

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF NORLGENWOLD  
JUNE 9, 2023 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, April 21, 2023  
                                     - Regular Meeting Minutes, May 16, 2023  
                                     - Municipal Planning Commission Minutes, April 21, 2023

**D. DELEGATION**

- 1) Guy Teulon

**E. INFORMATION ITEMS**

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

**F. REQUESTS FOR DECISION**

**1) Council & Legislative**

- a) ASVA Conference
- b) ASVA Silent Auction
- c) Coffee with Council

**2) Planning & Development**

- a) Request to Purchase Reserve Land
- b) Encroachment Letter

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

### **3) Upcoming Meetings**

- a) Council Meeting – July 28, 2023
- b) Organizational Meeting – July 28, 2023

## **H. ADJOURNMENT**

Summer Village of Norglenwold  
Regular Meeting Minutes  
April 21, 2023

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held April 21, 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
	Finance Manager:	Tina Leer
	Public Works Manager:	Owen Olynyk
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau

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

**AGENDA APPROVAL**

**NGC-23-056** MOVED by Deputy Mayor Ludwig that the agenda be adopted as amended:  
  
E.1.C. Emergency Preparedness  
CARRIED

**CONFIRMATION OF MINUTES**

**NGC-23-057** MOVED by Councillor Rattan that the minutes of the Regular Meeting of Council held on March 24, 2023, be adopted as presented.  
CARRIED

**INFORMATION ITEMS**

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

**NGC-23-058** MOVED by Councillor Rattan that Council accept the information items as presented.  
CARRIED

**TABLED ITEMS**

**COUNCIL & LEGISLATION**

**Bylaw #277-23** Community Standards Bylaw  
**NGC-23-059** MOVED by Deputy Mayor Ludwig that Council give 2nd reading to the Community Standards Bylaw #277-23.  
CARRIED

**NGC-23-060** MOVED by Councillor Rattan that Council give 3<sup>rd</sup> and final reading to the Community Standards Bylaw #277-23.  
CARRIED

**Bylaw #277-23**      Dog Control Bylaw  
**NGC-23-061**      MOVED by Deputy Mayor Ludwig that Council give 2nd reading to the Dog Control Bylaw #276-23 as amended.  
CARRIED

REQUESTS FOR DECISION

FINANCE

**Bylaw #273-23**      Mill Rate Bylaw  
**NGC-23-062**      MOVED by Councillor Rattan that Council give 1<sup>st</sup> reading to the Mill Rate Bylaw #273-23.  
CARRIED

**NGC-23-063**      MOVED by Deputy Mayor Ludwig that Council give 2nd reading to the Mill Rate Bylaw #273-23.  
CARRIED

**reading**      MOVED by Mayor Gurevitch that Council by unanimous consent give 3<sup>rd</sup> reading to the Mill Rate Bylaw #273-23 at this meeting.  
CARRIED UNANIMOUSLY

**NGC-23-065**      MOVED by Councillor Rattan that Council give 3<sup>rd</sup> and final reading to the Mill Rate Bylaw #273-23.  
CARRIED

Council break at 10:26 a.m.

Council reconvened at 10:30 a.m.

**NGC-23-066**      Surplus Distribution  
MOVED by Councillor Rattan that Council allocate the \$513,902.94 in accumulated surplus as follows:

RESERVE	AMOUNT
General Contingency Reserve	\$ 91,371.10
Transportation (Roads)	\$213,955.00
Sewer Environment	\$ 87,507.84
Legal Reserve	\$ 30,756.00
Recreation Reserve	\$ 65,313.60
Information Technology & Facilities Reserve	\$ 5,000.00
Fleet Replacement Reserve	\$ 19,999.40

CARRIED

COUNCIL REPORTS

- Mayor Gurevitch
- Municipal Leaders’ Caucus
- Deputy Mayor Ludwig
- No reports



- Councillor Rattan
- No Reports

COMMITTEE REPORTS

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

CORRESPONDENCE

- Association of Summer Villages of Alberta
- SRVS Invasive Species

**NGC-23-067**      MOVED by Deputy Mayor Ludwig to accept the Council, Committee, and correspondence reports as information.  
CARRIED

NEXT MEETING

**NGC-23-068**      MOVED by Mayor Gurevitch that the next meeting of Council be held on May 19, 2023, at 9:00 a.m.  
CARRIED

ADJOURNMENT

**NGC-23-069**      MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 11:00 a.m.  
CARRIED

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

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

Summer Village of Norglenwold  
Regular Meeting Minutes  
May 16, 2023

C-2

*Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held May 16, 2023, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Cyril S. Gurevitch, K.C. via Zoom
	Deputy Mayor:	Jeff Ludwig via Zoom
	Councillor:	Nav Rattan via Zoom
	CAO:	Tanner Evans via Zoom

**CALL TO ORDER** The Meeting was called to order at 7:00 p.m. by Mayor Gurevitch.

**AGENDA APPROVAL**

**NGC-23-070** MOVED by Councillor Rattan that the agenda be adopted as presented.  
CARRIED

**TABLED ITEMS**

**COUNCIL & LEGISLATION**

<b>Bylaw #276-23</b>	<u>Dog Control Bylaw</u>
<b>NGC-23-071</b>	MOVED by Councillor Rattan that Council give 3 <sup>rd</sup> and final reading to the Dog Control Bylaw #276-23 as amended. CARRIED

**REQUESTS FOR DECISION**

**PUBLIC WORKS**

<b>NGC-23-072</b>	<u>Administration Building Improvements Capital Project Amendment</u> MOVED by Mayor Gurevitch that Council approve the request to increase the capital budget and grant application by \$3,741.00. CARRIED
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<b>NGC-23-073</b>	<u>Fleet Replacement Policy</u> MOVED by Mayor Gurevitch that Council approve the Fleet Replacement Policy as presented. CARRIED
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**NEXT MEETING**

<b>NGC-23-074</b>	MOVED by Mayor Gurevitch that the next meeting of Council be held on June 23, 2023, at 9:00 a.m. CARRIED
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**ADJOURNMENT**

**NGC-23-075**      MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 8:08 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 April 21, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

<b>PRESENT:</b>	Chair:	Jeff Ludwig
	Council Member:	Nav Rattan
	Member at Large:	Rob Furness
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau
	Applicant:	Scott Nanninga Robert Gibson

**CALL TO ORDER:** Chair Ludwig called the meeting to order at 8:29 a.m.

**AGENDA:**

**MPC-23-007** Moved by Nav Rattan to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 139 Grand Avenue – Lakeside Deck on escarpment**

Application for a lakeside deck on the escarpment for the property located at 139 Grand Avenue (Lot 20, Block B, Plan 5108EO).

Kara Hubbard, applicants, and gallery left the meeting at 8:42 a.m.

**DECISION(S)**

**139 Grand Avenue – Lakeside Deck on Escarpment**

**MPC-23-008** Moved by Robert Furness that the Municipal Planning Commission deny the application for a lakeside deck on the escarpment at 139 Grand Avenue for the following reasons:

- Land located below the top of the bank/top of escarpment should be in a natural state.
- If a non-conforming building is damaged or destroyed to the extent of more than seventy-five percent of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the Land Use Bylaw.

CARRIED

Initials

ADJOURNMENT

**MPC-23-009** Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 8:58 a.m.

CARRIED

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

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

Initials

## **Summer Village of Norglenwold**

**June 9, 2023**

### **Planning & Development**

#### **Delegation**

#### **Agenda Item: *Reserve Purchase Request***

##### **Background:**

Guy Teulon is joining Council to propose the possibility of purchasing the reserve land adjacent to his lot at 10 Grand Avenue. Mr. Teulon and his family conduct all maintenance on the reserve and access to the reserve is only available through his property.

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

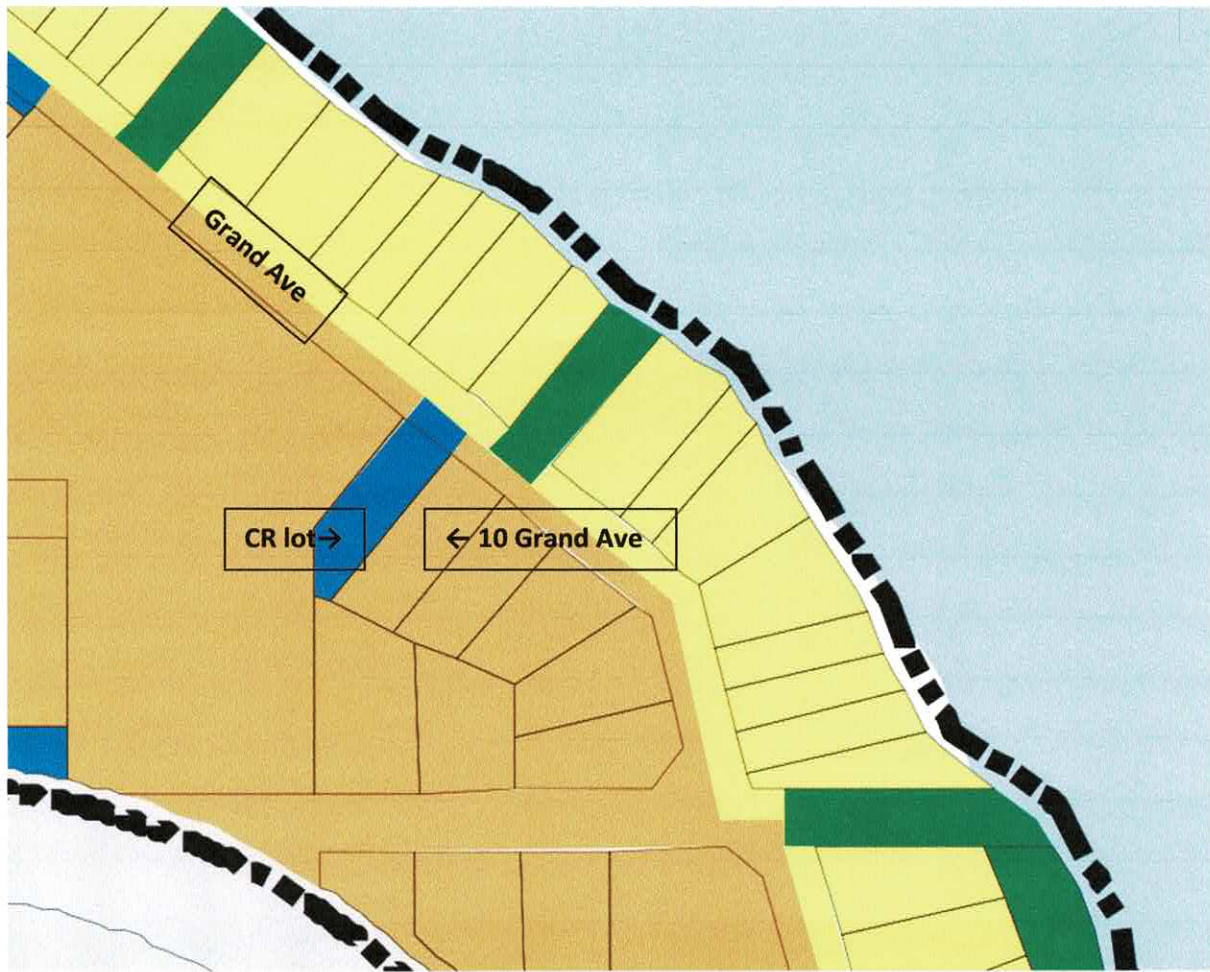
- 1) Accept as information.

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

- 1) Accept as information.

##### **Authorities:**

MGA 674(1) Disposal of municipal and school reserve.







