

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
MAY 21, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, April 30th, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Finance & Administration

- a) Quarterly Financial Report
- b) Surplus Distribution

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Jeff Ludwig
- b) Ed Thiessen

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board
- b) Ann Zacharias, Summer Village of Birchcliff
 - Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – June 25, 2021

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held April 30, 2021 in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Jeff Ludwig via Zoom
	Deputy Mayor:	Ed Thiessen via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Coordinator:	Chris Loov via Zoom
	Junior Development Officer:	Kara Kashuba via Zoom
	Finance Officer:	Tina Leer via Zoom
	Recording Secretary:	Carolyn Widmer via Zoom
	Gallery:	Darryl Innes via Zoom Victor Maris via Zoom

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

AGENDA APPROVAL

NGC-21-046 MOVED by Deputy Mayor Thiessen that the agenda be adopted as amended:

E.2.A. Lot 10 Thevenaz Industrial Trail
D.5. Summer Village Administration Branding
CARRIED

CONFIRMATION OF MINUTES

NGC-21-047 MOVED by Mayor Ludwig that the minutes of the Regular meeting of Council held on March 26, 2021, be approved as presented.

CARRIED

NGC-21-048 MOVED by Deputy Mayor Thiessen that the minutes of the Municipal Planning Commission meeting of Council held on March 26, 2021, be approved as presented.

CARRIED

NGC-21-049 MOVED by Deputy Mayor Thiessen that the minutes of the Municipal Planning Commission meeting of Council held on April 9, 2021, be approved as presented.

CARRIED

Council break at 9:14 a.m.

Reconvened at 9:15 a.m.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Proposed Trail & Lake Access

NGC-21-050 MOVED by Mayor Ludwig that Council thank residents for the letter on the proposed trail & lake access but will not be pursuing the additional lake access at this time and welcomes more input when creating the Open Space Master Plan.
CARRIED

5) Summer Village Administration Branding

NGC-21-051 MOVED by Mayor Ludwig that Council accept the information items as presented.
CARRIED

REQUESTS FOR DECISION

FINANCE & ADMINISTRATION

Bylaw #261-21 Mill Rate Bylaw
NGC-21-052 MOVED by Mayor Ludwig that Council give 1st reading to the Mill Rate Bylaw #261-21.
CARRIED

NGC-21-053 MOVED by Deputy Mayor Thiessen that Council give 2nd reading to the Mill Rate Bylaw #261-21.
CARRIED

NGC-21-054 MOVED by Mayor Ludwig that Council give 3rd reading to the Mill Rate Bylaw #261-21 at this meeting.
CARRIED UNANIMOUSLY

NGC-21-055 MOVED by Deputy Mayor Thiessen that Council give 3rd and final reading to the Mill Rate Bylaw #261-21.
CARRIED

NGC-21-055 Lot 10 Thevenaz Industrial Trail
MOVED by Mayor Ludwig that Council move \$7,000.00 out of General Operating Reserve to cover Norglenwold’s portion of the purchase for Lot 10 Thevenaz Industrial Trail by the Condo Corporation of which the Summer Village Administration is one of the eight members.
CARRIED

Kara Kashuba left the meeting at 9:31 a.m.

COUNCIL REPORTS

- Mayor Ludwig
- Sylvan Lake Management Committee
- Deputy Mayor Thiessen
- No reports

Committee Reports

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

- Ted Hiscock, Summer Village of Half Moon Bay
- Family and Community Support Services

Correspondence

- Parkland Regional Library Board

NGC-21-056 MOVED by Deputy Mayor Thiessen that the Council and Committee reports be accepted as information.
CARRIED

NEXT MEETING

NGC-21-057 MOVED by Mayor Ludwig that the next meeting of Council be held on April 21, 2021 at 9:00 a.m.
CARRIED

- OPEN MIC** Victor Marris
- Comment on buoys
 - Comment on gate at new bridge
 - Questions about community clean-up

CLOSED SESSION

NGC-21-058 MOVED by Mayor Ludwig that Council move to a closed session to seek advice from officials as per FOIP Section 17, at 9:52 a.m.
CARRIED

NGC-21-059 MOVED by Mayor Ludwig that Council return to an open meeting at 10:33 a.m. with the same people as at the beginning of the meeting except for Kara Kashuba and Chris Loov.
CARRIED

NGC-21-060 MOVED by Mayor Ludwig that Council accept and sign the Tax Arrears Payment Agreement as TAXservice prepared with the property owner providing post-dated cheques for 1 year and prior to each anniversary of the agreement date thereafter.
CARRIED

ADJOURNMENT

NGC-21-061 MOVED by Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 10:15 a.m.
CARRIED

MAYOR LUDWIG, MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold**Administration and Finance****Council Date: May 21, 2021****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 63,543.19

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

1. SL Regional Wastewater Comm	\$	6,830.66
a. Wastewater Services March 2021		
2. IMC Construction Ltd	\$	20,106.37
a. New Building Renos		
3. RMA Business Services	\$	6,758.67
a. ATS- I-Safe-Jarvis Bay		
b. Office Supplies		

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.

