

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
JANUARY 20, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 2, 2022

D. DELEGATIONS

- 1) Patti Davidson – 361 Last Chance Way Encroachment
- 2) Lane Klaassen - 41 Grand Avenue Short Term Rental

E. CLOSED SESSION

- 1) FOIP Section 27: Privileged Information

F. INFORMATION ITEMS

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

G. REQUESTS FOR DECISION

1) Public Works

- a) Waste Management Bylaw

2) Planning & Development

- a) Development Parking

H. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

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

3) Correspondence

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

4) Upcoming Meetings

- a) Council Meeting – February 24, 2023

I. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
December 2, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held December 2, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Cyril S. Gurevitch, K.C.
	Deputy Mayor:	Jeff Ludwig
	Councillor:	Nav Rattan
	CAO:	Tanner Evans
	Public Works Manager:	Owen Olynyk
	Finance Manager:	Tina Leer
	Recording Secretary:	Teri Musseau

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

AGENDA APPROVAL

NGC-22-160 MOVED by Mayor Gurevitch that the agenda be adopted as amended:

E.4.A Climate Action Plan

CARRIED

CONFIRMATION OF MINUTES

NGC-22-161 MOVED by Deputy Mayor Ludwig that the minutes of the Regular Meeting of Council held on October 28, 2022, be adopted as presented.

CARRIED

INFORMATION ITEMS

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

NGC-22-162 MOVED by Councillor Rattan that Council accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

FINANCE & ADMINISTRATION

NGC-22-163 2023 Budget
MOVED by Mayor Gurevitch that Council approve the 2023 Budget as amended.

CARRIED

NGC-22-164 Christmas Donation
MOVED by Councillor Rattan that Council donate \$500 to the Sylvan Lake Christmas Bureau and \$500 to the Sylvan Lake Food Bank.

CARRIED

COUNCIL & LEGISLATION

- Bylaw #271-22** Electronic Meetings Bylaw
NGC-22-165 MOVED by Deputy Mayor Ludwig that Council give 1st reading to the Electronic Meetings Bylaw #271-22.
CARRIED
- NGC-22-166** MOVED by Councillor Rattan that Council give 2nd reading to the Electronic Meetings Bylaw #271-22.
CARRIED
- NGC-22-167** MOVED by Mayor Gurevitch that by unanimous consent Council give 3rd reading to the Electronic Meetings Bylaw #271-22.
CARRIED UNANIMOUSLY
- NGC-22-168** MOVED by Deputy Mayor Ludwig that Council give 3rd and final reading to the Electronic Meetings Bylaw #271-22.
CARRIED
- NGC-22-169** Office Location
MOVED by Mayor Gurevitch that Council proclaim the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, Alberta.
CARRIED
- NGC-22-170** Sylvan Lake Scuba Park Request
MOVED by Deputy Mayor Ludwig that Administration send the scuba park request to the consultants for consideration for the Open Space Master Plan and Administration send response to Mr. Willerth advising Council will not be entertaining the request at this time.
CARRIED
- NGC-22-171** Emerging Trends in Municipal Law
MOVED by Mayor Gurevitch that all Councillors attend the Emerging Trends in Municipal Law session in Calgary on February 9th, 2023, should their schedules allow.
CARRIED

PLANNING & DEVELOPMENT

- NGC-22-172** Encroachment Agreements Policy
MOVED by Councillor Rattan that Council adopt the encroachment agreement policy as amended for any future encroachments and renewals.
CARRIED
- NGC-22-173** Climate Action Plan
MOVED by Deputy Mayor Ludwig that Council authorize him to speak at the Joint Services Committee about moving forward with a climate action plan.
CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- Upcoming Mayors and Reeves meeting
- Wireless Broadband Virtual Information Session
- Alberta Municipalities Session on LGFF
- Wrote letter of support for Regional EMS

Deputy Mayor Ludwig

- Lacombe Regional Emergency Management Plan Advisory Committee

Councillor Rattan

- No Reports

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

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

CORRESPONDENCE

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

NGC-22-174 MOVED by Deputy Mayor Ludwig to accept the Council, Committee, and the correspondence items as information.
CARRIED

NEXT MEETING

NGC-22-175 MOVED by Mayor Gurevitch that the next meeting of Council be held on January 20, 2023, at 9:00 a.m.
CARRIED

ADJOURNMENT

NGC-22-176 MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 11:05 a.m.
CARRIED

CYRIL S. GUREVITCH, K.C., MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold**January 20, 2023****Planning & Development****Delegation****Agenda Item:** *361 Last Chance Way Encroachment Agreement***Background:**

Patti Davidson is joining Council to discuss her encroachments at 361 Last Chance Way, and the possibility of renewing the encroachment agreement.

Ms. Davison has encroaching retaining walls and steps on the reserve and a sign, retaining walls and gravel pad on the Road Allowance. This is a new encroachment agreement request and there are no previous RPR's or approvals for development on file.

At the October 28, 2022, Council motioned to deny the request for an encroachment agreement and notify the resident to move the retaining walls onto their own property, and to remove the gravel pad from the road allowance by June 30, 2023.

Options for Consideration:

- 1) Accept as information.

Administrative Recommendations:

- 1) Accept as information.

Authorities:

Land Use Bylaw #267-22.

Encroachment Policy NGC-20-087

Hello Councillors:

Thank you for giving me the opportunity to address you today. I appreciate your service for the Summer Village of Norglenwold and understand, from my personal experience, that volunteer positions take a great amount of hard work and a huge amount of time.

I wish to advise that I am not in favour of Council's motion described on the Delegation Request Form due to the following:

Both retaining walls were installed in 1986 or 1987 with full development permit approval from Johnny Cutting, the Development Officer, of the Summer Village of Norglenwold. Rob, my husband, and I would have never installed the retaining walls without that approval. Our Contractor, Alex Stan of Parkland Builders, would never have installed the walls, without knowing that we had obtained the Development Officer's approval. Also, I recall Rob mentioning that Johnny described both walls as being an improvement to the land.

The current retaining walls and stairs are holding up the bank, preventing erosion and protecting the safety of my home. The areas below both walls are very simple and natural looking with grass and shrubs. There are no decks, firepits or other items that would be intended solely for my use.

The existing retaining walls are comprised of railway ties, topped with cedar planks. Some areas of both are rotting. On the advice of Summer Village staff, I applied for an encroachment agreement, for the municipal reserve area, to allow for replacement of the walls, using the exact same format, with a more environmentally friendly product, being Allen block. Please note that I would also be open to considering the installation of a different type of product, if suggested by council. My landscaping contractor advised that many of the existing shrubs could be replanted after the new walls were installed. I was trying to be proactive and install a better looking and longer lasting product. However, the current retaining walls could be left in place for many more years, prior to the rotting becoming a major problem and safety concern.

If I am required to remove the existing walls and not allowed to replace the lower wall, then I will have to substantially increase the height of the upper wall to perhaps 10-12' high or higher. That will require major alteration, re-grading and removal of my very mature trees and shrubs. A high upper wall will be costly and will very definitely negatively change the aesthetic view from the lake. I understand that it will be approximately \$10,000 to hire an engineer to provide a geotechnical report and that would just be the beginning. I am very concerned about the overall cost of this project to the ratepayers of Norglenwold.

With respect to the gravel pad on the south side of the property, I can have it removed, which will mean that any extra vehicles visiting my property will be parked on the grass by the roadside, creating potential damage to the grass and the pavement.

I have questions as follow:

1. Can you please advise as to the plan for the municipal reserve below my property, after the lower wall is taken out and the upper wall has been raised in height.
2. Who will pay for the cost of remediating the municipal reserve (I don't believe that other Norglenwold ratepayers would be anxious to pay to remediate the reserve area in front of my property, as it is currently developed with grass and shrubs)?
3. Can you please advise as to the plan for the gravel pad area?
4. Who will pay to remediate the area where the gravel pad is removed?

I would also ask Council to understand the human impact this decision has. I am 70 years old and a widow. Since receiving Council's decision in October to deny the application for an encroachment agreement, for which I was advised to apply, I have been very stressed about this whole project and have had many sleepless nights. What was to be a simple replacement project has turned into a very horrible ordeal.

As the plan for the municipal reserve has not yet been finalized, I request that Council allow me to either: replace both retaining walls as originally requested, or to leave the retaining walls as is until the municipal reserve plan is finalized? Taking the walls out before the plan has been finalized would leave an unsafe and huge mess on the municipal reserve. Also, with the health issues that I have, it is not possible to comply with moving the walls or removing the gravel pad by June 30, 2023.

What is currently existing on my property and the municipal reserve has served the purpose of retaining and preventing erosion for 38 years. Ripping up the bank and replanting grass or trees would seem to be a major project that will take many more years to reach maturity and usefulness.

I very much appreciate your consideration.

Summer Village of Norglenwold

January 20, 2023

Planning & Development

Delegation

Agenda Item: *41 Grand Avenue*

Background:

Lane Klaassen is joining Council to discuss request permission to operate a short-term rental at 41 Grand Avenue in the Summer Village of Norglenwold.

Mr. Klaassen had been operating a short-term rental since 2021 but due to the recent Land Use Bylaw rewrite, this use is not permitted.

Options for Consideration:

- 1) Accept as information.

Administrative Recommendations:

- 1) Accept as information.

Authorities:

Land Use Bylaw #267-22.

To whom it may concern:

Presented by Lane Klaassen on behalf of KL Heathcote PC (property owner 41 Grand Avenue Norglenwold, AB)

RE: Norglenwold Land Use Bylaw Section 9.10 Tourist Homes

1. Tourist homes are not permitted within the Summer Village of Norglenwold.

I am writing this letter in response to a request from the Summer Village of Norglenwold Development group to immediately shut down our short-term rental located at 41 Grand Ave.

On Dec. 14th 2022 I received an email stating that we are non compliant with the land use bylaw Section 9.10. I immediately responded as this took me totally by surprise. I was informed that the bylaw had been changed as part of a land use bylaw review and revision in July of 2022. Prior to starting the short-term rental in 2021 I did confirm that there were no roadblocks to prevent us from carrying out this activity.

I realize there was notice sent of revisions being made to the land use bylaw and that a public hearing was held for community feedback. However, it never even occurred to me that short term rentals would be a part of changes in land use.

I have shut down the rental as requested. I do however want to make the Summer Village aware of the financial impact this has had on us and see if we can come up with a solution that will satisfy the summer village and allow us to continue the short-term rental.

We purchased this property in March of 2021 with the intent of using it as a short-term rental. The property is owned by our corporation so it has to be able to generate revenue. In 2021 we spent thousands of dollars upgrading the property to make it an attractive destination for guests. We started renting it out in February of 2022 and had a great year. The rental has taken off to the point that it is now my job. If we are forced to keep the short-term rental shut down the financial impact for 2023 will be approximately -\$98,000.00. Short term rental properties are subject to GST and if we change the status of the property, we are required to pay GST on the value of the property. That, combined with the loss of income will make up the loss of \$98,000.00. Along with the financial loss I will also be losing my job. \$98,000.00 is a huge hit to us and not one we can take lightly.

The vacation rental is a 5-star destination. I put a lot of effort into making this successful and into only attracting families that want a quiet lake front vacation. We have stringent rules in place that have to be agreed upon prior to booking and our ad is very clear on our expectations of guests.

I have included copies of the rules we have in place as well as some of the reviews we have received.

I do see that all of the other summer villages have active vacation rentals advertised on various platforms. I am not sure why the ban on short-term rentals was made in Norglenwold and I would like council to consider "grandfathering" our short-term rental in as it is an existing entity and the impact of shutting it down has drastic financial/personal repercussions.

Thank you for taking the time to review this. I look forward to having discussion on this in the near future.

Lane Klaassen

A handwritten signature in black ink, appearing to read 'Lane Klaassen', written in a cursive style.

On behalf of KLH Prof. Corp.

Pre-Booking message to guests

This is a pet friendly property. If you are planning on bringing more than 1 pet pre approval is required. **This is not a party property.** We are hosting guests that want to enjoy the lake and spend time with family and friends in a peaceful quiet neighborhood. There is only parking for 3 vehicles on the property. If you require more parking, please contact your host.

Additional rules

The entire property is non smoking. Use of property is at your own risk. Lake access and use is at your own risk; children must have adult supervision when near or in the water. Do not swim or participate in water activities alone.

Fireplace and firepit use are at your own risk, and must be attended at all times.

Children must be supervised at all times when in the yard. Top bunk beds have ladder access and are not suitable for very young children. Pets are allowed but must be kept on leash when outside. More than 1 pet requires pre approval. Please pick up/clean up after your pet.

We have a noise policy: quiet time from 10pm to 8:00 am (please respect our neighbors).

No unregistered guests or visitors without communicating with your host prior.

Maximum property capacity is 12. Report any damage to your host in a timely manner. Damage exceeding security deposit must be paid by guests and will be reported to Airbnb. Wash the dishes, clean the BBQ and take out the garbage and recycle before checkout. Garbage and recycle cans by the shed.

House rules

Guests are expected to follow your rules, and can be removed from Airbnb if they cause issues.

Reviews:

Overall rating

5*

Public review

this cabin was beautiful and cozy to stay in. your host, lane, provided personal touches that has ruined me for other cabins. his check in process was flexible and well communicated. we stayed for a new year's weekend with my family. bedrooms were spaced out nicely, temperature control was comfortable. the views were wonderful. as an ice fisher fanatic, it's close to a fishing hotspot. I love seeing all the shacks on the lake. upon checking in there were chocolates and martinellis for our new year's weekend. tissue, Werther's candies, fire starters...so thoughtful. all the kitchen supplies were above average. the bedrooms had extra blankets; everything was so clean. the stairs to the dock were immaculate. we were able to snow shoe and fish and just enjoy the crackle of the fire place. this has been our best airbnb experience so far. this place does not disappoint.

Private note from Allan

I know your cabin is for sale, if I could, I'd take it off your hands lol thank you for your flexibility and hospitality. my parents and sister do not drink so they were so excited about the martinellis. my daughter's loved your family room area. you are an amazing host and I hope to stay at another one of your properties some day. thanks again!

Overall rating
5*

Public review

Great lake side stay. The property is just as shown. Plenty of bunks for sleeping and outdoor patio space to look out over the lake. Lane was an easy host to communicate with and made sure we had everything we needed. Lake access is from the dock only but it is shallow enough to wade in. Neighbours also had plenty of dog treats for our furry friends. Would absolutely book again.

Private note from Brenna

Hi Lane. Thanks for sharing your beautiful lake house with us for the week. Really appreciated you checking in to make sure everything was going well. Good luck selling the place! Someone will be very lucky to have the spot.

