

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
OCTOBER 29, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
- adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 24, 2021
- Municipal Planning Commission Minutes, Sept. 24, 2021
- Subdivision & Development Appeal Board Minutes, October 4, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Parkland Regional Library Board
- b) Sylvan Lake Regional Water and Wastewater Commission
- c) Council Remuneration Policy
- d) Committee Volunteers
- e) Lobbying Seminar
- f) George Cuff Councillor Training Session
- g) Strategic Planning

2) Finance & Administration

- ### a) Development Enforcement Costs

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

a) Council Reports

- 1) Mayor Gurevitch
- 2) Deputy Mayor Ludwig
- 3) Councillor Rattan

b) Committee Reports

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

c) Correspondence

- Joint Services Committee Meeting Minutes

d) Upcoming Meetings

- 1) Council Meeting –November 26, 2021

G. OPEN MIC

H. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
September 24, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held September 24, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Cyril Gurevitch via Zoom
	Deputy Mayor:	Jeff Ludwig via Zoom
	Councillor:	Nav Rattan via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba via Zoom
	Finance Officer:	Tina Leer via Zoom
	Recording Secretary:	Teri Musseau
	Gallery:	Marc Tougad via Zoom
		Lorne Therriault via Zoom
		Pauline Gail Innes via Zoom

CALL TO ORDER The Meeting was called to order at 1:05 p.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-21-126 MOVED by Deputy Mayor Ludwig that the agenda be adopted as amended:

D.1. Add additional payables listing
E.2.D. Sylvan Lake Management Committee added to E.2.D.
CARRIED

CONFIRMATION OF MINUTES

NGC-21-127 MOVED by Councillor Rattan that the minutes of the Regular Meeting of Council held on July 30, 2021, be approved as presented.

CARRIED

NGC-21-128 MOVED by Deputy Mayor Ludwig that the minutes of the Organizational Meeting of Council held on July 30, 2021, be approved as presented.

CARRIED

NGC-21-129 MOVED by Deputy Mayor Ludwig that the minutes of the Municipal Planning Commission meeting held on August 6, 2021, be approved as presented.

CARRIED

NGC-21-130 MOVED by Deputy Mayor Ludwig that the minutes of the Municipal Planning Commission meeting held on September 1, 2021, be approved as amended.

CARRIED

NGC-21-131 MOVED by Deputy Mayor Ludwig that the minutes of the Special Meeting of Council held on September 10, 2021, be approved as amended.

CARRIED

NGC-21-132 MOVED by Deputy Mayor Ludwig that the minutes of the Special Meeting of Council held on September 17, 2021, be approved as amended.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Speed Bumps

NGC-21-133 MOVED by Councillor Rattan that Council proceed with the speed bump plan and proposed location of speed bumps. Speed bumps to be reduced to 6 – 8 ft. with consultation from engineer and signage to be erected to warn of approaching speed bumps.

CARRIED

- 4) Development Update

NGC-21-133 MOVED by Councillor Rattan that Council accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

FINANCE & ADMINISTRATION

NGC-21-134 Bank Fees Update
MOVED by Councillor Rattan that Council keep credit card payments as current, and implement online bill payments options, with Council to revisit in one year.

CARRIED

NGC-21-135 Strategic Planning
MOVED by Mayor Gurevitch that Council table until the next Council meeting.

CARRIED

COUNCIL & LEGISLATION

NGC-21-136 Signing Authority
MOVED by Councillor Rattan that Council add Cyril Gurevitch and Nav Rattan to Group A and remove Ed Thiessen and Jim McLeod.

CARRIED

NGC-21-137 Alberta Urban Municipalities Association (AUMA) Convention
MOVED by Deputy Mayor Ludwig that Mayor Gurevitch attend the AUMA Convention.

CARRIED

- NGC-21-138

Association of Summer Villages of Alberta (ASVA) Conference

MOVED by Mayor Gurevitch that Administration register all Council members for the ASVA Conference.

CARRIED
- NGC-21-139

Intermunicipal Development Plan Committee (IDPC)

MOVED by Deputy Mayor Ludwig that Council support to dissolve the Sylvan Lake Management Committee (SLMC) and support the creation of the Intermunicipal Development Plan Committee (IDPC).

CARRIED
- NGC-21-140

MOVED by Councillor Rattan that Council appoint Deputy Mayor Ludwig as the elected official to the Intermunicipal Development Plan Committee (IDPC), with Councillor Rattan as the alternate, and Tanner Evans, CAO, as a non-voting member.

CARRIED
- NGC-21-141

Emergency Ambulance Dispatch

MOVED by Deputy Mayor Ludwig that Council support the efforts to return emergency dispatch for ambulances to Red Deer and send supplied letter to Premier Kenney.

WHEREAS on January 12, 2021, emergency ambulance dispatch was fully consolidated into the Alberta Health Services (AHS) provincial dispatch system. This removed it from the four integrated satellite centers, which were used to assist in providing this vital health service. Since the move to a total provincial dispatch system, there have several cases of increased response times and technical errors, which put Albertans lives at risk;

WHEREAS the Alberta integrated satellite centers dispatch approach is proven to be an effective system in delivering prompt, efficient, and accurate emergency dispatch to the residents of Alberta;

WHEREAS past centralizations have degraded emergency response, but as this is the final consolidation, further consequences will be experienced by Albertans; and

WHEREAS many municipalities have experienced numerous errors and delays that affected emergency response times. These errors would not have occurred under the integrated satellite model. It is clear that AHS alone cannot meet the emergency dispatch demands for Alberta, thus putting lives at risk.

IT IS THEREFORE RESOLVED that the Summer Village of Norglenwold Council advocate to the Government of Alberta and the Minister of Health to undertake an independent third-party review of the AHS emergency ambulance dispatch system and to investigate the increase in dispatch delays, ambulance response times and the technical outages that have occurred since January 12, 2021.

BE IT FURTHER RESOLVED that Alberta Health Services publicly release statistical data quarterly on response times and performance measures metrics to ensure Provincial Standards are met.

BE IT FURTHER RESOLVED that the Council of Summer Village of Norglenwold reaffirm our request to the Minister of Health to overturn AHS' proposal to consolidate ambulance dispatch in the interest of the health and safety of the Summer Village of Norglenwold, Central Albertans, and all Albertans.

CARRIED

NGC-21-142 Digital Recording of Council Meetings
MOVED by Deputy Mayor Ludwig that Council accept as information.
CARRIED

NGC-21-143 Remuneration Policy
MOVED by Councillor Rattan that Council increase their remuneration as follows effective September 2021:

\$150.00 – Councillor First Four Hours (maximum day \$300)
\$175.00 – Mayor First Four Hours (maximum day \$350)
\$200.00 monthly for Councillor meeting preparation
\$250.00 monthly for Mayor meeting preparation
CARRIED

NGC-21-144 Coffee with Council
MOVED by Mayor Gurevitch that Council hold in-person Coffee with Council meetings with residents quarterly subject to Covid restrictions, and Council work with Administration to set agendas and schedule meetings.
CARRIED

COUNCIL REPORTS

- Mayor Gurevitch
- Munis 101 Sessions
 - Community meeting- Land Use Bylaw discussion
 - Sylvan Lake Regional Wastewater Commission
 - Meeting with concerned citizens regarding surveying of municipal land

- Deputy Mayor Ludwig
- Joint Services Committee
 - Resident concerns
 - Sylvan Lake Regional Wastewater Commission

- Councillor Rattan
- Munis 101 Session
 - Community meeting – Land Use Bylaw discussion
 - Sylvan Lake Management Committee
 - Alberta Emergency Management Agency
 - Norglenwold Community Watch

Committee Reports

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

Correspondence

- Sylvan Lake Watershed Stewardship Society

NGC-21-145 MOVED by Deputy Mayor Ludwig that the Council and Committee reports be accepted as information.
CARRIED

NEXT MEETING

NGC-21-146 MOVED by Mayor Gurevitch that the next meeting of Council be held on October 29, 2021, at 9:00 a.m.
CARRIED

OPEN MIC Darryl Innes

- Wanted update on purchase of land and plans for the land purchased
- Status of annexation plan

ADJOURNMENT

NGC-21-147 MOVED by Deputy Mayor Ludwig that being the agenda matters have been concluded, the meeting adjourned at 4:01 p.m.
CARRIED

MAYOR GUREVITCH, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Norglenwold, Province of Alberta, held September 24, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Nav Rattan via Zoom
Member at Large: Lorne Therriault via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Kashuba via Zoom
Recording Secretary: Teri Musseau
Delegates/Gallery: Jeff Ludwig via Zoom

CALL TO ORDER: Chair Rattan called the meeting to order at 12:36 p.m.

AGENDA:

MPC-21-037 Moved by Lorne Therriault to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 23 Grand Avenue – Detached Garage

Application for detached garage at 23 Grand Avenue (Lot 1&2, Block 2, Plan 5116AE)

Kara Kashuba, and Jeff Ludwig left the meeting at 12:44 p.m.

MPC-21-038 Moved by Nav Rattan to approve the application for a detached garage at 23 Grand Avenue subject to the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- Height of the accessory building shall not exceed 5m (16.40ft.).
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibly of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- Completions Deposit of \$5,000.00.
- Landscaping to be completed according to landscaping plan.

CARRIED

Initials

ADJOURNMENT

MPC-21-039 Moved by Chair Rattan that the Municipal Planning Commission meeting be adjourned at 12:46 p.m.
CARRIED

NAV RATTAN, CHAIR

TANNER EVANS, CAO

Initials

SUMMER VILLAGE OF NORGLLENWOLD
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
OCTOBER 4, 2021
RECORD OF HEARING AND DECISION

PRESENT	Chair:	Gordon (Toby) Lampard via Zoom
	Member at Large:	Allan MacPherson via Zoom
	CAO:	Tanner Evans via Zoom
	Development Officer:	Kara Kashuba via Zoom
	Recording Secretary:	Teri Musseau
	Appellant:	Reg Radford via Zoom
		Ashley Brant via Zoom
	Gallery:	Justin Fedun via Zoom
		Kelsey Becker Brooks via Zoom
		Dwayne Beck via Zoom
		Bryden Lutz via Zoom
		Robert McLeod via Zoom
		Darryl Innes via Zoom
		Cyril Gurevitch via Zoom
		Ed Ruether via Zoom
		Dianna Ruther via Zoom
		Ken Waunch via Zoom
		Janice Waunch via Zoom
		Lorne Therriault via Zoom
		Dale Russell via Zoom

CALL TO ORDER Chair Lampard called the hearing to order at 10:03 a.m.

PURPOSE OF HEARING The purpose of this hearing is to hear an appeal received from Reg Radford on September 7, 2021, appealing the Municipal Planning Commission’s decision to deny a development permit for escarpment work at 205 Grand Avenue, Lot 13, Block 2, Plan 2203KS, in the Summer Village of Norglenwold.

APPEAL FILED AND NOTICE GIVEN Pursuant to Section 686(1) of the Municipal Government Act, the appeal was filed within the 21-day appeal period following the September 2, 2021, denial of the development permit. Section 686(2) of the Municipal Government Act requires that the appeal hearing be convened within 30 days of the receipt of notice of appeal. The appeal was received on September 7, 2021. The appeal hearing is being convened 27 days within receipt of the notice of appeal.

DEADLINE FOR DECISION Pursuant to Section 687(2) of the Municipal Government Act, the Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within 15 days of concluding the hearing.

OBJECTIONS TO MEMBERS OF THE APPEAL BOARD The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #204-18.

Members of the Subdivision and Development Appeal Board were asked if they felt they should disqualify themselves from hearing the appeal before them and no one felt they needed to disqualify themselves.

Mr. Radford was asked if he had any objection to any of the members of the Subdivision and Development Appeal Board present hearing the case. He had no objection to any of the members hearing his case.

**DISCLOSURE
OF EVIDENCE
FINDING OF
FACTS**

The members of the Subdivision and Development Appeal Board were asked if they had sought, been given or reviewed any evidence prior to the hearing.

No members had any prior knowledge of the appeal prior to the hearing.

**APPEAL
LETTER READ**

Tanner Evans, CAO, read the appeal letter received from Mr. Radford on September 7, 2021, into record.

JURISDICTION

Tanner Evans, CAO, provided his report to the Board on duties and jurisdiction.

**RECESS FOR
JURISDICTION**

Chair Lampard called for a short recess while the board discussed jurisdiction at 10:38 a.m.

Chair Lampard reconvened the hearing at 10:44 a.m.

**DECISION OF
THE BOARD ON
JURISDICTION**

The Subdivision and Development Appeal Board determined it had jurisdiction to hear the appeal as a development permit was denied.

**HEARING
PROCEDURES**

Chair Lampard reviewed the procedures to be followed for the hearing.

BACKGROUND

Kara Kashuba, Development Officer, provided the Subdivision and Development Appeal Board with the background of the appeal.

