

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
JULY 25, 2025 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
- adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, June 24, 2025
- Municipal Planning Commission, June 23, 2025
- Municipal Planning Commission, July 2, 2025

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report (to follow)
- 3) Development Report
- 4) CAO Report

E. REQUEST FOR DECISION

1) Council & Legislative

- a) Association of Summer Villages of Alberta
- b) Alberta Municipalities

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Upcoming Meetings

- a) Council Meeting – August 29, 2025

G. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
June 24, 2025

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held June 24, 2025, in the Summer Village Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Cyril Gurevitch, K.C.
	Deputy Mayor:	Jeff Ludwig
	Councillor:	Rod Miller
	CAO:	Tanner Evans
	Recording Secretary:	Teri Musseau
	Gallery:	Jonathan Schmidt, Bluerock Planning

CALL TO ORDER The meeting was called to order at 9:02 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-25-075 MOVED by Deputy Mayor Ludwig that the agenda be adopted as presented.
CARRIED

MINUTES

NGC-25-076 MOVED by Councillor Miller that the minutes of the regular meeting of Council held on May 30, 2025, be approved as presented.
CARRIED

NGC-25-077 MOVED by Deputy Mayor Ludwig that the minutes of the Municipal Planning Commission meeting held on June 6, 2025, be approved as presented.
CARRIED

INFORMATION ITEMS

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

NGC-25-078 MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.
CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

NGC-25-079 Annexation Report
MOVED by Mayor Gurevitch that Council accept the Annexation report and direct Administration to submit the application for annexation to the Land and Property Rights Tribunal.
CARRIED

FINANCE

NGC-25-080 Surplus Distribution
MOVED by Deputy Mayor Ludwig that Council move the \$73,219.27 surplus as follows:

Transportation	\$149,543.82
Sewer/Environment	\$ 22,572.95
Infrastructure	- \$ 98,897.50

CARRIED

COUNCIL & LEGISLATION

NGC-25-081 Bulrush Award
MOVED by Deputy Mayor Ludwig that Council accept the Bulrush Award item as information.

CARRIED

NGC-25-082 Life Membership Award
MOVED by Councillor Miller that Council nominate Kent Lyle for his work on environmental safety for Sylvan Lake.

CARRIED

NGC-25-083 Association of Summer Villages of Alberta Resolutions
MOVED by Mayor Gurevitch that Council put forward a resolution to the Association of Summer Village of Alberta asking the province to eliminate the permanent elector register requirement for Summer Villages so Summer Villages can offer voting by special ballot in future elections.

CARRIED

NGC-25-084 Recreation and Culture Grant Agreement
MOVED by Deputy Mayor Ludwig that Council approve the Recreation and Culture Grant Agreement with the Town of Sylvan Lake.

CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- Annual Information Meeting
- Mayor and Reeves Meeting
- Sylvan Lake Regional Water and Wastewater Commission

Deputy Mayor Ludwig

- Annual Information Meeting
- Municipal Planning Commission Meetings X2
- Upcoming Lacombe Regional Emergency Management Partnership

Councillor Miller

- Annual Information Meeting
- Municipal Planning Commission Meeting X2

NGC-25-085 MOVED by Deputy Mayor Ludwig that Council accept the Council reports as information.

CARRIED

COMMITTEE REPORTS

- Parkland Regional Library Board Return on Investment

CORRESPONDENCE

- Safe Quiet Lakes

NGC-25-086 MOVED by Mayor Gurevitch that Council accept the Committee items as information.
CARRIED

NEXT MEETING

NGC-25-087 MOVED by Mayor Gurevitch that the next meeting of Council be held on July 25, 2025, at 9:00 a.m.
CARRIED

ADJOURNMENT

NGC-25-088 MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 10:39 a.m.
CARRIED

CYRIL S. GUREVITCH, K.C., MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold
June 23, 2025
Municipal Planning Commission Minutes
Page 1 of 2

C-2

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held on June 23, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Jeff Ludwig
Council Member:	Rod Miller via Zoom
Member-at-large:	Lorne Therriault
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant(s):	Reg Radford via Zoom Lauralyn Radford Ashley Brant – via Zoom

CALL TO ORDER: Chair Ludwig called the meeting to order at 9:02 a.m.

