

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF NORLGENWOLD  
FEBRUARY 25, 2021 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**      - Regular Meeting Minutes, January 29, 2021  
   - Municipal Planning Commission Minutes, January 29, 2021  
   - Municipal Planning Commission Minutes, February 9, 2021  
   - Subdivision & Development Appeal Board, February 8, 2021

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Development Update

**E. REQUESTS FOR DECISION**

**1) Finance & Administration**

- a) 2021 Capital Budget

**2) Council & Legislative**

- b) Intermunicipal Collaboration Framework
- c) Wastewater Consulting
- d) Minister's Awards for Municipal Excellence

**3) Planning & Development**

- a) Encroachment Agreement Request

**4) Public Works**

- a) Resident Request

**F. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

- a) Jeff Ludwig
- b) Ed Thiessen

**2) Committee Reports**

- a) Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- b) Joint Services Committee
  - January 2021 Minutes

**3) Correspondence**

- a) Advanced Ambulatory Care

**4) Upcoming Meetings**

- b) Council Meeting – March 26, 2021

**G. OPEN MIC**

**H. CLOSED SESSION**

- a) Section 27: Privileged Information

**I. ADJOURNMENT**

Summer Village of Norglenwold  
Regular Meeting Minutes  
January 29, 2021

C-1

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

IN ATTENDANCE	Mayor:	Jeff Ludwig via Zoom
	Deputy Mayor:	Ed Thiessen via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Coordinator:	Chris Loov via Zoom
	Junior Development Officer:	Kara Kashuba via Zoom
	Finance Officer:	Tina Leer via Zoom
	Recording Secretary:	Teri Musseau
	Gallery:	Doug Sharp Gerald Alexander Victor Maris

**CALL TO ORDER**      The Meeting was called to order at 9:00 a.m. by Mayor Ludwig.

**AGENDA APPROVAL**

**NGC-21-001**      MOVED by Deputy Mayor Thiessen that the agenda be adopted as presented.  

CARRIED

**CONFIRMATION OF MINUTES**

**NGC-21-002**      MOVED by Mayor Ludwig that the minutes of the Regular meeting of Council held on December 18, 2020, be approved as presented.  

CARRIED

**INFORMATION ITEMS**

**NGC-21-003**      MOVED by Mayor Ludwig that the following information items be received as information:

1)    Accounts Payable Report

2)    Quarterly Financial Report

**NGC-21-004**      MOVED by Deputy Mayor Thiessen that Administration further regarding the \$6,765.05 ASFF shortfall from 2020 collection.  

CARRIED

Tina Leer left the meeting at 9:11 a.m.

3)    Development Update

Kara Kashuba left the meeting at 9:16 a.m.

**REQUESTS FOR DECISION**

**COUNCIL & LEGISLATIVE**

**Bylaw #254-20**      Sylvan Lake Intermunicipal Development Plan  
**NGC-21-005**      MOVED by Mayor Ludwig that Council give 3<sup>rd</sup> and final reading of the Sylvan Lake Intermunicipal Development Plan Bylaw #254-20.  

CARRIED

NGC-21-006

2021 Census  
MOVED by Deputy Mayor Thiessen Council of the Summer Village of Norglenwold supports the 2021Census and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca).  
CARRIED

NGC-21-007

Noise Complaint  
MOVED by Deputy Mayor Thiessen Council accept as information.  
CARRIED

PUBLIC WORKS

NGC-21-008

Mowing Contract  
MOVED by Mayor Ludwig that Council accept the quoted price from Rugged West Maintenance and sign a three-year agreement.  
CARRIED

COUNCIL REPORTS

NGC-21-009

MOVED by Deputy Mayor Thiessen that the Council and Committee reports be accepted as information:  
  
Mayor Ludwig

- Joint Services Committee

Deputy Mayor Thiessen  
CARRIED

- Correspondence
- Parkland Regional Library Board

NEXT MEETING

NGC-21-010

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

OPEN MIC

Gerald Alexander

- no questions

Doug Sharp

- question about bridge/pathway from Coffee with Council

ADJOURNMENT

NGC-21-011

MOVED by Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 9:38 a.m.  
CARRIED

\_\_\_\_\_  
MAYOR LUDWIG, MAYOR

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

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held January 29, 2021 at the Summer Village Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ed Thiessen via Zoom  
Member at Large: Ray George via Zoom  
CAO: Tanner Evans via Zoom  
Development Officer: Kara Kashuba via Zoom  
Recording Secretary: Teri Musseau  
Delegates: Brian Engel via Zoom  
James Willson via Zoom

**CALL TO ORDER:** Chair Thiessen called the meeting to order at 8:29 a.m.

**AGENDA:**

**MPC-21-001** Moved by Ray George to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. Boathouse Renovations**

Application for boathouse renovations at 117 Grand Avenue (Lot 8-10 Block B Plan 5108EO).

Kara Kashuba, Brian Engel, and James Willson left the meeting at 8:43 a.m.

**MPC-21-002** Moved by Ed Thiessen to approve the application for boathouse renovations at 117 Grand Avenue subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions deposit of \$1000.00.
- Exterior to match/compliment the exterior finish of the main building.
- No vegetation to be removed from the escarpment.
- The boathouse will remain a non-conforming building and can't be enlarged in the future.
- No further work is to be done on the bed/shore of the lake once boathouse is completed.

CARRIED

**ADJOURNMENT**

**MPC-21-003** Moved by Chair Thiessen that the Municipal Planning Commission meeting be adjourned at 8:50 a.m.

CARRIED

\_\_\_\_\_  
ED THIESSEN, CHAIR

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

Initials



*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held February 9, 2021 at the Summer Village Administration Office in Sylvan Lake, Alberta.*

**PRESENT:**

Chair:	Ed Thiessen via Zoom
Member at Large:	Ray George via Zoom
CAO:	Tanner Evans via Zoom
Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau
Delegates:	Brian Engel via Zoom

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

**AGENDA:**

**MPC-21-004** Moved by Ray George to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. Stairs**

Application for stairs at 41 Grand Avenue (Lot 1 Block 3 Plan 5116AE).

**2. Landscaping/Mechanized Excavation**

Application for stairs at 215 Grand Avenue (Lot 4 Block 3 Plan 2203KS).

Kara Kashuba and Brian Engel left the meeting at 9:15 a.m.

**MPC-21-005** Moved by Ed Thiessen to approve the application for stairs at 41 Grand Avenue subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions deposit of \$1,000.00.
- Escarpment vegetation to remain as is.

CARRIED

**MPC-21-006** Moved by Ray George to deny the application for landscaping/mechanized excavation at 215 Grand Avenue due to the following:

- Municipal Development Plan, section 9.3.6 states that "Norglenwold shall promote private landowners of shoreline lots to keep the shoreline as natural as possible to maintain natural ecosystems."
- Land Use Bylaw, part 3 section 4(5) states "The following standard of landscaping shall be required for all areas of a parcel not covered by buildings, driveways, storage and display areas: the retention in their natural state of land located below the top of bank of the lake, or any water body or water course".
- Geotechnical report not provided to support enhancement
- Concerns over impact on adjacent properties.

CARRIED

Initials



**ADJOURNMENT**

**MPC-21-007**

Moved by Chair Thiessen that the Municipal Planning Commission meeting be adjourned at 9:32 a.m.

CARRIED

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ED THIESSEN, CHAIR

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TANNER EVANS, CAO

Initials

SUMMER VILLAGE OF NORGLNWOLD  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD  
FEBRUARY 8, 2021  
RECORD OF HEARING AND DECISION

PRESENT	Chair: Jeff Ludwig via Zoom Member-at-large: Toby Lampard via Zoom Member at Large: Allan MacPherson via Zoom CAO: Tanner Evans via Zoom Junior Development Officer: Kara Kashuba via Zoom Recording Secretary: Teri Musseau Appellant: Kent Lyle via Zoom Applicant Representative: Curtis Mitchell via Zoom
CALL TO ORDER	Chair Ludwig called the hearing to order at 1:17 p.m.
PURPOSE OF HEARING	The purpose of this hearing is to hear an appeal received from Kent Lyle, adjacent landowner, on January 14 <sup>th</sup> , 2021, appealing the development permit #201652 issued November 27 <sup>th</sup> , 2020, by the Municipal Planning Commission, for a detached garage with guest house, at 313 Honeymoon Drive, Lot 4 Block 2 Plan 350HW, in the Summer Village of Norglenwold.
APPEAL FILED AND NOTICE GIVEN	Pursuant to Section 686(1) of the Municipal Government Act, the appeal was not filed within the 21-day appeal period following the November 27 <sup>th</sup> , 2020, issuance of the development permit. Section 686(2) of the Municipal Government Act requires that the appeal hearing be convened within 30 days of the receipt of notice of appeal. The appeal was received on January 14 <sup>th</sup> , 2021. The appeal hearing is being convened 25 days within receipt of the notice of appeal.
DEADLINE FOR DECISION	Pursuant to Section 687(2) of the Municipal Government Act, the Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within 15 days of concluding the hearing.
OBJECTIONS TO MEMBERS OF THE APPEAL BOARD	<p>The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #204-18.</p> <p>Members of the Subdivision and Development Appeal Board were asked if they felt they should disqualify themselves from hearing the appeal before them and no one felt they needed to disqualify themselves.</p> <p>Mr. Lyle was asked if he had any objection to any of the members of the Subdivision and Development Appeal Board present hearing the case. He had no objection to any of the members hearing his case.</p>
DISCLOSURE OF EVIDENCE FINDING OF FACTS	<p>The members of the Subdivision and Development Appeal Board were asked if they had sought, been given or reviewed any evidence prior to the hearing.</p> <p>No members had any prior knowledge of the appeal prior to the hearing.</p>
APPEAL LETTER READ	Teri Musseau, Secretary of the Subdivision and Development Appeal Board read the appeal letter received from Mr. Lyle on January 14 <sup>th</sup> , 2021, into record.



