

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
FEBRUARY 17, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, January 20, 2023
 - Municipal Planning Commission, January 20, 2023

D. TABLED ITEMS

1) Planning & Development

- a) Development Parking Tags
- b) Traffic Bylaw
- c) Fees Bylaw

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Yearend Report
- 3) Development Update
- 4) CAO Report

F. REQUESTS FOR DECISION

1) Finance

- a) Capital Budget/Plan
- b) Penalty Request

2) Council & Legislation

- a) Municipal Leaders Caucus
- b) Municipal Development Plan

G. 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
 - Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – March 31, 2023

H. ADJOURNMENT

PRESENT

Page 1 of 4

REQUESTS FOR DECISION

PUBLIC WORKS

Bylaw #272-23 Waste Management Bylaw
The Waste Management Bylaw was discussed, and Council suggested amendments. Decision was deferred until after the Development Parking Tags agenda item to allow amendments to be made before 1st reading.
CARRIED

PLANNING & DEVELOPMENT

NGC-23-004 Development Parking Tags
MOVED by Mayor Gurevitch that Council table the development parking tags until the next Council meeting.
CARRIED

PUBLIC WORKS

Bylaw #272-23 Waste Management Bylaw
NGC-23-005 MOVED by Councillor Rattan that Council give 1st reading to the Waste Management Bylaw #272-23 as amended.
CARRIED

NGC-23-006 MOVED by Deputy Mayor Ludwig that Council give 1st reading to the Waste Management Bylaw #272-23 as amended.
CARRIED

NGC-23-007 MOVED by Mayor Gurevitch that Council by unanimous consent give 3rd reading to the Waste Management Bylaw #272-23 at this meeting as amended.
CARRIED UNANIMOUSLY

NGC-23-008 MOVED by Councillor Rattan that Council give 3rd and final reading to the Waste Management Bylaw #272-23 as amended.
CARRIED

COUNCIL REPORTS

- Mayor Gurevitch
- Queen’s Platinum Jubilee Ceremony
 - Sylvan Lake Regional Water/Wastewater Commission
 - Central Alberta Mayors and Reeves Meeting

NGC-23-009 MOVED by Mayor Gurevitch that Council contribute \$1,000 from the general operating reserve to CZSAR Alberta: Search and Rescue.
CARRIED

- Deputy Mayor Ludwig
- No reports

- Councillor Rattan
- No Reports

NGC-23-010 MOVED by Councillor Rattan to accept the Council reports as information.

CARRIED

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

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

NGC-23-011 MOVED by Deputy Mayor Ludwig to accept the Committee reports as information.

CARRIED

CORRESPONDENCE

- Urgent Care Committee
- Association of Summer Village of Alberta
- National Police Federation

NGC-23-012 MOVED by Deputy Mayor Ludwig to accept the correspondence items as information.

CARRIED

NEXT MEETING

NGC-23-013 MOVED by Mayor Gurevitch that the next meeting of Council be held on February 17, 2023, at 9:00 a.m.

CARRIED

Council recess at 10:36 a.m.

Council reconvened at 10:58 a.m.

CLOSED SESSION

NGC-23-014 MOVED by Deputy Mayor Ludwig that Council move to a closed session to discuss Privileged Information as per FOIP Section 27, at 10:59 a.m.

CARRIED

NGC-23-015 MOVED by Councillor Rattan that Council return to an open meeting at 11:58 a.m.

CARRIED

NGC-23-016 MOVED by Councillor Rattan that Council deny the request to enter into an encroachment agreement with the owners of 361 Last Chance Way allowing the retaining walls on the lakeside to remain until after the open space master plan is complete at which time Council will revisit what can be done based on the request; and further,

The gravel pad added to the road allowance in 2021 to be removed at the owner’s expense by June 30, 2023, and put back to grass. Council hereby rescinds motion #NGC-22-156.
CARRIED

NGC-23-017 MOVED by Deputy Mayor Ludwig that Administration get a legal opinion advising how Council should proceed with the request to grandfather a rental home at 41 Grand Avenue prior to Council rendering their decision to the resident.
CARRIED

ADJOURNMENT

NGC-23-018 MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 12:00 p.m.
CARRIED

CYRIL S. GUREVITCH, K.C., MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held on January 20, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Jeff Ludwig
Council Member: Nav Rattan
Member at Large: Stuart McKellar via zoom
CAO: Tanner Evans via zoom
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau
Applicant: Brian Engel

CALL TO ORDER: Chair Ludwig called the meeting to order at 8:30 a.m.

AGENDA:

MPC-23-001 Moved by Councillor Rattan to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 85 Grand Avenue – escarpment retaining walls

Application for escarpment retaining walls at the property located at 85 Grand Avenue. (Lot 4A, Block 5, Plan 9924305).

MPC-23-002 Moved by Councillor Rattan that the Municipal Planning Commission approve the application for a lakeside retaining walls at 85 Grand Avenue with the following conditions being met to the satisfaction of the Development Officer:

- Completions deposit of \$5,000.00.
- A security in the form of an irrevocable letter of credit required up to the value of 125% of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence, to the satisfaction of the development authority.
- Planting of shrubs and trees to be done according to the landscaping plan. The no mow zone shall be a buffer strip of vegetation that includes native plantings that let aquatic vegetation grow to maintain a stable natural state, a no mow zone allows native plants to seed and reestablish.
- Provincial approval is required for any work on the shoreline and shall be submitted to administration prior to work commencing.
- Development to be followed according to the recommendations in the geotechnical report.
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.

Initials

- A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- A railing be added to the retaining walls compliant with Alberta Safety Code regulations.

CARRIED

ADJOURNMENT

MPC-23-003 Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 8:40 a.m.

CARRIED

JEFF LUDWIG, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Norglenwold

February 17, 2023

Planning & Development

Request for Decision

Agenda Item: *Development Parking Tags*

Background:

Tabled from last Council meeting in order to bring the Fees Bylaw and Traffic Bylaw forward. Council had directed administration to bring forward ideas for development parking tags to ensure that developers and workers are complying with the parking regulations in the village. Enclosed with this agenda item is a parking tag option which would be issued at the time of the development permit and provided to the permit holder, these tags would be required to be displayed in the vehicle(s) when required to park on municipal land during the development. The amount of tags provided to the permit holder would vary as required per specific development and the approved construction parking plan.

Options for Consideration:

1. Council discuss/add further amendments, and direct administration to include the parking pass requirement in the development permit application process.
2. Council accept as information.

Administrative Recommendations:

Council to discuss/add further amendments, and direct administration to include the parking pass requirement in the development permit application process.

Authorities:

Traffic Bylaw #207/12.



PARKING PERMIT TAG

DP #:

Property Address:

Expires:

Development Authority



PARKING PERMIT TAG

DP #:

Property Address:

Expires:

Development Authority



PARKING PERMIT TAG

DP #:

Property Address:

Expires:

Development Authority

This parking permit is valid only for vehicles required to be on site for development and is only valid until the date of expiry. This allows parking only to take place in the ditch/road allowance and no parking zones in front of the development property when parking on private property is not an option. All parking permit holders shall comply with the development permit conditions and any damage to municipal land will be required to be repaired satisfactory to the Development Authority. There shall be no blocking of public access.

This parking permit is valid only for vehicles required to be on site for development and is only valid until the date of expiry. This allows parking only to take place in the ditch/road allowance and no parking zones in front of the development property when parking on private property is not an option. All parking permit holders shall comply with the development permit conditions and any damage to municipal land will be required to be repaired satisfactory to the Development Authority. There shall be no blocking of public access.

This parking permit is valid only for vehicles required to be on site for development and is only valid until the date of expiry. This allows parking only to take place in the ditch/road allowance and no parking zones in front of the development property when parking on private property is not an option. All parking permit holders shall comply with the development permit conditions and any damage to municipal land will be required to be repaired satisfactory to the Development Authority. There shall be no blocking of public access.

Summer Village of Norglenwold

February 17, 2023

Planning and Development

Request for Decision

Agenda Item: *Traffic Bylaw*

Background:

Administration has provided the amended Traffic Bylaw to include the development parking tags.

Added to the existing bylaw:

PARKING WITHIN THE SUMMER VILLAGE (PAGE 4)

Prohibited Parking

11. No person shall park a vehicle in a “no parking zone” **unless authorized by the Summer Village of Norglenwold for temporary contractor parking for development, or a special event.**

Options for Consideration:

1. Council give 1st, 2nd, 3rd, readings to Traffic Bylaw #275-23.
2. Council accept as information.

Administrative Recommendations:

1. That Council give 1st reading to Bylaw #275-23.
2. That Council give 2nd reading to Bylaw #275-23.
3. Upon unanimous consent by Council to give 3rd reading at this meeting.
4. That Council give 3rd reading to Bylaw #275-23.

Authorities:

MGA Section 556.

THE SUMMER VILLAGE OF NORGLENWOLD

TRAFFIC BYLAW

BYLAW #275-23

Being a bylaw of the Summer Village of Norglenwold in the province of Alberta for the purpose of regulating street, motor vehicle and pedestrian traffic in the Summer Village of Norglenwold.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, C M-26 and amendments thereto allows a municipality to pass bylaws and delegate authority with respect to streets, parks, green spaces or Summer Village-owned land under its direction, control and management and transportation thereon; and

WHEREAS under the authority of the *Traffic Safety Act*, RSA 2000, Chapter T-6, and amendments thereto, Summer Village Council deems it necessary to regulate and control motor vehicles and pedestrian traffic within the Summer Village Corporate Limits;

WHEREAS the Council of the Summer Village of Norglenwold deems it expedient and in the public's interest to a pass a bylaw to regulate and enforce traffic within the Summer Village Of Norglenwold;

NOW THEREFORE the Municipal Council of the Summer Village of Norglenwold duly assembled enacts as follows:

SHORT TITLE

1. This Bylaw shall be cited as “***The Traffic Bylaw.***”

DEFINITIONS

2. Definitions in the *Traffic Safety Act* and the *Provincial Procedures Act* are hereby incorporated as part of this Bylaw.
3. In this Bylaw, including this section, unless the context otherwise requires:
 - a) “Act” means the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000 as amended, and any amendment or substitutions thereof.
 - b) “Boulevard” means grassed/graveled open, level area between property line and road.
 - c) “Bylaw Enforcement Service” means the Bylaw Enforcement Service contracted to the Summer Village of Norglenwold.
 - d) “Chief Administrative Officer” means the Chief Administrative Officer for the Summer Village of Norglenwold and whatever subsequent title may be conferred on that officer by Council or Statute.
 - e) “Council” means the Municipal Council of the Summer Village of Norglenwold.
 - f) “Ditch” means the area is designed/shaped for water drainage.
 - g) “Emergency Vehicle” means a motor vehicle used;
 - (i) for police/peace officer duty
 - (ii) by a fire department

- (iii) as an ambulance
- (iv) for purposes relating to maintenance of a public utility and designated as an emergency vehicle by the R.C.M.P.
- h) “Gross Weight” includes both:
 - (i) the total weight transmitted to the road by a single axle group on a vehicle placed on public roads as determined in accordance with the *Traffic Safety Act* and the regulations made thereunder; and
 - (ii) the total maximum weight transmitted to the road by all the axles of a vehicle used on the public roads aforesaid determined in accordance with the *Traffic Safety Act* and the regulations thereunder.
- i) “Heavy Vehicle” means a vehicle with or without load, exceeding any of the following:
 - (i) 2 axles;
 - (ii) 6 meters in length;
 - (iii) a gross weight of 5500 kilograms.
- j) “Motor Vehicle” means
 - (i) a vehicle propelled by any power other than muscular power, or
 - (ii) a moped,

but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs only on rails.
- k) “Obstruction” means an encroachment, excavation, structure, or other obstacle which interferes with, or prevents the vision, passage, maintenance, or use of any public property by vehicles or pedestrians.
- l) “Operator” includes, but is not limited to, a person who drives or operates a vehicle as the owner thereof or as an agent, employee, or servant of the owner.
- m) “Parade and Procession” means any group of persons or trail of persons or vehicles, except military and funeral processions, using the highway within the Summer Village for show of display.
- n) “Peace Officer” means
 - (i) a member of the Royal Canadian Mounted Police;
 - (ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village, or
 - (iii) a Community Peace Officer as appointed by the Solicitor General of Alberta;

- o) "Person" means any individual, business, partnership, firm, corporation, occupant of a residence, or owner of a vehicle.
- p) "Recreation Vehicle" means a motor vehicle designed, constructed, modified, or equipped as a temporary dwelling place, living abode, or sleeping place.
- q) "Residential" means that part of the Summer Village of Norglenwold which is designated residential by the Land Use Bylaw.
- r) "Roadway" means that part of a highway intended for use by vehicular traffic.
- s) "Speed Limit" means any speed limit posted, prescribed by or pursuant to this Bylaw.
- t) "Summer Village" means the Summer Village of Norglenwold, a Municipal Corporation of the Province of Alberta and includes the area contained within the corporate boundaries of the Summer Village of Norglenwold where the context so requires.
- u) "Traffic Control Device" means any sign, signal, marking, or device placed, marked or erected under the authority of this bylaw for the purpose of regulating, warning or guiding traffic.
- v) "Trailer" means a vehicle so designed that it
 - (i) may be attached to or drawn by a motor vehicle or tractor, and
 - (ii) is intended to transport property or persons,and includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways.
- w) "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid.
- x) "Volunteer Firefighter" means a person who voluntarily acts as a firefighter in the fire protection services of the Municipality for a nominal consideration or honorarium.

ENGINE RETARDER BRAKES

- 4. No vehicle shall operate engine retarder brakes in the Summer Village of Norglenwold.

SEASONAL ROAD RESTRICTIONS

- 5. Seasonal road restrictions as per Schedule B of this Bylaw will be applied in the Summer Village of Norglenwold. Seasonal Restrictions reduce allowable axle weights. The restricted roads will be posted with signs showing the percentage of the allowable licensed axle weight.

6. No operator or owner of:
- (i) a heavy vehicle
 - (ii) any type of construction machinery or equipment; or
 - (iii) a bus;

shall park or permit to be parked same on any road in any area of the Summer Village which is designated or zoned for Residential Use under the Summer Village’s Land Use Bylaw.

EMERGENCY VEHICLES

7. Nothing in this Bylaw prohibits police vehicles, bylaw enforcement vehicles, ambulances, fire trucks or any other emergency vehicle as well as vehicles engaged in road repair, maintenance, or inspection from being parked on the roadways by their operators in the performance of their duties.

PARKING WITHIN THE SUMMER VILLAGE

Parking on Private Property

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

Parking on Summer Village Lands

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

Trailers and Recreational Vehicles

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

Prohibited Parking

11. No person shall park a vehicle in a “no parking zone” unless authorized by the Summer Village of Norglenwold for temporary contractor parking for development, or a special event.
12. All “no parking” zones shall be indicated by signs posted by the Summer Village of Norglenwold.
13. Parking in a prohibited parking zone shall be permitted when standing in obedience to a peace officer.

OFF-HIGHWAY VEHICLES AND MAINTENANCE EQUIPMENT

14. A peace officer, Summer Village employee or agent of the Summer Village may operate an off-highway vehicle on roads or lands owned by the Summer Village where such operation is required in connection with the patrol or maintenance duties of such person or in case of emergency.

15. For the purpose of this section, “off-highway vehicle” shall have the meaning given to it in the *Off-Highway Vehicle Act*, including the restrictions on Summer Village roads.

SPEED LIMIT

16. The maximum speed limit in the Summer Village of Norglenwold shall be 30 km/h unless authorized road signs order a lesser or greater speed. Every driver shall obey the speed limit fixed by signs.

TRAFFIC CONTROL DEVICES

Sign Placement

17. The Council or the Chief Administrative Officer or designate shall have appropriate traffic control devices placed and maintained where necessary on the roads of the Summer Village to indicate; playgrounds, speed limits and/or devices deemed necessary to provide proper control of traffic.
18. The location, type and placement of all traffic control devices shall be determined in accordance with the standards set by the Roads and Transportation Association of Canada. The maps and schedules pertaining to the location, type and placement of traffic control devices shall be updated accordingly. The Public Works Manager shall maintain two (2) traffic control device maps which shall be considered the official record of locations of traffic control devices. One map shall be in the Administrator’s office and the other on display in the Public Works Manager’s Office.
19. No person shall contravene any traffic control device posted under the authority of this Bylaw.

Sign Removal

20. No person shall remove or interfere with any traffic control device or barricade or notice of closing or suspension erected or posted under authority of this Section.

Flashing Green Lights

21. A full time or volunteer firefighter may carry on or in a vehicle, other than an emergency vehicle, a lamp that produces intermittent flashes of green light and may operate the lamp if the vehicle is proceeding to a fire or other emergency.
22. No person other than a full time or volunteer firefighter shall operate a lamp that produces intermittent flashes of green light within the corporate limits of the Summer Village of Norglenwold.
23. Nothing in this Section shall be construed so as to permit a full time or volunteer firefighter to operate a vehicle in contravention of the *Traffic Safety Act* and amendments thereto, the regulation, or any Municipal Bylaw.

PARADES AND PROCESSIONS

Parade Permit

24. Any person desiring to hold a parade or procession within the Summer Village of Norglenwold shall at least 30 days prior to the time they desire to hold the same, make application in writing to the Chief Administrative Officer, and such application shall furnish information with respect to the following:

- (i) the name and address of the applicant, and if such applicant is an organization, the names, addresses and occupations of the executive;
- (ii) the nature and object of such parade or procession;
- (iii) the day, date, and hours during which same will be held;
- (iv) the intended route;
- (v) the approximate number of persons who will take part; and
- (vi) the approximate size, number and nature of flags, banners, placards, or such similar things to be carried and particulars of signs, inscriptions, and workings to be exhibited and such written application shall bare the signatures and addresses of the persons who will be in control of the parade or procession, and who undertake to be responsible for the good order and conduct of the parade or procession.

Permit Refusal

25. The Chief Administrative Officer or designate may for any reason which appears to him/her improper, refuse to issue a permit, but in the event of such refusal, the applicants concerned may apply to the Council, and therefore, the Council may, by resolution, direct the issue of such permit subject to the provisions of the Bylaw.

Parade Restrictions

26. The Chief Administrative Officer or designate shall fix the hour and route of the parade or procession and give such directions to the applicants in regard to such parade or procession as in his/her opinion will prevent any unnecessary or unreasonable obstruction to the street or sidewalk and tend to prevent a breach of the peace, and shall make the necessary arrangements for the proper policing of the streets in connection with such parade or procession.

27. No person shall throw from floats along the parade route, any material, either before or during the parade. Anyone doing so will be immediately withdrawn from the parade.

Emergency Vehicles and Parades

28. No parade or procession shall obstruct the movement, use or operation of any emergency vehicle.

Illegal Parade

29. It shall be an offense for any person or persons to hold or take part in any parade or procession without first having obtained a permit

in accordance with the provisions of this Bylaw. Every member of a parade or procession and the organizers or leaders shall be guilty of an offense for each and every violation of the foregoing provisions of this part.

OBSTRUCTIONS

Snow, Ice and Dirt

- 30. No person shall place, pile, or store any snow, ice, gravel, dirt, equipment, or other obstruction, on any road or Summer Village property without first applying for and obtaining a permit for such purpose from the Chief Administrative Officer.
- 31. Any person placing or causing to be placed any snow, ice, gravel, dirt, equipment or other obstruction on Summer Village property without a permit shall remove or cause the removal thereof as soon as reasonably possible and in any event no later than 24 hours after notification to do so by the Chief Administrative Officer or designate. After 24 hours, or such lesser time as specified by the Chief Administrative Officer or designate, the Summer Village may remove the obstruction, perform all necessary repairs and charge the costs thereof to the person causing the obstruction.