AGENDA:

MPC-25-014 Moved by Lorne Therriault to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 205 Grand Avenue (Lot 13, Block 2, Plan 2203KS)

An application has been received for the property located at 205 Grand Avenue, (Lot 13, Block 2, Plan 2203KS), in the Summer Village of Norglenwold requesting approval for an existing door on the lakeside of an existing boathouse.

Kara and applicants left the meeting at 9:10 a.m.

DECISION(S)

1. 205 Grand Avenue (Lot 13, Block 2, Plan 2203KS)

MPC-25-015 Moved by Chair Ludwig that the Municipal Planning Commission (MPC) acknowledges that they are subordinate to the Land and Property Rights Tribunal (LPRT) in both design and authority. The LPRT ruled the door is outside the scope of the development as it was neither regular maintenance nor necessary, therefore the MPC respects the LPRT decision and denies the application for the issuance of a development permit for an existing side door that that was installed on the lakeside of an existing boathouse. Further, the MPC finds the safety concerns raised by the applicant to be of no relevance to the hearing and therefore requires the removal of the door to the satisfaction of the development authority by July 31, 2025.

CARRIED

Initials

ADJOURNMENT

MPC-25-016

Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 9:52 a.m.

CARRIED

JEFF LUDWIG, CHAIR

TANNER EVANS, CAO

Initials

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held on July 2, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Jeff Ludwig via Zoom
Council Member: Rod Miller via Zoom
Member-at-large: Ed Thiessen via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Hubbard via Zoom
Recording Secretary: Teri Musseau via Zoom
Applicant(s): Jamie Willson via Zoom

CALL TO ORDER: Chair Ludwig called the meeting to order at 9:03 a.m.

AGENDA:

MPC-25-017 Moved by Ed Thiessen to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 117 Grand Avenue (Lot 8-10, Block B, Plan 5108EO)

An application has been received for the property located at 117 Grand Avenue, (Lot 8-10, Block B, Plan 5108EO), in the Summer Village of Norglenwold requesting approval for a deck, lakeside fence, hot tub and sauna.

This application was previously tabled by the Municipal Planning Commission for additional information.

Kara and applicants left the meeting at 9:18 a.m.

DECISION(S)

1. 117 Grand Avenue (Lot 8-10, Block B, Plan 5108EO)

MPC-25-018 Moved by Chair Ludwig that the Municipal Planning Commission (MPC) approve the application for a lakeside fence at 117 Grand Avenue with the following conditions being met to the satisfaction of the Development Officer:

- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use By-Law under which this permit was issued.
- The construction shall be completed within 12 months of the date of permit issuance.
- The payment of a \$500.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, and any or all road damage repaired. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.

Initials

- A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- All parcels shall ensure that storm water is directed to a drainage ditch without crossing adjacent land. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- All road bans to be followed that are implemented by Roadata and the administration office.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Landscaping to remain as existing in accordance with the landscaping plan.
- Land located below the top of bank, or with slope areas of 15% grade or greater, is to be retained in its natural state. Variance granted by the Municipal Planning Commission to allow the fence to be constructed within the property lines, provided that the land remains in its natural condition and no further alterations are made.
- The proposed accessory building (sauna), hot tub and deck extension were not approved by the Municipal Planning Commission, therefore, are not included in this development approval.

CARRIED

MPC-25-019

Moved by Chair Ludwig that the Municipal Planning Commission (MPC) deny the variance request for a sauna to be placed on the new deck addition at 117 Grand Avenue as the requested location of the sauna is not a necessity due to irregular parcel lines or site characteristics which would create difficulties to site the sauna within the required setbacks.

Section 4.7 of the Land Use Bylaw states:

4. In approving an application for development pursuant to Sections 4.7.2.a and 4.7.2.b, the Municipal Planning Commission shall adhere to the following:
 - a. A variance shall be considered only where warranted by the merits of the proposed development and in response to irregular parcel lines, parcel shapes or site characteristics which create difficulties in siting structures within the required setback or in meeting the usual bylaw requirements. Except as otherwise provided in this bylaw, there shall be no variance from the following:
 - i. Site coverage; and
 - ii. Building height.