<b>HEARING PROCEDURES</b>	Chair Ludwig reviewed the procedures to be followed for the hearing.
<b>JURISDICTION</b>	Tanner Evans, CAO, provided his report to the Board on duties and jurisdiction.
<b>RECESS FOR JURISDICTION</b>	<p>Chair Ludwig called for a short recess while the board discussed jurisdiction at 1:38 p.m.</p> <p>Chair Ludwig reconvened the hearing at 2:05 p.m.</p>
<b>DECISION OF THE BOARD ON JURISDICTION</b>	<p>The Subdivision and Development Appeal Board determined it had no jurisdiction to hear the appeal as the appeal was received 17 days after the appeal period ended.</p> <p>The hearing was adjourned at 2:06 p.m.</p>
<b>ADJOURNMENT</b>	<b>DATED AT THE TOWN OF SYLVAN LAKE THIS 8<sup>TH</sup> DAY OF FEBRUARY 2021.</b>

**THE SUMMER VILLAGE OF  
NORGLIWOLD SUBDIVISION AND  
DEVELOPMENT APPEAL BOARD**

\_\_\_\_\_  
**JEFF Ludwig  
SDAB Chairman**

## Summer Village of Norglenwold

### Administration and Finance

**Council Date: February 25, 2021**

### Information Item

#### **Agenda Item: *Accounts Payable Update***

#### **Background:**

Total payables processed and presented to Council \$ 72,133.33

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

1. Brownlee	\$ 3,062.96
a. Professional Review	
2. Condominium Corp	\$ 4,080.00
a. Annual Condominium Cost	
3. SL Regional Wastewater Comm	\$ 7,955.64
a. Wasterwater Services-Dec 2020	
4. AMSC Insurance Services Ltd	\$ 7,480.63
a. Municipal Insurance	
5. SL Regional Wastewater Commission	\$ 4,243.15
a. Gov/Admin Costs 2020	
6. SL Regional Wastewater Commission	\$ 6,830.66
a. Jan 2021 Wastewater Services	
7. Al's Bobcat & Trucking	\$ 3,617.25
a. Sanding-Jan 4 to 11 <sup>th</sup> & Jan 18 to 28 <sup>th</sup>	
8. Red Deer County	\$ 3,239.50
a. January 2021 Garbage Charge	

#### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Report Date  
2021-02-19 2:31 PM

Summer Village of Norglenwold  
**List of Accounts for Approval**  
As of 2021-02-19  
Batch: 2021-00014 to 2021-00028

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>Bank Code: MAIN - General Bank</b>					
Computer Cheques:					
<b>1476</b> JAN2021 RENEW	<b>2021-01-31</b>	<b>Assoc of Summer Villages</b> 211-302-220 - ASVA	<b>ASVA membership 2021</b> ASVA membership 2021	975.00	975.00
<b>1477</b> 508909	<b>2021-01-31</b>	<b>Brownlee LLP</b> 212-400-230 - Legal Fees 312-000-260 - GST Paid Refundal	<b>Professional Review on Enforce</b> Professional Review on En GST Tax Code	2,917.10 145.86	3,062.96
<b>1478</b> 2021-008	<b>2021-01-31</b>	<b>Condominium Corp No 802 6072</b> 412-300-263 - Shared Condominit	<b>Shared Comdominium</b> Shared Comdominium	4,080.00	4,080.00
<b>1479</b> 1409	<b>2021-01-31</b>	<b>SL Regional Wastewater Comm</b> 242-000-260 - Usage Fees	<b>Wastewater Services Dec 2020</b> Wastewater Services Dec 2	7,955.64	7,955.64
<b>1480</b> 1120-1182	<b>2021-01-31</b>	<b>Parkland Geotechnical</b> 232-000-200 - Green Space Progr 312-000-260 - GST Paid Refundal	<b>Norglenwold Stairs Engineer</b> Norglenwold Stairs Engine GST Tax Code	515.00 25.75	540.75
<b>1481</b> B172FE7A	<b>2021-01-31</b>	<b>Land Titles Office</b> 261-000-110 - Development Servir	<b>Land Titles-Norg</b> Land Titles-Norg	11.66	11.66
<b>1482</b> 2371163	<b>2021-01-31</b>	<b>Taxervice</b> 212-400-910 - Tax Changes 312-000-260 - GST Paid Refundal	<b>Tax Changes</b> Tax Changes GST Tax Code	330.00 16.50	346.50
2371164		212-400-910 - Tax Changes 312-000-260 - GST Paid Refundal	Tax Changes GST Tax Code	330.00 16.50	346.50
2371165		212-400-910 - Tax Changes 312-000-260 - GST Paid Refundal	Tax Changes GST Tax Code	330.00 16.50	346.50
Payment Total:					1,039.50
<b>1483</b> 510223	<b>2021-01-31</b>	<b>Brownlee LLP</b> 412-300-510 - Shared Other Conti 312-000-260 - GST Paid Refundal	<b>Professional Advice</b> Professional Advice GST Tax Code	618.75 30.94	649.69
<b>1484</b> IVC107894	<b>2021-01-31</b>	<b>Town of Sylvan Lake</b> 223-000-200 - Contract Fire Servic	<b>Fire Dispatch Fees</b> Fire Dispatch Fees	709.80	709.80
<b>1485</b> 38381	<b>2021-02-17</b>	<b>AMSC Insurance Services Ltd</b> 212-400-275 - Municipal Insurance	<b>Jan 2021-Jan 2022 Insurance</b> Municipal Insurance	7,480.63	7,480.63
<b>1486</b> 510151	<b>2021-02-17</b>	<b>Brownlee LLP</b> 212-400-230 - Legal Fees 312-000-260 - GST Paid Refundal	<b>Professional Fees</b> Professional Fees GST Tax Code	1,768.35 88.42	1,856.77

Report Date  
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Summer Village of Norglenwold  
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>1487</b> 2019 CPP	<b>2021-02-17</b>	<b>Canada Revenue Agency</b> 412-000-261 - CPP Source Deduc	<b>2019 CPP</b> 2019 CPP	337.12	337.12
<b>1488</b> INV-6460	<b>2021-02-17</b>	<b>Deep Blue Maps Pty Ltd</b> 412-200-510 - Shared Office Supp	<b>MOST-Staff Motivational</b> MOST-Staff Motivational	810.00	810.00
<b>1489</b> 50147	<b>2021-02-17</b>	<b>DNA Plumbing &amp; Heating</b> 412-300-255 - Shared Facility Mai 312-000-260 - GST Paid Refundal	<b>Leak in Office Repair</b> Leak in Office Repair GST Tax Code	112.56 5.63	118.19
<b>1490</b> IVC00040073	<b>2021-02-17</b>	<b>Lacombe County</b> 261-000-115 - IDP (RDC & TSL)	<b>2020 Portion of Sylvan IDP</b> 2020 Portion of Sylvan ID	2,411.16	2,411.16
<b>1491</b> SDAB02082021	<b>2021-02-17</b>	<b>Lampard, Gordon (Toby)</b> 261-000-215 - Subdivision Appeal	<b>SDAB Member at Large Stipend</b> SDAB Member at Large Stip	100.00	100.00
<b>1492</b> SDAB20210208	<b>2021-02-17</b>	<b>Allan MacPherson</b> 261-000-215 - Subdivision Appeal	<b>SDAB Member at Large Stipend</b> SDAB Member at Large Stip	100.00	100.00
<b>1493</b> MPC Jan 29/21	<b>2021-02-17</b>	<b>Raymond George</b> 261-000-220 - Municipal Planning	<b>MPC Meeting January 29th</b> MPC Meeting January 29th	100.00	100.00
<b>1494</b> 1420	<b>2021-02-17</b>	<b>SL Regional Wastewater Comm Gov/Admin Costs 2020</b> 242-000-250 - SLR WasteWater C Gov/Admin Costs 2020		4,243.15	4,243.15
1427		242-000-260 - Usage Fees	Jan 2021 Wastewater Servi	6,830.66	6,830.66
Payment Total:					11,073.81
<b>1495</b> 119	<b>2021-02-17</b>	<b>SL Regional Water Commission Balance of Annual Mem.2020</b> 242-000-251 - SLR Water Commis Balance of Annual Mem.202		346.75	346.75
<b>1496</b> 20-0108	<b>2021-02-17</b>	<b>Xandal Backhoe Ltd.</b> 242-000-255 - Maintenance Progr; Sewer Valve Turn on 312-000-260 - GST Paid Refundal	<b>Sewer Valve Turn on</b> Sewer Valve Turn on GST Tax Code	150.00 7.50	157.50
20-0210		242-000-255 - Maintenance Progr; Emergency Valve Shut Off 312-000-260 - GST Paid Refundal	Emergency Valve Shut Off GST Tax Code	75.00 3.75	78.75
Payment Total:					236.25
EFT:					
<b>160</b> IN715018	<b>2021-02-02</b>	<b>Digitex.ca-EFT</b> 412-200-500 - Shared Printing Co; Shared Printing 312-000-260 - GST Paid Refundal	<b>Shared Printing</b> Shared Printing GST Tax Code	94.09 4.70	98.79