Report Date
2021-05-13 1:09 PM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-05-13
Batch: 2021-00064 to 2021-00072

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
1522 1524	2021-04-30	Lakeview Contracting Inc. 461-000-520 - Deposits Roads Re	Completions Deposit Refund Completions Deposit Refun	1,000.00	1,000.00
1523 1453	2021-04-30	SL Regional Wastewater Comm 242-000-260 - Usage Fees	Wastewater Services-March 2021 Wastewater Services-March	6,830.66	6,830.66
1524 402-2021-10	2021-05-07	IMC Construction Ltd 297-197-840 - Project-MSI Building 312-000-260 - GST Paid Refundat	New Building Renos-Progress 3 New Building Renos-Progre GST Tax Code	19,148.92 957.45	20,106.37
1525	2021-05-13	Spoiled During Printing			
1526	2021-05-13	Spoiled During Printing			
1527	2021-05-13	Spoiled During Printing			
1528 2020PIER	2021-05-13	Canada Revenue Agency 412-000-261 - CPP Source Deduc	CPP Charge for 2020 Tax year CPP Charge for 2020 Tax y	461.44	461.44
1529 2021-REQ	2021-05-13	Town of Sylvan Lake FCSS 272-000-220 - FCSS Grant	2021 Requisition 2021 Requisition	1,754.00	1,754.00
1530 21-506	2021-05-13	Xandal Backhoe Ltd. 242-000-255 - Maintenance Progr 312-000-260 - GST Paid Refundat	Cut Down Sewer Valve Cut Down Sewer Valve GST Tax Code	424.10 21.21	445.31
EFT:					
178 23000	2021-05-05	Alberta Parking Lot Services 232-000-250 - Road Maintenance 312-000-260 - GST Paid Refundat	Road maintenance Road maintenance GST Tax Code	1,750.00 87.50	1,837.50
179 724569	2021-05-05	Digitex.ca-EFT 412-200-500 - Shared Printing Co 312-000-260 - GST Paid Refundat	Shared Printing-Feb Shared Printing GST Tax Code	368.10 18.41	386.51
732878		412-200-500 - Shared Printing Co 312-000-260 - GST Paid Refundat	Shared Printing Costs-Mar GST Tax Code	165.66 8.28	173.94
Payment Total:					560.45
180 16445	2021-05-05	Lakeview Contracting Inc. 232-000-250 - Road Maintenance 312-000-260 - GST Paid Refundat	Cleanup & Grading Boat Launch Cleanup & Grading Boat La GST Tax Code	525.00 26.25	551.25
181 AB054627	2021-05-05	RMA Business Services EFT 312-200-250 - Due from Jarvis Bay 312-000-260 - GST Paid Refundat	ATS Traffic-I-Safe JB ATS Traffic-I-Safe JB GST Tax Code	5,427.09 271.36	5,698.45

