

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF NORLGENWOLD  
FEBRUARY 28, 2025 @ 9:00 A.M.**

- A. CALL TO ORDER**
- B. AGENDA** - additions/deletions  
- adoption
- C. ADOPTION OF MINUTES** - Regular Meeting Minutes, January 31, 2025  
- Special Meeting Minutes, February 18, 2025
- D. INFORMATION ITEMS**
- 1) Accounts Payable Report
  - 2) Public Works Report
  - 3) Development Report
  - 4) CAO Report
- E. REQUEST FOR DECISION**
- 1) **Finance**
    - a) 2025 Capital Plans
  - 2) **Council & Legislative**
    - a) List of Electors - **ADDITION**
    - b) Mooring Policy - **ADDITION**
- F. COUNCIL, COMMITTEES AND CORRESPONDENCE**
- 1) **Council Reports**
    - b) Mayor Gurevitch
    - c) Deputy Mayor Ludwig
    - d) Councillor Miller
  - 2) **Committee Reports**
    - a) Julie Maplethorpe, Summer Villages of Jarvis Bay
      - Parkland Regional Library Board

**3) Upcoming Meetings**

a) Council Meeting – March 28, 2025

**4) CLOSED SESSION**

a) FOIP Section 24

**5) ADJOURNMENT**

AMENDED

Summer Village of Norglenwold  
Regular Meeting Minutes  
January 31, 2025

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held January 31, 2025, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**PRESENT** Mayor: Cyril Gurevitch, K.C.  
Deputy Mayor: Jeff Ludwig  
Councillor: Rod Miller  
CAO: Tanner Evans  
Recording Secretary: Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 8:58 a.m. by Mayor Gurevitch.

**AGENDA APPROVAL**

**NGC-25-001** MOVED by Deputy Mayor Ludwig that the agenda be adopted as presented.  
CARRIED

**MINUTES**

**NGC-25-002** MOVED by Councillor Miller that the minutes of the regular meeting of Council held on December 23, 2024, be approved as presented.  
CARRIED

**NGC-25-003** MOVED by Mayor Gurevitch that the minutes of the Municipal Planning Commission meeting held on December 23, 2024, be accepted as information.  
CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Quarterly Financial
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report
- 6) 2025 Audit Plan

**NGC-25-004** MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.  
CARRIED

**REQUESTS FOR DECISION**

**COUNCIL & LEGISLATION**

**NGC-25-005** 2025 Spring Municipal Leaders' Caucus  
MOVED by Deputy Mayor Ludwig that Mayor Gurevitch attend the 2025 Spring Municipal Leaders' Caucus at the Weston Edmonton March 6 & 7, 2025.  
CARRIED

**NGC-25-006**      Emerging Trends in Municipal Law  
MOVED by Deputy Mayor Ludwig that Mayor Gurevitch and Councillor Miller attend an Emerging Trends in Municipal Law Session should their schedules allow.

CARRIED

**NGC-25-007**      Sylvan Lake Intermunicipal Development Plan Priorities  
MOVED by Mayor Gurevitch that Council put forward the following priorities to the Sylvan Lake Intermunicipal Development Plan Committee as items to move forward:

- 1) Formal lake access point development – Site 5P
- 2) Formal hand launch boat site for non-motorized crafts only – Site 2F
- 3) Regional water supply line off-site levy/development charges – reassessment of timelines

CARRIED

**NGC-25-008**      Boating Damage to Lakeshore Bottom  
MOVED by Mayor Gurevitch that Council accept the boating damage to the lakeshore bottom item as information.

CARRIED

**NGC-25-009**      Option to Sell Reserve Land  
MOVED by Deputy Mayor Ludwig that Council deny the request to purchase reserve land as Council has just completed the Open Space Master Plan and the reserve was not slated for future sale; and further, selling all or part of the reserve would not fit into Norglenwold future plans going forward.

CARRIED

**NGC-25-010**      Strategic Planning  
MOVED by Mayor Gurevitch that Council adopt the strategic plan as discussed.

CARRIED

Council recessed at 11:12 a.m.

Council reconvened at 11:18 a.m.

**NGC-25-011**      Annexation Report  
MOVED by Mayor Gurevitch that Council table the Annexation report and Administration bring back to the next meeting with all appendices included.

CARRIED

## COUNCIL REPORTS

Mayor Gurevitch

- Strategic planning session
- FRIAA FireSmart conference call
- Sylvan Lake Regional Water & Wastewater Commission

Summer Village of Norglenwold  
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January 31, 2025

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Deputy Mayor Ludwig

- Strategic planning session
- Alberta Lake Management Society webinar

Councillor Miller

- Strategic planning session
- FRIAA FireSmart conference call

**COMMITTEE REPORTS**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

**CORRESPONDENCE**

- Minister Schulz
- Urgent Care Update
- Association of Summer Villages of Alberta
- Sylvan Lake Intermunicipal Development Plan Minutes

**NGC-25-012**      MOVED by Deputy Mayor Ludwig that Council accept the Council, Committee and Correspondence items as information.  
CARRIED

**NEXT MEETING**

**NGC-25-013**      MOVED by Mayor Gurevitch that the next meeting of Council be held on February 28, 2025, at 9:00 a.m.  
CARRIED

**ADJOURNMENT**

**NGC-25-014**      MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 11:41 a.m.  
CARRIED

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CYRIL S. GUREVITCH, K.C., MAYOR

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TANNER EVANS, CAO

Summer Village of Norglenwold  
Special Meeting Minutes  
February 18, 2025

C-2

*Minutes of a Special Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held February 18, 2025, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**PRESENT** Mayor: Cyril Gurevitch, K.C. via Zoom  
Deputy Mayor: Jeff Ludwig  
Councillor: Rod Miller via Zoom  
CAO: Tanner Evans  
Recording Secretary: Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 10:52 a.m. by Mayor Gurevitch.

**AGENDA APPROVAL**

**NGC-25-015** MOVED by Councillor Miller that the agenda be adopted as presented.  
CARRIED

**REQUESTS FOR DECISION**

**PUBLIC WORKS**

**NGC-25-016** FRIAA FireSmart Grant Funding  
MOVED by Mayor Gurevitch that Council allow Administration to submit for both the expression of interest (EOI) and request for proposal (RFP) documentation to the Forest Resource Improvement Association of Alberta (FRIAA) grant applications for vegetation management and FireSmart public education/awareness day funding.  
CARRIED

**ADJOURNMENT**

**NGC-25-017** MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 10:55 a.m.  
CARRIED

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CYRIL S. GUREVITCH, K.C., MAYOR

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TANNER EVANS, CAO

**Summer Village of Norglenwold**

**Administration and Finance**

**February 28, 2025**

**Information Item**

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

**Background:**

Total payables processed and presented to Council \$ 65,755.46

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

- 1. AMSC Insurance \$ 10,990.00
  - a. Municipal Insurance
- 2. Empringham Disposal \$ 4,641.53
  - a. January Garbage & Recycling

**Council Expense Claims Report:**

**January 2025**

- Cyril S. Gurevitch \$ 0
- Jeff Ludwig \$ 0
- Rod Miller \$ 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.

Summer Village of Norglenwold  
List of Accounts for Approval

Date Printed  
2025-02-18 9:19 AM

Batch: 2025-00035 to 2025-00058

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2361 99574	2025-01-29	Raven Printing 412-000-270 - Trade Accounts F	Letter Head Stationary	259.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	64.75	323.75
2362 1152688	2025-01-31	Wallace Vac and Septic Service 412-000-270 - Trade Accounts F	Clean Up After Hole drilled	509.74	
		312-000-260 - GST Paid Refunc	GST Tax Code	89.50	599.24
2363 BPI247188	2025-02-07	Black Press Group Ltd 412-000-270 - Trade Accounts F	Open House Nov 4th & 21s	636.92	
		312-000-260 - GST Paid Refunc	GST Tax Code	31.84	668.76
2364 1700	2025-02-18	Tallon, Chad 461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
2365 47366	2025-02-18	AMSC Insurance Services Ltd 212-400-275 - Municipal Insurar	2025 Municipal Insurance	8,331.00	
		412-300-530 - Shared Builiding	2025 Shared Building Insur:	2,659.00	10,990.00
2366 SI-237	2025-02-18	Assoc of Summer Villages 211-302-220 - ASVA	Annual Dues	995.00	995.00
				Total Computer Cheque:	14,076.75

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
254 20612309	2025-01-24	Ace Courier Services 312-400-250 - Due from Sunbre	Courier Services to SBC Re	22.79	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.14	23.93
255 1014497	2025-01-24	PROTEC Pest Control Services 412-300-255 - Shared Facility M	Monthly Monitoring	100.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	5.00	105.00
256 AB258787	2025-01-24	Canoe Procurement Group of 412-200-510 - Shared Office Su	Office Supplies	228.89	
		312-000-260 - GST Paid Refunc	GST Tax Code	11.44	240.33
257 2362-2025-02	2025-02-14	AMSC Insurance Services Ltd 412-000-266 - Benefits	Municipal Benefits	5,238.13	5,238.13
258 EXP0101-25	2025-02-14	Tanner Evans 412-100-210 - Shared Travel an	Monthly Phone Stipend	75.00	75.00
259 23115235	2025-02-14	Ace Courier Services 412-100-270 - Shared CPO Exp	Courier Services re: Peace	23.73	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.19	24.92
260 20700	2025-02-14	Al's Bobcat & Trucking 232-000-255 - Plowing Program	Jan 1st, 2, 11 & 14th Sandir	2,699.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	134.95	2,833.95
20699		412-300-255 - Shared Facility M	Jan 2nd Office Snow Remo	145.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	7.25	152.25
				Payment Total:	2,986.20
261	2025-02-14	Bluerock Planning			