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<b>161</b>	<b>2021-02-02</b>	<b>MuniSoft</b>	<b>Assessment Process Webinar</b>		
2020/21-04752		412-100-130 - Shared Training	Assessment Process Webina	109.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.45	114.45
<b>162</b>	<b>2021-02-02</b>	<b>RMA Business Services EFT</b>	<b>Office Supplies</b>		
AB042379		412-200-510 - Shared Office Supp	Office Supplies	155.96	
		312-000-260 - GST Paid Refundat	GST Tax Code	7.80	163.76
<b>163</b>	<b>2021-02-17</b>	<b>Al's Bobcat &amp; Trucking</b>	<b>Sanding Jan 4 &amp; 11</b>		
17740		232-000-255 - Plowing Program	Sanding Jan 4 & 11	855.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	42.75	897.75
17774		232-000-255 - Plowing Program	Sanding Jan 18 to 28th	2,590.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	129.50	2,719.50
Payment Total:					3,617.25
<b>164</b>	<b>2021-02-17</b>	<b>Longhurst Consulting</b>	<b>IT Services</b>		
1563		412-300-242 - Shared IT Equipme	IT Services	175.50	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.78	184.28
<b>165</b>	<b>2021-02-17</b>	<b>Molly Maid-EFT Payments</b>	<b>Office Clean Jan 22nd</b>		
2803		412-300-255 - Shared Facility Mai	Office Cleaning Jan 29	92.38	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.62	97.00
2801		412-300-255 - Shared Facility Mai	Office Clean Jan 22nd	92.38	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.62	97.00
2796		412-300-255 - Shared Facility Mai	Office Cleaning Jan 19th	92.38	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.62	97.00
Payment Total:					291.00
<b>166</b>	<b>2021-02-17</b>	<b>RMA Business Services EFT</b>	<b>Office Supplies "MOST"</b>		
AB044666		412-200-510 - Shared Office Supp	Office Supplies "MOST"	207.33	
		312-000-260 - GST Paid Refundat	GST Tax Code	10.37	217.70
AB045488		412-200-510 - Shared Office Supp	Office Supplies "MOST"	99.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.00	104.98
AB045349		412-200-510 - Shared Office Supp	Office Supplies "MOST"	242.92	
		312-000-260 - GST Paid Refundat	GST Tax Code	12.15	255.07
Payment Total:					577.75
Other:					
<b>2636-Man</b>	<b>2021-01-21</b>	<b>ATB Mastercard</b>	<b>CPHR New Member Application</b>		
42555		412-100-130 - Shared Training	CPHR New Member Applicati	100.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.00	105.00

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006267		312-100-250 - Due from Half Moor Lacombe County-HMB Sub. A		500.00	
		312-000-260 - GST Paid Refundal GST Tax Code		16.31	516.31
AMCA2021		412-100-130 - Shared Training	Teri's Membership Renewal	160.00	160.00
PAYMATE2021		412-300-240 - Shared Computer & Paymate Update 2021		350.00	
		312-000-260 - GST Paid Refundal GST Tax Code		17.50	367.50
216574		312-300-250 - Due from Birchcliff	TSL Weigh Scale Ticket BC	5.00	5.00
154673901		312-200-250 - Due from Jarvis Ba	JB Registered Letter	29.07	
		312-000-260 - GST Paid Refundal GST Tax Code		1.45	30.52
Payment Total:					1,184.33
<b>2637-Man</b> JAN2021	<b>2021-01-31</b>	<b>Meridian</b>	<b>Photocopier Lease/Printing</b>		
		412-200-500 - Shared Printing Co: Printing		214.72	
		412-300-270 - Shared Equipment	Leasing	214.73	429.45
<b>2638-Man</b> 008135	<b>2021-01-31</b>	<b>ATB Mastercard</b>	<b>MC Annual Fee Feb 3</b>		
		312-300-250 - Due from Birchcliff	Registered Letter-BC	12.94	
		312-000-260 - GST Paid Refundal GST Tax Code		0.65	13.59
202369850		412-200-510 - Shared Office Supp	My Alberta Service-PPE Co	147.36	147.36
013689		232-000-200 - Green Space Progr	Locks for Bollards	14.99	
		312-000-260 - GST Paid Refundal GST Tax Code		0.75	15.74
73770		412-200-510 - Shared Office Supp	Aardvark Stamp-"Prepared	42.25	
		312-000-260 - GST Paid Refundal GST Tax Code		2.11	44.36
01643		412-100-130 - Shared Training	LGAA Membership Renewal	225.00	
		312-000-260 - GST Paid Refundal GST Tax Code		11.25	236.25
40881606		312-200-250 - Due from Jarvis Ba	Land Title for New Buildi	10.00	10.00
10358841		412-200-510 - Shared Office Supp	Printer Ink for Tanner	66.00	
		312-000-260 - GST Paid Refundal GST Tax Code		3.29	69.29
Teri-Zoom Jan		412-300-240 - Shared Computer & Teri's Zoom Charge		19.86	
		312-000-260 - GST Paid Refundal GST Tax Code		0.99	20.85
T-Sheets Jan/21		412-300-240 - Shared Computer & T-Sheets January 2021		69.11	
		312-000-260 - GST Paid Refundal GST Tax Code		3.46	72.57
ADOBEJan21		412-300-240 - Shared Computer & Chris MC-Adobe		247.72	247.72
AdobeCRFeb2		412-300-240 - Shared Computer & Chris MC-Adobe Credit		241.90-	241.90-
TannerMCError		112-000-570 - Other Revenue	Tanner MC Error	215.55	215.55

Report Date  
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Summer Village of Norglenwold  
**List of Accounts for Approval**  
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Zoom	Jan14/21	412-300-240 - Shared Computer	5 Tanner's Zoom Jan 2021	21.00	21.00
Adobe	Jan25/21	412-300-240 - Shared Computer	5 Tanner Adobe January 2021	17.86	17.86
Shutterstock	Jan	412-200-500 - Shared Printing Co:	Shutter stock Company Bra	38.49	38.49
Adobe	CRFEB3rd	412-300-240 - Shared Computer	5 Tanner Adobe Credit	12.64-	12.64-
Kara's Chair		412-200-510 - Shared Office Supp	Kara's Chair-Staples	314.99	314.99
Teri	ADOBE CR	412-300-240 - Shared Computer	5 Teri's ADOBE Credit-Feb3	147.06-	147.06-
NORTON	2021	412-300-240 - Shared Computer	5 Tina's Norton Annual Fee	89.24	89.24
ADOBE	TINA2021	412-300-240 - Shared Computer	5 Tina ADOBE Annual Fee	474.24	474.24
MC	ANNUAL FEE	212-400-221 - Bank Fees	MC Annual Fee Feb 3	35.00	35.00
40957505		312-400-250 - Due from Sunbreak	Teri-Alberta Land Title SB	10.00	10.00
40957506		261-000-110 - Development Servi	Alberta Land Titles	10.00	10.00
026469		312-400-250 - Due from Sunbreak	Locks for Bollards-SBC	44.99	
		312-000-260 - GST Paid Refundal	GST Tax Code	2.25	47.24
				Payment Total:	1,749.74
<b>2639-Man</b>	<b>2021-01-31</b>	<b>Receiver General/OTH</b>	<b>CPP, EI, Tax</b>		
PP2-21		412-000-263 - Income Tax Source Tax		2,548.67	
		412-000-261 - CPP Source Deduc CPP		1,616.66	
		412-000-262 - EI Source Deductio EI		596.84	4,762.17
<b>2640-Man</b>	<b>2021-01-31</b>	<b>Alberta Municipal Services Cor</b>	<b>Pension Contribution</b>		
PP2-21		412-000-265 - Pension Plan Payal	Pension Contribution	1,103.76	1,103.76
<b>2641-Man</b>	<b>2021-01-31</b>	<b>Bell Mobility</b>	<b>Cell/Ipad Charges</b>		
JAN2121-0516		212-400-217 - Data Plan	Jeff Ludwig	10.00	
		212-400-217 - Data Plan	Ed Theissen	10.00	
		312-000-260 - GST Paid Refundal	GST Tax Code	1.00	21.00
<b>2642-Man</b>	<b>2021-02-18</b>	<b>Shaw Business</b>	<b>January 2021 phone/fax line</b>		
1341299		412-300-217 - Shared Phone Fax	phone/fax line	379.45	
		312-000-260 - GST Paid Refundal	GST Tax Code	18.97	398.42
<b>2643-Man</b>	<b>2021-02-18</b>	<b>AMSC Insurance Services Ltd</b>	<b>Municipal Benefits</b>		
0809-42,385		412-000-266 - Benefits	Municipal Benefits	1,486.95	1,486.95
<b>2644-Man</b>	<b>2021-02-18</b>	<b>Alberta Municipal Services Cor</b>	<b>Pension Contribution</b>		
PP3-2021		412-000-265 - Pension Plan Payal	Pension Contribution	1,103.76	1,103.76