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2021-05-13 1:09 PM

Summer Village of Norglenwold
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
AB057533		412-200-510 - Shared Office Supp Office Supplies		911.21	
		312-000-260 - GST Paid Refundat GST Tax Code		44.06	955.27
AB057822		412-200-510 - Shared Office Supp B/O Office Supplies		99.95	
		312-000-260 - GST Paid Refundat GST Tax Code		5.00	104.95
Payment Total:					6,758.67
182	2021-05-12	Alberta One Call Corporation	Notifications		
IN167139		242-000-255 - Maintenance Progr: Notifications		31.50	
		312-000-260 - GST Paid Refundat GST Tax Code		1.58	33.08
183	2021-05-12	MuniSoft	3rd Party Workstation		
2021/22-01144		412-300-242 - Shared IT Equipme 3rd Party Workstation		375.00	
		312-000-260 - GST Paid Refundat GST Tax Code		18.75	393.75
184	2021-05-12	Water FX	Buoys		
2105		272-000-250 - Buoy Programs Buoys		1,311.12	
		312-000-260 - GST Paid Refundat GST Tax Code		65.56	1,376.68
Other:					
2707-Man	2021-05-10	ATB Mastercard	Town of Sylvan-Weigh Ticket-BC		
219341		312-300-250 - Due from Birchcliff Town of Sylvan-Weigh Tick		5.90	5.90
ADB158770011		412-300-242 - Shared IT Equipme Annual Renewal Adobe Acro		2,902.68	
		312-000-260 - GST Paid Refundat GST Tax Code		145.13	3,047.81
74707		412-200-510 - Shared Office Supp Aardvark Stamp-Stamps		109.00	
		312-000-260 - GST Paid Refundat GST Tax Code		5.46	114.46
014934		312-400-250 - Due from Sunbreak CND Tire-PadLock SBC		14.99	
		312-000-260 - GST Paid Refundat GST Tax Code		0.75	15.74
ZoomTanner04/21		412-300-242 - Shared IT Equipme Tanner's Zoom		21.00	21.00
016287		312-400-250 - Due from Sunbreak Registered Letter-SBC		10.82	
		312-000-260 - GST Paid Refundat GST Tax Code		0.54	11.36
1855100190		412-300-242 - Shared IT Equipme Go Daddy-Summervillages.c		22.79	22.79
1855100189		412-300-242 - Shared IT Equipme Go Daddy.Summervillages.c		19.99	
		312-000-260 - GST Paid Refundat GST Tax Code		1.00	20.99
5221827CR		412-200-510 - Shared Office Supp Returned Staff Motivate t		70.50-	70.50-
102740378		212-400-220 - Election Expenses/I Ballot Boxes for All Vill		24.82	
		312-300-250 - Due from Birchcliff Ballot Boxes for All Vill		24.83	
		312-100-250 - Due from Half Moor Ballot Boxes for All Vill		24.83	
		312-200-250 - Due from Jarvis Bay Ballot Boxes for All Vill		24.82	

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Summer Village of Norglenwold
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As of 2021-05-13
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-400-250 - Due from Sunbreak Ballot Boxes for All Vill		24.82	
		312-000-260 - GST Paid Refundat GST Tax Code		6.21	130.33
41472048		261-000-110 - Development Servic Alberta Land Title		20.00	20.00
220067		232-000-200 - Green Space Progr Town of Sylvan-Weigh Scal		5.00	5.00
DOODLE0421		412-300-242 - Shared IT Equipme Doodle Pro-Tanner's		107.57	107.57
Shutterstoc0421		412-300-242 - Shared IT Equipme Logo Maker		37.78	37.78
027452		312-300-250 - Due from Birchcliff Registered Letter-BC		10.82	
		312-000-260 - GST Paid Refundat GST Tax Code		0.54	11.36
1670133		412-300-242 - Shared IT Equipme Quickbooks-T-Sheets		70.29	70.29
40262333		412-200-215 - Shared Postage/Fre Pitney Bowes-Lease		183.27	183.27
VISTAPRINT		412-200-500 - Shared Printing Co's Business Cards		610.72	
		312-000-260 - GST Paid Refundat GST Tax Code		30.52	641.24
INV83112913		412-300-242 - Shared IT Equipme Zoom-Teri's		19.11	
		312-000-260 - GST Paid Refundat GST Tax Code		1.01	20.12
030109		261-000-110 - Development Servic Stamps		2.14	
		312-000-260 - GST Paid Refundat GST Tax Code		0.11	2.25
030640		312-200-250 - Due from Jarvis Ba Postage for JB		1.94	
		312-000-260 - GST Paid Refundat GST Tax Code		0.10	2.04
CNDTIRE0503		232-000-200 - Green Space Progr CND Tire-		6.60	6.60
FEDEX-Chairs		412-200-510 - Shared Office Supp Delivery Charge of Chairs		15.85	15.85
252492		412-300-510 - Shared Other Conti Flowers + Delivery for Te		81.94	
		312-000-260 - GST Paid Refundat GST Tax Code		4.10	86.04
Allandale-May 5		412-100-266 - Shared PW Fleet Trailer Repair		284.19	
		312-000-260 - GST Paid Refundat GST Tax Code		14.21	298.40
Payment Total:					4,827.69
2720-Man	2021-04-30	Bell Mobility	Cell/Ipad Charges		
APRIL2021-0516		212-400-217 - Data Plan	Mayor	20.00	
		212-400-217 - Data Plan	Deputy Mayor	20.00	
		312-000-260 - GST Paid Refundat GST Tax Code		2.00	42.00
2721-Man	2021-04-30	Shaw Cable	Office Wifi		
APR192021-6278		412-300-217 - Shared Phone Fax	Office Wifi	115.00	
		312-000-260 - GST Paid Refundat GST Tax Code		5.75	120.75

