

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF NORLGENWOLD  
JANUARY 29, 2021 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**      -      Regular Meeting Minutes, December 18, 2020

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Development Update

**E. REQUESTS FOR DECISION**

**1) Council & Legislative**

- a) Sylvan Lake Intermunicipal Development Plan
- b) 2021 Census
- c) Noise Complaint

**2) Public Works**

- a) Mowing Contract

**F. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

- a) Jeff Ludwig
- b) Ed Thiessen

**2) Correspondence**

- a) Parkland Regional Library Board

**3) Upcoming Meetings**

- b) Council Meeting – February 26, 2021

**G. OPEN MIC**

**H. ADJOURNMENT**

Summer Village of Norglenwold  
Regular Meeting Minutes  
December 21, 2020

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held December 21, 2020 in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**IN ATTENDANCE**

Mayor:	Jeff Ludwig via Zoom
Deputy Mayor:	Ed Thiessen via Zoom
CAO:	Tanner Evans via Zoom
Public Works Coordinator:	Chris Loov via Zoom
Junior Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau
Gallery:	Victor Maris

**CALL TO ORDER**      The Meeting was called to order at 9:03 a.m. by Mayor Ludwig.

**AGENDA APPROVAL**

**NGC-20-187**      MOVED by Deputy Mayor Thiessen that the agenda be adopted as presented.

CARRIED

**CONFIRMATION OF MINUTES**

**NGC-20-188**      MOVED by Deputy Mayor Thiessen that the minutes of the Regular meeting of Council held on November 27, 2020, be approved as presented.

CARRIED

**NGC-20-189**      MOVED by Deputy Mayor Thiessen that the minutes of the Municipal Planning Commission meeting of Council held on November 27, 2020, be approved as presented.

CARRIED

**NGC-20-190**      MOVED by Mayor Ludwig that the minutes of the Special meeting of Council held on November 21, 2020, be approved as presented.

CARRIED

**INFORMATION ITEMS**

**NGC-20-191**      MOVED by Mayor Ludwig that the following information items be received as information:

- 1)    Accounts Payable Report

John Begg joined the meeting at 9:02 a.m.

- 2)    Development Update
- 3)    2021 By-Election
- 4)    Subdivision Authority

**REQUESTS FOR DECISION**

**FINANCE & ADMINISTRATION**

**NGC-20-192**      2021 Budget  
MOVED by Mayor Ludwig that Council approve the 2021 – 2024 Budget as amended.

CARRIED

Tina leer left the meeting at 9:30 a.m.

COUNCIL & LEGISLATIVE

- NGC-20-193

2021 Election

MOVED by Mayor Ludwig that Council approve the following dates for the 2021 Election:

Nomination Day:

Saturday, June 5<sup>th</sup>, 2021 from 10 a.m. – 12 p.m.

Advanced Poll:

Saturday, June 26<sup>th</sup>, 2021 from 10 a.m. – 2 p.m.

Election Day:

Saturday, July 3<sup>rd</sup>, 2021 from 10 a.m. – 7 p.m.

CARRIED
- NGC-20-194

MOVED by Mayor Ludwig that Council allow for voting by special ballots for the 2021 Election.

CARRIED
- NGC-20-195

MOVED by Mayor Ludwig that Council appoint Teri Musseau as Returning Officer and Trudy Dubeau as Substitute Returning Officer for the 2021 Election.

CARRIED

PLANNING & DEVELOPMENT

- Bylaw #259-20

NGC-20-196

Plans Cancellation Bylaw

MOVED by Mayor Ludwig that Council give 1<sup>st</sup> reading to the Plans Cancellation Bylaw #258-20.

CARRIED
- NGC-20-197

MOVED by Mayor Ludwig that Council give 2<sup>nd</sup> reading to the Plans Cancellation Bylaw #258-20.

CARRIED
- NGC-20-198

MOVED by Deputy Mayor Thiessen that Council give 3<sup>rd</sup> reading to the Plans Cancellation Bylaw #258-20 at this meeting.

CARRIED
- NGC-20-199

MOVED by Mayor Ludwig that Council give 3<sup>rd</sup> and final reading to the Plans Cancellation Bylaw #258-20.

CARRIED
- NGC-20-200

Superior Safety Codes Contract Renewal

MOVED by Deputy Mayor Thiessen that Council renew their contract with Superior Safety Codes for another 3 years with a zero percent increase as presented.

CARRIED

COUNCIL REPORTS

- NGC-20-201

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

Mayor Ludwig

- Sylvan Lake Regional Water/Wastewater Commission
  - Sylvan Lake Management Committee
  - Joint Services Committee
  - Central Alberta Regional Mayors Caucus

- Deputy Mayor Thiessen
- Resident concerns regarding salt and health of lake
- CARRIED

NEXT MEETING

**NGC-20-202**                      MOVED by Mayor Ludwig that the next meeting of Council be held on January 29, 2021 at 9:00 a.m.

CARRIED

OPEN MIC

- Victor Maris
- Reminder for public works about piling of snow in turn around in Last Chance Way and removing before thaw
  - Update on new building
  - Happy about exemption of by-election
  - Update on bridge/trail plans

ADJOURNMENT

**NGC-20-203**                      MOVED by Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 9:56 a.m.

CARRIED

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

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



## Summer Village of Norglenwold

### Administration and Finance

**Council Date: January 29, 2021**

### Information Item

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

#### **Background:**

Total payables processed and presented to Council \$ 61,223.45

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

- |                                      |              |
|--------------------------------------|--------------|
| 1. Municipal Planning Services       | \$ 4,903.50  |
| a. LUB Review                        |              |
| 2. Al's Bobcat & Trucking            | \$ 8,384.25  |
| a. Sanding/Plowing Nov19 to Dec 30th |              |
| 3. Munisoft                          | \$ 10,432.28 |
| a. 2021 Software Maintenance         |              |
| 4. Red Deer County                   | \$ 3,069.00  |
| a. November Garbage Charge           |              |
| 5. Red Deer County                   | \$ 3,069.00  |
| a. December Garbage Charge           |              |

#### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

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

Report Date  
2021-01-19 1:30 PM

Summer Village of Norglenwold  
**List of Accounts for Approval**  
As of 2021-01-19  
Batch: 2020-00168 to 2021-00010

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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**Bank Code: MAIN - General Bank**

Computer Cheques:

<b>1467</b>	<b>2020-12-18</b>	<b>Colliers International Realty</b>	<b>Job#EDM200571</b>		
277515		412-300-255 - Shared Facility Mail For Sale of Current Office		1,888.90	
		312-000-260 - GST Paid Refundat GST Tax Code		94.45	1,983.35
<b>1468</b>	<b>2020-12-18</b>	<b>Town of Sylvan Lake</b>	<b>Tree Program-SBC</b>		
197405		312-400-250 - Due from Sunbreak Tree Program		5.00	5.00
197423		312-300-250 - Due from Birchcliff Greenspace-BC		14.10	14.10
197454		312-300-250 - Due from Birchcliff Greenspace-BC		47.00	47.00
197794		312-400-250 - Due from Sunbreak Tree Removal-SBC		5.00	5.00
197900		232-000-240 - Hazardous Trees Tree Removal		25.40	25.40
197926		232-000-240 - Hazardous Trees Tree Removal		9.40	9.40
198055		232-000-240 - Hazardous Trees Tree Removal		46.10	46.10
198343		312-300-250 - Due from Birchcliff Tree Removal		5.00	5.00
				Payment Total:	157.00
<b>1469</b>	<b>2021-01-14</b>	<b>Ace Line Locating</b>	<b>Oct to Dec Calls</b>		
4726		242-000-255 - Maintenance Progr: Oct to Dec Calls		500.00	
		312-000-260 - GST Paid Refundat GST Tax Code		25.00	525.00
<b>1470</b>	<b>2021-01-14</b>	<b>Road Data Services</b>	<b>Road Permits</b>		
00075267		<b>Accrual</b> 232-000-250 - Road Maintenance Road Permits		30.00	
		312-000-260 - GST Paid Refundat GST Tax Code		1.50	31.50
<b>1471</b>	<b>2021-01-19</b>	<b>Alberta Development Officers</b>	<b>Dev. Officer Annual Membership</b>		
mg20-703		412-100-130 - Shared Training Dev. Officer Annual Membe		125.00	125.00
<b>1472</b>	<b>2021-01-19</b>	<b>Government Finance Officers</b>	<b>Membership Renewal Tina/Trudy</b>		
15087		412-100-130 - Shared Training Membership Renewal Tina/T		79.80	
		312-000-260 - GST Paid Refundat GST Tax Code		3.99	83.79
<b>1473</b>	<b>2021-01-19</b>	<b>Parkland Regional Library</b>	<b>First Quarter</b>		
210173		274-000-850 - Parkland Regional I First Quarter		583.54	
		312-000-260 - GST Paid Refundat GST Tax Code		29.18	612.72
<b>1474</b>	<b>2021-01-19</b>	<b>The City of Red Deer</b>	<b>RARB Membership 2021</b>		
417800		212-400-232 - Assessment Fees RARB Membership 2021		200.00	
		312-100-250 - Due from Half Moor RARB Membership 2021		200.00	
		312-200-250 - Due from Jarvis Bay RARB Membership 2021		200.00	
		312-400-250 - Due from Sunbreak RARB Membership 2021		200.00	

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		312-300-250 - Due from Birchcliff	RARB Membership 2021	200.00	1,000.00
<b>1475</b>	<b>2021-01-19</b>	<b>Wild Rose Assessment Service</b>	<b>Assessment Fees Jan 1 -Mar 31</b>		
8119		212-400-232 - Assessment Fees	Assessment Fees Jan 1 -Ma	1,725.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	86.25	1,811.25
EFT:					
<b>152</b>	<b>2020-12-22</b>	<b>Municipal Planning Services</b>	<b>LUB Review</b>		
1080		297-193-840 - Project-Reserves L	LUB Review	4,670.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	233.50	4,903.50
<b>153</b>	<b>2020-12-22</b>	<b>RMA Business Services EFT</b>	<b>Office Supplies</b>		
AB030738		412-200-510 - Shared Office Supp	Office Supplies	171.17	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.56	179.73
<b>154</b>	<b>2021-01-15</b>	<b>Alberta One Call Corporation</b>	<b>December 2020 Notifications</b>		
IN164494		<b>Accrual</b> 242-000-255 - Maintenance Progr	December 2020 Notificatio	18.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.90	18.90
<b>155</b>	<b>2021-01-15</b>	<b>Al's Bobcat &amp; Trucking</b>	<b>Sanding-Nov 19 to 30</b>		
17652		<b>Accrual</b> 232-000-255 - Plowing Program	Sanding-Nov 19 to 30	2,940.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	147.00	3,087.00
17680		<b>Accrual</b> 232-000-255 - Plowing Program	Sanding Dec 9 to 14th	1,425.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	71.25	1,496.25
17719		<b>Accrual</b> 232-000-255 - Plowing Program	Sand/Plow Dec 16-30th	3,620.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	181.00	3,801.00
				Payment Total:	8,384.25
<b>156</b>	<b>2021-01-19</b>	<b>Digitex.ca-EFT</b>	<b>Shared Printing</b>		
IN708844		412-200-500 - Shared Printing Co	Shared Printing	343.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	17.20	361.19
<b>157</b>	<b>2021-01-19</b>	<b>MuniSoft</b>	<b>2021 Software Maintenance</b>		
2020/21-03818		412-300-240 - Shared Computer S	2021 Software Maintenance	9,935.50	
		312-000-260 - GST Paid Refundat	GST Tax Code	496.78	10,432.28
<b>158</b>	<b>2021-01-19</b>	<b>RMA Business Services EFT</b>	<b>Office Supplies</b>		
AB032069		412-200-510 - Shared Office Supp	Office Supplies	79.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.00	83.99
<b>159</b>	<b>2021-01-19</b>	<b>Urban Dirtworks Inc.</b>	<b>Break Ice Under Bridge</b>		
3829		232-000-200 - Green Space Progr	Break Ice Under Bridge	1,757.50	
		312-000-260 - GST Paid Refundat	GST Tax Code	87.88	1,845.38

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Other:					
<b>2587-Man</b>	<b>2020-12-31</b>	<b>ATB Mastercard</b>	<b>Credit now take on MC</b>		
JIMWCOURse		312-400-250 - Due from Sunbreak	Credit now take on MC	200.00-	
		312-000-260 - GST Paid Refundat	GST Tax Code	10.00-	210.00-
VALLEYMALL		112-000-570 - Other Revenue	Company Mastercard used E	25.37	25.37
202196151		412-300-500 - Development Contii	Annual Commissioners of O	50.00	50.00
5964416462cr		412-300-240 - Shared Computer S	Tanner Pd with Personal M	139.10-	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.50-	145.60-
7771727841CR		412-300-240 - Shared Computer S	Tanner Pd with Personal M	139.10-	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.50-	145.60-
8054392398CR		412-300-240 - Shared Computer S	Tanner Pd With Personal M	139.10-	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.50-	145.60-
9406184699CR		412-300-240 - Shared Computer S	Tanner Pd With Personal M	139.10-	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.50-	145.60-
GoodEarth		412-100-210 - Shared Travel and !	Short paid MC for Good Ea	2.00	2.00
CNDTIRENOV21		412-100-210 - Shared Travel and !	Pd MC -Tanner will expens	27.28-	27.28-
BESTBUYNov26		412-200-510 - Shared Office Supp	Wheels for Office Chair	36.97	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.85	38.82
BESTBUYNov26A		412-200-510 - Shared Office Supp	BestBuy Office Chair	140.01	
		312-000-260 - GST Paid Refundat	GST Tax Code	7.00	147.01
BESTBUYNOV24		412-200-510 - Shared Office Supp	Printer and Mouse-Tanner	160.41	160.41
CNDSUPERNOV16		412-200-510 - Shared Office Supp	HDMI Cable	19.93	19.93
003935		232-000-200 - Green Space Progr	CND Tire-Locks for Bollar	14.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.75	15.74
ANNUALFEE1		212-400-221 - Bank Fees	Annual MC Fee	65.00	65.00
ANNUALFEE2		212-400-221 - Bank Fees	MC Annual Fee	35.00	35.00
AMAZONDEC4		412-200-510 - Shared Office Supp	Laptop Bags	100.74	100.74
005690		412-300-500 - Development Contii	Calendar Club for Meghan	19.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.00	20.99
007113		412-300-500 - Development Contii	Gift for Meghan's Going A	4.69	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.23	4.92
40661184		412-300-500 - Development Contii	Alberta Land Titles-Kara	10.00	10.00

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WATERDEC9		412-200-510 - Shared Office Supp	Water for Office	13.00	13.00
040032		412-100-266 - Shared PW Fleet	Trailor Repair	1,023.36	
		312-000-260 - GST Paid Refundat	GST Tax Code	51.17	1,074.53
012713		412-300-510 - Shared Contingenc	Meghan's Gift	62.90	62.90
8087419452		412-300-240 - Shared Computer S	Windows 10 Pro	139.10	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.50	145.60
ZOOM1214		412-300-240 - Shared Computer S	Tanner's Zoom	21.00	21.00
9269033		312-100-250 - Due from Half Moor	Measuring Wheel-HMB	79.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.00	83.99
015779		412-100-210 - Shared Travel and	Staff Gifts	169.08	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.39	177.47
TERIBDAYFLOW		412-200-510 - Shared Office Supp	Teri's B'Day Flowers	57.70	57.70
PAYPALERROR		112-000-570 - Other Revenue	Paid with Company MC in E	5.02	5.02
Payment Total:					1,517.46
<b>2604-Man</b>	<b>2020-12-31</b>	<b>Bell Mobility</b>	<b>Cell/Ipad Charges</b>		
DEC132020-3661		212-400-217 - Data Plan	Work From Home Phone	45.44	
		212-400-217 - Data Plan	Chris's Phone	50.44	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.79	100.67
<b>2606-Man</b>	<b>2020-12-31</b>	<b>Red Deer County</b>	<b>Garbage Base Charge</b>		
NOV302020		243-000-200 - Contracted Garbag	Garbage Base Charge	3,069.00	3,069.00
<b>2608-Man</b>	<b>2020-12-31</b>	<b>Pitney Works</b>	<b>Shared Postage</b>		
DEC212020		412-200-215 - Shared Postage/Fr	Shared Postage	1,500.00	1,500.00
<b>2609-Man</b>	<b>2020-12-31</b>	<b>Alberta Municipal Services Cor</b>	<b>Pension Contribution</b>		
PP262020		412-000-265 - Pension Plan Payal	Pension Contribution	1,009.00	1,009.00
<b>2610-Man</b>	<b>2020-12-31</b>	<b>Receiver General/OTH</b>	<b>CPP, EI, Tax</b>		
PP262020		412-000-263 - Income Tax Source	Tax	2,686.00	
		412-000-261 - CPP Source Deduc	CPP	1,073.82	
		412-000-262 - EI Source Deductio	EI	418.43	4,178.25
<b>2611-Man</b>	<b>2020-12-31</b>	<b>Aaron Armstrong</b>	<b>Creating a New Brand</b>		
MARKETING		412-200-215 - Shared Postage/Fr	Creating a New Brand	1,000.00	1,000.00
<b>2612-Man</b>	<b>2020-12-31</b>	<b>Receiver General/OTH</b>	<b>CPP, EI, Tax</b>		
PP272020		412-000-263 - Income Tax Source	Tax	390.13	
		412-000-261 - CPP Source Deduc	CPP	378.48	

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Summer Village of Norglenwold  
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		412-000-262 - EI Source Deductio	EI	166.17	934.78
<b>2614-Man</b>	<b>2021-01-15</b>	<b>Bell Mobility</b>	<b>Cell/Ipad Charges</b>		
DEC212020-0516	<b>Accrual</b>	212-400-217 - Data Plan	Jeff Ludwig	10.00	
		212-400-217 - Data Plan	Ed Theissen	10.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.00	21.00
<b>2615-Man</b>	<b>2021-01-15</b>	<b>Epcor</b>	<b>Utility Charges</b>		
DEC242020-8683	<b>Accrual</b>	243-000-270 - Recycling Program	Utility Charges	74.19	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.71	77.90
<b>2616-Man</b>	<b>2021-01-15</b>	<b>Waste Management of Canada</b>	<b>Recycling</b>		
1110435-0613-3	<b>Accrual</b>	243-000-270 - Recycling Program	Recycling	1,276.41	
		312-000-260 - GST Paid Refundat	GST Tax Code	63.82	1,340.23
<b>2617-Man</b>	<b>2021-01-13</b>	<b>ATB Mastercard</b>	<b>Paid on Company MC in Error</b>		
TANNERPaypal	<b>Accrual</b>	112-000-570 - Other Revenue	Paid on Company MC in Err	5.59	5.59
SHUTTERSTOC	<b>Accrual</b>	412-300-250 - Shared Facility Imp	Logo for New Building	38.91	38.91
ADOBEDEC26	<b>Accrual</b>	412-300-240 - Shared Computer S	Tanner-Adobe	18.14	18.14
1548657	<b>Accrual</b>	412-300-240 - Shared Computer S	T-Sheets Subscription	63.55	63.55
INV59987394	<b>Accrual</b>	412-300-240 - Shared Computer S	Zoom Communication-Teri	19.82	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.04	20.86
Payment Total:					147.05
<b>2619-Man</b>	<b>2021-01-15</b>	<b>Red Deer County</b>	<b>Garbage Base Charge</b>		
DEC312020	<b>Accrual</b>	243-000-200 - Contracted Garbag	Garbage Base Charge	3,069.00	3,069.00
<b>2620-Man</b>	<b>2021-01-15</b>	<b>Direct Energy</b>	<b>Energy Bill</b>		
DEC302020	<b>Accrual</b>	412-300-540 - Shared Utilities	Energy Bill	142.20	
		312-000-260 - GST Paid Refundat	GST Tax Code	7.11	149.31
<b>2621-Man</b>	<b>2021-01-15</b>	<b>UFA Co-Operative Ltd</b>	<b>PW Fleet</b>		
112948628	<b>Accrual</b>	412-100-266 - Shared PW Fleet	PW Fleet	94.83	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.74	99.57
<b>2622-Man</b>	<b>2021-01-19</b>	<b>Epcor</b>	<b>Utilities</b>		
JAN42021-9084		412-300-540 - Shared Utilities	Utilities	422.11	
		312-000-260 - GST Paid Refundat	GST Tax Code	20.61	442.72
<b>2623-Man</b>	<b>2021-01-19</b>	<b>Shaw Cable</b>	<b>Office Wifi</b>		
JAN192021		412-300-217 - Shared Phone Fax	Office Wifi	135.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	6.75	141.75
<b>2624-Man</b>	<b>2021-01-19</b>	<b>Town of Sylvan Lake</b>	<b>Water for Thevenaz</b>		

Report Date  
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Summer Village of Norglenwold  
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
JAN82021-1000		412-300-540 - Shared Utilities	Water for Thevenaz	69.24	69.24
<b>2625-Man</b> JAN82021	<b>2021-01-19</b>	<b>Town of Sylvan Lake</b> 412-300-540 - Shared Utilities	<b>Water for New Building</b> Water for New Building	69.24	69.24
<b>2626-Man</b> PP1-2021	<b>2021-01-19</b>	<b>Alberta Municipal Services Cor</b> 412-000-265 - Pension Plan Payal	<b>Pension Contribution</b> Pension Contribution	1,103.76	1,103.76
<b>2627-Man</b> PP1-2021	<b>2021-01-19</b>	<b>Receiver General/OTH</b> 412-000-263 - Income Tax Source Tax 412-000-261 - CPP Source Deduc CPP 412-000-262 - EI Source Deductio EI	<b>CPP, EI, Tax</b> CPP, EI, Tax	860.00 963.18 369.48	2,192.66
<b>2628-Man</b> 0809-41,956	<b>2021-01-19</b>	<b>AMSC Insurance Services Ltd</b> 412-000-266 - Benefits	<b>Municipal Benefits Dec/Jan</b> Municipal Benefits	4,976.19	4,976.19
<b>2629-Man</b> Jan192021Dbled	<b>2021-01-19</b>	<b>Shaw Cable</b> 412-300-217 - Shared Phone Fax 312-000-260 - GST Paid Refundat	<b>dbl pd Jan.will be credit Feb</b> dbl pd Jan.will be credit GST Tax Code	135.00 6.75	141.75
<b>2630-Man</b> 1317611	<b>2021-01-19</b>	<b>Shaw Business</b> 412-300-217 - Shared Phone Fax 312-000-260 - GST Paid Refundat	<b>phone/fax line</b> phone/fax line GST Tax Code	379.45 18.97	398.42
<b>2631-Man</b> JAN2021	<b>2021-01-19</b>	<b>Worker's Compensation Board</b> 412-100-211 - Shared WCB	<b>Shared WCB</b> Shared WCB	835.00	835.00
<b>2632-Man</b> JAN132021-3661	<b>2021-01-19</b>	<b>Bell Mobility</b> 212-400-217 - Data Plan 212-400-217 - Data Plan 312-000-260 - GST Paid Refundat	<b>Cell/lpad Charges</b> Receipt Phone Receipt Phone GST Tax Code	45.44 50.44 4.79	100.67
Total for MAIN:					61,223.45

Certified Correct This January 19, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

# Summer Village of Norglenwold

## Finance

### Request for Decision

#### Agenda Item: *Quarterly Financial Report*

#### Background:

Administration would like to provide the following 4th Quarter Financial information to Council.