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Summer Village of Norglenwold  
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>2645-Man</b> JAN2821	<b>2021-02-18</b>	<b>Direct Energy</b> 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundal	<b>Shared Utilities</b> Shared Utilities GST Tax Code	153.20 7.66	160.86
<b>2646-Man</b> JAN2721-8683	<b>2021-02-18</b>	<b>Epcor</b> 232-000-545 - Utilities 312-000-260 - GST Paid Refundal	<b>Utilities</b> Utilities GST Tax Code	86.90 4.35	91.25
<b>2647-Man</b> FEB121-9084	<b>2021-02-18</b>	<b>Epcor</b> 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundal	<b>Utilities</b> Utilities GST Tax Code	690.17 34.51	724.68
<b>2648-Man</b> FEB2021	<b>2021-02-18</b>	<b>Meridian</b> 412-200-500 - Shared Printing Co: Printing 412-300-270 - Shared Equipment	<b>Photocopier Lease/Printing</b> Leasing	214.72 214.73	429.45
<b>2649-Man</b> PP3-2021	<b>2021-02-18</b>	<b>Receiver General/OTH</b> 412-000-263 - Income Tax Source Tax 412-000-261 - CPP Source Deduct CPP 412-000-262 - EI Source Deductio EI	<b>CPP, EI, Tax</b>	2,548.67 1,616.66 596.84	4,762.17
<b>2650-Man</b> JAN2021-1000	<b>2021-02-18</b>	<b>Town of Sylvan Lake</b> 412-300-540 - Shared Utilities	<b>14 Thevenaz Office Water/Sewer</b> 14 Thevenaz Office Water/	72.54	72.54
<b>2651-Man</b> JAN312021-0004	<b>2021-02-18</b>	<b>Town of Sylvan Lake</b> 412-300-540 - Shared Utilities	<b>New Office Water/Sewer</b> New Office Water/Sewer	69.24	69.24
<b>2652-Man</b> 1112048-0613-2	<b>2021-02-18</b>	<b>Waste Management of Canada</b> 243-000-270 - Recycling Program 312-000-260 - GST Paid Refundal	<b>Recycling</b> Recycling GST Tax Code	1,239.16 61.94	1,301.10
<b>2653-Man</b> JAN312021	<b>2021-02-18</b>	<b>Red Deer County</b> 243-000-200 - Contracted Garbag	<b>Garbage Base Charge</b> Garbage Base Charge	3,239.50	3,239.50
Total for MAIN:					72,133.33

Certified Correct This February 19, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator



## Summer Village of Norglenwold

February 25, 2021

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 57 development permits issued in the Summer Villages (21 in Birchcliff, 2 in Half Moon Bay, 8 in Jarvis Bay, 16 in Norglenwold, and 10 in Sunbreaker Cove).

The following is the list in Norglenwold:

- |                            |                                       |
|----------------------------|---------------------------------------|
| 1. 99 Grand Avenue         | Det. Gar., Dwell. Add. & Retain. Wall |
| 2. 111 Grand Avenue        | Lakeside Stairs                       |
| 3. 85 Grand Avenue         | Retaining Walls                       |
| 4. 87 Grand Avenue         | Retaining Walls                       |
| 5. 141 Grand Avenue        | Demolition and Dwelling               |
| 6. 133 Grand Avenue        | Home Occupation                       |
| 7. 353 Last Chance Way     | Dwelling Addition                     |
| 8. 167 Grand Avenue        | Detached Garage                       |
| 9. 341 Honeymoon Drive     | Dwelling                              |
| 10. 341 Honeymoon Drive    | Detached Garage                       |
| 11. 147 Grand Avenue       | Demolition                            |
| 12. 41 Grand Avenue        | Deck                                  |
| 13. 313 Honeymoon Drive    | Dwelling Add. & Garage w Guest House  |
| 14. 21 Ravenscrag Crescent | Hot Tub                               |
| 15. 117 Grand Avenue       | Boathouse Renovations <b>(NEW)</b>    |
| 16. 41 Grand Avenue        | Lakeside Stairs <b>(NEW)</b>          |

##### Complaints Update:

1. 53 Grand Avenue - Proceeding with enforcement
  - a. Driveway constructed without Permit. (\$12,100 in legal fees so far)

#### Administrative Recommendations:

Council to accept as information.

**Authorities:**

Land Use Bylaw #208/13.

## **Summer Village of Norglenwold**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Capital Budget***

#### **Background:**

Attached is the proposed capital project budget for 2021.

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

1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2021 Capital Budget.

#### **Administrative Recommendations:**

1) That Council approve a 2021 Capital Budget.

#### **Authorities:**

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

**Capital Projects**

<b>Expenses Anticipated</b>	MSI/MSP - Bridge & Pathway	\$	160,000.00
	Open Space Plan		
	Building Renovations	\$	350,000.00

*Total Expenses*

<b>Funding Anticipated</b>	MSI Bridge & Pathway	\$	62,549.00
	MSP Bridge & Pathway	\$	37,451.00
	MSI Building Renovations	\$	350,000.00
	MSI - Proposed Amendment - B&P	\$	60,000.00

*Total Grants***Amount Required from Taxation**

\* five year plan includes

Annexation  
 Road upgrades  
 Environmental Program Support  
 Infrastructure that may be determined as needed

## **Summer Village of Norglenwold**

**February 25, 2021**

### **Council and Legislation**

#### **Request for Decision**

**Agenda Item:** *Intermunicipal Collaboration Framework*

#### **Background:**

Administration has attached the Intermunicipal Collaboration Framework between the Summer Village of Jarvis Bay and the Town of Sylvan Lake.

This item was tabled at Council in March 2020 for additional information.

In spring 2020, the MGA was changed no longer requiring adoption by bylaw and allowing for adoption by resolution of Council.

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

1. Council adopt the Intermunicipal Collaboration Framework with The Town of Sylvan Lake as presented.
2. Council adopt the Intermunicipal Collaboration Framework with The Town of Sylvan Lake as amended.

#### **Administrative Recommendations:**

1. That Council adopt the Intermunicipal Collaboration Framework with The Town of Sylvan Lake as presented.

#### **Authorities:**

MGA

708.28(1) Municipalities that have common boundaries must create a framework with each other by April 1, 2020 unless they are members of the same growth management board.

# **Intermunicipal Collaboration Framework**

**Between**

**Summer Village of Norglenwold**

**Summer Village of Jarvis Bay**

**and**

**Town of Sylvan Lake**

**WHEREAS**, the Summer Villages of Norglenwold and Jarvis Bay and the Town of Sylvan Lake (collectively called the “Municipalities”) share a common border; and

**WHEREAS**, the Summer Villages of Norglenwold and Jarvis Bay and the Town of Sylvan Lake share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS**, the Municipal Government Act stipulates that Municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Municipalities it is agreed as follows:

#### **A. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching Council resolutions that contain the Framework by the Municipalities.
- 2) This Framework may be amended by mutual consent of the Municipalities unless specified otherwise in this Framework.
- 3) If any of the agreements contained within the ICF expire prior to the four year review period a replacement agreement must be renegotiated or extended unless the Municipalities mutually agree that the expired agreement is no longer required. Renegotiations and/or extensions will be done in accordance with the requirements set out in the agreement. Any new, renegotiated or extended agreements will be reviewed in conjunction with all the agreements contained in the ICF every four years, at which time the ICF will be updated by the Municipalities to reflect any changes.

#### **B. GENERAL TERMS**

- 1) The Municipalities agree that in consideration of the service agreements outlined in Section C (1) that residents of the Summer Villages will be afforded the same services at the same costs, including user fees, as the Town of Sylvan Lake residents for services provided by the Summer Village of Norglenwold and the Summer Village of Norglenwold residents for services provided by the Town of Sylvan Lake.