Summer Village of Norglenwold  
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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
000391		261-000-200 - Planning Annexation - Jan 1 - Jan 31 2024		840.00	
		312-000-260 - GST Paid Refundable GST Tax Code		42.00	882.00
262	2025-02-14	Empringham Disposal Corp			
79370		243-000-200 - Contracted Garbage	210 Weekly Garbage/Recycle	3,601.50	
		243-000-270 - Recycling Program	210 Bi-Weekly Recycling	819.00	
		312-000-260 - GST Paid Refundable GST Tax Code		221.03	4,641.53
263	2025-02-14	Longhurst Consulting			
10593		412-300-240 - Shared Computer	Office 365 Enterprise	1,601.60	
		412-300-217 - Shared Phone Fees	Phones and Internet	241.07	
		312-000-260 - GST Paid Refundable GST Tax Code		92.13	1,934.80
264	2025-02-14	Canoe Procurement Group of			
AB274628		412-200-510 - Shared Office Supplies	Office Supplies	159.99	
		312-000-260 - GST Paid Refundable GST Tax Code		8.00	167.99
AB276945		412-200-510 - Shared Office Supplies	Office Supplies	180.90	
		312-000-260 - GST Paid Refundable GST Tax Code		9.05	189.95
AB268551		412-200-510 - Shared Office Supplies	Office Supplies	146.53	
		312-000-260 - GST Paid Refundable GST Tax Code		7.33	153.86
AB273327		412-200-510 - Shared Office Supplies	Office Supplies	236.61	
		312-000-260 - GST Paid Refundable GST Tax Code		11.83	248.44
AB254503		412-200-510 - Shared Office Supplies	Office Supplies	50.43	
		312-000-260 - GST Paid Refundable GST Tax Code		2.52	52.95
			Payment Total:		813.19
265	2025-02-14	Triangle Construction Inc			
1957		232-000-240 - Hazardous Trees	Removal of Trees beside 32	900.00	
		312-000-260 - GST Paid Refundable GST Tax Code		45.00	945.00
			Total EFT:		17,910.03

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
15	2025-01-23	Receiver General/OTH			
PP02		412-000-263 - Income Tax Source	Tax	3,513.05	
		412-000-261 - CPP Source Deduction	CPP	2,404.02	
		412-000-262 - EI Source Deduction	EI	835.94	6,753.01
16	2025-01-23	Alberta Municipal Services Cor			
PP02		412-000-265 - Pension Plan Payment	Pension Contribution	1,426.14	1,426.14
17	2025-01-27	Bell Mobility			
JAN212025-051		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 Fees	Bylaw Officer's Router Sim	10.00	
		412-300-217 - Shared Phone Fees	Bylaw Officer's Cell	91.95	
		312-000-260 - GST Paid Refundable GST Tax Code		6.60	138.55
18	2025-01-29	Pitney Works			
POSTAGEJAN2		412-200-215 - Shared Postage/Internet	Shared Postage	2,000.00	2,000.00
19	2025-02-05	Alberta Municipal Services Cor			
PP3-1		412-000-265 - Pension Plan Payment	Pension Contribution	1,426.14	1,426.14

Summer Village of Norqglenwold  
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Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
20	2025-02-11	Receiver General/OTH			
PP-3		412-000-263 - Income Tax Sour	Tax	3,648.72	
		412-000-261 - CPP Source Ded	CPP	2,509.18	
		412-000-262 - EI Source Deduc	EI	870.71	7,028.61
21	2025-02-07	ATB Mastercard			
753836		412-300-255 - Shared Facility M	Castle Build. - Air Filters Fo	29.99	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.50	31.49
SMLC-2025		211-202-212 - R&C ABmunis	SLMC Registration - Cyril	375.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	18.75	393.75
W1693		312-300-250 - Due from Birchcli	ATS Traffic - Speed Signs E	167.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	8.35	175.35
INV290847433		412-300-240 - Shared Compute	Zoom - Monthly Subscriptio	23.73	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.19	24.92
0016		312-400-250 - Due from Sunbre	Canada Post - Shoppers	43.77	
		312-000-260 - GST Paid Refunc	GST Tax Code	2.19	45.96
25-1348		412-100-270 - Shared CPO Exp	Mega-Tech - CPO Laptop	3,981.25	
		312-000-260 - GST Paid Refunc	GST Tax Code	199.06	4,180.31
25-1349		412-100-270 - Shared CPO Exp	Mega - Tech CPO Compute	2,244.73	
		312-000-260 - GST Paid Refunc	GST Tax Code	112.24	2,356.97
751502		412-200-510 - Shared Office Su	Castle Build. 2x Front Door	5.96	
		312-000-260 - GST Paid Refunc	GST Tax Code	0.30	6.26
024070		412-300-255 - Shared Facility M	Walmart - Battery For Office	14.97	
		312-000-260 - GST Paid Refunc	GST Tax Code	0.75	15.72
23248		412-400-220 - Shared Meeting E	Costco - Tables For Electio	449.90	
		312-000-260 - GST Paid Refunc	GST Tax Code	22.50	472.40
017569		412-300-242 - Shared IT Equipn	Walmart - Keyboard/Mouse	19.98	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.00	20.98
014067		312-300-250 - Due from Birchcli	Boston Pizza - BC Lunch	34.29	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.71	36.00
GFOA-2025		412-100-130 - Shared Training	GFOA Registration - Tina	765.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	38.25	803.25
EOEP-2025		312-200-250 - Due from Jarvis E	EOEP- Registration - Julie	295.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	14.75	309.75
009786		412-100-266 - Shared PW Fleet	Canadian Tire - Ford Range	174.99	
		312-000-260 - GST Paid Refunc	GST Tax Code	8.75	183.74
748191		232-000-200 - Green Space Pro	Castle Build. Ratchet To Ho	32.99	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.65	34.64
748192		312-400-250 - Due from Sunbre	Castle Build. Caut. Tape for	28.98	
		312-000-260 - GST Paid Refunc	GST Tax Code	1.45	30.43
LGAA-2025		412-100-130 - Shared Training	LGAA - Membership Renew	288.75	288.75
MUNCLE-2025		412-100-130 - Shared Training	Institute Of Municipal Clerk I	274.35	274.35
EDDESIGN25		412-100-130 - Shared Training	Ed. Design IIMC Enrolment	74.38	74.38
AMCA-25		412-100-130 - Shared Training	AMCA - Membership Renew	160.00	160.00
4269839		412-300-242 - Shared IT Equipn	Amazon - Tablet Stand	13.90	
		312-000-260 - GST Paid Refunc	GST Tax Code	0.70	14.60
004320		412-100-130 - Shared Training	CLGM Registration - Tanne	733.95	733.95
ATBANNUALFE		212-400-221 - Bank Fees	ATB MC Annual Fee Tanne	35.00	35.00
APPLE25		412-100-270 - Shared CPO Exp	Apple Cell Phone for CPO	1,599.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	79.95	1,678.95
APPLE-2025		412-100-130 - Shared Training	Apple - CPO Apple Care	269.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	13.45	282.45

Summer Village of Norglenwold  
List of Accounts for Approval

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OTHER

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
CAUD-2025		412-100-270 - Shared CPO Exp	Caudabe - CPO Phone Cas	63.37	
		312-000-260 - GST Paid Refunc	GST Tax Code	3.17	66.54
ABMUNIS-01		412-100-130 - Shared Training	AB Municipalites - Tanner F	215.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	10.75	225.75
CO-OP2025		412-100-266 - Shared PW Fleet	Fuel for PW Truck	47.62	
		312-000-260 - GST Paid Refunc	GST Tax Code	2.38	50.00
SQUEEKY25		412-100-266 - Shared PW Fleet	Squeeky Clean Truck Wash	13.33	
		312-000-260 - GST Paid Refunc	GST Tax Code	0.67	14.00
MICRO-25		412-300-240 - Shared Compute	Microsoft 365	114.45	114.45
AMAZON-25		412-200-510 - Shared Office Su	Amazon	212.99	
		312-000-260 - GST Paid Refunc	GST Tax Code	10.65	223.64
APPLE-25		412-100-270 - Shared CPO Exp	Apple Credit for Trade In	-190.00	-190.00
010902		412-200-510 - Shared Office Su	Walmart - Ink For Home Pri	57.96	
		312-000-260 - GST Paid Refunc	GST Tax Code	2.90	60.86
			Payment Total:		13,229.59
22	2025-02-10	Direct Energy			
318002380709-(		412-300-540 - Shared Utilities	Shared Utilities	1,002.14	
		312-000-260 - GST Paid Refunc	GST Tax Code	50.11	1,052.25
23	2025-02-11	Epcor			
JAN27-8683		232-000-545 - Utilities	Utilities	82.10	
		312-000-260 - GST Paid Refunc	GST Tax Code	4.11	86.21
24	2025-02-13	VOID - s/b EFT			
25	2025-02-11	Epcor			
JAN30-9084		412-300-540 - Shared Utilities	Utilities	598.27	
		312-000-260 - GST Paid Refunc	GST Tax Code	29.91	628.18
26	2025-02-11	VOID - s/b EFT			
			Total Other:		33,768.68
			Total MAIN:		65,755.46

Certified Correct This February 18, 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

## Summer Village of Norglenwold

February 28, 2025

### Public Works

#### Information Item

#### **Agenda Item:** *Norglenwold Public Works Update*

#### **Background:**

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

#### **Waste Management:**

Public Works was directed to inquire with Empringham disposal to determine if the organic cart schedule can be adjusted. Council suggested moving organic pick ups to the beginning of the week would be more conducive for resident schedules. Public Works contacted Empringham disposal and is awaiting response. Empringham disposal serves multiple municipalities and has a schedule in place.