#### Options for Consideration:

- The Operating Budget Report to December 31, 2020
  - MOST grant funding in the amount of \$20,417.25 was moved into Other Revenue to offset the following Pandemic expenditures:
    - 2020 Covid line of \$14,700
    - Office supplies \$829.64
    - IT expenses \$2,060.61
    - Work from home CAO \$723.48
    - Cleaning costs \$470.08
    - Covid barriers \$165.63
    - Computer hardware/software \$1,467.79
    - (\$12,226.75 remains for 2021 in Deferred Revenue)
- ASFF Report to December 31, 2020
  - Due to the late approval of the Provincial Order in Council, which sets the school mill rates for the year, the 2020 provincial education property tax requisitions were not released until June 15, 2020. Hence the March and June 2020 invoice amounts were based on the 2019 property tax requisitions. The invoices for September and December were adjusted to reflect Norglenwold's actual 2020 requisitions from March and June based on the new property tax requisitions. Due to the increase in 2020 school requisitions, we have a shortfall of \$6,765.05 that we were unable to collect in 2020.
- Capital Projects Report to December 31, 2020
  - Honeymoon Drive Paving and Pathway revenues have been transferred from Deferred Revenue to offset project expenses. Land Use Bylaw Development and Bollards revenues have been transferred from Accumulated Surplus to offset project expenses.



## Balances at December 31, 2020

- ATB Bank Account \$2,777,689.75
  
- Council Remunerations to December 31, 2020
  - Jeff Ludwig - \$840.00
  - Ed Thiessen - \$0
  
- Reserves and Deferred Accounts
 

• Accumulated Surplus	13479.90
• Completions Deposits	30,495.45
• Deferred Revenue (Grants)	404,701.63
• JSC IT Reserve	5,000.00
• Reserves Roads	286,045.00
• Reserves Sewer	1,480,840.43
• Reserves General Operating	176,149.00
• Reserves Recreation	346,654.00
• Reserves Legal Fees	19,244.00
  
- Unpaid Taxes to January 26, 2021
  - 11 Unpaid \$92,906.73 -1 property is on the tax recovery list and is currently sitting at \$52,609.20 owing for 3 years unpaid. 3 properties will be sent to TAXservice for further collections due to 2 years unpaid. 3 are 1 year unpaids and remainders are unpaid utilities transferred to taxes and interest balances.
  
- Unpaid Local Improvement Levies to December 31, 2020
  - 1 Unpaid and will be transferred to taxes January 31, 2021

**Administrative Recommendations:**

That Council direct Administration further regarding the \$6,765.05 ASFF shortfall from 2020 collection.

**Authorities:**

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

Report Date  
2021-01-22 3:36 PM

**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending December 31, 2020

Page 1

	Budget	YTD	\$ Rem
<b>Revenue</b>			
101-000-110 - Taxation	462,811.30	462,592.06	(219.24)
101-000-120 - Local Improvement Lev		10,676.40	10,676.40
101-000-510 - Taxes Penalties & Cos	7,500.00	23,591.64	16,091.64
101-103-130 - DI Designated Industrial	40.05	40.05	
112-000-410 - Sale of Services & Su	229.60	825.00	595.40
112-000-540 - Interest Charges	220.00	115.20	(104.80)
112-000-550 - Return on Investments	35,700.00	20,354.99	(15,345.01)
112-000-570 - Other Revenue	2,296.04	21,627.56	19,331.52
112-000-740 - MSI Operational	13,560.00	11,893.00	(1,667.00)
112-000-840 - Franchise Fees	5,572.91	10,043.62	4,470.71
121-000-530 - Fines Provincial Coll	1,671.87	100.00	(1,571.87)
142-000-510 - Wastewater Usage Char	91,800.00	91,800.00	
142-000-511 - Wastewater Offset	3,700.00	3,700.00	
161-000-410 - Certificates Complian	255.00	1,225.00	970.00
161-000-510 - Inspection Fees	1,114.58	409.79	(704.79)
161-000-520 - Development Permits/A	3,060.00	2,764.30	(295.70)
161-000-590 - Encroachment Fees	100.31	960.00	859.69
<b>Total Revenue:</b>	<b>629,631.66</b>	<b>662,718.61</b>	<b>33,086.95</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-150 - Remuneration Mayor	10,200.00	8,650.20	1,549.80
211-101-210 - T&S Mayor	2,040.00	837.51	1,202.49
211-102-150 - Remuneration Deputy Mayor	7,650.00	2,700.00	4,950.00
211-102-210 - T&S Deputy Mayor	1,530.00	42.48	1,487.52
211-103-150 - Remuneration Councillor	7,650.00	2,532.08	5,117.92
211-103-210 - T&S Councillor	1,530.00	42.48	1,487.52
211-201-212 - R & C ASVA	867.00		867.00
211-202-212 - R&C AUMA	1,020.00		1,020.00
211-301-220 - AUMA	1,071.00	1,064.18	6.82
211-302-220 - ASVA	918.00	975.00	(57.00)
211-303-220 - FCM	155.00	182.01	(27.01)
211-304-220 - Mayors and Reeves	100.00		100.00
<b>Total Council and Legislation:</b>	<b>34,731.00</b>	<b>17,025.94</b>	<b>17,705.06</b>
<b>Administration</b>			
212-100-110 - Salaries	133,189.62	129,280.11	3,909.51
212-100-130 - Training	3,137.44	3,328.51	(191.07)
212-100-140 - Benefits	6,020.50	4,092.01	1,928.49
212-100-210 - Travel & Subsistence	3,370.58	108.41	3,262.17
212-100-211 - WCB	1,530.60	2,808.43	(1,277.83)
212-100-266 - PW Fleet	2,119.89	1,669.71	450.18
212-200-215 - Postage/Freight/Couri	2,421.77	2,310.61	111.16
212-200-500 - Printing Costs	2,421.77	1,217.03	1,204.74
212-200-510 - Office Supplies	2,845.75	2,475.22	370.53
212-300-217 - Phone/Fax/Internet	2,472.45	1,823.61	648.84
212-300-240 - Computer Software/Mtn	1,816.33	2,194.86	(378.53)
212-300-242 - IT Equipment	968.71	2,590.24	(1,621.53)
212-300-250 - Facility Improvements	968.71	884.60	84.11
212-300-255 - Facility Maintenance	1,604.42	1,813.27	(208.85)
212-300-263 - Condominium Costs	1,271.43	1,049.85	221.58

Report Date  
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**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending December 31, 2020

Page 2

	Budget	YTD	\$ Rem
212-300-265 - Equipment Maintenance	514.63		514.63
212-300-270 - Equipment Rental	998.98	930.57	68.41
212-300-500 - Development Contingency	3,533.16	3,436.96	96.20
212-300-510 - Admin Contingency	2,967.85	2,985.62	(17.77)
212-300-515 - Fleet Replacement Reserve	1,130.61		1,130.61
212-300-540 - Utilities	1,271.43	1,939.43	(668.00)
212-400-216 - Coffee with Council	1,530.00		1,530.00
212-400-217 - Data Plan	1,836.00	1,646.90	189.10
212-400-220 - Election Expenses/Mee	1,530.00	49.00	1,481.00
212-400-221 - Bank Fees	5,100.00	5,792.23	(692.23)
212-400-222 - Advertising	1,530.00	61.38	1,468.62
212-400-230 - Legal Fees	20,400.00	23,914.97	(3,514.97)
212-400-231 - Audit Fees	7,692.00	6,044.68	1,647.32
212-400-232 - Assessment Fees	7,700.00	7,300.00	400.00
212-400-233 - Accounting Software	1,838.60	2,381.60	(543.00)
212-400-275 - Municipal Insurance	6,120.00	4,547.52	1,572.48
212-400-910 - Tax Changes	510.00		510.00
212-400-920 - COVID 19 Response	(14,700.00)		(14,700.00)
212-402-220 - Donations to other	1,020.00	1,020.00	
<b>Total Administration:</b>	<b>218,683.23</b>	<b>219,697.33</b>	<b>(1,014.10)</b>
<b>Protective Services</b>			
223-000-200 - Contract Fire Service	19,380.00	18,912.96	467.04
224-000-200 - Emergency Management	1,530.00	180.00	1,350.00
224-000-201 - Safety Equipment	510.00		510.00
225-000-200 - Policing Costs	11,469.00		11,469.00
226-000-200 - Enforcement	27,000.00	20,005.64	6,994.36
<b>Total Protective Services:</b>	<b>59,889.00</b>	<b>39,098.60</b>	<b>20,790.40</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	21,500.00	17,748.67	3,751.33
232-000-240 - Hazardous Trees	8,000.00	6,035.00	1,965.00
232-000-250 - Road Maintenance Program	25,265.00	7,513.90	17,751.10
232-000-255 - Plowing Program	22,440.00	31,189.50	(8,749.50)
232-000-265 - Sign Program	2,050.00	821.45	1,228.55
232-000-530 - Ditch & Culvert Progr	8,680.00	4,493.50	4,186.50
232-000-545 - Utilities	765.00	868.31	(103.31)
242-000-250 - SLR WasteWater Commis	8,486.29	4,163.03	4,323.26
242-000-251 - SLR Water Commission	2,000.00	1,166.48	833.52
242-000-255 - Maintenance Program	18,360.00	8,690.50	9,669.50
242-000-260 - Usage Fees	95,468.00	87,512.04	7,955.96
243-000-200 - Contracted Garbage	37,740.00	40,113.00	(2,373.00)
243-000-270 - Recycling Program	18,360.00	15,709.50	2,650.50
<b>Total Public Works:</b>	<b>269,114.29</b>	<b>226,024.88</b>	<b>43,089.41</b>
<b>Planning and Development</b>			
261-000-115 - IDP (RDC & TSL)	10,200.00	358.33	9,841.67
261-000-200 - Planning	5,100.00	1,010.00	4,090.00
261-000-215 - Subdivision Appeal Bo	1,020.00	0.51	1,019.49
261-000-220 - Municipal Planning Co	1,020.00	520.00	500.00
<b>Total Planning and Development:</b>	<b>17,340.00</b>	<b>1,888.84</b>	<b>15,451.16</b>

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**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending December 31, 2020

Page 3

	Budget	YTD	\$ Rem
<b>Recreation</b>			
272-000-220 - FCSS Grant	1,530.00	1,530.00	
272-000-250 - Buoy Programs	3,060.00	4,191.54	(1,131.54)
274-000-850 - Parkland Regional Lib	2,334.15	2,334.15	
274-000-510 - Operational Recreation Grants - ICF	20,400.00		20,400.00
<b>Total Recreation:</b>	<b>27,324.15</b>	<b>8,055.69</b>	<b>19,268.46</b>
<b>Environment</b>			
243-102-150 - Red Deer River Waters	510.00	510.00	
273-100-150 - Environmental Projects SLMC & Env	1,020.00		1,020.00
273-000-761 - Team Up to Clean Up	1,020.00		1,020.00
<b>Total Environment:</b>	<b>2,550.00</b>	<b>510.00</b>	<b>2,040.00</b>
<b>Total Expenditures:</b>	<b>629,631.67</b>	<b>512,301.28</b>	<b>117,330.39</b>
<b>Surplus / Deficit</b>	<b>(0.01)</b>	<b>150,417.33</b>	<b>150,417.34</b>

Report Date  
2021-01-22 3:06 PM

**Summer Village of Norglenwold**  
**Capital Projects Budget**  
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-193-840 - Project-Reserves Land Use Bylaw Develop	30,000.00	8,520.10	(21,479.90)
197-194-840 - Project-Reserves Bollards	6,000.00	3,000.00	(3,000.00)
197-195-840 - Project-MSI/FGTF-Honeymoon Paving	50,000.00	32,587.50	(17,412.50)
197-196-840 - Project FGTF - Pathway	8,100.00	8,080.00	(20.00)
197-197-840 - Project-MSI Building	350,000.00		(350,000.00)
<b>Total Revenue:</b>	<b>444,100.00</b>	<b>52,187.60</b>	<b>(391,912.40)</b>
<b>Expenditures</b>			
297-193-840 - Project-Reserves Land Use Bylaw Develop	30,000.00	8,520.10	21,479.90
297-194-840 - Project-Reserves-Bollards	6,000.00	3,000.00	3,000.00
297-195-840 - Project-MSI/FGTF-Honeymoon Paving	50,000.00	32,587.50	17,412.50
297-196-840 - Project FGTF - Pathway	8,100.00	8,080.00	20.00
297-197-840 - Project-MSI Building	350,000.00		350,000.00
<b>Total Expenditures:</b>	<b>444,100.00</b>	<b>52,187.60</b>	<b>391,912.40</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



Report Date  
2021-01-22 3:05 PM

**Summer Village of Norglenwold**  
**ASFF Budget Report**  
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF-Residential	514,686.13	514,434.09	(252.04)
101-001-130 - ASFF-Non-Residential	1,898.27	1,898.27	
101-103-130 - DI Designated Industrial	40.05	40.05	
<b>Total Revenue:</b>	<b>516,624.45</b>	<b>516,372.41</b>	<b>(252.04)</b>
<b>Expenditures</b>			
201-100-130 - ASFF Residential	514,686.13	521,162.56	(6,476.43)
201-101-130 - ASFF- Non Residential	1,898.27	1,934.85	(36.58)
201-103-130 - DI Designated Industrial	40.05	40.05	40.05
<b>Total Expenditures:</b>	<b>516,624.45</b>	<b>523,097.41</b>	<b>(6,472.96)</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(6,725.00)</b>	<b>(6,725.00)</b>



# Council Expense Claim Form

NAME: Jeff LudwigPOSITION: MayorMONTH ENDING: December-2020

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/2/20	SLMC	2hrs	Mayor	\$ 120.00
12/3/20	Joint Services Committee	3hrs	Mayor	\$ 120.00
12/7/20	Sylvan Lake Regional Wastewatre Commission	2hrs	Mayor	\$ 120.00
12/8/20	Central Region Mayours Caucus	1hr	Mayor	\$ 120.00
12/11/20	Regional Intermunicipal Development Plan Steering Committee	3hrs	Mayor	\$ 120.00
12/18/20	Regular Council	2hrs	Mayor	\$ 120.00
12/30/20	Prep Time	4hrs	Mayor	\$ 120.00
12/30/20	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 840.00

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/2/20	SLMC		\$0.59	\$ 0.00
12/3/20	Joint Services Committee		\$0.59	\$ 0.00
12/7/20	Sylvan Lake Regional Wastewatre Commission		\$0.59	\$ 0.00
12/8/20	Central Region Mayours Caucus		\$0.59	\$ 0.00
12/11/20	Regional Intermunicipal Development Plan Steering Committee		\$0.59	\$ 0.00
12/18/20	Regular Council		\$0.59	\$ 0.00
12/30/20	Prep Time		\$0.59	\$ 0.00
12/30/20	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

## Other Expenses

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

MAYOR: Jeff Ludwig

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

TOTAL PAYABLE: \$ 840.00

## Summer Village of Norglenwold

January 29, 2021

### Planning and Development

### Information Item

### Agenda Item: *Development Update*

#### **Background:**

##### Development Permit Update:

Currently there are 54 development permits issued in the Summer Villages (21 in Birchcliff, 2 in Half Moon Bay, 7 in Jarvis Bay, 14 in Norglenwold, and 10 in Sunbreaker Cove).

The following is the list in Norglenwold:

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

##### Complaints Update:

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

##### Yearly Report Update:

A total of 36 Development Permits were issued in 2020 for all 5 summer villages, 10 of them were Norglenwold's. In 2019, 37 were issued and 6 of them were Norglenwold's. 4 Development Permit were also closed in 2020.



**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #208/13.

## **Summer Village of Norglenwold**

**January 29, 2021**

### **Council and Legislation**

#### **Request for Decision**

**Agenda Item:** *Intermunicipal Development Plan*

#### **Background:**

The joint public hearing for the Intermunicipal Development Plan on November 21<sup>st</sup>, 2020. Written and verbal comments provided were reviewed. Amendments were made grammar, punctuation, and spelling. The following content was added to page 11 of the document:

*"The partner municipalities are committed to Sylvan Lake and set out to create a plan that would protect the lake, environmental and watershed features, among the other shared values, within the municipalities' authority to implement. An Intermunicipal Development Plan can address land-based policies that protect the watershed. Therefore, the steering committee agreed...."*

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

1. That Council give 3<sup>rd</sup> and final reading to the Intermunicipal Development Plan as presented.
2. Council accept as information.

#### **Administrative Recommendations:**

1. That Council give 3<sup>rd</sup> and final reading to the Intermunicipal Development Plan as presented.

#### **Authorities:**

Municipal Government Act 631 (1)

DRAFT

# SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN

Added "Adopted: " to be  
completed when 3rd reading  
has been finalized

Replaced Draft watermark with  
"For 3rd Reading" on all pages



McElhanney



MAVEN  
strategy

Update logo

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# 1.0 Introduction





## Message from the Steering Committee

The vision of an Intermunicipal Development Plan for the eight municipalities surrounding Sylvan Lake has been decades in the making. Over the years, we have worked together on many initiatives including water quality and cumulative effects research; a boat launch strategy, and continuously building relationships with one another. The *Sylvan Lake Intermunicipal Development Plan* is another collaborative effort that we can celebrate together. It will act as a guide for the future.

The *Sylvan Lake Intermunicipal Development Plan* represents a collective view of the Plan Area, agreement to protecting the environment and balanced development, and maintain a high quality of life for residents. It is a commitment between our municipalities to set consistent development standards that support the future viability of the environment and each community.

The Partner Municipalities respectfully acknowledge that we are situated on Treaty 6 territory, the traditional lands of First Nations and Métis people.

We value the lands that make up our communities; place great importance on being good neighbours; and honour the diversity of our communities. We are not all the same, and through this *Sylvan Lake Intermunicipal Development Plan* we share best practices and lesson learned through the years. This plan is a milestone on the path. One that we celebrate for its commitments, and will actively use in our relationships going forward.

### Acknowledgments

Changed Font Variant from Oswald Regular to Oswald Light for Headers throughout plan (limited # of times)

Steering Committee	Technical Committee
Town of Sylvan Lake - Sean McIntyre, Chair	Lacombe County - Tim Timmons
Red Deer County - Christine Moore, Vice Chair	Lacombe County - Dale Freitag
Lacombe County - Keith Stephenson	Lacombe County - Cajun Paradis
Summer Village of Birchcliff - Roger Dufresne	Red Deer County - Curtis Herzberg
Summer Village of Jarvis Bay - Annabelle Wiseman	Red Deer County - Ron Barr
Summer Village of Half Moon Bay - Mike Pashak	Summer Village Administration - Tanner Evans
Summer Village of Norglenwold - Jeff Ludwig	Town of Sylvan Lake - Wally Ferris
Summer Village of Sunbreaker Cove - Jim Willmon	Town of Sylvan Lake - Ken Kalirai



# 1.0 Introduction

## 1.1 BACKGROUND

The *Sylvan Lake Intermunicipal Development Plan* is a collaborative effort of eight municipalities surrounding Sylvan Lake in Central Alberta. The purpose of the *Sylvan Lake Intermunicipal Development Plan* is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of municipalities in the Plan Area. The *Sylvan Lake Intermunicipal Development Plan* meets and / or exceeds the legislative requirements in the *Municipal Government Act* and includes a framework for on-going collaboration.

The eight municipalities have worked together for decades on issues related to Sylvan Lake. As early as 1986, the eight municipalities adopted by resolution the *Sylvan Lake Management Plan* which laid out expectations for responsible land use and development around Sylvan Lake, and was updated in 2000, but is not a statutory plan. Subsequent work included the *Sylvan Lake Water Quality Assessment and Watershed Management Considerations, 2005*; *Cumulative Effects Management Plan, Phase 1, 2013 and Phase 2, 2015*; and *Sylvan Lake Boat Launch Access Strategy, 2016*. The eight municipalities continue to participate in the Sylvan Lake Management Committee, which is an advisory committee to the municipal councils, with the purpose of “working together as urban and rural neighbours to maintain the Sylvan Lake Watershed as a pristine lake and watershed”, and to implement the *Sylvan Lake Management Plan* and other studies undertaken by the Committee.

The intent of the *Sylvan Lake Intermunicipal Development Plan* is to meet the requirements of the *Municipal Government Act*, and to replace the *Sylvan Lake Management Plan*. The original intent of the *Sylvan Lake Management Plan* was to create

an Intermunicipal Development Plan, but that was not realized at the time. The Intermunicipal Development Plan is a formal, statutory plan and is focused on land-based decisions in the Plan Area (broader than the Sylvan Lake watershed). The *Sylvan Lake Intermunicipal Development Plan* is focused on setting clear expectations and agreements as to:

- How development will proceed in the Plan Area;
- How the environment will be protected;
- What support services including recreation, infrastructure and programming will be required to accommodate the development; and
- How the Partner Municipalities will continue to work together in the future.

The *Sylvan Lake Intermunicipal Development Plan* has a twenty-year timeframe and reflects currently expected development conditions around Sylvan Lake. It is a living document that will be updated and adjusted over time to continuously be relevant and reflective of the Plan Area.

The Partner Municipalities involved in the *Sylvan Lake Intermunicipal Development Plan* include:

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

## 1.2 THE PARTNER MUNICIPALITIES

### 1.2.1 Lacombe County

Lacombe County is an attractive, balanced and progressive community, situated in the heart of Central Alberta. It is a diverse municipality with a variety of agricultural operations, industrial developments and small businesses, as well as a vibrant petrochemical and oil and gas industry. With numerous post-secondary institutions nearby, including the Burman University in the City of Lacombe and Red Deer College, the County boasts a skilled and educated labour force. Lacombe County boasts a variety of recreational amenities: beaches, lakes, trail systems, parks, natural areas and golf courses.