Overall rating
5*

Public review

Beautiful cabin with absolutely stunning views of Sylvan Lake! Private dock made it easy for us to go swimming, boating, kayaking, and paddle boarding (bring own equipment or rent in Sylvan). We really enjoyed the large upper patio, it's peaceful in the mornings and evenings and there were lots of interesting boats to watch during the day. The family room was big enough for the whole family to sit together and watch a movie in the evening. The beds were very comfortable, and the configuration of rooms and bathrooms on multiple floors of the house gives plenty of space and privacy. Immaculately clean. Thanks for hosting us, we hope to stay here again!

Private note from Xylena

I can't think of anything I would change, we had more than we needed to really enjoy our stay at the lake. Thanks again for sharing this beautiful property with us, you definitely thought of everything!

Overall rating
5*

Public review

Thank you Lane, for making our family gathering so very special. This was the first time we were able to gather with most of our grandchildren in one place and the house was absolutely perfect for us. Your attention to detail and extra treats was above and beyond!

Private note from Pamela & Robert

Lane was an excellent host! His timing with communication was perfect, the house was one of the best equipped houses we'd ever stayed in and it was clean and comfortable. We were several families with children between 8 and 14 and had lots of indoor and outdoor space, great views and a dock to swim off or launch our kayaks from. We can't wait to come again next year!

Overall rating

5*

Public review

We had the MOST wonderful time here over the last few days. Lots of space in the house which had everything we needed. We had great time playing at the dock with the kids and Lots of games and movies to play during rainy moments. The view was absolutely magical during the day and spectacular sunsets at night. The hosts really spoiled us with unexpected treats for all ages :) Thank you for having our family at your beautiful property!

Private note from Mona

Thank you sooooo much for giving us the extra time today!

Overall rating

5*

Public review

We were very pleased with this cabin. It has a warm, friendly atmosphere and it had all the necessary items for us to put on Christmas dinner. We loved the beautiful view of the lake and we appreciated how well-maintained the walkways and stairs were, especially going down to the lake. The home was very cozy and inviting. Lane even had a Christmas tree set up, candies and sparkling apple juice on the kitchen table when we arrived. Although the bedrooms were small, there were 4 of them with bunk beds with comfy blankets and perfect for the kids. The 2 queen bed rooms were also nicely done up and comfortable. We enjoyed the variety of board games and movies available and felt very much "at home" in this place. 10/10 would stay here again if it's available next Christmas. Lane was super friendly to chat with and checked in via text/messenger to make sure we were settled in and happy.

Private note from Jessica

Lane, we really loved staying at your cabin and would love to come back. You're a great host and really thought of everything. Thanks so much.

Summer Village of Norglenwold

Administration and Finance

January 20, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 402,123.16

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

1. Accelerated Surveys Ltd	\$ 3,850.61
a. Prepared Reserve Encroachment	
2. Al's Bobcat & Trucking	\$ 14,982.98
a. Sanding-Nov. 2 to 10th	
b. Snow Removal at Office	
c. Ditching Work to Clean Overgrowth	
d. Sanding-Nov. 17 to 28th	
e. Sanding at Office	
3. Condominium Corp No 082 6072	\$ 5,000.00
a. 2022 Development Work on Storage	
4. Sylvan Lake Regional Water/Wastewater	\$ 6,899.19
a. October 2022 Wastewater Services	
5. Brownlee LLP	\$ 7,756.40
a. Encroachments-Legal Fees	
b. Development Agreement-Legal Fees	
c. Drainage-Legal Fees	
6. Municipal Planning Services	\$ 12,841.50
a. Jan. to Oct. 2022 LUB Review Final	
b. June to Oct. 2022 Open Space Plan	
7. Pidherney's	\$ 14,718.48
a. 2022 Sewer Force Main Flush	
8. Red Deer Catholic Regional	\$ 7,038.50
a. 4 th Quarter Tax Requisition	
9. Sylvan Lake Regional Water/Wastewater	\$ 10,545.00
a. Governance & Admin Costs	
b. November 2022 Wastewater Services	
10. Townsend Electrical Ltd	\$ 4,515.00
a. To Run Power for Car Plugs	
11. Al's Bobcat & Trucking	\$ 8,055.60

a. Snow Removal-Office Dec. 2 & 7th	
b. Sanding- Dec 1 st to 13th	
c. Snow Removal- Office Dec. 19 th	
d. Sanding-Dec. 19 th to 29 th	
12. Metrix Group LLP	\$ 8,925.00
a. First Audit Billing for December 31, 2022	
13. Rugged West Maintenance Inc.	\$ 4,866.75
a. Mowing & Trimming-Aug. Inv. Received in Jan/23	
14. Munisoft	\$ 12,226.20
a. 2023 Annual Software Maintenance	
b. 2023 EMA Billing	
15. Red Deer Toyota	\$ 56,188.72
a. Truck Purchase	
16. Alberta School Foundation Fund	\$ 151,594.49
a. School Funding	

Council Expense Claims Report:

November Expenses

▪ Cyril S. Gurevitch	\$ 2,827.37
▪ Jeff Ludwig	\$ 2,492.59
▪ Nav Rattan	\$ 0

December0 Expenses

▪ Cyril S. Gurevitch	\$ 870.16
▪ Jeff Ludwig	\$ 357.32
▪ Nav Rattan	\$ 500.00

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-01-13 9:21 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00136 to 2023-00014

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Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1833	2022-11-30	Accelerated Surveys Ltd			
22-304		261-000-200 - Planning	Prepared Reserve Encroachment	3,667.25	
		312-000-260 - GST Paid Refund	GST Tax Code	183.36	3,850.61
1834	2022-11-30	Al's Bobcat & Trucking			
19046		232-000-255 - Plowing Program	Sanding-Nov 2,3,6,8 & 10th	6,548.00	
		312-000-260 - GST Paid Refund	GST Tax Code	327.40	6,875.40
19047		412-300-255 - Shared Facility M	Snow Removal at Office	187.50	
		312-000-260 - GST Paid Refund	GST Tax Code	9.38	196.88
M19057		232-000-200 - Green Space Pro	Ditching Work to Clean Over	4,795.00	
		312-000-260 - GST Paid Refund	GST Tax Code	239.75	5,034.75
19066		232-000-255 - Plowing Program	Sanding-Nov 17,21,23,25 &	2,564.00	
		312-000-260 - GST Paid Refund	GST Tax Code	128.20	2,692.20
19068		412-300-255 - Shared Facility M	Sanding at Office	175.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.75	183.75
			Payment Total:		14,982.98
1835	2022-11-30	Condominium Corp No 082 6072			
2022-009		412-300-263 - Shared Condomir	2022 Dev Work on Storage	5,000.00	5,000.00
1836	2022-11-30	Digitex.ca			
IN876623		412-200-500 - Shared Printing C	Shared Printing	192.95	
		312-000-260 - GST Paid Refund	GST Tax Code	9.65	202.60
1837	2022-11-30	Empringham Disposal Corp			
40123		412-300-255 - Shared Facility M	Office Bin-Nov	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
1838	2022-11-30	MuniSoft			
2022/23-04519		412-100-130 - Shared Training	Payroll Year End Processing	109.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.45	114.45
1839	2022-11-30	RMA Business Services			
RMA006921		412-200-510 - Shared Office Sup	Assoc. Mem.Fees Aug 1- Ju	195.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.75	204.75
1840	2022-11-30	Canoe Procurement Group of			
AB141070		412-200-510 - Shared Office Sup	Office Supplies	49.19	
		312-000-260 - GST Paid Refund	GST Tax Code	2.46	51.65
1841	2022-11-30	Sylvan Lake Regional			
1712		242-000-260 - Usage Fees	Wastewater Services-Octob	6,899.19	6,899.19
1842	2022-11-30	Urban Dirtworks Inc.			
4218		232-000-530 - Ditch & Culvert Pi	Cut in Drainage Swale-Invoi	1,345.00	
		312-000-260 - GST Paid Refund	GST Tax Code	67.25	1,412.25
1843	2022-12-06	Sylvan Lake Community Food Bank			
2022DONATION		212-402-220 - Donations to Othe	2022 Donation	520.00	520.00
1844	2022-12-06	Sylvan Lake Christmas Bureau			
2022DONATION		212-402-220 - Donations to Othe	2022 Donation	520.00	520.00
1845	2022-12-06	Tina Leer			
DEC22BENEFIT		412-000-266 - Benefits	Half of 2022 Benefits Reimbt	554.10	554.10
1846	2022-12-21	Ace Line Locating			

Date Printed
2023-01-13 9:21 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00136 to 2023-00014

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
5566		242-000-255 - Maintenance Pro	Line Locating	840.00	
		312-000-260 - GST Paid Refund	GST Tax Code	42.00	882.00
1847	2022-12-21	AMSC Insurance Services Ltd			
41468		412-100-266 - Shared PW Fleet	Auto Insurance-New Toyota	39.30	39.30
1848	2022-12-21	Brownlee LLP			
540536		212-400-230 - Legal Fees	Encroachments-Legal Fees	166.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.30	174.30
540952		212-400-230 - Legal Fees	Development Agreement R	1,015.85	
		312-200-250 - Due from Jarvis E	Development Agreement R	1,015.85	
		312-300-250 - Due from Birchclil	Development Agreement R	1,015.85	
		312-000-260 - GST Paid Refund	GST Tax Code	152.38	3,199.93
538129		212-400-230 - Legal Fees	Lega Fees-Drainage-Misser	4,173.49	
		312-000-260 - GST Paid Refund	GST Tax Code	208.68	4,382.17
			Payment Total:		7,756.40
1849	2022-12-21	Canada Revenue Agency			
NOV242022		212-400-221 - Bank Fees	Penalty for Late Payment of	94.49	94.49
1850	2022-12-21	Empringham Disposal Corp			
40800		243-000-200 - Contracted Garba	Weekly Collection in Norgle	2,079.00	
		312-000-260 - GST Paid Refund	GST Tax Code	103.95	2,182.95
33172		412-300-255 - Shared Facility M	Office Bin-May's Office Bin I	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
			Payment Total:		2,235.45
1851	2022-12-21	VOID - To Re-issue to account			
1852	2022-12-21	VOID - Re-issue to her Account			
1853	2022-12-21	VOID - Need to Remove One inv			
1854	2022-12-21	Municipal Planning Services			
1353		261-000-220 - Municipal Plannin	Jan to Oct 2022 Final LUB F	11,450.00	
		312-000-260 - GST Paid Refund	GST Tax Code	572.50	12,022.50
1354		297-202-840 - Project Reserve-(June - Oct 2022	780.00	
		312-000-260 - GST Paid Refund	GST Tax Code	39.00	819.00
			Payment Total:		12,841.50
1855	2022-12-21	Pidherney's			
138553		242-000-255 - Maintenance Pro	2022 Sewer Force Main Flu	14,017.60	
		312-000-260 - GST Paid Refund	GST Tax Code	700.88	14,718.48
1856	2022-12-21	Red Deer Catholic Regional			
2022-4		201-100-130 - ASFF Residential	4th Quarter Tax Requisition	7,038.50	7,038.50
1857	2022-12-21	Canoe Procurement Group of			
AB143932		412-200-510 - Shared Office Suj	Office Supplies	134.36	
		312-000-260 - GST Paid Refund	GST Tax Code	6.72	141.08
AB145087		412-200-510 - Shared Office Suj	Office Supplies	34.77	
		312-000-260 - GST Paid Refund	GST Tax Code	1.74	36.51
AB144898		412-200-510 - Shared Office Suj	Office Supplies	104.01	
		312-000-260 - GST Paid Refund	GST Tax Code	5.20	109.21
			Payment Total:		286.80
1858	2022-12-21	Rugged West Maintenance Inc.			

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1312		232-000-200 - Green Space Pro	Bollard Install	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
1859	2022-12-21	Sylvan Lake Regional			
1720		242-000-250 - SLR WasteWater	Governance & Admin Costs	3,645.81	3,645.81
1727		242-000-260 - Usage Fees	Wastewater Services-Nover	6,899.19	6,899.19
			Payment Total:		10,545.00
1860	2022-12-21	Townsend Electrical Ltd			
08692		412-300-255 - Shared Facility M	To Run Power for 8 Car Plu	4,300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	215.00	4,515.00
1861	2022-12-21	Very Good Cleaning			
8		412-300-255 - Shared Facility M	Cleaning-Oct 26,Nov 2,23,3	1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	50.00	1,050.00
1862	2023-01-04	Longhurst Consulting			
5348	Accrual	412-300-240 - Shared Computer	Office 365 Enterprise	244.80	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	34.37	721.67
1863	2023-01-12	Al's Bobcat & Trucking			
19138	Accrual	412-300-255 - Shared Facility M	Office Snow Removal-Dec 2	275.00	
		312-000-260 - GST Paid Refund	GST Tax Code	13.75	288.75
19139	Accrual	232-000-255 - Plowing Program	Sanding-Dec 1,5,7 & 13th	3,789.00	
		312-000-260 - GST Paid Refund	GST Tax Code	189.45	3,978.45
19158	Accrual	412-300-255 - Shared Facility M	Office Snow Removal-Dec 1	150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.50	157.50
19156	Accrual	232-000-255 - Plowing Program	Sanding-Dec 19,22 & 29th	3,458.00	
		312-000-260 - GST Paid Refund	GST Tax Code	172.90	3,630.90
			Payment Total:		8,055.60
1864	2023-01-12	Digitex.ca			
IN884591	Accrual	412-200-500 - Shared Printing C	Shared Printing	317.37	
		312-000-260 - GST Paid Refund	GST Tax Code	15.87	333.24
1865	2023-01-12	Metrix Group LLP			
EPD4547FIRST	Accrual	212-400-231 - Audit Fees	1st Audit Billing For Year E	1,700.00	
		312-300-250 - Due from Birchclif	1st Audit Billing For Year E	1,700.00	
		312-100-250 - Due from Half Mo	1st Audit Billing For Year E	1,700.00	
		312-200-250 - Due from Jarvis B	1st Audit Billing For Year E	1,700.00	
		312-400-250 - Due from Sunbrea	1st Audit Billing For Year E	1,700.00	
		312-000-260 - GST Paid Refund	GST Tax Code	425.00	8,925.00
1866	2023-01-12	Rugged West Maintenance Inc.			
1278	Accrual	232-000-200 - Green Space Pro	Mowing & Trimming-Aug 3,	4,635.00	
		312-000-260 - GST Paid Refund	GST Tax Code	231.75	4,866.75
1867	2023-01-13	Alberta Development Officers			
23-127		261-000-110 - Development Ser	ADOA Membership 2023	125.00	125.00
1868	2023-01-13	AMTPA			
00158		412-100-130 - Shared Training	Membership Renew to Jan :	175.00	175.00
1869	2023-01-13	Longhurst Consulting			
5503		412-300-240 - Shared Computer	Office 365 Enterprise	244.80	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	34.37	721.67

