

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
MARCH 24, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, February 17, 2023
 - Municipal Planning Commission, March 10, 2023

D. DELEGATION

- 1) Metrix Group (Audited Financial Statements to Follow)

E. INFORMATION ITEMS

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

F. TABLED ITEMS

1) Public Works

- a) Traffic Bylaw

G. REQUESTS FOR DECISION

1) Council & Legislation

- a) Communication Policy
- b) Dog Control Bylaw
- c) Community Standards Bylaw
- d) Fire and Burning Bylaw
- e) Coffee With Council
- f) Fiber Optics Project Request

2) Planning & Development

- a) Encroachment Letter
- b) Re-Vegetation Examples

H. 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 – April 28, 2023

I. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
February 17, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held February 17, 2023, in the Summer Village Administration Office at Sylvan Lake, Alberta.

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

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

AGENDA APPROVAL

NGC-23-019 MOVED by Councillor Rattan that the agenda be adopted as amended:

FOIP Section 27 at end of meeting

CARRIED

CONFIRMATION OF MINUTES

NGC-23-020 MOVED by Councillor Rattan that the minutes of the Regular Meeting of Council held on January 20, 2023, be adopted as presented.

CARRIED

NGC-23-021 MOVED by Deputy Mayor Ludwig that the minutes of the Municipal Planning Commission Meeting held on January 20, 2023, be adopted as presented.

CARRIED

TABLED ITEMS

PLANNING & DEVELOPMENT

NGC-23-022 Development Parking Tags
MOVED by Councillor Rattan that Administration include the parking pass requirement in the development permit application process.

CARRIED

Bylaw #275-23 Traffic Bylaw
NGC-23-023 MOVED by Deputy Mayor Ludwig that Council give 1st reading to the Traffic Bylaw #275-23.

CARRIED

NGC-23-024 MOVED by Mayor Gurevitch that Council table the Traffic Bylaw #275-23 until the next meeting for amendments.

CARRIED

- Bylaw #274-23
NGC-23-025

Fees Bylaw
MOVED by Deputy Mayor Ludwig that Council give 1st reading to the Fees Bylaw #274-23.

CARRIED
- NGC-23-026

MOVED by Councillor Rattan that Council give 2nd reading to the Fees Bylaw #274-23.

CARRIED
- NGC-23-027

MOVED by Mayor Gurevitch that Council by unanimous consent give 3rd reading to the Fees Bylaw #274-23 at this meeting.
CARRIED UNANIMOUSLY
- NGC-23-028

MOVED by Deputy Mayor Ludwig that Council give 3rd and final reading to the Fees Bylaw #274-23.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report

2) Yearend Report

3) Development Update

4) CAO Report
- NGC-23-029

MOVED by Councillor Rattan that Council accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

FINANCE

- NGC-23-030

Capital Budget
MOVED by Mayor Gurevitch that Council approve the 2023 Capital Budget as presented.

PROJECT	AMOUNT	REVENUE
Honeymoon Drive Asphalt Repair	\$36,805.00	CCBF
99 Grand Ave OS Rehab	\$10,000.00	Environmental Reserve
WW Flush out Repairs	\$36,000.00	Wastewater Reserve
Road Analysis	\$13,514.00	CCBF
GIS Implementation	\$ 2,900.00	CCBF
Admin Building Improvements	\$18,610.75	MSI Funding
Annexation	\$10,000.00	Environmental Reserve
OSMP	\$30,000.00	Environmental Reserve
	CARRIED	

NGC-23-031

Tax Penalty Removal Request
MOVED by Councillor Rattan that Council deny the request to waive or reduce the tax penalty for the property located at 257 Honeymoon Drive as the request does not establish a bona fide need or extenuating circumstance, and after consideration of the following:

Section 337 of the *Municipal Government Act* states “a tax notice is deemed to have been received 7 days after it is sent.”

Section 304(3) states “a person who purchases property or in any other manner becomes liable to be shown on the assessment roll as an assessed person (b) must provide to the municipality written notice of a mailing address to which notices under this part may be sent.”

CARRIED

COUNCIL & LEGISLATION

NGC-23-032 Municipal Leaders’ Caucus
MOVED by Councillor Rattan that Council authorize Mayor Gurevitch and Deputy Mayor Ludwig to attend the Presidents’ Summit and Municipal Leaders’ Caucus being held at the Westin Edmonton March 29th through the 31st 2023.

CARRIED

NGC-23-033 Municipal Development Plan
MOVED by Councillor Rattan that Council accept the Municipal Development Plan discussion as information.

CARRIED

COUNCIL REPORTS

Mayor Gurevitch

- Sylvan Lake Regional Water & Wastewater Commission
- Red Deer Polytechnical Institute
- Emerging Trends in Municipal Law
- Blaine Calkins, MLA, letter

Deputy Mayor Ludwig

- Joint Service Committee Project Review Board

Councillor Rattan

- No Reports

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

NGC-23-034 MOVED by Deputy Mayor Ludwig to accept the Council and Committee reports as information.

CARRIED

NEXT MEETING

NGC-23-035 MOVED by Mayor Gurevitch that the next meeting of Council be held on March 24, 2023, at 9:00 a.m.

CARRIED

CLOSED SESSION

- NGC-23-036

MOVED by Deputy Mayor Ludwig that Council move to a closed session to discuss third party business as per FOIP Section 27, at 11:12 a.m.

CARRIED
- NGC-23-037

MOVED by Councillor Rattan that Council return to an open meeting at 11:51 p.m.

CARRIED

ADJOURNMENT

- NGC-23-036

MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 11:52 a.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 March 10, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Jeff Ludwig
Council Member: Nav Rattan
Member at Large: Ed Thiessen
CAO: Tanner Evans
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau
Applicant: Bill Robinson

CALL TO ORDER: Chair Ludwig called the meeting to order at 9:00 a.m.

AGENDA:

MPC-23-004 Moved by Councillor Rattan to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 257 Honeymoon Drive – Fence on the escarpment

Application for fence on the escarpment for the property located at 257 Honeymoon Drive (Lot 13, Block 6, Plan 0323448).

Kara Hubbard and Bill Robinson left the meeting at 9:07 a.m.

DECISION(S)

257 Honeymoon Drive – Fence on Escarpment

MPC-23-005 Moved by Councillor Rattan that the Municipal Planning Commission deny the application for a fence on the escarpment at 257 Honeymoon Drive for the following reasons:

- Land located below the top of the bank/top of escarpment should be in a natural state.
- The fence could be located at the top of the escarpment without requiring a variance.
- A variance is considered only where warranted by the merits of the proposed development and in response to irregular lot lines, parcel shapes, or site characteristics which create difficulties in sitting structures with the required setback or in meeting the usual bylaw requirements.

CARRIED

Initials

ADJOURNMENT

MPC-23-006 Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 9:13 a.m.

CARRIED

JEFF LUDWIG, CHAIR

TANNER EVANS, CAO

Initials

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

The 2022 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2022 audited financial statements and answer any questions you may have.

The Draft Financial Statement and Audit finding Report is included for your review.

Options for Consideration:

Council accept the 2022 audited financial statements as presented and authorize the Mayor to sign the financial return.

Administrative Recommendations:

Council accept the 2022 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.



March 24, 2023

Summer Village of Norglenwold
2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Attention: Council Members

Dear Council Members:

RE: 2022 AUDIT FINDINGS REPORT

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to Council. Additionally, during the course of our audit we identified matters that may be of interest to management.

The objective of our audit was to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and management and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

Our objective is to communicate appropriately to Council deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Summer Village's financial statements, and as such, our audit report is without reservation with respect to these matters.

Significant Qualitative Aspects of Accounting Practices

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Summer Village. The application of those policies often involves significant estimates and judgments by management.

The Summer Village has made the following significant accounting estimates in preparing its financial statements.

- *Amortization of Tangible Capital Assets* - \$121,894 (2021 - \$125,034)

The number of years the Summer Village's tangible capital assets are being amortized are estimates.

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

Corrected and Uncorrected Misstatements

Corrected Misstatements

During the course of the audit, we identified thirteen (13) adjustments that were communicated to management and subsequently corrected in the financial statements. This type of assistance is common with our smaller local government clients.

Uncorrected Misstatements

There were no significant uncorrected misstatements aggregated by our Firm for the year ended December 31, 2022.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of the Summer Village management and staff throughout our work and we received full access to all necessary records and documentation.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

OTHER MATTERS

Bank Reconciliations

Stale dated transactions

Previously we noted 5 deposits in transit totaling \$2,682 and 8 outstanding payments totaling \$1,695 which originated in 2020 or earlier were included on the bank reconciliation. We recommended these items be cleared from the reconciliation.

We are pleased to report that this has been corrected in the current year.

AUDITOR INDEPENDENCE

We believe it is important to communicate, at least annually, with Council regarding all relationships between the Summer Village and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2022 – March 24, 2023.

Summer Village of Norglenwold
March 24, 2023
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We appreciated the assistance of Tina Leer, Tanner Evans, and the other staff during the audit. We appreciate the opportunity to provide audit services to the Summer Village.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CA
Partner

cc: Tanner Evans, Chief Administrative Officer

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SUMMER VILLAGE OF NORGLNWOLD
Financial Statements
For The Year Ended December 31, 2022

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INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Summer Village of Norglenwold

Opinion

We have audited the financial statements of Summer Village of Norglenwold (the Summer Village), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, 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 Summer Village as at December 31, 2022, and the results of its operations, changes in net financial assets, 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 *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village 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 those 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 Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

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

(continues)

Independent Auditors' Report to the Mayor and Council of Summer Village of Norglenwold (*continued*)*Auditors' 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 auditors' 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 Summer Village'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 Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Summer Village 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.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta

March 24, 2023

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To the Mayor and Council of the Summer Village of Norglenwold

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Summer Village Council to express an opinion on the Summer Village's financial statements.

Tanner Evans
Chief Administrative Officer

Statement of Financial Position

As At December 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 2,241,764	\$ 1,718,356
Receivables (Note 2)	435,377	431,020
Due from Sylvan Summer Villages (Note 3)	207,571	420,006
	<u>2,884,712</u>	<u>2,569,382</u>
LIABILITIES		
Accounts payable and accrued liabilities	64,669	75,382
Due to other Sylvan Summer Villages (Note 3)	81,333	10,521
Deposits	55,495	72,495
Deferred revenue (Note 4)	194,728	59,501
	<u>396,225</u>	<u>217,899</u>
NET FINANCIAL ASSETS	<u>2,488,487</u>	<u>2,351,483</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	3,923,990	4,083,015
Prepaid expenses	1,127	1,348
	<u>3,925,117</u>	<u>4,084,363</u>
ACCUMULATED SURPLUS (Note 6)	<u>\$ 6,413,604</u>	<u>\$ 6,435,846</u>
Contingent liabilities (Note 8)		

Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2022

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 465,337	\$ 463,440	\$ 458,578
Sales and user charges (Schedule 4)	92,043	92,228	92,750
Interest	10,233	48,931	14,848
Penalties and costs on taxes	20,000	23,049	28,749
Government transfers for operating (Schedule 3)	11,419	11,419	50,410
Franchise and concession contracts	9,100	11,047	10,413
Licenses and permits	4,786	2,660	14,894
Other	2,466	880	2,664
Fines	1,733	300	1,784
	<u>617,117</u>	<u>653,954</u>	<u>675,090</u>
EXPENSES			
Administration	194,163	227,669	238,580
Waste water treatment and disposal	111,112	139,791	141,559
Roads, streets, walks and lighting	89,784	110,952	118,133
Parks and recreation	56,439	58,728	59,030
Waste management	57,743	50,765	59,235
Protective services	57,606	41,911	50,697
Legislative	46,930	34,389	24,693
Land use planning, zoning and development	26,592	22,688	15,522
Family and community support	4,211	4,211	1,754
Disaster and emergency services	2,156	2,993	-
Culture: libraries, museums and halls	2,334	2,591	2,334
	<u>649,070</u>	<u>696,688</u>	<u>711,537</u>
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE	<u>(31,953)</u>	<u>(42,734)</u>	<u>(36,447)</u>
OTHER REVENUE			
Gain on disposal of tangible capital assets	-	10,492	-
Government transfers for capital (Schedule 3)	10,000	10,000	1,266,357
	<u>10,000</u>	<u>20,492</u>	<u>1,266,357</u>
ANNUAL SURPLUS (DEFICIT)	<u>(21,953)</u>	<u>(22,242)</u>	<u>1,229,910</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>6,435,846</u>	<u>6,435,846</u>	<u>5,205,936</u>
ACCUMULATED SURPLUS, END OF YEAR (Note 6)	<u>\$ 6,413,893</u>	<u>\$ 6,413,604</u>	<u>\$ 6,435,846</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF NORGLNWOLD
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2022

D-1

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
ANNUAL SURPLUS (DEFICIT)	\$ (21,953)	\$ (22,242)	\$ 1,229,910
Acquisition of tangible capital assets	(10,000)	(24,452)	(1,701,940)
Amortization of tangible capital assets	-	121,894	125,034
Proceeds on disposal of tangible capital assets	-	72,075	-
(Gain) on sale of tangible capital assets	-	(10,492)	-
	(31,953)	136,783	(346,996)
Use (acquisition) of prepaid expenses	-	221	22,849
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(31,953)	137,004	(324,147)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	2,351,483	2,351,483	2,675,630
NET FINANCIAL ASSETS, END OF YEAR	\$ 2,319,530	\$ 2,488,487	\$ 2,351,483

The accompanying notes are an integral part of these financial statements.

Statement of Cash Flows

For The Year Ended December 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Annual surplus (deficit)	\$ (22,242)	\$ 1,229,910
Non-cash item not included in annual surplus:		
Amortization of tangible capital assets	121,894	125,034
Gain on disposal of tangible capital assets	(10,492)	-
	<u>89,160</u>	<u>1,354,944</u>
Changes in non-cash working capital balances related to operations:		
Receivables	(4,357)	(268,033)
Due from Sylvan Summer Villages	212,435	(136,758)
Accounts payable and accrued liabilities	(10,713)	18,432
Deferred revenue	135,227	(360,227)
Deposit liabilities	(17,000)	42,000
Prepaid expenses	221	22,849
Due to Summer Village of Norglenwold	70,812	10,521
	<u>386,625</u>	<u>(671,216)</u>
Cash flow from operating activities	<u>475,785</u>	<u>683,728</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(24,452)	(1,701,940)
Proceeds on sale of tangible capital assets	72,075	-
Cash flow from (used by) capital activities	<u>47,623</u>	<u>(1,701,940)</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>523,408</u>	<u>(1,018,212)</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>1,718,356</u>	<u>2,736,568</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 2,241,764</u>	<u>\$ 1,718,356</u>

SUMMER VILLAGE OF NORGLNWOLD
Schedule of Equity in Tangible Capital Assets
For the Year Ended December 31, 2022

D-1
(Schedule 1)

	2022	2021
BALANCE, BEGINNING OF YEAR	\$ 4,492,500	\$ 2,789,357
Acquisition of tangible capital assets	24,452	1,701,940
Amortization of tangible capital assets	(121,894)	(125,034)
Advances from/to other Sylvan Summer Villages	(212,435)	136,758
Advances from Summer Village of Jarvis Bay	(70,812)	(10,521)
Net book value of tangible capital assets disposed of	(61,583)	-
BALANCE, END OF YEAR	\$ 4,050,228	\$ 4,492,500
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 3,923,990	\$ 4,083,015
Due from other Sylvan Summer Villages (Note 3)	207,571	420,006
Due to Summer Village of Jarvis Bay (Note 3)	(81,333)	(10,521)
	\$ 4,050,228	\$ 4,492,500

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF NORGLNWOLD
Schedule of Property Taxes
For the Year Ended December 31, 2022

D-1
(Schedule 2)

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
TAXATION			
Real property taxes	\$ 1,011,007	\$ 1,009,070	\$ 974,573
REQUISITIONS			
Alberta School Foundation Fund	545,670	545,630	515,995
NET MUNICIPAL PROPERTY TAXES	<u>\$ 465,337</u>	<u>\$ 463,440</u>	<u>\$ 458,578</u>

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SUMMER VILLAGE OF NORGLNWOLD
Schedule of Government Transfers
For the Year Ended December 31, 2022

D-1
(Schedule 3)

	2022 (Budget) (Note 14)	2022 (Actual)	2021 (Actual)
TRANSFERS FOR OPERATING			
Provincial governmentconditional transfers	\$ 11,419	\$ 11,419	\$ 50,410
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	10,000	10,000	1,266,357
TOTAL GOVERNMENT TRANSFERS	<u>\$ 21,419</u>	<u>\$ 21,419</u>	<u>\$ 1,316,767</u>

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SUMMER VILLAGE OF NORGLNWOLD
Schedule of Segmented Information
For the Year Ended December 31, 2022