Attachment 3 – Photograph of Grand Ave frontage (treed)







## Summer Village of Norglenwold

### Administration and Finance

June 9, 2023

### Information Item

### Agenda Item: *Accounts Payable Update*

#### Background:

Total payables processed and presented to Council \$ 116,207.23

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

- |   |             |
|---|-------------|
| 1. AMSC Insurance Services Ltd              | \$ 9,151.00 |
| a. Municipal Insurances-Building & Vehicles |             |
| 2. Brownlee LLP                             | \$ 3,578.83 |
| a. Enforcement Training                     |             |
| 3. Rite-Way Fencing (2000) Inc.             | \$ 7,160.33 |
| a. Project – Fencing Around Office Building |             |
| 4. Sylvan Lake Regional Water/Wastewater    | \$ 5,391.42 |
| a. March 2023 Wastewater Services           |             |
| 5. Sylvan Lake Regional Water/Wastewater    | \$ 5,391.42 |
| a. April 2023 Wastewater Services           |             |
| 6. Town of Sylvan Lake                      | \$ 3,720.00 |
| a. Fire Response-Grand Avenue               |             |

#### Council Expense Claims Report:

##### April Expenses

- |                      |             |
|----------------------|-------------|
| ▪ Cyril S. Gurevitch | \$ 0        |
| ▪ Jeff Ludwig        | \$ 4,961.23 |
| ▪ Nav Rattan         | \$ 650.00   |

##### May Expenses

- |                      |           |
|----------------------|-----------|
| ▪ Cyril S. Gurevitch | \$ 998.70 |
| ▪ Jeff Ludwig        | \$ 0      |
| ▪ Nav Rattan         | \$ 0      |

#### 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.

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**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
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Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1927</b>	<b>2023-04-30</b>	<b>Accelerated Surveys Ltd</b>			
23-47		297-208-840 - Project MSI-Admi	Land Titles Plans	185.86	
		312-300-250 - Due from Birchclil	Land Titles Plans	153.82	
		312-100-250 - Due from Half Mo	Land Titles Plans	38.45	
		312-200-250 - Due from Jarvis E	Land Titles Plans	147.41	
		312-400-250 - Due from Sunbre:	Land Titles Plans	115.36	
		312-000-260 - GST Paid Refund	GST Tax Code	32.05	672.95
<b>1928</b>	<b>2023-04-30</b>	<b>Alberta Parking Lot Services</b>			
25047		232-000-250 - Road Maintenanc	Apr 22nd-Roadway Sweepir	2,375.00	
		312-000-260 - GST Paid Refund	GST Tax Code	118.75	2,493.75
<b>1929</b>	<b>2023-04-30</b>	<b>AMSC Insurance Services Ltd</b>			
42102		212-400-275 - Municipal Insuran	Insurance-Jan 1/23 to Jan 1	7,300.00	
		412-300-530 - Shared Building I	Insurance-Jan 1/23 to Jan 1	2,746.00	10,046.00
42975		412-300-530 - Shared Building I	Credit for Building Sold	-895.00	-895.00
			Payment Total:		9,151.00
<b>1930</b>	<b>2023-04-30</b>	<b>Brownlee LLP</b>			
546898		226-000-200 - Enforcement	Enforcement Matters	72.68	
		312-300-250 - Due from Birchclil	Enforcement Matters	72.68	
		312-100-250 - Due from Half Mo	Enforcement Matters	72.68	
		312-200-250 - Due from Jarvis E	Enforcement Matters	72.68	
		312-400-250 - Due from Sunbre:	Enforcement Matters	72.68	
		312-000-260 - GST Paid Refund	GST Tax Code	18.18	381.58
546900		412-100-130 - Shared Training	Training	3,045.00	
		312-000-260 - GST Paid Refund	GST Tax Code	152.25	3,197.25
			Payment Total:		3,578.83
<b>1931</b>	<b>2023-04-30</b>	<b>Digitex Canada Inc.</b>			
IN911239		412-200-500 - Shared Printing C	Shared Printing	402.01	
		312-000-260 - GST Paid Refund	GST Tax Code	20.10	422.11
<b>1932</b>	<b>2023-04-30</b>	<b>Dubeau, Trudy</b>			
APR0623-EXP		412-200-510 - Shared Office Suj	Clips for Office	10.38	
		412-200-510 - Shared Office Suj	2- Wirebound Notebooks	28.32	
		412-200-510 - Shared Office Suj	Cable Managment Boxes -3	37.78	76.48
<b>1933</b>	<b>2023-04-30</b>	<b>Longhurst Consulting</b>			
6018		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
5852		412-300-242 - Shared IT Equipn	IT Support	150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.50	157.50
5918		412-300-242 - Shared IT Equipn	IT Support	125.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	131.25
			Payment Total:		1,042.55
<b>1934</b>	<b>2023-04-30</b>	<b>Government of Alberta</b>			
E000U43		312-200-250 - Due from Jarvis E	D.R.R E000U43	35.00	35.00
<b>1935</b>	<b>2023-04-30</b>	<b>Parkland Regional Library</b>			
230246		274-000-850 - Parkland Region	2nd Quarter Requisition	616.88	
		312-000-260 - GST Paid Refund	GST Tax Code	30.84	647.72
<b>1936</b>	<b>2023-04-30</b>	<b>Penny Steamers</b>			

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**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
33837		232-000-530 - Ditch & Culvert Pi	Snake/Steam Culverts	1,200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	60.00	1,260.00
<b>1937</b>	<b>2023-04-30</b>	<b>Red Deer County</b>			
IVC0013808		232-000-250 - Road Maintenanc	Dust Control	700.00	700.00
<b>1938</b>	<b>2023-04-30</b>	<b>Rite-Way Fencing (2000) Inc.</b>			
R141891		297-208-840 - Project MSI-Admi	Fencing Around Office Builc	1,977.62	
		312-300-250 - Due from Birchclil	Fencing Around Office Builc	1,636.65	
		312-100-250 - Due from Half Mo	Fencing Around Office Builc	409.16	
		312-200-250 - Due from Jarvis E	Fencing Around Office Builc	1,568.45	
		312-400-250 - Due from Sunbre:	Fencing Around Office Builc	1,227.48	
		312-000-260 - GST Paid Refund	GST Tax Code	340.97	7,160.33
<b>1939</b>	<b>2023-04-30</b>	<b>Canoe Procurement Group of</b>			
AB155913		412-200-510 - Shared Office Suj	Office Supplies	140.85	
		312-000-260 - GST Paid Refund	GST Tax Code	7.04	147.89
AB162385		412-200-510 - Shared Office Suj	Office Supplies	298.87	
		312-000-260 - GST Paid Refund	GST Tax Code	14.94	313.81
AB163382		412-200-510 - Shared Office Suj	Office Supplies	104.50	
		312-000-260 - GST Paid Refund	GST Tax Code	5.23	109.73
			Payment Total:		571.43
<b>1940</b>	<b>2023-04-30</b>	<b>Roadata Services</b>			
00081232		232-000-250 - Road Maintenanc	Road Permits	16.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.80
<b>1941</b>	<b>2023-04-30</b>	<b>Sylvan Lake Regional</b>			
1790		242-000-260 - Usage Fees	Mar 2023 WW Services	5,391.42	5,391.42
<b>1942</b>	<b>2023-04-30</b>	<b>Taxervice</b>			
2401363		212-400-910 - Tax Changes	Professional Services-Regis	20.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	21.00
<b>1943</b>	<b>2023-04-30</b>	<b>Wild Rose Assessment Service</b>			
8971		212-400-232 - Assessment Fees	Assessment Fees-Apr.1-Jur	1,725.00	
		312-000-260 - GST Paid Refund	GST Tax Code	86.25	1,811.25
<b>1944</b>	<b>2023-05-05</b>	<b>VOID - Inv Has June Dates</b>			
<b>1945</b>	<b>2023-05-05</b>	<b>VOID - Inv Has June Dates</b>			
<b>1946</b>	<b>2023-05-05</b>	<b>VOID - Inv Has June Dates</b>			
<b>1947</b>	<b>2023-05-05</b>	<b>VOID - Inv Has June Dates</b>			
<b>1948</b>	<b>2023-05-05</b>	<b>Longhurst Consulting</b>			
6190		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>1949</b>	<b>2023-05-05</b>	<b>Canoe Procurement Group of</b>			
AB164255		412-200-510 - Shared Office Suj	Office Supplies	79.79	
		312-000-260 - GST Paid Refund	GST Tax Code	3.99	83.78

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**Summer Village of Norglenwold**  
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## COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1950</b>	<b>2023-05-05</b>	<b>Teri Musseau</b>			
EXP-AMCA-APF		412-100-210 - Shared Travel an	Mileage Expense for AMCA	338.64	338.64
<b>1951</b>	<b>2023-05-05</b>	<b>Very Good Cleaning</b>			
12		412-300-255 - Shared Facility M	Office Cleaning-March 25 to	1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	50.00	1,050.00
<b>1952</b>	<b>2023-04-30</b>	<b>Empringham Disposal Corp</b>			
46349		412-300-255 - Shared Facility M	Apr 2023 Office Bin	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
<b>1953</b>	<b>2023-05-31</b>	<b>Ace Line Locating</b>			
5674		242-000-255 - Maintenance Proq	Line Locating	480.00	
		312-000-260 - GST Paid Refund	GST Tax Code	24.00	504.00
<b>1954</b>	<b>2023-05-31</b>	<b>Digitex Canada Inc.</b>			
IN1009091		412-200-500 - Shared Printing C	Shared Printing	375.23	
		312-000-260 - GST Paid Refund	GST Tax Code	18.76	393.99
<b>1955</b>	<b>2023-05-31</b>	<b>Empringham Disposal Corp</b>			
46976		243-000-200 - Contracted Garba	Apr 2023 Weekly Collection	2,289.00	
		312-000-260 - GST Paid Refund	GST Tax Code	114.45	2,403.45
<b>1956</b>	<b>2023-05-31</b>	<b>G &amp; M Graphics (Rocky) Ltd</b>			
23012		412-200-510 - Shared Office Suj	Deposit Stamps & Freight	175.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.75	183.75
<b>1957</b>	<b>2023-05-31</b>	<b>GWS Contracting Ltd</b>			
1472		461-000-520 - Completions Depi	Completions Deposit Refun	500.00	500.00
<b>1958</b>	<b>2023-05-31</b>	<b>Longhurst Consulting</b>			
6209		412-300-242 - Shared IT Equipn	IT Support	350.00	
		312-000-260 - GST Paid Refund	GST Tax Code	17.50	367.50
6258		412-300-242 - Shared IT Equipn	IT Support	125.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	131.25
			Payment Total:		498.75
<b>1959</b>	<b>2023-05-31</b>	<b>Merlin Shredding Inc.</b>			
225046		412-200-510 - Shared Office Suj	Shredding 13 Banker Boxes	120.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.00	126.00
<b>1960</b>	<b>2023-05-31</b>	<b>Canoe Procurement Group of</b>			
AB165910		412-200-510 - Shared Office Suj	Office Supplies	345.99	
		312-000-260 - GST Paid Refund	GST Tax Code	17.30	363.29
AB166792		412-200-510 - Shared Office Suj	Office Supplies	5.79	
		312-000-260 - GST Paid Refund	GST Tax Code	0.29	6.08
			Payment Total:		369.37
<b>1961</b>	<b>2023-05-31</b>	<b>Rugged West Maintenance Inc.</b>			
1321		232-000-200 - Green Space Pro	Bollard Removal	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
1325		272-000-250 - Buoy Programs	Buoy Installation	1,868.80	
		312-000-260 - GST Paid Refund	GST Tax Code	93.45	1,962.25
			Payment Total:		2,046.25
<b>1962</b>	<b>2023-05-31</b>	<b>Sylvan Lake Regional</b>			
1803		242-000-260 - Usage Fees	Apr 2023 WW Services	5,391.42	5,391.42
<b>1963</b>	<b>2023-05-31</b>	<b>Town of Sylvan Lake</b>			
IVC121603		223-000-200 - Contract Fire Ser	Fire Response-Grand Aveni	3,720.00	3,720.00

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**Summer Village of Norglenwold**  
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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1964</b>	<b>2023-05-31</b>	<b>Triangle Construction Inc</b>			
1697		232-000-240 - Hazardous Trees	Tree Assessment in Blocks	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
Total Computer Cheque:					54,098.32

**OTHER**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3403</b>	<b>2023-03-31</b>	<b>ATB Mastercard</b>			
007487		412-200-510 - Shared Office Sup	Everything H2O	26.00	26.00
006509		412-300-510 - Shared Other Cor	Sobey's-Flowers for Teri	37.28	
		312-000-260 - GST Paid Refund	GST Tax Code	1.86	39.14
CAIN382851		226-000-200 - Enforcement	911 Supply-Bylaw Body Arr	387.58	
		312-300-250 - Due from Birchclli	911 Supply-Bylaw Body Arr	387.59	
		312-100-250 - Due from Half Mo	911 Supply-Bylaw Body Arr	387.59	
		312-200-250 - Due from Jarvis E	911 Supply-Bylaw Body Arr	387.59	
		312-400-250 - Due from Sunbre:	911 Supply-Bylaw Body Arr	387.59	
		312-000-260 - GST Paid Refund	GST Tax Code	96.90	2,034.84
009839		226-000-200 - Enforcement	911 Supply-Tactical Supplie	21.59	
		312-300-250 - Due from Birchclli	911 Supply-Tactical Supplie	21.59	
		312-100-250 - Due from Half Mo	911 Supply-Tactical Supplie	21.60	
		312-200-250 - Due from Jarvis E	911 Supply-Tactical Supplie	21.60	
		312-400-250 - Due from Sunbre:	911 Supply-Tactical Supplie	21.60	
		312-000-260 - GST Paid Refund	GST Tax Code	5.40	113.38
013900		412-200-510 - Shared Office Sup	Walmart-Clip Boards & Pap	24.91	
		312-000-260 - GST Paid Refund	GST Tax Code	1.25	26.16
3GJC1PDK		412-200-510 - Shared Office Sup	Vista Print-Business Cards	158.99	
		312-000-260 - GST Paid Refund	GST Tax Code	7.95	166.94
015369		226-000-200 - Enforcement	Mobil 1 Lube Express-Oil Cl	20.73	
		312-300-250 - Due from Birchclli	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
015864		226-000-200 - Enforcement	Esso-Truck Wash-Bylaw Off	2.59	
		312-300-250 - Due from Birchclli	Esso-Truck Wash-Bylaw Off	2.59	
		312-100-250 - Due from Half Mo	Esso-Truck Wash-Bylaw Off	2.59	
		312-200-250 - Due from Jarvis E	Esso-Truck Wash-Bylaw Off	2.59	
		312-400-250 - Due from Sunbre:	Esso-Truck Wash-Bylaw Off	2.59	
		312-000-260 - GST Paid Refund	GST Tax Code	0.65	13.60
103941		226-000-200 - Enforcement	Intercon Messaging Inc-For	17.85	
		312-300-250 - Due from Birchclli	Intercon Messaging Inc-For	17.85	
		312-100-250 - Due from Half Mo	Intercon Messaging Inc-For	17.85	
		312-200-250 - Due from Jarvis E	Intercon Messaging Inc-For	17.85	
		312-400-250 - Due from Sunbre:	Intercon Messaging Inc-For	17.85	89.25
LGAAREG23-T/		412-100-130 - Shared Training	LGAA Conference Registrat	525.00	
		312-000-260 - GST Paid Refund	GST Tax Code	26.25	551.25
GRRESORT-03		412-100-210 - Shared Travel an	Grand Rockies Resort-Tanr	409.54	
		312-000-260 - GST Paid Refund	GST Tax Code	20.48	430.02
8049		412-200-510 - Shared Office Sup	Print Wizard-Civic Address	190.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.50	199.50