CARRIED

MPC-25-020

Moved by Ed Thiessen that the Municipal Planning Commission (MPC) deny the request for a deck addition at 117 Grand Avenue and encourage the applicant to explore alternative locations for the hot tub that do not extend over the escarpment, as the Municipal Planning Commission is not prepared to approve a 100% variance for the deck extension

CARRIED

Initials

ADJOURNMENT

MPC-25-021

Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 10:10 a.m.

CARRIED

JEFF LUDWIG, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Norglenwold

Administration and Finance

July 25, 2025

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 263,270.13

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

1. Jeff Ludwig	\$	5,000.00
a. Completions Deposit Refund		
2. Urban Lumberjack (1473929 AB Ltd.)	\$	16,800.00
a. Dead Tree Removal		
3. Empringham Disposal	\$	8,567.07
a. May Weekly Garbage Collection		
b. May Monthly Office Bin		
c. Spring Bins		
4. Red Deer Catholic Regional	\$	6,473.80
a. Second Quarter Tax Requisition		
5. Rugged West Maintenance	\$	3,521.70
a. May 28 th Mowing & Trimming		
b. May 10 th Buoy Installation		
6. Site Engineering Technology Inc.	\$	16,590.00
a. Inv# 600 - Drainage Improvement Ravenscrag		
b. Inv #601 – Drainage Improvement Ravenscrag		
7. Sylvan Lake Regional	\$	12,701.54
a. May WW Services		
b. 2025 Governance & Admin Costs		
8. AB School Foundation Fund	\$	144,189.16
a. Second Quarter		

Council Expense Claims Report:

June 2025

▪ Cyril S. Gurevitch	\$ 0
▪ Jeff Ludwig	\$ 0
▪ Rod Miller	\$ 600.00

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.

Summer Village of Norglenwold
List of Accounts for Approval

Date Printed
07/07/2025 10:27 AM

Batch: 2025-00136 to 2025-00153

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2402 SDABMAY25	06/13/2025	Teulon, Guy Andrew 261-000-215 - Subdivision Appe	SDAB Training May 5th, 6th	450.00	450.00
2403 8898	06/13/2025	Justin Carty 412-100-270 - Shared CPO Exp	Reimbursement For Towing	341.25	341.25
2404 2506036	06/13/2025	Chapman Riebeek LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refunc	3205 GST Tax Code	95.75 4.79	100.54
2405 2025PENALTY CRA25-1	06/13/2025	Canada Revenue Agency 412-100-110 - Shared Salaries/f 412-000-263 - Income Tax Sour	Payroll Penalty Applied Tax	109.61 1,471.81	109.61 1,471.81
				Payment Total:	1,581.42
2406 1800003247	06/13/2025	Government of Alberta 225-000-200 - Policing Costs	Policing Agreement	812.00	812.00
2407 00086511	06/13/2025	Roadata Services 232-000-250 - Road Maintenanc 312-000-260 - GST Paid Refunc	Road Permits GST Tax Code	32.00 1.60	33.60
2408 101-01	06/13/2025	Tasteful Elements 212-400-220 - Election Expense 312-100-250 - Due from Half Mc 312-200-250 - Due from Jarvis E 312-200-250 - Due from Jarvis E 312-300-250 - Due from Birchcli	Deposit for AIM Meeting in , Deposit for AIM Meeting in , Deposit for AIM Meeting in , Deposit for AIM Meeting in , Deposit for AIM Meeting in ,	144.00 144.00 144.00 144.00 144.00	720.00
2409 14181 25-529	06/13/2025	TD Business Ventures Inc. 412-300-255 - Shared Facility M 312-000-260 - GST Paid Refunc 312-200-250 - Due from Jarvis E 312-100-250 - Due from Half Mc 232-000-265 - Sign Program 312-000-260 - GST Paid Refunc	May 14th & 30th Mowing GST Tax Code JB Three Signs HMB Two Signs NGW Four Signs GST Tax Code	399.75 19.99 232.00 116.00 232.00 29.00	419.74 609.00
				Payment Total:	1,028.74
2410 SLFD-2025-000:	06/13/2025	Town of Sylvan Lake 223-000-200 - Contract Fire Ser	False Alarm - 30 Rustic Cre	215.00	215.00
2411 1240-2025	06/17/2025	Ludwig, Jeff 461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
2412 27258	06/17/2025	Alberta Parking Lot Services 232-000-250 - Road Maintenanc 312-000-260 - GST Paid Refunc	Roadway Sweeping GST Tax Code	500.00 25.00	525.00
2413 24857	06/17/2025	G & M Graphics (Rocky) Ltd 412-200-510 - Shared Office Su 312-000-260 - GST Paid Refunc	Cheques GST Tax Code	475.00 23.75	498.75
2414 642	06/17/2025	1473929 Alberta Ltd 297-211-840 - Project - Tree Re 312-000-260 - GST Paid Refunc	Take Down All Dead Trees GST Tax Code	16,000.00 800.00	16,800.00
2415	06/17/2025	Xandal Backhoe Ltd.			