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 129,178	\$ 34,031	\$ 44,604	\$ 64,388	\$ 68,709	\$ 122,530	\$ 463,440
Sales and user charges	575	-	-	-	91,653	-	92,228
Government transfers	11,419	-	-	-	-	-	11,419
All other	880	-	300	-	-	13,707	14,887
Penalties and costs on taxes	23,049	-	-	-	-	-	23,049
Interest	48,931	-	-	-	-	-	48,931
	<u>214,032</u>	<u>34,031</u>	<u>44,904</u>	<u>64,388</u>	<u>160,362</u>	<u>136,237</u>	<u>653,954</u>
EXPENSES							
Contracted services	66,523	34,031	44,904	61,476	160,362	24,301	391,597
Salaries, wages and benefits	135,945	-	-	-	-	32,776	168,721
Materials, goods, supplies, and utilities	11,564	-	-	2,912	-	-	14,476
	<u>\$ 214,032</u>	<u>\$ 34,031</u>	<u>\$ 44,904</u>	<u>\$ 64,388</u>	<u>\$ 160,362</u>	<u>\$ 57,077</u>	<u>\$ 574,794</u>
NET REVENUE (DEFICIT), BEFORE AMORTIZATION	-	-	-	-	-	79,160	79,160
Amortization	(13,637)	(31,499)	-	(46,564)	(30,194)	-	(121,894)
NET REVENUE (DEFICIT)	<u>\$ (13,637)</u>	<u>\$ (31,499)</u>	<u>\$ -</u>	<u>\$ (46,564)</u>	<u>\$ (30,194)</u>	<u>\$ 79,160</u>	<u>\$ (42,734)</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF NORGLNWOLD
Schedule of Segmented Information
For the Year Ended December 31, 2021

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 142,900	\$ 31,619	\$ 48,913	\$ 72,266	\$ 78,800	\$ 84,080	\$ 458,578
Sales and user charges	950	-	-	-	91,800	-	92,750
Government transfers	30,995	-	-	19,415	-	-	50,410
All other	2,664	-	1,784	-	-	25,307	29,755
Penalties and costs on taxes	28,749	-	-	-	-	-	28,749
Interest	14,848	-	-	-	-	-	14,848
	<u>221,106</u>	<u>31,619</u>	<u>50,697</u>	<u>91,681</u>	<u>170,600</u>	<u>109,387</u>	<u>675,090</u>
EXPENSES							
Contracted services	\$ 67,256	\$ 31,619	\$ 50,697	\$ 71,295	\$ 170,600	\$ 17,724	\$ 409,191
Salaries, wages and benefits	135,206	-	-	-	-	22,491	157,697
Materials, goods, supplies, and utilities	18,644	-	-	971	-	-	19,615
	<u>221,106</u>	<u>31,619</u>	<u>50,697</u>	<u>72,266</u>	<u>170,600</u>	<u>40,215</u>	<u>586,503</u>
NET REVENUE (DEFICIT), BEFORE AMORTIZATION	-	-	-	19,415	-	69,172	88,587
Amortization	(17,474)	(31,499)	-	(45,867)	(30,194)	-	(125,034)
NET REVENUE (DEFICIT)	<u>\$ (17,474)</u>	<u>\$ (31,499)</u>	<u>\$ -</u>	<u>\$ (26,452)</u>	<u>\$ (30,194)</u>	<u>\$ 69,172</u>	<u>\$ (36,447)</u>

The accompanying notes are an integral part of these financial statements.

1. ACCOUNTING POLICIES

The financial statements of the Summer Village of Norglenwold (the "Summer Village") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Summer Village are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The entity is comprised of the municipal operations and all the organizations that are owned or controlled by the Summer Village and are, therefore, accountable to Summer Village for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Summer Village has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Cash and cash equivalents

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition. Cash consists of an operating account at a financial institution.

(d) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Village has used estimates to determine the useful lives of tangible capital assets.

(continues)

Notes to Financial Statements

December 31, 2022

1. ACCOUNTING POLICIES (continued)**(e) Tax Revenue**

Property tax revenue is recognized as revenue in the year it is levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property tax assessments during the period of the related borrowings. These levies are collectible from property owners for work performed by the Summer Village and are recognized as revenue in the year they are levied.

(f) 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 asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Land improvements	30 years
Engineered structures:	
Wastewater system	75 years
Roadway system	10 years
Machinery, equipment and furnishings	10 years
Buildings	25 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(g) Contaminated Sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Summer Village is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(h) Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(continues)

1. ACCOUNTING POLICIES (continued)**(i) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(j) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

Notes to Financial Statements

December 31, 2022

2. RECEIVABLES

	2022	2021
Other governments	\$ 347,195	\$ 201,968
Taxes and grants in place of taxes	58,802	61,937
Goods and Services Tax rebate	17,080	91,157
Trade and other	12,300	75,958
	\$ 435,377	\$ 431,020

3. DUE FROM / TO OTHER SYLVAN SUMMER VILLAGES

During 2021, the Summer Villages of Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of a new Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the new Administration Building.

In the event that any of the Summer Villages elect to sell either of the buildings, each of the Summer Village will proportionately receive a return of their initial contribution and all remaining proceeds will be divided equally.

	2022	2021
Due from other Sylvan Summer Villages		
Half Moon Bay	\$ 69,190	\$ 140,002
Birchcliff	69,190	140,002
Sunbreaker Cove	69,190	140,002
	\$ 207,570	\$ 420,006
	2022	2021
Due to Summer Village of Jarvis Bay	\$ 81,333	\$ 10,521

Advances from / to other Summer Villages are non-interest bearing and have no set repayment terms.

4. DEFERRED REVENUE

Deferred revenue consists of funds received which relate to operating or capital costs of future periods.

	2021	Allocations	Funds Expended	2022
Municipal Sustainability Initiative	\$ 58,118	\$ 81,902	\$ -	\$ 140,020
Canada Community-Building Fund	1,383	63,325	(10,000)	54,708
	\$ 59,501	\$ 145,227	\$ (10,000)	\$ 194,728

Notes to Financial Statements

December 31, 2022

5. TANGIBLE CAPITAL ASSETS

	2022 Net Book Value	2021 Net Book Value
Engineered structures		
Water and wastewater systems	\$ 1,797,174	\$ 1,827,368
Roadways	139,507	178,384
	1,936,681	2,005,752
Land	1,389,768	1,389,768
Land improvements	336,305	367,504
Buildings	202,136	272,507
Vehicles	30,335	23,164
Machinery and equipment	28,765	24,320
	\$ 3,923,990	\$ 4,083,015

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 1,534,156	\$ -	\$ -	\$ -	\$ 1,534,156
Water and wastewater systems	2,277,964	-	-	-	2,277,964
	3,812,120	-	-	-	3,812,120
Buildings	315,625	-	95,912	-	219,713
Machinery, equipment, and office furnishings	78,384	10,659	-	-	89,043
Land	1,389,768	-	-	-	1,389,768
Land improvements	652,267	-	-	-	652,267
Vehicles	52,427	13,793	-	-	66,220
	\$ 6,300,591	\$ 24,452	\$ 95,912	\$ -	\$ 6,229,131

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 1,355,772	\$ 38,877	\$ -	\$ -	\$ 1,394,649
Water and wastewater systems	450,596	30,194	-	-	480,790
	1,806,368	69,071	-	-	1,875,439
Buildings	43,118	8,788	(34,329)	-	17,577
Machinery, equipment, and office furnishings	54,064	6,214	-	-	60,278
Land improvements	284,763	31,199	-	-	315,962
Vehicles	29,263	6,622	-	-	35,885
	\$ 2,217,576	\$ 121,894	\$ (34,329)	\$ -	\$ 2,305,141

Notes to Financial Statements

December 31, 2022

6. ACCUMULATED SURPLUS

	2022	2021
Unrestricted surplus	\$ 538,903	\$ 123,675
Restricted surplus		
Operating reserves (Note 7)	176,873	176,873
Capital reserves (Note 7)	1,647,600	1,642,798
Equity in tangible capital assets (Schedule 1)	4,050,228	4,492,500
	\$ 6,413,604	\$ 6,435,846

7. RESERVES

	2022	2021
Operating Reserves		
General contingencies	\$ 157,629	\$ 157,629
Legal	19,244	19,244
	\$ 176,873	\$ 176,873
Capital Reserves		
Environment	\$ 914,196	\$ 919,936
Recreation	434,686	434,686
Roads	286,045	286,045
Infrastructure	12,673	-
General	-	2,131
	\$ 1,647,600	\$ 1,642,798

8. CONTINGENT LIABILITIES

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission. Under the terms of this membership, the Summer Village is liable for its proportionate share of any losses incurred by the Commission. Any liability would be accounted for in the year the losses are determined.

9. CONTRACTUAL OBLIGATIONS

The Summer Village has entered into an agreement for basic assessment services for a five year term commencing April 2021 through March 2025. The cost of assessment services will be \$6,900 each year over the five years respectively.

Notes to Financial Statements

December 31, 2022

10. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for the Summer Villages officials and Chief Administrative Officer are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2022	2021
Mayor Gurevitch	\$ 12,063	\$ 89	\$ 12,152	\$ 6,791
Councilors				
Ludwig	8,612	341	8,953	7,122
Rattan	5,750	178	5,928	4,787
Thiessen	-	-	-	2,823
	\$ 26,425	\$ 608	\$ 27,033	\$ 21,523
Chief Administrative Officer				
Evans	\$ 27,997	\$ 2,374	\$ 30,371	\$ 28,782
Designated officer				
Assessor	\$ 7,100	\$ -	\$ 7,100	\$ 7,100

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

11. FINANCIAL INSTRUMENTS

The Summer Village's financial instruments consist of cash, receivables, and accounts payable and accrued liabilities. It is management's opinion that the Summer Village is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Summer Village is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Summer Village's credit risk.

12. SEGMENTED INFORMATION

The Summer Village provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Notes to Financial Statements

December 31, 2022

13. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Summer Village be disclosed as follows:

	<u>2022</u>	<u>2021</u>
Total debt limit	\$ 980,931	\$ 1,012,635
Total debt	-	-
Total debt limit remaining	\$ 980,931	\$ 1,012,635
Service on debt limit	\$ 163,489	\$ 168,773
Service on debt	-	-
Total service on debt limit remaining	\$ 163,489	\$ 168,773

The debt limit is calculated at 1.5 times revenue of the Summer Village (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Summer Village. Rather, the financial statements must be interpreted as a whole.

14. BUDGET FIGURES

The 2022 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 17, 2021. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	<u>2022 Budget</u>	<u>2022 Actual</u>
Annual surplus (deficit)	\$ (21,953)	\$ (22,242)
Purchase of tangible capital assets	(10,000)	(24,452)
Transfer (to) from reserves	31,953	(4,802)
	\$ -	\$ (51,496)

15. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

Summer Village of Norglenwold

Finance

March 24, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 71,391.74

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

- | | |
|------------------------------------------|--------------|
| 1. Al's Bobcat & Trucking | \$ 4,380.60 |
| a. Snow Removal/Sanding – Feb. 2 – 24th | |
| b. Snow Removal – Office – Feb.2 & 21st | |
| 2. Sylvan Lake Regional Water/Wastewater | \$ 5,391.42 |
| a. Jan 2023 Wastewater Services | |
| 3. Town of Sylvan Lake | \$ 23,333.24 |
| a. 2023 Fire Dispatch Fees | |
| b. 2023 Fire Requisition | |
| c. 2023 FCSS | |
| 4. Summer Village of Jarvis Bay | \$ 5,588.95 |
| a. Computer Grant Rec'd 2018 | |

Council Expense Claims Report:

February Expenses

- | | |
|----------------------|-------------|
| ▪ Cyril S. Gurevitch | \$ 2,232.60 |
| ▪ Jeff Ludwig | \$ 0 |
| ▪ Nav Rattan | \$ 850.00 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2023-00032 to 2023-00043

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1893	2023-02-21	VOID - Cheque Confirmation			
1894 FEB212023	2023-02-21	The Society of Local Government 412-100-130 - Shared Training	Application for Membership	325.00	325.00
1895 MOUNTAINREF	2023-02-21	The Society of Local Government 412-100-130 - Shared Training	Muni Leadership Workshop	599.00	599.00
1896 D00E9ZD/D00E9XH	2023-02-21	Government of Alberta 312-400-250 - Due from Sunbre: 312-200-250 - Due from Jarvis E	Inv D00E9ZD Re-Issued Ch Inv D00E9XH Re-Issued Ch	35.00 35.00	70.00
1897 5604	2023-02-28	Ace Line Locating 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	Line Locating GST Tax Code	120.00 6.00	126.00
1898 19317 19312	2023-02-28	Al's Bobcat & Trucking 232-000-255 - Plowing Program 312-000-260 - GST Paid Refund 412-300-255 - Shared Facility M 312-000-260 - GST Paid Refund	Snow Removal/Sanding-Fel GST Tax Code Snow Removal-Office Feb 2 GST Tax Code	3,922.00 196.10 250.00 12.50	4,118.10 262.50
			Payment Total:		4,380.60
1899 543851	2023-02-28	Brownlee LLP 212-400-230 - Legal Fees 312-300-250 - Due from Birchclil 312-000-260 - GST Paid Refund	Development Agreement-Le Development Agreement-Le GST Tax Code	337.65 337.65 33.77	709.07
1900 IN899185	2023-02-28	Digitex Canada Inc. 412-200-500 - Shared Printing C 312-000-260 - GST Paid Refund	Shared Printing GST Tax Code	263.01 13.15	276.16
1901 41373 43867 43674	2023-02-28	Empringham Disposal Corp 412-300-255 - Shared Facility M 312-000-260 - GST Paid Refund 412-300-255 - Shared Facility M 312-000-260 - GST Paid Refund 243-000-200 - Contracted Garba 312-000-260 - GST Paid Refund	Dec 31/22 Office Bin-Audito GST Tax Code Feb 2023 Office Bin GST Tax Code Feb 2023 Bi Weekly Collect GST Tax Code	50.00 2.50 50.00 2.50 2,289.00 114.45	52.50 52.50 2,403.45
			Payment Total:		2,508.45
1902 FEB723EXP	2023-02-28	Tanner Evans 226-000-200 - Enforcement 312-300-250 - Due from Birchclil 312-100-250 - Due from Half Mo 312-200-250 - Due from Jarvis E 312-400-250 - Due from Sunbre:	Storage Lockers for Bylaw Storage Lockers for Bylaw Storage Lockers for Bylaw Storage Lockers for Bylaw Storage Lockers for Bylaw	20.00 20.00 20.00 20.00 20.00	100.00
1903 RIVER-23	2023-02-28	Red Deer River Watershed Allia 243-102-150 - Red Deer River V	2023 Contribution	555.05	555.05
1904	2023-02-28	VOID - Wrong Amount			
1905 1759	2023-02-28	Sylvan Lake Regional 242-000-260 - Usage Fees	Jan 2023 WW Services	5,391.42	5,391.42

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2023-00032 to 2023-00043

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1906	2023-02-28	Taxservice			
2397740		212-400-910 - Tax Changes	Professional Services	70.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.50	73.50
2397741		212-400-910 - Tax Changes	Professional Services	70.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.50	73.50
			Payment Total:		147.00
1907	2023-02-28	Town of Sylvan Lake			
IVC120771		223-000-200 - Contract Fire Ser	2023 Fire Dispatch Fees	771.12	771.12
FIRE-23		223-000-200 - Contract Fire Ser	Fire Requisition 2023	18,225.00	18,225.00
FCSS-2023		272-000-220 - FCSS Grant	2023 FCSS	4,337.12	4,337.12
			Payment Total:		23,333.24
1908	2023-02-28	Very Good Cleaning			
10		412-300-255 - Shared Facility M	Office Cleaning Jan 18 & 26	400.00	
		412-300-255 - Shared Facility M	Office Cleaning Feb 3 & 13	400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	40.00	840.00
1909	2023-02-28	Summer Village of Jarvis Bay			
GRANT2018		412-000-498 - Accrued Liabilities	Computer Grant Rec'd that	5,588.95	5,588.95
			Total Computer Cheque:		44,949.94

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3377	2023-02-10	ATB Mastercard			
001047		412-200-215 - Shared Postage/F	Shoppers Drug Mart-Registr	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
5ZN7N9CB5HK		412-100-130 - Shared Training	2023 Spring Muni Leader's	200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.00	210.00
ANNUALFEE020		212-400-221 - Bank Fees	Annual Fee-Mastercard	35.00	35.00
MICRO020223		412-300-240 - Shared Computer	Monthly Microsoft Charges	2.73	
		412-300-240 - Shared Computer	Monthly Microsoft Charges	48.30	51.03
PAYPAL020523		112-000-570 - Other Revenue	Used Wrong MC in Error-Cr	78.74	78.74
MICRO020523		412-300-240 - Shared Computer	Microsoft Newer Subcription	114.45	114.45
			Payment Total:		500.58
3380	2023-02-28	ATB Mastercard			
006600		412-200-510 - Shared Office Sup	Everything H2O-Water for C	26.00	26.00
2462830485		412-300-240 - Shared Computer	Go Daddy	119.40	
		312-000-260 - GST Paid Refund	GST Tax Code	5.97	125.37
5310815659		412-100-130 - Shared Training	Emerging Trends-to Virtual-	-89.25	-89.25
PLNYX5WWDM		312-200-250 - Due from Jarvis E	'23 Virtual Spr.Muni Leaders	125.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	131.25
5390214259-A		212-400-220 - Election Expense	Emerging Trends-to Virtual-	-182.15	-182.15
5320504649-A		212-400-220 - Election Expense	Emerging Trends-to Virtual-	-182.15	-182.15
88722		226-000-200 - Enforcement	Lake City Services-Tow Byla	30.00	
		312-300-250 - Due from Birchclil	Lake City Services-Tow Byla	30.00	
		312-100-250 - Due from Half Mo	Lake City Services-Tow Byla	30.00	
		312-200-250 - Due from Jarvis E	Lake City Services-Tow Byla	30.00	
		312-400-250 - Due from Sunbre	Lake City Services-Tow Byla	30.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.50	157.50
46424491		312-200-250 - Due from Jarvis E	AB Land Titles-JB	20.00	20.00
HOTEL020723C		412-100-210 - Shared Travel an	Hotel Cancelled	-655.43	