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**Summer Village of Norglenwold**  
**List of Accounts for Approval (Detailed)**  
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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
INV195268443		412-300-240 - Shared Computer	Zoom Communication	21.13	
		312-000-260 - GST Paid Refund	GST Tax Code	1.06	22.19
WESTIN032923		412-100-210 - Shared Travel an	Charge on Folio#29103310	7.06	7.06
			Payment Total:		3,828.18
<b>3435</b>	<b>2023-04-30</b>	<b>Alberta Municipal Services Cor</b>			
PP7-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,575.00	1,575.00
<b>3436</b>	<b>2023-04-30</b>	<b>Epcor</b>			
MAR282023-86		232-000-545 - Utilities	Utilities	73.38	
		312-000-260 - GST Paid Refund	GST Tax Code	3.67	77.05
<b>3437</b>	<b>2023-04-30</b>	<b>Meridian</b>			
APR2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
<b>3438</b>	<b>2023-04-30</b>	<b>Receiver General/OTH</b>			
PP7-23		412-000-263 - Income Tax Sour	Tax	3,172.39	
		412-000-261 - CPP Source Dedi	CPP	2,305.78	
		412-000-262 - EI Source Deduct	EI	798.98	6,277.15
<b>3439</b>	<b>2023-04-30</b>	<b>Victor Insurance Managers Inc.</b>			
4212726600		412-000-266 - Benefits	Shared Benefits	3,399.46	3,399.46
<b>3440</b>	<b>2023-04-30</b>	<b>Waste Management of Canada</b>			
1156803-0613-7		243-000-270 - Recycling Progra	March Recycling	1,549.80	
		312-000-260 - GST Paid Refund	GST Tax Code	74.55	1,624.35
<b>3441</b>	<b>2023-04-30</b>	<b>Epcor</b>			
APR32023-9084		412-300-540 - Shared Utilities	Utilities	633.13	
		312-000-260 - GST Paid Refund	GST Tax Code	35.41	668.54
<b>3444</b>	<b>2023-04-30</b>	<b>UFA Co-Operative Ltd</b>			
114594955		226-000-200 - Enforcement	March Bylaw Fuel	126.05	
		312-300-250 - Due from Birchclil	March Bylaw Fuel	126.05	
		312-100-250 - Due from Half Mo	March Bylaw Fuel	126.05	
		312-200-250 - Due from Jarvis E	March Bylaw Fuel	126.06	
		312-400-250 - Due from Sunbre	March Bylaw Fuel	126.06	
		312-000-260 - GST Paid Refund	GST Tax Code	31.52	661.79
<b>3445</b>	<b>2023-04-14</b>	<b>ATB Mastercard</b>			
MICRO040423		412-300-240 - Shared Computer	Microsoft Monthly Subscript	2.73	
		412-300-240 - Shared Computer	Microsoft Monthly Subscript	48.30	51.03
003053		412-200-510 - Shared Office Sup	Canadian Tire-Office Suppli	31.97	
		312-000-260 - GST Paid Refund	GST Tax Code	1.60	33.57
198047		226-000-200 - Enforcement	Esso-Truck Wash-Bylaw Off	2.59	
		312-300-250 - Due from Birchclil	Esso-Truck Wash-Bylaw Off	2.59	
		312-100-250 - Due from Half Mo	Esso-Truck Wash-Bylaw Off	2.59	
		312-200-250 - Due from Jarvis E	Esso-Truck Wash-Bylaw Off	2.59	
		312-400-250 - Due from Sunbre	Esso-Truck Wash-Bylaw Off	2.59	
		312-000-260 - GST Paid Refund	GST Tax Code	0.65	13.60
			Payment Total:		98.20
<b>3448</b>	<b>2023-04-30</b>	<b>Receiver General/OTH</b>			
PP8-23		412-000-263 - Income Tax Sour	TAX	3,172.39	
		412-000-261 - CPP Source Dedi	CPP	2,305.78	
		412-000-262 - EI Source Deduct	EI	798.98	6,277.15



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**Summer Village of Norglenwold**  
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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3450</b>	<b>2023-04-30</b>	<b>ATB Mastercard</b>			
006043		412-200-510 - Shared Office Sup	Everything H2O-Water for C	26.00	26.00
ADOBE-041223		412-300-240 - Shared Computer	Adobe Annual Subscription	3,826.68	
		312-000-260 - GST Paid Refund	GST Tax Code	191.33	4,018.01
012782		412-200-215 - Shared Postage/f	Registered Letter-Shoppers	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
104335		226-000-200 - Enforcement	Intercon Messaging Inc.	7.35	
		312-300-250 - Due from Birchclil	Intercon Messaging Inc.	7.35	
		312-100-250 - Due from Half Mo	Intercon Messaging Inc.	7.35	
		312-200-250 - Due from Jarvis E	Intercon Messaging Inc.	7.35	
		312-400-250 - Due from Sunbre:	Intercon Messaging Inc.	7.35	36.75
017961		412-300-265 - Shared Equipmer	CND Tire-First Aid Kits/Fire	170.94	
		312-000-260 - GST Paid Refund	GST Tax Code	8.55	179.49
UOA-0715475		412-100-130 - Shared Training	U of A-Tanner's Tuition	814.88	814.88
018274		412-200-510 - Shared Office Sup	CND Tire-Office Supplies	15.95	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.75
018984		412-100-266 - Shared PW Fleet	CO-OP Station-Truck Wash	10.99	
		312-000-260 - GST Paid Refund	GST Tax Code	0.55	11.54
019090		412-300-242 - Shared IT Equipn	Best Buy-New Computer-On	1,452.49	
		312-000-260 - GST Paid Refund	GST Tax Code	72.62	1,525.11
2541551158		412-300-240 - Shared Computer	Go Daddy-.CA Domain Ren	50.22	
		312-000-260 - GST Paid Refund	GST Tax Code	2.51	52.73
019633		224-000-201 - Safety Equipment	Marks Work Warehouse-Sa	189.99	
		312-000-260 - GST Paid Refund	GST Tax Code	9.50	199.49
47067786		261-000-110 - Development Ser	AB Land Titles	10.00	10.00
PAYPAL-04/23		112-000-570 - Other Revenue	Paypal-Microsoft-MC Charg	90.71	90.71
2300130470592		412-300-240 - Shared Computer	Intuit Quickbooks-Time She	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
385NQPS3		412-200-510 - Shared Office Sup	Business Cards-Teri	61.99	
		312-000-260 - GST Paid Refund	GST Tax Code	3.10	65.09
CA355B1DHMI		226-000-200 - Enforcement	Router for Bylaw Officer	150.00	
		312-300-250 - Due from Birchclil	Router for Bylaw Officer	150.00	
		312-100-250 - Due from Half Mo	Router for Bylaw Officer	150.00	
		312-200-250 - Due from Jarvis E	Router for Bylaw Officer	150.00	
		312-400-250 - Due from Sunbre:	Router for Bylaw Officer	150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	37.50	787.50
025377		412-100-210 - Shared Travel an	Subway-Teri's Meal-AMCA	14.18	
		312-000-260 - GST Paid Refund	GST Tax Code	0.71	14.89
02385		412-100-210 - Shared Travel an	Meal at AMCA Conference-	36.35	
		312-000-260 - GST Paid Refund	GST Tax Code	1.53	37.88
027155		412-200-510 - Shared Office Sup	Walmart-Office Supplies	33.91	
		312-000-260 - GST Paid Refund	GST Tax Code	0.90	34.81
0027655		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
706I0670703		226-000-200 - Enforcement	Fountain Tire-Tire Change-I	14.99	
		312-300-250 - Due from Birchclil	Fountain Tire-Tire Change-I	14.99	
		312-100-250 - Due from Half Mo	Fountain Tire-Tire Change-I	14.99	
		312-200-250 - Due from Jarvis E	Fountain Tire-Tire Change-I	14.99	

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**Summer Village of Norglenwold**  
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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-400-250 - Due from Sunbre:	Fountain Tire-Tire Change-I	14.99	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.70
118779		412-100-210 - Shared Travel an	Coast Canmore Hotel-Teri's	510.96	
		312-000-260 - GST Paid Refund	GST Tax Code	24.57	535.53
029222		212-400-216 - Coffee with Coun	Tim Hortons-Coffee with Co	93.97	
		312-000-260 - GST Paid Refund	GST Tax Code	2.75	96.72
MICROSOFT04:		412-300-240 - Shared Computer	Microsoft Store-Windows-O	136.50	136.50
INV199796258		412-300-240 - Shared Computer	Zoom Commuications	22.49	
		312-000-260 - GST Paid Refund	GST Tax Code	1.13	23.62
2918852435368		412-300-240 - Shared Computer	Doodle-Annual Subscription	116.41	
		312-000-260 - GST Paid Refund	GST Tax Code	5.82	122.23
			Payment Total:		9,023.93
<b>3451</b>	<b>2023-04-30</b>	<b>Worker's Compensation Board</b>			
26207029		412-100-211 - Shared WCB	Shared WCB	349.95	349.95
<b>3452</b>	<b>2023-04-30</b>	<b>Bell Mobility</b>			
APR132023-366		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>3453</b>	<b>2023-04-30</b>	<b>Alberta Municipal Services Cor</b>			
PP8-23		412-000-265 - Pension Plan Pay	Pension Contr-Paid Extra-S	1,576.76	1,576.76
<b>3454</b>	<b>2023-04-30</b>	<b>Bell Mobility</b>			
APR212023-051		212-400-217 - Data Plan	Mayor's Data	20.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	10.00	
		212-400-217 - Data Plan	Councillor's Data	10.00	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	71.36	
		312-000-260 - GST Paid Refund	GST Tax Code	5.57	116.93
<b>3455</b>	<b>2023-04-30</b>	<b>Town of Sylvan Lake</b>			
APR302023-000		412-300-540 - Shared Utilities	Apr 2023 Water/Sewer 2 Eri	77.03	77.03
<b>3460</b>	<b>2023-04-30</b>	<b>Direct Energy</b>			
APR272023-979		412-300-540 - Shared Utilities	April Shared Utilities	452.49	
		312-000-260 - GST Paid Refund	GST Tax Code	22.62	475.11
<b>3461</b>	<b>2023-04-30</b>	<b>Epcor</b>			
APR272023-868		232-000-545 - Utilities	Utilities	78.29	
		312-000-260 - GST Paid Refund	GST Tax Code	3.91	82.20
<b>3462</b>	<b>2023-04-30</b>	<b>UFA Co-Operative Ltd</b>			
114654134		226-000-200 - Enforcement	Apr Bylaw Fuel	87.68	
		312-300-250 - Due from Birchclli	Apr Bylaw Fuel	87.68	
		312-100-250 - Due from Half Mo	Apr Bylaw Fuel	87.68	
		312-200-250 - Due from Jarvis E	Apr Bylaw Fuel	87.69	
		312-400-250 - Due from Sunbre:	Apr Bylaw Fuel	87.69	
		412-100-266 - Shared PW Fleet	April Public Works Fuel	83.96	
		312-000-260 - GST Paid Refund	GST Tax Code	26.12	548.50
<b>3463</b>	<b>2023-05-12</b>	<b>ATB Mastercard</b>			
003092		412-200-510 - Shared Office Su	ShowDown Embroidery-Jac	42.53	42.53
MICRO-050423		412-300-240 - Shared Computer	Microsoft-Monthly Subscript	2.73	
		412-300-240 - Shared Computer	Microsoft-Monthly Subscript	48.30	51.03
			Payment Total:		93.56
<b>3472</b>	<b>2023-05-31</b>	<b>Alberta Municipal Services Cor</b>			