During previous council meetings there was requests to investigate adjusting garbage pick ups to bi-weekly in the winter season. Empringham is willing to adjust services from the contract provided the contract for both garbage and recycling get extended. The current contract is set to expire December 31, 2027, and would like adjusted contract to extend into December 31, 2029. The current pricing will be carried forward reflecting no adjustments for inflation. Costs for dropping to bi-weekly pick-up services in winter months will change from a monthly rate of \$10.90/address/month to \$6.25 per address per month.

#### **Streets and Roads**

Signage has arrived including no exit, no parking, and no lake access. Public Works installed a new 'stop ahead' sign at the south end of Rustic Road as the old sign was becoming faded and required decommissioning.

#### **Tree Care and Forest Management**

Public Works received complaints of a dead and dangerous tree located in the Municipal Reserve (MR) East of 253 Honeymoon Drive threatening property. These hazardous trees were removed.

Public Works received a complaint that a tree had fallen across the pathway in Chipmunk Park. Public Works chain sawed fallen tree to re-open pathway for foot traffic.

Administration has been working on investigating FRIAA grants. After meeting with a FRIAA Liaison the summer village administration team was recommended to shift focus

into public education opposed to vegetation management. FRIAA representatives explained that the municipal reserves pose a relatively low risk to wildfire and encouraged improved FireSmart action taken by homeowners to clean up private properties. Public Works is coordinating with FireSmart representatives to obtain educational material and printouts to include with communications to residents.

Public Works is acquiring pricing from vegetation management crews to obtain pricing to cut fallen dead debris into smaller more manageable pieces. Strategy is still in development, but public works is exploring implementation of the FireSmart hazard ignition zone principles which would include cleaning deadfall, pruning, and thinning forestry within thirty meters of housing to function as a defensible barrier in the event of a wildfire.

### **Wastewater**

Public Works responded to two emergency shut-off requests for wastewater services in Norglenwold. Both properties had a high-level alarm triggered and residents were able to contact administration quickly to avoid spillage. Two new homes have been connected to the wastewater system since the last reporting period.

Public Works identified the need for two key documents to remain compliant with wastewater system regulatory requirements. These include standard operating procedures which include a maintenance schedule, safety requirements, etc. The second required document is an emergency management plan. Public Works has hired an experienced wastewater consultant to develop these plans with an anticipated completion date in April.

### **Administrative Recommendations:**

That Council accepts this report as information.

Administration recommends extending garbage and organic services contract to December 31, 2029.

Administration requests formal council approval to drop garbage services to bi-weekly over the winter months.

Administration requests formal council approval to re-schedule organic pick ups to Monday or Tuesdays should this be logistically possible.

### **Authorities:**

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

## Summer Village of Norglenwold

February 28, 2025

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 85 development permits issued in the Summer Villages (12 in Birchcliff, 6 in Half Moon Bay, 25 in Jarvis Bay, 22 in Norglenwold, and 20 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 167 Grand Avenue	Detached Garage
2. 253 Honeymoon Drive	Lakeside Stairs
3. 23 Grand Avenue	Detached Garage
4. 205 Grand Avenue	Dwelling & Escarpment Work
5. 59 Grand Avenue	Gravel Pad
6. 85 Grand Avenue	Escarpment Retaining Walls
7. 111 Grand Avenue	Dwelling
8. 351 Last Chance Way	Dwelling
9. 139 Grand Avenue	Lakeside Deck
10. 111 Grand Avenue	Lakeside Escarpment Ret. Walls
11. 53 Grand Avenue	Dwelling
12. 79 Grand Avenue	Hot Tub
13. 43 Ravenscrag Crescent	Hot Tub
14. 20 Ravenscrag Crescent	Dwelling Addition (Sunroom) & Deck
15. 45 Grand Avenue	Garage with Guest House
16. 213 Grand Avenue	Dwelling Addition
17. 8 Rustic Crescent	Detached Garage
18. 23 Ravenscrag Crescent	Hot Tub
19. 257 Honeymoon Drive	Detached Garage
20. 49 Grand Avenue	Accessory Building Demolition
21. 49 Grand Avenue	Dwelling Addition
22. 87 Grand Avenue	Escarpment Stabilization

New Completed Developments:

1. 359 Last Chance Way Deck off existing Accessory Building

**Permit Summary:**

Year to date 2025:

1 development permit. Estimated project cost \$100,000.00

2024 Jan.-Dec.:

11 development permits. Estimated project cost \$829,500.00.

2023 Jan.-Dec.:

10 development permits. Estimated project cost \$7,284,000.00.

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.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #208/13.

## **Summer Village of Norglenwold**

**February 28, 2025**

### **Information**

#### **Agenda Item: *CAO Report***

#### **Background:**

- Community Peace Officer Bradley Thibeault will begin full time work with us on February 26.
- CAO has been working with Bradley to review and potentially update outdated bylaws and fees schedules, dispatch and monitoring agreements, and equipment needs.
- CAO attended the Emerging Trends in Municipal Law conference on February 12-13.
- CAO met with members of the Innes family and Jonathan from Blue Rock Planning on February 7 to discuss the particulars of the annexation of their lands.
- Auditors were here from January 22-24 and will be back in February to complete the audit.

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

Council to discuss and accept as information.

#### **Administrative Recommendations:**

Council accept as information.

#### **Authorities:**

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



## **Summer Village of Norglenwold**

**February 28, 2025**

**Finance**

**Information Item**

**Agenda Item: *2025 Capital Plans***

### **Background:**

At a previous meeting council discussed capital plans and Council put together the Norglenwold Capital Plan, but an official motion was not made to pass the 2025 capital plan (which Tina needs to begin work) or the multi-year capital plan. Attached please find a draft capital plan and multi-year plan for Council's review and consideration.

### **Options for Consideration:**

1. Council to review and adopt the 2025 capital plan as presented or amended.
2. Council review and adopt the multi-year plan as presented or amended.
3. Council table until the next meeting for further consideration.

### **Administrative Recommendations:**

Council adopt the capital and multi-year plans for 2025.

### **Authorities:**

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

## NGW 2025 Capital Budget

### Planned Capital Expenses/Additions

Dock and Mooring Plan	\$ 5,000.00
Vegetation and development of 27 Rustic	\$ 15,000.00
99 Grand Ave Planting	\$ 6,000.00
Drainage Improvements Ravenscraig	\$ 60,000.00
Tree Removal / firesmart	\$ 10,000.00
Admin Building Improvements	\$ 11,093.00
<b>Total Expenses (Planned Additions)</b>	<b>\$ 107,093.00</b>

To be funded from:

Environmental Reserve  
 Environmental Reserve  
 Environmental Reserve  
 Grants (LGFF & MSI)  
 Environmental Reserve  
 General Operating Reserve

Funding Anticipated	
Accumulated Surplus	\$ 25,000.00
Deferred Revenue (Grants)	\$ 328,727.41
JSC IT Reserve	\$ 5,000.00
Reserves Fleet Replacement	\$ 25,000.00
Reserves Sewer / Environmental	\$ 976,011.00
Reserves General Operating	\$ 250,000.00
Reserves Legal Fees	\$ 50,000.00
Reserves Capital Recreation	\$ 500,000.00
Reserves Roads	\$ 412,062.00
Reserve Infrastructure	\$ 98,898.00
Anticipated Grant funding 2025 (LGFF & CCBF)	\$ 122,755.00
Anticipated Reserve Infrastructure increase	\$ 50,000.00
<b>Total</b>	<b>\$ 2,843,453.41</b>

