

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
OCTOBER 7, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 29, 2022
 - Organizational Meeting Minutes, July 29, 2022

D. TABLED ITEMS

- 1) Policing Call to Action

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Finance

- a) Audit Engagement Letter
- b) Parkland Regional Library Board 2023 Budget

2) Council & Legislation

- a) Association of Summer Villages of Alberta
- b) Varme Energy
- c) Project Planning
- d) Fortis Franchise Fee

3) Planning & Development

- a) Encroachment Renewals/Requests

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports:

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

3) Upcoming Meetings

- a) Council Meeting – October 28, 2022

H. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
July 29, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held July 29, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.

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

CALL TO ORDER The Meeting was called to order at 9:18 a.m. by Mayor Gurevitch.

AGENDA APPROVAL

NGC-22-105 MOVED by Mayor Gurevitch that the agenda be adopted as amended:

ADD:

D.1.F. Groundwater Infiltration
D.1.G. TransferBigFiles

CARRIED

CONFIRMATION OF MINUTES

NGC-22-106 MOVED by Deputy Mayor Ludwig that the minutes of the Regular Meeting of Council held on June 24, 2022, be adopted as presented.

CARRIED

INFORMATION ITEMS

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

Council break at 10:24 a.m.

Council reconvened at 10:27 a.m.

- 5) CAO Update

NGC-22-107 MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

NGC-22-108 Alberta Municipalities Convention
MOVED by Deputy Mayor Ludwig that Mayor Gurevitch and Councillor Rattan attend the Alberta Municipalities Convention in Calgary on behalf of the Summer Village of Norglenwold, should their schedules allow.
CARRIED

NGC-22-109 Dust Suppression
MOVED by Deputy Mayor Ludwig that Council accept the cost sharing agreement from Red Deer County for dust control on Range Road 20 at a cost of \$700 annually.
CARRIED

Council break at 10:52 a.m.

Council reconvened at 11:04 a.m.

NGC-22-110 Policing Call to Action
MOVED by Mayor Gurevitch that Council table until the next meeting.
CARRIED

Bylaw #268-22 Procedural Bylaw
NGC-22-111 MOVED by Mayor Gurevitch that Council give 1st reading to the Procedural Bylaw #268-22 as amended.
CARRIED

NGC-22-112 MOVED by Deputy Mayor Ludwig that Council give 2nd reading to the Procedural Bylaw #268-22 as amended.
CARRIED

NGC-22-113 MOVED by Mayor Gurevitch that Council by unanimous consent give 3rd reading to the Procedural Bylaw #268-22 as amended at this meeting.
CARRIED UNANIMOUSLY

NGC-22-114 MOVED by Deputy Mayor Ludwig that Council give 3rd and final reading to the Procedural Bylaw #268-22 as amended.
CARRIED

Bylaw #269-22 Bylaw Enforcement Officer Bylaw
NGC-22-115 MOVED by Mayor Gurevitch that Council table the Bylaw Enforcement Officer Bylaw #269-22 for amendments.
CARRIED

NGC-22-116 TransferBigFiles
MOVED by Deputy Mayor Ludwig that Council accept the discussion on sending documents via TransferBigFiles as information.
CARRIED

- NGC-22-117

Groundwater Infiltration

MOVED by Deputy Mayor Ludwig that Administration investigate the cost to the municipality to have holding tanks inspected for groundwater leakage on private residences, and further, Administration to explore the authority to require residents to repair holding tanks should groundwater be found to infiltrate their holding tank.

CARRIED
- Bylaw #267-22
NGC-22-118

Land Use Bylaw Amendment Bylaw

MOVED by Deputy Mayor Ludwig that Council give 2nd reading to the Land Use Bylaw Amendment Bylaw #267-22.

CARRIED
- NGC-22-119

MOVED by Mayor Gurevitch that Council give 3rd and final reading to the Land Use Bylaw Amendment Bylaw #267-22.

CARRIED

COUNCIL REPORTS

- Mayor Gurevitch

 - Town of Sylvan Lake Spray Park Grand Opening Ceremony
- Deputy Mayor Ludwig

 - Sylvan Lake Regional Water & Wastewater Commission
 - Joint Services Committee

Committee Reports

- Joint Services Committee
- April 29, 2022, Minutes
 - May 12, 2022, Minutes

- NGC-22-120

MOVED by Mayor Gurevitch to accept the Council and Committee reports as information.

CARRIED

NEXT MEETING

- NGC-22-121

MOVED by Mayor Gurevitch that the next meeting of Council be held on September 30, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

NGC-22-122 MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 12:21 p.m.
CARRIED

CYRIL S. GUREVITCH, Q.C., MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF NORGLLENWOLD
ORGANIZATIONAL MINUTES
JULY 29, 2022

Minutes of an organizational meeting of Council held on Friday, July 29, 2022, in the Summer Village Administration Office in the Town of Sylvan Lake.

PRESENT: Cyril Gurevitch
Jeff Ludwig

REGRETS: Nav Rattan

STAFF PRESENT: Tanner Evans, Administrator
Tina Leer, Accounting Technician
Robert Wood, Public Works Coordinator
Kara Kashuba, Development Officer
Teri Musseau, Recording Secretary

CALL TO ORDER

Tanner Evans, C.A.O. called the meeting to order at 9:08 a.m.

AGENDA

NGC-22-089 Mayor
MOVED by Councillor Ludwig that the agenda was accepted as presented.
CARRIED

SELECTION OF MAYOR

Tanner Evans, C.A.O., called for nominations for Mayor.
NGC-22-090 Mayor
MOVED by Councillor Ludwig that Cyril Gurevitch be appointed as Mayor.
CARRIED

Tanner Evans turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

NGC-22-091 Deputy Mayor
Mayor Gurevitch called for nominations for the position of Deputy Mayor.
MOVED by Mayor Gurevitch that Councillor Ludwig be appointed as Deputy Mayor.
CARRIED

APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2022 FINANCIAL YEAR

NGC-22-092 Assessor
MOVED by Deputy Mayor Ludwig that Wild Rose Assessment be appointed Assessor for the Summer Village of Norglenwold.
CARRIED

NGC-22-093 Auditor
MOVED by Mayor Gurevitch that the Metrix Group be appointed Auditor for the Summer Village of Norglenwold.
CARRIED

**APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND
BOARDS**

NGC-22-094
Municipal Planning
Committee

MOVED by Deputy Mayor Ludwig
THAT the following be appointed to the Municipal Planning Commission:

- Council Representative – Deputy Mayor Ludwig
- Council Representative – Councillor Rattan
- Citizen at Large Representative – Lorne Therriault
- Citizen at Large Representative – Rob Furness
- Citizen at Large Representative - John Begg
- Citizen at Large Representative – Ed Thiessen
- Citizen at Large Representative – Stuart McKellar

CARRIED

NGC-22-095
SDAB

MOVED by Deputy Mayor Ludwig
THAT the following be appointed to the Subdivision Development
Appeal Board:

- Council Representative – Mayor Gurevitch
- Citizen at Large Representative – Toby Lampard
- Citizen at Large Representative – Allan MacPherson
- Citizen at Large – Kent Lyle
- Citizen at Large Representative – Janelle Allan
- Citizen at Large Representative – Cyndi Teulon
- Secretary – Teri Musseau

CARRIED

**APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL
COMMITTEES, COMMISSIONS AND BOARDS**

NGC-22-096
Joint Services
Committee

MOVED by Mayor Gurevitch that Deputy Mayor Ludwig be appointed as
Summer Village of Norglenwold Representative to the Joint Services
Committee.

CARRIED

NGC-22-097
Emergency
Advisory
Committee

MOVED by Deputy Mayor Ludwig that Mayor Gurevitch, Deputy Mayor
Ludwig, and Councillor Rattan be appointed as Council Representatives
to the Norglenwold Emergency Advisory Committee.

CARRIED

NGC-22-098
LREMP
Committee

MOVED by Mayor Gurevitch that Deputy Mayor Ludwig be appointed as
Council Representatives to the Lacombe Regional Emergency
Management Plan Committee with Mayor Gurevitch as alternate.

CARRIED

NGC-22-099
SLIDPC

MOVED by Deputy Mayor Ludwig that Councillor Rattan be appointed
as Council Representative to the Sylvan Lake Intermunicipal
Development Plan Committee with Deputy Mayor Ludwig as alternate.

CARRIED

NGC-22-100
SLRWWC

MOVED by Mayor Gurevitch that Mayor Gurevitch be appointed as
Summer Village of Norglenwold Representative to the Sylvan Lake
Regional Water and Wastewater Commission with Deputy Mayor
Ludwig as Alternate.

CARRIED

Initials

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

- NGC-22-101
Parkland Regional
Library Board

MOVED by Deputy Mayor Ludwig that Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all five summer villages to the Parkland Regional Library Board.
CARRIED
- NGC-22-102
Sylvan Lake
Library Board

MOVED by Deputy Mayor Ludwig that Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all five summer villages to the Sylvan Lake Library Board.
CARRIED
- NGC-22-103
FCSS Board

MOVED by Mayor Gurevitch that Councillor Rattan be appointed as Council Representative for all five summer villages to the Family Community Support Services Board.
CARRIED

ADJOURNMENT

- NGC-22-104
Adjournment

MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 9:21 a.m.
CARRIED

Cyril Gurevitch, Mayor

Tanner Evans, Administrator

Initials

Summer Village of Norglenwold**October 7, 2022****Request for Decision****Agenda Item: *Policing Call to Action*****Background:**

Mayor Gurevitch received the attached email from the National Policy Federation inquiring about the Summer Village of Norglenwold's interest in joining in the Call to Action for a re-release to Government this summer with additional signatories.

Should Council wish to continue to provide their support, it is asked that the Summer Village logo be provided for inclusion.

This item was tabled at the July Council meeting to allow discussion to occur with all of Council.

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

n/a

From: Maryanne King <mking@npf-fpn.com>
Date: July 7, 2022 at 3:26:53 PM MDT
To: Cyril Gurevitch <cgurevitch@sylvansummervillages.ca>
Cc: Information <information@sylvansummervillages.ca>
Subject: Following Up: Call to Action to the Government of Alberta

Good afternoon His Worship Mr. Cyril Gurevitch,

I am connecting with you today regarding the Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service (APPS). Since the [Call to Action's release](#) on June 27, 2022, it has continued to gain positive momentum in the media and in communities across Alberta. We released the Call to Action with 73 signatories; **this number has already increased since release day.**

As interest in the Call to Action continues to grow, I would like to confirm whether the Summer Village of Norglenwold would be interested in joining the Call to Action for a re-release to Government with additional signatories this summer.

The Call to Action, as released on June 27, is attached. You may also refer to some of the [recent media coverage](#), or our [Keep Alberta RCMP website](#) for your information. One of our Alberta Directors, Kevin Halwa, recently [underscored the importance keeping the RCMP](#) as Alberta's police service of choice in the media. The Call to Action's message is resonating with Albertans across the province, and the impact of the addition of your voice cannot be understated.

As the governing party chooses its next Premier, there has never been a more important time to stand together in support of retaining the Alberta RCMP. **Let's cancel this transition, keep the RCMP in Alberta, keep taxes and costs low, and work together to improve police services and the criminal justice system.**

If you would like to join the Call to Action, please provide a copy of your logo in a reply to this email.

Thank you for your consideration, and I am at your disposal should you have any questions or follow up inquiries.

Kind regards,

Maryanne King
Policy Advisor | Conseiller Politique
National Police Federation | Fédération de la Police Nationale
(587) 672-0695
<https://npf-fpn.com>

Summer Village of Norglenwold

Administration and Finance

Council Date: October 7, 2022

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 241,168.21

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

- | | |
|---|---------------|
| 1. Rugged West Maintenance Inc.-At Last Meeting | \$ 3,680.62 |
| a. Bollard Removal & Installation(Original Cheque Voided and Re-Issued) | |
| b. Mowing & Trimming(Original Cheque Voided and Re-Issued) | |
| 2. Condominium Corp No 082 6072 | \$ 4,800.00 |
| a. Condominium Fees-2022 | |
| 3. Alberta Parking Lot Services | \$ 4,347.00 |
| a. Cold Pour Crack Seal | |
| 4. Sylvan Lake Regional Water/Wastewater | \$ 6,899.19 |
| a. June 2022 WW Services | |
| 5. Rugged West Maintenance Inc. | \$ 3,276.00 |
| a. Mowing & Trimming | |
| 6. Sylvan Lake Regional Water/Wastewater | \$ 6,899.19 |
| a. July 2022 WW Services | |
| 7. Red Deer Catholic Regional | \$ 5,510.52 |
| a. 3 rd Quarter Tax Requisition | |
| 8. Sylvan Lake Regional Water/Wastewater | \$ 6,899.19 |
| a. August 2022 WW Services | |
| 9. Alberta School Foundation Fund | \$ 123,488.35 |
| a. 3rd Quarter 2022 School Fund | |

Council Expense Claims Report:

July Expenses

- | | |
|----------------------|-----------|
| ▪ Cyril S. Gurevitch | \$ 610.98 |
| ▪ Nav Rattan | \$ 700.00 |

August Expenses

- Jeff Ludwig \$ 1,582.56

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1753	2022-07-19	Rugged West Maintenance Inc.-Original Cheque Voided & Re-Issued			
1235		232-000-200 - Green Space Pro	Bollard Removal & Installati	80.00	
		272-000-250 - Buoy Programs	Bollard Removal & Installati	1,925.35	
		312-000-260 - GST Paid Refund	GST Tax Code	100.27	2,105.62
1240		232-000-200 - Green Space Pro	Mowing and Trimming	1,500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	75.00	1,575.00
			Payment Total:		3,680.62
1754	2022-07-26	Condominium Corp No 082 6072			
2022-008		412-300-263 - Shared Condomir	Shared Comdominium	4,800.00	4,800.00
1755	2022-07-31	Alberta Parking Lot Services			
24317		232-000-250 - Road Maintenanc	Cold Pour Crack Seal	4,140.00	
		312-000-260 - GST Paid Refund	GST Tax Code	207.00	4,347.00
1756	2022-07-31	Black Press Group Ltd			
34280539		212-400-222 - Advertising	Advertising-Public Hearing	664.44	
		312-000-260 - GST Paid Refund	GST Tax Code	33.22	697.66
1757	2022-07-31	Digitex.ca			
IN848563		412-200-500 - Shared Printing C	Shared Printing	184.44	
		312-000-260 - GST Paid Refund	GST Tax Code	9.22	193.66
1758	2022-07-31	Empringham Disposal Corp			
35353		243-000-200 - Contracted Garba	Weekly Collection-July	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
1759	2022-07-31	PROTEC Pest Control Services			
1006888		412-300-255 - Shared Facility M	Routine Mouse Contract Se	100.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.00	105.00
1760	2022-07-31	Canoe Procurement Group of			
AB121931		412-200-510 - Shared Office Suj	Office Supplies	182.85	
		312-000-260 - GST Paid Refund	GST Tax Code	9.14	191.99
AB122982		312-200-250 - Due from Jarvis E	Chain Link Fence Sign and	13.21	
		232-000-265 - Sign Program	Chain Link Fence Sign and	32.59	
		312-000-260 - GST Paid Refund	GST Tax Code	2.29	48.09
AB123312		412-200-510 - Shared Office Suj	Office Supplies	9.18	
		312-000-260 - GST Paid Refund	GST Tax Code	0.46	9.64
AB124375		312-300-250 - Due from Birchclli	ATS Traffic-Residents Only	196.38	
		312-000-260 - GST Paid Refund	GST Tax Code	9.82	206.20
AB123044		312-300-250 - Due from Birchclli	ATS Traffic-Community Wat	145.40	
		312-000-260 - GST Paid Refund	GST Tax Code	7.27	152.67
			Payment Total:		608.59
1761	2022-07-31	Roadata Services			
00078990		232-000-250 - Road Maintenanc	Road Permits-May's Rec'd ,	45.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.25	47.25
00079414		232-000-250 - Road Maintenanc	Road Permits	45.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.25	47.25
			Payment Total:		94.50
1762	2022-07-31	Sylvan Lake Regional			
1655		242-000-260 - Usage Fees	June Wastewater Services	6,899.19	6,899.19
1763	2022-07-31	TD Business Ventures Inc.			

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 2

COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
12307		412-300-255 - Shared Facility M	Mowing as Quoted:July 11 &	355.25	
		312-000-260 - GST Paid Refund	GST Tax Code	17.76	373.01
1764	2022-07-31	Town of Sylvan Lake			
IVC116184		242-000-255 - Maintenance Proq	Waste Transfer Site June 6/	6.90	
		312-300-250 - Due from Birchclli	Waste Transfer Site June 1:	6.90	
		312-300-250 - Due from Birchclli	Waste Transfer Site June 2/	5.00	
		243-000-200 - Contracted Garba	Waste Transfer Site June 2'	11.04	
		312-300-250 - Due from Birchclli	Waste Transfer Site June 2'	6.90	36.74
IVC116296		223-000-200 - Contract Fire Ser	Resident Invoiced on 2022-1	650.00	650.00
			Payment Total:		686.74
1765	2022-08-24	Empringham Disposal Corp			
35989		243-000-200 - Contracted Garba	Weekly Collection-July	2,079.00	
		312-000-260 - GST Paid Refund	GST Tax Code	103.95	2,182.95
35991		243-000-200 - Contracted Garba	Trash Can Collection	46.43	
		312-300-250 - Due from Birchclli	Trash Can Collection	185.71	
		312-400-250 - Due from Sunbre:	Trash Can Collection	92.86	
		312-000-260 - GST Paid Refund	GST Tax Code	16.25	341.25
			Payment Total:		2,524.20
1766	2022-08-24	MuniSoft			
2022/23-01987		412-100-130 - Shared Training	Credit for GL Training Not T	-50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	-2.50	-52.50
2022/23-02076		412-200-510 - Shared Office Sup	Receipt Paper	134.66	
		312-000-260 - GST Paid Refund	GST Tax Code	6.73	141.39
			Payment Total:		88.89
1767	2022-08-24	Town of Sylvan Lake			
IVC116464		312-300-250 - Due from Birchclli	Waste Transfer Site July 4/2	5.00	
		312-300-250 - Due from Birchclli	Waste Transfer Site July 12	6.90	
		312-400-250 - Due from Sunbre:	Waste Transfer Site July 13	8.28	
		243-000-200 - Contracted Garba	Waste Transfer Site July 25	5.00	25.18
1768	2022-08-24	Rugged West Maintenance Inc.			
1264		232-000-200 - Green Space Pro	Mowing and Trimming	3,120.00	
		312-000-260 - GST Paid Refund	GST Tax Code	156.00	3,276.00
1769	2022-08-31	Canada Revenue Agency			
CPP2021INT		312-000-262 - CRA Remunerati	CPP Deficiency 2021 Intere	0.78	0.78
1770	2022-08-31	Land Titles Office			
DRR#D0047GC		312-400-250 - Due from Sunbre:	SBC DRR# D0047GC	35.00	35.00
DRR#D002FX9		261-000-110 - Development Ser	DRR# D002FX9	10.00	10.00
			Payment Total:		45.00
1771	2022-08-31	MuniSoft			
2022/23-02458		312-400-250 - Due from Sunbre:	R&D -Custom Work	290.00	
		312-000-260 - GST Paid Refund	GST Tax Code	14.50	304.50
1772	2022-08-31	Accelerated Surveys Ltd			
22-205		261-000-110 - Development Ser	Staked Boundary Between I	493.45	
		312-000-260 - GST Paid Refund	GST Tax Code	24.67	518.12
22-186		261-000-110 - Development Ser	Staked Driveway Location o	517.40	
		312-000-260 - GST Paid Refund	GST Tax Code	25.87	543.27
			Payment Total:		1,061.39
1773	2022-08-31	Ace Line Locating			
5407		242-000-255 - Maintenance Proq	Locating Services-8 Tickets	960.00	

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 3

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			312-000-260 - GST Paid Refund	GST Tax Code	48.00	1,008.00
1774	2022-08-31	Bluerock Planning				
0000177			297-201-840 - Project Reserve-/	Annexation-July 2022	540.00	
			312-000-260 - GST Paid Refund	GST Tax Code	27.00	567.00
1775	2022-08-31	Digitex.ca				
IN855566			412-200-500 - Shared Printing C	Move Printer from Old Office	444.50	
			312-000-260 - GST Paid Refund	GST Tax Code	22.23	466.73
1776	2022-08-31	Drain Doctor Plumbing & Heating				
5409			412-300-255 - Shared Facility M	Repair Navien Tankless not	914.18	
			312-000-260 - GST Paid Refund	GST Tax Code	45.71	959.89
1777	2022-08-31	Empringham Disposal Corp				
36552			243-000-200 - Contracted Garba	Trash Can Collection	92.86	
			312-300-250 - Due from Birchclil	Trash Can Collection	371.42	
			312-400-250 - Due from Sunbre	Trash Can Collection	185.72	
			312-000-260 - GST Paid Refund	GST Tax Code	32.50	682.50
36550			243-000-200 - Contracted Garba	Weekly Collection-August	2,079.00	
			312-000-260 - GST Paid Refund	GST Tax Code	103.95	2,182.95
36546			412-300-255 - Shared Facility M	Office Bin-August	50.00	
			312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
				Payment Total:		2,917.95
1778	2022-08-31	Longhurst Consulting				
4725			412-300-240 - Shared Computer	Office 365 Enterprise	244.80	
			412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
			312-000-260 - GST Paid Refund	GST Tax Code	34.37	721.67
4786			412-300-242 - Shared IT Equipn	IT Service	200.00	
			312-000-260 - GST Paid Refund	GST Tax Code	10.00	210.00
				Payment Total:		931.67
1779	2022-08-31	Moore's Backhoe Service Ltd				
0966			242-000-255 - Maintenance Proq	Supply New Curbstop Cove	600.00	
			312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
1780	2022-08-31	PROTEC Pest Control Services				
1007170			412-300-255 - Shared Facility M	Routine Mouse Contract Se	100.00	
			312-000-260 - GST Paid Refund	GST Tax Code	5.00	105.00
1781	2022-08-31	Red Deer County				
IVC0013429			243-000-200 - Contracted Garba	Dust Control- 2 Locations R	700.00	700.00
1782	2022-08-31	Canoe Procurement Group of				
AB124869			412-200-510 - Shared Office Suj	Office Supplies	223.59	
			312-000-260 - GST Paid Refund	GST Tax Code	11.18	234.77
AB125172			412-200-510 - Shared Office Suj	Office Supplies	18.36	
			312-000-260 - GST Paid Refund	GST Tax Code	0.92	19.28
AB126402			312-200-250 - Due from Jarvis E	ATS Traffic-3 Way and No F	71.12	
			312-000-260 - GST Paid Refund	GST Tax Code	3.56	74.68
AB12503			412-200-510 - Shared Office Suj	Office Supplies	44.77	
			312-000-260 - GST Paid Refund	GST Tax Code	2.24	47.01
				Payment Total:		375.74
1783	2022-08-31	Sylvan Lake Regional				
1676			242-000-260 - Usage Fees	Wastewater Services-July 2	6,899.19	6,899.19
1784	2022-08-31	Triangle Construction Inc				

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2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 4

