "no parking" signs on Grand Ave in the vicinity of the Property. As such, based on the Traffic Bylaw, it is clear that parking is currently allowed on Grand Ave.
35. Aspen Lane, north of Grand Ave., is a subservient road to Grand Ave. itself. To suggest that parking is allowed on Grand Ave and not on a subservient road would not be reasonable.

36. Many municipalities allow parking on roads abutting a land owner's property, with a requirement that parked vehicles be moved every 72 hours.
37. Notwithstanding the current legal parking on Aspen Lane, the Applicants have taken measures to park on their Property.

***(h) Additional Noteworthy Facts***

38. From the Current Plan, Council will note that the triangular property shape is very unique.
39. As it currently sits, the Property has beautiful curb appeal and adds a level of beautification to the neighbourhood.

## **PART 2 REQUESTS & SUBMISSIONS**

***(a) Encroachment Agreement***

40. The Applicants request that all encroachments be approved as is.
41. The rationale for approval of the **porch** and **eaves** is as follows:
  - (a) The water well enclosure, which has received recommended approval by the Administration, encroaches 2.13 meters.
  - (b) The cabin (house), which has received recommended approval by the Administration, encroaches .64 meters.
  - (c) The porch and eaves, not recommended by the Administration, only exceeds 1.28 meters at it's greatest point (the eaves). The point that actually touches the land only encroaches 69 centimeters or .69 meters.

- (d) The water well and porch/eaves and cabin are on the identical plane and mere meters from each other. Please see TAB 4.
- (e) In simple terms, the porch and eaves encroach less than the long standing encroachments which have kindly been recommended by Administration. There is absolutely no additional “harm” from the Porch and Eaves.

*The Fence*

42. The rationale for approval of the **remaining fence** and **proposed fence** is as follows:
- (a) As noted in the Current Plan at TAB 4, the bulk of the fence (heavy black line) has already been removed in recent weeks. With that said, the Applicants request that the Encroachment Agreement permit the encroachment of the remaining fence and proposed fence.
  - (b) The remaining fence and proposed fence are a small portion of fence. They provide the Applicants with physical and emotional security, particularly because their home is so very close to the publicly owned land.
  - (c) The remaining fence and proposed fence are easily removable should future circumstances warrant the same.

**(b) General Considerations regarding Encroachment**

43. Generally, as noted above, many of the neighbours have drives and other structures that encroach. Many residents park their vehicles immediately abutting Grand Ave.
44. As a specific example, the neighbour to the south encroaches with a building by over 5 meters. In his case, there is no encroachment agreement.

45. There is an old adage, “justice must not only be done, it must be seen to be done”. In this case, the Applicants simply seek to be treated fairly and in the same manner manner that many of the other residents of Norglenwold enjoy.
46. The Village council has the authority to grant the requested encroachment pursuant to its written Encroachment Policy dated May 29, 2020 and bearing Resolution No. NGC-20-087.<sup>7</sup>
47. It is submitted that the importance of long term stability and security benefits both the Village and the Applicants. To this end, the Applicants request approval for a period not less than 10 years.
48. Finally, it should be clarified that the draft Encroachment Agreement states that “...the owners constructed a house...”. By point of correction, the owners (Applicants) purchased the house fully constructed by previous owners in 2004. They did not construct the home.

**(c) Traveling and Parking**

*Traveling*

49. Paragraph 10.3.6 of the *Municipal Development Plan – Norglenwold Plan 2011*<sup>8</sup> reads as follows:

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<sup>7</sup> **TAB 5** – Encroachment Policy

<sup>8</sup> Municipal Development Plan – Norglenwold Plan 2011 is found at:

[http://www.sylvansummervillages.ca/uploads/8/8/0/5/88056186/norglenwold\\_plan\\_2011\\_-\\_october\\_final\\_version.pdf](http://www.sylvansummervillages.ca/uploads/8/8/0/5/88056186/norglenwold_plan_2011_-_october_final_version.pdf)

10.3.6 Norglenwold shall maintain township grid roads as follows:

- (a) Sylvan Lane: boat launching may be permitted but parking shall be restricted in accordance with the Traffic Bylaw; pedestrian access to the Lake shall be permitted year round, while vehicle access to the Lake may be permitted in winter.
- (b) Aspen Lane (north of Grand Avenue): escarpment shall remain as an undeveloped habitat area, while the remainder may be used for access to adjacent properties;
- (c) Lakeside Lane: boat launching may be permitted but parking shall be restricted in accordance with the Traffic Bylaw; pedestrian access to the Lake shall be permitted year round, while vehicle access to the Lake may be permitted in winter when environmental conditions are favorable.

50. People appear to have voiced considerations related to the Applicant's history of parking on Aspen Lane, north of Grand Ave. With respect, according to paragraph 10.3.6 (above), the soul purpose of Aspen Lane (north of Grand Ave.) appears to provide access to the Applicants' property. It is not meant to provide public access routes nor public travel. As such, it is submitted that more weight be provided to the needs of the Applicants than the needs of the residents in this rare example.

*Parking*

51. It is submitted that one must not conflate parking with encroachment requirements.
52. As noted above, one of the considerations related to parking is that this is a very unique property. It has no road access to the property line. It sits on the end of a "public road" but the road itself resembles a "private drive". The Village does not maintain the "public road" (Aspen Lane north of Grand Ave.), the Applicants do.
53. There are no parking bans on Grand Ave. in the vicinity of the Property.
54. Technically, the Applicants are absolutely allowed to park in the location they always have. With that said, the Applicants want to ensure a harmonious relationship with the Village and do not want to force the Village to implement parking bans all over the Village so that they are treated fairly along with other residents.

55. It is submitted that there are two options:

- (a) The Village places a parking ban on the relevant roads in the Village, including the full dimensions of Aspen Lane (north of Grand Ave.). In which case it is respectfully submitted that the Village is obligated to build an access road from Aspen Lane (north of Grand Ave.) to the property line in a manner that is consistent with reasonable design principles and in a location requested by the Applicants. Additionally, in such case it is submitted that the Village maintains the road in a manner which is similar to the other “more travelled” portions of roadway in its jurisdiction. Finally, in such case, it is submitted that the Village would have to allow a development permit, allowing the construction of the laneway on the Property from the property line to the front of the garage.
- (b) Alternatively, the Village designates Aspen Lane as a no parking Lane with the exception of the space previously enjoyed by the Applicants for the last 18 years. It is submitted that this option would be preferable in terms of cost, appearance and maintenance. Moreover, it is submitted that this is no different than the situation allowed in most urban settings where you can “park in front of your house” on public property (ie. roadways).

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**PART 3 CONCLUSION**

56. It is respectfully submitted that all of the encroachments be allowed on the terms of a 10 year encroachment agreement.
57. It is respectfully submitted that parking continue to be allowed on Aspen Lane (north of Grande Ave.), as it has for the last 18 years.

**PART 4 LINK TO VIDEOS**

58. As noted above, it is vital that council members review the videos found at the following link:

<https://mclennanross.sharefile.eu/share/view/s95d62b35e78046299714f45132bff6c7>

All of which is respectfully submitted, this 19<sup>th</sup> day of April, 2022.



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Gary F. Zimmermann, counsel for  
Chris and Heather Aldrich





## LAND TITLE CERTIFICATE

B

LINC

SHORT LEGAL

TITLE NUMBER

0030 085 858

5116AE;5;10

042 555 561

## LEGAL DESCRIPTION

PLAN 5116AE

BLOCK 5

LOT 10

\*EXCEPTING THEREOUT ALL COAL AND PETROLEUM

ESTATE: FEE SIMPLE

ATS REFERENCE: 5;1;39;5;SW

MUNICIPALITY: SUMMER VILLAGE OF NORGLNWOLD

REFERENCE NUMBER: 032 336 474

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
042 555 561	20/12/2004	TRANSFER OF LAND	\$520,000	\$520,000

## OWNERS

CHRISTOPHER LUCIEN ALDRICH

AND

HEATHER LEE ALDRICH

BOTH OF:

BOX 13, SITE 2, R.R. 2

SUNDRE

ALBERTA T0M 1X0

AS JOINT TENANTS

## ENCUMBRANCES, LIENS &amp; INTERESTS

## REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
032 061 316	18/02/2003	CAVEAT

RE : ENCROACHMENT AGREEMENT PURSUANT TO MUNICIPAL  
GOVERNMENT ACT

CAVEATOR - THE SUMMER VILLAGE OF NORGLNWOLD.

## ENCUMBRANCES, LIENS &amp; INTERESTS

PAGE 2

# 042 555 561

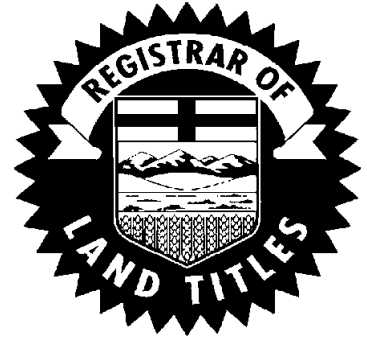
## REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
		#104, 4505 50 AVE SYLVAN LAKE ALBERTA T4S1W2 AGENT - MYRA REITER
042 555 562	20/12/2004	MORTGAGE MORTGAGEE - ATB FINANCIAL. BOX 494 SUNDRE ALBERTA T0M1X0 ORIGINAL PRINCIPAL AMOUNT: \$390,000 (DATA UPDATED BY: CHANGE OF NAME 192228393)
062 494 026	30/10/2006	MORTGAGE MORTGAGEE - ALBERTA TREASURY BRANCHES. BOX 494 304 MAIN AVE W SUNDRE ALBERTA T0M1X0 ORIGINAL PRINCIPAL AMOUNT: \$415,000
082 112 087	13/03/2008	AMENDING AGREEMENT AMOUNT: \$840,000 AFFECTS INSTRUMENT: 062494026
172 029 642	28/01/2017	CAVEAT RE : ENCROACHMENT AGREEMENT PURSUANT TO MUNICIPAL GOVERNMENT ACT CAVEATOR - THE SUMMER VILLAGE OF NORGLLENWOLD. BAY 8, 14 THEVENAZ INDUSTRIAL TRAIL SYLVAN LAKE ALBERTA T4S2J5
192 228 394	20/09/2019	AMENDING AGREEMENT AFFECTS INSTRUMENT: 042555562
TOTAL INSTRUMENTS: 006		

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 13 DAY OF APRIL,  
2022 AT 11:44 A.M.

ORDER NUMBER: 44173539

CUSTOMER FILE NUMBER: 20214522JOH



\*END OF CERTIFICATE\*

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THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
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**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

**032061316**

**ORDER NUMBER: 44175221**

**ADVISORY**

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

THIS ENCROACHMENT AGREEMENT MADE THIS 9<sup>th</sup> DAY OF August 2002

BETWEEN:

**BRUCE FISHER STANHOPE**  
(hereinafter called "the Owner")

and

**THE SUMMER VILLAGE OF NORGLENWOLD**  
(hereinafter called "the Summer Village")

WHEREAS the Owner is the owner of the following described lands, namely:

PLAN 5116 AE  
BLOCK 5  
LOT 10

Excepting thereout all Mines and Minerals  
and the Right to Work the Same

(hereinafter called "the Owner's lands")

AND WHEREAS the following described lands are under the direction, control and management of the Summer Village.

ASPEN LANE  
(hereinafter called "the road allowance")

adjacent to the boundary of the Owner's lands;

AND WHEREAS the owner constructed a building identified as a "house and shed with water well" on the road allowance, the nature, extent and location of which encroachment is designated on the plan annexed as Schedule "A" to this agreement (Hereinafter called "the encroachment") and has requested that the Summer Village consent to the location of same;

AND WHEREAS the Summer Village is prepared to approve the request made by the Owner therein;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, and in consideration of the sum of One (\$1.00) Dollar now paid by the Owner to the Summer Village, receipt whereof is hereby acknowledged, and in consideration of the Summer Village approving the request by the Owner, the parties hereto covenant and agree together as follows:

1. The Summer Village hereby authorizes the Owner's location of the said encroachment upon the road allowance:
  - (a) so long as the encroachment is maintained in an excellent state of repair and does not become a hazard to the general public.
  - (b) development permits application are made to the Summer Village and approvals are obtained from the Summer Village for any maintenance and repair work undertaken to the encroachment.
2. The Owner covenants and agrees with the Summer Village that the said encroachment shall not at any time hereafter be enlarged or extended beyond the designation set forth in Schedule "A" and that in the event of default of this covenant, the Summer Village may terminate this agreement, or alternately may give notice requiring the Owners to correct such default by removing, the enlargement or extension within thirty (30) days of the day the Summer Village gives notice of such default.
3. Notwithstanding anything herein contained, and provided that the Summer Village required the land on which the encroachment is located for public purpose. The Summer Village may give notice to the Owner requiring the Owner to remove the encroachment from the road allowance within thirty (30) days of the day the Summer Village gives notice to the Owner. The Owner shall be responsible for and make payment of all costs of removal of the encroachment at the Owner's sole cost and expense and hereby waives all claim or entitlement for any costs, damages or expenses of removal of the encroachment. In the event of default of payment of any sum required to be paid by the Owner hereunder, such amount shall be deemed to be municipal tax and may be collected in the same manner as provided for pursuant to the Municipal Government Act, 2000 Chapter M-26, Statutes of Alberta, as amended from time to time, or successor legislation.
4. Should the Owner fail to remove the encroachment from the Summer Village's lands when required pursuant to this agreement and correct such default within the time limited in paragraph 2 hereof, then the Summer Village with its own resources, or through the services of an independent contractor, employed by it for that purpose, shall be at liberty to enter upon the Owner's lands and take all such steps as are necessary to either remove the said encroachment, or to correct the default of the Owner by removing the unauthorized encroachment, and all costs incurred by the Summer Village through its own forces, or through the employment of an independent contractor shall be payable by the Owner to the Summer Village upon demand.
5. The Owner shall indemnify and save harmless the Summer Village from, of and against all liability, claims, demands, judgements, suits and damages in connection with the continuance, use and operation of the said encroachment upon the setback.

6. The Summer Village shall continue to have and reserves unto itself the full, free and uninterrupted right to occupy and use the encroached area in any manner in which it considers as appropriate but the Summer Village shall not unreasonably interfere with the rights conferred on the Owner.
7. The parties hereto covenant and agree that the covenants herein contained shall and are hereby deemed to be covenants running with the land. The Owner acknowledges that the present agreement does not constitute an interest in the road allowance and that no Caveat or other instrument may be registered against the Summer Village's lands, but the Owner may caveat the Owner's lands with the respect to this agreement. The Owner acknowledges that the within agreement is not a disposition of an interest in the road allowance by the Summer Village within the meaning of the Municipal Government Act of Alberta.
8. The Owner shall:
  - (a) maintain the encroached area in a good and husband like manner to the satisfaction of the Summer Village's Development Authority or other authorized administrator.
  - (b) maintain and keep in good and safe repair the encroached area and any structure or thing placed or erected upon or overhanging the encroached area;
  - (c) pay the Summer Village on demand for all damage to property and utilities of the Summer Village arising out of the activities of the Owner on or adjacent to the encroached area, whether or not such activities are in accordance with the rights herein granted to the owner;
  - (d) pay the Summer Village on demand for all costs of repairing any damages to any utilities which may in any way be caused directly or indirectly as a result of, arising from, or be due to the Owners use of the encroached area;
  - (e) pay the Summer Village an annual license fee of \$30.00, and such fee may be reviewed and reset by the Summer Village every ten years.
9. The owner shall throughout the term of this encroachment agreement provide and keep enforced general liability insurance in the amount of not less than \$1,000,000.00 in respect of injury to, or death of, any person, or damage of any property, which insurance shall:
  - (a) name the Summer Village as an additional insured under the policy, only in respect to liability arising from the encroachment agreement of the road allowance;

- (b) be effected with insurers, and upon terms and conditions satisfactory to the Summer Village;
10. provide for thirty (30) days prior written notice of cancellation of, or material change in the policy to be provided to the Summer Village by the insurer. Notices to be given under this agreement shall be effective upon personal service thereof or seven (7) days after mailing by ordinary mail, in the case of the Summer Village, to:

Summer Village of Norglenwold  
 #104 - 4505 - 50 Avenue  
 Sylvan Lake, AB T4S 1W2

In the case of the Owner to:

Bruce Fisher Stanhope  
 99 Grand Avenue  
 Norglenwold, AB. T4S 1S5

11. The within agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors in title and assigns.

IN WITNESS WHEREOF the parties hereto have set their hands and seals the day and year first above written.

Muriel Bennett  
 WITNESS

Bruce Fisher Stanhope  
 Bruce Fisher Stanhope

SIGNED BY THE SUMMER VILLAGE OF NORGLLENWOLD to have effect on the above date.

THE SUMMER VILLAGE OF NORGLLENWOLD  
 per [Signature]  
 per [Signature]



AFFIDAVIT OF EXECUTION

CANADA  
PROVINCE OF ALBERTA  
TO WIT:

I, Michelle Bennett  
)  
) of the Town of Blackfalds, in the Province  
)  
) of Alberta, Secretary (occupation) MAKE  
)  
) OATH AND SAY:

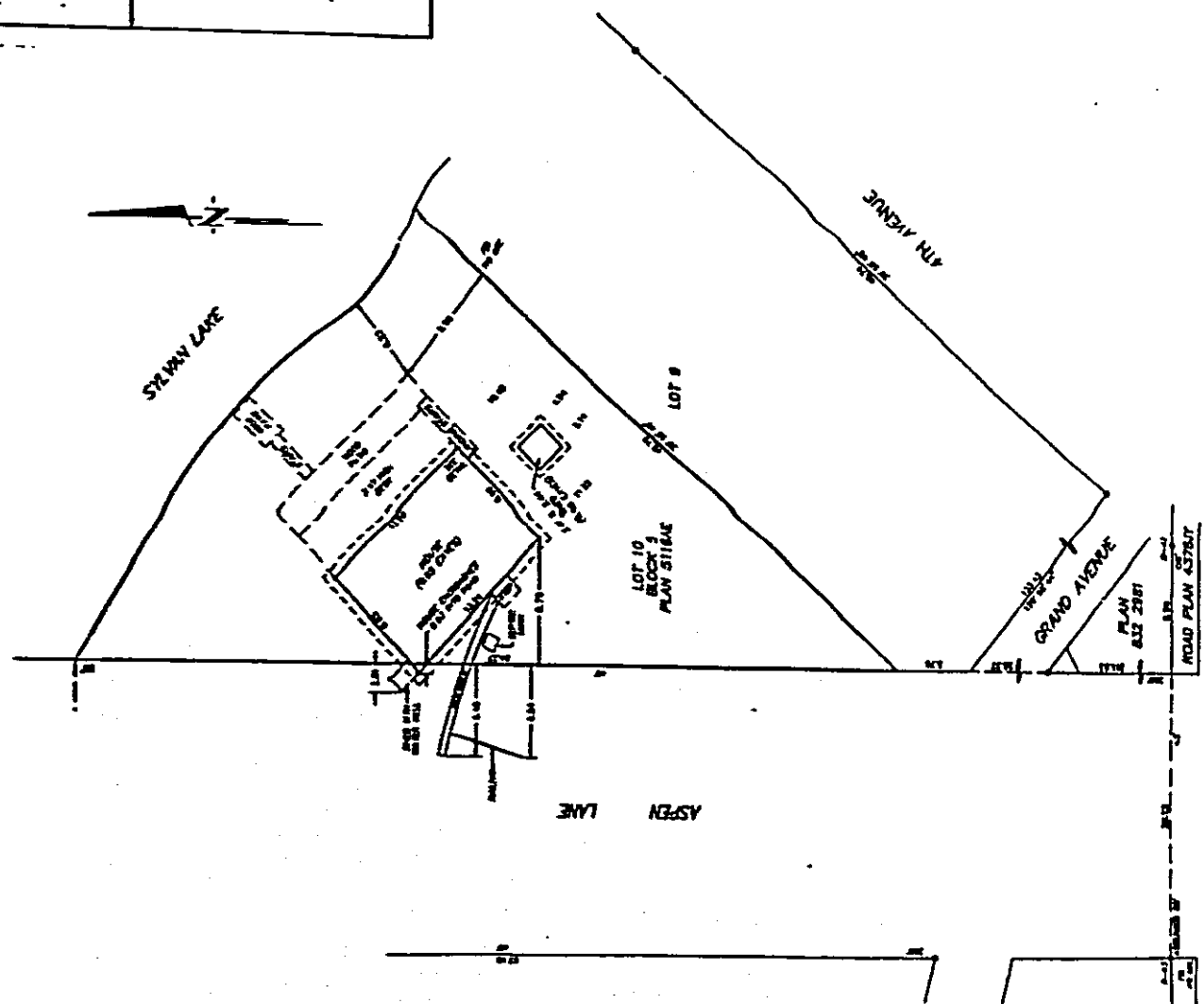
1. I was personally present and did see Bruce Fisher Stanhope, named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed at the Town of Sylvan Lake in the Province of Alberta, and that I am the subscribing witness thereto.
3. That I know the said Bruce Fisher Stanhope and he is, in my belief, of the full age of eighteen (18) years.

Sworn before me at the Town of)

Sylvan Lake in the Province of Alberta, this Michelle Bennett  
9<sup>th</sup> day of August, A.D. 2007. )Witness  
)  
)  
)  
)  
)

Myra Reiter  
)  
) A COMMISSIONER FOR OATHS IN AND  
) FOR THE PROVINCE OF ALBERTA  
)  
)

MYRA REITER  
Commissioner for Oaths  
My Appointment Expires  
April 2, 2008

[illegible]

**CAVEAT**

**TO THE REGISTRAR OF THE NORTH ALBERTA LAND REGISTRATION DISTRICT:**


**TAKE NOTICE** that WE, THE SUMMER VILLAGE OF NORGLLENWOLD, in the Province of Alberta claim an interest therein as Grantor under Section 651.2(2) of the *Municipal Government Act* and Myra Reiter and by virtue of an encroachment agreement in writing, dated this 9<sup>th</sup> day of August, 2002 made against the estate of Bruce Fisher Stanhope of 99 Grand Avenue, Norglenwold in the said Province therein as Grantee, and ourselves therein as Grantor, referring to:

**LOT 10, BLOCK 5, PLAN 5116 AE**  
Excepting thereout all Mines and Minerals

being the lands described in Certificate of Title No. 3549 registered in the name on Bruce Fisher Stanhope as sole tenant, and I forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estates or interest, unless the instrument title, as the case may be, is expressed to be subject to my claim.

I APPOINT, the Summer Village of Norglenwold, of #104 - 4505 - 50 Avenue, in the Town of Sylvan Lake, Province of Alberta, T4S 1W2 as the place at which notices and proceedings relating hereto may be served.

DATED this 9<sup>th</sup> day of August, 2002.

  
Signature

CANADA ) I Myra Reiter  
 PROVINCE OF ) of the County of Ponoka  
 ) in the Province of Alberta  
 ALBERTA )  
 ) **MAKE OATH AND SAY AS FOLLOWS:**  
 TO WIT )

1. I am the agent for the above named Caveator.
2. I believe that the said Caveator has a good and valid claim upon the said land and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal therewith.

SWORN before me at the Town of Sylvan )  
 Lake in the Province of Alberta, )  
 this 9<sup>th</sup> day of August, 2002 )

Myra Reiter

Ronald MaChan  
 A Commissioner for Oaths in and for the Province of Alberta  
 my Appointment Expires August 2004

X

Ronald MaChan

(as per phone call  
 to Myra Ag)



032061316

032061316 REGISTERED 2003 02 18  
CAVE - CAVEAT  
DOC 1 OF 1 DR#: 7462902 ADR/SJOHNSON  
LINC/S: 0017070863

THIS ENCROACHMENT AGREEMENT MADE THIS 14 DAY OF December, 2016.

BETWEEN:

**CHRISTOPHER ALDRICH AND HEATHER ALDRICH**  
(hereinafter called "the Owner")

and

**THE SUMMER VILLAGE OF NORGLNWOLD**  
(hereinafter called "the Summer Village")

WHEREAS the Owners are the owners of the following described lands, namely:

PLAN 5116AE  
BLOCK 5  
LOT 10  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
(hereinafter called "the Owner's lands")

AND WHEREAS the following described lands are under the direction, control and management of the Summer Village.

Aspen Lane – Road Allowance  
(hereinafter called "Environmental Open Space")

adjacent to the boundary of the Owner's lands;

AND WHEREAS the owners constructed a house, shed, sidewalk and railing on the Environmental Open Space, the nature, extent and location of which is designated on the plan annexed as Schedule "A" to this agreement (Hereinafter called "the encroachment") and has requested that the Summer Village consent to the location of same;

AND WHEREAS the Summer Village is prepared to approve the request made by the Owner therein;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, and in consideration of the sum of One (\$1.00) Dollar now paid by the Owner to the Summer Village, receipt whereof is hereby acknowledged, and in consideration of the Summer Village approving the request by the Owner, the parties hereto covenant and agree together as follows:

- I. The Summer Village hereby authorizes the Owner's location of the said encroachment upon the Environmental Open Space:
  - (a) so long as the encroachment is maintained in an excellent state of repair and does not become a hazard to the general public.

- (b) development permit applications are made to the Summer Village and approvals are obtained from the Summer Village for any maintenance and repair work undertaken to the encroachment.
2. The Owner covenants and agrees with the Summer Village that the said encroachment shall not at any time hereafter be enlarged or extended beyond the designation set forth in Schedule "A" and that in the event of default of this covenant, the Summer Village may terminate this agreement, or alternately may give notice requiring the Owner to correct such default by removing, the enlargement or extension within thirty (30) days of the day the Summer Village gives notice of such default.
  3. Notwithstanding anything herein contained, and provided that the Summer Village required the land on which the encroachment is located for public purpose, the Summer Village may give notice to the Owner requiring the Owner to remove the encroachment from the Environmental Open Space within thirty (30) days of the day the Summer Village gives notice to the Owner. The Owner shall be responsible for and make payment of all costs of removal of the encroachment at the Owner's sole cost and expense and hereby waives all claim or entitlement for any costs, damages or expenses of removal of the encroachment. In the event of default of payment of any sum required to be paid by the Owner hereunder, such amount shall be deemed to be municipal tax and may be collected in the same manner as provided for pursuant to the Municipal Government Act, 2000 Chapter M-26, Statutes of Alberta, as amended from time to time, or successor legislation.
  4. Should the Owner fail to remove the encroachment from the Summer Village's lands when required pursuant to this agreement and correct such default within the time limited in paragraph 2 hereof, then the Summer Village with its own resources, or through the services of an independent contractor, employed by it for that purpose, shall be at liberty to enter upon the Owner's lands and take all such steps as are necessary to either remove the said encroachment, or to correct the default of the Owner by removing the unauthorized encroachment, and all costs incurred by the Summer Village through its own forces, or through the employment of an independent contractor shall be payable by the Owner to the Summer Village upon demand.
  5. The Owner shall indemnify and save harmless the Summer Village from, of and against all liability, claims, demands, judgements, suits and damages in connection with the continuance, use and operation of the said encroachment upon the Environmental Open Space.
  6. The Summer Village shall continue to have and reserves unto itself the full, free and uninterrupted right to occupy and use the encroached area in any manner in which it considers as appropriate but the Summer Village shall not unreasonably interfere with the rights conferred on the Owner.
  7. The parties hereto covenant and agree that the covenants herein contained shall and are hereby deemed to be covenants running with the land. The Owner acknowledges that the present agreement does not constitute an interest in the Environmental Open Space and that no Caveat or other instrument may be registered against the Summer Village's lands, but the Owner may caveat the Owner's lands with the respect to this agreement.

The Owner acknowledges that the within agreement is not a disposition of an interest in the Environmental Open Space by the Summer Village within the meaning of the Municipal Government Act of Alberta.