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COMPUTER CHEQUE

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1870	2023-01-13	MuniSoft			
2022/23-04178		412-300-240 - Shared Computer	2023 Annual Software Main	11,404.00	
		312-000-260 - GST Paid Refund	GST Tax Code	570.20	11,974.20
2022/23-03584		412-300-240 - Shared Computer	2023 EMA Billing	240.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.00	252.00
			Payment Total:		12,226.20
1871	2023-01-13	Parkland Regional Library			
230245		274-000-850 - Parkland Regiona	First Requisition of 2023	616.88	
		312-000-260 - GST Paid Refund	GST Tax Code	30.84	647.72
1872	2023-01-13	Taxservice			
2395937		212-400-910 - Tax Changes	Professional Services	330.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16.50	346.50
2395936		212-400-910 - Tax Changes	Professional Services	330.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16.50	346.50
			Payment Total:		693.00
1873	2023-01-13	Utility Safety Partners			
IN175489		242-000-255 - Maintenance Pro	Annual Member Fee	90.06	
		312-000-260 - GST Paid Refund	GST Tax Code	4.60	94.66
1874	2023-01-13	Wild Rose Assessment Service			
8873		212-400-232 - Assessment Fees	Assessment Fees Jan 1 -M:	1,725.00	
		312-000-260 - GST Paid Refund	GST Tax Code	86.25	1,811.25
			Total Computer Cheque:		135,848.76

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3298	2022-11-30	Bell Mobility			
NOV212022-051		212-400-217 - Data Plan	Mayor's Data Plan	20.00	
		212-400-217 - Data Plan	Deputy Mayor's Data Plan	10.00	
		212-400-217 - Data Plan	Councilor's Data Plan	10.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.00	42.00
3299	2022-11-30	Direct Energy			
NOV242022-979		412-300-540 - Shared Utilities	Shared Utilities	622.67	
		312-000-260 - GST Paid Refund	GST Tax Code	31.14	653.81
3300	2022-11-30	ATB Mastercard			
003659		412-300-255 - Shared Facility M	CND Tire-Hand Truck	99.99	
		312-000-260 - GST Paid Refund	GST Tax Code	5.00	104.99
003203		412-200-510 - Shared Office Sup	CND Tire-Decorations	115.94	
		312-000-260 - GST Paid Refund	GST Tax Code	5.80	121.74
CA227GLRSMI		412-200-510 - Shared Office Sup	Amazon-Ornaments	27.99	27.99
IN000014320		226-000-200 - Enforcement	Alberta Municipalities-Job A	90.00	
		312-300-250 - Due from Birchclli	Alberta Municipalities-Job A	90.00	
		312-100-250 - Due from Half Mo	Alberta Municipalities-Job A	90.00	
		312-200-250 - Due from Jarvis E	Alberta Municipalities-Job A	90.00	
		312-400-250 - Due from Sunbre:	Alberta Municipalities-Job A	90.00	
		312-000-260 - GST Paid Refund	GST Tax Code	22.50	472.50
45807746		312-300-250 - Due from Birchclli	AB Land Titles-BC	10.00	10.00
240642		412-200-510 - Shared Office Sup	Everything H2O-Water for C	19.50	19.50
010720		412-300-255 - Shared Facility M	CND Tire-Step Ladder	199.99	

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Invoice #		GL Account			
		312-000-260 - GST Paid Refund	GST Tax Code	10.00	209.99
010087		412-300-255 - Shared Facility M	CND Tire-Matlock Pick	39.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.00	41.99
010616		412-200-510 - Shared Office Su	CND Tire-Decorations	77.89	
		312-000-260 - GST Paid Refund	GST Tax Code	3.89	81.78
562367		412-200-510 - Shared Office Su	CND Tire-Returned 1st Top	-29.99	
		312-000-260 - GST Paid Refund	GST Tax Code	-1.50	-31.49
014353		412-100-266 - Shared PW Fleet	Speed Pro-Re-Decal Range	230.50	
		312-000-260 - GST Paid Refund	GST Tax Code	11.53	242.03
351373		412-200-510 - Shared Office Su	CND Tire-Returned 2nd Top	-29.99	
		312-000-260 - GST Paid Refund	GST Tax Code	-1.50	-31.49
014295		412-200-510 - Shared Office Su	CND Tire-Tree Topper & W	74.98	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.73
8418		412-200-510 - Shared Office Su	Dollarama-Decor & Paper	18.58	
		312-000-260 - GST Paid Refund	GST Tax Code	0.93	19.51
8393		412-200-510 - Shared Office Su	Dollarama-Decorations	15.08	
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.83
016124		412-300-255 - Shared Facility M	CND Tire-Sledge Hammer	55.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.80	58.79
016509		412-200-510 - Shared Office Su	CND Tire-Chirstmas Decor	11.98	
		312-000-260 - GST Paid Refund	GST Tax Code	0.60	12.58
45882133		312-400-250 - Due from Sunbre	AB Land Titles-SBC	10.00	10.00
021441		412-200-215 - Shared Postage/f	Shoppers-Postage-Machine	2.14	
		312-000-260 - GST Paid Refund	GST Tax Code	0.11	2.25
022257		412-200-215 - Shared Postage/f	Shoppers-Postage-Machine	9.20	
		312-000-260 - GST Paid Refund	GST Tax Code	0.46	9.66
022290		412-300-255 - Shared Facility M	CND Tire-Snow Blower	1,111.13	
		312-000-260 - GST Paid Refund	GST Tax Code	55.56	1,166.69
024912		412-300-240 - Shared Computer	Paymate Acclamin 50 Rene	480.00	
		312-000-260 - GST Paid Refund	GST Tax Code	24.00	504.00
024702		412-200-510 - Shared Office Su	Dollarama-Garbage Bags ei	14.08	
		312-000-260 - GST Paid Refund	GST Tax Code	0.70	14.78
45926293		312-400-250 - Due from Sunbre	AB Land Title-SBC	10.00	10.00
025103		412-100-266 - Shared PW Fleet	Sylvan Lake Esso-Truck W	12.95	
		312-000-260 - GST Paid Refund	GST Tax Code	0.65	13.60
024352		412-200-510 - Shared Office Su	CND Tire-Batteries for Gara	30.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.55	32.54
3209540421		224-000-201 - Safety Equipment	Sportchek-Carolyn's Jacket	104.97	
		312-000-260 - GST Paid Refund	GST Tax Code	5.25	110.22
4613063		312-400-250 - Due from Sunbre	Amazon-Owen's Jacket	140.24	
		312-000-260 - GST Paid Refund	GST Tax Code	7.01	147.25
REGISTRIE202		412-100-266 - Shared PW Fleet	Red Deer Registries-Toyota	88.65	88.65
INV177671992		412-300-240 - Shared Computer	Zoom Communication	20.79	
		312-000-260 - GST Paid Refund	GST Tax Code	1.04	21.83
PAYPALNOV22		112-000-570 - Other Revenue	Paypal-Microsoft-Charged c	12.90	12.90
				Payment Total:	3,599.34

3302

2022-11-30 Red Deer Toyota

48505	226-000-200 - Enforcement	New Toyota 2023 Truck Pui	13,292.54
	312-100-250 - Due from Half Mo	New Toyota 2023 Truck Pui	3,091.00
	312-200-250 - Due from Jarvis E	New Toyota 2023 Truck Pui	13,114.72
	312-300-250 - Due from Birchclil	New Toyota 2023 Truck Pui	13,642.00
	312-400-250 - Due from Sunbre	New Toyota 2023 Truck Pui	10,349.00

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		312-000-260 - GST Paid Refund	GST Tax Code	2,699.46	56,188.72
3303	2022-11-30	Epcor			
NOV252022-868		232-000-545 - Utilities	Utilities	76.40	
		312-000-260 - GST Paid Refund	GST Tax Code	3.82	80.22
3304	2022-11-30	Town of Sylvan Lake			
NOV302022-000		412-300-540 - Shared Utilities	Sept Water/Sewer 2 Ericksc	77.94	77.94
3305	2022-11-30	Victor Insurance Managers Inc.			
4212636486		412-000-266 - Benefits	Shared Benefits	3,082.25	3,082.25
3309	2022-12-31	Alberta School Foundation Fund			
13501		201-101-130 - ASFF- Non Resid	ASFF Residential	2,047.38	
		201-100-130 - ASFF Residential	ASFF Residential	149,547.11	151,594.49
3311	2022-12-12	ATB Mastercard			
9159494574002		412-100-210 - Shared Travel an	Hotel Booking-Coast Canm	670.66	
		312-000-260 - GST Paid Refund	GST Tax Code	33.53	704.19
531081569		412-100-130 - Shared Training	Eventbrite-2023 Emerging T	185.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.25	194.25
71821757		212-400-222 - Advertising	Indeed-Job Ad-Bylaw Enfor	29.20	
		312-100-250 - Due from Half Mo	Indeed-Job Ad-Bylaw Enfor	29.19	
		312-200-250 - Due from Jarvis E	Indeed-Job Ad-Bylaw Enfor	29.19	
		312-300-250 - Due from Birchclil	Indeed-Job Ad-Bylaw Enfor	29.19	
		312-400-250 - Due from Sunbre:	Indeed-Job Ad-Bylaw Enfor	29.19	145.96
5320504649		212-400-220 - Election Expense	Brownlee-Emerging Trends-	370.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.50	388.50
030021		412-200-510 - Shared Office Su	Cell Phone Charges	29.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.48
DEC2022MICRC		412-300-240 - Shared Computer	Dec Microsoft Software	2.73	
		412-300-240 - Shared Computer	Dec Microsoft Software	48.30	51.03
00106		412-100-130 - Shared Training	AMTPA Membership-Tina	29.17	29.17
30453918469		224-000-201 - Safety Equipment	Jackets-Tina/Trudy/Teri	357.00	
		312-000-260 - GST Paid Refund	GST Tax Code	17.85	374.85
75850659		412-100-210 - Shared Travel an	Westin Hotel-Tanner	570.95	
		312-000-260 - GST Paid Refund	GST Tax Code	28.55	599.50
TBU9MEP1		412-100-210 - Shared Travel an	Banff Springs Hotel-Tina	1,674.89	
		312-000-260 - GST Paid Refund	GST Tax Code	83.75	1,758.64
DEC522ANNUA		212-400-221 - Bank Fees	Annual Fee	65.00	65.00
			Payment Total:		4,342.57
3312	2022-12-31	Epcor			
DEC12022-9084		412-300-540 - Shared Utilities	Utilities	745.06	
		312-000-260 - GST Paid Refund	GST Tax Code	39.75	784.81
3313	2022-12-31	UFA Co-Operative Ltd			
114366643		412-100-266 - Shared PW Fleet	PW Fleet	136.73	
		312-000-260 - GST Paid Refund	GST Tax Code	6.84	143.57
3319	2022-12-31	Alberta Municipal Services Cor			
PP24-22		412-000-265 - Pension Plan Pay	Pension Contribution-	1,389.82	1,389.82
3321	2022-12-31	Meridian			
DEB2022		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45

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3322	2022-12-31	Receiver General/OTH			
CP11-22	312-000-262 - CRA Remunerati	Tax	249.86		
	312-000-262 - CRA Remunerati	CPP	169.10		418.96
3323	2022-12-31	Receiver General/OTH			
PP24-22	412-000-263 - Income Tax Sour	Tax	2,712.86		
	412-000-261 - CPP Source Dedi	CPP	1,407.78		
	412-000-262 - EI Source Deduct	EI	398.02		4,518.66
3324	2022-12-31	Waste Management of Canada			
1150460-0613-2	243-000-270 - Recycling Progra	Recycling	1,710.08		
	312-000-260 - GST Paid Refund	GST Tax Code	85.50		1,795.58
3325	2022-12-31	Alberta Municipal Services Cor			
PP25-22	412-000-265 - Pension Plan Pay	Pension Contribution	1,389.82		1,389.82
3326	2022-12-31	Receiver General/OTH			
PP25-22	412-000-263 - Income Tax Sour	Tax	2,740.82		
	412-000-261 - CPP Source Dedi	CPP	1,197.34		
	412-000-262 - EI Source Deduct	EI	402.61		4,340.77
3329	2022-12-31	Bell Mobility			
DEC132022-366	212-400-217 - Data Plan	Reception Cell	43.95		
	212-400-217 - Data Plan	Public Works Cell	58.95		
	212-400-217 - Data Plan	late fee	3.24		
	312-000-260 - GST Paid Refund	GST Tax Code	5.15		111.29
3330	2022-12-31	Worker's Compensation Board			
26012626	412-100-211 - Shared WCB	Shared WCB	691.65		691.65
3331	2022-12-20	Summer Village of Birchcliff			
HOLDBACK22	312-300-251 - Birchcliff	Holdback Deposit of Buildin	1,262.22		1,262.22
3332	2022-12-20	Summer Village of Half Moon Bay			
HOLDBACK22	312-100-251 - Half Moon Bay	Holdback Deposit of Buildin	1,262.22		1,262.22
3333	2022-12-20	Summer Village of Jarvis Bay			
HOLDBACK22	312-200-251 - Jarvis Bay	Holdback Deposit of Buildin	1,262.22		1,262.22
3334	2022-12-20	Summer Village Sunbreaker Cove			
HOLDBACK22	312-400-251 - Sunbreaker Cove	Holdback Deposit of Buildin	1,262.22		1,262.22
3335	2022-12-21	ATB Mastercard			
242311	412-200-510 - Shared Office Sup	Everything H2O-Water for C	13.00		13.00
007935	412-200-215 - Shared Postage/f	Shoppers Drug Mart-Regist	238.04		
	312-000-260 - GST Paid Refund	GST Tax Code	11.88		249.92
273671	224-000-201 - Safety Equipment	Sportchek-Credit on Safety	-17.85		-17.85
505202030003	224-000-201 - Safety Equipment	Banana Republic-Developm	17.85		
	261-000-110 - Development Ser	Banana Republic-Developm	209.15		
	312-000-260 - GST Paid Refund	GST Tax Code	11.35		238.35
5390214259	212-400-220 - Election Expense	Eventbrite-Emerging Trends	185.00		
	312-000-260 - GST Paid Refund	GST Tax Code	9.25		194.25
AMCADEC1322	412-100-210 - Shared Travel an	AMCA- Annual Conference	550.00		550.00
46105135	312-400-250 - Due from Sunbre	AB Land Titles	40.00		40.00
019381	412-200-215 - Shared Postage/f	Shoppers Drug Mart-Reg. L	10.82		
	312-000-260 - GST Paid Refund	GST Tax Code	0.54		11.36
019400	412-300-250 - Shared Facility Irr	Shoppers Drug Mart-Bathro	21.50		21.50

