

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
JANUARY 26, 2024 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 15, 2023

D. DELEGATION

- 1) Stantec – Leanne Whiteley-Legace

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Council & Legislative

- a) Fire Services Agreement
- b) Annual Information Meeting Agenda
- c) SLIDPC Terms of Reference
- d) Bylaw Training

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

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

3) Correspondence

- a) Minister of Environment and Protected Areas
- b) Alberta Lake Management Society
- c) Association of Summer Villages of Alberta LGFF Base Funding

4) Upcoming Meetings

- a) Council Meeting – February 23, 2024

H. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held December 15, 2023, in the Summer Village Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Cyril S. Gurevitch, K.C.
	Deputy Mayor:	Jeff Ludwig
	Councillor:	Rod Miller
	CAO:	Tanner Evans
	Finance Manager:	Tina Leer
	Development Officer:	Kara Hubbard
	Public Works Manager:	Justin Caslor
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:15 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-23-153 MOVED by Councillor Miller that the agenda be adopted as amended:

F.2.D. Partisan Politics

CARRIED

MINUTES

NGC-23-154 MOVED by Deputy Mayor Ludwig that the minutes of the regular meeting of Council held on October 27, 2023, be approved as presented.

CARRIED

INFORMATION ITEMS

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

NGC-23-155 MOVED by Mayor Gurevitch that Council accept the information items as presented.

CARRIED

NGC-23-156 MOVED by Mayor Gurevitch that Council hold their Annual Information Meeting on June 15, 2024, from 10 a.m. until 12:00 p.m.

CARRIED

TABLED ITEMS

COUNCIL & LEGISLATION

Bylaw #278-23 Burning & Fire Pit Bylaw

NGC-23-157 MOVED by Deputy Mayor Ludwig that Council give first reading to the Burning & Fire Pit Bylaw #278-23.

CARRIED

NGC-23-158 MOVED by Councillor Miller that Council give second reading to the
Burning & Fire Pit Bylaw #278-23.
CARRIED

NGC-23-159 MOVED by Mayor Gurevitch that Council by unanimous consent give
third reading to the Burning & Fire Pit Bylaw #278-23 at this meeting.
CARRIED

NGC-23-160 MOVED by Deputy Mayor Ludwig that Council give third and final
reading to the Burning & Fire Pit Bylaw #278-23.
CARRIED

REQUESTS FOR DECISION

FINANCE

2024 Budget
Council discussed the 2024 Operating Budget.

Council Recess at 10:31 a.m.

Council reconvened at 10:34 a.m.

CLOSED SESSION

NGC-23-161 MOVED by Deputy Mayor Ludwig that Council move to a closed
session to discuss third party business as per FOIP Section 27, at
11:02 a.m.
CARRIED

Tina Leer left the meeting and Michael Wuetherick joined the meeting at 11:02 a.m.

NGC-23-162 MOVED by Deputy Mayor Ludwig that Council return to an open
meeting at 12:24 p.m.
CARRIED

Council Recess at 12:24 p.m.

Council reconvened at 12:26 p.m.

NGC-23-163 2024 Budget Continued
MOVED by Mayor Gurevitch that Council approve the 2024 Budget as
amended.
CARRIED

NGC-23-164 Auditor Engagement
MOVED by Deputy Mayor Ludwig that Council agree to the auditor
engagement from Metrix Group and direct the Mayor to sign the
engagement letter.
CARRIED

- NGC-23-165

Property Tax Penalty Relief Policy

MOVED by Councillor Miller that Council adopt the Property Tax Penalty Relief Policy as presented.

CARRIED
- NGC-23-166

Christmas Donation

MOVED by Mayor Gurevitch that Council give a \$500 donation to the Sylvan Lake Food Bank.

CARRIED
- NGC-23-167

Partisan Politics

MOVED by Mayor Gurevitch that Council table the discussion on Partisan Politics until their next meeting.

CARRIED

COUNCIL & LEGISLATION

- NGC-23-168

Annual Information Meeting

MOVED by Mayor Gurevitch that Council accept as information as the date for the Annual Information Meeting was already decided earlier in the meeting.

CARRIED
- NGC-23-169

Resident Request

MOVED by Deputy Mayor Ludwig that Council accept the resident request as information.

CARRIED
- NGC-23-170

Firepits on Sylvan Lake

MOVED by Deputy Mayor Ludwig that Council support the endeavors of Mayor Hanson from the Town of Sylvan Lake on her proposal for the use of firepits on the ice.

CARRIED

PLANNING & DEVELOPMENT

- NGC-23-171

Superior Safety Codes Contract Renewal

MOVED by Councillor Miller that Council renew their contract with Superior Safety Codes for another 3-year term.

CARRIED

COUNCIL REPORTS

- Mayor Gurevitch
- Strategic planning
 - Mayor’s prayer breakfast
 - Sylvan Lake Regional Water and Wastewater Commission
 - Open Space Master Plan Open House

- Deputy Mayor Ludwig
- AB Munis Town Hall
 - Open Space Master Plan Open House

- Councillor Miller
- Open Space Master Plan Open House
 - Emergency Management Training
 - Newsletter
 -

COMMITTEE REPORTS

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

CORRESPONDENCE

- Municipal Indicators
- Association of Summer Villages of Alberta
- Red Deer River Watershed Alliance

NGC-23-172 MOVED by Councillor Miller that Council accept the Council and Committee Reports as information.

CARRIED

NEXT MEETING

NGC-23-173 MOVED by Mayor Gurevitch that the next meeting of Council be held on January 26, 2024, at 9:00 a.m.

CARRIED

ADJOURNMENT

NGC-23-174 MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 12:48 p.m.

CARRIED

CYRIL S. GUREVITCH, K.C., MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold

January 26, 2024

Council & Legislation

Delegation

Agenda Item: *Delegation – Leanne Whiteley-Lagace - Stantec*

Background:

Leanne Whiteley-Lagace from Stantec is joining Council to provide an overview of the road analysis report for the Summer Village.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 3 Municipal Purposes

(c) to develop and maintain safe and viable communities.

Summer Village of Norglenwold

Administration and Finance

January 26, 2024

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 337,297.17

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

1. Empringham Disposal Corp \$ 3,263.40
 - a. Nov Weekly Collection of 210 Garbage
 - b. Nov Bi-Weekly Collection of 210 Recycling
2. Pidherney's \$ 17,269.19
 - a. 2023 Sewer Force Main Flush
 - b. 2023 Culvert Cleaning Program
3. Red Deer Catholic Regional \$ 6,889.03
 - a. 4th Quarter Tax Requisition
4. Sylvan Lake Regional Water/Wastewater \$ 5,391.42
 - a. Nov 2023 WW Services
5. Al's Bobcat & Trucking \$ 5,331.38
 - a. Accrued Dec 18 – 31st Sanding
 - b. Accrued Dec 15 Office Snow Removal
6. City of Lacombe \$ 3,000.00
 - a. Accrued 2023 CPO Monitoring Fee
7. Empringham Disposal Corp \$ 3,315.90
 - a. Accrued Dec Weekly Collection of 210 Garbage
 - b. Accrued Dec Bi-Weekly Collection of 210 Recycling
 - c. Accrued Dec Office Bin
8. Municipal Planning Services \$ 8,486.63
 - a. Accrued Project: Open Space Plan
9. Sylvan Lake Regional Water/Wastewater \$ 4,634.95
 - a. Accrued 2023 Governance & Administration Costs
10. Wallace Vac and Septic Service \$ 3,186.75
 - a. Accrued Clean Up After Car Fire
11. Stantec Consulting Ltd \$ 28,801.45
 - a. Accrued Project: 2023 Road Analysis
12. Sylvan Lake Regional Water/Wastewater \$ 5,391.42
 - a. Accrued Dec 2023 WW Services
13. Munisoft \$ 12,856.20
 - a. 2024 EMA Billing

b. 2024 Annual Software Maintenance Billing	
14. Alberta School Foundation Fund	\$ 155,126.99
a. First Quarter of 2024	

Council Expense Claims Report:**December Expenses**

▪ Cyril S. Gurevitch	\$ 713.11
▪ Jeff Ludwig	\$ 1079.56
▪ Rod Miller	\$ 2050.92

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
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2105	2023-12-18	Al's Bobcat & Trucking			
19774		232-000-255 - Plowing Program	Nov 22,23 & 27th Sanding	1,365.00	
		312-000-260 - GST Paid Refund	GST Tax Code	68.25	1,433.25
2106	2023-12-18	Empringham Disposal Corp			
56658		243-000-200 - Contracted Garba	Nov 210 Weekly Garbage C	2,289.00	
		243-000-270 - Recycling Progra	Nov 210 Bi Weekly Recyclir	819.00	
		312-000-260 - GST Paid Refund	GST Tax Code	155.40	3,263.40
2107	2023-12-18	Federation of Canadian			
INV-38711-Y8W		312-000-410 - Prepaid Expense:	2024-2025 Membership Rei	206.89	
		312-000-260 - GST Paid Refund	GST Tax Code	10.34	217.23
2108	2023-12-18	MuniSoft			
2023/24-04868		412-100-130 - Shared Training	Webinar-Payroll Year End-T	109.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.45	114.45
2023/24-04893		412-300-242 - Shared IT Equipn	Munisoft Workstation Setup	149.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.45	156.45
2023/24-04903		412-100-130 - Shared Training	Webinar-Year End -Tina	109.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.45	114.45
2023/24-05068		412-100-130 - Shared Training	No Show-Justin Training	30.00	30.00
			Payment Total:		415.35
2109	2023-12-18	Pidherney's			
144256		242-000-255 - Maintenance Proq	2023 Sewer Force Main Flu	13,784.50	
		312-000-260 - GST Paid Refund	GST Tax Code	689.23	14,473.73
144495		232-000-530 - Ditch & Culvert Pi	2023 Culvert Cleaning Prog	2,662.34	
		312-000-260 - GST Paid Refund	GST Tax Code	133.12	2,795.46
			Payment Total:		17,269.19
2110	2023-12-18	Red Deer Catholic Regional			
2023-4		201-100-130 - ASFF Residential	4th Quarter Tax Requisition	6,889.03	6,889.03
2111	2023-12-18	Canoe Procurement Group of			
AB194043		412-200-510 - Shared Office Suj	Office Supplies	21.19	
		312-000-260 - GST Paid Refund	GST Tax Code	1.06	22.25
2112	2023-12-18	Roadata Services			
00082706		232-000-250 - Road Maintenanc	Road Permits	16.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.80
2113	2023-12-18	Rugged West Maintenance Inc.			
1372		232-000-200 - Green Space Pro	Bollard Install	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
2114	2023-12-18	Sylvan Lake Community Food Bank			
2023DONATION		212-402-220 - Donations to Othe	2023 Donation-NGC-23-16€	500.00	500.00
2115	2023-12-18	Sylvan Lake Regional			
1912		242-000-260 - Usage Fees	Nov 2023 WW Services	5,391.42	5,391.42
2116	2023-12-18	Xerox Financial Services Canada ULC			
5091980		412-200-215 - Shared Postage/F	Printer Lease Payment	182.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.10	191.10
2117	2024-01-11	Al's Bobcat & Trucking			
19844	Accrual	232-000-255 - Plowing Program	Dec 1 - 15th Sanding	2,865.00	