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Summer Village of Norglenwold
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2722-Man PP9-2021	2021-05-13	Receiver General/OTH 412-000-263 - Income Tax Source Tax 412-000-261 - CPP Source Deduc CPP 412-000-262 - EI Source Deductio EI	CPP, EI, Tax 	2,548.67 1,616.66 596.84	4,762.17
2723-Man PP9-2021	2021-05-13	Alberta Municipal Services Cor 412-000-265 - Pension Plan Payat	Pension Contribution Pension Contribution	1,103.76	1,103.76
2724-Man 0809-43,235	2021-04-30	AMSC Insurance Services Ltd 412-000-266 - Benefits	Mar/Apr Municipal Benefits Mar/Apr Municipal Benefit	3,860.02	3,860.02
2727-Man 0809-43,658	2021-05-13	AMSC Insurance Services Ltd 412-000-266 - Benefits	Municipal Benefits Municipal Benefits	1,930.01	1,930.01
2728-Man APR29-7547	2021-05-13	Direct Energy 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Shared Utilities Shared Utilities GST Tax Code	134.28 6.71	140.99
2729-Man APR282021-8683	2021-05-13	Epcor 232-000-545 - Utilities 312-000-260 - GST Paid Refundat	Utilities Utilities GST Tax Code	87.86 4.39	92.25
2730-Man APR29-9796	2021-05-13	Direct Energy 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Shared Utilities-All up to Apr Shared Utilities-All up t GST Tax Code	2,266.28 113.31	2,379.59
2731-Man MAY62021-9084	2021-05-13	Epcor 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Utilities-Both Buildings Utilities-Both Buildings GST Tax Code	526.99 26.35	553.34
2732-Man APR3021-0004	2021-05-13	Town of Sylvan Lake 412-300-540 - Shared Utilities	Water for New Building Water for New Building	85.74	85.74
2733-Man APR302021-1000	2021-05-13	Town of Sylvan Lake 412-300-540 - Shared Utilities	Water-Current Office Water-Current Office	72.54	72.54
2734-Man 113176984	2021-05-13	UFA Co-Operative Ltd 412-100-266 - Shared PW Fleet 312-000-260 - GST Paid Refundat	PW Fleet PW Fleet GST Tax Code	129.09 6.45	135.54
2735-Man 1118091-0613-6	2021-05-13	Waste Management of Canada 243-000-270 - Recycling Program 312-000-260 - GST Paid Refundat	Recycling Recycling GST Tax Code	1,264.44 63.20	1,327.64

Total for MAIN: 63,543.19

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Summer Village of Norglenwold
List of Accounts for Approval
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Payment #	Date	Vendor Name	Reference		
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount

Certified Correct This May 13, 2021

Mayor

Administrator

Summer Village of Norglenwold

May 21, 2021

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 68 development permits issued in the Summer Villages (27 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 20 in Norglenwold, and 12 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 111 Grand Avenue	Lakeside Stairs
3. 85 Grand Avenue	Retaining Walls
4. 87 Grand Avenue	Retaining Walls
5. 141 Grand Avenue	Demolition and Dwelling
6. 353 Last Chance Way	Dwelling Addition
7. 167 Grand Avenue	Detached Garage
8. 345 Honeymoon Drive	Dwelling
9. 345 Honeymoon Drive	Detached Garage
10. 147 Grand Avenue	Demolition
11. 41 Grand Avenue	Deck
12. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
13. 21 Ravenscrag Crescent	Hot Tub
14. 117 Grand Avenue	Boathouse Renovations
15. 41 Grand Avenue	Lakeside Stairs
16. 215 Grand Avenue	Landscaping/Mechanized Excavation
17. 253 Honeymoon Drive	Dwelling
18. 133 Grand Avenue	Home Occupation
19. 141 Grand Avenue	Mech Excavation/Concrete Pad (NEW)
20. 253 Honeymoon Drive	Lakeside Stairs (NEW)

Complaints Update:

1. 53 Grand Avenue - Proceeding with enforcement
 - a. Driveway constructed without Permit. (\$21,000 in legal fees so far)

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

May 21, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Public works applied for a federal grant to hire a second summer staff and was approved for additional funding.
- The new bridge has been installed. Path has been rerouted, bollards have been adjusted to a width of 30 inches, and some vegetation has been placed to block off the old path route.
- Spring yard waste bins have been placed in Rustic Crescent and at the end of Last Chance way from May 1 - June 1.
- 4 new replacement buoys have been ordered and delivered for the 2021 boating season.
- Bollards have been removed for the spring and will be re-installed June 1.
- Crack sealing will be completed towards the end of May.