Between May and July 2021, two development permit applications for the lands located at 205 Grand Ave were heard by the Municipal Planning Commission. In May, a development permit application was made for escarpment work, boathouse repairs and tree removal. The application was presented to the Municipal Planning Commission for the following reasons:

1. Mechanized Excavation, Stripping and Grading is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission.
2. Land located below the top of bank/top of escarpment should be in a natural state, a variance is required.

The recommendation from Administration in the first development application was to deny the development permit application as the boat house repairs proposed were significant and in Administration's opinion was not considered routine maintenance of the building, and the proposed bank work did not appear to be necessary.

The Commission reviewed the application and decided the following:

Deny the discretionary use/variance application for the construction of the escarpment work, boathouse repairs and tree removal because the application is not compliant with the

Land Use Bylaw as below:

1. Regarding the boathouse, a non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt, or structurally altered except to make it a conforming building, and for routine maintenance of the building if the development authority considers it necessary. If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the Land Use Bylaw. The board considered the work to be more than routine maintenance and included structural alterations.
2. In the current Land Use Bylaw, an accessory building on a parcel abutting Sylvan Lake shall be situated so that it is not closer to the front parcel boundary and the top of any escarpment area or high-water mark than the front wall of the main building or 15m whichever is least.
3. The village strongly desires that the banks and shoreline remain as natural as possible to retain the natural ecosystems. It does not state in the geotechnical report that there are signs of erosion and that the work is necessary.

In July 2021, a new development permit application was made for a dwelling and escarpment work. The application was presented to the Municipal Planning Commission for the following reasons:

1. Mechanized Excavation, Stripping and Grading is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission.
2. Land located below the top of bank/top of escarpment should be in a natural state, a variance is required.
3. The side yard setback to the dwelling of 1.0m (3.28ft.) does not meet the minimum 1.5m (4.92ft.), therefore requires a variance of 0.5m (1.64ft.).

The second application for the dwelling and escarpment work did not include boathouse repairs, and the proposed development on the bank was significantly different. The recommendation from Administration was to approve the application. The side yard setback variance appeared to be minor, and they did not receive any complaints from neighboring properties until the actual Municipal Planning Commission hearing and were under the impression that the neighbors were in favor of the proposed development. The geotechnical report states in the assessment that the proposed reconfiguration of the slope grade will improve the overall stability of the slope by off-loading some of the driving force from the slope. The proposed would increase the factor of safety of the slope global (entire slope) from a 1.1 to 1.9. A "long-term" stable score is considered to have a factor of safety greater than 1.3. The proposed landscaping plans on the escarpment were revised to include a much more natural area than the first application with no boathouse repairs and unnecessary work to occur.

APPLICANT PRESENTATION

Mr. Radford, and his daughter Ashley Brant, presented their case to the Board explaining the reasons for the requested development.

They are requesting a 0.408m variance to the side yard setback. The relaxation would not cause any hindrance to sight lines, beautification issues or safety issues.

Bank work was requested and needed due to safety concerns over the steep slope and current unsafe stairs. The slope behind the boathouse has failed and a large hole is there which poses a safety risk should anyone fall into it. The work would improve the overall stability of the slope by off-loading some of the driving force from the slope. People have fallen and the ground is very slippery when wet.

Currently the bank is not in a natural state. The vegetation is currently dead or dying. The bank is eroding. The erosion is 3-4 feet up the bank and 6-8 feet deep. They have applied to Alberta Environment and Parks to request shoreline stabilization work be done. Materials and landscaping were discussed.

Supporting comments and explanations were provided by various contractors and legal counsel.

**IN FAVOUR OF
THE APPEAL**

Ed Ruether and Janice Waunch provided comments in support of the appeal.

No written submissions were received in support of the appeal.

**OPPOSED TO
THE APPEAL**

No written submissions were received, and no one spoke in opposition of the appeal.

**SUMMARY
FROM THE
APPELLANT**

Mr. Radford and Ashley Brant had nothing additional to offer as they felt everything had been covered previously.

**DEVELOPMENT
OFFICER
SUMMARY**

Kara Kashuba, Development Officer, had nothing additional to add.

**OPPORTUNITY
FOR A FAIR
HEARING**

Mr. Radford was asked if he felt he had an opportunity to present his case. He confirmed that he had.

**HEARING
CLOSED**

Chair Lampard thanked everyone for their attendance and presentations. A written decision of the Board will be made within 15 days. The hearing was declared closed at 12:38 p.m. No further submissions will be entertained by the board.

**FINDINGS OF
THE BOARD**

Upon hearing and considering the presentations and evidence of the parties concerned, the Subdivision and Development Appeal Board finds the facts in the matter to be as follows:

- 1) The proposed development will occur on an irregular lot which creates difficulties in sitting the structure within the required setbacks.
- 2) The relaxation would not unduly interfere with the use, enjoyment, or value of neighboring properties.
- 3) The proposed bank work would improve the stability of the slope.
- 4) Current condition of the bank is a safety concern due to the steep slope and numerous holes.
- 5) Erosion of bank is evident and current retaining walls are failing.
- 6) Adjacent landowners in support of the development and

shoreline work.

DECISION

MOVED by Chair Lampard that the Subdivision and Development Appeal Board overturn the Municipal Planning Commission's decision of September 1, 2021, and approve the application for a dwelling with escarpment work at 205 Grand Avenue subject to the standard development conditions and the following conditions being met to the satisfaction of the Development Officer:

- Updated drainage plan including all proposed walls, height measurements and permeable pavers
- 1m no mow zone adjacent to shoreline
- Gabions to be placed under the boathouse
- No work to be done on the shoreline or in the water without prior approval from Alberta Environment and Parks. A copy of the approval from Alberta Environment and Parks to be submitted to the Development Officer prior to work commencing.

CARRIED

DATED AT THE TOWN OF SYLVAN LAKE THIS 4TH DAY OF OCTOBER 2021.

**THE SUMMER VILLAGE OF
NORGLLENWOLD SUBDIVISION AND
DEVELOPMENT APPEAL BOARD**

**Gordon (Toby) Lampard
SDAB Chairman**

Summer Village of Norglenwold**Administration and Finance****Council Date: October 29, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 435,198.74

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

1. SL Regional Wastewater Comm	\$	6,830.66
a. Wastewater Services-August		
2. Town of Sylvan Lake	\$	18,856.80
a. 2021 Fire Contract		
3. Brownlee LLP	\$	5,821.60
a. Professional Fees/Legal Services		
4. IMC Construction Ltd	\$	8,925.00
a. Revised Invoice Claim#5 Paid		
b. Difference of Original Paid		
5. Century 21 Advantage	\$	120,000.00
a. Land Purchase Deposit		
6. Lakeview Contracting Inc.	\$	5,488.35
a. Install/Removal of Buoys		
7. Rugged West Maintenance Inc.	\$	4,725.00
a. Mowing & Trimming-August		
8. Alberta School Foundation Fund	\$	130,774.35
a. September 30 School Funding		
9. Red Deer County	\$	3,239.50
a. Garbage Base-August		

Please note: The following item was approved at the September 24th meeting that was an addition:

10. Lakeview Contracting	\$	78,756.30
a. Chipmunk Creek-Bridge Project		
b. Path Realignment-Bridge Project		

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
2021-10-19 1:47 PM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-10-19
Batch: 2021-00123 to 2021-00141

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Bank Code: MAIN - General Bank

Computer Cheques:

1585	2021-09-30	Ace Line Locating	Locating Services		
5040		242-000-255 - Maintenance Progr	Locating Services	600.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	30.00	630.00
1586	2021-09-30	Everything H2O	Water for Office		
216616		412-200-510 - Shared Office Supp	Water for Office	19.50	19.50
1587	2021-09-30	Land Titles Office	Plan Cancellation Bylaw		
C003QX2		261-000-110 - Development Servic	Plan Cancellation Bylaw	35.00	35.00
1588	2021-09-30	Ram Electric & Instrumentation	Security Invoice		
3561489		412-300-255 - Shared Facility Mail	Security Invoice	563.40	
		312-000-260 - GST Paid Refundat	GST Tax Code	28.17	591.57
1589	2021-09-30	Raven Printing	#10 Envelopes		
98689		412-200-510 - Shared Office Supp	#10 Envelopes	331.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	16.55	347.55
98688		412-200-510 - Shared Office Supp	2000 Sheets Hammermill La	162.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.10	170.10
98698		312-200-250 - Due from Jarvis Ba	Business Cards-Julie M	81.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.05	85.05
98697		312-400-250 - Due from Sunbreak	Business Cards-Keith K	81.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.05	85.05
98696		312-400-250 - Due from Sunbreak	Business Cards-Jim W.	81.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.05	85.05
98695		212-400-220 - Election Expenses/I	Business Cards-Cyril and	162.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.10	170.10
98692		412-200-510 - Shared Office Supp	Letterhead for All Villag	1,061.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	53.05	1,114.05
				Payment Total:	2,056.95
1590	2021-09-30	SL Regional Wastewater Comm	Wastewater Services-August		
1516		242-000-260 - Usage Fees	Wastewater Services-Augus	6,830.66	6,830.66
1591	2021-09-30	Town of Sylvan Lake	2021 Fire Services Contract		
2021FIRE		223-000-200 - Contract Fire Servic	2021 Fire Services Contra	18,856.80	18,856.80
1592	2021-10-15	Brownlee LLP	Professional Fees		
521405		212-400-230 - Legal Fees	Professional Fees	791.25	
		312-000-260 - GST Paid Refundat	GST Tax Code	39.56	830.81

Report Date
2021-10-19 1:47 PM

Summer Village of Norglenwold
List of Accounts for Approval
As of 2021-10-19
Batch: 2021-00123 to 2021-00141

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
521182		212-400-230 - Legal Fees	Professional Fees	4,753.13	
		312-000-260 - GST Paid Refundat	GST Tax Code	237.66	4,990.79
				Payment Total:	5,821.60
1593	2021-10-15	IMC Construction Ltd	Revised Inv. Claim#5 Differenc		
801-2021-10REV		297-197-840 - Project-MSI Building	Revised Inv. Claim#5 Diff	8,500.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	425.00	8,925.00
1594	2021-10-15	John's Lock & Key	Fix Door Lock & Rekey All Door		
10864		297-197-840 - Project-MSI Building	Fix Door Lock & Rekey All	185.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	9.25	194.25
1595	2021-10-15	Road Data Services	Road Permits		
00077253		232-000-250 - Road Maintenance	Road Permits	15.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.75	15.75
1596	2021-10-15	Tar-ific Const. Ltd.	Development Enforcement		
057974		261-000-110 - Development Servic	Development Enforcement	1,370.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	68.50	1,438.50
1597	2021-10-15	Parkland Regional Library	4th Quarter Requisition		
210176		274-000-850 - Parkland Regional	4th Quarter Requisition	583.53	
		312-000-260 - GST Paid Refundat	GST Tax Code	29.18	612.71
1598	2021-10-15	Wild Rose Assessment Service	Assessment Fees-Oct 1-Dec 31		
8404		212-400-232 - Assessment Fees	Assessment Fees-Oct 1-Dec	1,725.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	86.25	1,811.25
EFT:					
206	2021-09-16	Century 21 Advantage	Land Purchase Deposit		
DEPOSIT		297-199-840 - Project - MSI/Reser	Land Purchase Deposit	120,000.00	120,000.00
207	2021-09-23	Lakeview Contracting Inc.	Project-Bridge -Chipmunk Creek		
1662		297-196-840 - Project - Grants Bri	Project-Bridge Chipmunk B	63,506.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	3,175.30	66,681.30
1663		297-196-840 - Project - Grants Bri	Project- Path Realignment	11,500.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	575.00	12,075.00
				Payment Total:	78,756.30
208	2021-10-04	Lakeview Contracting Inc.	Install /Removal of Buoys		
1702		272-000-250 - Buoy Programs	Install /Removal of Buoys	5,227.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	261.35	5,488.35
209	2021-10-04	Longhurst Consulting	Agreement Internet Services		

