

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
MARCH 25, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, February 25, 2022

D. DELEGATION

- 1) Phil Dirks, Metrix Group

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Emergency Management Bylaw
- b) Electronic Devices Policy
- c) Remuneration Policy
- d) Term Limits for Committee Members
- e) Subdivision and Development Appeal Board Bylaw

2) Council & Legislation

- a) Encroachment Agreement Request

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board
- b) Joint Services Committee Meeting Minutes

3) Upcoming Meetings

- a) Council Meeting – April 29, 2022

H. OPEN MIC

I. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
February 25, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held February 25, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Cyril S. Gurevitch, Q.C.
	Deputy Mayor:	Jeff Ludwig
	Councillor:	Nav Rattan
	CAO:	Tanner Evans
	Finance Officer:	Tina Leer
	Development Officer:	Kara Kashuba
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:04 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-22-014 MOVED by Councillor Rattan that the agenda be adopted as amended:

ADDITIONS:

- B.1. Business arising from minutes
- E.2.D. Procedural Bylaw
- D.7. Neighbourhood Watch

CARRIED

CONFIRMATION OF MINUTES

NGC-22-015 MOVED by Deputy Mayor Ludwig that the minutes of the Regular Meeting of Council held on January 21, 2022, be adopted as presented.

CARRIED

NGC-22-016 MOVED by Deputy Mayor Ludwig that the minutes of the Municipal Planning Commission Meeting held on January 14, 2022, be adopted as presented.

CARRIED

BUSINESS FROM LAST MEETING

CAO Evans provided Council an update on:

- Council orientation is being worked on and almost complete
- Neighbourhood watch – Nav to provide update later in meeting
- Strategic planning meeting – need to set date
- Implementation of 5-year planning tool from another summer village
- Letter to minister re: policing – waiting until after the Joint Services Committee meeting in case other summer villages are also interested in sending letters
- Road chemicals used are salt and sand mixture
- Signage for open spaces ordered through Speed Pro

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Year End Report
- 3) Public Works Report
- 4) Development Update
- 5) Lacombe Regional Emergency Management Plan Field Exercise
- 6) Enforcement
- 7) Neighbourhood Watch

NGC-22-017 MOVED by Mayor Gurevitch that Council direct Councillor Rattan to pursue vision of neighbourhood watch ad hoc committee and take necessary steps to facilitate.

CARRIED

NGC-22-018 MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

FINANCE & ADMINISTRATION

NGC-22-019 Capital Budget
MOVED by Mayor Gurevitch that Council approve the 2022 Capital Budget as discussed:

Speed Signage	\$10,000	Federal Gas Tax Funding
Annexation	\$15,000	Environment Reserve
Open Space Master Plan	\$30,000	Environment Reserve

CARRIED

Council break at 10:35 a.m.

Reconvened at 10:48 a.m.

NGC-22-020 Municipal Sustainability Initiative Amending Agreement
MOVED by Mayor Gurevitch that Council authorize the Mayor to sign the Municipal Sustainability Initiative Amending Memorandum of Agreement extending the program until March 31, 2024.

CARRIED

COUNCIL & LEGISLATION

NGC-22-021 Municipal Leaders’ Caucus
MOVED by Councillor Rattan that Council authorize Mayor Gurevitch to attend the Municipal Leaders’ Caucus in person at the Edmonton Convention Centre, March 9 & 10, 2022, on behalf of the Summer Village with the cost to come from travel and subsistence.

CARRIED

NGC-22-021 Corporate Planning and Finance Course
MOVED by Deputy Mayor Ludwig that Council authorize Councillor Rattan to attend the Corporate Planning and Finance Course with the cost to come from travel and subsistence.
CARRIED

NGC-22-022 Coffee with Council
MOVED by Mayor Gurevitch that Council hold an in-person Coffee with Council session on March 19, 2022, at the Administration office from 10:00 a.m. until 12:00 p.m. to allow residents to formally meet their Council and discuss a neighbourhood watch program.
CARRIED

NGC-22-023 Procedural Bylaw
MOVED by Councillor Rattan that Council extend the procedural bylaw amendments being brought back to Council until the March Council meeting.
CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- Emergency Management Course attended virtually
- Online meeting with RCMP regarding keeping RCMP
- Alberta Police Transition study
- Land Use Bylaw presentation
- Brownlee Law Emerging Trends

Deputy Mayor Ludwig

- Land Use Bylaw presentation

Councillor Rattan

- Corporate Planning and Finance Course
- Neighbourhood watch research
- Virtual policing meeting

Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

NGC-22-023 MOVED by Councillor Rattan to accept the Council and Committee Reports as information.
CARRIED

NEXT MEETING

NGC-22-024 MOVED by Deputy Mayor Ludwig that the next meeting of Council be held on March 25, 2022, at 9:00 a.m.
CARRIED

OPEN MIC No one wishing to speak.

CLOSED SESSION

NGC-22-025 MOVED by Deputy Mayor Ludwig that Council move to a closed session to discuss third party business as per FOIP Section 16, at 11:39 a.m.

CARRIED

NGC-22-026 MOVED by Councillor Rattan that Council return to an open meeting at 12:02 p.m.

CARRIED

NGC-22-027 MOVED by Councillor Rattan that Council accept the bid from Municipal Planning Services of \$26,000, to be the consultant for the Open Space Master Plan and Mooring Plan.

CARRIED

ADJOURNMENT

NGC-22- 027 MOVED by Deputy Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 12:04 p.m.

CARRIED

CYRIL S. GUREVITCH, Q.C., MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold**Finance & Administration****Request for Decision****Agenda Item:** *Delegation – Metrix Group***Background:**

The 2021 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2021 audited financial statements and answer any questions you may have.

****Please be advised that the Draft Financial Statements will be sent separately for your review once they have been completed.****

Options for Consideration:

Council accept the 2021 audited financial statements as presented and authorize the Mayor to sign the financial return.

Administrative Recommendations:

Council accept the 2021 audited financial statements as presented and authorize the Mayor to sign the financial return.

Authorities:

MGA Section 281(1)

The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.