<b>NGW Multi-Year Capital Plan</b>					
	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
<b>Planned Capital Expenses/Additions</b>					
Dock and Mooring Plan	\$5,000				
Vegetation and development 27 Rustic	\$15,000				
Road Overlay Program				\$574,632	
Road Assessment					\$5,000
Drainage Improvements Ravenscraig	\$60,000				
99 Grand Ave Planting	\$6,000				
Admin Building Improvements	\$11,093				
Tree Removal / Firesmart	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
MDP Rewrite			\$10,000		
Playground / Pickleball court		\$250,000			
<b>Total Expenses (Planned Additions)</b>	<b>\$107,093</b>	<b>\$260,000</b>	<b>\$20,000</b>	<b>\$584,632</b>	<b>\$15,000</b>
<b>Planned Revenue Sources</b>					
Current Reserves	\$2,170,698				
MSI/LGFF	\$92,755	\$92,755	\$92,755	\$92,755	\$92,755
CCBF	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Reserve growth funded from taxation	\$30,000	\$25,000	\$25,000	\$25,000	\$25,000
Anticipated Capital Spending	-\$107,093	-\$260,000	-\$20,000	-\$584,632	-\$15,000
<b>Total Reserves / Grants after anticipated spending</b>	<b>\$2,206,360</b>	<b>\$2,084,115</b>	<b>\$2,201,870</b>	<b>\$1,754,993</b>	<b>\$1,877,748</b>
Accumulated Surplus	\$25,000				
Deferred Revenue (grants)	\$328,727				
JSC IT Reserve	\$5,000				
Reserves Fleet Replacement	\$25,000				
Reserves Wastewater / Environment	\$976,011				
Reserves General Operating	\$250,000				
Reserves Legal Fees	\$50,000				
Reserves Roads	\$412,062				
Reserves Infrastructure	\$98,898				
<b>Total reserves</b>	<b>\$2,170,698</b>				

**From:** municipalservicesdivision@gov.ab.ca <municipalservicesdivision@gov.ab.ca>  
**Sent:** Friday, February 14, 2025 1:51:37 PM  
**To:** Cyril Gurevitch <cgurevitch@sylvansummervillages.ca>  
**Subject:** Summer Village Permanent Electors Register Update

Good afternoon,

Please see the attached update regarding requirements under the *Local Authorities Election Act* for permanent electors registers, special ballots, and elector vouching for summer village elections.

Additionally, attached is a draft data sharing agreement provided by Elections Alberta for your information and use, should you so choose.

Thank you,

Gary Sandberg  
Assistant Deputy Minister  
Municipal Services Division  
Municipal Affairs

## Permanent Electors Registers, Special Ballots, and Vouching

Clarification of legislative requirements for summer villages under the *Local Authorities Election Act*

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- **Previous messages from Municipal Affairs regarding special ballots and vouching in summer villages did not emphasize the need for a permanent electors register.**

### Permanent Electors Register

- **Section 49 of the *Local Authorities Election Act (LAEA)***
  - Section 49(1) of the *LAEA* requires municipalities to prepare a permanent electors register of residents in the municipality who are eligible to vote. The register is compiled and revised primarily using information received from the Chief Electoral Officer.
  - Section 49(3.3) of the *LAEA* provides that a summer village may, but is not required to, prepare a permanent electors register and enter into an agreement with the Chief Electoral Officer for the purposes of this section.

### Special Ballots

- **Section 77.1 of the *LAEA***
  - Section 77.1(1) of the *LAEA* states that an elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to vote by special ballot.
  - Section 77.1(1.1) of the *LAEA* provides that an elector whose name is not contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to be added to the permanent electors register.
  - Section 77.1(2) of the *LAEA* states that an elected authority may, by resolution passed prior to nomination day, provide for special ballots.
  - **Summer villages are not obligated to prepare a permanent electors register; however, they will need to do so if council wants to provide for special ballots in the 2025 general election.**

## Proof of Elector Eligibility

### ➤ Section 53 of the LAEA

- Section 53(4) of the LAEA states a person may validate the address of the person's residence if the person is accompanied by an elector who validates the elector's identity and the address of the elector's residence in accordance with subsection (3) and vouches for the person in accordance with subsection (7).
- Section 53(6) of the LAEA prohibits vouching if the elector's name is not contained in the permanent electors register.
- **Summer villages will also need to prepare a permanent electors register if council wants to permit vouching in the 2025 general election.**

## Elections Alberta

- If a summer village wishes to prepare a permanent electors register for the purposes of an electoral event governed under the *Local Authorities Election Act*, it must:
  - Fill, sign, and submit a data sharing agreement to Elections Alberta by February 28, 2025. This includes the inclusion of a completed Schedule "A" identifying the summer village's designated returning officer and a designated alternate.
  - Submit a complete set of addresses (current as of October 20, 2024) within the summer village, in a spatial format, to Elections Alberta by March 1st, 2025. Requirements for address data can be found in Schedule "B" of the data sharing agreement.
  - Inform Elections Alberta of the summer village's planned election date as soon as it becomes available.
  - Create a permanent electors register primarily using elector data provided by Elections Alberta.
 

**NOTE: Elector data from Elections Alberta will only contain information for summer village residents whose ordinary residence, for the purpose of a provincial general election, is located within the summer village. Any property owner whose ordinary residence, for the purpose of a provincial general election, is not located within the summer village will not be included in the elector data provided by Elections Alberta.**
  - Provide Elections Alberta an updated copy of the permanent elector register following the summer village election. This updated copy must include all elector additions, removals, and changes made to the permanent electors register over the course of the summer village's election. This must be submitted to Elections Alberta by March 1st, 2026.
 

**NOTE: Any elector added to a summer village's permanent electors register who is not ordinarily a resident of the summer village will not be included in any future elector data provided by Elections Alberta to the summer village.**

- A copy of the data sharing agreement template is attached for your convenience. For complete details of the requirements listed above, please review the included agreement. Due to time and resource constraints, Elections Alberta is unable to negotiate the terms of the data sharing agreement with individual municipalities in advance of the 2025 municipal election.
- Please submit all requests for resources, questions specific to the requirements outlined within the data sharing agreement, and signed data sharing agreements to [datacoordination@election.ab.ca](mailto:datacoordination@election.ab.ca).

## DATA SHARING AGREEMENT

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Between

(hereinafter referred to as “the Municipality”)

And

THE OFFICE OF THE CHIEF ELECTORAL OFFICER OF ALBERTA  
(hereinafter referred to as “Elections Alberta”)

Each a “Party” and together, the “Parties”

---

**WHEREAS** pursuant to the *Election Act*, R.S.A. 2000, c E-1 (“*Election Act*”), Elections Alberta must maintain the Provincial Register of Electors;

**AND WHEREAS** pursuant to the *Local Authorities Election Act*, R.S.A 2000, c L-21 (“*Local Authorities Election Act*”), the Municipality must

- A. enter into an agreement with the Chief Electoral Officer to receive information to assist in the compilation or revision of the Municipality’s Permanent Electors Register;
- B. enter into an agreement with the Chief Electoral Officer to provide information to the Chief Electoral Officer to assist in the preparation or revision of information required for the compilation or revision of the Provincial Register of Electors; and
- C. prepare a Permanent Electors Register using primarily information received from the Chief Electoral Officer;

**AND WHEREAS** the purpose of this Agreement is to facilitate the exchange of Electors Data between the Municipality and Elections Alberta, which exchange of Electors Data is necessary for the Municipality and Elections Alberta to fulfill their respective legislative requirements;

**AND WHEREAS** the Municipality and Elections Alberta understand and agree that the information they receive under this Agreement may only be used for the purposes of revising or compiling the Municipality’s Permanent Electors Register or revising the Provincial Register of Electors;

**NOW THEREFORE** the Parties agree as follows:



## DEFINITIONS

1. In this Agreement, the following words and expressions have the meaning assigned to them in this section:
  - a. **“Electoral”** means for the purpose of an election, a by-election, a referendum or other activities prescribed under Electoral Legislation including activities related to preparation for the aforementioned events;
  - b. **“Electors Data”** means data related to individuals residing within the Municipality’s official boundaries extracted from either the Provincial Register of Electors or the Municipality’s Permanent Electors Register as the context requires, but does not include Physical Address Data;
  - c. **“Electoral Legislation”** means the *Election Act*, the *Local Authorities Election Act*, and any other provincial legislation under which the Provincial Register of Electors or Municipality’s Permanent Electors Register can be used, as amended from time to time, and any regulations made under these pieces of legislation;
  - d. **“Municipality’s Permanent Electors Register”** means the register containing information about individuals ordinarily resident in the Municipality who are electors or will be electors, as set out in the *Local Authorities Election Act*;
  - e. **“Municipal Election”** means an election or by-elections held in the Municipality during the term of this Agreement pursuant to the *Local Authorities Election Act* and referendums held during the term of this Agreement;
  - f. **“Provincial Register of Electors”** means the register containing information about persons ordinarily resident in Alberta who are electors or will be eligible to be electors, as set out in the *Election Act*;
  - g. **“Physical Address Data”** means a list of every residential address in a Municipality that designates the location of a building or parcel of land, and includes Spatial Data;
  - h. **“Spatial Data”** means imbedded information that allows for the Physical Address Data to be plotted on the surface of the earth, typically represented as coordinates (ex. Latitude and Longitude) and readable by geographic information system (GIS) software;
  - i. **“Municipal Election Date”** means the election day as defined in the *Local Authorities Election Act*; and
  - j. **“Secure Service”** means a password protected electronic data transfer technology.

