

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
DECEMBER 2, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, October 28, 2022

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance & Administration

- a) 2023 Budget
- b) Christmas Donation

2) Council & Legislation

- a) Electronic Meetings Bylaw
- b) Office Location
- c) Scuba Park Request
- d) Emerging Trends in Municipal Law

3) Planning & Development

- a) Encroachment Policy

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

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

3) Correspondence

- Sylvan Lake EMS proposed schedule change
- Red Deer River Watershed Alliance

4) Upcoming Meetings

- a) Council Meeting – December 23, 2022

G. ADJOURNMENT

CLOSED SESSION

NGC-22-148 MOVED by Mayor Gurevitch that Council move to a closed session
as per FOIP section 27 at 9:12 a.m.

CARRIED

NGC-22-149 MOVED by Councillor Rattan that Council return to an open meeting
at 9:49 a.m.

CARRIED

PLANNING & DEVELOPMENT

Encroachment Renewals/Requests

15 Grand Avenue - encroaching driveway gate/fence on the road right-of-way

NGC-22-150 MOVED by Councillor Rattan that Council approve the encroachment
agreement renewal as the encroaching gate was approved at the time of
construction in 2016.

CARRIED

151 Grand Avenue - encroaching fence, retaining walls, and concrete steps on
the EOS

NGC-22-151 MOVED by Deputy Mayor Ludwig that Council approve the encroachment
agreement renewal as removal of these structures off municipal land would
be substantial and previous Council gave approval for the construction of
the encroachments in 2011, and with the added caveat "subject to
encroachment agreement fees."

CARRIED

349 Last Chance Way – owner maintain and use EOS with non-permanent
structures

NGC-22-152 MOVED by Councillor Rattan that Council support the recommendation of
Administration to deny the encroachment renewal and Administration to
instruct homeowner to remove encroachments.

CARRIED

359 Last Chance Way – encroaching deck on the EOS

NGC-22-153 MOVED by Deputy Mayor Ludwig that in keeping with the encroachment
agreement policy and Council's directive, Council deny the encroachment
agreement and reclaim the rocks along the shoreline as municipal
property, and further, the homeowner to remove retaining walls by June
30, 2023.

CARRIED

13 Ravenscrag Crescent – encroaching fence and driveway on the reserve

NGC-22-154 MOVED by Mayor Gurevitch that Council support the recommendation of Administration and approve the encroachment agreement renewal as Council paid for and constructed the fence, and Administration has previously deemed the encroachments as legal for the current and future owner in writing.

CARRIED

367 Last Chance Way – encroaching deck, stairs and a shed on the reserve and a shed on the road allowance

NGC-22-155 MOVED by Councillor Rattan that Council deny the request for an encroachment agreement and ask the owner to remove decking, shed encroaching onto the reserve, and move the shed encroaching onto the road allowance onto private property by June 30, 2023.

CARRIED

361 Last Chance Way –encroaching retaining walls and steps on the reserve and sign, retaining walls and gravel pad on the road allowance

NGC-22-156 MOVED by Councillor Rattan that Council deny the request for an encroachment agreement and notify the resident to move the retaining walls onto their own property and remove the gravel pad from the road allowance by June 30, 2023.

CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- Sylvan Lake Regional Water & Wastewater Meeting
- Association of Summer Villages of Alberta Conference
- Town of Sylvan Lake Invitation

Deputy Mayor Ludwig

- Sylvan Lake Regional Water & Wastewater Meeting
- Joint Services Committee

Councillor Rattan

- No Reports

NGC-22-157 MOVED by Deputy Mayor Ludwig to accept the Council reports as information.

CARRIED

NEXT MEETING

NGC-22-158 MOVED by Mayor Gurevitch that the next meeting of Council be held on December 2, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

NGC-22-159 MOVED by Mayor Gurevitch that being the agenda matters have been
concluded, the meeting adjourned at 11:23 a.m.
CARRIED

CYRIL S. GUREVITCH, K.C., MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold

Administration and Finance

December 2, 2022

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 116,016.90

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

- | | |
|--|-------------|
| 1. Leger, Marc | \$ 5,000.00 |
| a. Completions Deposit Refund | |
| 2. Empringham Disposal Corp | \$ 5,835.90 |
| a. Office Bin-September | |
| b. Weekly Collection-Norglenwold-Sept | |
| c. Weekly Collection-Norglenwold-Oct | |
| d. Trash Can Collection | |
| e. Office Bin-Oct | |
| 3. Rugged West Maintenance Inc. | \$ 3,496.50 |
| a. Bollard Removal | |
| b. Mowing & Trimming-September | |
| c. Fall 2022 Buoy Removal | |
| 4. Sylvan Lake Regional Water/Wastewater | \$ 6,899.19 |
| a. September 2022 Wastewater Services | |
| 5. McCann, Karen | \$ 7,000.00 |
| a. Completions Deposit Refund | |
| 6. Tar-ific Const. Ltd. | \$ 3,381.00 |
| a. Remove Fence | |

Council Expense Claims Report:

September Expenses

- | | |
|----------------------|-------------|
| ▪ Cyril S. Gurevitch | \$ 2,979.16 |
| ▪ Jeff Ludwig | \$ 548.80 |
| ▪ Nav Rattan | \$ 350.00 |

October Expenses

- | | |
|--------------|-----------|
| ▪ Nav Rattan | \$ 350.00 |
|--------------|-----------|

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 (Detailed)
Batch: 2022-00114 to 2022-00132

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1794	2022-10-03	Tanner Evans			
SEPT132022		412-100-210 - Shared Travel an	Expenses for Meeting & T&	231.28	231.28
ABMUNIS09212		412-100-210 - Shared Travel an	AB Munis Mileage and Mea	516.27	516.27
			Payment Total:		747.55
1795	2022-10-03	Kara Kashuba			
CAMCONF0922		412-100-210 - Shared Travel an	Camrose Conference-Milea	314.15	314.15
1796	2022-09-30	Ace Line Locating			
5464		242-000-255 - Maintenance Proq	Locating Services-4 Tickets	480.00	
		312-000-260 - GST Paid Refund	GST Tax Code	24.00	504.00
1797	2022-09-30	Bluerock Planning			
0000186		297-201-840 - Project Reserve-/	Annexation-August 2022	1,880.00	
		312-000-260 - GST Paid Refund	GST Tax Code	94.00	1,974.00
1798	2022-09-30	Digitex.ca			
IN863125		412-200-500 - Shared Printing C	Shared Printing	234.89	
		312-000-260 - GST Paid Refund	GST Tax Code	11.74	246.63
1799	2022-09-30	Longhurst Consulting			
4924		412-300-242 - Shared IT Equipn	IT Service	100.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.00	105.00
1800	2022-09-30	Ram Electric & Instrumentation			
3567050		412-300-255 - Shared Facility M	Annual Monitoring-2 Ericksc	563.40	
		412-300-255 - Shared Facility M	Credit from Old Office Build	-220.13	
		312-000-260 - GST Paid Refund	GST Tax Code	28.17	371.44
1801	2022-09-30	Raven Printing			
96483		312-400-250 - Due from Sunbre:	Business Cards-Jim Willmoi	87.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.35	91.35
96484		312-400-250 - Due from Sunbre:	Business Cards-Keith Kimb:	87.60	
		312-000-260 - GST Paid Refund	GST Tax Code	4.38	91.98
			Payment Total:		183.33
1802	2022-09-30	Roadata Services			
00079653		232-000-250 - Road Maintenanc	Road Permits	15.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.75
1803	2022-09-30	Tar-ific Const. Ltd.			
058678		232-000-265 - Sign Program	Install 2 Speed Signs	2,380.00	
		312-000-260 - GST Paid Refund	GST Tax Code	119.00	2,499.00
1804	2022-10-18	Owen Olynyk			
OCT22EXP		412-100-266 - Shared PW Fleet	Fleet Vehicle Repair Paid by	214.05	214.05
1805	2022-10-31	Leger, Marc			
1266		461-000-520 - Completions Depi	Completions Deposit Refun	5,000.00	5,000.00
1806	2022-10-31	Accelerated Surveys Ltd			
22-182		232-000-200 - Green Space Pro	Obtained 2 Land Titles Plan	449.95	
		312-000-260 - GST Paid Refund	GST Tax Code	22.50	472.45
1807	2022-10-31	Ace Line Locating			
5513		242-000-255 - Maintenance Proq	Locating Services-4 Tickets	480.00	
		312-000-260 - GST Paid Refund	GST Tax Code	24.00	504.00

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Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
1808	2022-10-31	Brownlee LLP				
537361		212-400-230 - Legal Fees	Legal Services	22.81		
		312-300-250 - Due from Birchclif	Legal Services	22.80		
		312-100-250 - Due from Half Mo	Legal Services	22.80		
		312-200-250 - Due from Jarvis E	Legal Services	22.80		
		312-400-250 - Due from Sunbre:	Legal Services	22.80		
		312-000-260 - GST Paid Refund	GST Tax Code	5.70		119.71
535544		212-400-230 - Legal Fees	Legal Services	311.25		
		312-000-260 - GST Paid Refund	GST Tax Code	15.56		326.81
537740		212-400-230 - Legal Fees	Legal Services-General Mat	103.75		
		312-000-260 - GST Paid Refund	GST Tax Code	5.19		108.94
				Payment Total:		555.46
1809	2022-10-31	Digitex.ca				
IN871163		412-200-500 - Shared Printing C	Shared Printing	275.04		
		312-000-260 - GST Paid Refund	GST Tax Code	13.75		288.79
1810	2022-10-31	Empringham Disposal Corp				
37863		412-300-255 - Shared Facility M	Office Bin- September	50.00		
		312-000-260 - GST Paid Refund	GST Tax Code	2.50		52.50
38421		243-000-200 - Contracted Garba	Weekly Collection in Norgle	2,079.00		
		312-000-260 - GST Paid Refund	GST Tax Code	103.95		2,182.95
38416		412-300-540 - Shared Utilities	Trash Can Collection Weekl	650.00		
		312-000-260 - GST Paid Refund	GST Tax Code	32.50		682.50
38820		243-000-200 - Contracted Garba	Weekly Collection-October	2,079.00		
		312-000-260 - GST Paid Refund	GST Tax Code	103.95		2,182.95
38821		243-000-200 - Contracted Garba	Trash Can Collection	650.00		
		312-000-260 - GST Paid Refund	GST Tax Code	32.50		682.50
38822		412-300-255 - Shared Facility M	Office Bin-Oct	50.00		
		312-000-260 - GST Paid Refund	GST Tax Code	2.50		52.50
				Payment Total:		5,835.90
1811	2022-10-31	Tanner Evans				
OCT132022EXF		312-300-250 - Due from Birchclif	Lunch Meeting With Roger	49.85		
		412-100-210 - Shared Travel an	Mileage-Meeting at Medicin	70.80		120.65
OCT20222		412-100-210 - Shared Travel an	ASVA and APPI Expenses	1,053.66		
		312-000-260 - GST Paid Refund	GST Tax Code	19.00		1,072.66
				Payment Total:		1,193.31
1812	2022-10-31	Lakeview Contracting Inc.				
1604		461-000-520 - Completions Depi	Completions Deposit Refun	1,000.00		1,000.00
1813	2022-10-31	Longhurst Consulting				
5031		412-300-240 - Shared Computer	Office 365 Enterprise	244.80		
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50		
		312-000-260 - GST Paid Refund	GST Tax Code	34.37		721.67
4960		412-300-242 - Shared IT Equipn	IT Service	75.00		
		312-000-260 - GST Paid Refund	GST Tax Code	3.75		78.75
5058		412-300-250 - Shared Facility Irr	Moved Printer	475.00		
		412-300-242 - Shared IT Equipn	Set Up Owen's Phone and (75.00		
		312-000-260 - GST Paid Refund	GST Tax Code	27.50		577.50
				Payment Total:		1,377.92
1814	2022-10-31	Land Titles Office				
D005ZV8		312-400-250 - Due from Sunbre:	D.R.R D005ZV8	35.00		35.00
1815	2022-10-31	MuniSoft				

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Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2022/23-02872		412-100-130 - Shared Training	Training for Owen & Tina	705.00	
		312-000-260 - GST Paid Refund	GST Tax Code	35.25	740.25
1816	2022-10-31	Parkland Regional Library			
220252		274-000-850 - Parkland Regional	4th Quarter Requisition	647.67	
		312-000-260 - GST Paid Refund	GST Tax Code	32.38	680.05
1817	2022-10-31	PROTEC Pest Control Services			
1007616		412-300-255 - Shared Facility M	Routine Mouse Contract Se	100.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.00	105.00
1818	2022-10-31	Red Deer River Watershed Allia			
OCT2022		243-102-150 - Red Deer River V	2022 Contribution	538.89	538.89
1819	2022-10-31	Canoe Procurement Group of			
AB132848		412-200-510 - Shared Office Sup	Office Supplies	221.49	
		312-000-260 - GST Paid Refund	GST Tax Code	11.07	232.56
AB132917		412-200-510 - Shared Office Sup	Office Supplies	520.23	
		312-000-260 - GST Paid Refund	GST Tax Code	26.01	546.24
AB133211		412-200-510 - Shared Office Sup	Office Supplies	369.49	
		312-000-260 - GST Paid Refund	GST Tax Code	18.47	387.96
AB133362		412-200-510 - Shared Office Sup	Office Supplies	59.57	
		312-000-260 - GST Paid Refund	GST Tax Code	2.98	62.55
AB133405		412-200-510 - Shared Office Sup	Office Supplies	302.89	
		312-000-260 - GST Paid Refund	GST Tax Code	15.14	318.03
AB133406		412-200-510 - Shared Office Sup	Office Supplies	63.98	
		312-000-260 - GST Paid Refund	GST Tax Code	3.20	67.18
AB133891		412-200-510 - Shared Office Sup	Office Supplies	-31.99	
		312-000-260 - GST Paid Refund	GST Tax Code	-1.60	-33.59
AB135112		412-200-510 - Shared Office Sup	Office Supplies	-73.74	
		312-000-260 - GST Paid Refund	GST Tax Code	-3.69	-77.43
AB135533		412-200-510 - Shared Office Sup	Office Supplies	123.98	
		312-000-260 - GST Paid Refund	GST Tax Code	6.20	130.18
AB135941		412-200-510 - Shared Office Sup	Credit for Returned Binders	-131.96	
		312-000-260 - GST Paid Refund	GST Tax Code	-6.60	-138.56
			Payment Total:		1,495.12
1820	2022-10-31	Rugged West Maintenance Inc.			
1300		232-000-200 - Green Space Pro	Bollard Removal	80.00	
		232-000-200 - Green Space Pro	Moving and Trimming-Sept	1,500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	79.00	1,659.00
1305		272-000-250 - Buoy Programs	Fall 2022 Buoy Removal	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
			Payment Total:		3,496.50
1821	2022-10-31	Sylvan Lake Regional			
1700		242-000-260 - Usage Fees	Wastewater Services-Sept	6,899.19	6,899.19
1822	2022-10-31	TD Business Ventures Inc.			
12362		412-300-255 - Shared Facility M	Mowing as Quoted:August &	355.25	
		312-000-260 - GST Paid Refund	GST Tax Code	17.76	373.01
1823	2022-10-31	VOID - wrong Amount			
1824	2022-10-31	Very Good Cleaning			
7		412-300-255 - Shared Facility M	Office Cleaning-Sept 19, 29	700.00	