Summer Village of Norglenwold

Administration and Finance

Council Date: March 25, 2022

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 191,928.57

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

- | | |
|--|--------------|
| 1. Nathan Jones | \$ 5,000.00 |
| a. Completions Deposit Refund | |
| 2. Al's Bobcat & Trucking | \$ 5,400.15 |
| a. Sanding-Feb 1-4 th | |
| b. Snow Removal-Office Feb 24 th | |
| c. Sand/Snow Removal Feb 15-28 th | |
| 3. AMSC Insurance Services Ltd | \$ 7,987.66 |
| a. Insurance – Jan. 2022 to Jan.2023 | |
| 4. Sylvan Lake Regional Water/Wastewater | \$ 6,899.19 |
| a. January 2022 Wastewater Services | |
| 5. Al's Bobcat & Trucking | \$ 3,204.60 |
| a. Sanding-Jan 3-14 th Received March 7 th | |
| 6. Red Deer Regional Catholic School | \$ 5,510.52 |
| a. 1 st Quarter Supplementary Tax Req. | |
| 7. Alberta School Foundation Fund | \$123,488.34 |
| a. 1 st Quarter 2022 ASFF Funding | |
| 8. Red Deer County | \$ 3,239.50 |
| a. Garbage Base Charge-February 2022 | |

Council Expense Claims Report:

February Expenses

- | | |
|----------------------|------------|
| ▪ Cyril S. Gurevitch | \$ 1984.54 |
| ▪ Jeff Ludwig | \$ 706.12 |
| ▪ Nav Ratten | \$ 800.00 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-03-16 3:01 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2022-00029 to 2022-00039

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Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
1658	2022-02-28	Nathan Jones				
		1694		Completions Deposit Refund	5,000.00	5,000.00
1659	2022-02-28	Al's Bobcat & Trucking				
		18499		Sand/Snow Removal Feb 15 to 28th	3,932.25	
		18495		Snow Removal-Office Feb 24th	220.50	
		18459		Sanding Feb 1st & 4th	1,247.40	5,400.15
1660	2022-02-28	AMSC Insurance Services Ltd				
		40229		Insurance-Jan 1/22 to Jan 1/23	7,987.66	7,987.66
1661	2022-02-28	Assoc of Summer Villages				
		2022PLAN101		2022 Planning 101 Session-Tanner	125.00	125.00
1662	2022-02-28	Brownlee LLP				
		527242		Legal Service	157.50	157.50
1663	2022-02-28	Digitex.ca				
		IN809025		Shared Printing	243.32	243.32
1664	2022-02-28	Empringham Disposal Corp				
		30286		Office Bin-Feb 2022	52.50	52.50
1665	2022-02-28	Longhurst Consulting				
		3572		IT Services	315.00	315.00
1666	2022-02-28	MD of Opportunity				
		34525		SDAB Training-Carolyn	249.38	249.38
1667	2022-02-28	Sylvan Lake Regional				
		1585		Jan 2022-Wastewater Services	6,899.19	6,899.19
1668	2022-02-28	Tar-ific Const. Ltd.				
		058260		Supply & Install Drop Box at Office	577.50	577.50
1669	2022-02-28	The City of Red Deer				
		427029		2022 RARB Membership Fee	1,000.00	1,000.00
1671	2022-03-11	Ace Line Locating				
		5222		Line Locating	210.00	210.00
1672	2022-03-11	Al's Bobcat & Trucking				
		18389		Sanding Jan 3 to 14-Rec'd Mar 7th	3,204.60	3,204.60
1673	2022-03-11	Longhurst Consulting				
		193704		Internet and Phones	464.64	
		3546		Remote Connection Error	157.50	622.14
1674	2022-03-11	Red Deer Catholic Regional				
		2022-1		1st Quarter Supplementary Tax Re	5,510.52	5,510.52
1675	2022-03-11	Canoe Procurement Group of				
		AB103007		Office Supplies	636.00	
		AB103298		Backordered-Labels	67.69	703.69
1676	2022-03-11	Town of Blackfalds - LREMA				
		IVC054068		2022 LREMP Membership Contribu	2,500.00	2,500.00
1677	2022-03-11	Townsend Electrical Ltd				
		08072		Replaced 2 Breakers	115.50	115.50
1678	2022-03-16	Town of Sylvan Lake				
		IVC114821		Feb 11 Replaces Inv 114581	185.00	185.00
Total Computer Cheque:						41,058.65

OTHER

Date Printed
2022-03-16 3:01 PM

Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2022-00029 to 2022-00039

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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
3016	2022-02-28	Bell Mobility	FEB132022-3661	Cell/Ipad Charges	101.75	101.75
3019	2022-02-28	Receiver General/OTH	PP4-2022	CPP, EI, Tax	5,079.83	5,079.83
3020	2022-02-28	ATB Mastercard	88640642	Courtyard Edmonton Hotel-Tanner	389.57	
			GFOA2021REFUND	GFOA Conference Cancelled	-278.25	
			FEB272022	Intuit/Quickbooks T-Sheets	94.50	
			INV135521845	Teri's Zoom Communications	20.86	
			NESP02252022	Nespresso Supplies	300.00	
			505	Lunch for SBC Meeting	57.01	
			515CA	CND Post-Dev Letter-BC	11.36	
			11044	Unstable Ice Signs-BC & JB	399.50	
			3594CA	CND Post-Dev Reg Letter Enforce	79.53	
			JBNPVT3M96	2022 Spr.Leaders Caucus-Tanner	173.25	
			3201906199	Pitney Bowes leasing	183.27	
			RCN85YQ7YT4	2022 Spr.Leaders Caucus-Cyril	173.25	
			TQNNZQWTS3BN	2022 Spring Leaders' Caucus-Julie	173.25	
			TJNBWH7H4JZ	2022 Spring Muni Leaders' Caucus	173.25	
			43695554	AB Land Titles-HMB	10.00	
			5NNW8M6DR3H	Cvent-Muni Corporate Plan & Fina	288.75	
			2804698949	Eventbrite-Emerging Trends Muni	89.25	
			INV133008459	Zoom Communication-Tanner's	21.00	
			9341846646	Microsoft for Kara's New Computer	136.50	2,495.85
3021	2022-02-28	Receiver General/OTH	CP2-2022	Council CPP/TAX	361.48	361.48
3022	2022-02-28	Direct Energy	JAN282022-7547	Shared Utilities-8-14 Thevenaz	570.34	570.34
3023	2022-02-28	Alberta Municipal Services Cor	PP4-2022	Pension Contribution	1,348.74	1,348.74
3024	2022-02-28	Bell Mobility	FEB212022-0516	Cell/Ipad Charges	42.00	42.00
3030	2022-02-28	Epcor	FEB252022-8683	Utilities	69.57	69.57
3031	2022-02-28	Waste Management of Canada	1136664-0613-8	Recycling	1,530.50	1,530.50
3032	2022-02-28	Town of Sylvan Lake	FEB282022-0004	2 Erickson Drive-Water/Sewer	74.34	74.34
3033	2022-02-28	Direct Energy	FEB252022-9796	Shared Utilities-2 Erickson Drive	691.75	691.75
3034	2022-03-11	Alberta Municipal Services Cor	PP5-2022	Pension Contribution	1,348.74	1,348.74
3035	2022-03-11	AMSC Insurance Services Ltd	0809-48,026	Municipal Benefits	3,388.73	3,388.73
3036	2022-03-11	Epcor	MAR22022-9084	Utilities-Both Buildings	779.26	779.26
3037	2022-03-11	Meridian	MAR2022	Photocopier Lease/Printing	429.45	429.45
3038	2022-03-11	Receiver General/OTH	PP5-2022	CPP, EI, Tax	5,081.75	5,081.75
3039	2022-03-11	Town of Sylvan Lake	FEB282022-1000	Water-After Adjustment for Leak	496.59	496.59