Summer Village of Norqnglenwold
List of Accounts for Approval

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
25-529		312-200-250 - Due from Jarvis E	JB Signs	232.00	
		312-100-250 - Due from Half Mc	HMB Signs	116.00	
		232-000-265 - Sign Program	NGW Signs	232.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	29.00	609.00
2416	06/27/2025	Alberta Parking Lot Services			
27313		232-000-250 - Road Maintenanc	June 18th Roadway Sweep	300.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	15.00	315.00
2417	06/27/2025	Squeeky Klean Car & RV Wash			
2779		412-100-270 - Shared CPO Exp	CPO Truck Wash	28.50	28.50
2758		412-100-270 - Shared CPO Exp	CPO Truck Wash Receipt	7.50	7.50
2778		412-100-266 - Shared PW Fleet	PW Truck Wash	43.50	43.50
5486		412-100-266 - Shared PW Fleet	PW Truck Wash	55.50	55.50
			Payment Total:		135.00
			Total Computer Cheque:		29,165.30

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
318	06/16/2025	MacPherson, Allan			
SDABFEB-2025		261-000-215 - Subdivision Appe	Feb 10, 11 & 12th SDAB Tr	450.00	450.00
319	06/16/2025	Ace Line Locating			
6459		242-000-255 - Maintenance Pro	Line Locating Services	600.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	30.00	630.00
320	06/16/2025	Bluerock Planning			
000438		261-000-200 - Planning	Annexation- May 1- May 31	1,140.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	57.00	1,197.00
321	06/16/2025	Empringham Disposal Corp			
85292		243-000-200 - Contracted Garba	210 Weekly Garbage/Recyc	2,289.00	
		243-000-200 - Contracted Garba	Bi-Weekly Organics	2,625.00	
		243-000-200 - Contracted Garba	Public Trash Can	50.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	248.20	5,212.20
85288		412-300-540 - Shared Utilities	May Office Bin	50.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	2.50	52.50
86070		243-000-200 - Contracted Garba	210 Weekly Garbage/Recyc	3,145.10	
		312-000-260 - GST Paid Refunc	GST Tax Code	157.27	3,302.37
			Payment Total:		8,567.07
322	06/16/2025	Tanner Evans			
LREMP2025		412-100-210 - Shared Travel an	Mileage LREMP June 4, 20	53.28	53.28
323	06/16/2025	Kara Hubbard			
MILEAGE-2025		412-100-210 - Shared Travel an	Use Of Personal Vehicle Fc	15.41	15.41
324	06/16/2025	Klassic Kennels (Animal Control)			
1452		226-000-200 - Enforcement	Apr Facility & On Call Fees	99.56	
		312-100-250 - Due from Half Mc	Apr Facility & On Call Fees	20.15	
		312-200-250 - Due from Jarvis E	Apr Facility & On Call Fees	81.21	
		312-300-250 - Due from Birchcli	Apr Facility & On Call Fees	85.01	
		312-400-250 - Due from Sunbre	Apr Facility & On Call Fees	64.07	
		312-000-260 - GST Paid Refunc	GST Tax Code	17.50	367.50
325	06/16/2025	Longhurst Consulting			