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2549		412-300-217 - Shared Phone Fax	Agreement Internet Servic	89.90	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.50	94.40
2550		412-300-217 - Shared Phone Fax	Agreement Security-Anti V	9.75	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.49	10.24
Payment Total:					104.64
210	2021-10-04	MuniSoft	Server Setup/Installation		
2021/22-02400		412-300-242 - Shared IT Equipme	Server Setup/Installation	250.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	12.50	262.50
211	2021-10-04	Canoe Procurement Group of	ATS Traffic-Signs		
AB071680		232-000-265 - Sign Program	ATS Traffic-Signs	232.68	
		312-200-250 - Due from Jarvis Ba	ATS Traffic-Signs	232.68	
		312-400-250 - Due from Sunbreak	ATS Traffic-Signs	232.68	
		312-300-250 - Due from Birchcliff	ATS Traffic-Signs	232.69	
		312-000-260 - GST Paid Refundat	GST Tax Code	46.54	977.27
AB076459		412-200-510 - Shared Office Supp	Office Supplies	875.86	
		312-000-260 - GST Paid Refundat	GST Tax Code	43.79	919.65
AB077176		412-200-510 - Shared Office Supp	Office Supplies-B/O	50.38	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.52	52.90
AB062906		312-400-250 - Due from Sunbreak	Signs	34.14	
		312-200-250 - Due from Jarvis Ba	Signs	70.81	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.25	110.20
Payment Total:					2,060.02
212	2021-10-04	Rugged West Maintenance Inc.	Mowing & Trim Aug 4,18 & 31		
1207		232-000-200 - Green Space Progr	Mowing & Trim Aug 4,18 &	4,500.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	225.00	4,725.00
213	2021-10-18	Alberta One Call Corporation	September Notifications		
IN170814		242-000-255 - Maintenance Progr	September Notifications	37.80	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.89	39.69
214	2021-10-18	Digitex.ca-EFT	Printers		
IN775961		412-200-500 - Shared Printing Co	Printers	309.62	
		312-000-260 - GST Paid Refundat	GST Tax Code	15.48	325.10
215	2021-10-18	Empringham Disposal Corp	Office Bin-Monthly Garbage		
26870		243-000-200 - Contracted Garbag	Office Bin-Monthly Garbag	50.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.50	52.50
216	2021-10-18	Canoe Procurement Group of	Office Supplies-Back Order		
AB079428		412-200-510 - Shared Office Supp	Office Supplies-Back Orde	69.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	3.50	73.49

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
217	2021-10-18	Rugged West Maintenance Inc.	Mowing and Trimming Sept 14		
1219		232-000-200 - Green Space Progr	Mowing and Trimming Sept	1,500.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	75.00	1,575.00
Other:					
2841-Man	2021-09-30	ATB Mastercard	BC Dock Hardware		
021374		312-300-250 - Due from Birchcliff	BC Dock Hardware	87.96	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.40	92.36
021521		412-100-266 - Shared PW Fleet	Squeeky Kleen-Truck Wash	9.00	9.00
006188		412-300-255 - Shared Facility Maii	CND Tire-Building Maint.	51.92	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.60	54.52
W80986		212-400-220 - Election Expenses/I	Municipal Gov. Act-Print	560.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	28.00	588.00
42558794		261-000-110 - Development Servic	AB Land Title-Norg	10.00	10.00
008735		412-300-255 - Shared Facility Maii	Two Small Men-Moving Co.	662.85	
		312-000-260 - GST Paid Refundat	GST Tax Code	33.14	695.99
4257317		312-400-250 - Due from Sunbreak	AB Land Title-JB	10.00	10.00
42576876		312-200-250 - Due from Jarvis Ba	AB Land Title-JB	10.00	10.00
42577310		312-200-250 - Due from Jarvis Ba	AB Land Title-JB	10.00	10.00
42576922		312-200-250 - Due from Jarvis Ba	AB Land Title-JB	10.00	10.00
42576822		312-200-250 - Due from Jarvis Ba	AB Land Titles-JB	10.00	10.00
012936		297-197-840 - Project-MSI Buildin	CND Tire-New Building	23.97	
		312-000-260 - GST Paid Refundat	GST Tax Code	1.20	25.17
DSNR4RRJ56S		212-400-220 - Election Expenses/I	Credit for Jeff's Muni 10	200.00-	
		312-000-260 - GST Paid Refundat	GST Tax Code	10.00-	210.00-
ZOOMSEPT21		412-300-242 - Shared IT Equipme	Zoom Communication	21.00	21.00
76222		212-400-220 - Election Expenses/I	Aardvark-Badges for Counc	24.00	
		312-100-250 - Due from Half Moor	Aardvark-Badges for Counc	12.00	
		312-200-250 - Due from Jarvis Ba	Aardvark-Badges for Counc	12.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	2.40	50.40
AUMATANNER21		412-100-130 - Shared Training	AUMA Convention-Tanner	600.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	30.00	630.00
AUMAJULIE2021		312-200-250 - Due from Jarvis Ba	AUMA Convention Julie M	600.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	30.00	630.00

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
019286		312-200-250 - Due from Jarvis Ba	Paint for Bollard-Graffit	14.24	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.71	14.95
024497		412-200-510 - Shared Office Supp	Extension Cord	11.99	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.60	12.59
SHUTTERSEPT21		412-300-242 - Shared IT Equipme	Shutterstoc- Logo Softwar	38.46	38.46
2300118878194		412-300-242 - Shared IT Equipme	Quick Books-T-Sheets	94.50	94.50
816067		412-100-130 - Shared Training	Trudy's 1st Core-Payroll	599.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	29.95	628.95
90167952		312-000-410 - Prepaid Expenses	ESRI Canada Renewal	765.00	
		261-000-110 - Development Servic	ESRI Canada Renewal	51.00	
		312-100-250 - Due from Half Moor	ESRI Canada Renewal	51.00	
		312-200-250 - Due from Jarvis Ba	ESRI Canada Renewal	51.00	
		312-300-250 - Due from Birchcliff	ESRI Canada Renewal	51.00	
		312-400-250 - Due from Sunbreak	ESRI Canada Renewal	51.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	51.00	1,071.00
396070279		112-000-570 - Other Revenue	Charged on Card in Error	606.95	
		297-197-840 - Project-MSI Building	Ikea-New Building	1,323.15	
		312-000-260 - GST Paid Refundat	GST Tax Code	66.16	1,996.26
029643		297-197-840 - Project-MSI Building	Desk for New Building	358.93	
		312-000-260 - GST Paid Refundat	GST Tax Code	17.95	376.88
IN110050372		412-300-242 - Shared IT Equipme	Teri's Zoom Communication	19.61	
		312-000-260 - GST Paid Refundat	GST Tax Code	0.98	20.59
Payment Total:					6,900.62
2849-Man	2021-09-30	Receiver General/OTH	CPP, EI, Tax		
PP182021		412-000-263 - Income Tax Source Tax		2,786.37	
		412-000-261 - CPP Source Deduc	CPP	1,450.52	
		412-000-262 - EI Source Deductio	EI	543.93	4,780.82
2850-Man	2021-09-30	Alberta Municipal Services Cor	Pension Contribution		
PP182021		412-000-265 - Pension Plan Payal	Pension Contribution	1,231.80	1,231.80
2851-Man	2021-09-30	Worker's Compensation Board	Shared WCB		
25074633		412-100-211 - Shared WCB	Shared WCB	590.75	590.75
2852-Man	2021-09-30	AMSC Insurance Services Ltd	Municipal Benefits		
0809-45,369		412-000-266 - Benefits	Municipal Benefits	1,930.01	1,930.01
2853-Man	2021-09-30	Alberta Municipal Services Cor	Pension Contribution		
PP192021		412-000-265 - Pension Plan Payal	Pension Contribution	1,231.80	1,231.80

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2854-Man 11746	2021-09-30	Alberta School Foundation Func 201-100-130 - ASFF Residential	ASFF Residential-Sept 30 ASFF Residential-Sept 30	130,774.35	130,774.35
2855-Man SEPT132021-3661	2021-09-30	Bell Mobility 212-400-217 - Data Plan 212-400-217 - Data Plan 312-000-260 - GST Paid Refundat	Cell/Ipad Charges Reception Cell Public Works Cell GST Tax Code	40.95 55.95 4.85	101.75
2856-Man PP192021	2021-09-30	Receiver General/OTH 412-000-263 - Income Tax Source Tax 412-000-261 - CPP Source Deduc CPP 412-000-262 - EI Source Deductio EI 312-000-262 - CRA Remuneration Council CPP	CPP, EI, Tax 	2,705.83 1,296.12 480.41 68.10	4,550.46
2857-Man AUG302021-7547	2021-09-30	Direct Energy 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Shared Utilities Shared Utilities GST Tax Code	48.29 2.41	50.70
2858-Man AUG302021-9796	2021-09-30	Direct Energy 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Shared Utilities-2 Erickson Shared Utilities-2 Ericks GST Tax Code	11.60 3.60	15.20
2859-Man AUG312021-9084	2021-09-30	Epcor 412-300-540 - Shared Utilities 312-000-260 - GST Paid Refundat	Utilities-Both Offices Utilities-Both Offices GST Tax Code	1,026.65 51.34	1,077.99
2860-Man SEPT12021-MPC	2021-09-30	Lorne Therriault 261-000-220 - Municipal Planning	MPC hearing MPC hearing	100.00	100.00
2861-Man SEPT2021	2021-09-30	Meridian 412-200-500 - Shared Printing Co 412-300-270 - Shared Equipment Lease	Photocopier Lease/Printing Printing Lease	214.72 214.73	429.45
2862-Man AUG312021	2021-09-30	Red Deer County 243-000-200 - Contracted Garbage	Garbage Base Charge-August Garbage Base Charge-Augus	3,239.50	3,239.50
2863-Man 1517448	2021-09-30	Shaw Business 412-300-217 - Shared Phone Fax 312-000-260 - GST Paid Refundat	phone/fax line phone/fax line GST Tax Code	379.45 18.97	398.42
2864-Man AUG312021-0004	2021-09-30	Town of Sylvan Lake 412-300-540 - Shared Utilities	Water/Sewer- August-2 Erickson Water/Sewer- August	79.14	79.14
2865-Man AUG312021-1000	2021-09-30	Town of Sylvan Lake 412-300-540 - Shared Utilities	Water/Sewer-August Water/Sewer-August	79.14	79.14
2866-Man	2021-09-30	UFA Co-Operative Ltd	PW Fleet-Aug 31		

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
113429247		412-100-266 - Shared PW Fleet	PW Fleet-Aug 31	525.41	
		312-000-260 - GST Paid Refundat	GST Tax Code	26.28	551.69
2867-Man	2021-09-30	Waste Management of Canada	Recycling- August 2021		
1125237-0613-6		243-000-270 - Recycling Program	Recycling- August 2021	2,009.96	
		312-000-260 - GST Paid Refundat	GST Tax Code	100.52	2,110.48
2870-Man	2021-09-30	Bell Mobility	Cell/Ipad Charges		
SEPT212021-0516		212-400-217 - Data Plan	Old Ipad- Mayor's Jeff's	16.40	
		212-400-217 - Data Plan	New Ipad-Mayor Cyril	64.66	
		212-400-217 - Data Plan	New Ipad-Deputy Mayor-Jef	64.66	
		212-400-217 - Data Plan	New Ipad-Councillor-Nav	64.66	
		312-000-260 - GST Paid Refundat	GST Tax Code	10.54	220.92
2872-Man	2021-09-30	Receiver General/OTH	September Council CPP & Tax		
CP92021		312-000-262 - CRA Remuneration Tax		12.63	
		312-000-262 - CRA Remuneration CPP		120.80	133.43
2875-Man	2021-10-18	Alberta Municipal Services Cor	Pension Contribution		
PP20-2021		412-000-265 - Pension Plan Payal	Pension Contribution	1,231.00	1,231.00
2876-Man	2021-10-18	AMSC Insurance Services Ltd	Municipal Benefits		
0809-45,801		412-000-266 - Benefits	Municipal Benefits	2,850.99	2,850.99
2877-Man	2021-10-18	Epcor	Utilities		
SEPT272021-8683		232-000-545 - Utilities	Utilities	79.91	
		312-000-260 - GST Paid Refundat	GST Tax Code	4.00	83.91
2878-Man	2021-10-18	Epcor	Utilities		
OCT12021-9084		412-300-540 - Shared Utilities	Utilities	831.26	
		312-000-260 - GST Paid Refundat	GST Tax Code	41.56	872.82
2879-Man	2021-10-18	Receiver General/OTH	CPP, EI, Tax		
PP20-2021		412-000-263 - Income Tax Source Tax		2,705.83	
		412-000-261 - CPP Source Deduc CPP		1,296.12	
		412-000-262 - EI Source Deductio EI		480.41	4,482.36
2880-Man	2021-10-18	Meridian	Photocopier Lease/Printing		
OCT2021		412-200-500 - Shared Printing Co: Printing		214.72	
		412-300-270 - Shared Equipment	Leasing	214.73	429.45
2881-Man	2021-10-18	Shaw Cable	Office Wifi		
SEPT192021-6278		412-300-217 - Shared Phone Fax	Office Wifi	115.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	5.75	120.75
2882-Man	2021-10-18	Town of Sylvan Lake	Sewer/Water		
SEPT302021-1000		412-300-540 - Shared Utilities	Sewer/Water	69.24	69.24