Date Printed
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 2

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			312-000-260 - GST Paid Refund	GST Tax Code	143.25	3,008.25
19852	Accrual	232-000-255 - Plowing Program	Dec 18 - 31st Sanding		1,995.00	
		312-000-260 - GST Paid Refund	GST Tax Code		99.75	2,094.75
19845	Accrual	412-300-255 - Shared Facility M	Dec 15 Office Snow Remov		217.50	
		312-000-260 - GST Paid Refund	GST Tax Code		10.88	228.38
				Payment Total:		5,331.38
2118		2024-01-11 City of Lacombe				
33258	Accrual	226-000-200 - Enforcement	2023 CPO Monitoring Fees		1,418.24	
		312-300-250 - Due from Birchclil	2023 CPO Monitoring Fees		1,173.17	
		312-100-250 - Due from Half Mo	2023 CPO Monitoring Fees		265.79	
		312-200-250 - Due from Jarvis E	2023 CPO Monitoring Fees		1,127.78	
		312-400-250 - Due from Sunbre:	2023 CPO Monitoring Fees		890.02	4,875.00
33561	Accrual	226-000-200 - Enforcement	Adjustment for Inv#33258		-545.48	
		312-300-250 - Due from Birchclil	Adjustment for Inv#33258		-451.22	
		312-100-250 - Due from Half Mo	Adjustment for Inv#33258		-102.23	
		312-200-250 - Due from Jarvis E	Adjustment for Inv#33258		-433.76	
		312-400-250 - Due from Sunbre:	Adjustment for Inv#33258		-342.31	-1,875.00
				Payment Total:		3,000.00
2119		2024-01-11 Empringham Disposal Corp				
57206	Accrual	243-000-200 - Contracted Garba	Accrued Dec 210 Weekly G		2,289.00	
		243-000-270 - Recycling Progra	Accrued Dec 210 Weekly R		819.00	
		312-000-260 - GST Paid Refund	GST Tax Code		155.40	3,263.40
57340	Accrual	412-300-255 - Shared Facility M	Accrued Dec Office Bin		50.00	
		312-000-260 - GST Paid Refund	GST Tax Code		2.50	52.50
				Payment Total:		3,315.90
2120		2024-01-11 Independent Control Services Ltd				
45599	Accrual	412-300-255 - Shared Facility M	Accrued-2023 Fall Inspectio		395.00	
		312-000-260 - GST Paid Refund	GST Tax Code		19.75	414.75
2121		2024-01-11 Longhurst Consulting				
7486	Accrual	412-300-242 - Shared IT Equipn	Accrued- Dec IT Support		775.00	
		312-000-260 - GST Paid Refund	GST Tax Code		38.75	813.75
194979	Accrual	412-300-242 - Shared IT Equipn	Accrued-One Time Fee Sta		1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code		50.00	1,050.00
195060	Accrual	412-300-242 - Shared IT Equipn	Accrued-Upgrade Teri's Cor		69.99	
		312-000-260 - GST Paid Refund	GST Tax Code		3.50	73.49
				Payment Total:		1,937.24
2122		2024-01-11 Municipal Planning Services				
1546	Accrual	297-210-840 - Project Env RSV-	Project: Open Space Plan		8,082.50	
		312-000-260 - GST Paid Refund	GST Tax Code		404.13	8,486.63
2123		2024-01-11 Rugged West Maintenance Inc.				
1376	Accrual	232-000-200 - Green Space Pro	Accrued Aug Bollard Remov		240.00	
		312-000-260 - GST Paid Refund	GST Tax Code		12.00	252.00
2124		2024-01-11 Sylvan Lake Regional				
1930	Accrual	242-000-250 - SLR WasteWater	Accrued 2023 Governance		4,634.95	4,634.95
2125		2024-01-11 Town of Sylvan Lake				
IVC124987	Accrual	223-000-200 - Contract Fire Ser	Stolen Car on Fire-Inc#23-5		1,985.00	1,985.00
2126		2024-01-11 Wallace Vac and Septic Service				
47086	Accrual	223-000-200 - Contract Fire Ser	Clean Up After Car Fire		3,035.00	
		312-000-260 - GST Paid Refund	GST Tax Code		151.75	3,186.75

Date Printed
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 3

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2127	2024-01-11	Xerox Financial Services Canada ULC			
5115086	Accrual	412-200-215 - Shared Postage/f	Accrued Dec Printer Lease	182.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.10	191.10
5115086A-Jan		412-200-215 - Shared Postage/f	Jan 2024 Printer Lease	182.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.10	191.10
			Payment Total:		382.20
2128	2024-01-11	Raven Printing			
99007	Accrual	212-400-220 - Election Expense	Accrued Dec- Bus. Cards R	82.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.10	86.10
2129	2024-01-12	Stantec Consulting Ltd.			
1865529	Accrual	312-100-250 - Due from Half Mo	Accrued 2023 Road Analysi	1,495.48	
		297-206-840 - Project CCBF-Ro	Accrued 2023 Road Analysi	7,979.92	
		312-200-250 - Due from Jarvis E	Accrued 2023 Road Analysi	6,345.64	
		312-300-250 - Due from Birchclil	Accrued 2023 Road Analysi	6,601.57	
		312-400-250 - Due from Sunbre:	Accrued 2023 Road Analysi	5,007.34	
		312-000-260 - GST Paid Refund	GST Tax Code	1,371.50	28,801.45
2130	2024-01-12	Sylvan Lake Regional			
1944	Accrual	242-000-260 - Usage Fees	Accrued Dec WW Services	5,391.42	5,391.42
2131	2024-01-15	Assoc of Summer Villages			
SI-135		211-302-220 - ASVA	Annual Dues	975.00	975.00
2132	2024-01-15	Government Finance Officers			
24589		412-100-130 - Shared Training	Conference 2024 Pass-Tina	765.00	
		312-000-260 - GST Paid Refund	GST Tax Code	45.75	810.75
2133	2024-01-15	Longhurst Consulting			
7546		412-300-240 - Shared Computer	Office 365 Enterprise	1,351.92	
		412-300-217 - Shared Phone Fa	Phones and Internet	432.75	
		312-000-260 - GST Paid Refund	GST Tax Code	89.23	1,873.90
2134	2024-01-15	Government of Alberta			
E00EHXU		261-000-110 - Development Ser	Document- Discharge	10.00	10.00
E00EJ7Y		261-000-110 - Development Ser	Document: Caveat	35.00	35.00
E00EJ3M		312-400-250 - Due from Sunbre:	Document: Discharge	10.00	10.00
			Payment Total:		55.00
2135	2024-01-15	MuniSoft			
2023/24-04515		412-300-240 - Shared Computer	2024 EMA Billing	240.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.00	252.00
2023/24-03916		412-300-240 - Shared Computer	2024 Annual Software Main	12,004.00	
		312-000-260 - GST Paid Refund	GST Tax Code	600.20	12,604.20
			Payment Total:		12,856.20
2136	2024-01-15	Parkland Regional Library			
240241		274-000-850 - Parkland Region	First Requisition of 2024	631.13	
		312-000-260 - GST Paid Refund	GST Tax Code	31.56	662.69
2137	2024-01-15	Canoe Procurement Group of			
AB198352		412-200-510 - Shared Office Suj	Office Supplies	42.45	
		312-000-260 - GST Paid Refund	GST Tax Code	2.12	44.57
AB198271		412-200-510 - Shared Office Suj	Office Supplies	711.73	
		312-000-260 - GST Paid Refund	GST Tax Code	35.59	747.32
			Payment Total:		791.89
2138	2024-01-15	Utility Safety Partners			

Date Printed
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 4

COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
IN177329		242-000-255 - Maintenance Pro	Annual Member Fee	99.96	
		312-000-260 - GST Paid Refund	GST Tax Code	5.10	105.06
2139	2024-01-15	Wild Rose Assessment Service			
9264		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:					122,840.53