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	35.00	735.00
1825	2022-10-31	Wild Rose Assessment Service			
8779		212-400-232 - Assessment Fees	Assessment Fees Oct 1 to I	1,725.00	
		312-000-260 - GST Paid Refund	GST Tax Code	86.25	1,811.25
1826	2022-10-31	Tina Leer			
OCTGFOA2022		412-100-210 - Shared Travel an	GFOA Mileage Expenses	190.56	190.56
1827	2022-11-22	McCann, Karen			
1636		461-000-520 - Completions Dep	Completion Deposit Refund	5,000.00	
		461-000-520 - Completions Dep	Completion Deposit Refund	2,000.00	7,000.00
1828	2022-11-22	Best Shredding Ltd			
SHR0657124		412-200-215 - Shared Postage/f	Shredding of 12 Boxes	147.84	
		312-000-260 - GST Paid Refund	GST Tax Code	7.39	155.23
1829	2022-11-22	Brownlee LLP			
539222		212-400-230 - Legal Fees	Legal Fees	22.50	
		312-300-250 - Due from Birchclil	Legal Fees	22.50	
		312-100-250 - Due from Half Mo	Legal Fees	22.50	
		312-200-250 - Due from Jarvis E	Legal Fees	22.50	
		312-400-250 - Due from Sunbre	Legal Fees	22.50	
		312-000-260 - GST Paid Refund	GST Tax Code	5.63	118.13
539054		212-400-230 - Legal Fees	Encroachment-Legal Fees	2,742.25	
		312-000-260 - GST Paid Refund	GST Tax Code	137.11	2,879.36
			Payment Total:		2,997.49
1830	2022-11-22	Longhurst Consulting			
5168		412-300-240 - Shared Computer	Office 365 Enterprise	244.80	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	34.37	721.67
1831	2022-11-22	Canoe Procurement Group of			
AB138378		412-200-510 - Shared Office Su	Office Supplies	92.06	
		312-000-260 - GST Paid Refund	GST Tax Code	4.60	96.66
AB137663		412-200-510 - Shared Office Su	Office Supplies	38.07	
		312-000-260 - GST Paid Refund	GST Tax Code	1.90	39.97
AB140699		412-200-510 - Shared Office Su	Office Supplies	1,356.02	
		312-000-260 - GST Paid Refund	GST Tax Code	67.80	1,423.82
AB140768		412-200-510 - Shared Office Su	Office Supplies	209.98	
		312-000-260 - GST Paid Refund	GST Tax Code	10.50	220.48
			Payment Total:		1,780.93
1832	2022-11-22	Tar-ific Const. Ltd.			
058881		232-000-200 - Green Space Pro	Remove Fence	3,220.00	
		312-000-260 - GST Paid Refund	GST Tax Code	161.00	3,381.00
			Total Computer Cheque:		56,538.87

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3236	2022-09-30	Alberta Municipal Services Cor			
PP19-22		412-000-265 - Pension Plan Pay	Pension Contribution	1,205.00	1,205.00
3237	2022-09-30	Bell Mobility			
SEPT132022-36		212-400-217 - Data Plan	Reception Cell	43.95	

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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-400-217 - Data Plan	Public Works Cell	58.95	
		312-000-260 - GST Paid Refund	GST Tax Code	5.15	108.05
3238	2022-09-30	Receiver General/OTH			
PP19-22		412-000-263 - Income Tax Sour	Tax	2,213.58	
		412-000-261 - CPP Source Dedi	CPP	1,091.24	
		412-000-262 - EI Source Deduct	EI	388.15	3,692.97
3240	2022-09-30	ATB Mastercard			
10722		412-200-510 - Shared Office Suj	Trophy Loft - Patches	360.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.00	378.00
008629		412-200-510 - Shared Office Suj	Everything H2O-Water for C	19.50	19.50
013016		412-100-266 - Shared PW Fleet	Sylvan Auto Spa-Truck Det	283.49	283.49
013036		412-100-266 - Shared PW Fleet	Clearview Glass-F-150	265.00	
		312-000-260 - GST Paid Refund	GST Tax Code	13.25	278.25
014551		232-000-200 - Green Space Pro	Waste Transfer	5.00	5.00
014608		412-100-266 - Shared PW Fleet	Sylvan Auto Spa-Detailing c	63.00	63.00
IN000014056		412-200-500 - Shared Printing C	AB Municipalities -Job Posti	300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.00	315.00
4608208389		312-400-250 - Due from Sunbre	Eventbrite-ASVA Conferenc	295.00	295.00
45342403		261-000-110 - Development Ser	AB Land Titles	10.00	10.00
45336801		312-200-250 - Due from Jarvis E	AB Land Titles-JB	10.00	10.00
45361688		312-300-250 - Due from Birchclil	AB Land Titles-45361688	10.00	10.00
WEEBLY091322		412-300-240 - Shared Computer	Weebly 1 Year Pro renewal	193.50	
		312-000-260 - GST Paid Refund	GST Tax Code	9.68	203.18
020648		412-100-210 - Shared Travel an	Pat & Betty's - Meals for Cc	82.54	82.54
79532		412-100-210 - Shared Travel an	Browns Social House-Camr	29.50	
		312-000-260 - GST Paid Refund	GST Tax Code	1.48	30.98
CH63651AAN94		412-100-210 - Shared Travel an	Canalta Camrose-Hotel for	139.46	
		312-000-260 - GST Paid Refund	GST Tax Code	6.50	145.96
581834		412-200-510 - Shared Office Suj	Office Furniture	1,065.00	
		312-000-260 - GST Paid Refund	GST Tax Code	53.25	1,118.25
INV168773289		412-300-240 - Shared Computer	Zoom Communication	21.33	
		312-000-260 - GST Paid Refund	GST Tax Code	1.07	22.40
420613881		412-300-250 - Shared Facility Irr	Ikea-Furniture and Shelving	1,219.00	
		312-000-260 - GST Paid Refund	GST Tax Code	60.95	1,279.95
1163121		412-100-210 - Shared Travel an	Deposit Charge for Fairmon	693.82	693.82
1163121-CKout		412-100-210 - Shared Travel an	Fairmount-Calgary 3 nights	385.48	
		312-000-260 - GST Paid Refund	GST Tax Code	19.27	404.75
VP_31TCJF7P		412-200-510 - Shared Office Suj	Vista Print-Business Cards	56.79	
		312-000-260 - GST Paid Refund	GST Tax Code	2.84	59.63
013466		412-300-265 - Shared Equipmer	CND Tire-New Chainsaw	549.99	
		312-000-260 - GST Paid Refund	GST Tax Code	27.50	577.49
			Payment Total:		6,286.19
3241	2022-09-30	Worker's Compensation Board			
25851486		412-100-211 - Shared WCB	Shared WCB	691.65	691.65
3243	2022-09-30	Victor Insurance Managers Inc.			
4212591638		412-000-266 - Benefits	Shared Benefits	3,082.25	3,082.25
3244	2022-09-30	Bell Mobility			
SEPT212022-05		212-400-217 - Data Plan	Mayor's Data Plan	10.00	
		212-400-217 - Data Plan	Deputy Mayor's Data Plan	10.00	
		212-400-217 - Data Plan	Councilor's Data Plan	10.00	

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00114 to 2022-00132

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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.50
3246	2022-09-30	Town of Sylvan Lake			
SEPT302022-00		412-300-540 - Shared Utilities	Sept Water/Sewer 2 Ericksc	74.03	74.03
3247	2022-09-30	Epcor			
SEPT272022-86		412-300-540 - Shared Utilities	Utilities	76.40	
		312-000-260 - GST Paid Refund	GST Tax Code	3.82	80.22
3249	2022-10-11	ATB Mastercard			
OCT2022		412-300-240 - Shared Computer	October Microsoft Charges	2.73	
		412-300-240 - Shared Computer	October Microsoft Charges	48.30	51.03
WINTER2023		412-100-130 - Shared Training	UofA Web Registration- Kar	845.00	845.00
ABKINGPRINT		412-200-510 - Shared Office Sup	Alberta King's Printer Copie	105.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.25	110.25
INDEED100222		412-200-500 - Shared Printing C	Indeed-Public Works Ad	311.88	311.88
			Payment Total:		1,318.16
3250	2022-10-31	ATB Mastercard			
45564041		312-300-250 - Due from Birchclli	AB Land Titles-BC	30.00	30.00
45563935		312-300-250 - Due from Birchclli	AB Land Tiles-BC	10.00	10.00
NESPROOCT20		412-200-510 - Shared Office Sup	Nespresso Coffee for Office	317.20	317.20
239744		412-200-510 - Shared Office Sup	Water for Office	13.00	13.00
006618		312-200-250 - Due from Jarvis E	Locks in JB	117.97	
		312-000-260 - GST Paid Refund	GST Tax Code	5.90	123.87
4842234005224		412-200-510 - Shared Office Sup	Walmart-Christmas Tree	723.99	723.99
013357		412-200-510 - Shared Office Sup	Shoppers Drug Mart-Garba	19.63	
		312-000-260 - GST Paid Refund	GST Tax Code	0.98	20.61
011289		412-300-255 - Shared Facility M	Canadian Tire-Tools for Fac	152.93	
		312-000-260 - GST Paid Refund	GST Tax Code	7.65	160.58
012825		412-100-266 - Shared PW Fleet	CND Tire-Ford Ranger Batt	174.99	
		312-000-260 - GST Paid Refund	GST Tax Code	8.75	183.74
013049		412-200-510 - Shared Office Sup	CND Tire- Garage Key Box	25.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.30	27.29
997458		212-300-265 - Equipment Mainte	Cody Thornhill-Chainsaw R	70.80	
		312-300-250 - Due from Birchclli	Cody Thornhill-Chainsaw R	70.80	
		312-100-250 - Due from Half Mo	Cody Thornhill-Chainsaw R	70.80	
		312-200-250 - Due from Jarvis E	Cody Thornhill-Chainsaw R	70.80	
		312-400-250 - Due from Sunbre	Cody Thornhill-Chainsaw R	70.80	354.00
GFOAMEALS-20		412-100-210 - Shared Travel an	GFOA Conference-Meals-C	71.25	
		412-100-210 - Shared Travel an	GFOA Conference-Meals-C	66.00	
		412-100-210 - Shared Travel an	GFOA Conference-Meals-C	72.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.06	218.31
920110		412-100-210 - Shared Travel an	Hyatt Regency-Tina GFOA	798.06	
		312-000-260 - GST Paid Refund	GST Tax Code	36.93	834.99
4914367009		312-100-250 - Due from Half Mo	Evenbrite-SDAB Training-Bi	250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.50	262.50
019674		412-100-266 - Shared PW Fleet	CND Tire-Ranger Oil Chang	215.78	
		312-000-260 - GST Paid Refund	GST Tax Code	10.79	226.57
45685079		312-400-250 - Due from Sunbre	AB Land Title-SBC	10.00	10.00
39429		412-100-210 - Shared Travel an	Renaissance Hotel-Tanner ,	478.32	
		312-000-260 - GST Paid Refund	GST Tax Code	17.90	496.22
020820		412-100-210 - Shared Travel an	Renaissance Restaurant-As	92.23	92.23
45680908		312-400-250 - Due from Sunbre	AB Land Titles-SBC	10.00	10.00

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00114 to 2022-00132

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OTHER				
Payment #	Date	Vendor Name		
Invoice #		GL Account	GL Transaction Description	Detail Amount Payment Amount
BIGFILES2022		412-300-240 - Shared Computer	Transfer Big Files	108.00 108.00
0510127367146		412-300-240 - Shared Computer	Paysimply-Norglenwold UT-	1.03 1.03
0500127367013		412-300-240 - Shared Computer	Paysimply-Norglenwold TXS	1.03 1.03
0510127366776		412-300-240 - Shared Computer	Paysimply-Jarvis Bay TXS-5	1.03 1.03
0510127366867		412-300-240 - Shared Computer	Paysimply-Jarvis Bay UT-Set	1.03 1.03
0500127366635		412-300-240 - Shared Computer	Paysimply-HMB UT-Setup T	1.03 1.03
0500127366519		412-300-240 - Shared Computer	Paysimply-HMB TXS-Setup	1.03 1.03
051012736696		412-300-240 - Shared Computer	Paysimply-BC UT-Setup Te	1.03 1.03
0510127366040		412-300-240 - Shared Computer	Paysimply-BC TXS-Setup T	1.03 1.03
025340		224-000-200 - Emergency Mana	Dollarama-Supplies for LRE	3.41
		312-300-250 - Due from Birchclil	Dollarama-Supplies for LRE	3.41
		312-100-250 - Due from Half Mo	Dollarama-Supplies for LRE	3.42
		312-200-250 - Due from Jarvis E	Dollarama-Supplies for LRE	3.42
		312-400-250 - Due from Sunbre:	Dollarama-Supplies for LRE	3.42
		312-000-260 - GST Paid Refund	GST Tax Code	0.85 17.93
026979		224-000-200 - Emergency Mana	Subway-Lunch for LREMP	18.39
		312-300-250 - Due from Birchclil	Subway-Lunch for LREMP	18.39
		312-100-250 - Due from Half Mo	Subway-Lunch for LREMP	18.40
		312-200-250 - Due from Jarvis E	Subway-Lunch for LREMP	18.40
		312-400-250 - Due from Sunbre:	Subway-Lunch for LREMP	18.40
		312-000-260 - GST Paid Refund	GST Tax Code	4.60 96.58
025700		224-000-200 - Emergency Mana	Sobeys-Snack for LREMP	8.82
		312-300-250 - Due from Birchclil	Sobeys-Snack for LREMP	8.82
		312-100-250 - Due from Half Mo	Sobeys-Snack for LREMP	8.82
		312-200-250 - Due from Jarvis E	Sobeys-Snack for LREMP	8.83
		312-400-250 - Due from Sunbre:	Sobeys-Snack for LREMP	8.83
		312-000-260 - GST Paid Refund	GST Tax Code	1.83 45.95
0510127469035		412-300-240 - Shared Computer	Paysimply-SBC TXS-Setup	1.03 1.03
0510127469171		412-300-240 - Shared Computer	Paysimply-SBC UT-Setup T	1.03 1.03
028597		412-100-266 - Shared PW Fleet	RD Toyota Deposit for New	500.00 500.00
INV173254381		412-300-240 - Shared Computer	Zoom Communication	21.03
		312-000-260 - GST Paid Refund	GST Tax Code	1.05 22.08
031830		412-200-215 - Shared Postage/f	Shoppers Drug Mart-Regist	10.82
		312-000-260 - GST Paid Refund	GST Tax Code	0.54 11.36
WC321358		226-000-200 - Enforcement	Municipal World-Bylaw Enfc	85.80
		312-300-250 - Due from Birchclil	Municipal World-Bylaw Enfc	85.80
		312-100-250 - Due from Half Mo	Municipal World-Bylaw Enfc	85.80
		312-200-250 - Due from Jarvis E	Municipal World-Bylaw Enfc	85.80
		312-400-250 - Due from Sunbre:	Municipal World-Bylaw Enfc	85.80
		312-000-260 - GST Paid Refund	GST Tax Code	21.45 450.45
027414		412-100-266 - Shared PW Fleet	CND Tire-Fleet Vehicle Rep	155.67
		312-000-260 - GST Paid Refund	GST Tax Code	7.78 163.45
WRONGMC102:		112-000-570 - Other Revenue	McDonald's Wrong MC Use	10.90 10.90
			Payment Total:	5,552.10
3254	2022-10-31	Alberta Municipal Services Cor		
PP20-22		412-000-265 - Pension Plan Pay	Pension Contribution	1,205.00 1,205.00
3255	2022-10-31	Receiver General/OTH		
CP9-22		312-000-262 - CRA Remunerati	September Council Tax	237.84
		312-000-262 - CRA Remunerati	September -Council CPP	30.42 268.26
3256	2022-10-31	Receiver General/OTH		
PP20-22		412-000-263 - Income Tax Sour	Tax	2,126.00