8. The Owner shall:
  - (a) maintain the encroached area in a good and husband like manner to the satisfaction of the Summer Village's Development Authority or other authorized administrator.
  - (b) maintain and keep in good and safe repair the encroached area and any structure or thing placed or erected upon or overhanging the encroached area;
  - (c) pay the Summer Village on demand for all damage to property and utilities of the Summer Village arising out of the activities of the Owner on or adjacent to the encroached area, whether or not such activities are in accordance with the rights herein granted to the owner;
  - (d) pay the Summer Village on demand for all costs of repairing any damages to any utilities which may in any way be caused directly or indirectly as a result of, arising from, or be due to the Owners use of the encroached area;
  - (e) the Owner will pay to the Summer Village on or before January 1 of each year, an annual charge for the Encroachment in the sum of THIRTY DOLLARS (\$30.00).
  - (f) this Agreement shall be for five years from the date above stated, unless earlier terminated. If the Owner is not in default of any provisions of this agreement, the Owner may apply to have this agreement renewed for another term.
9. The Owner shall throughout the term of this encroachment agreement provide and keep enforced general liability insurance in the amount of not less than \$1,000,000.00 in respect of injury to, or death of, any person, or damage of any property, which insurance shall:
  - (a) name the Summer Village as an additional insured under the policy, only in respect to liability arising from the encroachment agreement of the Environmental Open Space;
  - (b) be effected with insurers, and upon terms and conditions satisfactory to the Summer Village;
10. Provide for thirty (30) days prior written notice of cancellation of, or material change in the policy to be provided to the Summer Village by the insurer. Notices to be given under this agreement shall be effective upon personal service thereof or seven (7) days after mailing by ordinary mail, in the case of the Summer Village, to:



SUMMER VILLAGE OF NORGLLENWOLD  
 BAY #8, 14 THEVENAZ INDUSTRIAL TRAIL  
 SYLVAN LAKE, AB T4S 2J5

In the case of the Owners to:

CHRISTOPHER ALDRICH AND HEATHER ALDRICH

Both of:

99 GRAND AVENUE

NORGLLENWOLD, AB T4S 1S5

Mailing Address:

BOX 16 SITE 15 RR2

SUNDRE, AB T0M 1X0

11. The within agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors in title and assigns.

IN WITNESS WHEREOF the parties hereto have set their hands and seals the day and year first above written.

WITNESS 

WITNESS 

  
 Signature

  
 Signature

SIGNED BY THE SUMMER VILLAGE OF NORGLLENWOLD to have effect on the above date.

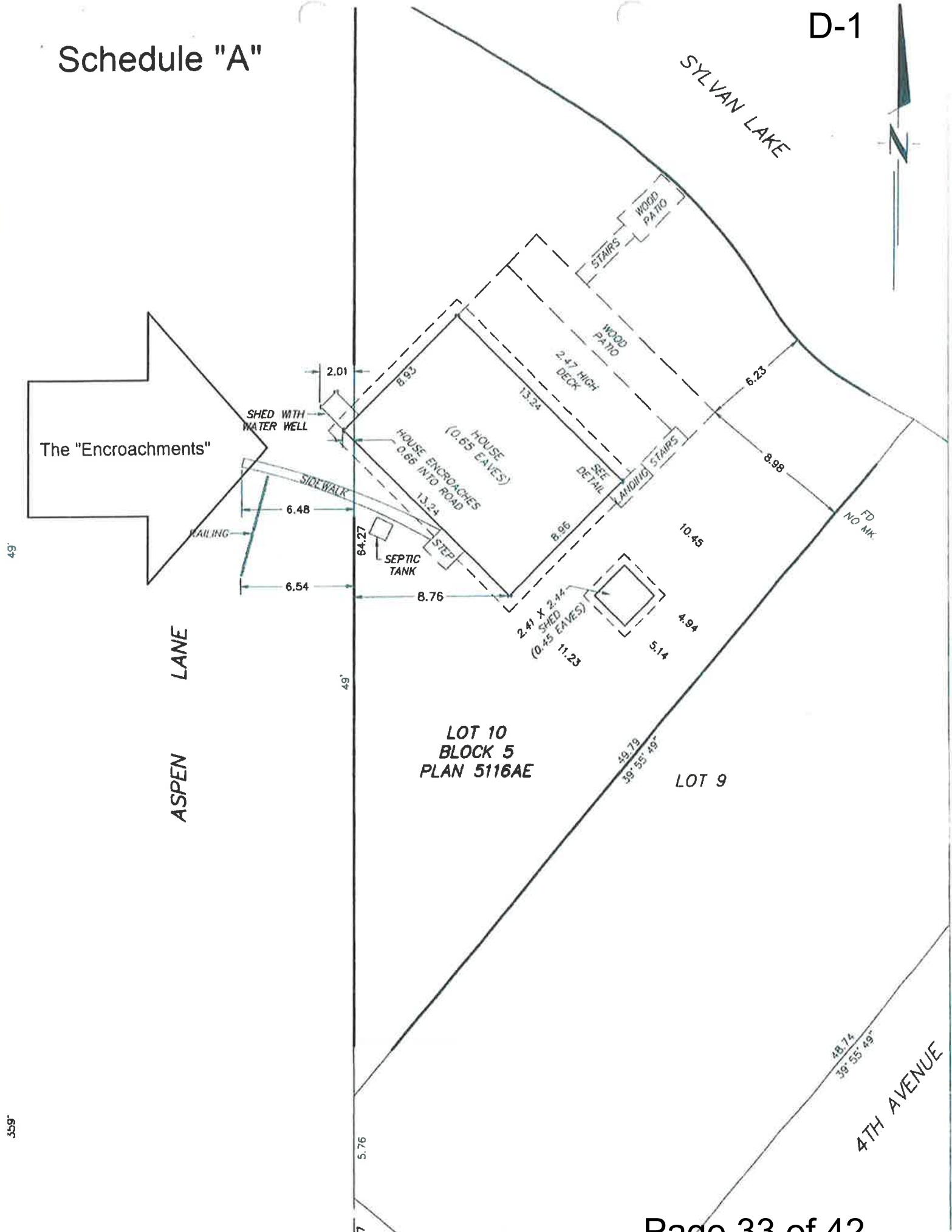
THE SUMMER VILLAGE OF NORGLLENWOLD

per: 

(seal)

# Schedule "A"

D-1





**CAVEAT****TO THE REGISTRAR OF THE NORTH ALBERTA LAND REGISTRATION DISTRICT:**

**TAKE NOTICE** that WE, THE SUMMER VILLAGE OF NORGLLENWOLD, in the Province of Alberta claim an interest therein as Grantor under Section 651.2(2) of the *Municipal Government Act* and Phyllis Forsyth, Chief Administrative Officer, and by virtue of an encroachment agreement in writing, dated this 14 day of December, 2016 made against the estate of CHRISTOPHER ALDRICH AND HEATHER ALDRICH of Norglenwold in the said Province therein as Grantees, and ourselves therein as Grantor, referring to:

PLAN 5116AE

BLOCK 5

LOT 10

EXCEPTING THEREOUT ALL MINES AND MINERALS

being the lands described in **Title No. 042555561** registered in the name of CHRISTOPHER ALDRICH AND HEATHER ALDRICH as sole owners, and we forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estates or interest, unless the instrument title, as the case may be, is expressed to be subject to the Summer Village of Norglenwold claim.

I APPOINT, the Summer Village of Norglenwold, of Bay #8, 14 Thevenaz Industrial Trail, in the Town of Sylvan Lake, Province of Alberta, T4S 2J5 as the place at which notices and proceedings relating hereto may be served.

DATED this 14 day of December, 2016.

\_\_\_\_\_  
Signature

(Seal)

CANADA  
PROVINCE OF

ALBERTA

TO WIT:

I Phyllis Forsyth

of the Town of Sylvan Lake  
in the Province of Alberta

MAKE OATH AND SAY AS FOLLOWS:

1. I am the agent for the above named Caveator.
2. I believe that the said Caveator has a good and valid claim upon the said land and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal therewith.

SWORN before me at the Town of Sylvan )  
Lake in the Province of Alberta, )  
this 14 day of December, 2016. )

Phyllis Forsyth

Signature

(Seal)

Teri Musseau  
A Commissioner for Oaths in and for the Province of Alberta

**TERI MUSSEAU**  
**COMMISSIONER FOR OATHS**  
**EXPIRES DECEMBER 20, 2017**

# Alberta Land Surveyor's Real Property Report

## LEGAL DESCRIPTION

Lot(s) 10 Block 5 Plan 5116 AE

## CLIENT

CHRISTOPHER & HEATHER ALDRICH

## MUNICIPAL ADDRESS

SUMMER VILLAGE OF NORGENWOLD, ALBERTA

## CERTIFICATION

I hereby certify that this report was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

1. The plan illustrates the boundaries of the property, the improvements as defined in Part 9, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property.
2. The improvements are entirely within the boundaries of the property. (Except Cabin, Cabin Eave, Cabin Eave Support Column, & Water Enclosure)
3. No visible encroachments exist on the property from any improvements situated on an adjoining property. (Except Lot 9 Garage Eave)
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property.

Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of (a) land conveyance, support of a subdivision application, a mortgage application, a submission to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this property on the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 3rd day of February 2020

Alberta Land Surveyor

© KEVIN VENNARD, A.L.S., 2020 © MURRAY YOUNG, A.L.S., 2020

## LEGEND

- Distances to building corners are at right angles from property lines, unless shown otherwise.
- Date of Survey: June 7th, 2002 to January 7th, 2020
- Date of Title Search (A copy of which is attached): January 27th, 2020
- Unless otherwise specified, the building dimensions shown relate to the greatest extent of the exterior walls.
- Eaves are dimensioned to the line of the fascia and are shown thus: - - - - -
- Distances are in metres and decimals thereof.
- Fences are shown thus: ———— X ————
- Statutory iron posts found are shown thus: ●
- Iron bars found are shown thus: ————
- Support columns are shown thus: ■
- Unless shown otherwise, fences are within 0.20 metres of the property line
- Area referred to bounded thus: [shaded area]
- (R).....Radial
- Property is subject to:
  - Covenant No. 032 081 316 Re: Encroachment Agreement to the Summer Village of Norgenwold which includes Cabin, Water Well Enclosure and Walkway.
  - Covenant No. 172 029 642 Re: Encroachment Agreement to the Summer Village of Norgenwold which includes Cabin, Water Well Enclosure and Walkway.

RPR after construction completed

Remaining Fence

Thin red triangular line is the property line

Black line is the fence which has recently been removed

Patio encroachment .69m  
Roof encroachment 1.28m





Policy Title <b>Encroachment Policy</b>	Date: <b>May 29 2020</b>	Resolution No. <b>NGC-20-087</b>
--	-----------------------------	-------------------------------------

## PURPOSE

The Summer Village of Norglenwold has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

## POLICY STATEMENT:

The Summer Village of Norglenwold asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove encroachments for all lands owned, leased and managed by the municipality.

## DEFINITIONS:

**“building(s)”** includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

**“development”** means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A **building** or an addition to, or replacement or repair of a **building** and the construction or placing in, on, over or under land of any of them; or
- (c) A change of use of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the use of the land or **building**; or
- (d) A change in the intensity of use of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the intensity of use of the land or **building**.

**“encroachment(s)”** means a **building** or **development** that illegally extends onto an adjacent property.

## ENCROACHMENT POLICY

**GENERAL:**

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the **encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.
3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Sunbreaker Cove shall have a fee review every 5th year.

**Encroachment on Environmental Reserve Lands**

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land.

**Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties**

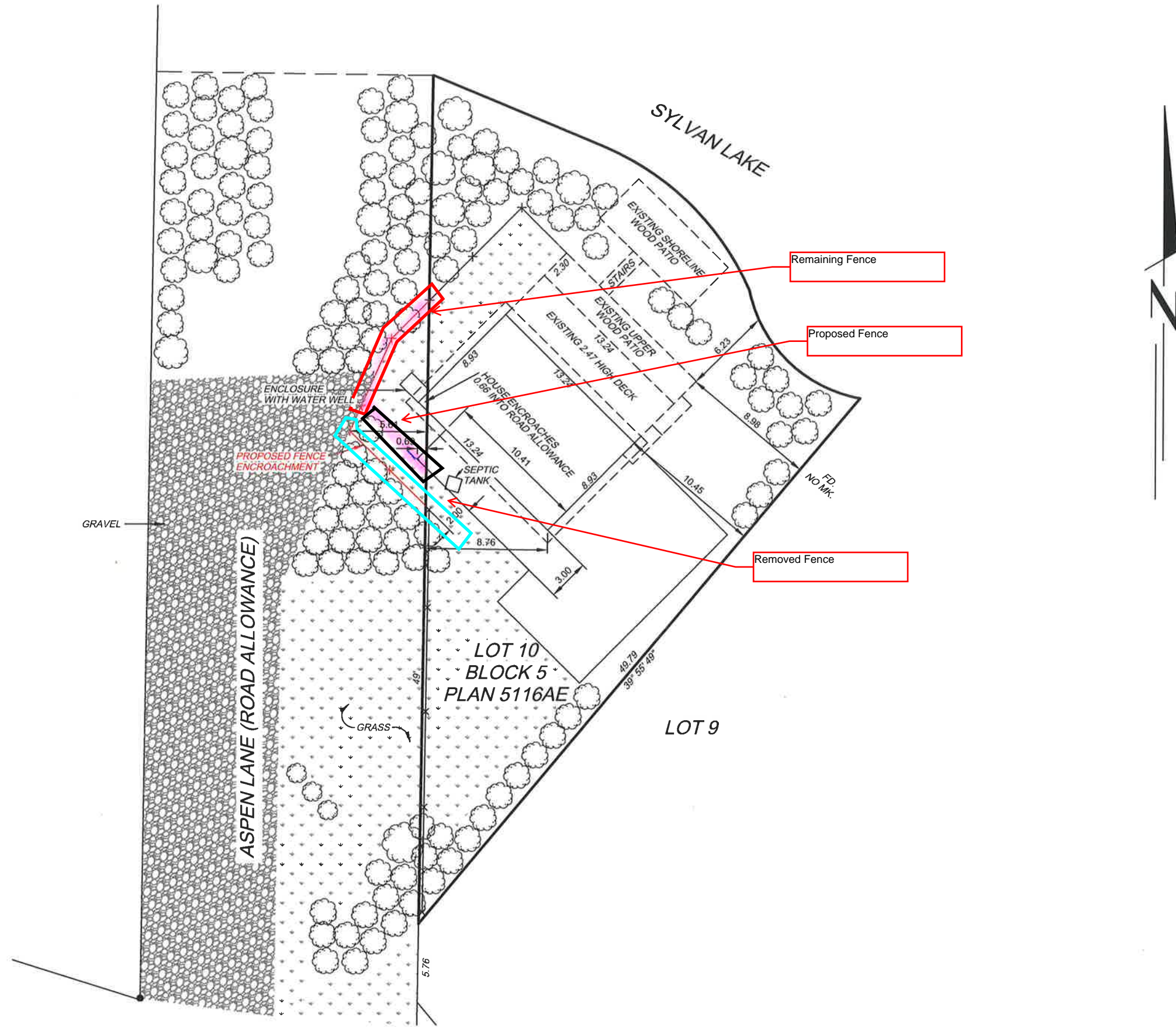
1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storing of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
  - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
  - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
  - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
  - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
  - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the



## ENCROACHMENT POLICY

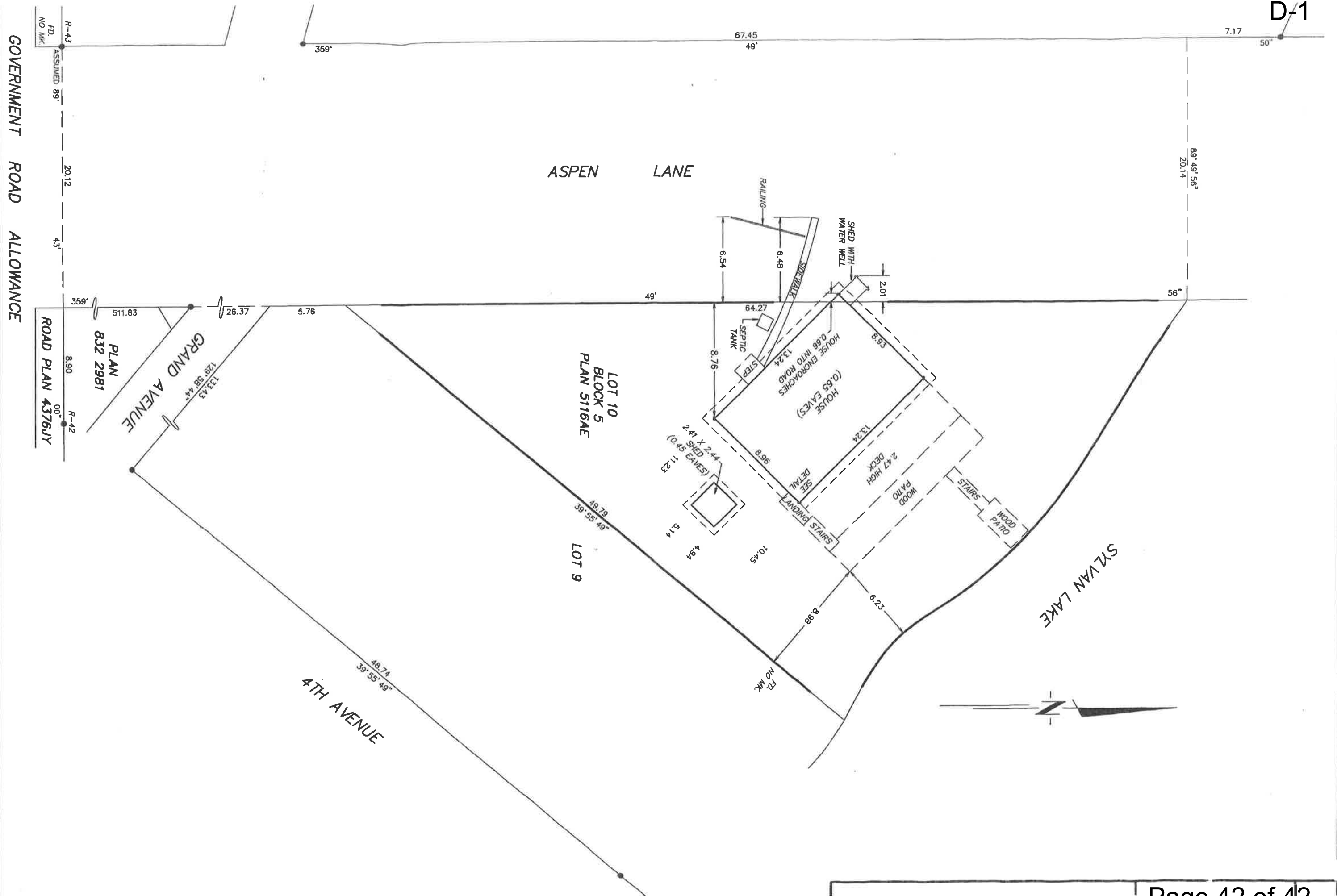
province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.

- f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
- g. Pays the annual **encroachment** fee of \$250.00 yearly.



ALDRICH RESIDENCE - 99 GRAND AVE. VILLAGE OF NORGLÉNWOLD, SYLVAN LAKE  
PROPOSED ENCROACHMENT (2021)

REV	DATE	DESCRIPTION	BY	SCALE	DATE	DRAWN	AS	DRAWING NUMBER	REV
1	08/12/2021	GENERAL REVISION	AS	AS	02/12/2021	AS	AS	103	1
0	02/12/2021	ISSUED FOR REVIEW	AS	AS	1:200	AS	AS		



**NORGLLENWOLD COUNCIL MEETING TASKS**

<b>DATE</b>	<b>TASK</b>	<b>ASSIGNED</b>	<b>COMMENTS</b>
	Signage on reserves (stolen signs? Near mailbox, speedbump, OHV)	Chris	
	shared admin breakdown on quarterly reports & highlighted	Tina	
	trailer too close to road for year (same property as drainage issue)	Kara	
	potluck or formal meeting with neighbouring munis to discuss mutual interests	Teri	In Progress
	add column in 2023 budget for misc. conferences	Tina	
	procedural bylaw	Tanner	
	Meet with Michael W re: south shoreline	Tanner	
	Research fire smart/hydrant options	Tanner	
	Team building	Tanner	
	Speed bump options	Chris	
	email signature	Tanner	
	Council highlights	Tanner	
	Removal of barbed wire?	Chris	
	<b>COMPLETED</b>		
	provide available dates for neighbourhood watch ad hoc committee	Teri	
	amend remuneration policy	Teri	
	what is in road salt	Chris	
	letter to minister re: policing program	Tanner	
	set strategic planning date for this month	Tanner	
	iPad policy	Teri	
	Term limit Policy	Teri	
	Neighbourhood watch options to Nav	Teri	
	clarification if tabletop has to happen same year as field exercise	Tanner	
	coffee with council	Tanner	

Council
JSC
HRSC
JSO

<b>JANUARY</b> CAO Goal Setting CAO Goal Setting CAO merit increase	<b>FEBRUARY</b> Year End Financial Year End Financial	<b>MARCH</b> Financial Audit Review	<b>APRIL</b> Q1 Review Adopt Mill Rate Q1 Financial Review
<b>MAY</b>	<b>JUNE</b>	<b>JULY</b> Q2 Review Organizational Meeting Q2 Review Organizational Meeting	<b>AUGUST</b>
<b>SEPTEMBER</b> Strategic Planning CAO Review	<b>OCTOBER</b> Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	<b>NOVEMBER</b> Adopt JSC Budget SV Budget Discussion	<b>DECEMBER</b> Adopt Municipal Budget

**Summer Village of Norglenwold****Administration and Finance****Council Date: April 29, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 108,076.73

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

- |   |              |
|---|--------------|
| 1. Government of Alberta                                  | \$ 17,187.00 |
| a. Police Funding Fiscal Year 2021                        |              |
| 2. Al's Bobcat & Trucking                                 | \$ 7,350.79  |
| a. Sanding-March 3 – 8th                                  |              |
| b. Snow Removal-March 21 – 24th                           |              |
| c. Sanding - March 20th                                   |              |
| d. Hauled Concrete Blocks to New Office                   |              |
| 3. Sylvan Lake Regional Water/Wastewater                  | \$ 13,729.85 |
| a. Feb 2022 Wastewater Services                           |              |
| b. July 2021 – Auditor Moved to 2021 Rec'd in March       |              |
| 4. Metrix Group LLP                                       | \$ 24,086.22 |
| a. 2 <sup>nd</sup> Audit Billing for Year Ending Dec 2021 |              |
| 5. Sylvan Lake Regional Water/Wastewater                  | \$ 6,899.19  |
| a. March 2022 Wastewater Services                         |              |

**Council Expense Claims Report:****March Expenses**

- |                      |            |
|----------------------|------------|
| ▪ Cyril S. Gurevitch | \$ 3119.82 |
| ▪ Jeff Ludwig        | \$ 1136.60 |
| ▪ Nav Ratten         | \$ 1100.00 |

**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.

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**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
Batch: 2022-00042 to 2022-00049

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1679 1800027120	2022-03-30	Government of Alberta 412-000-270 - Trade Accounts F	Police Funding Fiscal 2021-	17,187.00	17,187.00
1680 18543 18543 18559 18559 18559 M18539 M18539	2022-03-31	Al's Bobcat & Trucking 312-000-260 - GST Paid Refund 232-000-255 - Plowing Program 312-000-260 - GST Paid Refund 232-000-530 - Ditch & Culvert Pl 232-000-255 - Plowing Program 312-000-260 - GST Paid Refund 412-300-255 - Shared Facility M	GST Tax Code Sanding March 3 to 8th GST Tax Code Snow Removal Mar 21-24th Sanding Mar 20th GST Tax Code Hauled Concrete Blocks to I	135.75 2,715.00 160.79 2,918.75 297.00 53.50 1,070.00	  2,850.75   3,376.54  1,123.50 <u>7,350.79</u>
			Payment Total:		
1681 0716454 0716454	2022-03-31	Avanti Hydrovac Inc 312-000-260 - GST Paid Refund 232-000-530 - Ditch & Culvert Pl	GST Tax Code Hydrovac to Clean Out Culv	45.00 900.00	  945.00
1682 27632 27632 30883 30883 31061 31061	2022-03-31	Empringham Disposal Corp 312-000-260 - GST Paid Refund 412-300-255 - Shared Facility M 312-000-260 - GST Paid Refund 243-000-200 - Contracted Garba 412-300-255 - Shared Facility M 312-000-260 - GST Paid Refund	GST Tax Code Office Bin- Rec'd Mar 14 for GST Tax Code Weekly Collection Office Bin GST Tax Code	2.50 50.00 103.95 2,079.00 50.00 2.50	  52.50  2,182.95  52.50 <u>2,287.95</u>
			Payment Total:		
1683 MARCH82022	2022-03-31	Tanner Evans 412-100-210 - Shared Travel an	Mileage for 2022 Muni Lead	196.42	196.42
1684 MAR302022	2022-03-31	Pure N' Simple 412-100-130 - Shared Training	Food, Drinks, Delivery & Cle	300.00	300.00
1685 AB103984 AB103984 AB107001 AB107001 AB107010 AB107010 AB107290 AB107290	2022-03-31	Canoe Procurement Group of 412-200-510 - Shared Office Sup 312-000-260 - GST Paid Refund 312-000-260 - GST Paid Refund 412-200-510 - Shared Office Sup 312-000-260 - GST Paid Refund 412-200-510 - Shared Office Sup 312-000-260 - GST Paid Refund 412-300-250 - Shared Facility Irr	Back Order Bathroom Tissu GST Tax Code GST Tax Code Office Supplies GST Tax Code Office Supplies Back Order GST Tax Code Paper Towel Dispenser	27.96 1.40 11.68 233.51 4.70 94.04 3.00 59.98	 29.36  245.19  98.74  62.98 <u>436.27</u>
			Payment Total:		
1686 1504 1597	2022-03-31	Sylvan Lake Regional 242-000-260 - Usage Fees 242-000-260 - Usage Fees	Wastewater--July-Auditor Ei Feb 2022 Wastewater Servi	6,830.66 6,899.19	6,830.66 6,899.19 <u>13,729.85</u>
			Payment Total:		
1687 2201 2201	2022-03-31	Water FX 272-000-250 - Buoy Programs 312-000-260 - GST Paid Refund	Large Buoy GST Tax Code	1,540.00 77.00	  1,617.00
1688 1310	2022-04-19	Marc Liboiron 461-000-520 - Deposits Roads F	Completions Deposit Refun	1,000.00	1,000.00
1689 529771	2022-04-19	Brownlee LLP 312-000-260 - GST Paid Refund	GST Tax Code	19.16	

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**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
Batch: 2022-00042 to 2022-00049

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**COMPUTER CHEQUE**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
529771		212-400-230 - Legal Fees	Legal Service Fees for Dev	386.25	405.41
529901		312-000-260 - GST Paid Refund	GST Tax Code	37.30	
529901		212-400-230 - Legal Fees	Legal Service Fees for Dev	746.05	783.35
			Payment Total:		1,188.76
1690	2022-04-19	Digitex.ca			
IN816484		412-200-500 - Shared Printing C	Shared Printing	183.95	
IN816484		312-000-260 - GST Paid Refund	GST Tax Code	9.20	193.15
1691	2022-04-19	Metrix Group LLP			
EPD4547APR2C		312-400-250 - Due from Sunbre:	2nd Audit Billing For Year E	4,587.85	
EPD4547APR2C		312-200-250 - Due from Jarvis E	2nd Audit Billing For Year E	4,587.85	
EPD4547APR2C		312-100-250 - Due from Half Mo	2nd Audit Billing For Year E	4,587.85	
EPD4547APR2C		312-300-250 - Due from Birchclli	2nd Audit Billing For Year E	4,587.85	
EPD4547APR2C		212-400-231 - Audit Fees	2nd Audit Billing For Year E	4,587.86	
EPD4547APR2C		312-000-260 - GST Paid Refund	GST Tax Code	1,146.96	24,086.22
1692	2022-04-19	Parkland Regional Library			
220250		274-000-850 - Parkland Regiona	2nd Quarter Requisition	647.66	
220250		312-000-260 - GST Paid Refund	GST Tax Code	32.38	680.04
1693	2022-04-19	Ram Electric & Instrumentation			
3565604		412-300-255 - Shared Facility M	Annual Monitoring	359.40	
3565604		312-000-260 - GST Paid Refund	GST Tax Code	17.97	377.37
1694	2022-04-19	Canoe Procurement Group of			
AB107947		412-300-250 - Shared Facility Inr	Paper Towel & Folders	82.97	
AB107947		312-000-260 - GST Paid Refund	GST Tax Code	4.15	87.12
1695	2022-04-19	Sylvan Lake Regional			
1602		242-000-260 - Usage Fees	March 2022-Wastewater Se	6,899.19	6,899.19
1696	2022-04-19	Town of Sylvan Lake			
IVC115109		223-000-200 - Contract Fire Ser	Fire Dispatch Fees-2022	709.80	709.80
1697	2022-04-19	Wild Rose Assessment Service			
8593		212-400-232 - Assessment Fees	Assessment Fees-Apr.1-Jur	1,725.00	
8593		312-000-260 - GST Paid Refund	GST Tax Code	86.25	1,811.25
			Total Computer Cheque:		81,083.18