Population within Plan Area	1,001
Private Dwellings	418
Population fluctuates with seasonal changes and tourism.	

### 1.2.2 Red Deer County

Red Deer County offers a wide range of lifestyles, industries, and opportunities. Its location along Alberta's busiest transportation corridor offers a significant amount of opportunity for business development and investment. Red Deer County is a region with unprecedented growth. Major employers include the oil and gas sector, agriculture as well as public sector employment.

Population within Plan Area	748
Private Dwellings	230
Population fluctuates with seasonal changes and tourism.	

### 1.2.3 Summer Village of Birchcliff

Birchcliff was the second Summer Village to be incorporated on Sylvan Lake on January 1, 1972. Seasonal cabins date back to the 1920's when the area consisted of Viewpoint and Sunnyside. The subdivision of Birch Bay was developed in the 1950's, followed by Sprucecliff in 1963. A unique aspect of Birchcliff is the Sunnyside Pentecostal Camp (a Christian retreat center offering family-oriented activities year-round).

Population	117
Private Dwellings	98
Population fluctuates with seasonal changes and tourism.	

### 1.2.4 Summer Village of Half Moon Bay

The land that Half Moon Bay is now situated on was Crown Land until 1947, when Helge Samuel Abrahamson bought it under the Homestead Act and remained there until 1960. He then sold 30 acres to Dave McCutcheon and Paul Galoien, who had the property subdivided into three crescents and one street. Half Moon Bay was incorporated as a Summer Village on November 7, 1977 and became effective on January 1, 1978. This made Half Moon Bay the 35th Summer Village to be formed in Alberta.

Population	42
Private Dwellings	56
Population fluctuates with seasonal changes and tourism.	



### 1.2.5 Summer Village of Jarvis Bay

The Summer Village of Jarvis Bay was incorporated on January 1, 1986. Jarvis Bay is a seasonal residential community. Recent years have shown an increase in new residential lots, redevelopment of properties as well as the introduction of municipal services. Jarvis Bay is a residential community that seeks to maintain the quality of life they currently enjoy, for seasonal and permanent residents alike. Its attraction is the recreational and open space atmosphere with basic amenities.

Population	213
Private Dwellings	136
Population fluctuates with seasonal changes and tourism.	

### 1.2.6 Summer Village of Norglenwold

Norglenwold was the first Summer Village to be created on Sylvan Lake, formed in 1965. Originally the community was very linear developing along the lake from East (Northey Point) to West (Lyle Landing). More recently Sylvan Harbour Estates was developed adjacent to the Town of Sylvan Lake's Marina Bay estates and the area known as "Last Chance Way" was annexed west of Lyle Landing in 1973. Seasonal cabins date back to the 1920's and 1930's. The name Norglenwold was derived from three or four early subdivisions: Nor (Northey Point), Glen (Glen-Innes) and Wold (Whitewold Beach).

Population	273
Private Dwellings	211
Population fluctuates with seasonal changes and tourism.	

### 1.2.7 Summer Village of Sunbreaker Cove

The name Sunbreaker Cove comes from combining Sunhaven, The Breakers and Glenn's Cove. Glenn's Cove was named for an old farmstead that originally was in the vicinity of the present-day village.

Population	81
Private Dwellings	240
Population fluctuates with seasonal changes and tourism.	

### 1.2.8 Town of Sylvan Lake

Sylvan Lake is a vibrant lakeside community with a high quality of living that respects the environment, provides diverse economic opportunities, and values efficient, inclusive, and transparent government. Key industry sectors for the Town include tourism, professional scientific technical services, manufacturing, and oil and gas. Sylvan Lakers are very proud of their community, and enjoy access to recreational activities that are unique to a lakeside community.

Population	14,816
Private Dwellings	6,567
Population fluctuates with seasonal changes and tourism.	

#### \*Population and dwelling units data based on:

- Existing population from 2016 Census data and current municipal data for Lacombe County and Red Deer County.



## 1.3 INTERMUNICIPAL DEVELOPMENT PLAN PROCESS

A collaborative approach to creating the *Sylvan Lake Intermunicipal Development Plan* has been fundamental through all stages. It was initiated by the Partner Municipalities establishing a Steering Committee and identifying the need for an Intermunicipal Development Plan to be adopted by all eight municipalities (Figure 1).

### Phase 1: Understanding the Issues

As the project was launched, a project chartering process was undertaken to ensure all members of the Steering Committee and Technical Committee were involved in determining the vision, objectives, scope, outcomes and measures of success, decision-making, communications, engagement strategy and risks and mitigations.

Once the Steering Committee and Technical Committee had confirmed the project charter, scope and plan boundary, background research was undertaken to enable the *Sylvan Lake Intermunicipal Development Plan* to build on the tremendous work completed in the Plan Area over the years. The background research involved review of over 25 policy or technical documents and resulted in a Background Report outlining key opportunities and constraints.

Engagement was critical in understanding what is most important to the public about development in the Plan Area. Several engagement options were provided including a public open house, online survey and mapping, and stakeholder meetings. Past engagement efforts by the municipalities have indicated that a variety of engagement opportunities is useful, and that online options are some of the most utilized.

### Phase 2: Draft *Sylvan Lake Intermunicipal Development Plan*

Development of the draft *Sylvan Lake Intermunicipal Development Plan* was accomplished in a staged approach whereby the background key findings were used to focus the discussion around potential policy for land use, growth, environmental considerations, recreation, transportation, municipal infrastructure, services and facilities, and plan administration. Research was undertaken on how each of these key topics are dealt with by the eight Partner Municipalities, as well as across Alberta with best practices identified. The Technical Committee developed options for consideration by the Steering Committee who provided direction for the creation of draft policy.

The draft *Sylvan Lake Intermunicipal Development Plan* was prepared based on the Steering Committee's direction and was subsequently reviewed by the Steering Committee and all administrations for comments.

### Phase 3: Finalization

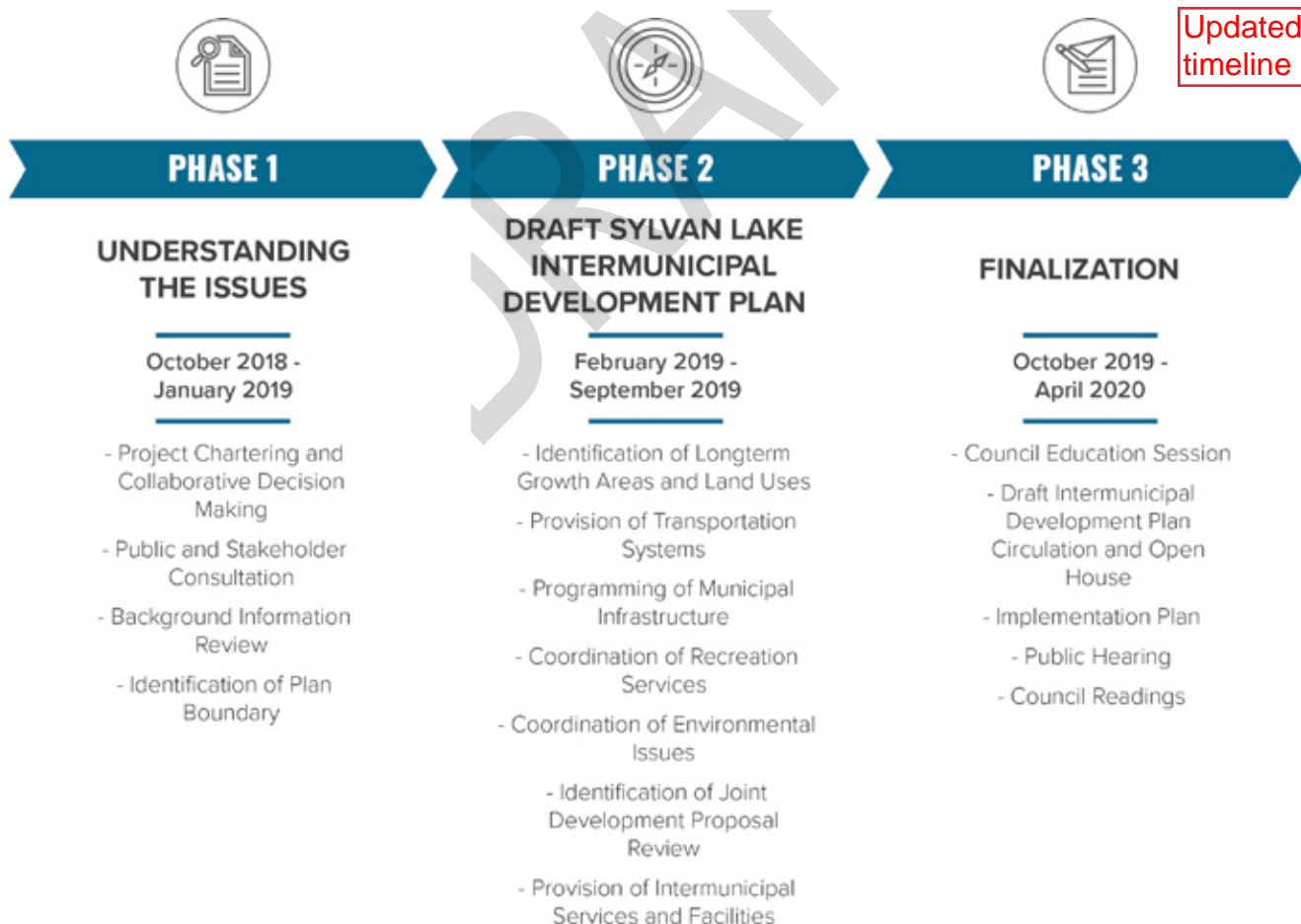
This last project stage was to finalize the *Sylvan Lake Intermunicipal Development Plan*. Phase 3 involved hosting a Council Education session where all council members of the eight municipalities were invited to attend an information session that provided detailed background on the draft plan. The purpose of this Council Education Session was to equip council members with the appropriate information so that they could speak with members of the public as the second round of engagement unfolded.

Engagement was important to understand if the draft *Sylvan Lake Intermunicipal Development Plan* addressed the public's priorities. Outreach and engagement efforts including providing the draft

*Sylvan Lake Intermunicipal Development Plan* to the public and stakeholders through communications and an updated website, hosting a public open house and online survey. The feedback gathered from the public open house and public survey was used to update the draft plan.

The Technical Committee made recommendations for plan updates and completed the implementation matrix. The *Sylvan Lake Intermunicipal Development Plan* was prepared based on the Steering Committee's direction, and the statutory approvals process was undertaken.

Figure 1: Project Process









## 2.0 Plan Vision and Strategic Guidance



## 2.0 Plan Vision and Strategic Guide

The *Sylvan Lake Intermunicipal Development Plan* is an important opportunity to confirm the shared vision for the Plan Area and harmonize development expectations. **Centred** around Sylvan Lake, this *Sylvan Lake Intermunicipal Development Plan* will guide future growth and development with the intent of protecting the unique environmental and cultural characteristics.

The Partner Municipalities already work in collaborative relationships to protect the greater good for the area through committees, plans and specific service delivery arrangements including emergency management plans; joint recreation facilities management; and a jointly operated boat launch. The *Sylvan Lake Intermunicipal Development Plan* builds on these relationships and provides a clear focus on the integrity and stewardship of the watershed that will guide the next 20 years for this area. As a living document, it will continue to reflect ongoing needs for the Plan Area.

### 2.1 VISION

To create a fair, equitable and transparent Intermunicipal Development Plan that protects the environmental assets, ensures development supports the region, and honours the diversity and uniqueness of the five summer villages, two counties and one town.

### 2.2 SHARED VALUES

The *Sylvan Lake Intermunicipal Development Plan* has been developed based on the following shared values, which have been used to craft the priorities and policies:

- Collaboration and strengthening of relationships towards shared goals;
- Maintaining a high quality of life for residents;
- Protecting the environmental and watershed; features, and recognizing interdependency in these efforts;
- Respecting the autonomy of each municipality's decision-making;
- Sustainability - for some municipalities it is about sustainable growth, for others sustainability of the current form;
- Efficiency through shared services;
- Agricultural viability; and
- Respective economic development for each partner.



## 2.3 KEY OBJECTIVES

- Developing agreement on a common vision.
- Creating an Intermunicipal Development Plan that meets the requirements of the *Municipal Government Act* and specifically addresses:
  - Balancing future development with environmental objectives;
  - Environmental issues and considerations in the Plan Area;
  - Collaborative processes including proactive community involvement and appropriate dispute resolution;
  - Implementation of the plan considered from the outset; and
  - Provides background on decisions along the way so that tomorrow's decision makers understand the rationale and how to apply it.
- Focusing the *Sylvan Lake Intermunicipal Development Plan* on high-level planning policy that doesn't diminish the authority of existing lower level policy and regulatory responsibilities.
- Creating policy for environmental health within the Plan Area; shared infrastructure services, including regional wastewater line; lake access; and recreation services;
- Focusing the plan on creating harmonized development standards; and **agreed upon**
- Developing ~~agreed upon~~ next steps through the plan's implementation, communications, and appropriate dispute resolution policies.

The *Sylvan Lake Intermunicipal Development Plan* is not:

- A plan for the waterbody of Sylvan Lake itself – lake management does not fall within the municipalities' jurisdiction;
- An annexation or amalgamation process;
- A plan that includes specific financing agreements – Intermunicipal Collaboration Frameworks will address finance where appropriate; or
- A plan that considers agricultural management - management practices fall under largely provincial legislation and as such the municipalities will focus only on land use aspects related to agriculture.

## 2.4 PROJECT SCOPE

Foundational to the *Sylvan Lake Intermunicipal Development Plan* was the agreement at the beginning of the project on scope. **Add** the Steering Committee agreed that the following items form the basis for the plan:

- Defining an appropriate plan boundary;
- Building on the partners' approved statutory and regulatory plans as a foundation for all aspects of the plan;
- Identifying development patterns;

**The Partner Municipalities are committed to Sylvan Lake and set out to create a plan that would protect the lake, environmental and watershed features, among the other shared values, within the municipalities' authority to implement. An Intermunicipal Development Plan can address land-based policies that protect the watershed. Therefore, the Steering Committee agreed...**

## 2.5 PUBLIC ENGAGEMENT AND KEY FINDINGS

Public and stakeholder engagement was completed during Phase 1 and Phase 3 of the *Sylvan Lake Intermunicipal Development Plan* process to help understand the priorities of people who live, work, and recreate in the area (Figure 2). Engagement activities for the first phase, prior to drafting the *Sylvan Lake Intermunicipal Development Plan*, were completed in November and December of 2018. Phase 3 engagement was completed in November and December of 2019.

**Figure 2: Public Engagement**

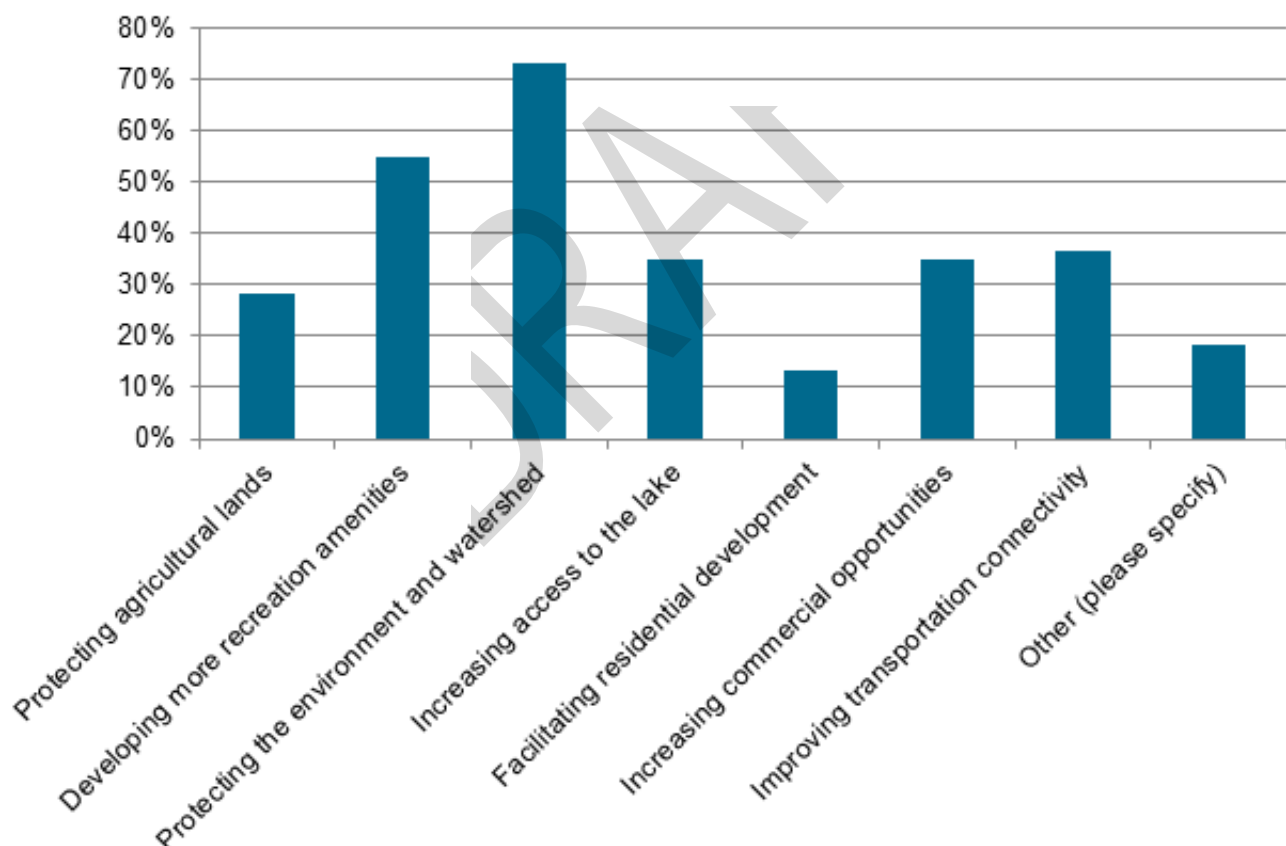


## Phase 1

Phase 1 engagement provided the Steering Committee with a better understanding of what is most important to the public and development in the Plan Area. Several engagement options were provided including a public open house, online survey and mapping, and a stakeholder meeting and interviews (Figure 2). Feedback on the vision and focus areas helped guide the development of the draft *Sylvan Lake Intermunicipal Development Plan*. Discussions and feedback received was based on existing statutory and regulatory plans; development and growth patterns; environmental health; shared infrastructure services; and transportation.

In Phase 1, respondents were asked about their top priorities for the plan. The feedback (Figure 3) demonstrated a strong interest in protecting the environment and watershed, followed by developing more recreation amenities.

**Figure 3: Phase 1 Public Feedback on Environment and Watershed**



## Phase 3

Phase 3 engagement included a public open house and public survey (Figure 2) to present and request feedback on the final draft *Sylvan Lake Intermunicipal Development Plan*. The feedback ~~that was gathered~~ was used to identify any discrepancies, and refine policies to better reflect the public's perspectives.

In Phase 3, the overarching main themes, in order of most number of mentions to the survey's main open ended question, are included in Table 1.

**Table 1: Phase 3 Key Themes**

Phase 3 Key Themes	Number of Mentions
Support formalized boat launch with desire for a short timeline	24
Lack of support for 30-metre setback on vacant and existing lots	22
Concerns about higher density	19
Support closing informal boat launches / road allowances	18
Protect the environment	17

### 2.5.1 Protection of Environment and Watershed

Throughout engagement, the consistent underlying theme has been around the protection of environmental features in the area. The public survey in Phase 1 ranked "protecting the environment and watershed" as the top priority for the Plan Area, with support from over 73% of respondents. Both the stakeholder meeting and public open house also showed significant support for protection of the environment.

In the Phase 3 engagement, the trend of protecting environment remained one of the highest themes with support from 14% of comments who identified protecting the environment, water quality and wildlife as important. Many respondents noted the positive impact a formalized boat launch would have on the overall lake health and that closing informal launches would need to occur. There were also comments received related to issues that are not within an Intermunicipal Development Plan's scope including: concern about invasive species entering the waterways when launching boats into the water and desire for a new controlled boat launch to protect the lake.

### 2.5.2 Trails

In Phase 1, trails were identified as an important recreation feature for the area. Results from the public survey show that nearly 65% of respondents support the development of a regional trail around the lake. Attendees at the open house also listed trail development as the top area of focus for the plan. Trails were not a highly commented on aspect of the draft *Sylvan Lake Intermunicipal Development Plan* with 6% of comments speaking to the trail, and a split in responses (3% for the trail, and 3% against it).

The engagement outcome from Phase 1 aligns with the direction from several existing planning documents. Some opposition to a regional trail has been heard during engagement, with people noting that they do not want increased traffic through their communities, and the lack of room available for a future shoreline trail in some locations. However, the number of supportive comments for a trail is significantly greater than the comments that are not supportive of trails.

In Phase 3, overall support for the recreation policies was high. Some comments identified concerns with a future trail that should be noted for future reference: environmental impacts of the trail; consideration for which of the Partner Municipalities would be responsible for maintaining the trail; and impacts of the trail on adjacent neighbours.

### 2.5.3 Motorized Lake Access

Throughout all engagement activities, providing increased boat access to the lake has come up as a consistent theme. Public survey respondents in Phase 1 showed more support for increased non-motorized lake access (45% of respondents supported) than for increased motorized access, which was supported by only 30% of respondents. In Phase 3, the trends remain the same where approximately 12% of comments stressed the importance of developing a formalized boat launch within the Plan Area.

Throughout the engagement, the notion of increased lake access has also come with suggestions to close informal lake accesses and to use formal lake access points as places to regulate lake activities.

### 2.5.4 Balanced Development

Participants highlighted the fact that there are distinct communities and development patterns in the area. Based on Phase 1 engagement responses, participants desire the majority of future development to occur within the Town and other currently identified development areas, such as the higher-density nodes indicated in the *Sylvan Lake Area Structure Plan (2017)* in Lacombe County.

During Phase 3, 10% of comments did not support the Residential policies. Largely the comments are focused on lack of support for higher density near the Summer Villages, or the lake, but with particular emphasis on the lands identified by the *Sylvan Lake/Red Deer County Intermunicipal Development Plan*. However, the Partner Municipalities agreed to support existing statutory land use plans as a foundational element of the *Sylvan Lake Intermunicipal Development Plan*.

Overall, there is sentiment that the character of existing communities should be maintained, and that maintaining the general peaceful and quiet nature of the less urbanized parts of the area is important. This includes a general desire to focus commercial development within the Town. Additionally, there has been a consistent theme around balancing development with environmental protection, which is identified as a priority in many of the background plans.