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1595		232-000-240 - Hazardous Trees	Removal of Dead Will Trees	350.00	
		312-000-260 - GST Paid Refund	GST Tax Code	17.50	367.50
1785	2022-09-16	Brownlee LLP			
536897		212-400-230 - Legal Fees	Legal Services	104.05	
		312-300-250 - Due from Birchclli	Legal Services	104.05	
		312-100-250 - Due from Half Mo	Legal Services	104.05	
		312-200-250 - Due from Jarvis E	Legal Services	104.05	
		312-400-250 - Due from Sunbre	Legal Services	104.05	
		312-000-260 - GST Paid Refund	GST Tax Code	26.02	546.27
1786	2022-09-16	Digitex.ca			
IN854941		412-200-500 - Shared Printing C	Shared Printing	223.40	
		312-000-260 - GST Paid Refund	GST Tax Code	11.17	234.57
1787	2022-09-16	Longhurst Consulting			
4896		412-300-240 - Shared Computer	Office 365 Enterprise	244.80	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	34.37	721.67
4838		412-300-242 - Shared IT Equipn	IT Service	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
			Payment Total:		774.17
1788	2022-09-16	Mountaing Fresh Chem-Dry			
6171		412-300-255 - Shared Facility M	Cleaning of Old Office	457.88	
		312-000-260 - GST Paid Refund	GST Tax Code	22.89	480.77
1789	2022-09-16	Red Deer Catholic Regional			
2022-3		201-100-130 - ASFF Residential	3rd Quarter Tax Requisition	5,510.52	5,510.52
1790	2022-09-16	Canoe Procurement Group of			
AB127693		412-200-510 - Shared Office Sup	Office Supplies	49.69	
		312-000-260 - GST Paid Refund	GST Tax Code	2.48	52.17
1791	2022-09-16	Sylvan Lake Regional			
1682		242-000-260 - Usage Fees	Wastewater Services-Augus	6,899.19	6,899.19
1792	2022-09-16	Very Good Cleaning			
6		412-300-255 - Shared Facility M	Office Cleaning-July 16,24 &	2,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	100.00	2,100.00
1793	2022-09-19	Bee Jay Boiler Service Ltd			
82corrected		412-300-255 - Shared Facility M	Air Conditiong Service At Ol	761.90	
		312-000-260 - GST Paid Refund	GST Tax Code	38.10	800.00
			Total Computer Cheque:		63,190.74

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3176	2022-07-19	Receiver General/OTH			
PP14-22		412-000-263 - Income Tax Sour	Tax	2,664.13	
		412-000-261 - CPP Source Dedi	CPP	1,795.18	
		412-000-262 - EI Source Deduct	EI	632.37	5,091.68
3177	2022-07-31	Worker's Compensation Board			
25735431		412-100-211 - Shared WCB	Shared WCB	691.65	691.65

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 5

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3179	2022-07-31	Bell Mobility			
JULY212022-05		212-400-217 - Data Plan	Mayor's Data Plan	20.00	
		212-400-217 - Data Plan	Deputy Mayor's Data Plan	10.00	
		212-400-217 - Data Plan	Councilor's Data Plan	10.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.00	42.00
3180	2022-07-31	ATB Mastercard			
007560		412-300-255 - Shared Facility M	Canadian Tire-Bleach for St	2.69	
		312-000-260 - GST Paid Refund	GST Tax Code	0.13	2.82
44875053		312-400-250 - Due from Sunbre	AB Land Title-SBC	10.00	10.00
J7NHVQJGBXX		312-300-250 - Due from Birchclli	AB Municipalities Conventio	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
019567		412-200-215 - Shared Postage/f	Postage-Registered Maile	11.69	
		312-000-260 - GST Paid Refund	GST Tax Code	0.58	12.27
11350		312-200-250 - Due from Jarvis E	Trail Signs-Jarvis Bay	79.48	
		312-000-260 - GST Paid Refund	GST Tax Code	3.97	83.45
73317705		412-300-255 - Shared Facility M	Block	28.43	
		312-300-250 - Due from Birchclli	Trash Liners	79.87	
		312-400-250 - Due from Sunbre	Trash Liners	79.88	
		312-000-260 - GST Paid Refund	GST Tax Code	9.41	197.59
12080		312-200-250 - Due from Jarvis E	Home Depot-Drill Bit-JB	79.98	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	83.98
11387		312-300-250 - Due from Birchclli	Annual Information Meeting	178.39	
		312-000-260 - GST Paid Refund	GST Tax Code	8.92	187.31
INV159703996		412-300-240 - Shared Computer	Zoom Communication	19.92	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	20.92
PAL0722		112-000-570 - Other Revenue	Used Wrong MC In Error-Pa	5.70	5.70
020572		412-100-266 - Shared PW Fleet	CND Tire-Connector for Spe	1.79	
		312-000-260 - GST Paid Refund	GST Tax Code	0.09	1.88
020541		412-100-266 - Shared PW Fleet	CND Tire-Parts for Speed T	15.28	
		312-000-260 - GST Paid Refund	GST Tax Code	0.76	16.04
013616		312-300-250 - Due from Birchclli	BC AIM-Printing	20.93	
		312-000-260 - GST Paid Refund	GST Tax Code	1.05	21.98
INDEED071922		412-200-500 - Shared Printing C	Indeed Credit from Ad	-1.67	-1.67
645149617		412-200-215 - Shared Postage/f	Registered Mail	21.64	
		312-000-260 - GST Paid Refund	GST Tax Code	1.08	22.72
158969666		112-000-570 - Other Revenue	Costco-Charged on Wrong I	97.98	
		312-000-260 - GST Paid Refund	GST Tax Code	4.90	102.88
020216		412-100-266 - Shared PW Fleet	Trailer Plug	16.99	
		412-300-255 - Shared Facility M	Wall Mount	13.49	
		312-000-260 - GST Paid Refund	GST Tax Code	1.52	32.00
45029352		312-100-250 - Due from Half Mo	AB Land Titles-HMB	10.00	10.00
45048627		312-400-250 - Due from Sunbre	AB Land Titles	10.00	10.00
			Payment Total:		1,449.87
3181	2022-07-31	Bell Mobility			
JULY132022-36		212-400-217 - Data Plan	Reception Cell	45.45	
		212-400-217 - Data Plan	Public Works Cell	60.54	
		312-000-260 - GST Paid Refund	GST Tax Code	5.30	111.29
3182	2022-07-31	Direct Energy			
JULY292022-97		412-300-540 - Shared Utilities	Shared Utilities	75.22	
		312-000-260 - GST Paid Refund	GST Tax Code	3.77	78.99

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 6

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3183	2022-07-31	Direct Energy			
JULY292022-75		412-300-540 - Shared Utilities	Shared Utilities	48.01	
		312-000-260 - GST Paid Refund	GST Tax Code	2.40	50.41
3184	2022-07-31	Epcor			
JULY272022-86		412-300-540 - Shared Utilities	Utilities	73.39	
		312-000-260 - GST Paid Refund	GST Tax Code	3.67	77.06
3185	2022-07-31	Receiver General/OTH			
PP15-22		412-000-263 - Income Tax Sour	Tax	3,228.03	
		412-000-261 - CPP Source Dedi	CPP	1,884.12	
		412-000-262 - EI Source Deduct	EI	662.44	5,774.59
3186	2022-07-31	Town of Sylvan Lake			
JULY312022-00		412-300-540 - Shared Utilities	July Water/Sewer	77.94	77.94
3187	2022-07-31	Town of Sylvan Lake			
JULY312022-10		412-300-540 - Shared Utilities	July Water/Sewer	70.74	70.74
3190	2022-08-18	ATB Mastercard			
5FNQVS7325P		312-400-250 - Due from Sunbre	AB Muni 2022 Covention-Jii	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
CMN2477M35T		212-400-220 - Election Expense	AB Muni 2022 Convention-(600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
AUG32022		412-300-240 - Shared Computer	Microsoft Software Monthly	48.30	
		412-300-240 - Shared Computer	Microsoft Software Monthly	2.73	51.03
8814640		412-200-510 - Shared Office Su	Amazon-Desktop File Sorte	25.99	
		312-000-260 - GST Paid Refund	GST Tax Code	1.30	27.29
			Payment Total:		1,338.32
3194	2022-08-31	ATB Mastercard			
008399		412-200-510 - Shared Office Su	Everything H2O-Water for C	6.50	
		412-200-510 - Shared Office Su	Everything H2O-Water for C	13.00	19.50
PAYPAL081322		112-000-570 - Other Revenue	Paypal-Charged on Wrong I	12.90	12.90
4316966629		412-100-210 - Shared Travel an	ASVA Conference-Tanner	295.00	
		212-400-220 - Election Expense	ASVA Conference-Cyril	295.00	
		212-400-220 - Election Expense	ASVA Conference-Jeff	295.00	
		212-400-220 - Election Expense	ASVA Conference-Nav	295.00	
		312-400-250 - Due from Sunbre	ASVA Conference-Jim	295.00	
		312-300-250 - Due from Birchclil	ASVA Conference-Roger	295.00	
		312-200-250 - Due from Jarvis E	ASVA Conference-Julie	295.00	2,065.00
48856720		412-200-500 - Shared Printing C	Pitney Bowes-Lease	183.27	183.27
016275		412-300-510 - Shared Other Cor	Tanner's B-Day Card and S	41.51	
		312-000-260 - GST Paid Refund	GST Tax Code	2.08	43.59
016951		412-300-510 - Shared Other Cor	Fudge for Tanner's B'day	13.65	13.65
66451499		412-200-215 - Shared Postage/f	Shoppers Drug Mart-Regist	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
011006		232-000-200 - Green Space Pro	Spare Keys for Bollards	2.10	
		312-400-250 - Due from Sunbre	Spare Keys for Bollards	1.89	
		312-000-260 - GST Paid Refund	GST Tax Code	0.20	4.19
449185		232-000-200 - Green Space Pro	Castle Wolf Creek-Key Ring	2.93	
		312-400-250 - Due from Sunbre	Castle Wolf Creek-Key Ring	2.65	
		312-000-260 - GST Paid Refund	GST Tax Code	0.28	5.86
10577		312-300-250 - Due from Birchclil	Trophy Loft-Memorial Plaqu	23.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.15	24.15

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 7

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
45147668		312-400-250 - Due from Sunbre:	AB Land Title-SBC	10.00	10.00
45209535		261-000-110 - Development Ser	AB Land Titles-Norg	10.00	10.00
12494833		412-300-510 - Shared Other Cor	Flowers for Trudy's B'Day	61.95	
		312-000-260 - GST Paid Refund	GST Tax Code	3.10	65.05
WC320413		412-200-500 - Shared Printing C	AD for Public Works Positio	469.00	
		312-000-260 - GST Paid Refund	GST Tax Code	23.45	492.45
PAYPAL081822		112-000-570 - Other Revenue	Charge in Error-Tanner Per:	55.42	55.42
005004		412-300-510 - Shared Other Cor	Sobeys-Staff Snack	11.98	11.98
019322		412-300-510 - Shared Other Cor	Sobey's- Staff Treat	25.97	
		312-000-260 - GST Paid Refund	GST Tax Code	1.30	27.27
026022		412-100-266 - Shared PW Fleet	Oil Change-F150	76.72	
		312-000-260 - GST Paid Refund	GST Tax Code	3.84	80.56
45306044		312-300-250 - Due from Birchclil	AB Land Titles-BC	10.00	10.00
031077		412-300-255 - Shared Facility M	Waste Transfer-Clean Old C	17.00	17.00
COSTCO08302		412-200-510 - Shared Office Sup	Costco-Supplies for Office	69.98	
		312-000-260 - GST Paid Refund	GST Tax Code	1.55	71.53
93945604		412-200-215 - Shared Postage/f	Canada Post-Mail Forwarde	271.75	
		312-000-260 - GST Paid Refund	GST Tax Code	13.59	285.34
INV164209380		412-300-240 - Shared Computer	Zoom Communication	20.07	
		312-000-260 - GST Paid Refund	GST Tax Code	1.00	21.07
22-2486		412-100-130 - Shared Training	AB Professional Planners Ir	1,200.00	1,200.00
UFOAAUG1122		412-100-130 - Shared Training	UFOA-Tanner	795.00	795.00
			Payment Total:		5,536.14
3198	2022-08-22	Alberta Municipal Services Cor			
PP16-2022		412-000-265 - Pension Plan Pay	Pension Contribution	1,205.00	1,205.00
3199	2022-08-31	Bell Mobility			
AUG132022-366		212-400-217 - Data Plan	Reception Cell	43.95	
		212-400-217 - Data Plan	Public Works Cell	67.95	
		312-000-260 - GST Paid Refund	GST Tax Code	5.62	117.52
3200	2022-08-31	Epcor			
AUG22022-9084		412-300-540 - Shared Utilities	Utilities	890.40	
		312-000-260 - GST Paid Refund	GST Tax Code	44.52	934.92
3201	2022-08-31	Meridian			
AUG2022		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3202	2022-08-31	Receiver General/OTH			
CP7-22		312-000-262 - CRA Remunerati	July-Council CPP	46.56	46.56
3203	2022-08-31	Receiver General/OTH			
PP16-22		412-000-263 - Income Tax Sour	Tax	2,664.13	
		412-000-261 - CPP Source Dedi	CPP	1,795.18	
		412-000-262 - EI Source Deduct	EI	528.16	4,987.47
3204	2022-08-31	Victor Insurance Managers Inc.			
4212548391		412-100-140 - Shared Benefits	August's Shared Benefits	2,603.96	2,603.96
3205	2022-08-31	Waste Management of Canada			
1144390-0613-0		243-000-270 - Recycling Progra	Recycling	1,553.70	
		312-000-260 - GST Paid Refund	GST Tax Code	77.68	1,631.38
3207	2022-08-31	Alberta Municipal Services Cor			
PP17-2022		412-000-265 - Pension Plan Pay	Pension Contribution	1,205.00	1,205.00

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2022-00084 to 2022-00109

Page 8

OTHER					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3207 114094836	2022-08-31	UFA Co-Operative Ltd			
		412-100-266 - Shared PW Fleet	PW Fleet	237.77	
		312-000-260 - GST Paid Refund	GST Tax Code	11.89	249.66
3208 PP17-22	2022-08-31	Receiver General/OTH			
		412-000-263 - Income Tax Sour	Tax	2,664.13	
		412-000-261 - CPP Source Dedi	CPP	1,795.18	
		412-000-262 - EI Source Deduct	EI	528.16	4,987.47
3209 25790174	2022-08-31	Worker's Compensation Board			
		412-100-211 - Shared WCB	Shared WCB	691.65	691.65
3210 4212552019	2022-08-31	Victor Insurance Managers Inc.			
		412-100-140 - Shared Benefits	Septembers Shared Benefit	2,603.96	2,603.96
3212 AUG212022	2022-08-31	Bell Mobility			
		212-400-217 - Data Plan	Mayor's Data Plan	20.00	
		212-400-217 - Data Plan	Deputy Mayor's Data Plan	10.00	
		212-400-217 - Data Plan	Councilor's Data Plan	10.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.00	42.00
3213 SEPT12022-000	2022-09-16	Town of Sylvan Lake			
		412-300-540 - Shared Utilities	Aug Water/Sewer	77.94	77.94
3214 SEPT12022-100	2022-09-16	Town of Sylvan Lake			
		412-300-540 - Shared Utilities	Aug Water/Sewer	70.74	70.74
3215 AUG292022-975	2022-08-31	Direct Energy			
		412-300-540 - Shared Utilities	Shared Utilities	62.17	
		312-000-260 - GST Paid Refund	GST Tax Code	3.11	65.28
3216 AUG292022-754	2022-08-31	Direct Energy			
		412-300-540 - Shared Utilities	Shared Utilities	50.35	
		312-000-260 - GST Paid Refund	GST Tax Code	2.52	52.87
3217 CP8-22	2022-08-31	Receiver General/OTH			
		312-000-262 - CRA Remunerati	August Council Tax	18.61	
		312-000-262 - CRA Remunerati	August -Council CPP	137.76	156.37
3218 AUG262022-865	2022-08-31	Epcor			
		412-300-540 - Shared Utilities	Utilities	74.07	
		312-000-260 - GST Paid Refund	GST Tax Code	3.70	77.77
3220 VPFCZN2XQ8	2022-09-09	ATB Mastercard			
		412-200-510 - Shared Office Su	Vista Print-Business Cards	84.49	
		312-000-260 - GST Paid Refund	GST Tax Code	4.22	88.71
7631		412-200-510 - Shared Office Su	Print Wizards	172.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.60	180.60
ANNUALFEE090		212-400-221 - Bank Fees	Annual Fee	35.00	35.00
PAYPAL090222		112-000-570 - Other Revenue	Paypal-Microsoft Store-Pers	12.90	12.90
PAYPAL090320		112-000-570 - Other Revenue	Paypal-Microsoft Store-Pers	12.90	12.90
SEPT42022-01		412-300-240 - Shared Computer	Microsoft Software Monthly	48.30	
		412-300-240 - Shared Computer	Microsoft Software Monthly	2.73	51.03
INDEED090122		412-200-500 - Shared Printing C	Indeed- Job Ad for Public W	192.52	192.52
				Payment Total:	573.66
3222 90194372	2022-09-16	Esri Canada			
		312-000-410 - Prepaid Expense:	Arc GIS Renewal Oct/ 22 to	832.50	

Date Printed
2022-09-19 10:07 AM

Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
 Batch: 2022-00084 to 2022-00109

Page 9

OTHER					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		261-000-110 - Development Ser	Arc GIS Renewal Oct/ 22 to	55.50	
		312-100-250 - Due from Half Mo	Arc GIS Renewal Oct/ 22 to	55.50	
		312-200-250 - Due from Jarvis E	Arc GIS Renewal Oct/ 22 to	55.50	
		312-300-250 - Due from Birchclli	Arc GIS Renewal Oct/ 22 to	55.50	
		312-400-250 - Due from Sunbre:	Arc GIS Renewal Oct/ 22 to	55.50	
		312-000-260 - GST Paid Refund	GST Tax Code	55.50	1,165.50
3223	2022-09-16	Alberta Municipal Services Cor			
PP18-22		412-000-265 - Pension Plan Pay	Pension Contribution	1,205.00	1,205.00
3224	2022-09-16	Alberta School Foundation Fund			
13150		201-100-130 - ASFF Residential	3rd Quarter 2022 ASFF Res	123,488.35	123,488.35
3225	2022-09-16	Direct Energy			
SEPT072022-75		412-300-540 - Shared Utilities	Shared Utilities	21.82	
		312-000-260 - GST Paid Refund	GST Tax Code	1.10	22.92
3226	2022-09-16	Meridian			
SEP2022		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3227	2022-09-16	UFA Co-Operative Ltd			
114168779		412-100-266 - Shared PW Fleet	PW Fleet	280.32	
		312-000-260 - GST Paid Refund	GST Tax Code	14.02	294.34
3228	2022-09-16	Waste Management of Canada			
1144390-0613-0		243-000-270 - Recycling Progra	Recycling	2,186.23	
		312-000-260 - GST Paid Refund	GST Tax Code	109.32	2,295.55
3229	2022-09-16	Epcor			
SEPT12022-908		412-300-540 - Shared Utilities	Utilities	1,152.10	
		312-000-260 - GST Paid Refund	GST Tax Code	62.60	1,214.70
3230	2022-09-16	Receiver General/OTH			
PP18-22		412-000-263 - Income Tax Sour	Tax	2,765.16	
		412-000-261 - CPP Source Dedi	CPP	1,399.42	
		412-000-262 - EI Source Deduct	EI	495.77	4,660.35
			Total Other:		177,977.47
			Total MAIN:		241,168.21



Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, Q.C.

POSITION: MAYOR

MONTH ENDING: July-2022

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

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

Village Business

RECEIVED

JUL 28 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/28/22	Meeting Prep	4.0	Mayor Prep	\$ 250.00
7/29/22	Regular Council	3.0	Mayor	\$ 175.00
7/22/22	Other (Conference, etc.) Sylvan Lake Spray Park Opening	2.0	Mayor	\$ 175.00
			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
	Select Event		Title	\$ 0.00
				\$ 600.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/28/22	Meeting Prep		\$0.61	\$ 0.00
7/29/22	Regular Council	12.00	\$0.61	\$ 7.32
7/22/22	Other (Conference, etc.) Sylvan Lake Spray Park Opening	6.00	\$0.61	\$ 3.66
			\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 7.32

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 610.98



Council Expense Claim Form

NAME: Nav RattanPOSITION: CouncillorMONTH ENDING: July-2022

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

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

RECEIVED

JUL 21 2022

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/1/22	Meeting Prep		Councillor Prep	\$ 200.00
6/24/22	Regular Council		Councillor	\$ 150.00
7/22/22	Meeting Prep		Councillor Prep	\$ 200.00
7/29/22	Regular Council		Councillor	\$ 150.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 700.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/1/22	Meeting Prep		\$0.61	\$ 0.00
6/24/22	Regular Council		\$0.61	\$ 0.00
7/22/22	Meeting Prep		\$0.61	\$ 0.00
7/29/22	Regular Council		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 700.00

Page 14 of 16



Council Expense Claim Form

NAME: JEFF LUDWIGPOSITION: DEPUTY MAYORMONTH ENDING: August-2022

RECEIVED

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

AUG 08 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/27/22	PREP MEETING	4 HRS	Deputy Mayor	\$100.00 200.00
8/29/22	AIM	2.5 HRS	Deputy Mayor	\$100.00 150.00
8/30/22	LUB OPEN HOUSE REFRESHER	2 HRS	Deputy Mayor	\$100.00 150.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
9/30/21	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
				\$300.00 500.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/27/22	PREP MEETING	0.00	\$0.59	\$0.00
8/29/22	AIM	10.00	\$0.59	\$5.90
8/30/22	LUB OPEN HOUSE REFRESHER	10.00	\$0.59	\$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
9/30/21	Select Event		\$0.59	\$0.00
	Select Event		\$0.59	\$0.00
				\$11.80

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 311.80 511.80

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.

Please be advised that all September costs are not included in this report at time of preparation.