**OTHER**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3048	2022-04-13	Worker's Compensation Board			
25416953		412-100-211 - Shared WCB	March 2022 Shared WCB	817.98	817.98
3050	2022-03-31	ATB Mastercard			
003897		412-200-510 - Shared Office Su	CND Tire-Fire Safe & Paper	111.98	
003897		312-000-260 - GST Paid Refund	GST Tax Code	5.60	117.58
008034		412-200-510 - Shared Office Su	Shopper's Drug Mart-Bathrc	14.98	
008034		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.73
009893		412-100-210 - Shared Travel an	Meals for Tanner at Confere	106.37	
009893		312-000-260 - GST Paid Refund	GST Tax Code	1.96	108.33
02327		312-000-260 - GST Paid Refund	GST Tax Code	26.25	
02327		412-100-130 - Shared Training	LGAA 2022 Conference - Ta	525.00	551.25
031624		312-000-260 - GST Paid Refund	GST Tax Code	1.30	
031624		312-200-250 - Due from Jarvis E	Canada Post-Dev Register	25.88	27.18



**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
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**OTHER**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
031910		312-000-260 - GST Paid Refund	GST Tax Code	1.62	
031910		312-300-250 - Due from Birchcliff	Canada Post-Dev. Register	32.46	34.08
171		312-400-250 - Due from Sunbre	Canada Post-Dev Enforcem	10.82	
171		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
17502		312-000-260 - GST Paid Refund	GST Tax Code	4.99	
17502		412-100-130 - Shared Training	GFOA Membership- Tina ar	99.80	104.79
199		312-200-250 - Due from Jarvis E	Canada Post-Dev Enforcem	21.64	
199		312-000-260 - GST Paid Refund	GST Tax Code	1.08	22.72
24838		412-100-266 - Shared PW Fleet	Squeaky Kleen-Truck Wash	12.50	12.50
4020		312-000-260 - GST Paid Refund	GST Tax Code	1.25	
4020		412-300-510 - Shared Other Cor	Sobey's- Fruit Tray	24.99	26.24
43837524		312-200-250 - Due from Jarvis E	Alberta Land Title - JB	60.00	60.00
44		312-400-250 - Due from Sunbre	Tim Hortons for SBC Meetir	7.59	7.59
44014925		261-000-110 - Development Ser	Alberta Land Titles	10.00	10.00
58932593		412-200-500 - Shared Printing C	Indeed Ad for Summer Stud	25.35	25.35
8501		312-000-260 - GST Paid Refund	GST Tax Code	0.54	
8501		261-000-200 - Planning	Shoppers-Canada Post-Dev	10.82	11.36
COFFEE032022		212-400-220 - Election Expense	Tim Hortons-Coffee With Co	66.91	66.91
HOTEL032022		412-100-210 - Shared Travel an	Hotel Parking for Tanner-Cc	70.00	70.00
INV137902460		412-300-240 - Shared Computer	Tanner's Zoom	21.00	21.00
INV140568301		412-300-240 - Shared Computer	Teri's Zoom	19.42	
INV140568301		312-000-260 - GST Paid Refund	GST Tax Code	0.97	20.39
MAR272022		412-300-240 - Shared Computer	Intuit/Quickbooks T-Sheets	94.50	94.50
PARK2022		412-100-210 - Shared Travel an	Conference Parking for Tan	25.00	25.00
			Payment Total:		1,443.86
3053	2022-03-31	Alberta Municipal Services Cor			
PP6-2022		412-000-265 - Pension Plan Pay	Pension Contribution	1,348.74	1,348.74
3057	2022-03-31	Bell Mobility			
MAR212022-05'		212-400-217 - Data Plan	Mayor's Data	10.00	
MAR212022-05'		212-400-217 - Data Plan	Councilor's Data	20.00	
MAR212022-05'		212-400-217 - Data Plan	Deputy Mayor's Data	10.00	
MAR212022-05'		312-000-260 - GST Paid Refund	GST Tax Code	2.00	42.00
3058	2022-03-31	Direct Energy			
FEB252022-754		412-300-540 - Shared Utilities	Shared Utilities-Rec'd Mar 2	185.69	
FEB252022-754		312-000-260 - GST Paid Refund	GST Tax Code	9.29	194.98
3059	2022-03-31	Receiver General/OTH			
PP6-2022		412-000-263 - Income Tax Sour	Tax	2,640.17	
PP6-2022		412-000-263 - Income Tax Sour	CPP	1,816.60	
PP6-2022		412-000-263 - Income Tax Sour	EI	639.98	5,096.75
3060	2022-03-31	Receiver General/OTH			
CP3-2022		312-000-262 - CRA Remunerati	Tax	175.34	
CP3-2022		312-000-262 - CRA Remunerati	CPP	184.32	359.66
3061	2022-03-31	Direct Energy			
MAR292022-754		412-300-540 - Shared Utilities	Shared Utilities	198.19	
MAR292022-754		312-000-260 - GST Paid Refund	GST Tax Code	9.92	208.11
3062	2022-03-31	Direct Energy			
MAR292022-979		412-300-540 - Shared Utilities	Shared Utilities	810.68	
MAR292022-979		312-000-260 - GST Paid Refund	GST Tax Code	40.54	851.22
3063	2022-03-31	Epcor			

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**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
MAR282022-866		232-000-545 - Utilities	Utilities	71.00	
MAR282022-866		312-000-260 - GST Paid Refund	GST Tax Code	3.55	74.55
3067	2022-04-13	Bell Mobility			
MAR132022-366		212-400-217 - Data Plan	Public Works Phone	58.95	
MAR132022-366		312-000-260 - GST Paid Refund	GST Tax Code	5.15	
MAR132022-366		212-400-217 - Data Plan	Reception Cell	43.95	108.05
3068	2022-04-19	Alberta Municipal Services Cor			
PP7-2022		412-000-265 - Pension Plan Pay	Pension Contribution	1,348.74	1,348.74
3069	2022-04-19	AMSC Insurance Services Ltd			
1982-2022-04		412-000-266 - Benefits	Municipal Benefits	3,330.93	3,330.93
3070	2022-04-19	Epcor			
APR12022-9084		412-300-540 - Shared Utilities	Utilities-Both Buildings	686.59	
APR12022-9084		312-000-260 - GST Paid Refund	GST Tax Code	34.33	720.92
3071	2022-04-19	Meridian			
APR2022		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
APR2022		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3072	2022-04-19	Receiver General/OTH			
PP7-2022		412-000-263 - Income Tax Sour	Tax	2,640.17	
PP7-2022		412-000-261 - CPP Source Dedi	CPP	1,816.60	
PP7-2022		412-000-262 - EI Source Deduct	EI	639.98	5,096.75
3073	2022-04-19	Town of Sylvan Lake			
MAR312022-006		412-300-540 - Shared Utilities	2 Erickson Drive-Water/Sew	77.94	77.94
3074	2022-04-19	Town of Sylvan Lake			
MAR312022-106		412-300-540 - Shared Utilities	Water for 8 14 Thevenaz	70.74	70.74
3075	2022-04-19	UFA Co-Operative Ltd			
113845470		412-100-266 - Shared PW Fleet	PW Fleet	318.46	
113845470		312-000-260 - GST Paid Refund	GST Tax Code	15.92	334.38
3076	2022-04-19	Victor Insurance Managers Inc.			
MAYBENEFITS		412-100-140 - Shared Benefits	New Benefits-May-Binder P	2,700.84	2,700.84
3077	2022-04-19	Waste Management of Canada			
1138214-0613-0		312-000-260 - GST Paid Refund	GST Tax Code	111.30	
1138214-0613-0		243-000-270 - Recycling Progra	Recycling	2,225.66	2,336.96
Total Other:					26,993.55
Total MAIN:					108,076.73

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**Summer Village of Norglenwold**  
**List of Accounts for Approval**  
Batch: 2022-00042 to 2022-00049

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Certified Correct This April 19, 2022

---

Mayor

---

Administrator



# Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, Q.C.

POSITION: MAYOR

MONTH ENDING: March-2022

**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
3/8/22	Other (Conference, etc.)Municipal Leaders Caucus	2 .0hours	Mayor	\$ 175.00
3/9/22	Other (Conference, etc.)Municipal Leaders Causus	10.5hours	Mayor +4 (4hour)	\$ 350.00
3/10/22	Other (Conference, etc.)Municipal Mayors Conference	6.5 hours	Mayor +4 (3hour)	\$ 306.25
3/16/22	Other (Conference, etc.)Mayors and Reeves Meeting	3.0 hours	Mayor	\$ 175.00
3/18/22	Other (Conference, etc.)Committee of the Whole Strategic Planning	2.0 hours	Mayor	\$ 175.00
3/19/22	Other (Conference, etc.)Coffee with Council	2.0 hours	Mayor	\$ 175.00
3/22/22	Other (Conference, etc.)ASVA Boat Mooring Town Hall	1.5 hours	Mayor	\$ 175.00
3/25/22	Regular Council	3.0 hours	Mayor	\$ 175.00
3/24/22	Meeting Prep	4.0 hours	Mayor Prep	\$ 250.00
3/30/22	Other (Conference, etc.)Emergency Management Meeting	4.0 hours	Mayor	\$ 175.00
If event is other please type it in.				\$ 2,131.25

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/8/22	Other (Conference, etc.)Municipal Leaders Caucus	200.00	\$0.61	\$ 122.00
3/9/22	Other (Conference, etc.)Municipal Leaders Causus		\$0.61	\$ 0.00
3/10/22	Other (Conference, etc.)Municipal Mayors Conference	200.00	\$0.61	\$ 122.00
3/16/22	Other (Conference, etc.)Mayors and Reeves Meeting	70.00	\$0.61	\$ 42.70
3/18/22	Other (Conference, etc.)Committee of the Whole Strategic Planning	12.00	\$0.61	\$ 7.32
3/19/22	Other (Conference, etc.)Coffee with Council		\$0.61	\$ 0.00
3/22/22	Other (Conference, etc.)ASVA Boat Mooring Town Hall		\$0.61	\$ 0.00
3/25/22	Regular Council	12.00	\$0.61	\$ 7.32
3/24/22	Meeting Prep		\$0.61	\$ 0.00
3/30/22	Other (Conference, etc.)Emergency Management Meeting	12.00	\$0.61	\$ 7.32
				\$ 301.34

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/10/22	Westin Hotel Edmonton-2 receipts	552.66		\$ 552.66
3/8/22	Underground Tap and Grill	71.24		\$ 71.24
3/9/22	Ruth's Chris Steak	56.01		\$ 56.01
				\$ 679.91

MAYOR: \_\_\_\_\_

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

TOTAL PAYABLE: \$ 3,119.82

The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN®

  
HOTELS & RESORTS

Cyril Gurevitch  
137 GRAND AVE  
NORGLLENWOLD, AB, T4S 1S5  
Canada  
AU3161 - AUMA Municipal Leaders Caucus

Page Number : 1 Invoice Nbr : 1000212606  
Guest Number : 1405526  
Folio ID : A  
Arrive Date : 08-MAR-22 14:10  
Depart Date : 10-MAR-22 07:38  
No. Of Guest : 1  
Room Number : 1001  
Marriott Bonvoy Number : 3204

Copy Tax Invoice

# COPY

Tax ID : 815461330RT0001

The Westin Edm YEGWI MAR-10-2022 07:40 PGMAY724

Date	Reference	Description	Charges (CAD)	Credits (CAD)
08-MAR-22	RT1001	Room Chrg - Grp - Association	199.00	
08-MAR-22	RT1001	GST	10.25	
08-MAR-22	RT1001	DMF	5.97	
08-MAR-22	RT1001	Tour Levy	8.20	
08-MAR-22	RT1001	Parking Self	34.00	
08-MAR-22	RT1001	GST	1.70	
09-MAR-22	RT1001	Room Chrg - Grp - Association	199.00	
09-MAR-22	RT1001	GST	10.25	
09-MAR-22	RT1001	DMF	5.97	
09-MAR-22	RT1001	Tour Levy	8.20	
09-MAR-22	RT1001	Parking Self	34.00	
09-MAR-22	RT1001	GST	1.70	
10-MAR-22	VI	Visa-6330		-518.24

Approve EMV Receipt for VI - 6330: PIN Verified  
TC:71165EB82609D73D IAD:06010A03642002 TVR:0080008000  
AID:A0000000031010 Application Label:VISA CREDIT

\*\* Total 518.24 -518.24  
\*\*\* Balance 0.00

+ 34.42  
552.66

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Continued on the next page

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Cyril Gurevitch  
 137 GRAND AVE  
 NORGLLENWOLD, AB, T4S 1S5  
 Canada  
 AU3161 - AUMA Municipal Leaders Caucus

Page Number : 2 Invoice Nbr : 1000212606  
 Guest Number : 1405526  
 Folio ID : A  
 Arrive Date : 08-MAR-22 14:10  
 Depart Date : 10-MAR-22 07:38  
 No. Of Guest : 1  
 Room Number : 1001  
 Marriott Bonvoy Number : 3204

## EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
03-08-2022	199.00	10.25	8.20	0.00	0.00	41.67	259.12	0.00
03-09-2022	199.00	10.25	8.20	0.00	0.00	41.67	259.12	0.00
03-10-2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-518.24
	-----	-----	-----	-----	-----	-----	-----	-----
Total	398.00	20.50	16.40	0.00	0.00	83.34	518.24	-518.24

Bring the Westin experience home. Shop [WestinStore.com](http://WestinStore.com).



*Maya's*  
Cremes  
**UNDERGROUND TAP N  
GRIL**

10004 JASPER AVENUE  
EDMONTON, AB T5J 1R3  
7804251880

<https://undergroundtapandgrill.com>

Cashier: Mckenna5693

Transaction 104133

Total CA\$61.95  
Tip CA\$9.29

CREDIT CARD SALE CA\$71.24  
VISA 6330

08-Mar-2022 8:13:01p.m.

CA\$71.24 | Method:

CONTACTLESS

VISA XXXXXXXXXXXX6330

Reference ID: 206800538147

Auth ID: 090383

MID: \*\*\*\*\*1893

AID: A0000000031010

AthNtwkNm: VISA

NO CARDHOLDER VERIFICATION

Online: <https://clover.com/p/0MR7J4FHPVWN8>

\*\*\* REPRINT \*\*\*

RUTH'S CREAMERY 1000  
10004 JASPER AVENUE  
EDMONTON, AB T5J 1R3

Merchant ID: 0000000000001711  
Loc: 0000000000000000  
Card: 0000000000000000  
Exp: 0000000000000000

**Purchase**

VISA CREDIT

XXXXXXXXXXXX6330

AID: A0000000031010

Entry Method: Chip

Batch#: 001352

03/09/22

20:57:24

Ref#: 000062800379

Inv #: 011915 Appr Code: 047982

Amount: \$ 47.47

Tip: \$ 8.51

Total: \$ 56.01

Customer Copy

WESTIN EDMONTON BANQUETS  
10135 100TH STREET  
EDMONTON, AB T5J 0N7  
780 426-3636

**SALE**

Server # 090014

REF#: 00000023

Batch #: 253

03/09/22

21:59:39

APPR CODE 081862

Trace: 23

VISA

XXXXXXXXXXXX6330

Chip  
\*\*/\*\*

AMOUNT \$29.93  
TIP \$4.49  
TOTAL \$34.42

APPROVED

VISA CREDIT  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSE: F8 00

THANK YOU / MERCI

CUSTOMER COPY

# Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Deputy Mayor

MONTH ENDING: March-2022

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
2/28/22	Joint Services Committee	5 hrs	Deputy Mayor	\$ 150.00
3/16/22	JSC PRB MEETING	3.5 HRS	Deputy Mayor	\$ 150.00
3/18/22	Strategic planning	2 hrs	Deputy Mayor	\$ 150.00
3/19/22	COFFEE with Council	2 hrs	Deputy Mayor	\$ 150.00
3/23/22	ASVA Mooring Town Hall	2 hrs	Deputy Mayor	\$ 150.00
3/25/22	Regular Council	2 hrs	Deputy Mayor	\$ 150.00
3/31/22	Meeting Prep		Councillor Prep	\$ 200.00
3/31/22	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 1,100.00

If event is other please type it in.

## Travel

COPY

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
2/28/22	Joint Services Committee	12.00	\$0.61	\$ 7.32
3/16/22	JSC PRB MEETING	12.00	\$0.61	\$ 7.32
3/18/22	Strategic planning	12.00	\$0.61	\$ 7.32
3/19/22	COFFEE with Council	12.00	\$0.61	\$ 7.32
3/23/22	ASVA Mooring Town Hall		\$0.61	\$ 0.00
3/25/22	Regular Council	12.00	\$0.61	\$ 7.32
3/31/22	Meeting Prep		\$0.61	\$ 0.00
3/31/22	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 29.28 36.60

## Other Expenses

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

MAYOR: \_\_\_\_\_

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

TOTAL PAYABLE: \$ 1,136.60





# Council Expense Claim Form

NAME: Nav RattanPOSITION: CouncillorMONTH ENDING: March-2022

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
3/1/22	Meeting Prep		Councillor Prep	\$ 200.00
3/2/22	Other (Conference, etc.)	EEOP	Councillor	\$ 150.00
3/9/22	Other (Conference, etc.)	EEOP	Councillor	\$ 150.00
3/18/22	Other (Conference, etc.)	Systrategic Planning	Councillor	\$ 150.00
3/19/22	Other (Conference, etc.)	Coffee with council	Councillor	\$ 150.00
3/23/22	Other (Conference, etc.)	mooring and docks	Councillor	\$ 150.00
3/25/22	Regular Council	council	Councillor	\$ 150.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00

If event is other please type it in.

\$ 1,050.00 / 1100.00

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/1/22	Meeting Prep		\$0.61	\$ 0.00
3/2/22	Other (Conference, etc.)		\$0.61	\$ 0.00
3/9/22	Other (Conference, etc.)		\$0.61	\$ 0.00
3/18/22	Other (Conference, etc.)		\$0.61	\$ 0.00
3/19/22	Other (Conference, etc.)		\$0.61	\$ 0.00
3/23/22	Other (Conference, etc.)		\$0.61	\$ 0.00
3/25/22	Regular Council		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/1/22	top up prep			\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: \_\_\_\_\_

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

TOTAL PAYABLE: \$ 1,050.00 / 1100.00

## Summer Village of Norglenwold

### Finance

### Information Item

### Agenda Item: *Quarterly Financial Report*

#### Background:

Administration would like to provide the following 1st Quarter Financial information to Council.

#### Options for Consideration:

- The Operating Budget Report to March 31, 2022
- ASFF Report to March 31, 2022
- Capital Projects Report to March 31, 2022

#### Balances at March 31, 2022

- ATB Bank Account \$1,589,743.75

#### Reserves and Deferred Accounts

• Accumulated Surplus	123,674.68
• Completions Deposits	67,495.45
• Deferred Revenue (Grants)	59,500.55
• JSC IT Reserve	0.00
• Fleet Replacement Reserve	2,130.60
• Reserves Roads	286,045.00
• Reserves Environment	919,936.45
• Reserves General Operating	157,628.90
• Reserves Legal	19,244.00
• Reserves Recreation	434,686.40

#### Administrative Recommendations:

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

#### Authorities:

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

Report Date  
2022-04-19 2:21 PM

**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending March 31, 2022

Page 1

	Budget	YTD	\$ Rem
<b>Revenue</b>			
101-000-110 - Taxation	465,337.01		(465,337.01)
101-000-510 - Taxes Penalties & Cos	20,000.00	12,265.71	(7,734.29)
112-000-410 - Sale of Services & Su	242.61	250.00	7.39
112-000-540 - Interest Charges	233.02	1.65	(231.37)
112-000-550 - Return on Investments	10,000.00	2,765.06	(7,234.94)
112-000-570 - Other Revenue	2,466.09	12,638.56	10,172.47
112-000-740 - MSI Operational	11,419.00		(11,419.00)
112-000-840 - Franchise Fees	9,100.00	3,001.48	(6,098.52)
121-000-530 - Fines Provincial Coll	1,732.59		(1,732.59)
142-000-510 - Wastewater Usage Char	91,800.00		(91,800.00)
142-000-511 - Wastewater Offset	626.00		(626.00)
161-000-410 - Certificates Complian	269.44		(269.44)
161-000-510 - Inspection Fees	1,177.71		(1,177.71)
161-000-520 - Development Permits/A	3,233.32		(3,233.32)
161-000-590 - Encroachment Fees	105.99	210.00	104.01
<b>Total Revenue:</b>	<b>617,742.78</b>	<b>31,132.46</b>	<b>(586,610.32)</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-150 - Remuneration Mayor	15,026.64	3,987.50	11,039.14
211-101-210 - T&S Mayor	2,000.00	1,116.86	883.14
211-102-150 - Remuneration Deputy Mayor	11,269.98	2,550.00	8,719.98
211-102-210 - T&S Deputy Mayor	1,500.00	128.12	1,371.88
211-103-150 - Remuneration Councillor	11,269.98	2,700.00	8,569.98
211-103-210 - T&S Councillor	1,500.00		1,500.00
211-201-212 - R & C ASVA	916.11		916.11
211-202-212 - R&C AUMA	1,077.77		1,077.77
211-301-220 - AUMA	1,131.66		1,131.66
211-302-220 - ASVA	970.00	975.00	(5.00)
211-303-220 - FCM	163.78		163.78
211-304-220 - Mayors and Reeves	104.00		104.00
<b>Total Council and Legislation:</b>	<b>46,929.92</b>	<b>11,457.48</b>	<b>35,472.44</b>
<b>Administration</b>			
212-100-110 - Salaries	124,322.03	29,207.37	95,114.66
212-100-130 - Training	2,249.16	501.09	1,748.07
212-100-140 - Benefits	4,192.31	1,222.69	2,969.62
212-100-210 - Travel & Subsistence	2,699.39	216.16	2,483.23
212-100-211 - WCB	2,085.35		2,085.35
212-100-266 - PW Fleet	1,968.02	21.78	1,946.24
212-200-215 - Postage/Freight/Couri	2,259.10	(100.99)	2,360.09
212-200-500 - Printing Costs	1,497.84	251.20	1,246.64
212-200-510 - Office Supplies	3,654.89	708.54	2,946.35
212-300-217 - Phone/Fax/Internet	1,405.73	178.53	1,227.20
212-300-240 - Computer Software/Mtn	2,947.53	3,109.71	(162.18)
212-300-242 - IT Equipment	562.29	542.54	19.75
212-300-250 - Facility Improvements	1,686.87	291.25	1,395.62
212-300-255 - Facility Maintenance	5,977.72	547.45	5,430.27
212-300-263 - Condominium Costs	1,303.11		1,303.11
212-300-265 - Equipment Maintenance	140.57		140.57
212-300-270 - Equipment Rental	843.44	181.11	662.33



Report Date  
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**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending March 31, 2022

Page 2

	Budget	YTD	\$ Rem
212-300-510 - Other Contingency	140.57	7.03	133.54
212-300-530 - Building Insurance	719.38	696.67	22.71
212-300-540 - Utilities	3,654.89	1,820.37	1,834.52
212-400-216 - Coffee with Council	1,616.66		1,616.66
212-400-217 - Data Plan	1,000.00	303.80	696.20
212-400-220 - Election Expenses/Mee	1,000.00	506.91	493.09
212-400-221 - Bank Fees	1,000.00	227.42	772.58
212-400-222 - Advertising	500.00		500.00
212-400-230 - Legal Fees	5,200.00	376.72	3,690.98
212-400-231 - Audit Fees	6,100.00		1,512.14
212-400-232 - Assessment Fees	7,300.00	1,925.00	3,650.00
212-400-275 - Municipal Insurance	4,567.50	5,509.72	(942.22)
212-400-910 - Tax Changes	528.52		528.52
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-400-940 - Reserve Replacement	12,672.50		12,672.50
212-402-220 - Donations to Other Organizations	1,040.00		1,040.00
<b>Total Administration:</b>	<b>207,835.37</b>	<b>48,252.07</b>	<b>152,138.14</b>
<b>Protective Services</b>			
223-000-200 - Contract Fire Service	19,669.48		18,959.68
224-000-200 - Emergency Management	1,616.66	2,500.00	(883.34)
224-000-201 - Safety Equipment	538.89		538.89
225-000-200 - Policing Costs	22,937.00		22,937.00
226-000-200 - Enforcement	15,000.00		15,000.00
<b>Total Protective Services:</b>	<b>59,762.03</b>	<b>2,500.00</b>	<b>56,552.23</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	20,000.00		20,000.00
232-000-240 - Hazardous Trees	10,000.00		10,000.00
232-000-250 - Road Maintenance Program	27,040.00		27,040.00
232-000-255 - Plowing Program	24,232.00	12,810.50	11,421.50
232-000-265 - Sign Program	2,444.00		2,444.00
232-000-530 - Ditch & Culvert Progr	5,200.00	3,818.75	1,381.25
232-000-545 - Utilities	868.40	222.44	645.96
242-000-250 - SLR WasteWater Commis	7,285.00		7,285.00
242-000-255 - Maintenance Program	19,399.91	866.57	18,533.34
242-000-260 - Usage Fees	84,427.00	27,459.70	50,068.11
243-000-200 - Contracted Garbage	38,343.00	8,558.00	29,785.00
243-000-270 - Recycling Program	19,399.91	4,289.18	12,885.07
<b>Total Public Works:</b>	<b>258,639.22</b>	<b>58,025.14</b>	<b>191,489.23</b>
<b>Planning and Development</b>			
261-000-110 - Development Service	1,248.00	20.00	1,228.00
261-000-115 - IDP (RDC & TSL)	1,000.00		1,000.00
261-000-200 - Planning	5,388.86	10.82	5,378.04
261-000-215 - Subdivision Appeal Bo	1,800.00		1,800.00
261-000-220 - Municipal Planning Co	1,077.77		1,077.77
<b>Total Planning and Development:</b>	<b>10,514.63</b>	<b>30.82</b>	<b>10,483.81</b>
<b>Recreation</b>			
272-000-220 - FCSS Grant	4,210.80		4,210.80

Report Date  
2022-04-19 2:21 PM

**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending March 31, 2022

Page 3

	Budget	YTD	\$ Rem
272-000-250 - Buoy Programs	5,500.00	1,540.00	3,960.00
274-000-850 - Parkland Regional Lib	2,334.15	647.66	1,038.83
274-000-510 - Operational Recreation Grants - ICF	20,400.00		20,400.00
<b>Total Recreation:</b>	<b>32,444.95</b>	<b>2,187.66</b>	<b>29,609.63</b>
<b>Environment</b>			
243-102-150 - Red Deer River Waters	538.89		538.89
273-000-761 - Team Up to Clean Up	1,077.77		1,077.77
<b>Total Environment:</b>	<b>1,616.66</b>	<b>0.00</b>	<b>1,616.66</b>
<b>Total Expenditures:</b>	<b>617,742.78</b>	<b>122,453.17</b>	<b>477,362.14</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(91,320.71)</b>	<b>(109,248.18)</b>

Report Date  
2022-04-19 12:50 PM

**Summer Village of Norglenwold**  
**ASFF Budget Report**  
For the Period Ending March 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF-Residential	543,582.21		(543,582.21)
101-001-130 - ASFF-Non-Residential	2,047.38		(2,047.38)
101-103-130 - DI Designated Industrial	40.55		(40.55)
<b>Total Revenue:</b>	<b>545,670.14</b>	<b>0.00</b>	<b>(545,670.14)</b>
<b>Expenditures</b>			
201-100-130 - ASFF Residential	543,582.21	128,998.86	414,583.35
201-101-130 - ASFF- Non Residential	2,047.38		2,047.38
201-103-130 - DI Designated Industrial	40.55		40.55
<b>Total Expenditures:</b>	<b>545,670.14</b>	<b>128,998.86</b>	<b>416,671.28</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(128,998.86)</b>	<b>(128,998.86)</b>

Report Date  
2022-04-19 12:50 PM

**Summer Village of Norglenwold**  
**Capital Projects Budget**  
For the Period Ending March 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-200-840 - Project-Grants-Speed Signage	10,000.00		(10,000.00)
197-201-840 - Project - Annexation	15,000.00		(15,000.00)
197-202-840 - Project - Open Space Master Plan	30,000.00		(30,000.00)
<b>Total Revenue:</b>	<b>55,000.00</b>	<b>0.00</b>	<b>(55,000.00)</b>
<b>Expenditures</b>			
297-200-840 - Project-CCBF-Speed Signage	10,000.00	8,279.00	1,721.00
297-201-840 - Project Reserve-Annexation	15,000.00		15,000.00
297-202-840 - Project Reserve-Open Space Master Plan	30,000.00		30,000.00
<b>Total Expenditures:</b>	<b>55,000.00</b>	<b>8,279.00</b>	<b>46,721.00</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(8,279.00)</b>	<b>(8,279.00)</b>

## **Summer Village of Norglenwold**

**April 29, 2022**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Report***

#### **Background:**

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

- Street sweeping to be completed late April.
- Several culverts in the village required clearing with a steam truck this spring.
- Crack sealing is scheduled for mid-May.
- New buoy installation contract has been signed and buoys with swim line at the boat launches will be installed prior to May 20.
- Public Works has been drafting task lists and contact lists to pass on to the new Public Works Coordinator. This includes all items listed in the Norglenwold Council meetings task list.

