

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF NORLGENWOLD  
JULY 31, 2023 @ 9:00 A.M.  
COUNCIL TO FOLLOW ORGANIZATIONAL MEETING**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, June 9, 2023  
                                     - Special Meeting Minutes, June 16, 2023  
                                     - Municipal Planning Commission Minutes, July 24, 2023

**D. INFORMATION ITEMS**

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

**E. TABLED ITEMS**

- 1) **Council & Legislative**
  - a) Burning & Fire Pit Bylaw

**F. REQUESTS FOR DECISION**

- 1) **Council & Legislative**
  - a) Alberta Municipalities' Convention
  - b) Bentley Parade
- 2) **Planning & Development**
  - a) 153 Grand Avenue Encroachment Agreement Request

## **G. COUNCIL, COMMITTEES AND CORRESPONDENCE**

### **1) Council Reports**

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

### **2) Committee Reports**

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

### **3) Upcoming Meetings**

- a) Council Meeting – September 22, 2023

## **H. ADJOURNMENT**

Summer Village of Norglenwold  
Regular Meeting Minutes  
June 9, 2023

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held June 9, 2023, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Cyril S. Gurevitch, K.C.
	Deputy Mayor:	Jeff Ludwig
	Councillor:	Nav Rattan
	CAO:	Tanner Evans
	Public Works Manager:	Owen Olynyk
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau
	Delegates:	Guy Teulon Cyndi Teulon

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

**AGENDA APPROVAL**

**NGC-23-076** MOVED by Councillor Rattan that the agenda be adopted as presented.  
CARRIED

**MINUTES**

**NGC-23-077** MOVED by Deputy Mayor Ludwig that the minutes of the regular meeting of Council held on April 21, 2023, be approved as presented.  
CARRIED

**NGC-23-078** MOVED by Councillor Rattan that the minutes of the regular meeting of Council held on May 16, 2023, be approved as presented.  
CARRIED

**NGC-23-079** MOVED by Councillor Rattan that the minutes of the Municipal Planning Commission meeting held on April 21, 2023, be approved as presented.  
CARRIED

**DELEGATION**

Guy and Cyndi Teulon joined Council to discuss the possibility of purchasing the neighbouring reserve land adjacent to his property at 10 Grand Avenue.

**INFORMATION ITEMS**

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

**NGC-23-080** MOVED by Deputy Mayor Ludwig that Council approve the information items as presented.  
CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

**NGC-23-081**      Association of Summer Villages of Alberta Conference  
MOVED by Councillor Rattan that Mayor Gurevitch and Deputy Mayor Ludwig attend the Association of Summer Villages of Alberta Conference at the Royal Hotel West in Edmonton on October 19<sup>th</sup> & 20<sup>th</sup>.  
  
CARRIED

**NGC-23-082**      Association of Summer Villages of Alberta Silent Auction  
MOVED by Deputy Mayor Ludwig that Council purchase a silent auction item for donation to the Association of Summer Villages of Alberta Conference of not more than \$500 with funds to come from the donations.  
  
CARRIED

**NGC-23-083**      Coffee with Council  
MOVED by Councillor Rattan that Council hold the next Coffee with Council on Saturday, October 14<sup>th</sup>, 2023.  
  
CARRIED

PLANNING & DEVELOPMENT

**NGC-23-084**      Request to Purchase Reserve Land  
MOVED by Mayor Gurevitch that Council accept the request to purchase land as information.  
  
CARRIED

**NGC-23-085**      Encroachment Letter – 361 Last Chance Way  
MOVED by Deputy Mayor Ludwig that Council amend the previous motion to allow the gravel pad to remain at 361 Last Chance Way pending the outcome of the Open Space Master Plan, and further, Council to add this to the scope of the work to be done during the consultation by Municipal Planning Services.  
  
CARRIED

COUNCIL REPORTS

- Mayor Gurevitch
- Sylvan Lake Regional Water & Wastewater Commission
  - Lacombe County Governance Workshop
- Deputy Mayor Ludwig
- Lacombe County Governance Workshop
- Councillor Rattan
- No reports



COMMITTEE REPORTS

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

NEXT MEETING

**NGC-23-086**      MOVED by Mayor Gurevitch that the next meeting of Council be held on July 31, 2023, at 9:00 a.m.

CARRIED

ADJOURNMENT

**NGC-23-087**      MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 10:25 a.m.

CARRIED

\_\_\_\_\_  
CYRIL S. GUREVITCH, K.C., MAYOR

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

Summer Village of Norglenwold  
Special Meeting Minutes  
June 19, 2023

C-2

*Minutes of a Special Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held June 19, 2023, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

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

**CALL TO ORDER** The Meeting was called to order at 2:00 p.m. by Mayor Gurevitch.

**AGENDA APPROVAL**

**NGC-23-091** MOVED by Deputy Mayor Ludwig that the agenda be adopted as presented.  
CARRIED

**REQUESTS FOR DECISION**

**COUNCIL & LEGISLATION**

**NGC-23-092** By-Election  
MOVED by Deputy Mayor Ludwig that Council allow for voting by special ballots for the 2023 By-Election.  
CARRIED

**NGC-23-093** MOVED by Mayor Gurevitch that Council appoint Teri Musseau as Returning Officer and Trudy Dubeau as Substitute Returning Officer for the 2023 By-Election.  
CARRIED

**NGC-23-094** MOVED by Deputy Mayor Ludwig that MOVED by Mayor Ludwig that Council approve the following dates for the 2023 By-Election:  
  
Nomination Day: Saturday, September 2, 2023, from 10 a.m. – 12 p.m.  
Advanced Poll: Saturday, September 23, 2023, from 10 a.m. – 2 p.m.  
Election Day: Saturday, September 30, 2023, from 10 a.m. – 7 p.m.  
CARRIED

**ADJOURNMENT**

**NGC-23-095** MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 2:06 p.m.  
CARRIED

\_\_\_\_\_  
CYRIL S. GUREVITCH, K.C., MAYOR

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

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held on July 24, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Jeff Ludwig  
Member at Large: Ed Thiessen via Zoom  
CAO: Tanner Evans  
Development Officer: Kara Hubbard  
Recording Secretary: Teri Musseau  
Applicant: Brian Engel

**CALL TO ORDER:** Chair Ludwig called the meeting to order at 8:56 a.m.

**AGENDA:**

**MPC-23-010** Moved by Ed Thiessen to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 111 Grand Avenue – Lakeside Retaining Walls and Stairs**

Application for lakeside retaining walls and stairs on the escarpment for the property located at 111 Grand Avenue (Lot 24-6, Block B, Plan 5108EO).

Kara Hubbard and applicant left the meeting at 9:05 a.m.

**DECISION(S)**

**111 Grand Avenue – Lakeside Retaining Walls and Stairs**

**MPC-23-011** Moved by Ed Thiessen that the Municipal Planning Commission approve the application for a lakeside retaining walls and stairs on the escarpment at 111 Grand Avenue with the following conditions being met to the satisfaction of the Development Officer:

- All recommendations in the geotechnical report to be followed and construction inspections to be completed by the engineer.
- Engineered drawings to be provided for the construction of the walls and complete.
- Planting of shrubs and trees to be done according to the landscaping plan. The no mow zone shall be a buffer strip of vegetation that includes native plantings tat let aquatic vegetation grow to maintain a stable natural state, a no mow zone allows native plants to seed and reestablish.
- A security in the form of an irrevocable letter of credit required up to the value of 125% of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence, to the satisfaction of the development authority.

CARRIED

Initials

ADJOURNMENT

**MPC-23-012** Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 9:07 a.m.

CARRIED

\_\_\_\_\_  
JEFF LUDWIG, CHAIR

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

Initials

## Summer Village of Norglenwold

### Administration and Finance

July 28, 2023

### Information Item

### Agenda Item: *Accounts Payable Update*

#### Background:

Total payables processed and presented to Council \$ 340,234.83

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

- |   |              |
|---|--------------|
| 1. Paulson, Jamie   | \$ 5,000.00  |
| a. Completions Deposit Refund                             |              |
| 2. Empringham Disposal Corp                               | \$ 8,145.90  |
| a. May Weekly Collection                                  |              |
| b. May Bi-Weekly Recycling                                |              |
| c. May 5 – June 2 Bin Servicing-Norglenwold               |              |
| d. May 11 – June 2 Bin Servicing – Last Chance/Honey Moon |              |
| 3. Munisoft   | \$ 4,200.00  |
| a. PubWorks Training                                      |              |
| 4. Red Deer Catholic Regional School                      | \$ 5,892.52  |
| a. Tax Requisition  |              |
| 5. Rugged West Maintenance Inc.                           | \$ 3,150.00  |
| a. May 18 & 30 Mowing & Trimming                          |              |
| 6. Sorento Custom Homes Ltd                               | \$ 5,000.00  |
| a. Completions Deposit Refund                             |              |
| 7. Stantec Consulting Ltd                                 | \$ 9,439.50  |
| a. 2023 Pavement Condition Assessment                     |              |
| 8. Sylvan Lake Regional Water/Wastewater                  | \$ 9,633.13  |
| a. May 2023 WW Services                                   |              |
| b. Governance & Admin Costs                               |              |
| 9. TD Business Ventures Inc.                              | \$ 4,764.12  |
| a. Re-Do Driveway Access 99                               |              |
| 10. Town of Sylvan Lake                                   | \$ 20,475.00 |
| a. 2023 Recreation Cost Sharing                           |              |
| 11. Border Paving   | \$ 26,202.75 |
| a. Replace Pavement in Honeymoon Drive                    |              |
| 12. Brownlee LLP  | \$ 9,048.69  |
| a. SDAB Appeal-Boathouse                                  |              |
| 13. Empringham Disposal Corp                              | \$ 3,368.40  |
| a. June Weekly Collection                                 |              |
| b. June Bi-Weekly Recycling                               |              |

c. June Office Bin/ 1 Extra Pick-Up	
14. Rugged West Maintenance Inc.	\$ 3,150.00
a. June 12 & 27 Mowing & Trimming	
15. Sylvan Lake Regional Water/Wastewater	\$ 5,391.42
a. June 2023 WW Services	
16. Alberta School Foundation Fund	\$ 130,514.89

### **Council Expense Claims Report:**

#### **June Expenses**

▪ Cyril S. Gurevitch	\$ 1821.82
▪ Jeff Ludwig	\$ 0
▪ Nav Rattan	\$ 850.00

### **Administrative Recommendations:**

Council to accept as information.

### **Authorities:**

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

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1965</b>	<b>2023-05-31</b>	<b>Ace Line Locating</b>			
5705		242-000-255 - Maintenance Pro	Line Locating	960.00	
		312-000-260 - GST Paid Refund	GST Tax Code	48.00	1,008.00
<b>1966</b>	<b>2023-05-31</b>	<b>Empringham Disposal Corp</b>			
47666		412-300-255 - Shared Facility M	May 2023 Office Bin	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
<b>1967</b>	<b>2023-05-31</b>	<b>Government of Alberta</b>			
E0021N3		261-000-110 - Development Ser	D.R.R E0021N3	35.00	35.00
<b>1968</b>	<b>2023-05-31</b>	<b>Canoe Procurement Group of</b>			
AB168328		412-200-510 - Shared Office Sup	Office Supplies	74.54	
		312-000-260 - GST Paid Refund	GST Tax Code	3.73	78.27
<b>1969</b>	<b>2023-05-31</b>	<b>TD Business Ventures Inc.</b>			
12889		412-300-255 - Shared Facility M	Mowing as Quoted: May 19	182.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.10	191.10
<b>1970</b>	<b>2023-06-14</b>	<b>Barricades and Signs Ltd.</b>			
49603		232-000-265 - Sign Program	Street Signs Purchased Dec	449.36	
		312-000-260 - GST Paid Refund	GST Tax Code	22.47	471.83
51852		232-000-265 - Sign Program	Street Signs Purchased Apr	1,636.11	
		312-000-260 - GST Paid Refund	GST Tax Code	81.81	1,717.92
			Payment Total:		2,189.75
<b>1971</b>	<b>2023-06-30</b>	<b>Cadman, Ronald</b>			
1312		461-000-520 - Completions Dep	Completions Deposit Refun	1,000.00	1,000.00
<b>1972</b>	<b>2023-06-30</b>	<b>Paulson, Jamie</b>			
1642A		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
<b>1973</b>	<b>2023-06-30</b>	<b>Al's Bobcat &amp; Trucking</b>			
19527		232-000-250 - Road Maintenanc	Crushed Gravel & Filled in I	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
19526		232-000-200 - Green Space Pro	Sweep Green Space of Roc	142.50	
		312-000-260 - GST Paid Refund	GST Tax Code	7.13	149.63
19548		232-000-200 - Green Space Pro	Pulled Sign Posts/Move Co	300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.00	315.00
			Payment Total:		1,094.63
<b>1974</b>	<b>2023-06-30</b>	<b>Association of Alberta Municipalities</b>			
IN000015096		412-200-500 - Shared Printing C	Public Works Manager Job	300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.00	315.00
<b>1975</b>	<b>2023-06-30</b>	<b>Barricades and Signs Ltd.</b>			
53188		232-000-265 - Sign Program	Rustic Crescent Sign	39.78	
		312-000-260 - GST Paid Refund	GST Tax Code	1.99	41.77
<b>1976</b>	<b>2023-06-30</b>	<b>Digitex Canada Inc.</b>			
IN1024027		412-200-500 - Shared Printing C	Shared Printing	587.58	
		312-000-260 - GST Paid Refund	GST Tax Code	29.38	616.96
<b>1977</b>	<b>2023-06-30</b>	<b>Empringham Disposal Corp</b>			
48375		243-000-200 - Contracted Garba	May Weekly Collection	2,289.00	
		243-000-200 - Contracted Garba	May Bi-Weekly Recycling	819.00	
		312-000-260 - GST Paid Refund	GST Tax Code	155.40	3,263.40

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 2

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
48374		243-000-200 - Contracted Garba	May 5-Jun 2-Bin Service-Nc	2,790.00	
		243-000-200 - Contracted Garba	4 Days-Bin Svc-Last Chanc	1,860.00	
		312-000-260 - GST Paid Refund	GST Tax Code	232.50	4,882.50
			Payment Total:		8,145.90
<b>1978</b>	<b>2023-06-30</b>	<b>Federation of Canadian</b>			
INV-33982-T6Q!		211-303-220 - FCM	2023/2024 Membership-Rex	204.63	
		312-000-260 - GST Paid Refund	GST Tax Code	10.23	214.86
<b>1979</b>	<b>2023-06-30</b>	<b>Longhurst Consulting</b>			
6369		412-300-240 - Shared Computer	Office 365 Enterprise	275.40	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	35.90	753.80
6391		412-300-242 - Shared IT Equipn	IT Support-Swapping Laptop	550.00	
		312-000-260 - GST Paid Refund	GST Tax Code	27.50	577.50
6453		412-300-242 - Shared IT Equipn	IT Support-Cancel Email- N	300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.00	315.00
			Payment Total:		1,646.30
<b>1980</b>	<b>2023-06-30</b>	<b>Government of Alberta</b>			
E0024M5		261-000-110 - Development Ser	D.R.R. Number: E0024M5	35.00	35.00
<b>1981</b>	<b>2023-06-30</b>	<b>MuniSoft</b>			
2023/24-01660		412-100-130 - Shared Training	PubWorks Upgrade Training	4,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	200.00	4,200.00
<b>1982</b>	<b>2023-06-30</b>	<b>Raven Printing</b>			
96923		312-200-250 - Due from Jarvis E	Business Cards-Julie Maple	83.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.15	87.15
<b>1983</b>	<b>2023-06-30</b>	<b>Red Deer Catholic Regional</b>			
2023-2		201-100-130 - ASFF Residential	Tax Requisition	5,892.52	5,892.52
<b>1984</b>	<b>2023-06-30</b>	<b>Canoe Procurement Group of</b>			
AB170715		412-200-510 - Shared Office Sup	Office Supplies	49.69	
		312-000-260 - GST Paid Refund	GST Tax Code	2.48	52.17
AB171824		412-300-255 - Shared Facility M	Paper Towel for Office	78.77	
		312-000-260 - GST Paid Refund	GST Tax Code	3.94	82.71
AB172359		412-200-510 - Shared Office Sup	Office Supplies	20.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.05	22.04
AB172435		412-200-510 - Shared Office Sup	Office Supplies	186.94	
		312-000-260 - GST Paid Refund	GST Tax Code	9.35	196.29
			Payment Total:		353.21
<b>1985</b>	<b>2023-06-30</b>	<b>Rugged West Maintenance Inc.</b>			
1330		232-000-200 - Green Space Pro	May 18 & 30 Mowing & Trim	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
<b>1986</b>	<b>2023-06-30</b>	<b>Sorento Custom Homes Ltd</b>			
1684		461-000-520 - Completions Dep	Completions Deposit Refund	5,000.00	5,000.00
<b>1987</b>	<b>2023-06-30</b>	<b>Stantec Consulting Ltd.</b>			
1810715		297-206-840 - Project CCBF-Ro	'23 Pavement Condition Ass	2,615.37	
		312-300-250 - Due from Birchclil	'23 Pavement Condition Ass	2,163.62	
		312-100-250 - Due from Half Mo	'23 Pavement Condition Ass	490.13	
		312-200-250 - Due from Jarvis E	'23 Pavement Condition Ass	2,079.76	
		312-400-250 - Due from Sunbre:	'23 Pavement Condition Ass	1,641.12	
		312-000-260 - GST Paid Refund	GST Tax Code	449.50	9,439.50



Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 3

## COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1988</b>	<b>2023-06-30</b>	<b>Sylvan Lake Regional</b>			
1817		242-000-260 - Usage Fees	May 2023 WW Services	5,391.42	5,391.42
1827		242-000-250 - SLR WasteWater	Governance & Admin Costs	4,241.71	4,241.71
			Payment Total:		9,633.13
<b>1989</b>	<b>2023-06-30</b>	<b>TD Business Ventures Inc.</b>			
12922		297-204-840 - Project Env RSV-	Re-do Driveway Access 99	4,537.26	
		312-000-260 - GST Paid Refund	GST Tax Code	226.86	4,764.12
<b>1990</b>	<b>2023-06-30</b>	<b>Town of Sylvan Lake</b>			
IVC121983		274-000-510 - Operational Recre	2023 Recreation Cost Shari	20,475.00	20,475.00
<b>1991</b>	<b>2023-06-30</b>	<b>Triangle Construction Inc</b>			
1718		232-000-240 - Hazardous Trees	June 5 & 15 Tree Remove 3	550.00	
		312-000-260 - GST Paid Refund	GST Tax Code	27.50	577.50
<b>1992</b>	<b>2023-06-30</b>	<b>Very Good Cleaning</b>			
13		412-300-255 - Shared Facility M	May 8 to June 6 Office Clea	1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	50.00	1,050.00
<b>1993</b>	<b>2023-07-19</b>	<b>Allan, Janelle</b>			
JUN2223SDAB		261-000-215 - Subdivision Appe	June 22nd SDAB Meeting	150.00	150.00
<b>1994</b>	<b>2023-07-19</b>	<b>Ace Line Locating</b>			
5746		242-000-255 - Maintenance Proq	Line Locating	720.00	
		312-000-260 - GST Paid Refund	GST Tax Code	36.00	756.00
<b>1995</b>	<b>2023-07-19</b>	<b>Barricades and Signs Ltd.</b>			
54124		232-000-265 - Sign Program	Fire Danger Sign	755.16	
		312-000-260 - GST Paid Refund	GST Tax Code	37.76	792.92
<b>1996</b>	<b>2023-07-19</b>	<b>Border Paving</b>			
74006		297-203-840 - Project CCBF/Ro.	Replace Pavement in Hone	24,955.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1,247.75	26,202.75
<b>1997</b>	<b>2023-07-19</b>	<b>Brownlee LLP</b>			
551297		212-400-230 - Legal Fees	SDAB Appeal-Boathouse D	8,617.80	
		312-000-260 - GST Paid Refund	GST Tax Code	430.89	9,048.69
<b>1998</b>	<b>2023-07-19</b>	<b>Empringham Disposal Corp</b>			
49703		243-000-200 - Contracted Garba	June Weekly Collection	2,289.00	
		243-000-200 - Contracted Garba	June Bi-Weekly Recycling	819.00	
		312-000-260 - GST Paid Refund	GST Tax Code	155.40	3,263.40
49704		412-300-255 - Shared Facility M	June 2023 Office Bin/Extra	100.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.00	105.00
			Payment Total:		3,368.40
<b>1999</b>	<b>2023-07-19</b>	<b>Independent Control Services Ltd</b>			
45008		412-300-255 - Shared Facility M	Furnace Spring Inspection	395.00	
		312-000-260 - GST Paid Refund	GST Tax Code	19.75	414.75
<b>2000</b>	<b>2023-07-19</b>	<b>Longhurst Consulting</b>			
6524		412-300-240 - Shared Computer	Office 365 Enterprise	275.40	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	35.90	753.80
<b>2001</b>	<b>2023-07-19</b>	<b>Parkland Regional Library</b>			
230247		274-000-850 - Parkland Region	3rd Quarter Requisition	616.88	
		312-000-260 - GST Paid Refund	GST Tax Code	30.84	647.72