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		412-000-261 - CPP Source Dedi	CPP	1,120.96	
		412-000-262 - EI Source Deduct	EI	403.00	3,649.96
3257	2022-10-31	Waste Management of Canada			
1147436-0613-8		243-000-270 - Recycling Progra	Recycling	1,531.46	
		312-000-260 - GST Paid Refund	GST Tax Code	76.62	1,608.08
3264	2022-10-31	Epcor			
OCT42022-9084		412-300-540 - Shared Utilities	Utilities	1,025.75	
		312-000-260 - GST Paid Refund	GST Tax Code	56.29	1,082.04
3265	2022-10-31	Receiver General/OTH			
PP21-22		412-000-263 - Income Tax Sour	Tax	2,652.03	
		412-000-261 - CPP Source Dedi	CPP	1,379.28	
		412-000-262 - EI Source Deduct	EI	488.93	4,520.24
3266	2022-10-31	Meridian			
OCT2022		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3267	2022-10-31	Alberta Municipal Services Cor			
PP21-22		412-000-265 - Pension Plan Pay	Pension Contribution	1,357.72	1,357.72
3268	2022-10-31	Bell Mobility			
OCT212022-051		212-400-217 - Data Plan	Mayor's Data Plan	20.00	
		212-400-217 - Data Plan	Deputy Mayor's Data Plan	20.00	
		212-400-217 - Data Plan	Councilor's Data Plan	10.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
3269	2022-10-31	Victor Insurance Managers Inc.			
4212594676		412-000-266 - Benefits	Shared Benefits	3,082.25	3,082.25
3270	2022-10-31	Worker's Compensation Board			
25908530		412-100-211 - Shared WCB	Shared WCB	691.65	691.65
3271	2022-10-31	Receiver General/OTH			
CP10-22		312-000-262 - CRA Remunerati	October Council CPP	6.66	6.66
3277	2022-11-09	ATB Mastercard			
NOVFEE22		212-400-221 - Bank Fees	Annual Fee	35.00	35.00
MICRO-NOV22		412-300-240 - Shared Computer	Monthly Microsoft Software	2.73	
		412-300-240 - Shared Computer	Monthly Microsoft Software	48.30	51.03
INDEED-110222		412-200-500 - Shared Printing C	Indeed Ad for Enforcement	9.04	9.04
02477		226-000-200 - Enforcement	LGAA-Ad for Bylaw Enforce	42.00	
		312-300-250 - Due from Birchclli	LGAA-Ad for Bylaw Enforce	42.00	
		312-100-250 - Due from Half Mo	LGAA-Ad for Bylaw Enforce	42.00	
		312-200-250 - Due from Jarvis E	LGAA-Ad for Bylaw Enforce	42.00	
		312-400-250 - Due from Sunbre	LGAA-Ad for Bylaw Enforce	42.00	210.00
3202078125		412-200-215 - Shared Postage/f	Pitney Bowes-Lease	183.27	183.27
002106		412-200-510 - Shared Office Su	CND Tire-Christmas Tree	599.99	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	629.99
001291		412-200-510 - Shared Office Su	Shoppers Drug Mart-Suppli	28.12	
		312-000-260 - GST Paid Refund	GST Tax Code	1.40	29.52
484223405224		412-200-510 - Shared Office Su	Walmart-Refund-Christmas	-723.98	-723.98
			Payment Total:		423.87
3278	2022-11-22	Alberta Municipal Services Cor			
PP22-22		412-000-265 - Pension Plan Pay	Pension Contribution	1,357.72	1,357.72

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3279	2022-11-22	Direct Energy			
SEPT292022-97		412-300-540 - Shared Utilities	Shared Utilities	109.59	
		412-300-540 - Shared Utilities	Shared Utilities-	1.73	
		312-000-260 - GST Paid Refund	GST Tax Code	5.48	116.80
3280	2022-11-22	Direct Energy			
OCT282022-97		412-300-540 - Shared Utilities	Shared Utilities	289.56	
		312-000-260 - GST Paid Refund	GST Tax Code	14.48	304.04
3281	2022-11-22	Epcor			
OCT262022-86		232-000-545 - Utilities	Utilities	78.96	
		312-000-260 - GST Paid Refund	GST Tax Code	3.95	82.91
3282	2022-11-22	Epcor			
OCT312022-90		412-300-540 - Shared Utilities	Utilities	735.17	
		312-000-260 - GST Paid Refund	GST Tax Code	39.26	774.43
3283	2022-11-22	Meridian			
NOV2022		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3284	2022-11-22	Pitney Works			
POST11-22		412-200-215 - Shared Postage/F	Shared Postage	2,500.00	2,500.00
3285	2022-11-22	Receiver General/OTH			
PP22-22		412-000-263 - Income Tax Sour	Tax	2,698.56	
		412-000-261 - CPP Source Dedi	CPP	1,398.34	
		412-000-262 - EI Source Deduct	EI	495.27	4,592.17
3286	2022-11-22	Receiver General/OTH			
PP23-22		412-000-263 - Income Tax Sour	Tax	2,729.31	
		412-000-261 - CPP Source Dedi	CPP	1,415.86	
		412-000-262 - EI Source Deduct	EI	459.05	4,604.22
3287	2022-11-22	Town of Sylvan Lake			
OCT312022-00		412-300-540 - Shared Utilities	Sept Water/Sewer 2 Ericksc	77.94	77.94
3288	2022-11-22	UFA Co-Operative Ltd			
114304245		412-100-266 - Shared PW Fleet	PW Fleet	138.13	
		312-000-260 - GST Paid Refund	GST Tax Code	6.91	145.04
3289	2022-11-22	Waste Management of Canada			
1148963-0613		243-000-270 - Recycling Progra	Recycling	1,615.20	
		312-000-260 - GST Paid Refund	GST Tax Code	80.74	1,695.94
3290	2022-11-22	Alberta Municipal Services Cor			
PP23-22		412-000-265 - Pension Plan Pay	Pension Contribution	1,389.82	1,389.82
3295	2022-11-22	Bell Mobility			
OCT132022-36		212-400-217 - Data Plan	Reception Cell	43.95	
		212-400-217 - Data Plan	Public Works Cell	58.95	
		312-000-260 - GST Paid Refund	GST Tax Code	5.15	108.05
3296	2022-11-22	Bell Mobility			
NOV132022-36		212-400-217 - Data Plan	Reception Cell	43.95	
		212-400-217 - Data Plan	Public Works Cell	58.95	
		312-000-260 - GST Paid Refund	GST Tax Code	5.15	108.05

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00114 to 2022-00132

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3297	2022-11-22	Worker's Compensation Board			
25960199		412-100-211 - Shared WCB	Shared WCB	691.65	691.65
				Total Other:	59,478.03
				Total MAIN:	116,016.90



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH

POSITION: MAYOR

MONTH ENDING: September-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
8/3/22	Other (Conference, etc.) Meeting with Mr and Mrs Radford, CAO and Councilor	1.2	Mayor	\$ 175.00
8/6/22	Other (Conference, etc.) Research and drafting response to Radfords	4.4	Mayor	\$ 175.00
8/6/22	Meeting Prep	2.0	Mayor Prep	\$ 250.00
9/8/22	Other (Conference, etc.) Mayor and Reeves Meeting Innisfail	5.0	Mayor	\$ 175.00
9/20/22	Other (Conference, etc.) AB Municipalities Travel Day	4.0	Mayor	\$ 175.00
9/21/22	Other (Conference, etc.) AB Municipalities Conference	15.0	Mayor +4 (4hour)	\$ 350.00
9/22/22	Other (Conference, etc.) AB Municipalities Conference	15.0	Mayor +4 (4hour)	\$ 350.00
9/23/22	Other (Conference, etc.) AB Municipalities Conference	6.5	Mayor +4 (3hour)	\$ 306.25
9/28/22	Other (Conference, etc.) CAO Review	2.0	Mayor	\$ 175.00
9/28/22	Meeting Prep		Mayor Prep	\$ 250.00

If event is other please type it in.

~~\$2,306.25~~ 2381.25

Travel

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DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/3/22	Other (Conference, etc.) Meeting with Mr and Mrs Radford, CAO and Councilor	12.00	\$0.61	\$ 7.32
8/6/22	Other (Conference, etc.) Research and drafting response to Radfords		\$0.61	\$ 0.00
8/6/22	Meeting Prep		\$0.61	\$ 0.00
9/8/22	Other (Conference, etc.) Mayor and Reeves Meeting Innisfail	70.00	\$0.61	\$ 42.70
9/20/22	Other (Conference, etc.) AB Municipalities Travel Day	150.00	\$0.61	\$ 91.50
9/21/22	Other (Conference, etc.) AB Municipalities Conference		\$0.61	\$ 0.00
9/22/22	Other (Conference, etc.) AB Municipalities Conference		\$0.61	\$ 0.00
9/23/22	Other (Conference, etc.) AB Municipalities Conference	150.00	\$0.61	\$ 91.50
9/28/22	Other (Conference, etc.) CAO Review		\$0.61	\$ 0.00
9/28/22	Meeting Prep		\$0.61	\$ 0.00

\$ 233.02

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/23/22	Sandman Hotel-Calgary	348.07	16.82	\$ 364.89
				\$ 0.00
				\$ 0.00
				\$ 364.89

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 2,904.16 2979.16



INFORMATION INVOICE

Cyril Gurevitch
Canada

Print Date 09-23-22
Room No. 0616
Arrival 09-20-22
Departure 09-23-22
Page No. 1 of 2
Folio No. 20038
Invoice No.
Conf. No. 29097603
Cashier no. 2079
Reference

GST No: 121767065 RT 0001

Group Code:
Company Name:
Account No.

Date	Description	Charges CAD	Credits CAD
09-20-22	Room Charge	94.00	
09-20-22	Room - DMF	2.82	
09-20-22	Tourism Levy	3.87	
09-20-22	Room - GST	4.84	
09-20-22	Guest Self Parking	46.00	
09-20-22	Sales Tax - GST	2.30	
09-21-22	Room Charge	94.00	
09-21-22	Room - DMF	2.82	
09-21-22	Tourism Levy	3.87	
09-21-22	Room - GST	4.84	
09-22-22	Room Charge	94.00	
09-22-22	Room - DMF	2.82	
09-22-22	Tourism Levy	3.87	
09-22-22	Room - GST	4.84	
09-23-22	Visa XXXXXXXXXXXX6330		364.89

COPY

\$328.00
11.61
8.46
348.07
16.82 GST
364.89

Total	364.89	364.89
Balance	0.00	CAD
Net Amount	328.00	CAD
Room - GST	14.52	CAD
Tourism Levy	11.61	CAD
Room - DMF	8.46	CAD
Sales Tax - GST	2.30	CAD
Total incl. vat	364.89	CAD

town Hotel | 888 7th Ave. S.W. | Calgary, AB, T2P 3J3
-237-8626 | Fax: 403-290-1238 | Email: reservations@sandman.ca |
www.sandmanhotels.com



INFORMATION INVOICE

Cyril Gurevitch
Canada

Print Date	09-23-22
Room No.	0616
Arrival	09-20-22
Departure	09-23-22
Page No.	2 of 2
Folio No.	20038
Invoice No.	
Conf. No.	29097603
Cashier no.	2079
Reference	

GST No: 121767065 RT 0001

Group Code:
Company Name:
Account No.

I agree to be personally liable should the
indicated company or person fail to pay for
any part of the total charges.

Guest Signature

Merchant ID
Transaction ID
Approval Code
Approval Amount

1666744
097640
364.89

Credit Card #	XXXXXXXXXXXX6330
Credit Card Expiry	XX/XX
Capture Method	Manual
Transaction Amount	364.89

Sandman Signature Calgary Downtown Hotel | 888 7th Ave. S.W. | Calgary, AB, T2P 3J3
Reservations: 1-800-SANDMAN | Telephone: 403-237-8626 | Fax: 403-290-1238 | Email: reservations@sandman.ca |
www.sandmanhotels.com



Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Deputy Mayor

MONTH ENDING: September-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
9/26/22	Sylvan Lake Regional Wastewater Commission	2 hrs	Deputy Mayor	\$ 150.00
9/28/22	CAO Annual Review	4 hrs	Deputy Mayor	\$ 150.00
9/30/22	Meeting Prep	4 hrs	Deputy Mayor Prep	\$ 200.00
9/30/22	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 500.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/26/22	Sylvan Lake Regional Wastewater Commission	80.00	\$0.61	\$ 48.80
9/28/22	CAO Annual Review		\$0.61	\$ 0.00
9/30/22	Meeting Prep		\$0.61	\$ 0.00
9/30/22	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 48.80

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 548.80

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Summer Village of Norglenwold

December 2, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

The following will provide Council with an update on Public Works activities and initiatives:

- Fence teardown along South side of Grand Avenue complete.
- Administration is looking into setting up automated garbage cart pickup program.
- Rustic Crescent stormwater swale cleanout will be done week of November 11.

Options for Consideration:

That Council accepts this report as information.

Authorities:

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

Summer Village of Norglenwold

December 2, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 90 development permits issued in the Summer Villages (27 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 19 in Norglenwold, and 23 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. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
7. 253 Honeymoon Drive	Dwelling
8. 141 Grand Avenue	Mech Excavation/Concrete Pad
9. 253 Honeymoon Drive	Lakeside Stairs
10. 257 Honeymoon Drive	Dwelling
11. 333 Honeymoon Drive	Demolition
12. 333 Honeymoon Drive	Dwelling & Garage w Guest House
13. 355 Last Chance Way	Garage with Guest House
14. 23 Grand Avenue	Detached Garage
15. 205 Grand Avenue	Dwelling & Escarpment Work
16. 53 Grand Avenue	Demolition
17. 133 Grand Avenue	Home Occupation
18. 4 Rustic Crescent	Dwelling
19. 59 Grand Avenue	Gravel Pad

Closed since last Council meeting:

1. 345 Honeymoon Drive	Dwelling
2. 345 Honeymoon Drive	Detached Garage
3. 47 Grand Avenue	Dwelling Addition

4. 215 Grand Avenue

Landscaping/Mechanized Excavation

Permit Summary:

Year to date 2022:

5 development permits. Estimated project cost \$462,500.00.

2021 Jan.-Dec.:

15 development permits. Estimated project cost \$5,183,000.00.