Date Printed
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Summer Village of Norglenwold
List of Accounts for Approval
Batch: 2022-00029 to 2022-00039

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
3040	2022-03-10	ATB Mastercard MAR42022	Microsoft Charges by IT	43.16	
		XFNQSFNLDG5	2022 Spring Muni Leaders Caucus	173.25	
		FEEMAR32022	Annual Fee	35.00	251.41
3041	2022-03-11	Alberta School Foundation Fund 12448	1st Quarter 2022 ASFF Residentia	123,488.34	123,488.34
3047	2022-03-11	Red Deer County FEB282022	Feb 2022 Garbage Base Charge	3,239.50	3,239.50
			Total Other:		150,869.92
			Total MAIN:		191,928.57

Certified Correct This March 16, 2022

Mayor

Administrator

Summer Village of Norglenwold

March 25, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

The following will update council on public works projects and programs:

- Administration is acquiring pricing for a new buoy installation, removal, and management contract.
- Monitoring spring drainage and addressing issues as required.
- The culverts between 8 & 9 Rustic Crescent have been cleared out with a steam truck to clear them of ice. Due to the freeze thaw cycle this year they had become completely blocked with ice.
- Digital speed signs have been purchased and are at the Administration office. Once the frost is out of the ground the signs can be installed at the desired locations. Council may advise Administration on desired locations for install. Otherwise, Administration will come back to Council with some recommendations at the next Council meeting.
- Day use only signage has been ordered to go on each end of the pathway between Grand Ave and Honeymoon Drive. Two more have ordered to go in front of the newly purchased land along Grand Ave.
- The new garbage collection contractor has began making pickups as of March. So far Administration has not been made aware of any issues with the transition.

Options for Consideration:

Accept as information

Authorities:

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

Summer Village of Norglenwold

March 25, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 94 development permits issued in the Summer Villages (33 in Birchcliff, 3 in Half Moon Bay, 12 in Jarvis Bay, 24 in Norglenwold, and 24 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 111 Grand Avenue	Lakeside Stairs
3. 85 Grand Avenue	Retaining Walls
4. 87 Grand Avenue	Retaining Walls
5. 141 Grand Avenue	Demolition and Dwelling
6. 167 Grand Avenue	Detached Garage
7. 345 Honeymoon Drive	Dwelling
8. 345 Honeymoon Drive	Detached Garage
9. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
10. 117 Grand Avenue	Boathouse Renovations
11. 215 Grand Avenue	Landscaping/Mechanized Excavation
12. 253 Honeymoon Drive	Dwelling
13. 133 Grand Avenue	Home Occupation
14. 141 Grand Avenue	Mech Excavation/Concrete Pad
15. 253 Honeymoon Drive	Lakeside Stairs
16. 47 Grand Avenue	Dwelling Addition
17. 257 Honeymoon Drive	Dwelling
18. 333 Honeymoon Drive	Demolition
19. 333 Honeymoon Drive	Dwelling & Garage w Guest House
20. 369 Last Chance Way	Dwelling
21. 355 Last Chance Way	Garage with Guest House
22. 23 Grand Avenue	Detached Garage
23. 205 Grand Avenue	Dwelling & Escarpment Work
24. 359 Last Chance Way	Enclosed Deck (NEW)

Closed since last Council meeting:

1. 353 Last Chance Way	Dwelling Addition
------------------------	-------------------

Permit Summary:Year to date 2022:

January – 0 development permits. Estimated project cost N/A.

February – 0 development permits. Estimated project cost N/A.

2021:

January – 0 development permits. Estimated project cost N/A.

February – 2 development permits. Estimated project cost \$54,000.00

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

Administration

Information Item

Agenda Item: *CAO 2022 Goals*

Background:

Each year, as part of the CAO's Annual Review, the CAO sets goals that he would like to accomplish in the upcoming year, that will lead to Council achieving its goals.

Attached is a list of the CAO's goals for 2022.

Options for Consideration:

- 1) Council discuss and provide direction to CAO.
- 2) Council accept as information.

Administrative Recommendations:

That Council accept as information.

Performance Appraisal Form

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

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

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

Section 208

The chief administrative officer must ensure that:

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

Primary Responsibility Assessment

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

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

Strengths:

Opportunities:

Part 2 – Goal Setting:

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

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. Complete Land Use Bylaw rewrite	Working with Development officer, consultants, and Council to obtain community feedback and create the new LUB.	LUB adopted and in place in 2022.	
2. Open Space Master Plan	Work with consultants, Council, and community to write an OSMP that includes dock/mooring regulations.	OSMP in place by year end 2022.	
3. Annexation of lands	Work with consultants and Council to annex the proposed land.	Continuing the process of annexation to hit goals in realistic timelines. Hire consultants and have some actual movement on the process by year end 2022.	
4. Review of existing policies/bylaws	Review at least one policy or bylaw at each Council meeting.	Bylaws/policies were reviewed, potential changes made.	

Goals Assessment

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

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

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

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

Part 4 – Overall Performance Rating:

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

Part 5 – Development Planning:

Please complete this section if you do not have an IDP (Individual Development Plan). If you have an IDP, please attach it to this form.

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. Complete last NACLAA course by year end.	Online courses through University of Alberta	Course complete	
2			

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Norglenwold

March 25, 2022

Council and Legislation

Request for Decision

Agenda Item: *Emergency Management Bylaw*

Background:

During recent discussions with the Joint Services Committee, it was recommended by Administration that the Emergency Advisory Committee consist of the 5 members of the Joint Services Committee as opposed to the 3 members of Council as the current bylaw states.

Now that all 5 Summer Villages will all be members of the Lacombe Regional Emergency Management Plan, we would only need to have one advisory board meeting a year as opposed to 5 separate ones if the bylaw was left as current.

Administration has provided a draft bylaw for Council's consideration appointing the Joint Services Committee members as the Emergency Advisory Committee and outlining their duties.

Options for Consideration:

- 1) Council discuss and provide 1st, 2nd, and 3rd reading to Bylaw #265-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to the Emergency Management Bylaw #265-22.
- 2) That Council give 2nd reading to the Emergency Management Bylaw #265-22.
- 3) That Council unanimously agree to give 3rd reading to the Emergency Management Bylaw #265-22 at this meeting.
- 4) That Council give 3rd and final reading to the Emergency Management Bylaw #265-22.