## C. MUNICIPAL SERVICES

1) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:

a. Wastewater:

- The Municipalities jointly entered into an agreement in 2008 (Alberta Regulation 53/2008) to become members of the Sylvan Lake Regional Wastewater Commission. The Commission is managed by a Board of Directors appointed in accordance with the Bylaws of the Commission. Financial contributions to the Commission are based on the services provided to each of the member municipalities.

b. Water:

- The Municipalities jointly entered into an agreement in 2008 (Alberta Regulation 54/2008) to become members of the Sylvan Lake Regional Water Commission. The Commission is managed by a Board of Directors who are appointed in accordance with the Bylaws of the Commission. Administrative costs are shared among the members based on a formula established under the Commission's Bylaw.

c. Assessment Services:

- The Municipalities, with additional partners, which include the Towns of Blackfalds, Carstairs, Didsbury, Eckville, Innisfail, Penhold, Ponoka, Rimbey, Rocky Mountain House, Stettler, Sundre, the Villages of Alix, Caroline, Delburne, the Summer Villages of Birchcliff, Half Moon Bay, Sunbreaker Cove, Lacombe and Mountain View Counties and the Cities of Red Deer and Lacombe, have entered into agreements via individual Bylaws to become Partner Municipalities of the Regional Assessment Review Board. The Managing Partner is the City of Red Deer. All Partner municipalities pay a membership fee, as well as any additional administration, board and legal fees associated with the processing of individual assessment complaints, to the Managing Partner on a cost recovery basis.

d. Emergency Services:

- The Municipalities have a Fire Emergency Response Services Agreement between themselves. The terms of the Agreements apply from Jan. 1, 2020 until Dec. 31, 2023. The Summer Villages provide funding to the Town of Sylvan Lake in exchange for fire protection services. Funding is provided annually in accordance with a formula set out within the agreement.



- e. Intermunicipal Development Plan (IDP)
    - The Municipalities in 2018 commenced working on an IDP together with the Counties of Red Deer and Lacombe, and the Summer Villages of Sunbreaker Cove, Birchcliff and Half Moon Bay. It is anticipated that the IDP will be adopted by April 2021.
  - f. Family and Community Support Services (FCSS):
    - The Municipalities, with additional partners the Summer Villages of Birchcliff, Half Moon Bay and Sunbreaker Cove, have entered into a joint funding agreement with the Province of Alberta to establish, administer and operate an FCSS programme in accordance with the Family and Community Support Services Act and Regulation. The terms of the agreement apply January 1<sup>st</sup> 2020 to December 31<sup>st</sup>, 2022. Financial contributions from the member municipalities are provided annually in accordance with a schedule set out within the agreement.
  - g. Recreation Facilities and Services:
    - The Municipalities have Recreation Agreements between themselves. The terms of the Agreements apply for five years, commencing 2020 until December 31, 2024. Negotiations for the renewal of the Agreements can be initiated by either party at any time after December 31, 2023. The Summer Villages provide funding to the Town of Sylvan Lake in exchange for recreational and cultural facilities and services. Funding is provided annually in accordance with the financing schedule set out within the Agreements.
- 2) The Municipalities acknowledge that in addition to the shared service agreements in place between themselves, they each have independent agreements with other regional partners.
  - 3) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

#### **D. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event that any of the Municipalities initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other party will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Intermunicipal Committee.

- 3) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long term planning document prepared by the Municipality;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and,
  - g. Projected utilization by residents of both Municipalities.
- 4) Should any of the Municipalities receive written notice of new project, an Intermunicipal Committee meeting must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) The Intermunicipal Committee will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section E of this document.
- 6) The Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

## **E. DISPUTE RESOLUTION**

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal, and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation;
  - b. mediation; and
  - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding

Dispute Resolution Process outlined herein.

- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite Clause 4 above, where an existing intermunicipal agreement has a binding dispute resolution process included in the process, the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A Municipality shall give written notice (“Dispute Notice”) to the other Municipality of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Municipalities’ Chief Administrative Officers shall meet and attempt to resolve the dispute.
  - a. If no satisfactory resolution can be found, the Intermunicipal Relations Committee shall meet and attempt to resolve the dispute through discussion and negotiation.
  - b. If the Intermunicipal Relations Committee is unable to agree upon a satisfactory resolution, the dispute will be referred to the Municipalities’ Municipal Councils.
- 8) If the dispute is not resolved within ninety (90) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 9) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 10) Either Municipality shall be entitled to provide the other Municipality with a written notice (“Mediation Notice”) specifying:
  - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.
- 11) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 12) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents, and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 13) All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.

- 14) In the event that:
  - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
  - b. The mediation is not completed within ninety (90) days after the appointment of the mediator; or
  - c. The dispute has not been resolved within one hundred twenty (120) days from the date of receipt of the Mediation Notice; either Municipality may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 15) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other Municipality with written notice (“Arbitration Notice”) specifying:
  - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
  - b. the nomination of an individual to act as the arbitrator.
- 16) Within thirty (30) days following receipt of the Arbitration Notice, the other Municipality shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating Municipality or provide the name of one arbitrator nominated by that other Municipality.
- 17) The Municipalities shall, within sixty (60) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
- 18) Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either Municipality may apply to a Justice of the Court of Queen’s Bench of Alberta to have the arbitrator appointed.
- 19) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving Municipality’s response thereto.
- 20) The Alberta Arbitration Act (RSA 2000, Chapter A-43 as amended from time to time) in force shall apply to arbitration proceedings commenced pursuant to this Framework.
- 21) The arbitrator shall proceed to hear the dispute within ninety (90) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
- 22) The arbitrator’s decision is final and binding upon the Municipalities subject only to a Municipality’s right to seek judicial review by the Court of Queen’s Bench on a question of jurisdiction.
- 23) If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may

hold hearings for the presentation of evidence and for oral argument.

- 24) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 25) If the arbitrator establishes that hearings are open to the public, the arbitrator, at their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 26) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Municipalities.
- 27) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

**F. CORRESPONDENCE**

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of the Summer Villages of Jarvis Bay and Norglenwold to:

**Sylvan Lake Summer Villages  
c/o Chief Administrative Officer  
Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake, AB T4S 2J5**

b. In the case of the Town of Sylvan Lake to:

**Town of Sylvan Lake  
c/o Chief Administrative Officer  
5012-48 Avenue  
Sylvan Lake, AB T4S 1G6**

2) In addition to F(1), notices may be sent by electronic mail to the Chief Administrative Officer.

## **Summer Village of Norglenwold**

**February 25, 2021**

### **Council and Legislation**

#### **Request for Decision**

**Agenda Item:** *Wastewater Consultant*

#### **Background:**

Administration received a proposal from Michael Wuetherick of Racin Management Consulting Inc., to provide consulting services regarding wastewater operations for all 5 summer villages. The proposal provides options for engineering and operations support, assisting in the management of the existing and future wastewater lines, and technical advising for matter that come out of the Sylvan Lake Regional Wastewater Commission.

Michael Wuetherick has proven to be a very useful asset to Administration with matters pertaining to the Sylvan Lake Regional Wastewater Commission and the Sunbreaker Cove municipal wastewater line.

This item was discussed at the January 26, 2021, Joint Services Committee meeting and the members were in support of the proposal recommending Administration to bring the proposal to each Council for consideration.

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

1. That Council support the proposal received from Racin Management Consulting as presented.
2. Council accepts as information.

#### **Administrative Recommendations:**

That Council support the proposal received from Racin Management Consulting as presented



# Racin Management Consulting Inc.

Site 1 RR 1 Box 71 Bentley, Alberta T0C 0J0

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## Summer Villages of Sylvan Lake

8, 14 Thevenaz Industrial Trail  
Sylvan Lake, Alberta T4S 2J5

January 22<sup>nd</sup>, 2021

**Attention:**     **Roger Dufresne, Chair, Joint Services Committee**  
                  **Tanner Evans, Chief Administrative Officer**

**Re:**             **Proposal for Provision of Consulting Services for Wastewater Operations**

---

Dear Roger and Tanner,

In response to your request for a proposal to provide consulting services in regards to the Wastewater operations for all five villages, please find attached my proposal outlining the services offered for consideration by the members of the Joint Services Committee.

The proposal includes options to provide services to the JSC as a whole in regards to the Sylvan Lake Regional Wastewater Commission ("SLRWWC"), and additional engineering and operations support as may be directed to assist the Summer Village Public Works department in managing the existing and future Village wastewater collection systems.

I would be pleased to discuss any component of the proposal at your convenience. If you have any questions, please give me a call at (403)863-4245, or via email at [mwuetherick@gmail.com](mailto:mwuetherick@gmail.com).

Sincerely,

**Racin Management Consulting Inc.**

A handwritten signature in blue ink, appearing to read 'M. Wuetherick', with a long horizontal stroke extending to the right.

Michael Wuetherick, P.Eng.  
President & CEO



## Racin Management Consulting Inc. – Consulting Services Proposal

### **1.0 Proposed Services**

The proponent provides the following overview of the services available, to be agreed upon by the JSC and/or SV Administration, on an as needed basis.

#### **1. Support of SLRWWC Directors with Governance and Operations**

- a) Assessment of the annual Commission budget including forecasts of volume, operating costs, capital budget plans and adequacy of reserves.
- b) Verify rate model used by Commission and ensure compliance with the approved business plan.
- c) Review of annual operating costs of the Commission, and provide any insight into improving operating efficiency or elevating level of service.
- d) Review of compliance with SLRWWC bylaws and reporting requirements.
- e) Recommendations to directors regarding potential strategic direction of the Commission involving the Villages.
- f) Attend all SLRWWC board and technical committee meetings as directed.