Open Administrative Files:

359 Last Chance Way

32 Grand Avenue

153 Grand Avenue

87 Grand Avenue

111 Grand Avenue

99 Grand Avenue

53 Grand Avenue

125 Grand Avenue

205 Grand Avenue

145 Grand Avenue

139 Grand Avenue

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Budget 2023 - 2026*

Background:

Administration would like to provide the following draft 2023 - 2026 Budget to Council.

Options for Consideration:

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2023 - 2026 Budget.

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

Administrative Recommendations:

- 1) That Council review and approve the 2023 budget as provided.
- 2) That Council amend and approve the 2023 budget.
- 3) That Council table item for further discussion and consideration in their December 23, 2022 Council meeting.

Authorities:

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



Norglenwold

Budget 2023- 2026

Finance Entry Sept. 22/22
CAO Input Nov 15/22
Council Review
Council Approved
ASFF: /DI:
Assessment

Approved:

Budget Summary**Revenue**

Taxation	\$	480,702.16
Administration	\$	55,064.53
Protective Services	\$	1,784.57
Public Works	\$	92,122.00
Planning and Development	\$	3,599.74
Taxation and Operating Revenue	\$	633,273.00
Alberta Requisitions	\$	562,040.24
Capital Revenue	\$	-
Total Revenue	\$	1,195,313.25

Expenses

Council & Legislative	\$	34,693.40
Administration	\$	237,703.90
Protective Services	\$	58,545.62
Public Works	\$	257,051.08
Planning & Development	\$	10,195.55
Recreation & Planning	\$	33,418.30
Environment	\$	1,665.16
Operating Expenses	\$	633,273.00
Alberta Requisitions	\$	562,040.24
Capital Projects	\$	-
Total Expenses	\$	1,195,313.25

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Administration					
101-000-110	Taxation	\$ 480,702.16	\$ 490,594.72	\$ 496,049.71	\$ 512,437.94
101-000-510	Penalties	\$ 20,600.00	\$ 21,012.00	\$ 21,432.24	\$ 21,860.88
101-103-130	DI Designated Industrial	\$ 41.77	\$ 42.55	\$ 43.40	\$ 42.55
112-000-550	Returns on Investments	\$ 10,300.00	\$ 10,506.00	\$ 10,716.12	\$ 10,930.44
112-000-410	Sales of Services and Supplies	\$ 249.89	\$ 254.88	\$ 259.98	\$ 265.18
112-000-540	Interest Charges	\$ 239.43	\$ 224.00	\$ 228.48	\$ 224.00
112-000-840	Franchise Fee	\$ 9,373.00	\$ 9,560.46	\$ 9,751.67	\$ 9,946.70
112-000-570	Other Revenue	\$ 2,498.87	\$ 2,548.85	\$ 2,599.82	\$ 2,651.82
	Grant Revenue				
112-000-760	Transfer from reserve/taxation/utility bill	\$ -	\$ -	\$ -	\$ -
112-000-740	MSI Operational	\$ 11,761.57	\$ 11,996.80	\$ 12,236.74	\$ 12,481.47
Total Administration		\$ 535,766.69	\$ 546,740.26	\$ 553,318.16	\$ 570,840.99
Protective Services					
121-000-530	Collected Fines	\$ 1,784.57	\$ 1,820.26	\$ 1,856.67	\$ 1,893.80
Total Protective Services		\$ 1,784.57	\$ 1,820.26	\$ 1,856.67	\$ 1,893.80
Public Works					
142-000-510	Residential Wastewater Usage Levy	\$ 91,800.00	\$ 91,800.00	\$ 91,800.00	\$ 91,800.00
101-000-120	Sewer Local Improvement Levy	\$ -			
	Taxation or increase bill	\$ 322.00	\$ -	\$ -	\$ -
Total Public Works		\$ 92,122.00	\$ 91,800.00	\$ 91,800.00	\$ 91,800.00
Planning and Development					
161-000-410	Compliance Certificates	\$ 277.53	\$ 283.08	\$ 288.74	\$ 294.51
161-000-520	Development Permits / Appeal Fees	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,185.45
161-000-510	Inspection Fees	\$ 1,213.04	\$ 1,237.30	\$ 1,262.05	\$ 1,287.29
161-000-590	Encroachment Fees	\$ 109.17	\$ 111.36	\$ 113.58	\$ 115.86
161-000-840	Development Services	\$ -	\$ -	\$ -	\$ -
Total Planning and Development		\$ 3,599.74	\$ 3,691.74	\$ 3,786.17	\$ 3,883.11
Total Revenue		\$ 633,273.00	\$ 644,052.27	\$ 650,761.00	\$ 668,417.91

Account #	Department / Description Council	2023 Budget	2024 Budget	2025 Budget	2026 Budget
211	Remuneration				
211-101-150	Mayor	\$ 11,000.00	\$ 11,220.00	\$ 11,444.40	\$ 11,673.29
211-102-150	Deputy Mayor	\$ 8,000.00	\$ 8,160.00	\$ 8,323.20	\$ 8,489.66
211-103-150	Councillor	\$ 6,000.00	\$ 6,120.00	\$ 6,242.40	\$ 6,367.25
<i>Total Remuneration</i>		<i>\$ 25,000.00</i>	<i>\$ 25,500.00</i>	<i>\$ 26,010.00</i>	<i>\$ 26,530.20</i>
	Travel and Subsistence				
211-101-210	Mayor	\$ 2,060.00	\$ 2,101.20	\$ 2,143.22	\$ 2,186.09
211-102-210	Deputy Mayor	\$ 1,545.00	\$ 1,575.90	\$ 1,607.42	\$ 1,639.57
211-103-210	Councillor	\$ 1,545.00	\$ 1,575.90	\$ 1,607.42	\$ 1,639.57
<i>Total Travel and Subsistence</i>		<i>\$ 5,150.00</i>	<i>\$ 5,253.00</i>	<i>\$ 5,358.06</i>	<i>\$ 5,465.22</i>
	Registration & Conventions				
211-201-212	ASVA Conference	\$ 943.59	\$ 962.46	\$ 981.71	\$ 1,001.35
211-202-212	AUMA Conference	\$ 1,110.11	\$ 1,132.31	\$ 1,154.95	\$ 1,178.05
<i>Total Registration and Conventions</i>		<i>\$ 2,053.70</i>	<i>\$ 2,094.77</i>	<i>\$ 2,136.67</i>	<i>\$ 2,179.40</i>
	Memberships				
211-301-220	AUMA Membership	\$ 1,165.61	\$ 1,188.92	\$ 1,212.70	\$ 1,236.96
211-302-220	ASVA Membership	\$ 999.10	\$ 1,019.08	\$ 1,039.46	\$ 1,060.25
211-303-220	FCM Membership	\$ 220.00	\$ 224.40	\$ 228.89	\$ 233.47
211-304-220	Mayors & Reeves Membership	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00
<i>Total Memberships</i>		<i>\$ 2,489.71</i>	<i>\$ 2,537.40</i>	<i>\$ 2,586.05</i>	<i>\$ 2,635.67</i>
Total Council		\$ 34,693.40	\$ 35,385.17	\$ 36,090.77	\$ 36,810.49

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Administration					
212-1	Personnel				
212-100-110	Salaries	\$ 155,333.00	\$ 158,439.66	\$ 161,608.45	\$ 164,840.62
212-100-130	Training	\$ 2,909.00	\$ 2,967.18	\$ 3,026.52	\$ 3,087.05
212-100-210	Travel & Subsistence	\$ 3,491.00	\$ 3,560.82	\$ 3,632.04	\$ 3,704.68
212-100-211	WCB	\$ 2,223.00	\$ 2,267.46	\$ 2,312.81	\$ 2,359.07
212-100-266	PW Fleet	\$ 1,164.00	\$ 1,187.28	\$ 1,211.03	\$ 1,235.25
New	**Building Insurance	\$ 873.00	\$ 890.46	\$ 908.27	\$ 926.43
212-100-140	Benefits	\$ 5,382.00	\$ 5,489.64	\$ 5,599.43	\$ 5,711.42
<i>Total Personnel</i>		<i>\$ 171,375.00</i>	<i>\$ 174,802.50</i>	<i>\$ 178,298.55</i>	<i>\$ 181,864.52</i>
212-2	Consumables				
212-200-215	Postage / Freight / Courier	\$ 1,753.00	\$ 1,788.06	\$ 1,823.82	\$ 1,860.30
212-200-500	Printing costs	\$ 1,596.00	\$ 1,627.92	\$ 1,660.48	\$ 1,693.69
212-200-510	Office Supplies	\$ 2,909.00	\$ 2,967.18	\$ 3,026.52	\$ 3,087.05
<i>Total Consumables</i>		<i>\$ 6,258.00</i>	<i>\$ 6,383.16</i>	<i>\$ 6,510.82</i>	<i>\$ 6,641.04</i>
212-3	Facilities & Equipment				
212-300-217	Phone / Fax/ Internet	\$ 1,455.00	\$ 1,484.10	\$ 1,513.78	\$ 1,544.06
212-300-540	Utilities	\$ 2,618.00	\$ 2,670.36	\$ 2,723.77	\$ 2,778.24
212-300-250	Facility Improvements	\$ 2,909.00	\$ 2,967.18	\$ 3,026.52	\$ 3,087.05
212-300-255	Facility Maintenance	\$ 6,186.00	\$ 6,309.72	\$ 6,435.91	\$ 6,564.63
212-300-263	Condominium Costs	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreement	\$ 4,364.00	\$ 4,451.28	\$ 4,540.31	\$ 4,631.11
212-300-242	IT Equipment	\$ 727.00	\$ 741.54	\$ 756.37	\$ 771.50
212-300-265	Equipment Maintenance	\$ 436.00	\$ 444.72	\$ 453.61	\$ 462.69
212-300-270	Equipment Rental	\$ 1,164.00	\$ 1,187.28	\$ 1,211.03	\$ 1,235.25
New	**Other	\$ 146.00	\$ 148.92	\$ 151.90	\$ 154.94
<i>Total Facilities & Equipment</i>		<i>\$ 20,005.00</i>	<i>\$ 20,405.10</i>	<i>\$ 20,813.20</i>	<i>\$ 21,229.47</i>
<i>Total JSC Shared Costs</i>		<i>\$ 197,638.00</i>	<i>\$ 201,590.76</i>	<i>\$ 205,622.58</i>	<i>\$ 209,735.03</i>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
212-4	Municipal Specific				
212-400-220	Election Expenses/Meetings	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
212-400-216	Coffee with Council	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
212-402-220	Donations to other organizations	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
212-400-221	Bank Fees	\$ 1,700.00	\$ 1,734.00	\$ 1,768.68	\$ 1,804.05
212-400-222	Advertising	\$ 515.00	\$ 525.30	\$ 535.81	\$ 546.52
212-400-230	Legal Fees/	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04
212-400-231	Audit Fees	\$ 6,283.00	\$ 7,693.00	\$ 7,693.00	\$ 7,693.00
212-400-232	Assessment Fees	\$ 7,519.00	\$ 7,744.57	\$ 7,976.91	\$ 8,216.21
212-400-217	Data Plan Increase	\$ 1,800.00	\$ 1,836.00	\$ 1,872.72	\$ 1,910.17
212-400-275	Municipal Insurance	\$ 4,704.53	\$ 4,798.62	\$ 4,894.59	\$ 4,992.48
212-400-910	Tax Changes	\$ 544.38	\$ 555.27	\$ 566.37	\$ 577.70
	Fleet Replacement Reserve	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Reserve Replacement	\$ 8,000.00	\$ 35,000.00	\$ 30,000.00	\$ 25,000.00
<i>Total Specific</i>		<i>\$ 40,065.90</i>	<i>\$ 69,046.75</i>	<i>\$ 64,631.27</i>	<i>\$ 60,229.81</i>
Total Administration		\$ 237,703.90	\$ 270,637.51	\$ 270,253.85	\$ 269,964.83

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Protective Services					
223-000-200	Contract Fire Service	\$ 20,259.56	\$ 20,664.75	\$ 21,078.05	\$ 21,499.61
226-000-200	Enforcement	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
224-000-200	Emergency Management	\$ 2,800.00	\$ 2,856.00	\$ 2,913.12	\$ 2,971.38
224-000-201	Safety Equipment	\$ 555.05	\$ 566.15	\$ 577.48	\$ 589.03
224-000-	RCMP Policing Costs	\$ 34,431.00	\$ 34,432.00	\$ 34,432.00	\$ 34,432.00
Total Protective Services		\$ 58,545.62	\$ 59,028.91	\$ 59,520.85	\$ 60,022.62
Public Works					
Maintenance Programs					
232-000-200	Green Space Program	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16
232-000-255	Plowing Program	\$ 22,000.00	\$ 22,440.00	\$ 22,888.80	\$ 23,346.58
232-000-250	Road Maintenance Program	\$ 27,851.20	\$ 28,686.74	\$ 29,547.34	\$ 30,433.76
232-000-530	Ditch and Culvert Program	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64
232-000-265	Sign Program	\$ 2,517.32	\$ 2,567.67	\$ 2,619.02	\$ 2,671.40
232-000-270	Special Projects	\$ -	\$ -	\$ -	\$ -
232-000-240	Hazardous Trees	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
232-000-545	Utilities	\$ 894.45	\$ 912.34	\$ 930.59	\$ 949.20
<i>Total Maintenance</i>		<i>\$ 86,262.97</i>	<i>\$ 90,156.74</i>	<i>\$ 92,098.25</i>	<i>\$ 94,088.73</i>
Waste Water / Water					
242-000-255	Maintenance Program	\$ 19,981.91	\$ 20,381.55	\$ 20,789.18	\$ 21,204.96
	Debenture One - 1 yr only				
242-000-250	SLRWW Gov & Admin	\$ 6,605.00	\$ 6,737.10	\$ 6,871.84	\$ 7,009.28
242-000-251	SLR Water Comm.	\$ -	\$ -	\$ -	\$ -
242-000-252	Wastewater Reserve				
242-000-260	Usage Fee	\$ 84,726.00	\$ 54,876.00	\$ 56,150.00	\$ 68,151.00
<i>Total Wastewater</i>		<i>\$ 111,312.91</i>	<i>\$ 81,994.65</i>	<i>\$ 83,811.02</i>	<i>\$ 96,365.24</i>
Waste and Recycle					
243-000-200	Solid Waste Removal	\$ 39,493.29	\$ 40,283.16	\$ 41,088.82	\$ 41,910.60
243-000-270	Recycle	\$ 19,981.91	\$ 20,381.55	\$ 20,789.18	\$ 21,204.96

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<i>Total Waste</i>		\$ 59,475.20	\$ 60,664.70	\$ 61,878.00	\$ 63,115.56
Total Public Works		\$ 257,051.08	\$ 232,816.09	\$ 237,787.26	\$ 253,569.52

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Planning and Development					
261-000-200	Contracted Planning Services	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04
261-000-215	Subdivision Appeal Board Costs	\$ 1,800.00	\$ 1,836.00	\$ 1,872.72	\$ 1,910.17
261-000-220	Municipal Planning Costs	\$ 1,110.11	\$ 1,132.31	\$ 1,154.95	\$ 1,178.05
261-000-110	**Development Services	\$ 1,285.44	\$ 1,311.15	\$ 1,337.37	\$ 1,364.12
261-000-115	IDP (RDC & TSL)	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
Total Planning and Development		\$ 10,195.55	\$ 10,399.46	\$ 10,607.45	\$ 10,819.59
Recreation and Culture					
274-000-850	Parkland Regional Library	\$ 2,404.17	\$ 2,452.26	\$ 2,501.30	\$ 2,551.33
274-000-510	Recreation Agreement - TSL	\$ 21,012.00	\$ 21,432.24	\$ 21,860.88	\$ 22,298.10
272-000-250	Bouy Programs	\$ 5,665.00	\$ 5,778.30	\$ 5,893.87	\$ 6,011.74
272-000-220	FCSS Program	\$ 4,337.12	\$ 4,423.87	\$ 4,512.34	\$ 4,602.59
Total Recreation and Planning		\$ 33,418.30	\$ 34,086.66	\$ 34,768.40	\$ 35,463.77
Environment					
273-100-150	Environmental Projects (SLMC & Env)	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 555.05	\$ 566.15	\$ 577.48	\$ 589.03
273-000-761	Team Up to Clean Up	\$ 1,110.11	\$ 1,132.31	\$ 1,154.95	\$ 1,178.05
Total Environment		\$ 1,665.16	\$ 1,698.46	\$ 1,732.43	\$ 1,767.08
412-000-900	Accumulated Surplus	\$0.00	\$0.00	\$0.00	\$0.00
412-000-901	Annual Surplus/Deficit	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Budget		\$ 633,273.00	\$ 644,052.27	\$ 650,761.00	\$ 668,417.91

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Christmas Donation*

Background:

In the past, Council has provided a donation to the Sylvan Lake Christmas Bureau and the Sylvan Lake Food Bank to assist families in need during the holiday season.