OTHER

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3660	2023-11-30	ATB Mastercard			
3408		412-300-255 - Shared Facility M	CND Tire- Cleaning Supplie	23.28	
		312-000-260 - GST Paid Refund	GST Tax Code	1.16	24.44
7318		412-300-255 - Shared Facility M	CND Tire Potting Mix for Of	9.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.50	10.49
010392		412-100-130 - Shared Training	UOFA Classesf for Tanner	1,590.00	1,590.00
107502		226-000-200 - Enforcement	Intercon Messaging	10.18	
		312-100-250 - Due from Half Mo	Intercon Messaging	1.91	
		312-300-250 - Due from Birchclil	Intercon Messaging	8.42	
		312-200-250 - Due from Jarvis E	Intercon Messaging	8.10	
		312-400-250 - Due from Sunbre:	Intercon Messaging	6.39	
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.75
014944		412-300-255 - Shared Facility M	Walmart- Cleaning Wipes, C	24.81	
		312-000-260 - GST Paid Refund	GST Tax Code	0.97	25.78
169733		412-300-255 - Shared Facility M	RD Lock & Safe-New Deadl	300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.00	315.00
153006		261-000-200 - Planning	Best Western-Open Space I	352.00	
		312-000-260 - GST Paid Refund	GST Tax Code	17.60	369.60
017664		412-200-510 - Shared Office Sup	CND Tire-Christmas Decor	208.92	
		312-000-260 - GST Paid Refund	GST Tax Code	10.45	219.37
017539		412-300-510 - Shared Other Cor	Sobeys-Snacks for Christm:	47.65	
		312-000-260 - GST Paid Refund	GST Tax Code	1.73	49.38
022933		226-000-200 - Enforcement	Walmart-Car Charger for By	9.59	
		312-300-250 - Due from Birchclil	Walmart-Car Charger for By	7.94	
		312-100-250 - Due from Half Mo	Walmart-Car Charger for By	1.80	
		312-200-250 - Due from Jarvis E	Walmart-Car Charger for By	7.63	
		312-400-250 - Due from Sunbre:	Walmart-Car Charger for By	6.02	
		312-000-260 - GST Paid Refund	GST Tax Code	1.65	34.63
1014819394		412-200-510 - Shared Office Sup	Best Buy-Computer for Teri	1,002.49	
		312-000-260 - GST Paid Refund	GST Tax Code	50.13	1,052.62
4PX9VGD6		412-200-510 - Shared Office Sup	Vista Print-Business Cards	57.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.90	60.89
014347		412-200-510 - Shared Office Sup	Target-Mouse for Computer	21.91	
		312-000-260 - GST Paid Refund	GST Tax Code	1.10	23.01
029651		412-200-510 - Shared Office Sup	CND Tire-Cable for Comput	38.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.95	40.93
49019150		312-200-250 - Due from Jarvis E	AB Land Title-JB	10.00	10.00
INV229334189		412-300-240 - Shared Computer	Zoom Communication	22.46	
		312-000-260 - GST Paid Refund	GST Tax Code	1.12	23.58
49029120		312-400-250 - Due from Sunbre:	AB Land Title-SBC	20.00	20.00
030795		212-400-910 - Tax Changes	Canada Post	43.28	

Date Printed
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 5

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-100-250 - Due from Half Mo	Canada Post	10.82	
		312-400-250 - Due from Sunbre:	Canada Post	54.10	
		312-300-250 - Due from Birchclil	Canada Post	54.10	
		312-200-250 - Due from Jarvis E	Canada Post	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	8.64	181.76
030971		412-200-510 - Shared Office Suj	Sobeys-Coffee Supplies	26.24	
		312-000-260 - GST Paid Refund	GST Tax Code	0.25	26.49
027982		412-200-510 - Shared Office Suj	Walmart-Paper Towel and C	42.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.15	44.13
49034577		312-400-250 - Due from Sunbre:	AB Land Title-SBC	10.00	10.00
			Payment Total:		4,168.85
3670	2023-12-08	ATB Mastercard			
FEE-1205		212-400-221 - Bank Fees	Annual Fees	65.00	
		212-400-221 - Bank Fees	Annual Fees	35.00	100.00
143944083		412-200-510 - Shared Office Suj	Nespresso-Coffee for Office	337.80	337.80
ERROR1202		112-000-570 - Other Revenue	Audible-Charged in Error-CI	3.10	3.10
MICRO-DEC/23		412-300-240 - Shared Computer	Microsoft Monthly Subscript	51.45	
		412-300-240 - Shared Computer	Microsoft Monthly Subscript	2.84	54.29
8468297809		412-100-130 - Shared Training	Eventbright-Emerging Trenc	190.00	190.00
001688		412-200-510 - Shared Office Suj	The Water Shop-Water for C	32.50	32.50
3202284268		412-200-215 - Shared Postage/f	Pitney Bowes-Leasing	183.27	183.27
231924		312-000-410 - Prepaid Expense:	2024 Engineering Dues	405.00	405.00
702-05-62163		412-300-510 - Shared Other Cor	Gift for 10 Years-Tina	354.38	354.38
			Payment Total:		1,660.34
3681	2023-12-18	Alberta School Foundation Fund			
14901		201-100-130 - ASFF Residential	ASFF Residential	155,126.99	155,126.99
3682	2023-12-18	AMSC Insurance Services Ltd			
2362-2023-12		412-000-266 - Benefits	Municipal Benefits	4,370.51	4,370.51
3683	2023-12-18	Alberta Municipal Services Cor			
PP24-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,507.90	1,507.90
3684	2023-12-18	Alberta Municipal Services Cor			
PP25-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,511.06	1,511.06
3685	2023-12-18	Government of Alberta			
PP24-23		412-000-268 - MEP Deduction	File No. 2233-104 - Fifth Pa	1,138.00	1,138.00
3686	2023-12-18	Government of Alberta			
PP25-23		412-000-268 - MEP Deduction	File No. 2233-104 - Sixth Pa	1,138.00	1,138.00
3687	2023-12-18	Direct Energy			
OCT302023-97-		412-300-540 - Shared Utilities	Shared Utilities	584.43	
		312-000-260 - GST Paid Refund	GST Tax Code	29.23	613.66
3688	2023-12-18	Epcor			
DEC12023-9084		412-300-540 - Shared Utilities	Utilities	830.08	
		312-000-260 - GST Paid Refund	GST Tax Code	41.50	871.58
3689	2023-12-18	Receiver General/OTH			
PP24-23		412-000-263 - Income Tax Sour	Tax	2,969.83	
		412-000-261 - CPP Source Dedi	CPP	1,780.48	
		412-000-262 - EI Source Deduct	EI	536.61	5,286.92
3690	2023-12-18	Receiver General/OTH			

Date Printed
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 6

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
PP25-23		412-000-263 - Income Tax Sour	Tax	2,984.12	
		412-000-261 - CPP Source Ded	CPP	1,543.04	
		412-000-262 - EI Source Deduct	EI	538.05	5,065.21
3691	2023-12-18	Golden Touch Cleaning Inc.			
19		412-300-255 - Shared Facility M	Nov 12, 30 & Dec 10th Cle	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
3692	2023-12-18	Golden Touch Cleaning Inc.			
20		412-300-255 - Shared Facility M	July 12 & 19 Cleaning	400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.00	420.00
3693	2023-12-18	Worker's Compensation Board			
26719925-01		412-100-211 - Shared WCB	Nov's Shared WCB	839.93	839.93
3694	2023-12-18	Worker's Compensation Board			
Dec's WCB		412-100-211 - Shared WCB	Dec's Shared WCB	839.93	839.93
3695	2023-12-18	Pitney Works			
POSTAGE0803-		412-200-215 - Shared Postage/f	Shared Postage	2,000.00	2,000.00
3696	2023-12-18	ATB Mastercard			
PAYMATE-2023		412-300-240 - Shared Computer	Paymate Renew	480.00	
		312-000-260 - GST Paid Refund	GST Tax Code	24.00	504.00
206170682		412-100-130 - Shared Training	Commissioner of Oaths	50.00	50.00
89035		226-000-200 - Enforcement	Notebook for Bylaw Purpos	5.52	
		312-300-250 - Due from Birchclil	Notebook for Bylaw Purpos	4.57	
		312-100-250 - Due from Half Mo	Notebook for Bylaw Purpos	1.04	
		312-200-250 - Due from Jarvis E	Notebook for Bylaw Purpos	4.39	
		312-400-250 - Due from Sunbre:	Notebook for Bylaw Purpos	3.47	
		312-000-260 - GST Paid Refund	GST Tax Code	0.95	19.94
WDN6DB9T3HF		212-400-216 - Coffee with Coun	Eventbrite-Munis 101-Rod M	295.00	
		312-000-260 - GST Paid Refund	GST Tax Code	14.75	309.75
013758		412-200-510 - Shared Office Sup	Walmart-Soap & Garbage E	35.22	
		312-000-260 - GST Paid Refund	GST Tax Code	1.49	36.71
CA33AQ9ELAC		412-200-510 - Shared Office Sup	Amazon-2024 Planner	35.48	
		312-000-260 - GST Paid Refund	GST Tax Code	1.77	37.25
9956238		412-200-510 - Shared Office Sup	Amazon- 2024 Weekly Plan	36.30	
		312-000-260 - GST Paid Refund	GST Tax Code	1.82	38.12
13849		412-300-250 - Shared Facility Irr	Ikea- Office Furniture	1,398.91	
		312-000-260 - GST Paid Refund	GST Tax Code	69.95	1,468.86
008539		412-300-510 - Shared Other Cor	WB Red Deer-Staff Gifts	211.28	211.28
108047		226-000-200 - Enforcement	Nov Intercon Messaging	10.18	
		312-100-250 - Due from Half Mo	Nov Intercon Messaging	1.91	
		312-300-250 - Due from Birchclil	Nov Intercon Messaging	8.42	
		312-200-250 - Due from Jarvis E	Nov Intercon Messaging	8.10	
		312-400-250 - Due from Sunbre:	Nov Intercon Messaging	6.39	
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.75
BENMOSS1208		412-300-510 - Shared Other Cor	Ben Moss-10 Year Annivers	433.13	433.13
016703		412-300-250 - Shared Facility Irr	Rugs for Tanner's Office	339.97	
		312-000-260 - GST Paid Refund	GST Tax Code	17.00	356.97
016737		412-300-255 - Shared Facility M	CND Tire-Dry Wall Repair	54.06	
		312-000-260 - GST Paid Refund	GST Tax Code	2.70	56.76
016364		412-200-510 - Shared Office Sup	Michaels-Office Supply	45.97	
		312-000-260 - GST Paid Refund	GST Tax Code	2.30	48.27