#### **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

April 29, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (32 in Birchcliff, 3 in Half Moon Bay, 12 in Jarvis Bay, 23 in Norglenwold, and 25 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. 87 Grand Avenue                 | Retaining Walls                       |
| 4. 141 Grand Avenue                | Demolition and Dwelling               |
| 5. 167 Grand Avenue                | Detached Garage                       |
| 6. 345 Honeymoon Drive             | Dwelling                              |
| 7. 345 Honeymoon Drive             | Detached Garage                       |
| 8. 313 Honeymoon Drive             | Dwelling Add. & Garage w Guest House  |
| 9. 117 Grand Avenue                | Boathouse Renovations                 |
| 10. 215 Grand Avenue               | Landscaping/Mechanized Excavation     |
| 11. 253 Honeymoon Drive            | Dwelling                              |
| 12. 133 Grand Avenue               | Home Occupation                       |
| 13. 141 Grand Avenue               | Mech Excavation/Concrete Pad          |
| 14. 253 Honeymoon Drive            | Lakeside Stairs                       |
| 15. 47 Grand Avenue                | Dwelling Addition                     |
| 16. 257 Honeymoon Drive            | Dwelling                              |
| 17. 333 Honeymoon Drive            | Demolition                            |
| 18. 333 Honeymoon Drive            | Dwelling & Garage w Guest House       |
| 19. 369 Last Chance Way            | Dwelling                              |
| 20. 355 Last Chance Way            | Garage with Guest House               |
| 21. 23 Grand Avenue                | Detached Garage                       |
| 22. 205 Grand Avenue               | Dwelling & Escarpment Work            |
| 23. 359 Last Chance Way            | Enclosed Deck                         |
|                                    |                                       |
| Closed since last Council meeting: |                                       |
| 1. 85 Grand Avenue                 | Retaining Walls                       |

**Permit Summary:**Year to date 2022:

January – 0 development permits. Estimated project cost N/A.

February – 0 development permits. Estimated project cost N/A.

March – 1 development permit. Estimated project cost \$4,500.00

2021:

January – 0 development permits. Estimated project cost N/A.

February – 2 development permits. Estimated project cost \$54,000.00

March – 3 development permits. Estimated project cost \$1,910,000.00

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #208/13.

## **Summer Village of Norglenwold**

**April 29, 2022**

### **Council & Legislation**

#### **Information Item**

#### **Agenda Item: *ASVA Forest Health Management Project***

##### **Background:**

Administration has received information from the Association of Summer Villages of Alberta (ASVA) that they were successful in receiving grant funding from the Alberta Real Estate Fund to complete a Forest Health Management Pilot Project.

A full-scale Forest Management Plan would address all aspects of forest management, including inventory, reforestation, pests, trail systems, and public consultation. An effective management plan will improve forest health, protect against wildfires, establish new tree plantings, enhance tree growth and quality, control invasive species, and provide the benefits of trees to the environment and lake health. This ASVA work is a primer to be used to help municipalities understand if they have an issue or not and if they need to do a deeper dive into their forest management.

There is no cost to the Summer Village and Administration has already signed your community up to participate. A consultant has been hired by the ASVA and he will perform the forest field assessments. Administration will provide a map of the EOS areas and the consultant will walk through these areas and provide recommendations.

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

1. Council to accept as information.

##### **Administrative Recommendations:**

Council to accept as information.



**Re: ASVA Forest Health Management Project**

To the attention of Summer Villages CAO's and Mayors,

ASVA is reaching out to you with a timely reminder that in summer 2021 the association was successful in receiving award of grant funds from the Alberta Real Estate Fund (AREF) to complete the proposed Forest Health Management Pilot Project. There is urgency in the timelines being met for completing the engagement / field portion of this project noting that the AREF grant funds are set to expire June 16, 2022.

The project will have no financial impact to Summer Villages. All that is required in helping us to coordinate on behalf of your summer villages is to respond in request of participating so we can secure your spot. The Forest Management Expert, Toso Bozic P. Ag. will require a Boundary Map to be supplied by your Summer Village and he is prepared to perform the forest field assessments independently or with accompaniment of a designated staff member or emergency planning person if designated by you. *ASVA can coordinate the logistics on your behalf all that is required is for you to provide a name & contact if you would like to designate a "buddy"*; noting that the additional benefit received will be invaluable knowledge sharing and discovery based on recognizing the health of the forest surrounding your summer village. Regardless of which method is preferred, as part of the project deliverables a roll-up report will be provided to each of the (10) participant summer villages cataloguing forest health information specific to your summer village.

As noted in details below our consultant has provided dates of his availability to perform the 10 field assessments (noting each assessment requires 1-3 hours to complete):

April 19 – 22

May 2 - 6

May 10 - 13

\*Please forward your reply prior to April 14, 2022 to register your Summer Village. In your response please advise if you will be providing a Boundary Map to have the consultant perform the assessment independently or if you will be providing the name & contact of a designated "buddy" for us to coordinate accompaniment.

To the attention of:

ASVA

Sherry Poole, Executive Director

Via email: [summervillages@gmail.ca](mailto:summervillages@gmail.ca)



#### Project Information:

Trees are a crucial element and fabric of every summer village and greatly contribute to environmental, social, and economic values of these communities. The summer villages are built around lakes, where natural native forest settings are a dominant forest cover. Most of trees in summer villages are dominated by native aspen/poplar and mixed wood of white spruce, pine, or larch forest with these two species. On private properties there are several non-native species such as variety of cherries, shrubs and few tree species like elm, linden, and others. The majority of forests in summer villages are mature or entering a maturity stage which can create some problems **such as an increase in potential of fire, insect and disease outbreaks or the introduction of non-native trees and shrubs in their natural areas.**

ASVA's purpose is to provide direct education and professional support to Summer Village's about value and management of trees/forest land in a community setting. ASVA obtained a grant from Alberta Real Estate Foundation to provide following professional tree/forestry advice and assistance to Summer Village representatives (a total of 10 Summer Villages).

- This advice will entail topics or areas of interest such as:
  - Natural forest management principles,
  - Forest health,
  - Increase awareness of potential fire hazard in your community,
  - Criteria for choosing tree selection and planting.

Trees/forest in your summer village provide many tangible benefits to community populations including:

- reducing summer heat (cooling effects)
- protecting from cold winter winds (heating effects),
- enhancing cultural and spiritual experience,
- increasing property values by up to 20 %,
- improving well-being through stress reduction and increased comfort,
- helping storm water management,
- providing a place to play and relax,
- reducing noise and dust effects
- providing a home to many wildlife species

**Summer Village of Norglenwold****Council & Legislative****April 29, 2022****Information Item****Agenda Item: *SBC Boat Launch*****Background:**

Administration received the attached email addressing an article that was posted in the Sylvan Lake News regarding the implementation of fees by Lacombe County to people using the boat launch and parking facilities.

The resident is requesting Council discuss implications this action may have on surrounding areas where people launch their boat, particularly Range Road 20, and prevention strategies to keep people from flocking to this area.

**Options for Consideration:**

- 1) Council discuss and accept as information.

**Administrative Recommendations:**

- 1) That Council discuss and accept as information.

**Authorities:**

n/a

**Teri Musseau**

---

**From:** Bernadette Geddes [REDACTED]  
**Sent:** Friday, April 1, 2022 11:11 AM  
**To:** Teri Musseau; Cyril Gurevitch; Jeff Ludwig; Nav Rattan  
**Subject:** Discuss the implications of this new development at Sunbreaker Cove  
**Attachments:** 3D245633-3E0D-480E-B640-C761C64438EC.heic

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Administration and Council Members,

I recently read an article in the Sylvan Lake Newspaper about Sunbreaker boat launch and parking fees being installed. I've attached a photo of the article .

Can you please put this topic on the agenda for the next meeting to discuss the implications it will have on the other areas around the lake where people launch their boats.

I am particularly concerned with Range Road 20. What can we do to prevent people from flocking to this area?

Thanks for your attention.

Bernadette Geddes



# Eckville News

## Eckville's first hospital to serve as museum, preserve local heritage

By Reeti Meenakshi Rohilla  
SYLVAN LAKE NEWS

The century-old building that housed Eckville's first hospital has been donated to the Eckville and District Historical Society for the purpose of developing it into a museum.

The donation of the house is conditional upon the society developing a museum or a heritage centre on the site.

"It would be somewhere to display our history and preserve it for future generations," said treasurer and EDHS

spokesperson Helen Posti. "The longer you live in a community, the more important its history becomes," she added.

The project has also seen interest from former Eckville residents, said Posti.

The historical society applied to town council March 14 to have the house and property designated as a Municipal Historic Resource. The application was denied as council requested administration to prepare a report outlining the processes involved to designate a Municipal Historic Resource.

Once the municipal historic designa-

tion is obtained, the society will look at applying for a Provincial Historic designation. The society is of the view this rural hospital played a significant role in the provision of medical services for rural Albertans.

In the meantime, the society has taken charge of the property and will soon commence fund raising activities. All contributions will be held in trust pending the official launch of the museum.

To join the society or make a donation, contact Posti at 403-746-3245.

The building, built by Dr. P.L. Backus

in 1921, was the home of Roy and Marg Saari from 1949 to 1999. With the current property owners hoping to develop the building into a museum, the matter was taken to council for approval.

Originally offering a shared space of residence and medical office, the building was purchased by the Medicine Valley Community Hospital Association in 1937 for use as a dedicated hospital.

Posti hopes for the building to also offer space for a tourist information booth in Eckville.



Eckville and District Historical Society has applied to the Town of Eckville to have the town's first hospital building designated as a Municipal Historic Resource. (Submitted photo)

**Diamond Valley**  
Gas Co-op Ltd.

## ANNUAL GENERAL MEETING

April 5, 2022 @ 7:00 pm,  
Central Hall

Refreshments will be served

## Annual parking pass for the Sunbreaker Cove and Sandy Point Beach will be implemented

Lacombe county council, March 24

### Town of Eckville, nurse practitioner program

Following a presentation to council on Feb. 28, from the Wolf Creek Primary Care Network, a request was made by the Town of Eckville to participate in the Nurse Practitioner Program.

The Town of Eckville asked Lacombe County to provide an annual funding contribution of

\$33,500 over a three-year term to offset costs required to support a nurse practitioner for the town of Eckville and the surrounding area.

A motion that Lacombe County participate in the Nurse Practitioner Program proposed by the Town of Eckville by contributing \$10,000 in annual funding towards this program for a three-year period did not receive the approval of council.

**Police advisory committee**  
Lacombe County Council voted in favour of becoming a member of the Blackfalds RCMP Detachment, Red Deer County Police Advisory Committee.

Lacombe county Reeve, Barb Shepherd was appointed as the Lacombe County representative to the committee, and councillor Dwayne West was appointed as the alternate.

### Parking fees for Sunbreaker Cove and Sandy Point

Council defeated a motion to include a provision in the fee schedule for parking and launching at the Sunbreaker Cove boat launch and Sandy Point Beach and boat launch; that county citizens be exempt

from paid parking by providing ratepayers free seasonal parking passes; and that one terminal be available at Sunbreaker Cove boat launch and Sandy Point Beach and boat launch for people who cannot pay for parking with a cell phone.

By resolution of council, an annual parking pass for the Sunbreaker Cove boat launch and Sandy Point Beach and boat launch will be implemented. Annual beach parking fees will be \$120, boat launch and parking fees will be \$160 and boat launch fees will be \$80.

A motion that an exemption be offered for County ratepayers to allow for a free parking/launching pass for up to two license plates per ratepayer did not receive council approval.

A motion to amend the above-noted resolution to one license plate per ratepayer did not receive council approval.

### Sylvan Lake communal sewage

This spring, Blissful Beach and the Slopes subdivision connected to the Sylvan Lake communal sewage system. Council read bylaw 1364/22, which is required for these communi-

ties to deliver wastewater to the Commission's system. Bylaw 1364/22 revises the wastewater rates for Blissful Beach residents and establishes the wastewater rate for residents of The Slopes.

Council approved first, second and third reading of bylaw No. 1364/22, Sylvan Lake communal sewage services.

### Red Deer River Watershed Alliance (RDRWA)

A presentation by the RDRWA on the Watershed Management in the Red Deer River Basin was received for information.

City of Lacombe's annual capital projects

Council approved resolutions to contribute up to \$175,388 to the City of Lacombe's annual capital projects at the Lacombe Memorial Centre, Kinsmen Aquatic Centre, and Gary Moe Sports Arena. Lacombe County will fund this contribution from the Recreation Capital Assistance Reserve.

In addition, Council approved a contribution of up to \$20,000 toward the City of Lacombe's Columbarium expansion at the Lacombe Fairview Cemetery, which will be funded through the Cemetery Capital Reserve.

## Lacombe County is holding a PUBLIC HEARING and you're invited...

Thursday, April 14 @ 9:15 am



**In Person: Lacombe County Office, Council Chambers**

Located 2½ miles west of Highway 2 at the intersection of Spruceville Road and Highway 12.



**Virtual Meeting: Zoom**

Meeting ID: 821 6437 6482  
Join Zoom Meeting with a phone: 587-328-1099  
Join Zoom Meeting with a computer/laptop:  
<https://us02web.zoom.us/j/82164376482>

Personal ID: if you do not have a Personal ID, select # to continue

This public hearing will be live-streamed through Zoom and members of the public are welcome to attend virtually. The public will be able to listen/observe the entire meeting, but like in face-to-face meetings, there will only be certain times that the public can comment. Anyone wishing to speak via Zoom will have to indicate that they wish to speak:

By phone: Hit \*9 to indicate you would like to speak  
By computer: Use the "Raise Hand" option on Zoom

For more information, please contact Planning Services or visit the County's website

Cajun Paradis, Senior Planner  
Email: [planning@lacombecounty.com](mailto:planning@lacombecounty.com)  
Phone: 403-782-8389  
[www.lacombecounty.com](http://www.lacombecounty.com)

### PROPOSED REZONING - PALM COVE

Bylaw 1367/22 is proposed to amend the County's Land Use Bylaw (LUB) to change the zoning of approximately 3.65 hectares (9.04 acres) on W/4 34-39-02-W5M from Agricultural 'A' District to Residential Conservation Cluster 'R-RCC' District.

The proposed development is known as Palm Cove, on the north shore of Sylvan Lake.

The zoning change has been requested to allow for a minor revision to the 2011 approved 59-lot residential development. The proposed revision has been prepared to retain as much as possible from the original approval. The revised concept plan and other technical documents may be viewed on the County's website.

### HOW DO I COMMENT?

Anyone wishing to comment on the proposed zoning change will have an opportunity to do so at a public hearing. If you are unable to attend the hearing, written submissions can be made to the County. You will, however, need to ensure that your comments are received by the County prior to the date of the hearing. Your comments can be sent by:

EMAIL: [planning@lacombecounty.com](mailto:planning@lacombecounty.com)  
FAX: 403-782-3820, or  
MAIL: RR 3, Lacombe AB, T4L 2N3

All submissions will be public information.

**LACOMBE COUNTY**

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## **Summer Village of Norglenwold**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Mill Rate Bylaw #263-22***

#### **Background:**

Administration would like to provide the 2022 Mill Rate Bylaw #263-22 for approval in order to run the 2022 property taxes.

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

- 1) Council review Bylaw #263-22

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to By-Law #263-22
- 2) That Council give 2<sup>nd</sup> reading to By-Law #263-22
- 3) Upon unanimous consent by Council to give 3<sup>rd</sup> reading at this meeting
- 4) That Council give 3<sup>rd</sup> reading to By-Law #263-22

#### **Authorities:**

Section 353(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that each Council must pass a property tax bylaw annually.

Section 353(2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of

- (a) the expenditures and transfers set out in the budget of the municipality, and
- (b) the requisitions

SUMMER VILLAGE OF NORGLENWOLD  
2022 PROPERTY TAX BYLAW  
NO. #263-22

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF NORGLENWOLD FOR THE 2022 TAXATION YEAR.

**WHEREAS**, the Summer Village of Norglenwold has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on April 29, 2022.

**WHEREAS**, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$207,405.77 and the balance of \$465,337.01 is to be raised by general municipal taxation; and

**WHEREAS**, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Summer Village of Norglenwold for 2022 total \$672,742.78; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$465,337.01 and

**WHEREAS**, the requisitions are estimated to be:

<b>Alberta School Foundation Fund</b>	
- Residential & Farm Land	\$520,012.15
- Non-residential	\$ 2,047.38
<b>Red Deer Catholic Regional Div.39</b>	
- Residential & Farm Land	\$ 23,570.06
- Non-residential	\$ 0.00
<b>Designated Industrial Property</b>	<b>\$ 41.17</b>
<b>Total Requisitions Collected</b>	<b>\$545,670.76</b>

**WHEREAS**, the council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statues of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Summer Village of Norglenwold as shown on the assessment roll is:

Residential	\$ 219,015,250
Non-Residential & Designated	
Industrial Property	\$ 537,480
<b>Taxable Assessment</b>	<b>\$ 219,552,730</b>
Exempt	\$ 11,118,170
<b>Total 2022 Assessment</b>	<b>\$ 230,670,900</b>

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Summer Village of Norglenwold, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Norglenwold:

	Tax Levy	Assessment	Tax Rate
<b>General Municipal</b>			
Residential	\$ 464,202.00	\$219,015,250	2.1195
Non-Residential	\$ 1,135.01	\$ 537,480	2.1195
Totals:	\$ 465,337.01	\$219,552,730	
<b>School Requisitions</b>			
Residential & Farm Land	\$543,582.21	\$219,015,250	2.4819
Non-Residential	\$ 2,047.38	\$ 537,480	3.8092
Totals:	\$545,629.59	\$ 219,552,730	
Designated Industrial Property	\$ 41.17	\$ 537,480	0.0766

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this 29<sup>th</sup> day of April 2022.

READ a second time on this 29<sup>th</sup> day of April 2022.

Given UNANIMOUS consent to go to third reading on this 29<sup>th</sup> day of April 2022.

READ a third and final time on this 29<sup>th</sup> day of April 2022.

\_\_\_\_\_  
Cyril Gurevitch, Mayor

\_\_\_\_\_  
Tanner Evans, C.A.O.

## **Summer Village of Norglenwold**

### **Council & Legislative**

**April 27, 2022**

### **Request for Decision**

#### **Agenda Item: *Community Watch Program***

#### **Background:**

Administration has received a request from Councillor Rattan to have the attached letter included with the tax notices being sent to all residents providing them information on an informal Community Watch Program. The goal of this group is to get neighbours to know and watch out for each other. The letter outlines ways each resident can assist in this common goal.

It is also a recommendation that Council erect signs indicating this is a “community watch area.” As there would be a cost associated with this action such as labour and the possible cost of purchasing the signs, Administration has brought to this to Council for consideration and approval.

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

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

#### **Administrative Recommendations:**

- 1) That Council discuss and adopt the Electronic Devices Policy.

#### **Authorities:**

n/a

## Norglenwold Community Watch Program

On March 29, 2022, a small group of permanent residents from Norglenwold met to discuss the startup of an informal community watch program. Our common interest and goal is: "neighbours getting to know each other and watch out for each other." To help with this, we are hoping you, in conjunction with the Summer Village administration, can work together to improve the communication of incidents by informing each other of crimes and suspicious activity.

To do this it is important that:

- Everyone register their email address with administration so that you can be notified of important information including council meetings, coffee with council, annual information meetings, and potentially incidents of crime, etc. Emails are the only cost/benefit way for you to receive this ongoing timely information {Please note your email address/phone number will only be used for this purpose.)}
- For those of you on Facebook, there are two public Facebook pages that were established a number of years ago that report on the suspicious activity in our neighbourhood which work quite well. They are:
  - Norglenwold Neighbourhood Watch
  - Marina Bay, Norglenwold, Willow Springs, Westwood Community Crime Watch
- As well, the RCMP does have an app that you can download that is called Alberta RCMP which contains a Crime Map showing recent crime incidents including in our summer village
- If you have a crime incident, please report it to the RCMP so that they can keep track of what is happening in our summer village. If it is an emergency, please use 911. As well, informing our SV administration office of incidents allows them to send out notification without using your street address or personal information
- We encourage residents to know their neighbours and share contact information. Some neighbourhood areas have hosted a block party in the summer to facilitate this. If suspicious activity is noted and you are not home, you could be potentially notified by your neighbour if they know how to reach you
- It is also a good idea to consider some type of security system, even motion detectors around your property and entrance to your residence as this dissuades criminal activity

We are also recommending to Norglenwold Council to consider erecting signs that indicate that this is a "Community Watch Area" and adding this as an agenda item to our Norglenwold Annual Information Meeting so that we can hear back from all of you.

## **Summer Village of Norglenwold**

**April 29, 2022**

### **Planning and Development**

#### **Request for decision**

#### **Agenda Item: *Encroachment Agreement Request – 99 Grand Ave***

#### **Background:**

During the January 21, 2022 Council meeting, Administration provided information to Council about the Development at 99 Grand Ave (the “Lands”). Administration provided the current development permit 181322, outlined the non-compliance issues and advised Council of the Landowners’ request for an encroachment agreement.

Administration was provided a real property report February 7, 2020, which has identified some concerns with the Development, including the construction of a chain link fence and a new covered porch and patio which are encroaching onto Aspen Lane. In addition, Administration is aware that the Landowners are parking a vehicle on Aspen Lane without authorization from the Summer Village.

On December 14, 2016, the Summer Village entered into an encroachment agreement with the Landowners which authorized the encroachment of a portion of the house, a well shed, a sidewalk and a railing. The encroachment agreement expired on December 14, 2021.

The sidewalk and railing have been removed but the house and well shed continue to encroach on Aspen Lane. Additionally, the chain link fence and new covered porch and patio encroach.

Aspen Lane is municipally-owned land.

#### **HISTORY OF DEVELOPMENT**

2016 – Administration received a complaint about the parking on Aspen Lane. Administration sent a letter on October 17, 2016 to the Landowners advising that parking on Aspen Lane was not authorized.

2016 – The Landowners entered into an encroachment agreement for the house, shed, sidewalk and railing on Aspen Lane.

2017 – Administration sent a letter to the Landowners about the unauthorized parking on Aspen Lane. Council wanted to amend the encroachment agreement to include a parking diagram or create a parking area on the Lands.

2017 – Administration advised Council that the Landowners did not want to amend the encroachment agreement and that the Landowners had agreed to park their vehicles on their Lands and not on Aspen Lane. Council made the following motion on May 26, 2017: “That Administration monitor the commitment of the residents and if necessary proceed with enforcement actions.”

2017 – The Landowners applied for a development permit for a garage with guest house which required variances. Administration recommended that parking will now be located on the Lands, Landowners stated they have always maintained the lane and it’s the only access to the property.

2017 – The MPC considered the development permit application and denied the permit because the variances were excessive.

2018 – The Landowners applied for a development permit for a detached garage, dwelling addition (porch roof) and retaining wall. The MPC approved development permit #181322 for the detached garage, dwelling addition (porch roof) and retaining wall.

2019 - Administration conducted an inspection of the Lands to assess completion of the development permit. The site survey, permits from Safety Codes, and the landscaping were all still outstanding.

2020 – Administration received the site survey. The Safety Codes permits are closed, and the landscaping is complete.

2021 – The encroachment agreement expired. Legal Counsel for the Landowners has contacted Administration to see if there is a more permanent solution to the encroachment situation.

### **Options for Consideration:**

1. **Deny a new encroachment agreement** – The Landowners would be required to remove all encroaching structures (house, well shed, covered patio and porch and fence) to the extent they encroach onto Aspen Lane and provide an updated Real Property report confirming compliance. If the Landowners do not comply, the Summer Village could take steps to remove the encroaching structures.

2. **Enter into a new encroachment agreement for some encroachments** – The Summer Village would enter into a new 5 year encroachment agreement to allow the encroachment of the well shed and house. The Landowner would be required to remove the portion of the covered patio and porch and fence to the extent they encroach onto Aspen Lane and provide an updated Real Property report confirming compliance. If the Landowners do not comply, the Summer Village could take steps to remove the encroaching structures.

3. **Enter into a new encroachment agreement for all the encroachments** - The Summer Village would enter into a new 5 year encroachment agreement to allow the encroachment of the well shed, house, covered patio and porch and fence.

**Administrative Recommendations:**

Administration recommends Option #2. This option allows the Landowners to avoid the costly work of removing the house and well shed but requires the removal of the portion of the covered patio, porch and the fence which extend onto Aspen Lane. The covered patio and porch encroaches 1.28m onto Municipal Land and would be required to adhere to the approved setbacks. The well shed is needed in order to keep the lines from freezing, and the corner of the patio was a new development since the placement of the house and was shown as compliant on the currently open development permit but was not constructed in the correct location. Administration does not recommend entering into an encroachment agreement for a period for longer than 5 years.

With respect to the unauthorized parking on Aspen Lane, Administration recommends sending a final warning letter to the Landowners. If there are further instances of non-compliance, Administration can consider enforcement options, including issuing tickets or removing of the vehicle at the expense of the Landowners. The Municipal Development Plan 10.3.6 states: *“Norglenwold shall maintain township grid roads as follows:*

*(b) Aspen Lane (north of Grand Avenue): escarpment shall remain as an undeveloped habitat area, while the remainder may be used for access to adjacent properties”*. The use of the lane shall only be used to access the property. Further, while parking is allowed along the road in certain areas within Norglenwold, this portion of aspen lane is not a road.

**Authorities:**

Land Use Bylaw #208/13.

Encroachment Policy NGC-20-087

Municipal Development Plan 2011



**Summer Village of Norglenwold****April 29, 2022****Planning and Development****Request for Decision****Agenda Item: *Annexation Assistance*****Background:**

Administration has received 3 quotes for annexation assistance for Norglenwold. Quotes are as follows:

- |  |  |
|--|--|
| - Municipal Planning Services          | \$20,020.00 (Uncontested)<br>\$31,280.00 (Contested) |
| - ISL Engineering                      | \$69,945.00  |
| - Bluerock Planning/ProACTIVE Planning | \$14,400.00  |

**Options for Consideration:**

1. Council to accept a quoted price from one of the listed providers.
2. Council direct administration to provide additional information or quotes.
3. Council accept as information.

**Administrative Recommendations:**

Council to discuss and direct administration.

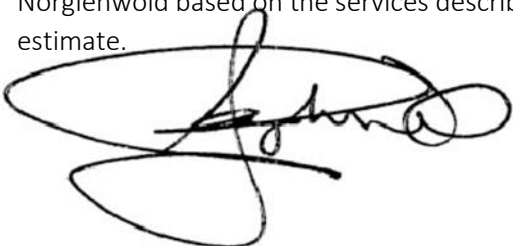
**Authorities:**

N/A

# ANNEXATION APPLICATION **COST ESTIMATE**

18 MARCH 2022 | SUMMER VILLAGE OF NORGLNWOLD

It is the intent of Municipal Planning Services to enter into an updated formal agreement with the Summer Village of Norglenwold based on the services described within this cost estimate.



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Jane Dauphinee RPP, MCIP  
Principal + Senior Planner



## PROJECT UNDERSTANDING

The Summer Village of Norglenwold has requested a cost estimate from Municipal Planning Services (2009) Ltd. (MPS) to undertake preliminary research and engagement, and to prepare an application for annexation. This cost estimate identifies two scenarios (uncontested and contested annexation applications).