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2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 4

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>2002</b>	<b>2023-07-19</b>	<b>Canoe Procurement Group of</b>			
AB173241		412-200-510 - Shared Office Sup	Office Supplies	41.98	
		312-000-260 - GST Paid Refund	GST Tax Code	2.10	44.08
AB173078		412-200-510 - Shared Office Sup	Office Supplies	252.21	
		312-000-260 - GST Paid Refund	GST Tax Code	12.61	264.82
			Payment Total:		308.90
<b>2003</b>	<b>2023-07-19</b>	<b>Rugged West Maintenance Inc.</b>			
1335		232-000-200 - Green Space Pro	June 12 & 27 Mowing & Trir	3,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.00	3,150.00
<b>2004</b>	<b>2023-07-19</b>	<b>Sylvan Lake Regional</b>			
1843		242-000-260 - Usage Fees	June 2023 WW Services	5,391.42	5,391.42
<b>2005</b>	<b>2023-07-19</b>	<b>TD Business Ventures Inc.</b>			
12941		412-300-255 - Shared Facility M	June 2,13 &28 Mowing as C	546.01	
		312-000-260 - GST Paid Refund	GST Tax Code	27.30	573.31
<b>2006</b>	<b>2023-07-19</b>	<b>Town of Sylvan Lake</b>			
IVC122235		312-200-250 - Due from Jarvis E	Ticket 253422	11.04	
		232-000-200 - Green Space Pro	Ticket 253921	6.90	
		312-300-250 - Due from Birchclil	Ticket 254252	6.90	
		312-100-250 - Due from Half Mo	Ticket 254294	6.90	
		312-300-250 - Due from Birchclil	Ticket 254269	6.90	38.64
IVC122336		223-000-200 - Contract Fire Ser	Public Assist-41 Ravenscra	1,750.00	1,750.00
			Payment Total:		1,788.64
<b>2007</b>	<b>2023-07-19</b>	<b>Very Good Cleaning</b>			
14		412-300-255 - Shared Facility M	June 13, 20, 27 & July 5 Off	800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	40.00	840.00
<b>2008</b>	<b>2023-07-19</b>	<b>Wild Rose Assessment Service</b>			
9068		212-400-232 - Assessment Fees	Assessment Fees July 1 to	1,725.00	
		312-000-260 - GST Paid Refund	GST Tax Code	86.25	1,811.25
			Total Computer Cheque:		142,285.72

**OTHER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3466</b>	<b>2023-05-31</b>	<b>ATB Mastercard</b>			
003675		226-000-200 - Enforcement	CND Tire-Velcro for Bylaw 1	5.39	
		312-300-250 - Due from Birchclil	CND Tire-Velcro for Bylaw 1	5.40	
		312-100-250 - Due from Half Mo	CND Tire-Velcro for Bylaw 1	5.40	
		312-200-250 - Due from Jarvis E	CND Tire-Velcro for Bylaw 1	5.40	
		312-400-250 - Due from Sunbre:	CND Tire-Velcro for Bylaw 1	5.40	
		312-000-260 - GST Paid Refund	GST Tax Code	1.35	28.34
H8SZSCF2		412-100-210 - Shared Travel an	Parking Pass-CLGM Confer	31.50	31.50
POMEROY0509		412-100-210 - Shared Travel an	Kananaskis Pomeroy Meal-	61.43	61.43
257635		412-100-210 - Shared Travel an	Kananaskis Lodge-CLGM C	1,194.26	
		312-000-260 - GST Paid Refund	GST Tax Code	53.36	1,247.62
104736		226-000-200 - Enforcement	Intercon Messaging	7.00	
		312-100-250 - Due from Half Mo	Intercon Messaging	7.00	
		312-300-250 - Due from Birchclil	Intercon Messaging	7.00	
		312-200-250 - Due from Jarvis E	Intercon Messaging	7.00	
		312-400-250 - Due from Sunbre:	Intercon Messaging	7.00	

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 5

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.75
004124		412-300-510 - Shared Other Cor	Lodge 43	247.27	247.27
252717		412-200-510 - Shared Office Sup	Everything H2O Water for C	19.50	19.50
47163625		312-300-250 - Due from Birchclil	AB Land Titles	10.00	10.00
DOODLEREFUN		412-300-240 - Shared Computer	Doodle Refund	-122.32	-122.32
GODADDY0519		412-300-240 - Shared Computer	GO Daddy - Sylvanssummer	647.64	
		312-000-260 - GST Paid Refund	GST Tax Code	32.38	680.02
16352725		412-300-510 - Shared Other Cor	B-Nest Floral-Flowers for C	76.95	
		312-000-260 - GST Paid Refund	GST Tax Code	3.85	80.80
3202175988		412-200-215 - Shared Postage/f	Pitney Bowes Leasing	174.54	
		312-000-260 - GST Paid Refund	GST Tax Code	8.73	183.27
339228		412-100-210 - Shared Travel an	The Fairmont Banff-Golf To	25.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.25	26.25
014910		412-100-210 - Shared Travel an	Town of Banff-Parking GFO	15.00	15.00
015854		412-100-210 - Shared Travel an	Town of Banff-Parking-GFC	10.00	10.00
015018		412-100-210 - Shared Travel an	Bison Restaurant	78.00	
		412-100-210 - Shared Travel an	Terrazza Restaurant	69.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	153.25
5594421		412-100-210 - Shared Travel an	Banff East Gate-Park Pass-	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
008312		226-000-200 - Enforcement	CND Tire-Wiper Blades-Byl	10.99	
		312-300-250 - Due from Birchclil	CND Tire-Wiper Blades-Byl	11.00	
		312-100-250 - Due from Half Mo	CND Tire-Wiper Blades-Byl	11.00	
		312-200-250 - Due from Jarvis E	CND Tire-Wiper Blades-Byl	11.00	
		312-400-250 - Due from Sunbre	CND Tire-Wiper Blades-Byl	11.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.75	57.74
011539		412-300-265 - Shared Equipmer	CND Tire-Equipment Suppli	137.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.85	143.85
017559		412-300-255 - Shared Facility M	CND Tire-Round up/Fire Ex	397.94	
		312-000-260 - GST Paid Refund	GST Tax Code	19.90	417.84
018107		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.59	
		312-300-250 - Due from Birchclil	CO-OP-Bylaw Truck Wash	2.60	
		312-100-250 - Due from Half Mo	CO-OP-Bylaw Truck Wash	2.60	
		312-200-250 - Due from Jarvis E	CO-OP-Bylaw Truck Wash	2.60	
		312-400-250 - Due from Sunbre	CO-OP-Bylaw Truck Wash	2.60	
		312-000-260 - GST Paid Refund	GST Tax Code	0.65	13.64
018175		226-000-200 - Enforcement	Mobil 1 Lube Express-Oil Cl	20.73	
		312-300-250 - Due from Birchclil	Mobil 1 Lube Express-Oil Cl	20.73	
		312-100-250 - Due from Half Mo	Mobil 1 Lube Express-Oil Cl	20.73	
		312-200-250 - Due from Jarvis E	Mobil 1 Lube Express-Oil Cl	20.74	
		312-400-250 - Due from Sunbre	Mobil 1 Lube Express-Oil Cl	20.74	
		312-000-260 - GST Paid Refund	GST Tax Code	5.18	108.85
47244387		312-200-250 - Due from Jarvis E	AB Land Title	10.00	10.00
ALTALIS051723		412-300-240 - Shared Computer	ALTALIS Annual Subscriptic	81.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.05	85.05
024503		412-200-510 - Shared Office Sup	Paper Plates for Office	7.97	
		412-300-510 - Shared Other Cor	B'Day Candle	10.97	
		312-000-260 - GST Paid Refund	GST Tax Code	0.95	19.89
024025		412-300-510 - Shared Other Cor	Sobeys-Cake for B'day	25.99	25.99
VALETPARK05		412-100-210 - Shared Travel an	May 12th-Valet Parking	49.00	
		412-100-210 - Shared Travel an	May 13th-Valet Parking	49.00	
		412-100-210 - Shared Travel an	May 14th-Valet Parking	49.00	

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 6

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		412-100-210 - Shared Travel an	May 15th-Valet Parking	49.00	196.00
019148		412-300-265 - Shared Equipmer	CND Tire-Tools for Signs	31.48	
		312-000-260 - GST Paid Refund	GST Tax Code	1.57	33.05
018948		312-400-250 - Due from Sunbre	Little Rocks-N- Stuff-Gravel	10.71	
		312-000-260 - GST Paid Refund	GST Tax Code	0.53	11.24
5183		412-100-266 - Shared PW Fleet	Syvan Auto Spa Ford Rang	209.99	
		312-000-260 - GST Paid Refund	GST Tax Code	10.50	220.49
026627		412-300-250 - Shared Facility Inr	Dollarama - Gardening Supl	14.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.70	14.70
026719		412-300-250 - Shared Facility Inr	Walmart - Flowers for Gard	199.84	
		412-300-250 - Shared Facility Inr	Walmart - Returned Some f	-75.35	
		312-000-260 - GST Paid Refund	GST Tax Code	9.99	134.48
024597		226-000-200 - Enforcement	CND Tire 140 W Inverter fo	11.99	
		312-300-250 - Due from Birchclil	CND Tire 140 W Inverter fo	12.00	
		312-100-250 - Due from Half Mo	CND Tire 140 W Inverter fo	12.00	
		312-200-250 - Due from Jarvis E	CND Tire 140 W Inverter fo	12.00	
		312-400-250 - Due from Sunbre	CND Tire 140 W Inverter fo	12.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.00	62.99
024931		226-000-200 - Enforcement	Best Buy-Data Transfer Cal	3.99	
		312-300-250 - Due from Birchclil	Best Buy-Data Transfer Cal	4.00	
		312-100-250 - Due from Half Mo	Best Buy-Data Transfer Cal	4.00	
		312-200-250 - Due from Jarvis E	Best Buy-Data Transfer Cal	4.00	
		312-400-250 - Due from Sunbre	Best Buy-Data Transfer Cal	4.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	20.99
030354		412-200-215 - Shared Postage/f	Shopper Drug Mart-Registe	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
030872		412-200-510 - Shared Office Suj	Shoppers Drug Mart-Office	15.98	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.78
060264		412-300-265 - Shared Equipmer	CND Tire-Round-Up & Face	87.97	
		312-000-260 - GST Paid Refund	GST Tax Code	3.90	91.87
030751		412-300-265 - Shared Equipmer	Peavey Mart-2 Weed Trimr	49.98	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.48
INV204164857		412-300-240 - Shared Computer	Zoom Communications	22.47	
		312-000-260 - GST Paid Refund	GST Tax Code	1.12	23.59
			Payment Total:		4,565.55
<b>3489</b>	<b>2023-05-31</b>	<b>Epcor</b>			
MAY292023-868		232-000-545 - Utilities	Utilities	70.94	
		312-000-260 - GST Paid Refund	GST Tax Code	3.55	74.49
<b>3490</b>	<b>2023-05-31</b>	<b>Direct Energy</b>			
MAY302023-979		412-300-540 - Shared Utilities	Shared Utilities	220.61	
		312-000-260 - GST Paid Refund	GST Tax Code	11.03	231.64
<b>3491</b>	<b>2023-05-31</b>	<b>Town of Sylvan Lake</b>			
MAY312023-000		412-300-540 - Shared Utilities	May 2023 Water/Sewer 2 E	84.53	84.53
<b>3492</b>	<b>2023-06-12</b>	<b>ATB Mastercard</b>			
TUITION060223		412-100-130 - Shared Training	Pay My Tuition- Tanner's Tu	384.38	384.38
00448		412-200-510 - Shared Office Suj	Everything H2O-Water for C	19.50	19.50
MICRO060423		412-300-240 - Shared Computer	Microsoft Monthly Subscript	48.30	
		412-300-240 - Shared Computer	Microsoft Monthly Subscript	2.73	51.03
56697		412-200-510 - Shared Office Suj	Staples-Kara's Organizer	78.99	
		312-000-260 - GST Paid Refund	GST Tax Code	3.94	82.93

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 7

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
001680		412-300-265 - Shared Equipmer	CND Tire-Brush Cutter Hea	97.97	
		312-000-260 - GST Paid Refund	GST Tax Code	4.90	102.87
001122		412-300-265 - Shared Equipmer	CND Tire-Exacto Knife	13.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.70	14.69
001500		412-300-265 - Shared Equipmer	CND Tire-Hitch Pin	4.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.25	5.24
001137		312-200-250 - Due from Jarvis E	Sylvan Lake Waste Transfe	9.00	9.00
002187		412-300-265 - Shared Equipmer	CND Tire-Weed Trimmer Fi	100.30	
		312-000-260 - GST Paid Refund	GST Tax Code	5.02	105.32
CA3BU404TEI		112-000-570 - Other Revenue	Charged in Error-Charged E	53.64	53.64
CA3BGZMNVOI		412-300-250 - Shared Facility Ir	High Density Sound Absorb	77.98	
		312-000-260 - GST Paid Refund	GST Tax Code	3.90	81.88
CA3BH0MNV0V		412-300-250 - Shared Facility Ir	High Density Sound Absorb	77.98	
		312-000-260 - GST Paid Refund	GST Tax Code	3.90	81.88
CA3BH1MNV0V		412-300-250 - Shared Facility Ir	High Density Sound Absorb	77.98	
		312-000-260 - GST Paid Refund	GST Tax Code	3.90	81.88
CA32W1NKJ0C		226-000-200 - Enforcement	Tactical -Shirt for Bylaw Offi	15.00	
		312-300-250 - Due from Birchclil	Tactical -Shirt for Bylaw Offi	15.00	
		312-100-250 - Due from Half Mo	Tactical -Shirt for Bylaw Offi	15.00	
		312-200-250 - Due from Jarvis E	Tactical -Shirt for Bylaw Offi	15.00	
		312-400-250 - Due from Sunbre:	Tactical -Shirt for Bylaw Offi	15.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.75
			Payment Total:		1,152.99
<b>3497</b>	<b>2023-06-30</b>	<b>Alberta Municipal Services Cor</b>			
PP11-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,582.60	1,582.60
<b>3498</b>	<b>2023-06-30</b>	<b>Alberta School Foundation Fund</b>			
14201		201-100-130 - ASFF Residential	ASFF Residential	130,514.89	130,514.89
<b>3499</b>	<b>2023-06-30</b>	<b>Meridian</b>			
JUN2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
<b>3500</b>	<b>2023-06-30</b>	<b>Receiver General/OTH</b>			
PP11-23		412-000-263 - Income Tax Sour	TAX	3,377.68	
		412-000-261 - CPP Source Dedi	CPP	2,470.36	
		412-000-262 - EI Source Deduct	EI	858.33	6,706.37
<b>3501</b>	<b>2023-06-30</b>	<b>Victor Insurance Managers Inc.</b>			
4212770517		412-000-266 - Benefits	Shared Benefits	3,399.46	3,399.46
<b>3502</b>	<b>2023-06-30</b>	<b>UFA Co-Operative Ltd</b>			
114676587		226-000-200 - Enforcement	May Bylaw Fuel	140.79	
		312-300-250 - Due from Birchclil	May Bylaw Fuel	140.79	
		312-100-250 - Due from Half Mo	May Bylaw Fuel	140.79	
		312-200-250 - Due from Jarvis E	May Bylaw Fuel	140.79	
		312-400-250 - Due from Sunbre:	May Bylaw Fuel	140.79	
		412-100-266 - Shared PW Fleet	May Public Works Fuel	225.87	
		312-000-260 - GST Paid Refund	GST Tax Code	46.50	976.32
<b>3503</b>	<b>2023-06-30</b>	<b>Worker's Compensation Board</b>			
26386377		412-100-211 - Shared WCB	Shared WCB	839.93	839.93
<b>3505</b>	<b>2023-06-30</b>	<b>Receiver General/OTH</b>			
PP12-23		412-000-263 - Income Tax Sour	TAX	3,542.17	

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 8

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		412-000-261 - CPP Source Dedi	CPP	2,628.26	
		412-000-262 - EI Source Deduct	EI	915.49	7,085.92
<b>3506</b>	<b>2023-06-30</b>	<b>ATB Mastercard</b>			
008320		226-000-200 - Enforcement	Walmart-Rachet Strap for B	6.39	
		312-300-250 - Due from Birchclli	Walmart-Rachet Strap for B	6.39	
		312-100-250 - Due from Half Mo	Walmart-Rachet Strap for B	6.39	
		312-200-250 - Due from Jarvis E	Walmart-Rachet Strap for B	6.40	
		312-400-250 - Due from Sunbre:	Walmart-Rachet Strap for B	6.40	
		312-000-260 - GST Paid Refund	GST Tax Code	1.60	33.57
008188		226-000-200 - Enforcement	Candian Tire-Dog Spray	10.39	
		312-300-250 - Due from Birchclli	Candian Tire-Dog Spray	10.40	
		312-100-250 - Due from Half Mo	Candian Tire-Dog Spray	10.40	
		312-200-250 - Due from Jarvis E	Candian Tire-Dog Spray	10.40	
		312-400-250 - Due from Sunbre:	Candian Tire-Dog Spray	10.40	
		312-000-260 - GST Paid Refund	GST Tax Code	2.60	54.59
014366		412-300-510 - Shared Other Cor	Timber Coffee Co.-Staff Col	61.58	61.58
105134		226-000-200 - Enforcement	Intercon Messaging	7.00	
		312-100-250 - Due from Half Mo	Intercon Messaging	7.00	
		312-300-250 - Due from Birchclli	Intercon Messaging	7.00	
		312-200-250 - Due from Jarvis E	Intercon Messaging	7.00	
		312-400-250 - Due from Sunbre:	Intercon Messaging	7.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.75
919575		412-200-510 - Shared Office Sup	Dominion Stamp-AB Comm	39.95	
		312-000-260 - GST Paid Refund	GST Tax Code	2.00	41.95
WEB210037039		212-400-220 - Election Expense	Display 2 Go-Ballot Box	103.48	
		312-000-260 - GST Paid Refund	GST Tax Code	5.17	108.65
03112		412-200-500 - Shared Printing C	LGAA-Public Works Job Po	210.00	210.00
016050		261-000-215 - Subdivision Appe	Dollarama-Binders for SDAI	21.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.05	22.05
00292		412-100-130 - Shared Training	AB Muni Taxation Prof.Assc	495.00	495.00
006933		412-300-265 - Shared Equipmer	CND Tire-Brushcutter Head	29.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.49
006969		412-300-265 - Shared Equipmer	CND Tire-Pruning Shears	33.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.70	35.69
549998		232-000-265 - Sign Program	Castle Building Supp. 5/16 I	8.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.40	8.40
50116		226-000-200 - Enforcement	RD Toyota-Deposit On New	100.00	
		312-300-250 - Due from Birchclli	RD Toyota-Deposit On New	100.00	
		312-100-250 - Due from Half Mo	RD Toyota-Deposit On New	100.00	
		312-200-250 - Due from Jarvis E	RD Toyota-Deposit On New	100.00	
		312-400-250 - Due from Sunbre:	RD Toyota-Deposit On New	100.00	500.00
013300		412-300-265 - Shared Equipmer	Peavey Mart-Jerry Can/ We	21.39	
		312-000-260 - GST Paid Refund	GST Tax Code	1.07	22.46
013879		412-300-265 - Shared Equipmer	CND Tire-Auger Bit	29.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.49
013313		312-200-250 - Due from Jarvis E	CND Tire-Paint Supplies for	300.38	
		312-000-260 - GST Paid Refund	GST Tax Code	15.02	315.40
47431829		312-300-250 - Due from Birchclli	AB Land Title-BC	20.00	20.00
47431227		312-300-250 - Due from Birchclli	AB Land Titles-BC	10.00	10.00
47540831		312-200-250 - Due from Jarvis E	AB Land Titles-JB	10.00	10.00
82968		312-200-250 - Due from Jarvis E	Aardvark Stamp & Seal Inc-	37.50	