Options for Consideration:

- The Operating Budget Report to September 30, 2022
- ASFF Report to September 30, 2022
- Capital Projects Report to September 30, 2022

Balances at September 27, 2022

- ATB Bank Account \$2,502,142.93

Reserves and Deferred Accounts

• Accumulated Surplus	123,674.68
• Completions Deposits	66,995.45
• Deferred Revenue (Grants)	59,500.55
• JSC IT Reserve	0.00
• Fleet Replacement Reserve	2,130.60
• Reserves Roads	286,045.00
• Reserves Environment	919,936.45
• Reserves General Operating	157,628.90
• Reserves Legal	19,244.00
• Reserves Recreation	434,686.40
• GST Refundable Balance	135,469.10 (Currently in GST Audit)

Unpaid Taxes on September 27, 2022 - \$77,373.96 - 11 properties

Unpaid Utilities on September 27, 2022 - \$3,671.91 - 8 properties

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"

	Budget	YTD	\$ Rem
Revenue			
101-000-110 - Taxation	465,337.01	465,342.03	5.02
101-000-510 - Taxes Penalties & Cos	20,000.00	23,049.23	3,049.23
112-000-410 - Sale of Services & Su	242.61	500.00	257.39
112-000-540 - Interest Charges	233.02	195.60	(37.42)
112-000-550 - Return on Investments	10,000.00	16,818.89	6,818.89
112-000-570 - Other Revenue	2,466.09	12,832.47	10,366.38
112-000-740 - MSI Operational	11,419.00	11,419.00	
112-000-840 - Franchise Fees	9,100.00	7,397.36	(1,702.64)
121-000-530 - Fines Provincial Coll	1,732.59	300.00	(1,432.59)
142-000-510 - Wastewater Usage Char	91,800.00	91,653.30	(146.70)
142-000-511 - Wastewater Offset	626.00		(626.00)
161-000-410 - Certificates Complian	269.44	300.00	30.56
161-000-510 - Inspection Fees	1,177.71	417.60	(760.11)
161-000-520 - Development Permits/A	3,233.32	1,247.20	(1,986.12)
161-000-590 - Encroachment Fees	105.99	210.00	104.01
Total Revenue:	617,742.78	631,682.68	13,939.90
Expenditures			
Council and Legislation			
211-101-150 - Remuneration Mayor	15,026.64	6,737.50	8,289.14
211-101-210 - T&S Mayor	2,000.00	1,187.62	812.38
211-102-150 - Remuneration Deputy Mayor	11,269.98	5,837.50	5,432.48
211-102-210 - T&S Deputy Mayor	1,500.00	569.45	930.55
211-103-150 - Remuneration Councillor	11,269.98	4,400.00	6,869.98
211-103-210 - T&S Councillor	1,500.00		1,500.00
211-201-212 - R & C ASVA	916.11		916.11
211-202-212 - R&C AUMA	1,077.77		1,077.77
211-301-220 - AUMA	1,131.66	1,097.66	34.00
211-302-220 - ASVA	970.00	975.00	(5.00)
211-303-220 - FCM	163.78		163.78
211-304-220 - Mayors and Reeves	104.00		104.00
Total Council and Legislation:	46,929.92	20,804.73	26,125.19
Administration			
212-100-110 - Salaries	124,322.03	84,943.74	39,378.29
212-100-130 - Training	2,249.16	2,010.28	238.88
212-100-140 - Benefits	4,192.31	3,023.10	1,169.21
212-100-210 - Travel & Subsistence	2,699.39	337.89	2,361.50
212-100-211 - WCB	2,085.35	1,202.25	883.10
212-100-266 - PW Fleet	1,968.02	600.85	1,367.17
212-200-215 - Postage/Freight/Couri	2,259.10	1,163.95	1,095.15
212-200-500 - Printing Costs	1,497.84	1,345.91	151.93
212-200-510 - Office Supplies	3,654.89	1,501.19	2,153.70
212-300-217 - Phone/Fax/Internet	1,405.73	893.85	511.88
212-300-240 - Computer Software/Mtn	2,947.53	4,158.85	(1,211.32)
212-300-242 - IT Equipment	562.29	655.29	(93.00)
212-300-250 - Facility Improvements	1,686.87	503.09	1,183.78
212-300-255 - Facility Maintenance	5,977.72	2,713.28	3,264.44
212-300-263 - Condominium Costs	1,303.11	1,349.52	(46.41)
212-300-265 - Equipment Maintenance	140.57		140.57
212-300-270 - Equipment Rental	843.44	482.96	360.48

	Budget	YTD	\$ Rem
212-300-510 - Other Contingency	140.57	141.39	(0.82)
212-300-530 - Building Insurance	719.38	696.67	22.71
212-300-540 - Utilities	3,654.89	3,592.58	62.31
212-400-216 - Coffee with Council	1,616.66		1,616.66
212-400-217 - Data Plan	1,000.00	1,083.69	(186.59)
212-400-220 - Election Expenses/Mee	1,000.00	1,991.91	(991.91)
212-400-221 - Bank Fees	1,000.00	529.37	470.63
212-400-222 - Advertising	500.00	664.44	(164.44)
212-400-230 - Legal Fees	5,200.00	1,692.57	3,507.43
212-400-231 - Audit Fees	6,100.00	5,087.68	1,012.32
212-400-232 - Assessment Fees	7,300.00	5,375.00	1,925.00
212-400-275 - Municipal Insurance	4,567.50	5,509.72	(942.22)
212-400-910 - Tax Changes	528.52		528.52
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-400-940 - Reserve Replacement	12,672.50		12,672.50
212-402-220 - Donations to Other Organizations	1,040.00		1,040.00
Total Administration:	207,835.37	133,251.02	74,481.45
Protective Services			
223-000-200 - Contract Fire Service	19,669.48	18,934.80	734.68
224-000-200 - Emergency Management	1,616.66	2,500.00	(883.34)
224-000-201 - Safety Equipment	538.89		538.89
225-000-200 - Policing Costs	22,937.00		22,937.00
226-000-200 - Enforcement	15,000.00		15,000.00
Total Protective Services:	59,762.03	21,434.80	38,327.23
Public Works			
232-000-200 - Green Space Program	20,000.00	7,905.03	12,044.97
232-000-240 - Hazardous Trees	10,000.00	350.00	9,650.00
232-000-250 - Road Maintenance Program	27,040.00	6,045.00	20,995.00
232-000-255 - Plowing Program	24,232.00	12,810.50	11,421.50
232-000-265 - Sign Program	2,444.00	202.51	2,241.49
232-000-530 - Ditch & Culvert Progr	5,200.00	3,818.75	1,381.25
232-000-545 - Utilities	868.40	440.18	428.22
242-000-250 - SLR WasteWater Commis	7,285.00	3,235.85	4,049.15
242-000-255 - Maintenance Program	19,399.91	4,107.07	15,292.84
242-000-260 - Usage Fees	84,427.00	55,193.52	29,233.48
243-000-200 - Contracted Garbage	38,343.00	22,348.33	15,994.67
243-000-270 - Recycling Program	19,399.91	13,660.30	5,739.61
Total Public Works:	258,639.22	130,117.04	128,472.18
Planning and Development			
261-000-110 - Development Service	1,248.00	1,242.35	(4.35)
261-000-115 - IDP (RDC & TSL)	1,000.00		1,000.00
261-000-200 - Planning	5,388.86	10.82	5,378.04
261-000-215 - Subdivision Appeal Bo	1,800.00		1,800.00
261-000-220 - Municipal Planning Co	1,077.77	410.00	667.77
Total Planning and Development:	10,514.63	1,663.17	8,841.46
Recreation			
272-000-220 - FCSS Grant	4,210.80	4,210.80	

Report Date
2022-09-27 11:20 AM

Summer Village of Norglenwold
Operating Budget
For the Period Ending September 30, 2022

Page 3

	Budget	YTD	\$ Rem
272-000-250 - Buoy Programs	5,500.00	3,685.37	1,814.63
274-000-850 - Parkland Regional Lib	2,334.15	1,942.98	391.17
274-000-510 - Operational Recreation Grants - ICF	20,400.00	20,475.00	(75.00)
Total Recreation:	32,444.95	30,314.15	2,130.80
Environment			
243-102-150 - Red Deer River Waters	538.89		538.89
273-000-761 - Team Up to Clean Up	1,077.77	30.00	1,047.77
Total Environment:	1,616.66	30.00	1,586.66
Total Expenditures:	617,742.78	337,614.91	279,964.97
Surplus / Deficit	0.00	294,067.77	293,904.87

Report Date
2022-09-27 11:20 AM

Summer Village of Norglenwold
ASFF Budget Report
For the Period Ending September 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	543,582.21	543,582.21	
101-001-130 - ASFF-Non-Residential	2,047.38	2,039.14	(8.24)
101-103-130 - DI Designated Industrial	40.55	41.17	0.62
Total Revenue:	545,670.14	545,662.52	(7.62)
Expenditures			
201-100-130 - ASFF Residential	543,582.21	386,996.60	156,585.61
201-101-130 - ASFF- Non Residential	2,047.38		2,047.38
201-103-130 - DI Designated Industrial	40.55		40.55
Total Expenditures:	545,670.14	386,996.60	158,673.54
Surplus / Deficit	0.00	158,665.92	158,665.92

Report Date
2022-09-27 11:20 AM

Summer Village of Norglenwold
Capital Projects Budget
For the Period Ending September 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-200-840 - Project-Grants-Speed Signage	10,000.00		(10,000.00)
197-201-840 - Project - Annexation	15,000.00		(15,000.00)
197-202-840 - Project - Open Space Master Plan	30,000.00		(30,000.00)
Total Revenue:	55,000.00	0.00	(55,000.00)
Expenditures			
297-200-840 - Project-CCBF-Speed Signage	10,000.00	8,279.00	1,721.00
297-201-840 - Project Reserve-Annexation	15,000.00	3,080.00	11,920.00
297-202-840 - Project Reserve-Open Space Master Plan	30,000.00		30,000.00
Total Expenditures:	55,000.00	11,359.00	43,641.00
Surplus / Deficit	0.00	(11,359.00)	(11,359.00)

Summer Village of Norglenwold

October 7, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 96 development permits issued in the Summer Villages (29 in Birchcliff, 3 in Half Moon Bay, 16 in Jarvis Bay, 23 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 99 Grand Avenue	Det. Gar., Dwell. Add. & Retain. Wall
2. 111 Grand Avenue	Lakeside Stairs
3. 87 Grand Avenue	Retaining Walls
4. 141 Grand Avenue	Demolition and Dwelling
5. 167 Grand Avenue	Detached Garage
6. 345 Honeymoon Drive	Dwelling
7. 345 Honeymoon Drive	Detached Garage
8. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
9. 215 Grand Avenue	Landscaping/Mechanized Excavation
10. 253 Honeymoon Drive	Dwelling
11. 141 Grand Avenue	Mech Excavation/Concrete Pad
12. 253 Honeymoon Drive	Lakeside Stairs
13. 47 Grand Avenue	Dwelling Addition
14. 257 Honeymoon Drive	Dwelling
15. 333 Honeymoon Drive	Demolition
16. 333 Honeymoon Drive	Dwelling & Garage w Guest House
17. 355 Last Chance Way	Garage with Guest House
18. 23 Grand Avenue	Detached Garage
19. 205 Grand Avenue	Dwelling & Escarpment Work
20. 53 Grand Avenue	Demolition
21. 133 Grand Avenue	Home Occupation (NEW)
22. 4 Rustic Crescent	Dwelling (NEW)
23. 59 Grand Avenue	Gravel Pad (NEW)

Closed since last Council meeting:

1. 117 Grand Avenue	Boathouse Renovations
---------------------	-----------------------

Permit Summary:

Year to date 2022:

5 development permits. Estimated project cost \$462,500.00.

2021 Jan.-Dec.:

15 development permits. Estimated project cost \$5,183,000.00.

Open Administrative Files:

359 Last Chance Way

32 Grand Avenue

153 Grand Avenue

145 Grand Avenue

87 Grand Avenue

111 Grand Avenue

99 Grand Avenue

53 Grand Avenue

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold

October 7, 2022

Information

Agenda Item: *CAO Report*

Background:

- Administration was asked about insurance on the 14-acre parcel that was purchased in the County. We have confirmed that we are insured on that property the same way we are insured on any municipally owned property within our Summer Village.
- New signage has been ordered to replace the ones missing near the mailbox, speedbumps, and in other areas.
- Administration is working on an agreement with the Central Alberta Humane Society to accept pets that have to be picked up because they are running at large or otherwise not in compliance with the Animal Control Bylaw.
- Quotes have been requested for the removal of barbed wire along Grand Ave.
- CAO attended Alberta Municipalities convention where I attended several sessions and networking events. Slides from the sessions I attended will be available online and I will share them with Council when they have been uploaded.
- Administration has hired a new Public Works Manager Owen Olynyk who started working with us on September 26.
- Administration continues to work on the Bylaw Enforcement Officer Bylaw rewrite

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Summer Village of Norglenwold

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Norglenwold for the fiscal year ending December 31, 2022.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Norglenwold which comprise the statement of financial position as at December 31, 2022, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

Options for Consideration:

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

MGA 276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with;

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada.



September 5, 2022

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

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2022 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Norglenwold for the fiscal year ending December 31, 2022. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Norglenwold which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Norglenwold. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

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

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Norglenwold

Opinion

We have audited the financial statements of Summer Village of Norglenwold (the Summer Village), which comprise the statement of financial position as at December-31-22, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Norglenwold from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Norglenwold and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Norglenwold.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Norglenwold) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$31,000 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Norglenwold shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Norglenwold by:

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Cyril Gurevitch, Q.C.

Date signed

Summer Village of Norglenwold

October 7, 2022

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

Administration received a copy of the Parkland Regional Library 2023 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2023 per capita requisition and notify the board asap, that way any budget revisions can be addressed at the PRL Board meeting at the November 17th meeting.

The 2023 proposed per capita requisition is 8.75, which is a .20 increase from 2022.

Options for Consideration:

- 1) Approve the Parkland Regional Library's 2023 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library's 2023 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2023

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

F-1-B

		Present Budget	
		2022	2023
Income			
1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500
TOTAL Income		3,536,451	3,597,800
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000
TOTAL Support Materials & Services Direct to Libraries		1,345,787	1,329,492
Cost of Services			
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
TOTAL Cost of Services		2,190,664	2,268,308
TOTAL Expenses (library materials & cost of service)		3,536,451	3,597,800
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.55	8.75

Notes for the Parkland Regional Library System Budget 2023

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 2023, there is a twenty-cent increase to the municipal per capita requisition to \$8.75. Parkland has held the requisition at \$8.55 for the previous three consecutive years. For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

Points within the budget to note include:

Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases. The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement. The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.

Cooperative Collection Fund has been discontinued as a line item but for this year will be funded from reserves, (see the Budget Supplement section). This fund was 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.

Provincial grants amount to approximately 43.6% of PRLS' total income.

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 \$219,600 which includes a wireless upgrade project for libraries. In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500). One other reserve fund transfer for 2023 is for the one-time use of funds to continue the Cooperative Collection project requested at \$35,000. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

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 98% of the 2023 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 2022 and 2023 Budgeted Amounts

	2022	2023
Materials Allotment for Libraries (Books, DVD's, Audiobooks, etc.)	\$256,396	\$259,362
Rural Library Services Grant	\$429,742	\$429,742
Cooperative Collection Fund (from Reserves in 2023)	\$35,835	\$35,000
Technology (Hardware— budget plus reserves)	\$162,800	\$219,600
Postage (Reimbursement for Interlibrary Loan)	\$4,500	\$2,000
Software (For computers, ILS, etc.)	\$201,885	\$208,205
Rotating Collections (Large Print, Audiobooks, Programming Kits, etc.)	\$21,000	\$21,000
Internet (Connectivity provided to member libraries)	\$8,820	\$8,820
eContent (Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$135,600	\$135,600
Vehicle Expense (\$40,500 from reserves for new van plus ongoing budgeted expenses)		\$99,500
Marketing/Advocacy	\$20,000	\$20,000
Workshop/Training	\$14,000	\$14,000
Cataloguing Supplies	\$31,500	\$32,000
Contribution to Outlet Libraries*	\$800	\$800
Materials Discount (42% in 2022)	\$107,686	\$98,558
SuperNet (Fiber Optic connection provided by GOA to library system members)	\$370,022	\$370,022
Sub-Total	\$1,800,586	\$1,954,209
Requisition	\$1,939,986	\$2,001,335
	93%	98%
Difference Between Levy & Direct Return	\$139,400	\$47,126

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Brief Notes – September 2023**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on statements 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 slight increase to \$8.75
- 1.4 Based on statements from PLSB and calculated at \$5.55 per capita
- 1.5 Held at 2022 level - reflects the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 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
- 2.4 Cooperative Collection Fund – has been discontinued as a line item and will be funded through reserves.
- 2.5 Line reduced to \$45,000 due to changes in use patterns and changes in fees covered – funds shifted to 2.9 and 2.19 - for platform and library services subscriptions
- 2.6 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
- 2.7 Reduced - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2022 level
- 2.9 Name changed and items consolidated from line 2.5 – increased to \$6,500
- 2.10 Newly created in 2022 -amount held - 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 Held at \$1,000 based on actual
- 2.14 Reduced based on actual - includes both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Increased, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Increased significantly – 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 fuel costs continuing to rise
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2022 amount
- 2.19 Increased to \$87,500 to reflect use patterns – funds shifted from 2.5
- 2.20 Increased slightly to \$11,000
- 2.21 Held at 2022 amount
- 2.22 Reduced to \$2,600 – Grant Connect fee moved to line 2.5

COST OF SERVICES

- 3.1 Increased to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Increased slightly to \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2022 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$21,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$12,750 - 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 \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased slightly – reflects fees for photocopiers and estimated usage
- 3.9 Reflects current staff levels
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2022 amount
- 3.12 Reduced slightly - based on a five-year review
- 3.13 Increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2022 level – based on 3-year review of actual expenses
- 3.15 Reduced to \$26,000 – due to the use of virtual meetings. Includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.16 Based on actual in new building to date and then estimated – reduced to \$36,000

Complete Notes to the 2023 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

Income	
1.1	Provincial Operating Grant
1.2	First Nations Grant
1.3	Membership Fees
1.4	Alberta Rural Library Services Grant
1.5	Interest Income

TOTAL Income

Present Budget	
2022	2023
992,621	992,621
145,602	145,602
1,939,986	2,001,335
429,742	429,742
28,500	28,500
3,536,451	3,597,800

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate 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. This 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:

\$8.75 per capita – requisition to municipalities to balance the budget, a twenty cent increase per capita. The previous note was held at \$8.55 for three consecutive years.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. 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 estimated at 2022 levels.

Support Materials & Services Direct to Libraries		2022	2023
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Computer Maint. Agree. Software licenses	201,885	207,512
2.4	Cooperative Collection Fund	35,835	0
2.5	eContent Platform fees, Subscriptions	78,100	45,000
2.6	FN Provincial Grant expenses	78,839	78,839
2.7	Freight	1,800	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	3,000	6,500
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	87,500
2.20	Large Print	10,000	11,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	2,600
TOTAL Support Materials & Services Direct to Libraries		1,345,787	1,329,492

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 the 2022 level.

*2.3 Computer Maint. Agree.**Software Licenses:*

line slightly increased – this line covers, but is 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.

2.4 Cooperative Collection:

this line has been eliminated as a budgeted item but for this year will be funded from reserves, see the Budget Supplement at the end of the budget section. This fund was 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 patron needs.

*2.5 eContent Platform fees**and Subscription fees:*

decreased from 2022 level due to the cancelation of two resources based on usage statistics and feedback from local library staff - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume and Grant Connect.

*2.6 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.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – reduced based on actual.

*2.8 Internet Connection**Fees:*

for internet service provision to member libraries and HQ – held at 2022 level.

- 2.9 Library Services Tools:* name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).
- 2.10 Marketing/Advocacy:* newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.
- 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:* held at 2022 level - based on actual, includes professional development publications and library journals.
- 2.14 ILL Postage Reimbursement for Libraries:* reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.
- 2.15 Supplies purchased Cataloguing/Mylar:* increased slightly - 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:* increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

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 2022 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2022 level– used to support the physical audiobook collection.

2.19 eContent: increased from 2022 with funding shifted from the eContent Platform fees line (2.5) - based on feedback from local library staff and usage statistics - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, as well as Overdrive eMagazines and potentially other eContent.

2.20 Large Print Books: slight increase from 2022 level to help refresh the collection.

2.21 Programming Boxes: held at 2022 level - to refresh and build new programming kits for programming in member libraries.

2.22 Reference Materials: decreased due to moving Grant Connect costs to the eContent Platform fees line (2.5) – 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		2022	2023
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
TOTAL Cost of Services		2,190,664	2,268,308

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* increased 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 – held at 2022 level.
- 3.4 Building-Repair/Maintenance.* increased slightly – costs are based on actual in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

*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 and accounts for cyber insurance, the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime employee drivers abstracts and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

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

increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal.

3.8 Photocopy:

reflects fees for photocopiers and estimated usage with a slight increase, based on actual.

3.9 Salaries:

to reflect the current staffing level.

*3.10 Salaries-Employee**Benefits:*

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

3.11 Staff Development:

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

*3.12 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, regional systems swag, also building and stationery supplies - reduced slightly. Based on a five year review.

- 3.13 Telephone:* increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 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, held at \$8,000.
- 3.15 Trustee Expense:* reduced due to virtual meetings - accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf).
- 3.16 Utilities:* based on actual since moving into the new building in October 2020 and then estimated for a full year – reduced slightly.

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

	Present Budget 2022	Proposed Budget 2023
TOTAL Income	3,536,451	3,597,800
TOTAL Support Materials & Services Direct to Libraries	1,345,787	1,329,492
TOTAL Cost of Services	2,190,664	2,268,308
TOTAL Expenses (library materials & cost of service)	3,536,451	3,597,800
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.75

Budget Supplement**Explanation points to the 2023 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 2023 (estimated at \$40,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

As described elsewhere in the budget document, Parkland will continue to fund the Cooperative Collection project in 2023 using funds from the Unrestricted Reserve (\$35,000).

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 - 2023

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2023	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$72,720	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$40,500	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$219,600	
<i>(may include Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRL assets - 2023, \$40,600 -B)</i>		
Unrestricted Reserve		
Funds to purchase library materials for Cooperative Collection project	\$35,000	D
	\$367,820	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Anticipated vehicle selling price	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$46,620	B
Current Year Amortization estimated - PRLS Assets	\$34,480	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		

Proceeds from the sale of vehicles	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		

Technology Reserve

Budgeted for member library computers	\$68,617	
---------------------------------------	----------	--

\$154,717

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	\$72,720	A
<i>(actual amount will be affected by asset disposals during the year)</i>		

Amortization expense anticipated for building	\$78,939	
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(actual amount will be affected by asset disposals during the year)

\$151,659

Summer Village of Norglenwold

October 7, 2022

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 20th & 21st, at the Renaissance Hotel & Conference Center in Edmonton. The agenda for the conference is attached.

Options for Consideration:

Council has allocated \$916 in the 2022 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

SAVE THE DATE: October 20 & 21st, 2022

ASVA Conference & AGM

“COME TOGETHER TO GROW TOGETHER AGAIN”



Please contact ASVA for early bird registration: info@asva.ca

Venue: *Renaissance Hotel & Conference Center, Edmonton Airport*

- **A Room Block Discount is available for early booking until September 20, 2022**
Please contact reservations: tel. 1-877-231-1724 or email:
bailey.chomitzky@marriott.com and refer to ASVA Conference & AGM

Day 1: Full day Program

October 20th Registration & Breakfast Buffet 9:00 a.m. – 10:00 a.m.

Conference begins at 10:00 a.m. promptly with Minister's Welcome

Program 10:00 a.m. – 4:00 p.m.

Coffee Break 10:30 a.m. – 10:45 a.m.

AGM 4:00 p.m. – 4:45 p.m.

Cocktail Hour 5:00 p.m. – 6:00 p.m.

Dinner Banquet 6:00 p.m. – 7:00 p.m.

Silent Auction & Entertainment 7:00 p.m. – 8:00 p.m.

Day 2: ½ day Program

Breakfast Buffet 8:00 a.m. – 9:00 a.m.

Emergency & Environmental Panel & Q&A 9:00 a.m. – 10:15 a.m.

Coffee Break & Snacks 10:15 a.m. – 10:30 a.m.

CAO Breakout Session & Panel 10:30 a.m. – Noon

12 Noon Closing of Session

Featured Keynotes, Panels and Topics:

Day 1 –

Advocacy Panel

R.C.M.P. K-Division "Policing Small Communities"

ALMS – Government of Alberta (Aquatic Species)

AB Municipalities - Future of Municipal Governments

RMA

Day 2 -

Emergency Management and Environmental Specialists Panel (GOA, AB Muni's, ALMS, FRIIA, and more) "Land, Air, Water"

CAO Breakout Session (Day 2)- featured topics and panel specialists:

SLGM – Tools and Resources for CAO's

LGAA – Tools and Resources for CAO's

Topic 1: The Recipe for Productive CAOs

Topic 2: Ingredients of Positive and Constructive Relationships with CAO's & Councils:

Mayor Bernie Poulin, and S.V. Itaska Beach, CAO June Boyda

Fostering a Culture of Respect and Future of Municipal Government Project research on the changing dynamics of CAOs

Summer Village of Norglenwold

October 7, 2022

Council and Legislation

Request for Decision

Agenda Item: *Verme Energy*

Background:

Mayor Gurevitch attended the Central Alberta Mayors and Reeves meeting on September 8, 2022, where a presentation was made by Verme Energy on waste to energy technology. This has been added to the agenda for discussion and determination of interest by Council.