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Payment #	Date	Vendor Name			
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014050		412-300-510 - Shared Other Cor	Staff Christmas Gift	179.31	179.31
0152222		412-300-510 - Shared Other Cor	Sun of a Beach-Staff X-Mas	303.96	303.96
014136		412-300-510 - Shared Other Cor	Dollarama-Gift Bags	9.19	9.19
ERRORDEC15		112-000-570 - Other Revenue	Used Wrong MC in ERROR	33.75	33.75
7312207		261-000-110 - Development Ser	Bylaw Officer Parka	69.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.45	72.45
8735NOE		261-000-110 - Development Ser	Amazon-Bylaw Officer Shirt	105.20	
		312-000-260 - GST Paid Refund	GST Tax Code	5.26	110.46
113587		261-000-110 - Development Ser	Showdown-Embroidery for S	161.50	
		312-000-260 - GST Paid Refund	GST Tax Code	8.08	169.58
021486		412-200-510 - Shared Office Su	Shopper's Drug Mart-Scrub	15.13	
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.88
			Payment Total:		2,195.11
3335	2022-12-31	Receiver General/OTH			
CP12-22		312-000-262 - CRA Remunerati	CPP Dec Remuneration	30.42	30.42
3336	2022-12-31	Receiver General/OTH			
PP26-22		412-000-263 - Income Tax Sour	Tax	2,977.71	
		412-000-261 - CPP Source Dedi	CPP	1,084.14	
		412-000-262 - EI Source Deduct	EI	386.11	4,447.96
3337	2022-12-31	Kara Hubbard			
DECEXP2022		261-000-110 - Development Ser	Safety Jacket-Development	128.10	128.10
3338	2022-12-31	Tanner Evans			
DECEXPENSE2		412-100-266 - Shared PW Fleet	SL Registries	168.08	
		412-200-510 - Shared Office Su	Bylaw Officer Phone	1,638.90	
		412-300-217 - Shared Phone Fa	Bylaw Officer Phone Apple i	249.00	
		412-200-510 - Shared Office Su	Phone Case-Bylaw officer	35.99	
		412-200-510 - Shared Office Su	Phone Case-Reception	21.67	2,113.64
3340	2023-01-12	Epcor			
DEC282022-86E	Accrual	232-000-545 - Utilities	Utilities	71.44	
		312-000-260 - GST Paid Refund	GST Tax Code	3.57	75.01
3341	2023-01-12	Waste Management of Canada			
1151937-0613-8	Accrual	243-000-270 - Recycling Progra	Recycling	1,583.18	
		312-000-260 - GST Paid Refund	GST Tax Code	79.18	1,662.36
3342	2023-01-12	Tanner Evans			
NOV2022EXP	Accrual	412-200-510 - Shared Office Su	Item for Office-Missed Rece	283.14	283.14
3344	2023-01-12	Bell Mobility			
DEC2120220510	Accrual	212-400-217 - Data Plan	Mayor's Data	10.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	10.00	
		212-400-217 - Data Plan	Councillor's Data	10.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.50
3345	2023-01-12	Direct Energy			
DEC292022-97E	Accrual	412-300-540 - Shared Utilities	Shared Utilities	1,139.13	
		312-000-260 - GST Paid Refund	GST Tax Code	56.95	1,196.08
3346	2023-01-12	Town of Sylvan Lake			
DEC312022-00C	Accrual	412-300-540 - Shared Utilities	Sept Water/Sewer 2 Ericksc	74.34	74.34
3347	2023-01-09	ATB Mastercard			
5517842	Accrual	261-000-110 - Development Ser	Tactical Uniform	60.77	

Date Printed
2023-01-13 9:21 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00136 to 2023-00014

Page 9

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		261-000-110 - Development Ser	Tactical Uniform	278.57	339.34
7312207-A		261-000-110 - Development Ser	Parka-Bylaw	411.57	
		312-000-260 - GST Paid Refund	GST Tax Code	20.58	432.15
1CQ0T74	Accrual	261-000-110 - Development Ser	Refund for Jacket Returned	-105.00	
		312-000-260 - GST Paid Refund	GST Tax Code	-5.25	-110.25
INV181908854	Accrual	412-300-240 - Shared Computer	Zoom Communication	20.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.05	22.03
			Payment Total:		683.27
3351	2023-01-12	Epcor			
JAN32023-9084		412-300-540 - Shared Utilities	Utilities- Nov 23 to Dec 22nd	923.44	
		312-000-260 - GST Paid Refund	GST Tax Code	48.67	972.11
3352	2023-01-11	ATB Mastercard			
AMCA010423		412-100-130 - Shared Training	Alberta Municipal Clerks As	160.00	160.00
02661		412-100-130 - Shared Training	LGAA Membership Renewa	236.25	236.25
2933000		112-000-570 - Other Revenue	Amazon-Charges Made on	5.25	
		112-000-570 - Other Revenue	Amazon-Charges Made on	44.54	
		112-000-570 - Other Revenue	Amazon-Charges Made on	34.31	84.10
MICROJAN23		412-300-240 - Shared Computer	Monthly Microsoft Charge	48.30	
		412-300-240 - Shared Computer	Monthly Microsoft Charge	2.73	51.03
VPRLCFW68K		412-200-510 - Shared Office Sup	Vista Print-Business Cards	60.79	
		312-000-260 - GST Paid Refund	GST Tax Code	3.04	63.83
1010540798		412-200-510 - Shared Office Sup	Best Buy-Lap Top-Bylaw Of	220.79	
		312-000-260 - GST Paid Refund	GST Tax Code	11.04	231.83
005641		412-200-510 - Shared Office Sup	Everything H2O-Water for C	19.50	19.50
JAN23ANNUALI		212-400-221 - Bank Fees	Annual Fee	35.00	35.00
			Payment Total:		881.54
3353	2023-01-13	Alberta Municipal Services Cor			
PP1-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,470.50	1,470.50
3354	2023-01-13	Longstaff, Zac			
JAN923EXPENSE		412-200-510 - Shared Office Sup	Binders	39.01	39.01
3355	2023-01-13	Longstaff, Zac			
JAN1023EXPENSE		412-200-500 - Shared Printing C	Driver's Abstract	28.00	28.00
3356	2023-01-13	Meridian			
JAN2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3357	2023-01-13	Receiver General/OTH			
PP1-23		412-000-263 - Income Tax Sour	Tax	2,845.25	
		412-000-261 - CPP Source Dedi	CPP	2,076.66	
		412-000-262 - EI Source Deduct	EI	724.18	5,646.09
3358	2023-01-13	Victor Insurance Managers Inc.			
4212657745		412-000-266 - Benefits	Shared Benefits	3,082.25	3,082.25
3360	2023-01-12	UFA Co-Operative Ltd			
114428340	Accrual	412-100-266 - Shared PW Fleet	PW Fleet	76.11	
		312-000-260 - GST Paid Refund	GST Tax Code	3.81	79.92
			Total Other:		266,274.40

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00136 to 2023-00014

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Total MAIN: 402,123.16



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, K.C.

POSITION: MAYOR

MONTH ENDING: October-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/7/22	Regular Council	3.0	Mayor	\$ 175.00
10/19/22	Other (Conference, etc.)Travel to ASVA Conference	1.5	Mayor	\$ 175.00
10/20/22	Other (Conference, etc.)ASVA Conference	8.0	Mayor +4 (4hour)	\$ 350.00
10/21/22	Other (Conference, etc.)ASVA Conference plus travel home	5.5	Mayor +4 (2hour)	\$ 268.75
10/24/22	Sylvan Lake Regional Wastewater Commission plus travel	4.0	Mayor	\$ 175.00
10/28/22	Regular Council	3.5	Mayor	\$ 175.00
10/27/22	Meeting Prep	4.0	Mayor Prep	\$ 250.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00

If event is other please type it in.

COPY

\$1,437.50

1568.75

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/7/22	Regular Council	12.00	\$0.61	\$ 7.32
10/19/22	Other (Conference, etc.)Travel to ASVA Conference	158.00	\$0.61	\$ 96.38
10/20/22	Other (Conference, etc.)ASVA Conference		\$0.61	\$ 0.00
10/21/22	Other (Conference, etc.)ASVA Conference plus travel home	158.00	\$0.61	\$ 96.38
10/24/22	Sylvan Lake Regional Wastewater Commission plus travel	100.00	\$0.61	\$ 61.00
10/28/22	Regular Council	12.00	\$0.61	\$ 7.32
10/27/22	Meeting Prep		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00

\$ 268.40

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
10/21/22	Renaissance Edmonton Airport	372.32	17.90	\$ 390.22
				\$ 0.00
				\$ 0.00

\$ 390.22

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 2,096.12 2227.37

R
RENAISSANCE*
 HOTELS

RENAISSANCE EDMONTON AIRPORT

GUEST FOLIO

806	GUREVITCH/CYRIL	179.00	10/21/22	10:58	54255	39429
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
CQ	**GOVT ID*8		10/19/22	23:16		
TYPE	XX		ARRIVE	TIME		
21	XX AB T9E0V4					
ROOM		VSXXXXXXXXXXXX6330			MBV#:	428643204
CLERK	ADDRESS	PAYMENT				
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE		
10/19	ROOM 806, 1	179.00				
10/19	GST 806, 1	8.95				
10/19	TRSM LEV 806, 1	7.16				
10/20	ROOM 806, 1	179.00				
10/20	GST 806, 1	8.95				
10/20	TRSM LEV 806, 1	7.16				
10/21	CCARD-VS					
	PAYMENT RECEIVED BY: VISA	XXXXXXXXXXXX6330			390.22	
					RECEIVED	.00

NOV 03 2022

See our "Privacy & Cookie Statement" on Marriott.com

~~390.22~~
 GST (17.90)
 372.22

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Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.

R
RENAISSANCE*
 HOTELS

RENAISSANCE EDMONTON AIRPORT
 4236-36 STREET
 ED INTRN. APT, AB T9E 0V4
 780-488-7159 FAX: 780-488-6372

Was that the best night's sleep you have ever had? Have a repeat performance at your place by visiting CollectRenaissance.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, K.C.

POSITION: MAYOR

MONTH ENDING: November-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/23/22	Other (Conference, etc.)Fortis Broadband Seminar	1.5	Mayor	\$ 175.00
11/24/22	Other (Conference, etc.) LGFF Allocation Program-AB Municipalities	1.5	Mayor	\$ 175.00
	Meeting Prep		Mayor Prep	\$ 250.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00

If event is other please type it in.

\$ 618.75 600.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/23/22	Other (Conference, etc.)Fortis Broadband Seminar		\$0.61	\$ 0.00
11/24/22	Other (Conference, etc.) LGFF Allocation Program-AB Municipalities		\$0.61	\$ 0.00
	Meeting Prep		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00

\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 618.75 600.00



Council Expense Claim Form

NAME: JEFF LUDWIGPOSITION: DEPUTY MAYORMONTH ENDING: October-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/7/22	Regular Council	3 HRS	Deputy Mayor	\$ 150.00
10/14/22	Joint Services Committee	4 HRS	Deputy Mayor	\$ 150.00
10/19/22	ASVA TRAVEL DAY	1.5 HRS	Deputy Mayor	\$ 150.00
10/20/22	ASVA CONFERENCE	ALL DAY	DM&C +4 (4hour)	\$ 300.00
10/21/22	ASVA CONFERENCE	6 HRS	DM&C +4 (2hour)	\$ 225.00
10/24/22	Sylvan Lake Regional Wastewater Commission	2 HRS	Deputy Mayor	\$ 150.00
10/28/22	Regular Council	3 HRS	Deputy Mayor	\$ 150.00
10/31/22	Meeting Prep		Councillor Prep	\$ 200.00
10/31/22	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 1,475.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/7/22	Regular Council	12.00	\$0.61	\$ 7.32
10/14/22	Joint Services Committee	12.00	\$0.61	\$ 7.32
10/19/22	ASVA TRAVEL DAY	133.00	\$0.61	\$ 81.13
10/20/22	ASVA CONFERENCE		\$0.61	\$ 0.00
10/21/22	ASVA CONFERENCE	133.00	\$0.61	\$ 81.13
10/24/22	Sylvan Lake Regional Wastewater Commission	80.00	\$0.61	\$ 48.80
10/28/22	Regular Council	12.00	\$0.61	\$ 7.32
10/31/22	Meeting Prep		\$0.61	\$ 0.00
10/31/22	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 233.02

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
10/19/22	MEAL	31.76	1.59	\$ 33.35
10/21/22	HOTEL	371.64	18.58	\$ 390.22
				\$ 0.00
				\$ 423.57

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 2,131.59



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, Q.C.

POSITION: MAYOR

MONTH ENDING: December-2022

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

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

Village Business

RECEIVED

DEC 12 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/2/22	Regular Council	3.0	Mayor	\$ 175.00
12/5/22	Sylvan Lake Regional Wastewater Commission	2.0	Mayor	\$ 175.00
12/4/22	Meeting Prep		Mayor Prep	\$ 250.00
12/14/22	Other (Conference, etc.)Central Alberta Mayors and Reeves	3.0	Mayor	\$ 175.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 775.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/2/22	Regular Council	12.00	\$0.61	\$ 7.32
12/5/22	Sylvan Lake Regional Wastewater Commission	80.00	\$0.61	\$ 48.80
12/4/22	Meeting Prep		\$0.61	\$ 0.00
12/14/22	Other (Conference, etc.)Central Alberta Mayors and Reeves	64.00	\$0.61	\$ 39.04
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 56.12

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 870.16



Council Expense Claim Form

NAME: Nav Rattan

POSITION: Councillor

MONTH ENDING: December-2022

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

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

Village Business

RECEIVED

DEC 1 2 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/1/22	Meeting Prep		Councillor	\$ 150.00
12/2/22	Regular Council		Councillor Prep	\$ 200.00
12/11/22	Other (Conference, etc.)	prep time news letter	Councillor	\$ 150.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 500.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/1/22	Meeting Prep		\$0.61	\$ 0.00
12/2/22	Regular Council		\$0.61	\$ 0.00
12/11/22	Other (Conference, etc.)		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 500.00

Summer Village of Norglenwold

January 20, 2023

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Administration is seeking competitive quotes for road condition assessment from engineering firms.
- Garbage and recycling contracts are now signed. Administration will start sending notices to residents notifying them of the changes for collection.

Options for Consideration:

That Council accepts this report as information.