Date Printed
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 7

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
015871		412-200-510 - Shared Office Sup	Best Buy-Office Supplies	249.98	
		312-000-260 - GST Paid Refund	GST Tax Code	12.50	262.48
BESTBUY1216		412-200-510 - Shared Office Sup	Best Buy-Office Supplies	39.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.00	41.99
SO22715		412-100-130 - Shared Training	UofA Bookstore-Kara	43.98	
		312-000-260 - GST Paid Refund	GST Tax Code	2.20	46.18
15779		412-300-250 - Shared Facility In	Wall Art for Office	59.99	
		312-000-260 - GST Paid Refund	GST Tax Code	3.00	62.99
			Payment Total:		4,021.43
3698	2023-12-18	Bell Mobility			
DEC132023-36€		212-400-217 - Data Plan	Reception Cell	49.45	
		212-400-217 - Data Plan	Public Works Cell	64.45	
		312-000-260 - GST Paid Refund	GST Tax Code	5.71	119.61
3699	2024-01-12	ATB Mastercard			
018398	Accrual	412-300-250 - Shared Facility In	Winners-Returned Rug	-129.99	
		312-000-260 - GST Paid Refund	GST Tax Code	-6.50	-136.49
021355	Accrual	412-300-510 - Shared Other Cor	Lighthouse-Staff X-Mas Din	326.57	
		312-000-260 - GST Paid Refund	GST Tax Code	13.49	340.06
4204839757	Accrual	412-300-250 - Shared Facility In	Wayfair-Office Furniture	455.98	
		312-000-260 - GST Paid Refund	GST Tax Code	22.80	478.78
48749	Accrual	412-100-130 - Shared Training	IIMC-Annual Conference	407.25	
		312-000-260 - GST Paid Refund	GST Tax Code	20.36	427.61
INV233770257	Accrual	412-300-240 - Shared Computer	Zoom Communication	21.77	
		312-000-260 - GST Paid Refund	GST Tax Code	1.09	22.86
SO22715CR	Accrual	412-100-130 - Shared Training	U of A Book Store- Did not c	-43.98	
		312-000-260 - GST Paid Refund	GST Tax Code	-2.20	-46.18
18536630	Accrual	412-300-510 - Shared Other Cor	The B Nest-Flowers for Teri	85.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.25	89.25
			Payment Total:		1,175.89
3700	2024-01-11	Bell Mobility			
DEC212023-051	Accrual	212-400-217 - Data Plan	Accrued Dec Mayor's Data	10.00	
		212-400-217 - Data Plan	Accrued Dec Councillor's D	10.00	
		212-400-217 - Data Plan	Accrued Dec D.Mayor's Dat	20.00	
		412-300-217 - Shared Phone Fa	Accrued Dec Bylaw Office F	10.00	
		412-300-217 - Shared Phone Fa	Accrued Dec Bylaw Office C	71.36	
		312-000-260 - GST Paid Refund	GST Tax Code	6.07	127.43
3701	2024-01-11	Epcor			
DEC282023-86€	Accrual	232-000-545 - Utilities	Utilities	70.93	
		312-000-260 - GST Paid Refund	GST Tax Code	3.55	74.48
3702	2024-01-11	Receiver General/OTH			
CP12-23	Accrual	312-000-262 - CRA Remunerati	Accrued Dec Council Tax	51.94	
		312-000-262 - CRA Remunerati	Accrued Dec Council CPP	263.80	315.74
3703	2024-01-05	Receiver General/OTH			
PP26-23	Accrual	412-000-263 - Income Tax Sour	Tax	3,517.80	
		412-000-261 - CPP Source Dedi	CPP	1,459.36	
		412-000-262 - EI Source Deduct	EI	440.06	5,417.22
3704	2024-01-11	Town of Sylvan Lake			
DEC312023-00€	Accrual	412-300-540 - Shared Utilities	Dec 2023 Water/Sewer 2 Ei	80.78	80.78
3705	2024-01-11	UFA Co-Operative Ltd			

Date Printed
2024-01-15 2:54 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2023-00142 to 2024-00016

Page 8

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
115128587	Accrual	226-000-200 - Enforcement	Accrued Dec Bylaw Fuel	76.94	
		312-300-250 - Due from Birchclli	Accrued Dec Bylaw Fuel	63.65	
		312-100-250 - Due from Half Mo	Accrued Dec Bylaw Fuel	14.42	
		312-200-250 - Due from Jarvis E	Accrued Dec Bylaw Fuel	61.18	
		312-400-250 - Due from Sunbre:	Accrued Dec Bylaw Fuel	48.29	
		312-000-260 - GST Paid Refund	GST Tax Code	13.23	277.71
3707	2024-01-15	ATB Mastercard			
AUD-JAN2		112-000-570 - Other Revenue	Audible-Charge in Error-Ch	3.10	3.10
MICRO-JAN24		412-300-240 - Shared Computer	Monthly Subscription	54.29	54.29
AMCA0102		412-100-130 - Shared Training	Alberat Muni Clerks Assoc.-	160.00	160.00
002180		412-200-510 - Shared Office Suj	The Water Shop-Water for (19.50	19.50
			Payment Total:		236.89
3712	2024-01-15	Alberta Municipal Services Cor			
PP1-24		412-000-265 - Pension Plan Pay	Pension Contribution	1,556.80	1,556.80
3713	2024-01-15	AMSC Insurance Services Ltd			
2362-2024-01		412-000-266 - Benefits	Municipal Benefits	4,370.51	4,370.51
3714	2024-01-15	Direct Energy			
JAN022024-979		412-300-540 - Shared Utilities	Shared Utilities	597.56	
		312-000-260 - GST Paid Refund	GST Tax Code	29.88	627.44
3715	2024-01-15	Epcor			
JAN22024-9084		412-300-540 - Shared Utilities	Utilities	870.74	
		312-000-260 - GST Paid Refund	GST Tax Code	43.54	914.28
3716	2024-01-15	Government of Alberta			
PP1-24		412-000-268 - MEP Deduction	File No. 2233-104 - Seventh	1,138.00	1,138.00
3717	2024-01-15	Receiver General/OTH			
PP1-24		412-000-263 - Income Tax Sour	Tax	2,945.91	
		412-000-261 - CPP Source Dedi	CPP	2,394.34	
		412-000-262 - EI Source Deduct	EI	843.30	6,183.55
3718	2024-01-15	Golden Touch Cleaning Inc.			
21		412-300-255 - Shared Facility M	Dec 24/23, Jan 1 & Jan 8th	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
			Total Other:		214,456.64
			Total MAIN:		337,297.17

Certified Correct This January 15, 2024

Mayor

Administrator



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, KC

POSITION: MAYOR

MONTH ENDING: December-2023

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

DEC 17 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/15/23	Regular Council	4	Mayor	\$ 175.00
12/14/23	Meeting Prep	4	Mayor Prep	\$ 250.00
12/20/23	Central AB Mayors and Reeves-Innisfail	5	Mayor +4 (1hour)	\$ 218.75
	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
				\$ 643.75

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/15/23	Regular Council	12.00	\$0.68	\$ 8.16
12/14/23	Meeting Prep		\$0.68	\$ 0.00
12/20/23	Central AB Mayors and Reeves-Innisfail	90.00	\$0.68	\$ 61.20
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 65.96

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 713.11



Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Deputy Mayor

MONTH ENDING: December-2023

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

DEC 18 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/15/23	Regular Council	4hr	Deputy Mayor	\$ 150.00
12/31/23	Meeting Prep		Deputy Mayor Prep	\$ 200.00
12/19/23	Joint Services Committee meet w/Tanner		Deputy Mayor	\$ 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.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/15/23	Regular Council	70.00	\$0.68	\$ 47.60
12/31/23	Meeting Prep		\$0.68	\$ 0.00
12/19/23	Joint Services Committee meet w/Tanner	12.00	\$0.68	\$ 8.16
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 47.60

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 555.76



Council Expense Claim Form

NAME: Rod Miller
 POSITION: Councillor
 MONTH ENDING: October-2023

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

DEC 15 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/5/23	OSP Meeting with MPS	2.0	Councillor	\$ 150.00
10/10/23	CAO Review	2.0	Councillor	\$ 150.00
10/14/23	Coffee with Council	3.0	Councillor	\$ 150.00
10/27/23	Regular Council	3.0	Councillor	\$ 150.00
10/30/23	Alberta Emergency Management	2.0	Councillor	\$ 150.00
10/31/23	Meeting Prep	4.0	Councillor	\$ 150.00
	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.				\$ 900.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/5/23	OSP Meeting with MPS		\$0.68	\$ 0.00
10/10/23	CAO Review	8.00	\$0.68	\$ 5.44
10/14/23	Coffee with Council	15.00	\$0.68	\$ 10.20
10/27/23	Regular Council	15.00	\$0.68	\$ 10.20
10/30/23	Alberta Emergency Management		\$0.68	\$ 0.00
10/31/23	Meeting Prep		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 25.84

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 925.84



Council Expense Claim Form

NAME: Rod MillerPOSITION: CouncillorMONTH ENDING: November-2023

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 15 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/2/23	Strategic Planning Meeting	2.0	Councillor	\$ 150.00
11/15/23	OSP Information Session	3.0	Councillor	\$ 150.00
11/30/23	Meeting Prep	4.0	Councillor	\$ 150.00
			Title	\$ 0.00
			Title	\$ 0.00
			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.				\$ 450.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/2/23	Strategic Planning Meeting		\$0.68	\$ 0.00
11/15/23	OSP Information Session	316.00	\$0.68	\$ 214.88
11/30/23	Meeting Prep		\$0.68	\$ 0.00
			\$0.68	\$ 0.00
			\$0.68	\$ 0.00
			\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 225.08

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 664.88



Council Expense Claim Form

NAME: Rod Miller

POSITION: Councillor

MONTH ENDING: December-2023

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

DEC 15 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/3/23	Alberta Emergency Management	2.0	Councillor	\$ 150.00
12/15/23	Regular Council	3.0	Councillor	\$ 150.00
11/30/23	Meeting Prep	4.0	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
				\$ 450.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/3/23	Alberta Emergency Management		\$0.68	\$ 0.00
12/15/23	Regular Council	15.00	\$0.68	\$ 10.20
11/30/23	Meeting Prep		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 10.20

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 460.20

Summer Village of Norglenwold

Public Works

Information Item

Agenda Item: *Norglenwold Public Works Update*

Background:

The following will provide Council with an update on Public Works activities and follow up items:

Capital Projects:

- Road Pavement Report: Stantec to present road report information.
- Norglenwold had an average Pavement Quality Index (PQI) of 54. Highest priority areas are:
 - 2 sections of Grand Avenue on south end (PQI of 38 & 39) – Poor condition
 - Sylvan Lane (PQI of 36) – Poor condition
 - Last Chance way (PQI of 38) - Poor condition
 - These specific areas pavement conditions are approaching the end of its service life, and the condition is below standard and shows signs of significant deterioration.