Last year Council donated \$1000 with \$500 going to the Christmas Bureau and \$500 to the Sylvan Lake Food Bank to the Sylvan Lake Christmas Bureau. Currently, Council has \$1040 remaining in the budget for donations and Administration wondered if this is something Council would be interested in donating to any of the above for 2022.

Options for Consideration:

- 1) Council discuss and make a donation to their choosing.
- 2) Accept as information.

Administrative Recommendations:

That Council review, discuss and provide direction to Administration.

Authorities:

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

Summer Village of Norglenwold

October 28, 2022

Council & Legislation

Request for Decision

Agenda Item: *Electronic Meetings Bylaw*

Background:

During a recent Municipal Accountability Review (MAP), it was noted the Procedural Bylaw does not provide a provision to allow for meetings to be held electronically. Since Council passed the Procedural Bylaw recently, Administration has provided the Electronic Meetings Bylaw that will allow for meetings of Council to be held and attended by Council and residents virtually.

Options for Consideration:

- 1) Council give 1st, 2nd and 3rd readings to the Electronic Meetings Bylaw #271-22 as presented.
- 2) Council give 1st, 2nd and 3rd readings to the Electronic Meetings Bylaw #271-22 as amended.

Administrative Recommendations:

- 1) Council give 1st reading to the Electronic Meetings Bylaw #271-22.
- 2) Council give 2nd reading to the Electronic Meetings Bylaw #271-22.
- 3) By unanimous consent, Council give 3rd reading to the Electronic Meetings Bylaw #271-22 at this meeting.
- 4) Council give 3rd and final reading to the Electronic Meetings Bylaw #271-22.

Authorities:

Municipal Government Act Section 199(2)

A Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

SUMMER VILLAGE OF NORGLLENWOLD ELECTRONIC MEETINGS BYLAW BY-LAW 271-22

BEING A BYLAW OF THE SUMMER VILLAGE OF NORGLLENWOLD TO PROVIDE FOR THE ATTENDANCE OF COUNCIL AND COUNCIL COMMITTEES BY ELECTRONIC COMMUNICATION.

WHEREAS, pursuant to Section 199 of the *Municipal Government Act*, a Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

NOW THEREFORE, the Council of the Summer Village of Norglenwold, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This bylaw may be cited as the “Electronic Meetings Bylaw.”

DEFINITIONS

- 2 In this Bylaw,

- (a) “Chair” means the person authorized to preside over a meeting;
- (b) “Chief Administrative Officer” means the Chief Administrative Officer of the Summer Village of Norglenwold within the meaning of the *Municipal Government Act*, or his/her designate;
- (c) “Closed Session” means a meeting or part of a meeting that is “closed to the public,” as defined in Section 1(3) of the *Municipal Government Act*;
- (d) “Committee” means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a standing committee, a task force, and the committee of the whole;
- (e) “Council” means the municipal council of the Summer Village of Norglenwold;
- (f) “Councillor” means a member of Council who is duly elected and continues to hold office and includes the mayor;
- (g) “Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet);
- (h) “FOIP Act” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended;
- (i) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- (j) “Quorum” means the minimum number of members that must be present at a meeting for business to be legally transacted;
- (k) “Summer Village” means the Summer Village of Norglenwold.

APPLICATION

- 3. The rules and procedures for meetings of Council or Committees are outlined in the Procedural Bylaw.
- 4. Councillors may participate in any meeting by attending in person, by telephone, or through video conference.
- 5. Meetings will be electronically available to Councillors and members of the public.
- 6. Notice of the Council meetings and the meeting links will be posted on the Summer Village website and included in the weekly email blast to subscribed participants.
- 7. Except for any part of a meeting closed to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, the Chief Administrative Officer will provide access to a live, publicly available audio and video view of the location where the meeting is being held.
- 8. Councillors that are physically present at the meeting location or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards Quorum.
- 9. Immediately after a meeting is called to order, the Chair must conduct a roll call to confirm the identity of any Councillors participating by telephone or video conference.
- 10. If a meeting is closed pursuant to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Councillors participating by telephone or video conference must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed.
- 11. In the case of a public hearing, any member of the public wishing to make representations may do so by attending the public hearing in person at the administration office, providing written submissions as outlined in the notice of public hearing, or by making presentation through electronic means during the public participation portion of the hearing once they have been addressed by the chair.

This bylaw comes into effect on the date of 3rd reading.

READ a first time this 28th day of October 2022.

READ a second time this 28th day of October 2022.

READ a third and final time this 28th day of October 2022.

Cyril Gurevitch, K.C., Mayor

Tanner Evans, C.A.O.

Summer Village of Norglenwold

December 2, 2022

Council and Legislation

Request for Decision

Agenda Item: *Municipal Accountability Program*

Background:

In September 2022, the Summer Village of Sunbreaker Cove had its Municipal Accountability Program (MAP) review.

Municipal Affairs identified that while we do have motions to purchase the building, there was no resolution in minutes stating the location of the municipal office. In order to be compliant, Administration is asking that Council make the motion today.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

Administrative Recommendations:

That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

Authorities:

Municipal Government Act, Section 204

A council must name a place as its municipal office.

Summer Village of Norglenwold

December 2, 2022

Council and Legislation

Request for Decision

Agenda Item: *Sylvan Lake Scuba Park Request*

Background:

Administration has received the attached request from Mark Willerth, PADI Open Water Scuba Instructor, regarding the Scuba Diving Park located at the west end of Grand Avenue. He and his group are of the opinion that the underwater park is not being utilized due to the lack of accessibility and no parking.

He is asking Council for the following:

- Open up an area where 6 vehicles could park
- Place a “Port-a-potty” by the parking area.
- Allow some improvements to the trail going down to the lake to allow safer access to the water.

He and other instructors would be willing to do the required improvements. They do not address who will pay for the ongoing trail maintenance or for the port-a-potty costs.

The Traffic Bylaw #207-12 states:

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.

Options for Consideration:

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

Administrative Recommendations:

That Council discuss and provide direction to Administration.

Authorities:

Traffic Bylaw #207-12

November 1, 2022

Council of the Summer Village of Norglenwold

Dear Mayor and Council

We are writing in regards to the Scuba Diving Park located at the west end of Grand Avenue in Norglenwold. The Park has been in existence for over 30 years and many interesting items have been placed in the lake to interest scuba divers. I have attached a map showing locations of said items. The area underwater off the beach of Norglenwold has a number of natural features which make it uniquely appealing to local divers. The bottom drops to diving depths pretty quickly. The bottom is mostly sand, which is more difficult to stir up. The visibility tends to be good. Fish have been spotted in the area. The water will warm up quite nicely in the summer. All this makes it an appealing local dive site. The site is generally known to local divers; but not visited often due to access challenges. This includes parking and lake access.

Scuba diving in Alberta is a fun, exciting experience. It has low environmental impact and divers in the area and especially Sylvan Lake have been doing underwater cleanups for years. We have many local divers that are looking for a safe, easily accessible place to learn and practice.

We believe the park is not being utilized to its potential. We would like to assist the community to make this spot an even better place for divers to come and explore the lake from below the surface. We would like to do this in a way that would have the least negative impact on the local homeowners and community. Currently there is a lack of parking that the divers could use.

We have the following requests for the council to consider:

Open up an area that 6 vehicles could park at.

Place a "Pottapotty" by the parking area.

Allow some improvements to the trail going down to the lake to allow safer access to the water. We would be willing to do the improvements.

We anticipate that the area would be used primarily during off-peak times. This includes weekday afternoons and evenings for May through September. We would be responsible for signage on the lake and boat launches to promote boat/diver safety. We would like to promote a clean environment and would love to organize an underwater cleanup in the area.

Sincerely yours,

Mark Willerth PADI open Water Scuba Instructor
Board Member— -Alberta Underwater Council.

[REDACTED]

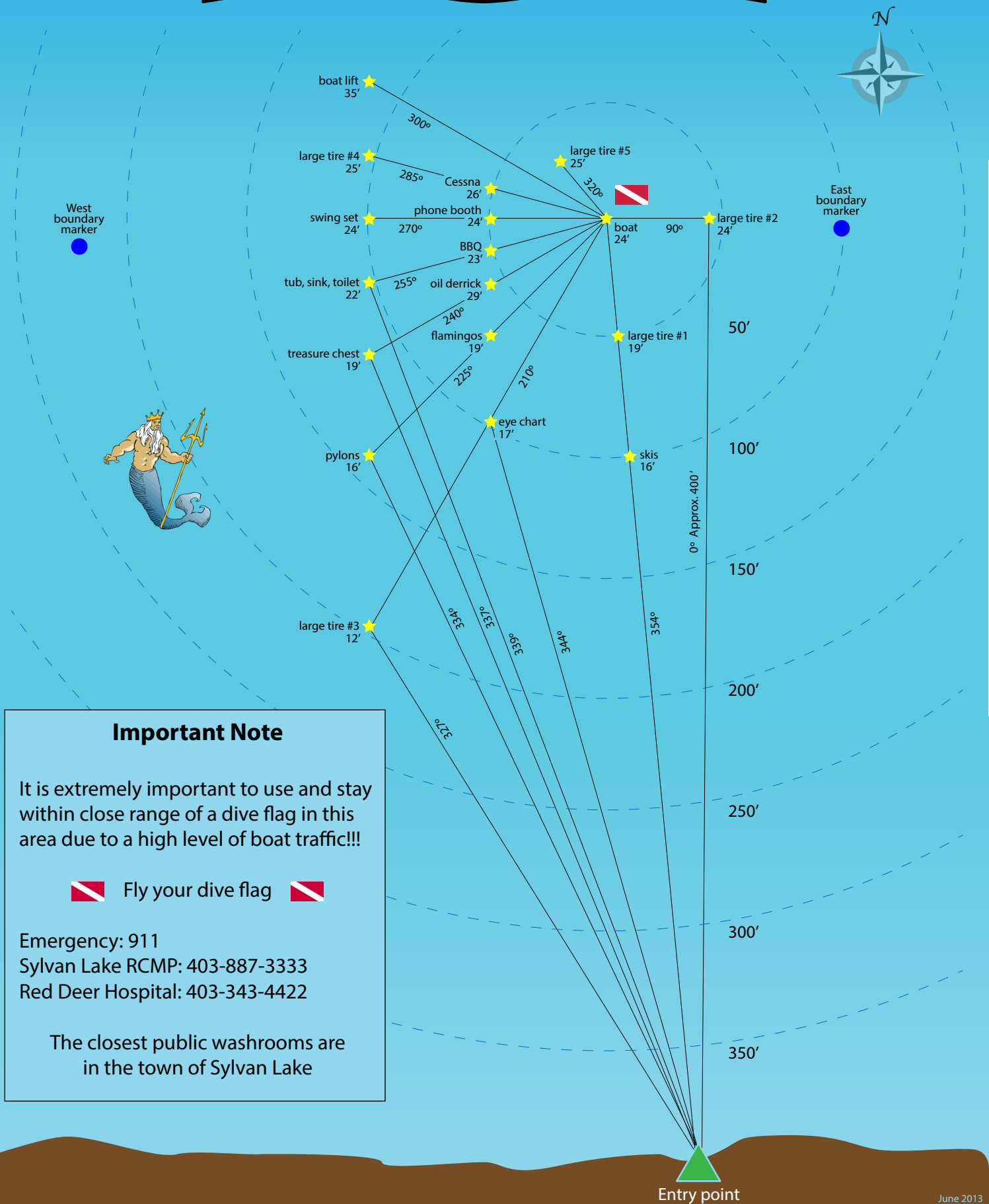
Denise Boniface PADI Master Open Water Scuba Instructor.
Aqua-Nuts Diving Rocky Mountain House

[REDACTED]

Mark Faas PADI Master Open Water Scuba Instructor
Alberta Aventure Divers



[REDACTED]

Sylvan Lake Underwater Park



Important Note

It is extremely important to use and stay within close range of a dive flag in this area due to a high level of boat traffic!!!

 Fly your dive flag 

Emergency: 911
Sylvan Lake RCMP: 403-887-3333
Red Deer Hospital: 403-343-4422

The closest public washrooms are
in the town of Sylvan Lake

Entry point

June 2013

Summer Village of Norglenwold

December 2, 2022

Council and Legislation

Request for Decision

Agenda Item: *Emerging Trends in Municipal Law*

Background:

Administration has received information on the upcoming Emerging Trends in Municipal Law seminar hosted annually by Brownlee LLP. This year's sessions are being held in Calgary on Thursday, February 9, 2023, and in Edmonton on Thursday, February 16, 2023. The topics for the seminar have not yet been released but will be the same at both venues.

The CAO usually attends this seminar, but it is also a good learning opportunity for Elected Officials as it covers trends to help your community grow. The cost to attend in person is \$185 plus GST or \$100 plus GST to attend virtually.

Options for Consideration:

Should a Councillor wish to attend the costs could be covered under Travel and Subsistence.

Administrative Recommendations:

That Council discuss and provide direction to Administration.

Authorities:

2023 Budget



BROWNLEE LLP
Barristers & Solicitors

EMERGING TRENDS IN MUNICIPAL LAW

**THE TRENDS YOU NEED TO KNOW
FOR YOUR COMMUNITY TO GROW**

CALGARY | FEBRUARY 9, 2023
ATTEND IN-PERSON

EDMONTON | FEBRUARY 16, 2023
ATTEND IN-PERSON OR VIRTUALLY

BrownleeLaw.com

You are invited to join us in person – or virtually – this February for our annual **Emerging Trends in Municipal Law** seminar. The 2023 edition of this annual event will feature timely and critical topics that are curated exclusively for our elected and administrative municipal clients.