Authorities:

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

Summer Village of Norglenwold

January 20, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 20 in Norglenwold, and 24 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 111 Grand Avenue	Lakeside Stairs
3. 87 Grand Avenue	Retaining Walls
4. 141 Grand Avenue	Demolition and Dwelling
5. 167 Grand Avenue	Detached Garage
6. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
7. 253 Honeymoon Drive	Dwelling
8. 141 Grand Avenue	Mech Excavation/Concrete Pad
9. 253 Honeymoon Drive	Lakeside Stairs
10. 257 Honeymoon Drive	Dwelling
11. 333 Honeymoon Drive	Demolition
12. 333 Honeymoon Drive	Dwelling & Garage w Guest House
13. 355 Last Chance Way	Garage with Guest House
14. 23 Grand Avenue	Detached Garage
15. 205 Grand Avenue	Dwelling & Escarpment Work
16. 53 Grand Avenue	Demolition
17. 133 Grand Avenue	Home Occupation
18. 4 Rustic Crescent	Dwelling
19. 59 Grand Avenue	Gravel Pad
20. 111 Grand Avenue	Demolition (NEW)

Permit Summary:

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Open Administrative Files:

359 Last Chance Way

32 Grand Avenue

153 Grand Avenue

87 Grand Avenue

99 Grand Avenue

53 Grand Avenue

205 Grand Avenue

145 Grand Avenue

139 Grand Avenue

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

January 20, 2023

Information

Agenda Item: *CAO Report*

Background:

- Administration has hired a new Bylaw Enforcement Officer, Zac Longstaff, who started working with us on January 5th. Zac has previous experience as a Bylaw Enforcement Officer for the Town of Innisfail and we are happy to welcome him to the team.
- Administration has made the following suggestions for the 2023 capital plan. Should Council agree, pricing can be obtained for a more detailed capital plan in February.
 - Open Space Master Plan
 - Honeymoon Drive turnaround paving
 - Landscaping of open space next to 99 Grand Ave
 - Road analysis, subject to pricing

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Summer Village of Norglenwold

January 20, 2023

Finance**Information Item****Agenda Item:** *Audit Plan***Background:**

Administration has received the attached Auditor's plan outlining the services and responsibilities of the auditors for the 2022 Audit.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

That Council accept as information.

Authorities:

Municipal Government Act, Section 276(1)

Each municipality must prepare annual financial statements of the municipality for the immediately proceeding year in accordance with

- a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook, and
- b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.



January 3, 2023

Sylvan Summer Villages
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Sent via e-mail: tevans@sylvansummervillages.ca

Attention: Summer Village Council Members

Dear Summer Village Council Members:

Re: 2022 AUDIT PLAN

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Summer Village financial statements.
- Audit of the Summer Village *Financial Information Return*.

b) Non-audit services

- We have not been engaged to provide any non-audit services.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Summer Village that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Summer Village and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Summer Village financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Summer Village in accordance with Canadian public-sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with Canadian public-sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Summer Village that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Summer Village business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the Summer Village operations, we anticipate utilizing an entirely *substantive* approach (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). In obtaining the required audit evidence to support our report, we do not plan to place reliance on any internal controls that may exist at the Summer Village. This approach will allow us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Revenue Recognition

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies and reviewing grant agreements to ensure revenue is being recognized appropriately.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner	Philip Dirks, CPA, CA
Manager	Stephen Webber, CPA
Junior	Andrej Aleksic (CPA student)

Timing of the Audit

We performed audit planning and interim audit work in December 2022.

The year-end audit fieldwork is scheduled to take place the week of February 6, 2023.

We anticipate presenting the audited financial statements to Councils at the March or April 2023 Council meetings.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

G. AUDIT FEES

We understand that the Summer Village demands value and we strive to provide the highest quality services while working with the Summer Village to control costs.

We previously (letter dated May 6, 2021) provided the five (5) Summer Villages with an estimate of our audit fees for the 2022 fiscal year in the amount of \$31,000. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Summer Villages financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

H. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Summer Village accounting staff to review these to determine the potential impact to the Summer Village.

Effective Fiscal Years Beginning on or After April 1, 2022

PS 3280 – Asset Retirement Obligations (new)

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

I. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Summer Village.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Summery Village accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Tanner Evans, Chief Administrative Officer

Summer Village of Norglenwold

January 20, 2023

Public Works

Request for Decision

Agenda Item: *Waste Management Bylaw*

Background:

As of December 2022, the Summer Village has signed a new services agreement with a service provider for waste and recycling collection and subsequent disposal for a five (5) year term. Bylaw #201-11 is not compliant as it does not include the carts or collection process and, at 12 years old, is outdated and needing revision.

Administration has amended the current bylaw to include the changes and is bringing a new updated bylaw forward for Council's review and consideration.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council give 1st, 2nd and 3rd reading to the Waste Management Bylaw #272-23.

Administrative Recommendations:

- 1) That Council give 1st reading to the Waste Management Bylaw #272-23.
- 2) That Council give 2nd reading to the Waste Management Bylaw #272-23.
- 3) That Council by unanimous consent give 3rd reading to the Waste Management Bylaw #272-23 at this meeting.
- 4) That Council give 3rd and final reading to the Waste Management Bylaw #272-23.

Authorities:

Municipal Government Act, Chapter M-26

A Municipal Council may pass Bylaws establishing and maintaining a waste management system throughout the municipality.

**SUMMER VILLAGE OF NORGLNWOLD
WASTE MANAGEMENT BYLAW
BY-LAW 272-23**

A By-law of the Summer Village of Norglenwold in the Province of Alberta to provide for the supply of waste management service in the Summer Village of Norglenwold.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Norglenwold may pass a bylaw for the establishment of public utilities, including a waste management system;

AND WHEREAS the Council of the Summer Village of Norglenwold deems it necessary and in the public interest to pass a bylaw for the establishment of waste collection services as a public utility, including fees and penalties;

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

This by-law may be referred to as the *Waste Management By-law*.

SECTION 1.0 – DEFINITIONS

- 1.1 “**CAO**” means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.2 “**Collection Cart**” means the wheeled receptacle cart system that has been allocated to accept municipal solid waste or recycling from an eligible premise;
- 1.3 “**Council**” means the elected municipal Council of Norglenwold;
- 1.4 “**Development Improvement**” means any designed buildings and other structures situated on any owned or leased property approved by the Summer Village;
- 1.5 “**Hazardous Waste**” means a material that presents an unusual disposal problem or requires special handling including but not limited to explosives, poisons, caustics, acids, drugs, radioactive materials, or materials that contain pathogenic agents that could be harmful to people, plants, animals, or the environment;
- 1.6 “**Municipal Solid Waste**” means any solid material that is discarded from a premise that is eligible for the Summer Village’s waste management services that is pursuant to this bylaw and that complies with the requirements set out in any applicable provincial and/or federal environment regulations or guidelines but excludes any hazardous waste or other materials that the CAO deems unacceptable;
- 1.7 “**Occupant**” means a person or group of persons in actual or constructive possession of any premises either as registered owner or in actual possession by agreement with the registered owner;
- 1.8 “**Organic Waste**” means any material that is discarded from sources including but not limited to food scraps, yard and garden waste, leaves and grass clippings, and tree byproducts;

- 1.9 “**Peace Officer**” means a person who is but is not limited to, a Royal Canadian Mounted Police Officer, Bylaw Enforcement Officer, or any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.10 “**Premise**” means any parcel of land with development improvements within the municipal corporate limits of the Summer Village of Norglenwold for which there is an occupant as defined in this Bylaw;
- 1.11 “**Provincial Offences Procedure Act**” means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended from time to time.
- 1.12 “**Recycling**” means any material that is accepted by the Service Provider for the purpose of reuse;
- 1.13 “**Service Provider**” means an agent or company authorized by the Summer Village to collect, remove, and dispose of municipal solid waste and/or recycling from an eligible premise;
- 1.14 “**Summer Village**” means the municipal corporation of the Summer Village of Norglenwold, the territory contained within the corporate limits, its administration, and staff;
- 1.15 “**Utility Bill**” means a bill which sets out the fees levied by the Summer Village on an annual, monthly, bi-monthly, or quarterly basis for utility services provided by the Summer Village;
- 1.16 “**Violation Ticket**” means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;
- 1.17 “**Waste Collection Service**” means the collection of municipal solid waste and recycling by an authorized agent or company as a public utility.

Section 2.0 – General

- 2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2 Nothing in this bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.
- 2.3 The Summer Village shall maintain a waste collection service for the collection, removal, and disposal of municipal solid waste and recyclables within its corporate limits at regularly scheduled intervals approved by the Summer Village.
- 2.4 Participation in the waste collection service is compulsory for all residential premises.
- 2.5 Days and times of waste collection service will be approved by the Summer Village and will be advertised on the Summer Village’s website and other methods.
- 2.6 The Summer Village shall administer and enforce the provisions of this Bylaw and for this purpose may:
 - a. delegate any of the Summer Village’s powers, duties, or functions under this Bylaw to an employee and/or Service Provider on behalf of the Summer Village;

- b. establish the location, particular date, and frequency of the waste collection service;
- c. designating which materials shall be accepted;
- d. managing and overseeing the contract between the Summer Village and Service Provider; and
- e. taking any recourse allowed under the Municipal Government Act to secure payment of any waste collection service utility bill.

Section 3.0 – Collection Carts & Responsibilities

- 3.1 One (1) solid waste cart and one (1) commingled recycling cart shall be provided to all residential premises and any other property that the CAO has approved to receive the waste collection service.
- 3.2 Each collection cart is supplied and assigned to each premise and not to the Occupant themselves.
- 3.3 The Service Provider shall supply and retain ownership of the collection carts at all times during the life of the services agreement that is established between the Summer Village and Service Provider.
- 3.4 Care, custody, and sanitary maintenance for the collection carts will rest with the Occupant of the premise.
- 3.5 The Service Provider will be responsible for the regular maintenance of the collection carts such as replacement of any wheels, as well as any damage which may be caused by the Service Provider carrying out the process of waste collection.
- 3.6 The Summer Village shall not be responsible for any damage or loss to the collection carts as a result of the use or storage or lack thereof.
- 3.7 The Service Provider must ensure that the equipment used for the waste collection service and the manner in which municipal solid waste and recycling are collected and disposed of complies with all applicable Provincial and Federal regulations.

Section 4.0 – Waste Collection & Disposal

- 4.1 All municipal solid waste and recycling shall be deposited in the respective collection cart designated by the Summer Village but limited to the capacity of the collection cart with the lid closed.
- 4.2 All Occupants shall move and position the collection cart in front of their premise to indicate the collection cart is ready to be collected by the Service Provider before 7:00 a.m. of the scheduled day of collection.
- 4.3 All Occupants shall at all times ensure that any accepted municipal solid waste and recycling materials are kept within the collection cart provided for that purpose and not allow any waste to spill over or accumulate on any public land or other private property. Furthermore, all accepted material must be placed in the collection cart so as to prevent their escape into the environment during the collection process.
- 4.4 The Occupant shall be responsible for the cleanup of waste spilled as a result of waste being stored improperly or if the capacity of the collection cart was exceeded for the collection process.

- 4.5 The Occupant shall remove their assigned collection cart from the collection location within a reasonable timeframe after the collection process is completed. No collection cart shall be left so as to encroach on any public roadway.
- 4.6 The collection cart will be collected on the roadway in front of the Occupant's premise in a way:
- a. that does not impede vehicle traffic;
 - b. a position that the front of the collection cart is facing out towards the street; and
 - c. where it has 1.0m clearance from any obstructions on all sides such that the Service Provider shall have direct access thereto and shall be able to conveniently collect the collection cart therefrom.

Section 5.0 – Restrictions on Waste Management

- 5.1 No person shall deposit any dead animal or parts, excrement, household waste, organic waste, liquid waste, or any other undesirable filth upon or onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses.
- 5.2 No person shall ignite any nor deposit any burning material into a collection cart.
- 5.3 Any municipal solid waste or recycling not in the collection cart shall not be picked up by the Service Provider.
- 5.4 No person shall place, permit to be placed, or mix any hazardous waste into the collection cart.
- 5.5 The Service Provider, at their discretion, shall have the right to refuse the waste collection of a premise, only if the circumstance contravenes any part or all of this Bylaw.
- 5.6 Large residential items such as appliances, furniture, beds, wood, or any other material that cannot fit into the collection cart will not be collected and shall be the responsibility of the Occupant to be taken to a local landfill for proper disposal.
- 5.7 The Service Provider will not collect from a collection cart that has not been supplied by the Service Provider.

Section 6.0 – Violations & Penalties

- 6.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.
- 6.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.

- 6.3

Service of such violation ticket shall be sufficient if it is personally served or mailed to the register owner of the premise.
- 6.4

Notwithstanding the foregoing, the minimum fine payable in respect of a contravention of this Bylaw for any offence is \$125.00.
- 6.5

A contravention of this Bylaw constitutes a separate offence in respect of each day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- 6.6

Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within six (6) months shall be double the minimum fine and specified penalty of the previous offence, up to a maximum of \$1,000.00.
- 6.7

Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

AND THAT this Bylaw shall repeal Bylaw No. 201-11 and shall take full force and come into effect from and after the date of 3rd Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 20th day of January 2023.

GIVEN second reading this 20th day of January 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 20th day of January 2023.

Cyril Gurevitch, Mayor

Tanner Evans, CAO

SCHEDULE “A”

PENALTIES

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
All	Non-compliance with bylaw in general	\$125 per occurrence
5.1	Depositing prohibited material onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses	Up to \$1,000 per occurrence
3 & 4	Improper storage of collection cart, except on collection day	\$125 per occurrence
5.2	Igniting or depositing a burning waste or recyclable material into the collection cart	Up to \$1,000 per occurrence
5.3	Depositing hazardous waste into the collection cart	Up to \$1,000 per occurrence

Summer Village of Norglenwold

January 20, 2023

Planning & Development

Request for Decision

Agenda Item: *Development Parking Tags*

Background:

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

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

Traffic Bylaw #207/12.



PARKING PERMIT TAG

DP #:

Property Address:

Expires:

Development Authority



PARKING PERMIT TAG

DP #:

Property Address:

Expires:

Development Authority



PARKING PERMIT TAG

DP #:

Property Address:

Expires:

Development Authority

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

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

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Summer Village of Norglenwold

January 20, 2023

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

Committee Reports:

Julie Maplethorpe, Summer Village of Norglenwold

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

Correspondence:

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

Upcoming Meetings:

Next Council Meeting – February 24, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 11, 2023 – 6:30PM

1. Welcome New Board Members

Two new Board Members were welcomed to The Town of Sylvan Lake Library Board named Amanda and Carol. This is the first term for both of them and the Board is excited to have new perspectives!

2. Treasurer's Report

The Treasurer's Report was approved as presented.

As a course of regular business, signing authority is updated as necessary when Board Members finish a term or are elected to new positions.

3. Director's Report

The Director's Report was approved as presented.

The Lion's Club presented a cheque for \$1,000 to the Library Director on December 5 for use to replenish the Little Free Pantry. If you are interested in donating, please stop by the library during open hours.

The Library Director, Andrea, will be moving on to a position with Parkland Regional Library, her last day at the Sylvan Lake Municipal Library will be January 13. The Board wishes her all the best in this new endeavour and are incredibly appreciative for the wonderful creativity she has put into the library!

Postings for the Library Director position went out at the end of December and the hiring committee is currently reviewing resumes as they come in. In the interim Jeri, currently the Assistant Library Director, will step into this role.

4. Programming Report

In conjunction with National November Writing Month, the library hosted local author Teresa Rilling to talk about her book "Just Breathe: Hope Beyond Hurt". Participants were able to hear about her process of writing the book as well as her journey through her childhood and how she overcame the obstacles that she faced. Teresa is a Councillor for the Town of Sylvan Lake, sits as a Board Member on The Town of Sylvan Lake Library Board and recently got elected as Board Chair for the Parkland Regional Library.