Options for Consideration:

Accept as information

Authorities:

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

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 1st Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to March 31, 2021
- Administration is requesting to move Norglenwold's remaining MOST funding grant of \$25,156.16 from Deferred Revenue to the following accounts in order to offset Pandemic Costs as provided by the MOST Grant (report is attached):
 - \$11,880.00 to Building Renos 297-197-840
 - \$ 9,555.12 to Office Supplies 212-200-510
 - \$ 543.19 to IT Expenses 212-300-242
 - \$ 299.84 to Facility Maintenance 212-300-255
 - \$2,878.02 to Other Revenue to offset uncollected taxation 112-000-570

Once this is complete, the statement of financial expenditures can be submitted to the Province for completion of the Grant showing all funding has been utilized.

- ASFF Report to March 31, 2021
- Capital Projects Report to March 31, 2021

Balances at March 31, 2021

- ATB Bank Account \$ 2,519,836.17

Reserves and Deferred Accounts

• Accumulated Surplus	113,032.40
• Completions Deposits	38,495.45
• Deferred Revenue (Grants)	419,728.36
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	1,130.60
• Reserves Roads	286,045.00
• Reserves Environment	1,480,840.43
• Reserves General Operating	164,628.90
• Reserves Legal	19,244.00

- Reserves Recreation 346,654.00

Administrative Recommendations:

- 1) That Council authorize Administration to move the MOST funding from Deferred Revenue to the applicable accounts noted.
- 2) That Council discuss and accepts all other noted items as information.

Authorities:

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

Report Date
2021-05-12 2:56 PM

Summer Village of Norglenwold
Operating Budget
For the Period Ending March 31, 2021

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	Budget	YTD	\$ Rem
Revenue			
101-000-110 - Taxation	458,542.57		(458,542.57)
101-000-510 - Taxes Penalties & Cos	15,000.00	14,040.31	(959.69)
101-103-130 - DI Designated Industrial	40.21		(40.21)
112-000-410 - Sale of Services & Su	233.82	450.00	216.18
112-000-540 - Interest Charges	223.52	0.85	(222.67)
112-000-550 - Return on Investments	20,000.00	4,086.24	(15,913.76)
112-000-570 - Other Revenue	2,331.84	(85.72)	(2,417.56)
112-000-740 - MSI Operational	8,532.00		(8,532.00)
112-000-840 - Franchise Fees	9,100.00	2,685.43	(6,414.57)
121-000-530 - Fines Provincial Coll	1,698.99	162.00	(1,536.99)
142-000-510 - Wastewater Usage Char	91,800.00		(91,800.00)
161-000-410 - Certificates Complian	259.59	200.00	(59.59)
161-000-510 - Inspection Fees	1,132.41	660.81	(471.60)
161-000-520 - Development Permits/A	3,108.96	2,800.00	(308.96)
161-000-590 - Encroachment Fees	101.92	930.00	828.08
Total Revenue:	612,105.83	25,929.92	(586,175.91)
Expenditures			
Council and Legislation			
211-101-150 - Remuneration Mayor	10,363.20	1,680.00	8,683.20
211-101-210 - T&S Mayor	2,072.63	106.20	1,966.43
211-102-150 - Remuneration Deputy Mayor	7,772.40	900.00	6,872.40
211-102-210 - T&S Deputy Mayor	1,554.48		1,554.48
211-103-150 - Remuneration Councillor	7,772.40		7,772.40
211-103-210 - T&S Councillor	1,554.48		1,554.48
211-201-212 - R & C ASVA	880.87		880.87
211-202-212 - R&C AUMA	1,036.32		1,036.32
211-301-220 - AUMA	1,088.14		1,088.14
211-302-220 - ASVA	932.69	975.00	(42.31)
211-303-220 - FCM	157.48		157.48
211-304-220 - Mayors and Reeves	100.00		100.00
Total Council and Legislation:	35,285.09	3,661.20	31,623.89
Administration			
212-100-110 - Salaries	120,262.24	26,718.92	93,543.32
212-100-130 - Training	3,186.95	766.75	2,420.20
212-100-140 - Benefits	4,496.70	810.81	3,685.89
212-100-210 - Travel & Subsistence	4,127.47		4,127.47
212-100-211 - WCB	2,876.87	470.09	2,406.78
212-100-266 - PW Fleet	2,153.35	19.71	2,133.64
212-200-215 - Postage/Freight/Couri	2,195.94	923.94	1,272.00
212-200-500 - Printing Costs	2,459.98	279.59	2,180.39
212-200-510 - Office Supplies	3,858.39	9,555.11	(5,696.72)
212-300-217 - Phone/Fax/Internet	2,511.46	453.69	2,057.77
212-300-240 - Computer Software/Mtn	1,845.01	3,046.44	(1,201.43)
212-300-242 - IT Equipment	1,265.48	650.62	614.86
212-300-250 - Facility Improvements	1,265.48		1,265.48
212-300-255 - Facility Maintenance	4,444.57	331.53	4,113.04
212-300-263 - Condominium Costs	1,291.49	1,148.44	143.05
212-300-265 - Equipment Maintenance	543.71		543.71
212-300-270 - Equipment Rental	1,014.74	181.32	833.42