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**Summer Village of Norglenwold**  
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OTHER					
Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
PP9-23	412-000-265 - Pension Plan Pay	Pension Contribution	1,582.60	1,582.60	
<b>3473</b>	<b>2023-05-31</b>	<b>Alberta Municipal Services Cor</b>			
PP10-23	412-000-265 - Pension Plan Pay	Pension Contribution	1,582.60	1,582.60	
<b>3474</b>	<b>2023-05-31</b>	<b>Bell Mobility</b>			
MAY132023-366	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>3475</b>	<b>2023-05-31</b>	<b>Epcor</b>			
MAY22023-9084	412-300-540 - Shared Utilities	Utilities	680.65		
	312-000-260 - GST Paid Refund	GST Tax Code	35.28	715.93	
<b>3476</b>	<b>2023-05-31</b>	<b>Meridian</b>			
MAY2023	412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72		
	412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45	
<b>3477</b>	<b>2023-05-31</b>	<b>Receiver General/OTH</b>			
CP4-23	312-000-262 - CRA Remunerati	Tax	509.37		
	312-000-262 - CRA Remunerati	CPP	455.66	965.03	
<b>3478</b>	<b>2023-05-31</b>	<b>Receiver General/OTH</b>			
PP9-23	412-000-263 - Income Tax Sour	TAX	3,190.79		
	412-000-261 - CPP Source Dedi	CPP	2,313.78		
	412-000-262 - EI Source Deduct	EI	801.59	6,306.16	
<b>3479</b>	<b>2023-05-31</b>	<b>Receiver General/OTH</b>			
PP10-23	412-000-263 - Income Tax Sour	TAX	3,215.77		
	412-000-261 - CPP Source Dedi	CPP	2,313.78		
	412-000-262 - EI Source Deduct	EI	801.59	6,331.14	
<b>3480</b>	<b>2023-05-31</b>	<b>Waste Management of Canada</b>			
1157438-0613-1	243-000-270 - Recycling Progra	April Recycling	1,466.84		
	312-000-260 - GST Paid Refund	GST Tax Code	73.35	1,540.19	
<b>3481</b>	<b>2023-05-31</b>	<b>Victor Insurance Managers Inc.</b>			
4212748988	412-000-266 - Benefits	Shared Benefits	3,399.46	3,399.46	
<b>3482</b>	<b>2023-05-31</b>	<b>Worker's Compensation Board</b>			
26306025	412-100-211 - Shared WCB	Shared WCB	839.93	839.93	
<b>3483</b>	<b>2023-05-31</b>	<b>Bell Mobility</b>			
MAY212023-051	212-400-217 - Data Plan	Mayor's Data	10.00		
	212-400-217 - Data Plan	Deputy Mayor's Data	10.00		
	212-400-217 - Data Plan	Councillor's Data	10.00		
	412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	71.36		
	412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	14.66		
	312-000-260 - GST Paid Refund	GST Tax Code	5.81	121.83	
<b>3485</b>	<b>2023-05-31</b>	<b>Tanner Evans</b>			
SLMCMAY15EX	412-100-210 - Shared Travel an	SLMC Conference Expense	346.80		
	412-100-210 - Shared Travel an	SLMC Conference Expense	81.90	428.70	
<b>3486</b>	<b>2023-05-31</b>	<b>Tina Leer</b>			
GFOAMAY19EX	412-100-210 - Shared Travel an	GFOA Conference Expense	366.38	366.38	
Total Other:				62,108.91	

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**Summer Village of Norglenwold**  
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Total MAIN: 116,207.23



# Council Expense Claim Form

NAME: Jeff Ludwig  
 POSITION: Deputy Mayor  
 MONTH ENDING: January-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

*Paid on April 15 Remuneration*

RECEIVED  
MAY 01 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/20/23	Regular Council	3hrs	Deputy Mayor	\$ 150.00
1/26/23	Joint Services Committee	4 hrs	Deputy Mayor	\$ 150.00
1/31/23	Meeting Prep	4 hrs	Deputy Mayor Prep	\$ 200.00
1/31/23	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 500.00

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/20/23	Regular Council	12.00	\$0.68	\$ 8.16
1/26/23	Joint Services Committee	12.00	\$0.68	\$ 8.16
1/31/23	Meeting Prep		\$0.68	\$ 0.00
1/31/23	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 16.32

## Other Expenses

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

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

TOTAL PAYABLE: \$ 516.32





# Council Expense Claim Form

NAME: Jeff Ludwig  
 POSITION: Deputy Mayor  
 MONTH ENDING: February-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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
2/10/23	Municipal Planning Commission	1hr	Deputy Mayor	\$ 150.00
2/15/23	Joint Services Committee /PRB	3 hr	Deputy Mayor	\$ 150.00
2/17/23	Regular Council	3 hrs	Deputy Mayor	\$ 150.00
2/28/23	Meeting Prep	4 hrs	Deputy Mayor Prep	\$ 200.00
2/28/23	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				<b>\$ 650.00</b>

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
2/10/23	Municipal Planning Commission	12.00	\$0.68	\$ 8.16
2/15/23	Joint Services Committee /PRB	12.00	\$0.68	\$ 8.16
2/17/23	Regular Council	12.00	\$0.68	\$ 8.16
2/28/23	Meeting Prep		\$0.68	\$ 0.00
2/28/23	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				<b>\$ 16.32</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				<b>\$ 0.00</b>

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

TOTAL PAYABLE: \$ 674.48





# Council Expense Claim Form

NAME: Jeff LudwigPOSITION: Deputy MayorMONTH ENDING: April-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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/12/23	JSO Meeting Tanner/Trudy	2 hrs	Deputy Mayor	\$ 150.00
4/21/23	Regular Council / MPC	4	Deputy Mayor	\$ 150.00
4/24/23	JSO Meeting / Tanner	1 hr	Deputy Mayor	\$ 150.00
4/27/23	Joint Services Committee	5 hrs	DM&C +4 (1hour)	\$ 187.50
4/29/23	Coffee With Council	2 hrs	Deputy Mayor	\$ 150.00
4/30/23	Meeting Prep	4 hrs	Deputy Mayor Prep	\$ 200.00
4/30/23	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				<b>\$ 987.50</b>

If event is other please type it in.

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/12/23	JSO Meeting Tanner/Trudy	12.00	\$0.68	\$ 8.16
4/21/23	Regular Council / MPC	12.00	\$0.68	\$ 8.16
4/24/23	JSO Meeting / Tanner	12.00	\$0.68	\$ 8.16
4/27/23	Joint Services Committee	12.00	\$0.68	\$ 8.16
4/29/23	Coffee With Council	12.00	\$0.68	\$ 8.16
4/30/23	Meeting Prep		\$0.68	\$ 0.00
4/30/23	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				<b>\$ 32.64</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				<b>\$ 0.00</b>

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

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

TOTAL PAYABLE: \$ 1,028.30

The Westin Edmonton  
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Edmonton, AB T5J 0N7  
Canada  
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HOTELS & RESORTS

Jeff Ludwig  
136 DICKENSON CRES  
RED DEER, AB, T4R 1Y5  
Canada  
AU4066 - AUMA Municipal Leaders Cacus M

Page Number : 1 Invoice Nbr : 1000279779  
Guest Number : 1477659  
Folio ID : A  
Arrive Date : 28-MAR-23 16:20  
Depart Date : 31-MAR-23 11:45  
No. Of Guest : 1  
Room Number : 1304  
Marriott Bonvoy Number : 2422

## Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI MAR-31-2023 12:48 ELACE056

Date	Reference	Description	Charges (CAD)	Credits (CAD)
28-MAR-23	RT1304	Room Chrg - Grp - Association	195.00	
28-MAR-23	RT1304	GST	10.04	
28-MAR-23	RT1304	DMF	5.85	
28-MAR-23	RT1304	Tour Levy	8.03	
28-MAR-23	RT1304	Parking Self	38.00	
28-MAR-23	RT1304	GST	1.90	
29-MAR-23	8066	Share Restaurant	41.65	
29-MAR-23	2043	In Room Dining	58.30	
29-MAR-23	RT1304	Room Chrg - Grp - Association	195.00	
29-MAR-23	RT1304	GST	10.04	
29-MAR-23	RT1304	DMF	5.85	
29-MAR-23	RT1304	Tour Levy	8.03	
29-MAR-23	RT1304	Parking Self	38.00	
29-MAR-23	RT1304	GST	1.90	
30-MAR-23	RT1304	Room Chrg - Grp - Association	195.00	
30-MAR-23	RT1304	GST	10.04	
30-MAR-23	RT1304	DMF	5.85	
30-MAR-23	RT1304	Tour Levy	8.03	
30-MAR-23	RT1304	Parking Self	38.00	
30-MAR-23	RT1304	GST	1.90	
31-MAR-23	VI	Visa-4437		-876.41

Approve EMV Receipt for VI - 4437: PIN Verified

TC:79F79D9A962CB5F7 IAD:06011203642002 TVR:0080008000

AID:A0000000031010 Application Label:VISA CREDIT

\*\* Total

876.41

-876.41

Continued on the next page



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 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454

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## HOTELS & RESORTS

Jeff Ludwig  
 136 DICKENSON CRES  
 RED DEER, AB, T4R 1Y5  
 Canada  
 AU4066 - AUMA Municipal Leaders Cacus M

Page Number : 2 Invoice Nbr : 1000279779  
 Guest Number : 1477659  
 Folio ID : A  
 Arrive Date : 28-MAR-23 16:20  
 Depart Date : 31-MAR-23 11:45  
 No. Of Guest : 1  
 Room Number : 1304  
 Marriott Bonvoy Number : 2422

\*\*\* Balance -0.00

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**COPY**

### EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
03-28-2023	195.00	10.04	8.03	0.00	0.00	45.75	258.82	0.00
03-29-2023	195.00	10.04	8.03	99.95	0.00	45.75	358.77	0.00
03-30-2023	195.00	10.04	8.03	0.00	0.00	45.75	258.82	0.00
03-31-2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-876.41
	-----	-----	-----	-----	-----	-----	-----	-----
Total	585.00	30.12	24.09	99.95	0.00	137.25	876.41	-876.41

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# Council Expense Claim Form

NAME: Jeff Ludwig  
 POSITION: Deputy Mayor  
 MONTH ENDING: March-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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/1/23	Blaine Caulkins Zoom Boundary Reform	2 hrs	Deputy Mayor	\$ 150.00
3/10/23	Municipal Planning Commission	1 hr	Deputy Mayor	\$ 150.00
3/24/23	Regular Council	3 hrs	Deputy Mayor	\$ 150.00
3/28/23	Presidents Summit Edmonton Travel	1.5 hrs	Deputy Mayor	\$ 150.00
3/29/23	Presidents Summit/LREMP	10 hrs	DM&C +4 (4hour)	\$ 300.00
3/30/23	Presidents Summit / AM Caucus	8 hrs	DM&C +4 (4hour)	\$ 300.00
3/31/23	AM Caucus / Travel	6 hrs	DM&C +4 (2hour)	\$ 225.00
3/31/23	Meeting Prep	4 hrs	Deputy Mayor Prep	\$ 200.00
3/31/23	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 1,625.00

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/1/23	Blaine Caulkins Zoom Boundary Reform		\$0.68	\$ 0.00
3/10/23	Municipal Planning Commission	12.00	\$0.68	\$ 8.16
3/24/23	Regular Council	12.00	\$0.68	\$ 8.16
3/28/23	Presidents Summit Edmonton Travel	165.00	\$0.68	\$ 112.20
3/29/23	Presidents Summit/LREMP		\$0.68	\$ 0.00
3/30/23	Presidents Summit / AM Caucus		\$0.68	\$ 0.00
3/31/23	AM Caucus / Travel	165.00	\$0.68	\$ 112.20
3/31/23	Meeting Prep		\$0.68	\$ 0.00
3/31/23	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 240.72

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/31/23	Westin Hotel Edmonton	840.59	35.82	\$ 876.41
				\$ 0.00
				\$ 0.00
				\$ 876.41

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

TOTAL PAYABLE: \$ 2,742.13





# Council Expense Claim Form

NAME: Nav Rattan

POSITION: Councillor

MONTH ENDING: April-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

APR 30 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/17/23	Meeting Prep		Councillor Prep	\$ 200.00
4/21/23	Municipal Planning Commission		Councillor	\$ 150.00
4/21/23	Regular Council		Councillor	\$ 150.00
4/29/23	Other (Conference, etc.)	coffee with council	Councillor	\$ 150.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				<b>\$ 650.00</b>

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/17/23	Meeting Prep		\$0.61	\$ 0.00
4/21/23	Municipal Planning Commission		\$0.61	\$ 0.00
4/21/23	Regular Council		\$0.61	\$ 0.00
4/29/23	Other (Conference, etc.)		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				<b>\$ 0.00</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				<b>\$ 0.00</b>

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

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

TOTAL PAYABLE: \$ 650.00





# Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, K.C.