For 2023, we are continuing to offer this session on two different days in Calgary and Edmonton. Additionally, Edmonton's in-person session will be live-steamed for those who prefer to attend virtually. Whichever date or option you select, the presented topics will be the same.

Further details regarding the topics will be announced in the near future.

Event Details

Calgary

Date: Thursday, February 9, 2023

Time: 8:30 am – 3:30 pm

Location: Best Western Premier Calgary
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

Edmonton

Date: Thursday, February 16, 2022

Time: 8:30 am – 3:30 pm

Location: Edmonton Expo Centre

Address: 7515 - 118 Ave. NW, Edmonton

REGISTER**Feb. 9, 2023****REGISTER****Feb. 16, 2023****In-Person Admission: \$185 + GST****Virtual Admission: \$100 + GST**

Hotel Booking Information

Calgary

Location: Best Western Premier Calgary
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

To book your room *before January 6, 2023*,
call **1.800.661.1464**, [email the hotel](#), or
[book a room online](#) and provide the
following information:

Group Name: Brownlee LLP

Block ID: 173702

Edmonton

Hotel: Sandman Signature Edmonton
Downtown

Address: 10235 – 101 St. NW, Edmonton

To book a room *before January 30, 2023*,
call **1-800-SANDMAN**, [email the hotel](#), or
[book a room online](#) and provide the
following information:

Block Code: EMERGING2023

If you have any questions, please contact me at jrosso@brownleelaw.com.

Summer Village of Norglenwold

December 2, 2022

Request for Decision

Information Item

Agenda Item: *Encroachment Agreement Policy*

Background:

Last Council meeting Council directed administration to bring forward amendments to the current encroachment agreement policy. Administration believes the best option for the policy is to have defined minor and major encroachments and have separate fees for each category.

Options for Consideration:

1. Council discuss/add further amendments, and adopt the policy.
2. Council accept as information.

Administrative Recommendations:

Council to discuss/add further amendments, and adopt the policy.

Authorities:

Land Use Bylaw #208/13.

Encroachment Agreement NGW-20-087.



Policy Title	Date:	Resolution No.
Encroachment Policy	December 2, 2022	NGW-20-

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.~~ **encroachments on municipal land within the boundaries of the municipality.** The Summer Village of Norglenwold asserts its right of ownership to all lands owned, leased and managed by 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 **and manage** encroachments ~~for~~ **on** all lands ~~owned, leased and managed by the municipality.~~ **New encroachments on municipal land are discouraged.**

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**.~~

“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 and 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; and without restricting the generality of the foregoing, includes:
- (e) in the case of a lot used for residential purposes, alterations made to a building or an additional building on the lot whether or not the building is a dwelling or part of a dwelling unit;
- (f) in the case of a lot used for other than residential purposes, alterations or additions made to a building on the lot or a use of the lot which would increase either the capacity of the building or the intensity of use of the lot;
- (g) the display of advertisements or signs on the exterior of a building or on any land;
- (h) the deposit of earth, debris, waste materials, refuse, or any other material on any land, including land already being used for that purpose, or if the natural topography or drainage is altered;
- (i) any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site;
- (j) the placing of refuse or waste material on any land;
- (k) the recommencement of the use to which land or a building has been previously put if that use has been discontinued for a period of more than six months;
- (l) the use of land for the storage or repair of motor vehicles or other machinery or equipment;
- (m) the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- (n) the demolition or removal of a building;
- (o) the placement of an already constructed or a partially constructed building on a parcel of land;
- (p) the use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way;
- (q) the removal of topsoil from land;
- (r) the use of land for storage purposes or for the repair of equipment, vehicles or other kinds of machinery;

- (s) the installation of any type of sewage disposal system including but not limited to holding tanks; or
- (t) the digging of a well or installation of a water cistern.

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

“Major encroachment(s)” an encroachment that is large in scale, difficult to move, such as but not limited to retaining walls over 1m in height, buildings, staircases, decks, and other similar minor structures that illegally extends onto municipal land.

“Minor encroachment(s)” Encroachments such as but not limited to retaining walls under 1m in height, fences, gates, ground level steps, and other similar minor nature, posing little long-term physical impact on public space and which can be removed with relative ease if required.

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 Norglenwold 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 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. For stairs, provide an inspection report from Superior Safety Codes to ensure stairs are safe and up to code, every five years.
 - h. Pays the annual **encroachment** fee of ~~\$250.00 yearly~~, as indicted below:

Minor	\$250.00 yearly
Major	\$1,000.00 yearly

This policy replaces the Encroachment Policy NGW-20-087.

Summer Village of Norglenwold

December 2, 2022

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

Committee Reports:

Julie Maplethorpe, Summer Village of Norglenwold

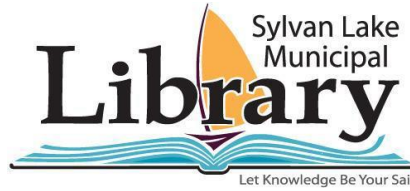
- Town or Sylvan Lake Library Board
- Parkland Regional Library Board

Correspondence:

- Sylvan Lake EMS proposed schedule change
- Red Deer River Watershed Alliance

Upcoming Meetings:

Next Council Meeting – December 23, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 12, 2022 – 6:30PM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented. The annual budget presentation will be made to the Town of Sylvan Lake Council in November.

2. Director’s Report

The Director’s Report was approved as presented.

During the month of September, the library began opening on Sundays after a long hiatus due to the health pandemic. Come down and enjoy all this community hub has to offer from 1:00pm to 5:00pm.

The children’s space has been refreshed with colourful custom shelves for the book collection and the recent purchase of foldable rolling tables will allow flexibility for programming.

3. Programming Report

A Teen Advisory Committee was started this month where teens are invited to meet at the library to help plan and implement programs or projects that they have interest in. Ideas put forth include a Forensics Club, Horror Club, and a Cosmetology Club.

On October 24 at Landmark Cinemas in Sylvan Lake, the Film Society will be showing “Hallelujah: Leonard Cohen, a Journey, a Song” from 7:00pm to 9:00pm. Previously screened TIFF film selections are available to borrow from the library by following this link:

<https://sylvanlibrary.prl.ab.ca/services/previous-film-society-movies>

The partnership with the Sylvan Lake Lodge has continued and residents are always excited to receive their new selections. This service has been called a “great blessing to their day” by residents and staff alike. One of the programmers began the orientation process at Bethany Care Centre this month, which will allow her to expand the visits into this facility in October.

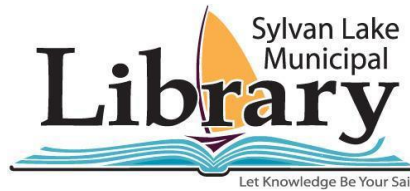
4. Policy

The Bylaws of the Town of Sylvan Lake Library Board were passed during this meeting with unanimous consent given for the third reading. This bylaw required updating to reflect items that the library will now have to charge GST on.

Work continues within sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:30pm.

Next Regular Meeting – November 9, 2022, at 6:30pm.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – NOVEMBER 9, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

The annual budget presentation will be made by Andrea Newland, Library Director, to the Town of Sylvan Lake Council on November 14 at 6:00pm.

2. Director's Report

The Director's Report was approved as presented.

The fall was busy with interviewing and new hires. Two positions were filled including a casual, on call Library Clerk along with a Communication and Development Coordinator (formerly the Marketing Consultant position).

3. Programming Report

October was a full month for programming at the library. The first fall story time session wrapped up, a Bannock lunch was hosted, and some new programs were introduced including a Teddy Bear Drive-In Movie and Halloween Rock Painting. The 2022 Film Society season finished strong with a near full house for Hallelujah: Leonard Cohen, a Journey, a Song.

In recognition of the National Day for Truth and Reconciliation, Cindy Leclerc attended the library to run a Bannock Lunch while sharing her knowledge and culture. She made homemade Bannock and stew for participants and spoke from the heart about the importance of honouring the calls for Truth and Reconciliation. This was the first time since the health pandemic began that this day could be shared.

4. Board Elections

Some Board elections were held including the positions of Chair, Briana and Secretary, Sean. The positions of Vice Chair and Treasurer were tabled until the next regular meeting.

5. Policy

Work continues within sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:05pm.

Next Regular Meeting – January 11, 2023, at 6:30pm.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

Strategic Plan Update

At their August 18th meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, [Hamza Khan](#). Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity*. Stay up-to-date with all conference news by following us on [Facebook](#) and [Twitter](#), or [visit our conference website to learn more](#).

Advocacy Committee

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here:

<https://www.prl.ab.ca/about-us/return-on-investment>

Staff also introduced *Your Guide to Building Rapport*, which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.

In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1st, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

Committee News from Trustees

Sedgewick & District Municipal Library Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler Wellness Network. The trailer can be booked for block parties and other events.

Board Members Present

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Next Meeting: November 17, 2022, (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

Parkland Update

Thursday, November 3, 2022

Get the latest Parkland updates, library news, training, events, and more!

Golden Ticket Contest Winners

WE HAVE THE
Winner!

2022 Membership Drive Winner
BASHAW MUNICIPAL LIBRARY

2022 Golden Ticket Contest Prize Winners

\$100 Google Play Gift Card and Galaxy A7 Tablet

- Benjamin from Penhold

\$100 Google Play Gift Card and Bluetooth Headphones

- Gayle from Sundre

\$100 Google Play Gift Card

- Christina from Water Valley
- Joshua from Sundre
- Ty from Donalda
- Azra from Cremona
- Lennyn from Blackfalds

A Note from Stronger Together

The Stronger Together Planning team would like to say a big Thank You for attending the 2022 joint virtual library conference. With over 1000 registrations, 4 keynote speakers, 20 breakout sessions, and 13 sponsors this year was an amazing success. If you missed any of the sessions or would like to watch them again, [replays can be found on our conference website](#).

Additionally, we would love to hear about your conference experience. [Please fill out this brief feedback survey](#) and help us make the future of shared learning incredible!

Overdrive Magazines Marketing Materials

As discussed in the October PLC meeting, eMagazines will continue to be available in Overdrive. Conveniently, Overdrive has created a [package of marketing materials](#) for their magazines for library use.

Red Hot Science

Red Deer Polytechnic's Red Hot Science youth outreach program is pleased to offer technology, coding and robotics workshops. These 1-1.5 hour workshops introduce youth to fun, hands-on tech with real-world applications in industries including agriculture. These programs are built for specific grades to ensure participants have the best experience possible: Grades K-4, Grades 2-4, and Grades 5-8.

Libraries are responsible for:

- Registration. Minimum 4 and a maximum of 8 children.
- Child supervision. Children ages 8 and under should have an adult with them.
- Providing Space: Each attendee should have a chair, table space, and a bit of floor space.

If you are interested in hosting a Red Hot Science Program, [register on our support site](#).

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Member Library Staff Highlight

Terry is the manager at Alix Public Library, and just started 1 month ago! Terry has 4 backyard chickens and loves working with all people—especially kids!

Terry's book recommendation is anything by the author Sherrilyn Kenyon!

If you would like to be featured in a future Parkland Update please [submit a photo and answer a few short questions!](#)



TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Ordering with ULS** - November 22 at 1:30pm

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch recordings of past training sessions, visit [Niche Academy](#).

Steps to Successful Community

Engagement Webinar

November 9

12 pm

Tune in to learn about guidelines for community engagement—or how we can connect people with the library, using examples of successful community engagement.

If you're interested but not able to attend the live webinar, go ahead and [register](#). There will be a recording sent to all registrants after the fact.

How to Train Your Community on Libby Webinar

November 17

9 am

Learn how to train your users on Libby, the library reading app! You'll walk away with a step-by-step guide to hosting your own training session and marketing materials to support your efforts. [Register now](#) to attend this engaging, 60-minute webinar.

Recipe for Preventing Burnout Podcast Episode

[Hamza Khan](#) was a keynote speaker at the 2022 Stronger Together conference and his engaging and informative talks are not to be missed. In this [episode](#) from the podcast, [Nonprofits are Messy](#), Mr. Khan offers his advice and expertise for keeping your passion for the work ignited when preventing burnout.

The Fundamentals of Email Marketing for Nonprofits Webinar

November 17
12 pm

Dive into the wonderful world of email marketing for nonprofits. [Register now](#) to learn how to craft engaging subject lines and copy to boost your email open and conversion rates so that you can raise more money.

LibraryCon Live

November 17

[Join](#) Library Journal and School Library Journal on November 17 for our sixth annual LibraryCon Live! In addition to panels and keynotes, they're also offering fast-track learning sessions hosted by librarians and studio spotlights focusing on visual artists.

How Non-Profits Can Better Ally with Indigenous Organizations Podcast Episode

The Truth and Reconciliation Commission of Canada was established more than 14 years ago. Learn how the nonprofit sector can take a more meaningful role in an area where its support could make a real difference. In a recent [episode](#) from the podcast CharityVillage Connects, you can hear from Indigenous leaders about how

the nonprofit sector can better support, and ally with, Indigenous-led organizations and communities.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

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Parkland Regional Library System · 4565 46 Street · Lacombe, AB T4L0K2 · Canada





Parkland Update

Thursday, November 17, 2022

Get the latest Parkland updates, library news, training, events, and more!

Meet Jessica - Consultant Librarian at Parkland

We are excited to announce that Parkland has hired Jessica Dinan as a Consultant Librarian to take over for Olya while she is on maternity leave.

Jessica has been working in libraries for the past 8 years and has worked in a variety of library settings, including public, school, academic, and special libraries. She loves traveling, hiking, adding to her ever-growing tea collection, and cuddling with her adorable cat, Kota, on cold winter days. Jessica loves to read general fiction, mysteries, sci-fi, graphic novels and comics, and listening to non-fiction. She's very excited to be joining the PRL Team!



Parkland 2023 Board Chair Election & Committee Appointments

The Parkland Board has elected a new board chair, councillor Teresa Rilling from Sylvan Lake has been elected. Barb Gilliat, councillor at Alix also ran for the position of chair. The outgoing chair is Deb Smith who has served 11 years in that position.

The Parkland Board also made appointments to the Executive and Advocacy committees which are listed below.

The Parkland Executive Committee

Teresa Rilling, Joy-Anne Murphy, Deb Coombes, Len Phillips, Jamie Coston, Norma Penney, Barb Gilliat, Deb Smith, Shannon Wilcox, and Janice Wing.

The Parkland Advocacy Committee:

Debra Smith, Barb Gilliat, Gord Lawlor, Jul Bissell, Deb Coombs, Setphen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Teresa Cunningham.

Parkland 2023 Budget & Committees

The 2023 PRLS budget has been passed by the municipalities.

2023 Parkland Van Run Schedule

It is that time of year! Watch your van deliveries for next year's van delivery schedule. We will be sending them out next week.

Regional Library Systems CBC Article

In conjunction with the other six library systems, Parkland is working on an advocacy strategy to encourage an increase in operating grants from the Provincial Government. Recently, the CBC interviewed two system directors and wrote [this article](#) on the subject.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Member Library Staff Highlight

Jill is the manager at Water Valley Public Library. She has worked as the manager for ten months, and when she's not at the library she is busy being a farmer. Jill loves talking to all of the people that come into the library.