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Summer Village of Norglenwold
Operating Budget
For the Period Ending March 31, 2021

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	Budget	YTD	\$ Rem
212-300-510 - Other Contingency	422.23	174.21	248.02
212-300-530 - Building Insurance	626.30		626.30
212-300-540 - Utilities	3,659.28	631.49	3,027.79
212-400-216 - Coffee with Council	1,554.48		1,554.48
212-400-217 - Data Plan	1,865.38	402.64	1,462.74
212-400-220 - Election Expenses/Mee	5,000.00		5,000.00
212-400-221 - Bank Fees	5,181.60	215.81	4,965.79
212-400-222 - Advertising	1,554.48		1,554.48
212-400-230 - Legal Fees	5,000.00	6,732.65	(1,732.65)
212-400-231 - Audit Fees	7,815.07	4,593.85	3,221.22
212-400-232 - Assessment Fees	7,100.00	1,925.00	5,175.00
212-400-233 - Accounting Software	1,868.02		1,868.02
212-400-275 - Municipal Insurance	4,500.00	7,480.63	(2,980.63)
212-400-910 - Tax Changes	518.16		518.16
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-402-220 - Donations to other	1,000.00		1,000.00
Total Administration:	208,464.83	67,513.24	140,951.59
Protective Services			
223-000-200 - Contract Fire Service	18,912.96	709.80	18,203.16
224-000-200 - Emergency Management	1,554.48		1,554.48
224-000-201 - Safety Equipment	518.16		518.16
225-000-200 - Policing Costs	17,215.00		17,215.00
226-000-200 - Enforcement	27,672.50		27,672.50
Total Protective Services:	65,873.10	709.80	65,163.30
Public Works			
232-000-200 - Green Space Program	24,850.00	1,772.49	23,077.51
232-000-240 - Hazardous Trees	8,750.00		8,750.00
232-000-250 - Road Maintenance Program	26,000.00		26,000.00
232-000-255 - Plowing Program	23,300.00	8,840.00	14,460.00
232-000-265 - Sign Program	2,350.00	600.00	1,750.00
232-000-530 - Ditch & Culvert Progr	5,000.00		5,000.00
232-000-545 - Utilities	835.00	164.11	670.89
242-000-250 - SLR WasteWater Commis	8,486.00		8,486.00
242-000-251 - SLR Water Commission	693.50	346.75	346.75
242-000-255 - Maintenance Program	18,653.76	931.30	17,266.86
242-000-260 - Usage Fees	81,968.00	13,661.32	68,306.68
243-000-200 - Contracted Garbage	38,343.84	6,479.00	31,864.84
243-000-270 - Recycling Program	18,653.76	2,492.08	16,161.68
Total Public Works:	257,883.86	35,287.05	222,141.21
Planning and Development			
261-000-110 - Development Service	1,200.00	65.15	1,134.85
261-000-115 - IDP (RDC & TSL)	3,500.00		3,500.00
261-000-200 - Planning	5,181.60	720.00	4,461.60
261-000-215 - Subdivision Appeal Bo	1,036.32	739.10	297.22
261-000-220 - Municipal Planning Co	1,036.32	700.00	336.32
Total Planning and Development:	11,954.24	2,224.25	9,729.99

Recreation

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Summer Village of Norglenwold
Operating Budget
For the Period Ending March 31, 2021

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	Budget	YTD	\$ Rem
272-000-220 - FCSS Grant	4,210.80		2,456.80
272-000-250 - Buoy Programs	3,108.96		1,797.84
274-000-850 - Parkland Regional Lib	2,334.15	583.54	1,750.61
274-000-510 - Operational Recreation Grants - ICF	20,400.00		20,400.00
Total Recreation:	30,053.91	583.54	26,405.25
Environment			
243-102-150 - Red Deer River Waters	518.16		518.16
273-100-150 - Environmental Projects SLMC & Env	1,036.32		1,036.32
273-000-761 - Team Up to Clean Up	1,036.32		1,036.32
Total Environment:	2,590.80	0.00	2,590.80
Total Expenditures:	612,105.83	109,979.08	498,606.03
Surplus / Deficit	0.00	(84,049.16)	(87,569.88)