Attached is the presentation and briefing notes from the meeting along with a letter of intent from the Town of Innisfail.

Options for Consideration:

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

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

MGA 201 (C) "A Council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;"



Briefing note

Waste is a problem.

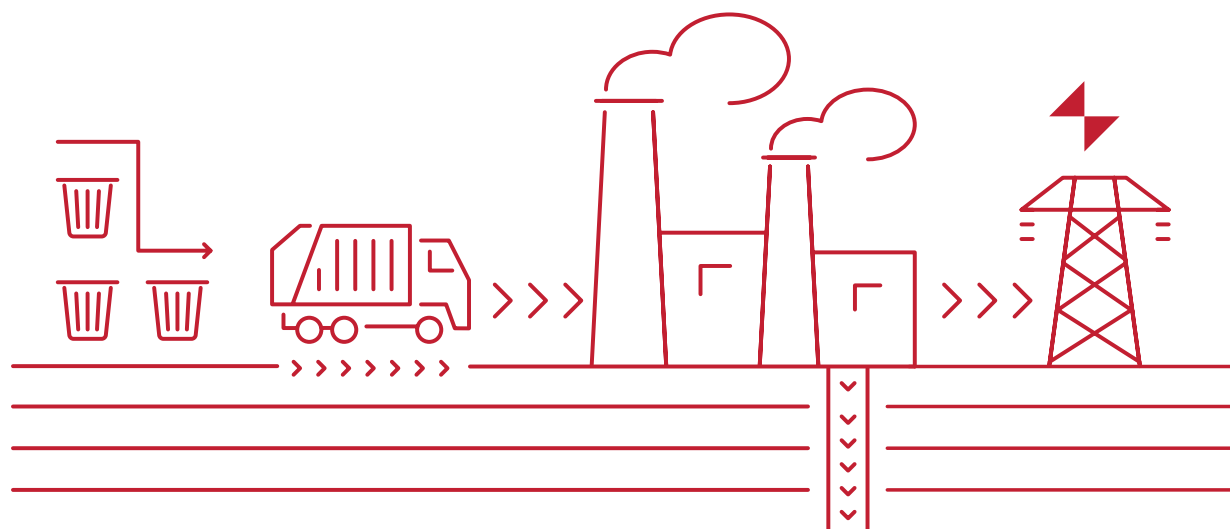
Waste is increasing globally. Global waste volumes are estimated to grow by 70% by 2050. Most of it will wind up in landfills where it will stay forever.

Landfills account for 16% of global methane emissions—and methane is an extremely potent greenhouse gas (GHG). It's 86x more potent as a GHG over a 20 year period than CO₂.

It's no wonder waste is a significant contributor to climate change. And its contribution is only growing.

This problem is exacerbated by how we treat much of our waste. Many municipalities have recycling programs, but they have severe capacity limitations and a lot of waste should not be recycled including dirty, contaminated, mixed, or degraded materials, and substances of high concern. Typical incineration leaves a significant environmental footprint and landfills are not a solution.

Our waste won't wait. We need proven solutions, collective action and a sense of urgency to convert our problems into future opportunities. For our environment. For our future.



A world free from landfills.

Varme is changing the future of waste in Canada.

Across Europe and around the world, sustainability-forward municipalities have built landfill waste-to-energy projects with increasing capacity for the last 20 years.

We can use this same technology to turn our trash into treasure by gasifying our waste into usable heat, and diverting up to 95% of the carbon emissions from our current process of dumping our garbage into landfills.

Just one of our waste-to-energy plants would **eliminate over 8.2 billion pounds of garbage** from entering landfills over 25 years. A single facility will generate 60 MWh of steam over 90% of the year. This produces enough heat for roughly 47.3 million, 20-minute hot showers annually. That's 47 showers per person per year for a city of 1 million people like Edmonton.

All Varne facilities are coupled with post-combustion carbon capture and permanent sequestration facilities. Since our plants run nearly around the clock, we can provide our heavy industrial

sector with stable, reliable steam, while also being a consistent supplier of over 200,000 tonnes of CO₂ for storage.

The energy in our waste often comes from plastics and carbon-based biomass. By gasifying and storing this waste underground, we complete the carbon circle and return it to its original place in the earth.

The outcome of all of this: we eliminate future landfills. And produce clean energy.

With Varne's proven technology, waste is eliminated. What's left is heat to warm and power businesses in an environmentally friendly way.

Waste to energy with integrated carbon capture gives us a zero emissions waste management and energy production solution. It's critical to any future waste management infrastructure.

Our waste won't wait. And now it doesn't have to.

The economic impact of waste to energy.

Each waste-to-energy facility requires \$150-\$200 million in capital expenditure. Our plan is to build 3-5 of these facilities in Alberta alone.

That's a big investment in Alberta jobs and infrastructure—up to \$600 million.

In Edmonton, about one million tonnes of waste is sent to landfills each year. About 15% of that might be diverted from landfill if all waste is sorted properly—but that doesn't happen. With waste-to-energy facilities, we can build a near-perfect circular economy by creating value from waste.

Anything that can't be recycled or composted goes to one of these waste-to-energy facilities. As these additional economic streams are monetized, we can leverage innovative separation technology to pull out certain materials like metals and sell them off.

When Albertans know their waste is being properly managed and diverted from landfills, they're more likely to participate in the collection of recycling and organic matter that can then be turned into compost or other goods--diverting even more waste from landfills.

This is a sole-source landfill elimination solution. As citizens, we're currently paying for the right to create permanent landfills. At no extra cost to citizens, Varme can eliminate landfills.

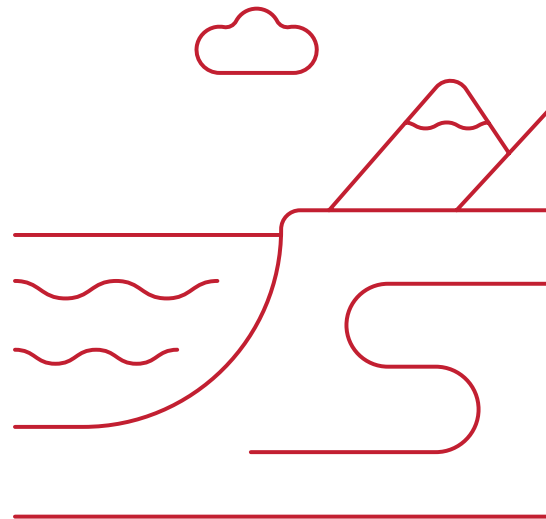
Alberta's waste-to-energy advantage.

There is no better place for waste to energy than Alberta. From a deregulated electricity market, to the best (and cheapest) carbon capture and storage cap rock in the world, to a clear need to protect our land from a future of dumping our garbage in landfills, Edmonton, Alberta and Canada are ready for action.

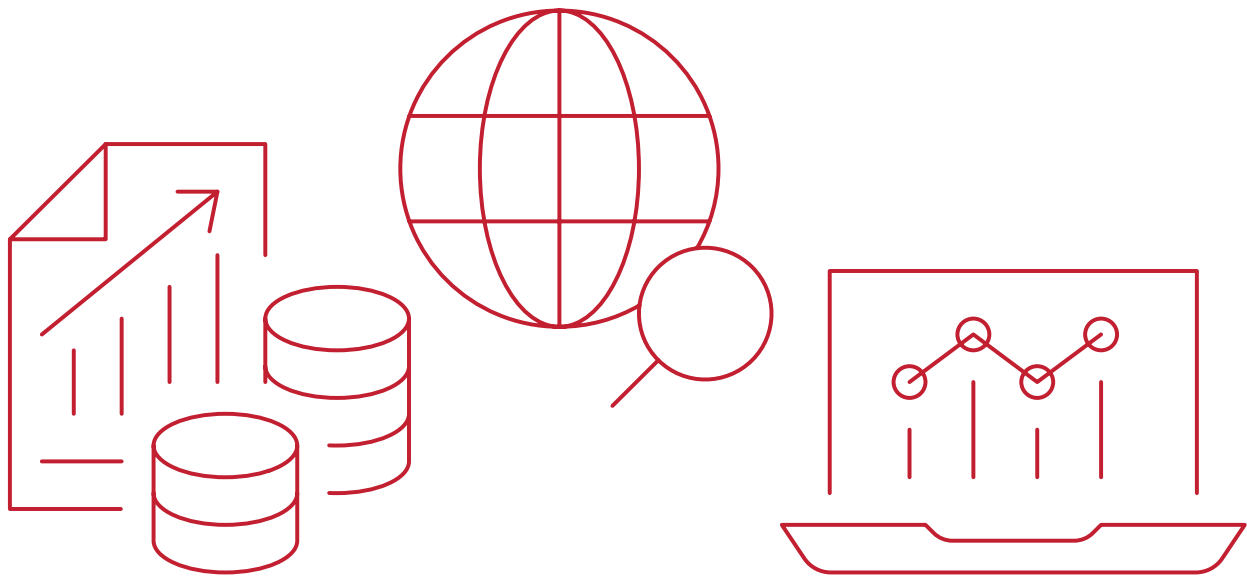
Alberta has the best carbon capture and storage (CCS) infrastructure in the world. With the world's best geology and cap rock right in our backyard, carbon capture is more efficient. In Europe, for example, they need to ship the carbon to port and then to an offshore rig. As a result, our CCS costs are \$20 per tonne instead of \$200 per tonne.

Our geology--combined with the expertise in Alberta from long standing carbon capture practices in the energy industry--makes Alberta the perfect place for CCS.

And with federal government tax credits covering half of the costs of CCS, the economic opportunity is significant.



Revenue Model



We are coming in with full equity investment from GTH and proven waste-to-energy technology.

How do waste-to-energy facilities cover costs and generate revenue?

There are three main revenue sources for these facilities: waste on the front end of the process, and energy and carbon on the back end of the process.

Landfills currently cover the cost of operations by requiring customers to pay fees to dump their waste. With this new model, customers will now pay this fee to Varne.

Varme Energy

Varme (pronounced Varma) is Norwegian for heat and warmth. We pride ourselves on converting landfill waste into usable, reliable, baseload energy.

Varme is a progressive, modern energy company that will shape the future of waste. We're the first of our kind in Canada.

Varme is backed, and majority owned, by Green Transition Holding (GTH), a Norwegian company whose team and subsidiaries have a multi-decade track record as pioneers in the waste-to-energy and energy transition industries in Europe.

Varme is led by CEO Sean Collins, a pioneer in Alberta's renewable energy and energy transition industries. Sean is proud to have secured the first geothermal resource rights in Alberta and is deeply passionate about Alberta taking the leadership position of the global sustainable energy transition.

Andreas Karlsen is Varme's board chair and Green Transition Holding's Global Director of Energy from Waste. Andreas leads GTH's global portfolio of waste-to-

energy project development and has a 10+ year career in oil & gas, maritime & energy transition industries.

Sean and Andreas have known each other for over 10 years since a first meeting in Trondheim in 2012.

Green Transition Holding is led globally by Paal Skoe, CEO of GTH. Paal brings deep financial acumen to the team and was formerly the CFO of Norway's largest waste company, Norsk Gjennvinning. Paal serves as a board member for Varme Energy, and global strategic lead as GTH CEO.

Varme's development manager, Rory Wheat, is a "Swiss Army Knife" leading outreach on steam and power offtakers and leads a broad range of project development and business development activities for Varme.

With over 30 years of collective experience in waste-to-energy projects, Varme's team has the expertise to shape the future of waste in Canada.



Get in touch:

Sean Collins
CEO

Phone 1.780.232.0339
Email: sean@varme.ca

Rory Wheat
Development Manager

Phone 1.639.840.2131
Email: rory@varme.ca



Central Alberta Mayors & Reeves

September 8, 2022

Presentation Agenda

1. Norwegian Partner Introductions
2. Varne Energy Overview
3. Our Environmental Impact
4. Aitos Gasification Technology
5. Partnership with Central Alberta
6. Q & A





Global Director of Energy from Waste

Andreas Karlsen



Green
Transition
Holding

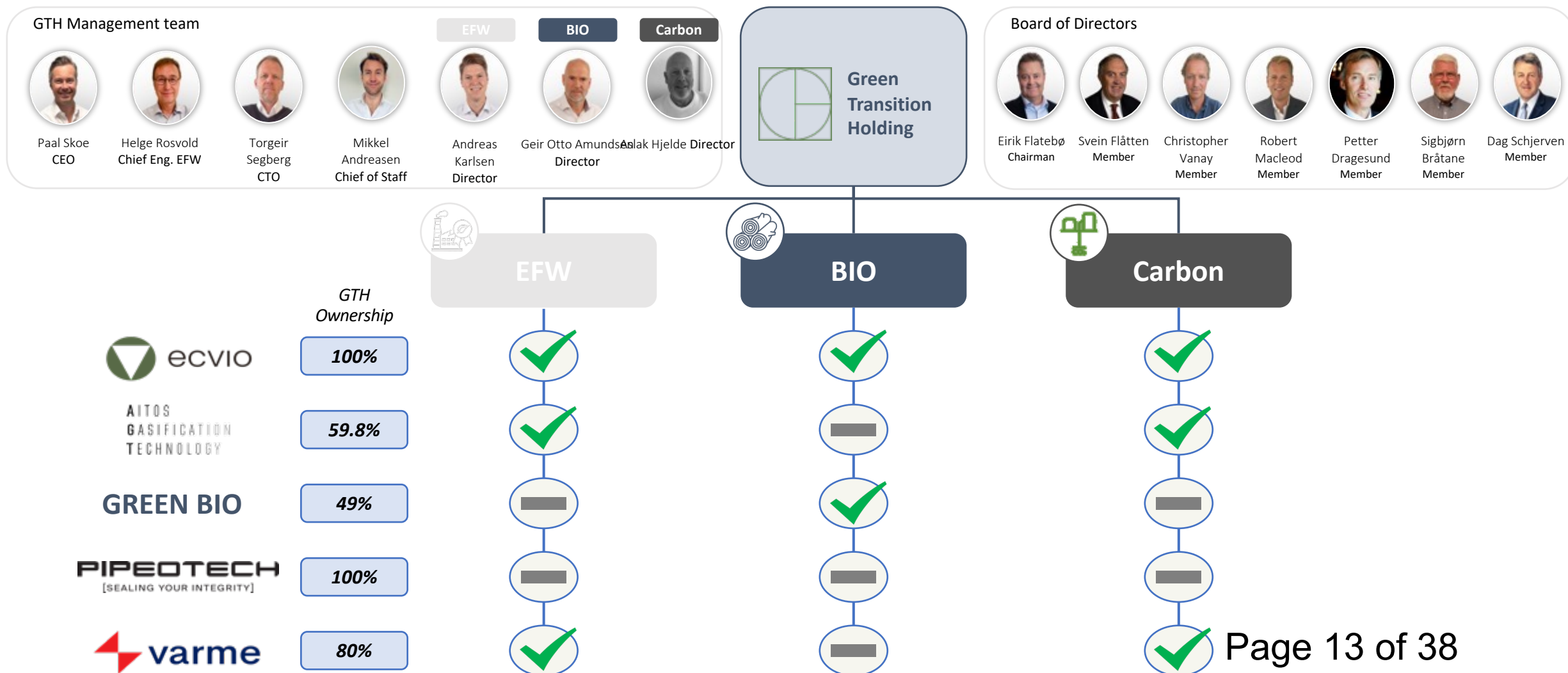
Andreas has 8 years of experience in the oil and gas industry where he mainly focused on rig new builds and upgrades as well as offshore wind projects.

He held various positions within engineering, new product development and sales.

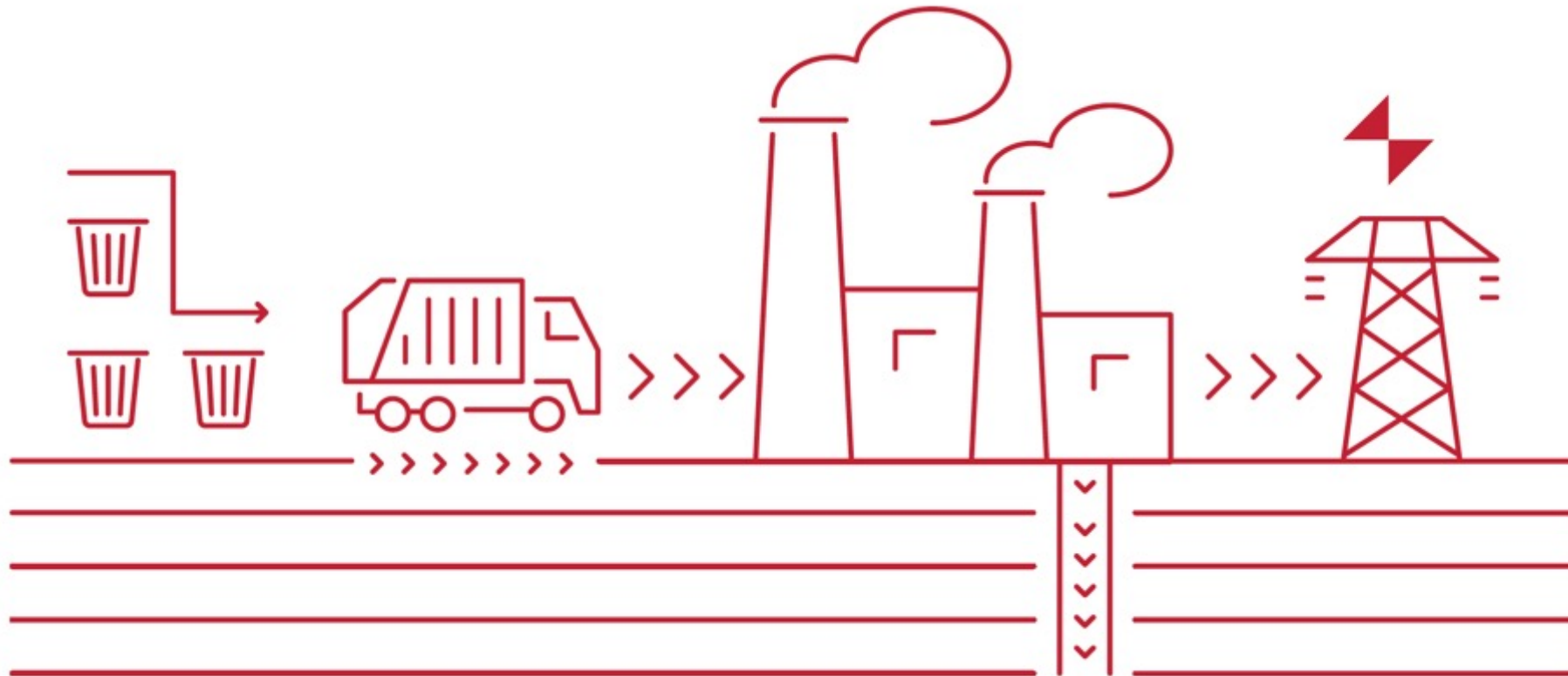
He has also held a central role in commercialization and development of low carbon solutions towards the oil and gas industry and project execution.

Andreas also serves as the Chairman for Varme Energy

GHT is structured in three main business divisions supported by portfolio companies



Varme Energy Overview



Executive Summary: Developing Waste to Energy Facilities with Integrated Carbon Capture & Storage

1

97% of our waste is currently going to landfills in Canada – where it remains forever

2

Processing our garbage through a waste to energy facility eliminates all methane emissions, and reduces overall GHG emissions associated with our waste by >95%

Landfills account for ~23% of Canada's methane emissions

3

The commercial window for waste to energy + CCS has arrived in Canada. Market fundamentals of investment tax credits, strong carbon pricing, and CCS availability have all materially shifted since 2020



Varme Energy at a glance

Canada's first waste to energy (WtE) specialists



Varme develops, owns and operates facilities for waste to energy, carbon capture & storage (CCS) & district energy



Highly Capable and Experienced Management Team headquartered in Edmonton, Alberta



Commercial negotiations underway on 3 projects - 2 in Edmonton Area and 1 in Innisfail (Signed LOI)



Negotiating waste tipping fee agreements from a variety of sources ~300k tonnes qualified leads in pipeline



Shortlisted for \$25M subsidy through Canadian Government's Low Carbon Economy Challenge



Multiple partnerships in development across supply chain



Exclusive IP & Technology rights



In-house EPC capabilities



Strong industrial support



Strong team & industry network

Execution team with deep industry knowledge

Varme Management Team

Industrial knowhow, passion, execution, experience



Sean Collins
CEO



Rory Wheat
Development Manager



Mikael Blom
CFO



Samir Hamid
Waste Consultant



GTH Management Team



Paal Skoe
CEO



Helge Rosvold
CTO



Torgeir Segberg
Technical Director, EfW



Geir Otto Amundsen
Director, Bio Energy



Mikkell Andreasen
Chief of Staff



Andreas Karlsen
Director, Energy From Waste

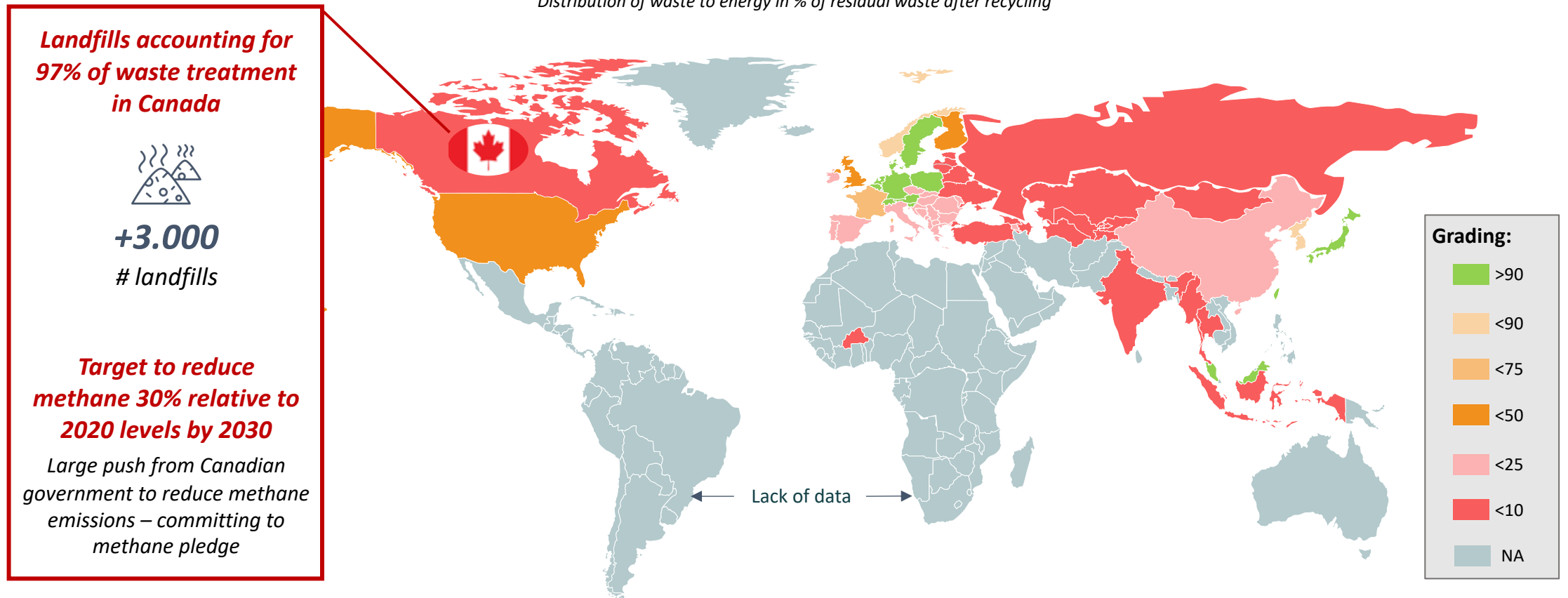
~60
employees in
the GTH Group



Canada far behind comparable countries in the development of waste to energy for treatment of waste