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 9

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	1.88	39.38
014267		412-300-265 - Shared Equipmer	CND Tire-Brushcutter Head	77.97	
		312-000-260 - GST Paid Refund	GST Tax Code	3.90	81.87
47542775		312-400-250 - Due from Sunbre:	AB Land Tile-SBC	20.00	20.00
3600826		412-300-250 - Shared Facility In	Home Depot-Gazebo	1,349.90	
		312-000-260 - GST Paid Refund	GST Tax Code	67.50	1,417.40
019349		226-000-200 - Enforcement	CND Tire-Battery Cable-Byl	3.99	
		312-300-250 - Due from Birchclil	CND Tire-Battery Cable-Byl	4.00	
		312-100-250 - Due from Half Mo	CND Tire-Battery Cable-Byl	4.00	
		312-200-250 - Due from Jarvis E	CND Tire-Battery Cable-Byl	4.00	
		312-400-250 - Due from Sunbre:	CND Tire-Battery Cable-Byl	4.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	20.99
019038		226-000-200 - Enforcement	CND Tire-Inverter for Bylaw	31.99	
		312-300-250 - Due from Birchclil	CND Tire-Inverter for Bylaw	32.00	
		312-100-250 - Due from Half Mo	CND Tire-Inverter for Bylaw	32.00	
		312-200-250 - Due from Jarvis E	CND Tire-Inverter for Bylaw	32.00	
		312-400-250 - Due from Sunbre:	CND Tire-Inverter for Bylaw	32.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.00	167.99
019580		312-300-250 - Due from Birchclil	Dollarama-Binders for BC S	21.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.05	22.05
16589698		412-300-510 - Shared Other Cor	Sympathy Flowers-Tina	106.95	
		312-000-260 - GST Paid Refund	GST Tax Code	5.35	112.30
ZQN2KCHN9YX		412-100-130 - Shared Training	AB Municipalies Conventior	620.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.00	651.00
RXNX6F9KQQ6		212-400-220 - Election Expense	AB Municipalies Conventior	620.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.00	651.00
113856		226-000-200 - Enforcement	ShowDown-Patches-Bylaw	10.40	
		312-300-250 - Due from Birchclil	ShowDown-Patches-Bylaw	10.40	
		312-100-250 - Due from Half Mo	ShowDown-Patches-Bylaw	10.40	
		312-200-250 - Due from Jarvis E	ShowDown-Patches-Bylaw	10.40	
		312-400-250 - Due from Sunbre:	ShowDown-Patches-Bylaw	10.40	
		312-000-260 - GST Paid Refund	GST Tax Code	2.60	54.60
019616		412-300-265 - Shared Equipmer	CND Tire-Rainsuits	29.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.48
016734		412-300-265 - Shared Equipmer	CND Tire-WD40 & Caribine	13.38	
		312-000-260 - GST Paid Refund	GST Tax Code	0.67	14.05
522678		412-300-265 - Shared Equipmer	Souther Irrigation-Hose/Noz	188.30	
		312-000-260 - GST Paid Refund	GST Tax Code	9.42	197.72
020087		412-200-215 - Shared Postage/f	Registered Mail-Sent From	21.64	
		312-000-260 - GST Paid Refund	GST Tax Code	1.08	22.72
020297		412-300-265 - Shared Equipmer	CND Tire-Pub Work Supplie	258.44	
		312-000-260 - GST Paid Refund	GST Tax Code	12.92	271.36
4103203		412-300-510 - Shared Other Cor	Red Deer Floral-Flowers for	74.99	
		412-300-510 - Shared Other Cor	Red Deer Floral-Delivery of	18.98	
		312-000-260 - GST Paid Refund	GST Tax Code	4.70	98.67
022117		226-000-200 - Enforcement	CO-OP BYLAW Truck Wash	2.59	
		312-300-250 - Due from Birchclil	CO-OP BYLAW Truck Wash	2.60	
		312-100-250 - Due from Half Mo	CO-OP BYLAW Truck Wash	2.60	
		312-200-250 - Due from Jarvis E	CO-OP BYLAW Truck Wash	2.60	
		312-400-250 - Due from Sunbre:	CO-OP BYLAW Truck Wash	2.60	
		312-000-260 - GST Paid Refund	GST Tax Code	0.65	13.64
022448		412-100-266 - Shared PW Fleet	CO-OP Ranger Truck Wash	12.99	

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 10

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	0.65	13.64
022779		412-100-266 - Shared PW Fleet	Toyota Truck Wash	12.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.65	13.64
026334		312-200-250 - Due from Jarvis E	CND Tire-Paint Brush-Graff	10.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.55	11.54
026936		412-300-510 - Shared Other Cor	Sobeys-Tina's B'Day Cake	25.99	25.99
WEEBLY061220		412-300-240 - Shared Computer	1 Year Plan	413.22	413.22
121894		412-100-210 - Shared Travel an	Coast Canmore Hotel-Tann	943.82	
		312-000-260 - GST Paid Refund	GST Tax Code	45.42	989.24
029391		412-200-510 - Shared Office Sup	CND Tire-Paper Towe, Garl	58.45	
		312-000-260 - GST Paid Refund	GST Tax Code	2.92	61.37
29267		412-200-510 - Shared Office Sup	Walmart-Office Coffee	15.97	15.97
12772712		412-100-210 - Shared Travel an	Blinkay.APP- Parking for LG	6.00	6.00
026038		412-100-210 - Shared Travel an	Tavern 1883- Meal for LGA	91.98	91.98
027000		412-100-210 - Shared Travel an	Blake Canmore-Meal for LG	91.98	91.98
28508		412-100-210 - Shared Travel an	Grizzly Paw-Meal for LGAA	118.97	118.97
019116		226-000-200 - Enforcement	CND Tire-Battery Cable-Byl	3.99	
		312-300-250 - Due from Birchclli	CND Tire-Battery Cable-Byl	4.00	
		312-100-250 - Due from Half Mo	CND Tire-Battery Cable-Byl	4.00	
		312-200-250 - Due from Jarvis E	CND Tire-Battery Cable-Byl	4.00	
		312-400-250 - Due from Sunbre	CND Tire-Battery Cable-Byl	4.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	20.99
INV208437865		412-300-240 - Shared Computer	Zoom Communication	21.86	
		312-000-260 - GST Paid Refund	GST Tax Code	1.09	22.95
607634		412-300-250 - Shared Facility Irr	Source Furnishings-Office F	1,233.00	
		312-000-260 - GST Paid Refund	GST Tax Code	61.65	1,294.65
3741420646289		412-300-240 - Shared Computer	Weebly Up Graded -1 Year	839.66	839.66
3340NKJOCI		226-000-200 - Enforcement	Shirt for Bylaw	13.80	
		312-300-250 - Due from Birchclli	Shirt for Bylaw	13.80	
		312-100-250 - Due from Half Mo	Shirt for Bylaw	13.80	
		312-200-250 - Due from Jarvis E	Shirt for Bylaw	13.80	
		312-400-250 - Due from Sunbre	Shirt for Bylaw	13.80	
		312-000-260 - GST Paid Refund	GST Tax Code	3.45	72.45
			Payment Total:		10,041.53
<b>3509</b>	<b>2023-06-30</b>	<b>Alberta Municipal Services Cor</b>			
PP12-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,582.60	1,582.60
<b>3510</b>	<b>2023-06-30</b>	<b>Bell Mobility</b>			
JUN132023-366		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
<b>3511</b>	<b>2023-06-30</b>	<b>Tanner Evans</b>			
EXP-062023		412-100-210 - Shared Travel an	June Mileage Expense	65.28	65.28
<b>3512</b>	<b>2023-06-30</b>	<b>Teri Musseau</b>			
EXP061523		412-100-210 - Shared Travel an	Mileage to Aardvark for Stai	31.28	31.28
<b>3513</b>	<b>2023-06-30</b>	<b>Pitney Works</b>			
POSTAGE0621		412-200-215 - Shared Postage/f	Postage Added to Machine-	2,000.00	2,000.00
<b>3515</b>	<b>2023-06-30</b>	<b>Bell Mobility</b>			
JUN212023-051		212-400-217 - Data Plan	Mayor's Data	10.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	43.33	



Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 11

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-400-217 - Data Plan	Councillor's Data	10.00	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Router	102.62	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	71.36	
		312-000-260 - GST Paid Refund	GST Tax Code	11.87	249.18
<b>3516</b>	<b>2023-06-30</b>	<b>Receiver General/OTH</b>			
PP13-23		412-000-263 - Income Tax Sour	Tax	3,799.55	
		412-000-261 - CPP Source Dedi	CPP	2,533.80	
		412-000-262 - EI Source Deduct	EI	885.58	7,218.93
<b>3519</b>	<b>2023-07-12</b>	<b>ATB Mastercard</b>			
80728949		412-200-500 - Shared Printing C	Indeed-Public Works Manag	387.50	387.50
B3NBGK4LT4G		312-200-250 - Due from Jarvis E	2023 AB Municipalites Conv	620.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.00	651.00
6454		312-300-250 - Due from Birchclil	Dollarama-Binders for SDAI	33.33	
		312-000-260 - GST Paid Refund	GST Tax Code	1.67	35.00
2023070615173		312-100-250 - Due from Half Mo	Red Deer County-Access A	113.74	113.74
MICRO07-23		412-300-240 - Shared Computer	Microsoft Monthly Subscript	48.30	
		412-300-240 - Shared Computer	Microsoft Monthly Subscript	2.73	51.03
006384		412-300-250 - Shared Facility Ir	London Drugs-Power Block	49.99	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.49
132211234		412-200-510 - Shared Office Su	Nespresso-Coffee for Office	226.80	226.80
			Payment Total:		1,517.56
<b>3521</b>	<b>2023-07-14</b>	<b>Epcor</b>			
JUNE62023-908		412-300-540 - Shared Utilities	Utilities	843.33	
		312-000-260 - GST Paid Refund	GST Tax Code	43.41	886.74
<b>3522</b>	<b>2023-07-19</b>	<b>Alberta Municipal Services Cor</b>			
PP14-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,665.88	1,665.88
<b>3523</b>	<b>2023-07-16</b>	<b>MacPherson, Allan</b>			
SDABJUN2223		261-000-215 - Subdivision Appe	June 22nd SDAB Hearing	150.00	150.00
<b>3524</b>	<b>2023-07-19</b>	<b>Bell Mobility</b>			
JULY132023-36		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
<b>3525</b>	<b>2023-07-19</b>	<b>Direct Energy</b>			
JUN282023-979		412-300-540 - Shared Utilities	Shared Utilities	110.94	
		312-000-260 - GST Paid Refund	GST Tax Code	5.55	116.49
<b>3526</b>	<b>2023-07-19</b>	<b>Epcor</b>			
JULY2023-9084		412-300-540 - Shared Utilities	Utilities	913.48	
		312-000-260 - GST Paid Refund	GST Tax Code	45.67	959.15
<b>3527</b>	<b>2023-07-19</b>	<b>Epcor</b>			
JUN272023-868		232-000-545 - Utilities	Utilities	73.38	
		312-000-260 - GST Paid Refund	GST Tax Code	3.67	77.05
<b>3528</b>	<b>2023-07-19</b>	<b>Tanner Evans</b>			
JULY1223-EXP		412-200-510 - Shared Office Su	July 12 Staff Meeting Exper	49.10	49.10
<b>3529</b>	<b>2023-07-19</b>	<b>Meridian</b>			
JULY2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45

Date Printed  
2023-07-19 9:00 AM

**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00072 to 2023-00089

Page 12

OTHER					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3530</b>	<b>2023-07-19</b>	<b>Receiver General/OTH</b>			
CP6-23		312-000-262 - CRA Remunerati	TAX	56.03	
		312-000-262 - CRA Remunerati	CPP	18.84	74.87
<b>3531</b>	<b>2023-07-19</b>	<b>Receiver General/OTH</b>			
PP14-23		412-000-263 - Income Tax Sour	Tax	3,730.50	
		412-000-261 - CPP Source Dedi	CPP	2,707.28	
		412-000-262 - EI Source Deduct	EI	941.47	7,379.25
<b>3532</b>	<b>2023-07-19</b>	<b>Town of Sylvan Lake</b>			
JUN302023-000		412-300-540 - Shared Utilities	June 2023 Water/Sewer 2 E	84.53	84.53
<b>3533</b>	<b>2023-07-19</b>	<b>UFA Co-Operative Ltd</b>			
114783343		226-000-200 - Enforcement	June Bylaw Fuel	115.03	
		312-300-250 - Due from Birchclli	June Bylaw Fuel	115.04	
		312-100-250 - Due from Half Mo	June Bylaw Fuel	115.04	
		312-200-250 - Due from Jarvis E	June Bylaw Fuel	115.04	
		312-400-250 - Due from Sunbre:	June Bylaw Fuel	115.04	
		412-100-266 - Shared PW Fleet	June Public Works Fuel	577.91	
		312-000-260 - GST Paid Refund	GST Tax Code	57.65	1,210.75
<b>3534</b>	<b>2023-07-19</b>	<b>Victor Insurance Managers Inc.</b>			
4212773604		412-000-266 - Benefits	Shared Benefits	3,399.46	3,399.46
<b>3535</b>	<b>2023-07-19</b>	<b>Walstra, Kasey</b>			
JULY623-EXP		412-300-255 - Shared Facility M	Expense for Gloves	36.74	36.74
<b>3536</b>	<b>2023-07-19</b>	<b>Worker's Compensation Board</b>			
26465060		412-100-211 - Shared WCB	Shared WCB	839.93	839.93
				Total Other:	197,949.11
				Total MAIN:	340,234.83







# Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, KC

POSITION: MAYOR

MONTH ENDING: June-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

JUN 19 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/6/23	Other (Conference, etc.) Governance Workshop	4	Mayor	\$ 175.00
6/9/23	Regular Council	3	Mayor	\$ 175.00
6/8/23	Meeting Prep	2	Mayor Prep	\$ 250.00
6/12/23	Other (Conference, etc.) Meeting with MPS re: Open Spaces	3	Mayor	\$ 175.00
6/13/23	Other (Conference, etc.) Meeting with Summer Villages re: SLWWC	1	Mayor	\$ 175.00
6/19/23	Regular Council re: Election	.5	Mayor	\$ 175.00
6/21/23	Other (Conference, etc.) Central Alberta Mayors and Reeves	5	DM&C +4 (1hour)	\$ 187.50
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 1,312.50

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/6/23	Other (Conference, etc.) Governance Workshop	48.00	\$0.68	\$ 32.64
6/9/23	Regular Council	12.00	\$0.68	\$ 8.16
6/8/23	Meeting Prep		\$0.68	\$ 0.00
6/12/23	Other (Conference, etc.) Meeting with MPS re: Open Spaces		\$0.68	\$ 0.00
6/13/23	Other (Conference, etc.) Meeting with Summer Villages re: SLWWC		\$0.68	\$ 0.00
6/19/23	Regular Council re: Election		\$0.68	\$ 0.00
6/21/23	Other (Conference, etc.) Central Alberta Mayors and Reeves	64.00	\$0.68	\$ 43.52
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 84.32

## Other Expenses

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

MAYOR: \_\_\_\_\_

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

TOTAL PAYABLE: \$ 1,396.82





## **Summer Village of Norglenwold**

### **Finance**

#### **Information Item**

#### **Agenda Item: *2nd Quarter Financial Report***

#### **Background:**

Administration would like to provide the following 2nd Quarter Financial information to Council.

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

Detailed 2nd Quarter Financial Report

#### **Administrative Recommendations:**

That Council accept this report as information.

#### **Authorities:**

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



2023

Second Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council July 31, 2023



## 2023 Operating Budget to June 30, 2023

The 2023 Operating Budget reflects the increased costs of the Council approved 2023 Municipal Budget that shows a slight increase of 3.5% over 2022. This increase will help to offset the substantial decrease in Municipal Sustainability Initiative (MSI) funding from the province and items currently being subsidized year over year.

### Revenue:

Our Return on Investments has recently been collecting 4.5% on the bank balance of \$2,079,347.37 as of June 30, 2023. This has created a significant increase in year to date revenue. Also, due to the recent Bank of Canada Interest Rate increase, this rate was increased to 5.05% and has just seen another increase by .25% over prime rate this past week.

The MSI Operational of \$11,761.57 has not yet been received from the Province.

### Expenditures

#### Council and Legislation:

42% of Council and Legislation budget has been used as of June 30, 2023.

#### Administration:

Administrative overall costs are at 62% mid-year. Training, Computer Software, Contingency and IT Equipment (Shared Costs) are over budget. Municipal Insurance is overbudget by \$1,300.

#### Protective Services:

2023 Policing costs have only been invoiced for the January to March portion of the year. The remaining \$32,997 will be invoiced in April of 2024 as the RCMP do not have the same yearend as we do. Contracted Fire Services is \$2,456.56 over budget due to a fire call out that was paid and will be reimbursed. Enforcement costs at June 30<sup>th</sup> are \$2,335.12, not including salary.

#### Public Works:

Public Works is currently operating at 32% of their allocated budget and summertime municipal services also means many expenses to pay for contract grass cutting and maintenance around the Summer Village. Wastewater useage fees have only been invoiced up to May from SLRWW.

#### Planning and Development:

Planning and Development is currently operating at 24% percent of it's budget. Expenses are mainly for Municipal Planning Commission and Subdivision and Development Appeal Board expenses.



#### Recreation:

Parks and Recreation is operating at 82% of their allocated budget, with the fall buoy removal still expected.

#### Environment:

Red Deer River Watershed has been paid and their allocation is now 100% utilized. The Team Up to Clean Up budget has \$1,110.11 that has not been accessed.

#### In Conclusion:

Overall, the Summer Village of Norglenwold is operating at approximately 48.4% of their 2023 Operational Budget on June 30, 2023 and is on track to be within budget for yearend.

### 2023 Capital Budget to June 30, 2023

An MSI grant has been applied for the Administrative Building Improvements for \$22,351.75 of \$77,000 in a shared application with the other 4 Municipalities. \$2,163.48 has been spent to date. Project has not been approved by Municipal Affairs yet.

The Environmental Reserve funded project for 99 Grand Avenue OS Rehab has spent \$4,537.25 to date.

A CCBF grant was applied for the Road Analysis in the amount of \$13,514, also in a shared application with the other 4 Municipalities. \$2,615.37 has been spent to date. This grant application has currently been denied however, due to insufficient Asset Management software. Public Works Asset software and training has been ordered and should be functioning within the next few weeks.

A CCBF Grant for the Honeymoon Drive Rehabilitation has been applied for in the amount of \$36,805. This has not been approved yet.

Overall, \$9,316.11 has been spent in the 2023 Capital Budget as of June 30, 2023.

### Alberta School Foundation Budget to June 30, 2023

Currently, the 2023 mill rates and requisitioned amounts have not been finalized through the required legislative process yet. In accordance with section 162(4) of the Education Act, if a municipality has not received the requisition by this date, the requisition will be based on the prior year amounts. As such the June 2023 invoices are still based on the 2022 requisitions.

A Provincial Education property tax comparison report is attached for further information.