An average PQI of 54 means that the entire road system is in FAIR condition but some areas require attention. The roads show signs of deterioration and some deficiencies. The road system generally shows low to moderate surface distress.

- Snow plowing and ice control is ongoing the week of Jan 15 – Jan 19. No major concerns or issues.
- Lakeview Contracting has been contacted to complete the work to install the boulders. Has been delayed due to the extreme cold during Jan 8 – Jan 14. Will be starting in next few weeks.
- Public Works has not removed barbed wire fence.

Administrative Recommendations:

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 26, 2024

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 80 development permits issued in the Summer Villages (20 in Birchcliff, 5 in Half Moon Bay, 19 in Jarvis Bay, 16 in Norglenwold, and 20 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 167 Grand Avenue	Detached Garage
2. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
3. 253 Honeymoon Drive	Lakeside Stairs
4. 23 Grand Avenue	Detached Garage
5. 205 Grand Avenue	Dwelling & Escarpment Work
6. 4 Rustic Crescent	Dwelling
7. 59 Grand Avenue	Gravel Pad
8. 85 Grand Avenue	Escarpment Retaining Walls
9. 111 Grand Avenue	Dwelling
10. 371 Last Chance Way	Dwelling
11. 351 Last Chance Way	Dwelling
12. 139 Grand Avenue	Lakeside Deck
13. 229 Grand Avenue	Decks
14. 111 Grand Avenue	Lakeside Escarpment Ret. Walls
15. 53 Grand Avenue	Dwelling (NEW)
16. 79 Grand Avenue	Hot Tub (NEW)

Permit Summary:

Year to date 2024:

0 development permits.

2023 Jan.-Dec.:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Open Administrative Files:

359 Last Chance Way

177 Grand Avenue

329 Honeymoon Drive

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

January 26, 2024

Information

Agenda Item: *CAO Report*

Background:

- The Open Space Plan workbooks have been submitted by residents and we had a lot of engagement. 49 workbooks were submitted, 2 of which had email comments as well. We had 5 emails with comments submitted. Another 8 submissions came in the form of emailed letters, one of which was from a group of 24 in Rustic Crescent. Municipal Planning Services will now compile these into a “what we heard” report.
- The Lacombe Regional Emergency Management Partnership has suggested a 2024 tabletop exercise of a large scale wildfire that would cause the evacuation of all Summer Villages. Administration will be participating in the required tabletop exercise sometime in 2024.
- The SV preliminary audit took place January 17 – 18. The full audit will be taking place on February 8-9.
- CAO will be attending the Emerging Trends in Municipal Law conference put on by Brownlee Law in Calgary on February 7- 8.
- Attached are the 2024 CAO goals for Norglenwold.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Performance Appraisal Form

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

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

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

Section 208

The chief administrative officer must ensure that:

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

Primary Responsibility Assessment

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

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

Strengths:

Opportunities:

Part 2 – Goal Setting:

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

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. NGW Capital Plan	Items in capital plan are executed and constructed	Capital plan items are either complete by year end or significant progress has been made	.
2. Public Works / Sewer compliance with AEP requirements	Continue work with JSC to address AEP deficiencies	Solution decided on and implemented, goal to be fully compliant by 2024	
3. OSMP	Continue to work with MPS and implement OSMP in 2024.	OSMP complete and passed by Council.	
4. Climate Plan	Continue working with Climate Caucus on an Environmental Plan for Norglenwold and template for other small communities which can eventually be shared with ASVA	Completion of NGW plan in 2024 with final presentation of template to ASVA	
5. CPO	Work with Zac to fill out appropriate paperwork to the Province and have his training completed along with upgrades to vehicle	CPO designation granted to Zac and the SV's in 2024	

Goals Assessment

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

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

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

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

Part 4 – Overall Performance Rating:

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

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. NACLAA (National Certificate of Local Authority Administration) level 2 complete	University of Alberta Courses	Courses complete	
2. CLGM (Certified Local Government Manager) designation through SLGM (Society of Local Government Managers) after completion of NACLAA level 2.			

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Norglenwold**January 26, 2024****Request for Decision****Agenda Item: *Fire Services Agreement Renewal*****Background:**

The Fire Emergency Response Agreement with the Town of Sylvan Lake expire at the end of the year. The base agreement has not changed, nor has the Annual Service Provision Fee of \$75 per parcel. The dispatch fees are proposed to remain constant at the existing amount of \$2.68 per capita. The Call Out / Response Rates have increased to reflect the current Alberta Infrastructure fee schedule and will continue to follow the Alberta Infrastructure fee schedule throughout the agreement.

Options for Consideration:

- 1) Council to discuss and direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

THIS AGREEMENT made this __ day of _____, A.D. 20__

BETWEEN:

TOWN OF SYLVAN LAKE
(Hereinafter called "the Department")

OF THE FIRST PART

-And -

SUMMER VILLAGE OF NORGLNWOLD
(Hereinafter called "the Summer Village")

OF THE SECOND PART

IN THE MATTER OF FIRE EMERGENCY RESPONSE SERVICES PROVIDED BY THE DEPARTMENT

WHEREAS the Town of Sylvan Lake owns certain firefighting equipment and apparatus;

AND WHEREAS the Summer Village has requested that the Town provide fire emergency response services to the Summer Village;

AND WHEREAS the Town of Sylvan Lake is willing to provide fire emergency response services to the Summer Village subject to the terms, conditions and provisions of this agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the premises, covenants, agreements and mutual obligations herein contained, the parties hereto covenant and agree, each with the other as follows:

DEFINITIONS:

- (a) "Fire Protection Area" means that geographic area situated within the Summer Village of Norglenwold;
- (b) "Fire Protection Services" means the provision of fire services in all aspects and without limiting the generality of the foregoing, includes the responses to calls for assistance from the public involving the protection of life, property, rescue and the extinguishment of fires, and includes sufficient and adequate apparatus, personnel, and equipment to adequately provide the fire protection services as described;

The Department agrees to make available to the Summer Village the services of the Town of Sylvan Lake Fire Department under the following terms and conditions:

This agreement is for a 4 year term commencing on January 1, 2024 and expiring on December 31, 2027. This agreement supersedes any other agreement for fire service fees.

1. When the Department receives a call for assistance within the Summer Village, the Department shall not be required to verify the bona fides of such a call, and the Summer Village will pay the Department all amounts for services rendered regardless of the authenticity of such a call.

2. The Summer Village also acknowledges and agrees that the fire services being provided by the Department are based upon and dependant upon volunteer forces. The Department makes no representations or warranties in regard to the nature or level of fire services which will be available, and the Fire Chief, or his or her designate, retains a general discretion regarding the nature and scope of fire services which can be provided at any given time. However, the Department will endeavour to provide fire services to the Summer Village, within the limits of its abilities, in accordance with the same practices and policies which are applicable with the Town of Sylvan Lake.
3. The fire services contemplated hereunder and provided by the Department are solely and absolutely at the discretion of the Fire Chief, or his or her designate, and the Fire Chief may, without rendering the Department liable for any claims, penalties, damages or losses whatsoever incurred by the Summer Village or any Third Party, direct any of the following:
 - a. That there be dispatched in response to a call, as many fire vehicles, equipment or apparatus as the Fire Chief or his or her own designate, in their sole discretion deems to be necessary; or
 - b. That there be dispatched in response to a call such lesser number of units of fire vehicles, equipment or apparatus as, in the judgment of the Fire Chief, or his or her delegate, is appropriate in the circumstances.
4. It is understood and agreed that the Department shall not be liable for any penalties, damages or losses whatsoever for delay or for failure to respond to any call to a fire or for any breach of this Agreement committed by the Department.
5. The Summer Village covenants and agrees to indemnify the Department against and from all loss, costs, claims or demands, liability, damages and expense in respect of any injury, loss or damage caused by the fire fighting vehicles, the Town of Sylvan Lake Fire Department and its members including the personnel provided by the Department while in the course of their duties and the Summer Village agrees to carry liability insurance in respect thereof.
6. If available the Summer Village will maintain and service all fire hydrants, water lines and emergency fire pumps to ensure operability in case of emergency situations. The Summer Village will also ensure that adequate water and water pressure is available for fire service purposes, at no charge to the Department.
7. It is the responsibility of the property owner to ensure a permanent civic address is suitably affixed to each structure (min. size of 6" or 15.24 cm in height) and must contrast the colour of the dwelling. Secondary Suites / Garage Suites require an additional permanent civic address (house number and B) be suitably affixed to the front of the dwelling and at the entrance to the secondary suite (min. size of 6" or 15.24 cm in height), and must contrast the colour of the dwelling. The Fire Department is not responsible for an adequate response time if the house numbers are not suitably affixed, sized and in contrast to the house, as specified in the agreement.
8. The Department agrees to provide the Summer Village with at least 48 hours notice of any training exercise requiring the usage of the Summer Village's fire hydrants, or large quantities of water.
10. Any notice, payment or other communication required or permitted to be given or served pursuant to this Agreement shall be in writing and shall be delivered

personally or may be mailed by registered mail, postage prepaid, addressed as follows:

- a. Town of Sylvan Lake
5012-48 Avenue
Sylvan Lake, AB
T4S 1G6
- b. Summer Village of Norglenwold
#2 Erickson Drive
- c. Sylvan Lake, AB
T4S 1P5