Check out Jill's book recommendation: [Other Birds By Sarah Addison Allen](#)

Elnora Library Closure

Elnora Library has closed until further notice due to a building maintenance issue. The board is currently looking for a temporary location so they can resume services. An update will be provided when more information comes available.

Documentary Heritage Communities Program

The [Documentary Heritage Communities Program](#) is open and accepting applications! Organizations have until January 12, 2023, at 11:59 pm (Pacific Time) to submit their application.

ConnectedLibFEST Call for Proposals

The ConnectedLib team is planning the first ever [ConnectedLibFEST](#), focused on connected learning in small and rural libraries and communities. The virtual experience is scheduled for March 15 and 16 and will bring together library staff, researchers, and community members to learn from and with each other. If you would like to be involved in the FEST, the team has put out a call for facilitators and presenters to propose a session or get involved in other ways.

[Complete the interest form](#) to share your experience with connected learning and small and rural libraries, or to stay informed and receive additional information about the ConnectedLibFEST.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Ordering with ULS** - November 22 at 1:30pm

- If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch recordings of past training sessions, visit [Niche Academy](#).

Library System Board Orientation **November 21-23**

PLSB is pleased to offer our 2-hour training session designed specifically for library system board members. This session was offered earlier this year by the PLSB and they are pleased to present it again this fall.

Each session will offer the same content and will cover the following topics: public library structure and the role library systems play; responsibilities of library systems to member; responsibilities of library system board members; key relationships; and governance tools.

- [November 21, 2022](#), 7-9pm
- [November 22, 2022](#), 2-4pm
- [November 23, 2022](#), 10am-12pm

All the Free Resources You Can Find at Your Library **Article**

Check out this recent [article by Wired](#) highlighting all of the amazing services libraries provide for free. Though this is an American Article, there is reference to rural libraries towards the end.

Advocacy in a Polarized World **December 6**

How can we effectively communicate with all decision-makers, and stakeholders about the important work happening at your library regardless of their political beliefs? In [this session](#) you will learn the principles of “The Three Languages” of politics, and how to apply them when communicating with people from across the political spectrum. The webinar will build upon these principles and learn how to effectively use data, stories, and research to craft compelling, resonant messages.

Registration	Fee:	\$79
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Grantseeking for Libraries: **Strategies and Tips** **Recorded Webinar**

If the process of evaluating opportunities and applying for a grant feels overwhelming, view [this recent webinar recording](#) to learn strategies for success that can benefit libraries of all sizes. This presentation covers aspects of grant development including mission alignment, how to build organizational support, and submitting a strong application. Funders

are often interested in a diverse set of applicants and communities to distribute their funding to, and this session will help you feel more confident and empowered to pursue these opportunities for your library.

October 27, 2022

(via email)

Re: Request to amend PRLS Membership Agreement

Recently, your municipality would have received a letter from Judy Dahl, the mayor of the Town of Olds, requesting that your council join with them in amending the Parkland Regional Library Membership agreement. According to Dahl:

"The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures."

While it is perfectly acceptable to ask the board to make this change, Mayor Dahl declared the reason for this amendment being because:

"Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: "The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."

It is this point I wish to clarify. The Parkland board consulted a legal opinion on this matter which determined conclusively that using the population figures supplied by Alberta Treasury Board and Finance to invoice municipalities is entirely in accord with our membership agreement. As the Government of Alberta has stated, the "The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future." see: <https://www.alberta.ca/municipal-population-lists.aspx>

The switch to using the Treasury Board population estimates for invoicing municipalities was first communicated to Parkland's member municipalities in 2021. The matter has been discussed nine times at Parkland Executive Committee and Board meetings. This culminated in May with the board passing a motion directing staff to build Parkland's 2023 budget using the population figures supplied by Treasury Board.

Should Parkland's member municipalities wish to change the membership agreement, they may certainly put their request before the board. However, it must be restated, that based on the legal opinion included with this letter, Parkland's use of the population estimates from Treasury Board and Finance for invoicing municipalities is fully in-line with Parkland's membership agreement.

The memo from Parkland's lawyer has been included for your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Debra Smith". The signature is written in a cursive, flowing style.

Debra Smith, Board Chair
Parkland Regional Library System

PRIVILEGED & CONFIDENTIAL**MEMORANDUM****To: R. Sheppard****Date: May 12, 2022****Fr: S. Alexander-Smith, QC****File:****RE: Use of Population data for funding per Master Agreement****BACKGROUND:**

A portion of your funding is levied against your members in accordance with the PRL Membership Agreement (“the Agreement”), as follows:

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule “B” and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

Per the Agreement, the populations of each member is determined as follows:

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.”

Historically, Alberta Municipal Affairs published population lists. Circa 2019, it has published that is now adopting the data prepared by the Office of Statistics and Information at Alberta Treasury Board and Finance in lieu of the population lists.

To set rates in 2021 & 2022, you relied on the population figures from the Treasury Board and Finance Resources, which was not objected to by your membership.

You are now preparing your Budget for 2023, and the question has been raised by a member, whether you should instead be:

- (a) using the last published population list by Municipals Affairs (2019), or
- (b) the Federal Census.

ISSUE:

Based on the terms of your membership agreement, what is the appropriate population figures to use to determine rates per clause 8.2 of your Agreement?

DISCUSSION:

Presently the Agreement that is executed by your membership directs your rules of play.

To interpret the terms of a bidding agreement, the court reads the contract as a whole, giving the words their ordinary and grammatical meaning consistent with the surrounding circumstances known to the parties at the time of contract formation.

If the operative consideration for funding under the Agreement is to adjust yearly based on the ‘recent’ population figures, then the indication by Municipal Affairs that they have discontinued their list in favour of adopting the Office of Statistics and Information at Alberta Treasury Board, supports that the Treasury Board figures are “the most recent population figure for the municipality as published by Alberta Municipal Affairs.”

While Alberta Municipal Affairs has informed on its website that it will continue to fund per capita grants based on the 2019 Municipal Affairs Population List until 2021 federal census results are available, that is not funding model set out in your Agreement. You are required to use the most recently published figures.

See: <https://www.alberta.ca/municipal-census-and-population-estimates.aspx>

As such, to the extent your Agreement calls for ‘recent’, and the funding from members is reviewed annually, they ‘plain and ordinary meaning of ‘recent’ (and context - were further exploration of the circumstance be required) would support that appropriate interpretation of your Agreement is that the annual data for population estimates are derived from Office of Statistics and Information at Alberta Treasury Board.

In light of the above, if the membership wishes to amend the formula for calculating the membership levies, that would need to be done using the amending process set out in the agreement, being, clause 17, as modified by clause 8.6 (if applicable). This would include a transition to using Federal Census data rather than the Treasury Branch information. Having said that, if of its own volition, Municipal Affairs revised its publishing of population figures to be reliant on the Federal Census vs. the Treasury Board data, then arguably that would be the ‘the most recent population figure for the municipality as published by Alberta Municipal Affairs.’ But a review of the website lands with the Treasury Board, at this point in time.

I trust this answers your question, Please advise if you’d like further information or clarification.

S. Alexander-Smith, QC.



PRLS Board Meeting Minutes September 15, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday September 15, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, Barb Gilliat

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets: Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent: Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Guests: Margaret Law

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk

Call to Order

Meeting called to order at 10:06 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Dana Kreil to excuse Edna Coulter, Amanda Derksen, Barbara Gibson, Heather Ryan, Ricci Matthews and Len Phillips from attendance at the board meeting on September 15, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 28/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 29/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Teresa Rilling to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 30/2022

1.3. Business arising from the minutes of the May 19, 2022 meeting

Smith asked if there was any business arising from the minutes. There were none.

2. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Lori Reid to approve the consent agenda as presented.

CARRIED
PRLS 31/2022

3.1. Compensation Review

Motion by Alison Barker-Jevne to go in-Camera at 10:10 a.m.

CARRIED
PRLS 32/2022

Motion by Barb Gilliat to go out of- Camera at 10:57 a.m.

CARRIED
PRLS 33/2022

Motion by Gord Lawlor to receive the Compensation Review report for information.

CARRIED
PRLS 34/2022

Motion by Janice Wing to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid

CARRIED
PRLS 35/2022

Margaret Law left the meeting at 10:45 a.m.

3.2. Approval of the PRLS Budget 2023

Sheppard gave an overview of the Parkland 2023 proposed budget. For the first time in three years, Parkland is asking for an increase in the municipal levy. The proposed increase is .20 cents per capita. The levy will change from \$8.55 per capita to \$8.75 per capita, using the Treasury Board and Finance Population Figures as directed by the board. This budget assumes funding from the Government of Alberta will continue at the current rate of \$4.70 per capita. Also assumed is the Rural Library Services Grant rate continuing at \$5.55 per capita, the whole of which is passed directly on to libraries. Most of the increases in budget lines are associated with

inflationary costs. The Building Repair and Maintenance line has increased partly because of the maintenance fees for the elevator. Staff and benefit lines will see a cost-of-living adjustment increase. The Trustee line has gone down, due to the virtual meetings that seem to be preferred by most of the trustees.

By approving the budget, a number of reserve transfers will be approved. There was \$40,500 for another cargo van. We also have technology purchases including replacing wireless equipment in member libraries planned for next year. This project will cost approximately \$219,600. Also, \$35,000 will be transferred from the Unrestricted Reserve for the Cooperative Collection Fund.

Motion by Barb Gilliat to approve the Parkland Regional Library System 2023 Budget as presented.

CARRIED
PRLS 36/2022

3.3 PRLS Governance Policy Revisions PRLS Audit

Sheppard Reviewed. According to PRL policy 4.4.4. Audit,

The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end.

The last time PRLS conducted an RFT (RFP) and appointed an auditor was 2019, for the years 2019-2021.

This year, seven agencies were contacted to submit RFPs but only our current auditor, MNP LLP, submitted a formal audit proposal.

At their June 16th meeting, the Executive Committee selected the auditor MNP to conduct Parkland's audit for the years 2022-2024. Over the years, it has become increasingly difficult to find firms that will even submit proposals in response to an RFP for audit services. Furthermore, Parkland has only changed audit firms once in living memory. For these reasons, the Executive Committee proposed eliminating the requirement that an RFP be conducted every three years for audit services. To support this change, the Executive Committee approved the following motion:

Motion by Barb Gilliat to recommend that the board change Parkland's Audit policy statement to read: "The auditor shall be appointed by the Executive Committee. Audit services shall be reviewed at the discretion of the Director, or, at the direction of Parkland's Executive Committee or the board."

Motion by Gord Lawlor to amend the audit policy statement 4.4.4. as presented, in accordance with the recommendation of Parkland's Executive Committee

CARRIED
PRLS 37/2022

RFP for Banking Services

Sheppard continued. The Parkland Board's Finance Policy statement on banking currently states:

From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.

Despite the ambiguous phrasing of the statement, staff have diligently sought RFPs for Parkland's banking services every three years. After some discussion at their June meeting, the Executive Committee determined Parkland's banking services shall be subject to a review and request for proposal every five years at a minimum.

At their August meeting, the Executive Committee recommended that the wording for policy statement 4.4.5 be changed to:

Banking services shall be subject to review and a request for proposal every five years at a minimum, or sooner, at the discretion of staff, the Executive Committee, or the board.

Motion by Gord Lawlor to change policy 4.4.5. as recommended by the Executive Committee.

CARRIED

PRLS 38/2022

3.4. Capital Cost Allowance for Technology

Williams reviewed. The Parkland 2021 audit management letter stated:

Recommend that the estimated useful lives for property, plant and equipment be reviewed by senior management, and adjusted as needed.

During Parkland's audit, MNP discussed with staff that Parkland may not be using the best depreciation rate for technology assets. It was observed that the current rate may be inaccurate as computers in the library typically last 3 to 5 years and the current CCA (Capital Cost Allowance) rate Parkland uses is Class 10 with a 30% declining balance.

Parkland's management team has implemented a change to the CCA for technology assets only. Staff believe the use of Class 50 with a CCA rate of 55% declining balance for technology assets is a better fit for the life span of Parkland's computer assets.

This adjustment does not require a policy change but constitutes a change in long standing practice.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2022

3.5. Advocacy and Marketing Report

Gord Lawlor began the Advocacy Committee report. Highlights included the creation of a joint Advocacy Committee composed of seven library systems, a review of tools board members can use to help pass Parkland's budget with municipal council, and the presentation of a document, *Your Guide to Building Rapport*. Designed for municipal library boards, this document will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Hailey Halberg continued with the Marketing Report. Halberg discussed Parkland's open house held last July, Parkland's new social media strategy, and Connection Campaign.

In the marketing campaign, libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Staff have completed the photography/videography project and received six edited videos and 240 professional photos libraries can use for marketing.

Five videos were then shown from the project, featuring the following libraries: Alix, Amisk, Caroline, Forestburg and Rocky Mtn. House.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 40/2022

3.6. Parkland Community Update

Sedgewick & District Municipal Library – Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler wellness network. The trailer can be booked for block parties and other events.

Motion by Ray Reckseidler to receive the Parkland Community Update for information.

CARRIED

PRLS 41/2022

3.7.1. Director & Library Services Report

3.7.2. I.T. Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the IT Report. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report and IT Report for information.

CARRIED

PRLS 42/2022

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:14 p.m.

CARRIED

PRLS 43/2022

Meeting adjourned at 12:14 p.m.

Chair

21 October 2022

Re: Request to amend PRL Membership Agreement

Dear Library Members,

The intent of this letter is to notify Parkland Regional Library (PRL) members that the Town of Olds has submitted a request to the board to amend the Membership Agreement, and further, to summarize our rationale in the hopes that your municipality will do the same.

Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: "*The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*"

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures.

To be clear, the Town of Olds is not disputing the dollar amount it provides to PRL, as we recognize the value of this organization; instead, Olds takes issue with the choice to use population statistics that are outside the scope of the Agreement. Should PRL adopt the Municipal Affairs' population figures and finds itself with a financial shortfall, the requisition can then be raised to achieve balance. Achieving balance using inaccurate statistics is, in our opinion, neither transparent nor in line with the spirit of the Agreement.

Members from PRL Area 9, (Town of Carstairs, Town of Didsbury, Town of Olds, County of Mountainview and Village of Cremona) are in agreeance and have passed respective motions asking for section 8.3 of the Agreement to be opened and amended as noted above.

If you agree with our position, we ask that your municipality consider a similar motion and forward that to PRL.

Thank you for your time and please reach out to Olds' PRL representative, Heather Ryan, (hryan@olds.ca) if you wish to discuss this further.

Kind Regards,



Mayor Judy Dahl

c: Town of Olds Council



Parkland Update

Thursday, October 20, 2022

Get the latest Parkland updates, library news, training, events, and more!

Read Alberta eBooks and eMagazines

The Read Alberta Collection now includes 42 diverse and made-in-Alberta eMagazine titles, in addition to the existing digital collection of more than 2,000 Alberta-published eBooks.

The project officially launches at public libraries across Alberta on **October 24, 2022**. Library patrons can now borrow eMagazines covering a diverse range of topics including lifestyle, sports and leisure, crafting, current affairs, cities and regions, literary arts, food and drink, and special interest titles. We have been provided with a press release, social media copy, and posts to help promote the new materials. For any questions, contact director@albertamagazines.com.

Golden Ticket Contest

As we wrap up October and Canadian Library Month, a few reminders about the Golden Ticket Contest and Membership Drive.