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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
		312-000-260 - GST Paid Refund	GST Tax Code	-32.77	-688.20
010618		312-300-250 - Due from Birchclli	Boston Pizza-Meeting-Roge	42.82	42.82
ABMUNISREGO		412-100-130 - Shared Training	2023 President's Summit R	350.00	
		312-000-260 - GST Paid Refund	GST Tax Code	17.50	367.50
ABMUNIREGCF		412-100-130 - Shared Training	Refund for '23 President's S	-210.00	-210.00
2023SUMMITRC		312-300-250 - Due from Birchclli	2023 President's Summit R	200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.00	210.00
016582		412-300-255 - Shared Facility M	Walmart-Office Supplies-Ga	53.91	
		312-000-260 - GST Paid Refund	GST Tax Code	2.70	56.61
021885		412-200-510 - Shared Office Sup	Canadian Tire-Shelving for I	269.99	
		312-000-260 - GST Paid Refund	GST Tax Code	13.50	283.49
ABMUNIPD6/DJ		212-400-220 - Election Expense	2023 President Summit-Cyr	350.00	
		212-400-220 - Election Expense	2023 President Summit-Jeff	350.00	
		312-000-260 - GST Paid Refund	GST Tax Code	35.00	735.00
7061065737		226-000-200 - Enforcement	Fountain Tire-Snow Tires-B	387.52	
		312-300-250 - Due from Birchclli	Fountain Tire-Snow Tires-B	387.53	
		312-100-250 - Due from Half Mo	Fountain Tire-Snow Tires-B	387.53	
		312-200-250 - Due from Jarvis E	Fountain Tire-Snow Tires-B	387.53	
		312-400-250 - Due from Sunbre	Fountain Tire-Snow Tires-B	387.53	
		312-000-260 - GST Paid Refund	GST Tax Code	96.88	2,034.52
7061065736		412-100-266 - Shared PW Fleet	Fountain Tire-Tires for Toyc	1,365.64	
		312-000-260 - GST Paid Refund	GST Tax Code	68.28	1,433.92
PAYPAL020923		112-000-570 - Other Revenue	Charged on Wrong MC-Has	100.79	100.79
PAYPAL021423		112-000-570 - Other Revenue	Charged on Wrong MC-Has	8.38	8.38
99377831		312-200-250 - Due from Jarvis E	Westin Hotel-Roger	224.23	
		312-000-260 - GST Paid Refund	GST Tax Code	11.21	235.44
INV190737897		412-300-240 - Shared Computer	Zoom Communication	21.01	
		312-000-260 - GST Paid Refund	GST Tax Code	1.05	22.06
21941155		312-200-250 - Due from Jarvis E	99Designs-New JB Logo	1,284.00	1,284.00
8521836		412-200-215 - Shared Postage/f	Amazon-Folding Machine	761.55	
		412-200-500 - Shared Printing C	Amazon-Folding Machine	761.55	
		312-000-260 - GST Paid Refund	GST Tax Code	76.16	1,599.26
			Payment Total:		7,522.16
3388	2023-02-28	Meridian			
FEB2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3389	2023-02-28	VOID - Entered Wrong Coding			
3390	2023-02-28	Alberta Municipal Services Cor			
PP3-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,470.50	1,470.50
3391	2023-02-28	Receiver General/OTH			
PP3-23		412-000-263 - Income Tax Sour	Tax	3,193.43	
		412-000-261 - CPP Source Dedi	CPP	2,288.98	
		412-000-262 - EI Source Deduct	EI	793.97	6,276.38
3392	2023-02-28	Alberta Municipal Services Cor			
PP4-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,575.88	1,575.88
3393	2023-02-28	Bell Mobility			
FEB132023-366		212-400-217 - Data Plan	Reception Cell	43.95	
		212-400-217 - Data Plan	Public Works Cell	58.95	

Date Printed
2023-03-17 2:11 PM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2023-00032 to 2023-00043

Page 4

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	5.15	108.05
3394	2023-02-28	Bell Mobility			
FEB212023-051		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	
		312-000-260 - GST Paid Refund	GST Tax Code	5.07	106.43
3395	2023-02-28	Receiver General/OTH			
PP4-23		412-000-263 - Income Tax Sour	Tax	3,180.26	
		412-000-261 - CPP Source Dedi	CPP	2,288.98	
		412-000-262 - EI Source Deduct	EI	793.97	6,263.21
3398	2023-02-28	Direct Energy			
FEB272023-979		412-300-540 - Shared Utilities	January's Shared Utilities	755.59	
		312-000-260 - GST Paid Refund	GST Tax Code	37.78	793.37
3399	2023-02-28	Town of Sylvan Lake			
FEB282023-000		412-300-540 - Shared Utilities	FEB 2023 Water/Sewer 2 E	77.94	77.94
3400	2023-02-28	Epcor			
FEB272023-868		232-000-545 - Utilities	Utilities	70.95	
		312-000-260 - GST Paid Refund	GST Tax Code	3.55	74.50
3401	2023-02-28	UFA Co-Operative Ltd			
114479720		412-100-266 - Shared PW Fleet	Jan UFA Statement	228.07	
		226-000-200 - Enforcement	Jan UFA Statement	39.53	
		312-300-250 - Due from Birchclli	Jan UFA Statement	39.54	
		312-100-250 - Due from Half Mo	Jan UFA Statement	39.54	
		312-200-250 - Due from Jarvis E	Jan UFA Statement	39.54	
		312-400-250 - Due from Sunbre:	Jan UFA Statement	39.54	
		312-000-260 - GST Paid Refund	GST Tax Code	21.28	447.04
3402	2023-03-10	ATB Mastercard			
7061065842		226-000-200 - Enforcement	Fountain Tire-Brakes for F1	135.30	
		312-300-250 - Due from Birchclli	Fountain Tire-Brakes for F1	135.29	
		312-100-250 - Due from Half Mo	Fountain Tire-Brakes for F1	135.29	
		312-200-250 - Due from Jarvis E	Fountain Tire-Brakes for F1	135.29	
		312-400-250 - Due from Sunbre:	Fountain Tire-Brakes for F1	135.29	
		312-000-260 - GST Paid Refund	GST Tax Code	33.82	710.28
MICRO030423		412-300-240 - Shared Computer	Monthly Microsoft Software	2.73	
		412-300-240 - Shared Computer	Monthly Microsoft Software	48.30	51.03
ANNUALFEE030		212-400-221 - Bank Fees	Annual Fee-Mastercard	35.00	35.00
				Payment Total:	796.31
				Total Other:	26,441.80

Total MAIN: 71,391.74



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, KC

POSITION: 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

RECEIVED
FEB 02 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/20/23	Regular Council	3.0	Mayor	\$ 175.00
1/19/23	Meeting Prep	3.0	Mayor Prep	\$ 250.00
1/23/23	Sylvan Lake Regional Wastewatre Commission		Title	\$ 0.00
1/24/23	Other (Conference, etc.)Red Deer Polytechnic Tour	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
	Select Event		Title	\$ 0.00
				\$ 600.00

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
1/19/23	Meeting Prep		\$0.68	\$ 0.00
1/23/23	Sylvan Lake Regional Wastewatre Commission		\$0.68	\$ 0.00
1/24/23	Other (Conference, etc.)Red Deer Polytechnic Tour	60.00	\$0.68	\$ 40.80
	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
				\$ 48.96

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 648.96



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, K.C.

POSITION: MAYOR

MONTH ENDING: February-2023

RECEIVED

Village Business

FEB 10 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".

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
2/7/23	Other (Conference, etc.)Emerging Trends in Municipal Law-Travel	2.0	Mayor	\$ 175.00
2/8/23	Other (Conference, etc.)Emerging Trends in Municipal Law	9.5	Mayor +4 (4hour)	\$ 350.00
2/16/23	Meeting Prep	3.0	Mayor Prep	\$ 250.00
2/17/23	Regular Council	3.0	Mayor	\$ 175.00
2/22/23	Other (Conference, etc.)Central Alberta Mayors & Reeves-Innisfail	4.0	Mayor	\$ 175.00
2/23/23	Sylvan Lake Regional Wastewater Commission	4.0	Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 1,125.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
2/7/23	Other (Conference, etc.)Emerging Trends in Municipal Law-Travel	320.00	\$0.68	\$ 217.60
2/8/23	Other (Conference, etc.)Emerging Trends in Municipal Law		\$0.68	\$ 0.00
2/16/23	Meeting Prep		\$0.68	\$ 0.00
2/17/23	Regular Council	12.00	\$0.68	\$ 8.16
2/22/23	Other (Conference, etc.)Central Alberta Mayors & Reeves-Innisfail	90.00	\$0.68	\$ 61.20
2/23/23	Sylvan Lake Regional Wastewater Commission		\$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
				\$ 286.96

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
2/8/23	Best Western Hotel	163.80	7.88	\$ 171.68
				\$ 0.00
				\$ 0.00
				\$ 171.68

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,583.64



1316 33rd Street Northeast
 Calgary, AB T2A 6B6
 Tel: (403) 248 8888 Fax: (403) 248 0749

Invoice

Cyril Gurevitch
2 Erickson Drive
Sylvan Lake AB T4S 1P5
Canada

Folio No. : **174426**
 A/R Number :
 Group Code : **2302BROWN**
 Company : **Brownlee LLP**
 Membership No. : **BWR 6006637731604161**
 Invoice No. :
 Ref# :

Cashier No. : **17**

02-09-23
 Room No. : **0609**
 Arrival : **02-08-23**
 Departure : **02-09-23**
 Conf. No. : **711052663**
 Rate Code :
 Page No. : **1 of 1**
GST# 139081681 RT0001

Date	Description	Charges	Credits
02-08-23	Room	150.00	
02-08-23	Destination Marketing Fee 3%	4.50	
02-08-23	Environmental Fees 2%	3.00	
02-08-23	Federal GST - Guest Rooms 5%	7.88	
02-08-23	Tourism Levy 4%	6.30	
02-09-23	Visa		171.68
Total		171.68	171.68
Balance		0.00	

Total GST \$ 7.88

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Reservations: www.calgaryplaza.com or 1-800-661-1464

Each Best Western® branded Hotel is independently owned and operated.



Council Expense Claim Form

NAME: Nav RattanPOSITION: CouncillorMONTH 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".

RECEIVED

FEB 01 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/2/23	Meeting Prep		Councillor Prep	\$ 200.00
1/20/23	Regular Council		Councillor	\$ 150.00
1/20/23	Municipal Planning Commission		Councillor	\$ 150.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 500.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/2/23	Meeting Prep		\$0.61	\$ 0.00
1/20/23	Regular Council		\$0.61	\$ 0.00
1/20/23	Municipal Planning Commission		\$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
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 500.00

Page 10 of 10

Summer Village of Norglenwold

March 24, 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:

- Administration will be coordinating with contractors to plan and execute approved capital projects
- Administration will be posting seasonal summer student openings this month
- Waste collection service provider reported that cart manufacturer will not be able to ship carts until June due to supply chain issues

Options for Consideration:

That Council accepts this report as information.

Authorities:

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

Summer Village of Norglenwold

March 24, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 97 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 23 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the list in Norglenwold:

- | | |
|-------------------------|---------------------------------------|
| 1. 99 Grand Avenue | Det. Gar., Dwell. Add. & Retain. Wall |
| 2. 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 | Demolition |
| 11. 333 Honeymoon Drive | Dwelling & Garage w Guest House |
| 12. 355 Last Chance Way | Garage with Guest House |
| 13. 23 Grand Avenue | Detached Garage |
| 14. 205 Grand Avenue | Dwelling & Escarpment Work |
| 15. 53 Grand Avenue | Demolition |
| 16. 133 Grand Avenue | Home Occupation |
| 17. 4 Rustic Crescent | Dwelling |
| 18. 59 Grand Avenue | Gravel Pad |
| 19. 111 Grand Avenue | Demolition |
| 20. 85 Grand Avenue | Escarpment Retaining Walls |
| 21. 111 Grand Avenue | Dwelling (NEW) |
| 22. 371 Last Chance Way | Demolition (NEW) |
| 23. 371 Last Chance Way | Dwelling (NEW) |

Closed DP's since last Council meeting:

1. 111 Grand Avenue

Lakeside Stairs

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

87 Grand Avenue

99 Grand Avenue

53 Grand Avenue

205 Grand Avenue

145 Grand Avenue

139 Grand Avenue

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold**March 24, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Administration has attached information regarding the Climate Plan which includes the goal, the objective, and the next steps. Administration is seeking agreement on these items from the three municipalities involved in the climate plan.
- Administration has received the updated assessment for Norglenwold, which is an increase of \$8.3 million. The targeted increase to taxation during budget deliberations was 3.5% but with the increase to assessment we are now sitting at a decrease of 0.27%. In order to keep this targeted increase, Administration is requesting an amendment to the operating budget which would add \$18,225 to the Infrastructure Reserve (from the originally approved \$3,000 to \$21,225).

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

CLIMATE PLAN**Goal:**

Create climate awareness on climate change and the mitigation needed locally to soften its impact on people, property and the environment.

Objectives:

- Create awareness
- Provide a Risk Assessment (people, property, environment)
- Public Engagement
 - to help solidify Key Priorities on Preventative and Prescriptive measures
- Create a climate plan from the above

Next Steps:

- Get council consensus on Goals, Objectives & Next Steps - March/April
- Hold Information sessions – get feedback build on requirements – June
- Build on Climate Action Plan – August
- Present plan to Council – September
- Present to ASVA - October
- Execute over time

Summer Village of Norglenwold

March 24, 2023

Council and Legislation

Request for Decision

Agenda Item: *Traffic Bylaw*

Background:

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the five Summer Villages. Administration has revamped the Traffic Bylaw to include the OHV Bylaw and be more streamlined with updated definitions and pertinent language and is bringing it forward for Council's review and consideration.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council give 2nd and 3rd reading to the Traffic Bylaw #275-23.

Administrative Recommendations:

- 1) That Council give 2nd reading to the Traffic Bylaw #275-23.
- 2) That Council give 3rd and final reading to the Traffic Bylaw #275-23.

Authorities:

Municipal Government Act, Section 7

A Municipal Council may pass Bylaws for municipal purposes regarding transport and transportation systems of all roads within the municipality.

**SUMMER VILLAGE OF NORGLENWOLD
TRAFFIC BYLAW
BY-LAW #275-23**

A Bylaw of the Summer Village of Norglenwold in the Province of Alberta for the regulation and control of motor vehicle and pedestrian traffic within the boundaries of the Summer Village.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Norglenwold may pass a bylaw for the health, safety, and welfare of people and protection of property in, on, or near public lands;

AND WHEREAS the Council of the Summer Village of Norglenwold deems it necessary and in the public interest to pass a bylaw to regulate and enforce all manner of traffic within the Summer Village, including penalties;

NOW THEREFORE the Council of the Summer Village of Norglenwold, in the Province of Alberta, duly assembled, hereby enacts as follows:

This Bylaw may be referred to as the *Traffic Bylaw*.

SECTION 1.0 – DEFINITIONS

- 1.1 **“Act”** means the Traffic Safety Act, R.S.A. 2000, Chapter T-6 as amended or repealed and replaced from time to time;
- 1.2 **“Bicycle”** means a mechanical device propelled by muscular power on which a person may ride;
- 1.3 **“Bus”** means a motor vehicle that is designed for carrying eleven (11) or more persons, including the driver;
- 1.4 **“CAO”** means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.5 **“Crosswalk”** means any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by any other marking on the road surface;
- 1.6 **“Council”** means the elected municipal Council of the Summer Village of Norglenwold;
- 1.7 **“Ditch”** means any area that is designed or artificially shaped for water drainage;
- 1.8 **“Emergency Vehicle”** means a motor vehicle used:
- a) used for police/peace officer duty;
 - b) by a fire department;
 - c) as an ambulance; and
 - d) for purposes relating to maintenance of a public utility;

1.9 **“Gross Weight”** means:

- a) in respect of a single axle of a vehicle, the total weight that a single axle transmits to a roadway;
- b) in respect of an axle group of a vehicle, the sum of the weights transmitted to a roadway by all of the axles within the axle group;
- c) in respect of a tire of a vehicle, the total weight that the tire transmits to a roadway; and
- d) in respect of a vehicle, the total weight of a vehicle or combination of vehicles calculated as the sum of the weights transmitted to a roadway through each of the axles;

1.10 **“Heavy Vehicle”** means any vehicle with the exception of recreational vehicles, with or without a load, exceeding any of the following criteria:

- a) two (2) axles;
- b) six (6) meters in length;
- c) a gross weight of 4500 kilograms;

1.11 **“Motor Vehicle”** means any vehicle propelled by any power other than muscular power;

1.12 **“Municipal Land”** means any property owned by the Summer Village including but not limited to:

- a) ditches;
- b) parks;
- c) green spaces; and
- d) municipal reserve property;

1.13 **“Obstruction”** means an obstacle or event which interferes with, or prevents the vision, passage, or use of any public property by vehicles or pedestrians;

1.14 **“Off-Highway Vehicle”** means any motor vehicle that is designed for cross-country travel on natural terrain including but is not limited to land, water, snow, ice, marsh, or swamp land;

1.15 **“Operator”** means a person who drives or operates a vehicle as the owner thereof or as an agent, employee, or servant of the owner;

1.16 **“Parking Permit”** means a document issued by the Summer Village authorizing a operator to park on public roadways or lands;

1.17 **“Peace Officer”** means a person who is:

- a) a Royal Canadian Mounted Police Officer;
- b) a Community Peace Officer;
- c) a Bylaw Enforcement Officer; and
- d) any other person appointed by Council to enforce the provisions of this Bylaw;

1.18 **“Pedestrian”** means a person on foot, in a wheelchair or using rollerblades, skateboards, or non-motorized scooters;

1.19 **“Person”** means any individual, business, partnership, firm, corporation, occupant of a residence, or owner of a vehicle;

1.20 **“Provincial Offences Procedure Act”** means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended or repealed and replaced from time to time;

1.21 **“Recreational Vehicle”** means any vehicle designed for travel with temporary living accommodation for holidays or camping purposes;

1.22 **“Road Ban”** means the gross axle weight allowance permissible on public roadways within the boundaries of the Summer Village;

1.23 **“Roadway”** means any thoroughfare, street, road, trail, avenue, driveway, lane or any other place or part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles;

1.24 **“Special Event”** means any public or private event, gathering, celebration, festival, competition, contest or similar type of activity that takes place in whole or in part on a public roadway which may involve pedestrians, bicycles, or vehicles where traffic flow could be obstructed;

1.25 **“Speed Limit”** means the maximum allowable speed a motor vehicle is able to travel within the boundaries of the Summer Village indicated by a traffic control device;

1.26 **“Summer Village”** means the municipal corporation of the Summer Village of Norglenwold, the territory contained within the corporate limits, its administration, and staff;

1.27 **“Traffic Control Device”** means any sign, signal, marking, or device placed, marked or erected under the authority of the Summer Village and this Bylaw for the purpose of regulating, warning, or guiding traffic;

1.28 **“Trailer”** means a vehicle without motive power that is designed to transport property and is meant to be towed by another vehicle;

1.29 **“Vehicle”** means a mechanical device in, on or by which a person or property may be transported either under its own propulsion or drawn on a roadway and can include a combination of thereof;

1.30 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;

Section 2.0 – General

2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.