### Phase 1 – Preliminary Research and Engagement

For this phase, MPS will undertake a focused review of the Summer Village and County's planning documents (e.g. Intermunicipal Development Plans, Municipal Development Plans, and Land Use Bylaws) to identify relevant annexation criteria that may apply to this proposed annexation.

MPS will work with the Summer Village to develop a plan to engage Red Deer County, in order assess the County's level of support and/or potential conditions for the proposed annexation. This engagement with the County includes one in person meeting. It is understood that Council may decide to not proceed with the annexation application based on responses from the County and/or preliminary research findings.

It is assumed that for this phase of the project, all meetings will be held virtually via Zoom (or the municipalities' method of choice).

Costs for **Phase 1** of the project are estimated to be as follows:

	JANE DAUPHINEE Principal, Sr. Planner	BRAD MACDONALD Sr. Planner	Kyle Miller Planner	DISBURSEMENTS AND MILEAGE	TOTAL
<b>Billing Rate</b>	\$140.00	\$120.00	\$100.00		
<b>Phase 1 - Preliminary Research and Engagement</b>					
Meetings (Hours)	6	0	3		
Writing, Research, Design and Mapping (Hours)	5	10	10		
Travel (Hours)	3	0	0		
<b>STEP 1 - TOTAL COSTS</b>	<b>\$1,960.00</b>	<b>\$1,200.00</b>	<b>\$1,300.00</b>	<b>\$200.00</b>	<b>\$4,660.00</b>

### Phase 2 – Application Preparation

We will work with the Summer Village to inform and engage the affected landowners of the Summer Village's annexation intentions. We propose to hold an in-person meeting with affected landowners and representatives of the County to discuss the application, what it will mean for the landowners, and their rights and options going forward with this project.

We will prepare the annexation application for the Summer Village. This will include reviewing relevant information (e.g. statutory plans, bylaws, etc.) and relevant servicing studies (where available and required). We will also prepare the required information maps to accompany the application.

We will circulate the annexation application to local stakeholders (i.e. Alberta Transportation, School Division, etc.) and will incorporate their responses into the annexation application.

We will submit the completed application to the Land and Property Rights Tribunal for review.

Should the application be uncontested, or should the Land and Property Rights Tribunal determine that there is general consensus for the annexation, an additional public open house may not be required.

However, should the application be contested, or if the Land and Property Rights Tribunal determines that there is not general consensus on this application, additional public meetings will be required to continue the annexation application. We will represent the Summer Village at all required public meetings. Following the public meetings, we will prepare a report for Summer Village Council detailing the results of the public and agency engagement. We will provide advertisements to the Summer Village and information bulletins to be distributed to Summer Village residents, adjacent landowners in the County, and agencies.

Costs for **Phase 2** of the project (if not contested) are in addition to the costs identified for Phase 1, and are estimated to be as follows:

	JANE DAUPHINEE Principal, Sr. Planner	BRAD MACDONALD Sr. Planner	Kyle Miller Planner	DISBURSEMENTS AND MILEAGE	TOTAL
<b>Billing Rate</b>	\$140.00	\$120.00	\$100.00		
<b>Phase 2 - Uncontested</b>					
Meetings (Hours)	4	0	4		
Writing, Research, Design and Mapping (Hours)	20	40	40		
Travel (Hours)	8	0	8		
<b>STEP 1 - TOTAL COSTS</b>	<b>\$4,480.00</b>	<b>\$4,800.00</b>	<b>\$5,280.00</b>	<b>\$800.00</b>	<b>\$15,360.00</b>

Costs for **Phase 2** of the project (if contested) are in addition to the costs identified for Phase 1, and are estimated to be as follows:

	JANE DAUPHINEE Principal, Sr. Planner	BRAD MACDONALD Sr. Planner	Kyle Miller Planner	DISBURSEMENTS AND MILEAGE	TOTAL
<b>Billing Rate</b>	\$140.00	\$120.00	\$100.00		
<b>Phase 2 - Contested</b>					
Meetings (Hours)	8	0	8		
Writing, Research, Design and Mapping (Hours)	40	75	40		
Travel (Hours)	18	0	18		
<b>STEP 1 - TOTAL COSTS</b>	<b>\$9,240.00</b>	<b>\$9,000.00</b>	<b>\$6,780.00</b>	<b>\$1,600.00</b>	<b>\$26,620.00</b>

## DELIVERABLES

Municipal Planning Services will provide the Summer Village of Norglenwold with the following deliverables as a part of this project:

- Preparation of 'Notice of Intent to Annex';
- Public notices and engagement materials;
- Facilitation of public engagement meetings;
- A completed engagement summary report;
- A completed annexation application package for submission to the Land and Property Rights Tribunal; and
- Representation of the Summer Village at meetings with the County, Land and Property Rights Tribunal, and landowners.

## WORK TO BE COMPLETED BY THE SUMMER VILLAGE

The following tasks are to be completed by the Summer Village in support of the annexation application:

- Distributing materials to Council for their review.
- Mailing/emailing/hosting on the Summer Village's website public engagement/notification materials prepared by MPS.
- Advertising public meetings and other annexation project milestones.
- Review of the annexation report or other materials by legal counsel.

## BILLING RATES

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Our 2020 – 2021 rates for personell assigned to this project will be as follows:

PROJECT STAFF	ROLE	HOURLY RATE
Jane Dauphinee	Principal and Senior Planner	\$140
Brad MacDonald	Planner	\$120
Allison Rosland	Planner	\$110
Kyle Miller	Planner	\$100

## MEETINGS AND ENGAGEMENT

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MPS respectfully reserves the right to limit in-person meetings due to health reason in situations where our presence in the Summer Village might create an unnecessary health risk for our staff, Summer Village Administration, Council, or residents.

## ADDITIONAL WORK

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MPS will work diligently to adhere to the agreed upon estimate for the project. Except as otherwise noted below, the cost to the Summer Village of Norglenwold for the work described shall not exceed the estimate given above unless additional out-of-scope work or meetings are requested in writing by the Summer Village.

If supporting documentation is required to support the annexation application (e.g. engineering reports, wetland assessment, financial impact assessment, etc.), this shall be considered outside the scope of the project. MPS will work with the Summer Village to identify qualified professionals to complete this work, if required.

## CLOSURE

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Thank you for the opportunity to prepare this cost estimate for the Summer Village of Norglenwold.

Sincerely,



**JANE DAUPHINEE, RPP, MCIP**

Principal + Senior Planner

Phone: 780-486-1991

Email: j.dauphinee@munplan.ab.ca

7909 51 Avenue NW, Edmonton AB T6E 5L9, T: 780.438.9000 F: 780.438.3700

CONFIDENTIAL

February 28, 2022  
Our Reference: 92901

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

Attention: Kara Kashuba, Development Officer

Dear Kara:

**Reference: Request for Quotes for Annexation Support Services**

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## 1.0 Introduction

ISL is responding to an invitation to submit a quote proposal for facilitating the Summer Village (SV) of Norglenwold's proposed annexation through the annexation process as prescribed by the *Municipal Government Act (MGA)*. In the past four years, we have submitted annexation applications on behalf of Cold Lake, Spruce Grove, Lloydminster, and St. Albert. These applications were based on annexation growth studies prepared by us and consultation programs led by us. Overall, we have prepared annexation growth studies, facilitated annexation consultation programs, and supported annexation negotiations for the following since 2012:

- Beaumont;
- Cold Lake;
- Lloydminster;
- Fort Saskatchewan;
- Spruce Grove;
- St. Albert; and
- White City, Saskatchewan.

ISL also has a couple other growth study projects on the go that may lead to annexation applications in the next five years.

Our response to your request for quotes is based on the questions and answers that we have exchanged, a discussion with a case manager at the Land and Property Rights Tribunal (LRPT), and our extensive annexation experience over the past 10 years. We believe that our quote is appropriate to the size and scale of Norglenwold.

## 2.0 Context and Understanding

Our discussion with the LRPT case manager revealed the following:

1. The SV previously filed a notice of intent (NOI) to annex with the Municipal Government Board (now the LRPT);
2. Unless the annexation area has since changed (or will change in near future) a revised NOI will not be required;

3. The LRPT's annexation process applies to all municipalities regardless of municipal status or size;
4. All items in the LRPT's annexation application checklist apply to all municipalities regardless of municipal status or size;
5. All the LRPT's annexation principles apply to all municipalities regardless of municipal status or size;
6. Even if Red Deer County (County), the Town of Sylvan Lake (Town), and affected landowners are all in support of the annexation, the application needs to be supported by evidence to withstand the rigour of the LPRT in the event there are other affected parties, such as existing residents/landowners in the community, that contest the annexation on grounds using arguments such as the annexation will have negative tax impacts on them as existing residents/owners, the SV can't service the lands, the SV isn't growing and therefore doesn't have a need for lands to accommodate growth, etc.;
7. A resident/landowner in Chestermere that was fluent in municipal finance raised a significant financial impact argument in the last Chestermere annexation that the LPRT gave significant weight to in evaluating the application;
8. The financial impact assessment provided with Chestermere's application withstood the test of the sophisticated argument raised before the LPRT; and
9. For Norglenwold to properly address the 15 annexation principles, a growth study, servicing assessment, environmental assessment, and financial impact assessment to rationalize the annexation and understand impacts is still necessary withstand unexpected arguments of those unknown parties that may contest the annexation application.

### 3.0 Methodology

Based on what we learned, ISL's recommendations for the scope of work for this project are as follows:

- The four above-noted investigations can be done at a scale more appropriate to the size of Norglenwold;
- With respect to a growth study, ISL can complete a historical growth analysis to project future growth needs;
- With respect to servicing, a desktop assessment done by ISL's engineers in consultation with SV staff and public works staff at the County and Town would be sufficient (with respect to downstream impacts on roads, water, and sewer);
- With respect to environmental, an aerial/satellite photo-based desktop wetland assessment of the three subject properties can be done by ISL's environmental science team to determine if some lands need to be protected;
- With respect to financial impacts, which has the greatest risk of being challenged, ISL proposes retaining Nichols Applied Management (Nichols), a financial management consultant, to do a desktop financial impact analysis; and
- On other matters necessary to following the annexation process, meeting annexation application requirements, and addressing annexation principles, ISL will undertake:
  - the required engagement with affected authorities, affected landowners, and the public (starting from scratch since so much time has passed since any previous engagement efforts);
  - support the SV in its annexation negotiations with the County;
  - prepare an annexation agreement for review and signature by the SV and the County (usually done by lawyers in large, contested annexations); and
  - prepare the annexation application's supporting arguments on behalf of the SV (usually done by lawyers in large, contested annexations).

## 3.1 Assumptions

The following assumptions factor into the estimated fees associated with our high-level methodology above and the more detailed work plan presented below. Any deviation from the assumptions below may necessitate a scope change and results adjustment in fees.

1. The proposed annexation area will include only those parcels already identified for annexation in the intermunicipal development plan (the affected parcels); i.e., there will be no addition or deletion of parcels from the proposed annexation area.
2. The original notice of intent to annex does not require revision and resubmission to the LPRT, the County, the Town, and other affected local authorities and utility agencies as required by the MGA (other affected parties).
3. The owners of the affected parcels within the proposed annexation area will not contest the annexation application.
4. The SV will secure signed annexation consent forms from the owners of all affected parcels within the proposed annexation area.
5. The County will not contest the proposed annexation and will sign the Certificate of Negotiations.
6. The Town will not contest the proposed annexation.
7. The other affected parties will not contest the proposed annexation.
8. The SV, the County, the Town, and the other affected parties will provide ISL's project team with all information requested to support the below work plan including access to their staff.
9. The SV will prepare its own annexation transition plan and materials for those new landowners/residents to be welcomed into the SV.
10. The SV will have an active subscription to cadastral and titles mapping through AltaLIS.
11. The SV, the County, and/or the Town will provide the necessary land use, topographic contour, infrastructure, and other necessary mapping data in properly georeferenced and topologically correct GIS or CAD formats at no cost to the ISL project team.
12. There will be no significant re-work required on the Growth Study, Financial Impact Assessment, Engagement Summary Report, Negotiations Report, and overarching Annexation Application Report arising from feedback received from the Administrations and Councils of the SV, the County, and the Town.
13. There will be no more than two meetings with SV Council.
14. No further support is required to the SV following submission of the Annexation Application Report to the LPRT.
15. Any support following submission of the Annexation Application Report, including participation in any LPRT hearings, is out of scope, as is any other additional scope not detailed in the proposed work plan below.

## 3.2 Work Plan

### Activity 1: Kickoff Meeting (virtual)

1. Confirm timeframe, workplan, and deliverables
2. Discuss communication protocol
3. Discuss data/document sharing
4. Discussion previous engagement attempts and confirm engagement expectations



## Activity 2: Data Collection and Review

1. Collect and review statutory documents
2. Collect and review relevant non-statutory documents (servicing, transportation, etc.)
3. Collect and organize GIS data and create map template

## Activity 3: Public Consultation and Communications Plan

1. Identify stakeholders and other affected parties and collect contact information
2. Describe the purpose and scope of engagement activities
3. Develop a draft Public Consultation and Communications Plan to engage with the public, stakeholders, and other affected parties
4. Propose a preliminary schedule for engagement activities
5. One meeting with SV Council to introduce the project and collect initial direction

## Activity 4: Historical and Future Growth Analysis

1. Analyze historical dwelling and population growth (as a summer village, historical dwelling growth will be more indicative of growth demands than historical population growth due to fluctuations in the ratio of permanent and non-permanent residents from census to census)
2. Analyze intensification capacity of the unsubdivided/undeveloped parcels within the current boundaries of the SV
3. Forecast future dwelling and population growth and calculate associated land requirements

## Activity 5: Opportunities and Constraints Analysis

1. Conduct a desktop wetland assessment, limited to only those affected parcels, to identify environmental constraints and potentially Crown claimable land
2. Map and analyze topographic contours
3. Conduct a transportation and infrastructure servicing review to confirm capacity of current SV and downstream Town infrastructure (including necessary consultation with Town staff) and identify if/where improvements are required based on growth forecast

## Activity 6: High Level Financial Impact Assessment (FIA)

1. Gather relevant financial and infrastructure information from the SV, County, and Town
2. Determine cost impacts of the proposed annexation of the affected parcels on the SV (including its ratepayers), the County, and owners of the affected parcels
3. Analyze and recommend financial restitution to Red Deer County, if necessary

## Activity 7: High Level Growth Study

1. Compile, summarize, and integrate inputs from Activities 4-5
2. Prepare a land use concept for three parcels subject to annexation
3. Create the other necessary maps to support the contents of the Growth Study
4. One meeting with SV Council to present Growth Study and FIA and collect feedback for consideration

### Activity 8: Public and Stakeholder Consultation

1. Refine the Public Consultation and Communications Plan schedule as needed arising from Activity 3.5
2. Circulate proposed annexation to stakeholders and other affected parties with formal request for their comments and positions
3. Conduct engagement activities (all held on a single day)
  - a. A single one-on-one meeting presenting the proposed annexation to County Administration (morning)
  - b. A single one-on-one meeting for each of the affected landowners (afternoon)
  - c. A single community meeting for the public in which affected landowners, stakeholders, and other affected parties will also be invited (evening)
4. Prepare landowner consent forms for SV to provide to and collect signed copies from all affected landowners
5. Prepare an Engagement Summary Report

### Activity 9: Annexation Application Report and Annexation Support

1. Support negotiations from behind the scenes through the provision of technical information and advice to a maximum of two negotiation meetings between the SV and the County
2. Prepare an annexation agreement for signature by the SV and the County
3. To satisfy the LPRT's Annexation Application Checklist:
  - a. Identify excerpts from statutory plans that align with the proposed annexation
  - b. List annexation principles and address them with respect to the proposed annexation
  - c. Prepare a summary of agreed upon and not agreed upon issues arising from negotiations
  - d. Include relevant technical findings of the Growth Study that justify and support the proposed annexation
  - e. Prepare a map showing the annexation area and parcels with legal descriptions
  - f. Prepare a map showing roads in the annexation area
  - g. Collect Land Title certificates for proposed annexation area parcels
  - h. Prepare the Negotiations Report and Certificate of Negotiations for review and signature by SV and County
4. Virtual meeting with SV Admin to discuss draft application
5. Compile all materials into an Annexation Application Report (including Growth Study, FIA, Engagement Summary Report, Negotiations Report, and Certificate of Negotiation) for submission by the SV to the LPRT and affected parties as required by the Municipal Government Act

## 4.0 Project Schedule

The following table outlines our proposed project milestone dates. These dates are negotiable should the SV have a different vision for schedule.

Milestone	Due Date
Project Authorization to Proceed	March 2022
Draft Public Consultation and Communications Plan & First Council Meeting	April 2022
Draft Reports (High Level Growth Study and FIA)	mid-June 2022
Second Meeting with Council	late June 2022
Public and Stakeholder Consultation	early August 2022

Milestone	Due Date
Engagement Summary Report	late August 2022
Negotiations Support	thru Sept. 2022
Draft Annexation Application Report	late Sept. 2022
Final Annexation Application Report	early October 2022

## 5.0 Project Team

The table below outlines ISL's project team. Resumes for each team member are attached. ISL can also provide bios for each team member if requested.

Team Member	Title	Role
Nathalia Schwind, Msc., URP	Community Planner	Annexation Planning Lead
Dave McRae, RPP, MCIP	Community Planning Manager	Senior Planner
Darren Young, RPP, MCIP, GISP	Community Planning Manager	Annexation Advisor
Amanda Kaiser, CP3, BCS, JA	Community Engagement Manager	Consultation Lead
Jacqueline Prior, E.I.T.	Transportation Engineer-in-Training	Transportation Planning Engineer
Jeremy Shinbine, E.I.T.	Municipal Engineer-in-Training	Municipal Servicing Engineer
Robyn Gamber, B.Sc., B.GIS., P.Biol., R.P. Bio.	Environmental Scientist	Professional Biologist

## 6.0 Project Fee

Our estimated fee is an upset limit of **\$69,945 excluding GST**. Should actual effort be less than estimated, the SV will only be charged for the value of the effort undertaken. For context, the St. Albert annexation cost \$822,000 excluding GST and legal counsel fees. Meanwhile the Beaumont, Cold Lake, Fort Saskatchewan, and Spruce Grove annexations ranged from \$350,000 to \$450,000 excluding GST and legal counsel fees. Thus, the fee we have proposed is appropriate to the size and scale of a summer village in comparison to high growth bedroom communities and regional resource centres.

If there is any additional work required outside the defined scope of this document, the fees will be subject to change. If there are any additions to the proposed scope of work required, such as additional analysis or resolution of unforeseen circumstances, we will advise you of any necessary changes to scope, schedule, and fee. ISL will obtain your approval prior to carrying out any additional work.

ISL invoices every four weeks, and payment is due within 30 days of the end of the period invoiced. We reserve the right to stop work on this assignment in the event of failure to pay invoices in a timely manner.

## 7.0 Closing

We look forward to working with you on this project. We are available to respond to any questions or clarifications that you may have regarding this proposal. In addition, we have included a copy of our Service Terms and Conditions that would be applicable concurrent with your acceptance of this proposal and that would govern our work contract with you for this assignment.

If you are accepting of this proposal, please complete the below and return to the undersigned.

Legal Name of Client: \_\_\_\_\_

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

Date: \_\_\_\_\_

Please contact me at 780.438.9000 should you have any questions regarding this submission.

Sincerely,



Darren Young, RPP, MCIP, GISP  
Community Planning Manager | Annexation Advisor

Enclosure:      Estimated Fee Proposal  
                     ISL Project Team Resumes  
                     ISL's Service Terms and Conditions





Estimated Fee Proposal  
Annexation Support  
Summer Village of Norglenwold - Request for Quotes  
**CONFIDENTIAL**

Activities	ISL Engineering and Land Services								Total ISL Hours	Total ISL Fees (\$)	ISL Disbursements @ 5 %	SUB	
	Nathalia Schwind Annexation Planning Lead	Dave McRae Senior Planner	Darren Young Annexation Advisor	Amanda Kaiser Consultation Lead	Consultation Support	Jacqueline Prior Transportation Planning Engineer	Jeremy Shimbine Municipal Servicing Engineer	Robyn Gamber Professional Biologist				Financial Impact Assessment (Nichols Applied Management)	Total Fees (\$) ISL and SUB Fees+Disb.
	\$118	\$184	\$189	\$180	\$108	\$127	\$130	\$151					
1 Kickoff Meeting	2	2		2					6	\$ 964	\$ 48		\$ 1,012
2 Data Collection and Review	8	1	2						11	\$ 1,506	\$ 75		\$ 1,581
3 Public Consultation and Communications Plan	12	4		1	12				29	\$ 3,628	\$ 181	\$ 1,200	\$ 5,009
4 Historical and Future Growth Analysis	16	2	4						22	\$ 3,012	\$ 151		\$ 3,163
5 Opportunities and Constraints Analysis	8	2				20	28	14	72	\$ 9,606	\$ 480		\$ 10,086
6 High Level Financial Impact Assessment		2							2	\$ 368	\$ 18	\$ 9,900	\$ 10,286
7 High Level Growth Study	36	4	3						43	\$ 5,551	\$ 278	\$ 1,800	\$ 7,629
8 Public and Stakeholder Consultation	—	—	—	—	—	—	—	—	—	—	—	—	—
8.1 Refine PCCP	1			1	2				4	\$ 514	\$ 26		\$ 540
8.2 Circulate to Stakeholders and Other Affected Parties	2	1	1		4				8	\$ 1,041	\$ 52		\$ 1,093
8.3 Conduct Engagement Activities (5 events on same day)	24	16	2		18				60	\$ 8,098	\$ 405	\$ 2,700	\$ 11,203
8.4 Prepare Consent Forms	1				1				2	\$ 226	\$ 11		\$ 237
8.5 Prepare Engagement Summary Report	2		2	1	10				15	\$ 1,874	\$ 94		\$ 1,968
9 Annexation Application Report and Annexation Support	—	—	—	—	—	—	—	—	—	—	—	—	—
9.1 Support Negotiations (max. two negotiation meetings)	4	4	2						10	\$ 1,586	\$ 79	\$ 1,200	\$ 2,865
9.2 Prepare Annexation Agreement	8	4	2						14	\$ 2,058	\$ 103		\$ 2,161
9.3 Satisfy LPRT's Annexation Application Checklist	40	12	4						56	\$ 7,684	\$ 384		\$ 8,068
9.4 Discuss Draft Responses with SV (virtual meeting)	4	4							8	\$ 1,208	\$ 60		\$ 1,268
9.5 Compile Final Annexation Application Report	8	2	2						12	\$ 1,690	\$ 85		\$ 1,775
<b>Total Hours</b>	<b>176</b>	<b>60</b>	<b>24</b>	<b>5</b>	<b>47</b>	<b>20</b>	<b>28</b>	<b>14</b>	<b>374</b>				
<b>Total Fees (\$)</b>	<b>\$ 20,768</b>	<b>\$ 11,040</b>	<b>\$ 4,536</b>	<b>\$ 900</b>	<b>\$ 5,076</b>	<b>\$ 2,540</b>	<b>\$ 3,640</b>	<b>\$ 2,114</b>		<b>\$ 50,614</b>	<b>\$ 2,531</b>	<b>\$ 16,800</b>	<b>\$ 69,945</b>





## Nathalia Schwind, M.Sc.URP

### Project Planner

#### EDUCATION

##### University of Alberta, 2019

Master of Science in Urban and Regional Planning

##### Rosario University, 2017

Bachelor of Science in Urban Management and Development

#### EMPLOYMENT HISTORY

##### ISL Engineering and Land Services

2019 to date  
Project Planner

##### University of Alberta, City Region Studies Centre

2017 to 2019  
Project Manager

##### University of Alberta, School of Urban and Regional Planning

2018  
Sustainability Scholar - Agricultural Land Protection

##### City of Bogota Planning Department

2015 to 2016  
Planner - Master Plan Technical Team

##### Carlos Garzon Architecture Firm

2015 to 2016  
Planning Associate

##### Rosario University

2013 to 2015  
Research Assistant and Teacher's Assistant

#### AFFILIATIONS AND ACTIVITIES

Infill Development Edmonton Association, Board of Directors

Space and Culture Research Group, Board of Directors

#### PUBLICATIONS/PRESENTATIONS

Innovative Frameworks and Tools to Assess Walkability, 2018

City Making Innovation Hubs, 2015

An Ekistics Approach to the Urban Analysis of Comuna 4, Soacha, 2014

#### Career Highlights

Nathalia is a Project Planner with expertise in municipal planning, land development and regulatory approval processes. This includes preparing text amendments to municipal statutory plans and land use bylaws; reviewing and processing subdivision, rezoning and development permit applications; and providing planning advisory services. She conducts research to provide a wide range of planning and design solutions; and analyzes geodemographic, socio-economic, and temporal data to inform statutory plans, growth studies, and land supply analyses. Nathalia also supports the GIS Team on transportation, water, land, and environmental projects; as well as the Community Engagement Team, analyzing engagement feedback and using different techniques (2D, 3D, Audiovisual, Infographics) in communicating results.

Prior to joining ISL in 2019, Nathalia worked for more than two years in urban and community planning for the University of Alberta.

#### Relevant Experience

Since joining ISL, Nathalia has worked on the following projects:

- Age-Friendly Plan (Village of Canal Flats) – 2020 to date
- Community Land Use Plans (Dene Tha' First Nation) – 2020 to date
- Housing Needs Assessment (Village of Canal Flats) – 2020 to 2021
- Housing Needs Assessment and Strategy (City of Fort St. John) – 2020 to 2021
- Land Use Bylaw Update (Town of Wembley) – 2020 to 2020
- Growth Study Update (Town of White City) – 2019 to 2020
- Growth Management Study and Annexation (City of St. Albert) – 2019 to 2020
- Intermunicipal and Municipal Development Plan (City of Cold Lake) – 2019 to date
- Housing Strategy Policy Implementation (City of Lethbridge) – 2020
- Housing Needs Assessment (City of Kamloops) – 2019 to 2020
- Land Supply Analysis (Calgary Metropolitan Region Board) – 2019
- Land Use Bylaw Update (Town of St. Paul) – 2019
- Planning Advisory Services (County of Northern Lights) – 2019

Prior to joining ISL, Nathalia worked on the following projects:

#### Statutory Plans

- City Plan Ordinary Revision (City of Bogota, Colombia) – 2016

#### Special Planning Studies

- Wildlife Corridor Proposal (Leduc County, Alberta) – 2019
- Downtown Heritage Plan (Town of San Juan de Giron, Colombia) – 2015 to 2016
- Evaluation of the Social Housing Policy Introduced by the 1987 Urban Reform, and its Effects in the Development of Ciudadela Desepaz (City of Santiago de Cali, Colombia) – 2015 to 2016
- Impacts Assessment of Proposed LRT Line in Land Uses and Land Values (City of Bogota, Colombia) – 2015
- Evaluation of the City Plan, with a Focus on the Urban Expansion and Housing Policies (City of Santiago de Cali, Colombia) – 2014 to 2015

#### Research Projects

- A Participatory Approach to Walkability Assessment in Canadian Cities (City Region Studies Centre) – 2017 to 2019
- Regional Planning for Urban Growth and Agricultural Land Protection in Alberta (Sustainability Office, University of Alberta) – 2018





## Darren Young, RPP, MCIP, GISP

### Community Planning Manager

#### Career Highlights

Darren is a Community Planning Manager at ISL based out of Edmonton. With diverse public and private sector experience spanning over two decades, he leads ISL's delivery of growth analysis and management projects and services at the municipal through regional levels. He implements evidence-based approaches and leverages robust GIS analyses that result in defensible growth strategies, intermunicipal development plans, and metropolitan regional plans. Through these projects, Darren has established respected land supply analysis, historical land absorption analysis, and future land requirement modelling methodologies. Further to his specialties, Darren also leads the preparation of statutory land use plans, land development applications, and annexation applications, as well as provides regional and municipal planning advisory services.