GENERAL PROVISIONS

- 32. Unless a permit to do so has been issued by the Chief Administrative Officer or designate, no person shall operate on a road a vehicle or trailer having metal spikes, lugs, cleats, skids, or bands projecting from the surface of the wheel, tire or track for such vehicle. This prohibition does not apply to the use of studded tires or tires with chains.
- 33. No person shall leave a vehicle unattended on a road while it is supported by a jack or similar device.

PENALTIES AND POWERS OF PEACE OFFICER

Breach

- 34. Any person who contravenes any of the provisions or requirements of this Bylaw is guilty of an offense and is liable for and subject to the penalties herein provided.

Offense Ticket

- 35. Where a Peace Officer has reasonable grounds to believe a person has contravened any of the sections of this Bylaw he may issue and serve upon such person an offense ticket.
- 36. Service of an offense ticket shall be sufficient if it is:
 - (i) personally served;
 - (ii) attached to the vehicle in respect of which an offense is alleged to have been committed;
 - (iii) mailed to the address of the registered owner of the vehicle or to the person in possession of the vehicle; or

- (iv) mailed to the address of the registered owner of the property or to the person in possession of the property.

Provincial Offenses Procedure Act

37. Should a person not pay the penalty provided for contravention of any Section of this Bylaw and a prosecution has been entered against him, he shall be liable on summary conviction to pay the minimum fine equal to the penalty stated in the said offense ticket, and in default of payment of the penalty imposed by the Court and subject to Section 160(1) & (2) of the Traffic Safety Act.
38. Nothing in this part shall:
- (i) prevent any person from exercising his right to defend any charge laid for contravention of any Section of this Bylaw, or;
 - (ii) prevent any Peace Officer in lieu of serving an offense ticket, or any other person, from laying an information or complaint against any person for contravention of any Section of this Bylaw, or;
 - (iii) prevent any person from laying an information against any other person, whether such person had made payment under the provision of this Bylaw or not, for contravention of any of the Sections of this Bylaw.

General Penalty

39. Any person who contravenes any provisions of this Bylaw for which no penalty has herein been specified, shall be liable by the *Provincial Offenses Procedures Act* of a fine not exceeding \$500.00 exclusive of costs, and in case of nonpayment of the penalty and costs imposed by the Court, and subject to Section 160(1) & (2) of the *Traffic Safety Act*.
40. Any Peace Officer or RCMP Officer is hereby authorized by the Summer Village to enforce the provisions of this Bylaw and to issue offense tickets to any person to whom they reasonably believe has contravened the provisions of this Bylaw.

SEVERABILITY & REPEAL

41. (i) If any part of this Bylaw is found to be invalid, then that part shall be severed and the remaining Bylaw shall be maintained.
- (ii) Schedules A and B attached hereto shall form part of this bylaw.

Upon 3rd and final reading, Bylaw #274-23 is hereby rescinded.

READ a first time this 17th day of February 2023.

READ a second time this 17th day of February 2023.

READ a third time and passed this 17th day of February 2023.

Cyril Gurevitch, Q.C., Mayor

Tanner Evans, CAO

SCHEDULE A
PENALTIES

SECTION	PARTICULARS	PENALTY
	<u>OVERDIMENSION/OVERWEIGHT VEHICLES</u>	
4	Use of Engine Retarder Brakes	\$250.00
5	Contravenes Seasonal Road Restrictions	115.00/500 kg
	<u>PARKING WITHIN THE SUMMER VILLAGE</u>	
8	Illegally parked on private property	\$57.00
9	Illegally parking or driving on Summer Village land	\$57.00
10	Illegally parking a trailer or recreation vehicle on Summer Village roads	\$57.00
11	Illegally parked in no parking zones	\$57.00
	<u>SPEEDING</u>	
16	Driving beyond posted speed limit	Traffic Safety Act
	<u>TRAFFIC CONTROL DEVICES</u>	
20	Illegal removal of Summer Village signs	\$115.00
	<u>GENERAL</u>	
32	Use of Metal Lugs	\$115.00
33	Leaving a vehicle unattended on a jack or similar device	\$115.00

SCHEDULE B

Seasonal Road Restrictions

Seasonal Road Restrictions will be applied to all designated roads in the Summer Village of Norglenwold as per Road Committee Order.

Summer Village of Norglenwold

February 17, 2023

Planning and Development

Request for Decision

Agenda Item: *Fees Bylaw*

Background:

Administration has provided the amended Fees Bylaw to include the fee for development parking tags.

Added to the existing bylaw:

Development Parking Tags

\$100.00 for 4 tags

\$100.00 for any additional

Upon development permit approval. Tags required to park on Municipal land during development when parking on private property is not an option.

Options for Consideration:

1. Council give 1st, 2nd, 3rd, readings to Fees Bylaw #274-23.
2. Council accept as information.

Administrative Recommendations:

1. That Council give 1st reading to Bylaw #274-23.
2. That Council give 2nd reading to Bylaw #274-23.
3. Upon unanimous consent by Council to give 3rd reading at this meeting.
4. That Council give 3rd reading to Bylaw #274-23.

Authorities:

MGA Section 556.

**SUMMER VILLAGE OF NORGLNWOLD
FEES BYLAW
BYLAW #274-23**

A bylaw of the Summer Village of Norglenwold in the Province of Alberta to establish the fees to be charged to provide information regarding taxes, assessment, overweight vehicles, development, and general office services. This bylaw also establishes the fees to be charged for offences to the Land Use Bylaw.

WHEREAS pursuant to the authority conferred upon it by the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, the Council of the Summer Village of Norglenwold, in the Province of Alberta has the power to impose certain charges for the issuance of information on taxes, assessment, development and general office services;

AND WHEREAS it is deemed necessary and expedient by the Municipal Council of the Summer Village of Norglenwold to impose certain charges for the issuance of certain information and documents;

AND WHEREAS it is deemed necessary and expedient by the Municipal Council of the Summer Village of Norglenwold to impose certain charges for development offences and infractions;

NOW, THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF NORGLNWOLD, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This by-law may be referred to as the fees for office services and development offences.
2. In this by-law:
 - a. “Administrator” means the Chief Administrative Officer of the Summer Village.
 - b. “Council” means the Municipal Council of the Summer Village of Norglenwold.
 - c. “Fees” means the charges established in schedule A of this by-law.
3. That this bylaw shall come into full force and effect as, on and from the date of the final passing of same.

Bylaw #270-22 is hereby rescinded.

READ a first time this 17th day of February 2023.

READ a second time this 17th day of February 2023.

READ a third time and passed this 17th day of February 2023.

Cyril Gurevitch, Q.C., Mayor

Tanner Evans, CAO

SCHEDULE “A”

OFFENCE	DESCRIPTION	PENALTY
Tax Certificate	Upon request in writing, the Administrator and/or their designate shall issue a certificate showing whether or not all taxes in respect of any assessable parcel of land or other property have been paid and if not, the amount of current taxes and arrears payable against the parcel or other property.	\$ 25.00
Tax Search	Upon receipt of request in writing and a fee of \$ 25.00, for tax roll and / or assessment information, (including a legal description or civic address of the parcel by which it can be located) is obtained directly from the Summer Village’s computer system.	\$ 25.00
Additional Information	A customer requesting additional information and/or assessment information that is not readily available from the computer system.	\$ 25.00
Development Permit	Dwellings over 1500 sq. ft. in floor area will be charged additional \$0.10/sq. ft.	\$ 200.00
Discretionary Use/Variance Requests	Development applications for discretionary uses or variance requests submitted to the Municipal Planning Commission for approval/denial.	\$ 100.00
Amendments to Development Permit	Significant amendments to an existing development permit. Implementing the fee shall be at the discretion of the Chief Administrative Officer or delegate.	\$ 200.00
Subdivision and Development Appeal Board	Appeals made to the Subdivision Development Appeal Board.	\$ 400.00
Compliance Certificate	Upon request in writing accompanied by a cheque in the amount of \$100.00, a compliance certificate shall be issued. RPR’s must be dated within 30 days and have 2 copies.	\$ 100.00
Photocopy Charges	Upon request for photocopies of any documents retained at the Administration Office a fee of \$0.50 per copy shall be collected.	\$ 0.50

Fax Charges	Upon a request to receive of send a fax a fee of \$ 1.00 per page for an incoming fax, and \$ 2.00 per page for a local and long distance outgoing fax, and \$ 10.00 for the first page and \$ 2.00 for every page thereafter for an overseas outgoing fax shall be collected.	\$ 1.00
Special Information	Upon a request in writing for information other than tax roll and/or assessment that is not readily available a charge of \$50.00 per hour to compile the information shall be collected.	\$ 50.00
Fail to obtain a Development Permit	First Offence Second Offence Third & Subsequent	\$1500.00 \$2500.00 \$5000.00
Fail to comply with Development Permit/Development Conditions	First Offence Second Offence Third & Subsequent	\$1500.00 \$2500.00 \$5000.00
Failure to contain construction materials/refuse	First Offence Second Offence Third & Subsequent	\$1500.00 \$2500.00 \$5000.00
Display unapproved advertising signage	First Offence Second Offence Third & Subsequent	\$1500.00 \$2500.00 \$5000.00
Unauthorized work, use, development, or alterations to municipal land	First Offence Second Offence Third & Subsequent	\$1500.00 \$2500.00 \$5000.00
Development Parking Tags	Upon Development Permit approval. Tags required to park on Municipal land during development when parking on private property is not an option.	\$100.00 for 4 tags \$100.00 for any additional

Summer Village of Norglenwold

Administration and Finance

February 17, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 44,715.93

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

- | | |
|--|-------------|
| 1. Al's Bobcat & Trucking | \$ 3,801.00 |
| a. Sanding – Jan. 2 – 13th | |
| b. Sanding – Jan.26 th Office | |
| c. Sanding/Snow Removal – Jan.16 - 30 | |
| 2. Empringham Disposal Corp | \$ 4,586.40 |
| a. Dec. 2022 Bi-Weekly Collection | |
| b. Jan. 2023 Bi-Weekly Collection | |
| 3. Sylvan Lake Regional Water/Wastewater | \$ 6,899.19 |
| a. December 2022 Wastewater Services | |

Council Expense Claims Report:

Expenses

- | | |
|----------------------|------|
| ▪ Cyril S. Gurevitch | \$ 0 |
| ▪ Jeff Ludwig | \$ 0 |
| ▪ Nav Rattan | \$ 0 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-02-08 9:30 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2023-00017 to 2023-00027

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1875	2023-01-13	Red Deer Toyota			
TOCS275486	Accrual	412-100-266 - Shared PW Fleet	Running Boards for Toyota	1,291.29	
		312-000-260 - GST Paid Refund	GST Tax Code	64.56	1,355.85
1876	2023-01-16	Very Good Cleaning			
9		412-300-255 - Shared Facility M	Office Cleaning Dec 14 & 21	400.00	
		412-300-255 - Shared Facility M	Office Cleaning Jan 4 & 11th	400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	40.00	840.00
1877	2023-01-31	Al's Bobcat & Trucking			
19218		232-000-255 - Plowing Program	Sanding-Jan 2 - 13th	1,755.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.75	1,842.75
19263		412-300-255 - Shared Facility M	Jan 26th Sanding-Office	175.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.75	183.75
19264		232-000-255 - Plowing Program	Jan 16 - 30 Sanding/Snow F	1,690.00	
		312-000-260 - GST Paid Refund	GST Tax Code	84.50	1,774.50
			Payment Total:		3,801.00
1878	2023-01-31	Assoc of Summer Villages			
SI-53		211-302-220 - ASVA	ASVA membership	975.00	975.00
1879	2023-01-31	Association of Alberta Municipalities			
20230053		211-301-220 - AUMA	AB Municipalities Membersh	1,123.73	
		312-000-260 - GST Paid Refund	GST Tax Code	56.19	1,179.92
1880	2023-01-31	Central Zone Search & Rescue-CZSAR			
DONATION0123		212-402-220 - Donations to Othe	2023 Donation-Motion NGC	1,000.00	1,000.00
1881	2023-01-31	Digitex.ca			
IN890288		412-200-500 - Shared Printing C	Shared Printing	186.82	
		312-000-260 - GST Paid Refund	GST Tax Code	9.34	196.16
1882	2023-01-31	Empringham Disposal Corp			
42394		243-000-200 - Contracted Garba	Dec 2022 Bi Weekly Collect	2,079.00	
		312-000-260 - GST Paid Refund	GST Tax Code	103.95	2,182.95
42397		243-000-200 - Contracted Garba	Jan 2023 Bi Weekly Collecti	2,289.00	
		312-000-260 - GST Paid Refund	GST Tax Code	114.45	2,403.45
			Payment Total:		4,586.40
1883	2023-01-31	Government Finance Officers			
523		412-100-130 - Shared Training	Conference 2023 Pass-Tine	750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	37.50	787.50
1884	2023-01-31	Independent Control Services Ltd			
44212		412-300-255 - Shared Facility M	Furnace Repair	1,642.86	
		312-000-260 - GST Paid Refund	GST Tax Code	82.15	1,725.01
1885	2023-01-31	Longhurst Consulting			
5192A		412-300-242 - Shared IT Equipn	IT Service	500.00	
		212-400-217 - Data Plan	Support for Cyril Email Issu	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	27.50	577.50
5562		412-300-242 - Shared IT Equipn	IT Service	400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.00	420.00
			Payment Total:		997.50
1886	2023-01-31	Land Titles Office			
D00E9XH		312-200-250 - Due from Jarvis E	Land Title-JB	35.00	35.00

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2023-00017 to 2023-00027

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COMPUTER CHEQUE

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
D00E9ZD		312-400-250 - Due from Sunbre:	SBC Documents Registrec	35.00	35.00
			Payment Total:		70.00
1887	2023-01-31	Canoe Procurement Group of			
AB148191		412-200-510 - Shared Office Su	Office Supplies	133.23	
		312-000-260 - GST Paid Refund	GST Tax Code	6.66	139.89
AB151050		412-200-510 - Shared Office Su	Office Supplies	81.46	
		312-000-260 - GST Paid Refund	GST Tax Code	4.07	85.53
AB151514		412-200-510 - Shared Office Su	Office Supplies	24.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.25	26.24
			Payment Total:		251.66
1888	2023-01-31	Sylvan Lake Regional			
1743		242-000-260 - Usage Fees	Dec/22-WW Service Copy t	6,899.19	6,899.19
1889	2023-02-07	Brownlee LLP			
543757		212-400-230 - Legal Fees	Legal Services	111.25	
		312-000-260 - GST Paid Refund	GST Tax Code	5.56	116.81
1890	2023-02-07	Empringham Disposal Corp			
42605		412-300-255 - Shared Facility M	Office Bin-Jan/23 Office Bin	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
1891	2023-02-07	Longhurst Consulting			
5663		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
1892	2023-02-07	Central Alberta Mayors & Reeves Group			
100		211-304-220 - Mayors and Reev	2023 Membership Fees	150.00	150.00
			Total Computer Cheque:		25,706.17

OTHER

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3362	2023-01-31	Bell Mobility			
JAN132023-366		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
3366	2023-01-31	ATB Mastercard			
14067119		412-300-510 - Shared Other Cor	B'day Flowers & Delivery	96.95	
		312-000-260 - GST Paid Refund	GST Tax Code	4.85	101.80
14073254		412-300-510 - Shared Other Cor	B'Day Flowers & Delivery	96.95	
		312-000-260 - GST Paid Refund	GST Tax Code	4.85	101.80
5517842CR		412-200-510 - Shared Office Su	Refund for Import Fee Depc	-41.47	-41.47
011903		412-100-266 - Shared PW Fleet	Speedpro Signs-Toyota Tru	460.90	
		312-000-260 - GST Paid Refund	GST Tax Code	23.05	483.95
9541815		412-200-510 - Shared Office Su	Amazon-Document Holder	28.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.45	30.44
425		412-100-130 - Shared Training	GFOA Membership- Tina ar	124.76	
		312-000-260 - GST Paid Refund	GST Tax Code	6.24	131.00
4264		412-200-510 - Shared Office Su	Plaque for Office	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
017280		412-300-255 - Shared Facility M	Canadian Tire-Baseboard H	55.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.80	58.79

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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
026292		412-200-215 - Shared Postage/F	Registered Mail	23.76	
		312-000-260 - GST Paid Refund	GST Tax Code	1.19	24.95
TNNRVBSZT7D		312-200-250 - Due from Jarvis E	Muni Corporate Planning &	295.00	
		312-000-260 - GST Paid Refund	GST Tax Code	14.75	309.75
005288		226-000-200 - Enforcement	Petsmart-Crate-Kennel	44.39	
		312-300-250 - Due from Birchclil	Petsmart-Crate-Kennel	44.39	
		312-100-250 - Due from Half Mo	Petsmart-Crate-Kennel	44.40	
		312-200-250 - Due from Jarvis E	Petsmart-Crate-Kennel	44.40	
		312-400-250 - Due from Sunbre:	Petsmart-Crate-Kennel	44.40	
		312-000-260 - GST Paid Refund	GST Tax Code	11.10	233.08
009615		412-200-510 - Shared Office Sup	Walmart-USB Cord for Coui	18.88	
		312-000-260 - GST Paid Refund	GST Tax Code	0.94	19.82
228243		226-000-200 - Enforcement	Gorilla Surplus-Baton for By	31.00	
		312-300-250 - Due from Birchclil	Gorilla Surplus-Baton for By	31.00	
		312-100-250 - Due from Half Mo	Gorilla Surplus-Baton for By	30.99	
		312-200-250 - Due from Jarvis E	Gorilla Surplus-Baton for By	31.00	
		312-400-250 - Due from Sunbre:	Gorilla Surplus-Baton for By	31.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.75	162.74
4855407		226-000-200 - Enforcement	Amazon-Bylaw Organizer &	40.88	
		312-300-250 - Due from Birchclil	Amazon-Bylaw Organizer &	40.87	
		312-100-250 - Due from Half Mo	Amazon-Bylaw Organizer &	40.87	
		312-200-250 - Due from Jarvis E	Amazon-Bylaw Organizer &	40.87	
		312-400-250 - Due from Sunbre:	Amazon-Bylaw Organizer &	40.87	
		312-000-260 - GST Paid Refund	GST Tax Code	10.22	214.58
3269023		226-000-200 - Enforcement	Amazon-Bylaw Officer Body	41.36	
		312-300-250 - Due from Birchclil	Amazon-Bylaw Officer Body	41.37	
		312-200-250 - Due from Jarvis E	Amazon-Bylaw Officer Body	41.37	
		312-100-250 - Due from Half Mo	Amazon-Bylaw Officer Body	41.37	
		312-400-250 - Due from Sunbre:	Amazon-Bylaw Officer Body	41.37	206.84
5021068		226-000-200 - Enforcement	Amazon-Animal Control Pol	48.38	
		312-300-250 - Due from Birchclil	Amazon-Animal Control Pol	48.38	
		312-100-250 - Due from Half Mo	Amazon-Animal Control Pol	48.38	
		312-200-250 - Due from Jarvis E	Amazon-Animal Control Pol	48.38	
		312-400-250 - Due from Sunbre:	Amazon-Animal Control Pol	48.39	
		312-000-260 - GST Paid Refund	GST Tax Code	12.10	254.01
74668		226-000-200 - Enforcement	911Supply-Bylaw Officer Ta	61.20	
		312-300-250 - Due from Birchclil	911Supply-Bylaw Officer Ta	61.20	
		312-100-250 - Due from Half Mo	911Supply-Bylaw Officer Ta	61.20	
		312-200-250 - Due from Jarvis E	911Supply-Bylaw Officer Ta	61.20	
		312-400-250 - Due from Sunbre:	911Supply-Bylaw Officer Ta	61.20	
		312-000-260 - GST Paid Refund	GST Tax Code	15.30	321.30
021962		412-300-255 - Shared Facility M	Home Depot-Mop for Clean	42.48	
		312-000-260 - GST Paid Refund	GST Tax Code	2.12	44.60
3202127270		412-200-215 - Shared Postage/F	Pitney Bowes leasing	183.27	183.27
011974		226-000-200 - Enforcement	ShowDown-Embroidery-Byli	25.40	
		312-300-250 - Due from Birchclil	ShowDown-Embroidery-Byli	25.40	
		312-100-250 - Due from Half Mo	ShowDown-Embroidery-Byli	25.40	
		312-200-250 - Due from Jarvis E	ShowDown-Embroidery-Byli	25.40	
		312-400-250 - Due from Sunbre:	ShowDown-Embroidery-Byli	25.40	
		312-000-260 - GST Paid Refund	GST Tax Code	6.35	133.35
INV186313526		412-300-240 - Shared Computer	Zoom Communication	20.62	
		312-000-260 - GST Paid Refund	GST Tax Code	1.03	21.65