#### **2. Engineering and Operations Support of Village Collection Systems**

- a) Provide operations and engineering support to public works staff in developing annual operating and capital budgets for each community.
- b) Assist Administration in preparing RFQ's as needed to supply operations and maintenance services within the Villages.
- c) Assist in developing standard operating procedures and ensure municipal compliance with Code of Practice requirements, including annual reporting as may be required.
- d) Develop Asset Management Plans with Administration to forecast long-term capital replacement reserve requirements.
- e) Assist Administration in obtaining other professional services that may be required (i.e. Contract Operators, engineering support, trades and other contractors as needed.)
- f) Provide technical consulting and project management oversight on repairs, extensions or construction of new projects. This includes assistance in preparing and reviewing Tenders generated by engineering contracts, and recommendations to council regarding tender awards.

I also have developed an extensive network of engineers, trades, contractors and certified operators that can be called upon as required in support of the individual needs of the Villages.

### 3. Cost of Services

Racin's current hourly rate is \$125 per hour plus GST, plus disbursements and compensation for mileage at the current rate as published by CRA (Currently \$0.59/km). For attendance at SLRWWC meetings, the proposed fee of \$50 per hour of meeting time plus mileage if required. Annual costs are forecast based on the time needed to prepare prior year's reviews provided to the JSC.

SLRWWC Related Services	Rate (\$/hr)	Estimated Hours	Annual Cost
Consulting & Advisory Services	\$125.00	15	\$1,875.00
SLRWWC Meetings	\$50.00	16	\$800.00
		<b>Total Annual Estimate</b>	<b>\$2,675.00</b>

For any additional services related to consulting services to individual municipalities, the proposed rate is \$125.00 per hour plus mileage rates. Prior to commencing any project related work, the Proponent and SV Administration will prepare a mutually agreeable scope of work, from which Racin will provide an estimated cost prior to commencement of the work.

***Relative to Sunbreaker Cove, I presently volunteer my services due to pecuniary interest requirements due to my relation to Mayor Teresa Beets. If and when the pecuniary interest issue is resolved, rates as proposed above will apply.***

## **Key Personnel:**

### **Michael Wuetherick, P.Eng**



Michael is a former senior executive with extensive management experience in the upstream oil and gas sector in both private and public companies serving as President, CEO and CFO. With over 25 years' experience in engineering, operations, senior executive management roles and as a corporate director. Examples of Michael's business experience and capabilities relevant to this proposal include the following:

- Broad experience in formulating and managing long term business plans, financial modelling, strategic planning and implementing risk management strategies.
- Proven leadership ability in managing large and complex organizations ensuring financial and operating proficiency of the organization, maintaining emergency preparedness policies and compliance with internal and government reporting standards.
- Experienced in developing and managing internal financial controls, including interaction with external auditors, regulatory bodies and maintaining timely communications with all stakeholders and partners.
- Highly developed negotiation skills to ensure timely and cost effective business relationships with service providers, joint venture partners and external agencies.
- Extensive operations experience including design, construction and operations of facilities including pipelines, pumping stations, compressors stations, SCADA control centers, electrical generation, oil batteries and gas processing plants.
- Over 20 years of direct project engineering and management experience responsible for timely and cost effective execution of major capital programs of over \$100 million per year. Including oversight and management of large multi-disciplinary teams and 3<sup>rd</sup> party engineering and financial consultants.
- Strong interpersonal skills including extensive public speaking experience, development and management of the organization's communication strategy, and being the key contact point for all stakeholders.
- Experienced corporate director with solid understanding of corporate governance practices.

## **Relevant Municipal Management Experience**

### ***Project Technical Advisor – Summer Village of Sunbreaker Cove Alberta (2014-Current)***

Michael is currently the Project Technical Advisor (Volunteer position) with regards to the design, construction and operation of a municipal wastewater gathering system to be constructed within the Summer Village of Sunbreaker Cove, scheduled to be completed in 2021. The municipal system will be constructed in conjunction with the proposed Northern Lateral extension of the Sylvan Lake Regional Wastewater Commission ("SLRWWC").

Working directly with the Summer Village Councilors, Michael has fulfilled the technical leadership role of the project including the following tasks:

- Development of a thorough communication strategy, including public presentations at community Annual General Meetings, and project open-houses with residents.
- Review of previous feasibility and engineering studies completed, and recommendation of a revised system design lowering installed capital cost requirements from \$6.4 mm to \$3.2 mm.
- Technical advisor overseeing detailed engineering design conducted by Stantec Engineering in 2016.
- Reviewed business plan prepared by Robert Jenkins & Associates required to support the Village's application for debenture financing.

### ***Member of the Sylvan Lake Regional Wastewater Technical Committee (2017 – Current)***

Michael was appointed by Sunbreaker council in 2017 as the community's representative on the SLRWWC Technical Committee. The Technical Committee is responsible for recommending to the board best practices in terms of system design, development and implementation of standard operating procedures, and accountability for ensuring the efficiency and reliability of the Commission's facilities.

The Technical Committee oversaw the design of the recent \$42 mm regional project connection to the City of Red Deer including selection of routing, review of detailed engineering design and cost estimates, development of tenders for construction and recommendation of selected contractors. Michael currently serves on the Technical Committee managing construction of the North Shore Lateral extension and Blissful Beach lift station.

**Consultant, Robert Jenkins & Associates (2017)**

Michael assisted in preparing updates to two municipal Water and Wastewater business plan models and rate studies in conjunction with Bob Jenkins.

- Business plan update for the Westlock Regional Water Services Commission. Project included a review of historical operating and accounting performance and determining forecast utility rates due to proposed expansion of the Commission facilities.
- Utility rate study for the Town of Bonnyville Water and Wastewater systems. Project included a review of historical operation and accounting performance and forecasting future utility rates for both systems. Working in conjunction with Stantec Engineering, the rate study incorporated the forecast capital costs for replacement and capital requirements based on Stantec's Asset Management Program for the Town's water utilities.

**Chief Administrative Officer, South Red Deer Regional Wastewater Commission (July 1, 2018)**

Appointed CAO of the South Red Deer Regional Wastewater Commission ("SRDRWC") effective July 1, 2018. The SRDRWC is a large scale regional wastewater collection system providing wastewater transportation from the Towns of Olds, Bowden, Innisfail and Penhold and also from Red Deer County and Mountain View County, with an annual operating budget of over \$8 million per year.

The SRDRWC system includes over \$150 million of capital assets including transmission lines, six lift stations, and odor management facility and a SCADA operations system transporting over 3.3 million m<sup>3</sup> per year of wastewater to the City of Red Deer treatment plant.

**Chief Administrative Officer, Mountain View Regional Waste Management Commission (September 1, 2018)**

Appointed CAO of the Mountain View Regional Waste Management Commission ("MVRWMC") effective September 1, 2018. The MVRWMC provides solid waste management services to the Towns of Cremona, Carstairs, Didsbury, Olds, Sundre and Mountain View County. The Commission's employees 11 staff and has an annual budget of \$3.2 mm per year.

The MVRWMC system includes a Class II Landfill in Didsbury, Alberta plus two waste transfer stations in Water Valley and Sundre, and a total of 8 recycling centers throughout Mountain View County.

## **Summer Village of Norglenwold**

**February 25, 2021**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Minister's Awards for Excellence***

##### **Background:**

Nominations are now being accepted for the 2021 Minister's Awards for Municipal Excellence which recognizes municipal government excellence and promotes the sharing of knowledge among municipalities.

For 2021, the program features new categories:

##### **Partnership (open to all municipalities)**

Award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.

##### **Building Economic Strength (open to all municipalities)**

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

##### **Service Delivery Innovation (Open to all municipalities)**

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through the use of an alternate delivery approach.

##### **Enhancing Community Safety (open to all municipalities)**

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g. lighting, accessibility, traffic calming measures), and community services initiatives.

**Smaller Municipalities (open to municipalities with populations less than 5,000)**

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

The deadline for submissions is March 31, 2021.

**Options for Consideration:**

- 1) Council accept as information.
- 2) Council nominates a municipality for the Minister's Awards for Municipal Excellence.

**Administrative Recommendations:**

That Council discusses and provides direction to Administration.





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**Deputy Government House Leader**MLA, Calgary-Hays*

AR104150

Dear Chief Elected Official:

I am pleased to invite your municipality to provide submissions for the 20<sup>th</sup> annual Minister's Awards for Municipal Excellence, which formally recognize excellence in local government practices and promotes knowledge-sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments across Alberta.

For the 2021 program, submissions will be accepted in the following categories:

***Partnership (open to all municipalities)***

Award will be given for a leading municipal practice involving regional co-operation. This could involve consultation, co-ordination, and co-operation with other municipalities, agencies, non-profit organizations, community groups, and other orders of government. Submissions may be joint or individual, and consideration will be given to partnerships with formal agreements that ensure continuing co-operation and shared benefits.