#### Relevant Experience

##### Growth Analysis and Management

- Leduc Growth Study (City of Leduc) – 2018 to date
- Annexation Applications (Lloydminster and St. Albert) – 2021
- Revenue Sharing Agreement Impacts Analysis (City of Leduc) – 2020
- Growth Study Update (Town of White City) – 2020
- St. Albert Growth Management Study (City of St. Albert) – 2020
- Electoral Boundary and Governance Review (Rocky View County) – 2020
- Regional Growth Study (City of Lloydminster/County of Vermilion River) – 2019
- Calgary Metropolitan Region Land Supply Analysis (CMRB) – 2019
- Municipal Census: Management and Reporting (Town of Stony Plain) – 2019
- Beaver County Intermunicipal Development Plans (Beaver County) – 2019
- Municipal Census: Demographic Report (City of Spruce Grove) – 2018
- Growth Study (City of Spruce Grove) – 2016
- Bremner Growth Management Strategy (Strathcona County) – 2014
- Comprehensive Growth Strategy (City of Lloydminster) – 2013
- Growth Study and Annexation Application (City of Cold Lake) – 2012 to 2018
- Growth Study and MGB Expert Testimony (Town of Beaumont) – 2012 to 2015

##### Regional Planning and Transportation Planning

- Regional Evaluation Framework Review Services (EMRB) – 2008 to date
- Calgary Metropolitan Region Interim Growth Plan (CMRB) – 2018
- Transportation Master Plan (City of Fort Saskatchewan) – 2017
- Edmonton Metropolitan Region Growth Plan (EMRB) – 2016
- Capital Region Integrated Regional Transportation Master Plan (EMRB) – 2011
- Edmonton International Airport Civic Addressing (Edmonton Airports) – 2011
- Southeast LRT Study (City of Edmonton) – 2009
- Capital Region Land Use Plan Addenda (EMRB) – 2009

##### Municipal Planning and Land Development

- Municipal Planning Advisory Services (Town of Wembley) – 2010 to date
- Municipal Planning Advisory Services (County of Northern Lights) – 2008 to date
- The City Plan: Design and Communication (City of Edmonton) – 2020
- Municipal Development Plan (Town of Devon) – 2017
- North Wembley Area Structure Plan (Akin Developments) – 2015
- Voyageur Land Use Strategy (Suncor Energy Services) – 2014
- Sturgeon County Planning Approvals (On-Track Railway) – 2013 to 2018
- Big Lake ASP and NSP Amendments (City of Edmonton) – 2012

#### EDUCATION

##### Sir Sandford Fleming College, 2003

GIS – Cartographic Specialist Post-Graduate Certificate

##### Ryerson University, 2001

Bachelor of Applied Arts in Urban and Regional Planning

##### Northern Alberta Institute of Technology, 1999

Diploma in Urban and Regional Planning Technology

#### EMPLOYMENT HISTORY

##### ISL Engineering and Land Services

2021 to date

Community Planning Manager

##### ISL Engineering and Land Services

2007 to 2021

Senior Planner/GIS Specialist

##### City of Edmonton, Corporate Services

2006 to 2007

GIS Business Process Analyst

##### City of Edmonton, Planning and Development

2001 to 2006

Planner

#### AFFILIATIONS AND ACTIVITIES

Canadian Institute of Planners

Alberta Professional Planners Institute

GIS Certification Institute

#### AWARDS AND ACHIEVEMENTS

Award of Merit, City and Regional Planning (Canadian Institute of Planners), Canadian Institute of Planners, 2017

Award of Planning Merit, Comprehensive and Policy Plan (Alberta Professional Planners Institute), Alberta Professional Planners Institute, 2017

#### PUBLICATIONS/PRESENTATIONS

City Status in Alberta. Plan North West, Spring 2017, Issue 2

Can Annexations Help Communities Effectively Manage Growth. Saskatchewan Professional Planners Institute Conference, 2013



## Dave McRae, RPP, MCIP

### Community Planning Manager

#### Career Highlights

As Community Planning Manager for the ISL Grande Prairie Office, Dave is responsible for all municipal planning projects undertaken by ISL in northwestern Alberta; and he is involved in planning projects throughout ISL's operating territory. Dave's areas of specialization include statutory plan preparation, community planning, land development planning, and subdivision design. He brings a depth of local municipal planning experience to ISL, including Municipal Development Plans, Intermunicipal Development Plans, Area Structure/Outline Plans, land development, land use strategies, zoning, subdivision design, and transportation and recreation planning. His prior experience includes seven years with the South Peace Regional Planning Commission (Grande Prairie) where he was responsible for the provision of municipal planning advisory and project services to the City of Grande Prairie, Town of Valleyview and Municipal District of Greenview No. 16. He served as Acting Director of the Commission as required.

#### Relevant Experience

##### Growth and Annexation

- City of Lloydminster Joint Support – 2015 to 2019
- City of Cold Lake GSA Consultation/Negotiation Support – 2012 to 2018
- Town of Beaumont GSA Consultation / Negotiation Support – 2012 to 2015

##### Intermunicipal Development Plans

- Town of Athabasca, Athabasca County – 2021
- County of Grande Prairie, Sexsmith – 2021
- M.D. of Spirit River, Rycroft, Spirit River – 2020

##### Land Use Bylaws

- Central Peace (M.D. of Spirit River, Rycroft, Spirit River) – 2020
- Saddle Hills County MDP/LUB Review – 2018
- RM of Wood Buffalo – 2015
- Lac La Biche County – 2014

##### Municipal Development Plans

- Central Peace (M.D. of Spirit River, Rycroft, Spirit River) – 2018 to 2020
- M.D. of Greenview No. 16 MDP Update – 2016
- Lac La Biche County – 2013
- Red Deer County – 2012

##### Municipal Planning Advisory Services

- Town of Valleyview – 2021 to date
- Saddle Hills County – 2021 to date
- Mackenzie County – 2019 to date
- Town of Sexsmith – 2018 to 2020
- M.D. of Spirit River No. 133 – 2010 to date
- Town of Wembley – 2006 to date
- County of Northern Lights – 2002 to date

##### Major Area Structure Plans

- Sturgeon Lake ASP Review (M.D. of Greenview No.16) – 2018 to 2021
- Bear Creek North (City of Grande Prairie) – 2018
- Hughes Lake (City of Grande Prairie) – 2017
- Kensington (City of Grande Prairie) – 2016

#### EDUCATION

##### University of Calgary, 1987

Master of Environmental Design (Urban and Regional Planning)

##### University of Alberta, 1982

Bachelor of Arts

##### The Natural Step, 2010

Integrated Community Sustainability Planning Course

#### EMPLOYMENT HISTORY

##### ISL Engineering and Land Services

2021 to date

Community Planning Manager

##### ISL Engineering and Land Services

2008 to 2021

Community Planning Manager, Grande Prairie

##### Prudential Lands, Grande Prairie

2008

General Manager

##### ISL Engineering and Land Services

1994 to 2007

Land Use Planning Manager, Grande Prairie

##### South Peace Regional Planning Commission, Grande Prairie

1987 to 1994

Area Planner and Senior Planner

##### Mackenzie Regional Planning Commission

1986 to 1987

Contract Planner

#### AFFILIATIONS AND ACTIVITIES

Canadian Institute of Planners - Member

Registered Professional Planner

Alberta Association, Canadian Institute of Planners - Past Board Member

Art Gallery of Grande Prairie - Board Member

Saskatchewan Professional Planners Institute - Non-Resident Member

Grande Prairie Live Theatre - Past President

Grande Prairie Public School Division Education Foundation - Vice Chair

Grande Prairie Rotary Club - President (2017 to 2018)

Youth Exchange Committee, Rotary District 5370 - Past Chair

#### AWARDS AND ACHIEVEMENTS

Outstanding Contribution to the Profession, Alberta Professional Planners Institute, 2019



## Amanda Kaiser, CP3, BCS, JA

### Community Engagement Manager

#### Career Highlights

Amanda has over 15 years of experience and provides a strategic approach to project management and the development and implementation of stakeholder engagement and communication strategies, activities and materials. Amanda has played a critical role in developing the Community Engagement discipline at ISL where she leads a team of communications and engagement professionals. Amanda is also a Certified Public Participation Professional (CP3).

Amanda has developed and executed engagement strategies, techniques and materials and facilitated discussions with varying levels of contention, emotion and outrage and complexities. She has facilitated high-level strategic stakeholder meetings, interviews, workshops and public sessions, and developed content for surveys, comment forms, discussion questions, displays and reports. She has worked closely with various municipal and provincial clients to lead, manage and support engagement strategies for transportation, water, land use and planning projects of various sizes throughout Alberta, BC and Saskatchewan.

#### Relevant Experience

##### Transportation

- Hwy 16 Multi-Landing Study - Anthony Henday to Hwy 779 (Alberta Transportation) – 2020 to date
- Yellowhead Trail, St. Albert Trail to 97 St (City of Edmonton) – 2019 to date
- Traffic Safety Engagement (City of Fort Saskatchewan) – 2021
- 144 Avenue NW Functional Planning Study (City of Calgary) – 2018 to 2019
- Crowchild Trail Short Term Improvements (City of Calgary) – 2017 to 2020
- Hwy 3 Functional Planning Study (Alberta Transportation) – 2017 to 2019
- Macleod Trail & 162 Avenue Interchange (City of Calgary) – 2015 to 2019
- Crowchild Trail Study (City of Calgary) – 2011 to 2016
- Walterdale Bridge Replacement (City of Edmonton) – 2011 to 2015

##### Transit

- Green Line LRT in my Community Engagement (City of Calgary) – 2017 to 2018
- SW Bus Rapid Transit Engagement (City of Calgary) – 2017
- South LRT Extension (City of Edmonton) – 2009 to 2010

##### Parks and Neighbourhood Planning

- Malmo Plains Building Great Neighbourhoods (City of Edmonton) – 2019 to 2021
- Hinton Parks, Open Space and Trails Master Plan (Town of Hinton) – 2018 to 2019
- Hazelgrove Park Plan (City of Surrey) – 2013 to 2014

##### Land Use Planning

- Municipal Development Plan (City of St. Albert) – 2018 to 2021
- Growth Study and Annexation (City of Spruce Grove) – 2019

##### Special Projects

- Planning Branch Engagement Support (Alberta Environment) – 2019 to date
- Festival and Event Strategy Conversation (City of Calgary) – 2021
- Smoking Bylaw Engagement (City of Calgary) – 2019
- Conditions Assessment, Asset Management and Risk Management Training (Metis Settlements General Council) – 2018 to 2019
- Legalization of Cannabis Engagement (City of Calgary) – 2017 to 2018

##### Water Resources

- Calgary Zoo Flood Mitigation (City of Calgary) – 2015 to 2016
- Utility Master Plan (City of Airdrie) – 2015 to 2016

#### EDUCATION

**University of Calgary, 2006**  
Bachelor of Communication Studies

**SAIT Polytechnic, 2004**  
Journalism Arts Diploma

**Mount Royal University, 2018**  
Adult Educator

**University of Alberta, 2017**  
Leadership Essentials

**International Association for Public Participation**  
Certified Public Participation Professional (CP3), 2017

Emotion & Outrage in Public Participation (EOP2), 2015  
Planning, Communications & Techniques for Effective Public Participation, 2007

**Indigenous Corporate Training Inc., 2011**  
Working Effectively with Indigenous Peoples

**Additional Training**  
University of Alberta, Indigenous Canada, 2021  
Government of Canada, Gender-Based Analysis+, 2021  
Group Facilitation Skills for Public Participation, 2008

#### EMPLOYMENT HISTORY

**ISL Engineering and Land Services**  
2017 to date  
Community Engagement Manager

**ISL Engineering and Land Services**  
2006 to 2017  
Community Engagement Lead

#### AFFILIATIONS AND ACTIVITIES

IAP2 - Member; President (2015 to 2017); Vice President (2013 to 2015)

International Association of Business Communicators - Member

#### AWARDS AND ACHIEVEMENTS

Best of the Best for Community Relations, Crowchild Trail Study, IABC, 2018

Gold Quill Award of Excellence for Community Relations, Crowchild Trail Study, IABC, 2018

Gold Quill Award of Merit for Issues Management and Crisis Communications, Crowchild Trail Study, IABC, 2018

Silver Leaf Award of Excellence for Community Relations, Crowchild Trail Study, IABC Canada, 2017

Silver Leaf Award of Excellence for Issues Management and Crisis Communications, Crowchild Trail Study, IABC Canada, 2017



#### EDUCATION

**University of Alberta, 2018**  
Civil Engineering

#### Additional Training

Construction Safety Training (CSTS-09)

#### EMPLOYMENT HISTORY

**ISL Engineering and Land Services**  
2018 to date  
Transportation Engineer-in-Training

#### AFFILIATIONS AND ACTIVITIES

Association of Professional Engineers and Geoscientists of Alberta  
Canadian Institute of Transportation Engineers  
Northern Alberta ITE - Member at Large

## Jacqueline Prior, E.I.T.

### Transportation Engineer-in-Training

#### Career Highlights

As a transportation Engineer in Training (E.I.T.), Jacqueline supports the preparation of strategic transportation documents and guidelines, transportation impact assessments (TIA), and parking studies. She is responsible for assessing existing and future transportation operations, reviewing the potential application of Intelligent Transportation Systems (ITS), completing background information and best practice reviews, supporting the writing of strategic documents and guidelines such as Transportation Master Plans, and collection of data and observations for traffic, pedestrians, and parking.

#### Relevant Experience

##### Transportation Planning

- Tri-Municipal Consultant for a Transportation, Utilities and Infrastructure Strategy (Parkland County, Spruce Grove and Stony Plain) – 2020 to date
- Trails and Sidewalk Master Plan (City of Lloydminster) – 2020 to date
- CCARP Phase 1 (City of Spruce Grove) – 2020 to 2021
- EIA Revenue Sharing Agreement Intermunicipal Negotiations Support (City of Leduc) – 2019 to date
- Transportation Network Speed Limit Review (City of St. Albert) – 2019 to date
- Growth Servicing Study (City of St. Albert) – 2018 to date
- Sturgeon Infrastructure Master Plan (Sturgeon County) – 2018 to date
- Growth Servicing Study (City of Leduc) – 2018 to date
- Service Plan - Environmental Scan (Edmonton Metropolitan Region Board) – 2018
- Hawrelak Park Capital Investment Plan (City of Edmonton) – 2018
- Complete Street Guidelines and Implementation Strategy and North St. Albert Integration Plan (City of St. Albert) – 2018

##### Traffic Operations and TIAs

- Decoteau NSP TIA (Invistec Consulting Ltd.) – 2020 to 2021
- Holyrood Gardens Rezoning TIA Update (1933748 Alberta Ltd) – 2020 to 2021
- Geometric & Traffic Signal Design (100 Street & 132 Avenue) (City of Grande Prairie) – 2020
- Lloydminster NEASP TIA (City of Lloydminster) – 2019 to date
- Heritage Valley Park and Ride - Transit Priority Measures (City of Edmonton) – 2019 to date
- EPC Diamond Village (21750408 Alberta Ltd.) – 2019 to date
- Rig Hand Craft Distillery Traffic Impact Assessment (Rig Hand Craft Distillery) – 2019 to date
- Bon Accord Micro Cultivation Cannabis Facility Development Project Scoping (1678462 Alberta Ltd.) – 2019 to date
- Arlington Apartment Servicing Brief (Kota Contracting Inc.) – 2018 to 2019
- Ellerslie Road - 111 to 127 Street (City of Edmonton) – 2018
- Benchlands Trail Corridor Traffic Calming Pilot Study (Town of Canmore) – 2018
- NAIT Crosswalk Assessments (Northern Alberta Institute of Tech.) – 2018

##### Functional Planning

- Hwy 21 Functional Plan & Left-in (City of Fort Saskatchewan) – 2020 to date
- Yellowhead Trail Freeway - St. Albert Trail to 97 Street Concept Planning Study (City of Edmonton) – 2019 to date
- Yellowhead Trail - 66 Street Concept Study (City of Edmonton) – 2019 to date
- 50 Street & CPR Grade Separation (City of Edmonton) – 2018 to date
- RR 231 & 232 Functional Plan (Strathcona County) – 2018 to date
- HWY 12/RR 225, Geometry Assessment (Russel Kenneth Burrell) – 2018





## Jeremy Shinbine, E.I.T.

### Water Resources Engineer-in-Training

#### EDUCATION

##### University of Alberta, 2018

Civil Engineering - Environmental Option  
Cooperative Program

##### University of Alberta, 2015

Survey School

#### EMPLOYMENT HISTORY

##### ISL Engineering and Land Services

2018 to date

Water Resources Engineer-in-Training

##### University of Alberta

2018 (January - April)

Research Assistant

##### The City of Calgary

2017 (January - August)

Water Resources Engineer - Coop Student

##### Alberta Environment and Parks

2016 (May - August)

Environmental Monitoring and Standards - Coop  
Student

##### Shell Canada

2015 (May - December)

Ore and Waste/Dump and Dyke Short Range  
Planning Intern

#### Career Highlights

Jeremy is a Water Resources Engineer-in-Training in our Edmonton office responsible for planning, analysis and design of urban and rural hydraulic systems (potable water distribution, wastewater collection and stormwater management, including Low Impact Development (LID) measures). He is also responsible for hydrologic and hydraulic modelling of complex drainage systems, preparation of engineering reports, documents, and drawings, as well as quality management.

Jeremy graduated from the University of Alberta with a civil engineering degree in 2018, and prior to joining ISL, he worked with the University of Alberta, The City of Calgary, Alberta Environments and Parks, and Shell Canada Limited as part of his B.Sc. Civil Engineering Cooperative program.

#### Relevant Experience

##### Municipal

- North Griesbach Pump Station Preliminary Design (EPCOR Water Services Inc.) – 2021 to date
- Rosedale LID and Drainage Improvement Design (EPCOR Water Services Inc.) – 2021 to date
- Edmonton Energy and Technology Park Stormwater Management Study: Horsehills Creek Naturalization Drainage Plan (City of Edmonton) – 2019 to 2020
- Rosedale WTP LID and Stormwater Management Concepts (EPCOR Drainage Planning) – 2019 to 2020
- EL Smith WTP LID and Stormwater Management Concepts (EPCOR Drainage Planning) – 2019 to 2020
- Daylighting Feasibility Study - Bowker Creek (Capital Regional District) – 2019 to 2020
- North Reservoir Design & Construction (Town of Sylvan Lake) – 2018 to 2020
- Spruce Grove Industrial Storm Network (City of Spruce Grove) – 2018 to 2020
- Tri-Municipal Consultant for a Transportation, Utilities and Infrastructure Strategy (Parkland County, Spruce Grove and Stony Plain) – 2020 to date
- Centre Street Trunk Upgrading Study (Aquafera Utilities Inc.) – 2020
- Secondary Water Supply Study (City of Fort Saskatchewan) – 2020 to date
- 2019 Water and Wastewater Master Plans for Aquafera and the Town of Sexsmith (Aquafera Utilities Inc.) – 2019
- Aquafera 108 Street Trunk Capacity Review (Aquafera Utilities Inc.) – 2019
- RR 231 & 232 Functional Plan (Strathcona County) – 2019
- Sturgeon Infrastructure Master Plan (Sturgeon County) – 2018 to 2019
- West Transmission Trunk Water Line (Aquafera Utilities Inc.) – 2018 to 2019
- Review of CSO Control Strategy (EPCOR- Drainage Services) – 2018 to 2019
- Bear Creek North ASP (City of Grande Prairie) – 2018
- Metro Region Service Plan - Environmental Scan (Edmonton Metropolitan Region Board) – 2018
- Hillside Neighbourhood Water/Wastewater Study (Aquafera Utilities Inc.) – 2018

Prior to joining ISL, Jeremy worked on the following projects:

- Canadian Environmental Technology Verification (ETV) Oil Grit Separator Study (The City of Calgary) – 2017 to 2018
- Automated City-Wide Flood Risk Contour Mapping (The City of Calgary) – 2017
- Shepard Industrial Storm Ponds Study (The City of Calgary) – 2017
- 311 Call Centre Strategic Planning & Analysis (The City of Calgary) – 2017
- Sora Combined Master Drainage Plan (The City of Calgary) – 2017



## Robyn Gamber, B.Sc., BGIS, P.Biol., R.P.Bio.

### Wetlands and Vegetation Scientist

#### EDUCATION

##### University of Calgary, 2009

Bachelor of Science in Environmental Science

##### Southern Alberta Institute of Technology, 2015

Bachelor of Applied Technology in Geographic Information Systems

##### Additional Training

Standard First Aid, Level C

Alberta Wetland Rapid Evaluation Tool (AB – WRET)

Hidden Creek Bioengineering Workshop

Native Prairie Restoration/Reclamation

Workshop (PCAP) 2017

Foothills Restoration Forum Fall Workshop 2016

#### EMPLOYMENT HISTORY

##### ISL Engineering and Land Services

2016 to date

Environmental Scientist

##### TERA Environmental Consultants

2011 to 2015

Vegetation Ecologist/Planner

##### The City of Calgary

2009 to 2011

Integrated Pest Management Technician

#### AFFILIATIONS AND ACTIVITIES

Alberta Society of Professional Biologists

The College of Applied Biology

Alberta Native Plant Council

AEP Authorized Authenticating Professionals for WAIRs

#### Career Highlights

As an Environmental Scientist, Robyn is responsible for environmental services related to vegetation, wetland and riparian ecology, desktop reviews, and environmental mitigation. She leads and coordinates Biophysical Impact Assessments, historic imagery interpretation, regulatory approvals and assists in planning studies. She has an interest in native plant community restoration, ecosystem and habitat mapping, performs field assessments and conducts vegetation community inventories and wetland assessments prior to construction. She develops native seed mixes to mimic natural conditions and has an interest in preserving rare plants and ecological communities by providing mitigation measures for construction and post construction.

Robyn is a Professional Biologist in good standing with the Alberta Society of Professional Biologists and the College of Applied Biology in BC and is an Authenticating Professional for Wetland Assessment and Impact Reports.

#### Relevant Experience

##### Environmental Services

- Stoney Douglas Fir Tree Sanctuary (Alberta Transportation) – 2018 to date
- Eroded Riverbank Stabilization and Rehabilitation (City of Calgary) – 2016 to date
- Discovery Plains BIA (Rosetree Developments) – 2016 to 2017

##### Transportation

- Hwy 16 Multi-Landing Study - Anthony Henday to Hwy 779 (Alberta Transportation) – 2020 to date
- Vinca Bridge (Alberta Transportation) – 2020 to date
- Mill Creek Pedestrian Bridge Replacement (City of Edmonton) – 2020 to date
- Macleod Trail / 194 Avenue Interchange (City of Calgary) – 2017 to date
- Hwy 1A:06 Interim Interchange (Alberta Transportation) – 2018 to date
- Whoop-Up Drive Interchanges (City of Lethbridge) – 2017 to date
- Sarcee Trail & Richmond Road Improvements (City of Calgary) – 2019 to 2020
- Ring Road Connector - 6 Street Connector (The City of Calgary) – 2018 to 2020
- 194 Avenue Priddis Slough Crossing (City of Calgary) – 2016 to 2020
- Highway 3:02 Functional Planning Study (Alberta Transportation) – 2018 to 2019
- 144 Ave NW Symons Valley Bridge FPS (City of Calgary) – 2018 to 2019

##### Municipal

- Priddis Slough Storm Trunk (City of Calgary) – 2016 to date
- Clairmont Regional Lift Station D&C (Aquatea Utilities Inc.) – 2016 to date
- Mountain View Regional Water (Mountain View Regional Water Commission) – 2017 to 2019
- Fort Sask Forcemain Twinning (Alberta Capital Region Wastewater) – 2016 to 2017
- South Highfield Flood Rehabilitation / Pathway (City of Calgary Parks) – 2016 to 2017

##### Landscape Architecture

- 37 Street SW Streetscape Design and Construction (City of Calgary) – 2019 to 2020
- River Bend Site Master Plan (City of Red Deer Recreation, Parks and Culture) – 2016

##### Land Use Planning

- Three Hills Industrial Area Structure Plans (Town of Three Hills) – 2020 to date
- TwinHills Planning and Engineering (OpenGate Properties) – 2017 to 2019
- Camrose East Gateway ASP (City of Camrose) – 2016



The following provisions, terms and conditions shall apply hereto:

#### **1. Cooperation**

The client shall give due consideration to all sketches, drawings, reports, tenders, proposals and other and shall give necessary decisions in such reasonable time as not to delay the work of the Professional Consultant.

Wherever required the Client shall furnish the Professional Consultant with the following information and plans, except where the Professional Consultant is specifically required to furnish same according to his agreement:

(a) All pertinent information which may affect the work to be done, together with a correct survey of the site and existing facilities and utilities. Where existing buildings or works are involved, the Client shall furnish complete and accurate information regarding all construction matters affecting the same.

(b) Prints of building plans and structural plans, drawn to proper scale, "frozen" as to design and suitable for incorporation in Professional Consultant's design drawings.

(c) Copies of all bids and contracts for the work the Professional Consultant is responsible for and copies of all quotations, all certificates for payment and final accounts in connection with the work, if they do not originate in the Professional Consultant's office.

#### **2. Standard of Care**

The Professional Consultant will provide the Services with the level of care, skill and diligence ordinarily provided by members of the same profession in the performance of services in respect of projects similar to the Project at the time and place that the Services are rendered.

#### **3. Cost of Work**

The Probable Costs shall mean the total cost to the Owner of the project of all materials and labour (plus all contractors' overhead and profit) necessary to complete the work for which the Professional Consultant prepares drawings and specifications or for which he is responsible. The Professional Consultant does not guarantee the accuracy of Probable Costs. Such probable cost represent only the Professional Consultant's judgement as a professional and are supplied for the general guidance of the Client.

Whenever the Owner furnishes material or equipment, labour, or other service that is incorporated in the work, the fair market value of the materials or equipment as though they were purchased new, and current prices of labour or other service when the work was executed, shall be included in the probable cost of the work.

Whenever used material or equipment are furnished by the Owner or the Contractor at the Owner's request, the fair market value of the materials or equipment as though they were purchased new, shall be used to compute the probable cost of work.

No deduction shall be made from the Professional Consultant's fees on account of any penalties or damages claimed by the Owner from the Contractors, or of other sums withheld from the Contractors.

The probable cost of the work shall not include professional fees and reimbursements due the Professional Consultant.

#### **4. Payment**

The Professional Consultant shall invoice the Client periodically (4-week cycle) for the services performed under this Agreement. The Client shall pay such invoice upon receipt. If the Client fails to pay an invoice when due, the Professional Consultant may suspend all services until such invoice is paid in full.

Invoices not paid within thirty (30) days of the invoice date shall be subject to a late fee of two (2) percent per month computed at 31 days from the date of invoice. In addition, any collection fees, attorney's fees, court costs, and other related expenses incurred by the Professional Consultant in the collection of delinquent invoice amounts shall be paid by the Client.

Progress billings, when paid, represent acceptance by the Client of the invoiced services performed by the Professional Consultant.

#### **5. Additional Compensation**

It is agreed that the Consultant will be entitled to the additional compensation for the following:

(a) If it should become necessary for the Professional Consultant to redraw completed plans or to make revisions to the plans for reasons over which he has no control.

(b) or if the Professional Consultant is put to labour and expense by the delinquency of insolvency of the Client or a Contractor or Subcontractor, or as a result of suspension of work or damage to the work in progress by fire or otherwise.

The Professional Consultant shall be equitably paid for such extra work on a "Time Basis", plus any out of pocket expenses. In any such case, the situation shall be called to the attention of the Client prior to starting the additional work and separate cost records shall be kept by the Professional Consultant.

#### **6. Abandonment or Suspension**

If the project or any part thereof is abandoned at any stage or if any stage of the Professional Consultant's work is unduly delayed for reasons beyond his control, or if the contracts for the construction and installation of the work are not awarded within 60 days after the completion of the drawings and specifications the Professional Consultant shall be entitled to payment for "Planning and Designing" as called for in his agreement and in the manner as prescribed in Item 3 above.

#### **7. Special Services**

Should the Professional Consultant be authorized to do additional work of any sort over and above that contemplated in this agreement he shall be additionally compensated.

If particular problems arise which the Professional Consultant considers will require engaging a specialist, the specialist's fee and out of pocket expenses shall be paid by the Client, provided the Client has authorized his engagement.

Nothing in any agreement between Client and Professional Consultant shall be construed to obligate the Professional Consultant to prepare for or appear in litigation on behalf of the Client, unless the Professional Consultant is equitably compensated for such services on a "Time Basis" and subject to this agreement.



## 8. Travelling and Out of Pocket Expenses

Unless otherwise agreed upon, the Client shall reimburse the Professional Consultant for the cost of any travelling and living expenses incurred by the Professional Consultant for inspections or visits to the site or for visits to any plant where he may have been required to investigate or inspect equipment, provided the site is not within the limits of the City in which the Professional Consultant's office is located together with the cost of any long distance telephone, cellular, faxes, data charges, etc., required by the work.