Summer Village of Norglenwold
List of Accounts for Approval

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07/07/2025 10:27 AM

Batch: 2025-00136 to 2025-00153

Payment #	Date	Vendor Name	EFT	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account				
11586		412-300-240 - Shared Computer		Office 365 Enterprise	1,601.60	
		412-300-217 - Shared Phone Fe		Phones and Internet	241.07	
		312-000-260 - GST Paid Refunc		GST Tax Code	92.13	1,934.80
326	06/16/2025	Red Deer Catholic Regional				
2025-1-01		201-100-130 - ASFF Residential		Second Quarter Tax Requis	6,472.80	6,472.80
327	06/16/2025	Canoe Procurement Group of				
AB457954		412-200-510 - Shared Office Su		Office Supplies	103.49	
		312-000-260 - GST Paid Refunc		GST Tax Code	5.17	108.66
AB478584		412-200-510 - Shared Office Su		Office Supplies	51.96	
		312-000-260 - GST Paid Refunc		GST Tax Code	2.60	54.56
AB492690		412-200-510 - Shared Office Su		Office Supplies	295.40	
		312-000-260 - GST Paid Refunc		GST Tax Code	14.77	310.17
				Payment Total:		473.39
328	06/16/2025	Rugged West Maintenance Inc.				
1451		232-000-200 - Green Space Pro		May 28th Mowing & Trimmii	1,505.00	
		312-000-260 - GST Paid Refunc		GST Tax Code	75.25	1,580.25
1446		272-000-250 - Buoy Programs		May 10th Buoy Installation,	1,849.00	
		312-000-260 - GST Paid Refunc		GST Tax Code	92.45	1,941.45
				Payment Total:		3,521.70
329	06/16/2025	REV - Site Engineering Technology Inc.				
330	06/16/2025	Triangle Construction Inc				
1994		232-000-240 - Hazardous Trees		Clean Up Of Fallen Trees o	2,800.00	
		312-000-260 - GST Paid Refunc		GST Tax Code	140.00	2,940.00
331	06/16/2025	Xerox Financial Services Canada ULC				
6889968		412-200-500 - Shared Printing C		Jun Lease Payment	182.00	
		312-000-260 - GST Paid Refunc		GST Tax Code	9.10	191.10
332	06/23/2025	Site Engineering Technology Inc.				
600		297-214-840 - Project - Drainagi		Drainage Improvement - Ra	10,800.00	
		312-000-260 - GST Paid Refunc		GST Tax Code	540.00	11,340.00
601		297-214-840 - Project - Drainagi		Drainage Project - Ravensc	5,000.00	
		312-000-260 - GST Paid Refunc		GST Tax Code	250.00	5,250.00
				Payment Total:		16,590.00
333	06/27/2025	Bradley Thibeault				
BRADJUN-2025		412-100-270 - Shared CPO Exp		June 14th LEBA Course Mil	231.84	231.84
334	06/27/2025	Tanner Evans				
TANNER2025		412-100-210 - Shared Travel an		Mileage LGAA Conference	360.00	360.00
335	06/27/2025	Klassic Kennels (Animal Control)				
1464		226-000-200 - Enforcement		May Facility & On Call Fees	99.56	
		312-100-250 - Due from Half Mc		May Facility & On Call Fees	20.15	
		312-200-250 - Due from Jarvis E		May Facility & On Call Fees	81.21	
		312-300-250 - Due from Birchcli		May Facility & On Call Fees	85.01	
		312-400-250 - Due from Sunbre		May Facility & On Call Fees	64.07	
		312-000-260 - GST Paid Refunc		GST Tax Code	17.50	367.50
1392		226-000-200 - Enforcement		Nov 2024 Facility & On Call	99.56	
		312-100-250 - Due from Half Mc		Nov 2024 Facility & On Call	20.15	
		312-200-250 - Due from Jarvis E		Nov 2024 Facility & On Call	81.21	
		312-300-250 - Due from Birchcli		Nov 2024 Facility & On Call	85.01	

Summer Village of Norglenwold
List of Accounts for Approval

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Batch: 2025-00136 to 2025-00153