Waste to Energy as a share of residual waste

Distribution of waste to energy in % of residual waste after recycling

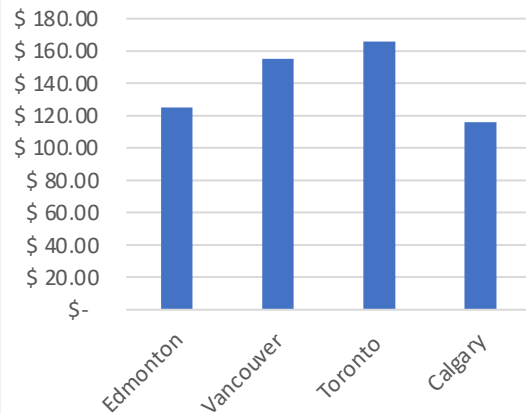


Significant potential from taking position within EfW given regulatory push for reduction in landfills

Highly supportive market drivers in Canada

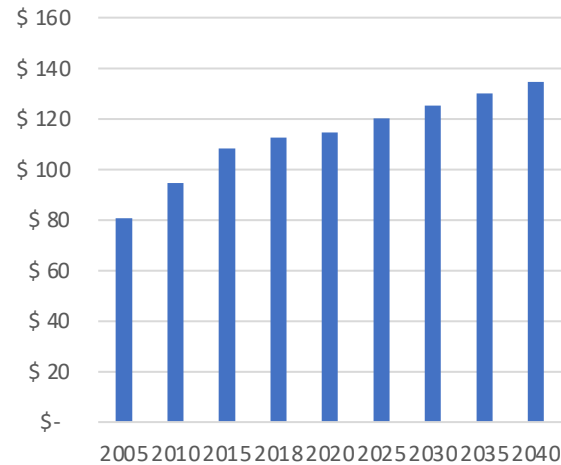
Gate fees development

Landfill tipping fee's Major Cities



Increasing energy prices

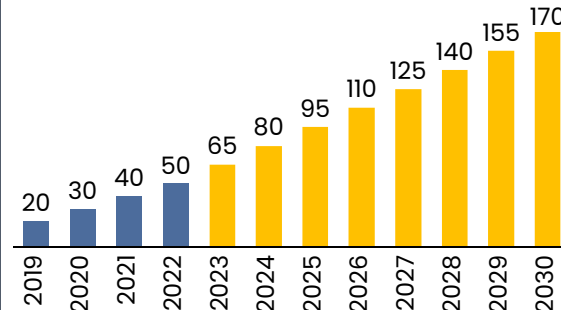
\$ / MWh expected spot market development



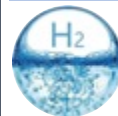
Value added products

Carbon Capture & Storage

CAD/t Carbon offset credits per Co2(e)



Syngas



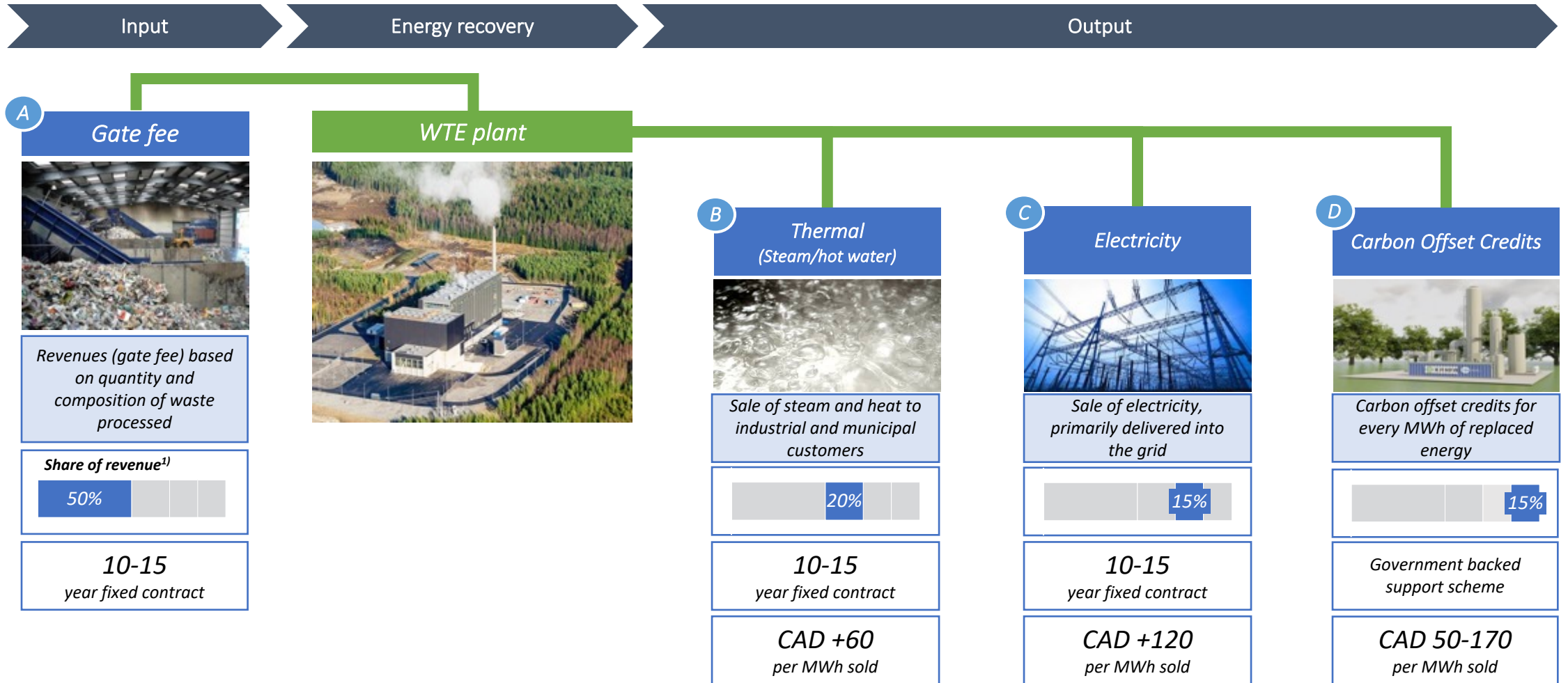
Major opportunities within Hydrogen & Ammonia

Regulatory push

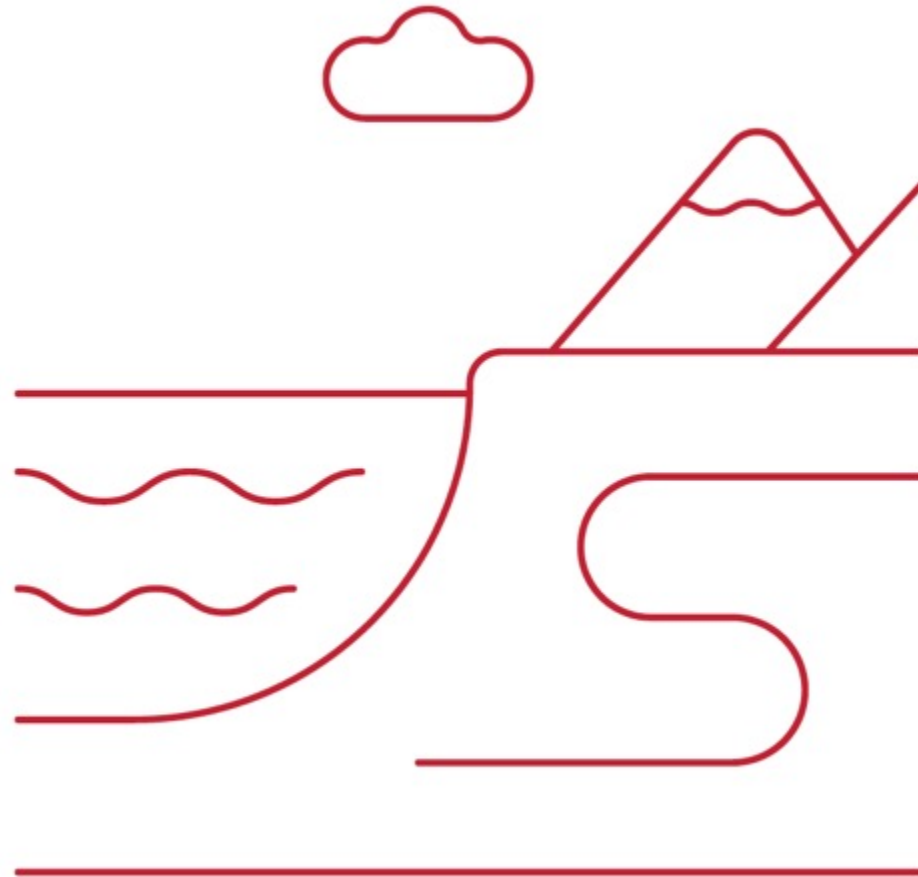
1. **CCS incentive - 50% tax payback of CCS CAPEX after first year in operation**
2. **Global Methane Pledge commitment - reducing methane emissions by 30%**
3. **Municipal Landfill Diversion Targets becoming common**

Demand for zero-carbon solutions and clean, local energy driving plant economics

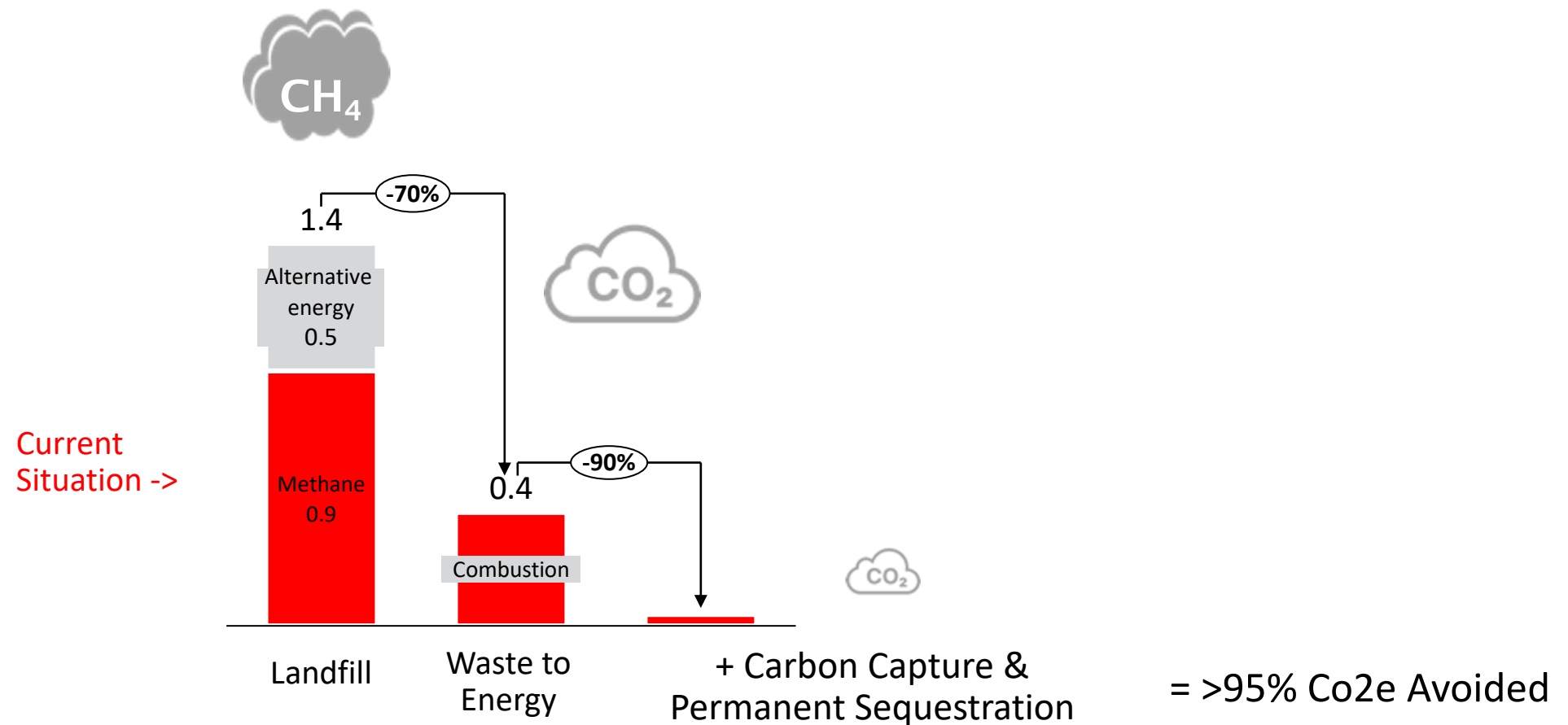
Project Economics



Our Environmental Impact



Co2e per 1 Tonne of Landfill Garbage



Eliminating Landfills Creates Many Complementary Industries



EU 2000 Starting Point

54%

Recycling & compositing

47%

Waste-to Energy

28%

22%

26%

10%

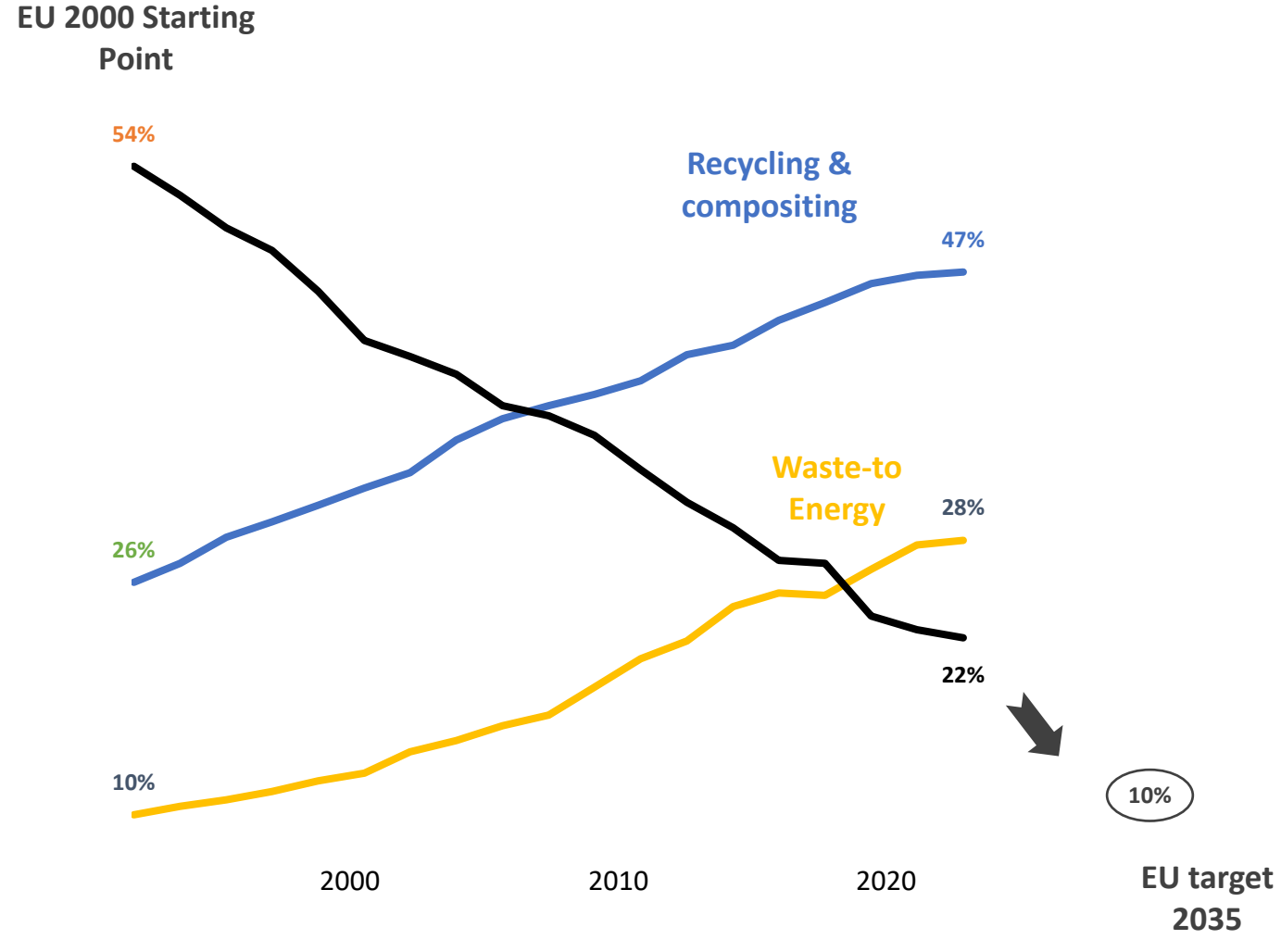
2000

2010

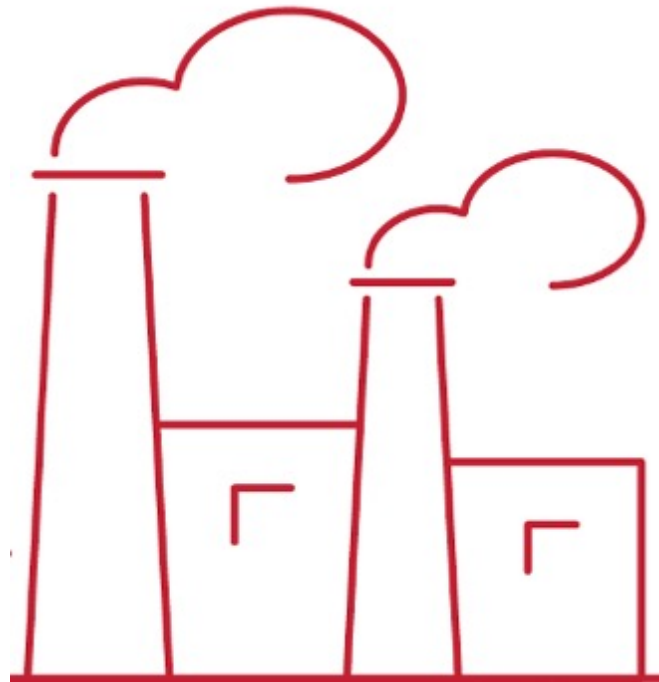
2020

EU target 2035

10%



Aitos Gasification Technology



Gasification 101



Forus Facility
in Stavanger, Norway

AITOS
GASIFICATION
TECHNOLOGY

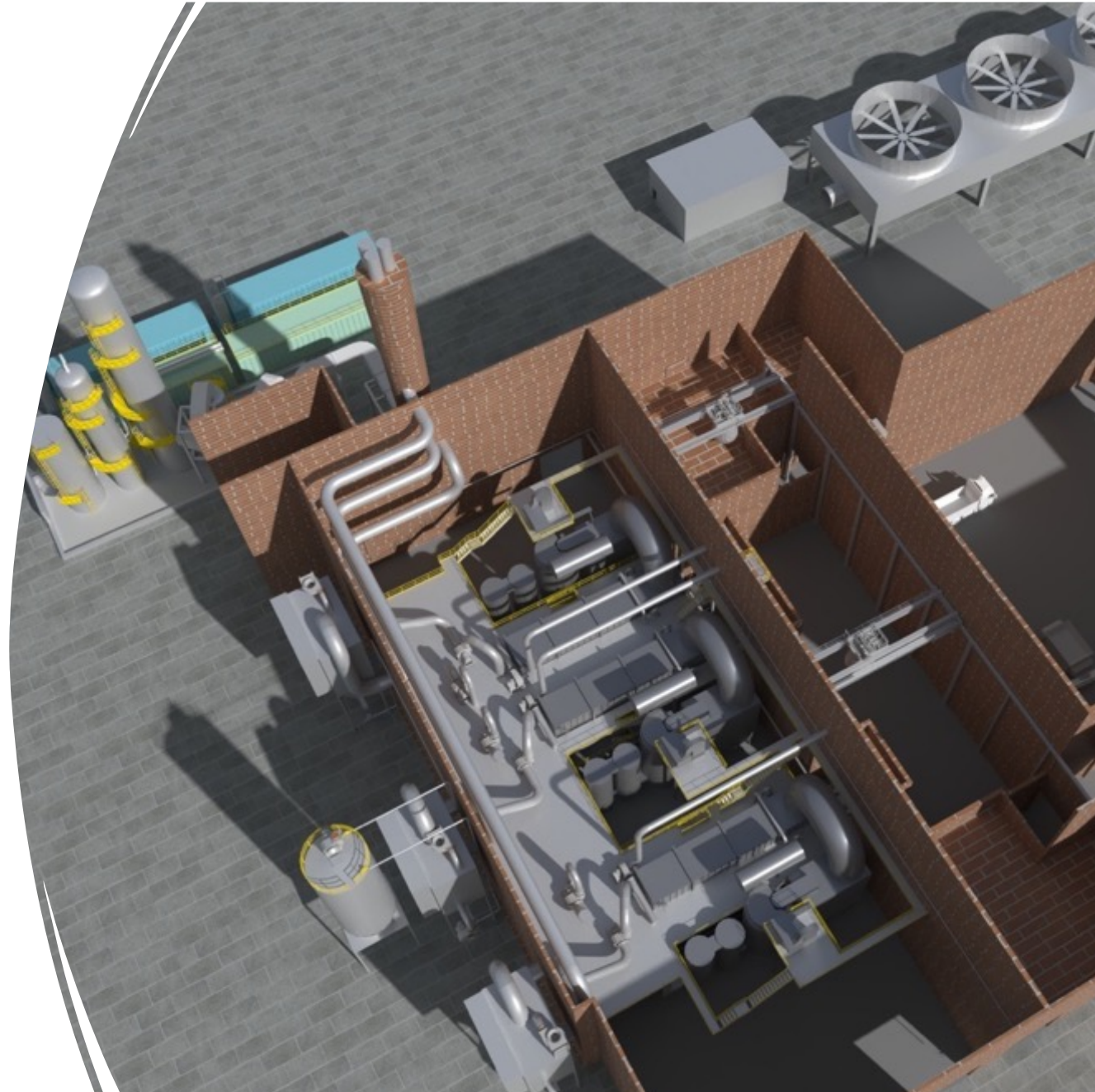


Partial oxidation, where a gasifying medium (steam, air, oxygen or other) interacts with waste at high temperature (550–1800 °C), in which solid material is gasified