Authorities:

Alberta Emergency Management Agency

SUMMER VILLAGE OF NORGLENWOLD EMERGENCY MANAGEMENT BYLAW BYLAW #265-22

BEING A BYLAW OF THE SUMMER VILLAGE OF NORGLENWOLD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY.

WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Council of the Summer Village of Norglenwold is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency; and

WHEREAS the Council of the Summer Village of Norglenwold wishes to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act and the Local Authority Emergency Management Regulation 203/2018; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an agency be established and maintained to carry out Council's statutory powers and obligations under the Emergency Management Act; and

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Summer Village of Norglenwold, in the Province of Alberta, enacts as follows:

1. This bylaw may be cited the "**Municipal Emergency Management Bylaw.**"
2. In this bylaw:
 - (a) "**Act**" means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, and any regulations;
 - (b) "**Alberta Emergency Management Agency**" means the provincial government agency charged with the administration of the Emergency Management Act and the Local Authority Emergency Management Regulation;
 - (c) "**Chief Administrative Officer**" or "**CAO**" means the Chief Administrative Officer of the Summer Village of Norglenwold, or their delegate;
 - (d) "**Council**" means the municipal council of the Summer Village of Norglenwold;
 - (e) "**Director of Emergency Management**" or "**DDEM**" means the person(s) appointed as the Deputy Director(s) or the Emergency Management Agency;
 - (f) "**Director of Emergency Management**" or "**DEM**" means the person appointed as the Director of the Emergency Management Agency;

- (g) **“Disaster”** means an event that results in serious harm to the safety, health, or welfare of people or in widespread damage to property or the environment;
 - (h) **“Emergency”** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property or the environment;
 - (i) **“Emergency Advisory Committee”** or **“Committee”** means the committee established under this Bylaw;
 - (j) **“Emergency Management Agency”** or **“Agency”** means the agency established under this Bylaw;
 - (k) **“Emergency Management Plan”** means the plan approved by the Committee to coordinate a response to an Emergency or Disaster;
 - (l) **“Minister”** means the Minister charged with administration of the Act; and
 - (m) **“State of Local Emergency”** means a state of local emergency declared in accordance with the provisions of this Bylaw.
3. The Emergency Advisory Committee is hereby established to advise on the development of emergency plans and programs and to exercise the powers delegated to the Committee by the Bylaw.
4. Composition of the Emergency Advisory Committee:
- 4.1 The Committee shall consist of all five (5) members of the Joint Services Committee;
 - 4.2 The Chair of the Joint Services Committee shall serve as Chairperson of the Committee;
 - 4.3 A quorum of the Committee shall be a majority of the members, except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is prescribed in section 11.1 of the Bylaw.
5. Council shall provide for the payment of expenses of the members of the Committee.
6. Council hereby delegates to the Committee the power to:
- (a) approve the Emergency Management Plan;
 - (b) enter into the agreements with and make payments or grants, or both, to persons or organizations for the provisions of services in the development or implementation of emergency plans or programs;
 - (c) declare, renew, or terminate a State of Local Emergency;
 - (d) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency; and
 - (e) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the minister under

section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency.

7. The Emergency Advisory Committee:

- (a) shall meet to review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once per year;
- (b) shall provide guidance and direction to the Agency;
- (c) shall appoint the Director of Emergency Management (DEM) and a Deputy Director or Directors of Emergency Management (DDEM); and
- (d) shall authorize the DEM to exercise the powers outlined in section 19(1) of the Act during a state of Local Emergency.

8. The Emergency Management Agency is hereby established to act as Council's agent in exercising the powers and duties under the Act and is responsible for the implementation and administration of the Emergency Management plan, subject to any such powers and duties delegated under this Bylaw to the Committee.

9. Composition of the Emergency Management Agency

9.1 The Agency shall be comprised of the following members:

- (a) the DEM;
- (b) the DDEM(s);
- (c) the CAO;
- (d) the Summer Village's designated Fire Chief or their delegate; and
- (e) at least one other member appointed by the CAO.

9.2 The DEM may invite representatives of external organizations to work with the Agency, including representatives of:

- (a) the Alberta Emergency Management Agency;
- (b) the RCMP;
- (c) utility companies;
- (d) health agencies;
- (e) school boards; and
- (f) any other agency or organization that, in the opinion of the DEM, may assist in the development or implementation of the Emergency Management Plan or related plans or programs.

9.3 The Agency shall:

- (a) utilize the command, control and coordination system as

prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the Act;

- (b) track training and exercises to support preparedness, response, and recovery activities;
- (c) support and assist the DEM in the implementation and coordination of the emergency response pursuant to the Emergency Management Plan;
- (d) at least once a year, provide the Committee with an update on the activities of the Agency;
- (e) at least once a year, review the Emergency Management Plan;
- (f) at least once a year, provide the Committee with an update on the Agency's review of the Emergency Management Plan; and
- (g) annually make the Emergency Management Plan available to the Alberta Emergency Management Agency for review and comment.

10. Director of Emergency Management

10.1 The DEM shall:

- (a) prepare and coordinate emergency plans and programs for the Summer Village in accordance with the Act;
- (b) act as director of emergency operations on behalf of the Agency with the power to delegate authority;
- (c) cause an emergency plan or program to be put into operation;
- (d) shall direct and control the emergency response;
- (e) coordinate all emergency services and other resources used in an Emergency;
- (f) review emergency response plans submitted by other municipal stakeholders;
- (g) complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act; and
- (h) perform other duties as prescribe by the Summer Village of Norglenwold.

10.2 In a State of Local Emergency the DEM shall report directly to the Committee.

11. Declaration of a State of Local Emergency

- 11.1 The Chair acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a resolution to declare, renew or cancel a State of Local Emergency or expand or

reduce the part of the municipality to which a State of Local Emergency applies. If the Chair is unavailable or incapacitated than the Deputy Chair acting alone may exercise this authority and if the Deputy Chair is unavailable or incapacitated, then any 2 members by resolution of the Committee may exercise this authority.

11.2 A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- (a) the declaration, renewal or termination must be made by resolution at a meeting for which notice under the Municipal Government Act is not required;
- (b) all members of Council shall be notified of the declaration, renewal, or termination as soon as practicable;
- (c) the declaration must identify the nature of the Emergency and the area of the Summer Village in which it exists;
- (d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the content of the declaration; and
- (e) the Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

12. Duration of State of Local Emergency

12.1 Upon the declaration of a State of Local Emergency, the Committee may do all acts and take all necessary proceeding including the following:

- (a) cause any Emergency Management Plan to be put into operation;
- (b) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Summer Village affected by the declaration; and
- (c) authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Summer Village affected by the declaration.