Any amounts claimed by the Professional Consultant for travel and living expenses shall not exceed such expenses allowed to the client's employees under the Client's policy in that regard in force from time to time, if such policy is fair and reasonable. A schedule for site reviews or visits to the site or to any other location shall be agreed upon between the Client and the Professional Consultant prior to the commencement of the work.

## 9. Confidential Data

All information obtained by the Professional Consultant with respect to either the work or the Client's operations in any area shall be kept confidential and shall not be divulged to any person not authorized to receive it.

## 10. Stepped Dispute Resolution

In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and the Professional Consultant agree to attempt to resolve such disputes in the following manner:

(a) First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party.

(b) Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal non-binding mediation conducted in accordance with rules and procedures to be agreed upon by the parties.

(c) Third, if the dispute or any issues remain unresolved after the above steps, such dispute or difference shall be resolved by litigation.

## 11. Communications

Any notice required under this agreement may be given if delivered personally or sent by prepaid registered mail addressed, in the case of the Client, to:

City of Lloydminster  
4420 – 50 Avenue  
Edmonton AB T9V 0W2

or, in the case of the Professional Consultant, to:

ISL Engineering and Land Services Ltd.  
7909 51 Avenue NW  
Edmonton AB T6E 5L9

Any notice given by prepaid registered mail shall be deemed to have been delivered on the third business day following the date of mailing. In the case of a postal strike or other disruption of service, delivery only shall be effective on the fifth day after postal service is resumed.

## 12. Insurance

If required by the Client, the Professional Consultant shall supply to the Client insurance with companies and in a form approved by the Client providing coverage for:

(a) professional liability with respect to errors or omissions in the amount of \$1,000,000 per claim and aggregate; and

(b) commercial general liability in the amount of \$1,000,000 per claim and aggregate.

Such insurance shall remain in effect throughout the term of this agreement and the Professional Consultant shall, upon demand, provide the Client with copies of the policies of insurance and receipts for premiums.

## 13. Limitation of Liability

Notwithstanding any other provision of this Agreement, the total liability of the Professional Consultant, its officers, directors and employees for liabilities, claims, judgements, demands and causes of action arising under or related to this Agreement, whether based in contract or tort, shall be limited to the total compensation actually paid to the Professional Consultant for the Services or \$250,000, whichever is less. All claims made by the Client shall be deemed relinquished unless filed within one (1) year after substantial completion of the Services.

In addition, the Professional Consultant shall not be liable for consequential, incidental or indirect damages as a result of the performance of this Agreement.

## 14. Indemnity

The Client shall indemnify and hold harmless the Professional Consultant from and against any costs, damages, expenses, legal fees and disbursements, expert and investigative costs, claims, liabilities, actions, causes of action and any taxes thereon arising from or related to any claim or threatened claim by any party arising from or related to the performance of Services.

## 15. Environmental Liability

The Client has and shall retain all responsibility and liability for the environmental conditions on the site. All non-consumed samples shall remain the property of the Client, and the Client shall be responsible for and promptly pay for the removal and lawful disposal of all samples, cuttings and hazardous materials.

## 16. Termination

This Agreement may be terminated by either party upon ten (10) days written notice to the other. In the event of termination, the Client shall pay for all reasonable charges for work performed and demobilization by the Professional Consultant to date of notice of termination. The indemnity obligations of this Agreement shall be binding notwithstanding any termination of this Agreement.

If the Professional Consultant shall become bankrupt or insolvent or, being a corporation, a receiver shall be appointed of the Professional Consultant's undertaking, or if the Professional Consultant shall be in any manner in breach of any term of this agreement, the Client shall be entitled to immediately terminate this agreement by notice in writing to the Professional Consultant. In that event, the Client may employ and pay other persons to carry out and complete the obligations of the Professional Consultant hereunder.

## 17. Jurisdiction

This Agreement shall be governed by the laws of the jurisdiction where the Project is located.



# Service Proposal Annexation Assistance and Reporting

Prepared for:



**Kara Kashuba**  
Development Officer

Prepared by:



TOWN + RURAL PLANNING

**Jonathan Schmidt,**  
MEDes, RPP, MCIP  
President & Principal Planner



**Russ Leedham,**  
RPP, MCIP, GISP  
President & Planner

November 29, 2021

**Attention: Kara Kashuba, Development Officer**

Sylvan Lake Summer Villages

**RE: Proposal for Services – Annexation Assistance and Reporting**

As per recent conversations with the Summer Villages on Sylvan Lake, it is understood that the Administration is seeking assistance with the reporting and engagement required for an Annexation Application. **Bluerock Planning Inc.** (Bluerock) has partnered with **ProACTIVE Planning Inc.** (ProACTIVE) to create a team with excellent experience working for small municipalities to deliver on the request. Annexation assists municipalities in expanding boundaries and planning new development areas in a responsible, sustainable way to meet the social, economic, and physical needs and goals of the community. This proposal outlines the typical requirements, process, resources, and approach required to initiate and complete an annexation application.

**Bluerock Planning Inc.** is a rare boutique firm based in Okotoks, AB that specializes in town and rural planning for clients just like the Summer Villages on Sylvan Lake. Bluerock provides outstanding service and value to small municipalities that are tired of the high fees and poor service of other consultants that don't understand their needs. Jonathan Schmidt, RPP, MCIP, an award-winning professional planner and project manager leads Bluerock's project teams and brings over 11 years of diverse planning experience from across western Canada.

**ProACTIVE Planning Inc.** is a unique planning consultancy based in Calgary, AB that delivers specialized solutions to clients requiring planning, engagement, and GIS expertise. ProACTIVE applies a technical and policy-based approach while focusing on the integrity that engagement and collaboration bring to a project. Effective and efficient workflows allow for ProACTIVE to deliver high value at lower costs.

Our team offers the following outstanding attributes:

- a) Trusted, and experienced project team.
- b) Award-winning municipal planning.
- c) Effective, purposeful, and aesthetic GIS Mapping capabilities.
- d) Collaborative client and community planning approach focused on capacity building.
- e) Engagement that is focused on meaningful connections and nurturing relationships.

For any questions or clarifications regarding this proposal please contact the primary contact person for this project:

**Jonathan Schmidt** MEdes, RPP, MCIP  
President & Planner – Bluerock Planning Inc.  
587-998-4540 | [jonathan@bluerockplanning.ca](mailto:jonathan@bluerockplanning.ca)

**Russ Leedham** RPP, MCIP, GISP  
President & Planner – ProACTIVE Planning Inc.  
403-615-5339 | [russ@proactive-planning.ca](mailto:russ@proactive-planning.ca)

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APPENDIX A: RESUMES

APPENDIX B: PROJECT SHEETS

## 1 EXECUTIVE SUMMARY

As per a request from Kara Kashuba, of the Summer Villages on Sylvan Lake on November 15, 2021, Bluerock Planning and ProACTIVE Planning (the project team) are pleased to submit this proposal for Annexation Assistance and Reporting. Annexation is multi-disciplinary process completed by small and large municipalities in Alberta. The project team has the essential planning, policy, mapping, and engagement experience and resources needed to complete the requested task. Our combined skillsets align well with the requirements of an annexation application; the planning regulation, analysis of the land, and the people impacted on those lands

This proposal outlines the process, application requirements, and supporting resources needed to assist with, and complete the report for an Annexation Application.

Our anticipated budget for completion of **one** Summer Village Annexation Application including all items outlined in this proposal is between **\$11,400 - \$14,400**. If more than one summer village requires annexation, the process and budget will be similar, but may fluctuate in resource needs as per what is required in the negotiation and engagement process.

## 2 APPROACH & METHODOLOGY

### 2.1 Project Understanding

The project team will assist the Summer Villages on Sylvan Lake by preparing and managing the requirements for annexation set out by the Alberta Municipal Government Board. The annexation process requires a number of steps for success.

**Application**

**Reporting**

**Negotiation**

**Engagement**

It has not been identified which Summer Village(s) require annexation assistance. The unique context of the Summer Villages on Sylvan Lake has five villages bordering both urban and rural municipalities. This will require engagement with multiple municipal stakeholders depending on the village.

Birchcliff Summer Village	Red Deer County – Lacombe County
Summer Village of Half Moon Bay	Red Deer County – Lacombe County
Summer Village of Jarvis Bay	Red Deer County – Town of Sylvan Lake
Summer Village of Norglenwold	Red Deer County – Town of Sylvan Lake
Summer Village of Sunbreaker Cove	Lacombe County

The project team is proposing to provide the following support for the project.

- Assistance with the general Annexation Application process
- Preparation of the Annexation Report including all items noted in Section 2.4 of this proposal
- GIS & Planning Rationale Report - utilizing GIS, conduct a land analysis assessment of long-term land needs analysis for justification to the Province of Alberta/MGB for the Annexation Application and public information to be compiled in a Land Needs Rationale Report
- Negotiation and government communication assistance
- Preparation of Communications and Engagement Plan
- Execution of all necessary communications and engagement
- Final reporting and annexation application



## 2.2 The Application Process

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In addition to any Intermunicipal Development Plan (IDP) requirements specific to the municipalities, an annexation follows a very specific process in Alberta.

- Submission of a Notice of Intent to Annex (Annexation Report) to the Municipal Government Board (Board) and to the municipality from where lands are to be annexed from.
- Municipalities to meet and discuss the annexation proposal and negotiate in good faith.
- Negotiation report is prepared, and negotiation is potentially mediated if need be.
- Submission of Negotiation Report to the Board.
- Uncontested annexation applications are forwarded to Minister of Municipal Affairs by the Board.
- If the application is contested, the Board will advertise a public hearing.
- If objections are received when the annexation is advertised, a public hearing will ensue.
- Board will provide recommendation to the Minister of Municipal Affairs
- Alberta Cabinet will consider the Board's report and if approved, to be signed by the Lieutenant Governor of Alberta.

The project team will provide management, support, and technical and reporting requirements at all stages of the application process for all five Summer Villages.

## 2.3 The Annexation Report

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The project team will prepare the Annexation Report which will include the following key elements:

- Intention of annexation
- Compliance with annexation principles
- Proposed annexation area
- Statutory plan review
- Historic growth patterns
- Future growth projections analysis
- Annexation land suitability analysis
- Intended land use and servicing
- Boundary road identification
- Negotiations
- Public consultation (separate Communications and Engagement Plan)
- Associated maps and figures

Report will be amended with negotiation, consultation, and engagement results.

## 2.4 Negotiations and Government Communications

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The project team will direct and assist negotiations between the Summer Villages, other municipalities, and landowners. Engagement and planning expertise with the Annexation process and the Board is required throughout the process. All necessary land title certificates, mailing information, and other resources required for the process will be managed and documented by the project team. All necessary documentation to be provided to the Municipal Government Board throughout the process will also be managed and documented by the project team.

## 2.5 Public Engagement and Communications

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The project will require comprehensive public engagement and communications throughout its entirety. This will include but is not limited to:

- Creation of an Engagement and Communications Plan at the onset of the project.
- Minimum of 2 public open houses either in person or virtually. Joint open houses between Summer Villages may be discussed to reduce costs where it makes sense.
- Required letters to all landowners within and adjacent to annexation area
- Website, social media, and newspaper updates.

## 2.6 Project Innovations

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### **Project Management**

Online cloud-based project management software can help manage a project by letting the client know where things are at, check in, and view documents. Our team has used platforms such as Asana and Monday to track projects online for clients. If desired our team can recommend a cloud-based software that suits you and your needs as a municipality.

### **Covid-19 Project Adaptations**

Given the global COVID-19 pandemic, our project team has a few COVID-friendly engagement options that can be implemented to adapt appropriately if the Summer Villages chooses to do so..

- Online webinars, polling, and surveys
- Annexation project website
- Phone calls to stakeholders



## 3 PROPOSED BUDGET & PHASES

### 3.1 Scope of Services & Fees

Due to the nature of the annexation application, there may be additional resources required specifically in the engagement and negotiation tasks. The project team is providing a fee range to accommodate the anticipated fluctuation in resources required.

The following table is a summary of the project budget for **one** Summer Village. Final budget can be negotiated with the client upon general acceptance of this proposal.

Major Tasks	Anticipated Hours	Total
Project Initiation and Start Up Meeting	2 - 3	\$240 - \$360
Technical Review, Draft Report and Mapping Preparation (Statutory plan review, annexation area identification, growth projections and land analysis assessment)	30 - 35	\$2,400 - \$3,000
Communications and Engagement Plan Development	2	\$240
Negotiations, Government Communication and Correspondence	10 - 15	\$1,200 - \$1,800
Public Engagement (Open Houses) and Reporting	25 - 30	\$2,400 - \$3,000
Annexation Application	15 - 20	\$2,400
Final Reporting	10 - 15	\$1,200 - \$1,800
<b>Sub Total</b>	<b>95 - 120</b>	<b>\$11,400 - \$14,400</b>

Additional out of scope work will be billed at **\$120/hr** for all team members.

Notes:

- Prices shown do not include GST.
- Expenses will be billed at cost plus 2% for handling. Expenses will include any travel costs (i.e., mileage, accommodations, meals), printing, and engagement supplies which will be billed at cost.

## 4 PROJECT TEAM & EXPERIENCE

### 4.1 Corporate Profiles

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#### **Bluerock Planning Inc.**

Bluerock based in Okotoks is founded and led by President Jonathan Schmidt, BES, MEDes, RPP, MCIP. He has over 11 years of professional planning experience where he's carved out a niche working across Alberta and British Columbia in towns, villages and rural municipalities. He has a wealth of experience working on statutory plans, planning applications, Land Use Bylaws and assisting municipalities with day-to-day planning services.

Bluerock assembles project teams with the right professionals to match client needs, maximize impact, and create cost efficiencies. Bluerock specializes in providing municipal planning services that include development of long-range planning policies (IDP's, ICF's, MDP's and ASP's), land use bylaws, subdivision planning approvals and development permit approvals.

Bluerock was created in January 2020 as Jonathan saw a need to provide better planning services to rural and small-town municipalities. In our rapidly changing economy large firms are often too slow to react to changing client needs and tighter budgets. Bluerock is responding to this new world, with small exceptional teams that together bring a wealth of knowledge to rural and small communities.

#### **ProACTIVE Planning Inc.**

ProACTIVE Planning offers Integrity-based and multi-disciplinary solutions for municipalities, developers, stakeholders, and pipeline operators to meet their unique planning and development needs. ProACTIVE understands the connection between the physical, economic, and social intersections in our communities that shape the way they grow.

ProACTIVE is a unique team of experts in land use planning, engagement GIS, land development, utility ROW, and pipeline damage prevention. The team has extensive experience working with small municipalities and possesses the technical and policy knowledge of the planning process to complete a project effectively and efficiently from start to finish. ProACTIVE partners with leaders in the planning field to ensure every aspect of a project is addressed properly.

### 4.2 Team Project Experience

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Bluerock Planning Inc. is led by Jonathan Schmidt, RPP, MCIP, one of Alberta's most dynamic and passionate planners focused on rural and small municipalities. In the last 11 years Jonathan has worked throughout rural Alberta from the south in Crowsnest Pass, Pincher Creek, Coaldale, through to Rocky View County, Wheatland County and north to Cold Lake. Our project team also includes members of ProACTIVE Planning. Russ Leedham is a planner, and GIS specialist with nearly 15 years of experience; and Blaise Fontaine is an engagement specialist with extensive experience with diverse stakeholder groups.

## 4.3 Project Team

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The project team is a well rounded multi-disciplinary group that was specifically put together to deliver on all elements of the Annexation reporting and assistance. The small group is dedicated to effective communication internally and externally with stakeholders and the Summer Villages.

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**Jonathan Schmidt** *MEDes, RPP, MCIP*

**Project Role:** Project Manager and Senior Planning Review

Jonathan has an excellent blend of policy experience. Jonathan has led award-winning transformative public planning projects across western Canada including Canal Flats OCP & Zoning Bylaw in 2019 and the Bragg Creek Revitalization Plan. In 2021 Jonathan was specially appointed to assist world renowned regional planner Peter Calthorpe and HDR-Calthorpe with the Calgary Regional Plan. Jonathan played a key role in writing regional planning policy and engaging closely with both urban and rural municipal administrations and Councils across the Calgary Metropolitan Region.

He brings a sensitive community-based approach to planning projects, with a keen understanding of how to deliver a successful project. Jonathan brings formal training as a project manager from corporate training world-leader PSMJ Resources Inc. and strong organizational skills and experience to his role as project manager.

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**Russ Leedham**, *MCIP, RPP, GISP*

**Project Role:** Planner, Annexation Reporting Lead, and GIS Specialist

Russ is a Professional Planner and GIS Professional by trade. His evolving 15 years as a land surveyor to a GIS specialist to a land-use planner has allowed him to gain a comprehensive background in all components of land use planning and development through hundreds of unique projects. He takes an analytical and logical approach by applying his technical background to the big picture needs of land development and infrastructure planning to achieve optimal outcomes for his clients. Russ' multidisciplinary experience turns these complex land use planning and development decisions, processes, issues, and obligations into an opportunity for clients and stakeholders. He has an extensive background in providing land use analysis in multiple scenarios for municipalities, developers, and landowners.

Russ will lead all technical review and reporting, direct negotiations with municipalities, and management of applications. He will also provide strategic direction and technical design of mapping updates.

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Blaise Fontaine, *BA (Hons), IAP2*

**Project Role:** Engagement Specialist

Blaise is a highly regarded Indigenous and municipal engagement professional and co-founded ProACTIVE Planning in 2019. Her career began in 2007 with Canada's first public engagement consultancy, and she has established her career in the field through experience with the BC Provincial Government, Indigenous communities, oil and gas companies, and community planning firms. As a leader and innovator in stakeholder engagement, she brings a collaborative and comprehensive toolkit to ProACTIVE. Blaise has contributed to the success of nearly 100 projects across Canada and has developed and maintained relationships with hundreds of stakeholder groups and Indigenous communities.

Blaise will direct the creation of the communication and engagement plan and execution. Blaise brings people together through genuine communication and her diverse engagement toolkit.

## 5 CONCLUSION

Bluerock Planning and the project team are eager for the opportunity to provide Annexation Assistance and Reporting for the Summer Villages on Sylvan Lake.

### 5.1 Invoicing

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Project time and material costs in accordance with the agreed upon budget will be invoiced monthly. Invoices are to be paid within 30 days.

### 5.2 Authorization

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By signing below, the client hereby authorizes Bluerock Planning to proceed with the above-mentioned work program to provide professional planning services:

*Sincerely,*

---

Jonathan Schmidt, President  
Bluerock Planning Inc.

---

Date

---

*Authorization to Proceed,*

---

Client – Summer Villages on Sylvan Lake

---

Date

# **Appendix A**

## Team Resumes



## Jonathan Schmidt

MEDes, BES, RPP, MCIP

Owner | Principal Planner | Project Manager

[jonathan@bluerockplanning.ca](mailto:jonathan@bluerockplanning.ca)

[www.bluerockplanning.ca](http://www.bluerockplanning.ca) | 587.998.4540

Studio: 244 Woodhaven Drive, Okotoks, AB

On my desk is a sticky note that says *People support what they create*. After 11+ years of professional planning I believe this more than ever. I've worked across western Canada as a community planner in some of the smallest municipalities (by population) and a few of the largest (by land area). I've led, and been part of, award winning plans and teams and the common element to all those great projects was a plan that the people created....not the consultants. My mentor once said *If you want a different result then you must to change the process*. I take that lesson to heart in all of my projects. I want to change the process of community planning, so that experts and communities work together more closely, learn more deeply from each other, and ultimately work together over the long-term to transform communities.

What's missing in your community? What wisdom and passion do your citizens have to transform your community that you need to tap into?



### EDUCATION

University of Calgary

Master of Environmental Design (Planning), 2006 - 2009

University of Waterloo

Bachelor of Environmental Studies, 2000 - 2005

Honours Co-op, Minor in Peace & Conflict Studies

### MEMBERSHIPS

- Registered Professional Planner (RPP)
- Alberta Professional Planners Institute - Member
- Planning Institute of British Columbia - Member
- Member of Canadian Institute of Planners (MCIP)

### EMPLOYMENT HISTORY

#### Bluerock Planning Inc.

Owner / Principal Planner / Project Manager

Jan 2020 - present

#### B&A Planning Group

Senior Planner / Project Manager

May 2016 – Dec 2019

#### McElhanney Consulting Services Ltd.

Senior Planner / Project Manager

January 2013 – April 2016

#### Oldman River Regional Services Commission

Community Planner

March 2009 – December 2012

#### Ann & Sandy Cross Conservation Area

Landscape Planner

2007 – 2009

### PUBLICATIONS

Schmidt, J. (2009). Facing the Past in Our Planning. APPI Planning Journal. Summer 2009, Issue 2.

Quinn, M.S., Selvig, C., Schmidt, J. (2008). Considering Connectivity: Maintaining Critical Landscape Connections for the Ann & Sandy Cross Conservation Area in a Regional Context.

### AWARDS

#### Union of BC Municipalities (UBCM)

2019 Community Excellence Awards - Honourable Mention

Project: Village of Canal Flats Official Community Plan

Role: Project Manager/Senior Planner (B&A Planning Group)

#### Alberta Professional Planners Institute (APPI)

2018 APPI Awards - Award of Merit

Project: Parkland County Technical Growth Study

Role: Senior Planner (B&A Planning Group)

#### Alberta Professional Planners Institute (APPI)

2016 APPI Awards - Award of Merit - Design Plan Category

Project: Bragg Creek Revitalization Plan

Role: Project Manager/Senior Planner (McElhanney Consulting)

#### Canadian Institute of Planners

Humphrey Carver Award Master Thesis



## MUNICIPAL PLANNING & ENGAGEMENT PROJECTS

**\*\* Denotes Award-winning project**

### Official Community Plan (2021-present)

Client: City of Grand Forks, BC

- Project manager / senior planner for comprehensive update to the OCP and 3 other related projects

### CMRB Regional Plan (2020-2021)

Client: HDR - Calthorpe

- Policy writer and planner for the Calgary Metropolitan Region Board Growth Plan working with renowned author and planner Peter Calthorpe.

### Official Community Plan & Zoning Bylaw (2020-2021)

Client: Village of Valemount, BC

- Project manager / senior planner for Village's comprehensive update to their OCP and Zoning Bylaw

### Municipal Development Plan (2020)

Client: Special Areas Board (via Palliser Municipal Services)

- Project manager/lead planner for creation of the first MDP for Special Board.

### Municipal Development Plan & Growth Study\*\* (2017)

Client: Parkland County

- Senior planner for the County's two major planning documents that brought forth innovative ways to plan for sustainable rural growth.

### Intermunicipal Development Plans (2018-19, 2020)

Client: Palliser Municipal Services & Wheatland County

- Senior planner for 3 IDPs (Town of Drumheller & Special Areas, Starland and Kneehill).
- Project manager / senior planner for 8 Wheatland County IDPs (5 rural and 3 urban).

### Official Community Plan & Zoning Bylaw (2018-2019)\*\*

Client: Village of Canal Flats, BC

- Project manager / senior planner for Village's comprehensive update to their OCP and Zoning Bylaw

### Bragg Creek Revitalization Plan (2015-2016)\*\*

Client: Rocky View County

- Project manager for Hamlet Revitalization Plan including extensive public engagement, land use designs, public realm/streetscape improvements and economics plan.

### East Acreages Area Structure Plan (2013-2015)

Client: City of Chestermere

- Lead McElhanney planner for redevelopment plan for 342 acre country residential area.

### Dead Man's Flats Area Structure Plan (2014-2015)

Client: M.D. of Bighorn

- Project manager/lead planner for the creation of ASP for 72 acre area in Hamlet of Dead Man's Flats, including public engagement, planning and design

### Development & Planning Services \ Training Leadership

Client: Municipality of Crowsnest Pass (2014-2015 & 2020)

- Day-to-day development officer & planning services

Client: Wheatland County (2014-2015)

- Day-to-day senior planner services

Client: Town of Okotoks

- Led Municipal Planning Commission Training session

## COMMUNITY PLANS & AREA PLANS

- Special Areas Board Municipal Development Plan
- City of Fort Saskatchewan Municipal Development Plan
- Oyen Railway Area Structure Plan
- Shepard Industrial Area Structure Plan
- East Highway 1 Area Structure Plan (Rocky View County)
- Village of Nakusp Official Community Plan
- North Industrial Area Structure Plan (Rocky View County)
- Twp 250 Conceptual Scheme (Rocky View County)

## ENGAGEMENT & INDIGENOUS PROJECTS

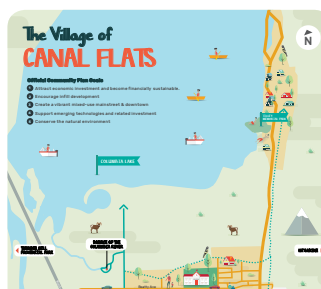
- Meadowlark Trail Rezoning & Engagement (2019), Rocky View County AB
- MDP Engagement (2019), Wheatland County, AB
- Westridge Road Redevelopment Engagement, Strathmore, AB
- Kinosoo Beach Redevelopment Plan, Cold Lake, AB
- Frog Lake First Nations Land Use Plan Engagement
- Akisqnuq First Nation Land Use Plan & Engagement
- Aqam First Nation Land Use Plan & Engagement

## EXPERT WITNESS TESTIMONY & REPORTS

- Expert Witness Testimony - MGB Hearing - Canmore vs. MD of Bighorn (Dead Man's Flats ASP. MGA s.690 appeal)
- Highest and Best Use Expert Report on behalf of private landowner for Expropriation Case in Foothills County, AB



EAST ACREAGES AREA STRUCTURE PLAN, CHESTERMERE



CANAL FLATS "OCP-IN-PAGE"



OLD DAYCARE LANDS DESIGN, CANMORE





## Russ Leedham

### President & Director of Planning

RPP, MCIP, M.Plan, GISP

Land use planning and development decisions, processes, and issues are driven by geographic, social, regulatory, and economic complexities. Russ' multidisciplinary experience turns these complex obligations into an opportunity for clients and stakeholders.

Russ is a Professional Planner and Geographic Information Systems Professional by trade and co-founded ProACTIVE Planning in 2019. His evolving 15 years as a land surveyor to a GIS specialist to a land-use planner has allowed him to gain a comprehensive background in all components of land use planning and development through hundreds of unique projects. His industry experience ranges from community planning, geomatics engineering, environmental regulatory, transportation planning, regional planning, and pipeline regulatory. He takes an analytical and logical approach by applying his technical background to the big picture needs of land development and infrastructure planning to achieve optimal outcomes for his clients.

As Director of Planning, Russ manages ProACTIVE's land use planning and development portfolio, and all GIS mapping and programming.