## RESTRICTIONS ON USE OF ELECTORS DATA

2. Each Party that receives Electors Data will:

- a) hold the Electors Data in confidence;
  - b) exercise reasonable care over the Electors Data;
  - c) store the Electors Data in a secure location;
  - d) restrict access and disclosure of the Electors Data to those persons with a need to know, and not disclose the Electors Data to any other person; and
  - e) use the Electors Data only for the purpose of revising or compiling the Municipality's Permanent Electors Register or the Provincial Register of Electors, as the case may be.
3. The Municipality must ensure it has appropriate procedures and processes in place to preserve the security and confidentiality of the Electors Data, including but not limited to procedures consistent with the guidelines set out in the "Guidelines for Access and Security of Electors Data" document provided with this agreement.
  4. Once a Party has updated, changed, manipulated, or integrated the Electors Data they receive from the other Party, the updated, changed, manipulated or integrated data is no longer Electors Data and not subject to this Agreement. For clarity, the receiving Party may still have legal obligations with respect to the use and protection of the new data outside the scope of this Agreement.
  5. This Agreement is not intended to modify either Parties' legislative obligations regarding the Provincial Register of Electors or the Municipality's Permanent Electors Register, respectively.

## **REQUIREMENTS OF DATA TO BE PROVIDED TO ELECTIONS ALBERTA**

### Physical Address Data

6. The Municipality must provide Elections Alberta a complete dataset of Physical Address Data:
  - a) that is current within 12 months of the Municipal Election Date; and
  - b) by no earlier than 12 months prior to the Municipal Election Date and no later than March 1 in the year of a Municipal Election.
7. If the Municipality utilizes a third-party to manage their Physical Address Data, the Municipality may authorize the third-party to provide the Physical Address Data directly to Elections Alberta on their behalf using Schedule "D".
8. The Municipality must provide Elections Alberta Physical Address Data in accordance with the requirements set out in Schedule "C".

### Electors Data

9. Following a Municipal Election, the Municipality must:

- a) update the Municipality's Permanent Electors Register based on information received in the course of the Municipal Election; and
  - b) based on the updated Municipality's Permanent Electors Register transmit the Electors Data to Elections Alberta:
    - i) by March 1 of the year following the Municipal Election; and
    - ii) in the form set out in Schedule "B";unless otherwise agreed to by Elections Alberta in writing.
10. The Municipality shall not destroy any election records required for the update of the Municipality's Permanent Electors Register prior to transmitting the Electors Data to Elections Alberta.

**REQUIREMENTS OF DATA TO BE PROVIDED TO THE MUNICIPALITY**

11. Elections Alberta will make reasonable efforts to provide the Municipality with Electors Data on the later of:
- a) receipt of an executed copy of this Agreement; or
  - b) five months before the Municipal Election Date.
12. Elections Alberta, at its sole discretion, may provide the Municipality with access to updated Electors Data following the date set out in section 11.
13. Elections Alberta will provide the Municipality with Electors Data in the form set out in Schedule "B".

**TRANSMISSION OF ELECTORS DATA**

14. The Parties agree that the transmission of Electors Data will only occur via Secure Service.
15. If, due to technical failure of the Secure Service, the Parties are unable to use the Secure Service, the transfer of information will be postponed until the Secure Service is re-established or an alternative Secure Service is identified.

**RECEIPT, ACCESS, AND USE OF ELECTORS DATA**

16. Elections Alberta will provide login credentials for the Secure Service to two people from the Municipality:
- a) the Municipality's designated Returning Officer; and
  - b) one alternate person designated by the Municipality.
17. To designate an alternate person, the Municipality must provide Elections Alberta with that person's name, title, work address, telephone number, and email address, in the form set out in Schedule "A".

18. The Municipality may change the alternate person by notifying Elections Alberta in writing and provide an updated Schedule "A". Upon receipt of an updated Schedule "A", Elections Alberta will make required changes to the Municipality's access to the Secure Service within a reasonable timeframe.

#### **LOSS AND UNAUTHORIZED ACCESS OF ELECTORS DATA**

19. If the Municipality becomes aware of an unauthorized access or loss of Electors Data, the Municipality must:
  - a) notify Elections Alberta immediately and provide:
    - i) the date, time, and place of the unauthorized access or loss;
    - ii) details of what Electors Data has been accessed or lost;
    - iii) details of the circumstances leading up to the unauthorized access or loss; and
    - iv) details of the actions taken by the Municipality to address the unauthorized access or loss;
  - b) take all reasonable actions to address the unauthorized access and retrieve the Electors Data;
  - c) take any action that Elections Alberta directs, including notifying local law enforcement.

#### **RIGHTS OF AUDIT**

20. The Municipality agrees that:
  - a) Elections Alberta may investigate any complaint which it receives concerning the use, disclosure, handling, storage or destruction of the Electors Data. Elections Alberta may require the Municipality to assist in such an investigation by providing such information as may reasonably be required in order to answer such complaint.
  - b) For the purpose of confirming compliance with the terms of this Agreement, Elections Alberta may appoint an independent auditor to review the policies, procedures, practices and processes that the Municipality has in place in respect of the use, disclosure, handling, storage and destruction of the Electors Data. The Municipality will provide such assistance and access to records as the auditor may reasonably require to carry out such an audit.
  - c) When conducting an audit pursuant to section 20.b), the independent auditor will:

- i) sign any such agreement the Municipality may reasonably require to protect the privacy and confidentiality of information that the auditor has access to during the course of an audit;
- ii) conduct the audit during the regular business hours;
- iii) avoid the period of time between the close of nominations until after the Municipality has issued the results of the official count; and
- iv) provide five business days' notice to the Municipality that such an audit will be performed.

## **RIGHT OF SUSPENSION OF DATA ACCESS**

21. Elections Alberta may immediately suspend the Municipality's access to Electors Data if there is reasonable belief of improper use, access, disclosure, handling, storage, or destruction of the Electors Data or any non-compliance to this Agreement. Access will remain suspended until the Municipality demonstrates compliance with this Agreement to Elections Alberta's satisfaction.

## **TERM AND TERMINATION**

22. This Agreement comes into effect on the date that it is signed by the Parties.
23. The term of this Agreement ends on March 2, 2026.
24. This Agreement may be terminated before March 2, 2026 upon both:
- a) an amendment to the *Local Authorities Election Act* that removes the requirement for the Municipality to receive information from Elections Alberta; and
  - b) either Party providing written notice of termination to the other Party.
25. This Agreement may be extended for up to 12 weeks by Elections Alberta at the written request of the Municipality to accommodate a municipal by-election. A Municipality must request the extension prior to the termination of this Agreement.

## **SURVIVAL**

26. Any provisions in this Agreement which, expressly or by their nature, extend beyond the termination of this Agreement, shall survive any termination of this Agreement. This includes, but is not necessarily limited to provisions restricting the use of, and maintaining confidentiality over, Electors Data, and the obligations of the Parties under section 49 of the *Local Authorities Election Act*.
27. The termination of this Agreement does not relieve the Municipality from its obligation to provide Elections Alberta with updated Electors Data following a Municipal Election.

**COSTS**

28. Each Party shall bear their own cost of producing and transmitting the Physical Address Data and Electors Data to the other Party. The cost of any processing required by the receiving Party to utilize the Physical Address Data and Electors Data shall be borne by the receiving Party.

**MISCELLANEOUS PROVISIONS**

29. The Parties do not make any warranty, express or implied, with respect to the accuracy or completeness of the Physical Address Data or Electors Data they transmit to the other Party. Neither Party will be liable to the other Party for any damage resulting from the transmission or use of incomplete or inaccurate Physical Address Data or Electors Data.
30. Despite section 29, the Parties shall make best effort to ensure that:
- a) The Physical Address Data transmitted by the Municipality to Elections Alberta is current and contains Spatial Data;
  - b) The Electors Data transmitted by Elections Alberta is a true copy of the data recorded in the Provincial Register of Electors; and
  - c) The Electors Data transmitted by the Municipality to Elections Alberta is a true copy of the data recorded in the Municipality's Permanent Electors Register following the Municipal Election.

**INDEMNITY**

31. The Municipality will indemnify and hold harmless Elections Alberta, its employees and agents from and against any and all liability, claims, suits or actions, costs (including costs as between solicitor and client), damages and expenses which may be brought or made against Elections Alberta as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept observed or performed by the Municipality or any person for which the Municipality is responsible at law, or any negligent act or omission of the Municipality or any person for which the Municipality is responsible at law, in connection with or arising out of this Agreement or the performance of this Agreement.

**SCHEDULES**

32. The Schedules to this Agreement form a part of this Agreement. In the event of a conflict between the body of the Agreement and the Schedules, the body of the Agreement will govern.

**AMENDMENTS**

33. To be effective, an amendment to this Agreement must be in writing and requires the agreement of both Parties.

**APPLICABLE LAWS**

34. This Agreement shall be governed by the laws in effect in Alberta.

**CONFLICT AND SEVERANCE**

35. Where there is a conflict between any provision of this Agreement, and Electoral Legislation, the Electoral Legislation prevails.
36. If any part of this Agreement is void, prohibited or unenforceable, this Agreement shall be interpreted as if such part had never been part of this Agreement.