2.2 Nothing in this Bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.

2.3 The maximum allowable speed limit in the Summer Village of Norglenwold shall be 30km/h unless otherwise specified by a traffic control device.

2.4 Nothing in this Bylaw prohibits any emergency vehicle as well as vehicles engaged in roadway maintenance and inspection, or Summer Village staff from being parked on the roadways in the performance of their duties.

Section 3.0 – Traffic Control Devices

3.1 All “no parking” zones shall be indicated by traffic control devices installed by the Summer Village.

3.2 The Summer Village shall have appropriate traffic control devices installed and maintained to regulate traffic and speed limits.

3.3 The location, style, and placement of all traffic control devices shall be determined in accordance with standards derived from the Transportation Association of Canada.

3.4 No person shall contravene any traffic control device within the Summer Village under authority of this Bylaw.

3.5 No person shall be permitted to remove or tamper with any traffic control device that is installed or placed within the boundaries of the Summer Village.

Section 4.0 – Summer Village Parking

4.1 No operator of:

- a) a heavy vehicle;
- b) any type of construction machinery or heavy equipment;
- c) a bus;
- d) a recreational vehicle; or
- e) a trailer;

shall park or be permitted to be parked on any public roadway or municipal land within the boundaries of the Summer Village.

4.2 No person shall park a vehicle in a “no parking” zone unless authorized by the Summer Village for a special event or temporary contractor parking pertaining to a development by being issued a parking permit.

4.3 Parking on a public roadway shall be permitted when standing in obedience to a peace officer.

4.4 A vehicle left parked in the same location on a public roadway or municipal land in excess of 72 hours shall be deemed to have been abandoned for the purposes of this Bylaw. A peace officer may cause the vehicle to be removed and impounded at the operator’s expense. In lieu of, or addition to, the removal and impounding of the abandoned vehicle, a peace officer may elect to issue a violation ticket to the operator of the vehicle.

Section 5.0 – Off-Highway Vehicles

- 5.1 A peace officer, Summer Village staff, or agent of the Summer Village may operate an off-highway vehicle on public roadways or municipal lands where such operation is required in performance of their duties.
- 5.2 No person shall operate a off-highway vehicle between the hours of 22:00 of any day until 07:00 the next day succeeding.
- 5.3 No person shall operate an off-highway vehicle in any area marked by a off-highway vehicle prohibited sign.
- 5.4 Off-highway vehicles are prohibited from all municipal reserve and environmental reserve areas.
- 5.5 Off-highway vehicles are permitted to operate on all public roadways with a maximum speed limit of 20kmh.
- 5.6 No person shall operate or ride as a passenger of an off-highway vehicle without wearing head protection in the form of a helmet.
- 5.7 All off-highway vehicles operated on public property must:
- a) have a certificate of registration issued under the Traffic Safety Act;
 - b) display a license plate issued under the Traffic Safety Act; and
 - c) be insured as defined under the Traffic Safety Act.
- 5.8 An operator of an off-highway vehicle shall immediately, upon being signaled or requested to stop by a Peace Officer, bring their vehicle to a stop, and provide any information respecting the driver or the vehicle until they are permitted to proceed on their route by that Peace Officer.

Section 6.0 – Restrictions

- 6.1 No vehicle shall be permitted to operate engine retarder brakes within the boundaries of the Summer Village.
- 6.2 No operator shall exceed the vehicle weight restrictions, commonly referred to as the “Road Ban”, established by the Summer Village on all public roadways within the Summer Village of Norglenwold as outlined in Schedule “B” of this Bylaw.
- 6.3 No person shall place, pile, or store any snow, ice, gravel, dirt, or other obstruction on any public roadway or municipal land.
- 6.4 Any person placing or causing to be placed any snow, ice, gravel, dirt, or other obstruction on all public roadways and municipal lands shall remove or cause the removal thereof in any event no later than 24 hours after notification to do so by a peace officer or the CAO or his/her designate. After 24 hours, a peace officer may issue a violation ticket or elect to have the Summer Village remove the obstruction and perform all necessary repairs. The Summer Village’s expenses required to remediate the issue may be

charged to the property tax of the land subject to the order under Section 553 of the Municipal Government Act.

6.5 No person shall operate a vehicle having spikes, metal tracks, chains, lugs, corks, grouzers, skids, or bands that connects to their vehicle that will make contact on any public roadway. This prohibition does not apply to studded winter tires.

6.6 No person shall leave a vehicle unattended on a public roadway while it is supported by a jack or similar device.

Section 7.0 – Violations & Penalties

7.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.

7.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.

7.3 Service of such violation ticket shall be sufficient if it is:

- a) personally served;
- b) mailed to the address of the registered owner of the vehicle;
- c) attached to the vehicle in respect of which an offence is alleged to have been committed; or
- d) mailed to the address of the registered owner of the property in respect of which an offence is alleged to have been committed.

7.4 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

AND THAT this Bylaw shall repeal Bylaw No. 207-12 and No. 146-96 and shall take full force and come into effect from and after the date of 3rd Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 17th day of February 2023.

Cyril Gurevitch, K.C., Mayor

Tanner Evans, CAO

GIVEN second reading this 24th day of March 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this
24th day of March 2023.

Cyril Gurevitch, K.C., Mayor

Tanner Evans, CAO

SCHEDULE “A”

PENALTIES

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
2.3 & 5.5	Driving beyond posted speed limit	Traffic Safety Act
3.5	Illegal removal or tampering of traffic control devices	\$200 per occurrence
4.1 & 4.2	Illegal parking	\$100 per occurrence
4.4	Abandoned vehicle on public roadway or municipal land	\$350 per occurrence
5.2	Operating off-highway vehicle between 22:00 and 7:00	\$200 per occurrence
5.3 & 5.4	Operating off-highway vehicle in prohibited area	\$250 per occurrence
6.1	Use of engine retarder brakes	\$250 per occurrence
6.2	Violation of vehicle weight restrictions	Traffic Safety Act & Commercial Vehicle Dimension and Weight Regulation Act
6.3	Depositing obstructions on public roadways and municipal lands	\$200 per occurrence
6.5	Use of prohibited tire/wheel accessories	\$150 per occurrence
6.6	Leaving a vehicle unattended on a jack or similar device	\$150 per occurrence

SCHEDULE “B”

ROAD VEHICLE WEIGHT RESTRICTION

Time of Year	Road Ban
March 15 – May 31	50% G.V.W.
June 1 – March 14	90% G.V.W.

Summer Village of Norglenwold

March 24, 2022

Council and Legislation

Request for Decision

Agenda Item: *Communication Policy*

Background:

Administration is bringing forward the Communication Policy for Council's review to ensure it reflects the current practice of Council. Administration has provided some recommendations for amendments to the policy attached for Council's consideration.

Options for Consideration:

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

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

MGA Section 153

Councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.



Department Summer Village Council	<u>Policy Title</u> Communication <u>Date</u> March 24, 2023	Resolution No. 184/15_
---------------------------------------------	-------------------------------------------------------------------------------------	----------------------------------

Policy Title: Communication

Purpose

The purpose of this communication policy is to ensure efficient, effective, timely and comprehensive communications to stakeholders of the Summer Village of Norglenwold.

Desired Outcomes

- Provide citizens with timely, accurate, clear, objective and complete information about policies, programs, services and initiatives.
- Employ a variety of ways and means to communicate and provide information to accommodate diverse needs.
- Citizens will know where to find information on their local government.
- Citizens will be able to attend and participate in public meetings.
- Citizens will have opportunities to best impact local decision making.
- Municipal information, both online and in print, will have a clearly recognized identity.
- Municipal elected and appointed officials will utilize opportunities to disseminate information of interest to citizens and other parties.

I. CITIZENS FINDING INFORMATION

A. MUNICIPAL WEBSITE

A Primary source of official information for citizens of Norglenwold is www.sylvansummervillages.ca. The website is utilized to access information written by our administration and it is a resource for searchable reference material on the Municipality.

1. The website will maintain up-to-date user-friendly information to assist citizens in their business with the municipality. The site will be informative to facilitate communication between the public, Councillors and staff. A calendar of municipal meetings and events open to the public will be kept up to date on the municipal website.

2. The municipal website is the primary source of official municipal information. It shall be neutral in focus, shall archive minutes of official meetings, and shall be updated on a regular basis.

~~2.~~

3. The website is not a forum for commenting on municipal issues and services. The website shall contain links to easily enable e-mails to municipal officials.

~~3.~~

4. Online municipal services shall be expanded where appropriate.

B. Press Releases

~~B.~~

The Summer Village of Norglenwold shall issue press releases regarding municipal issues and activities.

Press Releases will be issued by the Chief Administrative Officer in consultation with the Mayor.

C. Advertising

~~C.~~

The municipality shall place advertisements in any medium deemed appropriate to inform residents about their rights, responsibilities, municipal policies, programs, services, initiatives, upcoming meeting, dangers or risks to public safety.

The Summer Village does not purchase ads for general promotion of the municipality.

D. Other Opportunities for Citizens to Find Information

~~D.~~

1. The Municipal CAO shall provide Council updates each month on municipal activities that may be of interest to the public.

~~1.~~

2. At least two times per year the Mayor in consultation with council will publish a newsletter that will provide update on the activities, meetings and upcoming projects.

~~2.~~

3. The Municipal Council will seek opportunities to speak to local groups on municipal issues on a regular basis as approved by Council.

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

II. CITIZENS COMMUNICATING WITH COUNCIL

~~II.~~

1. Council contact information shall be provided on the municipal website.
~~4.~~
2. Citizens communicating verbally with any member of Council is considered to be general in nature and will not receive a formal response unless specifically requested in writing.

~~2.~~
3. Citizens communicating with any single member of Council in writing, including email communication, is —considered to be general in nature and will not receive a formal municipal response unless specifically requested in writing, or unless the member of Council puts the matter before Council on a Council meeting agenda.
Written communication received by a Councillor requiring consideration or decision by Council, shall be forwarded to the CAO by the Councillor for inclusion in the next agenda package.

4. Citizens requesting action from the municipality or wishing to ensure their communication is addressed formally by all of Council should send their communication to the CAO's office addressed to all of Council. This includes written communication received by either regular mail or email. If an email is sent to Council, Council's response must be to direct the email to the CAO for possible action and/or inclusion in the next agenda package.
5. Any communication intended for Council will be forwarded to the Chief Administrative Officer (CAO) in writing and must:
 - a. be legible, coherent, respectful, and
 - b. be able to identify the writer and the writer's contact information.
6. Any communication in writing addressed to all members of Council will be added to a Council agenda so that Council can formally deal with the matter. Formal written responses will be sent to all communication listed on Council agenda.
7. If the CAO determines the communication is within the governance authority of Council, the Chief Administrative Officer will:
 - a. if it relates to an item already on the agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the agenda is being considered; or
 - b. acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.
8. If the standards set out in II (5) are not met and the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - a. refer the communication to administration for a report and/or direct response to the writer and provide a copy of the original correspondence and referral to the Councillors; and
 - 4.b. take any other appropriate action on the communication.

All electronic communication sent by a member of Council will include all members of Council and the CAO and reflect the vision and goals of Council.

~~Any communication in writing addressed to all members of Council will be added to a Council agenda so that Council can formally deal with the matter. Formal written responses will be sent to all communications listed on Council agenda.~~

III. CITIZENS ATTENDING MEETINGS

A. Meeting Space~~A.~~

- ~~1. The current Council chamber is, at times, not large enough to accommodate the public in attendance. When anticipated, meetings should be moved to the large Council Chambers to provide appropriate seating for the public.~~
- ~~2.1. At a time that future renovations might be considered for the municipal administration offices, the opportunity for larger Council chambers and public seating shall be studied. located at the Administration office, will accommodate the public in attendance. When attendance exceeding the capacity of Council chamber is anticipated, meetings will be moved to another location to accommodate the public.~~

B. Participation at Meetings~~B.~~

1. All Municipal Council meetings and meetings of advisory committees and boards shall provide an opportunity for members of the public to speak through a listed delegation as outlined in the municipal procedural bylaw.
- ~~2. Members of the public will be provided an opportunity to discuss matters on the agenda with Council at the end of the meeting through question period according to the municipal procedural bylaw.~~

C. Council Open Houses Annual Information Meeting~~C.~~

- ~~1. Any information meeting, may, at the discretion of Council, be held annually where members of the public can attend and discuss any matters they wish with their members of Council. minimum of two public "open houses" will be held annually where members of the public can attend and discuss any matters they wish with their members of Council.~~
- ~~1.~~
- ~~2. Should Council wish to hold an Annual Information Meeting, it will have an informal format allowing Council to meet face-t-face with local residents. An agenda for these meetings will be provided and a presentation may be made, but no formal minutes will be taken and no public commitment will be made by members of Council.~~
- ~~3. Notice of the Annual Information Meeting will be published in newsletters, and extra mailings as well as the municipal website.~~
- ~~4. Matters brough forward to members of Council that require further study or action may be referred to staff by the members of Council.~~
- ~~2. The open houses will have an informal format allowing Council to meet face-to-face with local residents. There will be no agenda for these meetings, no formal minutes will be taken, and no public commitment will be made by members of Council.~~

- ~~3. Notice of the public open houses will be published in newsletters and extra mailings as well as the municipal website.~~
- ~~4. Matters brought forward to members of Council that require further study or action may be referred to staff by the members of Council.~~

IV. CITIZENS HAVING OPPORTUNITIES TO IMPACT LOCAL DECISION MAKING

~~IV.~~

1. Except for emergency special meetings, 72 hours' notice of any municipal meeting shall be provided. The notice shall include a copy of the agenda items for the meeting posted on the municipal website.
- ~~1.~~
2. The Municipality will provide an opportunity to contact Council members and staff directly via the municipal website.
- ~~2.~~
3. Special public meetings will be held from time to time on matters that have a significant impact on a majority of ratepayers.
- ~~3.~~
4. The Municipal Council shall invite public input on citizen priorities prior to the completion of Strategic Plans.

V. MEDIA COMMUNICATIONS – Media Enquiries

~~V.~~

The Media play an important role in providing information to the public on matters of civic interest.

The Mayor is the official spokesperson on behalf of Council, and the CAO is the official spokesperson for all operational matters.

While it is recognized that Councillors are able to speak to the media in their capacity as individual Councillors, Council members will be honest and respectful of each other in their communications, and will communicate accurately with the media regarding municipal business.

VI. MUNICIPAL INFORMATION WILL HAVE A CLEARLY RECOGNIZED IDENTITY

Municipal Logo

~~VI.~~

The municipal logo shall be utilized on municipal vehicles, on letterheads, ~~on~~ ~~agendas~~, on municipal publications, on the website and on signage when appropriate.

Summer Village of Norglenwold

March 24, 2022

Council & Legislation

Request for Decision

Agenda Item: *Dog Bylaw*

Background:

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

Amendments have been made to the Dog Bylaw with increases in fees, and where necessary, expanded definitions. The Dog Bylaw is being brought forward for Council's review and consideration.

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Animal Control Bylaw #276-23.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to the Animal Control Bylaw #276-23.
- 2) That Council give 2nd reading to the Animal Control Bylaw #276-23.
- 3) That Council by unanimous consent give 3rd reading to the Animal Control Bylaw #276-23 at this meeting.
- 4) That Council give 3rd and final reading to the Animal Control Bylaw #276-23.

Authorities:

Municipal Government Act, Section 7

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

(h) wild and domestic animals and activities in relation to them.

SUMMER VILLAGE OF NORGLNWOLD DOG CONTROL BYLAW BY-LAW #276-23

A Bylaw of the Summer Village of Norglenwold, in the Province of Alberta, to provide for the regulating, controlling and confinement of dogs.