### 2.5.5 Development Setbacks

In Phase 3, approximately 10% of the comments indicated that the originally proposed 30-metre setback requirements for properties that are already subdivided but are currently vacant were excessive and would render properties undevelopable. This feedback resulted in a change to the setback policies for vacant parcels.





## 3.0 Policy Context and Interpretation





## 3.0 Policy Context and Interpretation

### 3.1 STATUTORY CONTEXT

The *Municipal Government Act* provides the legislative framework for all Intermunicipal Development Plans in Alberta. The *Sylvan Lake Intermunicipal Development Plan* complies with the following requirements as stated in the *Municipal Government Act* (s. 631(8)):

- a. Identifying future land uses for the Plan Area;
- b. Address environmental matters through a focus on the Sylvan Lake watershed and environmentally significant areas within the Plan Area;
- c. Facilitate intermunicipal communication and coordination of planning and development within the Plan Area based on the shared values and policies;
- d. Address transportation systems;
- e. Address municipal infrastructure requirements and coordination between the partnering municipalities;
- f. Collaborate on relevant intermunicipal programs relating to the physical, social and economic development of the Plan Area;
- g. Establish direction for joint collaboration on issues beyond the municipal jurisdiction; and
- h. Provide administrative provisions for dispute resolution, amendments and repeals add period.

Furthermore, the *Municipal Government Act* also requires Intermunicipal Development Plans to be consistent with any approved Regional Plans. The *Sylvan Lake Intermunicipal Development Plan* is located within the *Red Deer Regional Plan* area, which

is not yet complete. When the *Red Deer Regional Plan* has been completed, the *Sylvan Lake Intermunicipal Development Plan* will be reviewed to ensure consistency. Where any policy conflicts exist, the *Sylvan Lake Intermunicipal Development Plan* shall be amended.

### 3.2 RELATIONSHIP OF THE INTERMUNICIPAL DEVELOPMENT PLAN TO OTHER PLANS

The *Sylvan Lake Intermunicipal Development Plan* is a high-level planning document that guides future growth and development. It has been developed based on growth and development needs over the next 20 years including supporting infrastructure and services, as well as environmental sustainability of the watershed. The policies of the *Sylvan Lake Intermunicipal Development Plan* enable sustainable growth in the Plan Area over the same time horizon.

The *Municipal Government Act* identifies an Intermunicipal Development Plan as the highest order of municipal statutory plans (Figure 4). As such, all other municipal plans affecting lands within the *Sylvan Lake Intermunicipal Development Plan* shall be consistent with the policy direction contained herein. The *Sylvan Lake Intermunicipal Development Plan* has been created to support existing statutory plans (i.e., Municipal Development Plans, Area Structure Plans, and Area Redevelopment Plans) in the study area, and contains reference to these plans where they act as the appropriate level of policy. Future Municipal Development Plans and related Area Structure/ Redevelopment Plans will follow the *Sylvan Lake Intermunicipal Development Plan* policy and provide greater detail policies to implement the vision.

The Town of Sylvan Lake and Red Deer County also have a pre-existing Intermunicipal Development Plan within the Plan Area, the *Town of Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*. As both plans are of the same statutory order, the policies contained herein shall reflect and support the policies of the *Town of Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*, but shall not supersede them. The *Sylvan Lake Intermunicipal*

*Development Plan* focuses eight municipalities on setting consistent standards for development, recreation, and environmental management. The *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* primarily manages growth around the Town of Sylvan Lake. Where there is overlap between the two plans, the specific policies are intended to support one another, but remain separate statutory plans.

**Figure 4: Plan Hierarchy**



### 3.3 POLICY INTERPRETATION

The *Sylvan Lake Intermunicipal Development Plan* uses specific language to indicate the level of support required for each policy. The following words are to be interpreted as follows:

**Shall, require, must, or will:** explicitly applies to all situations without exception.

**Should:** always applies to the situation unless it can clearly be identified to the agreement of the Intermunicipal Development Plan Committee, Council or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.

**May:** acknowledges support in principle and indicates that the Intermunicipal Development Plan Committee, Council or the Approving Authority has the discretion to determine the level of compliance that is required.

**Encourage:** acknowledges support in principle and indicates that the Intermunicipal Development Plan Committee, Council or the Approving Authority will promote, but not require, the implementation of a given policy.

### 3.4 MAPPING INTERPRETATION

The maps contained within the *Sylvan Lake Intermunicipal Development Plan* are intended to provide support and aid the interpretation of the plan's policies. Boundaries, areas shown, and locations denoted by symbols are approximate and are not intended to define exact locations. Since the maps are not absolute, and will be interpreted as conceptual, the precise location of these boundaries will need to be determined by the relevant Approving Authority at the time of evaluating any proposed development application.





## 4.0 Plan Area





## 4.0 Plan Area

The Partner Municipalities all share a connection to Sylvan Lake and its value as an environmental, quality of life, tourism and financial asset. Impacts in one part of the Sylvan Lake watershed affect all municipalities. The main driver for defining the boundary for the *Sylvan Lake Intermunicipal Development Plan Area* (Plan Area) was to ensure all factors that would influence future development and associated municipal operations were considered. The following criteria were selected to determine the Plan Area (Map 1):

- **Sylvan Lake Watershed:** The watershed area is a natural delineation for environmental factors that will directly impact the lake into the future. The final Plan Area includes three watersheds: Sylvan Lake, Blindman River and Medicine River.
- **Municipal Boundaries:** All ~~municipal~~ **Partner Municipality** partner boundaries have been included in the plan boundary along with buffers of at least one mile around each boundary. The hamlet of Benalto has been excluded from the Plan Area.
- **Town of Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011) Boundary:** The Plan Area includes an existing Intermunicipal Development Plan between the Town of Sylvan Lake and Red Deer County. The whole of the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* has been included in the Plan Area in order to mitigate potential challenges or inconsistencies that may occur if only a portion were included. These challenges could be related to amendments, enforcement, and public perception/understanding in the case of two separate Intermunicipal Development Plans. As the same order of plans, both plans are considered equally important and address different regional considerations. The *Sylvan Lake*

*Intermunicipal Development Plan* focuses eight municipalities on setting consistent standards for development, recreation, and environmental management. The *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* primarily manages growth around the Town of Sylvan Lake. Where there is overlap between the two plans, the specific policies are intended to support one another, but remain separate statutory plans.

- *Sylvan Lake Area Structure Plan (2017)* (Lacombe County): The Plan Area of the *Sylvan Lake Area Structure Plan*, ~~the document that~~ outlines the future uses and development of lands within Lacombe County's boundaries has been included within the Plan Area.

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**Transportation Network:** The transportation network has been calculated to include key transportation intersections.

- **Regional Wastewater Line:** The routing of the wastewater line has been included in the Plan Area. The routing alignment of the wastewater line has been sourced from the *Sylvan Lake Regional Wastewater Commission 2019 Business Plan*.
- **Soil Suitability:** The Plan Area assessment included soil land suitability; however, soil suitability is consistent across the broader region and did not provide a strong indicator for boundary delineation.

### 4.1 OBJECTIVE

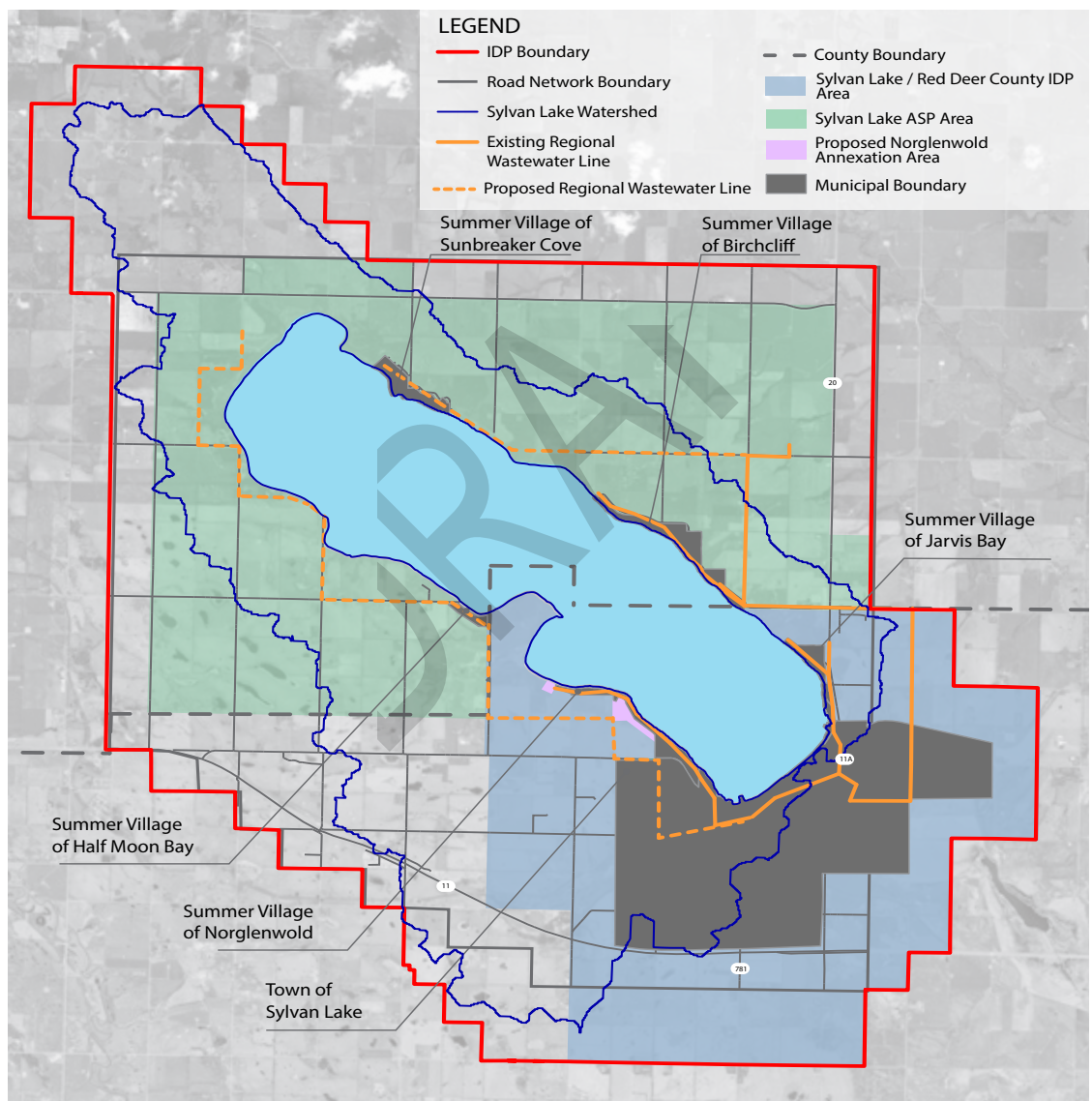
- To establish the geographical area in which the *Sylvan Lake Intermunicipal Development Plan* policies apply.

## 4.2 POLICIES

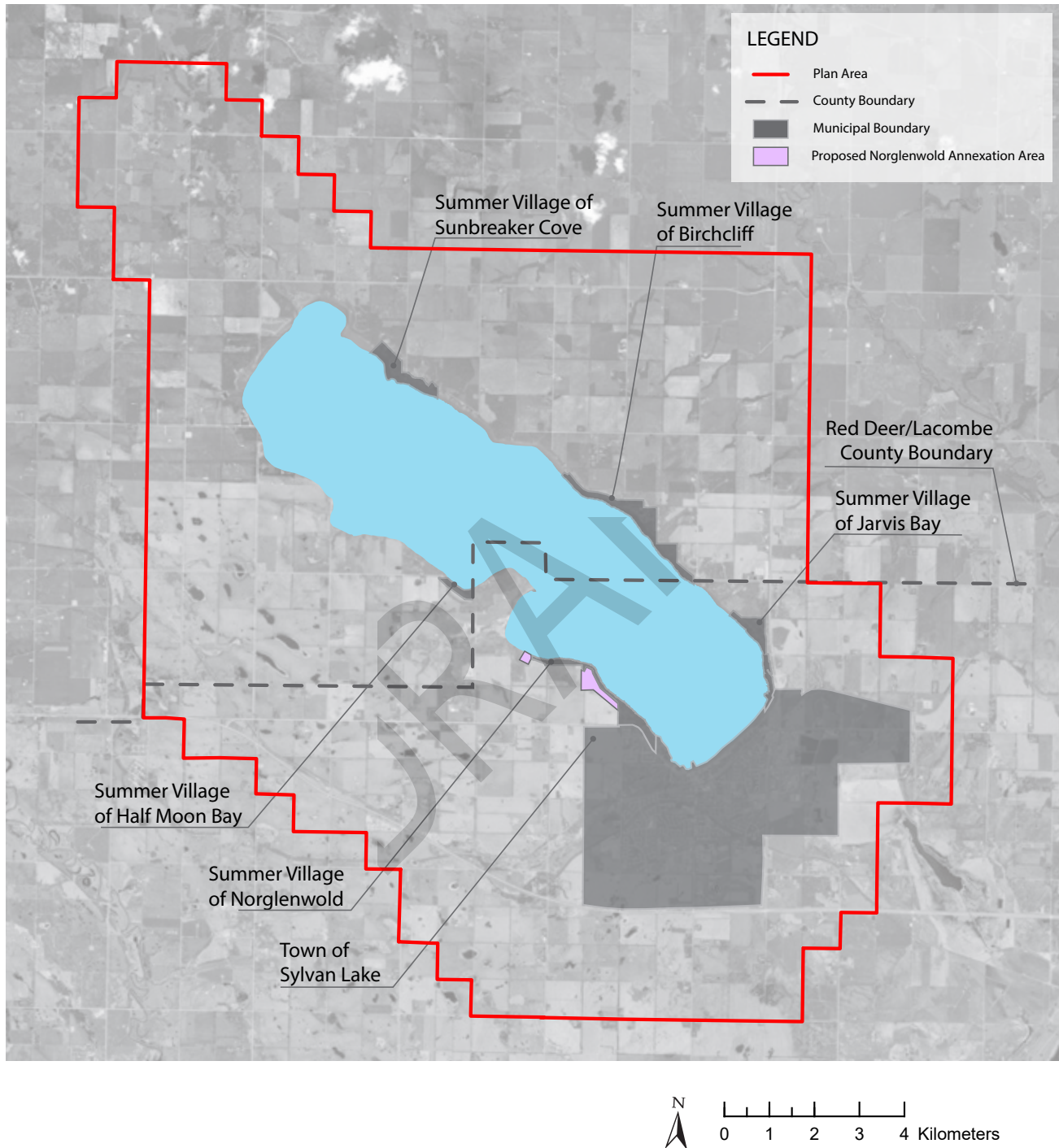
**4.2.1** The *Sylvan Lake Intermunicipal Development Plan Area* (the Plan Area) encompasses all the lands as depicted on Map 2. Lands within the Plan Area boundaries are subject to the *Sylvan Lake Intermunicipal Development Plan* objectives and policies unless specifically exempted.

**4.2.2** All boundaries and alignments shown throughout the *Sylvan Lake Intermunicipal Development Plan* are conceptual in nature. Exact alignments shall be determined in later stages of planning where additional levels of detail can be utilized.

**Map 1: Plan Boundary Considerations**



Map 2: *Sylvan Lake Intermunicipal Development Plan Boundary*





## 5.0 Land Use



## 5.0 Land Use

Land uses within the Plan Area are broad, general categories that speak to the general nature of the activities that are occurring on a portion of land. These uses, or activities, identified in Map 3 are reflective of existing statutory plans and policies for each municipality. Further detail on land uses will refer to ~~those documents:~~ **those statutory plans.**

The *Sylvan Lake Intermunicipal Development Plan* is based on the Partner Municipality's existing, approved statutory plans. Therefore, the land use categories reflect the long-term growth projections, and already approved growth plans for the ~~Plan:~~ **Plan Area.**

The land use categories include:

- **Developed / Urban Areas** which represent the land area defined by existing municipal boundaries and inclusive of all land uses commonly used within that municipality's developed area;
- **Norglenwold Annexation Area** depicting the area of land subject to an annexation application;
- **Agriculture** representing the majority of land in the Plan Area that provides for continued agricultural activity; **Add: and**
- **Lower Density Residential** is reflective of residential growth in the form of clustered single detached dwellings;
- **Residential** where residential growth will occur.

In Lacombe County's Residential areas, the nodes (i.e., circles) on Map 3 are anticipated to be a mix of new townhomes, apartments, and single detached homes, and open space as per the Lacombe County *Sylvan Lake Area Structure Plan*.

In Red Deer County's Residential areas, development will be consistent with the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* with a minimum density of 13 units per gross developable hectare if developed more intensely than first parcel out farmstead removal subdivision;

- **Commercial** where areas of higher intensity commercial, retail and office uses will occur; and
- **Recreation** for areas with significant recreation activities such as camps, provincial parks, or lake access areas.

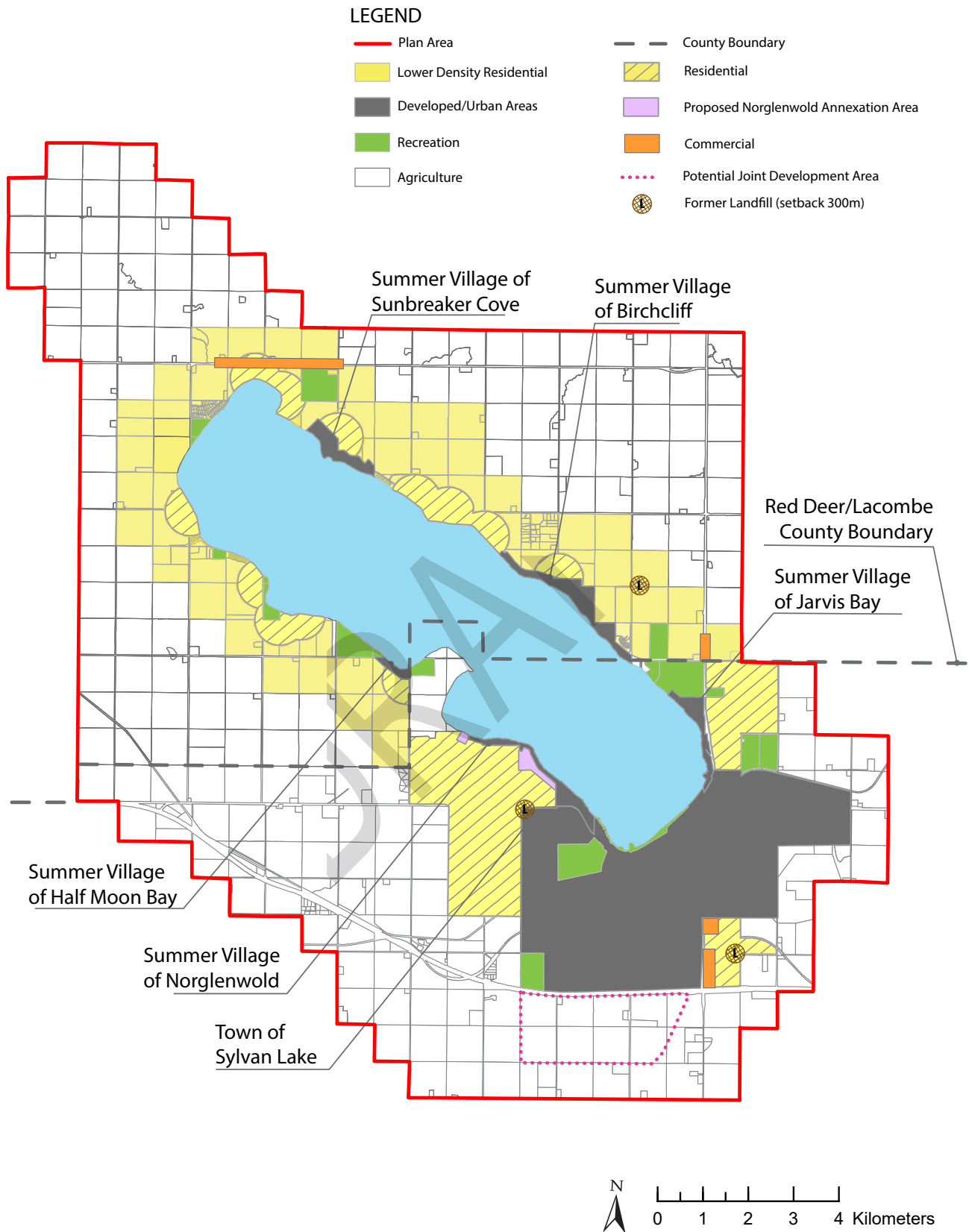
Industrial uses are only enabled within the Town of Sylvan Lake and therefore are not depicted on Map 3.

## 5.1 OBJECTIVES

- a. To reinforce each municipality's statutory and regulatory plans and bylaws.
- b. To respect environmental features and the watershed.
- c. To maintain and support agricultural land uses.
- d. To mitigate premature conversion of agricultural land uses to non-agricultural uses.
- e. To enable growth and development within defined areas.
- f. To provide design standards that will ensure future development is compatible with the current built form.



Map 3: Future Land Use Map



## 5.2 POLICIES

### All Areas

- 5.2.1** All land uses shall be consistent with the areas generally shown in Map 3 and are deemed to be the future land uses unless approved through the appropriate amendment processes.
- 5.2.2** In addition to the policies below, the policies of each municipality's Municipal Development Plans, Area Structure Plans, and Land Use Bylaws shall apply if they do not conflict with the *Sylvan Lake Intermunicipal Development Plan* policies, and / or require a higher standard than the *Sylvan Lake Intermunicipal Development Plan*.
- 5.2.3** The land uses identified in Map 3 reflect the primary use of the land. Complementary uses are enabled but subject to the respective statutory and regulatory documents of each municipality.
- 5.2.4** The policies in the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* shall apply.
- 5.2.5** Subdivision applicants shall be required to dedicate all lands that qualify as Municipal Reserve and Environmental Reserve in accordance with the *Municipal Government Act*. Environmental Reserve Easements and Conservation Easements may be encouraged where the lands should not be taken as Environmental Reserve or Municipal Reserve (i.e., areas not adjacent to waterbodies, or requiring public access) at the sole discretion of each municipality's Approving Authority.
- 5.2.6** The municipalities will work in collaboration with the Alberta Energy Regulator to understand and mitigate for potential impacts between the oil and gas industry and growth.
- 5.2.7** For all future statutory planning, redesignations and subdivisions in proximity to Highways 11, 11A and 20, the municipalities will work in collaboration with Alberta Transportation to identify any required infrastructure upgrades.
- 5.2.8** All new multi-lot redesignations and subdivisions shall be preceded by the approval of an Area Structure Plan by the appropriate municipality.
- 5.2.9** All aspects of the *Subdivision and Development Regulation* shall be followed including that the subdivision authority shall not approve an application for subdivision for school, hospital, food establishment or residential use within 300 metres (985 feet) of the disposal area of the non-operating landfill site within the Plan Area (s. 13(1)). Additionally, the *Nuisance and General Sanitation Regulation* under the *Public Health Act* shall be followed and requires that there be a 450 metre (1,476 feet) setback between a landfill and the location of a water well intended for human consumption. This setback also applies to a communal water system (s. 15(1)).