POSITION: MAYOR

MONTH ENDING: April-2023

RECEIVED

MAY 03 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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/21/23	Regular Council	3.0	Mayor	\$ 175.00
4/24/23	Sylvan Lake Regional Wastewater Commission	3.0	Mayor	\$ 175.00
4/20/23	Meeting Prep	3.0	Mayor Prep	\$ 250.00
4/29/23	Other (Conference, etc.)Coffee with Council	2.0	Mayor	\$ 175.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 775.00

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/21/23	Regular Council	10.00	\$0.68	\$ 6.80
4/24/23	Sylvan Lake Regional Wastewater Commission		\$0.68	\$ 0.00
4/20/23	Meeting Prep		\$0.68	\$ 0.00
4/29/23	Other (Conference, etc.)Coffee with Council	10.00	\$0.68	\$ 6.80
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 13.60

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/24/23	Sherlock Holmes-AB Municipalities	47.09		\$ 47.09
3/24/23	Westin Hotel-Edmonton-President's Summit and AB Municipalities-additional expense	163.01		\$ 163.01
				\$ 0.00
				\$ 210.10

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

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

TOTAL PAYABLE: \$ 998.70

April April  
meal

E-1

THE SHERLOCK HOLMES PUB  
10012 101A AVE NW  
EDMONTON AB

CARD \*\*\*\*\*6330  
CARD TYPE VISA  
DATE 2023/03/30  
TIME 9668 22:47:46  
RECEIPT NUMBER  
H85045346-001-312-018-0

PURCHASE  
AMOUNT \$40.95  
TIP \$6.14  
TOTAL

\$47.09

VISA CREDIT  
A0000000031010  
71B5E68DDF1EB5B3  
0000000000-

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APPROVED

AUTH# 024020  
THANK YOU

01-027

NO SIGNATURE REQUIRED

CARDHOLDER COPY

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April

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HOTELS & RESORTS

Cyril Gurevitch  
137 GRAND AVE  
NORGLNWOLD, AB, T4S 1S5  
Canada  
AU4066 - AUMA Municipal Leaders Cacus M

Page Number : 1 Invoice Nbr : 1000279717  
Guest Number : 1477658  
Folio ID : A  
Arrive Date : 28-MAR-23 18:27  
Depart Date : 31-MAR-23 12:28  
No. Of Guest : 1  
Room Number : 904  
Marriott Bonvoy Number : 3204

## Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI MAR-31-2023 12:29 MVIER728

Date	Reference	Description	Charges (CAD)	Credits (CAD)
28-MAR-23	7965	Share Restaurant	43.33	
28-MAR-23	RT904	Room Chrg - Grp - Association	195.00	
28-MAR-23	RT904	GST	10.04	
28-MAR-23	RT904	DMF	5.85	
28-MAR-23	RT904	Tour Levy	8.03	
28-MAR-23	RT904	Parking Self	38.00	
28-MAR-23	RT904	GST	1.90	
29-MAR-23	RT904	Room Chrg - Grp - Association	195.00	
29-MAR-23	RT904	GST	10.04	
29-MAR-23	RT904	DMF	5.85	
29-MAR-23	RT904	Tour Levy	8.03	
29-MAR-23	RT904	Parking Self	38.00	
29-MAR-23	RT904	GST	1.90	
30-MAR-23	RT904	Room Chrg - Grp - Association	195.00	
30-MAR-23	RT904	GST	10.04	
30-MAR-23	RT904	DMF	5.85	
30-MAR-23	RT904	Tour Levy	8.03	
30-MAR-23	RT904	Parking Self	38.00	
30-MAR-23	RT904	GST	1.90	
31-MAR-23	VI	Visa-6330		-819.79

COPY

819.79  
- 656.78  
163.01  
April Expenses

Approve EMV Receipt for VI - 6330: PIN Verified  
TC:F0AF7CE685A6D94D IAD:06010A03642002 TVR:0080008000  
AID:A0000000031010 Application Label:VISA CREDIT

\*\* Total 819.79 -819.79  
\*\*\* Balance -0.00

Continued on the next page



The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN

HOTELS & RESORTS

Cyril Gurevitch  
 137 GRAND AVE  
 NORCLEWOLD, AB, T4S 1S3  
 Canada  
 AU4066 - AUMA Municipal Leaders Caucus M

Page Number	:	2	Invoice Nbr	:	1000279717
Guest Number	:	1477658			
Folio ID	:	A			
Arrive Date	:	28-MAR-23	18:27		
Depart Date	:	31-MAR-23	12:28		
No. Of Guest	:	1			
Room Number	:	904			
Marriott Bonvoy Number	:	3204			

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Tell us about your stay. [www.westin.com/reviews](https://www.westin.com/reviews)

## EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
03-28-2023	195.00	10.04	8.03	43.33	0.00	45.75	302.15	0.00
03-29-2023	195.00	10.04	8.03	0.00	0.00	45.75	258.82	0.00
03-30-2023	195.00	10.04	8.03	0.00	0.00	45.75	258.82	0.00
03-31-2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-819.79
<b>Total</b>	<b>585.00</b>	<b>30.12</b>	<b>24.09</b>	<b>43.33</b>	<b>0.00</b>	<b>137.25</b>	<b>819.79</b>	<b>-819.79</b>

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## **Summer Village of Norglenwold**

**June 9, 2023**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Report***

##### **Background:**

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

- Public Works has had a kick-off meeting with the engineering teams for both the GIS implementation and road analysis capital projects.
  - Stantec completed the road analysis scanning of the five Summer Village roads on May 8<sup>th</sup>.
  - Public Works is getting pricing for fire ban signs that can remain affixed to a traffic sign mount but remain hidden when fire bans are not active.
  - Administration is pricing out the cost of painting the Grand Avenue speed bumps to help with awareness and visibility
  - Spring yard waste bins have been removed for the season.
- Seasonal students have completed "No Parking" signs on Honeymoon Drive and also straightened and updated stop signs and street name indicators in Rustic Crescent and Sylvan Lane.

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

- 1) That Council accepts this report as information.

##### **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"



## Summer Village of Norglenwold

June 9, 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 (24 in Birchcliff, 2 in Half Moon Bay, 19 in Jarvis Bay, 21 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 87 Grand Avenue	Retaining Walls
3. 141 Grand Avenue	Demolition and Dwelling
4. 167 Grand Avenue	Detached Garage
5. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
6. 253 Honeymoon Drive	Dwelling
7. 141 Grand Avenue	Mech Excavation/Concrete Pad
8. 253 Honeymoon Drive	Lakeside Stairs
9. 257 Honeymoon Drive	Dwelling
10. 333 Honeymoon Drive	Dwelling & Garage w Guest House
11. 355 Last Chance Way	Garage with Guest House
12. 23 Grand Avenue	Detached Garage
13. 205 Grand Avenue	Dwelling & Escarpment Work
14. 53 Grand Avenue	Demolition
15. 133 Grand Avenue	Home Occupation
16. 4 Rustic Crescent	Dwelling
17. 59 Grand Avenue	Gravel Pad
18. 85 Grand Avenue	Escarpment Retaining Walls
19. 111 Grand Avenue	Dwelling
20. 371 Last Chance Way	Demolition
21. 371 Last Chance Way	Dwelling

Closed DP's since last Council meeting:

1. 111 Grand Avenue	Demolition
---------------------	------------

#### Permit Summary:

Year to date 2023:

4 development permits. Estimated project cost \$4,446,000.00.

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

32 Grand Avenue

153 Grand Avenue

99 Grand Avenue

53 Grand Avenue

205 Grand Avenue

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #208/13.

## **Summer Village of Norglenwold**

**June 9, 2023**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *ASVA Annual Conference*

#### **Background:**

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 19<sup>th</sup> & 20<sup>th</sup> at the Royal Hotel West in Edmonton. Registration for the conference opens September 15<sup>th</sup> but accommodations can be booked now to ensure accommodations at the conference hotel.

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

Council has allocated \$943 in the 2023 budget for this conference.

#### **Administrative Recommendations:**

Council to discuss and provide direction to Administration.

#### **Authorities:**

2023 Budget



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## 2023 ASVA ANNUAL CONFERENCE & AGM



### SAVE-THE-DATE OCTOBER 19-20, 2023 THURSDAY & FRIDAY

- Meet the Ministers Municipal Affairs and Environment (TBC)
- MLA's (TBC)
- Alberta Emergency Management Updates – Friday October 20<sup>th</sup> -morning session
- Municipal Planning Services – Land Use Issues Summer Villages Face
- ALMS
- Updates from the Nurse Practitioners Association
- Broadband In Communities
- Firesmart
- Alberta Invasive Species
- Aquatic Invasive Species Specialist
- Municipal Affairs -MAP review (Municipal Accountability Program)
- And more ....

(Please note that Speakers may change due to unforeseen circumstances)

#### OCTOBER 19<sup>TH</sup> BANQUET VENUE

- ☐ Hot Buffet Dinner
- ☐ Awards
- ☐ Entertainment
- ☐ Silent Auction
- ☐ Cash Bar



## Venue

**CONFERENCE REGISTRATION  
BEGINS MID JULY ONLINE.  
WATCH FOR UPDATES...**

**CONFERENCE RATE:  
\$299**

Cancellations must be in writing via email to [execdirector@asva.ca](mailto:execdirector@asva.ca) before September 15, 2023 for a full refund, less \$50 administration fee

**Conference  
Registration  
Deadline September  
15<sup>th</sup>**

**Royal Hotel West**  
10010-178 St  
Edmonton, AB T5S 1T3  
780-484-6000  
to book your  
accommodations  
Ask for the ASVA Group  
Booking Rate  
Room Rates: Queen: \$119  
+ Taxes  
Double Queen or King  
\$129 + Taxes

Please join us in listening to the exciting speakers with updates and information that can impact your Summer Villages. Network with Peers from all over Alberta.

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COLLABORATION**

**ASSOCIATION OF  
SUMMER VILLAGES OF  
ALBERTA**

[www.asva.ca](http://www.asva.ca)



## **Summer Village of Norglenwold**

### **Council and Legislation**

### **Request for Decision**

**June 9, 2023**

### **Agenda Item: *ASVA Silent Auction***

#### **Background:**

The Association of Summer Villages of Alberta is celebrating 65 years of success together. Administration received a request from the ASVA asking for a cash sponsorship or to donate a silent auction item for the ASVA Convention being held October 19-20 at the Royal Hotel in Edmonton.

Council has allocated \$1,000 in the 2023 budget for donations.

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

- 1) Council provide a donation to the ASVA Silent Auction.
- 2) Council accept as information.

#### **Administrative Recommendations:**

That Council review, discuss and provide direction to Administration.

#### **Authorities:**

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



Association of  
**SUMMER VILLAGES**  
 OF ALBERTA

April 14, 2023

**Via Email: Original Will Remain on File**

**ATTENTION:**

Dear \_\_\_\_\_,

I am the \_\_\_\_\_ of the Summer Village of \_\_\_\_\_ and a Director on the Association of Summer Villages of Alberta (ASVA) Board.

ASVA is excited to be hosting the Association's 65<sup>th</sup> Annual Conference October 19 & 20, 2023 at the Royal Hotel West, Edmonton, AB. We are celebrating **65 YEARS OF SUCCESS TOGETHER**, with the focus for this educational event being Regional Collaboration.

We are seeking your valued support, and are asking for your consideration to provide:

- a cash sponsorship and/or,
- a silent auction item for donation

The publicity you will receive from your contribution is substantial and consists of the following:

Exposure of your company to:

- the Mayors, Deputy Mayors and Councilors from 51 Municipalities (Summer Villages) of Alberta
- Reeves/Mayors from adjacent Municipalities
- DEMS and Deputy DEMS
- MLA's and Ministers from various areas/departments of Alberta





Association of  
**SUMMER VILLAGES**  
OF ALBERTA

Whether you choose to provide a Silent Auction item (please identify value of your item) or cash donation, below is how you will be recognized, when payment is received before September 1<sup>st</sup>, 2023. There is great value in being a Sponsor at the Conference.

Sponsorship Level	Amount	Provided with a Display Space	Number of Breakfast, snacks, lunch & banquet tickets provided with Sponsorship	Number of Breakfast, snacks, lunch provided with Sponsorship Level	Recognized as a Sponsor in the Agenda Pkg	Recognized on Power point	Self-Introduction of your Company to the delegates & intro of guest speaker (as part of	Sponsor Sign at Coffee Station	Logo in ASVA Annual Report	Company Logo place on ASVA Website as Sponsor
PLATINUM	\$2,000+	YES	4	0	YES	YES	YES	NO	YES	YES
GOLD	\$1,000+	YES	2	0	YES	YES	NO	NO	YES	YES
SILVER	\$500+	YES	0	2	YES	YES	NO	NO	YES	NO
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	NO	NO

Thank you in advance for your consideration to our request. As always, we appreciate your support.

\_\_\_\_\_  
Director

Association of Summer Villages of Alberta

\* The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.

## **Summer Village of Norglenwold**

**June 24, 2023**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item:** *Coffee with Council*

#### **Background:**

On April 29, 2023, Council hosted a Coffee with Council meeting with the residents. Administration is bringing this item forward to inquire about the next date Council would like to hold another Coffee with Council meeting and if this meeting will have a specific topic or just be a general discussion with residents.

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

- 1) Council review, discuss, and determine the date and topic for discussion.
- 2) Council accept as information.

#### **Administrative Recommendations:**

Council review, discuss, and determine the date and topic for discussion.

#### **Authorities:**

MGA – Public Participation

Norglenwold Communications Policy – I. Citizens Finding Information

D. Other Opportunities for Citizens to Find Information

- (4) At least twice per year Council will host an informal gathering to facilitate an exchange of ideas and information in an informal setting.

## **Summer Village of Norglenwold**

**June 9, 2023**

### **Planning and Development**

#### **Request for Decision**

**Agenda Item:** *Request to purchase Reserve land - Delegation*

#### **Background:**

Administration has received a request from Guy Teulon to purchase the reserve adjacent to their property. (Lot R, Block 8, Plan 6376MC).

Section 674(1) of the Municipal Government Act states that a public hearing must be held to notify the residents of the proposed change of the parcel use from municipal reserve to a residential parcel. If Council has the desire to sell the land, administration recommends proceeding with a public hearing to notify all residents of the re-zoning of the land and lot sale opportunity.

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

- 1) Council accept as information.
- 2) Council direct administration to proceed with the re-zoning of the parcel in accordance with the steps required in the MGA.

#### **Administrative Recommendations:**

That Council discuss and direct administration.

#### **Authorities:**

MGA 674(1) Disposal of municipal and school reserve.