ATB Bank Balance to June 30, 2023 - \$2,079,347.37

### Surplus and Reserve Balances to June 30, 2023

• Accumulated Surplus	25,000.00
• Completions Deposits	53,995.45
• Deferred Revenue (Grants)	236,692.55
• JSC IT Reserve	5,000.00
• JSC Fleet Replacement Reserve	20,000.00
• Reserves Swr/Enviro	1,001,704.29
• Reserves General Operating	248,000.00
• Reserves Legal Fees	50,000.00
• Reserves Capital Recreation	500,000.00
• Reserves Roads	500,000.00
• Reserve Infrastructure	12,672.50

### 2023 Assessment Growth and Summary Reports

The Summer Village of Norglenwold had a 2.4% Assessment increase from last year (reports from Wild Rose Assessment Services are attached).

#### MSI Report

2021, 2022 and 2023 MSI allocations totalling \$365,772 not yet been received due to no larger Projects being undertaken . MSI funding (Report attached).

Reminder: MSI ends in 2023 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024. Norglenwold will still be able to access their 2021, 2022 & 2023 allocation under the LGFF if necessary however, municipalities will not be able to submit any MSI capital project amendments after December 31, 2023.

#### CCBF Report

CCBF Funding for 2022 and 2023 have not been received to date. This amounts to \$43,450 being accessible.



## Property Taxes

The 2023 Property Tax and Assessment notices were mailed out on May 22<sup>nd</sup> and are due and payable on or before July 31<sup>st</sup>.

Norglenwold currently has one property registered with Alberta Land Titles for tax arrears and this is posted in the entrance of the Administrative office.

If all tax arrears, penalties and costs are not paid in full by March 31, 2024, then in accordance with section 418 of the Municipal Government Act, the Summer Village of Norglenwold must offer this property for sale at public auction. On April 1, 2024, if no payment is made, we will commence with the second phase of the tax recovery proceedings which is notifying the owner with a Pre-Auction Notice advising of the imminent auction.

As of June 30<sup>th</sup>, this property's tax balance is sitting at \$46,851.22 (this includes 2023). On January 1, 2024 the 2023 taxes will become arrears as well.

## Utility Notices

The 2023 Utility Notices were also mailed out on May 22<sup>nd</sup> and are due and payable on or before July 31<sup>st</sup>.

Report Date  
7/12/2023 3:45 PM

**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending June 30, 2023

Page 1

	Budget	YTD	\$ Rem	% Rem
<b>Revenue</b>				
101-000-110 - Taxation	499,833.63	499,692.94	(140.69)	0.03-
101-000-510 - Taxes Penalties & Cos	20,600.00	11,202.31	(9,397.69)	45.62-
112-000-410 - Sale of Services & Su	249.89	450.00	200.11	80.08
112-000-540 - Interest Charges	239.43	3.55	(235.88)	98.52-
112-000-550 - Return on Investments	10,300.00	42,414.94	32,114.94	311.80
112-000-570 - Other Revenue	2,498.87	61.10	(2,437.77)	97.55-
112-000-740 - MSI Operational	11,761.57		(11,761.57)	100.00-
112-000-840 - Franchise Fees	9,373.00	5,775.57	(3,597.43)	38.38-
121-000-530 - Fines Provincial Coll	1,786.35		(1,786.35)	100.00-
121-000-531 - Bylaw Enforcement		450.00	450.00	
142-000-510 - Wastewater Usage Char	91,800.00	92,700.00	900.00	0.98
161-000-410 - Certificates Complian	297.53	500.00	202.47	68.05
161-000-510 - Inspection Fees	1,233.04	2,969.79	1,736.75	140.85
161-000-520 - Development Permits/A	2,000.00	2,243.50	243.50	12.18
161-000-590 - Encroachment Fees	109.17	340.00	230.83	211.44
<b>Total Revenue:</b>	<b>652,082.48</b>	<b>658,803.70</b>	<b>6,721.22</b>	<b>1.03</b>
<b>Expenditures</b>				
<b>Council and Legislation</b>				
211-101-150 - Remuneration Mayor	15,000.00	6,331.25	8,668.75	57.79
211-101-210 - T&S Mayor	2,060.00	2,170.85	(110.85)	5.38-
211-102-150 - Remuneration Deputy Mayor	10,000.00	3,462.50	6,537.50	65.38
211-102-210 - T&S Deputy Mayor	1,545.00	1,198.73	346.27	22.41
211-103-150 - Remuneration Councillor	8,000.00	2,400.00	5,600.00	70.00
211-103-210 - T&S Councillor	1,545.00		1,545.00	100.00
211-201-212 - R & C ASVA	943.59		943.59	100.00
211-202-212 - R&C ABmunis	1,110.11		1,110.11	100.00
211-301-220 - ABmunis	1,165.61	1,123.73	41.88	3.59
211-302-220 - ASVA	999.10	975.00	24.10	2.41
211-303-220 - FCM	220.00	204.63	15.37	6.99
211-304-220 - Mayors and Reeves	105.00	150.00	(45.00)	42.86-
<b>Total Council and Legislation:</b>	<b>42,693.41</b>	<b>18,016.69</b>	<b>24,676.72</b>	<b>57.80</b>
<b>Administration</b>				
212-100-110 - Salaries	155,333.00	84,901.42	70,431.58	45.34
212-100-130 - Training	2,909.00	3,669.71	(760.71)	26.15-
212-100-140 - Benefits	5,382.00	2,658.38	2,723.62	50.61
212-100-210 - Travel & Subsistence	3,491.00	1,192.04	2,298.96	65.85
212-100-211 - WCB	2,223.00	590.51	1,632.49	73.44
212-100-266 - PW Fleet	1,164.00	647.59	516.41	44.37
212-200-215 - Postage/Freight/Couri	1,753.00	930.14	822.86	46.94
212-200-500 - Printing Costs	1,596.00	1,122.87	473.13	29.64
212-200-510 - Office Supplies	2,909.00	990.59	1,918.41	65.95
212-300-217 - Phone/Fax/Internet	1,455.00	817.00	638.00	43.85
212-300-240 - Computer Software/Mtn	4,364.00	5,739.69	(1,375.69)	31.52-
212-300-242 - IT Equipment	727.00	1,178.96	(451.96)	62.17-
212-300-250 - Facility Improvements	2,909.00	859.77	2,049.23	70.44
212-300-255 - Facility Maintenance	6,186.00	2,277.63	3,908.37	63.18
212-300-265 - Equipment Maintenance	436.00	400.90	35.10	8.05
212-300-270 - Equipment Rental	1,164.00	374.82	789.18	67.80
212-300-510 - Other Contingency	146.00	256.26	(110.26)	75.52-



Report Date  
7/12/2023 3:45 PM

**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending June 30, 2023

Page 2

	Budget	YTD	\$ Rem	% Rem
212-300-530 - Building Insurance	873.00	538.50	334.50	38.32
212-300-540 - Utilities	2,618.00	2,173.81	444.19	16.97
212-400-216 - Coffee with Council	1,000.00	93.97	906.03	90.60
212-400-217 - Data Plan	1,800.00	831.83	968.17	53.79
212-400-220 - Election Expenses/Mee	1,000.00	1,201.18	(201.18)	20.12-
212-400-221 - Bank Fees	1,700.00	429.30	1,270.70	74.75
212-400-222 - Advertising	515.00		515.00	100.00
212-400-230 - Legal Fees	5,000.00	4,546.65	453.35	9.07
212-400-231 - Audit Fees	6,283.00	4,698.91	1,584.09	25.21
212-400-232 - Assessment Fees	7,519.00	3,850.00	3,669.00	48.80
212-400-275 - Municipal Insurance	6,000.00	7,300.00	(1,300.00)	21.67-
212-400-910 - Tax Changes	544.38	20.00	524.38	96.33
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - Reserve Replacement	21,225.00	21,225.00		
212-402-220 - Donations to Other Organizations	1,000.00		1,000.00	100.00
<b>Total Administration:</b>	<b>252,224.38</b>	<b>156,517.43</b>	<b>95,706.95</b>	<b>37.95</b>
<b>Protective Services</b>				
223-000-200 - Contract Fire Service	20,259.56	22,716.12	(2,456.56)	12.13-
224-000-200 - Emergency Management	2,800.00	2,750.00	50.00	1.79
224-000-201 - Safety Equipment	555.05	189.99	365.06	65.77
225-000-200 - Policing Costs	34,431.00	1,434.00	32,997.00	95.84
226-000-200 - Enforcement	500.00	2,335.12	(1,835.12)	367.02-
<b>Total Protective Services:</b>	<b>58,545.61</b>	<b>29,425.23</b>	<b>29,120.38</b>	<b>49.74</b>
<b>Public Works</b>				
232-000-200 - Green Space Program	20,000.00	3,522.50	16,477.50	82.39
232-000-240 - Hazardous Trees	8,000.00	1,150.00	6,850.00	85.63
232-000-250 - Road Maintenance Program	27,853.20	3,691.00	24,162.20	86.75
232-000-255 - Plowing Program	22,000.00	10,246.00	11,754.00	53.43
232-000-265 - Sign Program	2,517.32	2,133.25	384.07	15.26
232-000-530 - Ditch & Culvert Progr	5,000.00	2,595.95	2,404.05	48.08
232-000-545 - Utilities	894.45	373.30	521.15	58.26
242-000-250 - SLR WasteWater Commis	6,605.00	4,241.71	2,363.29	35.78
242-000-255 - Maintenance Program	19,981.91	2,010.06	17,971.85	89.94
242-000-260 - Usage Fees	84,726.00	26,957.10	57,768.90	68.18
243-000-200 - Contracted Garbage	34,500.00	16,864.00	17,636.00	51.12
243-000-270 - Recycling Program	21,000.00	6,769.45	14,230.55	67.76
<b>Total Public Works:</b>	<b>253,077.88</b>	<b>80,554.32</b>	<b>172,523.56</b>	<b>68.17</b>
<b>Planning and Development</b>				
261-000-110 - Development Service	1,283.44	783.07	500.37	38.99
261-000-115 - IDP (RDC & TSL)	1,000.00		1,000.00	100.00
261-000-200 - Planning	5,000.00		5,000.00	100.00
261-000-215 - Subdivision Appeal Bo	1,800.00	1,101.00	699.00	38.83
261-000-220 - Municipal Planning Co	1,110.11	600.00	510.11	45.95
<b>Total Planning and Development:</b>	<b>10,193.55</b>	<b>2,484.07</b>	<b>7,709.48</b>	<b>75.63</b>
<b>Recreation</b>				
272-000-220 - FCSS Grant	4,337.12	4,337.12		
272-000-250 - Buoy Programs	5,665.00	1,868.80	3,796.20	67.01

Report Date  
7/12/2023 3:45 PM

**Summer Village of Norglenwold**  
**Operating Budget**  
For the Period Ending June 30, 2023

Page 3

	Budget	YTD	\$ Rem	% Rem
274-000-850 - Parkland Regional Lib	2,668.37	1,233.76	1,434.61	53.76
274-000-510 - Operational Recreation Grants - ICF	21,012.00	20,475.00	537.00	2.56
<b>Total Recreation:</b>	<b>33,682.49</b>	<b>27,914.68</b>	<b>5,767.81</b>	<b>17.12</b>
<b>Environment</b>				
243-102-150 - Red Deer River Waters	555.05	555.05		
273-000-761 - Team Up to Clean Up	1,110.11		1,110.11	100.00
<b>Total Environment:</b>	<b>1,665.16</b>	<b>555.05</b>	<b>1,110.11</b>	<b>66.67</b>
<b>Total Expenditures:</b>	<b>652,082.48</b>	<b>315,467.47</b>	<b>336,615.01</b>	<b>51.62</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>343,336.23</b>	<b>343,336.23</b>	<b>0.00</b>

Report Date  
7/12/2023 1:03 PM

**Summer Village of Norglenwold**  
**Capital Projects Budget**  
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-203-840 - Project CCBF/Road RSV-Honeymoon Dr RR	36,805.00		(36,805.00)
197-204-840 - Project Env.RSV-99 Grand Ave OS Rehab	10,000.00		(10,000.00)
197-205-840 - Project Swr RSV-WW Flushout Repairs	36,000.00		(36,000.00)
197-206-840 - Project CCBF - Road Analysis	13,514.00		(13,514.00)
197-207-840 - Project CCBF/RSV-GIS Implementation	2,900.00		(2,900.00)
197-208-840 - Project MSI-Admin Building Improvements	22,351.75		(22,351.75)
197-209-840 - Project Env RSV-Annexation	10,000.00		(10,000.00)
197-210-840 - Project Env RSV-OSMP	30,000.00		(30,000.00)
<b>Total Revenue:</b>	<b>161,570.75</b>	<b>0.00</b>	<b>(161,570.75)</b>
<b>Expenditures</b>			
297-203-840 - Project CCBF/Road RSV-Honeymoon Drive RR	36,805.00		36,805.00
297-204-840 - Project Env RSV-99 Grand Ave OS Rehab	10,000.00	4,537.26	5,462.74
297-205-840 - Project Swr RSV-WW Flushout Repairs	36,000.00		36,000.00
297-206-840 - Project CCBF-Road Analysis	13,514.00	2,615.37	10,898.63
297-207-840 - Project CCBF/RSV-GIS Implementation	2,900.00		2,900.00
297-208-840 - Project MSI-Admin Building Improvements	22,351.75	2,163.48	20,188.27
297-209-840 - Project Env RSV-Annexation	10,000.00		10,000.00
297-210-840 - Project Env RSV-OSMP	30,000.00		30,000.00
<b>Total Expenditures:</b>	<b>161,570.75</b>	<b>9,316.11</b>	<b>152,254.64</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(9,316.11)</b>	<b>(9,316.11)</b>

Report Date  
7/12/2023 1:03 PM

**Summer Village of Norglenwold**  
**ASFF Budget Report**  
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF-Residential	570,080.97	571,939.33	1,858.36
101-001-130 - ASFF-Non-Residential	2,020.92		(2,020.92)
101-103-130 - DI Designated Industrial	41.77	43.48	1.71
<b>Total Revenue:</b>	<b>572,143.66</b>	<b>571,982.81</b>	<b>(160.85)</b>
<b>Expenditures</b>			
201-100-130 - ASFF Residential	570,080.97	272,814.81	297,266.16
201-101-130 - ASFF- Non Residential	2,020.92		2,020.92
201-103-130 - DI Designated Industrial	41.77		41.77
<b>Total Expenditures:</b>	<b>572,143.66</b>	<b>272,814.81</b>	<b>299,328.85</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>299,168.00</b>	<b>299,168.00</b>



2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Summer Village of Mewatha Beach	\$148,589	\$146,696	-1%	\$831	\$855	3%	\$149,420	\$147,551	-1%
Summer Village of Nakamun Park	\$86,544	\$92,315	7%	\$541	\$526	-3%	\$87,085	\$92,841	7%
Summer Village of Norglenwold	\$543,582	\$569,217	5%	\$2,047	\$2,021	-1%	\$545,630	\$571,238	5%
Summer Village of Norris Beach	\$87,877	\$94,726	8%	\$653	\$649	-1%	\$88,531	\$95,375	8%
Summer Village of Parkland Beach	\$197,279	\$193,165	-2%	\$9,100	\$9,225	1%	\$206,379	\$202,389	-2%
Summer Village of Pelican Narrows	\$148,632	\$151,805	2%	\$1,136	\$1,113	-2%	\$149,768	\$152,918	2%
Summer Village of Point Allison	\$60,725	\$63,262	4%	\$275	\$266	-3%	\$61,000	\$63,528	4%
Summer Village of Poplar Bay	\$231,416	\$246,847	7%	\$1,460	\$1,420	-3%	\$232,876	\$248,266	7%
Summer Village of Rochon Sands	\$161,168	\$156,066	-3%	\$1,574	\$1,536	-2%	\$162,742	\$157,602	-3%
Summer Village of Ross Haven	\$157,865	\$155,676	-1%	\$813	\$793	-2%	\$158,678	\$156,469	-1%
Summer Village of Sandy Beach	\$114,472	\$119,453	4%	\$2,208	\$2,112	-4%	\$116,680	\$121,565	4%
Summer Village of Seba Beach	\$477,518	\$455,495	-5%	\$14,737	\$14,223	-3%	\$492,255	\$469,718	-5%
Summer Village of Silver Beach	\$213,370	\$235,535	10%	\$749	\$723	-4%	\$214,120	\$236,257	10%
Summer Village of Silver Sands	\$139,605	\$144,599	4%	\$3,950	\$3,898	-1%	\$143,555	\$148,497	3%
Summer Village of South Baptiste	\$50,600	\$50,705	0%	\$2,704	\$2,823	4%	\$53,304	\$53,528	0%
Summer Village of South View	\$49,675	\$50,387	1%	\$477	\$466	-2%	\$50,152	\$50,853	1%
Summer Village of Sunbreaker Cove	\$363,366	\$367,659	1%	\$586	\$571	-2%	\$363,952	\$358,230	-2%
Summer Village of Sundance Beach	\$146,055	\$153,005	5%	\$297	\$295	-1%	\$146,352	\$153,300	5%
Summer Village of Sunrise Beach	\$69,763	\$73,345	5%	\$500	\$499	0%	\$70,263	\$73,843	5%
Summer Village of Sunset Beach	\$89,211	\$88,307	-1%	\$560	\$547	-2%	\$89,771	\$88,855	-1%
Summer Village of Sunset Point	\$178,437	\$196,126	10%	\$670	\$662	-1%	\$179,106	\$196,788	10%
Summer Village of Val Quentin	\$117,650	\$114,209	-3%	\$851	\$838	-2%	\$118,502	\$115,047	-3%
Summer Village of Waiparous	\$87,562	\$91,622	5%	\$162	\$160	-1%	\$87,725	\$91,782	5%
Summer Village of West Baptiste	\$96,596	\$98,589	2%	\$486	\$475	-2%	\$97,082	\$99,055	2%
Summer Village of West Cove	\$148,143	\$144,650	-2%	\$748	\$728	-3%	\$148,891	\$145,378	-2%
Summer Village of Whispering Hills	\$121,739	\$126,493	4%	\$1,046	\$1,033	-1%	\$122,786	\$127,526	4%
Summer Village of White Sands	\$297,887	\$293,946	-1%	\$1,824	\$2,151	18%	\$299,711	\$296,097	-1%
Summer Village of Yellowstone	\$90,483	\$95,352	5%	\$600	\$584	-3%	\$91,083	\$95,936	5%
<b>Improvement District</b>									
Improvement District No. 04 (Waterton)	\$410,378	\$444,591	8%	\$242,641	\$233,312	-4%	\$653,019	\$677,903	4%
Improvement District No. 09 (Banff)	\$319,681	\$278,775	-12%	\$2,673,345	\$2,157,390	-19%	\$2,993,026	\$2,437,166	-19%
Improvement District No. 12 (Jasper National Park)	\$14,956	\$14,940	0%	\$198,501	\$199,178	0%	\$213,457	\$214,118	0%
Improvement District No. 13 (Elk Island)	\$990	\$943	-5%	\$23,910	\$23,343	-2%	\$24,900	\$24,286	-2%
Improvement District No. 24 (Wood Buffalo)	\$6,534	\$6,290	-4%	\$3,918	\$3,832	-2%	\$10,452	\$10,122	-3%
Kananaskis Improvement District	\$167,207	\$161,029	-4%	\$423,630	\$398,650	-6%	\$591,037	\$559,678	-5%
<b>Special Area</b>									
Special Areas Board	\$1,633,021	\$1,600,593	-2%	\$9,687,466	\$8,948,803	-8%	\$11,320,487	\$10,549,396	-7%
<b>Townsite</b>									
Townsite of Redwood Meadows Administration Society	\$457,165	\$480,553	5%	\$0	\$0	0%	\$457,165	\$480,553	5%