## Developed / Urban Areas

- 5.2.10** Policies for land uses within Developed / Urban Areas or developed areas shall be determined by each municipality's respective Municipal Development Plan and / or Area Structure Plan and / or Area Redevelopment Plan, as applicable.


## Proposed Norglenwold Annexation Area

- 5.2.11** Prior to the Summer Village of Norglenwold's proposed annexation application being approved, the land use within the Proposed Norglenwold Annexation Area in Map 3 shall be determined by Red Deer County's *Municipal Development Plan (2012)*.
- 5.2.12** Should the proposed annexation by the Summer Village of Norglenwold be approved, these lands shall be classified as 'Developed / Urban Areas' and subject to those respective policies. Map 3 shall be updated to reflect this change and will be considered an administrative change not requiring a public hearing.

## Agriculture

- 5.2.13** Agricultural land uses shown on Map 3 shall continue to be used for agricultural activities.
- 5.2.14** Agricultural preservation and subdivision requirements in Lacombe County and Red Deer County shall be consistent with the policies of the respective municipality's statutory and regulatory plans and bylaws, as applicable, to avoid premature development, conversion, or fragmentation of agricultural lands.

- 5.2.15** When making decisions on development issues on or adjacent to agricultural lands, both affected municipalities will respect the right of agricultural operators to pursue normal activities associated with extensive agriculture without interference or restriction based on their impact on adjacent uses.

- 5.2.16** Non-agricultural uses may be allowed within the Agriculture Area identified in Map 3 as per the applicable Municipality's Land Use Bylaw. 

- 5.2.17** Resource extraction projects in accordance with provincial regulations may occur in Rural Policy Area of the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* and is subject to the respective policies of said Plan.

- 5.2.18** New Confined Feeding Operations shall not be permitted within the Confined Feeding Operations Overlay as shown on Map 4.

- 5.2.19** Agricultural land stewardship grant programs offered by Lacombe County and Red Deer County shall be encouraged for the Plan Area to promote good land management practices and reduce negative impacts on the watershed.

## Lower Density Residential

**5.2.20** Residential development within Lower Density Residential areas as shown on Map 3 shall be clustered as per Section 2.5.2 of Lacombe County's *Sylvan Lake Area Structure Plan (2017)* with a maximum density of 1 unit per acre (2.5 units per gross developable hectare).

**5.2.21** Residential uses adjacent to agricultural areas shall incorporate transition strategies, such as increased setbacks or buffers, to reduce the impact of new residential development on existing agricultural operations. Satisfaction of this policy shall be determined by the applicable municipality's Approving Authority in consultation with the adjacent municipality through the referral process as per Sections 10.2.17 - 10.2.24.

## Residential

**5.2.22** Residential development areas as shown on Map 3 shall be mixed residential forms including multi-lot or higher density forms as per Lacombe County's *Sylvan Lake Area Structure Plan (2017)*, or the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*, as applicable.

**5.2.23** Residential development areas within Lacombe County as shown on Map 3 shall be nodes of development within a 600-metre radius (5-minute walk) from a central public access site and are subject to the policies in Section 2.5.2 of the *Sylvan Lake Area Structure Plan (2017)* with a maximum density of 2.0 units per acre (4.9 units per gross developable hectare).

**5.2.24** Residential development areas within Red Deer County as shown on Map 3 shall be determined by the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* which states that development that is more intense than first parcel out farmstead removal subdivision may be allowed prior to annexation and must be a minimum density of 13 units per gross developable hectare (5.3 units per acre). Additional development expectations are identified in the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*.

**5.2.25** Residential uses adjacent to agricultural areas shall incorporate transition strategies, such as increased setbacks or buffers, to reduce the impact of new residential development on existing agricultural operations. Satisfaction of this policy shall be determined by the applicable municipality's Approving Authority in consultation with the adjacent municipality through the referral process as per Sections 10.2.17 - 10.2.24.

**5.2.26** Residential land uses are subject to the referral process as outlined in Sections 10.2.17 - 10.2.24 and as such appropriate boundary conditions will be considered through site design; community engagement discussions; and the intermunicipal referral process.

## Commercial

- 5.2.27** Commercial, retail, or office activities shall be limited to the Commercial areas as shown on Map 3 and shall be subject to the requirements of the Lacombe County's *Sylvan Lake Area Structure Plan (2017)*, or the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*, as applicable.
- 5.2.28** Non-agricultural commercial uses adjacent to agricultural areas shall incorporate transition strategies, such as increased setbacks or buffers, to reduce the impact of new commercial development on existing agricultural operations. Satisfaction of this policy shall be determined by the applicable municipality's Approving Authority in consultation with the adjacent municipality through the referral process as per Sections 10.2.17 - 10.2.24.
- 5.2.29** Commercial development located along highways shall be developed to a high-quality aesthetic standard in terms of landscaping; building materiality; and building orientation.

## Recreation

- 5.2.30** Activities occurring in Recreation areas as shown on Map 3 shall be primarily for the purposes of regionally significant public and private recreation and shall respect the long-term environmental integrity and sustainability of the watershed. These areas may require buffers or transition strategies from adjacent lands, at the discretion of the Approving Authority.

## Industrial

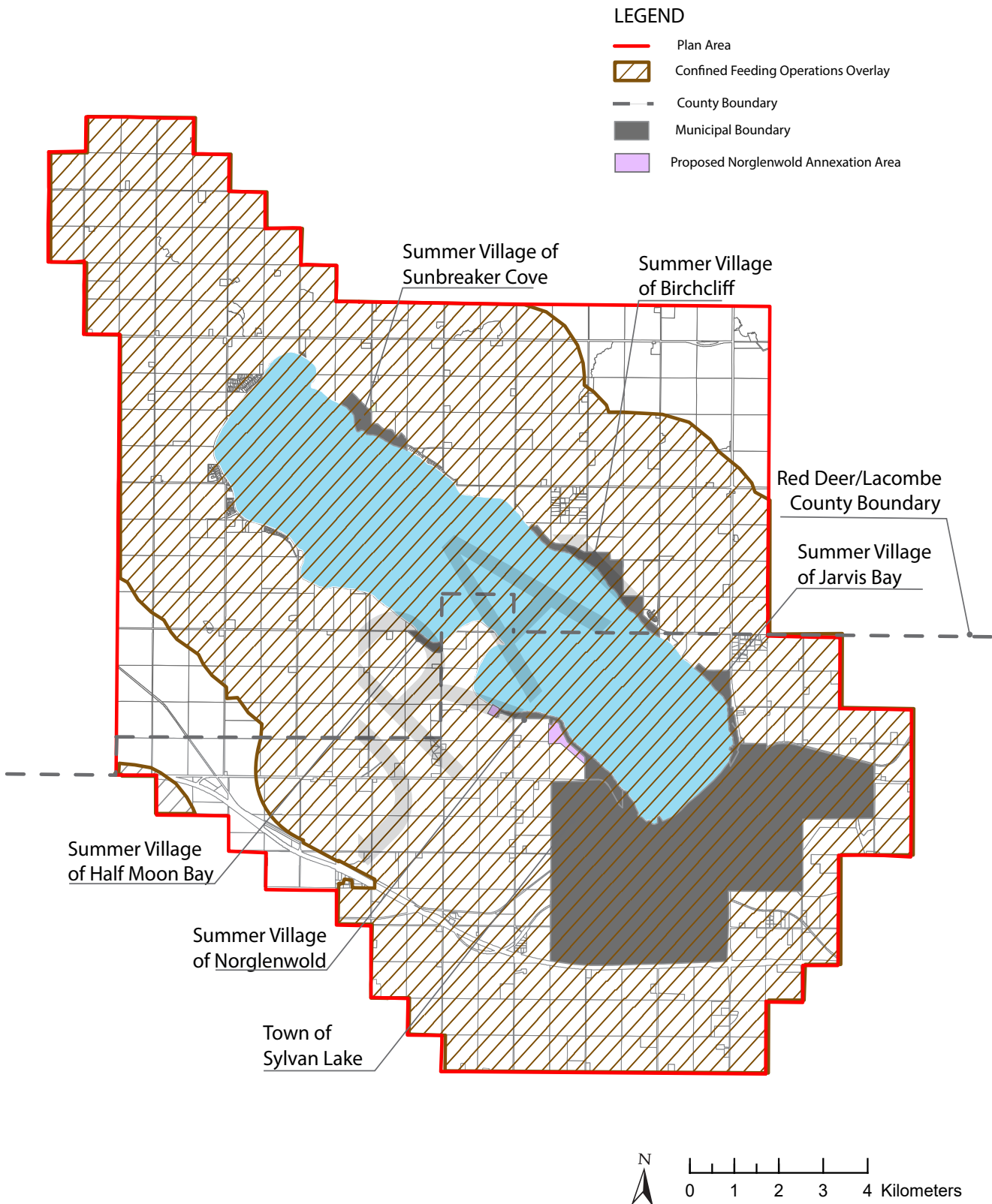
- 5.2.31** Industrial land uses shall be located within the Town of Sylvan Lake. All existing industrial land uses in the other Partner Municipalities shall be enabled as per the respective municipality's Land Use Bylaw (see policy 5.2.2).
- 5.2.32** Industrial development located along highways shall be developed to a high-quality aesthetic standard in terms of landscaping; building materiality; and building orientation.
- 5.2.33** Industrial development located abutting residential or recreation areas shall be developed to a high-quality aesthetic standard in terms of landscaping; building materials; building orientation; and with limited outdoor nuisances.

## Potential Joint Development Area

- 5.2.34** The Potential Joint Development Area is guided by the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*.



Map 4: Confined Feeding Operation Overlay



## 6.0 Environment



## 6.0 Environment

The Plan Area watersheds are significant assets for the Partner Municipalities and a primary component of the *Sylvan Lake Intermunicipal Development Plan*. All municipalities within the Plan Area are dedicated to the long-term health and sustainability of the lake and surrounding lands. The *Sylvan Lake Intermunicipal Development Plan* outlines policies for consistent environmental assessments for all development around the lake based on best practices in Alberta. Environmental assessments are the first step in identifying appropriate mitigation strategies that place the long-term viability of environmental features at the centre of development decisions, thereby also ensuring a high quality of life for future residents and users. The following policies reflect that dedication and provide a common method of assessment for all development throughout the Plan Area.

### 6.1 OBJECTIVES

- a. To create a unified approach to environmental management.
- b. To protect the long-term health of the watersheds and waterbodies.
- c. To balance environmental protection with appropriate development.

## 6.2 POLICIES

### Environmental Assessments

- 6.2.1** A Level 1 Preliminary Natural Site Assessment (PNSA) shall be required for all redesignations in the Plan Area as per the requirements listed in 6.2.3.
- 6.2.2** For redesignation applications that propose only intensification of use on the subject lands of the application, the Level 1 PNSA may be required at the discretion of the Approving Authority as per the requirements listed in 6.2.3.
- 6.2.3** The PNSA is an initial desktop overview of baseline environmental information and identification of the potential extent of Environmentally Sensitive Areas. The PNSA shall be completed by a qualified professional and shall include, at minimum:
  - a. Study Area Location (in context of surrounding landscape);
  - b. Physiographic Description (in context of Natural Regions and Subregions of Alberta);
  - c. Historical Air Photos (dating to 1950, focus on surface water, wetlands, land use changes);
  - d. Field Reconnaissance, Sampling and Surveys (landscape characteristics species lists, plant community mapping);
  - e. Topography (landform classification);
  - f. Geology (surficial geology classification);

- g. Hydrology (wetland inventory, classification and relative value assignments). Associated map(s) required;
- h. Fauna (biodiversity 'hot spots', species list of direct and indirect observations, critical breeding/nesting/wintering sites. Associated map(s) required;
- i. Soil (characteristics/ description, restricted types, special features). Associated map(s) required; and
- j. Conservation recommendations that include:
  - i. Environmental Reserve/  
Environmental Reserve Easement;
  - ii. Municipal Reserve; and
  - iii. Conservations Easement.

The first level of assessment is a Level 1 Preliminary Natural Site Assessment (PNSA) that may, in the opinion of the qualified professional and the Approving Authority, trigger a Level 2 Environmental Screening (ES), or further, a Level 3 Scoped Biophysical Impact Assessment (Scoped BIA).

Any or all of these levels of assessment may include, based on the opinion of the qualified professional completing the work and the Approving Authority, a monitoring program that addresses environmental monitoring during construction and / or following construction to ensure recovery of sensitive environmental features.

#### 6.2.4

The requirement to proceed to a Level 2 Environmental Screening (ES) shall be determined by the recommendations of the PNSA and / or the Approving Authority. The ES identifies environmental impacts and potential mitigation strategies of a proposed development project including defined boundaries of an Environmentally Significant Area(s). If required, the ES shall include to the satisfaction of the Approving Authority the following considerations in addition to the minimum requirements in 6.2.3:

- a. An outline of the rationale for the development project;
- b. An exploration of alternatives that have been investigated;
- c. A description of the existing environment including the biophysical and socioeconomic elements; and
- d. Both short-term and long-term environmental impacts and mitigation measures.

#### 6.2.5

The requirement for a Level 3 Scoped Biophysical Impact Assessment (Scoped BIA) shall be determined by the recommendations of the ES and / or the Approving Authority. A Scoped BIA is a detailed study and review of a development project that predicts, interprets, and evaluates impacts and mitigation measures to avoid, minimize, or compensate for said impacts. If required, the Scoped BIA shall include to the satisfaction of the Approving Authority the following considerations in addition to the minimum requirements in 6.2.3 and 6.2.4:

- a. A clear assessment methodology that will lead to mitigation recommendations;
- b. Surrounding land uses;

- c. Fish and wildlife;
- d. Vegetation (including rare and invasive species);
- e. Soils and terrain;
- f. Water quantity and quality;
- g. Riparian areas and wetlands;
- h. Surface drainage; and
- i. Aquifers.

## Environmentally Significant Areas

**6.2.6** For redesignation applications where an Environmentally Sensitive Area is identified, a Level 3 Scope Biophysical Impact Assessment (Scoped BIA) shall be required and shall include the components included in the Level 1 PNSA as per 6.2.3, the Level 2 ES as per 6.2.4, and the Scoped BIA as per 6.2.5. Identification of an Environmentally Sensitive Area may occur through any one or all of the following methods:

- a. Provincial data and / or mapping;
- b. Municipal data and / or mapping; and / or
- c. Any level assessment as per 6.2.3 - 6.2.5 above.

**6.2.7** The Partner Municipalities should develop a detailed map identifying Environmentally Significant Areas in the Plan Area based on the following criteria:

- a. Areas that contain focal species, species groups and their habitats;
- b. Areas of large intact patches of natural vegetation;
- c. Areas of connecting habitat and corridors;

- d. Areas important for maintaining water quality and quantity;
- e. Riparian areas; and
- f. Areas of significant cultural, historic, or scenic value.

**6.2.7a** The Partner Municipalities should develop an interim inventory of Environmentally Significant Areas in the Plan Area when appropriate datasets are available. This interim inventory will consider potential Environmentally Sensitive Areas, wildlife corridors and natural areas. The interim inventory will be constructed using the following databases:

- a. Fish and Wildlife Information Management System;
- b. Alberta Conservation Information Management System;
- c. Agricultural Regions of Alberta Soil Inventory Database;
- d. Environmentally Significant Area's Report and Map;
- e. Alberta Wild Species Status Search; and
- f. Alberta Merged Wetland Inventory through Alberta's GeoDiscover Data Authority.

## Natural Areas

**6.2.8** The Partnering Municipalities should develop one Natural Areas Management Plan for the whole Plan Area that outlines the management intent and direction for Environmentally Sensitive Area's, natural areas, and wildlife corridors.



## Environmental Reserve and Development Setbacks from Sylvan Lake

- 6.2.9** As a condition of subdivision approval, each Partner Municipality shall require a 30 metre Environmental Reserve dedication from the Top of Bank of Sylvan Lake, in accordance with the provisions of the *Municipal Government Act*. Wherever possible, Environmental Reserve should be linked with Municipal Reserve to create continuous greenways with enhanced public access.
- 6.2.10** As a requirement of a development permit submission for a vacant parcel or on redevelopment lands, where the development is within 30 metres of the Top of Bank or High Water Mark of Sylvan Lake, a Development Design Plan shall be submitted as part of the permit application and enforced as a condition of approval. Determining which feature (Top of Bank or the High Water Mark of Sylvan Lake) is appropriate will be at the discretion of the Approving Authority. Approval of the Development Design Plan shall be to the Approving Authority's satisfaction that the design will satisfy the goal of mitigating negative impacts on watershed health.

## Environmental Reserve and Development Setbacks from Sylvan Lake Tributaries

- 6.2.11** The Partner Municipalities are encouraged to assess and identify specific Development Setbacks for each naturally occurring Sylvan Lake tributary within the Plan Area.
- 6.2.12** As a condition of subdivision approval, a 30 metre Environmental Reserve shall be provided from all naturally occurring tributaries to Sylvan Lake unless recommended by a qualified professional (as per an environmental assessment identified in 6.2.3 - 6.2.5) to be a greater or lesser Environmental Reserve. Where a different Environmental Reserve is recommended as a result of an Environmental Assessment, that Environmental Reserve shall be applied. The Environmental Reserve shall be measured from Top of Bank of the relevant tributary.
- 6.2.13** As a requirement of a development permit submission for a vacant parcel or on redevelopment lands, where the development is within 30 metres of the Top of Bank or High Water Mark of any naturally occurring tributary to Sylvan Lake, a Development Design Plan shall be submitted as part of the permit application and enforced as a condition of approval. Determining which feature (Top of Bank or the High Water Mark of Sylvan Lake) is appropriate will be at the discretion of the Approving Authority. Approval of the Development Design Plan shall be to the Approving Authority's satisfaction that the design will satisfy the goal of mitigating negative impacts on watershed health.

## General Setback Policy

**6.2.14** Each municipality shall develop specific Development Design Plan criteria and expectations including minimum requirements to demonstrate how the design will mitigate negative watershed impacts through:

- a. A planting plan including native vegetation;
- b. Sediment control plan;
- c. Drainage plan;
- d. Parcel coverage; and
- e. Any other criteria at the discretion of the Approving Authority.

Each municipality shall update their respective land use bylaw and municipal development standards to reflect this policy, and any other considerations necessary for implementation (i.e., development deposit charges, enforcement).





# 7.0 Recreation





## 7.0 Recreation

The Sylvan Lake area is a significant recreation destination in Alberta that is used by millions of tourists every year, especially in the summer. As such, recreation is an important activity in the Plan Area. Planning for additional recreation opportunities and maintenance of existing areas that balance tourism with environmental sustainability of the lake and its watershed are important aspects of this plan.

Regional trails were identified as significantly important through the *Sylvan Lake Intermunicipal Development Plan* public engagement. Members of the public expressed a desire for regional trails in the Plan Area to provide alternative modes of transportation and additional recreational opportunities. Support was expressed for a future trail to be developed around the whole of Sylvan Lake and connected to trails and pathways within municipal boundaries as well as any additional future regional trails that may be considered. An integrated trail network would enhance the recreation opportunities of the Sylvan Lake area.

While the *Sylvan Lake Intermunicipal Development Plan* does not address activities specifically on the lake, it does address lake access. Through previous assessments, lake access is a critical consideration for the integrity and stewardship of Sylvan Lake. Feedback from public and stakeholder engagement has demonstrated a desire for additional formal lake access points to responsibly manage access. This will be accomplished by providing additional formal lake access infrastructure in the form of boat launches and limiting informal access (i.e., use of road allowances that end at the lake edge). By accomplishing both the creation of formal lake access and management of informal access points, the demand of current and future lake users to access the lake will be accommodated by providing appropriate facilities. The policies associated with changes to lake access

reflect the shared values between the municipalities; however, implementation of these changes is subject to collaboration with additional stakeholders, specifically the Province of Alberta. As lake access points are typically located at the terminus of public roads, the future use of some locations, and potential closure of others, requires provincial approvals. The Partner Municipalities will collaborate with residents, users, and stakeholders through any future transitions regarding lake access.

### 7.1 OBJECTIVES

- a. To balance recreation uses with environmental protection.
- b. To increase recreation opportunities for residents and visitors to the area.

## 7.2 POLICIES

### Trails

**7.2.1** The Partner Municipalities should develop a regional trail plan. The regional trail plan will address a variety of active transportation options. Primary consideration will be given to walking, cycling and similar modes of transportation. Regional trails shall not be designed for horseback riding, ATV usage, sledding, or similar activities. Existing proposed alignments documented in the *Sylvan Lake Boat Launch Access Strategy for Recreational Lake Access (2016)* and *Lacombe County's Sylvan Lake Area Structure Plan (2017)* shall be considered for the regional trail plan. The regional trail plan is expected to address:

- a. Trail alignment;
- b. Trail types / dimensions;
- c. Connections beyond the Plan Area particularly connecting to the City of Red Deer and Benalto;
- d. An implementation framework;
- e. A maintenance strategy; and
- f. Stakeholder and public engagement in the creation of the trail plan.

**7.2.2** The Partner Municipalities will encourage partnerships and seek grants in collaboration with trail building/management/user groups such as Central Alberta Regional Trail Society, Sylvan Lake Management Committee (SLMC), and Alberta TrailNet.

### Recreation Planning

**7.2.3** The Partner Municipalities should develop a regional recreation, parks, and open space master plan for the Plan Area with the recommendation that the plan address:

- a. Regionally significant facilities, programs and connections; and
- b. A collaborative funding model identifying shared costs between the Partner Municipalities to implement recommendations.

### Recreational Boat Access

**7.2.4** The Partner Municipalities shall undertake a coordinated lake access management plan that will result in:

- a. A cost-sharing, benefit-sharing framework;
- b. Planning and development of an additional formal motorized boat launch (Policy 7.2.8);
- c. Planning and development of a new formal non-motorized boat launch (Policy 7.2.9);
- d. Management of informal lake access points by identifying appropriate road allowances for closure and reclamation and obtaining provincial approval (Policy 7.2.10); and
- e. Continued engagement with residents, users and stakeholders to develop the lake access management plan.