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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
031927		226-000-200 - Enforcement	Print Wizard	5.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.25	5.25
031045		412-200-510 - Shared Office Supp	Shoppers Drug Mart-Office	16.33	
		312-000-260 - GST Paid Refund	GST Tax Code	0.81	17.14
NESPRES0131		412-200-510 - Shared Office Supp	Nespresso	277.20	277.20
			Payment Total:		3,379.84
3367	2023-01-31	Receiver General/OTH			
PP2-23		412-000-263 - Income Tax Sourc	Tax	3,195.95	
		412-000-261 - CPP Source Dedi	CPP	2,288.98	
		412-000-261 - CPP Source Dedi	EI	793.97	6,278.90
3368	2023-01-31	Alberta Municipal Services Cor			
PP2-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,470.50	1,470.50
3369	2023-01-31	Bell Mobility			
JAN212023-051		212-400-217 - Data Plan	Mayor's Data	10.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	10.00	
		212-400-217 - Data Plan	Councillor's Data	10.00	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	121.77	
		312-000-260 - GST Paid Refund	GST Tax Code	7.60	159.37
3371	2023-01-31	Direct Energy			
JAN302023-979		412-300-540 - Shared Utilities	Dec 19 to Jan 21-Shared Ut	1,199.80	
		312-000-260 - GST Paid Refund	GST Tax Code	60.00	1,259.80
3372	2023-01-31	Epcor			
JAN262023-868		232-000-545 - Utilities	Utilities	79.74	
		312-000-260 - GST Paid Refund	GST Tax Code	3.99	83.73
3373	2023-01-31	Town of Sylvan Lake			
JAN312023-000		412-300-540 - Shared Utilities	Jan 2023 Water/Sewer 2 Er	77.94	77.94
3379	2023-02-07	Epcor			
JAN312023-908		412-300-540 - Shared Utilities	Utilities	710.49	
		312-000-260 - GST Paid Refund	GST Tax Code	35.52	746.01
3382	2023-02-07	Victor Insurance Managers Inc.			
4212662102		412-000-266 - Benefits	Shared Benefits	3,082.25	3,082.25
3383	2023-02-07	Waste Management of Canada			
1153938-0613-4		243-000-270 - Recycling Progra	Recycling-January's	2,250.81	
		312-000-260 - GST Paid Refund	GST Tax Code	112.56	2,363.37
			Total Other:		19,009.76
			Total MAIN:		44,715.93

Summer Village of Norglenwold

Finance

Information Item

Agenda Item: *Yearend Financial Report*

Background:

Administration would like to provide the following Yearend Financial information to Council.

Please be aware that these reports have been prepared prior to the yearend audit, amortizations and yearend adjusting entries done by the Auditors.

Options for Consideration:

- The Operating Budget Report to December 31, 2022
- ASFF Report to December 31, 2022
 - The ASFF Invoicing came in as Budgeted this year. The remainder is mostly the Designated Industrial Tax that is collected and not remitted if under \$50.
- Capital Projects Report to December 31, 2022
 - The Speed Signage Project was grant funded by the CCBF. \$8,279 was moved from Deferred Revenue. The remaining Annexation and Open Space Master Plan Projects were funded from reserves as budgeted for in 2022.

Balances at December 31, 2022

- ATB Bank Account \$2,297,707.17

Reserves and Deferred Accounts

• Accumulated Surplus	113,012.14
• Completions Deposits	55,495.45
• Deferred Revenue (Grants)	51,221.55
• JSC IT Reserve	0.00
• Fleet Replacement Reserve	.60
• Reserves Roads	286,045.00
• Reserves Swr/Environment	914,196.45
• Reserves General Operating	157,628.90
• Reserves Legal	19,244.00
• Reserves Recreation	434,686.40
• Reserves Infrastructure	12,672.50

Unpaid Taxes - 7 Properties - \$72,941.68

2 - Have been sent to TAXservice for tax collection intent. These 2 have until February 10th to pay or a lien will be placed on the property that can lead to an eventual Auction sale of the property. Both are over 2 years unpaid. - \$47,417.35

5 - Are unpaid 1 entire year. - \$25,524.33

Administrative Recommendations:

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

Authorities:

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

Report Date
2023-01-31 9:46 AM

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

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	Budget	YTD	\$ Rem
Revenue			
101-000-110 - Taxation	465,337.01	465,342.03	5.02
101-000-510 - Taxes Penalties & Cos	20,000.00	23,049.23	3,049.23
112-000-410 - Sale of Services & Su	242.61	575.00	332.39
112-000-540 - Interest Charges	233.02	253.43	20.41
112-000-550 - Return on Investments	10,000.00	48,678.01	38,678.01
112-000-570 - Other Revenue	2,466.09	12,056.87	9,590.78
112-000-740 - MSI Operational	11,419.00	11,419.00	
112-000-840 - Franchise Fees	9,100.00	11,047.01	1,947.01
121-000-530 - Fines Provincial Coll	1,732.59	300.00	(1,432.59)
142-000-510 - Wastewater Usage Char	91,800.00	91,653.30	(146.70)
142-000-511 - Wastewater Offset	626.00		(626.00)
161-000-410 - Certificates Complian	269.44	400.00	130.56
161-000-510 - Inspection Fees	1,177.71	1,002.40	(175.31)
161-000-520 - Development Permits/A	3,233.32	1,047.20	(2,186.12)
161-000-590 - Encroachment Fees	105.99	210.00	104.01
Total Revenue:	617,742.78	667,033.48	49,290.70
Expenditures			
Council and Legislation			
211-101-150 - Remuneration Mayor	15,026.64	12,062.50	2,964.14
211-101-210 - T&S Mayor	2,000.00	2,539.31	(539.31)
211-102-150 - Remuneration Deputy Mayor	11,269.98	8,462.50	2,807.48
211-102-210 - T&S Deputy Mayor	1,500.00	1,343.16	156.84
211-103-150 - Remuneration Councillor	11,269.98	5,600.00	5,669.98
211-103-210 - T&S Councillor	1,500.00		1,500.00
211-201-212 - R & C ASVA	916.11	885.00	31.11
211-202-212 - R&C AUMA	1,077.77	600.00	477.77
211-301-220 - AUMA	1,131.66	1,097.66	34.00
211-302-220 - ASVA	970.00	975.00	(5.00)
211-303-220 - FCM	163.78	215.30	(51.52)
211-304-220 - Mayors and Reeves	104.00		104.00
Total Council and Legislation:	46,929.92	33,780.43	13,149.49
Administration			
212-100-110 - Salaries	124,322.03	128,723.84	(4,401.81)
212-100-130 - Training	2,249.16	2,536.92	(287.76)
212-100-140 - Benefits	4,192.31	4,485.08	(292.77)
212-100-210 - Travel & Subsistence	2,699.39	2,798.48	(99.09)
212-100-211 - WCB	2,085.35	1,980.07	105.28
212-100-266 - PW Fleet	1,968.02	1,808.37	159.65
212-200-215 - Postage/Freight/Couri	2,259.10	1,995.35	263.75
212-200-500 - Printing Costs	1,497.84	2,165.74	(667.90)
212-200-510 - Office Supplies	3,654.89	4,014.29	(359.40)
212-300-217 - Phone/Fax/Internet	1,405.73	1,585.90	(180.17)
212-300-240 - Computer Software/Mtn	2,947.53	4,806.62	(1,859.09)
212-300-242 - IT Equipment	562.29	739.64	(177.35)
212-300-250 - Facility Improvements	1,686.87	985.40	701.47
212-300-255 - Facility Maintenance	5,977.72	6,457.02	(479.30)
212-300-263 - Condominium Costs	1,303.11	2,755.27	(1,452.16)
212-300-265 - Equipment Maintenance	140.57	139.80	0.77
212-300-270 - Equipment Rental	843.44	739.27	104.17

Report Date
2023-01-31 9:46 AM

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

Page 2

	Budget	YTD	\$ Rem
212-300-510 - Other Contingency	140.57	279.85	(139.28)
212-300-530 - Building Insurance	719.38	696.67	22.71
212-300-540 - Utilities	3,654.89	5,384.04	(1,729.15)
212-400-216 - Coffee with Council	1,616.66		1,616.66
212-400-217 - Data Plan	1,000.00	1,668.53	(668.53)
212-400-220 - Election Expenses/Mee	1,000.00	1,061.91	(61.91)
212-400-221 - Bank Fees	1,000.00	1,018.69	(18.69)
212-400-222 - Advertising	500.00	825.64	(325.64)
212-400-230 - Legal Fees	5,200.00	10,001.47	(4,801.47)
212-400-231 - Audit Fees	6,100.00	6,787.68	(687.68)
212-400-232 - Assessment Fees	7,300.00	7,100.00	200.00
212-400-275 - Municipal Insurance	4,567.50	5,509.72	(942.22)
212-400-910 - Tax Changes	528.52		528.52
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00	
212-400-940 - Reserve Replacement	12,672.50	12,672.50	
212-402-220 - Donations to Other Organizations	1,040.00	1,040.00	
Total Administration:	207,835.37	223,763.76	(15,928.39)
Protective Services			
223-000-200 - Contract Fire Service	19,669.48	18,934.80	734.68
224-000-200 - Emergency Management	1,616.66	2,530.62	(913.96)
224-000-201 - Safety Equipment	538.89	461.97	76.92
225-000-200 - Policing Costs	22,937.00		22,937.00
226-000-200 - Enforcement	15,000.00	38.77	14,961.23
Total Protective Services:	59,762.03	21,966.16	37,795.87
Public Works			
232-000-200 - Green Space Program	20,000.00	22,075.40	(2,075.40)
232-000-240 - Hazardous Trees	10,000.00	350.00	9,650.00
232-000-250 - Road Maintenance Program	27,040.00	6,060.00	20,980.00
232-000-255 - Plowing Program	24,232.00	29,169.50	(4,937.50)
232-000-265 - Sign Program	2,444.00	2,582.51	(138.51)
232-000-530 - Ditch & Culvert Progr	5,200.00	5,163.75	36.25
232-000-545 - Utilities	868.40	666.98	201.42
242-000-250 - SLR WasteWater Commis	7,285.00	6,881.66	403.34
242-000-255 - Maintenance Program	19,399.91	19,924.67	(524.76)
242-000-260 - Usage Fees	84,427.00	75,891.09	8,535.91
243-000-200 - Contracted Garbage	38,343.00	29,235.33	9,107.67
243-000-270 - Recycling Program	19,399.91	20,100.22	(700.31)
Total Public Works:	258,639.22	218,101.11	40,538.11
Planning and Development			
261-000-110 - Development Service	1,248.00	2,159.64	(911.64)
261-000-115 - IDP (RDC & TSL)	1,000.00		1,000.00
261-000-200 - Planning	5,388.86	3,678.07	1,710.79
261-000-215 - Subdivision Appeal Bo	1,800.00		1,800.00
261-000-220 - Municipal Planning Co	1,077.77	11,860.00	(10,782.23)
Total Planning and Development:	10,514.63	17,697.71	(7,183.08)
Recreation			
272-000-220 - FCSS Grant	4,210.80	4,210.80	

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

Page 3

	Budget	YTD	\$ Rem
272-000-250 - Buoy Programs	5,500.00	5,435.37	64.63
274-000-850 - Parkland Regional Lib	2,334.15	2,590.65	(256.50)
274-000-510 - Operational Recreation Grants - ICF	20,400.00	20,475.00	(75.00)
Total Recreation:	32,444.95	32,711.82	(266.87)
Environment			
243-102-150 - Red Deer River Waters	538.89	538.89	
273-000-761 - Team Up to Clean Up	1,077.77	30.00	1,047.77
Total Environment:	1,616.66	568.89	1,047.77
Total Expenditures:	617,742.78	548,589.88	69,152.90
Surplus / Deficit	0.00	118,443.60	118,443.60

Report Date
2023-01-31 9:46 AM

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

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-200-840 - Project-Grants-Speed Signage	10,000.00	8,279.00	(1,721.00)
197-201-840 - Project - Annexation	15,000.00	4,960.00	(10,040.00)
197-202-840 - Project - Open Space Master Plan	30,000.00	780.00	(29,220.00)
Total Revenue:	55,000.00	14,019.00	(40,981.00)
Expenditures			
297-200-840 - Project-CCBF-Speed Signage	10,000.00	8,279.00	1,721.00
297-201-840 - Project Reserve-Annexation	15,000.00	4,960.00	10,040.00
297-202-840 - Project Reserve-Open Space Master Plan	30,000.00	780.00	29,220.00
Total Expenditures:	55,000.00	14,019.00	40,981.00
Surplus / Deficit	0.00	0.00	0.00

Report Date
2023-01-31 9:46 AM

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

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	543,582.21	543,582.21	
101-001-130 - ASFF-Non-Residential	2,047.38	2,039.14	(8.24)
101-103-130 - DI Designated Industrial	40.55	41.17	0.62
Total Revenue:	545,670.14	545,662.52	(7.62)
Expenditures			
201-100-130 - ASFF Residential	543,582.21	543,582.21	
201-101-130 - ASFF- Non Residential	2,047.38	2,047.38	
201-103-130 - DI Designated Industrial	40.55		40.55
Total Expenditures:	545,670.14	545,629.59	40.55
Surplus / Deficit	0.00	32.93	32.93

Summer Village of Norglenwold

February 17, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 96 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 21 in Jarvis Bay, 21 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 111 Grand Avenue	Lakeside Stairs
3. 87 Grand Avenue	Retaining Walls
4. 141 Grand Avenue	Demolition and Dwelling
5. 167 Grand Avenue	Detached Garage
6. 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
20. 111 Grand Avenue	Demolition
21. 85 Grand Avenue	Escarpment Retaining Walls (NEW)

Permit Summary:

Year to date 2023:

1 development permit. Estimated project cost \$96,000.00.

2022 Jan.-Dec.:

6 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

99 Grand Avenue

53 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

February 17, 2023

Information

Agenda Item: *CAO Report*

Background:

- Administration has attached the 2023 CAO goals for your information. Each year the CAO has a list of goals for each individual municipality, along with another set for the Joint Services Committee.
- Administration was asked to update Council on the annexation process and will provide the following summary of work completed by our contracted planner and what will come next:
 - Reviewed and organized past annexation files and reviewed lessons learned
 - Reviewed relevant documents including recent Sylvan Lake IDP
 - Created various maps of landowners, servicing, and proposed annexation area to ensure adequate mapping for annexation application
 - Reviewed land ownership within proposed annexation area
 - Conducted site visit of area
 - Met with Land and Property Rights Tribunal to assess and process and answer key questions
 - Met with County staff
 - Met with Town staff and addressed concerns from the town with a written response
 - Discussed potential public engagement strategy and approach, created draft materials
 - **WE ARE HERE (next steps to follow)**
 - Get support from the Town – currently working through engineering/servicing concerns pertaining to wastewater capacity
 - Get support from County staff (in writing as we already have general support)
 - Reach out to landowners in annexation area
 - Conduct public engagement to seek citizen/landowner support
 - Receive and review public engagement comments, determine if annexation will be contested or not. If contested, decide on approach. If not, put together a formal annexation application package as per LRPT checklist and submit to province

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Performance Appraisal Form

Name: Tanner Evans	Summer Village: Norglenwold	Position Title: CAO
Date of Review:		Present Job Since: November 2019
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

- A. Is the administrative head of the municipality;*
- B. Ensures that the policies and programs of the municipality are implemented*
- C. Advises and informs the council on the operation and affairs of the municipality*
- D. Performs the duties and functions and exercises the powers assigned to the chief administrative officer by this and other enactments or assigned by council.*

Section 208

The chief administrative officer must ensure that:

- A. Minutes of each council meeting*
 - i. Are recorded in English language without note or comment*
 - ii. Include the names of the councilors present at the council meeting*
 - iii. Are given to council for adoption at a subsequent council meeting, and*
 - iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held*
- B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe*
- C. The minister is sent a list of all the councilors and any other information the ministers requires within 5 days after the term of the councilors begins*
- D. The council is advised in written of its legislative responsibilities under this act*
- E. Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.*

Primary Responsibility Assessment

Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to Summer Villages.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Strengths:

Opportunities:

Part 2 – Goal Setting:

Describe specific goals within your scope of responsibilities that will lead to Council achieving its goals. Your goals must drive results and should be directly aligned with those of Council.

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. BC Capital Plan	Items in capital plan are executed and constructed	Capital plan items are either complete by year end or significant progress has been made	
2. Public Works / Sewer compliance with AEP requirements	Continue work with JSC to address AEP deficiencies	Solution decided on and implemented, goal to be fully compliant by 2024	
3. Procurement Policy	Work with JSC and HRSC on a procurement policy for all 5 municipalities	Procurement Policy completed and adopted by JSC / all 5 councils.	
4. Climate Plan	Continue working with Climate Caucus on an Environmental Plan for Norglenwold and template for other small communities which can eventually be shared with ASVA	Climate plan and template has key points and timelines established, with significant progress made, hoping for completion of NGW plan in 2024	

Goals Assessment

Referring back to your assessments in the results section of the goals above, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to the success of the Summer Village.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Part 3 – Key Leadership Competencies: To complete this section, please refer to the CAO Leadership Competency Model.

Thought Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency (Please provide Specific Examples)
Analyze Issues and Solve Problems	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Identify Improvements	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Results Leadership	Assessment (UC / BC / SC / OC / NR)				Demonstration of Competency
Establish Plans	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Execute Efficiently	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Show Initiative	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
People Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Solicit Support	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Communicate Effectively	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Relate Well to Others	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Select and Develop	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Personal Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Demonstrates Credibility	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Readily Adapt	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Leadership Competencies Assessment Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.					
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)		<input type="checkbox"/> Solid Contributor (SC)		<input type="checkbox"/> Outstanding Contributor (OC)
Does not demonstrate core competency behaviors at an acceptable level. Competency behavior demonstration is consistently below the basic level.	May demonstrate some competency behaviors at a solid level; however demonstration is inconsistent and/or majority of competencies are rated at the Basic level.		Consistently demonstrates competency behaviours required for the job. May demonstrate some competency behaviours at the Outstanding level; majority of competencies are rated at the Solid level.		Consistently demonstrates competency behaviors at an outstanding level. Demonstrates a unique set of behaviors that lead to superior results. Majority of competencies are rated at the Outstanding level.

Part 4 – Overall Performance Rating:

Overall Performance Assessment			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> The selected Key Leadership Competencies Performance Objectives / Goals 			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance falls short of expectations in quality and/or quantity; requires excessive supervision and/or demonstrate behaviors fall short of expectations.	Has the necessary ability to handle the current job, meets some expectations but may require assistance to perform assignments. Demonstration of competency behaviors needs to be more consistent.	Is a competent performer and valued team player. Meets the objectives and expectations of the position and effectively demonstrates the competency behaviors required to drive performance.	Is willing to go the extra mile, exceeds in key objectives, exhibits strong competency behaviors; is a self starter that continually seeks ways to improve. Is mission oriented vs. job/task oriented.

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. FOIP training	Online courses	Courses complete	
2			

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Proposed capital project budget items for 2023.

Options for Consideration:

1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2023 Capital Budget.

A LIVE Capital Budget will be available for changes, amounts and discussion.