Many of the popular programs continued to the end of the year including Sensory Story Time, Art Attack, Mystery Book Club and Pub Trivia Night. A full listing of all of the exciting programs can be found on the website.

5. Board Elections

Board elections took place to fill two vacant positions. Amanda was elected as Treasurer and will take over from Briana and Alex was elected as Vice Chair.

6. Policy

The new Board Members were placed on sub-committees to update and review policies.

Meeting adjourned at 7:39pm.

Next Regular Meeting – February 8, 2023, at 6:30pm.



Parkland Update

Thursday, December 15, 2022

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

Congratulations to Deb Smith



The Queen Elizabeth II's Platinum Jubilee Medal commemorates the 70th anniversary of Her Majesty's accession to the throne as Queen. To celebrate this historic event, the Medal program recognizes outstanding service from Albertans who have dedicated themselves to family, community, and country. The Library Association of Alberta was invited to award Queen Elizabeth II's Platinum Jubilee Medal to deserving Albertans within the library community.

Deb Smith has been a passionate and vocal advocate for public library services for over 30 years. She was initially employed with a small rural library and realized the impact she could have on the political and advocacy side of the library once appointed to the Parkland Regional Library System board. Deb recently completed 11 years as the board chair, and even as she passes the torch, she continues to build relationships and partnerships to benefit libraries across Alberta.

We would like to extend sincere congratulations to Deb, it is very exciting to see her recognized for her commitment to improving library service in Alberta.

Novelist is Ending December 31

A reminder that our last day with Novelist will be December 31st. It was decided at the June PLC Meeting that Parkland will no longer subscribe to Novelist.

LIBRARY NEWS

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

Sundre Library News Article

The Sundre Library was recently the subject of [an article by Mountain View Today](#). The article talks about how busy the library has been since re-opening after Covid restrictions, and congratulates the staff on receiving the 2022 Minister's Award for Municipal and Public Library Excellence for their mental health activity kits.

Young Canada Works

The Canadian Council of Archives is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched.

All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students, and internships for graduates via the official YCW website. The application deadline for short-term student jobs and internships is January 20, 2023.

It is important to note that the government priorities for 2023-2024 include Indigenous organizations, youth, and cultural heritage.

*If you have already submitted your application and would like to make changes based on these government priorities, please contact YCW so that they can unlock your application promptly.

Marigold Library System Conference: It Starts With Us

It can be easy to become disenchanted with the number of challenges confronting our society today. From combatting rampant misinformation to offering a safe haven to the most vulnerable, this year's conference theme offers a reminder that change starts with us! Whether providing verifiable sources to fight fake news, winning a grant to increase library accessibility, or running a new program aimed at an underserved audience, libraries can be a force for change. Let's learn more together about how it starts with all of us.

The 2023 [Marigold Library System Conference](#) will be held in person on Wednesday, May 10, 2023.

The Planning Committee invites session proposals that may benefit, support, or inspire library staff and board members. The deadline for [proposals](#) is end-of-day Friday, January 20, 2023.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Communicating with Elected Officials About Your Library

January 12 12pm

The climate for libraries can be stressful. With polarizing politics and budget concerns, libraries must increasingly work and interact with their elected officials and the public. How do you communicate effectively in stressful times? How can you get the attention of your elected officials? And how can libraries better communicate all the positives they give to their community? [Register for this webinar](#) to find out. Registration fee \$49 USD.

Personality Differences in the Workplace

January 19 9am

Personality differences often lead to miscommunication and conflict, which affect both our personal efficiency and team health. Utilizing the ACHIEVE Work Styles Assessment, participants will learn to better understand personality styles that are different from their own. Greater awareness of personality differences leads to improved personal effectiveness and group productivity. In [this webinar](#), participants will learn strategies for communicating more effectively based on their own personality strengths and the personality-based preferences of others. Registration fee \$119 (early rate).



PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

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

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

With Regrets: Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent: Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

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

Guests: Donna Engel

Call to Order

Meeting called to order at 10:19 a.m. by Smith.

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

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 44/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

PRLS 45/2022

1.2. **Approval of Minutes**

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

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 46/2022

1.3. **Business arising from the minutes of the September 15, 2022 meeting**

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

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

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

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED
PRLS 47/2022

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. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

3.2. **Election of Executive Committee**

Smith reviewed. 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 PRLS 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	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2022

3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED
PRLS 49/2022

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora
 Deb Coombs – Town of Bowden
 Teresa Cunningham – Town of Penhold
 Barb Gilliat – Village of Alix
 Gord Lawlor -Town of Stettler
 Stephen Levy – Village of Sedgewick
 Joyce McCoy – Town of Didsbury
 Shawn Peach – Town of Castor
 Norma Penney – Village of Clive
 Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED
PRLS 50/2022

3.5. Board Signing Authorities

Sheppard reviewed. 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.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED
PRLS 51/2022

3.6. Dates for 2023 Meetings

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 52/2022

3.7. Board Meetings – Virtual or in-Person?

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

- Zoom – 14 votes
- In-person – 4 votes
- Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED
PRLS 53/2022

3.8. Draft Strategic Plan 2023-2025

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13th meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED
PRLS 54/2022

3.9. Policy Revisions

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13th meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED
PRLS 55/2022

3.10. Budget Approval Update

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

3.11.1. Director & Library Services Report

3.12.2. Finance & Operations Report

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

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED
PRLS 56/2022

3.12. **Parkland Community Update**

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED
PRLS 57/2022

4. **Adjournment**

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

Chair

Parkland Update

Thursday, December 1, 2022

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

2023 Annual Report Template Available

Parkland staff have adjusted the Annual Report Template for you to highlight your library's achievements. It is available [here](#) for library staff to access and edit to suit their library's needs.

Anime Streaming Opportunity for PRL Member Libraries

Do you have a pack of anime-obsessed tweens and teens at your library? Are you trying to figure out how to engage with the tween/teen/new adult demographic in your community? The anime streaming platform, [Crunchyroll](#) offers a **FREE** Library Outreach program which enables libraries to stream their massive anime collection for public performances AKA public library programming.

To sign up for this service, create a free account on Crunchyroll (no need to enter any credit card details), then email Crunchyroll at club@crunchyroll.com with the following information:

- The name of your library (please use your specific library and not PRL, as Crunchyroll limits accounts to one per organization)
- Library Manager's name
- Name of the club/program
- Size of the group attending
- How often the group will meet

Crunchyroll will provide you with more information and premium access once your request has been approved! If you'd like to check out their collection before signing up, you can do so [here](#).

LIBRARY NEWS

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

Sedgewick Library Grand Opening



Congratulations to our friends at the Sedgewick Public Library on their new space and a successful grand opening event!

Registration for the 2023 Southern Library Conference is Open!



For the past few years, libraries have been incredibly nimble at adapting to ever-changing community needs. Constantly having to think on our feet made future planning difficult - to say the least! As we move forward, many of us are excited to get Back to Our Future! Join

Chinook Arch Regional Library System at the 14th annual Southern Alberta Library Conference on Friday March 3, 2023 at the Sandman Signature Lethbridge Lodge. [Early bird registration](#) rates are available until January 20th, 2023.

DEI & Libraries Group

Parkland Libraries have been invited to join an informal working group on the topic of DEI and libraries. They have a virtual meeting monthly to talk about a topic, share ideas, and hopefully come away with actionable thoughts on DEI-related actions and practices. People are also welcome to just join the mailing list to get minutes or any discussions that happen. If you are interested in joining please email Jackson Longworth jlongworth@chestermerepubliclibrary.com the next meeting is December 15th from 2-3 PM MT.

Documentary Heritage Communities Program

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

Young Canada Works

The Canadian Council of Archives (CCA) is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched. This program is funded by the Department of Canadian Heritage (PCH), supporting the Government of Canada's Youth Employment and Skills Strategy.

All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students (YCW in Heritage Organizations), and internships for graduates (YCW at Building Careers in Heritage) via the official YCW website. The application deadline for short-term student jobs (HO) and internships (BCH) is January 20, 2023.

It is important to note the government priorities for 2023-2024.

Indigenous organizations, youth, and cultural heritage, including applications:

- from Indigenous employers (eligible projects);

- for a project aimed at Indigenous participants (Indigenous or a non-Indigenous employers);
- for a project focusing on Indigenous cultural heritage (Indigenous or a non-Indigenous employers); and
- underserved communities and populations (i.e. Indigenous communities, ethno-cultural communities, youth that are facing barriers to employment, etc.).

*If you have already submitted your application and would like to make changes based on these government priorities, please contact us so that we can unlock your application promptly.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Disinformation and the Literacy

Landscape

December 14

[Register](#) for this Niche Academy webinar to learn about the collective battle against misinformation, disinformation, malinformation, and the related literacy concepts that can influence our interactions with information and help us intellectually thrive in a post-truth society.

Spark! Little Things that Attract Library Users and Increase Circulation

December 8

You're proud of your collection, programs, staff, and services, but the details of how your library looks and sounds might be what patrons remember. Can you look at your library workplace with fresh eyes and find ways to make it shine, even on a limited budget? Join presenter Pat Wagner from Library Works to learn how to create a memorable first impression, remove clutter, the importance of light and color, improve signage and so much more! Don't miss out and [register today](#).

Advocacy in a Polarized World

December 6

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

Registration	Fee:	\$79
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Build Connections with Community Engagement

Today's engaged library workers inspire their communities and each other in countless ways. Whether sharing successful ideas with colleagues, or creating community events, outreach activities, and partnerships, *you make a difference*. OCLC offers resources that can help. Build connections, grow relationships, and increase your impact today with [community engagement tips and tools](#) from OCLC!





PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

Organizational Meeting

Parkland's board has approximately eight new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Teresa Rilling!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Teresa Rilling - Town of Sylvan Lake (Committee Chair)

Joy-Anne Murphy - City of Camrose

Deb Coombs - Town of Bowden

Len Phillips - Town of Rocky Mtn. House

Jamie Coston - Town of Rimbey

Norma Penney - Village of Clive

Barb Gilliat - Village of Alix

Debra Smith - Village of Loughheed

Shannon Wilcox - Town of Carstairs

Janice Wing - Town of Innisfail

Budget 2023

The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell - Village of Elnora

Deb Coombs - Town of Bowden

Teresa Cunningham - Town of Penhold

Barb Gilliat - Village of Alix

Gord Lawlor - Town of Stettler

Stephen Levy - Village of Sedgewick

Joyce McCoy - Town of Didsbury

Shawn Peach - Town of Castor

Norma Penney - Village of Clive

Debra Smith - Village of Loughheed

Teresa Rilling - Town of Sylvan Lake (ex-officio)

Board Meeting Dates for 2023

Parkland will be holding board meetings virtually in November and February, with the May and September meetings held in person at headquarters. Board meeting dates are subject to change, but are set as follows:

- **February 23** - Annual Report, Year in Review
- **May 18** - 2022 Financial Statements presented
- **September 14** - Budget presentation for 2024
- **November 16** - Organizational Meeting

Strategic Plan Update

In addition to three focus group sessions held by Shari Hansen, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones.

The new strategic plan has been approved by the board and is effective from 2023-2025.

Board Meetings, Virtual or in-Person?

Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023. After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Systems Advocacy Committee

Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Marketing and Advocacy Report

In September, Parkland delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were seven prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Committee News from Trustees

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has

stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends' group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Board Members Present

Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young, (Guest) Donna Engel

With Regrets

Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent

Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Next Meeting: February 23, 2023 (Zoom)

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

**Sylvan Lake and Area Urgent Care Committee
December 20, 2022 Update**

As we reflect back to the start of our UCC in 2022, we have to celebrate that we have come a long way with many successes.

Sylvan Lake Lion's Golf Tournament

The golf tournament was handed over to the Sylvan Lake and District Lions Club. Our last 5 tournaments had the Lions Club as the main tournament sponsor and also Lions Club members were our source of volunteers, so it was a natural fit for the club to take over. The tournament was held July 8th, 2022 at Meadowlands with 82 golfers. The tournament raised \$12,000 which was donated to UCC, Sylvan Spray Park and Camp He Ho Ha. On Oct 3, 2022 we were presented with a cheque for \$4,000 from the Lion's Club. The next Lion's Club tournament is scheduled for July 7th, 2023.

Tim Hortons Smile Cookie Campaign

This was our 11th year as the "Charity of Choice" for the Sylvan Lake Tim Hortons. We are honored to be in this partnership as the monies raised are spent on healthcare initiatives that benefit all residents including area partners. In 2022 we spent a total of 59 hours in the drive thru that was manned by 120 volunteers and the RCMP and local Fire Department. We raised \$21,521.93 which has been earmarked for efforts and action steps required to attract new doctors to Sylvan Lake. This also placed us as the 3rd highest Tim Hortons site for cookie sales in the province!

Sylvan Lake Health Professional Attraction and Retention Committee (SLhPARC)

This is a new committee formed with community members and town council to work together to help support the goal of recruiting and retaining health professionals to Sylvan Lake. The healthcare professional shortage, especially doctors, has caused unscheduled closures at the AACS. The SLhPARC consists of up to 9 members including Onzy Tawadrous as chair, Klaas VanVeller as Treasurer, Susan Samson, Mayor Megan Hanson and Councillor Teresa Rilling as committee members. Funding for the actions of this committee come from the Urgent Care Committee. The problems with the healthcare system are right across the country and there are no clear solutions. The committee has gathered the best people and resources available to guide the committee in its possible action steps.

Advanced Ambulatory Care Service (AACS)

The AACS is having many challenges with the most concerning being the Doctor shortage that causes the AACS to close its doors to patients. These closures can be either a half day closure or a full day closure. They are unscheduled, unexpected and continue to occur. From Jan-Nov 2021 (11 months) 13,023 patients used the AACS. This is down from Pre-COVID use. When the 2022 statistics become available, we will share them with you. There also has been no requests for medical equipment purchases for AACS. The last piece of equipment purchased was the medical stretcher for \$6034.00 received in 2021. With the AACS opening in 2018 and being fully stocked with new equipment, the need for replacement or additional medical equipment is not being requested at this time. All monies raised for medical equipment are held in trust.

Additional Funding for Sylvan Lake Health Professional Attraction and Retention Committee

Sylvan Lake and Area Urgent Care Committee is the recipient of \$100,000.00 donated anonymously. The conditions of the donation are that it will be used for the attraction and retention of health professionals and it be matched so that there is a total of \$200,000.00 to work with. The matching money is made up of the 2022 Smile Cookie Campaign and other unallocated funds banked by the Urgent Care Committee. The anonymous donor was a senior who moved to Sylvan to be with family and utilized the AACCS often over a period of 5 years and his family appreciated the services provided. The family has decided that health professional recruitment is critical to providing seniors with non-life-threatening services and to attract and retain newcomers to the town.