## Summer Village of Norglenwold

June 9, 2023

### Planning and Development

#### Request for Decision

#### Agenda Item: *Encroachment Letter – 361 Last Chance Way*

##### **Background:**

Administration has received a letter from the homeowner of 361 Last Chance Way, specifically on Council motion NGS-23-016 made on January 23, 2023 for the property.

*“MOVED by Councillor Rattan that Council deny the request to enter into an encroachment agreement with the owners of 361 Last Chance Way allowing the retaining walls on the lakeside to remain until after the open space master plan is complete at which time Council will revisit what can be done based on the request; and further, the gravel pad added to the road allowance in 2021 to be removed at the owner’s expense by June 30, 2023, and put back to grass”.*

Enclosed, the homeowner has provided reasons and photos for Council to reconsider the decision that was made on the gravel pad.

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

- 1) That Council accept as information.
- 2) That Council discuss and direct administration.

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

That Council discuss and direct administration.

##### **Authorities:**

Encroachment Agreement NGC-22-172

**Kara Hubbard**

---

**From:** [REDACTED]  
**Sent:** Friday, May 26, 2023 10:48 AM  
**To:** Kara Hubbard; Tanner Evans  
**Subject:** 361 Last Chance Way

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

Hi Kara and Tanner,

Further to conversation with Kara, I would like to have the below email passed along to Council for further review of their request to have the gravel pad removed on the road allowance. Please review and advise of any comments you may have prior to forwarding to Council.

I will be sending several emails with photos attached, as they will not all fit into one email.

Thanks very much [REDACTED]

**Dear Summer Village of Norglenwold Councillors:**

With respect to NGS-23-016 in the Minutes of Council Meeting of January 23, 2023, stating that: "the gravel pad added to the road allowance in 2021 to be removed at the owner's expense by June 30, 2023, and put back to grass", I would like to request Council's reconsideration for the following reasons:

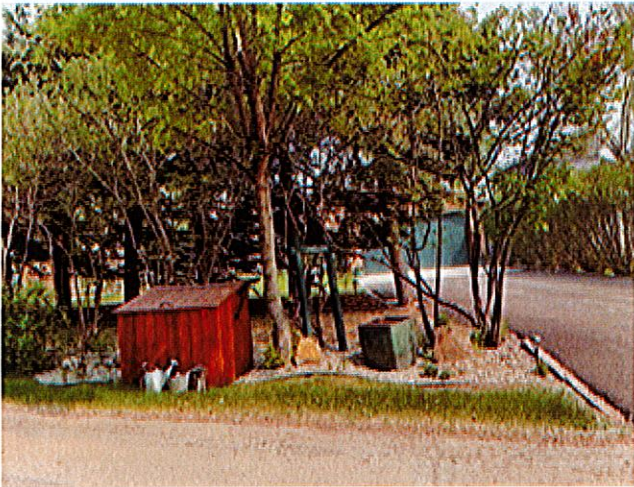
1. I have not been able to come to Sylvan Lake until very recently and have taken and attached multiple photos of properties in the Summer Village of Norglenwold, along Last Chance Way, Grand Avenue and Rustic Crescent, all of which have varying amounts of gravel on the road allowance.
2. I have also attached a photo of the subject gravel pad and a photo of a concrete block and wood chip pad at 351 Last Chance Way, which very similar in access and design, to the subject gravel pad.
3. The subject gravel pad has been in place for 30+ years. It was originally covered with pier sections that eventually rotted and became dangerous due to the number of wasp and hornet nests. Three years ago, my landscaper replaced the rotted pier sections with gravel. The gravel butts up to gravel in a south landscaped bed.
4. I understand that I am the only property owner on Last Chance Way that has been requested to proceed with removal of gravel on the road allowance.
5. The subject gravel pad area is surrounded on the south side by numerous 20' bushes and on the north side by 30-40' fir trees, which suck the water out of the grass on the north side of the trees on my property and which would do the same on the subject gravel pad area.
6. I had previously mentioned that the subject gravel pad area is one where grass will simply not grow. This has been confirmed by 2 landscapers. There is a lack of light, lack of water, and the complete covering of pine needles.



7. When the subject gravel pad is used by excess vehicles visiting my property, it prevents them from parking  $\frac{1}{2}$  on the road and  $\frac{1}{2}$  on the road allowance, which seems to be the case with many vehicles parked on Last Chance Way. There are many instances where vehicles are parked on both sides of the street making it a very narrow roadway to get through.
8. I believe that there should be no requirement to proceed with the removal until such time as the Municipal Reserve study is completed, or until all other Norglenwold properties are required to remove gravel from the road allowance.

I very much appreciate your consideration of this matter.

Sincerely, Patti Davidson































## **Summer Village of Norglenwold**

**June 9, 2023**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

#### **Committee Reports:**

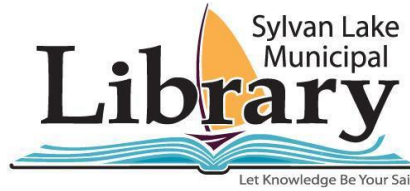
Julie Maplethorpe, Summer Village of Norglenwold

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

#### **Upcoming Meetings:**

Next Council Meeting – July 28, 2023

Organizational Meeting – July 28, 2023



## **THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS**

**WEDNESDAY – MAY 10, 2023 – 6:30PM**

### **1. Roles and Responsibilities – Board Training**

Ron Sheppard, Parkland Regional Library, attended to provide training to the Board on Roles and Responsibilities. This training acted as both an orientation and refresher training for Board Members.

### **2. Treasurer’s Report**

The Treasurer’s Report was approved as presented.

The Q1 and Q2 payments have been received from the Town of Sylvan Lake totalling \$217,882.20.

### **3. Director’s Report**

The Director’s Report was approved as presented.

There is currently a vacant Library Clerk position. The Library Director is investigating hiring a full-time staff member as the library is reaching pre-covid numbers and a busy summer is anticipated.

The library will be closed on May 29 for a staff meeting and professional development.

As part of the Town of Sylvan Lake’s 50<sup>th</sup> Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50<sup>th</sup> Avenue will be in effect during the performance of the work between 45<sup>th</sup> Street and 49<sup>th</sup> Street and detours around 50<sup>th</sup> Avenue will be provided. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

### **4. Programming Report**

Maddie, Programmer with the library, took free library cards to the Grade 6 students of Beacon Hill Elementary School for the “My Library Card” program.

New programs for the summer are open for registration including the TD Summer Reading Club. This weekly program offers crafts, new connections, and a love of reading. More information can be obtained by phoning (403) 887-2130 or checking out the events page:

<https://sylvanlibrary.prl.ab.ca/events?d=0>

## 5. Policy

Work will continue with sub-committees to review policies as necessary.

Meeting adjourned at 8:44pm.

**Next Regular Meeting – June 14, 2023, at 6:30pm.**

# *Parkland Update*

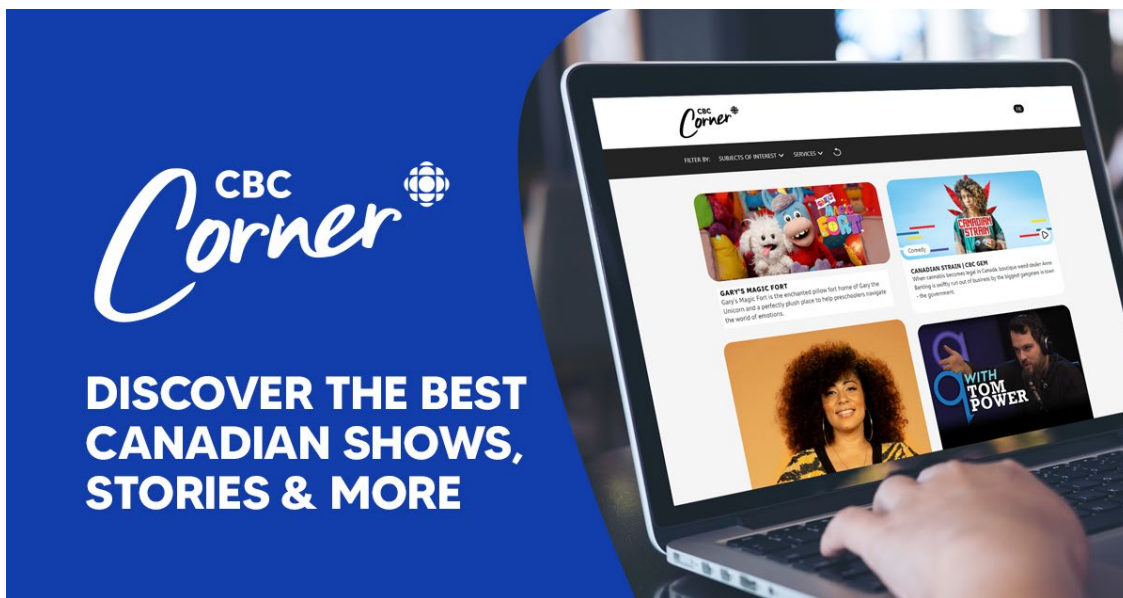
Thursday, March 4, 2023

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

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## Introducing the Newest Addition to eLibrary – CBC Corner



[CBC Corner](#) has introduced a program to partner with libraries to offer a one-of-a-kind portal to discover unique Canadian and local content, including news, TV and radio shows, podcasts, kids' content, a language learning app, and more.

Library staff can find more information and social media content in [this online PDF](#) or in our [latest blog post](#).

**Congratulations to Donna on 25 Years!**

Congratulations to Donna Williams on her anniversary of 25 years working at Parkland Regional Library System. Donna started with Parkland as an Accountant and advanced to the Assistant Director of Operations in 2003. Later, Donna advanced to her current position as Manager of Finance and Operations, Deputy Director.

Join us in thanking Donna for 25 years of service!



## Stronger Together Call for Proposals Due June 1

The [Stronger Together](#) planning committee is currently seeking innovative and industry-leading proposals for in-person and virtual sessions as well as asynchronous poster presentations. Our target audiences are library trustees, library managers, and general library staff. The preferred topics are:

- Leadership
- Programming
- Advocacy
- Customer Service
- Diversity and Inclusion
- Library Technology
- Collection Development
- Board Development

Please [submit your application](#) by **June 1, 2023**, and all applicants will be contacted before we finalize our list of speakers in June. If you have additional questions before you submit your application, please contact us at [librariesarestrongertogether@gmail.com](mailto:librariesarestrongertogether@gmail.com).

## LIBRARY NEWS

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

## Occupational Health & Safety Toolkit



IntegralOrg has revised and updated an [Occupational Health and Safety \(OHS\) Toolkit](#) to provide organizations with an overview of Alberta's OHS Act.

## Canadian Book Consumer Study 2022

Booknet Canada has released a study that shares insights into spending habits, reasons to buy books at specific places, and motivations behind borrowing vs. buying. This report is available for [download in PDF](#) and [EPUB format](#).

## Global News Article: Violence in Libraries

Global News recently published a news story and article on the changing role of public libraries and the rise in violent incidents. This is particularly an issue in larger centers. Read the [full article here](#) or watch the [18-minute news story](#).

## Update Your ALTA Profile Information

To ensure all trustees are current on all things [Alberta Library Trustees Association \(ALTA\)](#), you should confirm that your board information is up to date. We encourage library managers and board chairs to update their board profiles on a regular basis. Should you require any assistance, please reach out to [president@librarytrustees.ab.ca](mailto:president@librarytrustees.ab.ca).

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

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

### Support Your Users with Answers to Libby's Most Frequently Asked Questions Webinar

**Tuesday, May 9**  
**12pm**

Are you looking for support as you field

Libby questions? [Join the experts](#) at OverDrive/Libby as they walk viewers through Libby's top FAQs, troubleshooting tips, and helpful resources.

### **Plan a Campaign to Draw People Into Your Libraries Webinar**

**Thursday, May 11**  
**12pm**

Many libraries have had to change their hours and their services numerous times during the past few years. This has led to public confusion about when and if you're really open, and what's available now. [This session](#) will show you how to plan communications that will draw people back into your buildings. \$49 USD

### **Non-Profit Leadership: It's All About Trust Podcast Episode**

Buffeted on all sides from seemingly endless waves of controversies and challenges, nonprofit leadership in Canada finds itself increasingly under the microscope. Public trust in the sector has reached new lows in recent years, and donations are in decline. [Tune in](#) to find out strategies to combat these issues.

### **Intro to Fundraising: Effective Strategies for Nonprofits Webinar**

**Wednesday, May 17**  
**1pm**

For many nonprofits, fundraising is not only hard work, but it can be overwhelming—and the resources required to fundraise successfully can take away from your core work. But this does not have to be the case. [Register now](#) for this webinar to learn practical tools, tactics, and strategies for fundraising.

### **Community Development Unit Board Training Webinars**

A [variety of webinars](#) are available from the Community Development Unit with topics such as strategic planning, board governance, building leadership, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships.

# *Parkland Update*

Thursday, April 20, 2023

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

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## **Welcome Susan!**

Join us in welcoming Susan Hall to Parkland as a new Finance Clerk. Susan grew up in Carbonear, Newfoundland, and moved to Alberta at 19. Susan then met her late husband in Alberta and was married for 31 years, they had three beautiful boys in that time. She now has three grandbabies; Jackson, Piper, and Paisley. Susan has worked at the Sylvan Lake Library for over eight years and is excited to learn in this new position.