*Output: Syngas, steam (heat/electricity)
Residue: Bottom ash, slag*

AITOS GASIFICATION TECHNOLOGY

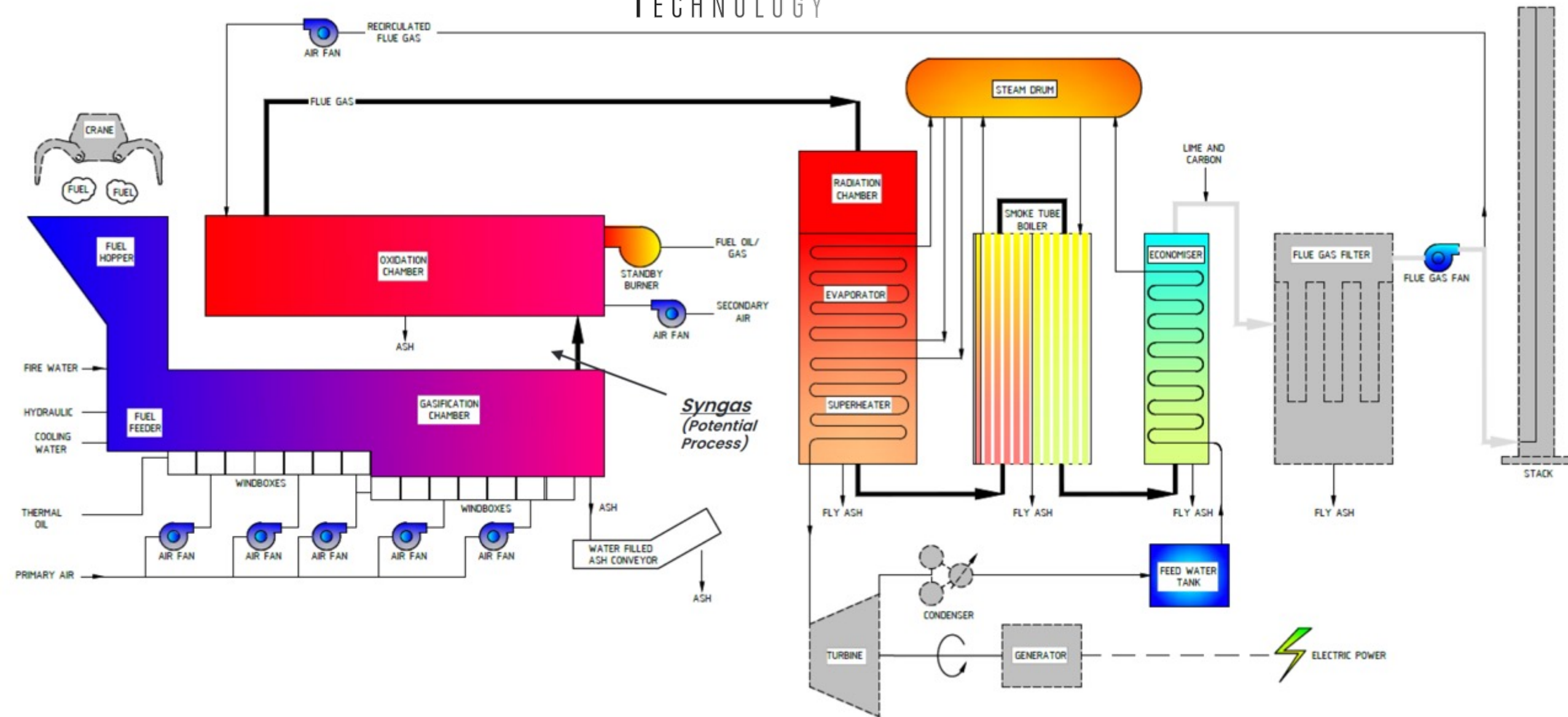
- **Patented, proven, strong operational history and low CAPEX**
- **Next generation Advanced Thermal Technology (ATT).**
- **Flexibility to variations in calorific value of waste “adaptive cruise control”**
- **Inherently low NO_x and SO_x surpasses all EU emissions regulations**
- **Modular and scalable in 50,000 tonne/year/oven increments**



AITOS
GASIFICATION
TECHNOLOGY



AITOS GASIFICATION TECHNOLOGY



Partnership with Central Alberta





June 28, 2022

To Whom it May Concern:

RE: Letter of Intent to Support Varme Energy and Advance Waste to Energy Technology Adoption in Alberta

The Council of Innisfail has met several times with members of Varme Energy to discuss the potential to develop a Waste to Energy facility within Innisfail. This project will bring economic development to the Town of Innisfail as well as supply clean energy to existing industrial facilities. The project will divert 100,000 - 200,000 tonnes of waste from Innisfail and the surrounding region from landfills. It will also produce emissions-free heat and/or power produced by the plant will contribute to a reduction in Innisfail's collective carbon footprint.

Innisfail has agreed to continue providing site-specific data to Varme Energy to increase their working knowledge of the area and its potential as a project location.

In addition to this, Varme Energy and Innisfail have discussed:

1. Innisfail to become a site for a 100,000 - 200,000 tonne/year Waste to Energy facility.
2. Varme Energy's intent to purchase or lease land in Innisfail as a part of the project's financial close.
3. Innisfail's commitment to making its municipal waste available to the project at minimum pricing of current tipping fees.
4. Varme Energy & Innisfail's joint commitment to working on advocacy with regional partners, the Province of Alberta, and the Government of Canada in support of the project.
5. Varme Energy's commitment to allocate time with the citizens of Innisfail providing education on this project and the benefits for the community.

Please consider this letter of intent a demonstration of Innisfail's support for Varme Energy's work.

Sincerely,


Jean Barclay
Mayor
Town of Innisfail

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Benefits to Region



- **Significant Economic Development**
 - \$150M - \$250M CAPEX Facility
 - Major foreign direct investment attraction win
- **Decarbonized Heat & Power available Regionally**
- **Long Term Job Creation**
 - 20-30 full time jobs for 25+ years for facility operations
 - 100+ construction & commissioning jobs for 30+ months
- **Climate Leadership**
 - Ability for 100% landfill diversion/elimination
 - 100,000-200,000 tonnes/year of CO2 available for local carbon capture and storage or enhanced oil recovery tie in
- **Regional Leadership & Collaboration Opportunity**

Headwinds to Overcome

1

Innisfail is less than 5% of waste needed for one project
Deep Regional Collaboration Needed

2

No Current Local Carbon Capture & Storage Integration
May require gap until construction of CCS integration

3

Competing with Speed of “Designated Industrial Zone”
Approval Process
Need active engagement with Provincial Government to secure swift permitting approvals

Key Actions of Support

1

Commit Your Waste to Project

Seeking commitments at minimum current all-in costs for tipping & ancillary

2

Support in Acquiring Grants & Other Funding

3

Identify Local Suppliers for Facility & Construction

Q & A Session



Get in touch:

Sean Collins
CEO

Phone 1.780.232.0339
Email: sean@varme.ca

Rory Wheat
Development Manager

Phone 1.639.840.2131
Email: rory@varme.ca



June 28, 2022

To Whom it May Concern:

RE: Letter of Intent to Support Varme Energy and Advance Waste to Energy Technology Adoption in Alberta

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Sincerely,


Jean Barclay
Mayor
Town of Innisfail

cc/

Summer Village of Norglenwold

October 7, 2022

Request for Decision

Agenda Item: *Project Planning 2023*

Background:

In September and October administration begins looking at potential projects for the following year. At this time, we are hoping to have a discussion where Council can bring forward ideas or suggestions. We can then research potential costs that will help us to form our capital budget. Potential projects that have previously been discussed are the ongoing annexation (which should wrap up in 12-18 months), an Open Space Plan including Dock and Mooring Regulations, and fixes to the drainage in the Rustic Crescent area.

Options for Consideration:

Council to discuss and provide direction to administration.

Administrative Recommendations:

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”.

Summer Village of Norglenwold

October 7, 2022

Council and Legislation

Request for Decision

Agenda Item: *Fortis Franchise Fee*

Background:

As part of the Summer Village of Norglenwold's electrical distribution system franchise agreement with FortisAlberta, we have the annual ability to either increase, decrease or keep our franchise fee the same with written notice.

Options for Consideration:

Norglenwold's current agreement is 5%. If Council is proposing an increase or decrease to the franchise fee, a resulting impact to the customer's annual billing is required to be advertised in the local newspaper for 2 consecutive weeks. Attached is a listing of current Franchise Fee Riders.

Administrative Recommendations:

That Council review, discuss and provide direction as to whether they wish increase, decrease, or keep franchise fees the same.

Authorities:

The Municipal Government Act, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality.

Bylaw #217-14 "A Bylaw of the Municipality to enter into an agreement granting FortisAlberta Inc. the right to provide exclusive distribution access services within the Summer Village of Norglenwold for a period of 10 years subject of the right of renewal as set forth in the said agreement and the said Act."

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01



Muni Code	Municipality	Rider	Effective
03-0270	Rockyford	5%	2015/04/01
03-0272	Rosemary	14.50%	2020/01/01
04-0273	Ross Haven	0%	2016/01/01
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	9%	2020/01/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	10%	2021/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	6%	2021/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2013/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	20%	2020/07/01
03-0304	Strome	9%	2022/01/01
02-0307	Sundre	10%	2020/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	18%	2020/07/01
02-0315	Thorsby	20%	2014/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	8%	2022/01/01
02-0331	Viking	8%	2013/01/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	11%	2020/04/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	5%	2021/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	14.75%	2022/01/01
01-0347	Wetaskiwin	13.80%	2020/01/01

Muni Code	Municipality	Rider	Effective
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	3.32%	2021/01/01
04-0354	Yellowstone	3%	2016/01/01

Summer Village of Norglenwold

October 7, 2022

Planning and Development

Request for decision

Agenda Item: *Encroachment Agreement Renewal/Requests*

Background:

The following Encroachment Agreements are up for renewal:

- 15 Grand Avenue – Encroaching driveway gate/fence on the road right-of-way.
- 151 Grand Avenue – Encroaching fence, retaining walls, and concrete steps on the EOS.
- 349 Last Chance Way – Owner may maintain and use the EOS with non-permanent structures. Pays \$600.00 annually.
- 359 Last Chance Way – Encroaching deck on the EOS.
- 13 Ravenscrag Crescent – Encroaching fence and driveway on the reserve.
- 367 Last Chance Way – Encroaching deck, stairs and a shed on the Reserve and a shed on the Road Allowance.
- 361 Last Chance Way – Encroaching retaining walls and steps on the reserve and a sign, retaining walls and gravel pad on the Road Allowance.
(*This is a new Encroachment Agreement Request*)

The Encroachment Policy states:

1. The Summer Village of Norglenwold has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.
2. The Summer Village of Norglenwold asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove encroachments for all lands owned, leased and managed by the municipality.

Encroachment Policy and EA attached.

Options for Consideration:

1. Approve renewal of agreement(s) for another 5 year term with an updated agreement.

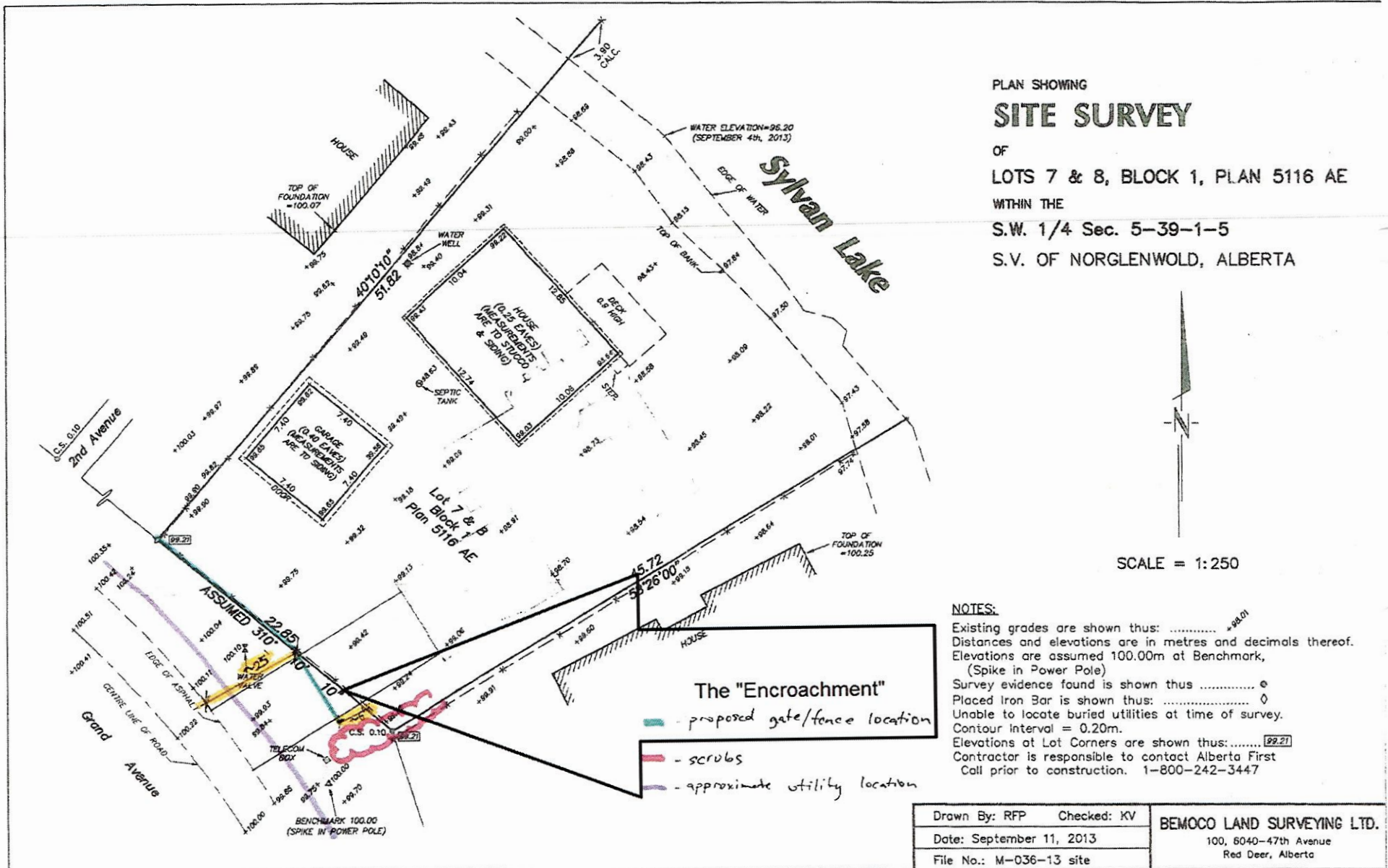
2. Deny renewal of agreement(s) and administration to notify residents that encroachments must be removed within 30 days of letter.

Administrative Recommendations:

Council to provide administration direction.

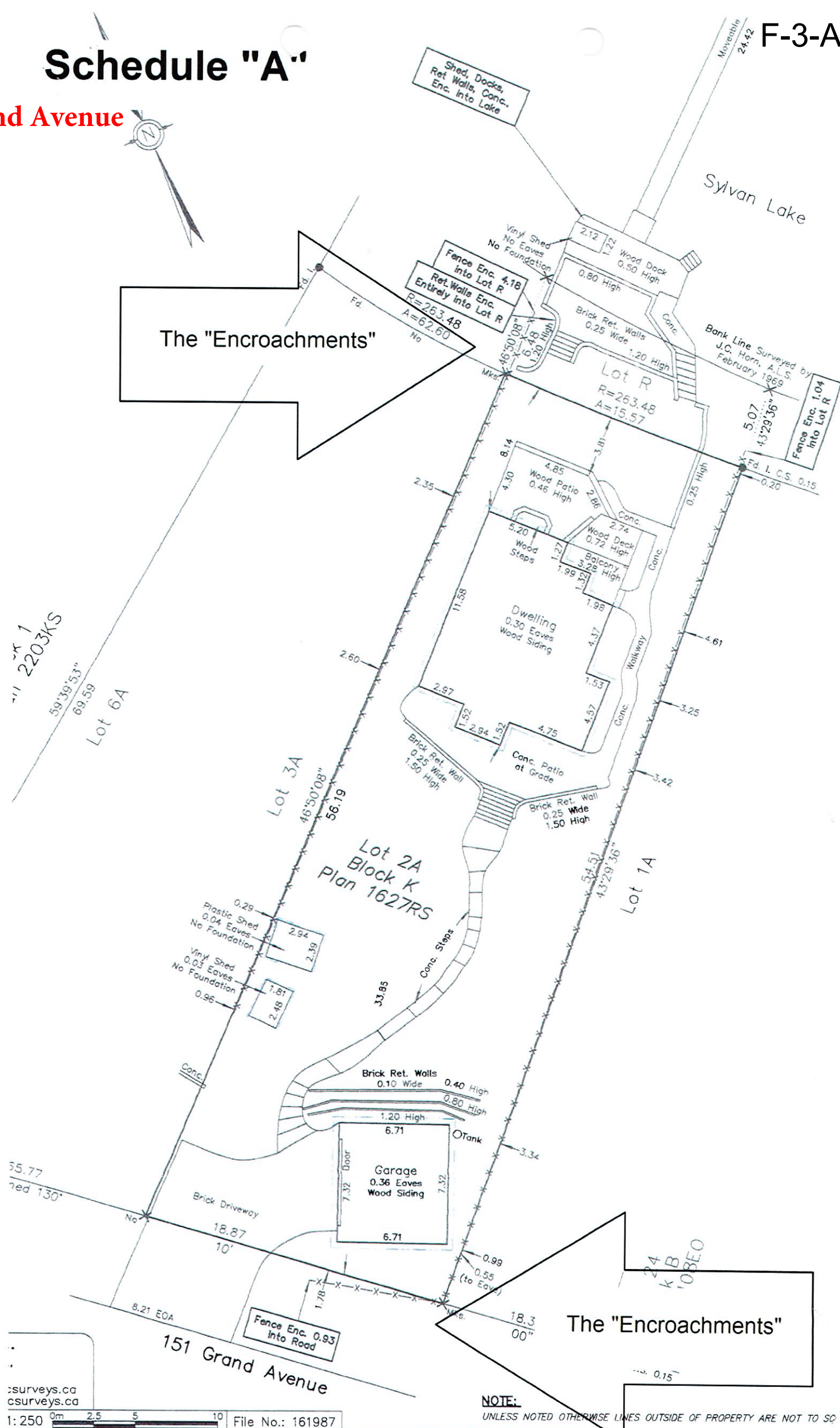
Authorities:

Encroachment Policy – NGC-20-087





151 Grand Avenue





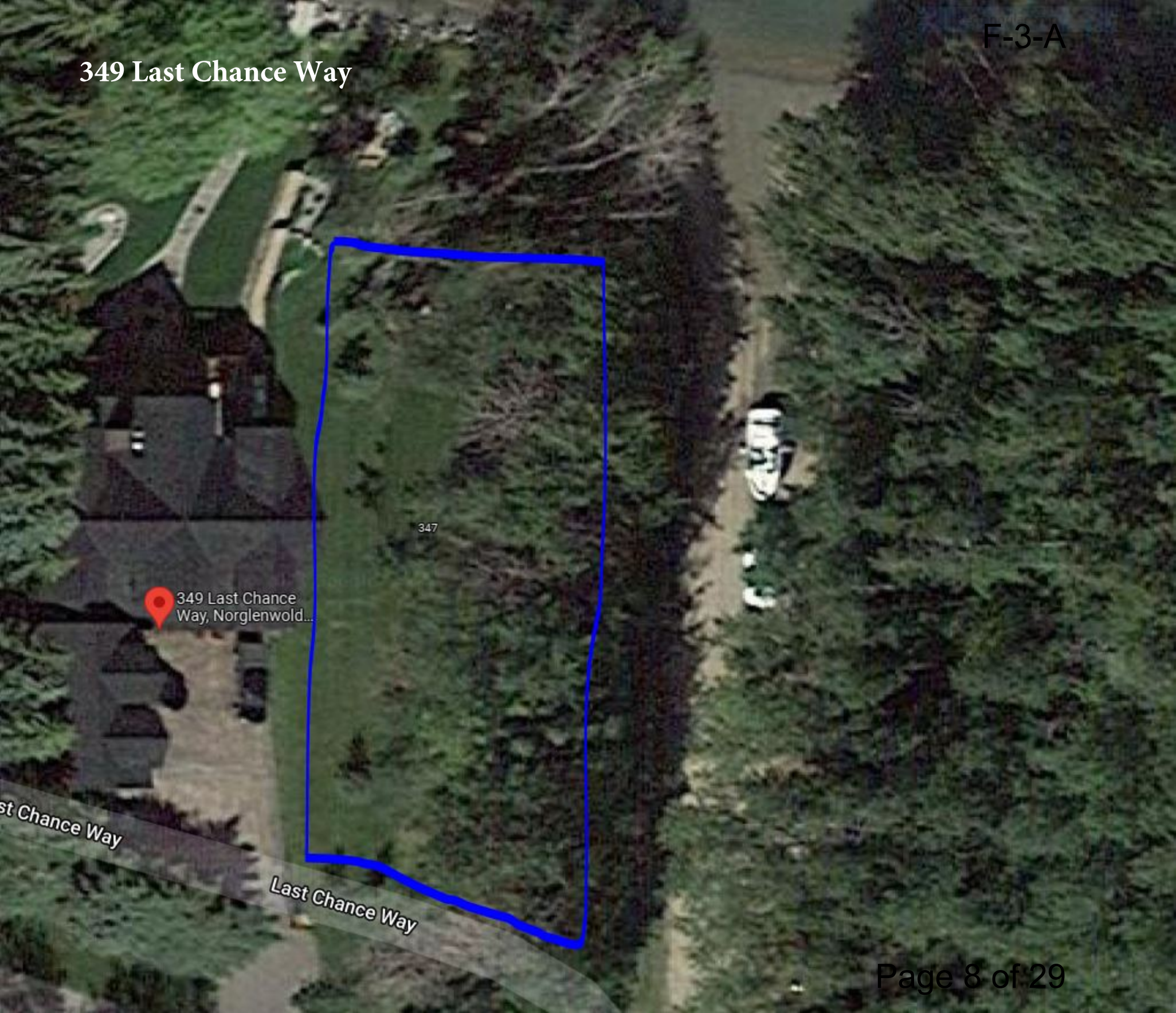
151 Grand Avenue

F-3-A



Estimated property line for visual.