MOST - New JSC Rates

	28.15%	5.82%	23.30%	24.08%	18.65%
	<u>NGL</u>	<u>HMB</u>	<u>JB</u>	<u>BC</u>	<u>SBC</u>
2020 Yearend Balance Remaining	\$ 25,156.16	\$ 6,323.99	\$ 19,992.65	\$ 10,152.74	\$ 7,810.96
Covid Barriers- 297-197-840	\$ 11,880.00	\$ -	\$ -		
Covid Hands Free Installs NGL only					
<u>2021</u>					
<u>Office Supplies 412-200-510</u>					
January Office Supplies	\$806.55				
February Office Supplies	\$5,829.56				
March Office Supplies	<u>\$27,309.88</u>				
	\$33,945.99	\$9,555.12	\$1,977.01	\$7,908.40	\$8,175.55
					\$6,329.91
<u>IT Expenses 412-300-242</u>					
Febrary IT	\$283.57				
March IT	<u>\$1,646.18</u>				
	\$1,929.75	\$543.19	\$112.39	\$449.57	\$464.76
					\$359.84
<u>Work From Home 412-300-510</u>					
No Applicable Expenses	\$0.00				
For 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Cleaning Costs-412-300-255</u>					
January/February	\$277.14				
February Monthend	\$418.57				
March Monthend	<u>\$369.52</u>				
	\$1,065.23	\$299.84	\$62.04	\$248.17	\$256.55
					\$198.63
<u>Computer Software 412-300-240</u>					
No Applicable Pandemic Expenses					
For 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 2021 Shared Costs	<u>\$36,940.97</u>				
To be Moved to Offsetting Accounts	\$22,278.14	\$2,151.44	\$8,606.14	\$8,896.86	\$6,888.38
Total Remaining for 2021	\$2,878.02	\$ 4,172.55	\$ 11,386.51	\$ 1,255.88	\$ 922.58
To Offset Taxation					

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Summer Village of Norglenwold
ASFF Budget Report
For the Period Ending March 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	520,779.22		(520,779.22)
101-001-130 - ASFF-Non-Residential	1,981.29		(1,981.29)
101-103-130 - DI Designated Industrial	40.21		(40.21)
Total Revenue:	522,800.72	0.00	(522,800.72)
Expenditures			
201-100-130 - ASFF Residential	520,779.22	130,774.35	390,004.87
201-101-130 - ASFF- Non Residential	1,981.29		1,981.29
201-103-130 - DI Designated Industrial	40.21		40.21
Total Expenditures:	522,800.72	130,774.35	392,026.37
Surplus / Deficit	0.00	(130,774.35)	(130,774.35)

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Summer Village of Norglenwold
Capital Projects Budget
For the Period Ending March 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-192-840 - Project-Reserves Open Space/Mooring Plan	50,000.00		(50,000.00)
197-196-840 - Project - Grants Bridge & Pathway	100,000.00		(100,000.00)
197-197-840 - Project-MSI Building Renovations	350,000.00		(350,000.00)
197-198-840 - Project - Reserves Annexation	25,000.00		(25,000.00)
Total Revenue:	525,000.00	0.00	(525,000.00)
Expenditures			
297-192-840 - Project-Reserves Open Space/Mooring Plan	50,000.00		50,000.00
297-196-840 - Project - Grants Bridge & Pathway	100,000.00		100,000.00
297-197-840 - Project-MSI Building Renovations	350,000.00	106,711.97	243,288.03
297-198-840 - Project - Reserves Annexation	25,000.00		25,000.00
Total Expenditures:	525,000.00	106,711.97	418,288.03
Surplus / Deficit	0.00	(106,711.97)	(106,711.97)

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Surplus Distribution*

Background:

The 2020 annual Audited Financial Statements are now complete and have been submitted to the Province.

The attached spreadsheet is for Council to review and determine how they would like the 2020 surplus funds to be distributed.

Options for Consideration:

- Advise Administration where Council wishes accumulated surplus funds to be distributed.
- Create any new Reserve accounts for future growth as Council sees necessary for their 5 year plans.

Administrative Recommendations:

That Council discusses and redistributes surplus amount on the live Proposed Allocation spreadsheet.

Authorities:

MGA (Section 283.1) A new requirement in the MGA provides that municipalities must adopt, at a minimum, written three-year financial plan and a five-year capital plan and Council must review and update the plans annually.