## **Congratulations to Sara!**

Sara has been with PRLS for almost 5 years, working at the Ponoka Jubilee Library until last fall when she moved to Maskwacis Library Services, where she will now be the Library Manager. Sara had been a classical musician, researcher, grant writer, archivist, veterinary technician, university professor, and Zellers toy department specialist. Her library experience includes corporate, academic, and public libraries in BC, Alberta, and Ontario. After work, she enjoys gardening, hiking, kayaking, and hanging out with her dog (Callie) and cat (Sunny Nutbar).



## Radon Kits Recalled for the Summer

Due to the spring warm weather, the Radon Kits will be unavailable until September. During warmer months people open windows to allow natural airflow. This prevents the radon kits from screening an area properly. Because of this we will, temporarily, be changing the status of these items to “unavailable”. Please return them to Parkland where they will be put in storage until September. Please do not lend these out to patrons. The holds list will be maintained and reactivated in the fall.

## LIBRARY NEWS

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

## TAL Provincial Advocacy Tools



The Alberta Library has created resources including printables and postables to help your library advocate during provincial elections. You can [download this toolkit](#), or find it and other advocacy resources on the [Parkland Advocacy Page](#).



Although we have recently received a commitment for increased funding from the Minister of Municipal Affairs, Rebecca Schultz, further work is needed for ongoing funding increases. Library boards can still meet with MLAs and MLA candidates in their area to express gratitude for the funding increase and build relationships for additional advocacy work. We encourage you to schedule these appointments soon, as once the election is called, time with stakeholders will be difficult to get.

## Big Library Read



The next [Big Library Read](#) kicks off on Wednesday, May 3, with its book selection, *Tastes Like War* by Grace M. Cho. Part food memoir, part sociological investigation, *Tastes Like*



*War* is about a daughter's search through intimate and global history for the roots of her mother's schizophrenia.

[Marketing materials](#) and a press release are available to promote this program to your patrons and community. Readers can use #biglibraryread on social media for a chance to win a selection of book-ish prizes and Libby swag any reader is sure to love!

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Library Managers Coffee Break** - April 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](#).

### Display It! Kickstarting Library Exhibit Programs Webinar

**Wednesday, April 26**

**12pm**

Library collections are treasure troves of knowledge, and exhibits are fun and engaging opportunities to highlight resources and encourage discovery. [This one-hour webinar](#) will talk about ways to kickstart and grow an exhibit program.

### Library Services to Homeschoolers Webinar

**Wednesday, May 3**

**12pm**

Are all learners welcome in your library? There are at-home learners in your community, and the library is the single most important resource to DIY educators. [Learn about](#) the history, methods, and growing diversity of home education. You will explore outreach opportunities and program inspirations to put into practice in your library.

### **So You've Been Appointed to the Board On-Demand Webinar**

[This webinar](#) covers all you need to know after joining a board. Vic Mensch, Chair of Chinook Arch Library System and Kirk MacLeod, former President of the LAA, answer questions about Board ethics, how boards make decisions, what to do if you disagree, and more.

### **How to Craft and Utilize an Elevator Speech to Prove Your Library's Value Webinar**

**Thursday, April 27  
12pm**

Classic elevator speeches are 2- or 3-sentence statements that pack a punch. Some people refer to them as “value statements” or “soundbites.” When you have just a moment to make an important point, you must use it wisely. During [this webinar](#), you will learn how to speak efficiently and effectively when advocating for your library.

### **Library Safety and Security: A Holistic Approach Webinar**

**Thursday, May 18  
1pm**

Creating a safe environment for the public, staff, and collections is a top concern for libraries. As a public space, this sometimes means that library staff are faced with behavior or events that may feel unsafe, uncomfortable, or illegal. Although we can't predict or control every situation, we can be prepared to effectively respond to a range of scenarios. [This session](#) will present a holistic approach for creating safe environments through strong community relationships, inclusive policies, and empowered staff.



# Parkland Update

Thursday, May 18, 2023

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

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## Promotional Materials Available to Borrow



Parkland has a variety of promotional materials available for your library to borrow. Promote your next program, event, or trade show with banners, prize wheels, a tablecloth, and more! Check out our [latest blog post](#) on why items like these are important to include in your marketing. Library staff can view photos of the materials in the Q Drive and fill out the [booking form](#) to reserve them.

## Alberta Provincial Election Advocacy Resources

Prepared by the seven library systems in Alberta, the "Libraries—Value Beyond Words" toolkit can be used by libraries and library patrons who are advocating for local library services during the Provincial election campaign period. The provincial election is being held on Monday, May 29th. The toolkit can be accessed on the [PRLS Advocacy webpage](#).



## LIBRARY NEWS

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

### Updated OH&S Resources

Visit the [OHS Resource Portal](#) for bulletins, infographics, and recorded webinars supporting workplace health and safety in Alberta, or [subscribe](#) to the OHS eNews from the Government of Alberta. You'll find amazing and helpful resources to use in your library. Keep up to date and discover what changes are coming and things to watch for, including events, and so much more.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Library Managers Coffee Break** - May 24 at 10am. Join on Teams from the calendar invite.
- **PLC Meeting and Programming Workshop** - June 5 at 10am. Hybrid PLC meeting. Join virtually via the calendar invite, or email [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca) to RSVP for in-person by May 23.

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](#).

**Book Ban and Censorship:  
Managing Public Comment  
Sections and Material  
Challenges Webinar**



**Tuesday, May 23**  
**12pm**

The 2021-2022 "Surge" of US library challenges marked the biggest number of reported attempts to remove library materials since the Office for Intellectual Freedom was founded. The technique shifted from quiet requests for reconsideration to public challenges at board meetings. [Register for this webinar](#) to learn tips, policy ideas, and more! \$49 USD

**Occupational Health and Safety**  
**Toolkit: OHS for Alberta**  
**Nonprofits Webinar**  
**On-Demand**

This [instructional video](#) provides nonprofits and charities with an overview of Alberta's Occupational Health and Safety Act to help them get on the right track and comply with the legislation. A key point is that OHS regulations apply not only to employees but to volunteers as well.



## 2020 Return on Investment for S.V. of Norglenwold

**S.V. of Norglenwold membership levy to Parkland Regional Library = \$2,334.15**

(Based on official 2020 City population of 273 x \$8.55 requisition amount)

### Direct financial return to Sylvan Lake Municipal Library

2020 materials allotment	\$308.49
2020 Rural Services Grant <sup>1</sup>	\$1,287.60
	<b>\$1,596.09</b>

### Technology Savings to Sylvan Lake Municipal Library

Computers for library use	\$915.59
Software & licensing	\$8,938.04
SuperNet connection	\$10,776.00
	<b>\$20,629.63</b>

Residents can register at any PRLS library without paying the minimum \$60 non-resident fee

### Potential non-resident savings for households in S.V. of Norglenwold

100 Households <sup>2</sup>	<b>\$6,000.00</b>
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\*Number of households from the 2016 Federal Census

**Total financial benefits to libraries and patrons= \$28,225.72**

**S.V. of Norglenwold Return on Investment \$1= \$12.09**

County libraries averaged a 42% discount on books purchased through PRLS

<sup>1</sup> The S.V. of Norglenwold assigned a rural population of 232 to Sylvan Lake Municipal Library

<sup>2</sup> Number of county families can save the \$60 non-resident fee

*Strong Libraries, Strong Communities*

### System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Subscription databases including Ancestry (genealogy), Solaro (Alberta curriculum support), Consumer Reports, Niche Academy, Grant Connect, and Novelist; Press Reader (newspapers & magazines) Pronunciator (language learning), and Alberta eBooks
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- 24/7 I.T. support included
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 42% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library material
- Library supplies (library cards, barcodes, etc.) included
- Shared specialty collections including:
  - Large print books
  - Audio books
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Included training for staff and trustees

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

**PARKLAND REGIONAL LIBRARY SYSTEM****Table of Contents**  
*DECEMBER 31, 2022*

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**MANAGEMENT'S REPORT****To the Members of Parkland Regional Library System:**

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard  
2023-05-25 13:18:12:12 MDT

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**Independent Auditor's Report**

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To the Members of The Parkland Library Board:

**Opinion**

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

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.

**Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements**

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

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

May 18, 2023

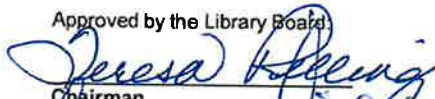

**MNP** LLP

Chartered Professional Accountants

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2022**

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (note 4)	\$ 1,089,037	\$ 911,498
Accounts receivable	28,033	21,908
Investments (note 5)	725,120	775,163
<b>TOTAL FINANCIAL ASSETS</b>	<b>1,842,190</b>	<b>1,708,569</b>
<b>LIABILITIES</b>		
Accounts payable and accruals (note 6)	\$ 137,307	\$ 120,407
Book allotment	11,477	12,178
Deferred revenue (note 7)	176,341	157,678
<b>TOTAL LIABILITIES</b>	<b>325,125</b>	<b>290,263</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,517,065</b>	<b>1,418,306</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	\$ 16,632	\$ 17,642
Prepaid expenses	124,454	109,711
Tangible capital assets (schedule 1)	4,484,760	4,593,189
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>4,625,846</b>	<b>4,720,541</b>
<b>COMMITMENTS (note 8)</b>		
<b>CONTINGENCY (note 14)</b>		
<b>ACCUMULATED SURPLUS</b>	<b>6,142,911</b>	<b>6,138,847</b>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus (note 9)	6,194,382	6,124,640
Accumulated remeasurement gain on investments	(51,471)	14,207
	<b>6,142,911</b>	<b>6,138,847</b>

Approved by the Library Board:

  
 Chairman  
  
 Director

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Budget	2022	2021
<b>REVENUE</b>			
Investment income	\$ 28,500	\$ 52,923	\$ 25,958
Member fees	1,939,986	1,939,986	1,881,436
Miscellaneous and donations	-	1,041	787
Outside sales - Books and supplies	-	139,579	143,788
Provincial funding (note 10)	1,567,965	1,549,301	1,489,125
	<u>3,536,451</u>	<u>3,682,830</u>	<u>3,541,094</u>
<b>EXPENSES</b>			
Administration	\$ 13,600	\$ 10,530	\$ 11,656
Amortization	-	189,553	152,818
Audit	16,500	22,132	19,440
Communications, marketing and promotions	20,000	19,705	8,143
Continuing education	20,000	17,182	14,514
Dues, fees, and memberships	12,200	11,999	12,008
First Nations grant expense	78,839	60,398	1,362
Freight and postage reimbursement	6,300	2,956	3,422
Insurance	19,000	20,367	16,985
Investment fees	4,700	4,176	4,410
Library materials	452,831	475,391	395,904
Library service grant	429,742	429,742	429,742
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	138,732	143,519
Planned member technology purchases	68,070	70,436	118,414
Professional fees	-	15,949	5,908
Repairs and maintenance - building	52,000	54,133	45,020
Salaries and benefits	1,938,164	1,702,315	1,732,954
Supplies for library materials and inhouse stationary	51,000	41,567	39,641
Technology software, internet, maint. agreement, misc. supplies	210,705	207,197	198,722
Travel	8,000	2,923	1,222
Trustee	35,000	19,991	17,931
Utilities	39,000	28,732	31,074
Vehicle	46,000	49,636	40,717
Workshops, training for libraries	14,000	15,234	12,077
	<u>3,536,451</u>	<u>3,611,776</u>	<u>3,458,403</u>
<b>Excess of revenue over expenses, before other expenses</b>	-	71,054	82,692
<b>OTHER EXPENSES</b>			
Loss on disposal of investments	-	(872)	(3,061)
Loss on disposal of tangible capital assets	-	(440)	(3,799)
<b>Excess of revenue over expenses</b>	-	69,742	75,832
<b>Accumulated operating surplus, beginning of year</b>	6,124,640	6,124,640	6,048,808
<b>Accumulated operating surplus, end of year (Note 9)</b>	6,124,640	6,194,382	6,124,640

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

	Budget	2022	2021
<b>Excess of revenue over expenses</b>	\$ -	69,742	\$ 75,832
Acquisition of tangible capital assets	-	(81,564)	(59,523)
Amortization of tangible capital assets	-	189,554	152,818
Proceeds on disposal of tangible capital assets	-	-	-
Loss on disposal of tangible capital assets	-	440	3,799
Change in prepaid expenses	-	(14,745)	(18,405)
Change in inventory for consumption	-	1,010	1,945
Change in accumulated remeasurement loss on long-term investments	-	(65,678)	(31,846)
<b>Increase in net financial assets</b>	-	98,759	124,620
<b>Net financial assets, beginning of year</b>	1,418,306	1,418,306	1,293,686
<b>Net financial assets, end of year</b>	1,418,306	1,517,065	1,418,306

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Cash receipts from membership fees, contracts, and sales	\$ 2,074,405	\$ 2,072,862
Cash receipts from grants	1,567,964	1,567,964
Investment income received	52,923	25,958
Cash paid for materials and services	(1,293,360)	(1,162,926)
Cash paid for salaries and benefits	(1,691,029)	(1,725,941)
Cash paid for library service grant	(429,742)	(429,742)
Interest paid	(5,551)	(5,888)
	<u>275,610</u>	<u>342,287</u>
<b>CAPITAL ACTIVITY</b>		
Purchase of tangible capital assets	(81,564)	(59,523)
Proceeds on disposal of tangible capital assets	-	-
	<u>(81,564)</u>	<u>(59,523)</u>
<b>INVESTING ACTIVITY</b>		
Purchase of investments	(91,507)	(91,509)
Proceeds on sale of investments	75,000	77,000
	<u>(16,507)</u>	<u>(14,509)</u>
<b>Net increase in cash</b>	<b>177,539</b>	<b>268,252</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>911,498</b>	<b>643,246</b>
<b>Cash and cash equivalents, end of year</b>	<b><u>1,089,037</u></b>	<b><u>911,498</u></b>