Requisitions are actuals, subject to revision  
Classification: Public



2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition		Non-Residential Requisition		Total Education Requisition	
	2022	% Change	2022	% Change	2022	% Change
Village of Morrin	\$35,549	-4%	\$3,856	1%	\$39,405	-4%
Village of Munson	\$44,078	0%	\$5,056	-4%	\$49,134	0%
Village of Myram	\$38,841	-4%	\$5,217	-3%	\$44,057	-4%
Village of Nampa	\$62,777	-3%	\$70,735	-4%	\$133,511	-3%
Village of Paradise Valley	\$21,154	-3%	\$5,061	-3%	\$26,215	-3%
Village of Rockyford	\$63,229	-2%	\$22,886	1%	\$86,115	-1%
Village of Rosalind	\$29,609	2%	\$9,844	-9%	\$39,453	-1%
Village of Rosemary	\$69,233	-2%	\$8,229	-2%	\$77,463	-2%
Village of Rycroft	\$93,736	-3%	\$93,629	-2%	\$187,365	-2%
Village of Ryley	\$64,771	-2%	\$42,702	-1%	\$107,473	-1%
Village of Spring Lake	\$323,259	8%	\$10,613	6%	\$333,871	8%
Village of Standard	\$77,333	-6%	\$56,519	-8%	\$133,851	-7%
Village of Stirling	\$261,559	-2%	\$9,605	20%	\$271,165	-1%
Village of Veteran	\$23,395	-1%	\$9,100	0%	\$32,495	-1%
Village of Vina	\$27,970	-1%	\$7,947	-8%	\$35,917	-2%
Village of Warburg	\$128,228	-4%	\$35,643	0%	\$163,872	-3%
Village of Warner	\$58,945	0%	\$15,832	0%	\$74,777	0%
Village of Waskatenau	\$40,257	-4%	\$6,794	-5%	\$47,051	-5%
Village of Youngstown	\$22,608	-2%	\$6,768	5%	\$29,376	-1%
<b>Summer Village</b>						
Summer Village of Argentia Beach	\$211,812	-2%	\$1,140	-1%	\$212,952	-2%
Summer Village of Betula Beach	\$61,459	-1%	\$202	-3%	\$61,661	-1%
Summer Village of Birch Cove	\$34,894	4%	\$192	-3%	\$35,086	4%
Summer Village of Birchcliff	\$459,049	2%	\$7,082	0%	\$466,131	2%
Summer Village of Bondiss	\$161,898	4%	\$2,710	-1%	\$164,608	4%
Summer Village of Bonnyville Beach	\$68,899	-4%	\$649	-2%	\$69,547	-4%
Summer Village of Burnstick Lake	\$54,461	-2%	\$125	-2%	\$54,587	-2%
Summer Village of Castle Island	\$33,567	5%	\$59	-2%	\$33,626	5%
Summer Village of Crystal Springs	\$208,076	6%	\$1,186	-2%	\$209,262	6%
Summer Village of Ghost Lake	\$120,527	2%	\$249	-2%	\$120,777	2%
Summer Village of Golden Days	\$311,689	10%	\$3,037	-2%	\$314,726	10%
Summer Village of Grandview	\$218,796	18%	\$1,048	-2%	\$219,844	18%
Summer Village of Gull Lake	\$249,454	0%	\$4,428	-1%	\$253,882	0%
Summer Village of Half Moon Bay	\$112,582	-5%	\$150	-2%	\$112,732	-5%
Summer Village of Horseshoe Bay	\$43,545	-9%	\$667	0%	\$44,212	-8%
Summer Village of Island Lake	\$290,343	2%	\$2,485	-1%	\$292,828	2%
Summer Village of Island Lake South	\$66,708	8%	\$404	-2%	\$67,112	8%
Summer Village of Itaska Beach	\$97,823	12%	\$568	-3%	\$98,392	12%
Summer Village of Jarvis Bay	\$452,547	0%	\$1,361	-2%	\$453,908	0%
Summer Village of Kapasiwin	\$79,097	-2%	\$311	-1%	\$79,408	-2%
Summer Village of Lakeview	\$45,696	-4%	\$245	2%	\$45,941	-4%
Summer Village of Larkspur	\$81,404	-3%	\$215	-1%	\$81,619	-3%
Summer Village of Ma-Mie-O Beach	\$259,982	1%	\$7,534	-1%	\$267,516	1%

Requisitions are actuals, subject to revision  
Classification: Public



Assessment Code	Tax Status	----- Grand Totals -----				
		Previous (2021)	New (2022)	Growth	Inflation	
300 Vacant	T	10,607,130	10,452,000	-239,130	84,000	0.8%
310 Single Family	T	208,408,120	216,826,000	3,105,880	5,312,000	2.5%
903 Municipal Owned - Public Use	E	11,118,170	11,165,000	830	46,000	0.4%
<b>Total:</b>		<b>230,133,420</b>	<b>238,443,000</b>	<b>2,867,580</b>	<b>5,442,000</b>	<b>2.4%</b>

**Municipal Assessment**

<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
300 Vacant	15	T	10,452,000	0	0	10,452,000
310 Single Family	209	T	139,341,000	77,485,000	0	216,826,000
<b>Taxable Total:</b>	<b>224</b>		<b>149,793,000</b>	<b>77,485,000</b>	<b>0</b>	<b>227,278,000</b>
<b>Sub Total:</b>	<b>224</b>		<b>149,793,000</b>	<b>77,485,000</b>	<b>0</b>	<b>227,278,000</b>
<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
903 Municipal Owned - Public Use	20	E	11,156,000	9,000	0	11,165,000
<b>Exempt Total:</b>	<b>20</b>		<b>11,156,000</b>	<b>9,000</b>	<b>0</b>	<b>11,165,000</b>
<b>For Municipal Assessment:</b>	<b>244</b>		<b>160,949,000</b>	<b>77,494,000</b>	<b>0</b>	<b>238,443,000</b>
<b>Grand Totals</b>						
<b>Taxable Total:</b>	<b>224</b>		<b>149,793,000</b>	<b>77,485,000</b>	<b>0</b>	<b>227,278,000</b>
<b>Exempt Total:</b>	<b>20</b>		<b>11,156,000</b>	<b>9,000</b>	<b>0</b>	<b>11,165,000</b>
<b>Parcels: 243</b>	<b>244</b>		<b>160,949,000</b>	<b>77,494,000</b>	<b>0</b>	<b>238,443,000</b>

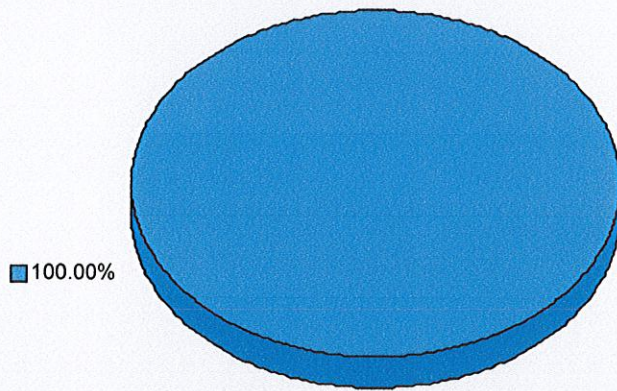


Assessment Breakdown by Property Description

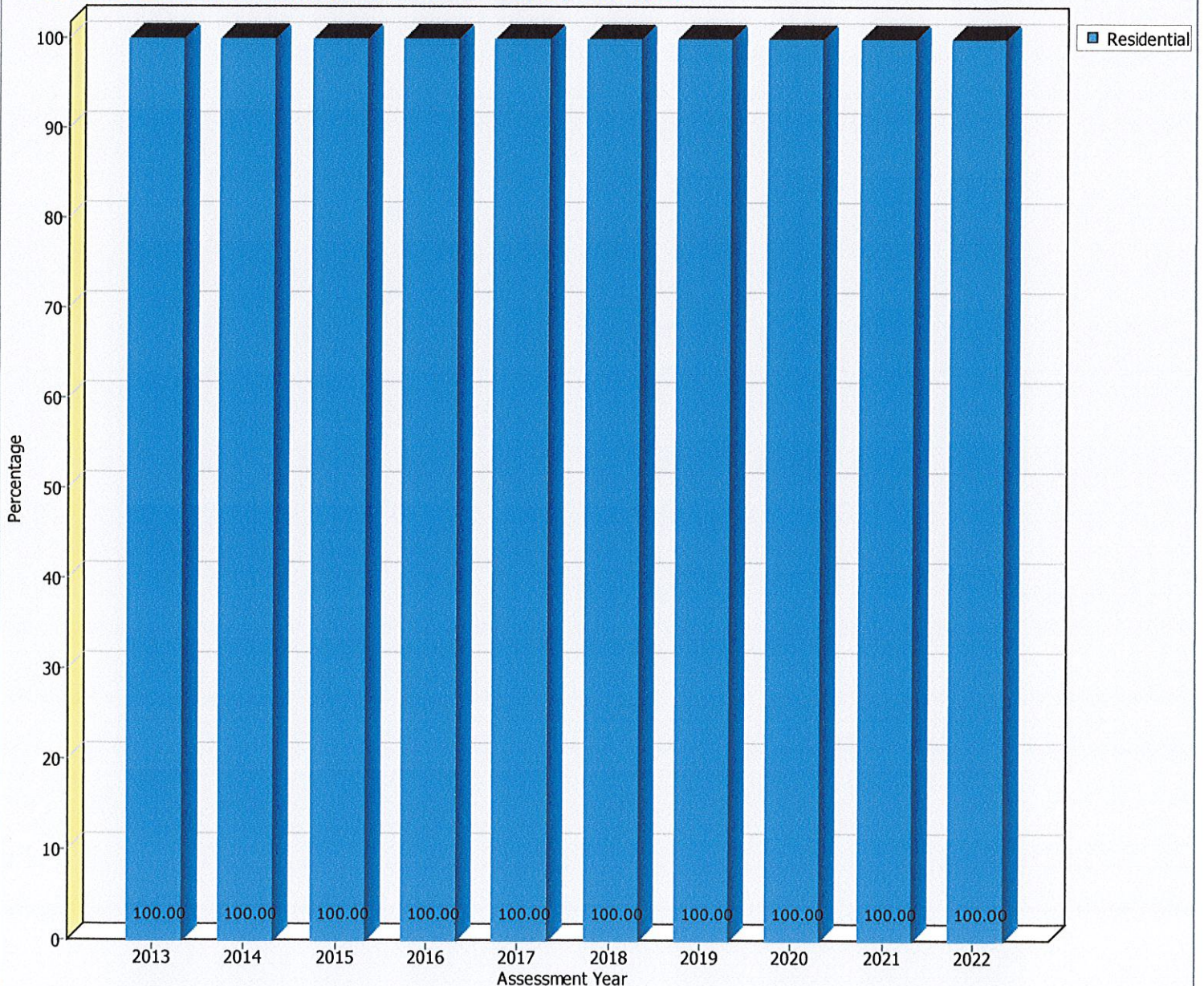
Total: 227,278,000

Taxable

100.00% Residential 227,278,000

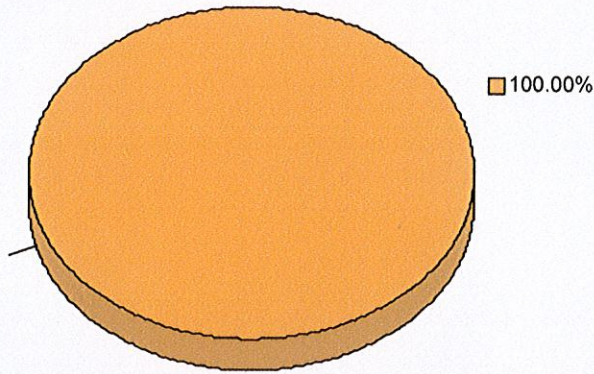


Total Breakdown of percentage by year for Property Description

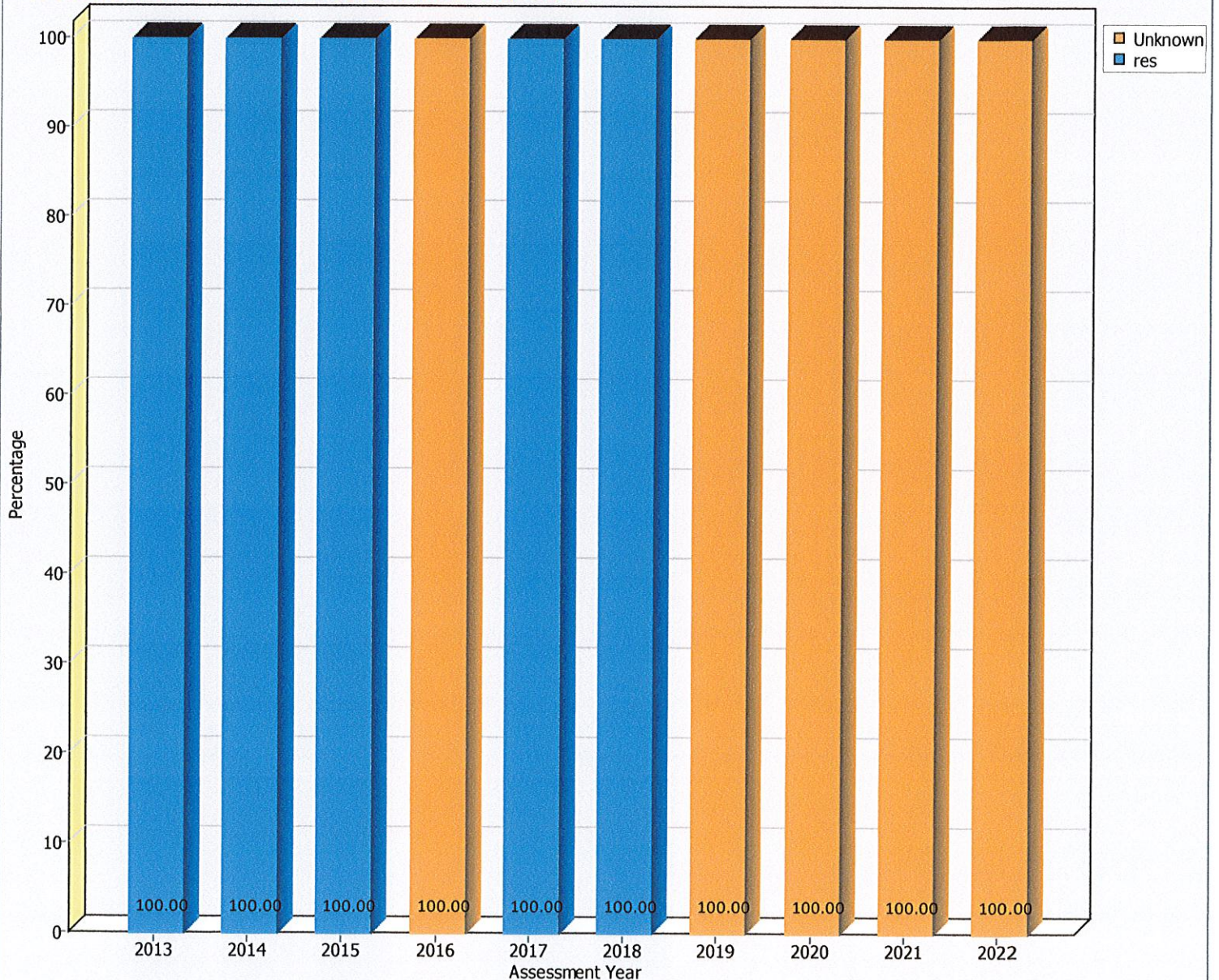




Assessment Breakdown by Mill Codes  
Total: 227,278,000

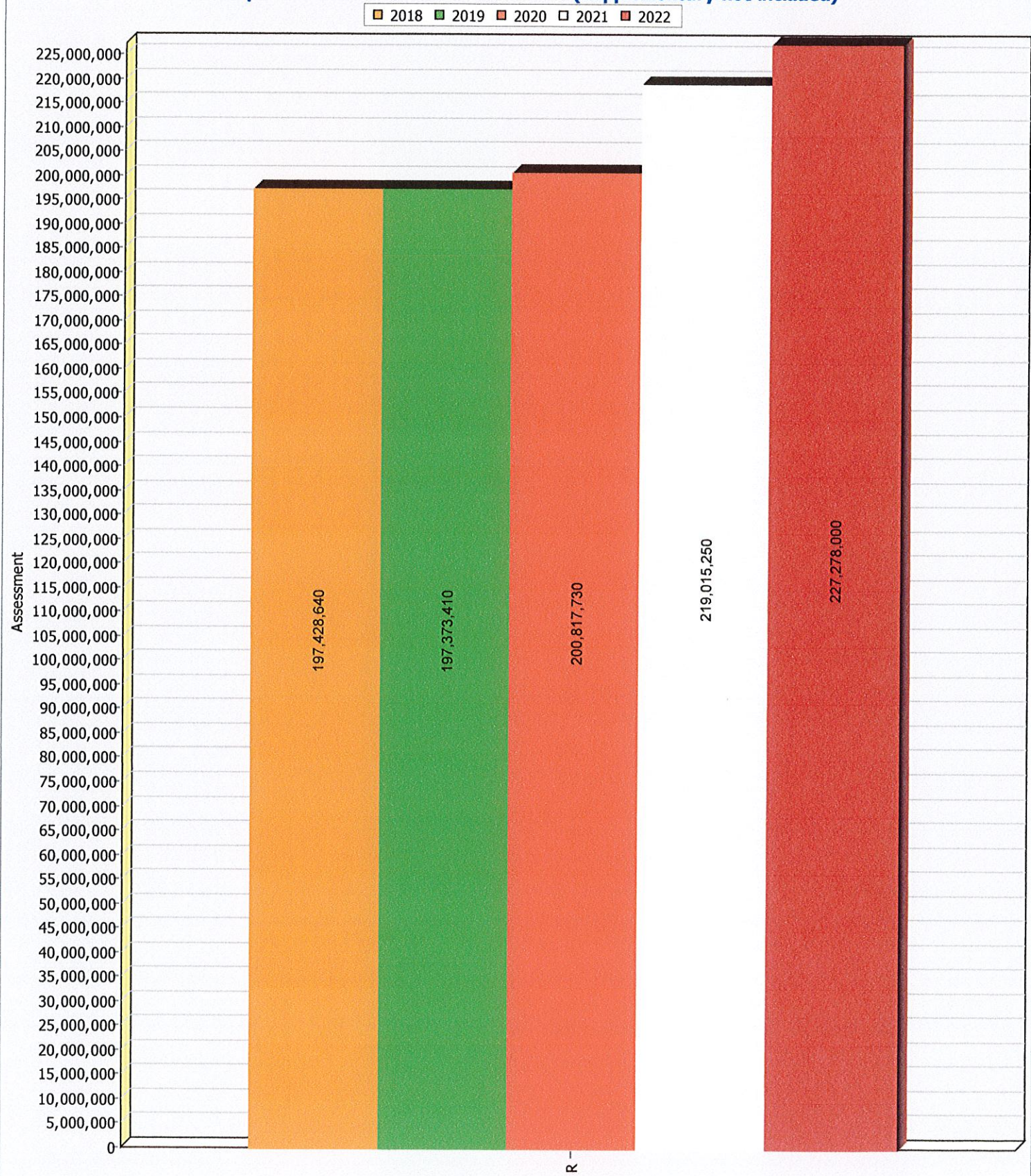


Total Breakdown of percentage by year for Mill Codes





Comparison of total taxable assessment (Supplementary not included)





## SUMMER VILLAGE OF NORGLÉNWOLD

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$60,475	\$60,475	\$0	100	Certified	\$222	\$0
2008	\$77,217	\$77,217	\$0	100	Certified	\$595	\$0
2009	\$60,413	\$60,413	\$0	100	Certified	\$692	\$0
2010	\$175,092	\$175,092	\$0	100	Certified	\$1,246	\$0
2011	\$180,817	\$180,817	\$0	100	Certified	\$2,422	\$0
2012	\$186,566	\$186,566	\$0	100	Certified	\$5,603	\$9,372
2013	\$179,099	\$179,099	\$0	100	Certified	\$7,388	\$462,226
2014	\$196,337	\$196,337	\$0	100	Certified	\$6,625	\$54,677
2015	\$189,059	\$189,059	\$0	100	Certified	\$2,223	\$159,554
2016	\$176,062	\$176,062	\$0	100	Certified	\$0	\$98,422
2017	\$169,308	\$169,308	\$0	100	Certified	\$0	\$246,760
2018	\$223,470	\$223,470	\$0	100	Certified	\$0	\$85,382
2019	\$120,561	\$120,561	\$0	100	Certified	\$533	\$0
2020	\$165,446	\$165,446	\$0	100	Certified	\$2,097	\$0
2021	\$201,968	n/a	n/a	0	Certified	\$0	\$1,217,026
2022	\$81,902	n/a	n/a	0	Certified	\$0	\$0
2023	\$81,902	n/a	n/a	0	n/a	n/a	n/a
<b>Total</b>	<b>\$2,525,694</b>	<b>\$2,159,922</b>	<b>\$0</b>			<b>\$29,646</b>	<b>\$2,333,419</b>

## "Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
<b>New Applications</b>			
Draft	0	\$0	\$0
Submitted	1	\$77,000	\$22,330
<b>Sub-total</b>	<b>1</b>	<b>\$77,000</b>	<b>\$22,330</b>
<b>Amendments *</b>			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
<b>Sub-total</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PENDING:</b>		<b>\$77,000</b>	<b>\$22,330</b>

\* Amounts reflect the total increase or decrease to the original accepted amounts.