11. The Summer Village agrees to pay the Town of Sylvan Lake for emergency response services (Schedule A), an amount in accordance with Alberta Infrastructure's fee schedule that is in effect at the time service is provided by the Department to the Summer Village. Such fee will be subject to change from time to time to coincide with the applicable Alberta Infrastructure fee schedule. The charge for attending an incident in the Summer Village by the Department will commence from the time the Department fire fighting vehicles are dispatched from the Fire Station until said fire fighting vehicles are back in service at the Fire Station.
12. All costs incurred if mutual aid from an outside resource is required will be paid by the Summer Village.
13. The Summer Village shall pay the Town of Sylvan Lake within Thirty (30) days of receiving an invoice for emergency services.
14. The Summer Village agrees to pay the Town of Sylvan Lake an annual rate to maintain Fire Department service to the Summer Village which will be calculated on the cost per parcel based on the total number of vacant & / or occupied parcels. The cost per parcel will be \$75.00 per parcel (Schedule A).
15. The Summer Village agrees to pay the Town of Sylvan Lake the annual dispatching fees as per the Towns contract with Red Deer Emergency Services (Schedule A).
16. The Summer Village will provide the total # of parcels for the purpose of this agreement. The annual fee is due 30 days after the Summer Village property taxes are due, payable to the Town of Sylvan Lake.
17. This agreement may be terminated;
 - a. At any time by mutual agreement of both the parties;
 - b. By either party for any reason by providing six (6) months written notice to the other party.
18. If any controversy, claim, dispute or question arises out of, or is related to, the interpretation, performance, non-performance or breach of this Agreement or any provision thereof which the parties are unable to settle by mutual agreement within a reasonable period of time, the parties shall adhere to the following dispute resolution mechanism:

- a. The parties will make reasonable efforts to resolve disputes arising under this Agreement by amicable negotiations. They agree to provide frank, candid and timely disclosure of relevant facts, information and documents to facilitate these negotiations, without prejudice to their rights and recourses.
- b. If a dispute has not been resolved by negotiations, either party may notify the other party that it wishes the dispute to be resolved by mediation. If the parties are unable to agree upon the choice of a mediator, either party may apply to a superior court in the Province of Alberta to appoint a mediator.
- c. Should mediation not resolve the dispute within a reasonable time frame, the dispute shall be settled and determined by a Board of Arbitration consisting of three (3) arbitrators, one to be named by each of the parties hereto and the third to be selected by the two so named. Should either of the parties fail to appoint an arbitrator for themselves within ten (10) days after receipt of a written proposal for arbitration, or if the two so appointed arbitrators are unable to agree upon a third arbitrator within ten (10) days from their appointment, then the third arbitrator shall be selected and named by a Justice or Master of the Court of Queen's Bench of Alberta on application by either of the parties based on the recommendations of the parties thereto.
- d. Unless the parties otherwise agree, any arbitration under this Agreement will be conducted in accordance with the provisions of the Arbitration Act Revised Statutes of Alberta 2000 Chapter A-43, and the findings and conclusions of the majority of the said Board of Arbitration shall be binding on all parties to this contract.
- e. All costs incurred in arbitration proceedings shall be borne equally by the parties hereto unless a Justice or a Master of the Court of Queen's Bench of Alberta, in their sole discretion, should award costs to either of the parties if an application is required to the Court of Queen's Bench to name arbitrators.
- f. Any endeavour to resolve disputes arising out of this Agreement by negotiation, mediation or other means of dispute resolution, including arbitration, will be conducted on a confidential basis.

IN WITNESS whereof the parties hereto have affixed their corporate seals under the hands of their proper and duly authorized officers effective the day and year first written above, notwithstanding the actual date or dates of execution.

Summer Village of Norglenwold

Town of Sylvan Lake

Per: _____

Per: _____

Per: _____

Per: _____

SCHEDULE "A" - EMERGENCY SERVICES FEESAnnual Service Provision Fee:

- \$75.00 per parcel (based on the total number of parcels)
- 243 parcels x \$75 /parcel= \$18,225

Dispatch Fees (with Red Deer Emergency Services)

- 2024 - \$2.68 per capita
- 2025 - \$2.68 per capita
- 2026 - \$2.68 per capita
- 2027 - \$2.68 per capita

Call Out / Response Rates:

- shall be in accordance with Alberta Infrastructure's fee schedule that is in effect at the time service is provided by the Department to the Summer Village and such fee will be subject to change from time to time to coincide with the applicable Alberta Infrastructure fee schedule.

Alberta Infrastructure Fee Schedule - Fire Callouts current at Dec. 1, 2023

Type of Unit	Comment	Hourly Rate
Ladder and Pumper Trucks	<ul style="list-style-type: none"> Includes equipment costs, labour, and all materials. 	\$700
	<ul style="list-style-type: none"> These are specialized pieces of equipment specifically designed and built to fight fires. 	
Light & Medium Rescue Vehicles	<ul style="list-style-type: none"> Used to transport manpower & equipment not covered under the rate for ladder and pumper trucks. 	\$700
	<ul style="list-style-type: none"> Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901. 	
	<ul style="list-style-type: none"> Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment. 	
	<ul style="list-style-type: none"> Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty. 	
Command Vehicles		\$205

Summer Village of Norglenwold

January 26, 2024

Council and Legislation

Request for Decision

Agenda Item: *Annual Information Meeting*

Background:

At the December 2023 Council meeting, Council decided to hold their Annual Information on June 15, 2024, here at the Administration office.

To assist with the preparation in planning the agenda for this meeting, Administration is providing some past agendas from previous Annual Information Meetings for Council's review and consideration. Should Council wish to have any guest speakers in attendance, they should be contacted soon to ensure availability.

Options for Consideration:

- 1) That Council discuss and provide topics for the Annual Information Meeting agenda.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council discuss and provide topics for the Annual Information Meeting agenda.

Authorities:

Communication Policy, Section III

- C. 1. Any information meeting may, at the discretion of Council, be held annually where members of the public can attend and discuss any matters they wish with their members of Council.

AGENDA

1. Welcome

2. Introduction & Governance

3. Presentations

- Aquatic Invasive Species
- Linda Sabey –Block Party
- Stan Orlesky –Fortis Alberta
- Phyllis Forsyth – Open Space Master Plan
 - Development Process

4. Council Initiatives

Mayor McMillan

- Joint Services Committee
- Subdivision and Development Appeal Board
- Urgent Care Committee
- Lake Access Committee

Deputy Mayor Anderson

- Sylvan Lake Management Committee
- Municipal Planning Committee
- Family and Community Support Services

Councillor Dawe

- Municipal Planning Committee
- Parkland Community Planning Services
- Sylvan Lake Regional Wastewater Commission
- Sylvan Lake Regional Water Commission

5. Administration Report

- 2013 Financial Statements
- 2014 Budget

6. Open Discussion

7. Adjournment

Council wishes to thank you for attending. Your input is appreciated.

Carol McMillan

Beverly Anderson

Michael Dawe

The Summer Village of Norglenwold
2015 ANNUAL INFORMATION MEETING
Saturday, June 20, 2015
10:00 a.m.
Sylvan Lake Community Center

F-1-B

AGENDA

1. Welcome
2. Introduction & Governance
3. Presentations
 - Ryan Archibault, FRIAA
4. Council Initiatives

Mayor McMillan

- Joint Services Committee
- Subdivision and Development Appeal Board
- Urgent Care Committee
- Lake Access Committee

Deputy Mayor Anderson

- Sylvan Lake Management Committee
- Municipal Planning Committee
- Family and Community Support Services

Councillor Dawe

- Municipal Planning Committee
- Parkland Community Planning Services
- Sylvan Lake Regional Wastewater Commission
- Sylvan Lake Regional Water Commission

5. Administration Report

- 2014 Financial Statements
- 2015 Budget

6. Open Discussion

7. Adjournment

Council wishes to thank you for attending. Your input is appreciated.
Carol McMillan Beverly Anderson Michael Dawe

The Summer Village of Norglenwold
2016 ANNUAL INFORMATION MEETING
Saturday, June 18, 2016
10:00 a.m. – 12:00 p.m.
Fox Run School

F-1-B

AGENDA

1. Welcome & Introductions

2. Administration Report

- 2015 Financial Statements
- 2016 Budget
- Annexation
- Development
- Open Space Master Plan Survey Results

3. Council Reports

Mayor McMillan

- Joint Services Committee
- Urgent Care Committee
- Lake Access Committee

Deputy Mayor Anderson

- Sylvan Lake Management Committee
- Red Deer River Watershed Stewardship Alliance
- Parkland Community Planning Services

Councillor Dawe

- Sylvan Lake Regional Wastewater Commission
- Sylvan Lake Regional Water Commission
- Sylvan Lake Library Board
- Quiet Enjoyment Initiative

4. Open Discussion

5. Adjournment

Council wishes to thank you for attending. Your input is appreciated.
Carol McMillan Beverly Anderson Michael Dawe



The Summer Village of Norglenwold
2017 ANNUAL INFORMATION MEETING
Saturday, June 17, 2017
10:00 a.m. – 12:00 p.m.
Fox Run School

F-1-B

AGENDA

1. Welcome & Introductions

2. Council Reports

Mayor McMillan

- Joint Services Committee
- Advanced Ambulatory Care Committee (Urgent Care)

Deputy Mayor Anderson

- Sylvan Lake Management Committee
- Red Deer River Watershed Stewardship Alliance

Councillor Dawe

- Sylvan Lake Regional Wastewater Commission
- Sylvan Lake Regional Water Commission
- Sylvan Lake Library Board
- Quiet Enjoyment Initiative

3. Administration Report

- 2016 Financial Statements
- 2017 Budget
- Annexation
- Development
- Election
- Dandelion Control

4. 2017 Municipal Elections

5. Open Discussion

6. Adjournment

Council wishes to thank you for attending. Your input is appreciated.
Carol McMillan Beverly Anderson Michael Dawe



The Summer Village of Norglenwold F-1-B
2018 ANNUAL INFORMATION MEETING
Saturday, July 14, 2018
10:00 a.m. – 12:00 p.m.
NexSource Centre

AGENDA

1. Welcome & Introductions

2. Council Reports

- Annexation
- Open Space Master Plan
- Sylvan Lake Regional Wastewater Commission
- Fees Bylaw

3. Open Discussion

4. Adjournment

Council wishes to thank you for attending. Your input is appreciated.

Jeff Ludwig
Mayor

Ed Thiessen
Deputy Mayor

Jim McLeod
Councillor



**2019 Annual Information Meeting
Saturday, July 6, 2019
10:00 a.m. – 12:00 p.m.
NexSource Centre**

AGENDA

1. Welcome & Introductions

2. Council Reports

- Annexation
- Open Space Master Plan
- Sylvan Lake Regional Wastewater Commission
- Land Use Bylaw

3. Open Discussion

4. Adjournment

Council wishes to thank you for attending. Your input is appreciated.