Administrative Recommendations:

1) That Council approve a 2023 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.

Expenses Anticipated	Capital Projects	Total 2023 Budget
	Honeymoon Drive Asphalt Repair	\$36,805.00
	99 Grand Avenue OS Rehab	\$10,000.00
	WW Flushout Repairs	\$36,000.00
		\$13,514.00
	Gas tax / reserves - Road Analysis	
		\$2,900.00
	GIS Implementation	
		\$18,610.75
	Admin Bldg Improvements	
		\$10,000.00
	Annexation	\$30,000.00
	OSMP	
Total Expenses		\$157,829.75
Funding Anticipated		
	Gas Tax / Reserves - Honeymoon Drive Asphalt Repair	\$36,805.00
	Reserves - 99 Grand Avenue OS Rehab	\$10,000.00
	Reserves - WW Flushout Repairs	\$36,000.00
		\$13,514.00
	Gas tax / reserves - Road Analysis	
		\$2,900.00
	Reserves - GIS Implementation	
		\$18,610.75
	MSI - Admin Bldg Improvements	
		\$10,000.00
	Reserve - Annexation	\$30,000.00
	Reserve - OSMP	
Total Revenue		\$157,829.75
Amount Required from Taxation		\$ -

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Tax Penalty Removal Request*

Background:

Administration received a request from a property owner requesting Council to waive or reduce his applied tax penalty of \$1,895.15, as he did not receive his tax notice or registered yearend courtesy letter.

It is noted that this property owner did not supply an address change to Finance or Administration since taking ownership of this property. The address on the land title is the only one we have. The property was flagged in the software system by the finance department to have returned mail and unpaid taxes for any other municipal staff to reference if they were working with this property.

Options for Consideration:

- (a) cancel or reduce tax arrears;
- (b) keep penalty as applied.

Administrative Recommendations:

As this letter does not establish a bona fide need nor extenuating circumstance, it is recommended that Council deny this penalty removal request as tax notices were sent out on May 20, 2022. Notification of taxes mailed were posted on the website and also in multiple email blasts throughout the year.

This a clear failure to notify administration with a written change in mailing address by the homeowner. Both Section 337 and Section 304(3) of the Municipal Government act are applicable in this recommendation.

Authorities:

Section 337 of the Municipal Government Act; A tax notice is deemed to have been received 7 days after it is sent.

Section 304(3) of the Municipal Government Act; A person who purchases property or in any other manner becomes liable to be shown on the assessment roll as an assessed person (b) must provide to the municipality written notice of a mailing address to which notices under this Part may be sent.

Section 347(1) of the Municipal Government Act, permits Council to cancel, reduce, refund or defer tax penalties as follows:

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax. "

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

February 7, 2023

Attention: Cyril Gurevitch, Nav Rattan and Jeff Ludwig

Regarding: 257 Honeymoon Drive Taxes

I am writing this letter to consider adjusting the tax bill I just received from Tina Leer. Tina gave me your names and said the process is to make my appeal to you guys.

How this all started, was I was making an application to put in a fence at my property and Kara said there was an outstanding balance due on my property. When I followed it up with Tina it was found that the 2022 tax bill had never been paid. I asked when and where it was sent to, and she sent the address it went to. (see tax bill attached) It was mailed to my address that I sold almost 2 years ago. I do understand that it is impossible to track all lot owners addresses when they move but I did a building permit application for my lot shortly after buying the property and my living address was on that. See attached application.

I was in the process of building the new home on the lot when the bill was sent out in May of 2022. It went to my old address. I did have a forwarding address on file with Canada Post but that was only for 6 months. Tina also noted that she sent out the bill by Registered mail and it came back to her office. At that time, she indicated she "had done everything in her power to locate me". (as per her email to me Feb. 6/23). I do not know how many outstanding people the village has to chase but I know if there are unpaid bills in my business, I would chase them down as best we can with all available leads. In this case it would have been easy to find me through the build on site and or asking the development department if they knew who was building on that lot.

Instead, the bill was left unpaid because I did not know about it or the amount. I get over 100 property tax bills for various properties we own or empty lots we own. Because this house was under construction from a builder, I assumed it went to them and they had paid it and charged me as part of my build cost. My mistake for this assumption.

I had asked Tina if the Village would consider a reasonable interest charge on the bill, and she indicated that was not up to her to decide and that the request would have to go to you guys for consideration. I am fine paying a reasonable interest charge as I now know this bill was due, but the Village had assessed a \$1,895.15 penalty because they could not locate me.

In closing, I am hoping for a more reasonable interest penalty charge as I believe the Village staff could have done a better job of locating the proper billing address as they had all that information in their office. I have sent off the original tax bill payment today and will await your reply on any interest or penalty charges and hope that you will consider my appeal above.

If you require any other information, please let me know.

Regards,




PROPERTY ASSESSMENT AND TAX NOTICE

FINAL BILL

Summer Village of Norglenwold

#2 Erickson Drive
Sylvan Lake, AB
T4S 1P5
Business: (403)887-2822
Fax: (403)887-2897
Email:
finance@sylvansummervillages.ca

ROLL NUMBER 00001684 000	TAX YEAR 2022	MAILING DATE May 20, 2022		NOTICE OF ASSESSMENT May 30, 2022
LEGAL DESCRIPTION 13 6 0323448		EDUCATION Public	TAX SALE No	FINAL DATE FOR APPEAL July 29, 2022
PROPERTY LOCATION 257 Honeymoon Drive		OWNER/MORTGAGEE NAME [REDACTED]		
MORTGAGE INFORMATION				

PROPERTY ASSESSMENT AND TAXATION INFORMATION

ASSESSMENT CLASS	LAND	IMPR	COMBINED	TOTAL	TAX RATE	PROPERTY TAX
310 - Single Family	917,320	236,360	0	1,153,680	4.60140000	5,308.54

TAKE NOTICE that you are assessed under the provisions of the Municipal Government Act for the above mentioned property. Taxes are now due and payable to the Summer Village of Norglenwold. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

TAXING AUTHORITY	ASSESSMENT	TAX RATE	% OF TOTAL	TAX AMOUNT
100 - General	1,153,680	2.11950000	46.06	2,445.22
200 - CERS	1,153,680	2.48190000	53.94	2,863.32

NOTE: A penalty of 15% will be assessed August 1, 2022 on the total unpaid balance as of July 31, 2022. A further penalty of 18% will be assessed January 1, 2023 on the total unpaid balance as of December 31, 2022.

TOTAL PROPERTY TAXES:	5,308.54
LOCAL IMPROVEMENTS:	0.00
TOTAL CURRENT TAXES:	5,308.54
CREDITS OR ARREARS:	0.00
TOTAL TAXES DUE:	5,308.54

AMOUNT DUE BY:	
31-JUL-2022:	5,308.54

TAXES PAYABLE AFTER:	
31-JUL-2022	6,104.82

TAXES PAYABLE AFTER:	
31-DEC-2022	7,203.69

Return this portion with your payment.

Summer Village of Norglenwold
#2 Erickson Drive, Sylvan Lake, AB, T4S 1P5

00001684 000



WRONG ADDRESS
MOVED JUNE 2021

APPLICATION FOR DEVELOPMENT PERMIT

Bay 8, 14 Thevenaz Industrial Trail
 Sylvan Lake, Alberta T4S 2J5
 Phone: (403)887-2822 Fax: (403)887-2897
 Email: information@sylvansummervillages.ca
www.sylvansummervillages.ca

FOR OFFICE USE ONLY

Date Received: June 25, 2021

I hereby make application under the provisions of the Summer Village of Norglenwold Land Use Bylaw 208/13 for a Development Permit in accordance with the plans and supporting information submitted herewith in which forms part of this application.

APPLICANT INFORMATION

Applicant: [REDACTED] Phone: [REDACTED] Cell: [REDACTED]
 Full Mailing Address: *106, 179 CLEARVIEW DRIVE Email: [REDACTED]
RED DEER COUNTY, THE CAT
 Civic Address of property to be developed: 257 HONEYMOON DRIVE Lot: 13 Block: 6 Plan: 032-3448
 Registered Owner: [REDACTED] Full Mailing Address: 114 ALBERTA CLOSE, RED DEER,
 Phone: [REDACTED] Email: [REDACTED]

BY SUBMITTING AN APPLICATION I HEREBY ALLOW RIGHT OF ENTRY FOR INSPECTION PURPOSES. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR DEVELOPMENT APPROVAL.

Signature of Registered Owner(s)

Signature of Registered Owner(s)

Signature of Person Acting on Behalf of Registered Owner(s)

Date:

MAY 26/21

This personal information is being collected under the authority of Land Use Bylaw 208/13 and the Municipal Government Act and will be used for the Municipality's Development Planning decisions and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). REVISED JULY 10, 2018

Tina Leer

From: Tina Leer
Sent: February 7, 2023 8:47 AM
To: [REDACTED]
Cc: Tanner Evans
Subject: RE: 257 Honeymoon Drive

Good afternoon [REDACTED]

Please be advised that submitting for a development permit is not a change of address request. It is not our practice for the Development Officer to update tax records based on one of two addresses used on a development application - these are two totally separate departments. The applicant's address listed on the actual DP is #106, 179 Clearview Drive, which is where this Development permit would have been mailed to.

Per the Municipal Government Act, Section 337, states a Tax Notice is deemed to have been received seven (7) days after it is sent. The 2022 tax notices were sent out on May 20, 2022. As my Department was not advised of an address change, the taxes went to the address on file. A registered letter was also mailed on December 1, 2022 advising of the impending December 31st penalty. I did everything that I could to advise you. If a change of address had been requested, this would have been kept on your tax file, along with the date that it had been requested. I do not have one for your property.

All property taxes fund essential services in the Summer Village of Norglenwold that the community relies on. As far as the penalties imposed on your taxes, these are governed by By-Law # 213-14 in the Summer Village of Norglenwold. Once a penalty is applied, it is deemed to be part of your tax balance. The only way of removing a penalty is by way of proof of post marked envelope or a bona fide need/extenuating circumstance decided by on by Council resolution.

In order to request a penalty removal you will need to write a letter to your Mayor and Council explaining why you feel the penalty should be removed. Council will then make a decision that will be recorded in the public meeting minutes of Council and I will advise you shortly thereafter of their decision.

The Council of Norglenwold are as follows; Mayor Cyril S. Gurevitch, K.C., Deputy Mayor Jeff Ludwig and Councillor Nav Rattan.

Please let me know if this is something you want to do.

Kindest Regards,



TINA LEER
FINANCE MANAGER

tleer@sylvansummervillages.ca
403-887-2822
#2 Erickson Drive, Sylvan Lake, AB T4S 1P5

From: [REDACTED]
Sent: February 6, 2023 3:00 PM
To: Tina Leer <tleer@sylvansummervillages.ca>
Subject: 257 Honeymoon Drive

Hi Tina,

I am surprised that the village would have sent my tax notification to a property I have not owned since June 2021. That is why I did not get it.

My application to build this new house had my address of 114 Alberts Close on it so it should have been sent there.

Normally, I would not care too much but the interest the village nails on is a bit excessive! (70% per year)

Is there any way the Village can reduce the tax bill to the amount at the end of July/22 = \$6,104.82.

I feel this is partial the Village's part in not updating the mailing address of the owner.

Let me know. Thanks, let me know.

[REDACTED]

Summer Village of Norglenwold

February 17, 2022

Council and Legislation

Request for Decision

Agenda Item: *Municipal Leaders Caucus*

Background:

Administration has received information about the upcoming 2023 Alberta Municipalities Spring Municipal Leaders' Caucus being held at the Westin Edmonton March 29 & 30, 2023. The caucus is open to all mayors, council members and CAOs.

This year's Spring MLC is being held in conjunction with a President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30. The Summit will focus on opportunities and challenges related to intermunicipal collaboration.

Registration for both events will open in February.

Full Registration (Both events, in-person) - \$350

President's Summit Only (March 29 to March 30 at noon) - \$200

Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200

Municipal Leaders' Caucus Virtual - \$100

Options for Consideration:

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

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

MGA Section 153(a)

Councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

2023 Spring Municipal Leaders' Caucus

Event Summary

Join us for the 2023 Spring Municipal Leaders' Caucus (MLC), taking place at the Westin Edmonton on March 30 and 31. This important event will cover key, top-of-mind issues facing your communities, and give you a chance to hear from government leaders ahead of the provincial election. The event will kick off with lunch on Thursday, March 30, and run until lunch on Friday, March 31.

This year's Spring MLC is being held in conjunction with a ***President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30***. The Summit will focus on opportunities and challenges related to intermunicipal collaboration. More details on the MLC and President's Summit will be available soon, including hotel booking details and overview agenda. Registration for both events will open in February.

Requests For Decision (RFD) - Deadline March 6

The Spring MLC also provides an opportunity for members to bring forward Requests for Decisions (RFDs) on issues that should be addressed in advance of the 2023 Convention in September.

Members interested in sponsoring an RFD are encouraged to reach out to advocacy@abmunis.ca, to determine if an RFD is the right tool to bring forward an issue for consideration by ABmunis members. An RFD template is also available that provides tips on how to draft an RFD. More information on the difference between RFDs and resolutions is available on our webpage on Requesting Action by Alberta Municipalities.

Cost

While the President's Summit and Municipal Leaders' Caucus are separate events, members are encouraged to attend both, but are not required to. Please note, due to the interactive nature of the President's Summit, it will **NOT** be available virtually.

In-person events include food and beverage. President's Summit registration includes an evening event on March 29 which will include dinner and entertainment.

Full Registration (Both events, in-person) - \$350

President's Summit Only (March 29 to March 30 at noon) - \$200

Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200
 Municipal Leaders' Caucus Virtual - \$100

Event Category	Advocacy
Location	Westin Edmonton 10135 100 Street Edmonton AB T5J 0N7
Audience	This event is open to all elected officials and senior administrators from Alberta municipalities. Registrations outside of these parameters are not eligible and will be cancelled and refunded.
Ticket pricing	Full Registration (Both events, in-person) - \$350 President's Summit Only (March 29 to March 30 at noon) - \$200 Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200 Municipal Leaders' Caucus Virtual - \$100
How to register and submit questions	Registration coming in February!

Cancellation/Refund Policy

Any cancellation made prior to 4:30 pm on Friday, March 17 will be eligible for a full refund minus a \$10 administrative fee. Any cancellation made between March 17 at 4:30 pm and March 24 at 4:30 pm will be eligible for a 50% refund. Any cancellations made after 4:30 pm on March 24 will not be eligible for a refund. Registrations are transferrable. Please send all cancellation requests or changes to registration@abmunis.ca.

Summer Village of Norglenwold

February 17, 2023

Planning and Development

Request for Decision

Agenda Item: *Municipal Development Plan*

Background:

In September 2022, the Summer Village of Sunbreaker Cove had its Municipal Accountability Program (MAP) review. Municipal Affairs identified that the Municipal Development Plan does not contain provisions respecting the protection of agricultural operations as required by section 632(3)(f) of the *Municipal Government Act*.

Norglenwold's Municipal Development Plan is also missing the provisions respecting the protection of agricultural operations.

Administration is bringing forward the Municipal Development Plan for Council's review. This plan was passed in 2011 and Administration is wondering if this is still Council's vision. If Council is happy with the plan as current, Administration will amend it to include the required provisions listed below:

"The Summer Village is a small seasonal municipality where the predominant land use in the Summer Village is residential. Undeveloped lands within the Summer Village are intended to facilitate low-impact recreational activities and support the ecological health of Sylvan Lake. Large-scale agricultural activities and natural resource development would be incompatible with the Summer Village's current (and planned) community.

Land-intensive agricultural and natural resource developments occur in appropriate locations within the watershed. Large agricultural operations and confined feeding operations shall be prohibited within the summer village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged. Aggregate resource extraction developments shall be prohibited within the summer village. The development of oil and gas infrastructure (e.g., well sites, pipelines) shall be discouraged within the summer village. In the event that oil and gas infrastructure is proposed to be developed within the summer village, the development authority shall work with the proponents to discourage locating oil and gas infrastructure in areas with important natural features."

Options for Consideration:

- 1) That administration amend the policy to include the required provision.
- 2) That Administration obtain quotes to have the Municipal Development Plan rewritten.

Administrative Recommendations:

That Council discuss and provide direction to Administration.

Authorities:

Municipal Government Act, Section 632(3)(f)

A municipal development plan

(f) must contain policies respecting the protection of agricultural operations.



NORGLLENWOLD PLAN 2011

September 2011

NORGLENWOLD PLAN 2011
(being the Summer Village of Norglenwold Municipal Development Plan)

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1.0 WHAT IS NORGLNWOLD PLAN 2011

1.1 BACKGROUND

Norglenwold Plan 2011, being the Municipal Development Plan for the Summer Village of Norglenwold, is the chief community and land use planning document for the Summer Village. This Plan is primarily a policy document that serves as a framework to guide decisions on community growth, the uses of land and the conservation of resources, as well as the means to implement these decisions. The plan is mostly long-term and general in nature; in being so, it reflects the form and nature of community that is desired far into the future by Norglenwold's residents.

More detailed statutory plans, including area structure plans and area redevelopment plans, and outline plans may be adopted for portions of Norglenwold to provide greater detail for land use change, development and conservation measures.

1.2 LEGISLATIVE FRAMEWORK

As the Municipal Development Plan (MDP) for the Summer Village, Norglenwold Plan 2011 is a statutory plan adopted pursuant to the Municipal Government Act (Revised Statutes of Alberta 2000 Chapter M-26). While the Act makes it optional for municipalities with a population of less than 3,500 to adopt a Municipal Development Plan, Norglenwold views that having an MDP is important to guide Norglenwold into the future.

The Municipal Government Act requires that a municipal development plan address:

1. the future use of land within the municipality,
2. the manner of and proposals for future development in the municipality,
3. the coordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is not intermunicipal development plan with respect to those matters in those municipalities,
4. the provision of transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities,
5. the provision of municipal services and facilities either generally or specifically,
6. policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities,
7. policies respecting the provision of municipal, school or municipal and school reserves, and policies respecting the protection of agricultural operations.

The Municipal Government Act also indicates that a municipal development plan may address, among other matters:

1. environmental matters,
2. coordination of programs related to the physical, social and economic development, and
3. goals, strategies and policies.

1.3 Relationship with Other Plans

Norglenwold Plan 2011 is greatly directed by Norglenwold's 'Strategic Planning Directions'. These directions provide the Vision Statement of the municipality, as well as its core values and guiding principles, which are cited in Section 4 of Norglenwold 2011. As required by the Municipal Government Act, all other statutory plans when adopted by the Summer Village must be consistent with Norglenwold Plan 2011,

Norglenwold has an extremely small land base. Most of the land within the municipality is presently developed or set aside for open space/park purposes. Because the municipality wishes to share in the responsibility of managing and guiding future land use change around the southwest portion of Sylvan Lake, Norglenwold's Growth Strategy casts a vision to expand the Summer Village's land base by annexing lands currently within Red Deer County. In support of this, Norglenwold is prepared to enter an intermunicipal development plan with Red Deer County and/or the Town of Sylvan Lake.

As one of eight municipalities around Sylvan Lake, Norglenwold remains committed to integrated lake-wide planning through the Sylvan Lake Management Plan, and any successor documents. Norglenwold Plan 2011 has been prepared to reflect with the Sylvan Lake Management Plan.

1.4 Plan Preparation Process

Norglenwold's residents provided considerable input into the previous municipal development plan – Plan 2000. The relevance of that plan has been monitored by the Council and administration of the Summer Village since its adoption.

Since 2000, there has been increasing growth pressures around Sylvan Lake, including adjacent and near to Norglenwold. In response to these pressures, in the Fall of 2010 the Town of Sylvan Lake revealed possible intentions, through an intermunicipal development planning process with Red Deer County, to expand the town boundaries so all land adjacent to the Summer Village would house a portion of the Town's future population growth. This is inconsistent with the Summer Village's actions in 2008 of serving notice to annex adjacent lands as a means to implement the land base expansion provisions in Plan 2000.