WHEREAS pursuant to the provisions of sections 7 and 8 of the *Municipal Government Act*, 2000, Chapter M-26, as amended, a Municipal Council may pass By-laws respecting domestic animals and activities in relation to them;

AND WHEREAS, the Council of the Summer Village of Norglenwold, deems it necessary to provide for the regulating, control and confinement of dogs running at large within the Summer Village;

NOW THEREFORE, the Council of the Summer Village of Norglenwold, in the Province of Alberta duly assembled enacts as follows:

1. TITLE

1.1 This By-law may be known as ***“The Dog Control By-law.”***

2. INTERPRETATION AND APPLICATION

2.1 In the By-law unless the context otherwise requires:

- a) ***“Administrator”*** means the Administrator for the Summer Village of Norglenwold, and whatever subsequent title may be conferred on that officer by Council or Statute.
- b) ***“Animal Shelter”*** means a place or facility designated by the Administrator for the purpose of holding and caring for any dogs impounded under provision of this By-law.
- c) ***“Animal Shelter Keeper”*** means the owner or operator of an animal shelter.
- d) ***“At Large”*** means when a dog is off the premises of the owner’s property and is not on a leash held by a person able to control the animal.
- e) ***“Bite”*** means a wound to the skin causing it to bruise, puncture or break.
- f) ***“Biting”*** means force applied by an animal by means of its mouth and teeth upon a person or other animal.
- g) ***“By-law Enforcement Officer”*** means a person or persons appointed as such by Council whose duties entail carrying out the provision of this By-law.
- h) ***“Control of Dogs”*** means that dogs are on a leash or otherwise restrained by a permitted leash held by a person, and that permitted leash is attached to a choke chain, collar or harness securely holding that animal. If it is difficult for a person to restrain the animal by a permitted leash, then the

animal shall be deemed to be “at large” notwithstanding the presence of a permitted leash.

- i) **“Controlled Confinement”** means the confinement of a dog in a pen, cage, or building, or securely tethered in a manner that will not allow the dog to bite, harm or harass any person or dog.
- j) **“Damage to Property”** means damage to property other than the owner’s property and includes defecating or urinating on such property.”
- k) **“Day”** means a continuous period of twenty-four (24) hours.
- l) **“Dog”** means either a male or female canine.
- m) **“Kennel”** shall mean a dwelling, shelter, room, or place so considered housing or keeping four (4) or more dogs over the age of four (4) months with the provisions of this By-law.
- n) **“Owner”** means:
 - i. a natural person or body corporate who has legal title to the dog;
 - ii. a person who has the care, charge, custody, possession, or control of a dog;
 - iii. a person who owns or harbors a dog; or
 - iv. a person who claims and receives a dog from an animal shelter.
- o) **“Peace Officer”** means:
 - i. a member of the Royal Canadian Mounted Police;
 - ii. a member of a Municipal By-law Enforcement Officer; and
 - iii. a Peace Officer
- p) **“Permitted Leash”** means a leash adequate to control the dog to which it is attached, and which leash shall not exceed three (3) metres in length.
- q) **“Pound”** means such place as may, from time to time, be established for the impounding and keeping of dogs in accordance with the provisions of this By-law.
- r) **“Pound Keeper”** means any person or persons duly authorized to operate a pound and may include an Animal Control Officer.
- s) **“Running at Large”** means any dog that is not an aggressive Dog, that is:
 - i. off the premises of the Owner and not in an off-leash area; and

- ii. not on a permitted leash held by a person able to control the dog.
- t) **“Summer Village”** means the Municipal Corporation of the Summer Village of Norglenwold, or the area contained within the boundary thereof as the context requires.

3. **REGULATIONS**

- 3.1 No dog shall be allowed to run at large in the Summer Village.
- 3.2 The owner of a dog must not leave an animal chained up, in a crate, or at large outside between the hours of 11:00 p.m. and 8:00 a.m. causing a barking disturbance.
- 3.3 The owner of a dog shall not permit the dog to be or become a public nuisance by:
 - a) biting, or attempts to bite a person;
 - b) biting, barking at, or chasing bicycles, automobiles, or other vehicles;
 - c) barking, howling, chasing people, or otherwise disturbing any neighbors;
 - d) causing damage to property;
 - e) causing harm (biting) to another dog; or
 - e) keeping a female dog which is in season (*in heat*) at any location where the dog is a source of attention and accessible to other dogs.
- 3.4 An owner of a dog who permits the dog to defecate on property other than his own shall remove forthwith any defecated matter deposited.
- 3.5 No person shall:
 - a) untie, loosen, or otherwise free a dog which has been tied or otherwise restrained which is not in distress unless such person has the authorization of the owner, and any person acting contrary to this section is guilty of an offence;
 - b) negligently or willfully open a gate, door, or other opening in a fence or enclosure in which a dog has been confined and thereby allow a dog to run at large in the Summer Village; and
 - c) no person shall tease, torment, annoy, abuse or injure any dog, and any person who does so is guilty of an offence.
- 3.6 Breach of, or failure to comply with any of the requirements of Section 3 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A attached hereto.

3.7 Kennel Operations

- i. shall not be permitted in the Summer Village of Norglenwold;
- ii. the keeping of more than three (3) dogs over the age of four (4) months will be considered the operation of a kennel;
- iii. if written complaints are received by the Summer Village or damage is proven as a result of the kennel, Council will direct the person operating the kennel to move or cease to operate the same;
- iv. breach of, or failure to comply with Section 3.7 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule "A."

4. **DISEASE CONTROL (RABIES)**

- 4.1 The Owner of an animal that has caused a serious wound, or that the Owner has reason to suspect may have been exposed to rabies or another communicable disease, shall, in addition to any other duty imposed under the *Public Health Act*, immediately inform a By-law Enforcement Officer or Peace Officer:
- a) of the infliction of the serious wound or the suspicion of exposure to rabies or other communicable disease;
 - b) in the case of a serious wound, of the name and contact information for the person that has been wounded or the Owner of the animal that has been wounded, as applicable; and
 - c) whether the matter has been reported to the local community health centre, Public Health Inspector, or the Medical Officer of Health.
- 4.2 A By-law Enforcement Officer or Peace Officer that has reasonable ground to believe that an animal found at large may have, or has been, exposed to rabies or another communicable disease may confine the animal at an animal shelter, veterinary facility, or any other location as directed by the Medical Officer of Health or a Public Health Inspector.
- 4.3 A By-law Enforcement Officer or Peace Officer that has reasonable grounds to believe that an animal with the Summer Village has been exposed to rabies or another communicable disease shall report the matter to the Medical Officer of Health or a Public Health Inspector as soon as reasonably possible.
- 4.4 An Owner of an animal which is suffering from rabies or another communicable disease or who has been notified by the Summer Village that an Enforcement Officer has reasonable grounds to believe the animal has, or has been exposed to, rabies or another communicable disease shall:

- a) not permit the animal to be in any public place; and
 - b) not keep the animal in contact with or in proximity to any other animal.
- 4.5 An Owner who fails to comply with any provision in this part is guilty of an offence.

5. CAPTURE AND IMPOUNDMENT

- 5.1 A By-law Enforcement Officer or Peace Officer may capture and impound any dog in respect of which the Officer believes an offense under this By-law is being or has been committed.
- 5.2 The Animal Shelter Keeper shall report any apparent illness, communicable disease, injury, or unhealthy condition of any dog to an SPCA Officer and shall act upon his recommendations. The owner, if known, shall be held responsible for all charges resulting.
- 5.3 When necessary, the By-law Enforcement Officer or Peace Officer may, in attempting to capture a dog found to be in contravention of this By-law, employ the use of bait or any device or other suitable means to apprehend the dog, provided that:
- i. it is not prohibited by law; and
 - ii. it is employed with due respect for humane treatment of the dog.
- 5.4 Where a dog is on any private property or premises, without the permission of the owner or occupant, the By-law Enforcement Officer or Peace Officer may, with the permission of the property or premises owner apprehend the dog.

6. INTERFERENCE AND OBSTRUCTION

- 6.1 No person shall interfere with, hinder, or impede an Animal Control Officer in the performance of any duty authorized by this By-law, and any person who does so is guilty of an offence.
- 6.2 No person, whether or not he is the owner of a dog which is being or has been pursued or captured, shall:
- i. interfere with or attempt to obstruct a By-law Enforcement Officer or a Peace Officer who is attempting to capture or who has captured a dog which is subject to being impounded pursuant to the provisions of this By-law; or
 - ii. unlock or unlatch or otherwise open the vehicle in which dogs are kept for impoundment or have been placed so as to allow or attempt to allow a dog to escape therefrom.
- 6.3 Breach of, or failure to comply with any of the requirements of Section 6 is an offence under this By-law which may result in

prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A which is attached hereto.

7. RECLAIMING OF IMPOUNDED DOG

- 7.1 An impounded dog may be kept at the shelter for a period of ninety-six (96) hours (Saturdays, Sundays and statutory holidays not included). During this period, the owner may reclaim the dog by paying the facility, during normal working hours, an impoundment fee and boarding fee as set out in Schedule "B" of this By-law, and by paying the impound facility directly any veterinarian fees incurred during the impoundment.
- 7.2 The dog be retained for longer than ninety-six (96) hours if, in the opinion of the Administrator, the circumstances warrant the expense.
- 7.3 Subject to Section 7.2, any dog not reclaimed by the owner within a period of ninety-six (96) hours from the date of the impoundment (Saturdays, Sundays and statutory holidays not included) may be sold by the Animal Shelter Keeper provided such sale is not for the purpose of medical research or to a research laboratory. Any proceeds from the sale of the impounded animals shall be the property of the Summer Village.
- 7.4 The purchaser of a dog from the Shelter Keeper pursuant to the provisions of this By-law shall obtain full right and title to it and the right and title of the former owner of the dog shall cease there upon or on a cost recovery basis.
- 7.5 Any dog not reclaimed by the owner within a period of ninety-six (96) hours (Saturdays, Sundays and statutory holidays not included) from the date of the impoundment or sold by the Animal Shelter Keeper shall become the property of the Summer Village which will then instruct the Animal Shelter Keeper to destroy or otherwise dispose of the dog with no liability to the owner for the said disposition.

8. VIOLATION TAG

- 8.1 The By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person the By-law Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this By-law.
- 8.2 The Violation Tag shall be in such form as determined by the Administrator and shall state:
- i. the name and address of the offender if ascertainable;
 - ii. the offence and location;
 - iii. date of the offence;

- iv. the appropriate penalty for the offence as provided in Schedule “A” of this By-law;
- v. that the penalty must be paid within ten (10) days of the issuance of the Violation Tag; and
- vi. any other information as may be required by the Administrator.

8.3 The Violation Tag may be issued to the Offender or Owner

- i. either personally;
- ii. by mailing a copy to such person at their last known address;
- iii. by leaving it for the defendant at his residence with a person on the premises who appears to be at least eighteen (18) years of age; or
- iv. upon retrieval of such person’s dog from the Shelter.

8.4 Where a Violation Tag is issued pursuant to Section 8.1 of this By-law, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified on the Violation Tag.

8.5 Nothing in the By-law shall prevent the Summer Village By-law Enforcement Officer or Peace Officer from immediately issuing a Violation Ticket.

9. VIOLATION TICKETS

9.1 In those cases where a Violation Tag has been issued and if the penalty specified on the Violation Tag has not been paid within the prescribed time, then a Summer Village By-law Enforcement Officer or Peace Officer is hereby authorized to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, 1988, Chapter P-21.5, as amended, to any person who the Summer Village By-law Enforcement Officer or Peace Officer has reasonable grounds to believe has contravened any provision of this By-law.

9.2 Notwithstanding Section 9.1 of this By-law, a Summer Village By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, supra, to any person who contravenes any provision of this By-law.

9.3 Any person to whom a Violation Ticket has been issued may make voluntary payment in respect to the Violation Ticket by delivering the Violation Ticket along with an amount equal to that specified for the offence as set out in Schedule “A” of this By-law, to the Provincial Court office specified on the Violation Ticket.

10. PENALTIES

- 10.1 Any person who contravenes any provision of this By-law is guilty of an offence and is liable to a penalty as set out in Schedule “A” of this By-law.
- 10.2 Notwithstanding section 10.1 of this By-law, any person who commits a second offence under this By-law within one (1) year of committing the first offence may be liable to a fine of not less than nor more than the sum set out in Schedule “B” of this By-law, while a person who commits a third or subsequent offence under this By-law within one (1) year of committing the first offence may be liable to a fine of not less than nor more than the sum as set out in Schedule “B” of this By-law.
- 10.3 Under no circumstance shall any person contravening any provision of this By-law be subject to the penalty of imprisonment.
- 10.4 Where there has been a breach of this By-law, an Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, S.A. 1998, c-p-21.5, as amended.

11. GENERAL

- 11.1 Schedule A and Schedule B is attached hereto and shall form a part of this By-law.
- 11.2 Should any provision of this By-law be invalid, then such invalid provision shall be severed, and the remaining By-law shall be maintained.
- 11.3 This By-law shall come into effect on final reading and passing of the By-law.
- 11.4 This bylaw repeals and replaces By-law #219-15.

READ a first time, this 24th day of March 2023.

READ a second time, this 24th day of March 2023.

READ a third and final time, this 24th day of March 2023.

Cyril Gurevitch, K.C., Mayor

Tanner Evans, Administrator

SCHEDULE “A”

Amount which will be accepted by the Summer Village of in lieu of prosecution:

SECTION	OFFENCE DESCRIPTION	PENALTY
3.1	Owner of dog at large	\$200.00
3.2	Leaving dog chained up, in a Kennel, or at large outside between 11 pm and 8 am	\$200.00
3.3 (a)	Owner of any dog which bites, or attempts to bite a person	\$500.00
3.3 (b)	Owner of any dog which bites at, barks at, or chases vehicles	\$100.00
3.3 (c)	Owner of any dog barking, howling, disturbing any neighbours, or chases people	\$200.00
3.3 (d)	Owner of any dog causing damage to property	\$250.00
3.3 (e)	Owner of any dog causing harm (biting) to another dog	\$250.00
3.3 (f)	Owner keeping a female dog which is in season at any location where the dog is a source of attention and accessible to other dogs	\$100.00
3.4	Failure of owner to remove defecation immediately from property which is not the Owner’s property	\$100.00
3.5 (a)	Untying, loosening or otherwise freeing any dog without the Owner’s consent	\$200.00
3.5 (c)	Teasing, tormenting, annoying, abusing or injuring any dog	\$200.00
4.4	Failure to quarantine rabid dog or dog exposed to rabies or any other communicable disease	\$500.00
6.1	Interfere with, impeding or hindering an Animal Control Officer’s enforcement of this By-law	\$250.00
10.2	Second offence within one year of the first offence	***
	Third or subsequent offence within one year of the first offence	+++

- *** Double the amount of the specified
Penalty for the first offence
- +++ Triple the amount of the specified
penalty for the first offence

SCHEDULE “B”

Impound Feesas per required fees

Care and sustenance – per dayas per required fees

Veterinary feesas per expended

Summer Village of Norglenwold

March 24, 2023

Council & Legislation

Request for Decision

Agenda Item: *Community Standards Bylaw*

Background:

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

The current Community Standards Bylaw was passed in 2015 and needed review and updating. Administration has amended the bylaw, and in some places, moved sections around, to provide a layout that is consistent between all Summer Villages. It is being brought forward for Council's review and consideration.

Options for Consideration:

1. Council to discuss and give 1st, 2nd and 3rd reading to the Community Standards bylaw either as presented or amended.
2. Council table for amendments or further consideration.

Administrative Recommendations:

1. Council give 1st reading to the Community Standards Bylaw #277-23
2. Council give 2nd reading to the Community Standards Bylaw #277-23.
3. Council by unanimous consent give 3rd reading to the Community Standards Bylaw #277-23 at this meeting.
4. Council give 3rd and final reading to the Community Standards Bylaw #277-23.

Authorities:

Section 4, Part 2 (7) of the MGA – A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities, and things in, on or near a public place or place that is open to the public;
- (c) nuisances, including unsightly property.