**7.2.5** The lake access management plan may consider boat fueling, as appropriate.



**7.2.6** The cost-sharing, benefit-sharing framework shall consider the development and construction requirements for policies 7.2.8 – 7.2.10 and any off-site impacts or land use changes required for or resulting from these upgrades.

**7.2.7** Should a cost-sharing, benefit-sharing framework be established as per 7.2.4, a new formal lake access point will be located at Site 5P from the *Sylvan Lake Boat Launch Access Strategy for Recreational Lake Access (2016)*, Lot OT Plan 162 0291 as shown on Map 5.

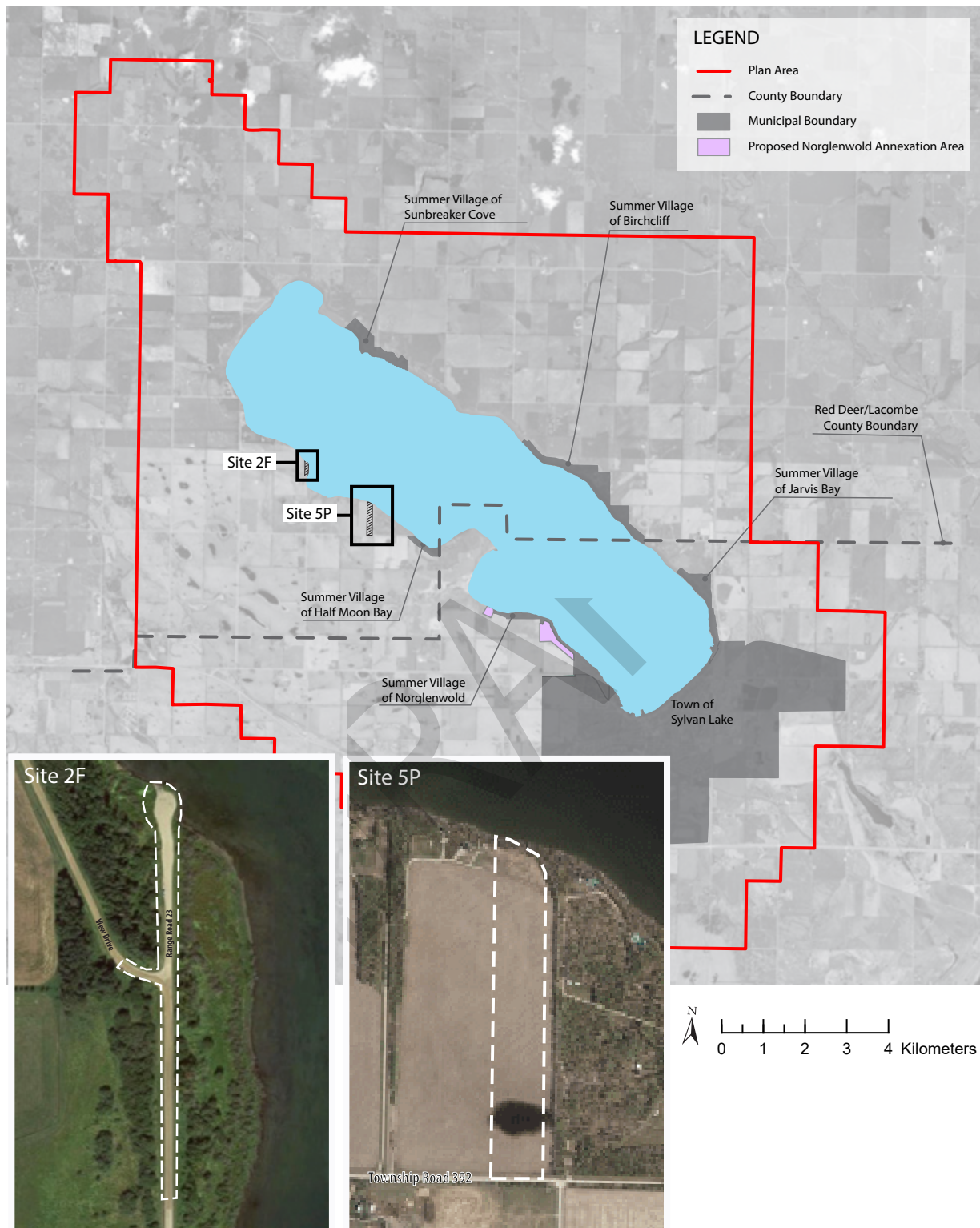
**7.2.8** Planning and development of Site 5P is expected to include:

- a. Design and planning for both motorized and non-motorized lake access point;
- b. Detailed design for the site shall be completed including the required studies and / or approvals for construction of the new boat launch;
- c. Upgrading of access roads and signage leading from the closest secondary highway to the lake access point; and
- d. Potential land use changes to provide appropriate local services to support the lake access point.

**7.2.9** Should a cost-sharing, benefit sharing framework be established as per 7.2.4, Site 2F from the *Sylvan Lake Boat Launch Access Strategy for Recreational Lake Access (2016)*, at the terminus of Range Road 23, as shown on Map 5, shall be formally developed as a hand launch boat site for non-motorized crafts only. Access will be managed at Site 2F to continue to provide non-motorized public access and support sufficient emergency egress on the lake as a whole.

**7.2.10** Prior to development of either Site 5P or 2F lake access points, the Partner Municipalities shall identify appropriate road allowances to be closed and reclaimed with consideration for lake emergency access; and obtain approval from the Alberta Ministry of Transportation, where appropriate, to close road access for dead-end roads, as per the *Sylvan Lake Boat Launch Access Strategy for Recreational Lake Access (2016)*.

Map 5: New Boat Launch Sites







# 8.0 Infrastructure



## 8.0 Infrastructure

Within the Plan Area there are a variety of different forms and types of development, requiring various infrastructure solutions. The *Sylvan Lake Intermunicipal Development Plan* provides a common approach and minimum standards for infrastructure that either directly affects Sylvan Lake and its watershed, or that crosses municipal boundaries. Infrastructure in this section includes stormwater management design standards, water and wastewater services including connection requirements to any future regional infrastructure, and transportation standards both for long-term planning and road standards.

### 8.1 OBJECTIVES

- a. To realize efficient and economical uses of regional infrastructure.
- b. To develop infrastructure solutions that do not cause negative impacts on the surrounding environment.
- c. To facilitate safe and efficient transportation systems.

### 8.2 POLICIES

#### Stormwater Management

**8.2.1** Each municipality shall require that any redesignation, subdivision or development applications in areas prone to flooding, as determined by the Approving Authority, provide a confirmation of the 1:100 flood level of the affected river or creek by a qualified professional engineer.

**8.2.2** Stormwater management facilities are required for new development or redevelopment, except single-lot residential and development on agricultural lands, and shall remove at a minimum 85% of suspended solids above 75 microns. All stormwater management facility designs will be stamped by a qualified engineer to the satisfaction of the Approving Authority, and are subject to typical municipal inspection processes.

**8.2.3** The respective municipality may inspect the construction and maintenance of stormwater management facilities at any time.

**8.2.4** All new development excluding single-lot recreation parcels; single-lot residential parcels; and development on agricultural lands shall require stormwater management facilities to meet the following minimum design standards:

- Be a wetland, wet pond, or a dry pond with oil/grit separator;
- Have storage capacity for a 1:100 storm event with a maximum active storage depth of 1.5 metres with 0.6 metres of freeboard;
- Be designed for a 1:500-year storm event where no emergency spillway is available storage; and
- All other design standards as per *Alberta Stormwater Management Guidelines (1999)*.



The Approving Authority may adjust these standards for redevelopment projects, at their sole discretion, where existing circumstances cannot accommodate these standards.

- 8.2.5** Joint Erosion and Sediment Control guidelines and targets shall be developed for the Plan Area. All construction projects including development applications and public projects will follow the practices outlined in the Joint Erosion and Sediment Control guidelines and targets. All construction projects with a soil disturbance area greater than 0.4 hectares shall submit an Erosion and Sedimentation Control application with drawings, RULSE calculations and enforcement measures to the satisfaction of the Approving Authority. Individual residential sites, agricultural properties and properties with a soil disturbance of less than 0.4 hectares are exempt from submitting an application but shall follow Best Management Practices (i.e., City of Calgary's Erosion and Sediment Control Guidelines (2011): Section 8: Erosion and Sediment Control for Small Sites and Section 9: Implementation, Inspection and Maintenance).

## Water Servicing

- 8.2.6** Access to groundwater supply in the Plan Area shall be on a first come, first serve basis.
- 8.2.7** The Partner Municipalities shall work together on advocacy initiatives in dialogue with the Province of Alberta to encouraging proactive, watershed-based groundwater monitoring. Accurate and monitored data would provide the municipalities with appropriate data to consider appropriate development regulations in the future.

- 8.2.8** New multi-lot and redesignation developments shall assess the availability of groundwater for current and future servicing needs.

- 8.2.9** The Partner Municipalities will collaborate to develop development charges through off-site levies to fund the regional water supply line when appropriate. A reassessment of timeliness for this collaboration will be a priority during the first review of the *Sylvan Lake Intermunicipal Development Plan*.

- 8.2.10** As subdivision and / or development occurs, lands required for future water servicing rights-of-way, as identified through the mutual agreement of the Partner Municipalities, or subsequent studies, shall be protected

## Wastewater Servicing

- 8.2.11** Any new or replacement septic systems on all non-agricultural lots that are less than 4050 square metres (1 acre) or where 60 or more lots serviced by private sewage systems are within a 600 metre radius must be connected to a functional regional wastewater system or be serviced by a private holding tank/communal wastewater system until the functional regional wastewater system is available.

- 8.2.12** Except for agricultural development, new private sewage systems shall only be permitted on lots greater than 4050 square metres (1 acre) and where no more than 60 lots serviced by private sewage systems are within a 600 metre radius.

encourage

**8.2.13** All new private sewage systems shall adhere to all relevant provincial standards including, but not limited to, the *Alberta Private Sewage Systems Standard of Practice 2015*; *Private Sewage Disposal Systems Regulation*; the *Public Health Act's Nuisance and General Sanitation Regulation* (AR 243/2003, Section 15) as it relates to the location of sewage systems and drinking water wells for human consumption.

**8.2.14** When a functioning regional wastewater system is available, connection to the wastewater system shall be required, and/or conversion of all private sewage systems on lands connecting to wastewater system.

**8.2.15** As subdivision and / or development occurs, lands required for future wastewater servicing rights-of-way, as identified through the mutual agreement of the Partner Municipalities, or subsequent studies, shall be protected.

## Transportation

**8.2.16** The Partner Municipalities shall develop a regional Transportation Master Plan to guide future investment and planning initiatives in the Plan Area with collaboration from all local, regional and provincial stakeholders. The regional *Transportation Master Plan* shall include, but are not limited to:

- a. A safety strategy;
- b. A truck routing and goods movement strategy;
- c. A transit plan;
- d. A network plan; and / or
- e. An active modes strategy.

**8.2.17** The Partner Municipalities shall coordinate construction and maintenance of major transportation infrastructure, including provincial highway intersections, within the Plan Area following the creation of a regional Transportation Master Plan.

**8.2.18** All future transportation planning and design shall consider and incorporate road safety principles to reduce the frequency and severity of collisions for all transportation modes.

**8.2.19** Transportation Impact Assessments shall be required for all new development and redevelopment projects that are expected to generate a significant amount of traffic, at the discretion of the Approving Authority.

**8.2.20** Design and construction of roads within 0.8 kilometres of municipal boundaries shall be coordinated between all municipalities adjacent to said boundary. Road standards shall follow the Alberta Transportation standards.

**8.2.21** As subdivision and / or development occurs, lands required for future transportation corridors, as identified through the mutual agreement of the Partner Municipalities, or subsequent studies shall be protected.

**8.2.22** The Partner Municipalities should adhere to Transportation Association of Canada's code of practice for road salt usage.



## 9.0 Shared Municipal Services



## 9.0 Shared Municipal Services

Each Partner Municipality provides a wide range of services for residents, businesses, and visitors in the Plan Area including family and community support services, emergency and health services and recreation and culture services. The delivery models vary between the municipalities and often include intermunicipal arrangements that increase efficiency and leverage costs. The current service

offerings are working for the Partner Municipalities and are expected to support future development and growth in the Plan Area. The intent of the *Sylvan Lake Intermunicipal Development Plan* is to support those existing arrangements and if necessary, provide an opportunity to enhance service delivery options. The services in Table 2 are provided by the municipalities within the Plan Area.

**Table 2: Shared Municipal Services and Programs**

Category	Services Provided
Economic Development	The Town of Sylvan Lake, Lacombe County and Red Deer County have individual economic development strategies and services.
Family and Community Support Services	<p>The Town of Sylvan Lake, and the Summer Villages of Birchliff, Half Moon Bay, Jarvis Bay, Norglenwold, and Sunbreaker Cove share Family and Community Support Services; and Lacombe County and Red Deer County are partnered with other municipalities. Lacombe County is partnered with the City of Lacombe and Red Deer County is partnered with the City of Red Deer.</p> <p>As part of the Family and Community Support Services programming, the Town of Sylvan Lake offers some housing assistance programming in addition to the Red Deer Housing Authority that operates within the Town of Sylvan Lake.</p> <p>The Town of Sylvan Lake Family and Community Support Services also offers specific services and programs for youth.</p>
Emergency & Health	<p>All the Partner Municipalities are involved in pre-existing emergency management plans. The Joint Emergency Management Plan includes Town of Sylvan Lake and portions of Red Deer County. The Lacombe County Regional Emergency Plan includes Lacombe County and the Summer Villages of Sunbreaker Cove and Birchcliff. The <i>Red Deer Regional Plan</i> includes Red Deer County and the Summer Villages of Norglenwold and Jarvis Bay. The Summer Village of Half Moon Bay has its own emergency plan.</p> <p>Regarding health services in the Plan Area, the Community Health Centre is located in the Town of Sylvan Lake and serves the whole Plan Area.</p>
Waste Services	The primary waste disposal site for the Plan Area is through a waste transfer site located near the Town of Sylvan Lake. Alternate waste transfer sites are located in Lacombe County at NW 34-39-03-W5M (at Rainy Creek Road near Highway 766) or at Bentley, both of which are outside of the Plan Area.



Category	Services Provided
Recreation & Culture	<p>An inventory of recreation and cultural services in the Plan Area indicated that most facilities are located in the Town of Sylvan Lake; however, outdoor recreation locations are spaced around Sylvan Lake in the various Partner Municipalities.</p> <p>A municipal library and a multi-plex recreation centre are located within the Town of Sylvan Lake. Recreation opportunities include 1 pool, 2 arenas, 5 curling rinks, an indoor track, multipurpose rooms, and an indoor play space. Within the Town of Sylvan Lake, there are also 3 tournament houses.</p> <p>The Rainy Creek Community Hall at NE 32-39-01-W5M is located in Lacombe County. Red Deer County's community halls are located just outside the Plan Area.</p> <p>A formal boat launch and day use area is jointly operated by the Summer Villages of Sunbreaker Cove and Lacombe County. The boat launch is located on Lacombe County lands within the municipal boundaries of the Summer Village of Sunbreaker Cove.</p>

## 9.1 OBJECTIVES

- a. To support existing arrangements for delivery of shared services between Partner Municipalities.
- b. To provide opportunities for enhancing service delivery in the future, if deemed appropriate.

## 9.2 POLICIES

- 9.2.1** The Partner Municipalities shall continue to collaborate on economic development, recreation, cultural, emergency and health services initiatives, as appropriate.
- 9.2.2** The existing intermunicipal arrangements for delivery of recreation, cultural, emergency and health services shall continue to be supported. Amendments to these arrangements will be considered as appropriate by the respective municipalities involved.
- 9.2.3** Future opportunities for enhanced service delivery may be considered, as deemed appropriate by the respective municipalities.







# 10.0 Collaboration and Plan Administration

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## 10.0 Collaboration and Plan Administration

Implementation considered from the outset is a key *Sylvan Lake Intermunicipal Development Plan* objective. Effective implementation is dependent on ongoing and proactive communication and strong relationships between the Partner Municipalities. This section provides clarity on the agreed upon processes, roles and timelines for collaboration in general, the Intermunicipal Development Plan Committee, plan authority, annexation, referrals, plan review and amendment, and dispute resolution.

On-going oversight of the *Sylvan Lake Intermunicipal Development Plan* is a shared responsibility between the Partner Municipalities. Therefore, an Intermunicipal Development Plan Committee with representatives from all Partner Municipalities will be mandated with the responsibility for *Sylvan Lake Intermunicipal Development Plan* implementation, monitoring and amendments. The Intermunicipal Development Plan Committee will develop a terms of reference after the adoption of the *Sylvan Lake Intermunicipal Development Plan*.

### 10.1 OBJECTIVES

- a. To provide a framework for on-going collaboration between the municipalities in the Plan Area.
- b. To provide clear processes for addressing disputes, if they arise.
- c. To identify appropriate review requirements to ensure the policy direction remains relevant.

### 10.2 POLICIES

#### Collaboration

- 10.2.1** The Partner Municipalities shall proactively work together to enhance and improve the Plan Area for the benefit of all parties through ongoing communication, formal and informal discussions, and implementation of this plan to reduce any potential future disputes.
- 10.2.2** The Partner Municipalities recognize the benefit of proactive and ongoing communications in continuing to support healthy intermunicipal relationships. The Partner Municipalities will communicate new municipal plans, initiatives, data or studies that may affect the Plan Area as appropriate.
- 10.2.3** Each Partner Municipality shall include a *Sylvan Lake Intermunicipal Development Plan* overview in their respective post-election Council orientations to continue building understanding of the *Sylvan Lake Intermunicipal Development Plan*'s value.
- 10.2.4** All projects undertaken through implementation of the *Sylvan Lake Intermunicipal Development Plan* will include a shared funding model appropriate to the shared benefit of the project's outcomes, or other criteria as mutually agreed to. All information created as a result of the implementation projects shall be shared and considered the property of the participating municipalities.

## Intermunicipal Development Plan Committee (IDPC)

**10.2.5** An Intermunicipal Development Plan Committee (IDPC) shall be established between the Partner Municipalities.

**10.2.6** The Intermunicipal Development Plan Committee shall be comprised of one elected official and one non-voting Administrative staff member from each of the Partner Municipalities. The Intermunicipal Development Plan Committee shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities.

**10.2.7** The Intermunicipal Development Plan Committee shall meet annually or on an as-needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise.

**10.2.8** The mandate of the Intermunicipal Development Plan Committee shall include the following:

- a. Oversight for the implementation of the *Sylvan Lake Intermunicipal Development Plan's* policies and required follow-up studies/plan/initiatives;
- b. Monitoring the *Sylvan Lake Intermunicipal Development Plan's* progress;
- c. Reviewing any proposed amendments to the *Sylvan Lake Intermunicipal Development Plan*;
- d. Reviewing any proposed annexations;
- e. Discussing any other joint *Sylvan Lake Intermunicipal Development Plan* opportunities or issues that may arise;

- f. Assisting with the resolution of disputes in accordance with policies 10.2.32 - 10.2.34.

**10.2.9** Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the committee agenda or schedule.

## Relationship with Other Plans and Approving Authority

**10.2.10** The policies in the *Sylvan Lake Intermunicipal Development Plan* take precedence over all other municipal statutory plans, including Municipal Development Plans and Area Structure Plans, but is of the same precedence and reinforces the policies in the *Sylvan Lake / Red Deer County Intermunicipal Development Plan* (2011).

**10.2.11** The policies contained in the *Sylvan Lake Intermunicipal Development Plan* represent minimum standards. If a Partner Municipality has policies in other statutory plans identifying higher standards than the *Sylvan Lake Intermunicipal Development Plan* policies, the higher standard shall apply.

**10.2.12** Each municipality shall act as the Approving Authority within their own municipal boundaries and be responsible for the administration and decisions of all statutory plans, land use bylaws, amendments thereof, subdivision applications and development permit applications as per the *Municipal Government Act*.

**10.2.13** Where a conflict between the *Sylvan Lake Intermunicipal Development Plan* and the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* occurs, the Approving Authority shall consider the following:

- a. Where the considerations of the environment and watershed take precedence, the policies of the *Sylvan Lake Intermunicipal Development Plan* should take precedence.
- b. For all other considerations, the policies of the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)* should take precedence.
- c. Any conflict may be referred to the Intermunicipal Development Plan Committee for direction.
- d. Where a conflict requires an amendment to either the *Sylvan Lake Intermunicipal Development Plan* or the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*, policies 10.2.29 and 10.2.30 shall apply.

## Annexation

**10.2.14** Anticipated changes to municipal boundaries should be limited to the lands subject to the annexation request by the Summer Village of Norglenwold to Red Deer County as per Map 3.

**10.2.15** Any future expansion of the Town of Sylvan Lake shall be subject to the annexation policies of the *Sylvan Lake / Red Deer County Intermunicipal Development Plan (2011)*.

**10.2.16** Any future annexation shall follow provincial requirements as per the *Municipal Government Act* and the *Municipal Government Board Procedure Rules*.

## Referrals

**10.2.17** The referral area shall be the same as the Plan Area as shown in Map 3.

**10.2.18** Referrals shall occur for intermunicipal review of all statutory plans, non-statutory plans (i.e. concept plan, outline plan or master plan), land use bylaws, and amendments to each. Disposal of reserves shall be referred to all Partner Municipalities. Any other application the municipality deems appropriate may be referred.

**10.2.19** All applications subject to intermunicipal referrals as per 10.2.18 shall be expected to follow appropriate community engagement processes as outlined in each Partner Municipality's respective Municipal Development Plans, Area Structure Plans, and public engagement policies prior to the intermunicipal referral process.

**10.2.20** All referral responses shall be provided within 21 calendar days. If required and by mutual agreement, a review period extension can be established with explicit timelines.

**10.2.21** In the spirit of collaboration and alignment of the *Sylvan Lake Intermunicipal Development Plan* values, proactive communication is encouraged, and referral responses are expected to be provided to continue to build two-way discussions. Municipalities that have received a referral may consider the following questions when preparing comments or add comments on additional intermunicipal matters:



- a. How does the proposed development impact the referral receiving municipality?
- b. What buffers or transition strategies are included between agriculture and non-agriculture uses and / or higher density and lower density areas?
- c. How does the proposed development impact the environment or the watershed?
- d. Are there known environmental concerns that should be considered?
- e. Are there regional service delivery and / or infrastructure implications of the proposed development?
- f. What *Sylvan Lake Intermunicipal Development Plan* policies are applicable to the referral comments and why are they important?