Summer Village of Norglenwold
Allocation of Surplus on May 21, 2021

Adjusted Financial Surplus & Reserves		Current Balances	Council Targets	Over/Under Target	Allocation	Revised Balances	Over/Under Target
Accumulated Surplus		113,032.40	25,000.00	88,032.40	0.00	113,032.40	88,032.40
Reserves							
General Contingency Reserve		164,628.90	250,000.00	-85,371.10	0.00	164,628.90	-85,371.10
Transportation (Roads)		286,045.00	500,000.00	-213,955.00	0.00	286,045.00	-213,955.00
Sewer Environment		1,480,840.43	5,000,000.00	-3,519,159.57	0.00	1,480,840.43	-3,519,159.57
Legal Reserve		19,244.00	0.00	19,244.00	0.00	19,244.00	19,244.00
Recreation Reserve		346,654.00	500,000.00	-153,346.00	0.00	346,654.00	-153,346.00
Information Technology & Facilities Reserve		5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Fleet Replacement Reserve		1,130.60	0.00	1,130.60	0.00	1,130.60	1,130.60
Total Reserves		2,303,542.93	6,255,000.00	-3,951,457.07	0.00	2,303,542.93	-3,951,457.07
					0.00		

Summer Village of Norglenwold

May 21, 2021

Council Reports

Information Item

Council Reports:

Jeff Ludwig
Ed Thiessen

Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Ann Zacharias, Summer Village of Birchcliff

- Parkland Regional Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting – June 25, 2021

Annual Report 2020

Parkland Regional Library System

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

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

2020 was a challenging year for everyone; face masks and hand sanitizer became daily routines and libraries were mandated closed to the public along with many other services. Libraries responded and continue to adapt service to meet evolving community needs. Perimeter Wi-Fi access, curbside pickup, virtual programming, take-away craft kits, and increased digital content are some ways our libraries met the changing needs brought about by the COVID-19 pandemic.

We Responded, We Innovated, We Adapted

Parkland stayed open to support our member libraries. We:



- Maintained all core services
- Increased eLibrary investment
- Increased communication
- Distributed masks for the GOA through libraries
- Installed 100+ computers
- Transitioned 37 libraries to SuperNet 2.0
- Increased digital collections by 20%
- Shared virtual resources for staff and patrons

2020 Impacts & Outcomes

- 25% increase in database use
- 47% increase in digital circulation
- 400% increase in remote support sessions
- Continued van deliveries to circulate library material
- 18 virtual meetings with libraries
- 59 updates delivered to stakeholders
- Website traffic increased by 7%

We delivered **59 email newsletters** to member municipalities and libraries between March and December.

"The Parkland Updates were a lifeline!"

-PRLS library manager

We created a **COVID-19 Info** page on our website with current resources to support our members and the broader Alberta community. See it [here](#)

We reached out on **social media**, sharing online resources and supports for children, families, seniors, and workers. Followers increased by 25% and we averaged a **47% increase** in engagement.

Strong Libraries, Strong Communities

Parkland Annual Report 2020



1st place winner

To keep people engaged with their libraries following physical closures, Parkland's Advocacy Committee held a **library card design contest** in July. We received over **100 submissions** from all ages across the whole region. The Advocacy Committee chose three winning designs through online, anonymized voting. These new cards were distributed to member libraries at the end of September.



3rd place winner



We cooperated with Yellowhead Regional Library, Peace Library System, and The

Alberta Library, to host our first **joint virtual conference, *Stronger Together***, on October 1 & 2. A tremendous success, we encouraged and educated **1,155 international registrants**.



You can stay up-to-date by visiting our website,

www.prl.ab.ca, or

follow us on

Facebook, **Twitter**, and **Instagram**

Parkland headquarters completed construction and moved into a **new building**, on time, within budget, and without service disruption, during a pandemic! Still located in the City of Lacombe, this is the first time Parkland has moved to a new site in in our 60-year history.

Contact Us:

Parkland Regional Library System

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

Board Chair Debra Smith

Vice Chair Janine Stannard

Executive Committee

Debra Smith (Chair)
Janine Stannard (Vice Chair)
Kevin Ferguson
Bruce Gartside
Philip Massier
Ray Olfert
Jas Payne
Leonard Phillips
Heather Ryan
Cindy Trautman

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Jeanny Fisher
Barb Gilliat
Cora Knutson
Stephen Levy
Bill Rock
Debra Smith (ex officio)
Janine Stannard
Shannon Wilcox

Director - Ron Sheppard (ext. 230)

Manager of Library Services

Colleen Schalm (ext. 221)

Manager of Finance & Operations

Donna Williams (ext. 141)

Manager of Technology Infrastructure

Tim Spark (ext. 212)

IT Helpdesk – (ext. 600)



2nd place winner

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



Parkland Regional Library System is a municipal co-operative that supports 49 public libraries across central Alberta, serving over 220,000 residents in 64 municipalities

*Statistics based on 2020 Annual Report to PLSB Municipal Affairs