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2883-Man SEPT302021-0004	2021-10-18	Town of Sylvan Lake 412-300-540 - Shared Utilities	Sewer/Water Sewer/Water	75.84	75.84
2884-Man 1126859-0613-6	2021-10-18	Waste Management of Canada 243-000-270 - Recycling Program 312-000-260 - GST Paid Refundat	Recycling Recycling GST Tax Code	1,378.88 68.94	1,447.82
2886-Man W80986CR	2021-10-15	ATB Mastercard 212-400-220 - Election Expenses/ 312-000-260 - GST Paid Refundat	AB Queen Printer/Not on Statem AB Queen Printer/Not on S GST Tax Code	560.00- 28.00-	588.00-
SEPT11MSFT		412-300-242 - Shared IT Equipme	IT Setup Accounts	24.26	24.26
SEPT22AMAZCR		297-197-840 - Project-MSI Building	Credit for Acoustic Sound	26.33-	26.33-
AMAZONCR		297-197-840 - Project-MSI Building	Credit-Acoustic Sound Bar	13.16-	13.16-
Sourceoffice092		297-197-840 - Project-MSI Building	Teri's Desk for Council R	22.05	22.05
WEEBLY091421		412-300-242 - Shared IT Equipme	Weebly Upgrade Sept 14	197.55	197.55
OCT4MSFT		412-300-242 - Shared IT Equipme	IT Setup Accounts	93.90	93.90
NKN6M4CFWN4		211-202-212 - R&C AUMA 312-000-260 - GST Paid Refundat	AUMA-Cyril Gurevitch GST Tax Code	600.00 30.00	630.00
MFNTTYBH75P		312-400-250 - Due from Sunbreak 312-000-260 - GST Paid Refundat	AUMA Convention-Keith Kim GST Tax Code	600.00 30.00	630.00
1900231169		412-100-130 - Shared Training 312-000-260 - GST Paid Refundat	Ticket for Tanner-MGA GST Tax Code	175.00 8.74	183.74
Payment Total:					1,154.01
2887-Man SDABOCT4	2021-10-18	Lampard, Gordon (Toby) 261-000-215 - Subdivision Appeal	Sept 22 to Oct4 SDAB Sept 22 to Oct4 SDAB	400.00	400.00
2888-Man SDABOCT04	2021-10-18	Allan MacPherson 261-000-215 - Subdivision Appeal	October 4 SDAB October 4 SDAB	100.00	100.00
Total for MAIN:					435,198.74

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Payment #	Date	Vendor Name	Reference			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount	

Certified Correct This October 19, 2021

Mayor

Administrator

Summer Village of Norglenwold

Finance

Information Item

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 3rd Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to September 30, 2021
- ASFF Report to September 30, 2021
- Capital Projects Report to September 30, 2021

Balances at September 30, 2021

- ATB Bank Account \$2,823,447.56

Reserves and Deferred Accounts

• Accumulated Surplus	25,000.00
• Completions Deposits	67,995.45
• Deferred Revenue (Grants)	434,686.40
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	1,130.60
• Reserves Roads	286,045.00
• Reserves Environment	1,360,840.43
• Reserves General Operating	157,628.90
• Reserves Legal	19,244.00
• Reserves Recreation	434,686.40

Unpaid Taxes - 13 Properties - \$87,264.51 (1 is on Payment Plan \$42,292.04, 1 is Legal Fees on Taxes \$22,129.79).

Unpaid Utilities - 17 properties 4,216.44 (9 are fully o/s \$4,171.50, 8 are penalties remaining \$44.94).

Council Expense Claims Year to Date Report:**January 2021**

Jeff Ludwig - \$480.00

February 2021

Jeff Ludwig - \$755.40

Ed Thiessen - \$1,000.00

March 2021

Jeff Ludwig - \$670.40

Ed Thiessen - \$300.00

April 2021

Jeff Ludwig - \$808.35

Ed Thiessen - \$500.00

May 2021 - No Claims**June 2021**

Jeff Ludwig - \$480.00

Ed Thiessen - \$600.00

July 2021

Jeff Ludwig - \$474.28

August 2021

Cyril Gurevitch - \$617.70

Nav Rattan - \$500.00

Ed Thiessen - \$400.00

September 2021

Nav Rattan - \$1400.00

Administrative Recommendations:

- 1) That Council discuss and accepts all items as information.

Authorities:

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

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**Summer Village of Norglenwold
Operating Budget**
For the Period Ending September 30, 2021

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	Budget	YTD	\$ Rem
Revenue			
101-000-110 - Taxation	458,542.57	458,537.78	(4.79)
101-000-120 - Local Improvement Lev			
101-000-510 - Taxes Penalties & Cos	15,000.00	28,749.06	13,749.06
101-103-130 - DI Designated Industrial	40.21	40.22	0.01
112-000-410 - Sale of Services & Su	233.82	825.00	591.18
112-000-540 - Interest Charges	223.52	325.87	102.35
112-000-550 - Return on Investments	20,000.00	10,448.94	(9,551.06)
112-000-570 - Other Revenue	2,331.84	9,704.87	7,373.03
112-000-740 - MSI Operational	8,532.00	11,419.00	2,887.00
112-000-760 - Transfer from Reserve/Taxation/Utility			
112-000-840 - Franchise Fees	9,100.00	7,975.72	(1,124.28)
121-000-530 - Fines Provincial Coll	1,698.99	1,662.00	(36.99)
142-000-510 - Wastewater Usage Char	91,800.00	91,800.00	
142-000-511 - Wastewater Offset			
161-000-410 - Certificates Complian	259.59	500.00	240.41
161-000-510 - Inspection Fees	1,132.41	2,101.55	969.14
161-000-520 - Development Permits/A	3,108.96	6,300.83	3,191.87
161-000-590 - Encroachment Fees	101.92	930.00	828.08
Total Revenue:	612,105.83	631,320.84	19,215.01
Expenditures			
Council and Legislation			
211-101-150 - Remuneration Mayor	10,363.20	3,890.00	6,473.20
211-101-210 - T&S Mayor	2,072.63	491.53	1,581.10
211-102-150 - Remuneration Deputy Mayor	7,772.40	2,200.00	5,572.40
211-102-210 - T&S Deputy Mayor	1,554.48	275.00	1,279.48
211-103-150 - Remuneration Councillor	7,772.40	1,600.00	6,172.40
211-103-210 - T&S Councillor	1,554.48	275.00	1,279.48
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	970.78	117.36
211-302-220 - ASVA	932.69	975.00	(42.31)
211-303-220 - FCM	157.48	183.84	(26.36)
211-304-220 - Mayors and Reeves	100.00		100.00
Total Council and Legislation:	35,285.09	10,861.15	24,423.94
Administration			
212-100-110 - Salaries	120,262.24	93,130.28	27,131.96
212-100-130 - Training	3,186.95	2,101.81	1,085.14
212-100-140 - Benefits	4,496.70	2,464.65	2,032.05
212-100-210 - Travel & Subsistence	4,127.47		4,127.47
212-100-211 - WCB	2,876.87	636.37	2,240.50
212-100-266 - PW Fleet	2,153.35	1,192.24	961.11
212-100-280 - CAO Contracted			
212-100-281 - CAO Recruitment			
212-200-215 - Postage/Freight/Couri	2,195.94	838.29	1,357.65
212-200-500 - Printing Costs	2,459.98	1,091.96	1,368.02
212-200-510 - Office Supplies	3,858.39	2,257.10	1,601.29
212-300-217 - Phone/Fax/Internet	2,511.46	1,791.28	720.18
212-300-240 - Computer Software/Mtn	1,845.01	3,129.16	(1,284.15)
212-300-242 - IT Equipment	1,265.48	2,194.97	(929.49)

Report Date
2021-10-19 2:33 PM

Summer Village of Norglenwold
Operating Budget
For the Period Ending September 30, 2021

Page 2

	Budget	YTD	\$ Rem
212-300-250 - Facility Improvements	1,265.48	140.73	1,124.75
212-300-255 - Facility Maintenance	4,444.57	1,339.01	3,105.56
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	543.97	470.77
212-300-500 - VACANT - Do not use			
212-300-510 - Other Contingency	422.23	375.04	47.19
212-300-515 - Fleet Replacement Reserve			
212-300-530 - Building Insurance	626.30		626.30
212-300-540 - Utilities	3,659.28	2,963.72	695.56
212-400-216 - Coffee with Council	1,554.48		1,554.48
212-400-217 - Data Plan	1,865.38	1,302.32	563.06
212-400-220 - Election Expenses/Mee	5,000.00	3,214.31	1,785.69
212-400-221 - Bank Fees	5,181.60	5,072.94	108.66
212-400-222 - Advertising	1,554.48		1,554.48
212-400-230 - Legal Fees	5,000.00	(2,748.49)	7,748.49
212-400-231 - Audit Fees	7,815.07	4,593.85	3,221.22
212-400-232 - Assessment Fees	7,100.00	5,375.00	1,725.00
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
212-400-920 - COVID 19 Response			
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	141,629.58	66,835.25
Protective Services			
223-000-200 - Contract Fire Service	18,912.96	20,196.60	(1,283.64)
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	20,754.38	6,918.12
Total Protective Services:	65,873.10	40,950.98	24,922.12
Public Works			
232-000-200 - Green Space Program	24,850.00	14,049.75	10,800.25
232-000-240 - Hazardous Trees	8,750.00	4,400.00	4,350.00
232-000-250 - Road Maintenance Program	26,000.00	6,370.00	19,630.00
232-000-255 - Plowing Program	23,300.00	8,840.00	14,460.00
232-000-265 - Sign Program	2,350.00	1,482.97	867.03
232-000-530 - Ditch & Culvert Progr	5,000.00		5,000.00
232-000-545 - Utilities	835.00	651.67	183.33
242-000-250 - SLR WasteWater Commis	8,486.00	3,195.89	5,290.11
242-000-251 - SLR Water Commission	693.50	346.75	346.75
242-000-253 - Debenture 1			
242-000-255 - Maintenance Program	18,653.76	11,440.60	7,213.16
242-000-260 - Usage Fees	81,968.00	47,814.62	34,153.38
243-000-200 - Contracted Garbage	38,343.84	28,771.00	9,572.84
243-000-270 - Recycling Program	18,653.76	11,786.01	6,867.75
Total Public Works:	257,883.86	139,149.26	118,734.60

Planning and Development

Report Date
2021-10-19 2:33 PM

Summer Village of Norglenwold
Operating Budget
For the Period Ending September 30, 2021

Page 3

	Budget	YTD	\$ Rem
261-000-110 - Development Service	1,200.00	507.70	692.30
261-000-115 - IDP (RDC & TSL)	3,500.00	26.25	3,473.75
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	1,300.00	(263.68)
Total Planning and Development:	11,954.24	3,293.05	8,661.19
Recreation			
272-000-220 - FCSS Grant	4,210.80	1,754.00	2,456.80
272-000-250 - Buoy Programs	3,108.96	6,538.12	(3,429.16)
274-000-850 - Parkland Regional Lib	2,334.15	1,750.62	583.53
274-000-510 - Operational Recreation Grants - ICF	20,400.00	20,475.00	(75.00)
Total Recreation:	30,053.91	30,517.74	(463.83)
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	518.16	2,072.64
Total Expenditures:	612,105.83	366,919.92	245,185.91
Surplus / Deficit	0.00	264,400.92	264,400.92

Report Date
2021-10-19 12:17 PM

Summer Village of Norglenwold
ASFF Budget Report
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	520,779.22	520,780.63	1.41
101-001-130 - ASFF-Non-Residential	1,981.29	1,981.29	
101-103-130 - DI Designated Industrial	40.21	40.22	0.01
Total Revenue:	522,800.72	522,802.14	1.42
Expenditures			
201-100-130 - ASFF Residential	520,779.22	390,341.77	130,437.45
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	392,323.06	130,477.66
Surplus / Deficit	0.00	130,479.08	130,479.08

Report Date
2021-10-19 2:34 PM

Summer Village of Norglenwold
Capital Projects Budget
For the Period Ending September 30, 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)
197-199-840 - Project - MSI/Reserve Land Acquisition		120,000.00	120,000.00
Total Revenue:	525,000.00	120,000.00	(405,000.00)
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	75,006.00	24,994.00
297-197-840 - Project-MSI Building Renovations	350,000.00	315,710.44	34,289.56
297-198-840 - Project - Reserves Annexation	25,000.00		25,000.00
297-199-840 - Project - MSI/Reserves Land Acquisition		120,000.00	(120,000.00)
Total Expenditures:	525,000.00	510,716.44	14,283.56
Surplus / Deficit	0.00	(390,716.44)	(390,716.44)



Council Expense Claim Form

NAME: Jeff Ludwig

POSITION: Mayor

MONTH ENDING: January-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/9/21	coffee With Council	2hrs	Mayor	\$ 120.00
1/26/21	Joint Services Committee	3.5hrs	Mayor	\$ 120.00
1/29/21	Regular Council	1hr	Mayor	\$ 120.00
1/31/21	Prep	4Hrs	Mayor	\$ 120.00
1/31/21	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
				\$ 480.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/9/21	coffee With Council		\$0.59	\$ 0.00
1/26/21	Joint Services Committee		\$0.59	\$ 0.00
1/29/21	Regular Council		\$0.59	\$ 0.00
1/31/21	Prep		\$0.59	\$ 0.00
1/31/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: Jeff Ludwig