Please send your ticket entries to Parkland in the van run, email to hhalberg@prl.ab.ca, or submit them in our [Wufoo form](#). All entry submissions must be received by October 31 at 5:00pm and the winner will be drawn on November 1.

Golden Ticket Prizes include:

- 5 \$100 google play gift cards
- Samsung tablet and \$100 google play gift card

- Sony Bluetooth headphones and \$100 google play gift card

We will also discover the library with the most new members per capita in the month of October on November 1. They will win their choice of the following for their library.

1. An [Oculus Rift Meta Quest](#)
2. \$550 Vistaprint Pro Shop Order
3. Magic Workshop Program with Kyle Key for your library

Connection Campaign Feedback

Parkland recently created a region-wide advocacy campaign and we are seeking feedback. Please take a moment to fill out [this brief survey](#) so we can make improvements for future campaigns.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Member Library Staff Highlight

Tammy is one of the managers at Bentley Municipal Library. She has been there for the last 8 years. Tammy loves the offering of unique items in their library of things, including snowshoes, cake pans, and even a karaoke machine! Even better is watching patrons light up when they find out it's free to access with their library card! Tammy and her husband own property in El Salvador and travel there twice a year.

Tammy's book recommendation is [Wish You Were Here](#) by [Jodi Picoult](#).

If you would like to be featured in a future Parkland Update please [submit a photo and answer a few short](#)



[questions!](#)

Rocky Public Library Gaming Event



Rocky Public Library is hosting their 5th gaming extravaganza event on Saturday, November 5 starting at 6:30pm - 1:00am. If you know any video gamers in your community, please let them know about this event. If you know anyone that is interested, refer them to [this pre-registration page](#) with all the details!

Stettler Public Library Writers Workshop

Stetter Library is hosting a writers workshop delivered by Miji Campbell this weekend on Saturday, October 22 at 1:00pm. No writing experience is required and the fee is \$20/person. Advise any interested patrons to call the Stettler Library to reserve their spots.

Edson and District Public Library Video

Michael Baird, the manager at Edson and District Public Library and staff have written, performed, and produced a hilariously entertaining video promoting the library and one of the most popular eResource available, Libby! If you weren't able to attend Michael's session at Stronger Together last week, for the international premier of this epic video, then please take a few minutes to [watch it now](#). Well done and a big congrats to Michael and the staff at AED for this fun and clever way to promote AED services and eResource!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **PLC Meeting** - October 24 at 10:00am
- **Library Managers Coffee Break** - October 26 at 10:00am

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch recordings of past training sessions, visit [Niche Academy](#).

Promoting Your Collections: Messaging, Merchandising, and More

October 27

Collections are the mainstays of libraries. After spending lots of money and time curating, processing, and making them available, you may think the work is done. But there's one more vital step—promoting them! [This webinar](#) will help you go beyond basic book displays and posters. The registration fee is \$49 per person.

Board Basics Training Series October-November

The PLSB is currently offering their Board Basics training series. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 20 – [Governance Tools](#)
 October 26– [The Library Board Member](#)
 October 27 – [Funding and Finances](#)
 November 2 – [Working Together](#)
 November 3 – [The Public Library Network](#)

They also offer on-demand orientation sessions for library boards. These sessions can be organized as in-person sessions. If you would like to request one, please email libraries@gov.ab.ca.

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Parkland Update

Thursday, October 6, 2022

Get the latest Parkland updates, library news, training, events, and more!



Congratulations to the team at the Penhold library! The Town of Penhold Library Board won one of three awarded for the 2022 Minister's Awards for Municipal and Public Library Excellence for their [Adventure Awaits Summer Reading Program](#). This was an innovative approach to a traditional library service that allowed children and families to experience social connection and critical literacy development despite the challenges of the COVID-19 pandemic. Way to go!

Registration Now Open!



Registration is NOW OPEN for Stronger Together, a virtual library conference hosted jointly by Parkland Regional Library System, Peace Library System, The Alberta Library, & Yellowhead Regional Library.

The conference will take place over two days on October 6 and 7, 2022, and feature:

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis
- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to [register today](#). Please share this email with anyone who might be interested!

Join us on October 6 and 7, 2022 as we become Stronger Together.

Radon Kits Available

Parkland has partnered with the Alberta Lung Association, and with support from Health Canada to make 20 Radon Screening Kits available to library patrons.

To place a hold on a radon screening kit, patrons should follow these simple instructions:

- Visit your library's website
- Search for PRL Radon Screening Kit.
- Click Place Request
- Login with your library barcode information

- Select your pick-up location/ home library

Who's Role is it Anyway Feedback

Parkland recently hosted three training sessions *Advocacy: Whose Role is it Anyway* and we are seeking feedback. If you attended, please take a moment to fill out [this brief survey](#) and forward it to any staff or trustees that attended.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Member Library Staff Highlight

Beth has been the manager at the Hay Lakes Municipal Library since July 2020. This summer, their library hosted Janis Irwin and it brought a huge crowd out. The best part of her job is when the play schoolers come to read a story and pick out books. They have the funniest stories and ask the most hilarious questions. Beth loves helping them fall in love with reading!

If you're a non-fiction lover like her, you'll want to check out Beth's book recommendations [Scar Tissue by Anthony Kiedis](#) and [The Wreckage of my Presence by Casey Wilson](#).

If you would like to be featured in a future Parkland Update please [submit a photo and answer a few short questions!](#)



Free Opioid Poisoning Response Training & Nasal Naloxone Kits - St. John Ambulance Canada

In response to the rising number of opioid poisonings across Canada, St. John Ambulance is working with Health Canada to provide Naloxone training and nasal Naloxone kits free of charge to agencies in the homelessness-serving sector nationwide (excluding Quebec). The program is geared toward frontline staff and volunteers that may have to respond to on-site opioid poisonings and who would otherwise lack access to training and/or nasal naloxone kits.

St. John Ambulance's Opioid Poisoning Response Training provides participants with a trauma-informed and de-stigmatized approach to opioid poisoning awareness.

For more information on program details, please visit their website <https://reactandreverse.ca/> or email them at naloxone@sja.ca for inquiries.

Veteran's Week Resources

Veterans Affairs Canada has created activity books, infographics, postcards, bookmarks and posters to encourage youth to learn more about the importance of remembrance and the roles played by Canadians during times of war, military conflict, and peace. These materials are free. [Orders for materials](#) should be placed by October 24 in order to receive the materials by Remembrance Day.



TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch recordings of past training sessions, visit [Niche Academy](#).

Getting Started with Libby October 10

Join OverDrive's training team for this live session to learn how easy it is to [get your patrons started](#) with Libby, the library reading app. This session will demonstrate:

- How to browse and borrow ebooks and audiobooks.
- Tips for customizing the experience.
- Answers to frequently asked questions from end-users.

Accessibility in Your Library October 12

Tune in on Wednesday October 12, 12:00-1:00 p.m. to learn about what disability and accessibility are. In [this webinar](#) you will learn how to do a walkthrough of your physical space to see how accessible it is.

Alberta Board Member Essentials October-November

- Where to find Libby marketing and help resources.

Library of Things: The What, Why and How of Lending Objects **October 16**

Are you thinking of starting a Library of Things for your community? [In this webinar](#), learn about lending anything from tools to toys, cameras to kitchen appliances, fishing gear to musical instruments - you can do it! The presenters will discuss selection, budgets, cataloging, displaying, sustainability, and marking of their Library of Things on Wednesday, October 19, 12:00-1:00 p.m.

The Edmonton Chamber of Voluntary Organizations is presenting a multi-part training program that combines online learning with live workshops to give new and developing board members the tools to successfully serve on a non-profit board. The [registration](#) deadline is October 18, 2022.

Board Basics Training Series **October-November**

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October 12 – [Public Library Service in Alberta](#)
October 19 – [Municipal and Intermunicipal Library Boards](#)
October 20 – [Governance Tools](#)
October 26 – [The Library Board Member](#)
October 27 – [Funding and Finances](#)
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Re: Proposed Schedule for Sylvan Lake EMS

Dear Minister Copping,

In February of 2022, Alberta Health Services brought forth a proposed schedule under the Hours of Work initiative decreasing ambulance coverage in the Town of Sylvan Lake. The Hours of Work Initiative was primarily aimed at transitioning communities away from 24 hour core-flex units which Sylvan Lake transitioned away from in 2019 to the current model of 12-hour assembled units. This proposed schedule goes against all goals for the Hours of Work initiative which had the goals of easing fatigue on staff, improving coverage in rural areas, and increasing budgetary spending. The following letter outlines the undersigned Staff of Associated Ambulance- Sylvan Lake concerns, opposition, and recommendations to the proposed changes.

Reduction in Full-time EMS staff and community ambulance coverage hours:

The proposed schedule for Sylvan Lake pales in comparison in weekly coverage hours to towns and cities of comparable population such as Wetaskiwin, and Lacombe where they are running 420, and 462 hours/ week respectively. Sylvan Lake would see a reduction of community coverage hours from 336/ week to 294/ week often resulting in only 1 ambulance scheduled during overnight hours and lacking 24/7 Advanced Life Support coverage the current model provides. In addition Sylvan Lake EMS would see a reduction of full time staff from 16 to 14.

Sylvan Lake is a resort destination seeing an influx of over 1 million visitors/ year and does not have a community hospital seeing a greater reliance on its Emergency Medical Services and increased call volumes. Due to the lack of a community hospital in Sylvan Lake patients are transported by EMS out of community, often resulting in extensive offload delays at Red Deer Regional Hospital. With only 1 ambulance available during overnight hours, Sylvan Lake will not have community coverage during these times and will rely on extended responses of ambulances from neighboring communities, and see an increased reliance on the Sylvan Lake Volunteer Fire Department to provide Medical First Response to life threatening emergencies. This also does not align well with high acuity Delta and Echo dispatch determinants with a multi-ambulance response plan.

Increase in staff fatigue, turnover, and burnout

One of the goals of the Hours of Work project was to improve staff retention and working schedules through more desirable shifts. The proposed model schedules practitioners to work shifts of entirely night shifts and weekends, with no rotation of schedule or variety of days worked. This goes against all standard scheduling practices and recommendations, disrupts circadian rhythms, and provides little work life balance. These types of scheduling practices will result in staff burn out, turnover, disability claims, increase in pecuniary costs and is contradictory to Alberta Health Service's core value of promoting work/life/family balance among staff and contract services.

Recommendations

Overall, as a staff we believe the proposed model poses a risk to the EMS system, the public, and would be detrimental to patient centered care. We are asking Alberta Health Services and the Health Minister to retract the proposed staffing cuts and proposed schedule, and to consider adding a 12-hour peak car to the current model of 2 assembled units which

would align with the goals of the Hours of Work project. The recent addition of a peak car in the City of Lacombe is proving to be successful. We are disappointed that position cuts are being proposed during the ongoing Covid-19 pandemic, while we are seeing record call volumes in Alberta and to an EMS service which is already far exceeding provincial ambulance utilization targets. We would welcome timely conversations to find a resolution that provides additional ambulance coverage for the Town of Sylvan Lake and surrounding area.

Respectfully yours,

Bridget Catton

Advanced Care Paramedic/ Operations Supervisor

Joey Manson

Primary Care Paramedic/ Operations Supervisor

Ivy McKinley-Campos

Primary Care Paramedic

Brittney Wolff

Primary Care Paramedic

Bianca McKinley

Primary Care Paramedic

Nadine Flear

Advanced Care Paramedic

Justin Graham

Primary Care Paramedic

Tabatha Paul

Primary Care Paramedic

Tyler Boruck

Primary Care Paramedic

Yvonne Walter

Primary Care Paramedic

Cody Homeniuk

Primary Care Paramedic

Heidi Pike-Sturge

Advanced Care Paramedic

Mitch Clews

Primary Care Paramedic

Zack Kenyon

Primary Care Paramedic

Mac Grant

Primary Care Paramedic

November 16, 2022

Address: #2 Erickson Drive Sylvan Lake, Alberta T4S 1P5

Re: Summer Village of Norglenwold's Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village Council,

Hi, I am Francine Forrest, and I am the new Executive Director of the Red Deer River Watershed Alliance (RDRWA). Thank-you for your ongoing support of the RDRWA, the designated Watershed Planning and Advisory Council for the Red Deer River watershed. This letter provides an update on the RDRWA's recent activities and our municipal funding process for our 2023-2024 fiscal year.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. We are a multi-sector, not-for-profit organization that facilitates watershed management. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. Our renewed WPAC mandate and roles agreement (Environment and Protected Areas and RDRWA 2022) specifies RDRWA will lead and ongoing collaborative process to:

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP)
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

An Ongoing Relationship

The Summer Village of Norglenwold plays a key role in the RDRWA both as a partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding.

Our records show that the Summer Village of Norglenwold has been a longstanding supporter of the RDRWA and we hope to see that relationship continue in 2023-2024. Consistent core funding from our partners is integral to the operations of WPACs and helps to directly support our ability to lead projects with adequate staff and resources.

Benefits to Your Municipality

The RDRWA recognizes the role of municipalities as major water and land-use decision-makers and community leaders. Over the past 17 years, our organization has developed many resources to

maintain and protect watershed health. The RDRWA's work benefits the Summer Village of Norglenwold by providing watershed assessment, programming and regional planning materials and input to assist with local decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health benefits.

Update on Activities

Highlights from our [2021-2022 Annual Report](#) and upcoming activities include:

- ***In person Fall Forum:*** Members and the public enjoyed reconnecting on presentations on municipal topics including: flood mapping, satellite cyanobacteria monitoring, CABIN cumulative effects biomonitoring, and riparian restoration and mapping.
- ***Mapping of hydrologically significant areas Tool to inform decision making:*** The RDRWA developed an [online map portal](#) that maps "hydrologically significant areas" across the watershed, in partnership with the Nature Conservancy of Canada. This information can be used to inform decisions and help prioritize areas for monitoring and restoration efforts.
- ***Mapping and Assessing Riparian Areas in 10 of 15 Subwatersheds for source water protection and flood and drought resilience benefits:***
- The RDRWA partnered with Fiera Biological Consulting to map riparian condition along 1,782 km of shoreline in the Medicine-Blindman Rivers watershed, and 5,285 km in the Buffalo, Kneehills, Threehills, and Little Red Deer River sub-watersheds throughout 2022. The [technical reports](#) provide information to support targeted restoration and conservation programs.
- The RDRWA will be initiating a new riparian mapping project in the Rosebud, Raven and Michichi sub-watersheds throughout 2023-2025. The RDRWA will work with key partners to develop materials and workshops in support of this project.
- ***Upcoming Watershed Assessment and Planning:*** With support, the RDRWA plans to evaluate the current [IWMP](#) and provide an update on the current state of the watershed ([last report completed in 2009](#)) and work towards further developing the IWMP.

Thank-you again for being a key partner in watershed management. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379. Please keep us informed of a primary contact to ensure your municipality receives regular updates. Your support matters, and we hope the Summer Village of Norglenwold will continue to help fund the RDRWA and work together on watershed initiatives to help address our current and future water challenges.

Sincerely,

A handwritten signature in black ink that reads "Francine Forrest".

Francine Forrest

Stay Connected and Regionally Informed

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

Executive Director, RDRWA