12.2 Upon the declaration of a State of Local Emergency, the Agency is authorized to exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Summer Village affected by the declaration.

13. Termination of State of Local Authority

13.1 A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

- (a) a resolution to terminate the declaration of a State of Local

Emergency is passed under the provisions of this Bylaw;

- (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- (c) the Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
- (d) the Minister cancels the State of Local Emergency.

13.2 When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

13.3 No action lies against the Summer Village or a person acting under the Summer Village's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a State of Local Emergency.

14. Councillor and Employee Training

14.1 Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

14.2 Any employee of the Summer Village who has been assigned responsibilities respecting the implementation of the Emergency Management Agency in accordance with the Act.

15. The Summer Village will endeavor to collaborate with other communities within the region, including the Lacombe Regional Emergency Management Agency, in developing a Regional Emergency Response Plan.

16. The Summer Village of Norglenwold Bylaw #247-19 and all amendments thereto are repealed.

17. That this Bylaw shall take effect on the date of the third and final reading.

INTRODUCED AND GIVEN FIRST READING this 25th day of March 2022.

GIVEN SECOND READING this 25th day of March 2022.

GIVEN THIRD AND FINAL READING this 25th day of March 2022.

Cyril Gurevitch, Q.C., Mayor

Tanner Evans, C.A.O.

Summer Village of Norglenwold

Council & Legislative

March 25, 2022

Request for Decision

Agenda Item: *Electronic Devices Policy*

Background:

Administration has drafted an updated Electronic Devices Policy for Council's consideration. This new policy provides more detail and addresses what electronics are and aren't provided by Administration. It also outlines what happens with the devices at the end of a Councillor's term of office.

Administration has attached the policy for Council's review and discussion.

Options for Consideration:

- 1) Council accept as information.
- 2) Council discuss and adopt the Electronic Devices Policy.

Administrative Recommendations:

- 1) That Council discuss and adopt the Electronic Devices Policy.

Authorities:

n/a



Policy Title ELECTRONIC DEVICE/TECHNOLOGY POLICY	Date: MARCH 25, 2022	Resolution No. NGD-22-
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SECTION: Administration

POLICY STATEMENT:

The purpose of this policy is to establish the procedure to be followed when a Councillor is given technological supplies, including hardware and software. At the beginning of each Councillor's term, each Councillor will be supplied appropriate electronic equipment to assist in their duties. Council members will be provided with an electronic device for the duration of the term of their office. Each device is to be considered the property of the Summer Village of Norglenwold and will have to be returned upon the end of the members' term.

1. DEFINITIONS:

"Hardware" means smart phones, tablets, laptops, headsets, etc.

"Software" means Microsoft Office, or any other software installed by the Summer Village.

"Term" means the term of office of Councillors as defined in the *Local Authorities Election Act*, Section 10 – General Term of Office.

2. PROCEDURE:

- a) At the first regular meeting of Council, of a new Councillor's term, Administration will provide each Councillor with a tablet and a protective cover for the device. Should Council identify any necessary technological supplies as provided for in this policy, a motion of Council will be required prior to purchase.

- b) Smart phones, phone numbers, email addresses, hardware and software will be supplied, maintained, and administered by the Summer Village of Norglenwold, if required.
- c) The Summer Village of Norglenwold will include a data plan with each electronic device. The data plan will cover up to 5G of data per month for each member. The cost of additional data incurred by a member will be the responsibility of the member. The additional cost will be charged back to the member upon receipt of the invoice from the Summer Village Office.
- d) At the end of the Councillor's term, Councillors will return all supplied hardware and software to restore or wipe the device to factory defaults as required by Administration. Summer Village email addresses will be made inactive.
- e) After restoration per Section 2(d), all returned hardware may be distributed, as follows:
 - i. retained and assigned by Administration for use by administrative staff; or
 - ii. made available to the Councillor for purchase as the hardware will be at the end of its life cycle.
- f) If a Councillor does not complete a term of office, all hardware and software are to be returned to Administration and are to be retained by the Summer Village of Norglenwold.
- g) The Summer Village of Norglenwold retains ownership of all hardware and software supplied to the Councillors, during their term of office.
- h) Technology desired by a Councillor that is not identified within the scope of this policy must be purchased privately by the Councillor and will not be supported nor integrated with Summer Village technology.
- i) Members at their discretion can purchase accessories such as keypads, chargers, etc., however, the municipality will not be responsible for those additional accessories or associated costs.
- j) If a device is damaged, destroyed, lost, or stolen, it will be the Council member's responsibility to replace the device at his or her own expense.

3. RESPONSIBILITIES:

a) Chief Administrative Officer to:

- i. In discussion with the Summer Village of Norglenwold Councillors, determine the business requirements for Council technology which includes hardware, software, telecommunications, network access, internet connectivity and related peripheral devices.
- ii. Provide initial operational support for Council technology
- iii. Identify the changing technological needs of Summer Village Councillors.
- iv. Distribute, support, maintain and reclaim all hardware and software issued to the Summer Village Councillors.

b) Summer Village Council to:

- i. Contact the Chief Administrative Officer for initial operational support for technology.
- ii. Secure and protect the technology during their term.
- iii. Provide the equipment to the Chief Administrative Officer for scheduled maintenance, software installation and support.
- iv. Return the technology after the conclusion of their term so that it can be restored and wiped, as per Section 2(d), and inform the Chief Administrative Officer if the Councillor wishes to keep the technology for personal use by purchase, as per section 2(e)(ii).

4. ADMINISTRATION:

The Chief Administrative Officer is responsible for the implementation and maintenance of this policy.

5. AGREEMENT:

All Councillor will be required to sign a copy of the “Councillors Technology Supplies” policy – Schedule “A” to acknowledge their understanding of the policy, its content, and the consequences of uses that contravene this policy.



COUNCILLOR TECHNOLOGY ACCEPTANCE USE

Acknowledgement & Agreement

I, _____, acknowledge that I have read, understand, and agree to comply with the Councillor Technology Supplies policy. I understand that I have no expectation of privacy when I use any of the Summer Village of Norglenwold electronic media, technology, and services. I understand that violations of this policy may subject me to face disciplinary actions, up to and including legal action and criminal liability. I further understand that my use of the Summer Village of Norglenwold technology may reflect on the image of the Summer Village of Norglenwold, our residents, contractors, and suppliers, and that I have a responsibility to maintain a positive representation of the Summer Village.

I also agree that I will be liable for any cost's association with the Summer Village of Norglenwold property not returned at the completion of my Elected Official term.

I understand that this policy can be amended at any time.