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
1367		312-400-250 - Due from Sunbre	Nov 2024 Facility & On Call	64.07	
		312-000-260 - GST Paid Refunc	GST Tax Code	17.50	367.50
		226-000-200 - Enforcement	Sept 2024 Facility & On Cal	99.56	
		312-100-250 - Due from Half Mc	Sept 2024 Facility & On Cal	20.15	
		312-200-250 - Due from Jarvis E	Sept 2024 Facility & On Cal	81.21	
		312-300-250 - Due from Birchcli	Sept 2024 Facility & On Cal	85.01	
		312-400-250 - Due from Sunbre	Sept 2024 Facility & On Cal	64.07	
1368		312-000-260 - GST Paid Refunc	GST Tax Code	17.50	367.50
		226-000-200 - Enforcement	Aug 2024 Facility & On Call	99.56	
		312-100-250 - Due from Half Mc	Aug 2024 Facility & On Call	20.15	
		312-200-250 - Due from Jarvis E	Aug 2024 Facility & On Call	81.21	
		312-300-250 - Due from Birchcli	Aug 2024 Facility & On Call	85.01	
		312-400-250 - Due from Sunbre	Aug 2024 Facility & On Call	64.07	
		312-000-260 - GST Paid Refunc	GST Tax Code	17.50	367.50
				Payment Total:	1,470.00
336	06/27/2025	Longhurst Consulting			
11069		412-300-240 - Shared Compute	Office 365 Enterprise	1,601.60	
		412-300-217 - Shared Phone Fe	Phones and Internet	241.07	
		312-000-260 - GST Paid Refunc	GST Tax Code	92.13	1,934.80
337	06/27/2025	PROTEC Pest Control Services			
1015468-01		412-300-255 - Shared Facility M	Monthly Monitoring	100.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	5.00	105.00
338	06/27/2025	Sylvan Lake Regional			
2219		242-000-260 - Usage Fees	May WW Services	8,415.82	8,415.82
2211		242-000-250 - SLR WasteWater	Gov & Admin Costs 2025	4,285.72	4,285.72
				Payment Total:	12,701.54
339	06/27/2025	Lorne Therriault			
THERRIAULT-2		261-000-220 - Municipal Plannir	MPC hearing June 6th & 23	200.00	200.00
				Total EFT:	60,407.23

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
85	06/17/2025	AMSC Insurance Services Ltd			
2362-2025-06		412-000-266 - Benefits	Municipal Benefits	6,086.88	6,086.88
86	06/17/2025	UFA Co-Operative Ltd			
116091459-01		412-100-266 - Shared PW Fleet	Fuel for Truck - PW Truck M	59.34	
		412-100-266 - Shared PW Fleet	Fuel for Truck - PW Truck M	78.51	
		412-100-266 - Shared PW Fleet	Fuel for Truck - PW Truck M	76.61	
		412-100-266 - Shared PW Fleet	Fuel for Truck - PW Truck M	75.39	
		412-100-266 - Shared PW Fleet	Fuel for Truck - CPO Truck	76.24	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	55.79	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	68.16	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	51.60	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	28.17	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	65.06	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	55.12	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	47.83	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	70.51	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	79.50	

Summer Village of Norglenwold
List of Accounts for Approval

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OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	51.55	
		412-100-270 - Shared CPO Exp	Fuel for Truck - CPO Truck	5.81	
		312-000-260 - GST Paid Refunc	GST Tax Code	46.99	992.18
87	06/17/2025	Receiver General/OTH			
PP12-1		412-000-263 - Income Tax Sour	Tax	4,362.34	
		412-000-261 - CPP Source Ded	CPP	3,033.56	
		412-000-262 - EI Source Deduc	EI	1,061.67	8,457.57
88	06/09/2025	Alberta Municipal Services Cor			
PP12-2		412-000-265 - Pension Plan Pay	Pension Contribution	1,426.14	1,426.14
89	06/17/2025	Tina Leer			
MAY30-2025		412-100-210 - Shared Travel an	GFOA Mileage - Lethbridge	520.27	520.27
90	06/17/2025	Epcor			
MAY28-8683		232-000-545 - Utilities	Utilities	82.07	
		312-000-260 - GST Paid Refunc	GST Tax Code	4.10	86.17
91	06/17/2025	Worker's Compensation Board			
28084721		412-100-211 - Shared WCB	Shared WCB	1,355.60	1,355.60
92	06/17/2025	Bell Mobility			
MAY212025-05'		212-400-217 - Data Plan	Mayor's Data	20.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	20.00	
		212-400-217 - Data Plan	Councillor's Data	10.00	
		412-300-217 - Shared Phone Fe	Bylaw Officer's Router Sim	11.70	
		412-300-217 - Shared Phone Fe	Bylaw Officer's Cell	91.96	
		312-000-260 - GST Paid Refunc	GST Tax Code	7.68	161.34
93	06/17/2025	Direct Energy			
316002642874		412-300-540 - Shared Utilities	Shared Utilities	146.85	
		312-000-260 - GST Paid Refunc	GST Tax Code	7.34	154.19
94	06/17/2025	Epcor			
JUN2-9084		412-300-540 - Shared Utilities	Utilities	699.80	
		312-000-260 - GST Paid Refunc	GST Tax Code	34.99	734.79
95	06/17/2025	Town of Sylvan Lake			
MAY30-2025-00		412-300-540 - Shared Utilities	MAY 2025 Water/Sewer 2 E	107.07	107.07
96	06/26/2025	Receiver General/OTH			
PP13-1		412-000-263 - Income Tax Sour	Tax	4,985.46	
		412-000-261 - CPP Source Ded	CPP	3,294.52	
		412-000-262 - EI Source Deduc	EI	1,146.26	9,426.24
97	06/27/2025	Alberta School Foundation Fund			
16997		201-100-130 - ASFF Residential	ASFF Residential	144,189.16	144,189.16
			Total Other:		173,697.60
			Total MAIN:		263,270.13