In January 2011, Norglenwold undertook action to review Plan 2000, recognizing that a review was timely, and necessary, to respond to growth pressures and the intermunicipal development plan being prepared by the Town and County.

The process to review and adopt the new municipal development plan – Norglenwold Plan 2011, included stakeholder collaboration and input through:

- community input at the 2011 Annual General Meeting in June
- community residents' response forms
- discussions with Red Deer County and the Town of Sylvan Lake
- meeting with representatives of municipalities around the Lake
- municipal written responses
- responses from public stakeholders
- a public hearing.

1.5 Organization of Norglenwold Plan 2011

Norglenwold Plan 2011 is divided into a series of sections.

Sections 1.0 and 2.0 respectively provide an introduction to the plan and to the municipality of Norglenwold.

Section 3.0 provides the vision of the community Norglenwold aspires to be in the future, and the values that are core to the community's future.

Section 4.0 outlines the strategic directions seen by the municipality to help achieve its vision.

Sections 5 through 10 address: quality of life aspects, the conservation of the environment, the provision of open spaces including natural areas, managing growth and change, the future municipal form and the uses of land, and the provision of road and utility infrastructure.

Section 11 addresses intermunicipal planning and cooperation.

Section 12 outlines how the planning policies are to be implemented.

Section 13 provides definitions to assist in understanding this Plan.

Appendix A is a guideline for environmental reviews. Appendix B is a guideline for visual impact assessments.

1.6 Interpretation

In Norglenwold Plan 2011:

"Shall" policies are mandatory and must be complied with.

"Should" policies encourage actions to achieve the intention or intentions of the policy, but action is not mandatory.

"May" policies are discretionary as to the level of compliance on a case by case basis as determined by the applicable authority.

"This Plan" means the Norglenwold Plan 2011.

2.0 THE SUMMER VILLAGE OF NORGLNWOLD

2.1 Regional Setting

As shown on Map 1, the Summer Village of Norglenwold is located at the southern end of Sylvan Lake, which is approximately 15 kilometers west of the City of Red Deer. Sylvan Lake is a very significant Alberta lake because of its central location along the Edmonton – Calgary corridor. Due to its attractive physical and environmental attributes, the Lake is a popular recreation area.

Norglenwold shares the Lake with other seven other municipalities - the Summer Villages of Jarvis Bay, Birchcliff, Sunbreaker Cove and Half Moon Bay; the Town of Sylvan Lake; Red Deer County; and Lacombe County.

2.2 Historical Overview

Seasonal cabins date back to the 1920's and 1930's. The early subdivisions were Northey Point (1911), Whitewold Beach (1912), Lyle Landing (1947) and Glen-Innes (1956). Through a provincial legislative order in December 1964, signed by Minister A.J. Hooke, on January 1, 1965 these four subdivision-communities were incorporated into "The Summer Village of Norglenwold".

The name "Norglenwold" was derived from three of the four early subdivisions: Nor (Northey Point), Glen (Glen-Innes) and Wold (Whitewold Beach).

The community is generally very lineal, being developed along the Lake from east (Northey Point) to west (Lyle Landing), and subsequently further west along Last Chance Way. More recently developments extended the Summer to the southeast where Sylvan Harbour Estates was developed adjacent to the Town of Sylvan Lake's Marina Bay Estates. Non lakefront developments have occurred by Sylvan Lane and in Ravenscrag.

In 1997 a sanitary sewer system was upgraded in Sylvan Harbour Estates (Rustic Crescent) and connected to the Town of Sylvan Lake's wastewater system and treatment facilities. In 2009, with the completion of a municipal wastewater trunk line the remainder of Norglenwold began to connect to the regional system that uses the Town's wastewater treatment facility. This is an excellent example of shared services among neighboring municipalities.

Norglenwold continues to evolve into a municipality of permanent residents. With this trend there is a marked increase in redevelopment of existing properties, a demand for serviced lots in new developments and some pressure for more municipal services such as water and street lighting.

Recognizing the importance of water and wastewater services to the Summer Village and the whole lake, Norglenwold became a founding member of the Sylvan Lake Regional Wastewater Commission and the Sylvan Lake Regional Water Commission, which has as a priority to investigate water availability for future growth and development around the Lake.

3.0 VISION AND CORE VALUES

3.1 Vision Statement

A vision statement expresses what the community desires to be in the future, a generation and more from now.

Norglenwold's vision statement is:

The Summer Village of Norglenwold, even with growth and expansion, remains a quiet residential community with cost effective services. Working cooperatively with all other communities around Sylvan Lake, it is an effective steward of the environment for the benefit of residents, visitors and future generations.

3.2 Core Values

In pursuing the community vision, Norglenwold holds the following core values.

1. Community autonomy, but actively partnering with other communities to mutually achieve common interests and goals.
2. Quiet enjoyment of private property.
3. Quality of life of its residents, which is to be maintained and enhanced by building on the advantages of being a small community, including community pride, personal and community safety, supportive social networks and community involvement
4. Conservation of natural features, including their preservation wherever possible.
5. Sharing responsibly in planning, managing and guiding growth and land use change around Sylvan Lake.
6. Participatory municipal governance that reflects changing demographics and technology.

4.0 STRATEGIC PLANNING DIRECTIONS

4.1 Introduction

Recognizing ongoing pressures for a multitude of changes around Sylvan Lake, the Summer Village realizes the importance to once again look to the future.

- To look at how the Summer Village may help shape change.
- To look at protecting the environment of the Lake and its shorelands.
- To look at maintaining the quality of life valued by the residents of the Summer Village.
- To look at how the community vision, core values and principles can be articulated through strategic planning directions that maintain the ambiance of the community while guiding growth.

4.2 Change: What's Happening and What's Anticipated

Over the past ten years, there have been many changes around Sylvan Lake, including in and near the Summer Village. Pressures for land use change have grown considerably and will continue given the quality of the recreation resource values offered by the Lake and its central location within the Edmonton – Calgary corridor. With the growth of Red Deer as a major provincial centre, more than ever people are looking at the attractiveness of the Lake and its shorelands as a place to settle and raise a family, and where to recreate.

As well, the Town of Sylvan Lake has boomed as an economic centre, resulting in heightened pressure for places to live, especially around the south end of Sylvan Lake. The Town has looked to the future through its 2008 Growth Strategy. It foresees the need to plan the expansion of the Town to accommodate a projected population of at least 60,000 people, over four times the current population. In cooperation with Red Deer County, the two municipalities are preparing an Intermunicipal Development Plan to direct future growth which is compatible with the rural and urban character of the area, including the environment of Sylvan Lake.

Lacombe County also has responded to pressures for land use by preparing the Lacombe County Sylvan Lake Area Structure Plan. Similar in purposes to the draft Red Deer County/Town of Sylvan Lake Intermunicipal Development Plan, important goals of this plan are to provide clear and comprehensive policies to guide land use decisions, and in doing so manage growth to ensure the long term health of the Lake while minimizing impacts on existing residents.

4.3 A Key Choice in Responding to Change

Growth and change around Sylvan Lake, and perhaps especially the southern shorelands, are inevitable. The draft Red Deer County/Town of Sylvan Lake Intermunicipal Development Plan foresees the expansion of the Town to embrace all lands adjacent to the Summer Village.

As such, the Summer Village of Norglenwold is faced with a very key choice. It can maintain its present land base and respond to the form of land use change set out by a neighbouring community on lands adjoining the Summer Village. Or, it can proactively

share in the responsibility of responding to growth by actively addressing the challenges of growth through expanding the Summer Village's land base and, in cooperation with its municipal neighbours, accommodating land use change in ways that are in keeping with the vision, values and principles of the Summer Village.

Norglenwold has chosen to share in managing growth and land use change by seeking to expand the municipal boundaries. While strategic planning directions are always important to a municipality, they are even more important when a municipality determines it should increase its land base.

4.4 Guiding Principles

In addition to the Vision and Core Values in Section 3.0, the Summer Village's strategic planning directions also need to be guided by fundamental principles. These principles will guide Norglenwold's Council, administration and residents in making decisions and directing actions regarding future land use, the provision of infrastructure and the delivery services important to the quality of life in the Summer Village.

The guiding principles, which were mostly initially enunciated in Plan 2000, are:

1. Norglenwold is committed to collaborating with all municipalities around Sylvan Lake to build and maintain positive and mutually beneficial relationships.
2. Norglenwold is committed to collaborating with neighboring municipalities and other levels of government regarding matters of mutual significance.
3. Particularly, Norglenwold is committed to collaborating with all municipalities around Sylvan Lake to conserve the environmental health of the Lake and the enjoyment of its recreation attributes.
4. Norglenwold will foster appropriate and compatible uses of land.
5. Norglenwold will advance the provision of safe, efficient and cost effective infrastructure which will meet the present and future needs of residents.
6. Norglenwold is committed to collaborating with neighboring municipalities and other levels of government regarding utility, transportation, recreation, health and cultural services.
7. Norglenwold recognizes individual property rights need to be respected in planning, subdivision and development approval processes while also considering the greater public good.
8. Norglenwold is committed to sound financial management.
9. Norglenwold supports the provision of an effective and accessible municipal government committed to public participation in decision making.

4.5 Strategic Planning Directions

The Summer Village of Norglenwold strategic planning directions are comprised of the following seven key strategies and associated actions:

1. Recognize the need to responsibly share in responding to growth and change at the south end of Sylvan Lake by:
 - (a) working cooperatively with Town of Sylvan Lake and Red Deer County to address and shape future growth;
 - (b) undertaking and implementing joint plans with neighbouring municipalities;
 - (c) continuing to encourage and participate in cooperative watershed planning initiatives;

- (d) continuing to engage the community in determining directions for land use development and resource conservation.
- 2. Expand the Summer Village land base by:
 - (a) identifying lands for the near and long term growth of Norglenwold;
 - (b) annexing lands in a timely manner in consultation with Red Deer County.
- 3. Conserve land based resources by:
 - (a) avoiding the premature conversion of agricultural land to other uses;
 - (b) planning for natural areas to remain an integral part of the community fabric.
- 4. Protect the Lake environment by:
 - (a) cooperating with municipalities around the Lake to ensure the long-term health of the Lake;
 - (b) conserving riparian areas;
 - (c) cooperating in the education of landowners and lake users on the importance of protecting significant shoreline fish habitat.
- 5. Accommodate residential development by:
 - (a) maintaining the character and ambiance of existing residential areas;
 - (b) establishing certainty for future residential land in the expanded community;
 - (c) identifying and promoting appropriate new approaches to residential development;
 - (d) providing for densities and forms of residential neighbourhoods whose collective footprint on the land is smaller than traditional residential development in Norglenwold;
 - (e) exploring opportunities for the joint development of residential areas in and adjacent to the Summer Village.
- 6. Shared approach in the provision of infrastructure and 'soft' services by:
 - (a) continuing to encourage and participate in the regional delivery of wastewater services;
 - (b) continuing to seek, and then participate in, the regional delivery of water services;
 - (c) continuing to cooperate with the Town of Sylvan Lake, Red Deer County and the Province in the integration of the road network;
 - (d) continuing to cooperate with municipalities in the delivery of community recreation, library, cultural and emergency services;
 - (e) continuing to promote access to quality education and health care.
- 7. Implementation through statutory plans by:
 - (a) updating and reviewing at least every six years the Municipal Development Plan;
 - (b) undertaking jointly with the Town of Sylvan Lake and Red Deer County, a detailed land use plan for the lands adjacent and near the Summer Village;
 - (c) requiring area structure plans or outline plans to guide the use and development of land.

These strategic planning directions are given greater detail in the policies contained in Sections 5.0 to 12.0.

5.0 QUALITY OF LIFE**5.1 Introduction**

Of fundamental importance is the continuation of the high quality of life enjoyed by the residents of Norglenwold. The community has been a quiet, secure and safe place to live. Even with future growth these aspects remain a high priority as facets that will contribute to the livability and sustainability of Norglenwold. Therefore, the presence and availability of protective and emergency services is important, as is access to quality education, recreation, cultural and health care facilities and services.

5.2 Goals

5.2.1 The quality of life goals are:

1. To sustain the high quality of life enjoyed by Norglenwold residents.
2. To continue to evolve as a healthy and safe community.

5.3 Policies

5.3.1 Norglenwold shall work cooperatively with other municipalities and agencies around the Lake to minimize noise pollution.

5.3.2 From time to time Norglenwold may request input from the Norglenwold Safety Committee to review safety within the community and other related concerns.

5.3.3 In cooperation with the police protection service providers, Norglenwold shall continue to provide the appropriate level of protective services as needs change and the population grows.

5.3.4 Norglenwold should promote crime prevention through such strategies as community education and CPTED (crime prevention through environmental design) in site planning and property development as a means to enhance security and safety within the municipality.

5.3.5 In cooperation with the providers of fire and ambulance services, Norglenwold shall continue to provide the appropriate level of emergency services.

5.3.6 Norglenwold shall continue to cooperate with neighbouring municipalities and the applicable agencies to ensure an effective emergency response plan is in place for the community and neighbouring areas.

5.3.7 Norglenwold shall continue to work with neighbouring municipalities to achieve a mutually beneficial approach to the provision of recreation, library and cultural facilities and services.

5.3.8 Norglenwold continues to encourage access to quality education facilities and quality health care for its residents.

6.0 CONSERVATION OF THE ENVIRONMENT

6.1 Introduction

Sylvan Lake and the natural areas within and near Norglenwold offer many benefits, including the opportunity to experience, enjoy and respect the natural world. Environmental awareness and the benefit of hindsight to past mistakes have instilled a motivation to manage and monitor changes to the environment, especially the Lake, its riparian areas, wooded areas and the watershed, including land uses therein and impacts on small stream courses. The conservation of important ecosystems is not only important for the sustaining health of the natural systems but also for maintaining the quality of life for residents of and visitors to Norglenwold and other municipalities and sites around Sylvan Lake.

6.2 Goals

6.2.1 The conservation of the environment goals are:

1. To protect the water quality of Sylvan Lake.
2. To conserve natural areas, features and habitat, and seek to preserve areas and features which are especially significant or sensitive.
3. To preserve lake escarpments.
4. To maximize the provision of open space throughout the community.
5. To avoid the premature conversion of agricultural land to other uses.
6. To ensure the appropriate reclamation and future use of hazardous sites.
7. To support initiatives that increase awareness and public involvement in sustaining the environment.

6.3 Policies

- 6.3.1 Norglenwold shall commit to environmental leadership to conserve, protect and improve the environment of Sylvan Lake and its watershed for the benefit of residents and recreators around the Lake.
- 6.3.2 Norglenwold shall recognize the importance of ensuring the principles of sustainable development and environmental sensitivity are embodied in all planning decisions, particularly those related to the implementation of the Growth Strategy; and lakeside development.
- 6.3.3 Norglenwold shall encourage all private citizens and all levels of government to recognize their roles and responsibilities in maintaining or improving the quality of the environment.
- 6.3.4 Norglenwold shall encourage preventative approaches to environmental concerns, including but not limited to the implementation and enforcement of by-laws regarding vegetation management and tree removal.
- 6.3.5 Norglenwold shall ensure that applications for subdivision and development include measures that minimize or mitigate any negative impacts on surface water drainage, soil erosion and the quality and availability of ground water.

- 6.3.6 Norglenwold shall not allow development adjacent to or near the shores of the Lake, including reserves, and other open spaces, unless the proponent can demonstrate to the satisfaction of the Summer Village the development will not:
- (a) reduce lake water quality;
 - (b) degrade fish or wildlife habitat; or
 - (c) adversely impact the area's visual or natural quality through inappropriate or excessive removal of vegetation.
- 6.3.7 Norglenwold shall restrict development below the 938.0 m (3077.4 ft) contour on private land adjoining the Lake unless, with the prior approval of the Summer Village, the site is filled to a level sufficient to limit flooding and ice damage in a way that will not detrimentally impact riparian vegetation and aquatic habitat.
- 6.3.8 Should Norglenwold expand onto lands that abut the shoreline of Sylvan Lake, the Summer Village shall require statutory plans, outline plans and decisions on subdivision applications or development applications, as the case may be:
- (a) to provide a 30 m environmental reserve and/or environmental reserve easement along the shoreline. If this 30 m does not extend at least 6 m beyond the top-of-bank, the environmental reserve and/or environmental reserve easement shall be widened to extend at least 6 m beyond the top-of-bank, and
 - (b) where there is no environmental reserve, environmental reserve easement and/or municipal reserve, to require development to be set back 30 m from the shoreline. If this 30 m does not extend at least 6 m beyond the top-of-bank, the development setback shall be widened to extend at least 6 m beyond the top-of-bank.
- 6.3.9 Through the applicable approval processes, Norglenwold shall encourage the protection and enhancement of fish and wildlife habitat by:
- (a) requiring subdivision and development to be designed in a way that is sensitive to the character of the habitat; and
 - (b) ensuring to the greatest extent possible that effects on natural features are minimized, including through actions to mitigate effects.
- 6.3.10 Norglenwold may require an environmental review (see Appendix A) to be prepared, to the satisfaction of the Summer Village, as part of a plan, subdivision or development proposal. An environmental review shall include, but is not limited to:
- (a) a description of the environmental sensitivity of the lands proposed for development and the surrounding area;
 - (b) the identification of the nature and significance of any adverse impacts associated with the proposed development during construction;
 - (c) the identification of the nature and significance of any adverse impacts associated with activities that will result from the development;
 - (d) the inclusion of an environment protection plan to:
 - (i) alleviate any adverse impacts;
 - (ii) monitor the performance of the environmental measures; and
 - (iii) identify any residual impacts and their significance on any or all of the following: fish and wildlife, vegetation, soils and terrain, water quantity and quality, shoreline, surface drainage and aquifers.
- 6.3.11 Should an environmental review identify a site contains a landfill or other hazardous land use, Norglenwold shall not approve development that is inappropriate on or
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- adjacent to these sites. For any use of land that may be allowed on or adjacent to these sites, Norglenwold shall require the development to be designed to mitigate risk.
- 6.3.12 Norglenwold shall encourage and, where applicable, through the approval of area structure plans, outline plans, subdivisions and developments require the conservation of drainage courses by protecting the integrity of the channels and maintaining riparian vegetation.
- 6.3.13 In its land use decisions, Norglenwold shall recognize the importance of ground and surface water in supporting wildlife.
- 6.3.14 Through land use plans and decisions on subdivision and development, Norglenwold shall require that roadways be located and designed to minimize impacts on natural areas, parks and neighbourhoods.
- 6.3.15 Unless there are extenuating factors, Norglenwold shall discourage resource extraction in the Summer Village in order to greatly reduce or eliminate the impacts of noise, traffic, dust, odor and flaring on the quality of life in Norglenwold.
- 6.3.16 For any resource extraction proposed near the Summer Village, Norglenwold may advise the approving authority to establish appropriate setbacks and mitigation measures to minimize any possible adverse impacts upon the residents of the Summer Village caused by noise, traffic, dust, odor and flaring.
- 6.3.17 Should Norglenwold expand onto lands containing active agricultural operations, Norglenwold shall require land use plans and decisions on land uses to avoid the premature conversion of agricultural land to other uses.
- 6.3.18 Norglenwold shall participate in seeking regional solutions, acceptable to the Summer Village, for the provision of water and wastewater services in order to protect the quantity and quality of lake water and aquifers.
- 6.3.19 Norglenwold supports a regional approach to the provision of one or more formal public boat launches around the Lake providing the location is not in an environmentally sensitive habitat location as identified in the Sylvan Lake Management Plan and any amendments and successor plans thereto.
- 6.3.20 Norglenwold should encourage its residents and visitors to reduce the solid waste stream by promoting an integrated waste management program designed around the four R's - Reduce, Reuse, Recycle and Recover.
- 6.3.21 Norglenwold may consider the establishment of an Environmental Advisory Committee to advise Council as required and to develop environment assessment awareness programs for residents.
- 6.3.22 Norglenwold shall encourage efforts by local environmental groups and Alberta Environment to monitor the quality of lake water on a regular basis, and to support the development of a Sylvan Lake Water Quality Management Plan.
- 6.3.23 Norglenwold may add provisions in the Land Use Bylaw to manage the protection of vegetation cover, including woodlands, and to regulate the removal of trees.
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7.0 RESERVES AND OPEN SPACES

7.1 Introduction

Open spaces, including natural areas, recreation parks and linked pathways, are important to the high quality of life enjoyed by Norglenwold's residents. Recreation is important to the health of people. Equally, the conservation of natural areas is important to the health of the environment, including wildlife. In future planning for Norglenwold, there is a need to balance the protection and use of natural areas. The linking of open spaces has become more important in community planning as people enjoy walking and biking more. At present, there is no foreseen need to provide land to accommodate a school, but should the community's land base expand in the future this option needs to be considered.