*Jeff Ludwig
Mayor*

*Ed Thiessen
Deputy Mayor*

*Jim McLeod
Councillor*

Summer Village of Norglenwold

January 26, 2024

Request for Decision

Agenda Item: *IDPC Terms of Reference*

Background:

On October 23, 2023, the Sylvan Lake Intermunicipal Development Plan Committee (SLIDPC) met for the first time. At their meeting the SLIDPC discussed their terms of reference (attached), and it was supported by all 8 municipalities.

Administration is bringing the terms of reference forward today and asking for a resolution by Council to adopt the Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference as presented.

Options for Consideration:

- 1) Council to review and adopt the SLIDPC Terms of Reference.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and adopt the SLIDPC Terms of Reference.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE**Terms of Reference – March 2023**

BACKGROUND

- 1) The Sylvan Lake IDP (SLIDP) is a collaborative effort of the eight municipalities surrounding Sylvan Lake. Sylvan Lake continues to attract considerable interest from people wishing to pursue a variety of residential and recreational developments. The SLIDP confirms the shared vision for the Plan Area to protect the environmental assets, ensure development supports the region and honors the diversity and uniqueness of the five summer villages, two counties, and one town.
- 2) The SLIDP has been developed based on the following shared values, which were used to create the SLIDP priorities and policies in the areas of land use, environment, recreation, infrastructure, and shared municipal services:
 - Collaboration and strengthening of relationships towards shared goals;
 - Maintaining a high quality of life for residents;
 - Protecting the environmental and watershed features, and recognizing interdependency in these efforts;
 - Respecting the autonomy of each municipality's decision making;
 - Sustainability – for some municipalities it is about sustainable growth, for others sustainability of the current form;
 - Efficiency through shared services;
 - Agricultural viability; and
 - Respective economic development for each partner.
- 3) These terms of reference describe the role of the Committee and its operation in detail.

PURPOSE

- 4) The purpose of the SLIDP is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of municipalities in the Plan Area. A number of objectives and policies were created in the SLIDP.
- 5) The purpose of the Intermunicipal Development Plan Committee (IDPC) is to meet annually or on an as needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise (Policy 10.2.7).
- 6) According to Policy 10.2.8 of the SLIDP, the mandate of the IDPC shall include the following:
 - Oversight for the implementation of the SLIDP's policies and required follow-up studies/plans/initiatives;
 - Monitoring the SLIDP's progress;
 - Reviewing any proposed amendments to the SLIDP;
 - Reviewing any proposed annexations;
 - Discussing any other joint SLIDP opportunities that may arise; and
 - Assisting with the resolution of disputes.
- 7) Table 4 of the SLIDP is the Implementation Matrix. This is an assessment of the priorities within the SLIDP for follow-up action. Each of these actions will require funding and resources that will need to be determined and confirmed through the municipal budget approval process. For collaborative projects to proceed, the IDPC will confirm which projects will be pursued in any given year. All prioritized projects (collaborative and individual municipal) will be subject to municipal budget approvals and development standards in the year of implementation.

COMMITTEE COMPOSITION AND QUORUM

- 8) The Sylvan Lake IDPC shall be comprised of one Elected Official and one non-voting administrative staff member from each of the Partner Municipalities (Policy 10.2.6).
- 9) Quorum shall be five (5) voting members of the Committee.
- 10) The Partner Municipalities may appoint alternate Elected Officials for the Committee. It is the responsibility of the Elected Official who is not able to attend a meeting and requesting the alternate to fill in for them to ensure the alternate is up to date prior to the meeting.
- 11) Representatives from each municipality will be selected by their Council at their organizational meeting.

CHAIR OF COMMITTEE

- 12) The Chair and Vice Chair will be determined by vote at the first meeting following the municipal elections.
- 13) The Committee Chair and Vice Chair positions shall be elected by the members of the Committee from amongst the Elected Officials, and unless otherwise determined by the Committee shall normally serve for a term of four years with the position rotating between the Partner Municipalities.
- 14) If the position of Chair is held by a representative from the Town or Counties, the Vice Chair must be held by a representative of a Summer Village; and vice versa.
- 15) Meetings can be called by the Chair or Vice Chair.

DECISION MAKING AUTHORITY

- 16) The Committee is a recommendation making committee that advises each Council.
- 17) The Committee members acknowledge and agree that any issue agreed to in Committee discussions is an agreement in principle that is subject to approval by all Partner Municipalities Councils.

COMMITTEE DECISION MAKING PROTOCOL

- 18) The Committee shall make decisions and recommendations on a majority consensus basis. Decisions and recommendations will be made by a vote of the represented municipalities. The Chair will endeavor to ensure that all interests and needs have been heard and understood prior to a vote.
- 19) Each municipality has an equal contribution to the decision-making system.
- 20) Collaborative discussions are the intent – focus is on the SLIDP as mutually beneficial overall and understanding that it is okay to recognize that key issues for some partners may not be important or applicable to other partners. The general question will be whether the partners can live with the decisions and support the implementation even if they aren't fully in support of some elements.
- 21) It is recognized that individual municipal representatives may have to confer with their respective Councils and Administration from time to time before a decision can be reached. Opportunities for such consultations will be provided when requested by a Committee member with the understanding that they will be prepared to return for a discussion within 30 days. In the event that part or all of a recommendation is not supported by all members of the Committee, the rationale for the minority view will be communicated along with the recommendation.
- 22) Dispute resolution will take place as outlined in the SLIDP (Policies 10.2.32 – 10.2.34, Table 3 and Figure 5).

REPORTING TO COUNCILS

- 23) Committee members may report back to their respective Councils during in-camera meetings on condition that the content matter of the updates is not disclosed to the public or others by Council, individual Council members, municipal staff or any other person receiving the update.
- 24) Recommendations to individual Councils will occur when the Committee members have consensus on the advice, they wish to provide on a given issue. This may include:
- a) Recommendations on options for proceeding;
 - b) Recommendations on further review and discussion of a topic;
 - c) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
 - d) Advising on moving to the Dispute Resolution process to resolve an issue where the Committee could not reach consensus.
- 25) The Committee's recommendations may be delivered to Councils by:
- a) A joint Council meeting;
 - b) A joint presentation to individual Councils;
 - c) A joint written submission agreed to by the Committee for delivery to individual Councils; or
 - d) A combination of the above.

RESPECTFUL DISCUSSION AND BEHAVIOUR

- 26) To build trust and foster open, honest, and effective discussion, Committee members agree to engage in respectful behavior at all times. As needed, any Committee member may call for a "time out" to address any lapse in decorum.

FREEDOM TO SPEAK, CONFIDENTIALITY, AND WITHOUT PREJUDICE DISCUSSIONS

- 27) Discussions of the Committee are to be kept confidential except:
- a) Where sharing information is necessary to keep Councils and municipal staff informed;
 - b) Information that the Committee has agreed to release to the public and is in the public domain;
 - c) When required to be shared with an outside party or consultant working with the Committee.
- 28) Committee members agree that all discussions are made "without prejudice" and cannot be used as evidence or information in any other process or proceeding without the express written agreement of the Committee.

CAUCUSING

- 29) The partner municipality members of the Committee agree that caucusing may be used as needed during the course of any Committee meeting.
- 30) Caucuses will be time limited, and the outcome will be shared with the entire Committee once the Committee has reconvened.

COMMUNICATION WITH THE PUBLIC AND THE MEDIA

- 31) Officially the Chair of the SLIDP will be responsible for communications on the activities of this committee and will sign any correspondence on behalf of the Committee.
- 32) Any consultation, communication or sharing of information with the public will be done jointly.

- 33) The Partner Municipalities may prepare and distribute joint media releases as deemed necessary by the Committee.
- 34) Any member is able to communicate the decision from the Committee to media and other interested parties if they fairly represent the decision.

ADMINISTRATIVE SUPPORT AND RECORD KEEPING

- 35) The municipality of the Chair will provide administrative support for agenda preparation, distribution of materials, meeting arrangements and record keeping.
- 36) After every Committee meeting confidential meeting notes will be prepared and distributed and these notes will summarize the Committee's discussion.
- 37) The Chair will summarize the consensus achieved, outstanding points of discussion, or agreed upon follow up actions at each meeting.
- 38) The recording secretary will record the meeting notes and the Chair will distribute them within 10 working days of the meeting.
- 39) Meeting notes will be reviewed at the start of each Committee meeting.
- 40) The Chair will create the agenda for each Committee meeting and the agenda and supporting materials will be distributed at least seven days prior to the meeting.

RESOURCES

- 41) The Committee will be given the authority to call upon any municipal resources or subject matter experts to support any decision-making activity and this will be supported by the members subject to sufficient budgetary approval to do so.
- 42) The IDPC shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities. The TAT will meet as needed. In fulfilling their responsibility to advise the IDPC, members of the TAT will first seek to obtain consensus on all recommendations put forth. It is not expected that members of the TAT will resolve all differences of opinion before forwarding a recommendation to the IDPC. In the event that part or all of a recommendation is not supported by all members of the TAT the rationale for the minority view will be communicated along with the recommendation.

REVIEW

- 43) A review of the Terms of Reference will occur every 4 years post-election.

ACCEPTANCE AND AGREEMENT TO ABIDE BY TERMS OF REFERENCE

LACOMBE COUNTY

Per: _____
Reeve

Per: _____
County Manager

Date: _____

RED DEER COUNTY

Per: _____
Mayor

Per: _____
County Manager

Date: _____

SUMMER VILLAGE OF BIRCHCLIFF

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF HALF MOON BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF JARVIS BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF NORGLNWOLD

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF SUNBREAKER COVE

Per: _____
Mayor

Date: _____

Per: _____
Chief Administrative Officer

Date: _____

TOWN OF SYLVAN LAKE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Date: _____

Summer Village of Norglenwold

January 26, 2024

Request for Decision

Agenda Item: *Bylaw Training*

Background:

Back in October, Mayor Gurevitch inquired about Administration hiring a firm to facilitate training for our Municipal Planning Commission (MPC) and Subdivision and Development Appeal Board (SDAB) members on the Land Use Bylaw and Council's directive when having the new Land Use Bylaw drafted.