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Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2025-00136 to 2025-00153

Certified Correct This July 7, 2025

Mayor

Administrator

Summer Village of Norglenwold

July 25, 2025

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 99 development permits ongoing in the Summer Villages (17 in Birchcliff, 5 in Half Moon Bay, 26 in Jarvis Bay, **27 in Norglenwold**, and 24 in Sunbreaker Cove).

The following is the list in Norglenwold:

- | | |
|---------------------------|-------------------------------------|
| 1. 167 Grand Avenue | Detached Garage |
| 2. 253 Honeymoon Drive | Lakeside Stairs |
| 3. 205 Grand Avenue | Dwelling & Escarpment Work |
| 4. 59 Grand Avenue | Gravel Pad |
| 5. 85 Grand Avenue | Escarpment Retaining Walls |
| 6. 111 Grand Avenue | Dwelling |
| 7. 351 Last Chance Way | Dwelling |
| 8. 139 Grand Avenue | Lakeside Deck |
| 9. 53 Grand Avenue | Dwelling |
| 10.79 Grand Avenue | Hot Tub |
| 11.20 Ravenscrag Crescent | Dwelling Addition (Sunroom) & Deck |
| 12.45 Grand Avenue | Garage with Guest House |
| 13.213 Grand Avenue | Dwelling Addition |
| 14.8 Rustic Crescent | Detached Garage |
| 15.257 Honeymoon Drive | Detached Garage |
| 16.49 Grand Avenue | Accessory Building Demolition |
| 17.49 Grand Avenue | Dwelling Addition |
| 18.87 Grand Avenue | Escarpment Stabilization |
| 19.115 Grand Avenue | Lakeside Stair Replacement |
| 20.91 Grand Avenue | Lakeside Stairs & Landscaping |
| 21.181 Grand Avenue | Demolition |
| 22.81 Grand Avenue | Dwelling Addition & Detached Garage |
| 23.217 Grand Avenue | Dwelling Addition |
| 24.325 Honeymoon Drive | Detached Garage (NEW) |
| 25.181 Grand Avenue | Dwelling (NEW) |

26. 117 Grand Avenue
 27.4 Grand Avenue

Lakeside Fence **(NEW)**
 Dwelling Addition **(NEW)**

Completed Developments since last meeting:

- | | |
|---------------------|-------------------------------------|
| 1. 111 Grand Avenue | Lakeside Escarpment Retaining Walls |
| 2. 23 Grand Avenue | Detached Garage |

Permit Summary:

Year to date 2025:

10 development permits. Estimated project cost \$2,208,000.00

2024 Jan.-Dec.:

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

2023 Jan.-Dec.:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Summary of Open Administrative Files

To provide a general update on current open administrative and enforcement files being reviewed or managed by the Planning & Development Department. This summary excludes personal identifiers in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).