**NOTICE**

37. Any notice required or contemplated to be given under this Agreement must be given to the other Party at the addresses set out in Schedule "A" this Agreement.
38. Notice will be deemed to have been delivered:
- (1) if by personal delivery, when actually delivered;
  - (2) if by email, at the commencement of the next business day; and
  - (3) if by mail, 5 business days after mailing, unless there is a postal interruption, in which case, notice will not be deemed to have been received during or within 7 days prior to and 7 days after the postal interruption unless actually received.

**ENTIRE AGREEMENT**

39. This Agreement, including the Schedules, contains the entire agreement between the parties with respect to the subject matter of this Agreement.
40. There are no terms, representations or warranties, express or implied, forming part of, affecting or relating to this Agreement, except those expressly provided in this Agreement.
41. This Agreement shall supersede and replace all prior agreements and understandings, oral or written, between the Parties regarding the subject matter of this Agreement.

**COUNTERPARTS**

42. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument.

**THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK**



**SIGNATURES**

**For the Municipality:**

**DATED and SIGNED** at \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**For Elections Alberta:**

**DATED and SIGNED** at Edmonton,

this \_\_\_\_\_ day of \_\_\_\_\_, 20

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**AFFIDAVIT OF CORPORATE SIGNING AUTHORITY**

I, \_\_\_\_\_, of \_\_\_\_\_, in the  
*NAME* *MUNICIPALITY*  
Province of Alberta,

**MAKE OATH AND SAY THAT:**

1. That I am the \_\_\_\_\_ of the Municipality named in the within or annexed instrument.
2. That I am authorized by the Municipality to execute the instrument without affixing a corporate seal

**SWORN BEFORE ME** at the \_\_\_\_\_ )

)

\_\_\_\_\_, in the Province of )

Alberta, this \_\_\_\_ day of \_\_\_\_\_, )

20\_\_\_\_. )

)

\_\_\_\_\_  
SIGNATURE OF COMMISSIONER FOR OATHS IN AND FOR ALBERTA )

\_\_\_\_\_  
SIGNATURE OF \_\_\_\_\_ )

)

NAME OF COMMISSIONER: \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_

**SCHEDULE "A"**

**PERSONS AUTHORIZED TO RECEIVE  
ELECTORS DATA**

**FOR THE MUNICIPALITY**

DESIGNATE CHANGE REQUEST:  YES

**DESIGNATED RETURNING OFFICER**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
                    First Name                      Last Name

MUNICIPALITY NAME \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_  
  Suite/Unit                      Building Number                      Street Name/Number

\_\_\_\_\_  
  Municipality    Postal Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**DESIGNATED ALTERNATE**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
                    First Name                      Last Name

MUNICIPALITY NAME \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_  
  Suite/Unit                      Building Number                      Street Name/Number

\_\_\_\_\_  
  Municipality    Postal Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FOR ELECTIONS ALBERTA**

**Elections Alberta Designated Contacts**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
                    First Name                      Last Name

OFFICE ADDRESS: \_\_\_\_\_  
  Suite/Unit                      Building Number                      Street Name/Number

\_\_\_\_\_ Municipality    Postal Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
                    First Name                      Last Name

OFFICE ADDRESS: \_\_\_\_\_  
  Suite/Unit                      Building Number                      Street Name/Number

\_\_\_\_\_ Municipality    Postal Code

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SCHEDULE “B”****Elector data provided:**

<b>FIELD NAME</b>	<b>EXPLANATION</b>	<b>EXAMPLES</b>
SURNAME	elector’s last name	Smith
GIVEN NAME	elector’s first name	John
MIDDLE NAME/INITIALS	elector’s middle name or initial (if provided)	H, Hector
GENDER	elector’s gender (if provided)	M, F, Other
DATE OF BIRTH	elector’s date of birth in the format of yyyy/mm/dd	1972/03/16
PHYSICAL ADDRESS	address indicating the location of elector’s primary residence – at minimum, one of the following will be provided: civic address, emergency locator address (911 address), legal land description (quarter section-section-township-range-meridian), legal address (plan-block-lot), other	Civic: 8619 Alanwood Street SE Calgary, 911: 13, 52417 Rge Rd 15 Parkland County Legal Land Desc: NW-29-52-1-5 Legal Address: 13-1-7621715
TELEPHONE NUMBER	elector’s telephone number (if provided)	780-919-0607
MAILING ADDRESS	elector’s mailing address (if different from physical address)	Site 3 Box 33 RR 4, PO Box 6502 Stn Main EDSON AB, T8E 2B1
POSTAL CODE	elector’s postal code (if provided)	T7E 3G8

## SCHEDULE "C"

### Approved physical address data file types:

- Shapefile (zipped)
  - Required files in zipped shapefile include:
    - .shp
    - .dbf
    - .shx
    - .prj
  - Required Geometry
    - Point
- File Geodatabase (zipped)
  - Required file in zipped File Geodatabase:
    - .gdb
  - Required Geometry
    - Point
- Excel
  - .xlsx
  - Requires Latitude and Longitude field

### Required data fields:

FIELD NAME	EXPLANATION	EXAMPLES
SUITE	suite or unit number or letter or other designation	A, B, C, 1, 2, 3, BSMT, REAR, UPPER
HOUSE_NUM	building number or access number (if 911 address)	118, 3697A, 10835, 391031
ST_NAME	name or number of street/road	2, 51, 135, Main, Grandin, Railway, West Ridge
ST_TYPE	street/road type (911 addresses must use this for Rge Rd, Twp Rd, and Hwy)	St, Way, Ave, Road, Blvd, Dr, Rge Rd, Twp Rd, Hwy,
DIR	street/road direction or quadrant	N, SW, E
MUNI	name of the municipality	Red Deer, Lac La Biche, County of Lethbridge, MD of Wainright No.61
RES	designates if address is residential or not	Yes, No
EMS_ADD	designates if address is a 911 address or not	Yes, No
LATITUDE	<b>Only required if using Excel</b>	52.53112761, 49.32363236
LONGITUDE	<b>Only required if using Excel</b>	-111.85293779, -113.75202244

**SCHEDULE "D"**

**AUTHORIZATION FOR THIRD-PARTY TO PROVIDE DATA TO ELECTIONS ALBERTA**

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I, \_\_\_\_\_, the undersigned, as the designated  
given name surname

Returning Officer for \_\_\_\_\_ authorize  
municipality

\_\_\_\_\_ to provide physical address data to  
third-party data provider name

Elections Alberta on behalf of the Municipality.

I agree that:

- The Municipality remains responsible for ensuring all terms of this data sharing agreement are met including, and not limited to, the provision of Physical Address data to Elections Alberta.
- All costs associated with the production and transmission of data will be borne by the Municipality and/or the third-party as per the data sharing agreement unless explicitly agreed to in writing by Elections Alberta.
- The Municipality is responsible for informing the third-party of their duty to provide the required data to Elections Alberta before March 1<sup>st</sup> of the year of municipal election and all associated requirements outlined in Schedule "D" of this data sharing agreement.
- Elections Alberta reserves the right to refuse or suspend access to shared data until all terms of this agreement are met.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Summer Village of Norglenwold**

**February 28, 2025**

**Council Reports**

**Information Item**

**Council Reports:**

Mayor Gurevitch

Deputy Mayor Ludwig

Councillor Miller

**Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

**Upcoming Meetings:**

Next Council Meeting – March 28, 2025





## ***Parkland Update***

**Thursday, February 6, 2025**

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**Get the latest Parkland updates, library news, training, events, and more!**  
Stay up to date by visiting our [support site](#).

### **Welcome Valerie! New Accounting Technician at Parkland**

We are excited to announce that Valerie Schellenberg has joined the Parkland team as an Accounting Technician. We are thrilled to have her on board!

Valerie grew up in Ontario, dreaming of moving back to the family farm in Alberta. She obtained her Library Technician diploma from Niagara College, and worked in public libraries and regional media centres in both Ontario and Alberta before expanding "doing books" to bookkeeping and accounting in British Columbia. Moving back to Alberta, she continued doing books with school libraries and various accounting businesses. Coming back into full-time library services work doing financial services fulfills both sides of the dream job! Her favourite things to read include mystery, historical fiction, and non-fiction. When not reading, her spare time is filled with seed catalogues and gardening. Welcome Valerie!

## Cremona Municipal Library Wins Read for 15 Challenge



The Cremona Municipal Library won the 2025 Read for 15 Challenge with a remarkable 67.03% of their population participating by reading at least 15 minutes on January 27, 2025. Amazing work and congratulations to the Cremona team! An honourable mention also goes out to Camrose Public Library, with a total of 3,426 readers reporting their reading! Great job readers!

### Plan of Service Training now Live on Niche

Parkland has recently published [Plan of Service Training on Niche Academy](#). With plenty of our member libraries needing to re-do their Plan of Service this year and in the coming years, this is an excellent resource to get you started. For further help, please reach out to your consultant.