Thank you to all residents and our area partners for your support and work with the Sylvan Lake and Area Urgent Care Committee. We wish you joy and good health as we enter 2023.

Sincerely,
Susan Samson
Chair
Urgent Care Committee
Sylvan Lake and Area

ASVA - LGFF Briefing Note (15dec22)

Summer Villages have changed.

Summer Villages are no longer just seasonal recreational communities operating for only a portion of the year, as they were many decades ago. The growth in permanent year-round dwellings has been phenomenal.

Today, Summer Villages are vibrant communities that have many residents living there year-round and with many more residents utilizing their lake home throughout the entire year. Summer Villages have become sustainable municipalities that are a well-respected, recognized level of government and stewards of our lakes.

Forty five percent of the Summer Villages are now similar in size to a regular Village. This change has driven the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, and recreational facilities.

To ensure their long term viability and meet the needs and demands of their residents, Summer Villages are dependent on the base funding allocation under MSI and the future LGFF to provide that capital infrastructure.

The ASVA records show that the last increase in grant funding for Summer Villages came in 1957 when a Summer Village successfully advocated for an increase to the Municipal Assistance Grant. That success meant the Summer Village portion of that grant increased from 25% of what other municipalities got to 50% of what other municipalities got.

The ASVA LGFF proposal recognizes that Summer Villages have changed and, on average, the Summer Village Base Amount would increase from what it is today to 75 percent of what all other municipalities get.

The ASVA proposal for LGFF allocation factors provides support to municipalities that have more Tangible Capital Assets (TCA) to upgrade and maintain, less fiscal capacity to self fund capital additions, and those with a high reliance on base funding. It also uses Total Private Dwellings instead of Population to identify growth pressures and core infrastructure needs.

The amount of historical MSI funding related to Education Tax Requisition is removed and allocated between TCA and a municipality's fiscal capacity. This recommendation also increases the Base amount of funding to better support villages and summer villages; approximately 137 of 340 municipalities in Alberta.

This proposal also includes unique and innovative method to allocate a portion of base funding between Summer Villages to better support the larger Summer Villages; those that are similar in size to a Village.

Knowing that change is difficult and getting buy-in from all municipalities for a new LGFF allocation formula will be even more difficult, the ASVA has proposed staying with familiar allocation factors and percent splits with some updates to the allocation factors that may better represent the drivers of infrastructure needs. The percentages proposed for the various factors do result in replicating the historical split in funding between the urban and rural municipalities.

Table 1 – ASVA Recommendations for weighting of LGFF allocations factors

ASVA Recommendation		
Allocation Factors	MSI Capital & BMTG	LGFF
Population	58%	-
Total Private Dwellings (note 1)	-	58%
Education Tax Requisition/Assessment	30%	-
Roads (KM of local roads)	12%	12%
Tangible Capital Assets (TCA)	-	15%
Own-Source Revenue to Assessment	-	15%
Base Amount - Standard	\$110K	\$125K
Base Amount - Summer Villages (note 2)	\$63K	\$94K

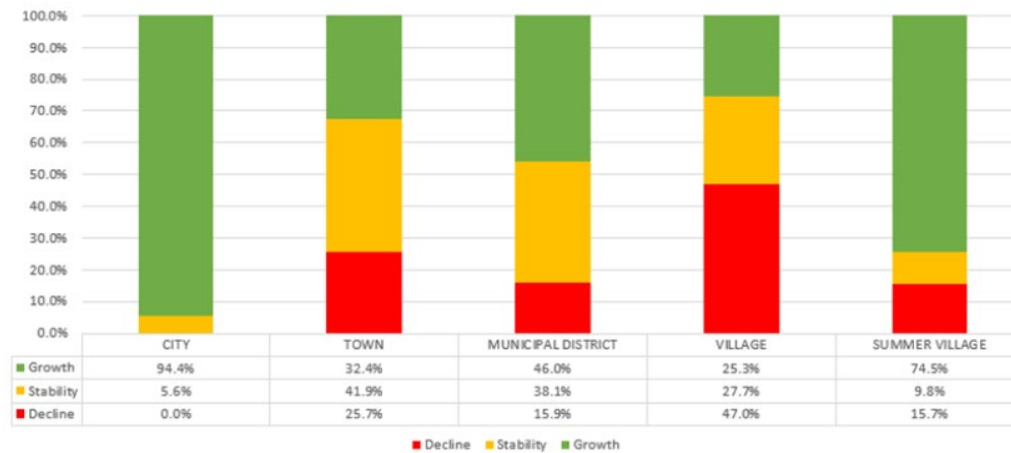
Note 1 – Total Private Dwellings is a Statistics Canada data point in their Census of Population.

Note 2 – The Base Amount for Summer Villages in the above table is 75 percent of the standard amount and represents the average amount per Summer Village. More specifically, all Summer Villages get a base amount of \$72K and then an additional \$150 per Private Dwelling.

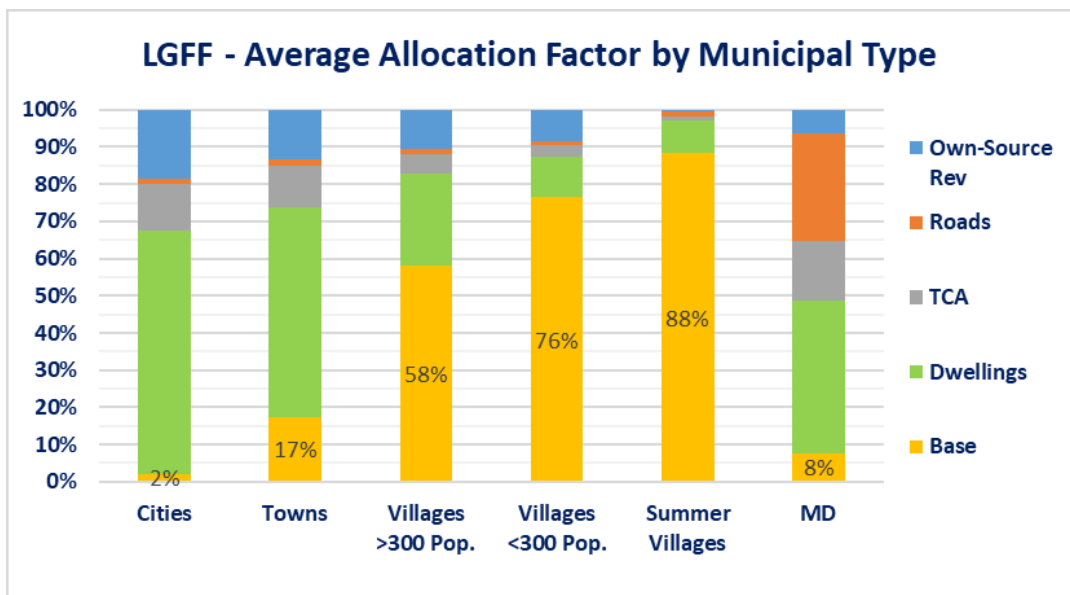
The following chart demonstrates how Summer Villages have changed and grown over the last decade. Summer Villages have experienced growth rates that are similar to Cities.

To review the full copy of the paper visit: <https://www.abmunis.ca/advocacy-resources/governance/future-municipal-government>

Percent of Municipalities Whose Populations Declined, Stayed Stable or Grew 2011-2021



Summer Villages (all 51) and small Villages (35 of 81) with less than 300 population are dependant on LGFF Base funding. Yet, Summer Villages only receive one half of the Base funding than what other municipalities receive.



From: Maryanne King <mking@npf-fpn.com>
Sent: Friday, January 13, 2023 9:21 AM
To:
Cc: Information <information@sylvansummervillages.ca>
Subject: The NPF's Recommendations for a Safer Alberta - Budget 2023

Good morning Mayor Gurevitch,

We hope you are well, and that the Summer Village of Half Moon Bay is looking ahead to a prosperous 2023.

We continue to push back against the government's unnecessary, expensive, proposed provincial police service transition that is both unpopular and unfounded.

I'm connecting to share the National Police Federation's 2023 provincial pre-budget submission that was sent to the Government of Alberta earlier this month with you. Instead of spending the proposed \$371 million for one-time transition costs, we have made specific investment recommendations of the same amount to the Government of Alberta. Our recommendations direct this funding into concrete steps that the government can take toward improving public safety across the province today and into the immediate future.

Some highlights of our submission's recommendations include:

- \$164M to increase Regular Member strength by 633 additional positions, plus 250 administrative support staff;
- \$38M invested in proactive initiatives to reduce rural crime across the province, with an additional \$100M invested into areas across the public safety continuum to support rural and remote community access to services; and,
- \$4M in grant funding to municipalities in support of the implementation of Police Advisory Committees.

A release on our recommendations is [available for your reference](#), and a copy of our submission can be [accessed on our website for your consideration](#).

As we move toward a pivotal time for Alberta, we are asking the Government to listen to Albertans and invest in the critical services and programs they care about most.

If you have any questions or comments, please don't hesitate to connect.

Kind regards,

Maryanne King
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The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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NPF Recommends Timely, Necessary Investments to Bolster RCMP in Alberta



NEWS PROVIDED BY
National Police Federation

Jan 12, 2023, 10:30 ET

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EDMONTON, AB, Jan. 12, 2023 /CNW/ - Earlier this week, the National Police Federation submitted its pre-Budget asks for 2023-2024 to the Government of Alberta, calling for strategic investments into policing to support Alberta's most impacted citizens and communities following a number of years of underfunding.

For too long, our Members have been called on to fill gaps left by diminishing social services. RCMP detachments have remained underfunded across the province, and our Members are consistently told to do more with less when they are already overworked, stressed, and not fully resourced.

"Modern policing requires pragmatic approaches to supporting and delivering effective public safety for communities and their residents – in particular, rural and remote areas that are served by the RCMP," said Brian Sauv , President of the National Police Federation. "Against the backdrop of a growing population and evolving criminal environment, we believe it's time to invest in both policing and public safety for the benefit of our communities and all its residents." Instead of redirecting taxes to an unpopular and costly proposed provincial police transition, the NPF recommends investing \$371 million over three years – money that the Government of Alberta indicated would need to be spent on one-time transition costs – as follows:

- **\$164M to increase Regular Member strength by 633 additional positions, plus 250 administrative support staff**
 - Chronic underfunding of the RCMP and hiring of police officers has not kept pace with population growth or expanding police mandates in the province. In fact, police hiring grew by about 5.7% between 2017 and 2021, while Alberta's population grew by about 7.3% over the same period.
- **\$45M to support modernized and sustainable equipment resources**

- Timely investments are required to address aging equipment, including body worn cameras, hard body armour, vehicle purchase, radios, aerial surveillance, and telecommunications.
- **\$20M to address effective and holistic responses to wellbeing and mental health related calls**
 - To bridge vulnerable Albertans' access to the full spectrum of social supports, \$15M should be invested in expanding Police and Crisis Teams, and an additional \$5M to expand the HealthIM pilot app in RCMP detachments across the province.
- **\$38M invested in proactive initiatives to reduce rural crime across the province**
 - Important funding towards the Gun and Gang Violence Action Fund, the Alberta Community Restorative Justice Program, the Call Back Unit, to Project Lock-Up, and ALERT, for example, would both stop and deter crime and address their root causes.
- **\$4M in grant funding to support the implementation of Police Advisory Committees**
 - This one-time grant would assist in offsetting costs of establishing the now-mandated community-based advisory committees.
- **\$100M invested with a focus on equitable access in rural and remote communities**
 - Addressing the root causes of crime also means investing into other areas of the public safety continuum such as housing, social services, and hospitals and treatment centres.
-

"It's no secret that affordability and prudence are top-of-mind for all Albertans and their families, and our cost-saving recommendations are respectful of that reality," said Kevin Halwa, Director, Prairie Region. "Policing is also no stranger to financial pressures, especially as communities' needs continue to evolve, and we believe these necessary investments will go farther to address immediate public safety concerns in our province than an unnecessary police transition would," he added.

A copy of our Pre-Budget Submission is available here: <https://npf-fpn.com/npf-alberta-pre-budget-2023-submission/>

About the National Police Federation:

The National Police Federation (NPF) was certified to represent ~20,000 RCMP Members serving across Canada and internationally in the summer of 2019. The NPF is the largest police labour relations organization in Canada; the second largest in North America and is the first independent national association to represent RCMP Members.

The NPF is focused on improving public safety in Canada by increasing resources, equipment, training, and other supports for our Members who have been under-funded for far too long. Better resourcing and supports for the RCMP will enhance community safety and livability in the communities we serve, large and small, across Canada.

For more information: <https://npf-fpn.com/> and KeepAlbertaRCMP.ca



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2023 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2023



NPF Contact:

Sarah Nolan | Director, Government Relations & Policy | snolan@npf-fpn.com

INTRODUCTION

The National Police Federation (NPF) is the sole certified bargaining agent representing ~20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada, including ~3,500 in Alberta. The NPF is the largest police labour relations organization in Canada and is the first independent national union representing RCMP Members. The NPF is focused on improving public safety in Canada by focusing on increasing resources, equipment, training, and other supports for our Members.

As the Government of Alberta (GoA) has acknowledged, Albertans are facing significant financial pressures. Inflation and the rising cost-of-living will have the per-dollar-value of the GoA's priorities closely scrutinized. The government should not be prioritizing an expensive police transition that will burden Albertans with additional taxes for no proven public safety increases. The government should be focusing its expenditures on initiatives that matter the most to Albertans across the province.

Research conducted by Pollara Strategic Insights in July 2022ⁱ found that Albertans overwhelmingly support the RCMP:

- 84% want to keep the RCMP with improvements, and only 9% support a proposed transition.
- Albertans indicated their top three priorities are affordability (58%), the economy (49%), and healthcare (48%).
- When considering public safety in rural communities, their top priorities were reducing response times (21%), increasing police resources (20%), and increasing resources to tackle petty crime (15%).

Albertans oppose replacing the RCMP with a provincial police service and are asking for increased RCMP resources to improve public safety.

The GoA's proposal for a police transition includes spending \$371M in one-time transition costs, increasing annual operating costs by \$164M, and an additional \$185M annually in costs to cover the federal contribution loss. These costs over a five to eight-year transition period amounts to over \$2 billion in combined spending. This spending does not prove how a new police service would improve public safety. The Alberta (AB) RCMP and the GoA should continue to work together to enhance and strengthen services to tackle public safety priorities.

Prior to 2017, the GoA invested very little into policing and the RCMP, leading to high crime rates, resourcing challenges, and frustrated communities. Since 2017, the GoA has slowly made strategic investments into policing to address the most vulnerable communities. However, after years of underfunding, additional funds must be invested to meet current and future policing needs in Alberta.

The NPF recommends spending a fraction of the above-mentioned costs over a three-year period to significantly and immediately improve the public safety continuum in Alberta.