Residential District	Concern	Current Status	Notes
R1	DP Infraction	Awaiting Completion of LPRT Requirements	Deadline of July 31, 2025.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

July 25, 2025

Information

Agenda Item: *CAO Report*

Background:

- CAO attended a meeting with a potential new IT service provider. IT services are one of our higher costs in the shared budget, and we are on the lookout for more competitive pricing. Our current IT contractors provide us with internet and phone services, our servers and security, along with software and hardware support. CAO will continue to compare prices and potential service providers.
- CAO attended the Local Government Association of Alberta (LGAA) conference from June 18-20. Conferences attended included the following:
 - “How to Build Real Connections in a Digital World”* – This session dealt with the challenges with our blended at-home / in-office work environment that we continue to find ourselves in.
 - “Buddy to Boss”* – This session was about mentoring and preparing for succession planning, and how to navigate the challenges of moving up in an organization into a managerial role above coworkers and peers.
 - “What’s up with your world? Less Than 1,000 Population”* – This session was a group of Local Government Managers in smaller municipalities, along with lawyers from Lidstone Company in an open discussion about the administrative and legislative challenges that communities our size face and will continue to face. Discussion took place around elections, the introduction of Bill 50 and Bill 20, natural persons powers, and liability for volunteers working on municipal projects.
 - “Ask the Expert: Legal Cases and Key Legislative and Regulatory Changes Affecting Local Governments”* – This session was led by a group of lawyers who went over recent case law and discussed new legislative requirements, mostly coming out of Bill 50 and Bill 20.
 - “Public Engagement With Intent”* – This session discussed how to create more meaningful public engagement.
 - “Where to go From Here?”* – This session went over codes of conduct, integrity commissioners, and where we may be headed now that the Province has repealed our code of conduct bylaws.
 - “Inappropriate or Abusive Behaviour From the Public or Council”* – This session centred around the unfortunately common inappropriate behaviour that local government employees have to deal with.

- There was also the Annual General Meeting, tradeshow, presentations from Municipal Affairs, and keynote speakers discussing leadership qualities.
- CAO attended the Sylvan Lake Regional Wastewater Commission (SLRWWC) meeting on June 23. The final business plan was discussed along with comments from the Technical Committee, and the decision to route the line to the north of the lake was made. A financial report was given. Direction was given to engineer upgrades for the Jarvis Bay and Norglenwold meters which are not functional.
 - CAO met again with Fire and Flood to discuss their plans for the west side of the Town of Sylvan Lake, which include Norglenwold. I communicated that Norglenwold may be willing to put funding towards any infrastructure that may be beneficial for emergency services. We also discussed the municipality's wells that were drilled a number of years ago. Fire and Flood will do an assessment to determine if the wells can be used or if any further infrastructure could be installed to be more prepared for emergencies.

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 25, 2025

Council and Legislation

Request for Decision

Agenda Item: *ASVA Conference*

Background:

At the May 2025 Council meeting, Council directed Administration to book 2 rooms for the Association of Summer Villages of Alberta Conference (ASVA) being held October 16th & 17th at the Wyndham in Edmonton. Administration would like to confirm which Councillors will be in attendance and proceed with registration.

Options for Consideration:

- 1) Council provide Administration with the names of the 2 Councillors to register to attend the ASVA conference in Edmonton October 16th & 17th.
- 2) Council discuss and provide direction to Administration.

Administrative Recommendations:

- 1) Council provide Administration with the names of the 2 Councillors to register to attend the ASVA conference in Edmonton October 16th & 17th.

Authorities:

2025 Budget

Summer Village of Norglenwold

July 25, 2025

Council and Legislation

Request for Decision

Agenda Item: *Alberta Municipalities Convention*

Background:

At the May 2025 Council meeting, Council directed Administration to book 2 rooms for the Alberta Municipalities Convention being held November 12th - 14th, 2025, at the Calgary Telus Convention Centre. Administration would like to confirm which Councillors will be in attendance and proceed with registration.

Options for Consideration:

Council to discuss and provide direction to Administration.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2025 Budget

Summer Village of Norglenwold

July 25, 2025

Council Reports

Information Item

Council Reports:

Mayor
Deputy
Councillor

Committee Reports:

-

Correspondence:

-

Upcoming Meetings:

Next Council Meeting – August 29, 2025