7.2 Goals

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.

7.3 Policies

- 7.3.1 Should Norglenwold expand onto lands that abut the shoreline of Sylvan Lake, the Summer Village shall require statutory plans, outline plans and decisions on subdivision applications and development applications to provide environmental reserve and/or environmental reserve easement and development setbacks in accordance with Policy 6.3.8.
- 7.3.2 Norglenwold may consider the dedication of an environmental reserve easement in place of dedication of an environmental reserve, but only where it is abundantly clear that the land is not suitable for public access.
- 7.3.3 Except as otherwise provided for in Policies 7.3.4 and 9.3.23, Norglenwold shall require 10 percent of the total parcel being subdivided, less any land dedicated as environmental reserve, to be dedicated as municipal reserve, school reserve or municipal and school reserve as provided for in the *Municipal Government Act*. The dedication of all or a portion of the reserve owing may be deferred to the remaining portion of the land being subdivided.
- 7.3.4 By consulting with landowners and developers Norglenwold shall encourage the dedication of reserve land to be greater than 10 percent where the additional dedication is to conserve natural areas that do not meet the definition of environmental reserve lands or to enlarge recreation sites.
- 7.3.5 Notwithstanding Policy 7.3.3, Norglenwold may accept cash-in-lieu of reserve lands in non-residential areas.

- 7.3.6 To promote development to back onto main roads, Norglenwold:
- (a) should Norglenwold annex lands along the south or west side, as the case may be, of Grand Avenue, Honeymoon Drive, Last Chance Way and Aspen Lane, when the land is approved for subdivision the Summer Village shall require the dedication of municipal reserve adjacent to the road;
 - (b) should the lands along the south or west side, as the case may, be of Grand Avenue, Honeymoon Drive, Last Chance Way and Aspen Lane, not be annexed to the Summer Village and approved for subdivision by another municipality, Norglenwold shall request the dedication of municipal reserve adjacent to the road; and
 - (c) when land is subdivided along other main roads, either currently within the Summer Village or on lands that may be annexed to the Summer Village, Norglenwold may require municipal reserve adjacent to one or both sides of these other main roads.
- 7.3.7 In consultation with the school authority, if a school or a municipal and school reserve allocation is required, Norglenwold shall require the site be identified in an area structure plan.
- 7.3.8 Norglenwold shall require, wherever possible, municipal reserve:
- (a) to be developable and usable;
 - (b) to be located and configured to render the municipal reserve useful for the provision of recreation parks, more natural open space and/or trails;
 - (c) to promote linkages among open spaces, including municipal and regional trail corridors; and
 - (d) to promote trail access to the Sylvan Lake shoreline at appropriate locations.
- 7.3.9 Norglenwold shall require that trails be located and designed to minimize impacts on adjacent private property and natural areas through which trails may be located.
- 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.
- 7.3.11 The undeveloped connecting portions of the Honeymoon Drive and Grand Avenue road allowance shall remain in their natural state to form part of a shoreland natural area park which should include a pedestrian/bicycle trail. Norglenwold may take action to close the undeveloped portion of these road allowances.
- 7.3.12 Should the land base of Norglenwold expand in the future, the Summer Village shall plan to provide a variety of types of parks and recreation areas to complement the open spaces currently within the community.
- 7.3.13 In natural areas Norglenwold shall support, where appropriate, recreation uses that are in keeping with the sensitive nature of these areas.
- 7.3.14 Norglenwold shall not support a formal public boat launch at any location along the shoreline of the Summer Village due to the location of significant fish habitat along a majority of the shoreline, and the land use, traffic, parking and noise conflicts that
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would be created by a public boat launch.

- 7.3.15 Norglenwold encourages the development of a regional trail network, which includes links to, or possibly through, the Summer Village and shall endeavor to participate, as deemed appropriate to the Summer Village, with others in the planning and development of the trail system or portions thereof.

8.0 MANAGING GROWTH AND LAND USE CHANGE

8.1 Introduction

As an extremely attractive place for living and recreating, Sylvan Lake continues to attract significant pressures for land use change all around the Lake. These pressures require municipalities to prepare and adopt plans that will guide and manage future growth and land use development. For example, planning by the Town of Sylvan Lake envisions a community of over 60,000 people, more than four times the current population. Some of the Town's residential growth may extend to all of the lands adjacent to Norglenwold.

In responding to growth pressure, the Summer Village essentially had two basic options:

1. Maintain its current boundaries, thus recognizing the Town will direct and manage land use changes on lands adjacent to Norglenwold; or
2. Expand the Summer Village boundaries to provide the Summer Village the ability to direct and manage land use change on these adjacent lands.

The Summer Village of Norglenwold Growth Strategy, approved by the community in June 2011, directs the Summer Village to pursue option 2.

Annexing adjacent lands will enable Norglenwold to responsibly share in the accommodation and management of future growth and land use change. It is intended that this be achieved through joint planning with the Town, in consultation with Red Deer County, for lands of mutual interest to the Summer Village and Town. Should lands annexed to the Summer Village, Norglenwold will amend Norglenwold Plan 2011 and prepare, or have prepared, area structure plans for these lands. The management of growth and land use change does not only look to future expansion lands, but also needs to address lands currently within the community. The retention of the amenities of present neighbourhoods is important to current and future residents of these neighbourhoods.

8.2 Goals

The managing growth and land use change goals are:

1. To sustain the quiet village feel of Norglenwold.
2. To maintain the attractiveness of current residential areas
3. To provide for the expansion of the municipal land base by working with the Town of Sylvan Lake and Red Deer County to identify and protect future growth areas for the Summer Village and Town.
4. To direct growth to locations that are or can be effectively serviced by existing and future infrastructure.
5. To adopt and implement land use plans to guide future growth and development.

8.3 Policies

- 8.3.1 Through Norglenwold Plan 2011, the Summer Village shall seek to implement the strategic directions contained in the Summer Village of Norglenwold Growth Strategy. The seven strategic planning directions in the Growth Strategy are provided in Section 4.5 of this Plan.

- 8.3.2 Norglenwold shall encourage and continue to participate in lake-wide cooperative planning initiatives.
- 8.3.3 Norglenwold shall work together with the Town of Sylvan Lake, Red Deer County and other stakeholders to prepare a detailed land use plan for the lands north of Highway 11A and east of Range Road 2-1. This plan is to address, but not be limited to, the following:
- (a) allocation of land uses, either generally or specifically;
 - (b) utility servicing concepts;
 - (c) cost sharing agreements;
 - (d) the lands to be annexed to each municipality in the future;
 - (e) how the detailed land use plan is to be implemented by the municipalities; and
 - (f) a process for mediation, should mediation be required.
- 8.3.4 Norglenwold shall seek to annex lands to the Summer Village in accordance annexation phasing strategy to be identified in the detailed land use plan identified in Policy 8.3.3.
- 8.3.5 To manage growth on lands that may be annexed to the Summer Village, Norglenwold shall:
- (a) amend Norglenwold Plan 2011; and
 - (b) prepare, or have prepared, and adopt one or more area structure plans for the annexed land.
- 8.3.6 Norglenwold shall require the preparation of an area structure plan to guide land use change, unless the change is determined by the Summer Village to be minor such that it will have little or no affect on surrounding land uses.
- 8.3.7 To guide growth and manage land use change, a fundamental goal of any land use plan shall be to sustain the quiet village feel of Norglenwold.
- 8.3.8 Notwithstanding Policy 6.3.10, as part of the preparation of an area structure plan, an Environmental Review (Appendix A) shall be required and a Visual Impact Assessment (Appendix B) may be required.
- 8.3.9 An area structure plan shall describe:
- (a) the sequence of development proposed for the area;
 - (b) the land uses proposed for the area, either generally or with respect to specific parts of the area;
 - (c) the density of population proposed for the area, either generally or with respect to specific parts of the area; and
 - (d) the location of major transportation routes and public utilities.
- 8.3.10 In addition to the mandatory contents prescribed in Policy 8.3.9, Council may require an area structure plan to address:
- (a) the impact of development on adjacent uses and the environment, and the means proposed to mitigate impacts;
 - (b) how the development will conserve or protect the shoreline, tree rows, woodlands, water courses, wetlands, wildlife corridors and other natural features if any are contained within the site;

- (c) the structure of the internal roadway system and any required improvements to address safe and convenient access and identify and mitigate traffic impacts on external roadways, including intersections with those roadways;
- (d) the servicing of the land with water, wastewater, electric power, natural gas, visual and audio communication utilities and stormwater management;
- (e) impacts on protective, emergency, education and recreation services;
- (f) the provision of open spaces and trails;
- (g) the provision for schools, if required; and
- (h) the provision for separation and/or screening from main roads and land uses that may be incompatible.

8.3.11 Norglenwold may only approve an application for redesignation, subdivision or development when the application substantially meets the expectations of the Summer Village regarding:

- (a) suitability of the features of the site for the proposed use or uses;
- (b) site design, including scale, parcel sizes and density;
- (c) impact on the site and adjacent lands, including land uses thereon;
- (d) compliance with any applicable statutory plan, approved outline plan and the Land Use Bylaw;
- (e) impacts on the environment, including sensitive lands, and the proposed means to mitigate impacts;
- (f) traffic impacts and the proposed means to mitigate impacts;
- (g) provisions for road widening, road improvements and intersection improvements for access roads leading to the site;
- (h) design of internal road linkages with adjacent lands;
- (i) provisions for water and wastewater services;
- (j) provisions for stormwater management;
- (k) provisions for open space, including open space corridors;
- (l) dedication of land for environmental reserve, municipal reserve, school reserve, municipal and school reserve or money-in-lieu of land;
- (m) aesthetic details, including the retention of natural features and landscaping within and on lands adjacent to the site;
- (n) impact on and provisions for public pedestrian access to the Lake;
- (o) adequacy of the availability of community services;
- (p) community consultation program; and
- (q) any other matters required by the Summer Village.

8.3.12 Norglenwold may only approve significant changes to land use or the density thereof on the lands currently within the Summer Village, as shown on Map 2, through the preparation and adoption of an area redevelopment plan.

8.3.13 As a condition of subdivision and development approval, Norglenwold may require an applicant to enter into an agreement to construct or pay for any or all of the following:

- (a) a road required to give access to the subdivision or development;
- (b) a pedestrian pathway system;
- (c) utilities, other than telecommunication systems,
- (d) off-street loading and unloading facilities;
- (e) off-street or other parking facilities; and
- (f) security to ensure the terms of the agreement are carried out.

- 8.3.14 Norglenwold may require in a manner and for the purposes of consistent with the Municipal Government Act:
- (a) a redevelopment levy in respect of development in an area redevelopment plan area; and
 - (b) an offsite levy, adopted by bylaw, to pay for all or part of the capital cost of new or expanded water utility services, new or expanded wastewater services, new or expanded stormwater services, new or expanded roads required for or impacted by a subdivision or development, and land to connect any of the aforementioned roads and services.
- 8.3.15 Norglenwold's Subdivision Authority may approve an application for subdivision approval and Development Authority may approve an application for development approval or conformity of a real property report if, in the opinion of the Authority that the subdivision or development on that land would not:
- (a) unduly interfere with the amenities of the neighbourhood, or
 - (b) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and
 - (c) the proposed subdivision or development conforms with the use prescribed for that land or building in the Land Use Bylaw.

9.0 FUTURE SUMMER VILLAGE FORM AND LAND USES**9.1 Introduction**

In 2011 most of the land within Norglenwold is developed for residential and open space uses. Only a small portion of land remains undeveloped, and it is allocated for residential use in a manner consistent with adjacent residential areas.

There are two forms of residential areas currently within Norglenwold, one being the linear shoreline residential areas. The older areas generally contain lots that are 50 feet wide and long, extending to the shoreline or a reserve along the shoreline. The newer shoreline lots in the northwest portion and southeast corner of the Summer Village are wider but not as deep, so extending to the shoreline or a reserve along the shoreline. The second form of residential area is the estate residential areas. These have a country residential feel through the provision of larger lots.

Two challenges are evident for planning the future of the Summer Village. One is to maintain the ambience of existing quiet lakeside and estate neighbourhoods. The second is to guide the expansion of Norglenwold so it remains safe and quiet through planning creative neighbourhoods that extend the ambience of the presently developed portions of the community.

Important too, is that the Summer Village recognizes the Town of Sylvan Lake is the commercial and business centre for the Lake area. Norglenwold does not desire to compete for these types of land uses. As the Summer Village population grows, only localized commercial land uses will be appropriate. Most certainly, industrial and business park uses are not desired to be part of Norglenwold's village atmosphere. Also, as the Summer Village grows it will need to consider provisions for other land uses, including community, recreation, education and cultural, to contribute to quality of life desired by residents.

9.2 Goals

9.2.1 The future Summer Village form and land use goals are:

1. To maintain the ambience of existing shoreline and estate residential areas.
2. To envision future residential neighbourhoods that are creative, yet not incompatible with existing neighbourhoods.
3. To encourage compatible land use patterns.
4. To accommodate neighbourhood commercial land uses of a scale and nature suitable to residential areas.
5. To provide for municipal, community, recreation, education and cultural buildings and facilities.
6. To discourage industrial and hazardous land uses from locating within the community.

9.3 Policies**Land Uses**

9.3.1 Norglenwold shall guide the use of lands as shown on Map 2, General Land Use.

Future Community Form

- 9.3.2 Planning the future form of Norglenwold shall be guided by the vision for the Summer Village to remain a quiet residential community.
- 9.3.3 As guided by this Plan, Norglenwold shall require land use plans and the Land Use Bylaw to shape the form of Norglenwold in a manner which is suitable to both its lakeside location and adjacency to the Town of Sylvan Lake.
- 9.3.4 The future form of Norglenwold is to promote a small village feel, being;
- (a) primarily residential;
 - (b) quiet and safe;
 - (c) appealing, in part through the retention of a series of natural areas and other open spaces; and
 - (d) laced with pathways to promote a walkable community.
- 9.3.5 Norglenwold shall revise the Land Use Bylaw to replace the existing residential land use district with the following residential land use districts:
- (a) shoreline residential district; and
 - (b) estate residential district.
- Should Norglenwold expands its land base, one or more additional residential districts shall be required to be added to the Land Use Bylaw.

Shoreline Residential Areas

- 9.3.6 Norglenwold shall promote private landowners of shoreline lots to keep the shoreline as natural as possible to maintain natural ecosystems.
- 9.3.7 Through community consultation and action, Norglenwold should consider adopting a shoreline maintenance program for private and municipal lands along the shoreline.
- 9.3.8 Unless the parcel was created prior to the adoption of this Plan, Norglenwold shall require residential parcels that abut the Lake or a reserve along the Lake to be a minimum 50 feet (15.24 m) wide and contain at least 7,500 sq. ft. (697 m²).
- 9.3.9 In establishing the shoreline residential district, Norglenwold shall set out among other matters:
- (a) the maximum footprint of all buildings, as a percentage of parcel size;
 - (b) the maximum height of main and accessory buildings;
 - (c) the minimum percentage of soft landscaping to be provided;
 - (d) site design requirements that will minimize the flow and/or rate of water drainage to the Lake.
- 9.3.10 The only type of residential building allowed in the shoreline residential district as a permitted use is a detached dwellings. Manufactured dwellings may be listed as a discretionary use, but approval of this form of dwelling may only be where it is demonstrated to the satisfaction of Norglenwold that the design and appearance of the manufactured dwelling is compatible with other dwellings adjacent and nearby.

Estate Residential Areas

- 9.3.11 Unless the parcel was created prior to the adoption of this Plan, in the estate residential area Norglenwold shall require a minimum parcel size of 1,860 m² (20,126 sq ft).
- 9.3.12 In establishing the estate residential district, Norglenwold shall set out among other matters:
- (a) the maximum footprint of all buildings, as a percentage of parcel size;
 - (b) the maximum height of main and accessory buildings; and
 - (c) the minimum percentage of soft landscaping to be provided.
- 9.3.13 The only type of residential building allowed in the estate residential district as a permitted use is a detached dwellings. Manufactured dwellings may be listed as a discretionary use, but approval of this form of dwelling may only be where it is demonstrated to the satisfaction of Norglenwold that the design and appearance of the manufactured dwelling is compatible with other dwellings adjacent and nearby.

General Residential Provisions

- 9.3.14 Development on residential parcels shall:
- (a) be set back from the road to provide for landscaping to promote an aesthetically pleasing village ambiance;
 - (b) minimize the removal of existing trees; and
 - (c) control erosion on lots adjoining the Lake; if erosion control measures appear necessary these may only be undertaken with the prior approval of the Summer Village and Alberta Environment.
- 9.3.15 Regarding lots that abut the Lake or a reserve parcel adjacent to the Lake, the rear yard shall be considered adjacent to the road. Within these rear yards a detached garage may be allowed if:
- (a) the garage is architecturally compatible with the main building; and
 - (b) the garage would not adversely affect the enjoyment of neighbouring properties.
- 9.3.16 In older neighbourhoods, Norglenwold shall encourage quality redevelopment as these neighbourhoods experience conversion from older seasonal residences to new permanent and seasonal residences.
- 9.3.17 Within residential districts, Norglenwold may approve income generating guest suites only in accordance with the provisions of the Land Use Bylaw.
- 9.3.18 Within residential districts, home occupations may be approved in accordance with the provisions of the Land Use Bylaw provided the home occupation:
- (a) is performed by an occupant of the main dwelling;
 - (a) remains the secondary use;
 - (b) does not change the character of the main use;
 - (c) does not adversely affect neighbouring properties and the enjoyment thereof; and
 - (d) there is no exterior signage or evidence of such secondary use.

- 9.3.19 Within residential districts, bed and breakfasts may be approved in accordance with the provisions of the Land Use Bylaw if the bed and breakfast:
- (a) does not change the character of the main use;
 - (b) there is sufficient off-street parking; and
 - (c) does not adversely affect neighbouring properties and the enjoyment thereof.
- 9.3.20 Norglenwold may require a developer to place and enforce architectural controls on new development to ensure the development is complementary to a theme or other development in the area. Matters to be considered may include, but are not limited to the following:
- (a) height and bulk of buildings;
 - (b) colors and materials on the exterior;
 - (c) type and pitch of the roofs;
 - (d) size and spacing of windows;
 - (e) size, type and location of neighborhood identification signs;
 - (f) landscaping; and
 - (g) driveway and parking surfaces.