***Building Economic Strength (open to all municipalities)***

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

***Service Delivery Innovation (open to all municipalities)***

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through an alternate delivery approach.

***Enhancing Community Safety (open to all municipalities)***

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.

***Smaller Municipalities (open to municipalities with populations less than 5,000)***

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

.../2



-2-

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal Excellence website at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is March 31, 2021.

Should you have any questions regarding this program, please contact the Municipal Excellence Team, at 780-427-2225 or [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver". The signature is fluid and cursive, with the first name "Ric" and last name "McIver" clearly distinguishable.

Ric McIver  
Minister

## **Summer Village of Norglenwold**

**February 25, 2021**

### **Planning and Development**

#### **Request for decision**

**Agenda Item:** *Encroachment Agreement Request – 41 Grand Avenue*

#### **Background:**

Administration has received a request for an encroachment agreement from the owners of 41 Grand Ave for the parking and access onto municipal land leading to their property. This lane currently provides access for public to a path in the trees and stairs to the lake.

The Municipal Development Plan states:

*7.3.10 “Norglenwold should consider provisions to accommodate pedestrian access on all undeveloped surveyed road allowances including those accessing the lake shore. Vehicular access on these road allowances may only be allowed by and under the direction of the municipality.”*

*10.3.5 Norglenwold shall maintain the surveyed road allowances that extend to the lake from Grand Avenue and Honeymoon Drive as natural open space as part of the Summer Village open space system. These road allowances may provide for walking access to an escarpment or to the shoreline.*

Documents & Encroachment Policy attached.

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

1. Approve to enter into a 5 year term agreement for the retaining walls along with a fee of \$250.00 yearly.
2. Deny to enter into an agreement and administration to notify residents that alternate access shall be used.

#### **Administrative Recommendations:**

Council to provide administration direction.

#### **Authorities:**

Municipal Development Plan 2011  
Encroachment Policy NGC-20-087

To whom it may concern:

RE: 41 Grand Ave. Norglenwold

We are writing this letter in regards to the current access and parking at our cottage in Norglenwold.

Currently the access to our cottage is off of 2<sup>nd</sup> avenue. This is an undeveloped road. Our understanding is that this has always been the access to the property (the cottage was constructed in the 1960's). It is also our understanding that a portion of 2<sup>nd</sup> avenue has always been used for parking for 41 Grand Ave.

Since 2<sup>nd</sup> ave. has always been used for access and parking, the property has been developed with limited options for development of driveway or parkade. The sewage system, natural gas line and power line all run underground, eliminating a lot of the property for development. It would not be feasible to place a driveway/parkade over these surfaces, nor would it be ideal to disrupt the established green space to move these services to place a driveway in their stead.

The summer village public works department added a foot access trail on 2<sup>nd</sup> avenue, in the fall of 2020, in order to allow access to the lake without using the 2nd avenue road access. In conversation with them at that time, the public works personnel agreed that 2<sup>nd</sup> avenue is the main access to our property. They had added the trail to help with the parking challenges.

We are requesting is a formal encroachment agreement to give us approval to carry on using a portion of 2<sup>nd</sup> ave. for parking. We would like to utilize about 7 meters of the road, as has been historically used, but would like the agreement in place in order to be compliant.

Many thanks;

Karen Heathcote and Lane Klaassen

Black Lines are property boundary





**LAKE**

GOAT DOCK

LOT 1, BLOCK 3  
PLAN 5116 AE

LOT 2, BLOCK 3  
PLAN 5116 AE  
(Vacant)

Avenue

7m 2nd  
proposed  
encroachment.

120m

Sewage  
line

power

~~BUNK HOUSE  
(No foundation)  
(0.40 paves)~~

Septic

**CRAND**

AVENUE



41 Grand Ave,  
Norglenwold, AB T4S...

43

2 Ave

2 Ave

39

Grand Ave

Road Location

2 Ave

2 Ave

40

Grand



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

## PURPOSE

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

## POLICY STATEMENT:

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

## DEFINITIONS:

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

***“development”*** means:

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

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



**GENERAL:**

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

**Encroachment on Environmental Reserve Lands**

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

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

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

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

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

## **Summer Village of Norglenwold**

**February 26, 2021**

### **Public Works**

### **Request for Decision**

**Agenda Item:** *Resident Request*

#### **Background:**

Attached is a request from a resident of Norglenwold who wishes to remain anonymous. The resident is requesting that an additional lake access be created near the west end of Grand Ave.

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

1. Council direct Administration to move forward with investigation into pricing and options for opening lake accesses.
2. That Council accept as information.

#### **Administrative Recommendations:**

That Council accept as information.

#### **Authorities:**

##### **MDP**

##### ***7.2.1 The reserves and open spaces goals are:***

1. To conserve natural areas so they remain an integral part of the community fabric.
2. To provide recreation opportunities.
3. To link open spaces.
4. To establish policies for the dedication of reserve lands and cash in lieu of land dedication.

Thank you for your email. What I'm proposing is fairly simple to explain - clearing existing water access (or as Google Maps calls it a viewing area) from the roadway to the water's edge. This was land set aside by the developer as water access points for future backlot development. I have attached a Google map of two proposal sites, but there are several other access points, and would not be opposed if a different site was chosen. I'd recommend as far west as possible; as this is a dead-end road, with mostly local traffic, and would limit the number of people who may mistakenly see, and expose our little piece of paradise.

Due to the steep banks and property development in Norglenwold, most landowners do not have access to the water directly in front of their properties in the winter, to walk, skate, cross country ski, snowshoe, fish, and or drive ATVs on the lake, without driving approx. 2 km to the closest lake access and or driving on private property. Also, these accesses are currently a huge liability to Norglenwold; if a citizen were to walk through lake access, there are many down trees, debris or junk hidden in the tall grass or snow and even barbed wire strung across at many of these locations.

This trail will be approximately 3 feet wide and will weave around existing large trees, only trimming bushes or removing small trees, all while trying to maintain the privacy of the lots on either side of these accesses. The base will have a 3-inch layer of gravel and will lead to the safest/lowest lake level. Access to this trail(s) could be controlled by a gate, or chain, with access controlled by the town - locked in the summer and open in the winter. Even a private property sign could be posted. My previous cabin was on Lac Ste Anne, in the Summer Village of Sunset Point (SVSP) - they had similar controls, should Council require more info, I'm sure the Mayor of SVSP (Anne Morrison) could offer more insight.

I would be willing to incur the cost of this project, more importantly, put in some sweat equity.

I look forward to discussing this further with you, along with public consultation. I would appreciate anonymity during this process.



## **Summer Village of Norglenwold**

**February 25, 2021**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Jeff Ludwig  
Ed Thiessen

#### **Committee Reports**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Joint Services Committee

- January 2021 Minutes

#### **Correspondence:**

Parkland Regional Library Board

#### **Upcoming Meetings:**

Next Council Meeting – March 26, 2021



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

**WEDNESDAY – FEBRUARY 10, 2021 – 6:30PM VIA ZOOM**

### **1. Treasurer’s Report**

The Treasurer’s Report was approved as presented.

### **2. Director’s Report**

The Director’s Report was approved as presented.

Although the library is closed, curbside pick-up service is available for patrons Monday to Friday from 9:30am to 4:30pm. This service works in the following manner:

- Place holds using the online catalogue or by phoning the Library during posted hours.
- Wait for a call or email from the Library notifying you that your hold is ready.
- When you arrive at the Library phone (403) 887-2130 and a staff member will prepare the hold
- If you do not have a cell phone, arrange a time, and knock on the front door when you arrive.
- Remain in your vehicle or a minimum of two metres from the entrance while a staff member brings the hold and places it on the pick-up table.
- Once staff are back inside the Library, approach the table and collect your holds.
- Do not place any personal belongings or library returns on the table.
- The staff will be wearing masks and it is appreciated if patrons also wear one.
- Maintain a physical distance of at least two metres from anyone in the area.
- Continue to use the book drop on the east end of the building to return items.

The donations received from “100 Women Who Care” and the “Friends of the Sylvan Lake Library” (FOSLL) were used to purchase custom made study carrels and greatly enhance the non-fiction collection. The study carrels have recently been installed and are a welcome addition to the Library.

### **3. Information and Updates**

At the April Board meeting information will be presented with regards to the annual audit.

Policy sub-committees have been organized to ensure policies are reviewed regularly and stay up to date.

Meeting adjourned at 7:21pm.