## "Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
<b>Count</b>	0	14	14
<b>Total Project Costs</b>	\$0	\$3,280,356	\$3,280,356
<b>Total MSI Funding to be Applied</b>	\$0	\$2,504,213	\$2,504,213
<b>Total MSI Funding Applied</b>	\$0	\$2,333,419	\$2,333,419

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.



## Canada Community-Building Fund - Summer Village of Norglenwold

Click on the tab to expand and view information about

- Application/Projects - Create, save, submit, view and print CCBF project information. View submitted application status
- Allocations and Payments - view annual allocations and payment status
- Statement of Funding and Expenditure reporting(SFE) - Create, save, submit, view and print CCBF SFEs. View submitted SFE status.
- Agreement Summary - View CCBF Memorandum of Agreement information

## CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$362,983	\$319,533	\$454	\$276,639

## Applications/Projects

## Allocations and Payments

Year	Allocation	Payments	Status	Search: Payment Criteria Status
FY2005	\$5,788	\$5,788	Paid (Reconciled)	Payment criteria has been met
FY2006	\$5,788	\$5,788	Paid (Reconciled)	Payment criteria has been met
FY2007	\$7,720	\$7,720	Paid (Reconciled)	Payment criteria has been met
FY2008	\$8,915	\$8,915	Paid (Reconciled)	Payment criteria has been met
FY2009	\$17,820	\$17,820	Paid (Reconciled)	Payment criteria has been met
FY2010	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2011	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2012	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2013	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2014	\$17,608	\$17,608	Paid (Reconciled)	Payment criteria has been met
FY2015	\$17,162	\$17,162	Paid (Reconciled)	Payment criteria has been met
FY2016	\$17,508	\$17,508	Paid (Reconciled)	Payment criteria has been met
FY2017	\$17,549	\$17,549	Paid (Reconciled)	Payment criteria has been met
FY2018	\$20,057	\$20,057	Paid (Reconciled)	Payment criteria has been met
FY2019	\$40,849	\$40,849	Paid (Reconciled)	Payment criteria has been met
FY2020	\$20,616	\$20,616	Paid (Reconciled)	Payment criteria has been met
FY2021	\$41,965	\$41,965	Paid (Reconciled)	Payment criteria has been met
FY2022	\$21,360	\$0	Processing	Payment criteria not met
FY2023	\$22,090	\$0	Processing	Payment criteria not met

Showing 1 to 19 of 19 entries

## Statement of Funding and Expenditure Reporting

## Agreement Summary

## Summer Village of Norglenwold

July 31, 2023

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (20 in Birchcliff, 3 in Half Moon Bay, 17 in Jarvis Bay, 20 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 141 Grand Avenue	Demolition and Dwelling
3. 167 Grand Avenue	Detached Garage
4. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
5. 253 Honeymoon Drive	Dwelling
6. 141 Grand Avenue	Mech Excavation/Concrete Pad
7. 253 Honeymoon Drive	Lakeside Stairs
8. 355 Last Chance Way	Garage with Guest House
9. 23 Grand Avenue	Detached Garage
10. 205 Grand Avenue	Dwelling & Escarpment Work
11. 53 Grand Avenue	Demolition
12. 4 Rustic Crescent	Dwelling
13. 59 Grand Avenue	Gravel Pad
14. 85 Grand Avenue	Escarpment Retaining Walls
15. 111 Grand Avenue	Dwelling
16. 371 Last Chance Way	Demolition
17. 371 Last Chance Way	Dwelling
18. 351 Last Chance Way	Dwelling <b>(NEW)</b>
19. 139 Grand Avenue	Lakeside Deck <b>(NEW)</b>
20. 229 Grand Avenue	Decks <b>(NEW)</b>

Closed DP's since last Council meeting:

1. 87 Grand Avenue	Retaining Walls
2. 257 Honeymoon Drive	Dwelling
3. 133 Grand Avenue	Home Occupation
4. 333 Honeymoon Drive	Dwelling & Garage w Guest House

**Permit Summary:**

Year to date 2023:

7 development permits. Estimated project cost \$5,199,000.00.

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

153 Grand Avenue

53 Grand Avenue

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #208/13.

## Summer Village of Norglenwold

July 31, 2023

### Information

#### Agenda Item: *CAO Report*

#### Background:

- Administration has hired a new Public Works Manager named Justin Caslor. Justin comes to us from the Town of Sundre where he was the Director of Infrastructure and was previously the Utility Supervisor and Engineering Technologist in the Town of Stony Plain and was the Manager of Engineering for the Town of Ponoka before that. He also has a Diploma of Civil Engineering Technology. We are confident that he will make an excellent addition to the team.
- Administration has received a request for speed bumps along Last Chance Way. The resident who requested it feels that there are many speeders in that area and it is dangerous for pedestrian traffic and for residents backing out of their driveways, and notes that the ones installed along Grand Avenue are effective.
- Administration has collected the following data from the Speed Signs since December of 2022.

#### Lower Grand Avenue Speed Sign:

- Speeding Percentage 0.17%
- Volume of vehicles measured 33,303.
- Average Speed 27 kmph
- 308 Cars travelled more than 45 kmph.
- Top Speed 124 kmph (November 2022)

#### Upper Grand Avenue Speed Sign:

- Speeding Percentage 0.94%
- Volume of vehicles measured 41,084.
- Average Speed 28 kmph
- 1287 Cars travelled more than 45 kmph.
- 104 Cars travelled more than 100 kmph.
- Top Speed 196 kmph (May 12, 2023)

\*\*\* Recorded a vehicle travelling at 192 kmph as of June 12, 2023\*\*\*

- Administration has changed the speed sign to show a red "thumbs down" when speeding rather than a number, which should help eliminate the few speeders who are likely trying to run up the number.

**Options for Consideration:**

Council to discuss and accept as information.

**Administrative Recommendations:**

Council accept as information.

**Authorities:**

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

## **Summer Village of Norglenwold**

**July 31, 2023**

### **Council & Legislation**

#### **Request for Decision**

#### **Agenda Item: *Burning and Fire Pit Bylaw***

##### **Background:**

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

At the March Council meeting, Council discussed the use of fireworks and provided direction to Administration. Administration has updated the Burning and Fire Pit Bylaw and is bringing it forward for Council's review and consideration.

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

1. Council to discuss and give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Burning and Fire Pit Bylaw either as presented or amended.
2. Council table for amendments or further consideration.

##### **Administrative Recommendations:**

1. Council give 1<sup>st</sup> reading to the Burning and Fire Pit Bylaw #278-23
2. Council give 2<sup>nd</sup> reading to the Burning and Fire Pit Bylaw #278-23.
3. Council by unanimous consent give 3<sup>rd</sup> reading to the Burning and Fire Pit Bylaw #278-23 at this meeting.
4. Council give 3<sup>rd</sup> and final reading to the Burning and Fire Pit Bylaw #278-23.

##### **Authorities:**

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property.

## SUMMER VILLAGE OF NORGLENWOLD BURNING AND FIRE PIT BYLAW BY-LAW #278-23

*A bylaw of the Summer Village of Norglenwold, in the Province of Alberta, for the purpose of regulating burning.*

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by Bylaw provide for safety, health and welfare of people and the protection of people and property;

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

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

### 1. SHORT TITLE

- 1.1 This Bylaw shall be cited as “***Burning and Fire Pit Bylaw.***”

### 2. DEFINITIONS

- 2.1 In this Bylaw, including this section, unless the context otherwise requires:
- a) “**Act**” means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended, and any amendment or substitutes thereof.
  - b) “**Building Waste**” means any clean scrap wood produced in the process of constructing, altering, or repairing a building.
  - c) “**Consumer Fireworks**” means consumer fireworks classified as such under the Explosives Regulations, 2013, as amended from time to time, including outdoor, low hazard, consumer fireworks such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, roman candles, volcanoes, and sparklers.
  - d) “**Council**” means the Municipal Council of the Summer Village of Norglenwold.
  - e) “**Director of Disaster Services**” means the person appointed by the Summer Village to that position and includes any person appointed by the Director of Disaster Services to act as such Director's delegate for the purposes of this Bylaw.
  - f) “**Discharge**” means to fire, ignite, explode, or set-off or cause to be fired, ignited, exploded or set-off.

- g) **“Extinguish”** means to apply something to make a fire stop burning, such as but not limited to, water, sand, or dirt until the hissing sound of the embers dies out entirely.
- h) **“Fire Ban”** means a prohibition on all burning, including the discharge of all fireworks within the summer village.
- i) **“Fire Department”** means any responding Fire Department.
- j) **“Fire Pit”** includes a permanently affixed outdoor fire receptacle.
- k) **“Garden Waste”** means shrubbery and tree pruning, weeds, grass trimmings, roots, tree stumps, turf, and similar vegetation.
- l) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisance.
- m) **“Municipal Ticket”** means a form prescribed by the Chief Administrative Officer of the Summer Village or his/her delegate allowing for voluntary payment to the Summer Village of a fine amount established by this Bylaw.
- n) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property.
- o) **“Open Fire”** means any fire that is not contained within a fire pit or stationary barbecue.
- p) **“Outdoor Fireplace”** means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue and is constructed of brick, rock, other masonry material or metal and has not been constructed as part of a building.
- q) **“Peace Officer”** means:
  - i) a member of the Royal Canadian Mounted Police;
  - ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
  - iii) a Special Constable as appointed by the Solicitor General of Alberta to enforce the bylaws of the Summer Village of Norglenwold.



- r) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- s) **“Summer Village”** means the Summer Village of Norglenwold.
- t) **“Waste”** includes:
  - i) any rubbish, refuse, garbage, paper, packaging, pallets, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, sewage or the whole or part of any animal carcass;
  - ii) the whole or part of any article, raw or processed material, vehicle or other machinery that is disposed of;
  - iii) animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption, and storage of food;
  - iv) building waste;
  - v) garden waste;
  - vi) anything that is designated as waste in the regulation under the *Environmental Protection & Enhancement Act*, (1992) S.A., Chapter E 13.3.

### 3. **FIRE PITS, OUTDOOR FIREPLACE, PORTABLE FIRE RECEPTACLE & BBQ**

#### 3.1 Fire pits should follow the below mentioned recommendations:

- a) the exception to these recommendations should be in areas where front and side areas are the only possible locations for a fire pit;
- b) a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials measured from the nearest fire pit edge or as recommended by the Administrator or Director of Disaster Services or their designates;
- c) be constructed of bricks, concrete blocks, heavy gauge metal or other non-combustible components;
- d) have a spark arrestor mesh screen of 1.30 centimetres (.50 inches) expanded metal (or equivalent) to contain spark over the fire at all times;
- e) be the sole responsibility of the owner or occupier of the property;
- f) burn only charcoal briquettes, propane, natural gas, or wood products that are not contaminated with glue, paint, stain, or other preservatives;
- g) have flames no higher than ninety (90) cm (approx.

3.0 ft) above the top of the surrounding grade of the fire pit.

- 3.2 Any person who starts a propane, natural gas or charcoal barbecue or starts a fire in a fire pit that complies with Section 3 herein, shall:
- a) remain in charge, or keep a competent person in charge, of the barbecue or fire.
- 3.3 Any person in charge of a barbecue or fire pit shall ensure that the same:
- a) does not create a risk or hazard to persons or to other properties;
  - b) does not create a nuisance, which is offensive to any other person;
  - c) is completely extinguished before supervision of the barbecue or fire ends.
- 3.4. Any person who starts a fire, or who is in charge of a fire, on property owned or occupied by that person, shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, Director of Disaster Services or the Administrator, the fire is a hazard to persons or to other properties.

#### **4. OPEN AIR FIRES**

- 4.1 Open air fires are not permitted with the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 herein, burning in provincial or municipal owned campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the Summer Village of Norglenwold.

#### **5. FIRE BANS**

- 5.1 The Council or their delegates may enact a Fire Ban within the Summer Village at their discretion.
- 5.2 No person shall start a fire at any place within the corporate limits of the Summer Village at any time while a Fire Ban is in place.
- 5.3 No person shall discharge fireworks within the corporate limits of the Summer Village of Norglenwold at a time when a fire ban is in place.
- 5.4 A member or Peace Officer may direct a person to extinguish any fire when a fire ban is in place.
- 5.5 A person who fails to comply with the direction of a member or Peace Officer to extinguish a fire during a fire

ban is guilty of an offence and the member or Peace Officer may extinguish the fire.

## **6. COST RECOVERY**

- 6.1 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call, false alarm or incident for the purpose of preserving life or property from injury or destruction by fire or other incident on land, the Administrator, or his or her designate may, in respect of any costs incurred in taking such action, charge any cost so incurred to the person who caused the fire, or to the owner or occupier of the land in respect of which the action was taken, pursuant to this Bylaw.
- 6.2 In respect of any costs or fees levied or charged under this Bylaw:
- a) The Summer Village may recover such costs or fees as a debt due and owing to the Summer Village; and
  - b) In default of payment, where permitted by the Municipal Government Act, add the amounts to the tax roll of a parcel of land.

## **7. PENALTIES**

- 7.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to the penalties set out in Schedule "A" which is attached to and forms part of this Bylaw.
- 7.2 If a person is issued a Municipal Ticket in respect of an offence, they may pay the fine amount established by this Bylaw for the offence at the Summer Village Administration Office and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 7.3 A Peace Officer, Director of Disaster Services or the Fire Chief is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer, Director of Disaster Services or the Fire Chief has reasonable grounds to believe has contravened any provision of this Bylaw.

## **8. SEVERABILITY & REPEAL**

- 8.1. If any part of this Bylaw is found to be invalid, then that part shall be severed and the remaining Bylaw shall be maintained.
- 8.2 Bylaw #205-12 is hereby rescinded upon 3<sup>rd</sup> and final reading.

Read a First Time in Council assembled this 31<sup>st</sup> day of July 2023.

Read a Second Time in Council assemble this 31<sup>st</sup> day of July 2023.

Read a Third and final time in Council assembled and passed this 31<sup>st</sup> day of July 2023.

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Cyril Gurevitch, K.C., Mayor

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Tanner Evans, Administrator

SCHEDULE A

PENALTIES

SECTION	OFFICE DESCRIPTION	PENALTIES
3.2	Non-supervision of fire	
	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> offence	\$500.00 + recovery costs as per Schedule A
	3 <sup>rd</sup> offence	\$1,000.00 + recovery costs as per Schedule A
3.3	Creating a risk, nuisance or not extinguishing fire	
	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> offence	\$500.00 + recovery costs as per Schedule A
4	Open air fire	
	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> offence	\$500.00 + recovery costs as per Schedule A
	3 <sup>rd</sup> offence	\$1,000.00 + recovery costs as per Schedule A
5	Fire during a Fire Ban	
	1 <sup>st</sup> offence	\$500.00
	2 <sup>nd</sup> offence	\$1,000.00 + recovery costs as per Schedule A
	3 <sup>rd</sup> offence	\$5,000.00 + recovery costs as per Schedule A

## **Summer Village of Norglenwold**

**July 31, 2023**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *Alberta Municipalities Convention*

#### **Background:**

Administration has received information about the upcoming Alberta Municipalities Convention. The 2023 Alberta Municipalities Convention is being held September 27 – 29 at the Edmonton Convention Centre. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education sessions or in-person networking.

The cost to attend in-person is \$620 for early-bird registration and virtual attendance, or \$775 for in-person if registration is after August 18<sup>th</sup>. Summer Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$250. For every additional participant in-person, Council will have the option to register a virtual attendee at the reduced rate.

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

Council has allocated \$1110 for the convention from the 2023 budget.

#### **Administrative Recommendations:**

Council to discuss and provide direction to Administration.

#### **Authorities:**

2023 Budget

## Event Summary

### Registration is OPEN!

**DATES:** September 27 - 29, 2023

**LOCATION:** Edmonton Convention Centre

**AGENDA:** *Coming soon ...*

**TRADE SHOW:** Registration for Trade Show is now open, [register today!](#) If you have any questions, please email [tradeshow@abmunis.ca](mailto:tradeshow@abmunis.ca) for more details.

[Trade Show Brochure](#)

**SPONSORSHIP:** If you are interested in becoming a 2023 Alberta Municipalities Convention sponsor, email [sponsorship@abmunis.ca](mailto:sponsorship@abmunis.ca) to receive a package. We are always looking for new and exciting partners, and can work with you to customize a package that best suits your needs.

[Sponsorship Brochure](#)

### PRICING

Type	Early-bird & Virtual Pricing	In-Person Regular (After August 18)
Alberta Municipalities Member	\$620	\$775
RMA Member	\$720	\$900
Non-Member	\$1000	\$1200 Municipal
Interns	Complimentary	
Virtual	\$250	

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

### PRE-CONVENTION SESSIONS

Cost: \$395 + tax

All sessions run concurrently from 8:30 am to 4:00 pm on Tuesday, September 26



## **EOEP - Effective Meetings**

Join the inaugural offering of EOEP's newest course, Effective Meetings! The course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Understand what makes a great meeting and how you can help make meetings great
- Examine how rules of order and proper procedure enhance your meetings
- Discover ways to set up great decisions
- Identify action items that you can implement at your next council meeting

As an elected official, you spend a good chunk of your life in meetings. This course provides tools, tips, and ideas to make your meetings work best!

**\*\*Please note this course is not applicable for associate or affiliate members.**

## **EOEP - Municipal Corporate Planning and Finance**

Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.

**\*\*Please note this course is not applicable for associate or affiliate members.**

## **RMRF Legal Course**

\* Please note this course is not applicable for associate or affiliate members.

The Reynold Mirth Richards and Farmer LLP legal pre-convention session will focus on two different subjects through the day:

CAOs: The One and Only

This session will cover a variety of topics related to the lifecycle of a Chief Administrative Officer, including hiring and firing, employment contracts, healthy communications between Council and the CAO and recognizing and cultivating the unique roles of Council and the CAO in a municipality. In addition, we will discuss some of the more mundane aspects of life as a CAO such as signing authority, going in camera and CAO duties and responsibilities.

### Back Off: Harassment in the Workplace

As employers, municipalities have an obligation to provide a safe workplace for employees, which includes providing a workplace free from bullying, harassment or intimidation. This session will address the recent increase in difficult ratepayer interactions and what options municipalities have available to them to avoid potential liability under Occupational Health and Safety legislation, Human Rights legislation, Workers Compensation legislation and the common law, including the brand new tort of harassment. But this session will also address internal challenges and the importance of those at the top leading by example.

### **STUDY TOUR**

Edmonton International Airport (YEG) Airport City Sustainability Campus Tour  
Tuesday, September 26 from 2:00 pm to 4:30 pm (Complimentary)

Join us for an exciting tour of the Airport City Sustainability Campus, a hub of leading and emerging technologies from all sectors focused on aviation, commercial development and decarbonization. Having attracted \$1.5B in investment over the past nine years, the YEG campus houses many types of businesses in the transportation, cargo logistics, manufacturing, sustainability, technology development, training and tourism sectors. This tour will explore the Airport City Sustainability Campus' integrated ecosystem that spurs collaboration and innovation while fostering the commercialization of clean and emerging technologies.

Attendees will be picked up from the Edmonton Convention Centre, and will be dropped off at the same location at the conclusion of the study tour.