Considerations for Future Neighbourhoods

- 9.3.21 Should lands be annexed to the Summer Village, Norglenwold shall amend Norglenwold Plan 2011 to provide statutory guidance to the design and form of new neighbourhoods. These amendments, among other relevant matters, shall:
- (a) establish certainty for future residential land;
 - (b) identify and promote appropriate new and innovative approaches to residential development;
 - (c) provide for densities and forms of residential neighbourhoods so the collective footprint on the land is smaller than traditional residential development in Norglenwold; and
 - (d) require roads and utilities to a Summer Village standard.
- 9.3.22 Norglenwold recognizes the densities of new residential areas need to reflect contemporary standards and the provision of municipal or regional water and/or wastewater services. The maximum gross density for the area shall be established in the area structure plan for that area.
- 9.3.23 Notwithstanding Policy 7.3.3, through are structure plans or outline plans and consulting with landowners and developers Norglenwold shall encourage the dedication of reserve land to be greater than 10 percent where the additional dedication is to promote cluster development and/or to conserve natural areas that do not meet the definition of environmental reserve lands or to enlarge recreation sites. Where municipal reserve dedication exceeds 10%, as approved in the area structure plan, the density of development should meet or may even exceed the density that would have been allowed if only 10% municipal reserve is being dedicated.
- 9.3.24 To promote access from internal local roads for new subdivisions along Grand Avenue, Aspen Lane, Honeymoon Drive and Last Chance Way, Norglenwold shall apply the provisions of Policy 7.3.6. Existing trees should be conserved and/or replaced in accordance with a roadside landscaping plan. Access roads into a new subdivision

from these roads may be allowed if provided for in an area structure plan.

- 9.3.25 In new residential areas the parcel sizes adjacent to shoreline residential and estate residential districts shall provide for a compatible transition of density.

Other Land Uses

- 9.3.26 In recognizing the benefits of providing a combination of natural and designed open spaces as well as a combination of active and passive open spaces to the health of residents and the environment, Norglenwold shall provide for a variety of open spaces throughout the community in accordance with the features offered by sites, the needs of residents and the ability of the Summer Village to maintain these open space areas. Wherever possible, open space should be connected by open space corridors or other means of connection.
- 9.3.27 Public and quasi-public land uses and facilities, such as municipal, school, church and recreation buildings, may be approved in locations set out in an area structure plan.
- 9.3.28 The only commercial land uses that may be allowed are small neighbourhood commercial centres and corner stores. However, if annexed land contains a commercial land use that land use should be grandfathered into the area structure plan for that area, but may be required to be phased out over a period of time.
- 9.3.29 Industrial uses shall not be allowed. However, if annexed land contains an industrial use that land use may be grandfathered into the area structure plan for that area, but shall be required to be phased out over a period of time.
- 9.3.30 Landfills shall not be allowed. However, if annexed land contains a landfill or a former land fill site, subdivision and development shall be setback from the landfill or landfill site in accordance with the Subdivision and Development Regulations. The phasing out of a landfill and the reclamation of a landfill or former landfill site shall be required in the area structure plan for that area.
- 9.3.31 In any annexed area that contains energy facilities, the area structure plan for that area:
- (a) should promote the phasing out of the facilities in a timely manner in order to place less restrictions of development; but
 - (b) shall ensure appropriate setbacks from facilities that remain at the time of development.

10.0 ROADS AND UTILITIES INFRASTRUCTURE

10.1 Introduction

Mobility of residents, including their safe and efficient movement on roads and paths, is significantly important to their well-being. Equally, the provision of roads and paths is vital to the functional design of neighbourhoods and connections among the various parts of the community. Therefore appropriate road and path standards are important to Norglenwold.

The provision of utilities is also important to the vitality and health of a community. The provision of potable water and wastewater services are critical. Norglenwold now has municipal wastewater services through partnership in the Sylvan Lake Regional Wastewater Commission. While individual private wells currently provide potable water, in the future a municipal water system likely will be required, especially with the growth of the Summer Village. Stormwater management is critical to health of the Lake. Electric power, natural gas and communication services round out requirements for contemporary village living.

10.2 Goals

The roads and utilities infrastructure goals are:

1. To provide for the safe and efficient movement of people and goods.
2. To coordinate land use planning with the provisions of roads.
3. To facilitate alternative means of transport to the automobile.
4. To provide environmentally responsible, safe, efficient and reliable water, wastewater and stormwater management services.
5. To ensure the availability of reliable and effective electric power, natural gas and communication services.

10.3 Policies

- 10.3.1 Norglenwold shall require the development and maintenance of an effective and efficient road system to facilitate the safe movement of motor vehicles into and throughout the community.
- 10.3.2 Norglenwold shall promote the development of a road system that:
- (a) protects the character and ambiance of existing neighbourhoods;
 - (b) links the various parts of the Summer Village; and
 - (c) effectively ties into the road systems of adjoining municipalities.
- 10.3.3 In accordance with other policies in this Plan, Norglenwold shall or should require landscaped boulevards along main roads to provide a treed, country-like feel.
- 10.3.4 Should Norglenwold annex lands, the Summer Village shall require the future road system to link the east and west portions of the community. However, one of the link roads shall not be the connection of Grand Avenue with Honeymoon Drive.
- 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.
- 10.3.6 Norglenwold shall maintain township grid roads as follows:
- (a) Sylvan Lane: boat launching may be permitted but parking shall be restricted in accordance with the Traffic Bylaw; pedestrian access to the Lake shall be permitted year round, while vehicle access to the Lake may be permitted in winter.
 - (b) Aspen Lane (north of Grand Avenue): escarpment shall remain as an undeveloped habitat area, while the remainder may be used for access to adjacent properties;
 - (c) Lakeside Lane: boat launching may be permitted but parking shall be restricted in accordance with the Traffic Bylaw; pedestrian access to the Lake shall be permitted year round, while vehicle access to the Lake may be permitted in winter.
- 10.3.7 Norglenwold shall require the provision of an interconnected system of walking/biking paths to encourage forms of transportation other than the use of motor vehicles.
- 10.3.8 In operating and planning Norglenwold, the Summer Village shall require the development and maintenance of reliable, safe and effective utilities.
- 10.3.9 Norglenwold shall require all development that requires wastewater services to be served by the regional wastewater system.
- 10.3.10 Norglenwold shall require a study to be undertaken to identify the capacity of the present regional wastewater system serving the Summer Village to support future development within and adjacent to the Summer Village. This study is necessary as important input into the detailed land use plan outlined in Policies 8.3.3 and 11.3.4.
- 10.3.11 Norglenwold may approve development that uses unfiltered groundwater, but shall not approve development if it is determined for the development that there is a lack of sufficient groundwater or the quality of groundwater does not meet provincial standards. For a development where groundwater is approved as the source of potable water, a deferred servicing agreement shall be placed on the title of each new lot in the development to require the lot connect to a municipal/regional system when available.
- 10.3.12 Norglenwold may undertake to partner in an intermunicipal or regional water system. If in the future such a system provides water services to the Summer Village, all development within the Summer Village that requires water services shall be required to connect to the system within a defined period of time from the date of availability of the system.
- 10.3.13 Norglenwold shall ensure that stormwater run-off is effectively and safely drained in a manner that will not adversely affect Sylvan Lake, other water or other land.
- 10.3.14 Norglenwold shall require multi-lot developments to implement stormwater management plans prepared by a qualified professional to manage stormwater so that run-off does not exceed the pre-development rate and the quality of run-off is comparable to or better than that of pre-development run-off.
-

- 10.3.15 For private development, Norglenwold shall require all roads and utility services to be at the cost of the developer, unless the Summer Village deems it in the greater community interest to cost share in the provision of roads and/or utility services.
- 10.3.16 Prior to planning for future developed on annexed lands, Norglenwold shall have prepared a standards manual for roads and utilities.

11.0 INTERMUNICIPAL PLANNING AND COOPERATION

11.1 Introduction

It is very important for Norglenwold to promote cooperative working relationships with municipalities around Sylvan Lake, while maintaining the Summer Village's autonomy and uniqueness. Further, with growth pressures around the Lake, it has become increasingly important for the Summer Village to cooperate with its neighboring municipalities in planning. This is particularly applicable for the fringe areas near Norglenwold's boundaries, which are of mutual interest to the Summer Village, the Town of Sylvan Lake and Red Deer County. Cooperative planning is needed to ensure that growth and development takes place in a mutually beneficial manner.

The Summer Village recognizes the value in cooperating with neighboring municipalities and other organizations to provide cost effective and efficient services to its ratepayers. Interdependencies between the Summer Village and other municipalities in the region have been evolving over the years. These include: intermunicipal and regional wastewater collection and treatment; solid waste disposal; fire protection; police services; emergency medical services; road maintenance and snow removal; recreation facilities; and bylaw enforcement. Presently, the development of a regional water system is of increasing importance.

The recreational and environmental attributes of the Lake, and the influences of growth and development, transcend municipal boundaries. Intermunicipal planning and cooperation is required if the health and enjoyment of the Lake is to be sustained. Intermunicipal cooperation importantly will assist Norglenwold's achievement of its aspirations as identified by the Summer Village's vision statement, core values and key principles.

11.2 Goals

The goals of intermunicipal planning and cooperation are:

1. To promote watershed planning that is rational and inclusive of regional, urban and rural needs.
2. To provide clear and comprehensive policies to guide growth and development around the Lake.
3. To guide annexation of land to the Summer Village.
4. To promote compatible land use patterns, including adjacent to and near the Summer Village boundary.
5. To promote compatible land use patterns, including adjacent to and near the Summer Village boundary.
6. To promote the provision of cost-effective utilities and services.

11.3 Policies

- 11.3.1 Norglenwold supports intermunicipal planning initiatives for the integrated planning of the shorelands around Sylvan Lake and the Sylvan Lake watershed.
- 11.3.2 Norglenwold shall promote and partner in reviews, updates and implementation of the Sylvan Lake Management Plan, and any successor plans thereto. An essential purpose

- of these plans should be to ensure the long term health of the Lake, a high quality lifestyle for resident and memorable recreation experiences of visitors.
- 11.3.3 Recognizing that the area around the south end of Sylvan Lake needs to be planned in an integrated manner, Norglenwold shall seek to collaborate with the Town of Sylvan Lake and Red Deer County to:
- (a) ensure land use and development policies are mutually acceptable and compatible, and
 - (b) determine the most appropriate means of coordinating these policies.
- 11.3.4 Pursuant to Policy 11.3.3, as outlined in Policy 8.3.3 Norglenwold shall cooperate with the Town of Sylvan Lake, Red Deer County and other stakeholders to prepare a detailed land use plan for the lands north of Highway 11A and east of Range Road 2-1. If deemed appropriate by the Summer Village and the Town of Sylvan Lake and/or Red Deer County, all or portions of the detailed land use plan may be adopted as an intermunicipal development plan.
- 11.3.5 Norglenwold shall consult with municipalities around the Lake to obtain their views on possible amendments to this Plan.
- 11.3.6 Norglenwold shall refer for their input a proposed area structure plan or amendment thereto to the Town of Sylvan Lake and/or Red Deer County, and may refer the plan to other municipalities around the Lake.
- 11.3.7 Norglenwold may, where beneficial to residents and other interests in the Summer Village, enter into agreements with respect to any of the following services: water utility, wastewater utility, waste management, road maintenance, protective, emergency, administrative, recreation, preventive social services, cultural and other services as determined by the Summer Village.

12.0 IMPLEMENTATION AND REVIEW**12.1 Introduction**

Norglenwold Plan 2011, being the Municipal Development Plan for the Summer Village, is only effective when it is implemented judiciously and with consistency. Within this Plan, the community vision, core values, guiding principles, goals and policies provide numerous, interconnected directions regarding the future of Norglenwold as a safe, viable place in which to live and to play within a lakeside community that retains a quiet village atmosphere. The purpose of Section 12 is to identify mechanisms that will facilitate the transition of this Plan into tangible and sustainable land use, environmental and social results on the ground, thus promoting the achievement of the community vision for the Summer Village of Norglenwold.

12.2 Goals**12.2.1 The implementation and review goals are:**

1. To apply Norglenwold's vision, core values, key guiding principles and strategic planning directions.
2. To effectively implement the policies set out in Norglenwold Plan 2011 to enhance the quality of life, manage growth and change, guide the provision of services and encourage private investments.
3. To apply the policies of the Norglenwold Plan 2011 when collaborating with the provincial government, municipalities and other agencies and groups.
4. To require where appropriate an area structure plan to guide land use changes.
5. To monitor land use change to effect gradual, focused and measured growth.
6. To provide for amendments to Norglenwold Plan 2011.

12.3 Policies

- 12.3.1 Norglenwold, through Council, the administration and development, subdivision and appeal authorities, shall apply the policies of this Plan when making decisions on any proposed redesignation, subdivision, or development application and any proposed statutory plan and outline plan.
- 12.3.2 Norglenwold shall apply the policies of this Plan in a manner consistent with the Provincial Land Use Policies.
- 12.3.3 Where required by this Plan, Norglenwold shall undertake or require to be undertaken area structure plans and area redevelopment plans. All adopted statutory plans shall be consistent with this Plan.
- 12.3.4 Norglenwold may accept an outline plan in place of an area structure plan.
- 12.3.5 For matters involving the expansion of Norglenwold's land base and the use of land adjacent and near to Norglenwold's municipal boundary, the Summer Village shall encourage and participate in joint planning in accordance with the provisions of Section 11 of this Plan.

- 12.3.6 When providing input to lake-wide planning initiatives, Norglenwold shall advance the provisions of this Plan.
- 12.3.7 Norglenwold shall undertake a review of the Land Use Bylaw and shall amend the Bylaw in a manner to promote consistency with this Plan and the implementation of this Plan.
- 12.3.8 Decisions on applications to redesignate, subdivide or develop land shall be guided by the provisions of this Plan.
- 12.3.9 During the preparation of a statutory plan and outline plan, and any amendments thereto, Norglenwold shall require that the appropriate level and forms of public involvement, including the public participation provisions in the Municipal Government Act, are part of the process,
- 12.3.10 Unless initiated by the Summer Village, Norglenwold shall require the preparation of an area structure plan and area redevelopment plan to be the responsibility of the applicable landowner or developer.
- 12.3.11 Norglenwold may refer to an adjoining municipality an application to redesignate land for a major development.
- 12.3.12 Norglenwold should prepare and implement a Capital Works Plan to guide the provision of, and improvements to, roads, utilities and open spaces. The Capital Works Plan should be reviewed annually.
- 12.3.13 Norglenwold shall review and update the Summer Village of Norglenwold Growth Strategy at least every three years. Norglenwold Plan 2011 shall implement the Growth Strategy.
- 12.3.14 Norglenwold shall require this Plan to be reviewed at least every six years to ensure its relevance and effectiveness.
- 12.3.15 Norglenwold shall monitor the ongoing effectiveness of this Plan:
(a) as part of the preparation or review of other statutory plans and outline plans;
(b) in processing redesignation, subdivision and development applications; and
(c) reviewing and responding to referrals from adjoining municipalities.
- 12.3.16 Minor adjustments to land use boundaries and roadway locations shown on Map 2 may be approved without an amendment to this Plan provided the intent of this Plan is maintained. More significant adjustments shall be addressed through a proposed amendment to this Plan.
- 12.3.17 Norglenwold shall review, and amend as necessary, this Plan upon ratification by the Province of the Red Deer Regional Plan.
- 12.3.18 Norglenwold shall amend this Plan immediately following any annexation of land to the Summer Village.
- 12.3.19 The Council of Norglenwold may initiate an amendment of Norglenwold Plan 2011.
-

- 12.3.20 A person or persons having an interest in land in Norglenwold may initiate an amendment to Norglenwold Plan 2011.
- 12.3.21 When an amendment is initiated by someone other than Council, prior to the bylaw amendment process Norglenwold may require the initiator of the amendment to provide a report and any other relevant information to support the amendment.
- 12.3.22 When considering an amendment to this Plan, Norglenwold shall refer the amending bylaw to any adjoining municipality, school authority, provincial department and agency, and any other persons or agencies the Summer Village feels the amendment affects.
- 12.3.23 In considering an amendment to this Plan, the provisions of the Municipal Government Act pertaining to notifications and holding a public hearing shall be followed.

13.0 DEFINITIONS

The definitions provided in Section 13.0 are for use in understanding the directions and policies presented within Norglenwold Plan 2011. Where a definition in Section 13.0 differs from a definition in the Land Use Bylaw, the Land Use Bylaw definition shall be used in processing a subdivision or development application.

Area Redevelopment Plan is a statutory plan prepared pursuant to Section 634 of the Municipal Government Act. It provides a framework for the preservation, rehabilitation, removal and replacement of buildings and for the construction of new buildings.

Area Structure Plan is a statutory plan prepared pursuant to Section 633 of the Municipal Government Act. It provides a land use framework for more detailed subdivision and development, including the staging of development, densities and infrastructure matters.

Cluster means a development approach that concentrates residential buildings and/or lots within a portion of a site, with the intention of retaining a significant area of the land to be utilized for appropriate agricultural uses, open space, recreation, and conservation of environmentally sensitive features.

Conservation Easement is a voluntary legal agreement between a landowner and government or conservation agency, designed to protect the natural and cultural heritage of the land by restricting the landowner's right to develop the land.

Deferred Servicing Agreement means an agreement that places a future obligation on individual lot owners through a registered caveat on the title which requires future connection to municipal services when they become available.

Density means in a residential area the number of dwelling units per acre or hectare.

Emergency Services means fire and ambulance services.

Environmental Reserve is land designated as environmental reserve for environmental conservation or public access in accordance with Section 664 of the Municipal Government Act.

Environmental Reserve Easement is a caveat registered against a title for the protection and enhancement of the environment yet remains as private land rather than dedicating land as public environmental reserve, according to Section 664 of the Municipal Government Act.

Environmental Review is an assessment of the influence a project may have on the environment. The purpose of the assessment is to ensure that decision-makers consider environmental impacts before deciding whether to proceed with new projects. An environmental review is not an Environmental Impact Assessment.

Environmentally Sensitive Area is an undisturbed or relatively undisturbed site which has value to society and ecosystems worth conserving because of its natural features.

Environmentally Significant Area is a natural area, which because of its features or characteristics, are significant from an environmental perspective, and which have the potential to remain viable.

Goal is an idealized end toward which planning policies and actions are directed and which provide an indication of what is to be achieved.

Growth Strategy is a document that establishes a high level of policy direction for the long term growth of the Summer Village.

Hazard Land is land that is prone to flooding, erosion, slope instability or other natural or man-made hazards and land in proximity to sour gas facilities.

Hazardous use means a sour gas facility, active landfill and unreclaimed landfill.

Home Occupation is a small business operated within a residential property by a resident of that property in accordance with the Land Use Bylaw.

Intermunicipal Development Plan is a statutory plan prepared pursuant to Section 631 of the Municipal Government Act for lands of common interest to two or more adjoining municipalities.

Lake, or the Lake, means Sylvan Lake.

Lot means parcel.

Main Road refers to a road that serves as a major access road into Norglenwold or its neighbourhoods.

May is a discretionary term which provides notification that the policy in question can be enforced to the level of compliance on a case by case basis as determined by the applicable authority.

Municipal Reserve is land dedicated as part of a subdivision to be used for park/trail or school purposes, according to Section 666 of the Municipal Government Act.

Natural area is an undisturbed or relatively undisturbed site which because of its natural features has value to society and ecosystems worth conserving.

Norglenwold means within the context of the policy or statement, the Summer Village as a municipal entity, the Council or the applicable subdivision, development or appeal authority.

Norglenwold Plan 2011 means Bylaw No. 199-11, being the Summer Village of Norglenwold Municipal Development Plan, and any amendments thereto, prepared pursuant to Section 632 of the Municipal Government Act.

Open Space is land allocated for public use, the conservation of features or for wildlife areas.

Outline Plan is a non-statutory plan prepared to a standard similar to an Area Structure Plan but approved by Council resolution instead of by bylaw.

Policy is a statement of a course of action for achieving a vision and goals.

Parcel means lot.

Protective Services means police services.

Riparian Land refers to the area of land immediately adjacent to Sylvan Lake or a watercourse. Riparian lands act as natural buffers, protecting aquatic ecosystems from excessive sedimentation, runoff and erosion.

Redesignation is a change of a land use district designation within the Land Use Bylaw.