Signature: _____

CAO: _____

Date: _____

Date: _____

Summer Village of Norglenwold

March 25, 2022

Council & Legislation

Request for Decision

Agenda Item: *Council and Board Remuneration Policy*

Background:

Council requested an amendment to the Council and Board Remuneration Policy that would allow for Councillors to register for conferences and conventions without prior approval from Council.

The policy has been amended and is attached for Council's review.

Options for Consideration:

- 1) That Council adopt the new Council and Board Remuneration Policy as presented.
- 2) That Council adopt the new Council and Board Remuneration Policy as amended.
- 3) Council accepts as information.

Administrative Recommendations:

That Council adopt the new Council and Board Remuneration Policy as presented.



Policy Title COUNCIL AND BOARD REIMBURSEMENT 2022	Date: MARCH 25, 2022	Resolution No. NGD-22-
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SECTION: Administration 10.1

POLICY STATEMENT:

To provide a fair and equitable means of reimbursing Council and Members at Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events. If the event is being attended primarily as Mayor or Council member, then members will be eligible for expense reimbursement.

DEFINITIONS:

“Meeting” within the context of this Policy, shall include Council meetings, Special Council meetings, Committee meetings, as well as meeting requested by the Municipal Administrator, meetings between Councillors and Village Staff.

PROCEDURE:

Regular Meetings of Council

Regular meetings of Council will be held the last Friday of each month at 9 a.m. at the Administrative Office.

Council Rates:

1. Council remuneration will be, for time spent while traveling to or from a meeting(s) and while in attendance at a meeting based on the following rates and time sections:
 - a. First Four Hours:
Mayor \$175.00, Councillor \$150.00
 - b. One monthly remuneration for meeting preparation:
Mayor \$250.00, Councillor \$200.00

For clarity, any meeting or number of meetings that include more than one portion of the above time sections (i.e. Meetings in excess of four hours), a Councillor is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$300.00 or \$350.00 for Mayor. Councillors are expected to exercise discretion when applying for remuneration for meetings that include one-time section and extend into another time section in a minor fashion.

2. Other expenses associated with a Councillor's attendance at meetings such as travel, hotels, meals, etc. will be paid with Council's approval.
3. Members of Council shall be reimbursed mileage at the rate per km posted by Canadian Revenue Agency on December 31 of each year when attending Council meetings or other authorized functions.
4. Councillors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, Councillors should receive prior approval of Council for attendance at any other special meeting a Councillor may wish to attend (e.g., community group meeting). However, Council recognizes that situations may preclude a Councillor from advising Council of a meeting prior to his or her attendance. In such cases the Council is to seek Council's approval for his/her attendance prior to the Councillor submitting his/her remuneration sheet.
5. Councillors are authorized to attend conferences and conventions without prior approval from Council. When possible, Councillors should seek approval from Council for their attendance and expenses associated with their attendance, particularly expenses that do not fall under their Travel and Subsistence budgeted allotment.
6. If a partner accompanies a Councillor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.

Mayor Rates

1. In addition to the above policies, it is recognized that the Mayor will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives, or officials. The Mayor is authorized to attend such meetings at his/her discretion without

Council authorization and to receive remuneration in accordance with this policy for that attendance. To the greatest extent possible, the Mayor should endeavor to inform Council of these meetings prior to his/her attendance.

Board and Committee Rates

1. Municipal Planning Commission, and Subdivision and Development Appeal Board meetings will be paid at the Councillor remuneration rates established in this policy.

Agendas

1. Regular meeting agendas shall be available for distribution 5 days prior to the meeting date.

General

1. Per Diem sheets are to be filled out monthly by each Councillor and delivered to the office on or before the 15th of each month. This provides other members to the opportunity to ask questions about meeting and expenses at the Council meeting. Per Diem sheets received after this date will not be processed for payment until the following month. Administration will include copies of the completed per diem sheets in the following Council Agenda.

Summer Village of Norglenwold

Council & Legislative

March 25, 2022

Request for Decision

Agenda Item: *Term Limits for Committee Members*

Background:

Administration was directed by Council in the fall to create a policy identifying term limits for members-at-large who sit on their boards and committees.

Council currently has only 2 committees/boards; the Municipal Planning Commission and Subdivision and Development Appeal Board. Members are appointed annually at the organizational meeting which occurs in July; therefore, these appointments are made for a one-year term. Each year members can be added or removed at Council's discretion at the organizational meeting or by a resolution of Council anytime throughout the course of the year. The term limits are also addressed in the committee bylaws.

While Administration can create a policy limiting the amount of years committee members can sit, we would like to provide some information for Council's consideration.

Currently, the Summer Village of Norglenwold has a good pool of members-at-large who are appointed to the Municipal Planning Commission and Subdivision and Development Appeal Board. These members have all received training and Administration tries to rotate each of them, so everyone has an opportunity to gain experience. We have encountered in the past, a lack of residents willing to put their names forward which has, at times, made it difficult to schedule a meeting and often resulted in meetings with only quorum present (chair and one member-at-large).

As members are appointed annually, and these members can be amended by motion of Council, this addresses the term limit. Having members-at-large that have sat for many hearings, is a benefit to staff and the community as a whole, as these people tend to be more knowledgeable with the bylaws and have gained experience having dealt with similar applications in the past.

At any time, should Council feel a member-at-large is becoming complacent, or is just not representing the vision of the community as a whole, Council can choose not to reappoint them at the organizational meeting.

Options for Consideration:

- 1) Council accept as information.
- 2) Council discuss and provide direction to Administration.

Administrative Recommendations:

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

Authorities:

n/a

Summer Village of Norglenwold**Council & Legislative****March 25, 2022****Request for Decision****Agenda Item: *SDAB Bylaw*****Background:**

Administration was directed by Council in the fall to amend the Subdivision and Development Appeal Board Bylaw to allow for 3 members-at-large to sit should the chair be unavailable for a board hearing. Administration has amended the bylaw as directed (section 4.2) and attached for Council's consideration.

It was identified during several MAP (Municipal Accountability Program) Reviews by Municipal Affairs, that the Subdivision and Development Appeal Board Bylaw includes one member of Council, but the Subdivision Authority Bylaw establishes the subdivision authority as all of council which makes members of council ineligible to sit on the Subdivision and Development Appeal Board.

Administration is looking at outsourcing the Subdivision Authority to allow for compliance with the SDAB Bylaw which will need to be amended once the Subdivision Authority has been established.

It is the recommendation of Administration that instead of Council passing the bylaw today and having to repeal it in the next few months, that Council review the draft SDAB Bylaw and note any changes required. Once the subdivision authority has been appointed, Administration will amend the bylaw to reflect that change and bring it back to Council to be passed.