C.A.O: _____

TOTAL PAYABLE: \$ 480.00



Council Expense Claim Form

NAME: Jeff LudwigPOSITION: MayorMONTH ENDING: February-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
2/1/21	Bridge Meeting	1Hr	Mayor	\$ 120.00
2/4/21	Telephone Town Hall	1.5 Hrs	Mayor	\$ 120.00
2/8/21	Subdivision & Development Appeal Board	1 Hr	Mayor	\$ 120.00
2/22/21	Sylvan Lake Regional Wastewater Commission	2 Hrs	Mayor	\$ 120.00
2/24/21	Prep Time	4 Hrs	Mayor	\$ 120.00
2/25/21	Regular Council	1.5 Hrs	Mayor	\$ 120.00
2/25/21	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 720.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
2/1/21	Bridge Meeting	60.00	\$0.59	\$ 35.40
2/4/21	Telephone Town Hall		\$0.59	\$ 0.00
2/8/21	Subdivision & Development Appeal Board		\$0.59	\$ 0.00
2/22/21	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
2/24/21	Prep Time		\$0.59	\$ 0.00
2/25/21	Regular Council		\$0.59	\$ 0.00
2/25/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 35.40

Other Expenses

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

MAYOR: Jeff Ludwig

C.A.O: _____

TOTAL PAYABLE: \$ 755.40



Council Expense Claim Form

NAME: Ed Thiessen

POSITION: Deputy Mayor

MONTH ENDING: February-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/9/21	Coffee with Council	2	Deputy Mayor	\$ 100.00
1/26/21	Bridge & Path Project meeting	2	Deputy Mayor	\$ 100.00
1/28/21	Prep	2	Deputy Mayor	\$ 100.00
1/29/21	Municipal Planning Commission	1	Deputy Mayor	\$ 100.00
1/29/21	Regular Council	3	Deputy Mayor	\$ 100.00
2/1/21	Bridge & Path Project meeting	2	Deputy Mayor	\$ 100.00
2/9/21	Municipal Planning Commission	1	Deputy Mayor	\$ 100.00
2/23/21	Prep	2	Deputy Mayor	\$ 100.00
2/25/21	Municipal Planning Commission	1	Deputy Mayor	\$ 100.00
2/25/21	Regular Council	2	Deputy Mayor	\$ 100.00
If event is other please type it in.				\$ 1,000.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/9/21	Coffee with Council		\$0.59	\$ 0.00
1/26/21	Bridge & Path Project meeting		\$0.59	\$ 0.00
1/28/21	Prep		\$0.59	\$ 0.00
1/29/21	Municipal Planning Commission		\$0.59	\$ 0.00
1/29/21	Regular Council		\$0.59	\$ 0.00
2/1/21	Bridge & Path Project meeting		\$0.59	\$ 0.00
2/9/21	Municipal Planning Commission		\$0.59	\$ 0.00
2/23/21	Prep		\$0.59	\$ 0.00
2/25/21	Municipal Planning Commission		\$0.59	\$ 0.00
2/25/21	Regular Council		\$0.59	\$ 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: \$ 1,000.00



Council Expense Claim Form

NAME: Jeff LudwigPOSITION: MayorMONTH ENDING: March-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/3/21	SLMC	2.5	Mayor	\$ 120.00
3/23/21	Document signing		Title	\$ 0.00
3/25/21	SLMC Take it off	2	Mayor	\$ 120.00
3/26/21	Regular Council	2	Mayor	\$ 120.00
3/31/21	Prep	4	Mayor	\$ 120.00
2/26/21	Telephone Town Hall	1.5	Mayor	\$ 120.00
2/27/21	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 600.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/3/21	SLMC		\$0.59	\$ 0.00
3/23/21	Document signing	60.00	\$0.59	\$ 35.40
3/25/21	SLMC Take it off	60.00	\$0.59	\$ 35.40
3/26/21	Regular Council		\$0.59	\$ 0.00
3/31/21	Prep		\$0.59	\$ 0.00
2/26/21	Telephone Town Hall		\$0.59	\$ 0.00
2/27/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 70.80

Other Expenses

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

MAYOR: Jeff Ludwig

C.A.O: _____

TOTAL PAYABLE: \$ 670.80



Council Expense Claim Form

NAME: Ed ThiessenPOSITION: Deputy MayorMONTH ENDING: March-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/23/21	Council prep	2	Deputy Mayor	\$ 100.00
3/26/21	Municipal Planning Commission	1	Deputy Mayor	\$ 100.00
3/26/21	Regular Council	2	Deputy Mayor	\$ 100.00
			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
				\$ 300.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/23/21	Council prep		\$0.59	\$ 0.00
3/26/21	Municipal Planning Commission		\$0.59	\$ 0.00
3/26/21	Regular Council		\$0.59	\$ 0.00
			\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 300.00



Council Expense Claim Form

NAME: Jeff LudwigPOSITION: MayorMONTH ENDING: April-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/22/21	Sylvan Lake Regional Wastewater Commission	1 hr	Mayor	\$ 120.00
4/26/21	Sylvan Lake Regional Wastewater Commission	2hrs	Mayor	\$ 120.00
4/27/21	Joint Services Committee/Central Mayors	4hrs + 2hrs	Mayor +4 (2hour)	\$ 170.00
4/29/21	LUB Meeting	2hrs	Mayor	\$ 120.00
4/28/21	Prep	4hrs	Mayor	\$ 120.00
4/30/21	Regular Council	3hrs	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 770.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/22/21	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
4/26/21	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
4/27/21	Joint Services Committee/Central Mayors		\$0.59	\$ 0.00
4/29/21	LUB Meeting		\$0.59	\$ 0.00
4/28/21	Prep	65.00	\$0.59	\$ 38.35
4/30/21	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 38.35

Other Expenses

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

MAYOR: Jeff Ludwig

C.A.O: _____

TOTAL PAYABLE: \$ 808.35



Council Expense Claim Form

NAME: ED ThiessenPOSITION: Deputy MayorMONTH ENDING: April-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/3/21	Lake Clean up	3hrs	Deputy Mayor	\$ 100.00
4/9/21	Council Prep	2hrs	Deputy Mayor	\$ 100.00
4/9/21	Municipal Planning Commission	1hr	Deputy Mayor	\$ 100.00
4/29/21	Land Use Review	3hrs	Deputy Mayor	\$ 100.00
4/30/21	Regular Council	3hrs	Deputy Mayor	\$ 100.00
4/30/21	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 500.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/3/21	Lake Clean up		\$0.59	\$ 0.00
4/9/21	Council Prep		\$0.59	\$ 0.00
4/9/21	Municipal Planning Commission		\$0.59	\$ 0.00
4/29/21	Land Use Review		\$0.59	\$ 0.00
4/30/21	Regular Council		\$0.59	\$ 0.00
4/30/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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



Council Expense Claim Form

NAME: JEFF LUDWIGPOSITION: MAYORMONTH ENDING: June-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/21/21	Regular Council	2 HRS	Mayor	\$ 120.00
5/31/21	PREP	4 HRS	Mayor	\$ 120.00
6/25/21	Regular Council	2 HRS	Mayor	\$ 120.00
6/30/21	PREP	4 HRS	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 480.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/21/21	Regular Council		\$0.59	\$ 0.00
5/31/21	PREP		\$0.59	\$ 0.00
6/25/21	Regular Council		\$0.59	\$ 0.00
6/30/21	PREP		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: JEFF LUDWIG

C.A.O: _____

TOTAL PAYABLE: \$ 480.00



Council Expense Claim Form

NAME: Ed ThiessenPOSITION: Deputy MayorMONTH ENDING: June-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/7/21	Municipal Planning Commission	1hr	Deputy Mayor	\$ 100.00
5/21/21	Regular Council	2hr	Deputy Mayor	\$ 100.00
5/19/21	Prep	2hr	Deputy Mayor	\$ 100.00
6/4/21	Municipal Planning Commission	1hr	Deputy Mayor	\$ 100.00
6/25/21	Regular Council	2hr	Deputy Mayor	\$ 100.00
6/22/21	prep	2hr	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 600.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/7/21	Municipal Planning Commission		\$0.59	\$ 0.00
5/21/21	Regular Council		\$0.59	\$ 0.00
5/19/21	Prep		\$0.59	\$ 0.00
6/4/21	Municipal Planning Commission		\$0.59	\$ 0.00
6/25/21	Regular Council		\$0.59	\$ 0.00
6/22/21	prep		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 600.00



Council Expense Claim Form

NAME: JEFF LUDWIGPOSITION: MAYORMONTH ENDING: July-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/26/21	Sylvan Lake Regional Wastewater Commission	3 HRS	Mayor	\$ 120.00
7/30/21	Regular Council	3 HRS	Mayor	\$ 120.00
7/24/21	PREP	4 HRS	Mayor	\$ 120.00
	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
				\$ 360.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/26/21	Sylvan Lake Regional Wastewater Commission	80.00	\$0.59	\$ 47.20
7/30/21	Regular Council	12.00	\$0.59	\$ 7.08
7/24/21	PREP		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 54.28

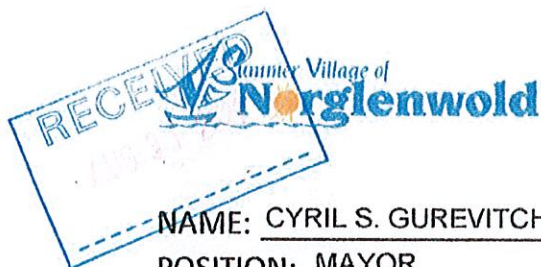
Other Expenses

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

MAYOR: JEFF LUDWIG

C.A.O: _____

TOTAL PAYABLE: \$ 414.28



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, Q.C.

POSITION: MAYOR

MONTH ENDING: August-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/30/21	Regular Council	3.5 HOURS	Mayor	\$ 120.00
7/29/21	PREPARATION TIME	4.0 HOURS	Mayor	\$ 120.00
8/29/21	ANNUAL INFORMATION MEETING	3.75 HOURS	Mayor	\$ 120.00
8/28/21	PREPARATION TIME	4.0 HOURS	Mayor	\$ 120.00
8/30/21	BRIEFING MEETING-MUNICIPAL PLANNING SERVICES	3.0	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 600.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/30/21	Regular Council	10	\$0.59	\$0.00 5.90
7/29/21	PREPARATION TIME		\$0.59	\$0.00
8/29/21	ANNUAL INFORMATION MEETING	10	\$0.59	\$0.00 5.90
8/28/21	PREPARATION TIME		\$0.59	\$0.00
8/30/21	BRIEFING MEETING-MUNICIPAL PLANNING SERVICES	10	\$0.59	\$0.00 5.90
	Select Event		\$0.59	\$0.00
	Select Event		\$0.59	\$0.00
	Select Event		\$0.59	\$0.00
	Select Event		\$0.59	\$0.00
	Select Event		\$0.59	\$0.00
				\$0.00 17.70

Other Expenses

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

MAYOR: 

C.A.O: 

TOTAL PAYABLE: \$ ~~600.00~~ 617.70



Council Expense Claim Form

NAME: Nav RattanPOSITION: CouncillorMONTH ENDING: August-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/23/21	Prep Time	3 hours	Councillor	\$ 100.00
7/30/21	Regular Council	3 hours 15 minutes	Councillor	\$ 100.00
8/20/21	Prep Time	2 hours	Councillor	\$ 100.00
8/29/21	AIM	2 hours	Councillor	\$ 100.00
8/30/21	LUB Information Session	2 hours 15 minutes	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 500.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/23/21	Prep Time		\$0.59	\$ 0.00
7/30/21	Regular Council		\$0.59	\$ 0.00
8/20/21	Prep Time		\$0.59	\$ 0.00
8/29/21	AIM		\$0.59	\$ 0.00
8/30/21	LUB Information Session		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: Cyril GurevitchC.A.O.: Tanner EvansTOTAL PAYABLE: \$ 500.00



Council Expense Claim Form

NAME: Ed ThiessenPOSITION: Deputy MayorMONTH ENDING: August-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/8/21	meeting prep	2	Deputy Mayor	\$ 100.00
7/9/21	Municipal Planning Commission	1	Deputy Mayor	\$ 100.00
8/5/21	meeting prep	2	Deputy Mayor	\$ 100.00
8/6/21	Municipal Planning Commission	1	Deputy Mayor	\$ 100.00
8/13/21	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 400.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/8/21	meeting prep		\$0.59	\$ 0.00
7/9/21	Municipal Planning Commission		\$0.59	\$ 0.00
8/5/21	meeting prep		\$0.59	\$ 0.00
8/6/21	Municipal Planning Commission		\$0.59	\$ 0.00
8/13/21	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 400.00