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

F-1,2,3,4  
Joint Service Committee  
Regular Meeting Minutes  
January 26, 2021

**IN ATTENDANCE** Chair / Birchcliff: Roger Dufresne  
Norglenwold: Jeff Ludwig  
Jarvis Bay: Annabelle Wiseman  
Half Moon Bay: Mike Pashak  
Sunbreaker Cove: Teresa Beets  
CAO: Tanner Evans

**CALL TO ORDER** The Meeting was called to order at 9:03 a.m. by Chair Roger Dufresne.

**AGENDA APPROVAL**

**JSC-21-01** MOVED by Annabelle Wiseman that the agenda be adopted as amended:  
Add HRSC Organizational Design Review to D) 3  
Add Update from Joint Service Operator to D) 4  
CARRIED

**ADOPTION OF MINUTES**

**JSC-21-02** Moved by Jeff Ludwig to accept the minutes from the October 28, 2020  
Regular JSC meeting, and the December 3 New Building Meeting as  
presented.  
CARRIED

**INFORMATION ITEMS**

- 1) 4<sup>th</sup> Quarter Shared Costs Update
- 2) CAO Goals and Vacation Schedule

**JSC-21-03** Moved by Teresa Beets to accept the information items as presented  
CARRIED

**REQUESTS FOR DECISION**

- 1) On Call Service for Wastewater Issues
- 2) Racin Management Consulting Services
- 3) Branding
- 4) Co-Ownership Agreement and Amending Agreement
- 5) Appraisal

**JSC-21-04** MOVED by Roger Dufresne that the JSC move to a closed session at 10:33  
a.m.  
CARRIED



F-1,2,3,4

Joint Service Committee  
Regular Meeting Minutes  
January 26, 2021

JSC returned from a closed session at 12:27 p.m. The following motions were made by the Chair:

**JSC-21-05**            The JSC is in agreement that we should have more than one provider for emergency wastewater issues. Multiple companies will be available for 24/7 on call support and will report back to Administration with the information about the call out. The municipality or the homeowner will cover the costs depending on if the issue was the responsibility of the municipality or the private property.

**JSC-21-06**            Administration to bring the proposal forward to individual councils for approval with the support from the JSC as Racine has been reliable as summer village professional support on wastewater issues.

**JSC-21-07**            Administration to work with a graphic designer to adjust the proposed new branding and finalize. The JSC supports the idea of new branding for the Summer Village Administration.

**JSC-21-08**            Administration to make amendments to the Co-Ownership Agreement and Amending Agreements. The JSC has agreed to a list price and sale threshold and directs administration to list the current building for sale and for lease.

**JSC-21-09**            Administration to work with Teresa Beets on the JSC agreement to be brought back to the JSC at the next meeting in April.  
CARRIED

**ADJOURNMENT**

**JSC-21-10**            Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:51 p.m.

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ROGER DUFRESNE, CHAIR

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TANNER EVANS, CAO



February 2, 2021

**To:** Sylvan Lake and Area community partners

**RE:** Sylvan Lake Advanced Ambulatory Care Service (AACS) Program leadership transition

I wanted to take the opportunity to let you know we are presently transitioning leadership of the Sylvan Lake Advanced Ambulatory Care Service located at the Sylvan Lake Community Health Centre. The program will now report directly to the Red Deer Regional Hospital Centre (RDRHC) Director of Emergency Services, Carmen Petersen.

Please continue to contact Christine Farries for any program related inquiries, while we continue the transition of this program.

**Contact Information**

Christine Farries, Sylvan Lake AACS Manager

Phone: 403-358-0355

Email: [Christine.Farries@AHS.ca](mailto:Christine.Farries@AHS.ca)

Carmen Petersen, Director, Emergency Services, Inpatient Medicine & Patient Access

Phone: 403-373-4471

Email: [Carmen.Petersen@AHS.ca](mailto:Carmen.Petersen@AHS.ca)

Thank you for your patience,

A handwritten signature in black ink that reads "Valerie Thompson".

Valerie Thompson

Area Director, Lacombe & Red Deer Counties

Interim Director, Ponoka, Rimbey & Breton

Mobile: 780-603-1793

**YEAR END FINANCIAL STATEMENT**  
**December 30, 2020**

**Opening Balance:** **\$14,192.89**

**Receipts:**

Interest	\$1,213.19
S.L. Tigers Hockey	267.72
Yuletide Festival	2,000.00
Tim Hortons Smile Cookie	11,171.85
Hospital 50/50	22,447.81
Donations/Cash boxes	<u>3,130.00</u>

Sub total Receipts **+40,230.57**

**Expenses:**

Stettler Health Administration	\$667.50
Medical Equipment Purchase 2019	15,747.75
Printing/Signs/Mailbox	<u>1,127.70</u>

Sub total Expenses **-17,542.95**

**Closing Balance:** **\$36,880.51\***

\*We have transferred **\$20,000.00** into a GIC.

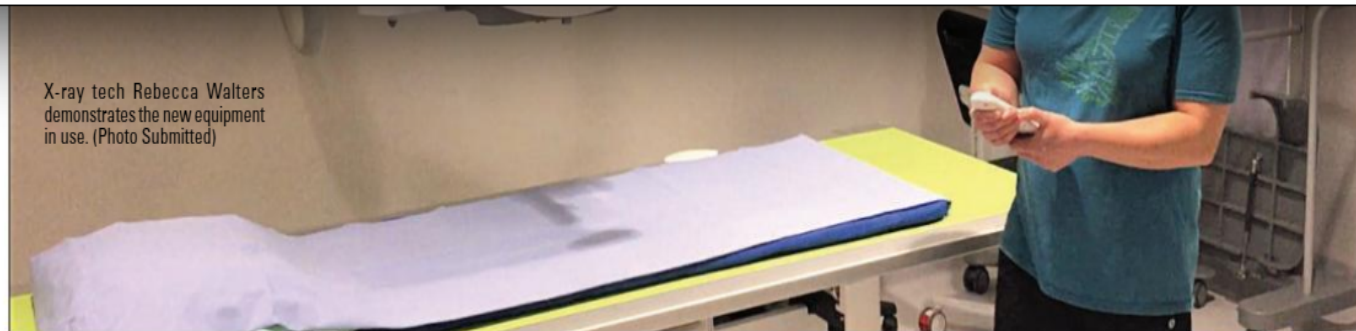
We also have another GIC valued at **\$115,391.07**

Please note that the X-Ray donation made by the Wuori's (\$850,000.00) is not reflected in this statement and a full accounting will be presented when the bill and payment has been finalized. The X-Ray donation is currently being held in a GIC until the bill arrives.



## SYLVAN LAKE NEWS

-26°



X-ray tech Rebecca Walters demonstrates the new equipment in use. (Photo Submitted)

SHARE

# New x-ray operational at AACCS

Installation of a new digital radiographic X-ray unit at the Sylvan Lake Advanced Ambulatory Care Service is now complete and local residents are now benefitting from the new technology.

The new unit reduces the need for patients to travel to larger centres, and improves the speed, accuracy and efficiency of diagnosis and treatment.

Funding for the equipment came from an \$850,000 donation from local residents Stephen and Jacqueline Wuori, who partnered with the Sylvan Lake and Area Urgent Care Committee to coordinate their gift.

"This generous donation from the Wuori family is a testament to the strength and compassion

of Albertans," said Devin Dreesen, MLA for Innisfail-Sylvan Lake. "I'm impressed when innovative thinkers work together to bring advanced health equipment to our communities, ultimately building a strong and healthy Alberta for years to come."

"It is truly exciting to see this new equipment go into service for the benefit of the Sylvan Lake community and surrounding area," says Stephen and Jacqueline Wuori in a statement. "Everything has gone smoothly and we appreciate the co-operative relationship we have had with the Urgent Care Committee and Alberta Health Services."

Unlike the facility's previous X-ray machine, the new unit has the ability to perform image stitching, which connects multiple X-ray images together to create one high-resolution image. This is especially beneficial to patients with scoliosis and those in need of orthopedic surgery on a knee or hip, as local and area patients no longer have to travel to Red Deer or Olds.

"This new technology will reduce the time it takes to gather images and send them to a physician for review. That means patients will receive results sooner than with the previous machine," says Valerie Thompson, Area Director, Lacombe,

Ponoka and Red Deer Counties.

"Alberta Health Services is extremely grateful for this generous donation. It isn't just an investment in healthcare, it's an investment in the entire community."

About 900 X-rays are performed monthly at the facility.

"The Sylvan Lake and Area Urgent Care Committee celebrates this generous financial donation from Stephen and Jacqueline Wuori for the major X-ray upgrade and interior renovation," says Susan Samson, Chair, Sylvan Lake and Area Urgent Care Committee. "Our community and surrounding areas will benefit greatly from the Wuoris' generosity."

In recognition of mandatory public health measures, a formal grand opening event will not be held.

The Sylvan Lake and Area Urgent Care Committee raises funds and accepts donations for the purchase of medical equipment for the Sylvan Lake Advanced Ambulatory Care Service. The service opened in 2018 and offers treatment for urgent, non-life-threatening injuries and illnesses.

- Submitted

## SUMMER VILLAGE OF NORGLENWOLD PUBLIC NOTICE SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

This is to advise that an appeal has been received on January 14, 2021, from a neighbouring resident, appealing development permit #201652 issued November 30, 2020, for an accessory building with guest house at 313 Honeymoon Drive (Lot 4 Block 2 Plan 350HW) in the Summer Village of Norglenwold, due to the approved size variance.

The Development Appeal Board Hearing will be held as follows:

DATE: Monday, February 8<sup>th</sup>, 2021

TIME: 1:00 p.m.