**\*\* Timing for this tour overlaps with Pre-Convention sessions. If you are registered for Pre-Convention, please do not register for the YEG Airport Tour.**

### **HOTELS**

Alberta Municipalities has partnered with the following hotels to do our best to get members the best hotel rates. Please note, as our pre-determined blocks become

full, the below rates may no longer be available. A deposit of first and last night's room rates may be required at the time of booking.

**Fairmont Hotel Macdonald** - rates starting at \$265 per night + tax

**Sandman Signature Downtown Edmonton** - rates starting at \$160 per night + tax\*

**Chateau Lacombe Hotel** - rates starting at \$154 per night + tax\*

*Courtyard Marriott Downtown - Room block full*

*Westin Edmonton Downtown - Room block full*

\*Taxi chits will be available for those staying at the Chateau Lacombe and Sandman Signature hotels for transportation to and from the Edmonton Convention Centre, as well as transportation to and from evening events. Please see the front desk of your hotel, or the registration desk at the Edmonton Convention Centre to pick up a chit.

## IN MEMORIUM

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to [events@abmunis.ca](mailto:events@abmunis.ca) to have them included in the 2023 In Memoriam.

## MUNICIPAL FLAGS OR LOGOS

As always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to [events@abmunis.ca](mailto:events@abmunis.ca).

## PARTNERS PROGRAM

Cost: \$100

The Alberta Municipalities Partners' Program is available for those members who are bringing a partner along with them to Edmonton. Registration will provide your partner with the following access:

- Entrance to the Opening Trade Show Dessert Reception on Wednesday, September 27 from 3:00 – 5:30 pm
- A ticket to the Host City Reception
- Access to the Royal Alberta Museum and the Art Gallery of Alberta, along with taxi transportation to and from the venues if necessary

Please note, registration DOES NOT grant partners access to any other Convention agenda items or meals, including Opening Ceremonies, breakout sessions, or any other plenary activities. Visits to the museum and the art gallery will be self-directed by the participant.

## **Summer Village of Norglenwold**

**July 31, 2023**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *Bentley Fair Days*

### **Background:**

The Town of Bentley has extended an invitation for Council to join them on Thursday, August 10<sup>th</sup> for their 60<sup>th</sup> Anniversary of the Bentley Fair and Rodeo parade.

A luncheon will take place at 11:30 am at the Bentley Municipal Office with the parade to follow at 1:00 p.m. Vehicles will be provided for members wishing to participate. They are asking attendees to bring an identification sign that can be placed on the exterior of the vehicle.

The RSVP deadline is July 26<sup>th</sup> should Council wish to attend.

### **Options for Consideration:**

- 1) That Council members attend should their schedules allow.
- 2) That Council accept as information and Administration send their regrets.

### **Administrative Recommendations:**

- 1) That Council members attend should their schedules allow.

### **Authorities:**



June 12, 2023

Mayor Cyril Gurevitch  
Summer Village of Norglenwald  
2 Erickson Drive  
Sylvan Lake AB T4S 1P5

### **Your Invited**

Please Join us for our Annual Fair and Rodeo  
August 10<sup>th</sup> to 13<sup>th</sup>, 2023

### **Parade Theme:**

**"Salute to the 60<sup>th</sup> Anniversary of the Bentley Fair and Rodeo Parade"**

Dear Cyril

The Town of Bentley would be honored to have you and your guest(s) come and experience our annual Fair Days, which run August 10<sup>th</sup> to August 13<sup>th</sup>. The event kicks off with a community pancake breakfast on the morning of Thursday August 10<sup>th</sup> and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, we ask you to please RSVP for the luncheon, on or before Wednesday July 26, 2023, to the Town Office at 403-748-4044, or by email to [info@townofbentley.ca](mailto:info@townofbentley.ca)

If your municipality/organization has a float, we would love your participation as well. Even if you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Please remember to bring an identification sign, "if you have one," that can be placed on the exterior of a vehicle, to help identify you or the organization that you are representing. Judging of the floats will commence at 11:30 pm, with the parade to follow at 1:00pm.

**Please note for safety purposes, we ask that no candy be thrown from a moving vehicle.**

For further information regarding the day and the events planned, please refer to the Town of Bentley Facebook page or our website at [www.townofbentley.ca](http://www.townofbentley.ca)

Yours Truly,  
Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.  
403.748.4044 | Fx. 403.748.3213  
[info@TownofBentley.ca](mailto:info@TownofBentley.ca)  
[www.TownofBentley.ca](http://www.TownofBentley.ca)





## Summer Village of Norglenwold

July 31, 2023

### Planning and Development

#### Request for decision

#### **Agenda Item:** *Encroachment Agreement Request – 153 Grand Avenue*

#### **Background:**

The homeowner of 153 Grand Avenue has submitted a request to Council for current encroachments on municipal land to remain. The following includes a background of the current lot encroachments and enforcement timeline.

July 31, 2022 – The homeowner had 10 trees in the municipal land adjacent to their property removed by a tree removal company. Administration had a conversation with the homeowner at this time and it was stated that the trees were dangerous and not on municipal land.

August 9, 2022 – Administration had the property line surveyed between the municipal land and 153 Grand Avenue, to properly evaluate how many trees were removed. 10 total.

August 11, 2022 – Administration received a complaint from an adjacent landowner to the municipal land about the tree removal taking place.

August 17, 2022 – Administration emailed the homeowner stating that after having the line surveyed it appears that 10 trees were removed from the municipal land and there appeared to be encroachments and the municipality has the authority to issue violation tags/tickets. The homeowner was to work with administration on a replanting plan from the reserve area to replace the trees that were removed and apply for an encroachment agreement for structures encroaching onto municipal land.

September 7, 2022 – Administration had not received a response to the email and emailed a follow up.

September 14, 2022 – Administration received a response from a resident on behalf of the homeowner asking to discuss with administration on their behalf.

September 16, 2022 – Administration met with the resident on behalf of the homeowner and a plan was made for administration to receive a Real Property Report of 153 Grand Avenue and a replanting plan would be submitted.

November 17, 2022 – Administration had a phone conversation with the homeowner of 153 Grand Avenue discussing dates that administration was willing to meet with the homeowner to go over the encroachments and tree removal as it was requested.

During this phone call encroachments, tree removal and personal belongings being stored on municipal land were discussed. Administration emailed the homeowner with several dates that could be arranged to meet.

November 18, 2022 – Homeowner responded to the email and stated they would get back to us with a date that works to meet.

November 25, 2022 – Administration had not received a date and emailed the homeowner stating that the requirements were needed to ensure that the replanting is done within a reasonable timeline and the encroachment requests needed to be applied for. Deadlines were provided that an RPR and tree replanting plan was required by January 15<sup>th</sup>, 2023.

December 19, 2022 – Administration mailed a formal letter with the dates and requirements noting that these dates were emailed on November 25<sup>th</sup> and December 15<sup>th</sup>, 2022 and failure to provide will result in further enforcement.

January 6, 2023 – January 10, 2023 – The homeowner reached out to administration and went back and forth on why the documents we requested were required.

February 27, 2023 – Administration emailed the homeowner that we had not received any documentation as required, and required an update. No response was received.

March 20, 2023 – Administration sent an additional follow up email.

March 21, 2023 – Administration received an email from the homeowner stating that they could not access their existing RPR in storage.

March 23, 2023 – Administration responded why a new RPR is required as it had previously been mentioned. We require an RPR no older than 6 months old when submitting an encroachment agreement request.

March 27, 2023 – Administration received an email from a resident acting on behalf of the homeowner that a RPR would be ordered and it is expected to be received within 30 days or so.

April 20, 2023 – Administration did a site visit of the property to re-evaluate the property since the snow had been removed. No encroachments or personal items had been removed.

June 20, 2023 – Administration received an additional complaint from an adjacent landowner that the personal items were still stored on the municipal land and the trees were not replanted and mowing and weed wacking had taken place in the municipal reserve.

June 23, 2023 – Administration conducted another site visit and confirmed encroachments were still on the land, all property stakes were removed and that further maintenance of the municipal land had taken place.

June 25, 2023 – Another complaint was received stating that mowing of grass on the lakeside municipal reserve was taking place.

June 26, 2023 – Administration had a phone conversation with the homeowner and they stated that the RPR was completed and they wanted to hang onto it until they knew what that meant for their property, that we would receive the RPR by July 5<sup>th</sup>, 2023. We discussed the neighbouring complaints and that maintenance of the lot had taken place on municipal land, that this can not take place. We discussed the personal items that were still remaining on the municipal land, that they were to be removed immediately and the phone call ended. A follow up email was sent by administration to the homeowner stating that we required the copy of the RPR by July 7<sup>th</sup>. Administration stressed that mowing, weed wacking, or any other maintenance or personal use of municipal property is prohibited. Additionally all personal items located on municipal property was to be removed immediately. Photographs of the personal items were included in this email.

June 30, 2023 – Administration met with the resident on behalf of the homeowner and was provided with a RPR showing the encroachments on the municipal land. We discussed that a request for an encroachment agreement must be made to Council. The personal items in the reserve (garden stakes, pallets, metal dock pieces) were agreed to be removed the June 30<sup>th</sup>, July 1<sup>st</sup> weekend.

July 7, 2023 – Administration conducted a site inspection and confirmed that the personal items had not been removed.

July 11, 2023 – Administration delivered a letter and violation ticket of \$1,500.00. The letter referenced that this fine was a first offence issued for unauthorized work, and use of municipal land. Land Use Bylaw #267-22, Section 9.97 and Fees Bylaw #247-23.

July 18, 2023 – Letter for Council consideration was received.

**Current encroachments on the reserve lots are:**

- Shed
- Electrical Post
- 2 Decks
- Moveable sidewalk
- Fence
- Steps

The Encroachment Policy states:

1. The Summer Village of Norglenwold has the responsibility to manage encroachments on municipal land within the boundaries of the municipality. The Summer Village of Norglenwold asserts its right of ownership to all lands owned, leased and managed by the municipality.
2. It is the policy of the Summer Village to work proactively with property owners to remove and manage encroachments on all lands managed by the municipality. New encroachments on municipal land are discouraged.

*Encroachment Policy and request attached.*

**Options for Consideration:**

1. Approve encroachment agreement request for a 5 year term.
2. Deny encroachment agreement request and administration to notify homeowner that encroachments must be removed within 30 days of letter.

**Administrative Recommendations:**

Council to provide administration direction.

**Authorities:**

Encroachment Policy – NGC-20-087



Kara Hubbard

**From:** [REDACTED]  
**Sent:** Tuesday, July 18, 2023 2:11 PM  
**To:** Kara Hubbard  
**Subject:** Requests

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Morning Kara,

I thought I would give you an update of my situation here at the lake and also make a few requests that I'm hoping could be taken to the next council meeting.

I bought this house from [REDACTED] in 2006-07. [REDACTED] presented me with a few documents at the time of purchase and informed me that this property was under what is called a Grandfather Clause which she explained to me meant that I could be this close to the lake and I could update and maintain the property and decks so long as I didn't make any additions.

To date I've been working with Lorne since last year on compliance requests from your office.

I have been searching everywhere in different storage locations for the Real Property Report and other documents related to my property anywhere from my house and garage, storage in LaCombe which was not accessible in the winter and Fairview where we have C cans full of my belongings. I was unable to locate these documents before you requested me to provide a RPR no older than 6 months old. At this point I met again with Lorne and then I contacted Donny at Accelerated Survey and asked him if he could come and survey my property and write the report and send it to me as soon as possible. During this time I contacted you to update you on this and other issues and you said this was taking too long and that you had contacted Lorne on several occasions and he kept telling you we were still waiting on this RRP. I was given the impression you did not believe that I had requested the RPR in the spring and still haven't received the report until just now. I let you know that I had just received the report a few days ago and as soon as Lorne and I met 3 days later, your office would receive the report within the week.

During our discussion you informed me that my neighbour had a complaint that I had something in the reserve and as we talked I realized that it was a butterfly and bee garden my grandson and I had put in to help the neighbourhood with increasing the pollinators. I put in small stretchable bamboo fencing that was only about 2ft. high on 3 sides of the garden to keep the deer from trampling down the garden. As soon as I realized this was a problem I went into that space and took down and destroyed the butterfly garden. At the same time I took out a few wood pallets I had put in there temporarily but I still needed to take a few more pieces out and some dock legs. This was at the same time that you visited the reserve for a look and took some photos.

Lorne then came and met with you to discuss how and if I could apply for an Encroachment Agreement to keep my tent and also the stairs on the north side of my house next to the reserve.

The reason I would like to keep my tent is that I have used it for over ^ years to store all my deck furniture, this keeps the yard and decks very neat and clean.

The reason I would like to keep the stairs on the side of my house is 2 fold. I have a small space on the lakefront on my property to store the boat lift and dock support pieces like everyone else does around the lake but I have to store the actual dock walkway somewhere so I just laid them along the north side of my house just in front of the stairs and it looks like a sidewalk but it's just dock pieces..again this keeps my property very neat and organized.

The second reason I would like to keep the stairs is because I use them to haul all the dead fall out of the reserve because it is a fire hazard. The stairs make hauling the deadfall and all the blown in garbage up and out using the stairs .I also have to clean dead leaves out of the creek in the reserve when they get so many that in the spring the creek gets so plugged it floods across my property and goes under my house and into my crawl space. I clean this all up and take it up my stairs and onto my deck, across my deck and up onto my lawn, up the hill on my grass then to the dump. Without these stairs I would then have to haul all that debris up the steep hill in the reserve ,this is too much of a physical



challenge for me as I am a senior citizen. The amount of dead branches, twigs, garbage and nasty things boaters throw in the lake washes up into the cove and some blows into the reserve where it's only one of several places on the lake that fish spon and grow. I do realize that this is not my responsibility but after asking the previous Develop,nt Officer for help with managing the reserve to keep it clean and remove the fire hazard this has to my knowledge never happened.

After Lorne met with you over a week ago he informed me that you would take these requests to counsel and let us know the outcome of my requests. All seemed well and moving right along until I was awoken by someone standing outside my bedroom window on my back deck yelling my name. Upon investigating I find a By Law Officer serving me a \$1 500.00 violation. This violation stated that private development on municipal reserve. This was shocking and upsetting and confusing. I do not understand the meaning of this violation nor is it clear what I developed nor a date to remove whatever this is nor is there an amount provided to be paid in the first space on the violation, instead the amount is on the second line and I do not know the meaning of this. I do not know what I am developing in the reserve. It is my understanding that before a violation is issued a warning is given to the home owner and then if failure to comply will result in a violation being served.

Lorne and I are both hard pressed to understand what this means and maybe it is referring to the butterfly and bee garden that my grandson and I put in. If so I put it in on Mother's Day as a tribute to all Mothers and destroyed it immediatly after my last call with you so the total time it was even there was a few months.

The day after being served I hired someone to come in the rain and remove the few pieces of the metal dock stand from the reserve, as I had planned to do anyway as soon as my son in law could get a minute to come and help me.

There is no longer anything in the reserve that belongs to me and I will do a walk through this week to make sure.

I was informed by Lorne that I have not complied with the request from your office and I beg to disagree as I have worked on and completed every request made of me to date.

The last issue is the trees.

I want you and council to know that when that unfortunate incident occured I truly believed I was cutting trees on my own property with the exception of 2 trees which I was assured by AAA Tree Service that they had to come down as they were a huge threat to falling on my house. Lance has offered to come to council and explain why those trees had to be removed.

I would have never cut trees that were healthy but the ones taken down were either dead, rotten in the middle or a danger of falling on my house during any storm.

I am asking for forgiveness from Norglenwold as I did not knowingly cut down trees in the reserve and I am truly sorry. In my correspondence with you I understand I need to replant some trees in the reserve. Just lately you have requested me to replant the same type of tree and that they be 30ft tall. This new request is very confusing to me as I do not understand how one goes about a project like that, unless heavy duty equipment was brought down through the reserve to plant these trees which would destroy most of the reserve.

Another problem I do not know how to solve is working with the Fire Department and the Insurance Company that have policies in place that do not allow trees of a certain height too close to a residence. The trees taken out were anywhere from 5 ft to 15 ft more or less from my house.

In the reserve right now there are still dead or rotting trees too close to my house and could fall on my house in the next storm that comes. I would like to discuss how these trees will be removed before they fall on my house, especially with the strong storms lately. I now realize that Norglenwold should have taken these trees out long ago and I should have not paid for that service.

In conclusion I would like to request that the confusing and unclear Violation Ticket I recieved be revoked and we find a much better way to communicate. I've been a resident of Norglenwold for a very long time. I am a law abiding citizen and have paid all my taxes.

I am removing my greenhouse in the fall as soon as my tomatoes are harvested . My lawn care people will not cut or weed whack anything in the reserve.

I am hoping the relationship between myself and Norglrnwold will improve and as I have lived here happily and wish to return to the peace and serenity I find living here.

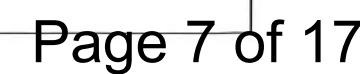
Sincerely



F-2-A

**LEGEND**  
Abbreviations and symbols that may appear on this plan

Forces are shown thus: —X—X—X—X—X—X—  
Property line shown thus: —X—X—X—X—X—X—  
Structure foot prints found are shown thus: ●  
Hollow iron foot prints found are shown thus: ○  
Drill Hole shown thus: □  
Iron Band shown thus: —X—X—X—X—X—X—  
Ceilings points shown thus: ▲  
Support Columns shown thus: △  
Gate (Central angle) are shown thus: D  
Eye of Gate shown thus: —X—X—X—X—X—X—  
C. S denotes depth of survey evidence counter sunk  
Line not a scale shown thus: —X—X—X—X—X—X—  
Utility Right of Ways are shown thus: —X—X—X—X—X—X—  
Vertical Lines are shown thus: —X—X—X—X—X—X—  
C. S denotes depth of survey evidence counter sunk  
UPN denotes distance survey evidence is above ground.  
UPN denotes Utility Right of Way  
N denotes Environment Reserve  
N/R denotes Multiuser Reserve  
CONC denotes Concrete  
EOA denotes Edge of Asphalt  
EOG denotes Edge of Gravel  
A denotes length of arc  
PD denotes found  
N/R denotes mark  
R denotes radius of arc  
(P) denotes rail  
FCL denotes Fence Corner Post  
N/R denotes Foundation  
M/R denotes Marker Post  
N denotes North  
S denotes South  
E denotes East  
W denotes West  
R/W denotes Right of Way  
M/R denotes Market  
EST denotes established  
PP denotes Power Pole  
BLDG denotes Building  
ACC denotes Accessory Building  
HSE denotes House  
CANT denotes Cantilever  
FR denotes Fireplace  
P/L denotes Property Line  
ENC denotes Encroaches  
I denotes from Post  
RET denotes Retaining  
PL denotes Placed  
N denotes Number  
A.L.S denotes Above Last Surveyor  
O/R denotes Over Head











Municipal Land

153 Grand Avenue





Municipal Land

153 Grand Ave



F-2-A



153 Grand Ave

Municipal Land





Municipal land photo  
showing personal  
belongings









E 2 A

153 Grand Ave property corner





Policy Title	Date:	Resolution No.
<b>Encroachment Policy</b>	<b>December 2, 2022</b>	<b>NGC-22-172</b>

## PURPOSE

The Summer Village of Norglenwold has the responsibility to manage encroachments on municipal land within the boundaries of the municipality. The Summer Village of Norglenwold asserts its right of ownership to all lands owned, leased and managed by the municipality.

## POLICY STATEMENT:

It is the policy of the Summer Village to work proactively with property owners to remove and manage encroachments on all lands managed by the municipality. New encroachments on municipal land are discouraged.