SUMMER VILLAGE OF NORGLLENWOLD COMMUNITY STANDARDS BYLAW BY- LAW #~~222-15~~277-23

BEING A BYLAW OF THE SUMMER VILLAGE OF NORGLLENWOLD IN THE PROVINCE OF ALBERTA TO PROHIBIT CERTAIN ACTIVITIES IN ORDER TO PREVENT AND COMPEL THE ABATEMENT OF NOISE, NUISANCE, UNSIGHTLY PREMISES AND PUBLIC DISTURBANCES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by bylaw provide for a system of licensing, permits and approvals and regulating business within the Municipality;

WHEREAS the Council of the Summer Village of Norglenwold deems it expedient and in the public's interest to pass a bylaw to regulate and control noise, nuisance, unsightly ~~premises~~premises, and public disturbances;

NOW THEREFORE the Municipal Council of the Summer Village of Norglenwold, in the Province of Alberta, duly assembled enacts as follows:

1. TITLE

1.1 This bylaw may be cited as the -“**Community Standards Bylaw**.”

2. DEFINITIONS

2.1 In this Bylaw, including this section, unless the context otherwise requires:

a) -“**Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions there of.

b) -“**Bullying**” means verbal or physical abuse, threats, taunts, teasing, name calling and put downs, ~~written~~written, or electronically transmitted, or repeated abusive communication, direct or through any medium whatsoever.

c) “**Chief Administrative Officer**” means the Chief Administrative Officer of the Summer Village of Norglenwold appointed by Council.

d) -“**Council**” means the Municipal Council of the Summer Village of Norglenwold.

e) “**Graffiti**” means the defacement or disfigurement of any property or object, through the performance of any of the following acts:

- (i) the application of any substance, including paint, ink, ~~stain~~stain, or whitewash to any surface; or
- (ii) the affixing of any substance, including paper, ~~fabric~~fabric, or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
- (iii) the marking, scratching, etching or other alteration or disfigurement of any surface.

f) “**Minor**” means an individual under 18 years of age.

g) **“Municipal Ticket”** means a ticket in a form as approved by the Chief Administrative Officer, issued by the Summer Village allowing for the voluntary payment of a fine established under this Bylaw.

h) **“Nuisance”** for the purpose of this bylaw, includes any use of or activity upon any property which is offensive to any person or has or may have a detrimental impact upon any person to other property in the neighbourhood.

i) **“Peace Officer”** means:

(i) ~~(i)~~ a member of the Royal Canadian Mounted Police;

(ii) ~~(ii)~~ a Bylaw Officer as appointed by the Summer Village to enforce bylaws of ~~t~~The Summer Village; or

~~(ii)~~(iii) a Community Peace Officer as appointed by the Solicitor General of Alberta.

j) **“Premises”** means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.

k) **“Provincial Ticket”** means a ticket as defined in the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.

l) **“Public Place”** means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.

m) **“Sign”** means any word, letter, model, placard, board, notice device, or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction, and its supporting structure.

n) **“Summer Village”** means the Summer Village of Norglenwold.

o) **“Youth”** means an individual 12 to 17 years of age;

3. NOISE

3.1 No person shall cause or permit any noise that annoys or disturbs the peace of any other person.

3.2 No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.

3.3 In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:

3.3.1 type, ~~volume~~volume, and duration of the sound;

3.3.2 time of day and day of the week;

3.3.3 nature and use of the surrounding area.

- ~~3.4~~ Permissible Hours. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.

4. INDUSTRIAL/CONSTRUCTION NOISE

- 4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:

4.1.1 is a permitted use; or

4.1.2 is an approved discretionary use; or

4.1.3 is a non-conforming, but not illegal, use as defined in the *Municipal Government Act*.

- 4.2 In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

- 4.3 With the exception of the activities referred to in section 4.1 herein, no person shall use, ~~operate~~operate, or allow to be used or operated any tools, machinery or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of 8:00 p.m. and ~~7~~8:00 a.m. any day.

- ~~4.4~~ These provisions do not apply to work carried on by the Summer Village, or by a contractor carrying out the instructions of the Summer Village, providing it is work of an emergent nature of circumstance.

5. CONSTRUCTION WASTE

- ~~5.1~~ Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.

- ~~5.2~~ No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.

~~5.~~ **EXCEPTIONS**

- ~~5.1~~ These provisions do not apply to work carried on by The Summer Village, or by a contractor carrying out the instructions of The Summer Village, providing it is work of an emergent nature of circumstance.

6. NUISANCE AND UNSIGHTLY PREMISES

- 6.1 ~~"Nuisance" for the purpose of this bylaw includes any use of or activity upon any property which is offensive to any person, or has~~

~~or may have a detrimental impact upon any person or other property in the neighbourhood, and without limiting the generality of the foregoing, includes the following:~~ No person shall permit any use or activity upon their property which is offensive to any person and may have a detrimental impact on any persons or property including but not limited to:

- 6.1.1 — the failure to cut grass, weeds, ~~maintain healthy shrubs,~~ trees ~~and shrubs,~~ or other landscaping features incidental to a landscaped area;
- ~~6.1.2~~ the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;
- 6.1.3 ~~having a non-landscaped or vegetated parcel;~~
- ~~6.1.4~~ the growth of trees or shrubs in such a manner that they interfere with utilities or endanger visibility to street signage, or roadway clearance;
- 6.1.45 the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;
- 6.1.56 the storage or accumulation of or failure to dispose of discarded dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;
- ~~6.1.6~~ the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of six (6) minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack or chimney, unless specifically authorized by Council;
- 6.1.7 the generation of excessive dust and permitting such dust to escape from the property;
- 6.1.8 the failure to maintain an accessory building, structure ~~or~~ fence such that it deteriorates, becomes unsightly or becomes a safety hazard;
- 6.1.9 the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;
- 6.1.10 the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any light standard, bench, garbage receptacle, fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;
- 6.1.11 the burning of anything other than dry untreated clean wood in a residential wood fireplace.
- 6.2 No person being the owner, agent of the owner, ~~lessee~~ lessee, or occupier of any property within the Summer Village shall permit such property, or the activities upon such property to be or remain a nuisance or safety hazard.

~~7. GRAFFITI~~

- ~~7.1 No person shall place graffiti or cause it to be placed on any property.~~
- ~~7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.~~
- ~~7.3 A property owner who breaches the provisions of Section 8.2 where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule A.~~
- ~~7.4 In prosecuting for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defense under this bylaw.~~

7. GRAFFITI

- 7.1 No person shall place graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.
- 7.3 A property owner who breaches the provisions of Section 7.2 where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule A.
- 7.4 In prosecuting for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defense under this bylaw.

~~8. CONSTRUCTION WASTE~~

8 LITTERING

- 8.1 No person shall place, deposit, or throw or cause to be placed, deposited or thrown upon any Summer Village property, including any street, lane, ditches, park, other public place or water course:
- 8.1.1 a cardboard or wooden box, carton, container, or receptacle of any kind;
- 8.1.2 a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;
- 8.1.3 paper of any kind, whether or not containing written or printed matter thereon;
- 8.1.4 any human, animal or vegetable matter or waste;
- 8.1.5 any glass, crockery, nails, tacks, barbed wire or other breakable or sharp objects;
- 8.1.6 scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts there from;

8.1.7 any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;

8.1.8 dirt, filth, yard refuse or rubbish of any kind whether similar or dissimilar to the foregoing including but not limited to grass clippings, weeds, materials from pruning such as branches, limbs, twigs, leaves, or any other pruning debris.

8.2 A person who has placed, deposited, or thrown or caused to be placed or thrown anything or any matter mentioned in subsection 8.1 upon any road, ditch, municipal reserve or other public place or water course shall forthwith remove it.

~~8.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.~~

~~8.2 No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.~~

9. CAUSE A DISTURBANCE

9.1 No person located in a public place shall disturb the peace and enjoyment of other members of the public by:

9.1.1 screaming, shouting, or using loud, abusive, or grossly insulting language;

9.1.2 being intoxicated by alcohol or other substances; or

9.1.3 openly exposing or exhibiting an indecent act.

109. NUISANCE ENFORCEMENT

~~910.1 A Peace Officer may, after giving reasonable notice to the owner or occupier of the premises, enter upon the said premises and carry out an inspection.~~

910.2 Upon completion of the inspection, the Peace Officer may direct the owner or occupant of the property to:

910.2.1 cease the activity which causes the nuisance;

910.2.2 change the way in which such person is carrying out any activity;

910.2.3 direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including:

(a) the removal of any thing or matter from the property, which constitutes the nuisance; ~~and~~

(b) the construction or installation of a garbage bin or enclosure or the repair of an existing garbage enclosure;

- (c) enter into a cleanliness agreement in a form to the satisfaction of the Peace Officer.
 - (d) specify the time within which such person must comply with the directions contained in the notice; ~~and~~
 - (e) notify the owner or occupant that, if compliance with the notice is not ~~effected~~affected within a specified time, the municipality will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier;
 - (f) offer the owner or occupant of the property an opportunity to enter into any other voluntary agreement with the Summer Village to keep the premises clean, ~~tidy~~tidy, and free of nuisances.
- 109.3 Any person who refuses to allow an inspection of the premises under Section 10.1 is guilty of an offence.
- 109.4 Any person who fails to comply with a direction made under this Section is guilty of an offence.
- 109.5 No person shall cause or permit or undertake any activity upon any Summer Village property which is a nuisance.

~~10~~ — **LITTERING**

- ~~10.1~~ No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Summer Village property, including any street, lane, ditches, park, other public place or water course:
 - ~~10.1.1~~ a cardboard or wooden box, carton, container, or receptacle of any kind;
 - ~~10.1.2~~ a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;
 - ~~10.1.3~~ paper of any kind, whether or not containing written or printed matter thereon;
 - ~~10.1.4~~ any human, animal or vegetable matter or waste;
 - ~~10.1.5~~ any glass, crockery, nails, tacks, barbed wire or other breakable or sharp objects;
 - ~~10.1.6~~ scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts there from;
 - ~~10.1.7~~ any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;
 - ~~10.1.8~~ dirt, filth, yard refuse or rubbish of any kind whether similar or dissimilar to the foregoing.
- ~~10.2~~ A person who has placed, deposited or thrown or caused to be placed or thrown anything or any matter mentioned in

~~subsection 11.1 upon any road, ditch, municipal reserve or other public place or water course shall forthwith remove it.~~

11. AUTHORITY TO REMOVE

11.1 ~~_____~~ The Chief Administrative Officer may authorize the removal and put in storage or destroy anything placed upon Summer Village property in contravention of this bylaw.

12. ORDER

~~_____~~ 12.1 A designated officer may, by written order, require a person responsible for the contravention to remedy the contravention.

~~_____~~ 12.2 ~~_____~~ The Order shall:

12.2.1 ~~_____~~ state a time within the owner must comply with the order;

12.2.2 ~~_____~~ state that if the owner does not comply with the order within a specified time, the Summer Village will take the action or measure at the expense of the owner.

~~_____~~ 12.3 ~~_____~~ The Summer Village may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

13. RIGHT TO REMEDY

13.1 ~~_____~~ The Summer Village may take whatever actions or measures are necessary to deal with the unsightly property if:

13.1.1 ~~_____~~ the Summer Village has issued a written Order under Section 1~~23~~ of ~~_____~~ this bylaw;

~~_____~~ 13.1.2 ~~_____~~ the Order contains a statement referred to in Section 12.2 of ~~_____~~ this bylaw;

~~_____~~ 13.1.3 ~~_____~~ the person to whom the Order is directed has not complied ~~_____~~ with the ~~_____~~ Order within the time specified in the Order; ~~_____~~ and

~~_____~~ 13.1.4 ~~_____~~ the appeal periods respecting the Order have passed or, if an appeal has been made, the appeal has been decided and it ~~_____~~ allows the Summer Village to take the action or measures.

14. PENALTIES

~~_____~~ 14.1 Any person who breaches any section of this Bylaw is guilty of an offence and liable to:

14.1.1 payment of the penalty specified in Schedule "A" hereto; or

14.2.2 for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00;

14.2.3 and in default of payment of any penalty, to imprisonment for up to six (6) months.

15. MUNICIPAL AND PROVINCIAL TICKETS

~~15.1~~ Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may ~~issue~~issue, and serve:

~~15.1.1~~ A Municipal Ticket allowing payment of the specified penalty to ~~t~~The Summer Village; or

~~15.1.2~~ A ~~Provincial~~ Provincial Ticket according to the provisions of the *Provincial Offences Procedure Act*, as amended.

15.2 Service of a Municipal Ticket will be sufficient if it is:

~~15.2.1~~ personally served; or

15.2.2 served by regular mail to the person's last known mailing address.

15.3 If a violation ticket is issued in respect of an offence, the violation ticket may:

15.3.1 specify the fine amount established by this Bylaw for the offence; or

15.3.2 require a person to appear in Court without the alternative of making a voluntary payment.

15.4 A person who commits an offence may:

15.4.1 If a violation ticket is issued in respect of the offence; and

15.4.2 If the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Court Office specified on the violation ticket.

16. SEVERABILITY

16.1 If any part of this Bylaw is found to be invalid, then that part shall be ~~severed~~severed, and the remaining Bylaw will continue to be in force.

~~THAT~~ this Bylaw shall take effect on the date of the third and final reading and upon signing by the Mayor and Chief Administrative Officer.

Upon signing of Bylaw ~~#224-2-153~~ all previous bylaws and amendments thereto are hereby rescinded.

READ a first time in Council assembled this ~~29th day of May, 2015.~~24th day of March 2023.

~~Carol McMillan, Mayor~~

~~Phyllis Forsyth, C.A.O.~~

READ a second time in Council assembled this ~~26th day of June, 2015.~~24th day of March 2023.

~~Carol McMillan, Mayor~~

~~Phyllis Forsyth, C.A.O.~~

READ a third time in Council assembled and passed this ~~21st day of July 2015.~~24th day of March 2023.

~~Carol McMillan~~Cyril Gurevitch, K.C., Mayor

~~Phyllis Forsyth~~Tanner Evans,
C.A.O.

SCHEDULE "A"

Offence	Schedule "A" Schedule of	Section	Fine
Make noise		3.1	
	a) first offence		\$ 2 50.00
	b) second offence within 1 year		\$500.00
	c)third and subsequent offences within 1 year		\$750.00
Permit Noise		3.2	
	a) first offence		\$250.00
	a) second offence within 1 year		\$500.00
	b) third and subsequent offences within 1 year		\$750.00
Industrial or construction noises		4.1 or 4.2	
	a) first offence		\$250.00
	b) second offence within 1 year		\$500.00
	c) third and subsequent offences within 1 year		\$750.00
<u>Failing to contain construction waste</u>		<u>5.1 or</u> <u>5.2</u>	
	<u>a) first offence</u>		<u>\$250.00</u>
	<u>b) second offence within 1 year</u>		<u>\$500.00</u>
	<u>c) third and subsequent offences</u>		<u>\$1000.00</u>
Permitting a nuisance on Private Property		<u>6</u> 7.1	
	a) first offence		\$200.00
	b) second offence within 1 year		\$400.00
	c) third and subsequent offences within 1 year		\$600.00
Placing Graffiti on property		<u>7</u> 8.1	

a) first offence		\$2,500.00
b) a second offence within 1 year		\$5,000.00
c) third and subsequent offences within 1 year		\$7,500.00
Failure to remove Graffiti	8 7.2	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences within 1 year		\$1,000.00
Failure to comply with Graffiti order	7 8.3	\$250.00 for each day that the b breach continues
Failing to contain construction waste	9.1 or 9.2	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences		\$1000.00
Refusing to allow a Peace Officer access to carry out an inspection	10.1	\$500.00
Failing to comply with order of a Peace Officer	10.2	
a) first offence		\$500.00
b) second offence within 1 year		\$750.00
c) third and subsequent offences within 1 year		\$1,000.00
Nuisance upon Summer Village property	9.5	\$500.00
Depositing litter on Summer Village property	10 8.1	
a) first offence		\$500.00
b) second offence within 1 year		\$750.00
<u>c) third and subsequent offences within 1 year</u>		<u>\$1,000.00</u>
Failing to remove litter	11 28.2	
a) first offence		\$500.00
b) second offence within 1 year		\$750.00
c) third and subsequent offences within 1 year		\$1,000.00
<u>Cause a disturbance</u>	<u>9.1</u>	
<u>a) first offence</u>		<u>\$250.00</u>
<u>b) second offence within 1 year</u>		<u>\$500.00</u>
<u>c) third and subsequent offences within 1 year</u>		<u>\$1,000.00</u>

Summer Village of Norglenwold

March 24, 2022

Council & Legislation

Request for Decision

Agenda Item: *Fire and Burning Bylaw*

Background:

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

Administration is beginning the review and amendments to the Fire and Burning Bylaw. Your current bylaw does not address fireworks and we would like to include something either prohibiting them or adding some rules that address setbacks from buildings, vehicles and property lines. You may also want to include dates (Canada Day or New Year's Eve) as acceptable days in which igniting fireworks would be permitted and include up to a certain hour so as not to cause a noise disturbance, perhaps prior to 11:00 p.m.

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

Municipal Government Act, Section 7

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

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

Summer Village of Norglenwold

March 24, 2023

Council and Legislation

Request for Decision

Agenda Item: *Coffee with Council*

Background:

At the January 20, 2023, Council meeting, Council decided not to proceed with the Open Mic sessions at the end of their Council meetings and instead to allow public feedback during regularly scheduled Coffee with Council sessions.

Administration is bringing this item forward to inquire if Council would like to book Coffee with Council sessions for the year. Coffee with Council is a great opportunity for residents to sit down with Council members to ask questions and express concerns. It shows transparency to residents and allows Council to bring forward information for feedback from residents prior to making decisions.

While these meetings run without administrative involvement, Administration will set up the zoom link for residents unable to attend in person and notify residents via email blast and mailout.

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

March 24, 2023

Council and Legislation

Request for Decision

Agenda Item: *Fiber Optic Project*

Background:

Administration has received a request for support from Red Deer County as part of their application to the Universal Broadband Fund administered by Innovation, Science and Economic Development Canada.

They have provided a sample letter attached should Council wish to support this endeavor.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council support Red Deer County and Administration send letter.

Administrative Recommendations:

That Council discuss and provide direction to Administration.

Authorities:

Municipal Government Act, Section 153 (a)

Councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality.

February 9, 2023

Innovation, Science and Economic Development Canada
235 Queen Street
Ottawa, Ontario K1A 0H5

Re: Red Deer County Rural Fiber Optic Project – Letter of support

Dear Innovation, Science and Economic Development Canada (ISED):

On behalf of **Norglenwold**, please accept this letter of support to Red Deer County's Rural Fiber Optic Project in their application to the Universal Broadband Fund (UBF) administered by Innovation, Science and Economic Development Canada (ISED).