NPF RECOMMENDATIONS

Invest \$371 over three-years to bolster and enhance essential services across the public safety continuum.

The NPF recommends that the GoA direct the allocated \$371M proposed for one-time transition costs for a new provincial police service to instead, over a three-year period, invest in priorities as set-out by Albertans and communities for immediate benefits and results. Investments should be made as follows:

1. \$164M to increase Regular Member strength by 633 additional positions

Due to chronic underfunding of the RCMP, hiring of police personnel has not kept pace with population growth or expanding police mandates. The Province has been investing in policing, but police personnel numbers has only increased by about 5.6% between 2017 and 2021, while at the same time, the population in Alberta grew by about 7.3%.ⁱⁱⁱ In 2019, the Province changed the Police Funding Model (PFM) so that communities who used the RCMP but hadn't paid for the service in the past would now be required to pay for a percentage of the costs. With the new PFM changes being implemented over four years, the GoA promised to hire an additional 275 Regular Members (RMs) in rural communities. However, this change isn't enough to tackle the cumulative human resource shortage resulting from years of underfunding to meet current and future policing needs. The government has estimated that the annual population growth rate will be about 1.5% steady until 2046, adding an additional 2.2 million residents.^{iv}

The NPF recommends investing \$164M into the hiring of 633 RMs, at a rate of about 211 RMs per year for three-years, including the hiring of 250 administrative support staff. The NPF has been working with the RCMP to improve and streamline the RCMP's recruiting process and the Experienced Police Officer (EPO) program to ensure the demand for recruits and training can be met. We are pleased to announce that we are awaiting the final signatures on changes to the EPO program that will see over 600 EPOs trained across Canada, including about 100 in Alberta.

2. \$45M to support modernized and sustainable equipment resources

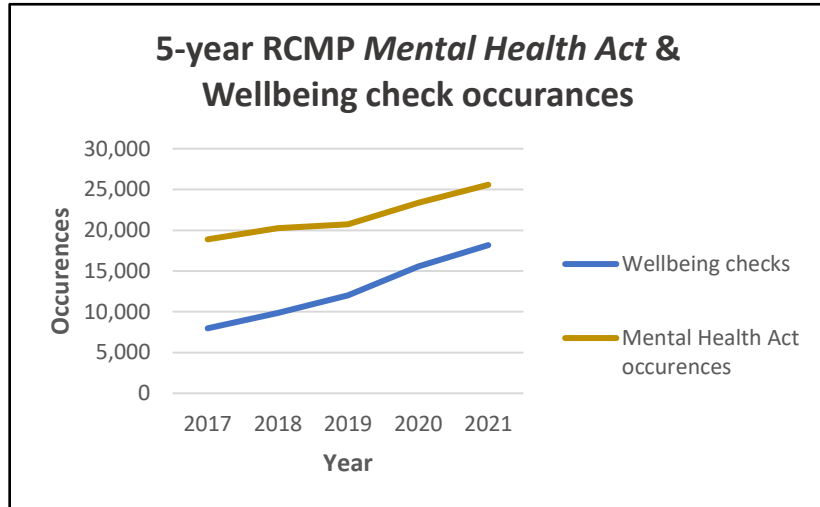
Alberta RCMP Members put their lives on the line every day to protect all Albertans. However, they currently rely on aging equipment to keep themselves safe. To address this aging equipment that becomes faulty through its extended lifespan, the RCMP has made significant investments in equipment modernization, with costs being spread out to contract partners over several years.

The NPF recommends that the GoA invest \$45M to its equipment plan that would include the purchase of replacement pistols; body worn cameras; tasers; hard body armour; vehicle purchase, repairs, and maintenance; radios; aerial surveillance and imaging equipment; and other telecommunications equipment.

3. \$20M to address effective and holistic responses to wellbeing and mental health related calls

Albertans have expressed ongoing concerns with the resources made available to vulnerable community members, including those struggling with mental illness and combatting addictions. We know that police services can and should not be the sole bridge between vulnerable Albertans and the complex resources they require. All public services must work together to ensure our most vulnerable have access to the full spectrum of supports and services they need.

Between 2017 and 2021,^v the number of wellbeing check occurrences that the Alberta RCMP responded to increased by 128%. During that same time, occurrences of calls responding to *Mental Health Act* related occurrences increased by 35%. The Province has made some progress in addressing the expanded scope of policing related to responding to calls where mental health must be considered.



The ongoing underfunding of critical services such as addictions and mental health treatment centres, housing programs, and other community supports for vulnerable Albertans will continue to exacerbate the problem. With nearly 80% of parents of youth aged fifteen and older reporting that their children's mental health is worse today than two years ago, and 70% of parents of youth between the ages of six and fourteen reporting the same, we can foresee that investment in social services will be crucial to the success of the next generation of Albertans.^{vi}

The NPF recommends that the GoA invest \$15M to expand Police and Crisis Response Teams (PACT) across RCMP detachments. The PACT program pairs police officers with a psychiatric nurse or mental health therapist to respond to mental health calls and wellbeing checks together. This joint response effectively addresses the needs of the individual and the community. The expansion of PACT across the province will bring cost savings and modest benefits. The demonstrated improvements resulting from this investment will be deferred hospitalizations, reduced inpatient referrals from jail, and avoiding costs associated with jail time and bookings.

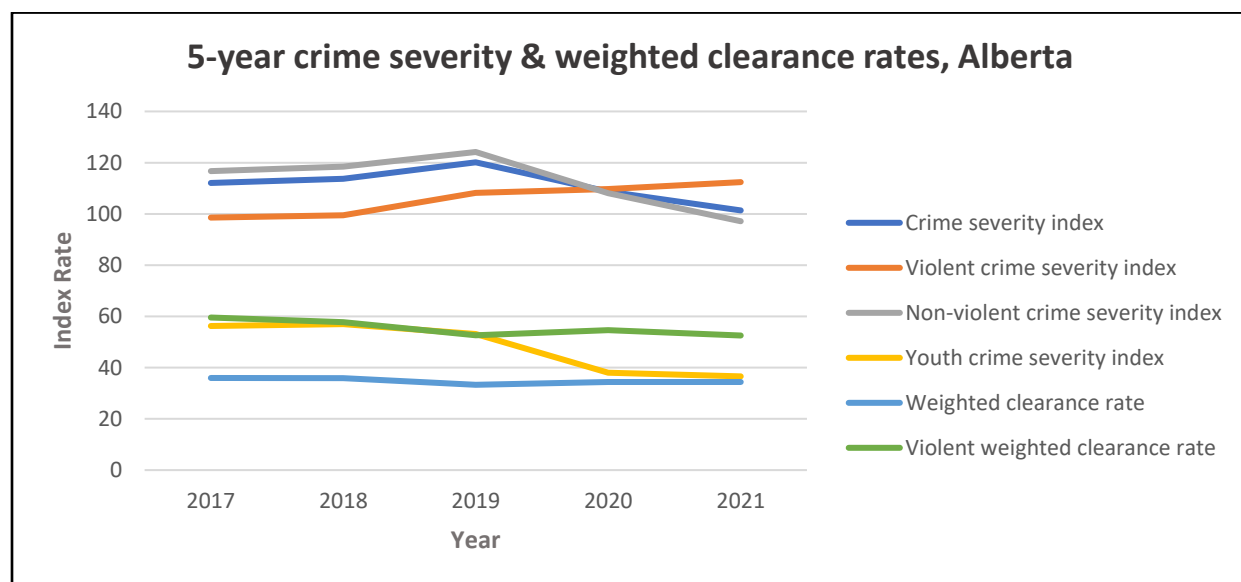
In addition, the GoA should invest \$5M to expand the HealthIM pilot to RCMP detachments across the province. The GoA invested in an initial pilot in 2021 of the HealthIM app. The HealthIM app is a digital risk-assessment tool which helps police screen, de-escalate, and track mental health-related calls. Given the app's proven track record, other provinces across Canada (Ontario, Manitoba, and Saskatchewan) have already adopted the tool. It has shown to contribute to significant reduction in involuntary arrests and police resources, as well as an increase in overall savings: all while ensuring

people in crisis get the appropriate help they need. As just one example, Manitoba recorded a 70 per cent reduction in involuntary arrests between February 2019 and February 2020.^{vii}

4. **\$38M invested in proactive initiatives to reduce rural crime across the province**

Our Members are committed to reducing crime in Alberta and have developed and implemented a Crime Reduction Strategy that has seen significant reductions in property crimes in 2021, including: break and enter (down 15%), vehicle theft (down 8%), theft over/under \$5,000 (down 10%) and possession of stolen goods (down 21%).^{viii}

Crime reduction success can be seen across Alberta when looking at Statistic Canada's crime severity index (CSI) and weighted clearance rates between 2017 and 2021.^{ix}



As the Government of Alberta has continued to invest in policing throughout successive budgets since 2017, the CSI has dropped 9.5%, primarily due to an almost 17% decrease in the non-violent CSI. Youth crime has also steadily decreased, with an accelerated decrease during the pandemic, though it is expected to increase slightly as we recover from the pandemic and continue to face economic uncertainties. Further improvements are demonstrated by the ability of officers to clear case files through a steady weighted clearance rate, and a significant decrease in the violent clearance rate of almost 12%. This demonstrates that Members are closing more violent crime cases.

However, even with a steady decline in CSIs, violent crime continues to rise across the province. Many rural communities are attributing this to prolific offenders who fall between the cracks of the justice system. The continual increased use of opioids, methamphetamines, other drugs, and firearms that continue to cross the provincial and international borders of Alberta every day, and the associated gang and crime syndicates associated with this illicit trafficking contribute further to these increases. Unfortunately, many rural and vulnerable communities fall prey to these violent crimes, and do not have sufficient resources to fight back.

The NPF recommends that the GoA invest \$38M to bolster the Crime Reduction Strategy, focus on rural and remote communities, and enhance access to services that stop and deter violent crime from taking place through:

- Investing \$10M to enhancing policing services and programs for communities with the highest CSI rates- Wetaskiwin, Cold Lake, Grande Prairie, Red Deer, and Leduc.
- Investing an additional \$5M to the Gun and Gang Violence Action Fund.
- Providing an additional \$2M to the Alberta Community Restorative Justice Program.
- Investing \$3M to expand the Call Back Units to more RCMP detachments across the province.
- Investing an additional \$3M to Project Lock-Up to enhance the response to repeat victims of property crime.
- Investing an addition \$15M to ALERT, specifically to combat opioids, methamphetamines, other drug and human trafficking, child pornography, and gang violence.

5. \$4M in grant funding to support the implementation of Police Advisory Committees.

The *Police Act* has been recently amended to include many of the NPF's previous recommendations. We are pleased that greater local governance on community policing priorities will be granted by making the optional Police Advisory Committees mandatory for communities served by the RCMP. To further ease the financial burden and financial hardships faced by municipalities, we recommended that the province provides \$4M toward a one-time grant program. Under this one-time grant, municipalities mandated to create a committee or smaller communities who wish to establish their own can apply to assist in offsetting start-up costs, while allowing additional time for those municipalities to plan for the full associated costs in future budgets.

6. \$100M should be invested into the public safety continuum with a focus on equitable access in rural and remote communities.

Over the past decade, RCMP officers are being asked to carry heavy burdens due to dwindling resources and increased demand. Albertans and our Members want more funding for the frontline services that help alleviate pressures on vulnerable Albertans and, by extension, the police. The GoA must do more to ensure that all communities have the front-line public safety and social services needed to help Albertans lead happy, healthy lives.

The remaining \$100M of the \$371M of one-time transition costs should be invested into other avenues of the public safety continuum that are of the highest priority for the reduction of crime across the province. These critical investment areas include:

- Housing
- Social services
- Hospitals and treatment centres
- Diversion programs, specifically in rural areas
- Indigenous communities
- Drug treatment courts

For too long, our Members have been called on to fill gaps between social services. At the same time RCMP detachments are underfunded across the province. Our Members are consistently told to “do more with less,” when they are already overworked, overstressed, and under-rested.

CONCLUSION

Albertans support their local RCMP and don’t want to see their government waste hundreds of millions of dollars on establishing a new provincial police service that will not improve policing in a tangible way or bring immediate improvements. During a time of significant pressures on our economy and all Albertans, increasing taxes to pay for a police transition is not the answer to increased public safety concerns.

There are better and more efficient ways to improve policing and the public safety continuum which will immediately address the real challenges identified by Albertans. The money earmarked for the proposed police transition should be invested as outlined above. These investments can be offset by public safety related revenues and cost saving measures, including:

- Revenues from the Police Funding Model, fines and surcharges related to public safety; and,
- Cost saving measures in relation to the implementation of PACT and investments into addressing prolific offenders, which will result in less police resources needed, booking, jail, court, and administrative costs.

In a time where affordability and prudence are top-of-mind for all Albertans and their families, it is important that Budget 2023 is strategic in effectively addressing the priorities identified by all communities in the province.

ⁱ August 2022. National Police Federation – Alberta W4. [Online] Available at: <https://npf-fpn.com/app/uploads/securepdfs/2022/08/NPF-Alberta-W4-July-2022-Final.Aug8-22.pdf>

ⁱⁱ April 2022. Police Personnel and Expenditures in Canada, 2021. [Online] Available at: <https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2022013-eng.htm>

ⁱⁱⁱ December 2020. Police Officers By Level of Policing, By Province and Territory, 2019. [Online] Available at: <https://www150.statcan.gc.ca/n1/pub/85-002-x/2020001/article/00015/tbl/tbl04-eng.htm>

^{iv} July 2022. Alberta Population Projections 2022-2046. [Online] Available at: <https://open.alberta.ca/dataset/45d8dc72-58d7-4b92-b3e6-589cf1869233/resource/c9785433-07f4-4431-be89-7e43696b909f/download/alberta-population-projections-infographic-2022-2046.pdf>

^v October 2022. RCMP Occurrence Report – 2021. [Online] Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurrence-incident/2021/index-eng.htm>

^{vi} June 2022. More Than 70% of Teens Report Worse Mental Health Compared to Before COVID: Survey. [Online] Available at: <https://globalnews.ca/news/8882754/alberta-teens-mental-health-covid-survey/>

^{vii} May 2021. Alberta Police Pilot App to Help Assess, De-escalate and Track Mental Health Crisis Calls. [Online] Available at: <https://www.cbc.ca/news/canada/calgary/alberta-police-app-mental-health-crisis-calls-1.6015660>

^{viii} December 2022. Alberta RCMP Data. [Online] Available at: <https://www.rcmp-grc.gc.ca/ab/criminal-statistics-statistiques-criminelles/alberta-eng.htm>

^{ix} August 2022. Crime Severity Index and Weighted Clearance Rates, Police Services in Alberta. [Online] Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510019001&pickMembers%5B0%5D=1.1&cubeTimeFrame.startYear=2017&cubeTimeFrame.endYear=2021&referencePeriods=20170101%2C20210101>