Options for Consideration:

- 1) Council review and accept as information.
- 2) Council review and identify amendments.

Administrative Recommendations:

- 1) That Council review and accept as information.

Authorities:

MGA 627 (1) (a): A council may by bylaw establish a subdivision and development appeal board.

SUMMER VILLAGE OF NORGLENWOLD SUBDIVISION AND DEVELOPMENT APPEAL BOARD BY-LAW NO. 264-22

A BYLAW OF THE SUMMER VILLAGE OF NORGLENWOLD IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a municipal council is required to establish a Subdivision and Development Appeal Board;

NOW THEREFORE the Council of the Summer Village of Norglenwold, duly assembled, enact as follows:

1.0 Title

1.1 This Bylaw shall be known as the “Subdivision and Development Appeal Board Bylaw”.

2.0 Definitions

2.1 In this Bylaw:

- a) “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M- 26;
- b) “Board” means the Subdivision and Development Appeal Board of the Summer Village of Norglenwold established pursuant to this Bylaw;
- c) “Council” means the Council of the Summer Village of Norglenwold;
- d) “Development Authority” means the person or persons appointed pursuant to the Development Authority Bylaw No. 140-95;
- e) “Land Use Bylaw” means the Summer Village of Norglenwold Land Use Law #208-13, as amended, or replaced from time to time;
- f) “Member” means a member and shall include the appointed alternate member(s) of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw;
- g) “Subdivision Authority” means the Subdivision Authority as established pursuant to Subdivision Authority Bylaw 224-16;
- h) “Summer Village” means the Summer Village of Norglenwold.

2.2 Terms not specifically defined have the same definition as provide in the Act.

3.0 Establishment and Membership

3.1 The Subdivision and Development Appeal Board for the Summer Village is hereby established.

3.2 The Board shall consist of three persons appointed by Council, the majority of which shall be citizens-at-large. Council may annually appoint members-at-large at their organizational meeting from the community to sit as needed, provided they are not in conflict with the hearing and have or are willing to complete the required training.

3.3 No Member of the Commission shall:

- a) be employed as a Development Officer with the Summer Village; or
- b) sit as a member of the Summer Village's Municipal Planning Commission.

4.0 Officers

4.1 The Chairman of the Board shall be appointed annually by Resolution of Council.

4.2 If the Chairman is absent or unable to preside at a Board meeting, the board may consist of three members-at-large from the community provided they are not in conflict with the hearing, and the members present in constituting a quorum shall elect one of them to act as Chairman for that meeting.

5.0 Committees

5.1 The Board may establish committees of the Board, but where it does the Chairman shall be a member.

6.0 Quorum

6.1 A quorum for the Board shall consist of a majority of the Members, but councillors may not form the majority of the quorum.

6.2 A quorum for a committee of the Board shall consist of a majority of the Members of the Committee, but Councillors may not form the majority of the quorum.

7.0 Secretary Duties

7.1 Council shall appoint by Resolution a person to serve as Secretary to the Board, who shall:

- a) not have a vote;
- b) give all notice
 - (i) required to be given under the Act; and any regulations thereunder, and
 - (ii) directed to be given by the Board;
- c) notify all Members of the Board of the meetings of the Board, including hearings;
- d) prepare and maintain a file of written minutes of business transacted at all meetings, including hearings, of the Board;

- e) for each hearing, record and issue a decision of the Board and its findings, with reasons, to all affected parties;
- f) be authorized to sign on behalf of the Board any order, decision, approval, notice or any other thing made, given, or issued by the Board;
- g) undertake such other duties as Council or the Board may require.

8.0 Hearings and Procedures

- 8.1 The Board shall determine an appeal in accordance with the provisions of Part 17 of the Act.
- 8.2 The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.
- 8.3 The Chairman or acting Chairman:
 - a) shall be responsible for the conduct of a meeting;
 - b) may limit a submission if it is determined to be repetitious or inappropriate in any manner.
- 8.4 A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.
- 8.5 The Board may adjourn to a specific time and date upon its own volition to request technical information, legal opinions or other information desired by the Board.
- 8.6 Only those Members present at a whole hearing of an appeal shall be able to vote on the appeal, wherein those voting form a quorum.
- 8.7 A decision of the Members forming a quorum at a duly convened meeting of the Board or Committee thereof shall be deemed to be the decision of the whole Board.
- 8.8 Upon conclusion of a hearing the Board shall deliberate and reach its decision in private.
- 8.9 In the event of a tie vote, the appeal shall be deemed to be denied.
- 8.10 A decision of the Board is not final until notification of the decision is given in writing.
- 8.11 Notwithstanding Section 7(f) an order, decision or approval made, given, or issued by the Board may be signed by the Chairman of the Board.
- 8.12 If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board on appeal, the Chairman of the Board is authorized to endorse the subdivision instrument.
- 8.13 For any procedures not covered in Part 17 of the Act or by bylaw of the Summer Village, the Board may establish procedures for the conduct of hearings.

8.14 No recording of hearing procedures will be permitted on any device including, but not limited to, cell phones, tablets, tape recorders, etc.

8.15 No person shall be permitted to wear a hat during the hearing procedures including, but not limited to, board members, staff, delegates, or public in attendance.

9.0 **Conflict of Interest**

9.1 If a Member has direct pecuniary interest in a matter before the Board, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Board and shall remove himself/herself from the panel, abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.

10.0 **Effective Date and Repeals**

10.1 This Bylaw repeals Bylaw #235-18 and shall come into force and effect when it receives third reading and is duly signed.

Read for a first time this

Read for a second time this

Read for a third and final time this

Cyril Gurevitch, Q.C., Mayor

Tanner Evans, CAO

Summer Village of Norglenwold**March 25, 2022****Planning and Development****Request for decision****Agenda Item: *Encroachment Agreement Request – 99 Grand Ave*****Background:**

During the January 21, 2022 Council meeting, Administration provided information to Council about the Development at 99 Grand Ave (the “Lands”). Administration provided the current development permit 181322, outlined the non-compliance issues and advised Council of the Landowners’ request for an encroachment agreement.

Administration was provided a real property report February 7, 2020, which has identified some concerns with the Development, including the construction of a chain link fence and a new covered porch and patio which are encroaching onto Aspen Lane. In addition, Administration is aware that the Landowners are parking a vehicle on Aspen Lane without authorization from the Summer Village.

On December 14, 2016, the Summer Village entered into an encroachment agreement with the Landowners which authorized the encroachment of a portion of the house, a well shed, a sidewalk and a railing. The encroachment agreement expired on December 14, 2021.

The sidewalk and railing have been removed but the house and well shed continue to encroach on Aspen Lane. Additionally, the chain link fence and new covered porch and patio encroach.

Aspen Lane is municipally-owned land.