Norglenwold is a summer village in central Alberta. It is located on the southeast shore of Sylvan Lake adjacent to the Town of Sylvan Lake. It is surrounded by hundreds of rural residents who regularly face internet accessibility and bandwidth issues.

The lack of reliable internet connections & the very slow upload & download speeds makes conducting business very challenging in rural Alberta. Most businesses today rely heavily on internet for all aspects of their operations. Businesses are extensively using internet to run, manage & operate sales contacts, product demos, invoicing, competitive research, day to day business, access to parts catalogs, system monitoring, security management, record keeping, marketing, logistics management, communications, etc.

The COVID pandemic also exposed how inadequate and outdated the existing systems are. Virtual teaching and working from home efforts were almost impossible to conduct without encountering drops in service. With the recent shift to working from home and virtual schooling, the current internet system has been beyond overloaded. Rather than lag behind the urban municipalities, it is crucial to provide the infrastructure needed to ensure our rural businesses and residents not only survive, but thrive during these already difficult economic conditions.

If you require more information about **Norglenwold**, please contact us via email at tevans@sylvansummervillages.ca

Sincerely,

Tanner Evans, CAO

Summer Village of Norglenwold**March 24, 2023****Planning and Development****Request for Decision****Agenda Item: *Encroachment Agreement Letter – 15 Grand Avenue*****Background:**

Administration has received a letter from the homeowner of 15 Grand Avenue about renewing their encroachment agreement. Administration sent the homeowner a letter stating that the encroachment agreement was approved for renewal by Council, required signature and the new fee as reflected in the policy.

Background on the encroachment:

Encroaching driveway gate/fence on the road right-of-way. In 2016 a request for the encroaching gate was brought forward to Council from the contractor of the build, requesting the gate encroachment as it would make the access to the detached garage more user friendly and more aesthetically pleasing. Adjacent properties provided support for the request. The encroachment renewal was approved by Council in October 2022, the motion was to approve the encroachment agreement renewal as the encroaching gate was approved at the time of construction in 2016.

The annually agreement fee was \$30, since the encroachment agreement policy has been updated any new agreements are to pay the updated fee, in this case \$250 annually.

Options for Consideration:

- 1) That Council discuss and direct administration to make changes to the properties Encroachment Agreement.
- 2) That Council accept as information, the homeowner either signs the encroachment agreement/pays the fee, or removes the encroachment.

Administrative Recommendations:

That Council accept as information, the homeowner either signs the encroachment agreement/pays the fee or removes the encroachment. The fees have been increased in the policy to cover administrative costs, and to potentially defer residents from encroaching onto municipal land. It is clear in encroachment agreements that the duration of the agreement is only 5 years, and Council could have at that time decided to have the encroachment removed.

Authorities:

Encroachment Agreement NGC-22-172

February 16, 2023

Summer Village of Norglenwold

Attn: Kara Hubbard, Development Officer – via email: khubbard@sylvansummervillages.ca

Re: Encroachment agreement – 15 Grand Avenue

Dear Kara,

This letter is in response to the letter received from you dated February 3, 2023, regarding the above.

First off, I wish to tell you how upsetting this letter is. I cannot believe the Summer Village would increase this cost by more than 800% for such a small piece of land. I also feel the timeline provided to signing this document is too short for any feedback or discussions to be had regarding this.

We entered into our previous “agreement” in October 2016 for \$30.00 per year. This allowed me to put my fence and vehicle gate in straight and give me a bit more room to manoeuvre around. If I would have ever thought that the Summer Village would increase this cost so substantially, I would never have designed my fence and gate area this way. Do you realize what is in this little sliver of property? A bush, that’s it!! It is not blocking access to the lake, it is not impeding on a pathway, nothing of the sort. No human would or will probably ever walk in that tiny area, maybe a dog or a deer might but that’s about it.

I would ask for a review of this file, and a request to lower the yearly cost to a more reasonable amount. I think no more than \$50.00 per year would be an acceptable increase.

I am currently reviewing my other options. I feel the Summer Village is trying to force me to redesign my entranceway with a garage already built and a driveway already asphalted. This will be at a substantial cost to me.

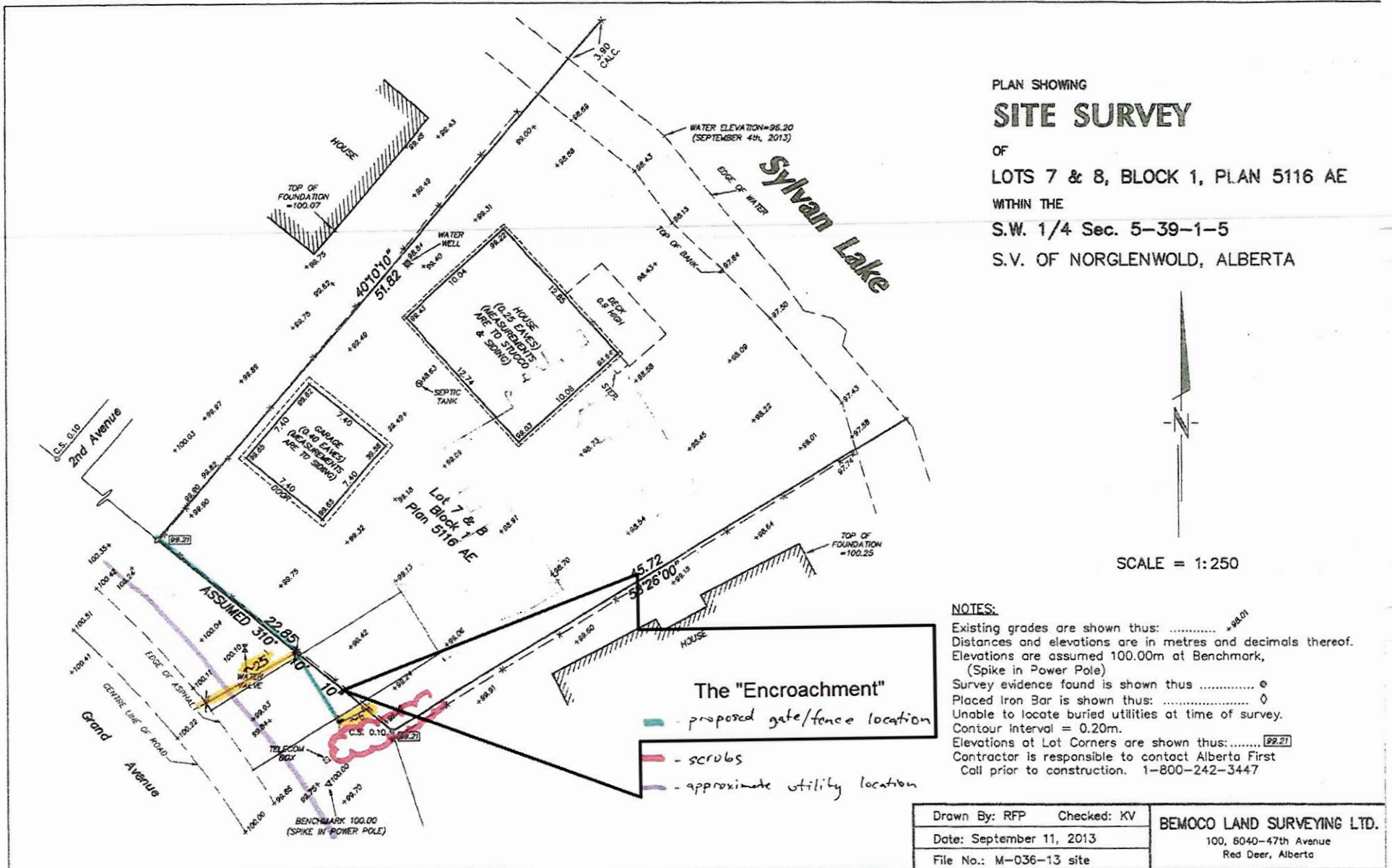
Would the Summer Village offer this sliver of land to me to purchase?

I await a response from you,

Yours truly,



15 Grand Avenue, Norglenwold, AB T4S 1S5







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

PURPOSE

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

POLICY STATEMENT:

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

DEFINITIONS:

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

“development” means:

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

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

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

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

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

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

GENERAL:

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

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

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

Summer Village of Norglenwold

March 24, 2023

Planning and Development

Request for Decision

Agenda Item: *Re-Planting Vegetation Examples*

Background:

Last Council meeting, Council directed Administration to provide tree replanting regulations from the City of Calgary. Below are the City of Calgary regulations along with other Municipalities.

City of Calgary Housing Districts:

Planting Requirements

(1) Trees required by this section:

(a) may be provided through the planting of new trees or the preservation of existing trees; and

(d) where approved by the Development Authority, may be provided on a boulevard adjacent to the parcel.

(2) A minimum of 1.0 tree and 3.0 shrubs must be provided for each 110.0 square meters of parcel area.

(3) Shrubs must be a minimum height or spread of 0.6 metres at the time of planting.

(4) The requirement for the provision of 1.0 tree is met where:

(a) a deciduous tree has a minimum calliper of 60 millimetres; or

(b) a coniferous tree has a minimum height of 2.0 metres.

(5) The requirement for the provision of 2.0 trees is met where:

(a) a deciduous tree has a minimum calliper of 85 millimetres; or

(b) a coniferous tree has a minimum height of 4.0 metres.

(6) The requirement for the provision of 3.0 trees is met where an existing deciduous tree with a calliper greater than 100 millimeters is preserved.

(7) For landscaped areas with a building below, planting areas must have the following minimum soil depths:

- (a) 1.2 metres for trees;
- (b) 0.6 metres for shrubs; and
- (c) 0.3 metres for all other planting areas.

(8) The soil depths referenced in (7) must cover an area equal to the mature spread of the planting material.

(9) All plant materials must be of a species capable of healthy growth in Calgary and must conform to the standards of the Canadian Nursery Landscape Association

Town of Sylvan Lake:

With the exception of single detached dwellings, duplexes and triplexes, all development shall follow planting requirements as follows:

- (a) a minimum of one tree per 35 m² (376.75 ft²) of landscaped area;
- (b) a minimum of one shrub per 25 m² (269.11 ft²) of landscaped area;
- (c) a minimum of one third (33%) of the required trees shall be coniferous;
- (d) deciduous trees shall have a minimum calliper size of 50mm for small trees and a minimum calliper size of 75 mm for large trees at the time of planting. Ornamental trees shall be an exception and shall have a minimum calliper size of 35 mm and shall be considered small trees;
- (e) Coniferous trees shall have a minimum height of 1.8 m for small trees and a minimum height of 2.5 m for large trees at the time of planting;
- (f) 50% of all trees planted shall be large trees;
- (g) shrubs shall be a minimum of #2 container pot size at the time of planting;
- (h) calliper size shall be measured 6 inches above the ground; and,
- (i) all plant material shall be of a species capable of healthy growth in the Town of Sylvan Lake and shall conform to the standards of the Canadian Nursery Trades association for nursery stock;

Summer Village of Gull Lake:

No specific plantings for residential. Commercial District Landscaping:

- (a) Appropriate Screening of outside storage areas, parking facilities and loading areas from adjacent Buildings and Roads shall be provided. Trees and shrubs shall be evenly placed at regular intervals when Used for Screening.

(b) The planting of additional trees and shrubs shall be provided on the basis of the following:

- (i) one (1) tree per 40 m² (430 ft²) of the required Landscaped Area;
- (ii) one (1) shrub per 20 m² (215 ft²) of the required Landscaped Area;
- (iii) fifty percent (50%) of the required trees and shrubs shall be coniferous and fifty percent (50%) of the required trees and shrubs shall be deciduous;
- (iv) seventy-five percent (75%) of the coniferous trees shall be a minimum 2m (6.6 ft) in Height above the root ball and twenty-five percent (25%) shall be a minimum of 3.5 m (11.5 ft) in Height above the root ball;
- (v) fifty percent (50%) of the deciduous trees shall be a minimum of 50 mm (2.4 in) caliper above the root ball and fifty percent (50%) shall be a minimum of 75 mm (3 in) caliper above the root ball;
- (vi) a minimum Height of 0.5 m (1.64 ft) for coniferous shrubs; and
- (vii) a minimum Height of 0.6 m (1.97 ft) for deciduous shrubs.

(c) when not Used for Screening, trees and shrubs shall be clustered or arranged in planting beds. Individual planting beds shall consist of an odd number of trees and shrubs and an approximate mix of fifty percent (50%) coniferous and fifty percent (50%) deciduous). At a minimum, a planting bed shall be composed of three (3) coniferous trees and two (2) deciduous trees or shrubs.

(d) The Owner of a property shall be responsible for landscaping and proper maintenance. If the required landscaping does not survive two (2) growing seasons, the applicant/Owner must replace it with a similar type of species and with a similar caliper width or Height.

Summer Village of Parkland Beach:

Residential District:

Landscaping Where no mature trees exist on a parcel, the minimum number of trees to be planted shall be six (6). Deciduous trees must have a minimum calliper width of 50mm (2in) measured at a point 1.5ft above the top of the root ball. Coniferous trees must have a minimum height of 1.8m (6ft) above the top of the root ball.

Lacombe County:

The landscaping plan shall include:

h) A location plan showing the proposed development and landscaping relative to the landscaping and improvements on adjacent properties.

(i) one tree for every 3.05m (10ft) and one shrub for each 1.83m (6ft) of linear frontage abutting the right-of-way shall be required; and

(ii) one tree for every 3.05m (10ft) and one shrub for each 1.83m (6ft) of linear side or rear yard may be required.

Sturgeon County:

Residential Landscaping Requirements

All development on lands within the R5 district that incorporates town house and/or apartment uses on a single parcel may be subject to the following landscape standards, at the discretion of the Development Authority:

- a minimum of 20% of the parcel area should be landscaped, including all areas of the parcel not covered by buildings or parking; and
- including one deciduous or coniferous tree and four shrubs for each dwelling unit on the parcel.

Options for Consideration:

1. Council discuss and direct administration to draft a Land Use Bylaw Amendment Bylaw.
2. Council accept as information.

Administrative Recommendations:

1. Council to discuss and if desired direct administration to draft a Land Use Bylaw Amendment Bylaw, or accept as information.

Authorities:

City of Calgary – Land Use Bylaw 1P2007

Town of Sylvan Lake – Land Use Bylaw 1695/2015

Summer Village of Gull Lake – Land Use Bylaw 346/12

Summer Village of Parkland Beach - Land Use Bylaw 2018-01

Lacombe County – Land Use Bylaw 1237/17

Sturgeon County – Land Use Bylaw 1385/17

Summer Village of Norglenwold

March 24, 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

Correspondence:

Upcoming Meetings:

Next Council Meeting – April 28, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – FEBRUARY 8, 2023 – 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.

The Little Free Pantry received two very generous donations in January. Cenovus Energy – Clearwater Division donated a large amount of dry goods and \$315 in cash from their safety meeting; there were over 100 people in attendance. On the same day Lokal Kitchen stopped by with the dry goods received during their “Season of Giving” campaign in December. This is the fourth year in a row that the Little Free Pantry has benefitted from the generosity of the restaurant and their customers. If you are interested in donating, please stop by the library during open hours:

Sunday 1:00pm – 5:00pm / Monday 1:00pm – 8:00pm

Tuesday / Wednesday / Thursday 10:00am – 8:00pm

Friday / Saturday 10:00am – 5:00pm

The Henday Association for Life Long Learning is holding English as a Second Language classes at the library on Wednesday evenings. This resulted from some Ukrainian immigrants and their sponsors requesting access to this type of service in the area.

3. Programming Report

A Murder Mystery event was held for the first time in January. Participants arrived at the library for an evening of high society decadence with a side of “Murder in Manhattan”. Interrogations were carried out, accusations were thrown, and eventually the murder was solved. Stay tuned for similar events.

Another first was a monthly Drop-In-Card Games program. Crib was the game of choice with Hearts to be explored in February. Many participants requested this program to be offered more than once per month.

The Film Society showed “The Phantom of the Open” in January and will be showing “Buffy Sainte-Marie: Carry It On” on February 27 from 7:00pm-9:00pm. Tickets are \$10.00 + GST, Season Passes are \$40.00 + GST (with a season pass you get one film free). Tickets and Season Passes can be purchased in advance at

the Library, or at the theatre the night of the showing. Please note that only cash can be accepted at the theatre. Films screen the last Monday of the month at Landmark Cinemas.

Many of the popular programs continued including Sensory Story Time, Art Attack, Mystery Book Club and Pub Trivia Night. A full listing of all the exciting programs can be found on the website.

4. New Items

The 2022 Annual Report was presented to the Board and approved.

The Canada Revenue Agency requires a listing of current Board Members, moving forward this task will be updated regularly by the library bookkeeper.

5. Policy

The Personnel Policy was brought forward for its annual review by the sub-committee. This policy was passed with minor amendments.

6. Information and Updates

The hiring sub-committee is moving forward with interviews for the Library Director position that is currently vacant. Once the formal interviews have been conducted the applicant will make a presentation to the Board during a regular Board meeting.

Meeting adjourned at 8:59pm.

Next Regular Meeting – March 8, 2023, at 6:30pm.



Sylvan Lake Municipal Library



The library had **2,301**
open hours in 2022!



1,313 people have a card
at our library



36,380 people walked
through our doors last year



In addition to **50,158**
website visits



The library added **2,408**
new items last year



Bringing the total
collection to **21,515**



There were **3,320**
downloads of e-Content



Contributing to a total of
80,742 checkouts!