### LIBRARY NEWS

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

### Upcoming Grant Deadlines

- [Community Foundation Grant \(Canada Post\)](#) - Deadline February 28
- [Literacy Fund Grant \(Indigo Love of Reading for school libraries only\)](#) - Deadline February 28
- [Canada Cultural Spaces Fund](#) - Ongoing
- [Donald Hamilton School Library Advocacy Fund](#) - Ongoing

### Notable Upcoming Dates

- [Black History Month](#) - February
- [Library Lovers Day](#) - February 14
- [Family Day](#) - February 17
- [Freedom to Read Week](#) - February 23 - March 1
- [Pink Shirt Day](#) - February 26

### Big Talk from Small Libraries Conference

Have you ever wished you could attend a free virtual conference tailored just for smaller libraries? You're in luck! [Register now](#) for the Big Talk from Small Libraries Conference on **February 28** to get insight into everything there is to know about running a small library. All presenters are from libraries with fewer than 10,000 people and the event will really dive into the things that make small libraries great. Join us for this engaging conference to learn more!

### Freedom to Read Week



[Freedom to Read Week](#) is an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom. As of 2024, Freedom to Read Week entered a new phase led by Library and Archives Canada, the Canadian Urban Libraries Council, and the Ontario Library Association in partnership with the Book and Periodical Council. These organizations are coordinating to enhance Freedom to Read Week for

years to come. [You can find digital and print marketing materials online here.](#)

### **Polaris Reports Subscription Option**

Parkland has utilized usage data for the various Polaris Reports to make the most frequently used reports subscribable! To subscribe, simply go to the Subscriptions folder and click the three dots in the upper right of the report you'd like to subscribe to, then click 'Subscribe'. Edit the delivery schedule to the frequency you need, enter your email address, select your library in the 'Value/field', and click 'Create Subscription' and the report will be emailed to you. For more information and screenshots on this process, [check out this blog post!](#)

### **Helping Patrons Access TRAC - And More Resources!**

Did you know that you and your patrons can access TRAC's (The Regional Automation Consortium) digital collections? With their Parkland member library card, your patrons can access TRAC's eBook and eAudiobook collections through our eReading platforms - Overdrive/Libby and CloudLibrary! Patrons can check out up to 10 digital TRAC collection items at a time. CloudLibrary will automatically connect to TRAC's collections once they've logged in and it's just a few quick and easy steps for them to access TRAC's Overdrive/Libby collections. [Click here for more information.](#)

### **Basic Legal Research Webinar from Alberta Law Libraries**

Do you get legal questions? In this webinar, librarians from Alberta Law Libraries will provide a review of basic strategies to understand and research the law as well as the best free legal information resources and databases to recommend to your patrons. We will touch on:

- Basic functions of the Courts
- Common Law - the importance of caselaw in Canada
- Primary vs. secondary sources
- Where to find legislation
- Where to find caselaw
- Where to find court forms
- Where to find secondary sources
- Where to find help with legal research
- Where to find legal help

Please join us **Wednesday February 26 at noon** for an overview. [You can register for this webinar here.](#)

### **Alberta Library Trustees' Association Coffee Chat**

[ALTA](#) has an amazing network of members, so grab a coffee and let's talk! This is an opportunity to engage with fellow library board members to discuss this ever-changing landscape. This is an informal 45-minute virtual chat on ZOOM hosted every month. Attendance is limited to 20 trustees and available on a first-come first-served basis. Please know you must be a current ALTA member to participate. If you're interested in registering for the next open chat on **February 12, 2025 at 7:00pm**, [click this link and enter your information](#).

### Read Alberta Book Blast



Are you looking to learn more about new, quality, local books? Do you need new titles for library programs or to add to your collections? Presented by the [Book Publishers Association of Alberta \(BPAA\)](#), the “Read Alberta Book Blast” series will showcase the latest and greatest in Alberta-published books. Through a series of bite-size presentations (we won't take up too much of your time), library staff can learn about what's new in the world of locally published titles. Register for the free event on **February 13, 2025 from 1:30-3:00pm** by [clicking this link](#).

### TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

#### Legal Responsibilities - Board Development Program

**February 12**

**1:30pm**

Where do the board's duties and responsibilities come from? What do board members need to know in order

to meet their legal responsibilities? What actions can board members take to help them meet their legal responsibilities? [This course](#) will also examine conflict of interest including tips on how to effectively manage it. Join us for a live and interactive webinar to find out the answers to these questions, hear what other Not-for-Profit board members are experiencing and test your knowledge of the information that is shared.

### **Financial Responsibilities - Board Development Program**

**February 26**

**1:30pm**

What are the board's financial responsibilities? How can the board fulfill these responsibilities? What is Financial Management and what does it include? To put it simply, the board has to know what is going on, and ask questions if they don't! [Join us for more details](#) and a few activities that will introduce your financial responsibilities.

### **Elements of Indigenous Style: Insights and applications for the book industry**

**February 28**

**12pm**

From acquisitions and editorial to marketing and sales teams, every team member plays a role in accurately, respectfully, and ethically championing Indigenous and traditionally underrepresented voices. This session, led by Warren Cariou, Lead Editor of the second edition of Gregory

Younging's [Elements of Indigenous Style](#), is for book industry professionals eager to learn and apply Indigenous teachings to their work. Using Elements of Indigenous Style as a foundation, this session delves into its mind-opening content, which goes beyond the scope of a traditional style guide. [Register for this webinar here.](#)

### **Readers' Advisory: Ideas & Practice 2025**

**March 12  
12pm**

*Booklist* is back with a new series of free readers' advisory workshops designed to keep you up to speed on both the ideas and practice that will enhance your RA game. Learn from experts in the field about how genres relate to each other, how to talk to patrons about their leisure reading, and how to write an effective book annotation. Participants should have an understanding of the basic readers' advisory concepts of appeal elements (character, pace, storyline, tone, and writing style). [Make sure to reserve your seat today!](#)

### **Spring Picks from OverDrive Librarians**

**February 19  
12pm**

[Join OverDrive's staff librarians](#) to hear about the best books landing on your digital shelves this spring. We're sharing can't-miss titles for adult audiences, plus highlights in Thriller, Mystery, Fantasy, Poetry, and Cookbooks. You'll receive a link to easily shop all the titles mentioned!

### **Fundraising with Grant Connect February 20**

**10am**

Join us for a comprehensive introduction on Grant Connect, including identifying and qualifying good prospects using Grant Connect, an walk-through of various features such as Search, Gift Explorer, Contact Explorer and Pipeline, and an overview of our subscriptions. This is a great introductory webinar to increase your chances of successfully receiving grants. [Make sure to register to learn more!](#)

### **Turn Strategy Into Action With Theory of Change**

**February 26  
1pm**

You're getting ready to implement a change at your library, from a new strategic plan to a major project. How do you get your staff, partners, or community to understand and align with this new direction? Theory of Change is a powerful tool to help you define a shared vision that everyone can strive

for together, while allowing flexibility and autonomy in how they get there. In this webinar, you'll learn how one library is using Theory of Change to drive strategic alignment while reducing bureaucracy. [Register for this webinar here.](#)

## **Meeting Procedure and Effectiveness Training for Library Boards**

**March 1**

**9:30am - 4pm**

### **Leduc Public Library**

Public Library Services Branch (PLSB) invites you to participate in a training seminar on board governance, effective meetings, Robert's Rules of Order and parliamentary procedure. Registration is open to all municipal, intermunicipal, and library system board members and must be completed by February 22. For more information on this training and [to register, click here.](#)

## **The Social Media Marketing Conference**

**Multiple Dates in March**

This conference was designed to help you navigate the "first tier" and "second tier" platforms, boost your social media marketing savvy, and discover how to reap the many benefits that go hand in hand with a smart, well-thought-out social media marketing campaign. Explore the latest trends in social media, take a look at exciting new marketing techniques, and gain a social media "toolbox" chock full of tools, tips, tricks, and how-to's. To see the available dates



and register for this conference, [visit this site](#). There is a fee for this conference.



## ***Parkland Update***

**Thursday, February 20, 2025**

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

Stay up to date by visiting our [support site](#).

### **Programming Updates from PRLS**

Parkland has decided to discontinue the Programmer's Virtual Coffee Breaks in favour of a new Collections & Programming Newsletter that is currently in development and will launch in the spring. This newsletter is aiming to bring you news about the cool stuff PRLS is putting together programming wise (think kits and book clubs and more), highlights from other member libraries doing incredible programming, and tons of information about collections!

We would also like to announce a few new kits that will be available for booking! We have a new adult book club kit (*Lula Dean's Little Library of Banned Books*), a new teen book club kit (*UnOrdinary* graphic novel), and two new tech kits (Meta Quest 3 VR headset and Nintendo Switch).

Finally, we are excited to announce that we now have a full list of PRLS book club kits on our Support Site! The kits are divided by age group to make it super simple for you to look up. [Check out the lists here](#).