**10.2.22** Comments received from a responding municipality shall be taken into consideration prior to a decision being rendered.

**10.2.23** If no response is received by the referral timeline, lack of response will be deemed no objection.

**10.2.24** Changes to referral policies shall require a written and signed memorandum of understanding by all municipalities in the Plan Area, but shall not require a public hearing.

### Plan Review and Amendment

**10.2.25** The *Sylvan Lake Intermunicipal Development Plan* shall be reviewed by the Intermunicipal Development Plan Committee within 5 years of adoption and every 5 years thereafter.

**10.2.26** Should the *Red Deer Regional Plan* be adopted prior to the *Sylvan Lake Intermunicipal Development Plan* review period, the Intermunicipal Development Plan Committee will review any potential impacts and discuss amendments necessary for compliance.

**10.2.27** When the *Red Deer Regional Plan* is adopted the *Sylvan Lake Intermunicipal Development Plan* shall be reviewed in accordance with the requirements of the *Red Deer Regional Plan* and the Partner Municipalities may consider adopting the *Sylvan Lake Intermunicipal Development Plan* as a sub-regional plan, if acceptable to all Partner Municipalities.

**10.2.28** Any municipality may propose amendments to the *Sylvan Lake Intermunicipal Development Plan* at any time, and third-party requests (i.e., landowners) to amend the *Sylvan Lake Intermunicipal Development Plan* will be considered. Proposed third-party amendments shall be submitted, in writing, to the applicable municipality. The applicable municipality's Council shall determine whether the amendment will be referred to the Intermunicipal Development Plan Committee. All proposals shall include a rationale for the proposed amendment as well as suggested changes that may be considered by the Intermunicipal Development Plan Committee.

**10.2.29** An amendment to the *Sylvan Lake Intermunicipal Development Plan* has no effect until it is adopted by all Partner Municipalities as per the *Municipal Government Act*.

## Dispute Resolution

**10.2.30** Upon agreement by the Intermunicipal Development Plan Committee that an amendment be accepted, the *Sylvan Lake Intermunicipal Development Plan* shall be amended as per the *Municipal Government Act*. Where the Intermunicipal Development Plan Committee agrees that a signed Memorandum of Understanding is sufficient to address the concerns of a proposal, a formal amendment may not be required.

**10.2.31** Should circumstances arise that result in the repeal of the *Sylvan Lake Intermunicipal Development Plan*, all municipalities shall repeal the *Sylvan Lake Intermunicipal Development Plan*, and replace it with a new Intermunicipal Development Plan as required as per the *Municipal Government Act*.

**10.2.32** The *Sylvan Lake Intermunicipal Development Plan* recognizes that there could be disagreements on the plans and bylaws subject to the referral process, and / or interpretation of this plan, and provides a framework for resolution of such disagreements identified in Table 3 and Figure 5. Key factors built into the Dispute Resolution Process include a standard process with clear roles, communication, and timelines that result in timely resolution.

**10.2.33** Where the administration of one municipality disagrees with a statutory plan, non-statutory plan (i.e., concept plan, outline plan or master plan), land use bylaw, and / or amendment to each, or interpretation of the *Sylvan Lake Intermunicipal Development Plan*, any Partner Municipality may give written notice. Written notice shall be provided to all other Partner Municipalities of the disagreement with a rationale, and initiating the dispute resolution process.

**10.2.34** Once a disagreement is identified through a written notice, no further action shall be taken on the application or matter in dispute until resolution of the disagreement has been determined.

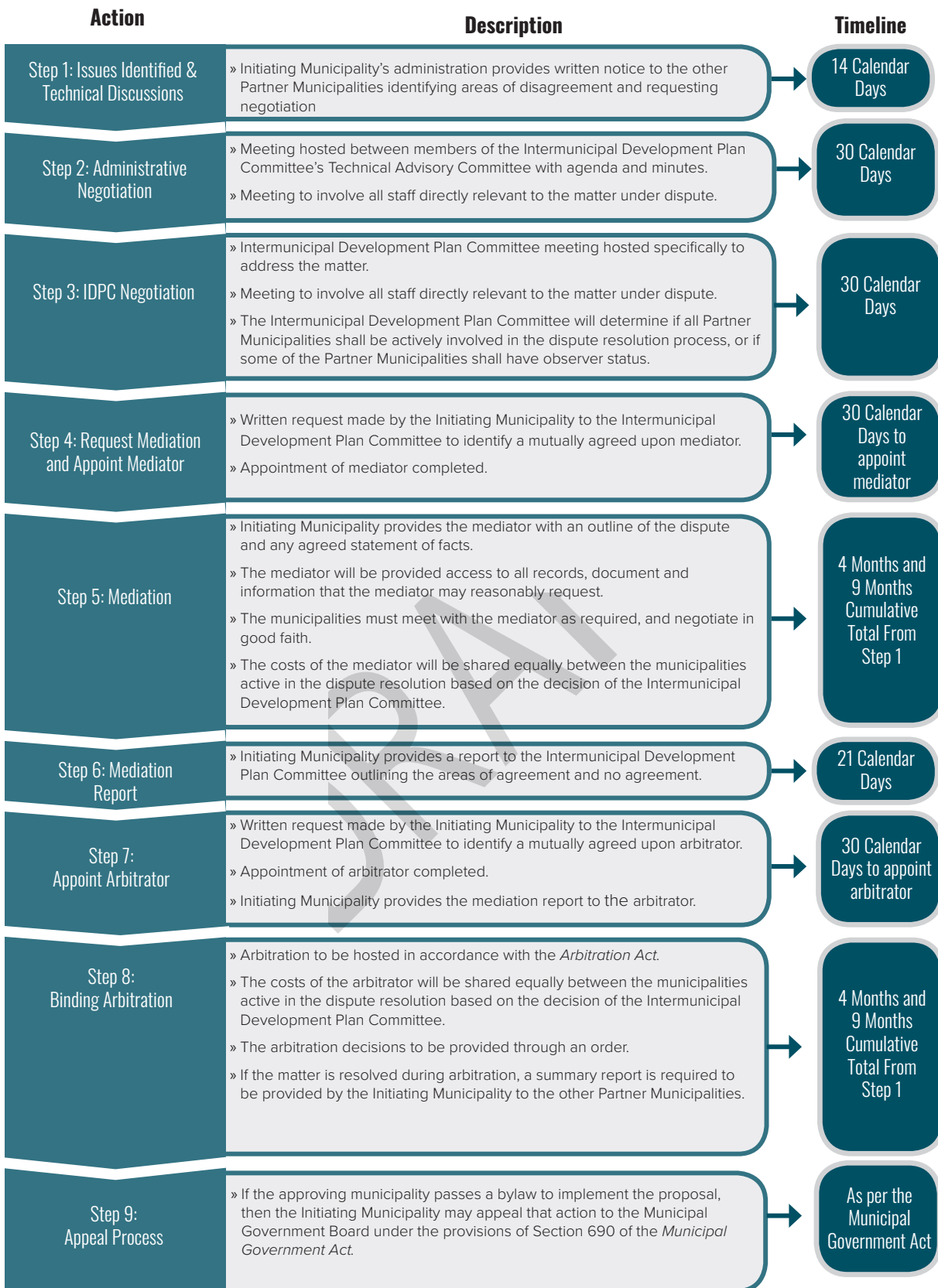
Table 3: Dispute Resolution Process

Action	Description	Timeline
Step 1: Issues Identified & Technical Discussions	<ul style="list-style-type: none"> <li>Initiating Municipality's administration provides written notice to the other Partner Municipalities identifying areas of disagreement and requesting negotiation.</li> </ul>	14 calendar days
Step 2: Administrative Negotiation	<ul style="list-style-type: none"> <li>Meeting hosted between members of the Intermunicipal Development Plan Committee's Technical Advisory Committee with agenda and minutes.</li> <li>Meeting to involve all staff directly relevant to the matter under dispute.</li> </ul>	30 calendar days
Step 3: IDPC Negotiation	<ul style="list-style-type: none"> <li>Intermunicipal Development Plan Committee meeting hosted specifically to address the matter.</li> <li>Meeting to involve all staff directly relevant to the matter under dispute.</li> <li>The Intermunicipal Development Plan Committee will determine if all Partner Municipalities shall be actively involved in the dispute resolution process, or if some of the Partner Municipalities shall have observer status.</li> </ul>	30 calendar days
Step 4: Request Mediation and Appoint Mediator	<ul style="list-style-type: none"> <li>Written request made by the initiating municipality to the Intermunicipal Development Plan Committee to identify a mutually agreed upon mediator.</li> <li>Appointment of mediator completed.</li> </ul>	30 calendar days to appoint mediator
Step 5: Mediation	<ul style="list-style-type: none"> <li>Initiating Municipality provides the mediator with an outline of the dispute and any agreed statement of facts.</li> <li>The mediator will be provided access to all records, document and information that the mediator may reasonably request.</li> <li>The municipalities must meet with the mediator as required, and negotiate in good faith.</li> <li>The costs of the mediator will be shared equally between the municipalities active in the dispute resolution based on the decision of the Intermunicipal Development Plan Committee.</li> </ul>	4 months & 9 months cumulative total from Step 1

Action	Description	Timeline
Step 6: Mediation Report	<ul style="list-style-type: none"> <li>Initiating Municipality provides a report to the Intermunicipal Development Planning Committee outlining the areas of agreement and no agreement.</li> </ul>	21 calendar days
Step 7: Appoint Arbitrator	<ul style="list-style-type: none"> <li>Written request made by the Initiating Municipality to the Intermunicipal Development Plan Committee to identify a mutually agreed upon arbitrator.</li> <li>Appointment of arbitrator completed.</li> <li>Initiating Municipality provides the mediation report to the arbitrator.</li> </ul>	30 calendar days to appoint arbitrator
Step 8: Binding Arbitration	<ul style="list-style-type: none"> <li>Arbitration to be hosted in accordance with the <i>Arbitration Act</i>.</li> <li>The costs of the arbitrator will be shared equally between the municipalities active in the dispute resolution based on the decision of the Intermunicipal Development Plan Committee.</li> <li>The arbitration decisions to be provided through an order.</li> <li>If the matter is resolved during arbitration, a summary report is required to be provided by the Initiating Municipality to the other Partner Municipalities.</li> </ul>	4 months & 9 months cumulative total from Step 1
Step 9: Appeal Process	<ul style="list-style-type: none"> <li>If the approving municipality passes a bylaw to implement the proposal, then the Initiating Municipality may appeal that action to the Municipal Government Board under the provisions of Section 690 of the <i>Municipal Government Act</i>.</li> </ul>	As per the <i>Municipal Government Act</i>



Figure 5: Dispute Resolution Process





# 11.0 Implementation

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## 11.0 Implementation

The *Sylvan Lake Intermunicipal Development Plan* is a broad and high order statutory plan that has achieved significant agreement between the eight municipalities surrounding Sylvan Lake. As a broad plan, it is the first step in committing to development patterns and harmonized development standards. It also identifies where future collaborations are necessary so that more detailed information can inform future planning. Implementation of the policies that direct future work will be necessary to fulfill the plan's vision over the long term.

The implementation plan (Table 4) is an assessment of priorities within the plan for follow-up action. Each of these actions will require funding and resources that will need to be determined and confirmed through the municipal budget approval process. For collaborative projects to proceed, the Intermunicipal Development Plan Committee will confirm which projects will be pursued in any given year. All prioritized projects (collaborative and individual municipal) will be subject to municipal budget approvals and development standards in the year of implementation.

**Table 4: Implementation Matrix**

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Policy	Action	Accountability	Lead	Timeline	Estimated Resources / Budget Required
		Individual Municipalities		Immediate (1-2 yrs)	
		Collective Partnership		Short (1-10 yrs)	
		Limited Partnership		Long (11-20 yrs)	
					Low (\$1-\$50K) Medium (\$51-\$150k) High (\$151k+)
6.2.7	Environmentally Significant Areas mapping	Collective Partnership	IDPC	Long	High
6.2.7a	Interim Environmentally Significant Areas mapping	Collective Partnership	IDPC	Short	Medium
6.2.8	Natural Areas Management Plan	Collective Partnership	IDPC	Long	High
6.2.11	Development of specific Development Setbacks for naturally occurring tributaries	Individual Municipalities	Planning and Engineering	Short	Low
6.2.14	Development Design Plan Criteria	Individual Municipalities	Planning and Engineering	Immediate	Low
7.2.1	Regional Trail plan	Collective Partnership	IDPC	Short	High
7.2.2	Partnerships and seek grants for trail building/management	All three options	IDPC	Ongoing	Low
7.2.3	Regional Recreation, Parks, Open Space Master Plan	Collective / Limited	IDPC	Long	High
7.2.4	Lake Access Management Plan	Collective Partnership	IDPC	Short	Medium



Policy	Action	Accountability	Lead	Timeline	Estimated Resources / Budget Required
		Individual Municipalities	Department	Immediate (1-2 yrs)	
		Collective Partnership	Intermunicipal Development Plan Committee (IDPC)	Short (1-10 yrs)	Low (\$1-\$50K)
		Limited Partnership		Long (11-20 yrs)	Medium (\$51-\$150k) High (\$151k+)
7.2.7 & 7.2.8	Formal lake access point development - Site 5P	Collective Partnership	IDPC	Short	High
7.2.9	Formal hand launch boat site for non-motorized crafts only - Site 2F	Collective Partnership	IDPC	Short	High
7.2.10	Appropriate road allowance closure and reclamation	Individual Municipalities	Engineering	Short	Medium
8.2.5	Joint erosion and sediment control guidelines	Collective Partnership	Engineering	Short	Low / Medium
8.2.7	Groundwater advocacy	Collective Partnership	IDPC	Ongoing	Low
8.2.9	Regional water supply line off-site levy / development charges-reassessment of timelines	Limited Partnership	IDPC	Short	Medium
8.2.16	Regional Transportation Master Plan	Collective Partnership	IDPC	Long	High
10.2.3	Update council orientations to include content on the <i>Sylvan Lake Intermunicipal Development Plan</i>	Individual Municipalities	Corporate Services / Chief Administrative Officer	Immediate	Low
10.2.5	Establish the Intermunicipal Development Plan Committee	Collective Partnership	Corporate Services / Chief Administrative Officer	Immediate	Low
	Update all statutory plans and Land Use Bylaws to align with the <i>Sylvan Lake Intermunicipal Development Plan</i>	Individual Municipalities	Planning	Immediate	Low
	Update all engineering standards to align with the <i>Sylvan Lake Intermunicipal Development Plan</i>	Individual Municipalities	Engineering	Immediate	Low



# APPENDIX A

## DEFINITIONS AND ACRONYMS

## Appendix A – Definitions and Acronyms

### DEFINITIONS

**Approving Authority:** Each respective municipality's Development Authority and Subdivision Authority as established in the applicable Land Use Bylaw.

**Biophysical Impact Assessment:** A Level 3 detailed environmental study and review of a development project that predicts, interprets, and evaluates impacts and mitigation measures to avoid, minimize, or compensate for said impacts.

**Confined Feeding Operations:** The fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and any other building or structure directly related to that purpose but does not include residences, livestock seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds, as regulated under *Agricultural Operations Practices Act* and *Agricultural Operations, Part 2 Matters Regulation*.

**Development:** A change to the current state of the land and / or buildings including a change in intensity, a change in use, and / or a change in grade, but does not include cosmetic changes that do not impact the above listed conditions, such as minor landscaping.

**Development Setback:** The distance from the boundary of a waterbody (including lakes, watercourses, wetlands as appropriate) to the closest building or structure.

**Environmental Reserve:** As per the *Municipal Government Act*, "Subject to section 663 and subsection (2), a subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel of land as Environmental Reserve if it consists of (a) a swamp, gully, ravine, coulee or natural drainage course, (b) land that is subject to flooding or is, in the opinion of the subdivision authority, unstable, or (c) a strip of land, not less than 6 metres in width, abutting the bed and shore of any body of water" (Section 664 (1))."

**Environmental Screening:** A Level 2 environmental assessment that identifies environmental impacts and potential mitigation strategies of a proposed development project including defined boundaries of an Environmentally Significant Area(s).

**High Water Mark:** The line that separates the Crown-owned bed and shore of a water body from the adjacent private land is called the legal bank (defined in the *Surveys Act*). Its location is synonymous with what is commonly known as the ordinary high water mark.

**Initiating Municipality:** The Municipality(ies) within the group of Partner Municipalities that submits the first formal request in writing.



**Municipal Reserve:** As per the *Municipal Government Act*.

**Partner Municipalities:** All eight municipalities in the Plan Area including Lacombe County, Red Deer County, the Summer Village of Birchcliff, the Summer Village of Half Moon Bay, the Summer Village of Jarvis Bay, the Summer Village of Norglenwold, the Summer Village of Sunbreaker Cove, and the Town of Sylvan Lake.

**Preliminary Natural Site Assessment:** A Level 1 desktop environmental assessment that provides an overview of baseline environmental information and identification of the potential extent of Environmentally Sensitive Areas.

**Plan Area:** The geographical boundary of the *Sylvan Lake Intermunicipal Development Plan* as illustrated in Map 2 whereby all policies in the *Sylvan Lake Intermunicipal Development Plan* shall apply unless otherwise stated.

**Red Deer Regional Plan:** The land use regional plan for the watershed of the Red Deer River as established by the Province of Alberta.

**Sylvan Lake Watershed:** The land within the Plan Area from which all surface water, waterways and waterbodies drain into Sylvan Lake.

**Top of Bank:** The transition line between the slope where the grades exceed 15% and the adjacent upland area where the grade is less than 15%.

## ACRONYMS

**BIA:** Biophysical Impact Assessment

**ES:** Environmental Screening

**IDPC:** Intermunicipal Development Plan Committee

**PNSA:** Preliminary Natural Site Assessment

**SLMC:** Sylvan Lake Management Committee

## **Summer Village of Norglenwold**

**January 29, 2021**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *2021 Census*

#### **Background:**

Council received the attached letter from Statistics Canada providing information on the upcoming 2021 Census taking place in May 2021. They are asking all residents to complete the census as this will have a direct impact on gathering data needed to plan, develop and evaluate programs and services.

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

1. That the Council of the Summer Village of Norglenwold supports the 2021 Census and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca).
2. Council accept as information.

#### **Administrative Recommendations:**

1. That the Council of the Summer Village of Norglenwold supports the 2021 Census and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca).

#### **Authorities:**

Statistics Canada

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca](mailto:statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca).

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby  
Director General, Census Management Office  
Statistics Canada / Government of Canada

## Summer Village of Norglenwold

January 29, 2021

### Council and Legislation

### Request for Decision

**Agenda Item:** *Noise Complaint*

#### **Background:**

Council received the attached complaint from a resident regarding noise on the lake and on the Sylvan Lane access from snowmobiles, ATV's, and other vehicles. The complainant is asking for a possible bylaw or signage asking visitors to respect residents by keeping noise to a minimum.

Noise is addressed in the Community Standards Bylaw and states:

#### 3. NOISE

- 3.1 No person shall cause or permit any noise that annoys or disturbs the peace of any other person.
- 3.2 No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:
  - 3.3.1 type, volume, and duration of the sound;
  - 3.3.2 time of day and day of the week;
  - 3.3.3 nature and use of the surrounding area.
- 3.4 Permissible Hours. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.

The Traffic Bylaw prohibits off-road vehicles with the exception by a peace officer, Summer Village employee or agent of the Summer Village:

#### 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.



The Traffic Act defines an Off-Highway Vehicle as below:

**Part 6 Off-highway Vehicles Definitions 117**

In this Part,

- (a) “off-highway vehicle” means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,
  - (i) 4-wheel drive vehicles,
  - (ii) low pressure tire vehicles,
  - (iii) motorcycles and related 2-wheel vehicles,
  - (iv) amphibious machines,
  - (v) all-terrain vehicles,
  - (vi) miniature motor vehicles,
  - (vii) snow vehicles,
  - (viii) minibikes, and
  - (ix) any other means of transportation that is propelled by any power other than muscular power or wind, but does not include
  - (x) motorboats, or
  - (xi) any other vehicle exempted from being an off-highway vehicle by regulation;
- (b) “vehicle” means a device in, on or by which a person or thing may be transported or drawn and includes a combination of vehicles but does not include a mobility aid.

**Options for Consideration:**

1. That Council review, discuss and provide direction to Administration.
2. Council accept as information.

**Administrative Recommendations:**

1. That Council review, discuss and provide direction to Administration.

**From:** Lorne Therriault [REDACTED]  
**Sent:** Tuesday, January 12, 2021 1:41 PM  
**To:** Teri Musseau <[tmusseau@sylvansummervillages.ca](mailto:tmusseau@sylvansummervillages.ca)>; [jeff.ludwig3@icloud.com](mailto:jeff.ludwig3@icloud.com); Ed Thiessen  
([norglenco@shaw.ca](mailto:norglenco@shaw.ca)) <[norglenco@shaw.ca](mailto:norglenco@shaw.ca)>  
**Subject:** Noise complaint and possible bylaw

Please accept this as my request to have the Summer Village consider having a noise/ATV/Snowmobile bylaw. As you know there are many who use Sylvan Lane for lake access and it has become a larger problem. We consistently have people using the lane at all times of the night with very loud machines, most of which are quads and snowmobiles, although it is not limited to those types of vehicles. I am also starting to witness races occurring on the ice in front of Norglenwold by vehicles. They tend to start about midnight on weekends and will go for about an hour. They typically are accessing the lake down Sylvan Lane.

If nothing else is there a possibility of putting up signage to please respect the neighborhood residents?

I have witnessed 1 accident on Sylvan Lane this year and I expect it not to be the last.

We also had the police out many times last summer and I wondered if you can share any data or statistics on policing and bylaw enforcement in the Summer Village?

--

Lorne Therriault  
[REDACTED]

**Summer Village of Norglenwold****January 29, 2021****Public Works****Request for Decision****Agenda Item: *Mowing Contract*****Background:**

Public Works has received 3 quotes for the mowing contract in Norglenwold. The quotes are for a three-year contract and based on a cost per two-week segment and include trimming. Quotes are as follows:

Rugged West Maintenance (current contractor)

2021-2023                      \$1,500.00

Outback Lawn Maintenance

2021-2023                      \$1,500.00

DS Yard Care

2021-2023                      \$1,500.00

Attached is a template of the contract that will be filled in and signed based on the awarded contract.

**Options for Consideration**

1. Council move to accept the quoted price from one of the listed contractors and sign onto a three-year agreement.
2. Council move that Administration provide additional information or quotes.
3. Council accepts as information.

**Administrative Recommendations:**

Council move to accept the quoted price from Rugged West Maintenance and sign onto a three-year agreement.

**Authorities:****MGA****201 c)**

"A council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;"

**SUMMER VILLAGE OF NORGLENWOLD  
ROADSIDE MOWING AND MAINTENANCE AGREEMENT**

THIS agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2021

BETWEEN:

**The Summer Village of Norglenwold  
of Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake AB T4S 2J5  
(hereinafter called the 'Village')**

OF THE FIRST PART

- AND -

**Contractor  
Mailing Address  
Mailing Address**

(hereinafter called the 'Contractor')

OF THE SECOND PART

WHEREAS

- A. The Village wants to be assured that the Summer Village of Norglenwold is pleasing to the eye of all residents and visitors by arranging for maintenance of the parks and green area within the boundaries of the Village;
- B. The Contractor has the necessary resources and expertise to undertake the maintenance of the parks and green area within the municipal boundaries of the Village.

NOW THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the covenants contained herein the parties agree as follows:

1. SERVICE TO BE PERFORMED

Subject to the other terms and conditions of this agreement the Contractor shall undertake the parks, roadside, and greenspaces mowing and maintenance. The Contractor shall also undertake the duties of trimming around posts, culverts, and additional trimming as required. The Contractor shall be responsible to dispose, at his own expense, any refuse generated by the required maintenance work.



**Summer Village of Norglenwold  
Roadside Maintenance Agreement**

2. SCHEDULING AND TIME

The contractor shall undertake to do the work on weekdays, being Mondays through Fridays. The work shall be undertaken in close consultation with the assigned Village representative. No work shall be undertaken on statutory holidays. Mowing is to be completed every 2 weeks, unless otherwise depicted in Schedule 'A', which will be mowed weekly.

3. INSURANCE

3.1 The Contractor shall indemnify and save harmless the Summer Village from any claims which may arise from the maintenance work provided by the Contractor. For this purpose the Contractor shall maintain insurance in the amount of at least Two Million Dollars (\$2,000,000.00).

3.2 The Contractor shall, during the term of this agreement, maintain Workers Compensation coverage in order to protect his employees and the Village, as required by law.

4. NOTICES

4.1 All notices required or permitted hereunder shall be sufficiently given if in writing, hand delivered or mailed by registered, prepaid post as follows:

*Contractor:*

Contractor

Mailing Address

Mailing Address

*The Summer Village of Norglenwold:*

The Administration Office

Bay 8, 14 Thevenaz Industrial Trail

Sylvan Lake AB T4S 2J5

Mailed notices shall be deemed to be given four (4) working days after the date of the postmark.

5. TERM

This agreement shall run for a period commencing May 15, 2021 through to September 15, 2023, inclusive.

**Summer Village of Norglenwold  
Roadside Maintenance Agreement**

6. REMUNERATION

6.1 The remuneration for the service performed hereunder by the Contractor shall be, one Dollars (\$0.00), excluding GST, per two week period during the term of the contract.

6.2 The Village shall pay the Contractor monthly following receipt of an invoice from the Contractor for the serviced month.

7. SUCCESSOR AND ASSIGNS

This agreement shall tenure to the benefit or and be binding upon the parties hereto and shall not be assigned or transferred without the written consent of the Village.

8. TERMINATION

Notwithstanding Clause 5, the Village shall have the right to terminate this agreement on two (2) weeks written notice to the Contractor.

IN WITNESS WHEREOF the parties have signed this agreement on the day and year first written above.

SUMMER VILLAGE OF NORGLNWOLD

\_\_\_\_\_  
ADMINISTRATOR


\_\_\_\_\_  
WITNESS

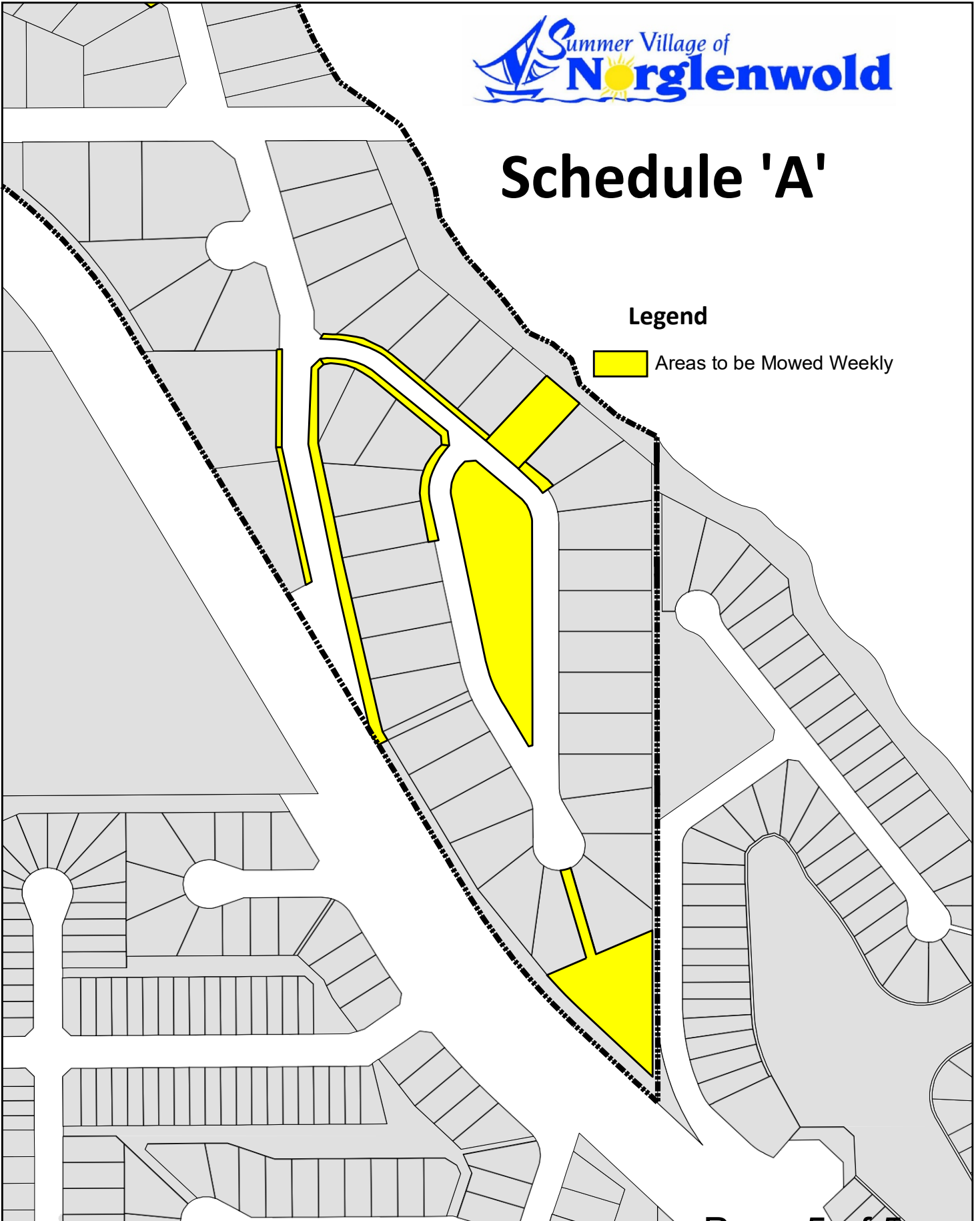
\_\_\_\_\_  
Contractor



## Schedule 'A'

### Legend

 Areas to be Mowed Weekly



**Summer Village of Norglenwold**

**January 29, 2021**

**Council Reports**

**Information Item**

**Council Reports:**

Jeff Ludwig  
Ed Thiessen

**Committee Reports**

**Correspondence:**

Parkland Regional Library Board

**Upcoming Meetings:**

Next Council Meeting – February 26, 2021





## PRL Board Meeting Minutes November 12, 2020

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday November 12, 2020 in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor

**Present via Zoom:** Jason Alderson, Jackie Almberg, Glen Carrit, Lana Curle (Alternate for Rick Pankiw), Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Cora Knutson, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Bill Rock, Heather Ryan, Sharolyn Sanchez (Alternate for Mike Yargeau), Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mary Ann Wold, Bonita Wood, Mike Yargeau, Ann Zacharias

**With Regrets:** Dana Kreil, Blair Morton

**Absent:** Alison Barker-Jevne, Doreen Blumhagen, Bill Chandler, Amanda Derksen, Sandy Gamble, Clark German, Deborah Juch, Trudy Kilner, Lonnie Kozlinski, Heidi Pierce, Sonia Temple, Sharon Williamson,

**Staff:** Ron Sheppard, Donna Williams, Colleen Schalm, Kara Hamilton, Haley Amendt

### Call to Order

Meeting called to order at 10:05 a.m. by Smith.

According to section 31 (1) of the Alberta Libraries Act,  
Board member disqualification:

*31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.*

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

Motion by Cindy Trautman to excuse Dana Kreil and Blair Morton from attendance at the board meeting on November 12, 2020 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 33/2020

### 1.1 Agenda

**1.1.2 Adoption of the Agenda**

Motion by Heather Ryan to accept the agenda as presented.

CARRIED

PRLS 34/2020

**1.2. Approval of Minutes**

Smith asked if there were any amendments to the September 17, 2020 minutes. She noted that under Item 1.2, that the minutes were stated as September 17, 2020 and should be changed to May 28, 2020. Agnes Hoveland noted that she was at the May meeting and the minutes indicated otherwise.

Motion by Bruce Gartside to approve the minutes of the September 17, 2020 meeting as amended.

CARRIED

PRLS 35/2020

**1.3. Business arising from the minutes of September 17, 2020 meeting**

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

**2.5. Business Arising from the Consent Agenda**

Smith asked if there was any business arising from the consent agenda. Philip Massier requested to discuss the letter of correspondence from Stettler County. It was moved from Item 2.3.2. to Item 3.2.a just before the Election of the Executive Committee, which became 3.2.b.

Motion by Jason Alderson to approve the consent agenda as amended.

CARRIED

PRLS 36/2020

Sharolyn Sanchez entered the meeting at 10:12 a.m.

Cora Knutson entered the meeting at 10:16 a.m.

**3.1. Election of Board Chair**

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Janine Stannard nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Coleen Ebden that nominations cease.

CARRIED

PRLS 37/2020

Smith became the Board Chair by acclamation. Smith accepted the position and resumed the duty of Chair.

Leah Nelson entered the meeting at 10:32 a.m.

**3.2. a Letter Regarding Stettler Library Board**

Philip Massier inquired whether having the newly appointed Stettler Intermunicipal Board would affect the population of the seats on the Executive Committee, as the Town of Stettler and Stettler County are divided into different seats, seats 6 and 8, respectively. It was explained that the municipalities themselves are members, so it does not affect appointment to the Executive Committee. Both Board Representatives, Gord Lawlor (Town of Stettler) and Les Stulberg (Stettler County) were content with the current division of the population for the seats of the Executive Committee and did not want to see a change.

**3.2. b Election of the Executive Committee**

PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair	Debra Smith – Village of Lougheed
Seat 2	Cindy Trautman – Camrose County
Seat 3	Philip Massier – Red Deer County
Seat 4	Jason Alderson – Town of Rocky Mtn. House
Seat 5	Kevin Ferguson – Town of Ponoka
Seat 6	Bruce Gartside – Village of Donalda
Seat 7	No Representative
Seat 8	Janine Stannard – Town of Coronation
Seat 9	Heather Ryan – Town of Olds
Seat 10	Jas Payne – Town of Sylvan Lake

Motion by Dwayne Fulton to accept the Executive Committee as appointed.

CARRIED

PRLS 38/2020

**3.3. Advocacy Committee Report**

Gord Lawlor, the current Chair of the Advocacy Committee, gave a verbal report to the board. He named the current volunteers from the Advocacy Committee, who all put their names forward to continue on the committee for another year. He talked about the meaning of being a library advocate and some of what the Advocacy Committee had accomplished in the last year.

The newest advocacy tools from the committee include key messages, examples of supporting data, and sample elevator speeches. The committee has also settled on 3 regional key messages that they recommend board members adopt and use when talking about the library.

1. The library is a wise investment. We provide a very good financial return on investment.
2. The library supports the financial well-being of all citizens.
3. The library provides an important point of social connection that supports mental health.

The Advocacy Committee has also provided a dozen elevator speeches demonstrating how to deliver a key message with supporting facts in about 30 seconds. These examples will be posted on Parkland Library's Support Site.

### 3.4. Election of Advocacy Committee

The current Advocacy Committee working group members are:

Gord Lawlor, Chair – Town of Stettler  
Barb Gilliat, Vice Chair – Village of Alix  
Bill Rock – Village of Amisk  
Cora Knutson – Town of Bentley  
Deb Smith, Ex Officio – Village of Lougheed  
Janine Stannard – Town of Coronation  
Jeanny Fisher – Town of Daysland  
Norma Penney – Village of Clive  
Shannon Wilcox – Town of Carstairs  
Stephen Levy – Town of Sedgewick

Lawlor called for volunteers for the Advocacy Committee; there were no additional volunteers.

Motion by Bruce Gartside to appoint Gord Lawlor, Barb Gilliat, Jeanny Fisher, Cora Knutson, Stephen Levy, Norma Penney, Bill Rock, Deb Smith, Janine Stannard, and Shannon Wilcox to the Advocacy Committee for the next year.

CARRIED  
PRLS 39/2020

Barb Gilliat entered the meeting at 10:39 a.m.

### 3.5. Board Signing Authorities

Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Ray Olfert entered the meeting at 10:44 a.m.

Motion by Colleen Ebdon to accept Barb Gilliat and Ray Olfert as PRLS' board signing authorities.

CARRIED  
PRLS 40/2020

Motion by Janine Stannard to add Ray Olfert from the Town of Blackfalds to the Executive Committee Seat 7.

CARRIED  
PRLS 41/2020



**3.6. ALTA Board Alternate for Parkland**

The Alberta Library Trustee Association (ALTA) board represents the trustees from all ALTA member libraries in the province of Alberta.

In addition to the President, and Past President, the board consists of 10 Directors. Currently, the Parkland Region is represented by Bob Green from the Carstairs Municipal Library. At present they are looking for an Alternate Director from the region.

Bill Windsor from the Town of Didsbury volunteered to let his name stand to be an Alternate Director representing the Parkland Region on the ALTA Board. Parkland will submit his name to ALTA for consideration. There were no other volunteers.

**3.7. 2021 Alberta Library Conference**

In the normal course of events, Parkland pays for three trustees, plus the Board Chair to attend the Alberta Library Conference. However, due to the COVID-19 pandemic, the conference has been cancelled for 2021.

**3.8. Budget Approval Update**

Smith shared that the 2021 Parkland budget has been approved by 68.75% of the municipalities representing 71.84% of the population. It was asked that staff share the exact details of the individual responses, which will be emailed to the Parkland board and the municipal administrators within the next week.

**3.9. Review of PRLS Investments**

According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year. The meetings for the review of investments in 2020 occur in March and October.

In past years, Parkland only invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities, is the company managing Parkland's investment account. Our investor, Adam Lamb, reported that Parkland's investments are up by 6% since the beginning of the year despite COVID-19 and a weak economy. This is due to PRLS' 10-year bond portfolio having higher interest rates than what has been available during the year.

At the October 8<sup>th</sup> Executive Committee meeting, staff did not recommend changing Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio. Also, PRLS does not currently have funds invested in GICs. The Executive Committee decided to leave Parkland's investment strategy unchanged.

Motion by Ray Olfert to receive for information

CARRIED  
PRLS 42/2020

**3.10. Dates for 2021 Meetings**

At present, Parkland is planning on holding board meetings virtually for 2021. Below are the suggested dates for PRLS' 2021 Board meetings.

February 25, 2021	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 20, 2021	10:00 a.m. – 12:00 p.m. (2019 Financial Statements presented)
September 16, 2021	10:00 a.m. – 12:00 p.m. (Budget presentation for 2021)
November 18, 2021	10:00 a.m. – 12:00 p.m. (Organizational Meeting)

Motion by Janine Stannard to receive for information.

CARRIED  
PRLS 43/2020

### **3.11.1. Director's Report**

### **3.11.2. Library Services Report**

### **3.11.3. IT Report**

### **3.11.4. Finance and Operations Report**

Smith asked if there were any questions regarding the Director's, Library Services, IT, or the Finance and Operations reports. There was none.

Motion by Barb Gilliat to receive the Director's, Library Services, IT and Finance and Operations reports for information.

CARRIED  
PRLS 44/2020

### **3.12. Parkland Community Update**

Stettler Public Library is holding a "Christmas Wine Survivor Raffle" virtual elimination draw at the beginning of December. Cost to join is \$20 per ticket plus a bottle of wine.

### **4. Adjournment**

Motion by Barb Gilliat to adjourn the meeting at 11:02 a.m.

CARRIED  
PRL 45/2020

Meeting adjourned at 11:02 a.m.

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Chair



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library System Board Meeting

NOVEMBER 12, 2020

#### Organizational Meeting

Parkland's board has 8 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation.

#### Executive Committee

The Executive Committee has 3 new faces, along with returning members.

**Debra Smith**, Committee Chair (Village of Lougheed)

**Bruce Gartside**, (Village of Donalda)

**Cindy Trautman**, (Camrose County)

**Heather Ryan**, (Town of Olds)

**Janine Stannard**, (Town of Coronation)

**Jas Payne**, (Town of Sylvan Lake)

**Jason Alderson**, (Town of Rocky Mtn. House)

**Kevin Ferguson**, (Town of Ponoka)

**Philip Massier**, (Red Deer County)

**Ray Olfert**, (Town of Blackfalds)

#### 2021 Budget Approval

As of the date of the board meeting, PRLS' 2021 budget was approved by 68.75% of the municipalities representing 71.84% of the population. A list detailing municipal approval has been sent to Parkland's board members and municipalities.

#### Advocacy Committee

There were no new volunteers for the Advocacy Committee. All the current members chose to remain on the committee for another year.

**Gord Lawlor**, Committee Chair – Town of Stettler

**Barb Gilliat**, Vice Chair – Village of Alix

**Bill Rock** – Village of Amisk

**Cora Knutson** – Town of Bentley

**Deb Smith**, Ex Officio – Village of Lougheed

**Janine Stannard** – Town of Coronation

**Jeanny Fisher** – Town of Daysland

**Norma Penney** – Village of Clive

**Shannon Wilcox** – Town of Carstairs

**Stephen Levy** – Town of Sedgewick

The newest advocacy tools from the committee include key messages, examples of supporting data, and sample elevator speeches. The committee has also settled on 3 regional key messages that they recommend board members adopt and use when talking about the library.

1. The library is a wise investment. We provide a very good financial return on investment.
2. The library supports the financial well-being of all citizens.
3. The library provides an important point of social connection that supports mental health.

The Advocacy Committee has also provided a dozen elevator speeches demonstrating how to deliver a key message with supporting facts in about 30 seconds. These examples will be posted on Parkland Library's Support Site.

#### New Building Update

Parkland took ownership of the new headquarters building on September 30<sup>th</sup> and rented the old headquarters for \$1 for the month of October from the new owners, the City of Lacombe, until the new building was ready for occupancy.

Moving occurred in a three-stage process over the month of October. The final move, which included the transfer of Parkland's network and staff operations, began on Friday, October 16<sup>th</sup> and were completed on Monday October 19<sup>th</sup>. By Tuesday the 20<sup>th</sup>, Parkland was in full operation.

The final hand-over of the old building to the City of Lacombe occurred on the afternoon of October 28<sup>th</sup>, thus ending the presence of Parkland Regional Library at the old address of 5404-56 Avenue in Lacombe. Staff are working to establish a date for the new Minister of Municipal Affairs to tour the new building.

Since Parkland cannot hold an open-house to celebrate the new headquarters due to restrictions resulting from the COVID-19 pandemic, staff are preparing a virtual tour that can be put on Parkland's website. The virtual tour will allow stakeholders to get a sense of the new building until an in-person event can be held at some point in the future.

### Stronger Together Conference

The 2020 *Stronger Together* Virtual Conference was a tremendous success. This event was created in cooperation with Yellowhead Regional Library, The Peace Library System, and The Alberta Library (TAL). There were 1,155 registrants from across the globe with 730 live participants, as many as, or more than, the number of delegates normally attending the Alberta Library Conference. We are very pleased with the outcomes of this event and plan on a similar conference in 2021.

### ALTA Board Alternate for Parkland

The Alberta Library Trustee Association (ALTA) represents the trustees from all ALTA member libraries in the province of Alberta.

Currently, the Parkland Region is represented by Bob Green from the Carstairs Municipal Library. At present they are looking for an Alternate Director from the region. The region includes the City of Red Deer. Bill Windsor from the Town of Didsbury volunteered to let his name stand to be an Alternate Director representing the Parkland Region on the ALTA Board. Parkland will submit his name to ALTA for consideration.

### Board Meeting Dates for 2021

At present, Parkland is planning on holding board meetings virtually for 2021.

**February 25** - Annual Report, Year in Review

**May 20** - 2019 Financial Statements presented

**September 16** - Budget presentation for 2021

**November 18** - Organizational Meeting

### 2021 Alberta Library Conference

In the normal course of events, Parkland pays for three trustees, plus the Board Chair to attend the Alberta Library Conference. However, due to the COVID-19 pandemic, the conference has been cancelled for 2021.

### Community News from Trustees

**Stettler Public Library** is holding a "Christmas Wine Survivor Raffle" virtual elimination draw at the beginning of December. Cost to join is \$20 per ticket plus a bottle of wine.

### Board Members Present

Deb Smith, Gord Lawlor

### Board Members Present via Zoom

Jason Alderson, Jackie Almberg, Lana Curle (Alternate for Rick Pankiw), Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Cora Knutson, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Bill Rock, Heather Ryan, Sharolyn Sanchez (Alternate for Mike Yargeau), Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mary Ann Wold, Bonita Wood, Mike Yargeau, Ann Zacharias

### With Regrets

Dana Kreil, Blair Morton

### Absent

Alison Barker-Jevne, Doreen Blumhagen, Glen Carrit, Bill Chandler, Amanda Derksen, Sandy Gamble, Clark German, Deborah Juch, Trudy Kilner, Lonnie Kozlinski, Sonia Temple, Sharon Williamson, Heidi Pierce

### PRLS Staff

Ron Sheppard, Tim Spark, Donna Williams, Colleen Schalm, Kara Hamilton, Haley Amendt

### Next Meeting: February 25, 2021

**10:00 AM.**

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