349 Last Chance Way

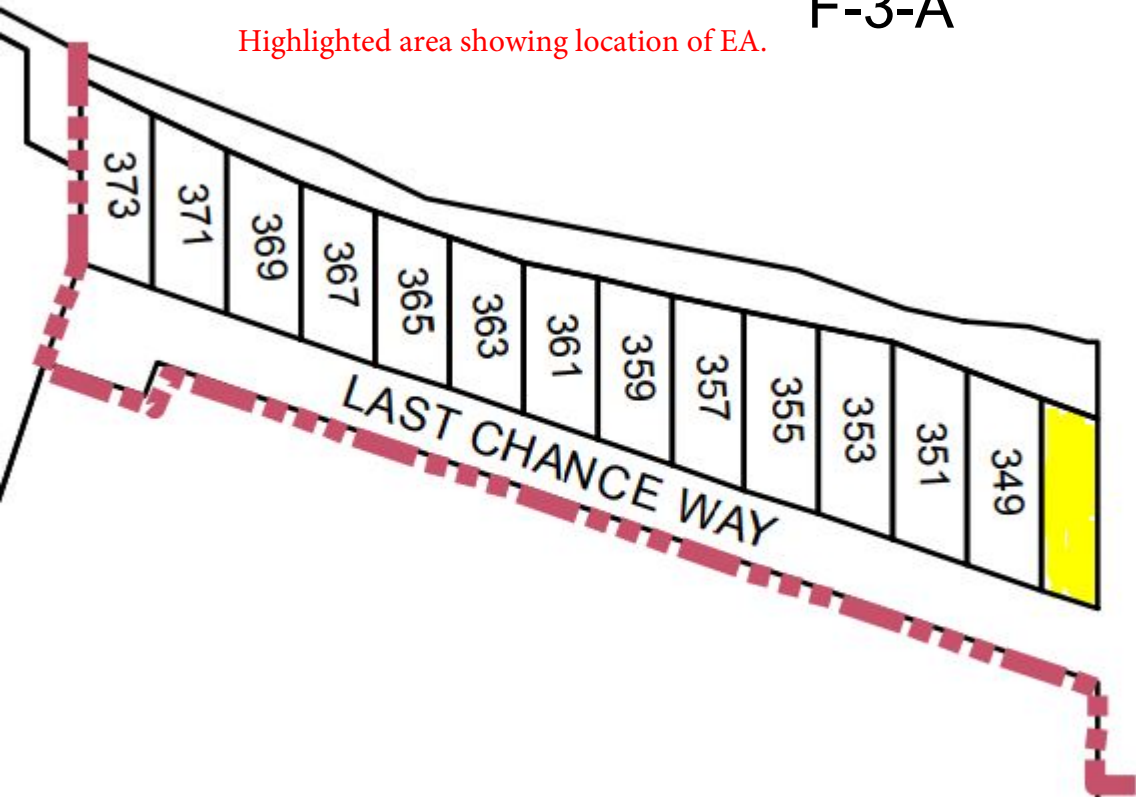


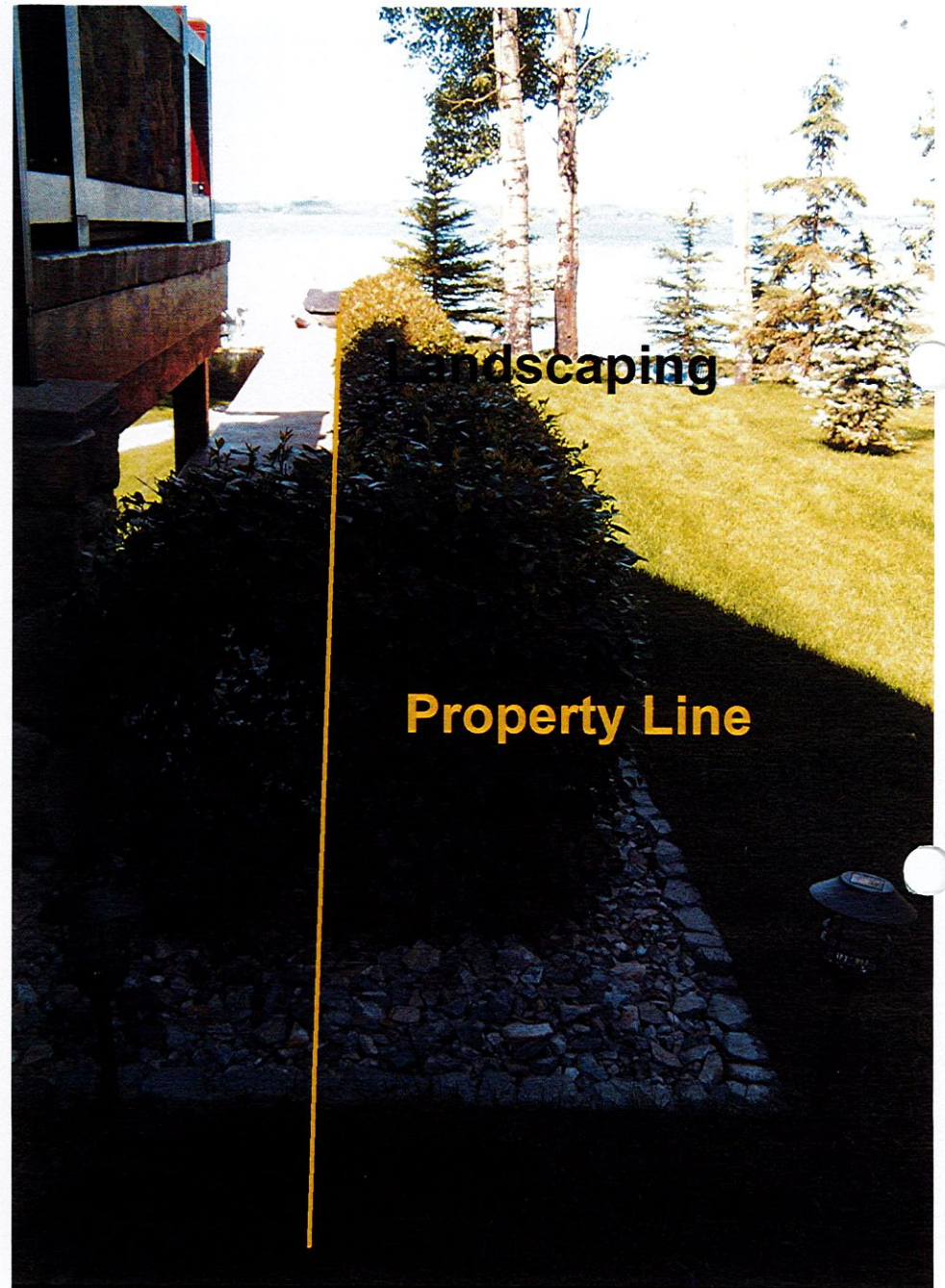
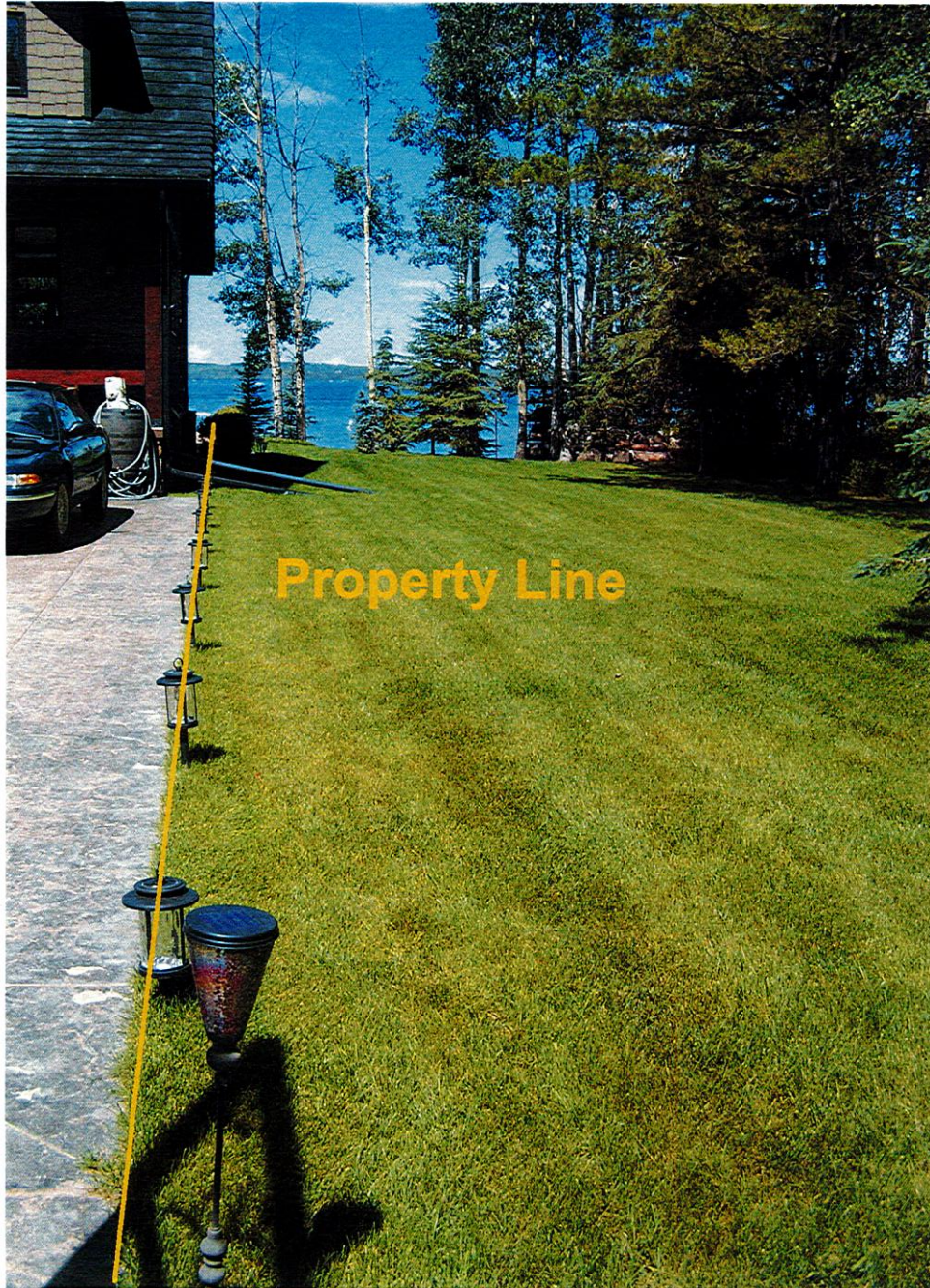
st Chance Way

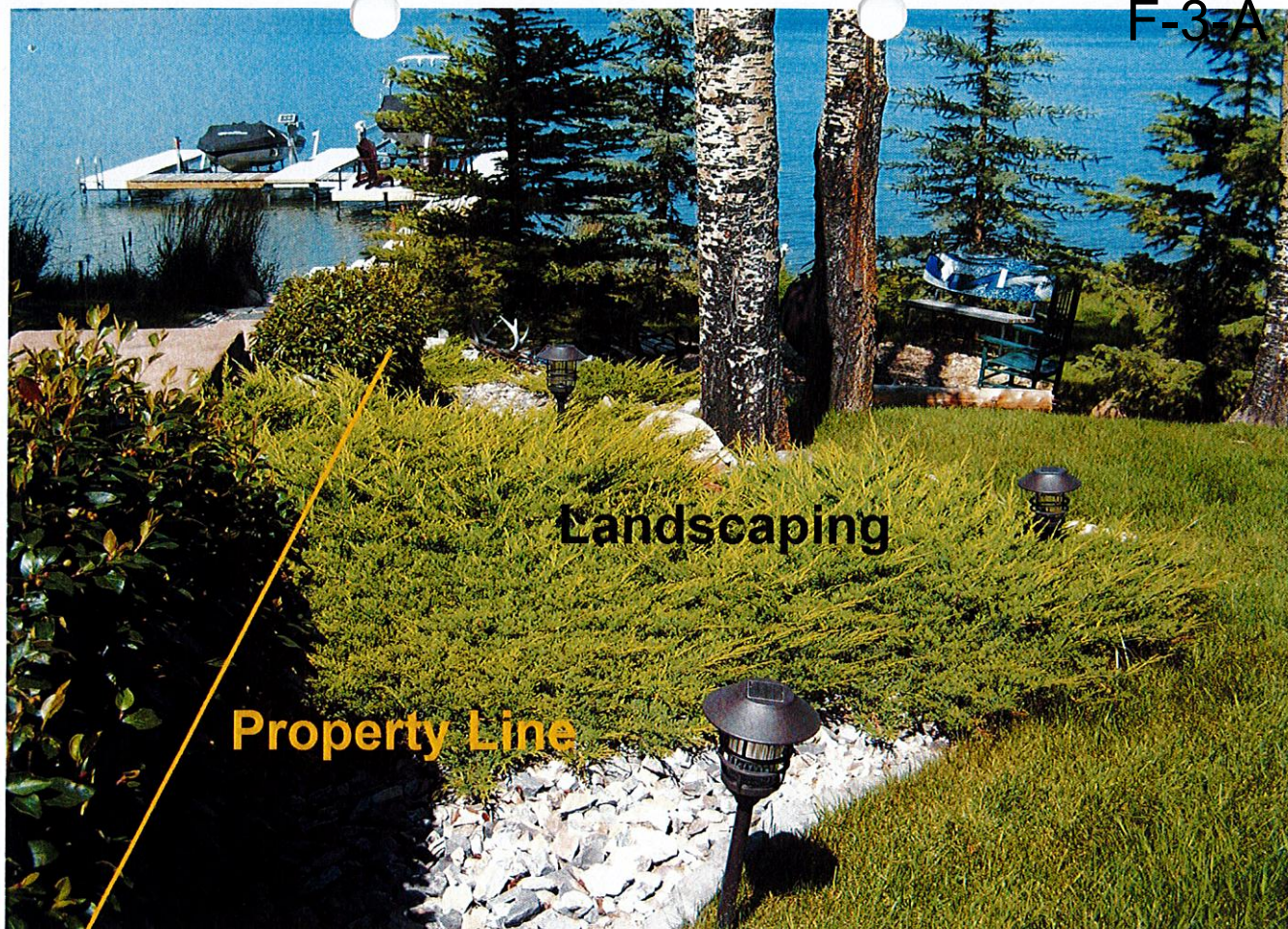
Last Chance Way

F-3-A

Highlighted area showing location of EA.







Landscaping

Property Line

349 Last Chance Way



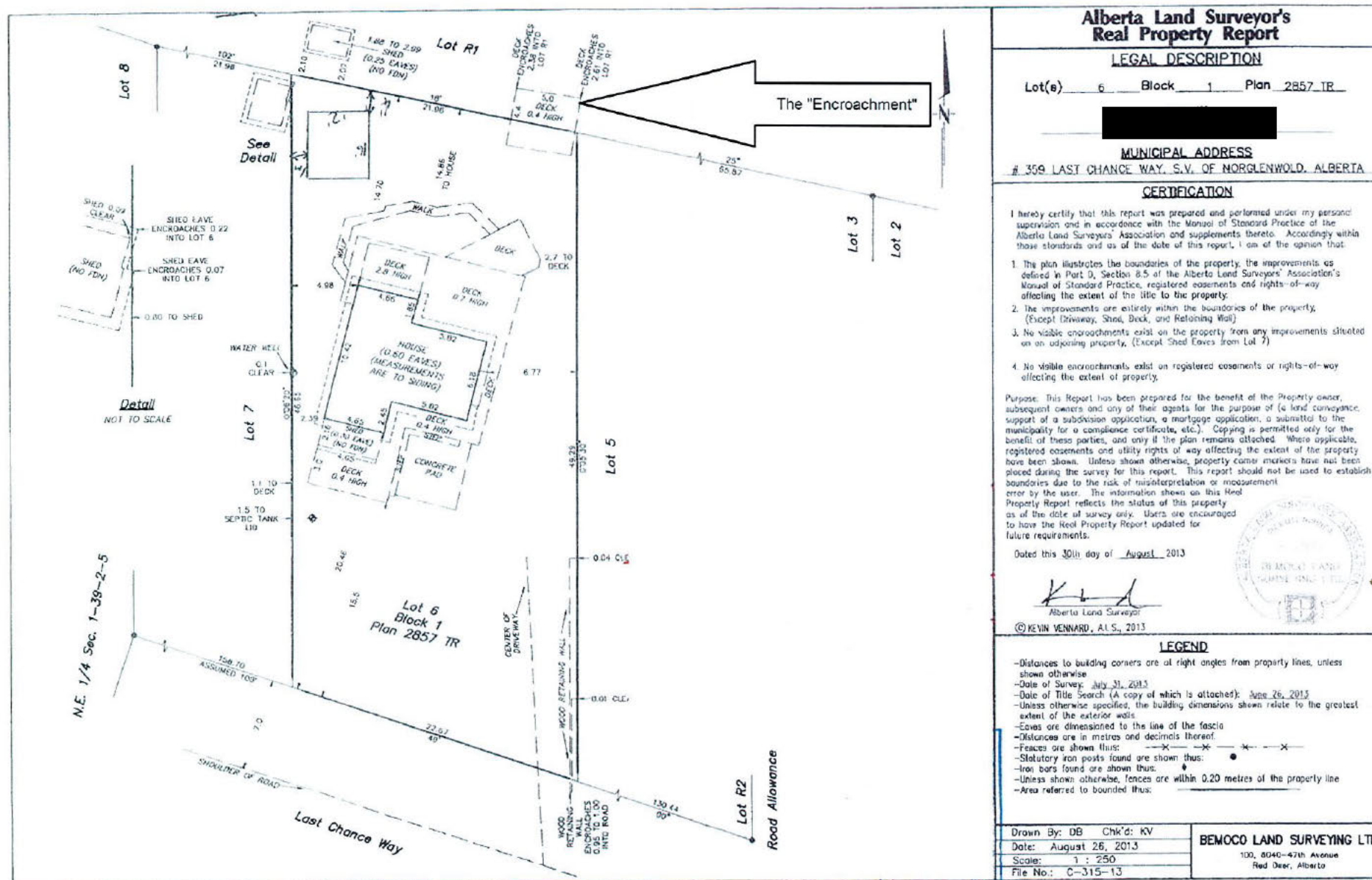
Property Line

Lake Access Path



349 Last Chance Way

SCHEDULE "A"



Alberta Land Surveyor's Real Property Report

LEGAL DESCRIPTION

Lot(s) 6 Block 1 Plan 2857 TR

MUNICIPAL ADDRESS

359 LAST CHANCE WAY, S.V. OF NORGLENWOLD, ALBERTA

CERTIFICATION

I hereby certify that this report was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

1. The plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property.
2. The improvements are entirely within the boundaries of the property, (Except Driveway, Shed, Deck, and Retaining Wall)
3. No visible encroachments exist on the property from any improvements situated on an adjoining property, (Except Shed Eaves from Lot 7)
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property.

Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of (a) land conveyance, support of a subdivision application, a mortgage application, a submitted to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 30th day of August, 2013

K. Vennard
Alberta Land Surveyor

© KEVIN VENNARD, A.L.S., 2013

LEGEND

- Distances to building corners are at right angles from property lines, unless shown otherwise
- Date of Survey: July 31, 2013
- Date of Title Search (A copy of which is attached): June 26, 2013
- Unless otherwise specified, the building dimensions shown relate to the greatest extent of the exterior walls
- Eaves are dimensioned to the line of the fascia
- Distances are in metres and decimals thereof
- Fences are shown thus:
- Statutory iron posts found are shown thus:
- Iron bars found are shown thus:
- Unless shown otherwise, fences are within 0.20 metres of the property line
- Area referred to bounded thus:

Drawn By: DB Chk'd: KV
Date: August 26, 2013
Scale: 1 : 250
File No.: C-315-13

BEMOCO LAND SURVEYING LTD
100, 8040-47th Avenue
Red Deer, Alberta

LEGAL DESCRIPTION

Lot(s) 6 Block 1 Plan 2857 TR

MUNICIPAL ADDRESS

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3. No visible encroachments exist on the property from any improvements situated on an adjoining property, (Except Shed Eave from Lot 7)
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property,

Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of (a land conveyance, support of a subdivision application, a mortgage application, a submittal to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 17th day of November 2017


Alberta Land Surveyor

© KEVIN VENNARD, A.L.S., 2017



LEGEND

- [illegible]

[illegible]

Drawn By: DB Chk'd: WS

Date: November 15, 2017

Scale: 1 : 250

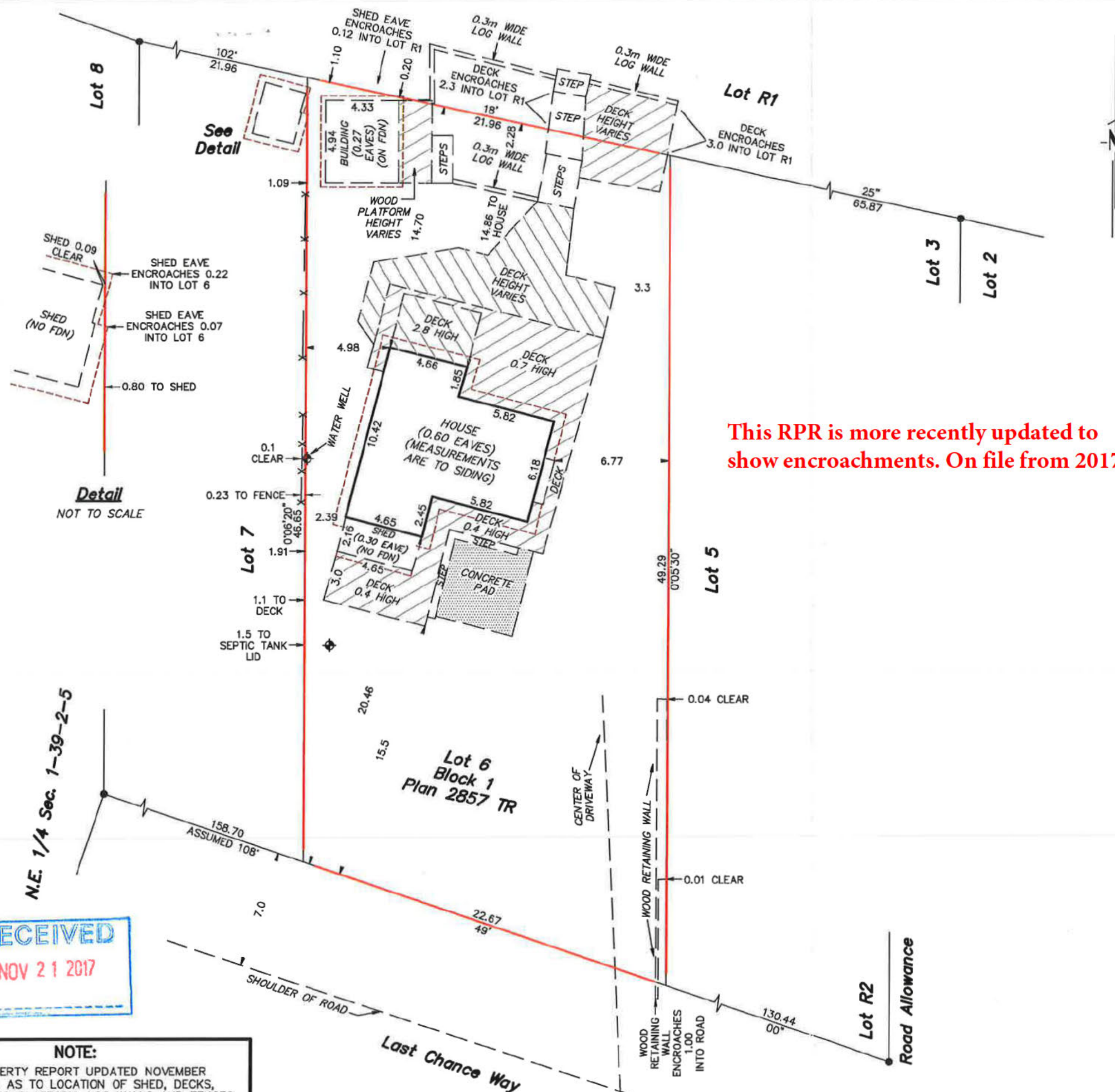
File No.: C-340-17

BEMOCO LAND SURVEYING LTD

100, 6040-47th Avenue

Red Deer, Alberta

WWW.BEMOCO.COM PHONE (403) 342-2611



This RPR is more recently updated to show encroachments. On file from 2017

NOTE:

REAL PROPERTY REPORT UPDATED NOVEMBER
14th, 2017, AS TO LOCATION OF SHED, DECKS,
STEPS, WOOD PLATFORM, LOG WALLS AND FENCES.