HISTORY OF DEVELOPMENT

2016 – Administration received a complaint about the parking on Aspen Lane. Administration sent a letter on October 17, 2016 to the Landowners advising that parking on Aspen Lane was not authorized.

2016 – The Landowners entered into an encroachment agreement for the house, shed, sidewalk and railing on Aspen Lane.

2017 – Administration sent a letter to the Landowners about the unauthorized parking on Aspen Lane. Council wanted to amend the encroachment agreement to include a parking diagram or create a parking area on the Lands.

2017 – Administration advised Council that the Landowners did not want to amend the encroachment agreement and that the Landowners had agreed to park their vehicles on their Lands and not on Aspen Lane. Council made the following motion

on May 26, 2017: “That Administration monitor the commitment of the residents and if necessary proceed with enforcement actions.”

2017 – The Landowners applied for a development permit for a garage with guest house which required variances. Administration recommended that parking will now be located on the Lands, Landowners stated they have always maintained the lane and it’s the only access to the property.

2017 – The MPC considered the development permit application and denied the permit because the variances were excessive.

2018 – The Landowners applied for a development permit for a detached garage, dwelling addition (porch roof) and retaining wall. The MPC approved development permit #181322 for the detached garage, dwelling addition (porch roof) and retaining wall.

2019 - Administration conducted an inspection of the Lands to assess completion of the development permit. The site survey, permits from Safety Codes, and the landscaping were all still outstanding.

2020 – Administration received the site survey. The Safety Codes permits are closed, and the landscaping is complete.

2021 – The encroachment agreement expired. Legal Counsel for the Landowners has contacted Administration to see if there is a more permanent solution to the encroachment situation.

Options for Consideration:

1. **Deny a new encroachment agreement** – The Landowners would be required to remove all encroaching structures (house, well shed, covered patio and porch and fence) to the extent they encroach onto Aspen Lane and provide an updated Real Property report confirming compliance. If the Landowners do not comply, the Summer Village could take steps to remove the encroaching structures.

2. **Enter into a new encroachment agreement for some encroachments** – The Summer Village would enter into a new 5 year encroachment agreement to allow the encroachment of the well shed and house. The Landowner would be required to remove the portion of the covered patio and porch and fence to the extent they encroach onto Aspen Lane and provide an updated Real Property report confirming compliance. If the Landowners do not comply, the Summer Village could take steps to remove the encroaching structures.

3. **Enter into a new encroachment agreement for all the encroachments** - The Summer Village would enter into a new 5 year encroachment agreement to allow the encroachment of the well shed, house, covered patio and porch and fence.

Administrative Recommendations:

Administration recommends Option #2. This option allows the Landowners to avoid the costly work of removing the house and well shed but requires the removal of the portion of the covered patio, porch and the fence which extend onto Aspen Lane. The well shed is needed in order to keep the lines from freezing, and the corner of the patio was a new development since the placement of the house and was shown as compliant on the currently open development permit but was not constructed in the correct location. Administration does not recommend entering into an encroachment agreement for a period for longer than 5 years.

With respect to the unauthorized parking on Aspen Lane, Administration recommends sending a final warning letter to the Landowners. If there are further instances of non-compliance, Administration can consider enforcement options, including issuing tickets or removing of the vehicle at the expense of the Landowners.

Authorities:

Land Use Bylaw #208/13.

Encroachment Policy NGC-20-087

Summer Village of Norglenwold

March 25, 2022

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

Committee Reports:

- 1) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board
- 2) Joint Services Committee Minutes

Correspondence:

Upcoming Meetings:

Next Council Meeting – April 29, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – MARCH 9, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

Confirmation was received from the Public Library Services Branch (PLSB) that the provincial funding will remain stable for the 2022-2023 fiscal year.

Parkland Regional Library System (PRLS) recently entered into a resource lending agreement with The Regional Automation Consortium (TRAC) to provide expanded access to the digital OverDrive collection. TRAC is a partnership of Marigold Library System, Northern Lights Library System, Peace Library System, Yellowhead Regional Library, and their member libraries. Parkland Regional, Chinook Arch Regional and Shortgrass Library Systems currently do not belong to the TRAC consortium, however, Parkland Library members can now access the digital OverDrive e-books and e-audiobooks owned by the TRAC library systems. This lending agreement enables the Sylvan Lake Library patrons to access thousands of additional titles.



3. New Items

The Sylvan Lake Library has renewed a partnership with Landmark Cinemas to bring back the Film Society. In March "Wildwood" will be featured, followed by "Learn to Swim" in April. Both films have been arranged through Mongrel Media directly.

4. Policy

Work continues with sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:04pm.

Next Regular Meeting – April 9, 2022, at 6:30pm

Joint Service Committee
Regular Meeting Minutes
February 28, 2022

G-1,2,3

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 1:02 a.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-01

MOVED by Julie Maplethorpe that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-22-02

MOVED by Julie Maplethorpe to adopt the Regular Meeting Minutes of October 28, 2021 as amended.

CARRIED

INFORMATION ITEMS

- 1) 4th Quarter Budget Report
- 2) CAO Goals

JSC-22-03

Moved by Jeff Ludwig to accept the information items with one amendment to CAO goal #3 – the personnel policy will be reviewed one section at a time by the HRSC for approval by the JSC.

CARRIED

REQUESTS FOR DECISION

- 1) Level of Service Agreement

JSC-22-04

MOVED by Chair Dufresne that the JSC move to a closed session at 2:09 p.m.

CARRIED

JSC returned from a closed session at 5:25 p.m. The following motions were made by the Chair:

Joint Service Committee
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G-1,2,3

JSC-22-05 All new business arising outside of the Level of Service Agreement will go to the Project Review Board.

JSC-22-06 The annual calendar should go back to each council for review and information.

The following motions were made in regards to the draft Level of Service Agreement:

JSC-22-07 Administration will get 3 bids for projects, and make recommendations on a 3rd party contractor, including their reasons for making the recommendation. When 2 or more municipalities are involved, JSC recommends approval and council will give final approval.

JSC-22-08 CAO to return to JSC with a draft procedural bylaw that will be standardized for all 5 summer villages.

JSC-22-09 Public engagement meetings that involve administration will be approved by the Project Review Board. Annual information meetings will no longer require administration's attendance.

JSC-22-10 Each municipality will send out 2 newsletters per year, to be edited and proofed by administration. Any other written communication outside of the scope of an identified project will not be included in the Level of Service Agreement.

JSC-22-11 JSC approves the recommendation for 5 business day response times.

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

The PRB will meet on March 16 at 9:00 AM.
The JSC will meet on April 27 at 1:00 PM.

ADJOURNMENT

JSC-22-12 Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 5:43 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

DRAFT