Council Expense Claim Form

NAME: Nav RattanPOSITION: CouncillorMONTH ENDING: September-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/27/21	Other (Conference, etc.)	prep time	Councillor	\$ 100.00
9/1/21	Municipal Planning Commission		Councillor	\$ 100.00 - 150.
9/2/21	Other (Conference, etc.)	LUB	Councillor	\$ 100.00 - 150.
9/8/21	Other (Conference, etc.)	SLMC	Councillor	\$ 100.00 - 150.
9/10/21	Regular Council	council 10th and 17th	Councillor	\$ 100.00 - 150.
9/22/21	Other (Conference, etc.)	Munis 101	Councillor	\$ 100.00 - 150.
9/24/21	Regular Council		Councillor	\$ 100.00 - 150.
9/24/21	Municipal Planning Commission		Councillor	\$ 100.00 - 150.
9/29/21	Other (Conference, etc.)	Munis 101	Councillor	\$ 100.00 - 150.
9/29/21	Other (Conference, etc.)		Title	\$ 0.00 3.
If event is other please type it in.				\$ 900.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/27/21	Other (Conference, etc.)		\$0.59	\$ 0.00
9/1/21	Municipal Planning Commission		\$0.59	\$ 0.00
9/2/21	Other (Conference, etc.)		\$0.59	\$ 0.00
9/8/21	Other (Conference, etc.)		\$0.59	\$ 0.00
9/10/21	Regular Council		\$0.59	\$ 0.00
9/22/21	Other (Conference, etc.)		\$0.59	\$ 0.00
9/24/21	Regular Council		\$0.59	\$ 0.00
9/24/21	Municipal Planning Commission		\$0.59	\$ 0.00
9/29/21	Other (Conference, etc.)		\$0.59	\$ 0.00
9/29/21	Other (Conference, etc.)		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/29/21	extra 100 for prep	100.00	15%	\$ 100.00
	extra 50 for each meeting,	400.00		\$ 400.00
	Due to rate change to 150.00 per meeting but Expense sheet not changed yet.			\$ 0.00
				\$ 500.00

MAYOR: Cyril GurevitchC.A.O: Tanner EvansTOTAL PAYABLE: \$ 1,400.00

Summer Village of Norglenwold**October 29, 2021****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Road repairs and speed bump installation are scheduled to be fully completed by the end of October. The final dimensions chosen for the bumps were 6 feet wide by 3 inches tall. Speed bump signage will be installed at each bump.
- Sewer main flushing has been completed by Pidherney's.
- Shaw Cablesystems will be installing lines along Rustic Road and a small portion of Grand Ave as part of a larger project through the Town of Sylvan Lake to augment their fiber optic system.
- Sod has been installed at 53 Grand Ave as part of development enforcement.
- Community stairs have been removed for the winter.
- Bollards on the reserve in Rustic Crescent have been re-installed for the winter.

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

October 29, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (33 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 26 in Norglenwold, and 22 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. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
11. 21 Ravenscrag Crescent	Hot Tub
12. 117 Grand Avenue	Boathouse Renovations
13. 215 Grand Avenue	Landscaping/Mechanized Excavation
14. 253 Honeymoon Drive	Dwelling
15. 133 Grand Avenue	Home Occupation
16. 141 Grand Avenue	Mech Excavation/Concrete Pad
17. 253 Honeymoon Drive	Lakeside Stairs
18. 47 Grand Avenue	Guest House
19. 257 Honeymoon Drive	Dwelling
20. 23 Grand Avenue	Demolition
21. 333 Honeymoon Drive	Demolition
22. 333 Honeymoon Drive	Dwelling & Garage w Guest House
23. 369 Last Chance Way	Dwelling
24. 355 Last Chance Way	Garage with Guest House
25. 23 Grand Avenue	Detached Garage (NEW)
26. 205 Grand Avenue	Dwelling & Escarpment Work (NEW)

Complaints Update:

1. 53 Grand Avenue – **Enforcement Complete – Lands have been put into compliance and area has been sodded.**
 - a. Driveway constructed without development permit.
\$22,000 in legal fees so far put on the tax roll
2. 32 Grand Avenue – Stop Order issued and in the process of being put on title.
 - a. Mechanized Excavation, Stripping & Grading done without a development permit and in the ditch on Municipal Land.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

October 29, 2021

Council & Legislative

Request for Decision

Agenda Item: *Parkland Regional Library Board 2022 Budget*

Background:

Administration received a copy of the Parkland Regional Library Board 2022 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2022 per capita requisition and notifies PRL asap, that way any budget revisions can be addressed at the PRL Board meeting on November 4th.

The 2022 proposed per capita requisition is 8.55, which is a zero increase from 2021.

Options for Consideration:

- 1) Approve the Parkland Regional Library' Board's 2022 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library Board's 2022 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2022

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

		Present Budget	
		2021	2022
Income			
1.1	Provincial Operating Grant	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787
Cost of Services			
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)		3,478,487	3,536,451
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.55	8.55

Notes for the Parkland Regional Library System Budget 2022

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

Brief Notes – September 2022**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents and based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 Freight:* vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2021 level.

*2.9 Internet Connection**Fees:*

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland's strategic plan.

*2.11 Member Library**Computers:*

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

reduced slightly based on actual, includes professional development publications and library journals.

*2.14 ILL Postage**Reimbursement for Libraries:*

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from HQ's.

2.15 Supplies purchased Cataloguing/Mylar:

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

2.17 Workshop/Training:

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.

PRLS Circulating Collections

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

*3.5 Dues/Fees/**Memberships:*

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

*3.7 Janitorial/Outdoor**Maint. Expense:*

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

*3.11 Salaries-Employee**Benefits:*

reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.

3.12 Staff Development:

renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement**Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves
In passing the budget you agree to the movement of funds between reserves and operating
as defined below and based on policy.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2022	
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	B
	\$275,882	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C

Technology Reserve
Budgeted for member library computers

\$68,070

\$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets

\$33,759 **B**

(actual amounts will be based on exact purchase amounts in the year)

Amortization expense anticipated (w/o building amount)

\$79,582 **A**

(actual amount will be affected by asset disposals during the year)

\$113,341

Summer Village of Norglenwold

October 29, 2021

Council and Legislation

Request for Decision

Agenda Item: *Merging of SLRWC and SLRWWC*

Background:

Administration has received the attached request from Keith Boras, from Lacombe County, requesting municipalities pass a motion authorizing the disestablishment of the Sylvan Lake Regional Water Commission and authorizing the change in name and services of the Sylvan Lake Regional Wastewater Commission.

Options for Consideration:

- 1) That Council accept as information.
- 2) That the Council of the Summer Village of Norglenwold hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the Commission be authorized to provide water services in accordance with its bylaws.

Administrative Recommendations:

- 1) That the Council of the Summer Village of Norglenwold hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the Commission be authorized to provide water services in accordance with its bylaws.

Authorities:

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.



Sylvan Lake Regional Wastewater Commission

c/o Lacombe County

RR 3

Lacombe, AB T4L 2N3

tevans@sylvansummervillages.ca

July 27, 2021

Tanner Evans
Sylvan Lake Summer Village Administration
Bay 8, 14 Thevenaz Industrial Trail
Sylvan lake AB T4S 2J5

Dear Mr. Evans:

Re: Merging of the SLRWC and SLRWWC

At the April 26th meeting of the SLRWC the Board unanimously approved a resolution to disestablish the SLRWC and transfer any assets to the SLRWWC. With the disestablishment of the Commission approved by the SLRWC Board, the next step was to have all member municipalities' Councils pass a resolution authorizing the disestablishment of the Commission.

With all member municipalities having now provided this resolution, the SLRWWC Board is requesting all member municipalities pass the following resolution to deal with the change in name and services. These proposed changes must be advertised weekly for a period of two consecutive weeks in at least one newspaper or other publication circulating in the area.

Council of [Municipality] hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):

- The name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;*
- The Commission be authorized to provide water services in accordance with its bylaws.*

Once the name of the Commission and scope of services are changed, the next step will be amending the renamed Commission's bylaws to finalize the process. This will be dealt with at the next Commission meeting scheduled for Monday, September 27, 2021.

Should you have any questions please feel free to contact me by phone at 403.782.8959 or email cao@sylvanlakeregional.com.

Sincerely,

Keith Boras
Chief Administrative Officer

Summer Village of Norglenwold

October 29, 2021

Council & Legislation

Request for Decision

Agenda Item: *Council and Board Remuneration Policy*

Background:

At the September Council meeting, a motion was passed to change the rates for Council remuneration when attending meetings and prep time. Administration has revised the current policy to reflect those changes and is bringing it forward for adoption by Council.

Options for Consideration:

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

Administrative Recommendations:

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



Policy Title COUNCIL AND BOARD REIMBURSEMENT	Date: OCTOBER 29, 2021	Resolution No.
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SECTION: Administration 10.1

POLICY STATEMENT:

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

DEFINITIONS:

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

PROCEDURE:

Regular Meetings of Council

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

Council Rates:

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

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

2. Other expenses associated with a Councillor's attendance at meetings such as travel, hotels, meals, etc. will be paid with Council's approval.
3. Members of Council shall be reimbursed mileage at the rate per km posted by Canadian Revenue Agency on December 31 of each year when attending Council meetings or other authorized functions.
4. Councillors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, Councillors should receive prior approval of Council for attendance at any other special meeting a councillor may wish to attend (e.g., community group meeting). However, Council recognizes that situations may preclude a Councillor from advising Council of a meeting prior to his or her attendance. In such cases the Councillor is to seek Council's approval for his/her attendance prior to the Councillor submitting his/her remuneration sheet.
5. If a partner accompanies a Councillor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.

Mayor Rates

1. In addition to the above policies, it is recognized that the Mayor will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Mayor is authorized to attend such meetings at his/her discretion without Council authorization and to receive remuneration in accordance with this policy for that attendance. To the greatest extent possible, the Mayor should endeavor to inform Council of these meetings prior to his/her attendance.

Board and Committee Rates

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

Agendas

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

General

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

Summer Village of Norglenwold

October 29, 2021

Council and Legislation

Request for Decision

Agenda Item: *Committee Members*

Background:

In August, a notice was sent to residents asking if anyone would be interested in volunteering to sit on Summer Village committees. Administration has received the following names for the following committees and provided a list of appointed members from the July 30, 2021, Organizational meeting:

Municipal Planning Commission

Doug Sharp
Rob Furness
Stuart McKellar
Cyndi Teulon

Appointed Members

Lorne Therriault
Ray George
John Begg
Ed Thiessen

Subdivision and Development Appeal Board

Cyndi Teulon
Janelle Allan

Appointed Members

Toby Lampard
Allan MacPherson
Kent Lyle

Open Space Master Plan

Rob Furness
Jeff Denham
Stuart McKellar
Beverly Smith
Cyndi Teulon
Darryl Innes

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

MGA 146 Composition of Council Committees

A council committee may consist

- (a) entirely of councillors,
- (b) of a combination of councillors and other persons, or
- (c) subject to section 154(2), entirely of persons who are not councillors.

Summer Village of Norglenwold

October 29, 2021

Council and Legislation

Request for Decision

Agenda Item: *Lobbying Seminar*

Background:

Council requested Administration to bring forward information on a seminar being offered on how to lobby government effectively. The webinar is designed exclusively for newly elected officials and will enhance lobbying skills.

The cost for the one-day seminar is \$3,000 for up to 24 people plus travel and accommodations if required, and can be delivered either in-person or online.

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

n/a

LOBBY GOVERNMENT EFFECTIVELY

E-1-E

Advocacy Training for a Competitive Edge

What will you learn?

- ✓ What is a Lobby Campaign? What are its characteristics?
- ✓ Who to Lobby? Who has the authority?
- ✓ Four Pillars – the essence of advocacy
- ✓ Getting the Message Out
- ✓ Stakeholder Matrix – who are you targeting?
- ✓ The Q Factor – what are the merits of your connections?
- ✓ Selecting your Lobbyist [Your chief spokesperson]
- ✓ Elevator Pitch/30 second commercial
- ✓ Factors that influence a politician
- ✓ The Lobbying Ladder of Effectiveness
- ✓ How to run the lobby meeting
- ✓ Joining Forces: The Importance of Building Alliances and Networks
- ✓ Monitoring, Evaluation and Feedback



WHAT DO OTHERS SAY?

- A lot of professionals are good at what they do but can't relate it to others.
- You have a way of making it look easy.
- I am grateful for your insight of how to lobby and start those important conversations.
- Maurice is an excellent educator. Perfect level of knowledge and textbook theory vs participation.
- Opened my eyes to lobbying – how it can be done and its effects
- Thanks @mauriceFritze for the excellent info. Here's hoping the lobbying attempts are as successful as the seminar.
- Thoroughly enjoyed material and Maurice was/is an excellent instructor
- Willingness to address individual questions and discussion

MacEwan University Evaluation

	VERY SATISFIED	SATISFIED	NEUTRAL	UNSATISFIED	VERY UNSATISFIED	COMMENTS
Overall rating of course	75%	25%				Great material and presentation. Excellent!
Overall rating of the instructor	87%	13%				Very engaging & knowledgeable
Instructor's preparedness	100%					Excellent

Participants get a free step-by-step strategic plan to lobby government.