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2022	2021
<b>Balance, beginning of year</b>	409,299	1,122,152	4,593,189	<b>\$ 6,124,640</b>	<b>\$ 6,048,808</b>
Excess of revenue over expenses	69,742	-	-	<b>69,742</b>	75,832
Reserves used for (transferred from) operations	(208,720)	208,720	-	-	-
Purchases of tangible capital assets	-	(81,564)	81,564	-	-
Disposal of tangible capital assets	440	-	(440)	-	-
Annual amortization expense	189,553	-	(189,553)	-	-
<b>Balance, end of year</b>	<b>460,314</b>	<b>1,249,308</b>	<b>4,484,760</b>	<b>6,194,382</b>	<b>6,124,640</b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

	2022	2021
Accumulated remeasurement gain on investments, beginning of the year	14,207	46,053
Decrease in market value	(65,678)	(31,846)
Accumulated remeasurement gain (loss) on investments, end of year	<u>(51,471)</u>	<u>14,207</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**  
**SCHEDULE 1**

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2022	2021
<b>Original Cost:</b>								
Balance, beginning of year	131,191	3,946,960	610,000	360,375	49,074	50,105	5,147,705	5,103,982
Acquisition of tangible capital assets	44,326	-	-	32,467	900	3,871	81,564	59,523
Disposals of tangible capital assets	-	-	-	(37,468)	-	-	(37,468)	(15,800)
<b>Balance, end of year</b>	<b>175,517</b>	<b>3,946,960</b>	<b>610,000</b>	<b>355,374</b>	<b>49,974</b>	<b>53,976</b>	<b>5,191,801</b>	<b>5,147,705</b>
<b>Accumulated Amortization:</b>								
Balance, beginning of year	92,134	157,879	-	257,459	24,759	22,285	554,516	413,699
Annual amortization	25,015	78,938	-	74,219	5,043	6,338	189,553	152,819
Disposals	-	-	-	(37,028)	-	-	(37,028)	(12,002)
<b>Balance, end of year</b>	<b>117,149</b>	<b>236,817</b>	<b>-</b>	<b>294,650</b>	<b>29,802</b>	<b>28,623</b>	<b>707,041</b>	<b>554,516</b>
<b>Net Book Value</b>	<b>58,368</b>	<b>3,710,143</b>	<b>610,000</b>	<b>60,724</b>	<b>20,172</b>	<b>25,353</b>	<b>4,484,760</b>	<b>4,593,189</b>

The accompanying notes are an integral part of these financial statements

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

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**1. Nature of activities**

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

**Cash and cash equivalents**

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

**Revenue recognition**

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met. Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

**Non-financial assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

**i. Inventory for consumption**

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**2. Significant accounting policies** *(continued from previous page)*

**ii. Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<b>Method</b>	<b>Rate</b>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

**iii. Prepaid expenses**

Expenses paid in advance where services have not been performed or materials have not been received.

**Use of estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

**Long-term investment**

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

**Foreign currency translation**

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

**Reserves for future expenditures**

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**2. Significant accounting policies** *(continued from previous page)*

**Financial instruments**

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

*Arm's length financial instruments*

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

*Financial asset impairment*

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

**3. Change in accounting estimate**

Effective January 1, 2022, the Library revised the amortization rate for technology equipment and systems from 30% declining balance to 55% declining balance. This change was applied prospectively and prior year results have not been restated. For the year ended December 31, 2022, the change resulted in an increase of \$33,736 in accumulated amortization on technology equipment and systems and amortization expense.



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**4. Cash and cash equivalents**

Cash accounts bear interest at bank prime rate of 6.45% (2021 - 2.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2021 - prime less 1.90%) on \$1,070,873 (2021 - \$900,425) and prime less 1.90% (2021 - prime less 1.90%) on \$423 (2021 - \$3,883).

**5. Investments**

	2022	2021
Bonds (original cost of \$772,886; 2021 - \$758,016)	<u>725,120</u>	<u>775,163</u>

Bonds bear interest at rates ranging from 1.10% to 3.75% and have maturity dates ranging from June 2023 to September 2032. Included in investments is \$3,687 (2021 - \$2,922) of accrued interest.

**6. Accounts payable and accruals**

	2022	2021
Trade accounts payable and accruals	<b>\$ 52,040</b>	50,790
Employee benefit obligations	<b>71,180</b>	59,894
Goods and Services Tax payable	<b>14,087</b>	9,723
	<u><b>137,307</b></u>	<u>120,407</u>

Included in trade accounts payable and accruals is a balance of \$2,151 (2021 - \$1,939) on ATB Financial Mastercards with a total credit limit of \$15,000 (2021 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$60,500 (2021 - \$47,000) that accumulate but do not vest, as well as vacation and lieu time of \$10,680 (2021 - \$12,894) that employees have earned and deferred to future years.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**7. Deferred revenue**

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2022	2021
Opening balance	\$ 157,678	\$ 78,839
Add: amounts deferred	145,601	145,601
Less: amounts recorded as revenue	(126,938)	(66,762)
Ending Balance	<u>176,341</u>	<u>157,678</u>

**8. Commitments**

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases. In the year, the Library paid \$100,461 (2021 - \$97,535) including GST.

In 2021, the Library signed a contract with TAL Core covering the period October 1, 2021 to September 30, 2024. This contract will require annual payment of \$15,610 in 2023 in October, which cover the cost of services from October to September of the following year.

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2021, the Library entered into a 2 year agreement from November 1, 2021 to October 31, 2023 with a platform for accessing eContent materials in the amount of \$7,000 per year, which will then be continued annually.

**9. Accumulated operating surplus**

	2022	2021
<b>Unrestricted operating fund</b>	<u>460,314</u>	<u>409,299</u>
<b>Internally restricted</b>		
Operating reserves		
Technology	542,260	377,095
Building	200,000	175,000
Contingent liability	52,530	52,992
	<u>794,790</u>	<u>605,087</u>
Capital reserves		
Amortization	295,974	325,023
Vehicle	115,847	149,346
Equipment/furnishings replacement	42,697	42,696
	<u>454,518</u>	<u>517,065</u>
<b>Total reserves</b>	<u>1,249,308</u>	<u>1,122,152</u>
<b>Equity in tangible capital assets</b>	<u>4,484,760</u>	<u>4,593,189</u>
	<u>6,194,382</u>	<u>6,124,640</u>

**10. Provincial funding**

	2022	2021
<b>Government of Alberta - Municipal Affairs</b>		
Operating grant	\$ 992,620	\$ 992,620
Library Service grant	429,742	429,742
Provincial First Nations grant	126,939	66,763
	<u>1,549,301</u>	<u>1,489,125</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**11. Local Authorities Pension Plan**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 281,764 people and 435 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2022 were \$118,260 (2021 - \$130,419). Total current service contributions by employees of the Library to the LAPP in 2022 were \$105,404 (2021 - \$114,811).

As at December 31, 2021, the LAPP disclosed an actuarial surplus of \$11.922 billion (2020 - \$4.961 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2022.

**12. Economic dependence**

The Library is dependent on funding from government grants to maintain its operations. In 2022, the Province of Alberta contributed \$1,549,301 (2021 - \$1,489,125) of revenue to the Library, equalling approximately 42% (2021 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

**13. Financial instruments**

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from two member libraries (2021 - three member libraries) in connection with trade receivables represents 22% (2021 - 47%) of total accounts receivable at December 31, 2022. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

**Market rate risk**

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

**14. Contingency**

In 2020, the Library received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result. There has been no change from prior year.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

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**15. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

**16. Approval of financial statements**

These financial statements were approved by the Library board on May 18, 2023.





# *Parkland Update*

Thursday, June 1, 2023

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

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Join us for [Stronger Together](#), November 3, 9 and 10! There will be one full day online, and two days in-person at the River Cree Resort and Casino in Enoch, AB (west Edmonton). You can look forward to a variety of sessions suited for anyone who works with, and loves, libraries, including a focused development day for Library Trustees.

**Online Stronger Together Conference – November 3rd, 2023**  
**In-Person Development Day for Library Trustees – November 9th, 2023**  
**In-Person Stronger Together Conference – November 10th, 2023**

For any inquiries about the conference, please send your questions to [librariesarestrongertogether@gmail.com](mailto:librariesarestrongertogether@gmail.com).

Stay updated with all our conference news by following the conference pages on [Facebook](#)



and [Twitter](#), or visit the [Stronger Together website](#) to learn more.

### Young at Heart Trade Show



Parkland attended the [Young at Heart Trade Show](#) in Red Deer earlier this week. We spoke with over 200 people about libraries. We got questions about ILL's and eResources, and many people shared their positive experiences and views of the library. Our goal was to raise awareness and encourage people to visit their local libraries to see all the amazing services offered, and we considered it to be a great success!

## Library Managers Coffee Break

Member library managers are invited to a monthly virtual coffee break hosted by Parkland. We discuss upcoming events, changes, or challenges. It is a great opportunity to bounce ideas off other library managers, ask for or give feedback, and network with peers. You can find the recurring invitation in your calendar or reach out to Library Services if you need to be re-added at [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca).

## Vistaprint Pro Shop

Did you know your library can access the [Vistaprint Pro Shop](#) for professionally printed marketing materials and swag? With the membership that Parkland pays for, libraries can access the customized shopping portal and receive materials at 30%-50% off of their regular price. Initially, all libraries were activated with their main library email address as the login. Contact Hailey at [hhalberg@prl.ab.ca](mailto:hhalberg@prl.ab.ca) if you need assistance.

## LIBRARY NEWS

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

## West Coast Seeds Donation



We would like to thank [West Coast Seeds](#) for their \$750 donation of seeds for our revamp of the Out in the Garden Children's Programming Kits! The kits are quite ready yet (stay tuned for their completion) but we can't wait to see our member libraries help the kids in their community learn about gardening!

Looking to start a seed garden at your local library? Check out [West Coast Seeds, Seed](#)

[Donation](#)[Program!](#)**Minister's Awards for Excellence in Public Library Excellence for 2023**

<b>Application</b>	<b>Deadline:</b>	<b>Thursday,</b>	<b>June</b>	<b>15</b>
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Letters from Minister Rebecca Schulz, from the Ministry of Municipal Affairs, were recently emailed to all municipalities and library boards announcing the launch of the 2023 Minister's Awards for Municipal and Public Library Excellence. This is an opportunity to recognize library boards for their efforts to serve communities across Alberta. Find information on the Minister's Awards and submission process on the [awards program website](#) and good luck!

**TRAINING & EVENTS**


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Dates and registration information for upcoming library training and events.

**Upcoming Webinars**

- **PLC Meeting and Programming Workshop** - June 5 at 10am. Hybrid PLC meeting. Join virtually via the calendar invite, or join us in person if you have RSVP'd.

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](#).

**Alberta Seniors Week: Free  
Canadian Revenue Agency (CRA)**

**Webinar Sessions****Monday, June 5 - Sunday, June 11**

Join the CRA for free online information sessions during Alberta Seniors Week. To register for any (or all) of the webinars, email [OUTREACHABG@cra-arc.gc.ca](mailto:OUTREACHABG@cra-arc.gc.ca) with your name and the session(s) you would like to attend. They'll email a link to

you to join the webinar via Microsoft Teams.

- **June 5, 10:00 am** Be Scam Smart!
- **June 8, 10:00 am** Be Scam Smart!
- **June 6, 10:00 am** Seniors Benefits & Credits
- **June 7, 10:00 am** Disability Tax Credit/Medical Expenses/Home Accessibility Tax Credit

Feel free to print this [poster](#) to display in your library today!

### **LAA Speaker Series: Public Organizations in a Time of Upheaval**

**Wednesday, June 14  
10:30am**

If you missed part one of this speaker series, join the [Library Association of Alberta](#) (LAA) for part two! LAA's Virtual Speaker Series features sessions focusing on professional growth and development for library professionals from sectors and in all career growth and development stages. Registration for the Speaker Series is free and open to all members of the Alberta Library Community, regardless of LAA membership status. Visit [laa.heysummit.com](http://laa.heysummit.com) for more information and to register.

### **The Fight Against Book Bans:**

#### **How Do We Move**

#### **Forward? Webinar**

**Wednesday, June 14  
12:00pm**

Book challenges and bans have been on the rise in North America since 2020, especially in public and school libraries. Many librarians have faced these challenges with courage and commitment to the principles of intellectual freedom and access to information, while others have yet to deal with this issue. [Register for this webinar](#) to refresh your understanding of intellectual freedom, explore the rise in book challenges, consider how to respond to challenges, and draw on the experiences and perspectives of other library professionals.

### **The Practice of Leadership: Nurturing Your Capacity to Lead Your Team, Your Organization, & Your Community Webinar**

**Wednesday, June 14  
1:00pm**

In this [free webinar](#) for senior leaders, team leads, and aspiring leaders, the experts at IntegralOrg give an overview of leadership theory, together with ways to put knowledge into practice.