Administration has reached out to Municipal Planning Services (MPS), the same firm that wrote the new Land Use Bylaw, and they are prepared to host this training for all members. The quote received was for \$3,700 plus GST and is broken down as follows:

Preparatory time	\$1,300
Training Session (half day)	\$1,800
Follow Up Report	\$ 600
Total before GST	\$3,700

The training will be provided virtually and will consist of a half day session (approximately 4 hours) and will include the following:

- Training presentation for the Summer Village of Norglenwold MPC, SDAB, Board Members, and staff related to the new Land Use Bylaw
- A post-training session report that provides answers to questions related to the Land Use Bylaw asked at the training session.

To complete this training session, MPS staff will require a few preparation hours to adjust the MPC.SDAB training presentation to focus on the content in the new Land Use Bylaw and to develop scenarios for the attendees' consideration. The estimate of costs for this training session includes attendance by Jane Dauphinee and Brad MacDonald.

As the cost for this training has not been included in the 2024 budget, should Council wish to proceed, Administration recommends transferring the cost from the General Operating Reserve which currently has a balance of \$45,995.45.

Options for Consideration:

- 1) Council proceed with hiring MPS to facilitate LUB training to the MPC and SDAB members at a cost of \$3,700 plus GST.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and provide direction to Administration.

Authorities:

MGA Part 17

Planning and Development

Section 617

The purpose of this part and the regulations and bylaws under this part is to provide means whereby plans and related matters may be prepared and adopted

(a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and

(b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,

without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

Summer Village of Norglenwold

January 26, 2024

Council Reports

Information Item

Council Reports:

Mayor Gurevitch

Deputy Mayor Ludwig

Councillor Miller

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

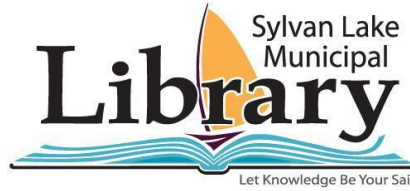
- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Correspondence:

- Minister of Environment & Protected Areas
- Alberta Lake Management Society
- Association of Summer Villages of Alberta LGFF Base Funding

Upcoming Meetings:

Next Council Meeting – February 23, 2024



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 10, 2024 – 6:30PM

1. Audit

The Board reviewed three proposals from companies who perform audits. At this time the library will strive to continue their relationship with BDO for the 2023 library audit.

2. Treasurer's Report

The Treasurer's report was approved as presented.

3. Director's Report

The Director's Report was approved as presented.

The Director is working with the staff to create an action plan for achieving the Plan of Service. Some examples from this action plan would include collaborating with community groups or organizations to offer workshops or programs, establishing space for independent computer use, and ensuring the lending materials remain current with ongoing purchases made for each collection.

4. Programming Report

Prior to the holidays several interesting programs and events were held at the library. Some of these included the Schizophrenia Society of Alberta offering a community education presentation covering the stigmas and misconceptions about Schizophrenia, two "Come Write In" events where the doors were opened to people who wanted a quiet place to work, a wonderful photographic tour of time spent in Svalbard by Myrna Pearman, a drop in "Letters to Santa" event where children could write letters and have them mailed to the North Pole, "Winter Wonderland" celebration of many cultures and the wrap up of the Junior Book Club complete with a pizza party sponsored by JD Law. Continuing this year will be free legal clinics put on by JD Law, to find out dates and times please check out the events page:

<https://prl.ab.ca/events?startDate=11%2F13%2F2023>

The Film society will have its first showing of the year on January 29 at Landmark Cinemas featuring "Who's Yer Father?" starting Chris Locke, Susan Kent, and Jess Salgueiro. Films screen the last Monday of the month in January, February, March, April, September, and October with doors opening at 6:00pm and the film starting at 7:00pm. Tickets are \$10 + GST and season passes are \$50 + GST (you get one film free); they

are available at the library for presale or at the theatre on the night of the film. Please note only cash can be accepted at the door for ticket sales.

5. Policy

The Personnel Committee Policy was passed at this meeting.

The Personnel Policy was discussed at this meeting and will be brought back with the suggested amendments for decision at the February meeting.

Meeting adjourned at 8:41pm.

Next Regular Meeting – February 14, 2024, at 6:30pm.



Parkland Update

Thursday, December 14, 2023

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

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



The Last Parkland Update of 2023!

Wishing you all the best for the Holidays and New Year! The Parkland Update Team will be taking a break for the holidays. Update emails will resume on January 25, 2024.

Parkland Headquarters will be closed from December 25 - January 1. We will re-open on January 2nd.

New Kits Coming Soon!



Parkland Staff have been working hard to create new book club kits for member libraries to borrow for programming. They will be available before the New Year and can be booked on the [booking form on the support site](#).

Staff Training Academy

Did you know Parkland has a [staff training academy](#)? We have all sorts of topics and courses catered to help library staff and board members learn and improve skills.

LIBRARY NEWS

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

Home Bookshelves Article

The Globe and Mail readers love their books, and by extension, their bookshelves. They solicited information from their readers about organization, book hierarchy, and the joys of a home filled with books. [Read the full article here!](#)

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 past training sessions, visit [Niche Academy](#).

Libraries Foster Social Connection Webinar

January 4

1pm

Libraries can play a vital role in building social cohesion and promoting community resilience, especially in challenging times. The epidemic of loneliness and isolation brings even greater urgency to the need for us to connect. [This engaging session](#) will explore ways to intentionally design for social connection in library services and programs, from passive to hosted.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#)
[Subscribe to this update email](#)



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



Happy New Year from the team at ALMS!

We hope you had a relaxing Christmas season, had a chance to spend time with friends and family, and are heading into the new year feeling refreshed!

We've hit the ground running since being back at the office, with our winter programs finally taking off!



Our winter season is in full swing!

There has been so much interest in the Winter LakeKeepers Program since our lakes have *(finally)* frozen over late December.

If you would like to learn more about the program and find out how to volunteer, please check out our website below:



We're Hiring!

Applications are now open for our summer positions!

ALMS is looking for energetic, organized individuals to fill our seasonal LakeWatch and Recreational Water Technician vacancies.

Interested in finding out more and applying?
You can find the job postings to each position [HERE!](#)

Know someone that would be the perfect fit?
Please share all the details with them!

Applications will be accepted until **February 16, 2024 at midnight.**



LakeWatch Volunteer Callout

Calling all lake stewards!

Are you interested in volunteering with ALMS this coming summer with our LakeWatch Program? We're looking for volunteers to take us out on their watercraft to sample their lakes!

Please reach out to programs@alms.ca with your lake of interest, or reply to this email.



From: MIKE PASHAK <mike.pashak@shaw.ca>
Sent: Monday, January 15, 2024 11:16 AM
To: Mike Pashak <mike.pashak@shaw.ca>
Cc: Kathy Krawchuk ASVA, Executive Director <execdirector@asva.ca>
Subject: Follow Up: ASVA Briefing Note - LGFF Base Fund Issues

Good Morning CAOs,
 Hope everyone is staying warm.

As promised in our original email on LGFF Base Funding, the ASVA has put together a briefing note on the issue. Please share with your Councils as it will provide speaking points and additional background on the issue. This could be beneficial if your Councils have an opportunity to interact with their local MLA, Alberta Cabinet Ministers, or other municipal elected officials.

We continue to work with Municipal Affairs to gain better understanding on the LGFF Program guidelines in the following areas:

- Clause 5a - time limits to use allocated funds
- Clause 8g - maximum project commitment limit
- Borrowing Costs
- Section 12 - project eligibility restrictions and, in particular, the two new measures introduced in that section.

Regards,
 Mike Pashak
 President, ASVA
 (403) 620-1543

From: ASVA Exec Director <summervillages@gmail.com>
Sent: Wednesday, January 3, 2024 3:15 PM
To: Kathy Krawchuk (execdirector@asva.ca) <execdirector@asva.ca>
Cc: Mike Pashak <mike.pashak@shaw.ca>
Subject: ASVA response to Minister McIver Re: LGFF Capital Allocation Formula

Good afternoon,

Please see the email message below from ASVA's President, Mike Pashak, thank you.

Dear Members,

Happy New Year. Hope everyone enjoyed their Christmas season and the great winter weather we are having.

Attached you will find a letter to Minister McIver outlining the ASVA's concerns with the LGFF Capital Allocation formula and more specifically Base funding. Please share this information with all of your Council before January 12, which is 5 days before the ABmunis LGFF Town Hall. We will keep you up-to-date on any response we receive from the Minister's office. The ASVA is currently putting together speaking points and background information on the points made in the letter to the Minister for your use as needed. Our goal is to share that information with you in the next week or so.

The LGFF Capital Allocation program also introduced some new rules and changes from the old MSI program. In our initial review of the guidelines, we identified the following areas as possible concerns for Summer Villages:

- > Clause 5a. Funds are still able to be carried forward for five years. However, time extensions will no longer be permitted and any unspent amount will be reduced from future LGFF allocations
- > Section 6. Although not new this section may become more important as Summer Villages determine how Section 12 - Project Eligibility Restrictions may impact them.
- > Section 7 discusses Asset Management planning and the need for a municipality to answer whether they have one or not.
- > Clause 8g, Maximum Project Commitment Limit. The ASVA is working with Municipal Affairs to understand how this and borrowing clauses might impact Summer Villages. We will provide updates as the information comes to us.
- > Section 12, Project Eligibility Restrictions. Two new measures are introduced that could impact the amount of LGFF received. This section also discusses core infrastructure, asset condition assessment, and asset management plan. It discusses the interplay between those items and eligibility restrictions.

There is still lots of work to do to fully understand the new LGFF program and the ASVA will continue to help Members through the process. If you have any specific areas that you would like ASVA to focus on, please send them to me and the Executive Director.

Regards,

Mike Pashak
President
Association of Summer Villages of Alberta
(403) 620-1543
mike.pashak@shaw.ca

Kathy Krawchuk
Executive Director
Association of Summer Villages of Alberta
780-236-5456
execdirector@asva.ca
www.asva.ca