## Professional History

Director of Planning  
ProACTIVE Planning Inc.  
January 2019 - Present

Community Planner & Sr. GIS Specialist  
B&A Planning Group  
April 2015 - November 2018

GIS Specialist  
AMEC Foster Wheeler  
September 2013 - August 2014

GIS Planning Technician  
Calgary Regional Partnership (CRP)  
September 2012 - September 2013

GIS Specialist & Design Technician  
Boulevard Transportation Group  
September 2010 - December 2011

Surveyor & Design Technician  
Stantec Consulting  
May 2006 - March 2010

## Education

University of Calgary  
Masters of Planning - Honors

Southern Alberta Institute of Technology  
Bachelor of Applied Geographic Information Systems

Lethbridge College  
Geomatics Engineering Technology

## Professional Affiliations

Member  
Canadian Institute of Planners  
Registered Professional Planner  
Alberta Professional Planning Institute  
GIS Professional  
GIS Certification Institute

## Key Experience

**Russ Leedham**  
President & Director of Planning

● ProACTIVE Planning    ● B&A Planning Group    ● AMEC    ● CRP    ● Boulevard    ● Stantec

### Corporate Development

- Led the development of the company goals, business plan, strategic vision, framework, vision, business development plan and corporate mandate - 2019-2021
- Supported the process and management of ProACTIVE's Industry-Wide Development Filtering and Land Use Monitoring program - 2021
- Developed proprietary software and processes to filter, manage, monitor, and map land use planning and development near pipeline systems - 2019-2021
- Created GIS workplan, planning integration workplan, and technical vision - 2019-2021
- Web design, corporate policy, marketing material, and administrative setup and management - 2019-2021
- Led internal GIS and Planning integration program development - 2016-2018
- Project lead for internal GIS platform development - 2008-2010
- Supported internal geomatics project team coordination with various internal departments - 2007-2010

### Community Planning

- Parkland County Municipal Development Plan
  - Parkland County AB - 2016
- Husky Energy real estate asset management
- Comprehensive highest and best land use studies, development permit applications
  - Multiple western Canada locations - 2015-2018
- Harbour Landing Concept Plan - Concept design and report development
  - Regina SK - 2017
- Riversong Neighbourhood Plan - Planner
  - Cochrane AB - 2021
- Robinson Gravel Pit Development - Planner, Technical Reclamation Plan
  - Cochrane AB - 2016-2018
- Intermunicipal Development Plans - Planning Assistant on multiple projects

### Special Programs and Major Projects

- Interprovincial planning research, assessments, technical review lead, and engagement support for encroachment reporting for pipeline clients. - 2019-2021
- Provided land use planning expertise, land use assessments and data analysis for pipeline class location (pipe safety suitability) prediction assessments - 2019-2021
- Project manager, lead planner, data management and manipulation, GIS mapping lead for multiple projects assisting pipeline operators - 2019-2021
- Lead Planner as land use planning and development agent for TC Energy - 2015-2018
- Coordinated program research and development for multi-municipality open GIS data coordination and program development - 2013
- Regional and municipal growth and development capacity study
  - Calgary Region - 2013
- Calgary Metropolitan Plan - strategic policy to mapping vision and development
  - Calgary Region - 2013
- Research, reporting, Design, Engagement, and Analysis for multiple projects in BC, AB, and SK - 2010-2011
  - Traffic Impact Assessments, Parking Studies, Transporation Master Plans, Traffic Management

### Education and Facilitation

- Project coordinator and content development lead on a project with the Canadian Energy Pipeline Association to provide pipeline education sessions for planning institutes, municipalities, and First Nations across Canada. - 2021
- Presented to influential organizations such as CEPA, the CER, CSA, CCGA, CGA, APPI, PIBC, SPPI, MPPI, OPPI - 2019-2021
- Banff Pipeline Workshop - guest panelist on the topic of land use planning and development near pipelines. - 2021
- Vice-chairman of Calgary Regional Partnership GIS Planning Committee - 2012-2013

## Key Experience Cont'd

Russ Leedham  
President & Director of Planning

● ProACTIVE Planning    ● B&A Planning Group    ● AMEC    ● CRP    ● Boulevard    ● Stantec

### Technical Design and GIS Projects

- Web portal development (HTML coding, database management, ArcGIS Online Web mapping integration) for custom pipeline operator software connecting land use planning and development with operator obligations. - 2019-2021
- Spatial analysis, data management, data manipulation, web mapping and cartographic mapping for encroachment studies - 2019-2021
- Cartographic mapping, land use and density analysis, data management, and web mapping for land use planning and development projects - 2015-2018
- Hydrological Engineering Reporting and Environmental Impact Assessments mapping and analysis - 2014
- GIS analysis, mapping, and database specialist for oil sands reclamation - 2014
- Mckenzie Ave / Finnerty Rd detailed traffic circle design
  - Victoria BC, 2011
- Technical design lead for civil engineering, transportation planning, and environmental infrastructure projects - 2006-2010
- Land use planning design and drafting for new area structure plans and subdivision plans. 2006-2010
  - Vanier Woods ASP, Red Deer AB
  - Chinook Crossing, Airdrie AB
  - Johnstone Crossing, Red Deer AB
  - Blackfalds Intermunicipal Development Plan, AB



## Blaise Fontaine

Vice President & Director of Engagement

B.A. Hons, IAP2

Engagement isn't an obligation, it's an opportunity to make a project successful by initiating powerful connections and nurturing meaningful relationships with stakeholders. Blaise brings people together through genuine communication and her diverse engagement toolkit.

Blaise is a highly-regarded Indigenous and municipal engagement professional and co-founded ProACTIVE Planning in 2019. Blaise's career began in 2007 with Canada's first public engagement consultancy, and she has established her career in the field through experience with the BC Provincial Government, Indigenous communities, oil and gas companies, and community planning firms. As a leader and innovator in stakeholder engagement, she brings a collaborative and comprehensive toolkit to ProACTIVE. Blaise has contributed to the success of nearly 100 projects across Canada, and has developed and maintained relationships with hundreds of stakeholder groups and Indigenous communities.

## Education

University of Victoria

Bachelor of Arts - Honours Humanities

Camosun College

Indigenous Studies

## Professional History

Director of Engagement

ProACTIVE Planning Inc.

January 2019 - Present

Senior Engagement Specialist

B&A Planning Group

July 2016 - August 2018

Stakeholder Affairs Advisor

Brion Energy

May 2015 - June 2016

Aboriginal Projects Coordinator

BC Provincial Government

October 2013 - April 2015

Team Lead

Public Outreach Consultancy

January 2007 - February 2011

## Professional Affiliations

Member

International Association for

Public Participation

Member

Circle for Aboriginal Relations

Member

Aboriginal Professional

Association of Canada

## Key Experience

Blaise Fontaine  
Vice President & Director of Engagement

- ProACTIVE Planning Inc.
- B&A Planning Group
- Brion Energy
- BC Provincial Government, Office of Indigenous Affairs

### Corporate Development and Strategic Plans

- Developed and maintained Corporate Engagement Strategy with Clients, Municipalities, Stakeholders and First Nations - 2021
- Initiated and directed the process and management of ProACTIVE's Industry-Wide Development Filtering and Land Use Monitoring program - 2021
- Led internal corporate policy development - 2020
- Co-created ProACTIVE Planning strategic vision, mandate, workflows, and business plan - 2019-2020
- Corporate Social Responsibility Strategy - 2019-2020
- Business Development and Social Media Strategy - 2019-2020
- B&A Planning Group Indigenous Business Development Plan - 2018
- Tribal Council Strategic Plan Creation  
- Stoney Nakoda Tsuut'ina AB - 2017-2018
- Corporate Social Responsibility Strategy - 2015
- Indigenous Communities Portfolio - 2015
- Trapper Engagement Standard - 2015
- Indigenous Community Development Strategy - 2015
- BC Government Aboriginal Service Plan 2013-2015

### Municipal Planning Engagement

- Legacy Farms ASP- Engagement Advisor
  - Strathmore AB - 2021
- Official Community Plan - Engagement Lead
  - Canal Flats BC - 2018
- Community Land Use Plan - Engagement Specialist
  - Akisqnuq First Nation BC - 2016-2017
- Greystone Neighbourhood Plan - Engagement Lead
  - Cochrane AB (Burnswest) - 2016-2018
- Arbour Lake Outline Plan - Engagement Lead  
Calgary AB (Hopewell) - 2016-2018
- West Okotoks ASP - Engagement Lead  
Okotoks AB - 2016-2018

### Special Programs and Major Projects

- Coordinated engagement with many municipalities, First Nations, and developers for Canada-wide encroachment reporting for pipeline clients. - 2019-2021
- Developed process, data needs, and engagement deliverables for pipeline class location (pipe safety suitability) prediction assessments. - 2019-2021
- Project management, data entry, and stakeholder response coordination - multiple projects - 2019-2021
- Pre-employment Welding Program  
- Mikisew Cree First Nation - 2015
- Indigenous Internship Program - 2015
- Indigenous Stakeholder Engagement Strategy - 2015
- Impact Benefit Agreement Compliance Tool - 2015
- Community Development Commitment Tracker - 2015
- Indigenous Scholarship Program - 2015
- Elders in Residence Program - 2013-2014
- Indigenous Language Revitalize Program - 2013-2014
- Pathways & Opportunities Project - 2013-2014
- WSANEC Affiliation Agreement - 2013-2014
- University of Victoria Indigenization Framework - 2013-2014
- Aboriginal Service Plan Stakeholder Engagement Framework - 2013-2014

### Education and Facilitation

- Project coordinator and engagement lead on a project with the Canadian Energy Pipeline Association to provide pipeline education sessions for planning institutes, municipalities, and First Nations across Canada. - 2021
- Presented to influential organizations such as CEPA, the CER, CSA, CCGA, CGA, APPI, PIBC, SPPI, MPPI, OPPI - 2019-2021
- Aboriginal Service Plan Advisory Committee Member - 2013-2014
- BC Government Lunch & Learn Weekly Professional Development Program - 2013-2014

# **Appendix B**

## Project Sheets



## ACCOMPLISHMENTS TO-DATE 2020-2021

**BLUEROCK GIVING  
YOUR PROJECT THAT...**

# WOW FACTOR

**2 YEARS** **8 ADOPTED PLANS**

### PROJECT ACCOMPLISHMENTS 2020 - 2021

- Assistant planner and policy writer with HDR | Calthorpe team on Calgary Metropolitan Regional Plan (passed by CMRB)
- Project manager for the Village of Valemount Official Community Plan (OCP) and Zoning Bylaw, both adopted unanimously by Council
- Lead planner for 3 Town of Drumheller Intermunicipal Development Plans (Kneehill, Special Areas, and Starland) (adopted)
- Lead planner for Oyen Industrial Area Structure Plan (ASP) (adopted)
- Lead planner for Special Areas Board Municipal Development Plan (MDP) (adopted)
- Senior reviewer on Village of Veteran and Village of Youngston Land Use Bylaws
- Lead planner for Mended Star Master Plan and associated Development variance application, Village of Canal Flats (passed by Council)
- Senior planning advisor for major data centre development site selection process
- Lead policy writer for Shepard Industrial ASP (presented to Council)
- Lead policy writer for East Highway 1 ASP (presented to Council)

### IN-PROCESS PROJECTS 2021 - BEYOND

- Lead planner for Legacy Farm ASP (draft submitted to staff - in process)
- Lead planner for Robinwood ASP (draft submitted to staff - in process)
- Lead planner for Westview ASP (draft submitted to staff - in process)
- Lead planner for Sheerness ASP (in process)
- Lead planner for Town of Coronation Land Use Bylaw (draft submitted to staff - in process)
- Lead planner for Special Areas Board Land Use Order (in process)
- Project manager for the City of Grand Forks Official Community Plan (OCP) (draft submitted to staff - in process)



# REGIONAL GROWTH PLAN

## CALGARY METROPOLITAN REGION GROWTH PLAN

Client HDR - Calthorpe / Calgary Metropolitan Region Board

Date 2020-2021

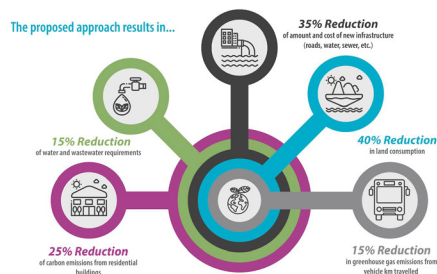
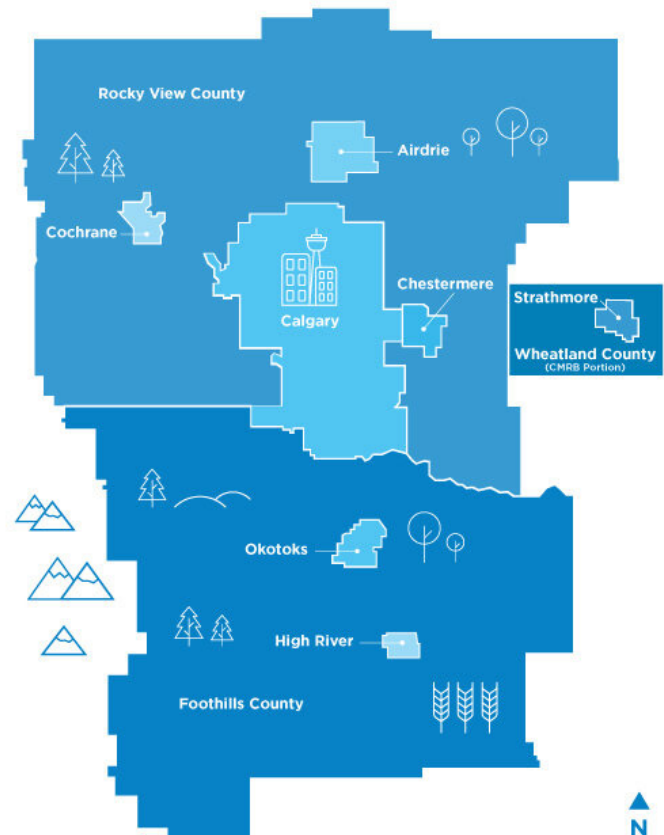
Location Calgary Region, Alberta



### INNOVATION & DESIGN

Jonathan was asked to add local knowledge and policy writing expertise to the renowned consulting team from HDR-Calthorpe writing the Calgary Metropolitan Region Growth Plan. It is a great privilege for Bluerock's Jonathan Schmidt to work alongside world renowned urban and regional planner Peter Calthorpe, former Portland mayor Charles Hales and the HDR-Calthorpe team.

Jonathan's role has been to write and edit regional growth plan policies, assist with facilitation of meetings with member municipalities and provide professional expertise on Alberta's legislative planning framework.



You told us you want less water use. We found a 15% reduction in water and wastewater requirements.

Find out how we'll get there  
[calgarymetroregion.ca](http://calgarymetroregion.ca)



You told us you want less spending on new infrastructure. We found a 35% reduction in the amount and cost of new infrastructure (roads, water, sewer, etc.).

Find out how we'll get there  
[calgarymetroregion.ca](http://calgarymetroregion.ca)





# RURAL PLANNING & DESIGN

## Special Areas Board - Municipal Development Plan

Client Palliser Regional Municipal Services &  
Special Areas Board

Date 2020-2021

Location Special Areas Board, Alberta

Bluerock's Role: Project Management, Policy Writing,  
Graphics and Visuals

### RURAL PLANNING & DESIGN

Bluerock Planning in partnership with Palliser Regional Municipal Services was faced with the challenge of creating the first Municipal Development Plan for Special Areas Board (SAB) that covers over 5,000,000 acres of land.

The MDP process included workshops with SAB staff and administration leading to draft directions for the MDP as well as the establishment of the MDP vision and goals.

The MDP focuses on economic development, including the creation of a Rural Development Plan that identifies priority growth areas. The MDP is led by a vision for a "Thriving economy and rural community life" and supported by five key goals and policies that promote development in the proper places in the right ways.



## MUNICIPAL DEVELOPMENT PLAN

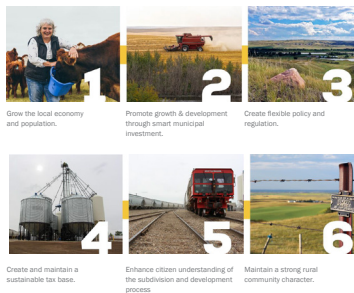
### 1 VISION

Special Areas has a  
thriving economy and  
rural community life.



### 2 MDP GOALS

Special Areas has identified the following key municipal goals that will guide decision-making and strategic direction.



### 10 RECREATION & TOURISM DEVELOPMENT

The diverse landscapes of Alberta's Special Areas present opportunities for outdoor recreation in all seasons. Hunting and fishing are popular, and Special Areas is in the middle of Alberta's vibrant migration route, making for successful hunting seasons. From the prairies and river valleys, to the badlands and coulees, beautiful views and open spaces are easily found. Big events including rodeos, farmers markets, and sports tournaments bring people from all over Alberta. Adventurous tourists are drawn by the many trails, lakes, and campgrounds; Special Areas has something for everyone.

- 10.0.1 Special Areas Board encourages the enjoyment of the many environmental assets through tourism and recreation development sensitive to environmental context.
- 10.0.2 Special Areas Board will coordinate recreation and tourism development planning with adjacent provincial recreation areas to ensure compatibility of land uses, protection of environmental areas, preservation of viewpoints and minimization of impacts from traffic, noise and other nuisances.
- 10.0.3 Special Areas Board will broadly promote the recreation and tourism opportunities to support the local economy and its residents.



# INTERMUNICIPAL DEVELOPMENT PLAN

## Town of Drumheller - Kneehill County

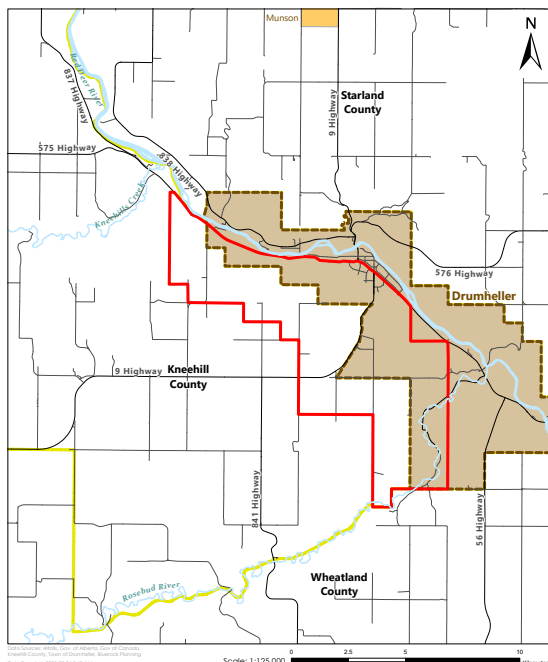
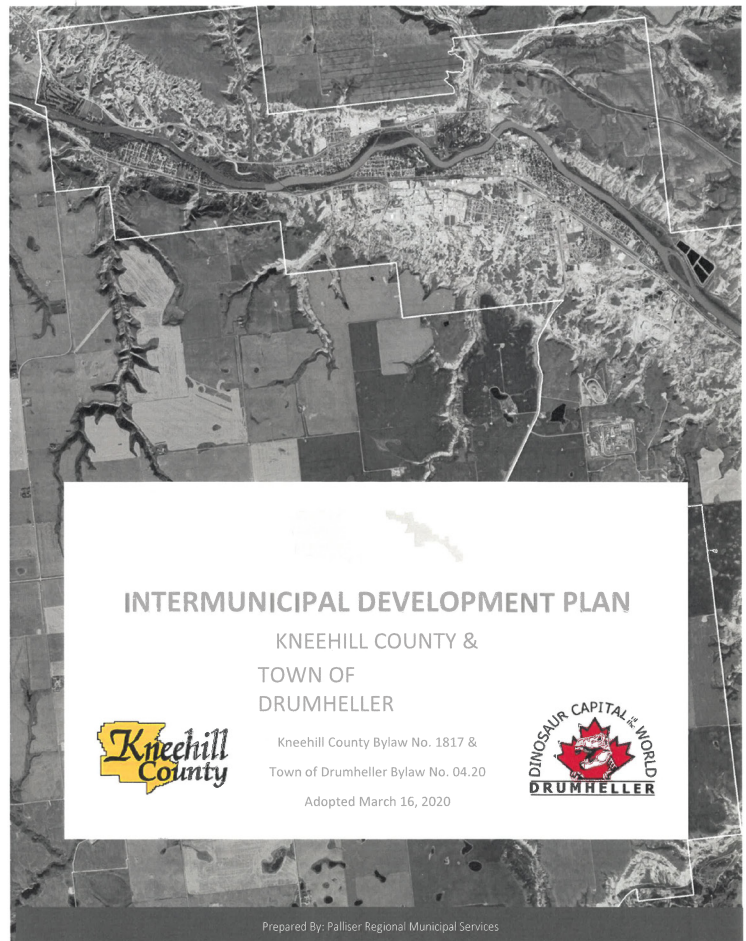
Client	Palliser Regional Municipal Services
Date	2020
Location	Town of Drumheller, Alberta
Bluerock's Role	Project management, lead author / policy writing and mapping / GIS

### RURAL MUNICIPAL COLLABORATION

Bluerock led the creation of the Drumheller - Kneehill IDP including policy writing, map creation and coordination of the municipalities to ensure alignment with policies and general direction of the IDP

Project was on-time and on-budget, delivered in a very short time period to meet provincial and municipal deadlines.

Policy writing focused on plain language and easy to understand intermunicipal referral process to minimize any future conflict or confusion.



Legend  
 IDP Area  
 Village Boundary  
 Rural Municipality  
 Highway  
 Town Boundary  
 Roadway

**Map 1: IDP Plan Area**  
**Kneehill County and Town of Drumheller**  
**Intermunicipal Development Plan**  
 February 2020  
 Prepared by: Palliser Regional Municipal Services



### NATURAL ENVIRONMENT & THE RED DEER RIVER BASIN

Much of the eastern portion of the Plan Area boundary runs along the edge of the Red Deer River and includes important riparian areas within the Red Deer River Basin. The Plan Area's eastern border follows the smaller but also important environmental feature, the Rosebud River and its riparian areas. Riparian areas provide a wide range of ecological functions that are vital to a healthy functioning landscape and form part of an extensive drainage basin within every watershed. Both municipalities are committed to protecting and preserving the environmental aspects of this basin.

### AGRICULTURAL LAND USES

The agricultural land in the Plan Area consists of a variety of soil classifications that are used for a range of agricultural activities including grazing and crop production (see Map 2: Soil Classifications).



# AREA STRUCTURE PLAN

## Oyen Railyard ASP

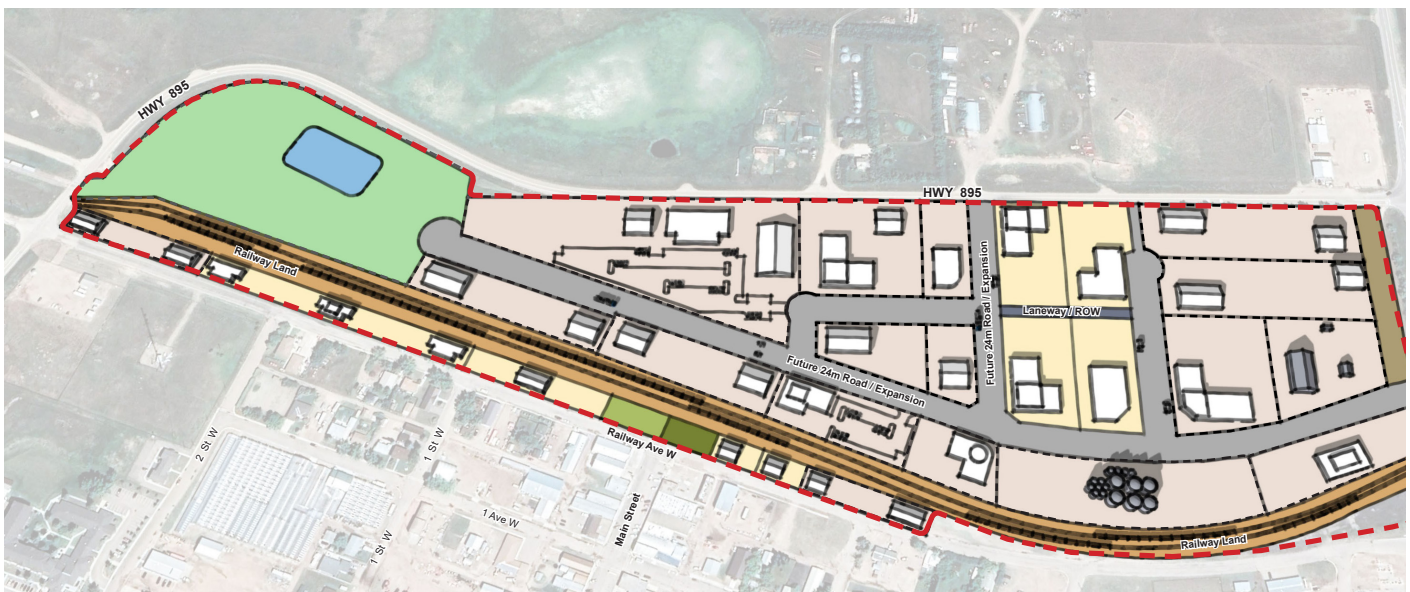
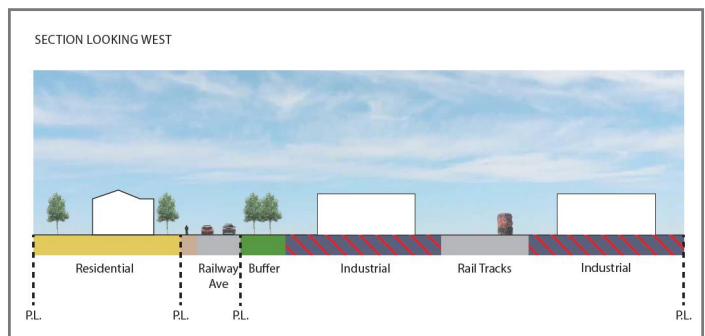
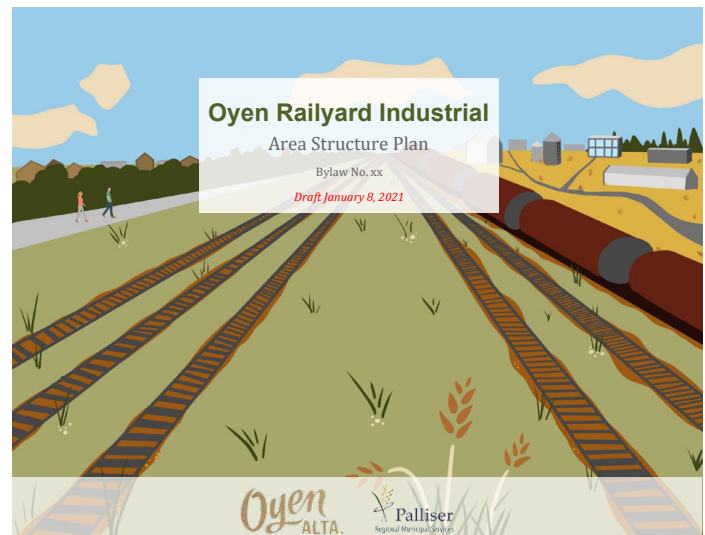
Client	Palliser Regional Municipal Services & Town of Oyen
Date	2020-2021
Location	Town of Oyen, Alberta
Bluerock's Role	Project lead; coordination of planning, mapping and engineering; lead policy writing; 3D drawings; and graphic layout and design of ASP document.

### SMALL TOWN INNOVATION & DESIGN

Bluerock is assisting Palliser Regional Municipal Services and the Town of Oyen on an innovative rural Area Structure Plan that integrates rail-side industrial development into the fabric of a small town.

The project team has created a strong development vision, high-quality maps and visuals as well as a playful theme for the ASP.

The project is a collaboration between various stakeholders including the Town of Oyen, Special Areas Board, Oyen Railyard Development Corporation and various other landowners. The goal is to bring economic development to the Town and region for many years to come.



## AREA STRUCTURE PLAN

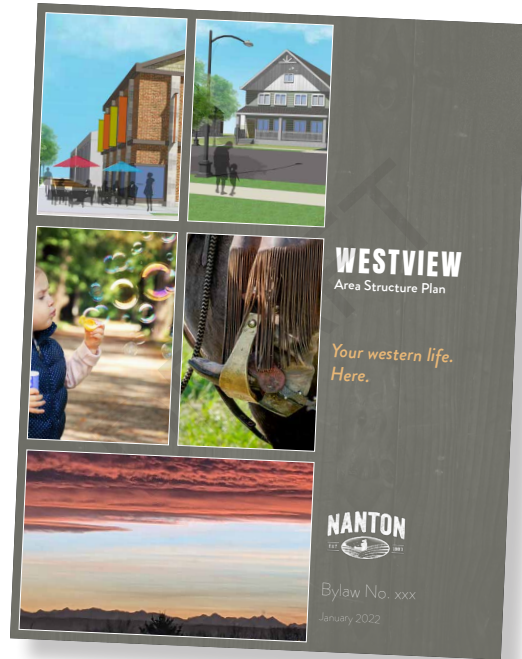
### Westview Neighbourhood ASP

Client	Town of Nanton with McElhanney Ltd.
Date	2021
Location	Town of Nanton, Alberta
Bluerock's Role	Project lead; coordination of planning, mapping and engineering; lead policy writing; 3D drawings; and graphic layout and design of ASP document.

#### COMPLETE NEIGHBOURHOOD DESIGN

Bluerock with McElhanney engineering support is assisting the Town of Nanton to re-imagine the community of Westview as a complete neighbourhood with a greater variety of housing types, more parks, pathways and mixed-use commercial areas.

The Bluerock Planning team inherited the challenge of re-designing Phase 2 of Nanton's growing community of Westview with a goal for making it more attractive and complete as a neighbourhood. The result was innovative ideas such as a live-work area, garden homes block, mixed-use node and numerous pathways and parks to supplement Nanton's existing park system.



***Rooted in traditional small-town values, the Westview community offers unique opportunities to enrich your life through a variety of housing types and entrepreneurial opportunities.***



**Summer Village of Norglenwold**

**April 29, 2022**

**Council Reports**

**Information Item**

**Council Reports:**

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

**Committee Reports:**

**Correspondence:**

**Upcoming Meetings:**

Next Council Meeting – May 27, 2022