### **LIBRARY NEWS**

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

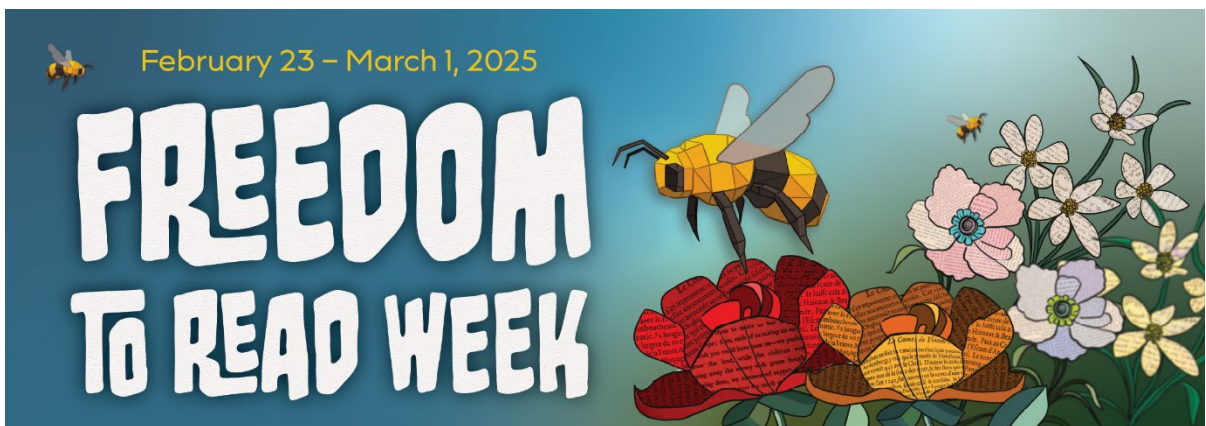
### Upcoming Grant Deadlines

- [Community Foundation Grant \(Canada Post\)](#) - Deadline February 28
- [Literacy Fund Grant \(Indigo Love of Reading for school libraries only\)](#) - Deadline February 28
- [Donald Hamilton School Library Advocacy Fund](#) - Ongoing

### Notable Upcoming Dates

- [Black History Month](#) - February
- [Freedom to Read Week](#) - February 23 - March 1
- [Pink Shirt Day](#) - February 26
- [Big Talk from Small Libraries Conference](#) - February 28
- [Women's History Month \(US\)](#) - March
- [World Book Day](#) - March 6
- [International Women's Day](#) - March 8

### Freedom to Read Week



[Freedom to Read Week](#) is an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom. As of 2024, Freedom to Read Week entered a new phase led by Library and Archives Canada, the Canadian Urban Libraries Council, and the Ontario Library Association in partnership with the Book and Periodical Council. These organizations are coordinating to enhance Freedom to Read Week for years to come. [You can find digital and print marketing materials online here.](#)

### *The Shadow War on Libraries*

The CBC recently released a [investigative article](#) and [Fifth Estate documentary](#) that explores what they have dubbed the "shadow war on libraries" happening throughout Canada, but especially in rural Alberta. The pieces are both quite intensive and provide an intriguing look

into the challenges some communities and libraries are facing. Since the story went live, the Valleyview Municipal Library, which is featured in the article and documentary, has seen an outpouring of support from folks around the country. The Canadian Anti-Hate Network has been collecting letters of support for the library and [publishing some of them here](#) for people to read.

On a similar topic, the Centre for Free Expression has partnered with various Canadian libraries and organizations to host *Censoring Books in Schools and Libraries: What does it mean for our future?*, a free webinar on **February 26 at 5pm**. No registration is required for this event and you can watch the webinar simply by [clicking on this link](#) after the event has started. For more information about the webinar and who will be speaking, [you can visit the event page here](#).

### **Canadian Copyright Training Now Available**

A new video tutorial is now available on Niche Academy that looks at Canadian Copyright. This Opening Up Copyright Instructional Module is an open educational resource created by the University of Alberta. The training will cover many things including, but not limited to, photocopying in the library, the public domain, copyright in the Makerspace, and more. This [training can be accessed here](#) at any time by PRLS members.

### **TD Summer Reading Updates**

TD Summer Reading Club has announced their official list of [2025 Top Ten Recommended Reads](#) for this year's program. With the [Staff Site](#) live and full of valuable [resources](#), now is the time to start thinking about your summer programs. Make sure to sign up for the TD Summer Reading Club Newsletter to stay up to date with all the latest news announcements. You can [sign up for the newsletter and see the newest developments here](#).

### **Winter Webinars from the Community Engagement Branch**

The Government of Alberta has released their Winter Webinar list for non-profit board governance and strategic planning. Click on the individual links to register for these events if they are of interest to you.

- [Financial Responsibilities - Wednesday, February 26, 2025 \(1:30 - 3:00 pm\)](#)
- [Risk Management - Wednesday, March 5, 2025 \(1:30 - 3:00 pm\)](#)
- [Committees & Meetings - Wednesday, March 12, 2025 \(1:30 - 3:00 pm\)](#)
- [Building Strong Teams & Effective Relationships - Wednesday, March 19, 2025 \(1:30 - 3:00 pm\)](#)

- [SWOT Analysis - Lunch & Learn - Thursday, February 27, 2025 \(12:00 - 1:00 pm\)](#)
- [Strategic Thinking, then Strategic Planning - Tuesday, March 4, 2025 \(1:30 - 3:30 pm\)](#)
- [Asset Mapping - Lunch & Learn - Monday, March 31, 2025 \(12:00 - 1:00 pm\)](#)

### Storytelling Contest for Youth Patrons

Do you have a young patron that is always writing and scribbling away? A future author in the making? Submissions are now open for the [Robyn Herrington Memorial Short Story Contest](#) for young writers in Alberta and the Northwest Territories. Writers younger than 18 are invited to submit their original, unpublished written works of fiction to the contest with the theme of "In Places Between". There is no entry fee for the contest, the author retains their copyright, and ten selected stories will be published in the annual contest book. For more information and to submit a story, [please read more here](#).

### Library Trends Shaping The Way You Work

Libraries are as fluid and dynamic as the communities they serve — it's the nature of libraries! Sometimes, that means library staff chase trends to see how their community will respond — some things stick, some things don't. In honor of this pursuit, [Novelist researched what trends seemed to stick in 2024](#). Dive deeper into topics such as how generative AI is impacting libraries, staff retention policies, connecting communities with collections, and how libraries are taking a stand in this great article from Novelist.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Parkland Training

- **PLC Meeting**
  - March 10 @ 10am at Parkland HQ/Virtual
- **Post-PLC Advocacy Training**
  - March 10 @ 1:15pm at Parkland HQ/Virtual

### Turn Strategy Into Action With Theory of Change

**February 26**

**1pm**

You're getting ready to implement a change at your library, from a new

strategic plan to a major project. How do you get your staff, partners, or community to understand and align with this new direction? Theory of Change is a powerful tool to help you define a shared vision that everyone can strive for together, while allowing flexibility and autonomy in how they get there. In this webinar, you'll learn how one library is using Theory of Change to drive strategic alignment while reducing bureaucracy. [Register for this webinar here.](#)

**Elements of Indigenous Style: Insights and applications for the book industry  
February 28**

**12pm**

From acquisitions and editorial to marketing and sales teams, every team member plays a role in accurately, respectfully, and ethically championing Indigenous and traditionally underrepresented voices. This session, led by Warren Cariou, Lead Editor of the second edition of Gregory Younging's [Elements of Indigenous Style](#), is for book industry professionals eager to learn and apply Indigenous teachings to their work. Using Elements of Indigenous Style as a foundation, this session delves into its mind-opening content, which goes beyond the scope of a traditional style guide. [Register for this webinar here.](#)

**Embracing neurodiversity: Cultivating an inclusive workplace for neurodivergent staff**

**March 4****1pm**

Work environments that are made up of people who think differently bring more ideas and perspectives to the table. In fact, research consistently shows that diverse teams are better at problem solving, are more innovative, and are more effective. As our workplaces become more diverse, it becomes everyone's responsibility to learn how to embrace differences. [In this webinar](#), gain an understanding of the term 'neurodiversity' and learn about the strengths of those who are neurodivergent. In addition, attendees will learn about ways they can support inclusion of neurodivergent colleagues to help create a more supportive and welcoming environment for all.

**Supporting communities impacted by incarceration through library services****March 13****1pm**

Public libraries are often on the frontlines of serving communities impacted by incarceration, with many patrons facing the challenges of trauma, stigma, and reintegration. [This webinar](#) will explore how libraries can effectively support individuals and families affected by incarceration—whether through outreach to local jails or providing services to those re-entering society. Learn about successful initiatives, funding opportunities, and service models that address the lasting impacts of incarceration. Gain strategies and resources to enhance your library's role in

creating supportive, inclusive services and spaces to help build stronger, safer communities for all.

**On the rise: Book subjects on the move in the Canadian market**

**March 27**

**12pm**

[This webinar](#) explores emerging trends in the types of books Canadians are buying. Using the most up-to-date data, we'll find out if Romantasy titles are still flying off the shelves at a feverish pace, whether Taylor Swift can sell books as well as she sells concert tickets, and how other sociocultural and demographic shifts are reflected in book-buying behaviour.