We lent our items to
libraries outside of our
system **14,319** times



Our service is delivered
by **13** dedicated staff



And **6** amazing
volunteers



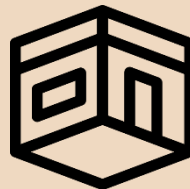
The library has **10** public
computers



And brought in **25,834**
items upon patron
request



We answered **7,600**
reference questions



And our meeting spaces
were booked **97** times



5 mobile devices
available for loan



We offered **749** in-
person programs



110 virtual
programs



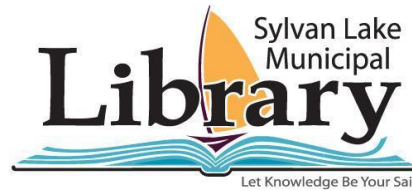
And **2** digital
literacy programs



9,364 people
attended in total



And our Wi-Fi had
72,207 connections!



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – MARCH 8, 2023 – 7:00PM

1. Communications

Introductions went around the table as a new Board member was welcomed named Charlie.

2. Treasurer’s Report

The Treasurer’s Report was approved as presented.

3. Director’s Report

The Director’s Report was approved as presented.

The Annual report was successfully submitted to the Public Library Services Branch (PLSB) on February 9, 2023, after the Board approved it as amended the previous evening. Confirmation was received from the PLSB that the Provincial funding will increase for the 2023-2024 fiscal year; the increase will be approximately \$12,500. The Board will send a letter to thank the Minister of Municipal Affairs.

4. Programming Report

Myrna Pearman, a local biologist, enthusiastic nature writer and photographer presented “Beauty Everywhere” at the library in February. She spoke about her experiences as a wildlife photographer along side a stunning slideshow of her work and gave participants suggestions of places to observe wildlife within our own backyard of Central Alberta. To follow Myrna please visit her website:

<https://www.myrnapearman.com/>

The Film Society will be showing “The Whale” on March 27 from 7:00pm-9:00pm; films screen the last Monday of the month at Landmark Cinemas. Tickets are \$10 + GST, Season Passes are \$40 + GST (with a season pass you get one film free). Tickets and Season Passes can be purchased in advance at the library, or at the theatre the night of the showing. Please note that only cash can be accepted at the theatre.

5. Policy

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

Meeting adjourned at 8:50pm.

Next Regular Meeting – April 12, 2023, at 6:30pm.



Parkland Regional Library System 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2022.



Parkland Libraries have...

678,471 items in the physical collection and 1,256,988 physical circulations.



Photo from Caroline Municipal Library

Virtual Library Services

- 248,922 website and online catalogue visits
- 91,259 eLibrary database sessions
- 134,981 digital checkouts
- 1,646,392 WiFi sessions at libraries

Parkland HQ

- Completed 23,757 interlibrary loans
- Provided an additional \$66,000 for additional eContent paid for from reserves
- Completed workshops, training, analysis, and reports on multiple topics for library staff.

H-1,2,3 2022 Annual Report



Photo from Caroline Municipal Library

Resource Sharing

- 883,300 items delivered in van runs in 2022.
- Purchased, processed, and added 30,594 items to the system catalogue.

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

IT Support

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3,310 Audiobooks
- 855 Software and Video Game Kits
- 1,955 Children, Teen, and Adult Programming Kits

H-1,2,3 2022 Annual Report



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Teresa Rilling

Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair)
Barb Gilliat (Vice Chair)
Deb Coombes
Debra Smith
Jamie Coston
Janice Wing
Joy-Anne Murphy
Leonard Phillips
Norma Penney
Shannon Wilcox

Director: Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221)

Manager of Finance and Operations: Donna Williams (ext. 141)

Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Barb Gilliat
Deb Coombes
Debra Smith
Joyce McCoy
Jul Bissell
Shawn Peach
Stephen Levy
Teresa Cunningham
Teresa Rilling

[Complete Board
and Municipality
list here.](#)

*Statistics based on 2022 annual report to PLSB Municipal Affairs

Strong Libraries, Strong Communities



Parkland Update

Thursday, February 9, 2023

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



Benefits of Physical Audiobooks

Physical audiobooks offer benefits over eAudiobooks for many library users. You can request bins of large print or audiobooks by genre via [Parkland's Support Site](#). Parkland has created [promotional material](#) for large print and audiobooks to help you market the collections to your patrons. You can read our [latest support site article](#) for more information.

Promotional Materials List

Parkland has created a spreadsheet with Canva links to [promotional materials](#) that have been created for libraries. With a Canva account, you will be able to apply your own branding and colours and customize the materials in any way. New additions include instructional brochures for all e-resources, large print and audiobook flyers, and book sale promotional materials.

LIBRARY NEWS

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

Local Author Visit at Clive Library



At the end of January, Clive Library had local author and illustrator, [Ashley Akkermans](#) visit and do a reading of her book *Sully the Rodeo Pickup Horse*, inspired by the real rodeo horse, Sully! They had a great turnout with 28 kids and 11 adults visiting their tiny library to hear her talk; the author was delighted with the turnout.

Ashley would also be happy to do readings at other Parkland libraries. If you're interested, please contact [Ashley](#) via her website.

Upcoming Library & Literary Dates

For events later this year, Library Staff can see our [2023 Notable Library and Literary dates document](#) on the Q Drive.

February 14 - [Library Lovers Day](#)

February 19-25 - [Freedom to Read Week](#)

March 20 - [World Storytelling Day](#)

March 21 - [World Poetry Day](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Events & Webinars

- February 22 at 10am - Library Managers Coffee Break
- March 6 at 10am - PLC Meeting (in-person and virtual)

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

Intellectual Freedom Webinar February 23 2pm

Register for this [free webinar](#) to learn how library workers can navigate commitments to intellectual freedom and social progress. Explore topics like information disorder and content warnings.

Trauma-Informed Leadership Webinar March 15 9am

[This workshop](#) explores how to lead with a trauma-informed approach and provides five key principles that trauma-informed workplaces embody. Some of the topics

Psychological Safety in the Workplace Webinar March 16 8am

[This workshop](#) provides an overview of the characteristics of a psychologically safe workplace and the roles of both the employee and employer in promoting psychological safety. Some of the topics included are the 13 factors that impact psychological safety, the benefits of promoting psychological safety, how employees can support psychological safety, how organizations can implement psychologically safe practices, and how to assess your organization's psychological safety.

include understanding the impact of trauma in the workplace, characteristics of a trauma-informed leader, trauma-informed workplace assessment, 5 Principles of trauma-informed workplaces, and the leadership role in championing these principles.

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First, Then, Next Boards

First, then, next boards are a great way to communicate with young children the schedule of a program. This can make them feel more comfortable in new places, help them understand what to expect in a program, and make them feel more in control. These boards are also a great way to make your programming more inclusive as they are a great visual tool to help people with cognitive disabilities such as autism, attention deficit, dyslexia etc.

If you'd like one of these boards for your programming or would like more information, please email Emma McPherson at emcpherson@prl.ab.ca.

First, Then, Next Boards will come with the basic set of cards for programming, but additional cards can be added to fit your library's needs. Please list any additional cards in your email request, as well, your library brand colours and logo can be added. If not specified the board and cards will come in the green shown.



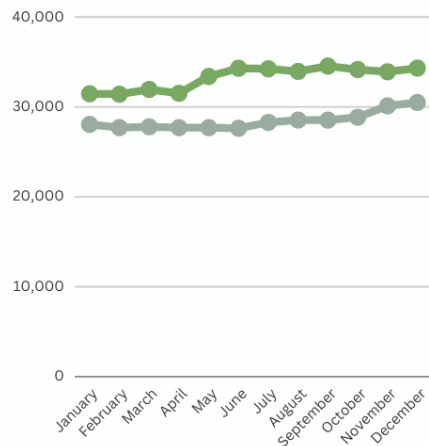
Social Media Resources

Social media can be confusing to navigate, what platform should you be posting on? What time of day is best? How often should we be posting? There are so many questions to consider, so check out our [latest blog post](#) for some helpful tips!

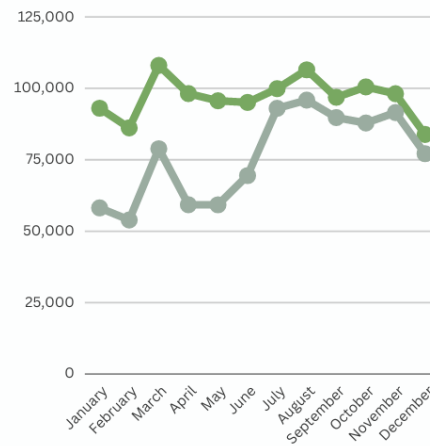
Regional Cardholder Statistics

Parkland has gathered cardholder statistics to get a picture of the health of region-wide library services between 2021 and 2022. Library staff can view these statistics and keep up with the 2023 statistics as they are updated monthly.

Active Patrons 2021 2022



Circulations 2021 2022



LIBRARY NEWS

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

New York Times Creates a Love Letter to Libraries

On Valentine's Day, writers and photographers at the NY Times published [A Love Letter to Libraries](#). The article takes the reader from myths and perceptions of libraries of yore, and shifts to current-day programming and experiences. If your library has access to the NY Times, it's well worth a few minutes to read this heartwarming ode to libraries.

Enjoy and happy Library Lover's Month!

TD Summer Reading Club StoryWalk

Deadline March 13

The TD SRC StoryWalk is available once again for SRC 2023! This fun, socially distanced activity places a children's book, page by page, on laminated poster boards along a path or in a park. Kids and their families have the opportunity to enjoy reading a book while strolling through their community. StoryWalk is free and available to participating libraries that submitted their statistics and evaluation for the 2022 TD SRC program and that have registered for the 2023 TD SRC. The book this year is *Treasure* by Mireille Messier. If you're eligible and interested in receiving a StoryWalk kit this year, [find out how to get one](#), and don't wait, because there is a limited number of kits available and they will go fast!

Upcoming Webinars

- **PLC Meeting** - March 6 at 10am *Registration with your consultant is required

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

Challenging Employee Conversations Without Fear Webinar

**Thursday, February 23
12pm**

In this webinar, you will learn how to think about and prepare for challenging conversations in ways that feel constructive and authentic. Don't miss out on this LibraryWorks webinar and [register today](#). Fee: \$49 (USD)

Expand Content Discovery and Leverage Patron Interests with Libby Webinar

**Wednesday, March 1
11am**

Deep search and Notify Me tags help Libby users discover more content in Libby. In Marketplace, Notify Me tags data offers your library direct feedback from users and helps you satisfy their reading interests in a new and innovative way. [Register for this webinar](#) for an informative session about these highly anticipated updates!

Dealing with Digital Distractions: Ideas and Recommendations for Libraries Webinar

**Thursday, March 2
12pm**

Library managers and staff have many demands and distractions. [This presentation](#) will help cut through the noise and suggest both technical and non-technical solutions for better balance at work. Attendees will also learn more about how to deal with email stress, creating boundaries and routines, and more. Fee: \$49 (USD)

Spring Book Club Picks Webinar

**Tuesday, March 14
12pm**

Are you looking for the next great title for your book club? Check out [this free one hour-webinar](#) for titles that will ignite lively discussion for any reading group!

Romance Book Sales in the Canadian Market: A Love Story Report

In the last six years, the sales of Romance books increased by 42%, with LGBTQ titles seeing a whopping increase of 10,406%. What other Romance subcategories have seen outstanding growth? What topics are readers taking a break from? [Find out in](#)

[this blog post](#) from BookNet Canada.

Parkland Update

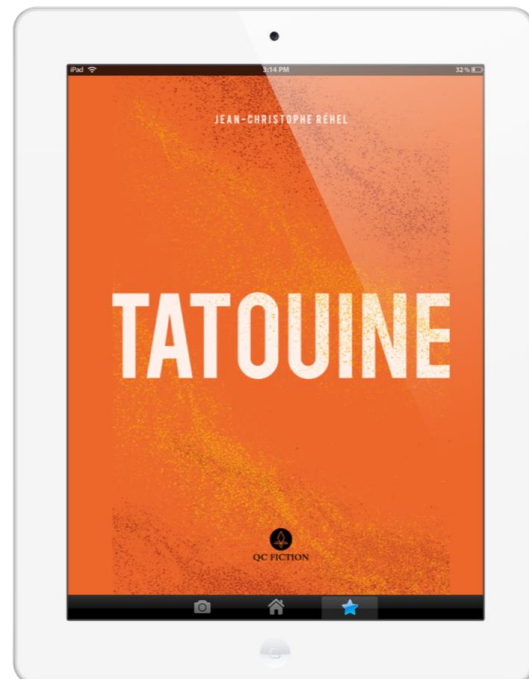
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One eRead Canada 2023

Parkland has registered for [One e-Read Canada](#) which will take place in April 2023. eBooks will be available for any member library patron to read. This year, the book is *Tatouine* by Jean-Christophe Réhel.

Promotional materials, programming ideas, and more information will be sent out to library staff by the end of next week.



— 2023 *ANNUAL CONFERENCE* Stronger Together

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

The [Stronger Together](#) team is thrilled to share the dates for the 2023 Stronger Together Conference. Northern Lights Library System has joined the team this year to help put on what we hope will be the best Stronger Together conference to date!

This year the conference will be a hybrid model. It will be one full conference day online and two in-person days 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 leadership development day for Library Trustees.

Save the date:

Online	Stronger Together Conference	–	November 3rd,	2023
In-Person	Leadership Development Day	–	November 9th,	2023
In-Person	Stronger Together Conference	–	November 10th,	2023

For any inquiries, please send your questions to librariesarestrongertogether@gmail.com.

Resources for Purchasing Romance Novels

As we've seen in our ILL statistics and market sales statistics our patrons want romance books! However, these books tend to be published and promoted a little differently from other genres. [Here are a few sources](#) where you can find those popular, social media famous romance books. Once you have that awesome romance novel picked out, you can place your order through ULS either by searching the title or placing a Special Order.

LIBRARY NEWS

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



Free Comic Book Day will be on May 6, 2023. If your library would like to participate, please look at their [catalogue](#) and make a list of comics you would like to order. You can then send your list to comics@variantedmonton.com to get your comics ordered for you. Parkland has also created materials for libraries to promote Free Comic Book Day.

Overdrive Big Library Read 2023

[Big Library Read](#), facilitated by OverDrive, is a reading program through libraries that connects readers around the world with the same ebook at the same time without any wait lists or holds. Overdrive has [released the dates](#) they will be running this program in 2023 so libraries can prepare.

- April 26 – May 10
- July 13 – July 27
- November 2 – 16

Libby Deep Search & Notify Me Tags



Launching March 21, 2023, [Libby](#) will offer a new feature that helps you find all the content you're looking for. Even if it's not yet in the digital collection.

This feature is called [Deep Search](#).

In Libby, there are two ways to discover titles that are not yet in the digital collection:

1. If you search for a title, author, or series and it returns no results, Libby will automatically expand into a "deep search" to display relevant titles that are not yet in our collection.

2. If you run a search that returns fewer than 100 results, you can tap the filter button to manually enable "deep search."

From the expanded search, you will see relevant results with a Notify Me option. Tap Notify Me to tag titles and be notified if they are added to your library's digital collection in the future.

Sponsored Book for Libraries

Scotiabank is on a mission to make hockey more diverse, more inclusive, and more accessible for all. Most children's hockey books don't feature players of colour, which is why *The Hockey Jersey: A new hockey story to inspire the next generation* was written. If young players don't see themselves in the game today, how can they imagine themselves in its future? Visit [Scotiabank's webpage](#) to find a copy for your library.

#IndigenousYouthRise Support Fund Grant

Do you have Indigenous youth in your community who are interested in purchasing or making their own regalia? Check out the [We Matter Regalia Grant](#). This is a one-time \$700 grant for Indigenous youth to purchase or make their very own First Nations, Inuit, or Métis regalia.

Applications are open March 8 - 15.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Polaris Training** - March 24, 10am - 12pm. [Join online](#) or register with your consultant to attend in person.
- **Library Managers Coffee Break** - March 22, 10am.

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

Spring Book Club Picks Webinar**Tuesday, March 14****12pm**

Are you looking for the next great title for your book club? Check out [this free one-hour webinar](#) for titles that will ignite lively discussion for any reading group!

Design Social Content Like a Pro Webinar**Wednesday, March 15****12pm**

Great design is behind the success of many top-performing social posts—but what's even more important is the principles behind that design. And whether you're a design pro or an absolute newbie, understanding those principles is the key to crafting more effective social content.

[In this webinar](#), Hootsuite will be dissecting top-performing social posts to explain why they were successful—and what you can learn from them to improve your own content.

What's New with Canadian Book Borrowers Blog Post

This article features the preliminary results of BookNet's Canadian Book Consumer Study 2022. [Read this blog post](#) to get insights into the borrowing behaviour of

Canadians, including answers to what, where, how, and why they borrowed books.

ALTA March Coffee Chat Virtual Meeting

**Wednesday, March 15
7pm**

Alberta Library Trustees Association has an amazing network of members, [join the group](#) for a coffee and conversation via Zoom. This is an opportunity to engage with fellow library board members to discuss this ever-changing landscape. The topic for this month is Your 2023 Funding and Budget.

Native Stories, Native Peoples: Opportunities for Library Engagement Webinar Recording

The history and current experiences of Indigenous peoples and First Nations are complex, rich, and diverse. Libraries can play an important role in counteracting damaging myths and narratives about Indigenous peoples, as well as exploring contemporary struggles and joys. [This recorded webinar](#) highlights opportunities for libraries to connect their communities to accurate and respectful information, fostering understanding and support of Indigenous peoples past and present. Note: this is a US-based webinar, the terminology used reflects American practices.