## DEFINITIONS:

***“building(s)”*** includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

***“development”*** means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A building or an addition to, or replacement or repair of a building and the construction or placing in, on, over and under land of any of them; or
- (c) A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- (d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building; and without restricting the generality of the foregoing, includes:
- (e) in the case of a lot used for residential purposes, alterations made to a building or an additional building on the lot whether or not the building is a dwelling or part of a dwelling unit;
- (f) in the case of a lot used for other than residential purposes, alterations or additions made to a building on the lot or a use of the lot which would increase either the capacity of the building or the intensity of use of the lot;

- (g) the display of advertisements or signs on the exterior of a building or on any land;
- (h) the deposit of earth, debris, waste materials, refuse, or any other material on any land, including land already being used for that purpose, or if the natural topography or drainage is altered;
- (i) any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site;
- (j) the placing of refuse or waste material on any land;
- (k) the recommencement of the use to which land or a building has been previously put if that use has been discontinued for a period of more than six months;
- (l) the use of land for the storage or repair of motor vehicles or other machinery or equipment;
- (m) the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- (n) the demolition or removal of a building;
- (o) the placement of an already constructed or a partially constructed building on a parcel of land;
- (p) the use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way;
- (q) the removal of topsoil from land;
- (r) the use of land for storage purposes or for the repair of equipment, vehicles or other kinds of machinery;
- (s) the installation of any type of sewage disposal system including but not limited to holding tanks; or
- (t) the digging of a well or installation of a water cistern.

***“encroachment(s)”*** means a ***building*** or ***development*** that illegally extends onto municipal land.

***“Major encroachment(s)”*** an encroachment that is large in scale, difficult to move, such as but not limited to retaining walls over 1m in height, buildings, staircases, decks, and other similar minor structures that illegally extends onto municipal land.

***“Minor encroachment(s)”*** Encroachments such as but not limited to retaining walls under 1m in height, fences, gates, ground level steps, and other similar minor nature, posing

little long-term physical impact on public space and which can be removed with relative ease if required.

#### GENERAL:

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the **encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.
3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Norglenwold shall have a fee review every 5th year.
4. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
  - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
  - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
  - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
  - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
  - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
  - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
  - g. For stairs, provide an inspection report from Superior Safety Codes to ensure stairs are safe and up to code, every five years.
  - h. Pays the annual **encroachment** fee as indicted below:

Minor	\$250.00 yearly
Major	\$1,000.00 yearly

This policy replaces the Encroachment Policy NGW-20-087.

## **Summer Village of Norglenwold**

**July 31, 2023**

### **Council Reports**

### **Information Item**

#### **Council Reports:**

Cyril Gurevitch

Jeff Ludwig

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

#### **Upcoming Meetings:**

Next Council Meeting – September 22, 2023



# PRLS Board Meeting Minutes

May 18, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday May 18, 2023 in the Combined Board Room, Lacombe.

**Present:** Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

**With Regrets:** Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

**Absent:** Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

**Staff:** Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

**Guests:** Lindsey Bauman and Erin Switenky (MNP)

## Call to Order

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

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

Motion by Stephen Levy to excuse Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, and Janice Wing from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 24/2023

## 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 25/2023

### 1.2. **Approval of Minutes**

Rilling asked if there were any amendments to the February 23, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the February 23, 2023 meeting as presented.

CARRIED

PRLS 26/2023

### 1.3. **Business arising from the minutes of the February 23, 2023 meeting**

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

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

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

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED

PRLS 27/2023

### 3.1. **Approval of the 2022 Parkland Audit**

Lindsey Bauman and Erin Switenky from Parkland's audit company, MNP, presented Parkland's audit. In their report, the auditors state:

*In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.*

Parkland received a clean audit. Bauman noted the three items in the management letter from last year have been resolved, which shows the commitment of Parkland Staff to ensuring financial management is sound.

Motion by Elaine Fossen to approve the Parkland Regional Library Board 2022 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2022, and the Financial Statements for December 31, 2022, as presented.

CARRIED

PRLS 28/2023

### 3.2 **Audit Policy**

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors



stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

Staff inquired with the Public Library Services Branch (PLSB) whether there were any legislative requirements that would impede the Executive Committee from being the body responsible for approving Parkland's audit. They responded that there is "*nothing explicit in the legislation. However, it is implied that finances are the responsibility of the corporate board as a whole, not the Executive.*"

One advantage of having the audit approved earlier is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After some discussion, a motion was made:

Motion by Joy-Anne Murphy to hold a special online meeting of the full board to coincide with the completion of the audit for the full purpose of approving the Parkland Audit.

DEFEATED

PRLS 29/2023

Motion by Deb Smith to change PRLS Executive Committee policy to read "*The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting.*"

CARRIED

PRLS 30/2023

Lindsey Bauman and Erin Switenky left the meeting at 11:09 a.m.

11:10 – 11:19 Comfort break

### **3.3. 2024 Budget/Requisition Increase**

Sheppard reviewed a preliminary budget for 2024 for information. In the budget, there were no changes made to the requisition, or salary and benefits lines, excepting to adjust for current staffing levels. In the case of provincial operating funding, staff assumed the increases announced this year will continue next year.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.





Without addressing salaries, there is an initial balance of +\$30,256 at this time.

Motion by Deb Coombes to receive for information.

CARRIED

PRLS 31/2023

### 3.4. Salary Grid

Sheppard explained. At the September 15, 2022 board meeting, following the Compensation Review presented by Dr. Margaret Law, a motion was made *"to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid"*. This motion was a result of a recommendation from the Compensation Review which stated: *"The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."* Currently, there are fifteen steps on Parkland's salary grid with uniform increments of 2.5%.

Based on Law's Compensation Review, Parkland's salary ranges were acceptable. However, the Executive Committee was unable to provide direction to staff regarding the adoption of a new salary grid.

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine this issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Since Parkland still has to develop a budget for 2024, the Executive Committee recommended using the current salary grid and compensation policy for one more year since it is unlikely a new grid can be established before the budget needs to be approved by the board in September.

Volunteers from the Executive Committee for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, and Janice Wing.

Motion by Deb Smith to use the current compensation policy to create the 2024 budget, and to create a subcommittee to work on creating a new compensation policy and salary grid.

CARRIED

PRLS 32/2023

Motion by Les Stulberg to appoint Twyla Hale, Jul Bissell, and Stephen Levy to join the compensation review subcommittee.

CARRIED

PRLS 33/2023

Twyla Hale left the meeting at 12:00 p.m.



### 3.5. Marketing and Advocacy Committee Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular.

Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Motion by Doug Booker to receive the Marketing and Advocacy Committee report for information.

CARRIED

PRLS 34/2023

### 3.6. ALTA Representative

Sheppard reviewed. Former Parkland Board member Bob Green is stepping down from his long-time position as the Parkland representative on the board of the Alberta Library Trustee Association (ALTA). His term will be ending on May 31<sup>st</sup> this year. Green has asked for nominations or volunteers to serve on the ALTA board.

Sheppard asked for nominations or volunteers. Barb Gilliat volunteered to be Parkland's new ALTA representative.

#### 3.7.1. Director's Report

#### 3.7.2. Library Services Report

#### 3.7.3. I.T. Report

#### 3.7.4. Finance & Operations Report



Rilling asked if there were any questions regarding the Director's Report, Library Services Report, I.T. Report, or the Finance and Operations Report. There were none.

Motion by Len Phillips to receive the Director's Report, Library Services Report, I.T. Report, and Finance and Operations Report for information.

CARRIED  
PRLS 35/2023

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

**Stettler and Stettler County** formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4<sup>th</sup>.

**The Penhold & District Public Library** have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

**The Sedgewick & District Municipal Library** has been in their new location downtown for six months and support/demand for the library has continued to increase.

**The Village of Cremona** recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

**The Clive Public Library** is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

**The Caroline Municipal Library** has been holding a program called "Sensory Wednesday" featuring sand and water play that has been extremely popular. They are also holding film nights through the summer.

Motion by Dana Kreil to receive the Parkland Community Update for information.

CARRIED  
PRLS 36/2023

### 4. **Adjournment**

Motion by Norma Penney to adjourn the meeting at 12:17 p.m.

CARRIED  
PRLS 37/2023

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Chair



# *Parkland Update*

**Thursday, June 15, 2023**

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

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## **The Economist Has Moved From Overdrive to PressReader**

Due to contract negotiations out of our control, *The Economist* has been removed from OverDrive. However, thanks to the Public Library Services Branch, we are excited to share that *The Economist* is now available on PressReader.

PressReader has a webpage with all of their marketing materials that libraries might find useful: [Tools for Success—Libraries & Institutions](#).

## **Thank You PLC Meeting and Programming Workshop Attendees!**

Thank you to all those who attended the June PLC Meeting and Programming Workshop! If you would like more information or meeting notes from the PLC meeting, please contact [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca). A video presentation of the material covered in the afternoon portion of the Programming Workshop is coming soon!

## **Are You Getting the Most From Canva?**

Canva is user-friendly design software where you can create anything in a snap, from presentations and logos to social media posts—no design skills or experience required! Libraries can get [Canva for Non-Profits](#), which allows access to all the premium benefits for free. If you'd like to be added to Parkland's Canva for Non-Profits account, please contact Emma



at [emchpherson@prl.ab.ca](mailto:emchpherson@prl.ab.ca).

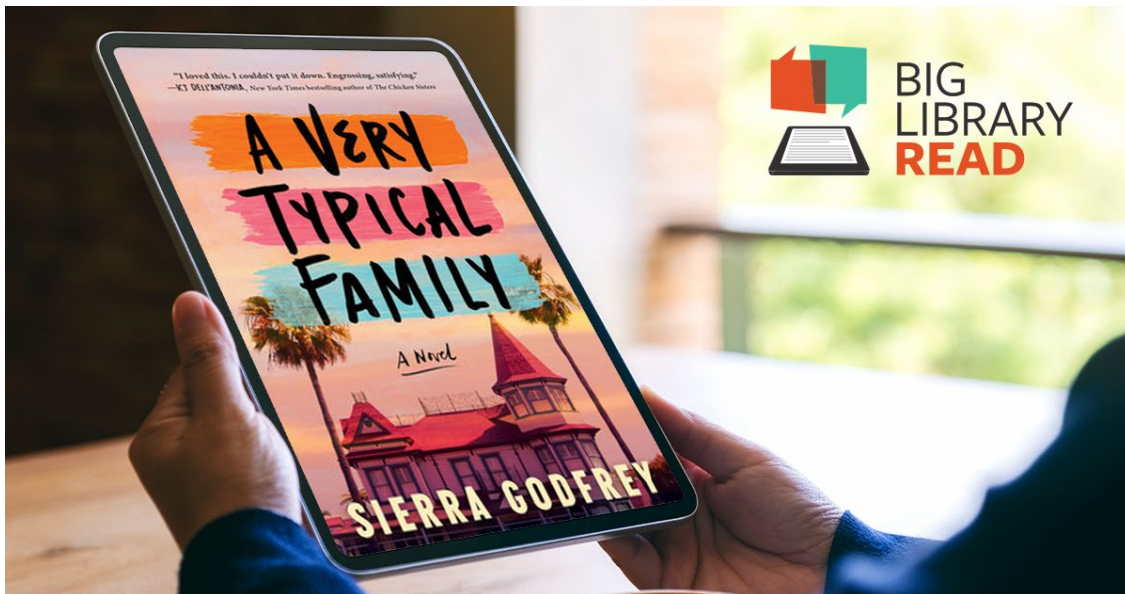
Once you have access, watch [this beginner tutorial](#) to learn about all of the features Canva has to offer.

## LIBRARY NEWS

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

### OverDrive Big Library Read



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

### Happy Pride Month!

June is Pride Month and celebratory events are happening across the province. The [Central Alberta Pride Society](#) plans the annual [Central Alberta Pride Week](#) held the week of August 6-

12,

2023.

Need ideas for book recommendations? Browse through Autostraddle's [numerous booklists](#) on a wide variety of queer subjects from poetry to haunted house stories.

Check out [this guide](#) for creating a Pride campaign on social media, or get some inspiration from this [Didsbury Municipal Library Instagram post](#).

## Venture for Canada Internship Program

[Venture for Canada's internship program](#) provides a 50-70% wage subsidy (capped at \$7,000) per student per term for charities and nonprofits that employ fewer than 500 people. Programs can start in the summer, fall, or winter semesters. The application deadline is **Friday, July 7, 2023**.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Brand Guidelines, Copyright, and Social Media Webinar** - July 12 at 1:30pm. Contact Hailey at [hhalberg@prl.ab.ca](mailto:hhalberg@prl.ab.ca) if you would like to attend.

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

### Decolonizing Libraries is for Everyone Webinar

**Monday, June 27  
10am**

Join three three Indigenous librarians from the [Council of Prairie and Pacific University Libraries](#) as they discuss how non-

Indigenous library employees can support Indigenous colleagues and patrons. [In this webinar](#), the panelists will share their experiences in public and academic libraries, talk about who should be engaging in decolonial work within libraries, and why this work is important.

**Beyond the One-Time Gift:  
Advanced Techniques for Donor  
Retention Webinar**

**Thursday, June 29**

**11am**

Did you know that retaining donors is 5 times more cost-effective than recruiting new ones? However, despite the nonprofit industry's average donor retention rate of 45%, organizations all over the world are struggling to keep their donors coming back for more. In [this webinar](#), learn new techniques, tips, and insights for engaging supporters of your library.

**Low Morale in Libraries Webinar**

**Thursday, June 29**

**1pm**

Low morale is detrimental to the health and well-being of employees, library organizations, and the communities they serve. [Join this webinar](#) to learn about identifying various workplace factors and events that can lead to or trigger low morale, as well as revealing the systems and structures that enable and perpetuate low morale.

**Library Management Training**

**Thursdays, October 17 -**

**December 5**

This [8-week virtual course](#) will set you up for success in your future or existing management position by training you on the fundamentals of staff relationships and management, HR policies and processes, budget management, leading a team through change, and more. Built specifically for managers (or those on a future management track), this interactive course provides the opportunity to role-play challenging scenarios and get feedback from experts and peers. Early-bird cost: \$375 USD.





# *Parkland Update*

Thursday, July 13, 2023

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

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

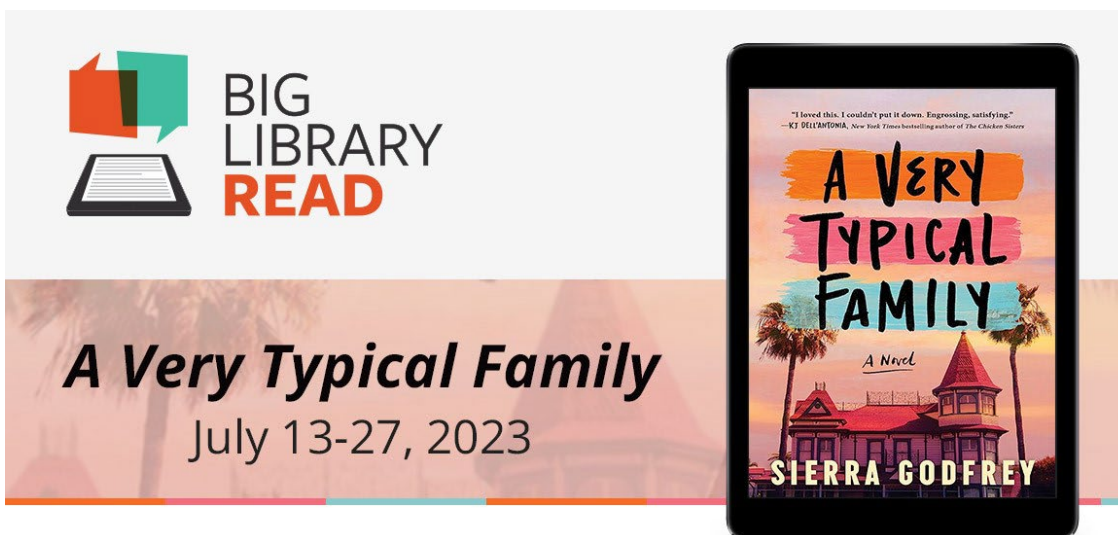
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## New Indigenous Kits



Parkland is excited to announce two new Indigenous Kits available for libraries to borrow. There is the Cree Games Kit 8+, which teaches children and adults about traditional Cree games and culture, and the Cree Language Learning Kit 5+, which will help you and your patrons learn the Cree language and Cree culture. Both of these kits are available for libraries to request on the [support site booking form](#).

We would like to extend a big thank you to Maria Buffalo, the Library Clerk at Maskwacis Library Service, for her hard work in creating these kits!



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

### Canadian Library Month Activities - October 2023

Based on feedback from Library Managers, we have decided to plan for both a library card sign-up contest and the regular Golden Ticket Contest for October. These public-facing contests will be paired with an internal membership drive. We have a lot of great prizes lined up this year! Library staff can find details and entry forms in the [Q drive](#).

#### Prizes:

Library Card Sign-Up & Renewal Patron Contest:

- 5 \$100 Visa gift cards

Golden Ticket Contest:

- 1 package containing the following:
  - 4 passes to West Edmonton Mall World Water Park
  - \$100 gas card
  - \$150 restaurant gift card
  - \$200 gift card for accommodation in Edmonton

Internal Membership Drive Contest:

- PS5 with 4 controllers for your library

## LIBRARY NEWS

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

### 2023 Alberta Book Publishing Awards Shortlist Announced

The Book Publishers Association of Alberta is pleased to announce the [shortlist for the 2023 Alberta Book Publishing Awards](#).

The winners of the 2023 Alberta Book Publishing Awards will be announced at a gala reception at the Matrix Hotel in Edmonton on **Thursday, September 21, 2023**. The gala is open to the public and more information on how to purchase tickets will be shared on the [BPAA website](#) in mid-July.

Leading up to the gala, the featured categories and shortlisted titles will be highlighted on BPAA's [Facebook](#) and [Twitter](#) pages. Follow along and join in the conversation using the hashtags #ABPubShortlist and #ABPubAwards.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Library Managers Coffee Break** - July 26 at 10am. Join on Teams from the calendar invite.

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



**Working with Community Partners to Offer Library Programming to Expectant Parents and Parents of Newborns Webinar**

Wednesday, July 19  
12pm

How can we reach expectant and new parents from underserved populations with the message that literacy begins before birth? The [Mother Goose on the Loose: Hatchlings](#) initiative is a research-based collaborative project aimed at expectant and new parents, many of whom may be from at-risk families or under-represented populations. [In this webinar](#), learn about this project's challenges, adaptations, and evaluations. Cost: \$79 USD.

**Conflict Resolution Skills for Leaders Workshop**

Wednesday, August 2  
9am

When leaders fail to respond quickly and effectively to conflict, the people they lead suffer and workplace performance plummets. Many conflicts would not spiral out of control if leaders used conflict resolution techniques that are easy to learn and utilize. [This workshop](#) provides strategies for leading through conflict with clarity and confidence. Cost: \$139 USD

**A.I. and Libraries: Enhancing Services and Engaging Communities Webinar**

Wednesday, August 9  
1pm

Explore the world of artificial intelligence (AI) and its potential applications for libraries for all sizes and types in [this webinar](#). Discover the various uses of AI, from data analysis to service development, learn practical tips on integrating AI using affordable and accessible tools, and hear the ethical considerations and challenges associated with AI implementation.

**Get Off the Fundraising Treadmill: Thinking Outside the Box to Raise More For Your Cause Webinar**

Thursday, August 31  
11am

Join [this webinar](#) to review case studies and data to help you evaluate your fundraising strategy, get creative with your tactics and consider solutions that will make it possible for you to spend more time focused on your mission!

**Censorship and Banned Books: How to Defend Intellectual Freedom Workshop**

Wednesday, September 27

9am - 1pm

With an uptick in book challenges, it can be difficult to know your options for managing these challenges and advocating for intellectual freedom and diverse materials. [In this workshop](#), learn tangible ways to handle censorship, including tips for finding allies and building coalitions, tactics for school board meetings, and strategies to ensure your library policies are up to date and will appropriately defend intellectual freedom. Cost: \$179-\$226 USD.

**PARKLAND REGIONAL LIBRARY SYSTEM**

4565 46 Street  
Lacombe, AB T4L 0K2

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## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

MAY 18, 2023

#### Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

#### Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

#### ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

#### 2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

#### Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

#### Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current



MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:  
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Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

## Committee News from Trustees

**Stettler and Stettler County** formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4<sup>th</sup>.

**The Penhold & District Public Library** have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

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**The Village of Cremona** recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

**The Clive Public Library** is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

**The Caroline Municipal Library** has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

## Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

## Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

## Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

## Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

## Next Meeting: September 14, 2023 (in-Person)

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