Reserve is land provided as part of a subdivision, by the developer without compensation, for environmental conservation, park and/or school purposes in accordance with the provisions of the Municipal Government Act.

Shall is a directive that the action or actions within the policy are mandatory and therefore must be complied with. Where the policy applies to a plan or study to be undertaken or required to be undertaken by the Summer Village, the Summer Village shall undertake the action as resources are available.

Should is a directive that encourages actions to implement the policy, but such actions are not mandatory.

Statutory Plan means an intermunicipal development plan, municipal development plan, area structure plan and area redevelopment plan adopted by bylaw in accordance with the provisions of the Municipal Government Act.

Sustainable Development means meeting the needs of today without compromising the ability of future generations to meet their environmental, social and economic needs.

This Plan means the Norglenwold Plan 2011, being the Summer Village of Norglenwold Municipal Development Plan, and any amendments thereto.

Wetland refers to land having water at, near or above the land surface, or which is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydrophytes vegetation and various types of biological activity that are adapted to the wet environment.

Appendix A

Guidelines for an Environmental Review

Where an environmental review is required by this Plan, the assessment shall be undertaken by a qualified professional(s) and must address the following to the satisfaction of Norglenwold:

1. a description of the environmental sensitivity of the lands proposed for development and the surrounding area;
2. the identification of the nature and significance of any adverse impacts associated with the proposed development during construction;
3. the identification of the nature and significance of any adverse impacts associated with activities that will result from the development; and
4. the inclusion of an environmental protection plan to:
 - (a) alleviate (mitigate) any adverse impacts;
 - (b) monitor the performance of the environmental measures; and
 - (c) identify any residual impacts and their significance in any or all of the following :
 - fish and wildlife
 - vegetation
 - soils and terrain
 - water quantity and quality
 - the shoreline
 - surface drainage,
 - aquifers.

Appendix B

Guidelines for a Visual Impact Assessment

A visual impact assessment shall be undertaken by a qualified professional(s) and must provide sufficient information to show the likely effects of the proposed development and the extent to which any undesirable effects may be mitigated by the project design.

As general requirements, the assessment shall address to the satisfaction of Norglenwold:

1. how the natural features of the site will be preserved so as to contribute to the visual quality of the development.
2. the manner in which the density and form of the proposed development will be considered in terms of its visibility from important viewpoints on and off the Lake.

Except where necessary to sustain the woodlands or reduce the fire hazard, the clearing of vegetation is to be minimized in order to maintain the continuity of tree cover and screen the proposed development from view.

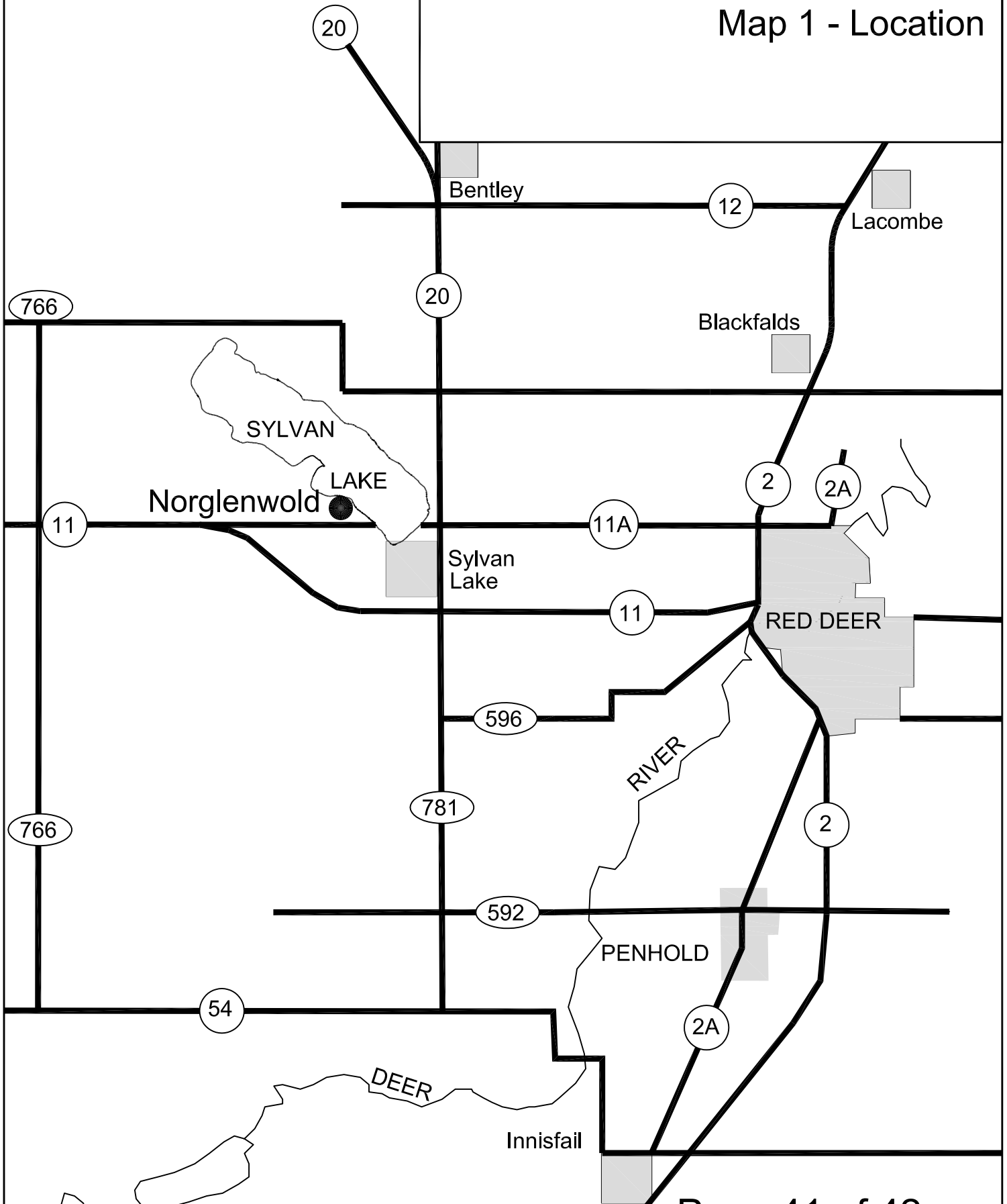


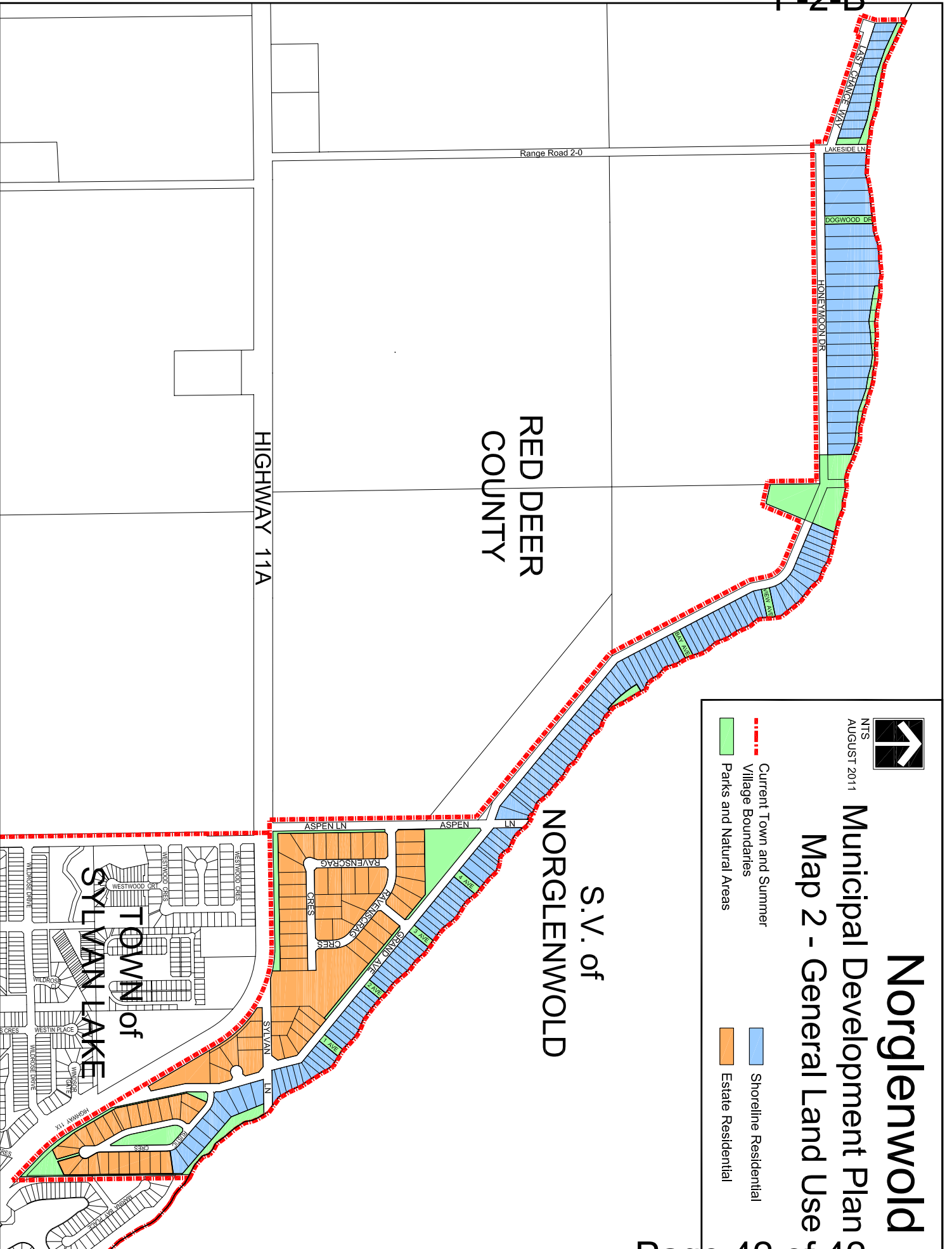
NTS
MAY 2011

Norglenwold

Municipal Development Plan

Map 1 - Location





NTS
AUGUST 2011

Municipal Development Plan Map 2 - General Land Use

Summer Village of Norglenwold

February 17, 2023

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

Committee Reports:

Julie Maplethorpe, Summer Village of Norglenwold

- Parkland Regional Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting – March 31, 2023

Parkland Update

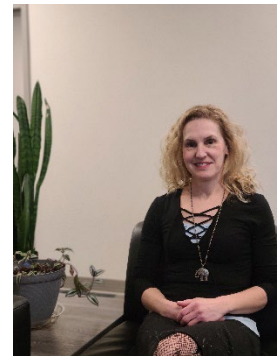
Thursday, January 26, 2023

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

Meet Parkland's New Manager of Library Services

We are excited to announce that Parkland has hired Andrea Newland as the new Manager of Library Services.

Andrea received her MLIS from Western in 2002. In recent years, she completed a Leadership Certificate in 2017 and a Management Certificate in 2018, both from the University of Regina. She has worked as a librarian in North Dakota, Ontario, Saskatchewan, and Alberta. Andrea comes (back) to Parkland from Sylvan Lake, where she served as Director for 3 years. She loves refinishing furniture, space planning, looking at funny Instagram posts over breakfast, and plonking down on the couch at the end of the day!



Click Here to Request Large Print or Audiobooks Today!

Did you know Parkland houses and manages a rotating large print and audiobook collection?

You can request bins of large print or audiobooks by genre via [Parkland's Support Site](#). Your requests can be ongoing so you will automatically receive a bin of our large print or audiobook collection at your specified interval. These materials will stay at your library until you send them back to Parkland. Parkland has created promotional material for large print and audiobooks to help you market the collections to your patrons. You can read our [latest support site article](#) for more information.

Volunteer Management Resources

Parkland has created a folder with resources related to volunteer management, including samples of volunteer handbooks, conflict resolution, the interview process, onboarding, and more! Library staff will have access to the Volunteer Resources and Information folder on the Q Drive.

LIBRARY NEWS

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

Upcoming Library and Literary Dates

Click the links to find out more about each of the celebrations. To plan further in advance, Library Staff can see our 2023 Notable Library and Literary dates document on the Q Drive.

February	1	- World	Read	Aloud	Day
February	14	- Library		Lovers	Day
February	19-25	- Freedom	to	Read	Week

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](#).

Graphic Novel Webinar

February 7
1pm

Looking for the hottest Graphic Novels for adults and young adults alike? It's all here in this #ReadGraphic webinar. Featuring Fantagraphics Books, Yen Press, Diamond Book Distributors, and Image Comics, attendees will hear about the best thought-provoking, educational, and adventurous titles for you or the graphic novel reader in your life! Whether you're introducing graphic novels into your library or expanding your #ReadGraphic shelves, you won't want to miss this [free, one-hour](#)

[webinar.](#)

Pitch Perfect 2023 Workshop

February 16

1pm

Would your library benefit from some tips for engaging with community partners and stakeholders? Join the Entrepreneurship & Libraries Conference on Thursday, February 16 at 1pm for an exciting opportunity to learn practical skills on creating a compelling pitch designed to generate engagement, excitement, and maybe even funding! [The workshop](#) will conclude with time for networking and conversation.

2023 Fundraising Trends On-Demand Webinar

[This on-demand webinar](#) will help you identify strategies to maintain and grow your organization's impact by capitalizing on the right trends. You'll leave feeling confident in your ability to evaluate your goals and determine if you have the right tools, approach, and technology to achieve them.

Privacy Audits for Public Libraries Webinar

February 8

9am

Unprecedented threats to the privacy and security of library patrons have emerged in recent years, from book challenges to online data and general AI advances that can prey on our communities. Participants completing [this webinar](#) will understand the value of the privacy audit and how to conduct one for their organization, whether large or small.

How to Train Your Community on Libby Webinar

January 31

12pm

With the OverDrive app soon to be a thing of the past, it's time to train your users on Libby, the library reading app! In this free webinar from Libby experts, you'll walk away with a step-by-step guide to hosting your training session and marketing materials to support your efforts in this engaging session. Don't miss out and [register](#) today!

Upcoming Community Development Webinars

Various

The Community Development Unit of the Government of Alberta offers a variety of services such as strategic planning, board governance, building leadership capabilities, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships that are tailored to your community groups, non-profit organizations, and volunteer teams. Upcoming webinars of interest:

- February 1: [Board Development - Risk Management](#)
- February 7: [Grant Writing 101](#)
- February 8: [Board Development - Financial Responsibilities](#)

Upcoming Community Development Webinars

Feb 1-8

The Community Development Unit of the Government of Alberta offers a variety of services such as strategic planning, board governance, building leadership capabilities, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships that are tailored to your community groups, non-profit

organizations, and volunteer teams.
Upcoming webinars of interest:

- February 1: [Board Development - Risk Management](#)
- February 7: [Grant Writing 101](#)
- February 8: [Board Development - Financial Responsibilities](#)

Intellectual Freedom Webinar

Feb 23

2pm

Register for this [free webinar](#) to learn how library workers can navigate commitments to intellectual freedom and social progress. Explore topics like information disorder and content warnings.



Parkland Update

Thursday, January 12, 2023

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

New Year, New Audience!

We have added the entire LibShare email group to receive our bi-monthly Parkland update email. Here are some things you should know:

- You can unsubscribe at any time, there is a button in the footer of this email
- Our contacts list will be updated each October to account for board and staff turnover
- If there are newcomers in between audience updates, invite them to subscribe! There is a button at the footer of this email.
- If you have suggestions for content, send an email to hhalberg@prl.ab.ca

Value of the Library Social Media Posts

As an Advocacy initiative, Parkland has created some social media posts to highlight the financial value of the library. You can find ready-to-post pictures and copy [here](#), or edit them to suit your library's branding [in Canva](#).

LIBRARY NEWS

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

Meet Parkland's New Outreach & Community Engagement Coordinator

We are excited to announce that Parkland has hired Emma McPherson as the new Outreach and Community Engagement Coordinator to help our member libraries with programming, find grants and enhance their social media presence.



Emma was our eContent Summer Student in 2017 as part of her degree program from Vancouver Island University where she got her Degree in Tourism Management, and Certificate in Event Management. She is excited to be back in her hometown after working as the Digital Content Specialist for Tourism Lethbridge. She enjoys traveling, hiking, and exploring new places with her two dogs Tiki and Ada. Her favorite book genres are mysteries and thrillers and she also enjoys listening to autobiographies. Emma is excited to be a part of the PRL team and help our member libraries engage and connect with their local community.

Upcoming Library Dates

January 27 is Family Literacy Day. Access promotional materials on their [website](#).

February 19 - 25 is Freedom to Read Week. Parkland has ordered bookmarks that will be distributed in the coming weeks. Here are [promotional materials](#) that organizers have created.

2023 Alberta Book Publishing Awards

The 2023 Alberta Book Publishing Awards are now open for submissions! The submission period will close on February 28, 2023.

This year, the Book Publishing Awards will introduce the Mystery and Thriller Book of the Year award, which will be awarded to a work of mystery, crime, noir, or thriller fiction published primarily for the trade or bookstore market.

Please pay close attention to the criteria in all categories and the submission checklist when putting together your submissions, as the criteria for some awards categories have been updated this year.

A full overview of this year's process is available on the [Book Publishing Association website](#), along with the jury criteria and forms.

Book Donation

Parkland has received communication regarding a large-scale book donation of a children's picture book by the London Drugs Foundation.

In April, Plumleaf Press will be publishing a children's picture book about the building of the Canadian Pacific Railway, titled *I Am Not a Ghost: The Canadian Pacific Railway* by author David Bouchard and illustrator Sean Huang.

Through David's words and Sean's breathtaking artwork, *I Am Not a Ghost* tells the story of a Chinese railway worker and the difficulties he faces as a newcomer from China working on the Canadian Pacific Railway. After a near-death experience, he is assisted by a fictionalized portrayal of real-life historical figure, Lady Amelia Douglas, a Métis woman and the wife of the first Governor of British Columbia, James Douglas.

The publisher is planning to distribute the books in April, in time to celebrate Asian Heritage Month, to receive a donated copy, please email: angela.paletta@plumleafpress.com.

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](#).

Running Drag Storytime Programs
January 18 - 2pm

Level Up Your Book Displays
January 18 - 12pm

Peace Library System is excited to offer a [webinar on Running Drag Storytime Programs](#). Laura Applebee from Ontario's London Public Library will be discussing everything you need to know about this exciting program. The webinar will take place on Wednesday, January 18, 2023 at 2pm. If you have any questions please forward them to Mallory Bruinsma at mb Bruinsma@peacelibrarysystem.ab.ca.

Design for Libraries **January 19 - 1pm**

Learn valuable tools and principles to help you produce awesome designs for social media, flyers, and other media for library programs and services. [This webinar](#) is for librarians and library staff of any type that are involved in programming and services or promoting your library. If you run programs, then that means you create the hand-outs, the flyers, the social media. A hands-on approach lets you learn practical and invaluable skills that helps you develop design skills. Registration fee \$49/person.

Book displays are more than a simple tool for passive Readers' Advisory. A well-crafted display captures patrons' attention and sparks imagination. [This webinar](#) on Wednesday, January 18 at 12pm shares practical approaches for maximizing the impact of book and media displays.

Managing Mental Health in the Workplace **Available Until February 1**

Dealing with issues related to mental health in the workplace can be challenging and difficult to navigate. [This webinar](#) provides a roadmap to help managers participate in conversations with employees who may require support when experiencing difficulties related to mental health.

Pitch Perfect 2023 **February 16 - 1pm**

Would your library benefit from some tips for engaging with community partners and stakeholders? Join the Entrepreneurship & Libraries Conference on Thursday, February 16 at 1pm for an exciting opportunity to learn practical skills on creating a compelling pitch designed to generate engagement, excitement, and maybe even funding! [The workshop](#) will conclude with time for networking and conversation.