RECEIVED
NOV 21 2017

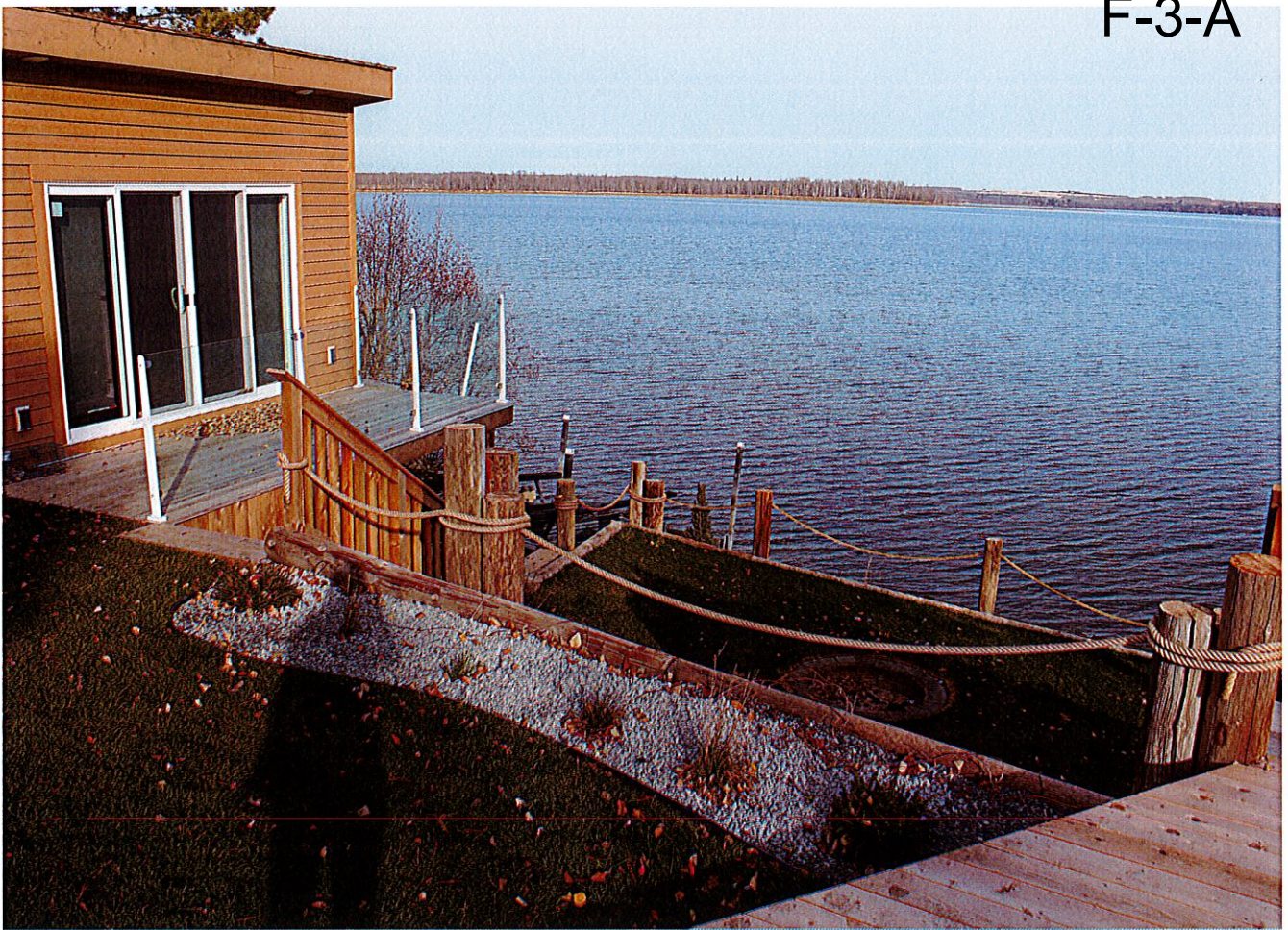
F-3-A



359 Last Chance Way



Page 15 of 29



359 Last Chance Way



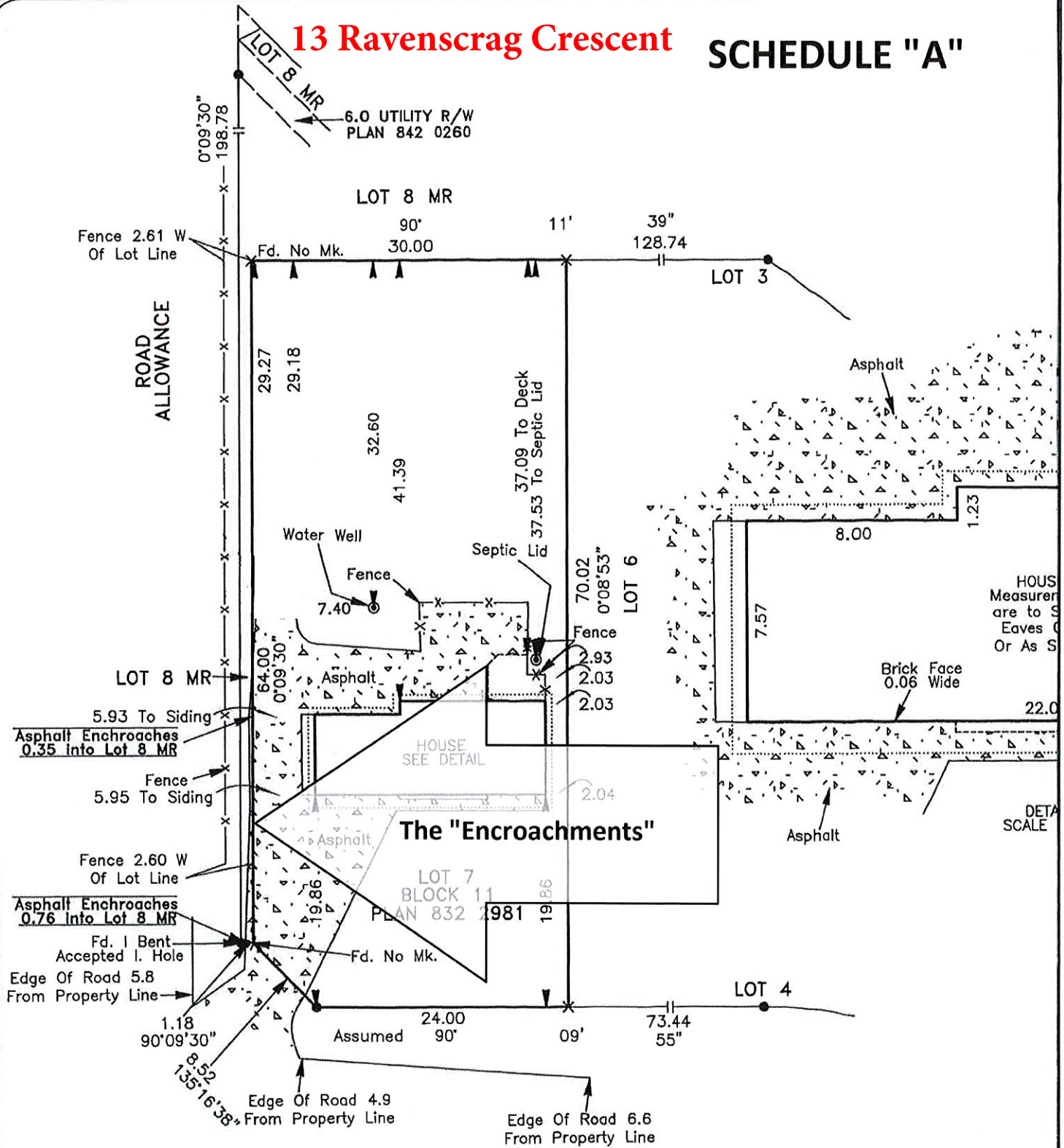
359 Last Chance Way

F-3-A



13 Ravenscrag Crescent

SCHEDULE "A"



13 Ravenscrag Crescent

#-3-A

30.00

64.00

7

1.18

8.49

24.00

20.00

of 29

Google Maps Range Rd 15



Google

Image capture: Jun 2014 © 2022 Google



13 Ravenscrag Crescent

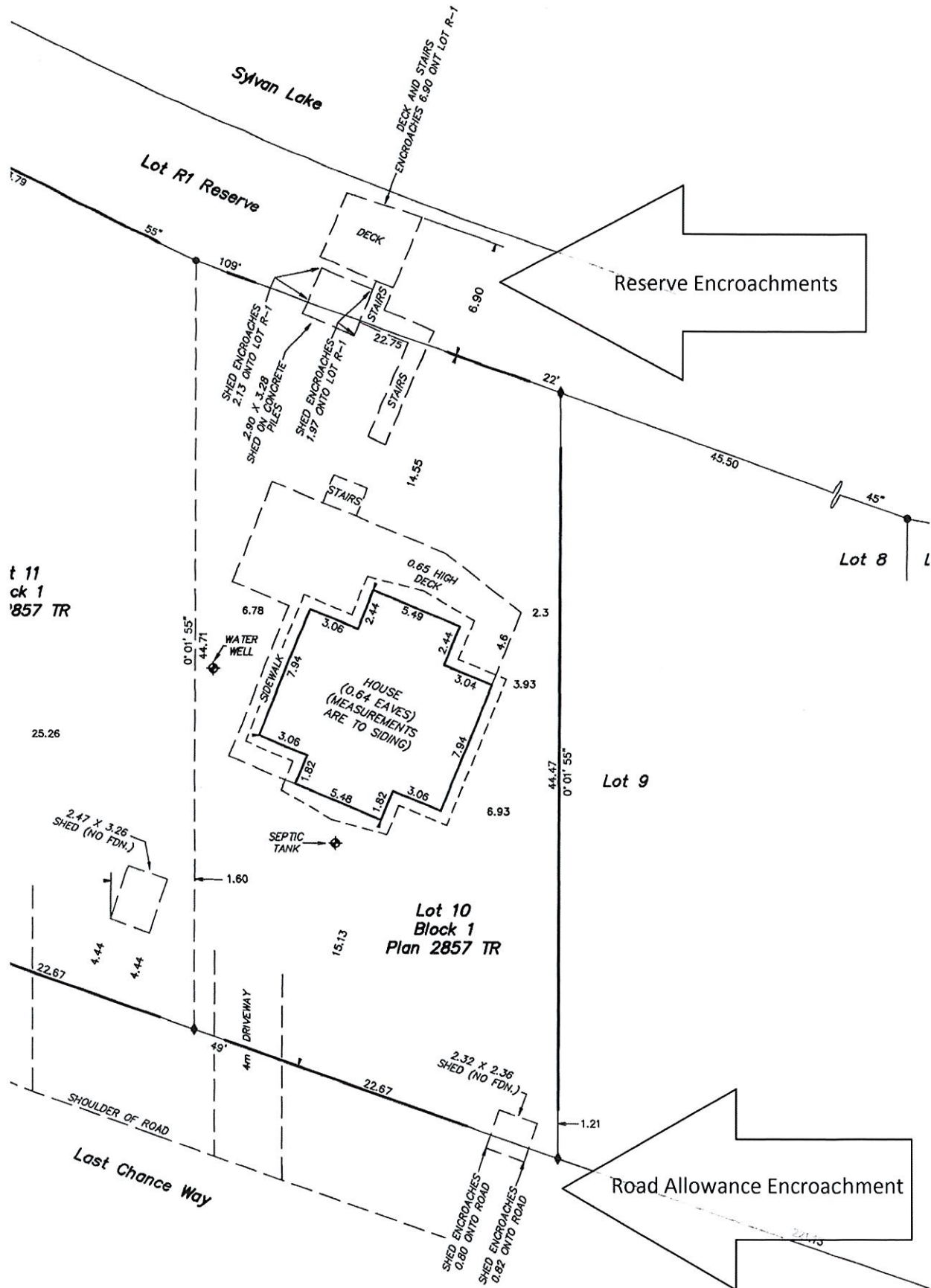
All

Street View & 360°

Norglenwold, Alberta

Google

Street View Jun 2014



367 Last Chance Way



JUN 03 2022





361 Last Chance Way

JUN 03 2022





F-3-A

361 Last Chance Way

JUN 03 2022



JUN 03 2022

-3-A





Policy Title	Date:	Resolution No.
Encroachment Policy	May 29 2020	NGC-20-087

PURPOSE

The Summer Village of Norglenwold has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

POLICY STATEMENT:

The Summer Village of Norglenwold asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove encroachments for all lands owned, leased and managed by the municipality.

DEFINITIONS:

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

“development” means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A ***building*** or an addition to, or replacement or repair of a ***building*** and the construction or placing in, on, over or under land of any of them; or
- (c) A change of use of land or a ***building*** or an act done in relation to land or a ***building*** that results in or is likely to result in a change in the use of the land or ***building***; or
- (d) A change in the intensity of use of land or a ***building*** or an act done in relation to land or a ***building*** that results in or is likely to result in a change in the intensity of use of the land or ***building***.

“encroachment(s)” means a ***building*** or ***development*** that illegally extends onto an adjacent property.

GENERAL:

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the **encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.
3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Sunbreaker Cove shall have a fee review every 5th year.

Encroachment on Environmental Reserve Lands

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land.

Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties

1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storing of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the

province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.

- f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
- g. Pays the annual **encroachment** fee of \$250.00 yearly.

Summer Village of Norglenwold

October 7, 2022

Council Reports

Information Item

Council Reports:

Cyril Gurevitch

Jeff Ludwig

Nav Rattan

Committee Reports:

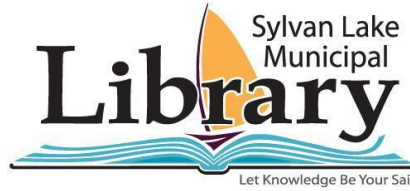
Julie Maplethorpe, Summer Village of Norglenwold

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

Correspondence:

Upcoming Meetings:

Next Council Meeting – October 28, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 14, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented. Budget preparations are underway with the presentation to be made to the Town of Sylvan Lake in October.

The GST return was audited this year. As a result of this audit, the CRA informed the library that there are a few transactions that require a GST charge. Both the auditor and the bookkeeper are working on changing the status with CRA from non-profit to municipality to assist the GST returns going forward. GST will now be charged on items such as headphones, library merchandise, tickets and print outs.

2. Director's Report

The Director's Report was approved as presented.

The Town of Sylvan Lake received a special grant to install plug-ins for electric vehicles; a few will be installed in the parking lot west of the library this fall. In addition, there will be regular plug-ins installed for the library staff to use in the winter months.

After ten years together Friends of the Sylvan Lake Library (FOSLL) has decided to dissolve. The bank account was closed, and all proceeds were donated directly to the library. There was an article in the Sylvan Lake News to capture the occasion:

<https://www.sylvanlakenews.com/community/library-group-looking-for-new-volunteers/>

3. Programming Report

The library was very busy this summer with many exciting programs to explore. A few highlights of the programs included having the Sylvan Lake Gulls visit the library with Sully the Seagull, a virtual presentation of PaddleSmart (a water safety program offered by AdventureSmart), a Canada Day performance by Curtis Labelle, the TD Summer Reading Club, a Dino Dig, the Teddy Bear Sleepover, Minds in Motion by the University of Calgary and hosting the Red Stags of Red Deer for a Mini Faire (they are a historical Live Action Role Play group that enjoys using high impact foam weapons with real armour).

The Pub Quiz Trivia nights for adults will be changing locations this fall. On September 7 and October 5 from 6:30pm to 8:00pm you can test your trivia skills by heading down to Sun of a Beach on Lakeshore Drive.

The Film Society will return with two confirmed showings at Landmark Cinemas in Sylvan Lake. On September 26 “Peace by Chocolate” will be shown and on October 24 “Hallelujah: Leonard Cohen, a Journey, a Song”. Both showings are from 7:00pm to 9:00pm and are rated for ages 16+.

4. Policy

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

Meeting adjourned at 7:44pm.

Next Regular Meeting – October 12, 2022, at 6:30pm.



Parkland Update

Thursday, July 14, 2022

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

Regional Marketing Campaign - Libraries as a Place of Connection

A marketing campaign has been created under the direction of Parkland's Advocacy committee. The goal of the campaign is to highlight libraries as a place of connection, and share the same message across the region to maximize the reach. It is also our intention to assist libraries with their marketing and provide high quality materials that are ready to use or can be edited with library specific messaging/branding. Participation is optional, but encouraged! A training session will be offered on **Thursday, July 28 from 1:00pm - 1:30pm**, library managers will receive the invite next week.



Please reach out to hhalberg@prl.ab.ca with feedback or special requests.

New Adult Programming Kit - Cricut EasyPress 3

Cricut EasyPress 3 is a heat tool designed specifically for **adding iron-on materials to your creative projects**. It gives you professional iron-on results in 60 seconds or less. [Book the Cricut EasyPress 3](#) to iron designs onto shirts, bags, pillows, banners, shoes, hats, blankets, and much more.



New Children's Programming Kit - Cubetto Coding (ages 3-5)

Cubetto is the friendly wooden robot that will teach children the basics of computer programming through adventure and hands on play. A coding language you can touch and manipulate like LEGO®. Each block is an action. Combine them to create programs. Place the blocks on the board to tell Cubetto where to go. Expand play time with world maps, educational story book and challenges that take children on epic coding adventures.

[Click here to book now!](#)



Annual Report Statistics

The document with information explaining which statistics to collect for your library's annual report has been updated. You can locate the document here, and all of the new changes have been highlighted for your review.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Parkland Summer Event

July 16

11am - 2pm

Join us for [Lacombe Days](#) this weekend at Parkland Regional Library System Headquarters for free smokies, a magic show, face painting, virtual reality experience, and free library cards!

Advocacy: Whose Role is it Anyway

September 19, 22, 26

10am - 1:00pm

Parkland invites library staff and trustees to take part in a half-day, in person, learning session on Advocacy. This session will

outline the role of library boards in doing advocacy, why advocacy is so important, and how libraries can create an advocacy plan for success.

- **September 19** at the Olds Library
- **September 22** at the Parkland HQ in Lacombe
- **September 26** at the Lougheed Library

Each session will take place from 10am - 1pm with lunch provided by Parkland. [Use this link to register.](#)

Sustainable Thinking for the Future of Libraries

July 20 12:00pm

[Register here](#) to learn how libraries can lead into the future using 'sustainable thinking' to fulfill our mission as libraries in new and innovative ways.

'Sustainable Thinking' is a concept that aligns the core values of libraries with the 'Triple Bottom Line' definition of sustainability. This consists of practices that are environmentally sound, economically feasible, and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change, and a sustainable future.

2022 Stronger Together Virtual Conference

October 6 & 7

The Stronger Together planning committee is pleased to announce the keynote speakers for the upcoming 2-day virtual conference including Hamza Khan, Cicely Lewis, Dr. Debbie Reese, and Dr. Phil McRae.

Conference [registration](#) opens Monday, August 8 and is free for all attendees. Join library colleagues from The Alberta Library, Peace Library System, Parkland Regional Library System, and Yellowhead Regional Library as we become Stronger Together!



Parkland Update

Thursday, August 11, 2022

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

Stronger Together 2022 Registration Open!

Registration Now Open!



Registration is NOW OPEN for Stronger Together, a virtual library conference hosted jointly by Parkland Regional Library System, Peace Library System, The Alberta Library, & Yellowhead Regional Library.

The conference will take place over two days on October 6 and 7, 2022, and feature:

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis

- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to [register today](#). Please share this email with anyone who might be interested!

Join us on October 6 and 7, 2022 as we become Stronger Together.

Government of Alberta Civil Society Fund

The Government of Alberta has opened the latest round of funding for the Civil Society Fund. According to the announcement, this “funding is intended to help civil society transform how community organizations function, innovate and work together to address pressing social challenges”. Nonprofits can apply for up to \$500,000 in grants “with an innovative project supporting social recovery or increasing economic participation for Albertans”. [Applications for funding](#) are due by September 2, 2022.

Government of Alberta CIP Project-Based Grants

The Community Initiatives Program (CIP), Project-Based grant stream supports projects that enhance and enrich communities throughout Alberta by providing assistance to non-profit organizations for:

- new programs/enhancement to an existing program
- community events
- gender equity projects
- technology
- portable equipment

CIP Project-Based funding is approved on a matching basis. The maximum funding available is \$75,000. The next [application](#) deadline is September 15, 2022, for notification in March 2023.

Digital Literacy Exchange Program

The Government of Canada Digital Literacy Exchange Program (DLEP) will invest \$17.6 million to support initiatives aimed at teaching digital literacy skills to Canadians who face barriers to participating in the digital economy. The program aims to equip Canadians with the

necessary skills to use computers, mobile devices and the internet safely, securely and effectively. [Applications](#) are due by September 7.

LIBRARY NEWS

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

Member Library Staff Highlight

Meet Christine! Christine is the new library manager at Delburne Library. She loves getting to know community members and working to increase stats to help Delburne Library become the hub of the community.

Christine's recommended read is "If You Give a Mouse a Cookie", she read this book to a group of children on her first day of programming and it went over really well. In her free time, Christine enjoys hanging out with her 2 search and rescue dogs. Welcome to the team Christine!



If you would like to be featured in a future update email please [submit a photo and answer a few short questions!](#)

Criterion Subscription Renewal

Criterion Pictures offers non-theatrical public performance licenses for feature films on an annual subscription basis. The movies that are licensed through Criterion are dependent upon the [Studio and/or Producer](#).

A license with Criterion Pictures enables your library to offer public performances of feature films from the licensed Studios/Producers. Only those films licensed by Criterion are covered under this Criterion license.

There are three different license options available:

1. Home-release license (\$270 - \$328)
2. Pre-release license (\$445 - \$460)
3. Pre-release license plus Criterion on Demand (\$554-579)

If you are interested in purchasing a Criterion License for November 1, 2022 – October 31, 2023 please contact your consultant by August 19th 2022

Ukrainian Support Website

The Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC) launched a [website](#) focused on providing newcomers from Ukraine with the information they need regarding settlement in Alberta. The site includes information in both Ukrainian and English and covers topics from pre-arrival to daily living. Please feel free to share this helpful and informative website with your patrons.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - August 24 at 10:00am

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

From Diversity to Inclusion: How to audit your collection and why

August 24

12:00pm - 1:00pm MST

Learn how to perform a diversity audit on your library collection. [In this webinar](#), you will learn what a diversity audit is, why we should audit our collections, why the structure of the publishing industry may make it difficult to cultivate inclusivity, and most importantly, why it's important to build

collections that are diverse AND inclusive.

2022 Alberta Book Publishing Gala September 16

[Registration](#) is open for the [2022 Alberta Book Publishing Awards Gala](#). The gala will be held at the [Hotel Arts](#) in Calgary on September 16, 2022 and tickets are \$50. The deadline to purchase a ticket is September 6, 2022.

Please also note that a special rate is available at the Hotel Arts for bookings made before Tuesday, August 16.

Free Manual: Dealing with Difficult People

Achieve Centre for Leadership has available a [free e-manual](#) for dealing with difficult people. This manual provides information and skill development resources for responding with confidence to people that you find difficult.

Some of the topics found inside this manual:

- Who is a difficult person?
- Shift judgment to curiosity
- Strategies for dealing with bullying
- How to defuse the angry person
- Strategies for dealing with resistance

How Libraries Benefit the Community

A library is a collection of information resources, in print or in other forms that are organized and made accessible for reading or study. It is the hub of every learning institution and facilitates boosting literacy levels in countries, continents, and the world at large.

The blog post [How Libraries Benefit The Community](#) appeared first on Princh.

Emerging Tech Trends for 2022 and Beyond

August 30

1:00pm - 2:00pm MST

Technology is continuing to change how we work and how we deliver services to customers. In fact, the past few years have pushed us, and in some cases made us scramble, to discover and experiment with new technologies and tools. [This webinar](#) introduces emerging technology trends and shows how those trends are reshaping library services.

Alberta Board Member Essentials October-November

The Edmonton Chamber of Voluntary Organizations is presenting a multi-part training program that combines online learning with live workshops to give new and developing board members the tools to successfully serve on a non-profit board. The [registration](#) deadline is October 18, 2022

New Workplace Health & Safety Search Tool

A new occupational health and safety (OHS) legislation search tool provides a more convenient way to access essential health and safety information. Users of the [search tool](#) will be able to view, download, email and print custom collections of

legislation

sections.

Free Stress Management Manual

Achieve Centre for leadership offers a 48-page e-manual will help participants identify personal stress factors and introduce them to practical methods for successfully managing stress.

Some of the topics found inside [this manual](#):

- Phases of Stress
- Stressors in the Workplace
- Unhealthy Reactions to Stress
- Red Flags – Your Cues to Pause
- Improving Positive Thinking

PARKLAND REGIONAL LIBRARY SYSTEM

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