Maurice Fritze | 587-523-9467 | Email: lobby@csindc.ca

Page 2 of 5

Lobby Government Effectively

Most leaders recognize that lobbying is now a major industry of skilled professionals who influence every major government decision. There is no app for lobbying, and a lot is resting on each meeting with government. There is pressure to get it right - every time. Where can you turn for help?

Lobby Government Effectively is a one-day seminar that answers that question; it offers participants a boot camp for beginners, it improves the skills for those who need renewal, and it updates industry-leading best practices.

Abraham Lincoln said, *"Give me six hours to chop down a tree and I will spend the first four sharpening the axe."* This seminar is about sharpening the axe.

What sets this seminar apart?

- Taught by a registered lobbyist
- Provides tools that improve your lobbying
- Focuses on a proven strategy that you can customize for your ask
- Most participants say, "I wish I knew that before I started."

Lobby Government Effectively has been taken by over 500 Mayors, Reeves, Councilors, business leaders, school trustees and advocates for arts, sport and health. I have taught this seminar at MacEwan University every semester for ten years. I have been a guest lecturer at both AAMDC [now RMA], and AUMA. I am confident you will find value in this one-day training session.

Fees: \$3,000

Client is charged travel and accommodation if required.

Maximum participants: 24 [fee goes up if there are more]

Host provides space, tables and chairs, projector and screen, and coffee/tea/water for participants.

Host prints a copy of the handouts for each participant at its own cost.

Original is provided.

Host provides a name card for each participant.

Lobby Government Effectively

Advocacy Training for a Competitive Edge.

What is lobbying [Advocacy]?

Lobbying Checklist

Who to Lobby?

Who has the authority to act?

Four Pillars – the essence of advocacy

Value of a Problem Statement

Stakeholder Matrix – who are you targeting?

The Q Factor – what are the merits of your connections? How close are you to politicians?

Lobbying is Negotiating. What is your negotiating style?

Advocacy Strategy

Selecting your Lobbyist [Your chief spokesperson]

Elevator Pitch/30 second commercial

What is a Case Statement?

A case statement is a concise document that clearly explains what your organization is setting out to accomplish, what it needs from government, and what it could achieve if accomplished.

Factors that influence a politician, rules to operate by

The Lobbying Ladder of Effectiveness

FAB – Features Advantages Benefits

Lobby practices and preparation

How to run the lobby meeting

Supplementary Influences [Indirect Approaches]

Debrief Form

September 29th, 2021

LOBBYING BOOTCAMP FOR THE NEWLY ELECTED

THIS CALENDAR FILLS QUICKLY -- REGISTER TODAY!

Dear Colleague:

The **Lobbying Bootcamp Seminar**, designed exclusively for newly elected councilors and mayors, is a one-of-a-kind learning opportunity your municipality can't afford to miss. Learn how to be effective on behalf of your constituents.

Time and opportunities are limited when you lobby — so making a rapid and positive impact is essential to your success. Join this workshop to learn the skills, secrets and techniques to develop powerful messages and present your arguments persuasively.

This workshop will equip you with the essential tools to enhance your lobbying skills — hard and soft — so you can perform confidently and effectively in those high stakes moments.

We will focus on:

Choosing the right approach to your meeting, including meeting strategy, preparation and pre-briefings
Messaging, persuasion techniques and styles

How to deliver powerful, succinct and persuasive arguments

This seminar has been taken by over 260 mayors, councilors and school trustees. The content is constantly evolving, based on authentic encounters with the provincial government. I am a registered lobbyist that brings the real world of government relations into the classroom.

REGISTER NOW FOR THE LOBBYING BOOTCAMP—GET THE DATES YOU WANT

The seminar can be delivered in person or online.

I hope to get your phone call or email about this exclusive, high-level learning event.

Sincerely,



Maurice Fritze

President, **Government Relations Institute**

587-523-9467

E info@mauricefritze.com

PS I have 15 years of evaluations and endorsements if you'd like to read them. Let me know, please.

IDEA—Save money and share the presentation costs with a municipal neighbor or another agency in your community. Maximum 24 participants.

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *Council Education Opportunity*

Background:

Administration has received information on an upcoming Council Education Opportunity with George Cuff who has a Canada-wide reputation among municipalities, crown agencies and other public sector bodies as an advisor, consultant and author on the art and principles of governance and the elements of effective organizations.

George Cuff is renowned for his ability to deliver information pertinent to any Council member. This is a normal process to educate new Councillors and re-educate old Councillors on their roles and the role of Administration.

The seminar will take place virtually on Monday, November 29th from 2:00 p.m. to 4:30 p.m. at a cost of \$270.88 per person.

Options for Consideration:

1. Accept as information.
2. Authorize Councillors to attend and have Administration make arrangements.

Administrative Recommendations:

Authorize Councillors to attend and have administration make arrangements.

Authorities:

Bill 21 - 201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.

October 21, 2021

MUNICIPAL WORLD

Municipal Master Class

Your Early Bird Offer has landed!



Good Governance is Essential

Provinces and territories across Canada held municipal elections this fall. That means there are a lot of new councillors keen to make a success of local government. But a lack of clarity about roles and responsibilities is a pervasive problem at the municipal level that causes major issues for staff and council if left unaddressed.

Facilitated by one of Canada's most respected municipal advisors, this session will help new and seasoned councillors and staff provide the best outcomes for their local community and navigate proper decision making and accountability processes of local government.

Every New Council Needs a Good Governance Orientation

George Cuff's *Orientation to Good Governance Master Class* is a 2.5 hour interactive workshop with one of Canada's most trusted municipal advisors. Participants in this master class will come away with an understanding of how important good governance is, lessons learned from a wide range of municipalities, and how they can best achieve good governance in their own municipality.

Get your Council on the Right Foot

Whether the goal is to provide an orientation for new councillors and staff or a refresher for those returning, this master class will provide you and your team with a complete good governance and decision-making toolbox.

The first 25 registrants will receive a complimentary copy of *Off the Cuff Volume 1* by George B. Cuff.

REGISTER NOW!

Summer Village of Norglenwold

Council and Legislation

Request for Decision

Agenda Item: *Strategic Planning*

Background:

According to the calendar for the Joint Service Committee (JSC), September is the month for strategic planning. We plan what we want to accomplish next year at this time so that we can put some potential costing together before beginning work on budgeting for 2022.

In the past under previous administration, each Summer Village was allowed 3 projects. However, this was not an effective strategy as there was no definition for what a project was or how much time it would take up. This means that one municipality may have a very large project taking up a lot of administrative time while another would have a project that took up a fraction of the time, but they were considered the same.

Administration has proposed a project dashboard that was taken to the JSC at their last meeting. It was agreed that it would be a useful tool moving forward. This is a high-level tool that looks at how administrative time is spent and how much time we have available to allocate to any “projects”, meaning capital projects or anything else outside of our regular administrative duties. We are not suggesting activity-based costing down to the minute, and this is a high level tool, so this has been split up into an estimated number of days spent on any given project.

The Annual Days Available for Projects spreadsheet shows the percentage of time that each department has to allocate to projects. Each Summer Village understands that things change in any given year and that some villages will inevitably have more going on than others depending on the year (for example this year Sunbreaker Cove’s wastewater project was a large undertaking, and it will be HMB’s turn for wastewater next). Despite that caveat, on the spreadsheet time is split up based on equalized assessed value which is also how your shared costs to the shared administration is divided. This gives us the number of total days available to each village for projects. The goal behind this is to ensure that administration is not being overloaded and your expected level of service is being obtained. The JSC will also act as a Program Review Board, reviewing each village’s potential projects throughout the year as projects may change, to ensure that the totals stay somewhere reasonable.

In 2021, we found that overall we are running at about 118% for administrative time. This new tool should help us decide if the demands on administration are too high. If they are, it shows us that either villages need to rethink their annual projects to put less burden on the administrative team, administration needs to hire new staff, or an individual village needs to hire outside consultants to do extra projects that they want done.

Also attached is a list of potential projects for 2021. This is split up into departments showing the complexity of the project, the duration, and which departments are responsible or consulted for each project. These totals feed into the total number of days discussed above. Administration is asking Council to review these potential projects and discuss any new potential projects for 2021.

This item was tabled at the September Council meeting.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 2) Council to discuss and provide direction to administration.

Authorities:

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

Annual Days Available for Projects											
	Workweeks/year	Available for Days	Projects	Available Days	JB	NGW	HMB	SBC	BC	JSC	
					20%	24%	5%	15%	18%	18%	Total
CAO	45	225	30%	67.5	14	16	3	10	12	12	68
Admin	46	184	35%	64.4	13	15	3	10	12	12	64
					24%	28%	6%	18%	24%		
Development	46	230	30%	69	17	19	4	12	17		69
Public Works	46	230	30%	69	17	19	4	12	17		69
Finance	45	180	16%	28.8	7	8	2	5	7		29
Finance 2	46	184	0%	0	-	-	-	-	-		-
Total Available Days					<u>67</u>	<u>79</u>	<u>17</u>	<u>50</u>	<u>64</u>	<u>24</u>	<u>299</u>

Village	Year	Category	Project	Complexity 1 - High 2 - Medium 3 - Low	Duration Months	R - Responsible C - Consulted								Total Days			
						CAO		Development		Public Works		Finance			Admin		
						Role	Days	Role	Days	Role	Days	Role	Days		Role	Days	
NGW	2021	Administration	Annexation/land purchase		2	3	C	3	C	3		0	C	3		0	9
NGW	2021	Public Works	Rip Rap Rustic Cres. Reserve		3	2	C	2		0	R	2	C	2		0	6
NGW	2021	Development	Open Space Plan		2	4	C	4	R	8		0	C	4		0	16
NGW	2021	Public Works	Drainage Rustic Cres.		3	1	C	1		0	R	1	C	1		0	3
NGW	2021	Public Works	Honeymoon Drive extension		3	2		0		0	R	2		0		0	2
NGW	2021	Development	Dock and Mooring plan		2	3	C	3	R	6	C	3		0		0	12
NGW	2021	Administration						0		0		0		0		0	-
Total Time							13		17		8		10		-		48

Summer Village of Norglenwold

October 29, 2021

Finance

Request for Decision

Agenda Item: *Development Enforcement - Contractor Costs*

Background:

Enforcement on an unapproved development at 53 Grand Ave has been ongoing for a number of years, and the Summer Village has been granted a Court Order allowing us to go onto the lands and complete all necessary actions to comply with the Stop Order that was issued. This order was sent to the owner on July 26, 2021, and the work was to be completed by August 27, 2021.

The Municipality has now had a contractor remove the unauthorized property development and install sod for the cost of \$3,000. As part of the Court Order, the Summer Village can put the costs of this work onto the tax roll now that it is complete.

The legal advice we have been given is to place these costs onto the tax roll immediately prior to a potential sale of the property.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council resolve that Administration immediately put the Contractor costs in the amount of \$3,000 on the tax roll of Plan 5116AE, Block 3, Lots 7-8 pursuant to the Court Order granted on July 26, 2021 in Action No 2110-00663.

Administrative Recommendations:

- 1) That Council resolve that Administration immediately put the Contractor costs of the development enforcement respecting Plan 5116AE, Block 3, Lots 7-8, totalling \$3,000, on the tax roll of Plan 5116AE, Block 3, Lots 7-8 pursuant to the Court Order granted on July 26, 2021 in Action No 2110-00663.


TAR-IFIC CONST.
LTD.

 7809 - 48 AVE. RED DEER, AB T4P 2K1
403-343-1479

Date: 10/18/21	Page: 1
Invoice Number:	058037

Sold To: SUMVNO

 Summer Village of Norglenwold
 Bay 8, 14 Thevenaz
 Industrial Trail
 Sylvan Lake, AB
 T4S 2J5

Chris Loov

Ship To:
EMAIL: cloov@sylvansummervillage

Description	Amount
Project: 53 Grand Ave	
Supply and install sod.	1,630.00
261-000-110	
CL	

G.S.T. Number: 872463674RT0001

Thank You

Subtotal	1,630.00
G.S.T.:	81.50

Total Amount	1,711.50
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TAR-IFIC CONST.
LTD.

 7809 - 48 Ave. Red Deer, AB T4P 2K1
 403-343-1479

Date:	09/27/21	Page:	1
Invoice Number:	057974		

Sold To: SUMVNO

 Summer Village of Norglenwold
 Bay 8, 14 Thevenaz
 Industrial Trail
 Sylvan Lake, AB
 T4S 2J5
 () -
 Chris Loov

Ship To:

EMAIL: cloov@sylvansummervillages.ca

Description
Amount

Project: 53 Grand Ave Norglenwold

 MOB/De-MOB to remove concrete apron
 and install sod.
 Price.

1,370.00

261-000-110

CL

For Development enforcement at 53 Grand Ave

GST # 872463674RT0001

 SUB TOTAL 1,370.00
 G.S.T. 68.50

* DRAFT *

TOTAL 1,438.50

Summer Village of Norglenwold

October 29, 2021

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Information Items:

- Joint Services Committee Minutes

Upcoming Meetings:

Next Council Meeting – November 26, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 13, 2021 – 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.

Andrea Newland, Library Director, presented the library budget to the Town of Sylvan Lake Council on October 12; this presentation was very well received. The Town suggested Andrea should return to Council on November 22 (at 6:00pm) after the new elected officials are sworn in. This process will help to educate new Councillors and give them the opportunity to ask questions.

Due to the Provincial restrictions, effective October 1, 2021, the hours of operation are as follows:

Saturday Closed / Sunday Closed / Monday 1:00pm-8:00pm / Thursday 10:00am-8:00pm

Tuesday 10:00am-5:00pm / Wednesday 10:00am-5:00pm / Friday 10:00am-5:00pm

Please note the library will be closed on November 11, 2021, for Remembrance Day.

3. New Items

Sylvan Lake Municipal Library’s “Little Free Pantry”, a free resource for people dealing with food insecurity, is well used; groceries move off the shelves faster than the library can restock them. From October 18-29, the library is asking for non-perishable food donations or monetary donations to help fill the shelves, any monetary donation of \$20 or more will qualify for a tax receipt.

Donations are accepted for the “Little Free Pantry” all year and please note it is important to check expiry dates on food items prior to donating. To help raise awareness, the library asks that people spread the news by using the hashtags #StockthePantry and #SylvanLakeLibrary on social media.

4. Policy

The “Finance Policy” and the “Gifts and Donations Policy” were updated and passed during this meeting.

Meeting adjourned at 7:23pm.

Next Regular Meeting – November 10, 2021, at 6:30pm



PRLS Board Meeting Minutes September 16, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday September 16, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

With Regrets: Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent: Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff: Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Guests: Ken Allan from Public Library Services Branch (PLSB)

Call to Order

Meeting called to order at 10:07 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Jeanny Fisher to excuse Mary Ann Wold, Clark German, Heather Ryan, and Stephen Levy from attendance at the board meeting on September 16, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 30/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 31/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the May 20, 2021 minutes. There were none.

Motion by Bruce Gartside to approve the minutes of the May 20, 2021 meeting as presented/amended.

CARRIED
PRLS 32/2021

1.3. Business arising from the minutes of the May 20, 2021 meeting

Smith asked if there was any business arising from the minutes. There were none.

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 33/2021

3.1. Public Library Service Branch (PLSB) Update by Ken Allan

The PLSB is currently undertaking an engagement process on potential changes to Alberta library legislation. They started in 2019 and received feedback on some items to clarify, simplify or streamline in the legislation. There were also other issues highlighted that had no clear path to proceed. The PLSB is reaching out again to clarify issues where needed with sessions and a survey. The sessions are being held between September 9th to September 30th. The survey will close on October 8th. All sessions are held via Zoom. Each of the 4 sessions focuses on one of the four topic areas. Each topic has two sessions; one during the day, and one in the evening.

1. Professional librarians – how many librarians are required by legislation
2. Library board governance
3. Library system participation, agreements, and public library network services
4. Intermunicipal Library boards and federation boards

All libraries and municipalities have been invited to participate in the sessions and an online survey. People who have not been invited directly are also welcome to participate.

Ken Allan left the meeting at 10:28 a.m.

3.2. Approval of PRLS Budget 2022

Sheppard reviewed the 2022 Budget. It presents a zero percent increase to the municipalities for the requisition.

Points within the budget to note include:

- There will be no increase to the municipal levy for the third year in a row
- Municipalities will be invoiced based on the Treasury Board figures for 2022
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita

- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures
- Provincial Grants make up 44% of PRLS' income
- Cooperative Collection fund is new to purchase materials for libraries to fill ILL needs outside the system. It can be decreased in the future, if necessary, without impacting other services.
- There will be 2 purchases from reserves, \$162,800 for a server upgrade and computers for libraries and a new cargo van valued at approximately \$33,500
- Parkland saved funds from the cancellation of the Alberta Library Conference. Parkland normally sends several board and staff members to Jasper, AB
- The Return on Municipal Levy shows a 93% return in direct benefits to libraries

No questions were raised by the board about the budget.

Motion by Len Phillips to approve the Parkland Regional Library System 2022 Budget as presented.

CARRIED
PRLS 35/2021

3.3.1. Approval of the Movement of Reserve Funds

Sheppard reviewed. Staff wondered if the finance policy needs to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy states the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."* The question was whether policy needs to explicitly state that the movement of funds can occur only by a motion of the Executive Committee or Board? Parkland's Advocacy Committee does make motions but their terms of reference prevent them from making financial decisions. However, what if the Board ever sought to create other committees? Staff have not identified any problems with controls over reserve funds to date, but wish to ensure the Board is confident with the transparency of our processes.

At their meeting held on June 17th, the Executive Committee supported a policy change clarifying who is authorized to move funds to and from Parkland's reserve accounts. The committee recommend that moving reserve funds be limited to the Board and Executive Committee. The words in bold italics are new.

Policy statement 4.4.13 states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

At their meeting on August 19th, the Executive Committee endorsed the change to policy 4.4.13 with the following motion:

Motion by Janine Stannard that the Executive Committee recommend the Board approve the revision to policy 4.4.13 as presented.

CARRIED

Motion by Gord Lawlor to approve the revision of policy 4.4.13 as presented.

CARRIED

PRLS 36/2021

3.3.2. Personnel Policy Revision

Smith reviewed. Policy statement 4.10.2 states:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland. However, in an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

The Executive Committee discussed this matter at their August 19th meeting and decided to change policy 4.10.2 with the following motion:

Motion by Cindy Trautman that the Executive Committee recommend to the Board that policy 4.10.2. be amended to: The Board must be informed of changes to Parkland Regional Library's organizational chart.

The Executive Committee believes keeping the board informed of changes to its organizational chart is sufficient to keep the board aware of staffing levels which could affect either service, performance, or the budget.

Motion by Jas Payne to amend policy 4.10.2 to read "The Board must be informed of all changes to Parkland Regional Library System's organizational chart."

CARRIED

PRLS 37/2021

3.4. Advocacy Committee Report

Gord Lawlor gave a verbal report on the Advocacy Committee and thanked the board for their service to Parkland over the last several years. The committee has been collaborating with Yellowhead Regional Library this last year, and it has been a fruitful union. Some tools that have come out of their work this year are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Janine Stannard gave a verbal report about the last year's advocacy activity. A video was shared about the advocacy committee's activities.

Motion by Cindy Trautman to receive for information

CARRIED

PRLS 38/2021

3.5. **National Day for Truth and Reconciliation**

Sheppard shared that the Government of Canada recently passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, this is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will likely remain open. Part of what informed our decision was whether our libraries remained open and so far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway. This matter will be reviewed next year.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2021

3.6. **OverDrive and eSharing eResources**

Sheppard explained. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to "interlibrary loan" eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also possibly joining.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Motion by Janine Stannard to receive for information.

CARRIED

PRLS 40/2021

3.7. **Parkland Art Appraisal**

Sheppard shared that Parkland has accumulated many pieces of art over the last thirty years as gifts. Prior to the move to the new facility, the Director undertook some cursory research and determined the art work might be quite valuable. At very least, it needs to be appraised for insurance purposes.

Staff sought to find a reputable appraiser and received some recommendations from our legal firm in Red Deer, Chapman Riebeck. Using their recommendations, staff contacted the appraisers and selected the Willock and Sax Gallery located in Banff as the best balance between cost, thoroughness, and timeliness. To save money, staff have sent pictures of Parkland's artwork along with details related to their production to the gallery to avoid the costs associated with an assessor travelling to Parkland. The assessment should be completed by the end of September.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 41/2021

3.8. November Board Meeting

Smith spoke to the November board meeting. With the recent restrictions it will have to be seen if we are able to have our November meeting in person. The meeting will most likely have to be virtual.

Sheppard asked, if there were no restrictions, would the board prefer an in-person meeting, or a virtual meeting? A poll was created, asking if board members preferred in person or virtual meetings. The general consensus was that the organizational meeting should be in person if at all possible, but that the other meetings could be virtual. The other thought was that the winter meetings should be virtual to cut down on driving time, and the summer meetings could be in person.

It was brought up that the AUMA conference is on November 17-19, which interferes with the date for the November board meeting on the 18th. Staff may need to change the date of the November organizational meeting.

Staff will send a survey regarding in-person meetings vs. virtual meetings once the new board is formed in November.

Doreen Blumhagen left the meeting at 11:27 a.m.

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

3.9.4. Marketing Report

Smith asked if there were any questions regarding the Director's, Library Services, IT, or Marketing reports. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, IT, and Marketing Reports for information.

CARRIED
PRLS 42/2021

3.10. Parkland Community Update

Smith announced that Colleen Schalm is retiring from Library Services after 20 years and will be moving to British Columbia. On behalf of Parkland she thanked Colleen for her service and wished her well in her new life.

4. Adjournment

Motion by Janine Stannard to adjourn the meeting at 11:37 a.m.

CARRIED

PRL 43/2021

Meeting adjourned at 11:37 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 16, 2021

Budget 2021

PRLS' 2022 budget was approved by the board and will be sent out to the municipalities next week. Including the 2022 budget there will be no increase in the per-capita requisition for three consecutive years.

Movement of Reserve Funds

The finance policy has been changed to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy stated the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."*

Since Parkland now has an Advocacy Committee and could potentially have others, the Board changed its policy to limit the authorization to move funds to the Executive Committee and the Board.

Policy now states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

Personnel Policy Revision

Policy statement 4.10.2 previously specified that:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland.

In an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

After discussing the matter, the Board dropped the provision requiring that the Board have final authority over the creation and deletion of job descriptions and was content with the policy that:

The Board must be informed of changes to Parkland Regional Library's organizational chart.

With this policy, the Board can still recall the decision of Parkland's Director should the need arise.

National Day for Truth and Reconciliation

Recently, the Government of Canada passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, it is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will remain open, since most of our libraries are remaining open. So far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway.

The new statutory holiday was announced on short notice and caught many organizations unaware. Parkland will likely start observing the holiday next year assuming the majority of our member libraries do the same.

OverDrive and eSharing eResources

Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to 'interlibrary loan' eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has recently entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also considering participation in this program.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Advocacy Committee Report

The Advocacy Committee thanks the Parkland Board for its service the last four years. The Advocacy Committee has been collaborating with Yellowhead Regional Library, and it has been a fruitful union. Some tools that have come out of their work are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Board Members Present

Debra Smith (Board Chair)

Board Members Present via Zoom

Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughheed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne,

Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

Guests

Ken Allan from Public Library Services Branch (PLSB)

With Regrets

Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent

Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff

Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Next Meeting: November 4, 2021, 10:00 AM

(Zoom)

Joint Service Committee
Regular Meeting Minutes
September 2, 2021

F-1,2,3

IN ATTENDANCE

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

CALL TO ORDER

The Meeting was called to order at 8:58 a.m. by Roger Dufresne.

AGENDA APPROVAL

JSC-21-11

MOVED by Jeff Ludwig to accept the agenda as presented.
CARRIED

INFORMATION ITEMS

- 1) Orientation / SWOT
- 2) Organizational Meeting

JSC-21-12

MOVED by Jim Willmon that Roger Dufresne be appointed as Chair.

CARRIED

JSC-21-13

MOVED by Jeff Ludwig that Julie Maplethorpe be appointed as Vice Chair.

CARRIED

JSC-21-14

MOVED by Julie Maplethorpe that Jeff Ludwig be appointed as Joint Service Operator.

CARRIED

JSC-21-15

MOVED by Jim Willmon that Julie Maplethorpe and Roger Dufresne be appointed to the HR subcommittee.

CARRIED

- 3) 2nd Quarter Shared Costs

JSC-21-16

Moved by Roger Dufresne to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Old Building Pricing
- 2) Level of Service Dashboard

JSC-21-17

MOVED by Roger Dufresne that the JSC move to a closed session at 10:42 a.m.

CARRIED

JSC returned from a closed session at 12:14 p.m. The following motions were made by the Chair:

JSC-21-18

The new price for the old building now that it also includes a portion of the vacant lot next door will be set at \$397,000.

JSC-21-06

The JSC is in agreement that the project dashboard is a tool that we will use at each individual council for strategic planning. The JSC will act as a Program Review Board for oversight. This dashboard will be brought back to the PRB for review after strategic planning, and anytime throughout the year when a council makes significant changes to their projects. The allocation of time will be based on the percentage of equalized assessed value, as it is with the shared costs to each Summer Village.

CARRIED

ADJOURNMENT

JSC-21-10

Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO