

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF NORLGENWOLD
OCTOBER 27, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 22, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report
- 6) Annexation - **ADDITION**

E. TABLED ITEMS

- 1) **Council & Legislative**
 - a) Birchcliff Tree Bylaw
 - b) Burning & Fire Pit Bylaw
 - c) Extra Waste Bin

F. REQUESTS FOR DECISION

- 1) **Finance**
 - a) Parkland Regional Library Board 2024 Budget
 - b) Signing Authority – **ADDITION**
 - c) Penalty Removal Request - **ADDITION**
- 2) **Council & Legislative**
 - a) Organizational Committees
 - b) Council Invitation - **ADDITION**

3) Public Works

- a) MSI Application Amendment

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

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 – December 1, 2023

H. ADJOURNMENT

Summer Village of Norglenwold
Regular Meeting Minutes
September 22, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Norglenwold, Province of Alberta, held September 22, 2023, in the Summer Village Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Cyril S. Gurevitch, K.C.
	Deputy Mayor:	Jeff Ludwig
	CAO:	Tanner Evans
	Finance Manager:	Tina Leer
	Public Works Manager:	Justin Caslor
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau

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

AGENDA APPROVAL

NGC-23-124 MOVED by Deputy Mayor Ludwig that the agenda be adopted as presented.
CARRIED

MINUTES

NGC-23-125 MOVED by Mayor Gurevitch that the minutes of the regular meeting of Council held on July 31, 2023, be approved as presented.
CARRIED

NGC-23-126 MOVED by Mayor Gurevitch that the minutes of the organizational meeting of Council held on July 31, 2023, be approved as amended.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) Birchcliff Tree Bylaw

NGC-23-127 MOVED by Mayor Gurevitch that Council table the tree removal discussion until the next meeting.
CARRIED

- 6) Resident Letter

NGC-23-128 MOVED by Deputy Mayor Ludwig that Council accept the information items as presented.
CARRIED

Council break at 9:57 a.m.

Council reconvened at 10:02 a.m.

TABLED ITEMS

COUNCIL & LEGISLATION

Bylaw #278-23 Burning & Fire Pit Bylaw
NGC-23-129 MOVED by Mayor Gurevitch that Council table the Burning & Fire Pit Bylaw #278-23 for further amendments.
CARRIED

REQUESTS FOR DECISION

FINANCE

NGC-23-130 Penalty Removal Request
MOVED by Mayor Gurevitch that Council approve the penalty removal request and waive the penalty for 5 Rustic Crescent, and further, Administration to stipulate on the tax notices that putting the wrong address and/or failure to have funds not arrive in our account by the due date is not an excuse for missing the taxation due date deadline.
CARRIED

COUNCIL & LEGISLATION

NGC-23-131 Fortis Franchise Agreement
MOVED by Mayor Gurevitch that Council renew the Fortis Franchise Agreement for another 5-year term.
CARRIED

NGC-23-132 Intermunicipal MPC & SDAB
MOVED by Deputy Mayor Ludwig that Council accept the Intermunicipal MPC & SDAB item as information.
CARRIED

NGC-23-133 Alberta Municipalities Resolutions
MOVED by Deputy Mayor Ludwig that Mayor Gurevitch vote on the 24 resolutions at the Alberta Municipalities Convention as discussed by Council.
CARRIED

NGC-23-134 Tendering & Procurement Policy
MOVED by Deputy Mayor Ludwig that Council adopt the Tendering & Procurement Policy as presented.
CARRIED

PUBLIC WORKS

NGC-23-135 Approval for Extra Waste Bin
MOVED by Mayor Gurevitch that Council table until their next meeting.
CARRIED

COUNCIL REPORTS

- Mayor Gurevitch
- Burns Nature Park Grand Opening
 - Alberta Lake Management Society (ALMS) Convention
 - Central Alberta Mayors and Reeves Meeting
 - Meet the Candidate Forum
- Deputy Mayor Ludwig
- Alberta Lake Management Society (ALMS) Convention
 - Joint Services Committee
 - Meet the Candidate Forum

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Parkland Regional Library Board

NGC-23-136 MOVED by Deputy Mayor Ludwig that Council accept the Council and Committee Reports as information.

CARRIED

NEXT MEETING

NGC-23-137 MOVED by Mayor Gurevitch that the next meeting of Council be held on October 27, 2023, at 9:00 a.m.

CARRIED

ADJOURNMENT

NGC-23-138 MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 11:40 a.m.

CARRIED

CYRIL S. GUREVITCH, K.C., MAYOR

TANNER EVANS, CAO

Summer Village of Norglenwold**Administration and Finance****October 27, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 356,732.09

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

- | | |
|--|--------------|
| 1. Sylvan Lake Regional Water/Wastewater | \$ 5,391.42 |
| a. Aug 2023 WW Services | |
| 2. GWS Contracting Ltd | \$ 93,750.00 |
| a. Completions Deposit Refund | |
| 3. Alberta Parking Lot Services | \$ 7,192.50 |
| a. Cold Pour Crack Seal | |
| 4. Empringham Disposal Corp | \$ 3,368.40 |
| a. Sept Weekly Collection – 1 Public Trash Can | |
| b. Sept Office Bin Collection | |
| c. Sept Weekly Collection of 210 Garbage | |
| d. Sept Bi-Weekly Collection of 210 Recycling | |
| 5. Rugged West Maintenance Inc. | \$ 3,412.50 |
| a. Sept 22 Mowing and Trimming | |
| b. Oct 1 Buoy Removal | |
| 6. Sylvan Lake Regional Water/Wastewater | \$ 5,391.42 |
| a. Sept 2023 WW Services | |
| 7. Red Deer Toyota | \$ 46,781.76 |
| a. New 2023 Toyota Bylaw Truck | |

Council Expense Claims Report:**September Expenses**

- | | |
|----------------------|-------------|
| ▪ Cyril S. Gurevitch | \$ 3,935.71 |
| ▪ Jeff Ludwig | \$ 0 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

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Summer Village of Norglenwold
List of Accounts for Approval (Detailed)
Batch: 2023-00112 to 2023-00127

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Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2049	2023-09-28	Alberta Parking Lot Services			
25516		232-000-265 - Sign Program	Supply & Install No Parking	525.00	
		312-000-260 - GST Paid Refund	GST Tax Code	26.25	551.25
2050	2023-09-28	Brownlee LLP			
554581		212-400-230 - Legal Fees	Review of Development Agr	774.00	
		312-000-260 - GST Paid Refund	GST Tax Code	38.70	812.70
2051	2023-09-28	Longhurst Consulting			
6710		412-300-242 - Shared IT Equipn	IT Support	775.00	
		312-000-260 - GST Paid Refund	GST Tax Code	38.75	813.75
2052	2023-09-28	PROTEC Pest Control Services			
1010344		412-300-255 - Shared Facility M	Checked All Traps & Reset	100.00	
		312-000-260 - GST Paid Refund	GST Tax Code	5.00	105.00
2053	2023-09-28	Ram Electric & Instrumentation			
3572909		412-300-255 - Shared Facility M	Annual Monitoring	563.40	
		312-000-260 - GST Paid Refund	GST Tax Code	28.17	591.57
2054	2023-09-28	Canoe Procurement Group of			
AB182144		412-200-510 - Shared Office Suj	Office Supplies	413.71	
		312-000-260 - GST Paid Refund	GST Tax Code	20.69	434.40
2055	2023-09-28	Sylvan Lake Regional			
1872		242-000-260 - Usage Fees	Aug 2023 WW Services	5,391.42	5,391.42
2056	2023-09-28	Town of Sylvan Lake			
IVC123063		223-000-200 - Contract Fire Ser	Smoke Alarm Response- 5	1,555.00	1,555.00
2057	2023-10-06	Very Good Cleaning			
16		412-300-255 - Shared Facility M	Aug 15, 22 & 29 Cleaning	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
2058	2023-10-10	GWS Contracting Ltd			
1472-01		461-000-520 - Completions Depi	Completions Deposit Refun	93,750.00	93,750.00
2059	2023-10-19	Ace Line Locating			
5828		242-000-255 - Maintenance Pro	Line Locating	720.00	
		312-000-260 - GST Paid Refund	GST Tax Code	36.00	756.00
2060	2023-10-19	Alberta Parking Lot Services			
25366		232-000-250 - Road Maintenanc	Cold Pour Crack Seal	6,850.00	
		312-000-260 - GST Paid Refund	GST Tax Code	342.50	7,192.50
2061	2023-10-19	Ashley Musseau			
ELECTSEPT202		212-400-220 - Election Expense	Sept 23rd - 5hrs @ \$20 per	100.00	
		212-400-220 - Election Expense	Sept 30th - 11.5@ \$20 per h	230.00	330.00
2062	2023-10-19	Brownlee LLP			
555952		261-000-215 - Subdivision Appe	SDAB Legal Matters	623.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.15	654.15
2063	2023-10-19	Digitex Canada Inc.			
IN1059812		412-200-500 - Shared Printing C	Shared Printing	640.83	
		312-000-260 - GST Paid Refund	GST Tax Code	32.04	672.87

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2064	2023-10-19	Empringham Disposal Corp			
53079		412-300-255 - Shared Facility M	Sept 2023 Office Bin	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	2.50	52.50
53873		243-000-200 - Contracted Garba	Sept 210 Weekly Garbage C	2,289.00	
		243-000-200 - Contracted Garba	Sept 1 Public Trash Can	50.00	
		243-000-200 - Contracted Garba	Sept 210 Bi Weekly Recycli	819.00	
		312-000-260 - GST Paid Refund	GST Tax Code	157.90	3,315.90
			Payment Total:		3,368.40
2065	2023-10-19	Independent Control Services Ltd			
45255		412-300-255 - Shared Facility M	Mid Summer Furnace Inspe	395.00	
		312-000-260 - GST Paid Refund	GST Tax Code	19.75	414.75
45511		412-300-255 - Shared Facility M	Repairs from Furnace Inspe	495.00	
		312-000-260 - GST Paid Refund	GST Tax Code	24.75	519.75
			Payment Total:		934.50
2066	2023-10-19	Longhurst Consulting			
6990		412-300-240 - Shared Computer	Office 365 Enterprise	275.40	
		412-300-217 - Shared Phone Fa	Phones and Internet	442.50	
		312-000-260 - GST Paid Refund	GST Tax Code	35.90	753.80
6896		412-300-242 - Shared IT Equipn	Sept IT Support	225.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.25	236.25
			Payment Total:		990.05
2067	2023-10-19	Municipal Planning Services			
1512		297-210-840 - Project Env RSV-	Project: Open Space Plan	210.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.50	220.50
2068	2023-10-19	Parkland Regional Library			
230248		274-000-850 - Parkland Region	4th Quarter Requisition	616.86	
		312-000-260 - GST Paid Refund	GST Tax Code	30.84	647.70
2069	2023-10-19	Canoe Procurement Group of			
AB184317		412-200-510 - Shared Office Sup	Office Supplies	284.08	
		312-000-260 - GST Paid Refund	GST Tax Code	14.20	298.28
AB184500		412-200-510 - Shared Office Sup	Office Supplies	66.05	
		312-000-260 - GST Paid Refund	GST Tax Code	3.30	69.35
			Payment Total:		367.63
2070	2023-10-19	Roadata Services			
00082287		232-000-250 - Road Maintenanc	Road Permits	16.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.80
2071	2023-10-19	Rugged West Maintenance Inc.			
1356		232-000-200 - Green Space Pro	Sept 22 Mowing & Trimming	1,500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	75.00	1,575.00
1363		272-000-250 - Buoy Programs	Oct 01 Buoy Removal	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
			Payment Total:		3,412.50
2072	2023-10-19	Sylvan Lake Regional			
1889		242-000-260 - Usage Fees	Sept 2023 WW Services	5,391.42	5,391.42
2073	2023-10-19	TD Business Ventures Inc.			
13094		412-300-255 - Shared Facility M	Aug 6th Mowing as Quoted:	182.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.10	191.10
2074	2023-10-19	Town of Sylvan Lake			
IVC123389		223-000-200 - Contract Fire Ser	Fire Electrical Hazard-333 F	1,400.00	1,400.00

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2075	2023-10-19	Wild Rose Assessment Service			
9165		212-400-232 - Assessment Fees	Assessment Fees Oct 1 to I	1,725.00	
		312-000-260 - GST Paid Refund	GST Tax Code	86.25	1,811.25
			Total Computer Cheque:		132,992.46

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3576	2023-09-15	ATB Mastercard			
MICRO-SEPT03		412-300-240 - Shared Computer	Sept Microsoft Monthly Sub	48.30	
		412-300-240 - Shared Computer	Sept Microsoft Monthly Sub	2.73	51.03
UOFA09052023		412-100-130 - Shared Training	U of A Course for Kara	795.00	795.00
001119		412-200-215 - Shared Postage/f	Shoppers-Registered Letter	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
006835		312-100-250 - Due from Half Mo	Mr Mikes-Lunch w/Contract	51.61	51.61
			Payment Total:		909.00
3580	2023-09-30	ATB Mastercard			
011002		412-200-510 - Shared Office Sup	Everything H2O-Water for O	19.50	
		412-200-510 - Shared Office Sup	Everything H2O-Water for O	13.00	
		412-200-510 - Shared Office Sup	Everything H2O-Water for O	13.00	45.50
106342		226-000-200 - Enforcement	Intercon Messaging	7.00	
		312-100-250 - Due from Half Mo	Intercon Messaging	7.00	
		312-300-250 - Due from Birchclil	Intercon Messaging	7.00	
		312-200-250 - Due from Jarvis E	Intercon Messaging	7.00	
		312-400-250 - Due from Sunbre	Intercon Messaging	7.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.75	36.75
015606		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.19	
		312-300-250 - Due from Birchclil	CO-OP-Bylaw Truck Wash	2.20	
		312-100-250 - Due from Half Mo	CO-OP-Bylaw Truck Wash	2.20	
		312-400-250 - Due from Sunbre	CO-OP-Bylaw Truck Wash	2.20	
		312-200-250 - Due from Jarvis E	CO-OP-Bylaw Truck Wash	2.20	
		312-000-260 - GST Paid Refund	GST Tax Code	0.55	11.54
17466145		412-300-510 - Shared Other Cor	The B Nest Floral-Sympathy	121.95	
		312-000-260 - GST Paid Refund	GST Tax Code	6.10	128.05
2115215089		412-100-130 - Shared Training	Cenera LMS-Teri Training	475.00	
		312-000-260 - GST Paid Refund	GST Tax Code	23.75	498.75
WEEBLY091820		412-300-240 - Shared Computer	Weebly Renew- Tina's MC	200.80	
		312-000-260 - GST Paid Refund	GST Tax Code	10.04	210.84
012446		412-100-266 - Shared PW Fleet	Sylvan Auto Spa-Truck Was	13.13	13.13
018829		412-100-266 - Shared PW Fleet	Sylvan Lake Esso-Fuel Pub	98.53	98.53
007179		412-100-130 - Shared Training	UOFA Credit from Kara's Cr	-100.00	-100.00
48332664		312-400-250 - Due from Sunbre	AB Land Title-SBC	20.00	20.00
48333478		312-400-250 - Due from Sunbre	AB Land Title-SBC	10.00	10.00
014114		412-200-215 - Shared Postage/f	Canada Post-Registered Le	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
020518		412-300-510 - Shared Other Cor	Sobeys-Birthday Cake for Z	23.99	23.99
020390		412-200-215 - Shared Postage/f	Shoppers-Registered Mail-k	10.82	
		312-000-260 - GST Paid Refund	GST Tax Code	0.54	11.36
741796		412-300-510 - Shared Other Cor	Shoppers-Visa Gift Cards fc	91.89	
		312-000-260 - GST Paid Refund	GST Tax Code	0.84	92.73
025447		412-300-255 - Shared Facility M	Walmart-Bathroom Supplies	30.98	

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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	1.55	32.53
48427595		312-200-250 - Due from Jarvis E	AB Land Tile-JG	20.00	20.00
SRPKC8G9		211-202-212 - R&C ABmunis	Fairmont-AB Municipality Cr	695.01	
		312-000-260 - GST Paid Refund	GST Tax Code	34.75	729.76
OORBKSDT		412-100-130 - Shared Training	Fairmont-AB Municipality Cr	695.01	
		312-000-260 - GST Paid Refund	GST Tax Code	34.75	729.76
			Payment Total:		2,624.58
3598	2023-09-30	Alberta Municipal Services Cor			
PP19-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,507.90	1,507.90
3599	2023-09-30	Receiver General/OTH			
PP19-23		412-000-263 - Income Tax Sour	Tax	3,258.72	
		412-000-261 - CPP Source Dedi	CPP	1,845.86	
		412-000-262 - EI Source Deduct	EI	643.05	5,747.63
3600	2023-09-30	Bell Mobility			
SEPT132023-36		212-400-217 - Data Plan	Reception Cell	49.45	
		212-400-217 - Data Plan	Public Works Cell	64.45	
		312-000-260 - GST Paid Refund	GST Tax Code	5.71	119.61
3601	2023-10-06	Bell Mobility			
SEPT212023-05		212-400-217 - Data Plan	Mayor's Data	10.00	
		212-400-217 - Data Plan	Deputy Mayor's Data	20.00	
		212-400-217 - Data Plan	Councillor's Data	10.00	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Router	25.00	
		412-300-217 - Shared Phone Fa	Bylaw Officer's Cell	71.36	
		312-000-260 - GST Paid Refund	GST Tax Code	6.82	143.18
3603	2023-09-29	Red Deer Toyota			
DEAL50116		226-000-200 - Enforcement	New 2023 Toyota Truck Pui	12,954.74	
		312-300-250 - Due from Birchclil	New 2023 Toyota Truck Pui	10,716.20	
		312-100-250 - Due from Half Mo	New 2023 Toyota Truck Pui	2,427.79	
		312-200-250 - Due from Jarvis E	New 2023 Toyota Truck Pui	10,301.63	
		312-400-250 - Due from Sunbre:	New 2023 Toyota Truck Pui	8,129.89	
		312-000-260 - GST Paid Refund	GST Tax Code	2,251.51	46,781.76
3608	2023-10-19	Alberta Municipal Services Cor			
PP20-23		412-000-265 - Pension Plan Pay	Pension Contribution	1,507.90	1,507.90
3609	2023-10-06	Tina Leer			
SEPTAMTPA20		412-100-210 - Shared Travel an	AMTPA Conference Mileage	104.04	104.04
3611	2023-10-19	Tina Leer			
SEPT30BEN23		412-000-266 - Benefits	Benefits Reimbursed-End o	830.58	830.58
3613	2023-10-19	Direct Energy			
SEP282023-979		412-300-540 - Shared Utilities	Shared Utilities	129.99	
		312-000-260 - GST Paid Refund	GST Tax Code	6.50	136.49
3614	2023-10-19	Epcor			
SEPT272023-86		232-000-545 - Utilities	Utilities	78.25	
		312-000-260 - GST Paid Refund	GST Tax Code	3.91	82.16
3615	2023-10-06	Esri Canada			
90209961		312-000-410 - Prepaid Expense:	Prepaid for Jan to Sept 30/2	885.00	
		261-000-110 - Development Ser	Arc GIS Renewal Oct to De	59.00	
		312-100-250 - Due from Half Mo	Arc GIS Renewal Oct to De	59.00	

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OTHER					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-200-250 - Due from Jarvis E	Arc GIS Renewal Oct to De	59.00	
		312-300-250 - Due from Birchclli	Arc GIS Renewal Oct to De	59.00	
		312-400-250 - Due from Sunbre:	Arc GIS Renewal Oct to De	59.00	
		312-000-260 - GST Paid Refund	GST Tax Code	59.00	1,239.00
3616	2023-10-19	Receiver General/OTH			
PP20-23		412-000-263 - Income Tax Sour	Tax	3,258.72	
		412-000-261 - CPP Source Dedi	CPP	1,845.86	
		412-000-262 - EI Source Deduct	EI	643.05	5,747.63
3616	2023-10-19	Meridian			
OCT2023		412-200-500 - Shared Printing C	Photocopier Lease/Printing	214.72	
		412-300-270 - Shared Equipmer	Photocopier Lease/Printing	214.73	429.45
3617	2023-10-19	Receiver General/OTH			
CP9-23		312-000-262 - CRA Remunerati	CPP Deduct for Sept Remu	470.38	470.38
3618	2023-10-19	Town of Sylvan Lake			
SEPT292023-OC		412-300-540 - Shared Utilities	Sept 2023 Water/Sewer 2 E	80.78	80.78
3619	2023-10-19	UFA Co-Operative Ltd			
114981302		226-000-200 - Enforcement	Sept Bylaw Fuel	96.56	
		312-300-250 - Due from Birchclli	Sept Bylaw Fuel	96.56	
		312-100-250 - Due from Half Mo	Sept Bylaw Fuel	96.57	
		312-200-250 - Due from Jarvis E	Sept Bylaw Fuel	96.57	
		312-400-250 - Due from Sunbre:	Sept Bylaw Fuel	96.57	
		312-000-260 - GST Paid Refund	GST Tax Code	24.14	506.97
3620	2023-10-19	Worker's Compensation Board			
26662628		412-100-211 - Shared WCB	Shared WCB	839.93	839.93
3621	2023-10-19	Very Good Cleaning			
17		412-300-255 - Shared Facility M	Sept 5, 14, 21, Oct 4 & 14 (1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	50.00	1,050.00
3623	2023-10-19	AMSC Insurance Services Ltd			
2362-2023-10		412-000-266 - Benefits	Municipal Benefits	4,349.93	4,349.93
3624	2023-10-19	Epcor			
OCT32023-9084		412-300-540 - Shared Utilities	Utilities	1,132.35	
		312-000-260 - GST Paid Refund	GST Tax Code	56.62	1,188.97
Total Other:					76,397.87
Total MAIN:					209,390.33

Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, KC

POSITION: MAYOR

MONTH ENDING: September-2023

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

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

Village Business

SEP 27 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/8/23	Burns Nature Park Grand Opening	2 hours	Mayor	\$ 175.00
9/12/23	Alberta Lake Management Convention	8 hours	Mayor +4 (4hour)	\$ 350.00
9/13/23	Alberta Lake Management Convention	4 hours	Mayor	\$ 175.00
9/20/23	Central Alberta Mayors and Reeves Dinner	4 hours	Mayor	\$ 175.00
9/21/23	Meet the Candidates Session	3 hours	Mayor	\$ 175.00
9/21/23	Meeting Prep	4 hours	Mayor Prep	\$ 250.00
9/22/23	Regular Council	3 hours	Mayor	\$ 175.00
9/25/23	Travel to Edmonton for AB Munis Convention	2 hours	Mayor	\$ 175.00
9/26/23	AB Munis Convention Legal Course	8 hours	Mayor +4 (4hour)	\$ 350.00
9/27/23	AB Munis Convention	8 hours	Mayor +4 (4hour)	\$ 350.00
If event is other please type it in.				\$ 2,350.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/8/23	Burns Nature Park Grand Opening	30.00	\$0.68	\$ 20.40
9/12/23	Alberta Lake Management Convention	20.00	\$0.68	\$ 13.60
9/13/23	Alberta Lake Management Convention	20.00	\$0.68	\$ 13.60
9/20/23	Central Alberta Mayors and Reeves Dinner	84.00	\$0.68	\$ 57.12
9/21/23	Meet the Candidates Session	12.00	\$0.68	\$ 8.16
9/21/23	Meeting Prep		\$0.68	\$ 0.00
9/22/23	Regular Council	12.00	\$0.68	\$ 8.16
9/25/23	Travel to Edmonton for AB Munis Convention	165.00	\$0.68	\$ 112.20
9/26/23	AB Munis Convention Legal Course		\$0.68	\$ 0.00
9/27/23	AB Munis Convention		\$0.68	\$ 0.00
				\$ 233.24

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/25/23	Sandman Hotel	128.22	6.16	\$ 134.38
				\$ 0.00
				\$ 0.00
				\$ 134.38

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 2,717.62



SANDMAN
HOTEL GROUP



ON INVOICE

Sandman Signature Edmonton South Hotel

atch

ue
T4S 1S5

Print Date 9/26/23
Page No. 1 of 1
Room No. 404
Arrival 09/25/23
Departure 09/26/23
Conf. No. 254428463
Folio No. SYEG
GST No. 121767065 RT 0001

scription

om Charge
om - DMF
om - GST
urism Levy

COPY

Charges
CAD

Cred
CA

119.70
3.59
6.16
4.93

Total
Balance

134.38
134.38 CAD

0.00

Net Amount 119.70 CAD
Room - GST 6.16 CAD
Tourism Levy 4.93 CAD
Room - DMF 3.59 CAD

Total incl. vat 134.38 CAD

I agree to be personally liable should the
indicated company or person fail to pay for
any part of the total charges.

Guest Signature

Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, KC

POSITION: MAYOR

MONTH ENDING: August-2023

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

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

Village Business

RECEIVED
SEP 24 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/10/23	Bentley Luncheon & Parade	3 hours	Mayor	\$ 175.00
8/29/23	Public Hearing re: Annexation	4 hours	Mayor	\$ 175.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 350.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/10/23	Bentley Luncheon & Parade	32.00	\$0.68	\$ 21.76
8/29/23	Public Hearing re: Annexation	12.00	\$0.68	\$ 8.16
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 29.92

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 379.92

Council Expense Claim Form

NAME: CYRIL S. GUREVITCH, KC

POSITION: MAYOR

MONTH ENDING: September-2023

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/28/23	AB Munis Convention	8 hours	Mayor +4 (4hour)	\$ 350.00
9/29/23	AB Munis Convention Travel to Norglenwold	8 hours	Mayor +4 (4hour)	\$ 350.00
			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
	Select Event		Title	\$ 0.00
				\$ 700.00

If event is other please type it in.

Travel

COPY

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/28/23	AB Munis Convention		\$0.68	\$ 0.00
9/29/23	AB Munis Convention Travel to Norglenwold	165.00	\$0.68	\$ 112.20
			\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 112.20

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/29/23	Hotel Fairmont Macdonald	1,091.00	51.57	\$ 1,142.57
9/26/23	Dinner Underground Tap N Grill	24.89	1.08	\$ 25.97
				\$ 0.00
				\$ 1,168.54

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ ~~1,080.74~~ 838.17

The Underground Tap and Grill
now caters to your office
Call us @ 780-425-1830

Subtotal
GST
Total
Balance

7.50
14.00
21.50
1.08
22.58
22.58

Date: Sep 26, 2023 21:30:34
Table: 53
Transaction: 2232927
Server: Rob

The Underground Tap & Grill
10004 Jasper Ave
Edmonton, AB T5J 1R3
780-425-1830

COPY

UNDERGROUND TAP N
GRILL

10004 JASPER AVENUE
EDMONTON, AB T5J 1R3
780-425-1830

<https://undergroundtapandgrill.com>

Cashier: Rob

Transaction 201016

Total	CA\$22.58
Tip	CA\$3.39
CREDIT CARD SALE	CA\$25.97
MASTERCARD 0654	

Retain this copy for statement
validation

26-Sep-2023 9:31:01p.m.
CA\$25.97 | Method:
CONTACTLESS

Mastercard XXXXXXXXXXXX0654
Reference ID: 327000667290
Auth ID: 03045J
MID: *****1893

AID: A0000000041010
AuthNwKnm: MASTERCARD
NO CARDHOLDER VERIFICATION

Online: <https://clover.com/p/HYC2CRHBZ91YP>

*** REPRINT ***

Summer Village of Norglenwold

Finance

Information Item

Agenda Item: *3rd Quarter Financial Report*

Background:

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

Options for Consideration:

Detailed 3rd Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



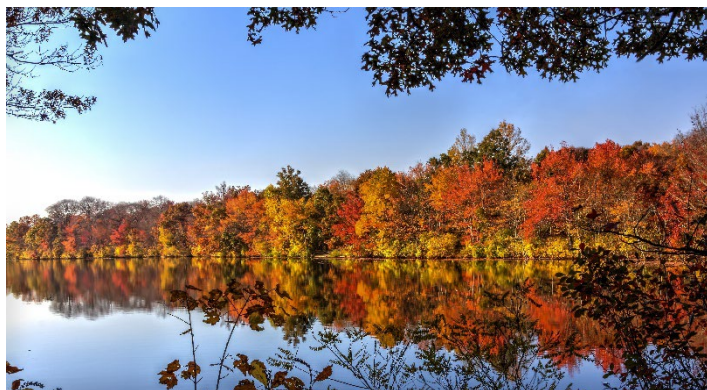
2023

Third Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council October 27, 2023



2023 Operating Budget to September 30, 2023

The 2023 Operating Budget reflects the increased costs of the Council approved 2023 Municipal Budget that shows a slight increase of 3.5% over 2022.

As of September 30th, the operational budget shows targeted revenue as 100% percent collected and municipal operating costs as 68% utilized with 3 months remaining in the year.

Revenue:

Our Return on Investments has recently been collecting 5.50% on the bank balance of \$2,629,248.01 as of September 30, 2023. This has created a significant increase in year-to-date revenue. The year-to-date return on investments sits at \$85,624.39.

The MSI Operational of \$22,838 has been received from the Province of Alberta.

Taxation penalties are at \$18,642.52 and Wastewater Usage Charges are up by \$900 due to 2 new connections.

Expenditures

Council and Legislation:

61% of the Council and Legislation budget has been used as of September 30, 2023.

Administration:

Administrative overall costs are 85% utilized for 3rd Quarter reporting. Training, printing, computer software, contingency, and IT equipment (Shared Costs) are over budget.

These overages are being reviewed by the Joint Services Committee.

Elections/meeting expenses are over budget by \$1,991.50 due to an unexpected election and Municipal Insurance is overbudget by \$1,300.

Protective Services:

Protective Services us 45% utilized with the remaining RCMP Policing costs of \$32,997 to be invoiced in April of 2024 due to the difference in financial yearends.

Public Works:

Public Works is currently operating at 53% of their allocated budget and end of summer invoices are still expected for garbage/recycling pick ups and grass cutting.

Planning and Development:

Planning and Development is currently over budget by 27% due to SDAB legal costs, expenses and board member remuneration.

Recreation:

Parks and Recreation is operating at 87% of their allocated budget with the fall buoy removal expenses still expected.

Environment:

Red Deer River Watershed has been paid and their allocation is 100% utilized. The Team Up to Clean Up budget has \$1,110.11 that has not been accessed in 2023.

In Conclusion:

Overall, the Summer Village of Norglenwold is operating at 68% utilization of their 2023 budgeted operational expenses on September 30, 2023

2023 Capital Budget to September 30, 2023

An MSI grant has been applied for the Administrative Building Improvements for \$22,351.75 of \$77,000 in a shared application with the other 4 Municipalities. \$30,467.14 has been spent to date and is \$8,115.39 over budget. Project has been approved by Municipal Affairs and Council will need to direct Admin if they wish to amend their MSI Grant for the overage. This project is complete.

The Environmental Reserve funded project for 99 Grand Avenue OS Rehab has spent \$4,537.25 to date. Project is nearly complete with planting to be done in the spring.

A CCBF grant was applied for the Road Analysis in the amount of \$13,514, also in a shared application with the other 4 Municipalities. \$2,615.37 has been spent to date. This grant application has been approved. – Project is ongoing by Stantec with the final report anticipated in early December.

A CCBF Grant for the Honeymoon Drive Rehabilitation has been approved for \$36,805. \$24,955 has been spent to date and project is considered complete.

The Open Space Master Plan project has spent \$1,375 and the Annexation has spent only \$62.96. Both projects are ongoing.

Overall, \$64,012.73 has been spent in the 2023 Capital Budget as of September 30, 2023.

Alberta School Foundation Budget to September 30, 2023

Currently, the 2023 mill rates and requisitioned amounts have not been finalized through the required legislative process yet. In accordance with section 162(4) of the Education Act, if a municipality has not received the requisition by this date, the requisition will be based on the prior year amounts. As such the September 2023 invoices are still based on the 2022 requisitions. (email attached).

3rd Quarter Reporting shows \$409,222.20 has been paid to the Province of Alberta and Catholic School Division with \$162,879.69 remaining for the December 31st requisition.

ATB Bank Balance to September 30, 2023 - \$2,629,248.01

Surplus and Reserve Balances to September 30, 2023

• Accumulated Surplus	25,000.00
• Completions Deposits	151,245.45
• Deferred Revenue (Grants)	236,692.55
• JSC IT Reserve	5,000.00
• JSC Fleet Replacement Reserve	8,045.26 (down by \$12,954.74 Truck Purchase)
• Reserves Swr/Enviro	1,001,704.29
• Reserves General Operating	248,000.00
• Reserves Legal Fees	50,000.00
• Reserves Capital Recreation	500,000.00
• Reserves Roads	500,000.00
• Reserve Infrastructure	33,897.50

MSI Report

2021, 2022 and 2023 MSI allocations totalling \$365,772 not yet been received due to no larger Projects being undertaken. MSI funding (Report attached).

Reminder: MSI ends in 2023 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024. Norglenwold will still be able to access their 2021, 2022 & 2023 allocations under the MSI program per an Addendum received on September 20, 2023. Municipalities will also continue to be able to amend projects as needed.

CCBF Report

CCBF Funding for 2022 and 2023 have not been received to date. This amounts to \$43,450 being accessible for the Paving and Road Analysis projects.

Property Taxes

The Summer Village of Norglenwold currently has 6 unpaid properties.

1. \$757.31
2. \$4,601.51
3. \$47,600.99 (on tax arrears list)
4. \$3,163.21
5. \$5,423.41
6. \$12,723.11

Currently, Norglenwold currently has one property registered with Alberta Land Titles for tax arrears and this is posted in the entrance of the administrative office.

If all tax arrears, penalties, and costs are not paid in full by March 31, 2024, then in accordance with section 418 of the Municipal Government Act, the Summer Village of Norglenwold must offer this property for sale at public auction. On April 1, 2024, if no payment is made, we will commence with the second phase of the tax recovery proceedings which is notifying the owner with a Pre-Auction Notice advising of the imminent auction.

The Finance Department will be sending out registered letters advising of the impending yearend penalty of 18% on November 30th for any properties with balances owing.

Utility Notices

There are currently 9 unpaid utility bills and 1 penalty amounting to \$4,176.05. All outstanding balances will be rolled onto taxes on November 30th and will then become a tax imposed per the MGA section 553(1)(2).



Report Date
10/16/2023 11:18 AM

**Summer Village of Norglenwold
Operating Budget**
For the Period Ending September 30, 2023

Page 1

	Budget	YTD	\$ Rem	% Rem
Revenue				
101-000-110 - Taxation	499,833.63	498,815.50	(1,018.13)	0.20-
101-000-510 - Taxes Penalties & Cos	20,600.00	18,642.52	(1,957.48)	9.50-
112-000-410 - Sale of Services & Su	249.89	725.00	475.11	190.13
112-000-540 - Interest Charges	239.43	174.81	(64.62)	26.99-
112-000-550 - Return on Investments	10,300.00	85,624.39	75,324.39	731.30
112-000-570 - Other Revenue	2,498.87	111.10	(2,387.77)	95.55-
112-000-740 - MSI Operational	11,761.57	22,838.00	11,076.43	94.17
112-000-840 - Franchise Fees	9,373.00	8,760.86	(612.14)	6.53-
121-000-530 - Fines Provincial Coll	1,786.35		(1,786.35)	100.00-
121-000-531 - Bylaw Enforcement		2,050.00	2,050.00	
142-000-510 - Wastewater Usage Char	91,800.00	92,700.00	900.00	0.98
161-000-410 - Certificates Complian	297.53	1,000.00	702.47	236.10
161-000-510 - Inspection Fees	1,233.04	3,161.15	1,928.11	156.37
161-000-520 - Development Permits/A	2,000.00	2,443.50	443.50	22.18
161-000-590 - Encroachment Fees	109.17	840.00	730.83	669.44
Total Revenue:	652,082.48	737,886.83	85,804.35	13.16
Expenditures				
Council and Legislation				
211-101-150 - Remuneration Mayor	15,000.00	10,281.25	4,718.75	31.46
211-101-210 - T&S Mayor	2,060.00	2,706.56	(646.56)	31.39-
211-102-150 - Remuneration Deputy Mayor	10,000.00	5,300.00	4,700.00	47.00
211-102-210 - T&S Deputy Mayor	1,545.00	1,277.61	267.39	17.31
211-103-150 - Remuneration Councillor	8,000.00	2,400.00	5,600.00	70.00
211-103-210 - T&S Councillor	1,545.00		1,545.00	100.00
211-201-212 - R & C ASVA	943.59	598.00	345.59	36.63
211-202-212 - R&C ABmunis	1,110.11	695.01	21.95	1.98
211-301-220 - ABmunis	1,165.61	1,123.73	41.88	3.59
211-302-220 - ASVA	999.10	975.00	24.10	2.41
211-303-220 - FCM	220.00	204.63	15.37	6.99
211-304-220 - Mayors and Reeves	105.00	150.00	(45.00)	42.86-
Total Council and Legislation:	42,693.41	25,711.79	16,588.47	38.85
Administration				
212-100-110 - Salaries	155,333.00	126,548.90	28,784.10	18.53
212-100-130 - Training	2,909.00	4,659.68	(1,750.68)	60.18-
212-100-140 - Benefits	5,382.00	4,131.68	1,250.32	23.23
212-100-210 - Travel & Subsistence	3,491.00	1,313.15	2,177.85	62.38
212-100-211 - WCB	2,223.00	1,143.76	1,079.24	48.55
212-100-266 - PW Fleet	1,164.00	1,169.62	(5.62)	0.48-
212-200-215 - Postage/Freight/Couri	1,753.00	1,591.11	161.89	9.24
212-200-500 - Printing Costs	1,596.00	1,747.22	(151.22)	9.47-
212-200-510 - Office Supplies	2,909.00	1,072.70	1,836.30	63.12
212-300-217 - Phone/Fax/Internet	1,455.00	1,254.92	200.08	13.75
212-300-240 - Computer Software/Mtn	4,364.00	6,095.87	(1,731.87)	39.69-
212-300-242 - IT Equipment	727.00	1,557.18	(830.18)	114.19-
212-300-250 - Facility Improvements	2,909.00	1,745.62	1,163.38	39.99
212-300-255 - Facility Maintenance	6,186.00	3,991.50	2,194.50	35.48
212-300-265 - Equipment Maintenance	436.00	508.32	(72.32)	16.59-
212-300-270 - Equipment Rental	1,164.00	742.81	421.19	36.18
212-300-510 - Other Contingency	146.00	388.01	(242.01)	165.76-

Report Date
10/16/2023 11:18 AM

**Summer Village of Norglenwold
Operating Budget**
For the Period Ending September 30, 2023

Page 2

	Budget	YTD	\$ Rem	% Rem
212-300-530 - Building Insurance	873.00	538.50	334.50	38.32
212-300-540 - Utilities	2,618.00	3,515.95	(897.95)	34.30-
212-400-216 - Coffee with Council	1,000.00	93.97	906.03	90.60
212-400-217 - Data Plan	1,800.00	1,243.53	556.47	30.92
212-400-220 - Election Expenses/Mee	1,000.00	2,611.13	(1,991.50)	199.15-
212-400-221 - Bank Fees	1,700.00	682.12	982.88	57.82
212-400-222 - Advertising	515.00		515.00	100.00
212-400-230 - Legal Fees	5,000.00	5,320.65	(320.65)	6.41-
212-400-231 - Audit Fees	6,283.00	4,698.91	1,584.09	25.21
212-400-232 - Assessment Fees	7,519.00	5,575.00	219.00	2.91
212-400-275 - Municipal Insurance	6,000.00	7,300.00	(1,300.00)	21.67-
212-400-910 - Tax Changes	544.38	20.00	524.38	96.33
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - Reserve Replacement	21,225.00	21,225.00		
212-402-220 - Donations to Other Organizations	1,000.00	500.00	500.00	50.00
Total Administration:	252,224.38	213,986.81	36,097.20	14.31
Protective Services				
223-000-200 - Contract Fire Service	20,259.56	18,996.12	1,263.44	6.24
224-000-200 - Emergency Management	2,800.00	2,750.00	50.00	1.79
224-000-201 - Safety Equipment	555.05	189.99	365.06	65.77
225-000-200 - Policing Costs	34,431.00	1,434.00	32,997.00	95.84
226-000-200 - Enforcement	500.00	2,694.43	(2,361.45)	472.29-
Total Protective Services:	58,545.61	26,064.54	32,314.05	55.19
Public Works				
232-000-200 - Green Space Program	20,000.00	12,554.24	7,445.76	37.23
232-000-240 - Hazardous Trees	8,000.00	7,150.00	850.00	10.63
232-000-250 - Road Maintenance Program	27,853.20	5,491.00	15,512.20	55.69
232-000-255 - Plowing Program	22,000.00	10,246.00	11,754.00	53.43
232-000-265 - Sign Program	2,517.32	3,435.40	(918.08)	36.47-
232-000-530 - Ditch & Culvert Progr	5,000.00	2,595.95	2,404.05	48.08
232-000-545 - Utilities	894.45	598.31	217.89	24.36
242-000-250 - SLR WasteWater Commis	6,605.00	4,241.71	2,363.29	35.78
242-000-255 - Maintenance Program	19,981.91	3,645.06	15,616.85	78.15
242-000-260 - Usage Fees	84,726.00	43,131.36	41,594.64	49.09
243-000-200 - Contracted Garbage	34,500.00	26,388.00	8,112.00	23.51
243-000-270 - Recycling Program	21,000.00	6,769.45	14,230.55	67.76
Total Public Works:	253,077.88	126,246.48	119,183.15	47.09
Planning and Development				
261-000-110 - Development Service	1,283.44	793.07	431.37	33.61
261-000-115 - IDP (RDC & TSL)	1,000.00		1,000.00	100.00
261-000-200 - Planning	5,000.00		5,000.00	100.00
261-000-215 - Subdivision Appeal Bo	1,800.00	11,247.01	(9,447.01)	524.83-
261-000-220 - Municipal Planning Co	1,110.11	900.00	210.11	18.93
Total Planning and Development:	10,193.55	12,940.08	(2,805.53)	27.52-
Recreation				
272-000-220 - FCSS Grant	4,337.12	4,337.12		
272-000-250 - Buoy Programs	5,665.00	2,310.40	3,354.60	59.22

Report Date
10/16/2023 11:18 AM

Summer Village of Norglenwold
Operating Budget
For the Period Ending September 30, 2023

Page 3

	Budget	YTD	\$ Rem	% Rem
274-000-850 - Parkland Regional Lib	2,668.37	1,850.64	200.87	7.53
274-000-510 - Operational Recreation Grants - ICF	21,012.00	20,475.00	537.00	2.56
Total Recreation:	33,682.49	28,973.16	4,092.47	12.15
Environment				
243-102-150 - Red Deer River Waters	555.05	555.05		
273-000-761 - Team Up to Clean Up	1,110.11		1,110.11	100.00
Total Environment:	1,665.16	555.05	1,110.11	66.67
Total Expenditures:	652,082.48	434,477.91	206,579.92	31.68
Surplus / Deficit	0.00	303,408.92	292,384.27	0.00

Report Date
10/16/2023 11:18 AM

Summer Village of Norglenwold
Capital Projects Budget
For the Period Ending September 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-203-840 - Project CCBF/Road RSV-Honeymoon Dr RR	36,805.00		(36,805.00)
197-204-840 - Project Env.RSV-99 Grand Ave OS Rehab	10,000.00		(10,000.00)
197-205-840 - Project Swr RSV-WW Flushout Repairs	36,000.00		(36,000.00)
197-206-840 - Project CCBF - Road Analysis	13,514.00		(13,514.00)
197-207-840 - Project CCBF/RSV-GIS Implementation	2,900.00		(2,900.00)
197-208-840 - Project MSI-Admin Building Improvements	22,351.75		(22,351.75)
197-209-840 - Project Env RSV-Annexation	10,000.00		(10,000.00)
197-210-840 - Project Env RSV-OSMP	30,000.00		(30,000.00)
Total Revenue:	161,570.75	0.00	(161,570.75)
Expenditures			
297-203-840 - Project CCBF/Road RSV-Honeymoon Drive RR	36,805.00	24,955.00	11,850.00
297-204-840 - Project Env RSV-99 Grand Ave OS Rehab	10,000.00	4,537.26	5,462.74
297-205-840 - Project Swr RSV-WW Flushout Repairs	36,000.00		36,000.00
297-206-840 - Project CCBF-Road Analysis	13,514.00	2,615.37	10,898.63
297-207-840 - Project CCBF/RSV-GIS Implementation	2,900.00		2,900.00
297-208-840 - Project MSI-Admin Building Improvements	22,351.75	30,467.14	(8,115.39)
297-209-840 - Project Env RSV-Annexation	10,000.00	62.96	9,937.04
297-210-840 - Project Env RSV-OSMP	30,000.00	1,375.00	28,625.00
Total Expenditures:	161,570.75	64,012.73	97,558.02
Surplus / Deficit	0.00	(64,012.73)	(64,012.73)

Report Date
10/17/2023 8:55 AM

Summer Village of Norglenwold
ASFF Budget Report
For the Period Ending September 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	570,080.97	568,915.09	(1,165.88)
101-001-130 - ASFF-Non-Residential	2,020.92	2,020.92	
101-103-130 - DI Designated Industrial	41.77	43.48	1.71
Total Revenue:	572,143.66	570,979.49	(1,164.17)
Expenditures			
201-100-130 - ASFF Residential	570,080.97	407,201.28	162,879.69
201-101-130 - ASFF- Non Residential	2,020.92	2,020.92	
201-103-130 - DI Designated Industrial	41.77		41.77
Total Expenditures:	572,143.66	409,222.20	162,921.46
Surplus / Deficit	0.00	161,757.29	161,757.29

Tina Leer

From: ASFF Information Management System (AIMS) <aims.sys.prod@gov.ab.ca>
<aims.sys.prod@gov.ab.ca>
Sent: Thursday, September 7, 2023 9:48 AM
Subject: AIMS: New ASFF Invoice is available

ATTENTION:

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates have not yet been passed, therefore, this invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4).

The Order in Council will be passed prior to December 1, 2023. This will approve the rates that have been communicated in the Statement of Intent and are also reflected by Municipal Affairs in MERO. December invoices will be in the amount indicated in the 2023 Statement of Intent, less the total amounts paid through the first three invoice periods (March, June, and September) of 2023.

Your understanding and cooperation on this matter is appreciated.

AIMS: New ASFF Invoice is available

The new ASFF Invoice is available for viewing, downloading, and printing. Please login to AIMS for your invoice.
[Organization Dashboard](#)

Thank you.

Shanon Vergara
Accounting Analyst
shanon.vergara@gov.ab.ca
(780) 427-2172

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

SUMMER VILLAGE OF NORGLÉNWOLD

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$60,475	\$60,475	\$0	100	Certified	\$222	\$0
2008	\$77,217	\$77,217	\$0	100	Certified	\$595	\$0
2009	\$60,413	\$60,413	\$0	100	Certified	\$692	\$0
2010	\$175,092	\$175,092	\$0	100	Certified	\$1,246	\$0
2011	\$180,817	\$180,817	\$0	100	Certified	\$2,422	\$0
2012	\$186,566	\$186,566	\$0	100	Certified	\$5,603	\$9,372
2013	\$179,099	\$179,099	\$0	100	Certified	\$7,388	\$462,226
2014	\$196,337	\$196,337	\$0	100	Certified	\$6,625	\$54,677
2015	\$189,059	\$189,059	\$0	100	Certified	\$2,223	\$159,554
2016	\$176,062	\$176,062	\$0	100	Certified	\$0	\$98,422
2017	\$169,308	\$169,308	\$0	100	Certified	\$0	\$246,760
2018	\$223,470	\$223,470	\$0	100	Certified	\$0	\$85,382
2019	\$120,561	\$120,561	\$0	100	Certified	\$533	\$0
2020	\$165,446	\$165,446	\$0	100	Certified	\$2,097	\$0
2021	\$201,968	n/a	n/a	0	Certified	\$0	\$1,217,026
2022	\$81,902	n/a	n/a	0	Certified	\$0	\$0
2023	\$81,902	n/a	n/a	0	n/a	n/a	n/a
Total	\$2,525,694	\$2,159,922	\$0			\$29,646	\$2,333,419

"Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$0	\$0

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	1	14	15
Total Project Costs	\$77,000	\$3,280,356	\$3,357,356
Total MSI Funding to be Applied	\$22,330	\$2,504,213	\$2,526,543
Total MSI Funding Applied	\$0	\$2,333,419	\$2,333,419

* Amounts reflect the total increase or decrease to the original accepted amounts.

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$362,983	\$319,533	\$454	\$286,639

Applications/Projects

Allocations and Payments

Search:

Year	Allocation	Payments	Status	Payment Criteria Status
FY2005	\$5,788	\$5,788	Paid (Reconciled)	Payment criteria has been met
FY2006	\$5,788	\$5,788	Paid (Reconciled)	Payment criteria has been met
FY2007	\$7,720	\$7,720	Paid (Reconciled)	Payment criteria has been met
FY2008	\$8,915	\$8,915	Paid (Reconciled)	Payment criteria has been met
FY2009	\$17,820	\$17,820	Paid (Reconciled)	Payment criteria has been met
FY2010	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2011	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2012	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2013	\$20,047	\$20,047	Paid (Reconciled)	Payment criteria has been met
FY2014	\$17,608	\$17,608	Paid (Reconciled)	Payment criteria has been met
FY2015	\$17,162	\$17,162	Paid (Reconciled)	Payment criteria has been met

Year	Allocation	Payments	Status	Payment Criteria Status
FY2016	\$17,508	\$17,508	Paid (Reconciled)	Payment criteria has been met
FY2017	\$17,549	\$17,549	Paid (Reconciled)	Payment criteria has been met
FY2018	\$20,057	\$20,057	Paid (Reconciled)	Payment criteria has been met
FY2019	\$40,849	\$40,849	Paid (Reconciled)	Payment criteria has been met
FY2020	\$20,616	\$20,616	Paid (Reconciled)	Payment criteria has been met
FY2021	\$41,965	\$41,965	Paid (Reconciled)	Payment criteria has been met
FY2022	\$21,360	\$0	Processing	Payment criteria not met
FY2023	\$22,090	\$0	Processing	Payment criteria not met

Showing 1 to 19 of 19 entries

Summer Village of Norglenwold

Public Works

Information Item

Agenda Item: *Norglenwold Public Works Update*

Background:

The following will provide Council with an update on Public Works activities and follow up items:

- Speed sign at #147 Grand Avenue: PW has tried to reset the sign and has contacted an electrical contractor to troubleshoot the system on Oct 13. Solar panel and battery are working properly but contractor believes it could be a electronics or programming issue. PW to investigate further.
- 30 km/h sign at Range Road 15 entrance to grand avenue – PW has ordered a new sign, and it will be installed in the upcoming weeks by APLS. PW is looking into anti-theft bolts and screws from Alberta Traffic Supply.
- 20 km/h located at the S-curve on Grand Avenue – PW visited site on Oct 13, and both signs are in place in both directions.
- Public works has posted a new Request for Proposal for contracted grass cutting services which closes on November 2, 2023. Work will commence in spring 2024.
- KBL Environmental (contractor for FORTIS) has completed work on overhead cable lines on the side of the road. Work was completed on October 20, 2023. Work location was along 100 block of Grand Avenue.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Norglenwold

October 27, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (18 in Birchcliff, 3 in Half Moon Bay, 21 in Jarvis Bay, 18 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the list in Norglenwold:

1. 141 Grand Avenue	Demolition and Dwelling
2. 167 Grand Avenue	Detached Garage
3. 313 Honeymoon Drive	Dwelling Add. & Garage w Guest House
4. 253 Honeymoon Drive	Lakeside Stairs
5. 355 Last Chance Way	Garage with Guest House
6. 23 Grand Avenue	Detached Garage
7. 205 Grand Avenue	Dwelling & Escarpment Work
8. 53 Grand Avenue	Demolition
9. 4 Rustic Crescent	Dwelling
10. 59 Grand Avenue	Gravel Pad
11. 85 Grand Avenue	Escarpment Retaining Walls
12. 111 Grand Avenue	Dwelling
13. 371 Last Chance Way	Demolition
14. 371 Last Chance Way	Dwelling
15. 351 Last Chance Way	Dwelling
16. 139 Grand Avenue	Lakeside Deck
17. 229 Grand Avenue	Decks
18. 111 Grand Avenue	Lakeside Escarpment Ret. Walls

Closed DP's since last Council meeting:

1. 253 Honeymoon Drive	Dwelling
------------------------	----------

Permit Summary:

Year to date 2023:

8 development permits. Estimated project cost \$5,274,000.00.

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Open Administrative Files:

359 Last Chance Way

177 Grand Avenue

329 Honeymoon Drive

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #208/13.

Summer Village of Norglenwold**October 27, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Jonathan from Bluerock Planning is completing a “what we heard” report regarding the public consultation on the annexation project along with comments from the surrounding municipalities, with suggestions for potential next steps.
- Costs for residents to obtain a second garbage bin will be \$130 annually. We are currently obtaining costs for green waste bins for each property for council consideration.
- Administration is considering purchasing large boulders to be installed in the greenspace adjacent to speed bumps to eliminate drivers using the grass to avoid them.
- Norglenwold strategic planning session has been scheduled for November 3rd at 1:00. Council and administration will discuss long term goals and potential 10-year capital plans.
- The Open Space Master Plan public consultation is scheduled for November 15.

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

October 27, 2023

Information

Agenda Item: *Annexation Report*

Background:

Attached is a report from Bluerock Planning Inc. outlining what they heard from residents at the annexation open house.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 153 (a) to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality.



Annexation

What We Heard Report

October 26, 2023

CONTENTS

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2	What We Did	2
2.1	Stakeholder Meetings	2
2.2	Notifications	3
2.3	Open House Attendance	3
3	What We Heard	3
3.1	Feedback Forms.....	3
3.2	Email Questions & Feedback	3
3.3	General In-person Feedback	3
3.4	Next Steps	4

Appendices

Appendix A: Advertisements

Appendix B: Sign-in Sheet

Appendix C: Poster Boards

Appendix D: FAQ

Appendix E: Email Correspondence from Town

1 Introduction

On Tuesday August 29th, 2023, the Summer Village of Norglenwold held an open house to discuss annexation with its residents. The open house was held at the Summer Villages Administration office from 5:00 p.m. to 7:00 p.m.

2 What We Did

The primary method for reaching stakeholders and residents focused on holding the public open house and providing information in the form of poster boards, a feedback form, and a Frequently Asked Questions (FAQ) handout.

The secondary method was reaching out directly to stakeholders for individual meetings. These stakeholders included:

- Landowners proposed to be annexed
- Red Deer County planning staff
- Town of Sylvan Lake planning staff

2.1 Stakeholder Meetings

Village staff and the consultant from Bluerock Planning met a couple of times virtually and in-person with the owner of the largest parcel of proposed annexation lands. The landowner expressed a desire to develop the parcel with large lot residential in accordance with the Village's Land Use Bylaw.

Village staff and the consultant also met with Red Deer County staff virtually on August 11, 2023 to discuss the annexation. County staff expressed no concerns with the proposed annexation, except a desire to ensure the Town of Sylvan Lake was consulted and any Town requirements met in accordance with the approved Intermunicipal Development Plans.

Town of Sylvan Lake planning staff met virtually with Village staff on August 23, 2023 and the consultant to discuss the annexation. The meeting was then followed up via email with the Town expressing a desire for further infrastructure studies and concept planning for the annexation lands. The main issue from the Town is to understand the desired density for the area, and associated with that, the servicing requirements particularly for wastewater. The Town is concerned about its capacity to deliver wastewater to additional lots within Norglenwold. Further discussions with the Town are required if the Village wishes to move forward with an uncontested annexation. In written correspondence the Town would like to see:

- 1) Full servicing study, with the main concern wastewater
- 2) Land Use concept and cost sharing agreement
- 3) Joint meetings (1 with administration and 1 with joint Councils)

2.2 Notifications

To advertise the open house to the community digital and hard copy advertisements were distributed to the community, including:

- Posted notice of the open house on the municipal website and social media channels
- Included advertisement in the weekly email blast
- Mailed letter to residents
- Posted advertisement on public notice boards in the Village

2.3 Open House Attendance

A total of 23 people signed the sign-in sheet at the open house with a few more people attending who did not sign-in. A total of approximately 25-30 people attended the open house.

3 What We Heard

3.1 Feedback Forms

A feedback form was provided for anyone who wished to fill out comments and submit them. One feedback form was handed in. The feedback expressed disappointed the annexation process wasn't completed previously and hoped this time the process would be completed.

3.2 Email Questions & Feedback

Leading up to the open house a few questions were raised from residents emailing Village staff. These questions were more technical and legal in nature and covered the topics of:

- How does taxation work with annexed lands?
- How many future lots could be built on the annexation lands?
- How much is the annexation process costing Norglenwold?
- Who owns the land?
- Does annexed land have to be developed?
- What are the proposed future land uses for the annexation lands?
- What is the timing for the annexation?

Summer Village staff provided answers to these questions, where possible. Some of the questions, especially as it pertains to timing, could not be answered at this time.

3.3 General In-person Feedback

The most valuable feedback during the open house process came from residents during the event. The open house was busy throughout the entire evening and residents were quite engaged in conversation with staff and members of Council. Overall, there did not seem to be a consensus position on annexation from residents. Two main positions seemed to be:

- a) In favour of annexation and would like it moved forward finally all the after years of work;
and
- b) Unsure / not in favour of annexation as residents prefer current size of Norglenwold.

There was a significant amount of conversation around the question of why the annexation is needed, who it might benefit the most, and what would be the benefit to the average resident. While Village staff provided basic answers to these questions, there are still aspects of these questions that are unclear and would benefit from Council providing some clarity to the community. Overall, residents were unclear about the long-term vision for Norglenwold and how the annexation would help fulfill that vision. For example, what are Norglenwold's current and future needs/desires and how does the annexation help meet those needs? This is also where Council could add clarity.

Other discussion topics included:

- Timing of annexation
- Who are the landowners and what is their vision for their lands?
- How would development happen on the lands (e.g. what applications, concept plans would the community see prior to approval?)
- How does annexation work and what are the different steps in the process?
- What happened to the previous annexation process?

3.4 Next Steps

Based on feedback from the open house, residents seem to agree that the Summer Village should make a definitive decision on whether or not to proceed with the annexation. There was noted frustration from residents on the start-stop annexation processes from the past and a desire to either move forward or not.

Appendices

Appendix A: Advertisements

Appendix B: Sign-in Sheet

Appendix C: Poster Boards

Appendix D: FAQ

Appendix E: Email Correspondence from Town

Appendix A: Advertisements

Annexation Open House

Tuesday, August 29th, 2023
5:00pm - 7:00pm

Summer Village Administration Office
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5



D-6

The Summer Village of Norglenwold is hosting a 'come & go' open house (no presentation) to update residents, and anyone else interested, on the process to annex three parcels from Red Deer County to Norglenwold.

More Information, outcomes from the open house, and next steps will be posted on:
www.sylvansummervillages.ca

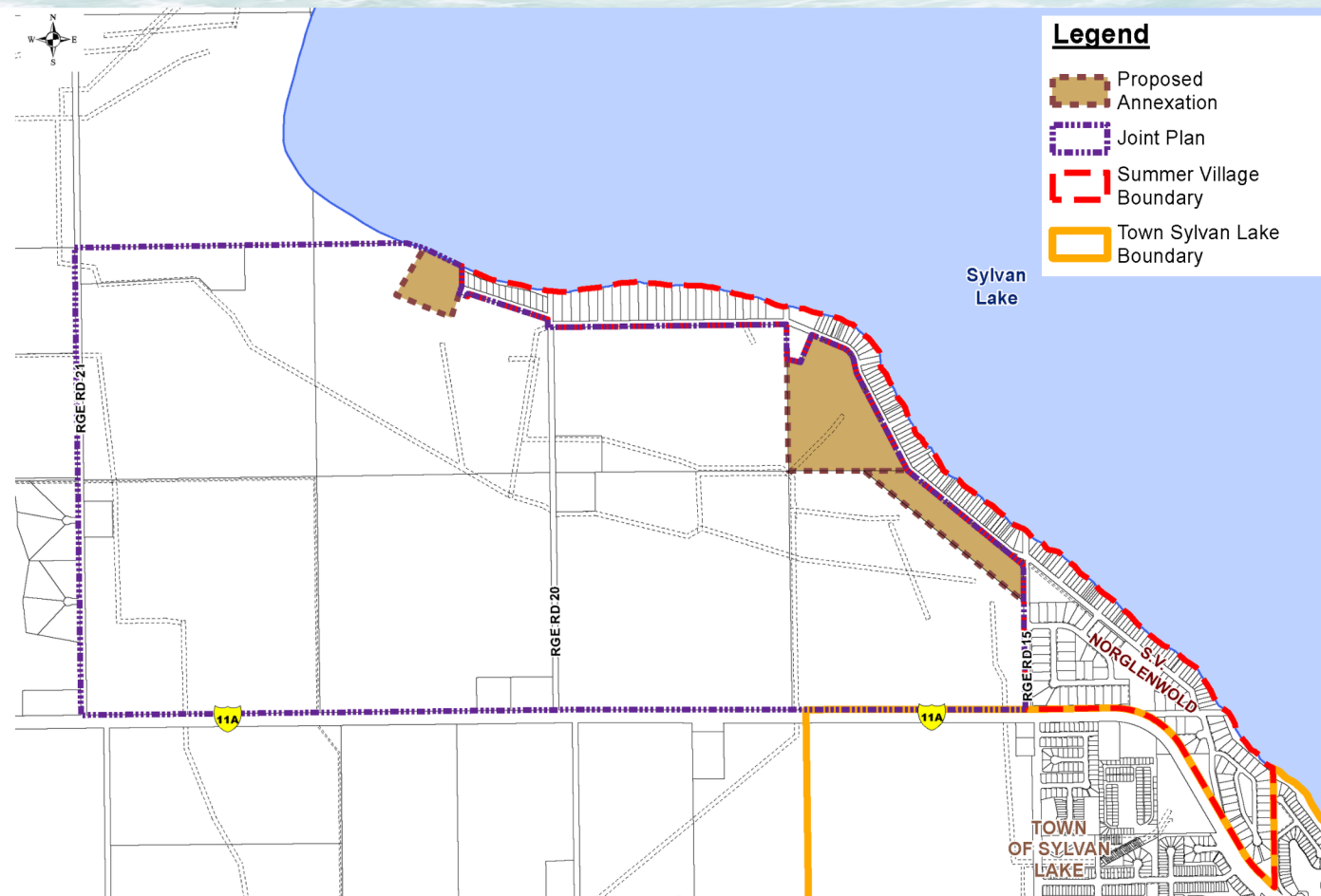
If you cannot attend, comments or questions can be submitted by:

 info@sylvansummervillages.ca

 403-887-2822

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

We hope you can join us!





ANNEXATION OPEN HOUSE

Tuesday, August 29th, 2023
5:00pm- 7:00pm

Summer Village Administration Office
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Dear Resident,

The Council of the Summer Village of Norglenwold is interested in completing the process to annex three (3) parcels from Red Deer County to Norglenwold (see map on reverse of this page). The annexation process has been dormant since communications were last issued by the Summer Village in June 2017.

A 'come & go' open house is being held (no presentation) to update Norglenwold residents and any other interested parties. If you are unable to attend, you may submit comments and questions to the Summer Village at:



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



info@sylvansummervillages.ca



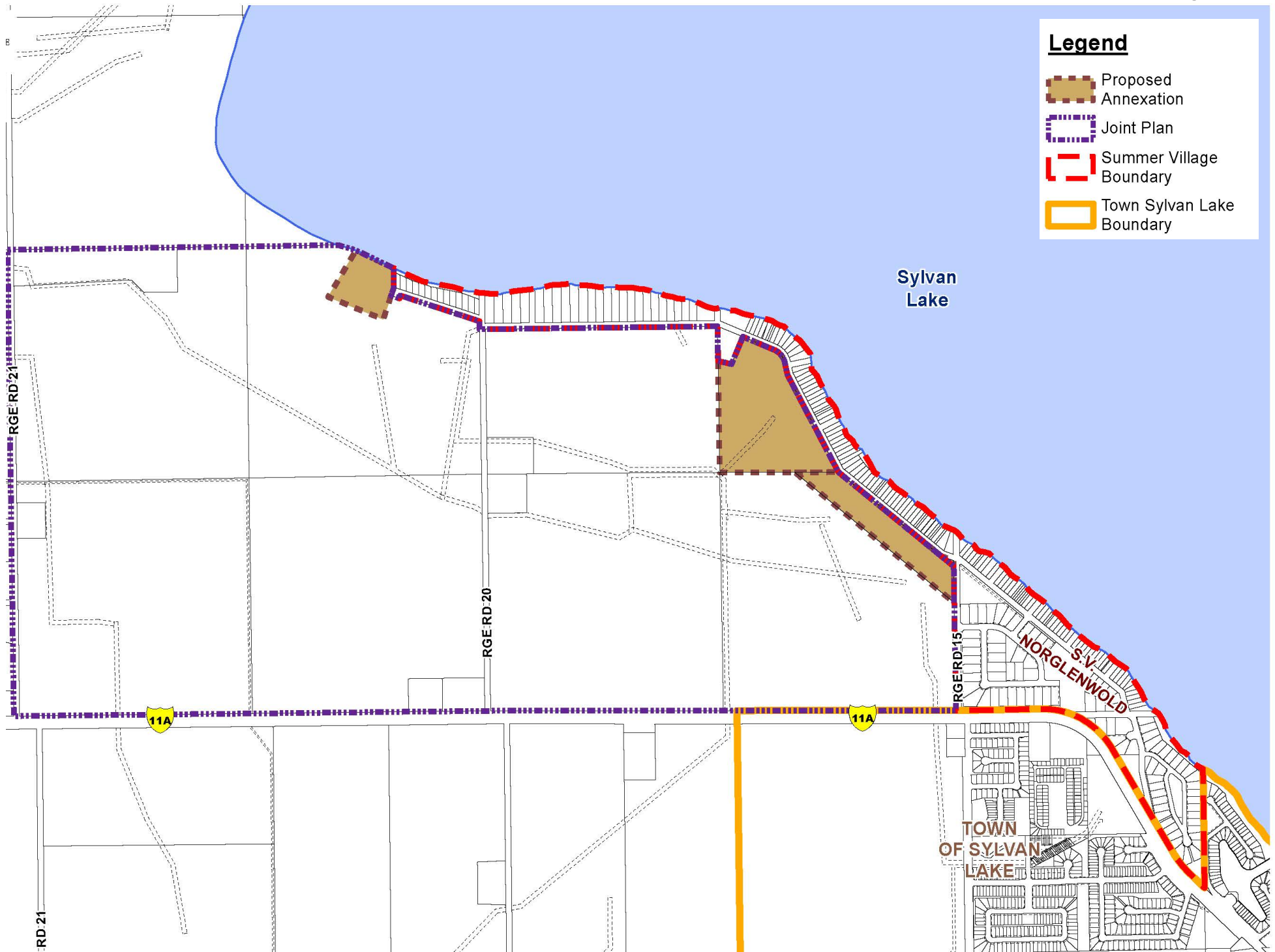
403-887-2822

Following the open house there will be more opportunities to discuss the annexation, should the Council choose to continue pursuing the process.

More information, including outcomes from the open house and next steps, will be posted on the municipal website at www.sylvansummervillages.ca/

We hope you can join us and look forward to continuing the conversation!

Sincerely,
Summer Village Administration



Appendix B: Sign-in Sheet



Summer Villages Administration Office

#2 Erickson Drive

Sylvan Lake, AB T4S 1P5

Ph: (403) 887-2822

Welcome!
Annexation Open House
Sign in Sheet

	Name	Municipality of Residence	Email/Phone (optional)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Date of Open House: August 29, 2023
 5:00-7:00pm



Summer Villages Administration Office
 #2 Erickson Drive
 Sylvan Lake, AB T4S 1P5
 Ph: (403) 887-2822

Welcome!
Annexation Open House
Sign in Sheet

	Name	Municipality of Residence	Email/Phone (optional)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Date of Open House: August 29, 2023
 5:00-7:00pm



2023 Annexation Open House

Comment Form

Do you have any comments or questions regarding the annexation?

Very disappointed that the
annexation project was not completed
after it was begun in 2008, hoping
that a responsible council's village
staff will work towards a speedy
completion.

Please submit this form to staff

Thank you!

Appendix C: Poster Boards

WELCOME

TO THE

Summer Village of Norglenwold

ANNEXATION

OPEN HOUSE

* We're glad you are here! *

Please sign in at the welcome desk
and pick up a comment form

INTRODUCTION

What is Annexation?

- Annexation is the provincially-regulated process of transferring land from one municipality to another municipality's jurisdiction. In this case, from Red Deer County to the Summer Village of Norglenwold.
- Annexation does not change ownership rights, and owners are not required to develop or sell their property.

Who makes the final decision?

- The Municipal Government Board (MGB) processes annexation applications. However, if there is disagreement amongst the municipal parties or if an objection is raised by a landowner or other affected party, then the Alberta Land Property Rights Tribunal (LPRT) will hold a public hearing. The LPRT will make a recommendation on the application to the Lieutenant Governor of Alberta, who makes the final decision. The MGB issues the final decision to all parties.

How long does the process take?

- On average, annexations in Alberta take between 2 – 5 years to initiate and complete.
- Following this introductory open house, the Summer Village anticipates engagement, negotiations, and preparation of the annexation application will take 8-12 months (Steps 1 through 3 shown in the figure to the right). Following submission of an application it could take an estimated 6-12 months for the province to make a decision (Steps 4 through 6).

What information is required?

The Summer Village must submit an application to the Municipal Government Board (MGB) that:

- Lists authorities the Summer Village believes to be affected (e.g., Red Deer County, school authorities, public utility operators, irrigation districts, etc.)
- Indicate if there is or is not general agreement between the Summer Village, the County, and the public.
- Provide relevant excerpts from the Municipal Development Plans and other statutory planning documents.
- A description of the intended uses for the annexed lands.
- A description of how the annexed lands can be serviced.
- Signed consent from each landowner with land to be annexed, including acknowledgement of assessment and taxation conditions.
- Letter from the County certifying the agreement.
- An explanation of the consultation process undertaken.
- The proposed effective date of the annexation.
- Provides a financial analysis.

Why is the Summer Village annexing land?

- Norglenwold wishes to expand its land base to provide future opportunities for public land uses and residential development within the Summer Village.

What about our vision to remain a quiet residential community?

- The annexation would not detract from the Municipal Development Plan vision for Norglenwold to remain as a quiet residential community. If any future development takes place on the annexed parcels, it would be envisioned similar to existing residential development in the Summer Village.
- The Summer Village has jurisdiction over the lot size and density of any future development. The annexed lands would become subject to the Summer Village's planning policies and development regulations, including the Sylvan Lake Intermunicipal Development Plan, Municipal Development Plan, and Land Use Bylaw.
- In accordance with the Sylvan Lake Intermunicipal Development Plan (2021) and Norglenwold policy, an Area Structure Plan (ASP) is required for any multi-lot development. It would be the responsibility of the developer to create an Area Structure Plan that aligns with Norglenwold's existing bylaws, plans and regulations. The expectation is that future development fits with the existing character of the Summer Village.

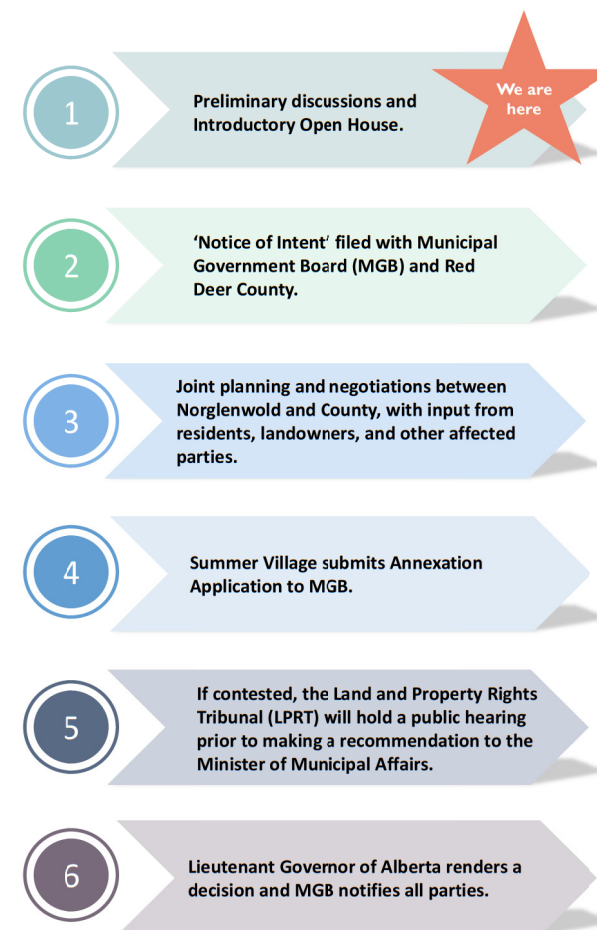
Will taxes or services be affected?

- Developers are responsible for providing services to any future development of the annexed parcels. All services provided will have to adhere to engineering standards set by the Summer Village.
- Transition of property assessments and taxation for the annexed parcels will be negotiated between the Summer Village, the County and the owners of the annexation properties.

Are water and sewer systems available?

- Any proposed development must provide a viable solution for water and sewer servicing. Presently the Town's wastewater capacity is stretched and other options will have to be explored prior to any development. Similarly, water well capacity is not known at this time and must be explored.

Annexation Process



PROPOSED ANNEXATION AREA

Which parcels are proposed for annexation?

There are 3 lots being considered for annexation, as shown in the adjacent map and described below:

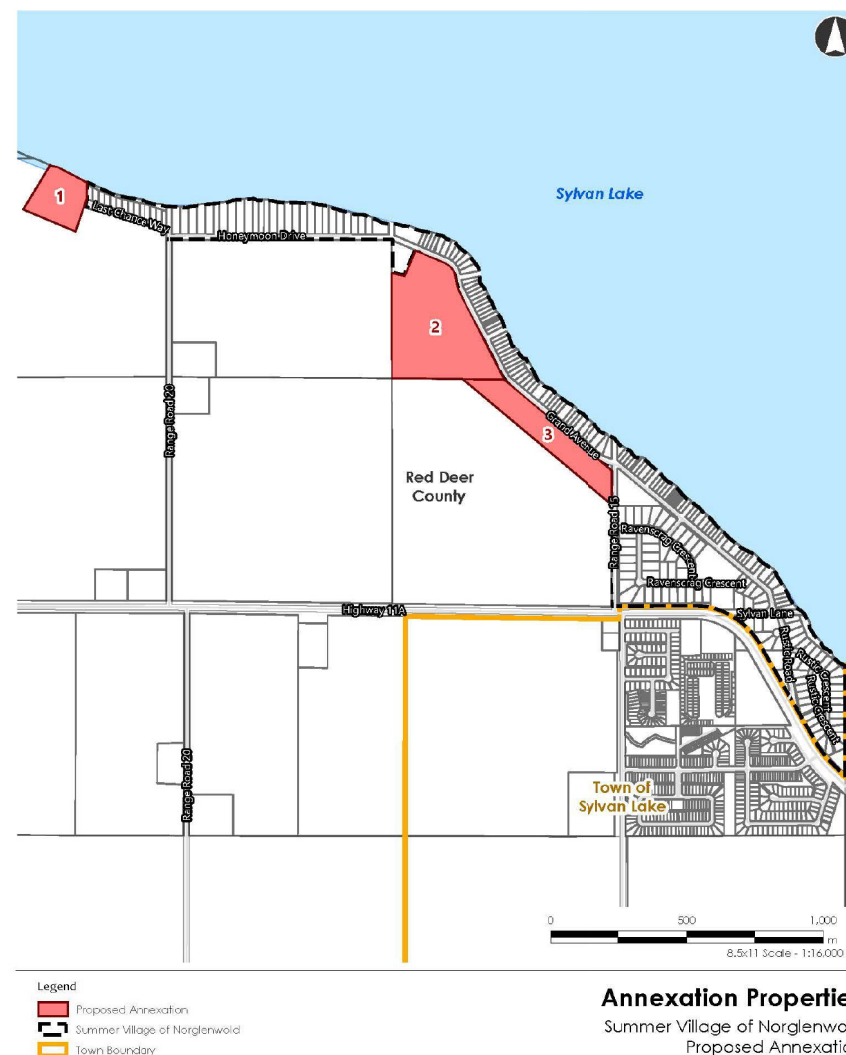
Parcel #	Legal Description	Ownership	Land Area
1	Plan 1523387 Lot 1 Block 1	Private	8.5 acres
2	NE-6-39-1-5	Private	32.15 acres
3	Plan 5679AM, Block A	Summer Village	14.66 acres

Why is the Summer Village annexing these parcels of land?

Norglenwold wishes to expand its land base to provide future opportunities for public land uses and residential development within the Summer Village that will complement the Village's existing character.

Moreover:

- All three parcels have direct access via Summer Village roads.
- Parcel #1 is already serviced by the Summer Village's wastewater system.
- The owner of Parcel #2 has expressed some intentions for development of estate residential in accordance with the Village's Land Use Bylaw, which is approximately 0.5 acre lots.
- Parcel #3 is owned by the Summer Village and planned as public park space and utilities. Currently, the Summer Village would have to obtain development approvals from Red Deer County and adhere to the County's Land Use Bylaw and development standards to proceed with any development.



HISTORY OF ANNEXATION EVENTS

2008

Norglenwold Annexation Process Initiated

The Summer Village submits Notice of Intent to annex lands from Red Deer County. The Summer Village begins preparation of supporting documentation for the application.

2011

Sylvan Lake/ Red Deer County Intermunicipal Development Plan (IDP)

The Town of Sylvan Lake and Red Deer County prepare an IDP to support the Town's separate annexation proposal.

2015

Town of Sylvan Lake Annexation Approved

The Province approves the Town's annexation, requiring amendment to Norglenwold's annexation application and further joint planning work between all municipalities.

2017

Sylvan Lake/ Red Deer County IDP Amended

In April 2017, the Town and County adopt an amendment to their IDP that outlines issues of intermunicipal interest regarding Norglenwold's annexation plans.

2017

Norglenwold Annexation Open House

In March of 2017, Norglenwold submits an amended Notice of Intent to annex fewer parcels of land than proposed in 2008. However, the need for more regional cooperation is identified.

2021

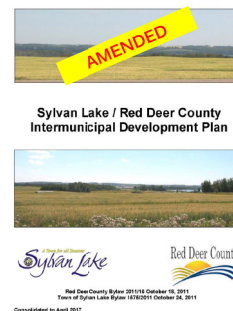
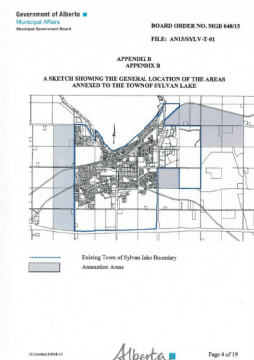
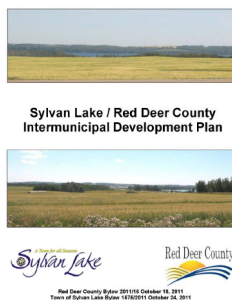
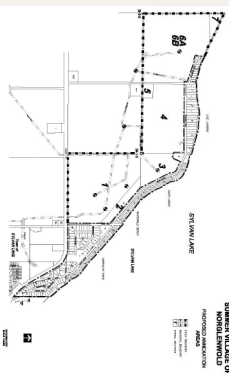
Regional Intermunicipal Development Plan Adopted

The Town of Sylvan Lake, Red Deer County, Lacombe County, and all the Summer Villages jointly prepare a regional IDP that outlines, among other items, the proposed Norglenwold annexation.

2023

Norglenwold Annexation Process Reinitiated

[Now] Norglenwold holds an introductory open house to gather public input on reinitiating the annexation process.



NEXT STEPS

How can I stay informed and participate?

1. Stay tuned for Village website and communications www.sylvansummervillages.ca/
2. Participate in future information sessions (dates to be determined). Invitations and Notices will be issued.
3. Mail, email, or call the Summer Village to provide comments and ask questions to:



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



info@sylvansummervillages.ca



403-887-2822





Appendix D: FAQ

Annexation FAQ

Q: What is annexation?

A: Annexation is the provincially-regulated process of transferring land from one municipality to another municipality's jurisdiction. In this case, from Red Deer County to the Summer Village of Norglenwold. Annexation does not change ownership rights, and owners are not required to develop or sell their property.

Q: Why is the Summer Village annexing land?

A: Norglenwold wishes to expand its land base to provide future opportunities for public land uses and residential development within the Summer Village.

Q: What about our vision to remain a quiet residential community?

A: The annexation would not detract from the Municipal Development Plan vision for Norglenwold to remain as a quiet residential community. If any future development takes place on the annexed parcels, it would be envisioned similar to existing residential development in the Summer Village. Also, the Summer Village has jurisdiction over the lot size and density of any future development. The annexed lands would become subject to the Summer Village's planning policies and development regulations, including the Sylvan Lake Intermunicipal Development Plan, Municipal Development Plan, and Land Use Bylaw. In accordance with the Sylvan Lake Intermunicipal Development Plan (2021) and Norglenwold policy, an Area Structure Plan (ASP) is required for any multi-lot development. It would be the responsibility of the developer to create an Area Structure Plan that aligns with Norglenwold's existing bylaws, plans and regulations. The expectation is that future development fits with the existing character of the Summer Village.

Q: What information is required?

A: The Summer Village must submit an application to the Municipal Government Board (MGB) that:
Lists authorities the Summer Village believes to be affected (e.g., Red Deer County, school authorities, public utility operators, irrigation districts, etc.)

- Indicate if there is or is not general agreement between the Summer Village, the County, and the public.
- Provide relevant excerpts from the Municipal Development Plans and other statutory planning documents.
- A description of the intended uses for the annexed lands.
- A description of how the annexed lands can be serviced.
- Signed consent from each landowner with land to be annexed, including acknowledgement of assessment and taxation conditions.
- Letter from the County certifying the agreement.
- An explanation of the consultation process undertaken.
- The proposed effective date of the annexation.
- Provides a financial analysis.

Q: What is the process and what stage are we at?

A: Norglenwold is seeking public input into the annexation at this time. Following public consultation, the Summer Village will create a package of the required materials and submit an annexation application to the Municipal Government Board (MGB). The general steps in the annexation process are:

**Q: How long will the annexation process take?**

A: On average, annexations in Alberta take between 2 – 5 years to initiate and complete. Following this introductory open house, the Summer Village anticipates engagement, negotiations, and preparation of the annexation application will take 8-12 months (Steps 1 through 3 shown above). Following submission of an application it could take an estimated 6-12 months for the province to make a decision (Steps 4 through 6 shown above).

Q: Who makes the final decision?

A: The Municipal Government Board (MGB) processes annexation applications. However, if there is disagreement amongst the municipal parties or if an objection is raised by a landowner or other affected party, then the Alberta Land Property Rights Tribunal (LPRT) will hold a public hearing. The LPRT will make a recommendation on the application to the Lieutenant Governor of Alberta, who makes the final decision. The MGB issues the final decision to all parties.

Q: Will taxes or services be affected?

A: Developers are responsible for providing services to any future development of the annexed parcels. All services provided will have to adhere to engineering standards set by the Summer Village. Transition of property assessments and taxation for the annexed parcels will be negotiated between the Summer Village, the County and the owners of the annexation properties.

Q: Are water and sewer systems available?

A: Any proposed development must provide a viable solution for water and sewer servicing. Presently the Town's wastewater capacity is stretched and other options will have to be explored prior to any development. Similarly, water well capacity is not known at this time and must be explored.

Q: How will impacts to services be determined?

A: As part of the annexation process, viable options must be presented by the Summer Village for servicing the annexed parcels. However, after annexation the developer will be responsible for preparing technical studies to support a final servicing solution as part of the Area Structure Plan (ASP) process. Area Structure Plans will guide subdivision and development, addressing elements including servicing, land use, and streetscapes. Area Structure Plans must be consistent with the Municipal Development Plan, Intermunicipal Development Plans, and potentially elements of the annexation agreement negotiated in Step 3 of the annexation process.

Q: What Lands are Being Considered?

A: The Summer Village of Norglenwold is proposing to annex three (3) properties totalling approximately 55 acres. See the Proposed Annexation Map at the end of this document.

Parcel #	Legal Description	Ownership	Land Area
1	Plan 1623387 Lot 1 Block 1	Private	8.5 acres
2	NE-6-39-1-5	Private	32.15 acres
3	Plan 5679AM, Block A	Summer Village	14.66 acres

Q: Is there a plan to annex more land going forward?

A: The current annexation appears to meet the current needs of the Summer Village and no plans for future annexation are being considered.

Q: How can I stay informed and participate?

A: There are a few ways to stay connected and participate in the process, including:

- Stay tuned for Village website and communications www.sylvansummervillages.ca/
- Participate in future information sessions (dates to be determined).
Invitations and Notices will be issued.
- Mail, email, or call the Summer Village to provide comments and ask questions to:

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

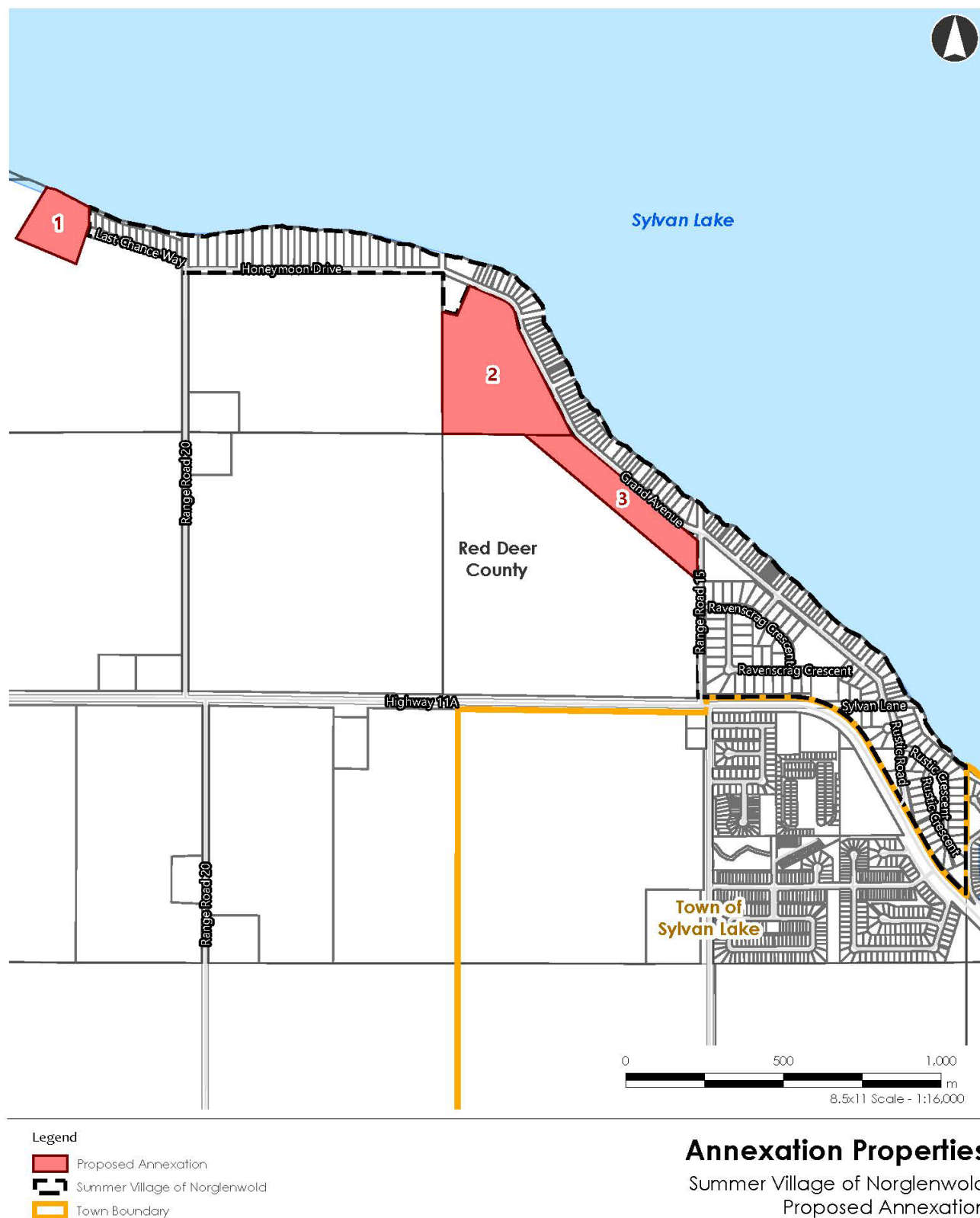
info@sylvansummervillages.ca
PH: (403) 887-2822

Q: I thought Norglenwold started this process before. What is the history of this process?

A: Yes, this process was initiated previously, but was never finalized. A brief history is provided below:

2008	Norglenwold Annexation Process Initiated	The Summer Village submits Notice of Intent to annex lands from Red Deer County. The Summer Village begins preparation of supporting documentation for the application.
2011	Sylvan Lake/ Red Deer County Intermunicipal Development Plan (IDP)	The Town of Sylvan Lake and Red Deer County prepare an IDP to support the Town's separate annexation proposal.
2015	Town of Sylvan Lake Annexation Approved	The Province approves the Town's annexation, requiring amendment to Norglenwold's annexation application and further joint planning work between all municipalities.
2017	Sylvan Lake/ Red Deer County IDP Amended	In April 2017, the Town and County adopt an amendment to their IDP that outlines issues of intermunicipal interest regarding Norglenwold's annexation plans.
2017	Norglenwold Annexation Open House	In March of 2017, Norglenwold submits an amended Notice of Intent to annex fewer parcels of land than proposed in 2008. However, the need for more regional cooperation is identified.
2021	Regional Intermunicipal Development Plan Adopted	The Town of Sylvan Lake, Red Deer County, Lacombe County, and all the Summer Villages jointly prepare a regional IDP that outlines, among other items, the proposed Norglenwold annexation.
2023	Norglenwold Annexation Process Reinitiated	[Now] Norglenwold holds an introductory open house to gather public input on reinitiating the annexation process.

Proposed Annexation Map



Appendix E: Email Correspondence from Town

From: [Kim Devlin](#)
To: jonathan@bluerockplanning.ca
Cc: ["Kara Kashuba"](#); ["Russ Leedham"](#); ["Tanner Evans"](#); [Trina Lamanes](#)
Subject: RE: SV of Norglenwold Annexation
Date: October 14, 2022 12:15:40 PM
Attachments: [image001.png](#)
[image189308.png](#)

Good afternoon Johnathan,

We were able to have a discussion internally with our engineering team and overall we don't have objections to the Summer Village of Norglenwold annexing the proposed lands. Where we do have some concerns will be related to the servicing and transportation from the increased development. You may already be conducting preliminary studies to determine the impacts and improvements required with respect to these areas.

The Town would like to see a full servicing study for the development, with our key area of concern being wastewater servicing. Currently our wastewater system cannot handle any additional capacity for this area. If the annexation proceeds, Norglenwold will likely need to tie into the regional system, including the potential re-alignment of the current wastewater line as well. Given the Town's concerns and inability to handle additional wastewater from future development, further engineering work will be required in order for the Town to be satisfied that a future annexation will not negatively impact the Town or our infrastructure.

With respect to the IDP and requirements therein, I think that we are working away on meeting the requirements for the SL/RDC IDP, sections 8.4.12 a & b and the Town will not be supportive until those requirements (land use concept, servicing and cost sharing agreements) are completed anyways – so we will be good there. Once more details have been ironed out, I think there should be a joint meeting administratively and then one with Council representation from RDC, TOSL, and the SV of Norglenwold as per section 8.4.10. As for the SLIDP, my understanding is that this proposed annexation has already been included/captured in the plan and overall there is a general acceptance of it (subject to details of course), but it should be run by the IDP committee once one is struck.

I do apologize for the length of time it took us to get comments back, things have been incredibly busy. We look forward to future conversations with you regarding your annexation plans and are happy to meet again as necessary. If you have questions please let us know.

Kind regards,

Kim Devlin, RPP, MCIP

Director of Planning and Development


Town of Sylvan Lake | Brilliant All Year

5012 48th Avenue, Sylvan Lake, Alberta T4S 1G6

T 403 887 1185 Ext 237 | F 403 887 3660 | sylvanlake.ca

The Town of Sylvan Lake respectfully acknowledges that the land on which we gather is Treaty 6 territory, home to the Métis Nation of Alberta, Region 3. These lands are traditional meeting grounds, gathering places, and travel routes for many Nations, including the Cree, Dene, Blackfoot, Métis, Saulteaux, and Nakota Sioux. We are grateful for the Traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We acknowledge and thank all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

From: jonathan@bluerockplanning.ca <jonathan@bluerockplanning.ca>

Sent: September 19, 2022 9:24 AM

To: Kim Devlin <kdevlin@sylvanlake.ca>

Cc: 'Kara Kashuba' <kkashuba@sylvansummervillages.ca>; 'Russ Leedham' <info@proactive-planning.ca>; 'Tanner Evans' <tevans@sylvansummervillages.ca>

Subject: RE: SV of Norglenwold Annexation

Hi Kim,

Thanks again for meeting with us about the Norglenwold annexation. I'm just following up to see when the Town might have comments back about the proposed annexation?

Kind regards,
Jonathan

Bluerock Planning Inc.

Jonathan Schmidt, RPP, MCIP, BES, MEDes

president + senior planner + project manager

jonathan@bluerockplanning.ca | 587.998.4540

www.bluerockplanning.ca

Typical Office Hours:

Mon – Wed: 8:30am-5:00pm MST

Thur: 9:00am-3:00pm MST

Fri: 9:00am-Noon MST

Upcoming Out of Office Days 2022:

September 19-21

Availability Calendar:

<https://bit.ly/2OlubPw>

From: Kim Devlin <kdevlin@sylvanlake.ca>

Sent: August 8, 2022 8:36 AM

To: jonathan@bluerockplanning.ca

Cc: 'Kara Kashuba' <kkashuba@sylvansummervillages.ca>; 'Russ Leedham' <info@proactive-planning.ca>

Subject: RE: SV of Norglenwold Annexation

Summer Village of Norglenwold

September 22, 2023

Council and Legislation

Information Item

Agenda Item: *Tree Removal*

Background:

At the request of Mayor Gurevitch, Administration has attached the Summer Village of Birchcliff's Tree Bylaw for Council's review and discussion.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

Municipal Government Act

Section 153 (a) to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality.

SUMMER VILLAGE OF BIRCHCLIFF
BYLAW NO. 175-14
TREE BYLAW

A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF
IN THE PROVINCE OF ALBERTA
FOR THE PRESERVATION OF TREES ON PRIVATE LAND

WHEREAS Section 7 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, provides that a Council may pass a bylaw for the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Section 8 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, provides that a Council may pass a bylaw to prohibit any development, activity, industry, business or thing, until a license, permit or approval has been granted;

AND WHEREAS Summer Village of Birchcliff Council has determined that the substantial pruning or removal of trees on privately owned land should be regulated for the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Summer Village of Birchcliff Council has deemed it appropriate to pass a bylaw dealing with the preservation of trees on privately owned land;

AND WHEREAS population growth in watershed, trees and shrubs are critical to filtering nutrients from ground water prior to release into lake;

NOW THEREFORE, the Council of the Summer Village of Birchcliff, duly assembled, enacts as follows:

1. Title

- a) This bylaw may be cited as the "Private Tree Preservation Bylaw".

2. Definitions

In this bylaw:

- a) "**arborist**" means a **person** with a diploma or degree involving arboriculture from an accredited college or university, a Registered Professional Forester, or an accredited Certified Arborist under the International Society of Arboriculture;
- b) "**application**" means the form attached to this bylaw as Schedule "A";
- c) "**CAO**" means the person appointed by **Council** as Chief Administrative Officer pursuant to the ***Municipal Government Act***;
- d) "**Council**" means the Council of the Summer Village of Birchcliff;
- e) "**dead, decaying or pose a safety hazard**" means **trees** that have one or more of the following characteristics:
 - i. Dry and lifeless wood that breaks easily;
 - ii. Deep splits through the bark;
 - iii. Lack of leaves on the braches during summer months;
 - iv. Weak branch unions resulting in branches that are not securely attached to the main stem or trunk of a **tree**;
 - v. Signs of rot or decay such as fungi, or soft or crumbly wood; or
 - vi. Uneven growth patterns indicated by lopsided or leans in the main stem or trunk of a **tree**;

- f) “**emergency**” means a situation where there is imminent danger to public safety or property;
- g) “**Enforcement Officer**” means a Bylaw Enforcement Officer or Community Peace Officer appointed by the **Summer Village** to enforce the terms of this bylaw;
- h) “**Municipal Government Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- i) “**permit**” means a permit issued pursuant to this bylaw;
- j) “**person**” means any individual, corporation or society;
- k) “**Provincial Offences Procedure Act**” means the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34;
- l) “**remove**” or “**removal**” means to kill, destroy, or remove a **tree** by any means, including, but not limited to, **tree topping**, knocking down or cutting into a **tree**;
- m) “**spiral pruning**” means the thinning of a tree canopy by the selective removal of entire tree limbs or branches;
- n) “**substantially prune**” or “**substantial pruning**” means **tree topping** or pruning more than one-third of the total branches of a tree in one season;
- o) “**Summer Village**” means the Summer Village of Birchcliff;
- p) “**tree**” means any perennial plant, including large shrubs, having woody main stems or trunks, often growing to a considerable height and includes any plant designated as a **tree** by the **CAO or Development Officer**, in his sole discretion;
- q) “**tree topping**” means the pruning of the limbs or branches of a **tree’s** crown to such a degree that the normal canopy and structure of the **tree** are impacted;
- r) “**violation tag**” means a tag or similar document issued by the **Summer Village** pursuant to the **Municipal Government Act** for the purpose of notifying a **person** that an offence has been committed and for which a prosecution may follow; and
- s) “**violation ticket**” means a summons issued pursuant to Part II of the **Provincial Offences Procedure Act**.

3. General

- a) This bylaw applies to **trees** on land owned by a **person** other than the **Summer Village**.
- b) The **CAO or Development Officer** and an **Enforcement Officer** are designated officers for the purposes of enforcing this bylaw.
- c) A person is responsible for maintaining and preserving **trees** in the **Summer Village** in accordance with the requirements of this bylaw and any **permit**.
- d) **Spiral pruning** is the preferred method of pruning **trees** to enhance the views of Sylvan Lake.

4. Permit Required

- a) No **person** shall **substantially prune** or **remove** a **tree** without a valid **permit** from the Summer Village.

- b) The issuance of a **permit** shall be at the discretion of the **CAO or Development Officer**.
- c) The **CAO or Development Officer** may impose terms and conditions on such **permits**.
- d) The **CAO or Development Officer** or an **Enforcement Officer** may inspect all work performed on **trees** under the terms of this bylaw.

5. Permit Application

- a) Every application for a **permit** shall be submitted to the **CAO or Development Officer** and shall include:
 - i. An **application** detailing the location, number, size and species of **trees** affected by the proposed work;
 - ii. A plan showing the existing **trees** and identifying the **trees** to be **substantially pruned** or **removed**;
 - iii. A statement describing why the **trees** require **substantial pruning** or **removal**;
 - iv. A statement by an **arborist** recommending measures to be taken to ensure the health and protection of the **trees** adjacent to those to be **substantially pruned** or **removed**; and
- b) Any other information that the **CAO or Development Officer** may request in order to determine the implications of the proposed **substantial pruning** or **removal** of **trees** on the water quality of Sylvan Lake, the environment, aesthetics of the lakeshore or any other relevant consideration.
- c) The **Summer Village** is authorized to charge a fee for the processing of an application for a **permit** in accordance with the Fees Bylaw.

6. No Permit Required

- a) Despite Section 4(a) of this bylaw, no **permit** is required for the **removal** or **substantial pruning** of a **tree**, where:
 - i. There is an **emergency**, to the extent necessary to eliminate an immediate danger;
 - ii. The **tree** is **dead, decaying, or poses a safety hazard**;
 - iii. A development permit has been approved, which development permit authorizes the **removal** of **trees**, to the extent approved by the development permit;
 - iv. The work is authorized pursuant to the *Public Works Act*, R.S.A. 2000, c. P-46; or
- b) Despite Section 6(a), a **person** shall advise the **Summer Village** in writing as soon as possible of any **trees removed** or **substantially pruned** without a **permit**.

7. Orders

- a) The **CAO or Development Officer** or designate may issue a written direction requiring a **person** to **remove** or **substantially prune** a **tree** that is **dead, decaying, or poses a safety hazard**.
- b) Where the **CAO or Development Officer** or an **Enforcement Officer** finds that a person is contravening this bylaw, he may issue a written order pursuant to Section 545 of the **Municipal Government Act**.

8. Offences

- a) It is an offence to contravene any:
 - i. Provision of this bylaw; or
 - ii. Term or condition of a **permit**.

9. Enforcement

- a) Any **person** who contravenes any provision of this bylaw or any term or condition of the **permit** is guilty of an offence and is liable, upon summary conviction, to a penalty as set out in the Fees Bylaw.
- b) The registered owner of any property shall be responsible for all activities on that property and for ensuring that the property is not used in contravention of this bylaw.
- c) An **Enforcement Officer** is hereby authorized and empowered to issue a **violation tag** to any Person whom the **Enforcement Officer** has reasonable grounds to believe has contravened any provision of this bylaw.
- d) A **violation tag** shall be served:
 - i. Upon the **person** personally, or by leaving it with a **person** on the premises who has the appearance of being at least eighteen (18) years of age; or
 - ii. In the case of a corporation or partnership, by serving the **violation tag** personally upon the Manager, Corporate Secretary or other Officer, or a **person** apparently in charge of a branch office; or
 - iii. By mailing a copy to the **person** by registered mail to the address shown on the **Summer Village's** assessment roll.
- e) A **violation tag** shall be in a form approved by the **CAO or Development Officer**, and shall state:
 - i. The name of the **person** to whom the **violation tag** is issued;
 - ii. A description of where the offence has been committed;
 - iii. A description of the offence and the applicable bylaw section;
 - iv. The appropriate penalty for the offence as specified in the Fees Bylaw;
 - v. That the penalty must be paid within fourteen (14) days of the issuance of the **violation tag** in order to avoid prosecution; and
 - vi. Any other information as may be required by the **CAO or Development Officer**.
- f) Where a **violation tag** has been issued, the **person** to whom the **violation tag** has been issued may, in lieu of being prosecuted for the offence, pay to the **Summer Village** the penalty specified on the **violation tag**.
- g) In the event that a **violation tag** has been issued and the penalty specified on the **violation tag** has not been paid within the prescribed time, an **Enforcement Officer** is hereby authorized and empowered to issue a **violation ticket** pursuant to Part II of the **Provincial Offences Procedure Act** to the **person** to whom the **violation tag** was issued.

- h) Notwithstanding the ability of an **Enforcement Officer** to issue a **violation tag**, an **Enforcement Officer** is hereby authorized and empowered to immediately issue a **violation ticket** to any **person** whom the **Enforcement Officer** has reasonable grounds to believe has contravened any provision of this bylaw.
- i) A **violation ticket** issued with respect to a violation of this bylaw may be served upon the **person** responsible for the contravention in accordance with the **Provincial Offences Procedure Act**.
- j) The **person** to whom the **violation ticket** has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the **violation ticket** together with an amount equal to the specified penalty for the offence as provided by this bylaw.
- k) Where a Clerk of the Court records in the court records the receipt of a voluntary payment pursuant to this bylaw and the **Provincial Offences Procedure Act**, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and imposition of a fine in the amount of the specified penalty.

10. Severability

- a) All provisions in this bylaw are independent of all other provisions. If any provision in this bylaw are declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

11. Enactment

- a) This bylaw shall come into force and take effect on the date of final passing.

READ A FIRST TIME this 10th day of September, 2014.

Mayor

Chief Administrative Officer

READ A SECOND TIME this 20th day of November, 2014.

READ A THIRD AND FINAL TIME this 20th day of November, 2014.

Mayor

Chief Administrative Officer

Schedule "A"
Application Form

Private Tree Work Application

Please complete the form below and submit it to the Summer Villages of Sylvan Lake
Administration Office located at:

Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5

Applicant: _____

Address: _____

Town/City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Registered landowner (if different from applicant):

Registered landowners mailing address (if different from applicant):

Legal land description: Lot ____ Block ____ Plan _____

Tree work requested (please check all that apply):

Substantially prune _____

Remove _____

Quantity and species of each tree requested for tree work:

Alternative modifications to the trees considered prior to proposed tree work:

For removals, please provide a total dollar value of the tree(s) proposed to be removed
based on the Council of Tree & Landscape Appraisers Guide for Plant Appraisal, most
current edition:

The following information is required to be submitted with this completed Private Tree Work Application:

- A plan showing the existing tree(s) and identifying the tree(s) to be substantially pruned or removed;
- A statement as to why the trees are proposed to be substantially pruned or removed; and
- A statement by an arborist or another qualified professional recommending measures to be taken to ensure the integrity of the trees adjacent to those proposed to be substantially pruned or removed are not compromised.

Please note that the Chief Administrative Officer may require, at his/her sole discretion, a statement from an arborist or another qualified professional that assesses the implications of the proposed substantially pruning or removal of tree will have on Sylvan Lake water quality, habitat, and aesthetics.

Please note that the information is collected under the authority of the Municipal Government Act, R.S.A. 2000, c. M-26, and in accordance with the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-24, as amended (the "FOIP Act"). Information contained in your application may be used to administer and enforce the Summer Village's Tree Preservation Bylaw. If you have any questions about the collection and use of this information, please contact the Chief Administrative Officer of the Summer Village of Birchcliff at (403)887-2822.

Summer Village of Norglenwold

October 27, 2023

Council & Legislation

Request for Decision

Agenda Item: *Burning and Fire Pit Bylaw*

Background:

Administration has made the additional amendments identified by Council at the September 22, 2023, Council meeting and added a section dealing with regulations around fireworks for Council's review and consideration.

Options for Consideration:

1. Council to discuss and give 1st, 2nd and 3rd readings to the Burning and Fire Pit Bylaw either as presented or amended.
2. Council table for amendments or further consideration.

Administrative Recommendations:

1. Council give 1st reading to the Burning and Fire Pit Bylaw #278-23
2. Council give 2nd reading to the Burning and Fire Pit Bylaw #278-23.
3. Council by unanimous consent give 3rd reading to the Burning and Fire Pit Bylaw #278-23 at this meeting.
4. Council give 3rd and final reading to the Burning and Fire Pit Bylaw #278-23.

Authorities:

Municipal Government Act, Section 7

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

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

SUMMER VILLAGE OF NORGLNWOLD BURNING AND FIRE PIT BYLAW BY-LAW #278-23

A bylaw of the Summer Village of Norglenwold, in the Province of Alberta, for the purpose of regulating burning.

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by Bylaw provide for safety, health and welfare of people and the protection of people and property;

WHEREAS Council of the Summer Village of Norglenwold deems it expedient and in the public's interest to pass a bylaw to regulate and enforce burning within the Summer Village of Norglenwold;

NOW THEREFORE the Municipal Council of the Summer Village of Norglenwold duly assembled enacts as follows:

1. SHORT TITLE

- 1.1 This Bylaw shall be cited as “***Burning and Fire Pit Bylaw.***”

2. DEFINITIONS

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

- ~~a)~~ a) “**Act**” means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended, and any amendment or substitutes thereof.
- ~~b)~~ b) “**Administrator**” means the Chief Administrative Officer of the Summer Village.
- ~~cb)~~ cb) “**Building Waste**” means any clean scrap wood produced in the process of constructing, altering, or repairing a building.
- ~~de)~~ de) “**Consumer Fireworks**” means consumer fireworks classified as such under the Explosives Regulations, 2013, as amended from time to time, including outdoor, low hazard, consumer fireworks such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, roman candles, volcanoes, and sparklers.
- ~~ee)~~ ee) “**Council**” means the Municipal Council of the Summer Village of Norglenwold.
- ~~e)~~ e) “**Director of Disaster Services**” means the person appointed by the Summer Village to that position and includes any person appointed by the Director of Disaster Services to act as such Director's delegate for the purposes of this Bylaw.

- | gf) **“Discharge”** means to fire, ignite, explode, or set-off or cause to be fired, ignited, exploded or set-off.
- | hg) **“Extinguish”** means to apply something to make a fire stop burning, such as but not limited to, water, sand, or dirt until the hissing sound of the embers dies out entirely.
- | ih) **“Fire Ban”** means a prohibition on all burning, including the discharge of all fireworks within the summer village.
- | i) j) **“Fire Department”** means any responding Fire Department.
- | kj) **“Fire Pit”** includes a permanently affixed outdoor fire receptacle.
- | lk) **“Garden Waste”** means shrubbery and tree pruning, weeds, grass trimmings, roots, tree stumps, turf, and similar vegetation.
- | ml) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisance.
- | nm) **“Municipal Ticket”** means a form prescribed by the Chief Administrative Officer of the Summer Village or his/her delegate allowing for voluntary payment to the Summer Village of a fine amount established by this Bylaw.
- | on) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property.
- | pe) **“Open Air Fire”** means any fire that is not contained within a fire pit or stationary barbecue.
- | qe) **“Outdoor Fireplace”** means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue and is constructed of brick, rock, other masonry material or metal and has not been constructed as part of a building.
- | rq) **“Peace Officer”** means:
 - i) i) a member of the Royal Canadian Mounted Police;
 - ii) The Director of Emergency Management for the Summer Village;
 - ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
 - iii) a Special Constable as appointed by the

Solicitor General of Alberta to enforce the bylaws of the Summer Village of Norglenwold.

sf) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.

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

ut) **“Waste”** includes:

- i) any rubbish, refuse, garbage, paper, packaging, pallets, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, sewage or the whole or part of any animal carcass;
- ii) the whole or part of any article, raw or processed material, vehicle or other machinery that is disposed of;
- iii) animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption, and storage of food;
- iv) building waste;
- v) garden waste;
- vi) anything that is designated as waste in the regulation under the *Environmental Protection & Enhancement Act*, (1992) S.A., Chapter E 13.3.

3. **FIRE PITS, OUTDOOR FIREPLACE, PORTABLE FIRE RECEPTACLE & BBQ**

3.1 Fire pits ~~should~~ shall ~~follow~~ adhere to the ~~below mentioned recommendations~~ following guidelines ~~requirements~~:

- a) the exception to these recommendations should be in areas where front and side areas, as defined in the Land Use Bylaw, are the only possible locations for a fire pit;
- b) a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials measured from the nearest fire pit edge or as recommended by the Administrator or ~~Director of Disaster Services~~ a Peace Officer or their designates;
- c) be constructed of bricks, concrete blocks, heavy gauge metal or other non-combustible components;
- d) must have a spark arrestor mesh screen of 1.30 centimetres (.50 inches) expanded metal (or equivalent) on hand at all times to contain spark over the fire ~~at all times~~;

- e) be the sole responsibility of the owner or occupier of the property;
- f) burn only charcoal briquettes, propane, natural gas, or wood products that are not contaminated with glue, paint, stain, or other preservatives;
- g) have flames no higher than ninety (90) cm (approx. 3.0 ft) above the top of the surrounding grade of the fire pit.

3.2 Any person who starts a propane, natural gas or charcoal barbecue or starts a fire in a fire pit that complies with Section 3 herein, shall:

- a) remain in charge, or keep a competent person in charge, of the barbecue or fire.

3.3 Any person in charge of a barbecue or fire pit shall ensure that the same:

- a) does not create a risk or hazard to persons or to other properties;
- b) does not create a nuisance, ~~which is offensive to any other person;~~
- c) is completely extinguished before supervision of the barbecue or fire ends;
- d) the burning of waste, as defined in this bylaw, is not permitted.

3.4. ~~Any~~ If a person who starts a fire, or who is in charge of a fire, ~~on property owned or occupied by that person,~~ shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, ~~Director of Disaster Services or the Administrator,~~ the fire is a hazard to persons or to other properties.

4. **OPEN AIR FIRES**

4.1 Open air fires are not permitted with the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 herein, ~~burning in provincial or municipal owned campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the Summer Village of Norglenwold.~~

5. **FIRE BANS**

5.1 The Council or their delegates may enact a Fire Ban within the Summer Village at their discretion.

5.2 No person shall start a fire at any place within the

corporate limits of the Summer Village at any time while a Fire Ban is in place.

~~5.3 No person shall discharge consumer fireworks within the corporate limits of the Summer Village of Norglenwold at a time when a fire ban is in place.~~

~~5.45.3~~ A ~~member or~~ Peace Officer may direct a person to extinguish any fire when a fire ban is in place.

~~5.55.4~~ A person who fails to comply with the direction of a ~~member or~~ Peace Officer to extinguish a fire during a fire ban is guilty of an offence and the ~~fore member or Peace Officer~~ may ~~be extinguish the fire~~ extinguished.

6. FIRE WORKS

6.1 Consumer fireworks are designed for outdoor recreational use and are permitted in the Summer Village of Norglenwold.

6.2 No person shall discharge consumer fireworks within the corporate limits of the Summer Village of Norglenwold at a time when a fire ban is in place.

6.3 When using fireworks, residents must follow the following safety procedures:

a) Fireworks must be kept in a cool, dry, ventilated place out of the reach of children and away from flammable substances and sources of ignition.

b) Fireworks may not be ignited in windy conditions.

c) Fireworks must be set off at ~~a 10-degree~~ an angle pointing away from people, structures, and vehicles.

d) Fireworks are only permitted to be discharged by an adult over the age of 18 years.

e) Fireworks must be soaked in water before disposal in any garbage receptacle.

6.4 It is the responsibility of a person who ignites fireworks, or who is in charge of fireworks ~~on property owned or occupied by that person~~, to clean up all waste and debris left behind after the ignition of fireworks.

6.5 It is the responsibility of a person who ignites fireworks, or who is in charge of fireworks ~~on property owned or occupied by that person~~, for any or all costs incurred due to fire or damage to personal or municipal property as a result of the discharging of fireworks.

6.6 A ~~member or~~ Peace Officer may direct a person to discontinue the ignition of fireworks if, in their opinion, the fireworks are being discharged in an unsafe or hazardous manner.

6.7 A person who fails to comply with the direction of a ~~member or~~ Peace Officer to discontinue the ignition of fireworks, is guilty of an offence and the ~~member or~~ Peace Officer may confiscate such fireworks and/or impose a penalty as per Schedule "A" of this bylaw.

6.8 Fireworks may not be discharged after 11:00 p.m. as not to cause noise or disturbance that annoys or disturbs the peace of any other person as outlined in the Community Standards Bylaw.

~~6.7~~ COST RECOVERY

76.1 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call, false alarm or incident for the purpose of preserving life or property from injury or destruction by fire or other incident on land, the Administrator, or his or her designate may, in respect of any costs incurred in taking such action, charge any cost so incurred to the person who caused the fire, and/or to the owner or occupier of the land in respect of which the action was taken, pursuant to this Bylaw all of whom are jointly and severable liable for cost recovery.

76.2 In respect of any costs or fees levied or charged under this Bylaw:

- a) The Summer Village may recover such costs or fees as a debt due and owing to the Summer Village; and
- b) In default of payment, where permitted by the Municipal Government Act, add the amounts to the tax roll of the owners of a parcel of land that caused the fire or incident.

~~7.8~~ PENALTIES

87.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to the penalties set out in Schedule "A" which is attached to and forms part of this Bylaw.

87.2 If a person is issued a Municipal Ticket in respect of an offence, they may pay the fine amount established by this Bylaw for the offence at the Summer Village Administration Office and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.

87.3 A Peace Officer, ~~Director of Disaster Services or the Fire Chief~~ is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences*

Procedure Act to any person who the Peace Officer has,
~~Director of Disaster Services or the Fire Chief has~~
reasonable grounds to believe has contravened any
provision of this Bylaw.

8.9 SEVERABILITY & REPEAL

98.1. If any part of this Bylaw is found to be invalid, then that
part shall be ~~severed~~severed, and the remaining Bylaw
shall be maintained.

98.2 Bylaw #205-12 is hereby rescinded upon 3rd and final
reading.

Read a First Time in Council assembled this 22nd day of
September 2023.

Read a Second Time in Council assemble this 22nd day of
September 2023.

Read a Third and final time in Council assembled and passed this
22nd day of September 2023.

Cyril Gurevitch, K.C., Mayor

Tanner Evans, Administrator

SCHEDULE “A”

PENALTIES

SECTION	OFFENCE DESCRIPTION	PENALTIES
3.2	Non-supervision of fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 76
	3 rd offence	\$1,000.00 + recovery costs as per section 76
3.3	Creating a risk, nuisance or not extinguishing fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 76
4	Open air fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 76
	3 rd offence	\$1,000.00 + recovery costs as per section 76
5	Fire during a Fire Ban	
	1 st offence	\$500.00

	2 nd offence	\$1,000.00 + recovery costs as per section 76
	3 rd offence	\$5,000.00 + recovery costs as per section 76

6.2	Igniting fireworks during a Fire Ban	
	1 st offence	\$500.00
	2 nd offence	\$1,000.00 + recovery costs as per section 7
	3 rd offence	\$5,000.00 + recovery costs as per section 7

6.2	Igniting fireworks during unsafe conditions	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 7
	3 rd offence	\$1,000.00 + recovery costs as per section 7

6.6	Failure to discontinue igniting fireworks as directed	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per section 7
	3 rd offence	\$1,000.00 + recovery costs as per section 7

Summer Village of Norglenwold

Public Works

Request for Decision

Agenda Item: *Approval for extra waste bin*

Background:

Back in early September 2023, there have been two homeowners requesting an extra waste bin. With the new waste contract, each homeowner only gets 1 waste bin and 1 recycle bin. Some of these properties with larger yards and extra guest houses, it would be difficult to manage the waste with only one bin. This does not provide an effective level of service for the residents. The extra cost would be entirely on the homeowner and they would be responsible to pay for an extra utility bill for the waste pick up. The costs involved would be determined and communicated with the homeowner upon approval from Council.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council approve this request.

Administrative Recommendations:

That the Summer Village of Norglenwold council approve this request.

Authorities:

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

Summer Village of Norglenwold

October 27, 2023

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

Administration received a copy of the Parkland Regional Library 2024 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2024 per capita requisition and notify the board asap, that way any budget revisions can be addressed at the PRL Board meeting at the November 16th meeting.

The 2024 proposed per capita requisition is \$9.18, which is a .43 increase from 2023.

Options for Consideration:

- 1) Approve the Parkland Regional Library's 2024 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library's 2024 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

F-1-A

		Present Budget	Proposed Budget
		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licenses	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460
Cost of Services			
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)		3,597,800	3,828,179
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.75	9.18

Notes for the Parkland Regional Library System Budget 2024

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 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, 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 the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

At the March 16th Executive Committee meeting, *“it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase.”* The proposed budget meets the criteria established by the Executive Committee in March.

While most expense lines of the budget remain stable, below is an overview.

Under Income

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland’s bond investments.

Under Support Materials

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds 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 has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

Under Cost of Service

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits.

increases using the current compensation policy where the grid received a cost-of-living adjustment and all eligible staff were awarded a step up on the grid. COLA for Alberta was at COLA at 4.3% at the end of May.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.

Provincial grants amount to approximately 43.3% of PRLS' total income (line 1.1).

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 with expenditures estimated to be valued at \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 95% of the 2024 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 2024 Budgeted Amounts **2024**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$262,277
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$282,100
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$231,308
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$133,550
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$56,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,530
Contribution to Outlet Libraries*		\$800
Materials Discount	(40% in 2022)	\$116,911
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,028,546
Requisition		\$2,123,362
Difference Between Levy & Direct Return		95%
		\$94,816

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

Brief Notes – September 2024**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$9.18
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes 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, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2023 level - 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 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - 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 expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased slightly - 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
- 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 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

COST OF SERVICES

- 3.1 Increased slightly 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 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - 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 significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

		Present Budget	
		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179

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 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 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 \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

*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 dispersed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 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 with an increase.

Support Materials & Services Direct to Libraries		2023	2024
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licences	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460

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 materials allotment rate of \$1.13 per capita – held at the 2023 level.

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

line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – 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 licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting 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 and improve the system-wide collection.

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

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - 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, Grant Connect, and eMagazines.

*2.6 On Reserve, On**Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 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 – held at 2023 level.

2.8 Internet Connection

Fees: for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated– includes (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2023 – 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 2023 level – based on actual, includes professional development publications and library journals.

*2.14 ILL Postage**Reimbursement
for Libraries:*

increased slightly 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:*

held at 2023 level – 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:

reduced slightly – estimates for fluctuation in fuel prices, 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 2023 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2023 level – used to support the physical audiobook collection.

2.19 eContent: decreased significantly due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: slight increase from 2023 level to help refresh the collection.

2.21 Programming Boxes: increased to build new programming tech-based kits and consumables for programming in member libraries.

2.22 Reference Materials: held at 2023 – 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		2023	2024
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719

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:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses 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 expenses.

3.6 Insurance:

this line has increased mainly due to cyber insurance - also includes 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 \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.

3.8 Photocopy:

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

3.9 Salaries:

to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.

*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 five-year review and held at 2023 level - 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.

- 3.13 Telephone:* based on actual and held at 2023 level - 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:* 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) – held at 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

PARKLAND REGIONAL LIBRARY SYSTEM**Proposed 2024 Budget**

	Present Budget 2023	Proposed Budget 2024
TOTAL Income	3,597,800	3,828,179
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.75	9.18

Budget Supplement**Explanation points to the 2024 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 no vehicle in 2024. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

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 - 2024

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2024	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$68,992	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$0	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$282,100	
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRLS assets - 2024, \$78,100 -B)</i>		
	\$351,092	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$0	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$35,145	B
Current Year Amortization estimated - PRLS Assets	\$42,955	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C

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

Technology Reserve

Budgeted for member library computers	\$69,391
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\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	\$68,992	A
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(actual amount will be affected by asset disposals during the year)

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

\$147,931

Speaking Notes for PRLS' 2024 Budget

- 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 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.
- For calculating the municipal levy for 2023, Parkland will be using the Alberta Population Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.
- The budget was based on information from the PLSB and built around the assumption that the government of Alberta operating grant will remain at \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Points within the budget to note include:

- Within the expense lines of Parkland's budget, eighteen lines saw increase, four saw decreases, and sixteen remained the same.
- Most expense lines of the budget remain stable, with increases reflecting inflationary costs.
- The Computer Maintenance, Agreements, Software Licenses line (2.3) has increased due to increased software costs. Parkland provides software for all public library computers in addition to our own headquarters.
- Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund (line 2.4) is provided to give Parkland staff funds 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 has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable, this collection has been added back into the budget at the reduced amount of \$30,000.
- For 2024, the staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment and step increment in accordance with Parkland's Cost of Living and Compensation policy. Staff received COLA increases in 2022 and 2023, but no step increases.
- Parkland is also planning a number of purchases funded partially from reserves. For 2024 these include:
 - The purchase for computer hardware from the Technology Reserve estimated to be valued at \$282,100. This includes computers for libraries, Parkland HQ and possibly the replacement of Fortigate devices in member libraries which are necessary to connect libraries to the SuperNet.

Other points to note:

- Included within the budget is a document comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budgeted amounts, an equivalent of 95% of the 2024 levy is returned to member libraries in tangible form. This return is before considering services provided by Parkland or the costs of running the Parkland system headquarters.
- If municipalities wish to view their own municipal return on investment, they can be found at the following URL: <https://www.prl.ab.ca/about-us/return-on-investment-2022>
- Provincial grants amount to approximately 43.3% of PRLS' total income.
- Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

Summer Village of Norglenwold

October 27, 2023

Council and Legislation

Request for Decision

Agenda Item: *Signing Authority*

Background:

For legal and financial purposes, the Summer Village of Norglenwold requires signed meeting minutes stating who the new signing authorities are as part of the Signing Authority authorization process.

Options for Consideration:

That, pursuant to Section 213 (4) of the Municipal Government Act, agreements and cheques must be signed by one person in Group A and one person in Group B and further, that the said groups shall consist of the following:

GROUP A

Cyril Gurevitch, Jeff Ludwig and Rod Miller.

GROUP B

CAO Tanner Evans or Executive Assistant Teri Musseau.

Administrative Recommendations:

That Council pass a resolution adding Councillor Rod Miller to Group A and removing Nav Rattan from Group A.

Authorities:

MGA 213

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

(a) by the chief elected official or by another person authorized by council to sign them, and

(b) by a designated officer

Summer Village of Norglenwold

October 27, 2023

Information

Agenda Item: *Letter to Council Re: Tax penalties*

Background:

This year Council has received two requests for tax penalties to be waived. In the first situation Administration received a request from a property owner requesting Council to waive or reduce his applied tax penalty of \$1,895.15, as he did not receive his tax notice or registered yearend courtesy letter.

It is noted that this property owner did not supply an address change to Finance or Administration since taking ownership of this property. The address on the land title is the only one we have. The property was flagged in the software system by the finance department to have returned mail and unpaid taxes for any other municipal staff to reference if they were working with this property.

In this situation, the resident had opened a development permit to construct a house elsewhere and noted that our office should have had his up-to-date address information. However, we often have contractors or companies applying for development permits on behalf of the registered owner, and a development permit application does not trigger an address to be changed or updated in other departments. It is the requirement under the MGA that the registered owner is to provide the municipality with written notice of a mailing address change.

Council made the decision to deny the request to waive the penalty.

The second decision on September 22nd was NGD-23-130:

Administration has received a request from a property owner requesting Council to waive his applied tax penalty of \$350.53 and utility penalty of \$4.50, as he e-transferred his payment on July 8th to an incorrect email address by mistake and the payment was not received by the finance department.

On August 8th, the property owner contacted the office regarding a notification from his bank that had been received and the error was discovered to be due to an incorrect email address having been used.

The resident then paid the original invoice amounts of both taxes and utilities, but not the penalties.

Council made the decision to approve the penalty removal request and directed administration to stipulate on the tax notices that putting the wrong address and/or failure to have funds not arrive in our account by the due date is not an excuse for missing the taxation due date deadline.

Options for Consideration:

Council accept as information.

Direct administration to write a letter in response.

Authorities:

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

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

October 26, 2023

Attention: Tanner Evans

I am following up on an email that Tina, yourself, and I had regarding a decision that the council of Norglenwold did last month on September 22, 2023.

I am inquiring why the decision on that date for NGC-23-130 was granted. It looks like the council at that time waived the penalty fees because of an incorrect address was used.

In my case the village sent the tax info and reminder to the wrong address even though I was presently building a house on the site, and they had all the correct information in their office to locate me at the correct address.

I am curious why the council denied my request and approved the one at 5 Rustic Crescent. Please let me know.

Regards,



Summer Village of Norglenwold

October 27, 2023

Council & Legislation

Request for Decision

Agenda Item: *Appointment to Committees*

Background:

At the Organizational Meeting held in July, Council consisted of only 2 sitting members. With the addition of Councillor Miller, Administration is bringing back the Organizational agenda should Councillor Miller be interested in appointment to any of the Council committees.

The Municipal Planning Commission Bylaw states:

- 3.3 The Commission shall consist of three (3) Members, including:
- a) two (2) members of Council; and
 - b) the remaining position shall be a member of the public-at-large who is a ratepayer in the Summer Village.

As Mayor Gurevitch sits as the Chair of the Subdivision and Development Appeal Board, he cannot sit as a member on the Municipal Planning Commission so Councillor Miller would need to be appointed there.

Options for Consideration:

- 1) Council discuss and appoint Councillor Miller to various committees.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council appoint Councillor Miller to the Municipal Planning Commission and any other committees as deemed by Council.

Authorities:

Municipal Government Act, Section 153

Councillors have the following duties:

- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by council.

**ORGANIZATIONAL MEETING AGENDA
SUMMER VILLAGE OF NORGLNWOLD
SUMMER VILLAGES ADMINISTRATION OFFICE
MONDAY, JULY 31, 2023 @ 9:00 A.M.**

1. CALL TO ORDER

2. AGENDA - additions/deletions
 - adoption

3. BUSINESS

A. Appointment of Chief Elected Official and Deputy Mayor

Section 159 of the MGA requires that the CEO must be appointed at each organizational meeting.

- Mayor
- Deputy Mayor

B. Appointment of Assessor for the 2023 Financial Year

required under s284 (d) (ii) of the MGA

- Wildrose Assessment

Appointment of Auditor

- Metrix Group

C. Appointments to Various Council Committees, Commissions and Boards:

- 1. Municipal Planning Committee**
 - 2 Council and 1 Member-at-large
 - o Lorne Therriault
 - o Ed Thiessen
 - o Rob Furness
 - o Stuart McKellar
- 2. Subdivision and Development Appeal Board**
 - 1 Council and 2 Members-at-large
 - o Nav Rattan
 - o Toby Lampard
 - o Allan MacPherson
 - o Janelle Allan
 - o Cyndi Teulon
 - o Teri Musseau - Secretary

D. Appointments to Various Intermunicipal Council Committees, Commissions and Boards:

- 1. Joint Services Committee**
 - 1 Council

2. Norglenwold Emergency Management Committee
 - 3 Council
3. Lacombe Regional Emergency Management Advisory Committee
 - 1 Council and 1 Alternate
4. Intermunicipal Development Plan Steering Committee
 - 1 Council and 1 Alternate
5. Sylvan Lake Regional Water & Wastewater Commission
 - 1 Council and 1 Alternate

E. Appointment to various Committees at large

1. Parkland Regional Library Board
 - 1 Council for all 5 Summer Villages (Jarvis Bay)
2. Sylvan Lake Library Board
 - 1 Council for all 5 Summer Villages (Jarvis Bay)
3. Family Community Support Services Board
 - 1 Council for all 5 Summer Villages (Birchcliff)

4. **ADJOURNMENT**

SUMMER VILLAGE OF NORGLNWOLD
ORGANIZATIONAL MINUTES
JULY 31, 2023

*Minutes of an organizational meeting of Council held on July 31, 2023,
in the Summer Village Administration Office in the Town of Sylvan Lake.*

PRESENT: Cyril Gurevitch, K.C.
Jeff Ludwig

STAFF PRESENT: Tanner Evans, Administrator
Tina Leer, Finance Manager
Teri Musseau, Recording Secretary

CALL TO ORDER

Tanner Evans, C.A.O. called the meeting to order at 9:00 a.m.

AGENDA

NGC-23-096 Mayor	MOVED by Councillor Gurevitch that the agenda was accepted as presented.	CARRIED
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SELECTION OF MAYOR

Tanner Evans, C.A.O., called for nominations for Mayor.

NGC-23-097 Mayor	MOVED by Councillor Ludwig that Cyril Gurevitch be appointed as Mayor.	CARRIED
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Tanner Evans turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

NGC-23-098 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
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**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2023
FINANCIAL YEAR**

NGC-23-099 Assessor	MOVED by Deputy Mayor Ludwig that Wild Rose Assessment be appointed Assessor for the Summer Village of Norglenwold.	CARRIED
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NGC-23-100 Auditor	MOVED by Mayor Gurevitch that the Metrix Group be appointed Auditor for the Summer Village of Norglenwold.	CARRIED
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APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS

NGC-23-101
Municipal Planning
Committee

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

- Council Representative – Deputy Mayor Ludwig
- Council Representative – Councillor ?
- 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 – Nav Rattan
- Citizen at Large Representative – Stuart McKellar

CARRIED

NGC-23-102
SDAB

MOVED by Mayor Gurevitch
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 Representative – Janelle Allan
- Citizen at Large Representative – Cyndi Teulon
- Citizen at Large Representative – Patricia Matthews
- Secretary – Teri Musseau

CARRIED

APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

NGC-23-103
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-23-104
Emergency
Advisory
Committee

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

CARRIED

NGC-23-105
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-23-106
SLIDPC

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

CARRIED

NGC-23-107
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

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

- NGC-23-108
Parkland Regional
Library Board

MOVED by Mayor Gurevitch 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-23-109
Sylvan Lake
Library Board

MOVED by Mayor Gurevitch 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-23-110
FCSS Board

MOVED by Mayor Gurevitch that Ann Zacharias from the Summer Village of Birchcliff be appointed as Council Representative for all five summer villages to the Family Community Support Services Board.

CARRIED

ADJOURNMENT

- NGC-23-111
Adjournment

MOVED by Mayor Gurevitch that being the agenda matters have been concluded, the meeting adjourned at 9:10 a.m.

CARRIED

Cyril Gurevitch, K.C., Mayor

Tanner Evans, Administrator

Summer Village of Norglenwold

October 27, 2023

Council and Legislation

Request for Decision

Agenda Item: *Council Invitation*

Background:

The Town of Sylvan Lake has extended an invitation to Council to attend the 2023 Bull Riders Canada (BRC) Finals being held at the NexSource Centre November 10 - 11, 2023. The invitation includes general admission tickets to attend one or both days along with entry into the "Mikes Hard Saloon" cabaret.

Should any members of Council wish to attend, Administration will rsvp on their behalf.

Options for Consideration:

- 1) That Council members attend should their schedules allow.
- 2) That Council accept as information and Administration send their regrets.

Administrative Recommendations:

- 1) That Council members attend should their schedules allow.

Authorities:

n/a



Town of Sylvan Lake
Municipal Government Building
5012 – 48 Avenue
Sylvan Lake, AB, T4S 1G6

tsl@sylvanlake.ca
T 403.887.2141
F 403.887.3660
sylvanlake.ca

Office of the Mayor

October 24, 2023

Mayor Cyril Gurevitch
Summer Village of Norglenwold
#2 Erickson Drive
Sylvan Lake, Alberta T4S 1P5

Dear Mayor Gurevitch and Council,

The Town of Sylvan Lake is excited to host the 2023 Bull Riders Canada (BRC) Finals at the NexSource Centre from November 10 – 11, 2023. BRC Inc. is the largest Canadian owned and operated bull riding company, and is one of the most popular action sports events in the world.

On behalf of Council for the Town of Sylvan Lake, I would like to offer your Council general admission tickets to attend one or both of the days. Tickets include the BRC event and entry into the 'Mikes Hard Saloon' cabaret (18 years+). Please let us know if you would like to attend by providing your RSVP to mpummings@sylvanlake.ca, by November 6, 2023.

We sincerely hope that you will be able to attend and look forward to your reply.

Yours Truly,

Megan Hanson
Mayor
Town of Sylvan Lake



Summer Village of Norglenwold

Public Works

Request for Decision

Agenda Item: *Approval to amend MSI application for Administration building improvements.*

Background:

- The Administration building parking lot new paving/concrete/line painting/curb stops was completed in late August 2023.
- Due to various factors the project has gone over budget. The reasons for the over budget include:
 - Scope of work changed from previous quote when previous manager of public works received in early 2023. The area to be paved drastically changed from 1,365 m² to 1,600 m²
 - Misunderstanding/miscommunication on project scope and costing. Original quote was given in Jan 2023. A pavement overlay was initially scoped but after the snow melt, it was determined to not be an option due to existing building and sidewalk elevations. This option would be a 50 mm overlay over the existing asphalt.
 - The cost of line painting and curb stops was not taken into consideration.
- The project has gone over budget in the amount of \$8,115.39

Options for Consideration:

- 1) That Council amend the MSI grant application in the amount of \$8,115.39
- 2) That Council approve the transfer of \$8,115.39 to pay for the Administration Building improvements project overage from a reserve fund.

Administrative Recommendations:

That the Summer Village of Norglenwold amend the MSI application by \$8,115.39 dollars for the administration building improvements project.

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

Summer Village of Norglenwold

October 27, 2023

Council Reports

Information Item

Council Reports:

Mayor Gurevitch

Deputy Mayor Ludwig

Councillor Miller

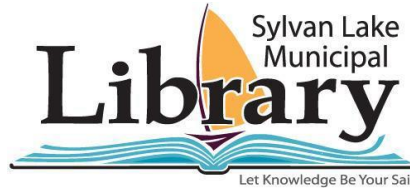
Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Upcoming Meetings:

Next Council Meeting – December 1, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 13, 2023 – 6:30PM

1. Treasurer's Report

The Treasurer's report was approved as presented.

Budget season is right around the corner and the Board had a fulsome discussion regarding the budget presentation. This presentation will be made by the Library Director to the Town of Sylvan Lake Council sometime in October.

The 2022 Return on Investments for each Summer Village on Sylvan Lake and the Town of Sylvan Lake were included in the agenda package and circulated to each Summer Village Council. To find these ROI's from Parkland Regional Library you can visit this link and search for the municipality you are interested in:

<https://www.prl.ab.ca/about-us/return-on-investment-2022>

2. Director's Report

The Director's Report was approved as presented.

The Service quality value slogan that is used by the library staff was revamped recently. The previous slogan was **REACH**: Respectful, Efficient, Approachable, Courteous, Helpful. The new slogan is (All Hail) **CAESAR**: Comfort, Approachability, Efficiency, Safety, Accessibility, Resourcefulness.

A new partnership has been undertaken with the Mustard Seed who will deliver bread 1 or 2 times a week for the Little Free Pantry. During the early summer the Co-op gas bar hosted a BBQ with the funds raised being allocated to the library in the amount of \$714.13 to help with items for the Little Free Pantry. Donations are always needed and can be dropped off during open library hours.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. Areas affected will also include the parking lot to the west of the library and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also

be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

3. Programming Report

Over the summer many programs took place, some highlights included the TD Summer Reading Program, a summer-long video game tournament, a workshop led by local gardener Janet Schulz to utilize local herbs for household use, Minds in Motion teaching STEM activities and a Teddy Bear Sleepover with 31 stuffies spending the night in the library and participating in mischief!

The fall programming schedule was set and put in the Community Guide. A new program coming in September is a romance book club. To take advantage of the many cool events occurring at the library please check out the events page:

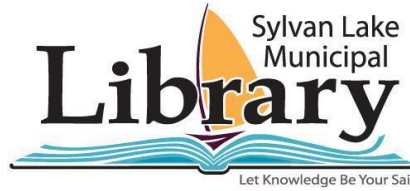
<https://sylvanlibrary.prl.ab.ca/events?d=0>

4. Policy

Work will continue with sub-committees to review policies as necessary, a timeline will be set up to ensure that policies are updated in a timely fashion and do not miss a review period.

Meeting adjourned at 8:30pm.

Next Regular Meeting – October 11, 2023, at 6:30pm.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 11, 2023 – 6:30PM

1. Treasurer's Report

The Treasurer's report was approved as presented.

The Library Director will deliver the budget presentation to the Sylvan Lake Town Council on November 14th; those who are able to attend and support the library are welcome.

2. Director's Report

The Director's Report was approved as presented.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. The parking lot to the west of the library will also be affected and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

3. Programming Report

Fall programs are in full swing at the library and some offerings so far have included a "Paint 'N Sip" licensed event led by artist Melissa Hall, "Mess is Best" to the delight of both children and parents, a kick-off party for the "Hogwarts Reading Club" and in honour of National Truth and Reconciliation Day the library hosted a screening of "Ever Deadly", a documentary about Inuk throat singer Tanya Tagaq. Upcoming programs will include additional stained-glass workshops due to popular demand, family movie night, "Knit-Wits" a group for knitting, crocheting and conversation and the return of the Film Society. The Film Society works with Film Circuit, a division of the Toronto International Film Festival Group. These films are shown at Landmark Cinema on the last Monday of the month; the next showing is "Little Richard: I Am

Everything” on October 30th from 7:00pm to 9:00pm. Tickets are \$10 + GST and can be purchased at the library or at the theatre on the night of the showing. Please note that only cash can be accepted at the theatre. To take advantage of many other events occurring at the library please check out the events page:

<https://sylvanlibrary.prl.ab.ca/events?d=0>

4. Policy

The Finance Policy and the Governance Policy were reviewed at this meeting and will come back to the November meeting for decision.

Meeting adjourned at 8:57pm.

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



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially re-named the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.

Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. The only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. They want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

The **Innisfail Public Library** has a new library manager.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

Their summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which represented an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency of the building.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years for the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to Stettler they often find the library helpful with supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



Parkland Update

Thursday, October 5, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).



Indigenous Bookmarks Coming Soon!

Maskwacis Library Coordinator, Maria Buffalo has created a variety of bookmarks and has graciously given us permission to print and distribute them to member libraries. These will come in the van run in the coming weeks. If libraries would like to order more of any of the designs, they have been saved as templates on our [Vistaprint Pro Shop](#) account. Contact Hailey at hhalberg@prl.ab.ca if you need assistance accessing your Pro Shop account.

Follow Maria on Instagram [@osawapakwanis.creations](#) to see more of her amazing artwork!

Parkland Libraries Council Meeting Highlights

Thanks to everyone who attended our most recent PLC meeting! Here are some of the meeting highlights:

- Katrina Peachey, from the [Public Library Services Branch](#), gave a presentation about the PLSB and its services. [Watch this video](#) for more information
- The member libraries in attendance voted to raise the borrowing limit for the 'Limited Borrower' patron type from 3 to 10 items. This decision is now reflected in Polaris
- PRLS shared the new, updated Collections Management Handbook with attendees, which can be found in the Q Drive in the Training and Manuals folder
- Attendees shared lots of great fundraising ideas! Please see PLC Meeting Notes for more information
- A recording of the Grant 101 Training hosted by PRLS staff, Emma McPherson, has been uploaded to [Niche Academy](#)

Whether you were able to attend or not, you will find the complete PLC Meeting Notes in the Q Drive here: **Q:\Administration\Parkland Libraries Council (PLC)\2023\September 25 2023 PLC Meeting Notes.pdf.**

LIBRARY NEWS

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

ALTA Symposium

[The Alberta Library Trustees Association \(ALTA\)](#) is hosting a symposium as part of the [2023 Stronger Together Conference](#) on November 9th from 9am to 4pm. This is a day-long workshop for ALTA members filled with engaging and informative sessions focused on non-profits boards and governance. The event provides networking opportunities as well as sessions on a wide variety of topics. [Register deadline: October 27th.](#)

2023 Alberta Book Publishing Awards Winners

The [Book Publishers Association of Alberta](#) is pleased to announce the winners of the [2023 Alberta Book Publishing Awards](#). These awards celebrate the essential role Alberta book publishers play in supporting authors and telling Alberta's Story. As the critical middle piece of the storytelling process, Alberta book publishers enrich and sustain the cultural and social

landscape of our province and we are proud to highlight their achievements.

PLSB Training Seminar

The Public Library Services Branch is coordinating a full-day training seminar on governance, effective meetings, Robert's Rules of Order, and parliamentary procedure. We are pleased to invite all municipal library board, inter-municipal library board, and library system board members to participate!

The training will take place in person on **October 27, 2023 in Lacombe** at the Lacombe Memorial Centre from **9:30am to 4:00pm**. If you're interested in attending, please complete the [online registration form](#) by October 20th.

If you have any questions, please contact the PLSB at 780-427-4871 or libraries@gov.ab.ca.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Advocating Digital Citizenship in Libraries Webinar

October 11
12pm

[Register for this webinar](#) to learn about strategies, lessons, standards alignment, and more to help you teach and advocate for digital citizenship in your library, and beyond.

Disability Inclusion in Library Services Webinar

October 17
1pm

To best serve patrons with disabilities, we need to understand their community, culture, and needs. [In this webinar](#), we will explore disability experiences, how to provide safe and inclusive spaces, and how to serve patrons through programming and collections. Although the examples will

Indigenous Peoples and Canada Micro-course

October 11 - December 18

The University of Alberta has created a [6-module micro-course](#) that looks at Indigenous historical and contemporary experiences in order to understand the legacy of settler colonialism and affirm Indigenous self-determination. This course covers several topics such as worldview, resources and relations, governance and treaty, institutionalization, contemporary communities, and resistance and resiliency. \$175

be youth-focused, they can be adapted for any age. \$79 USD

Building Community Relationships for Better Library Services Webinar

**October 24
1pm**

[Explore strategies for finding community partners](#) and building relationships with them with the goal of truly working in collaboration with the people they serve.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).
[Subscribe to this update email](#)



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



Parkland Update

Thursday, September 21, 2023

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

Stay up to date by visiting our [support site](#).



Registration Now Open!

Stronger Together 2023 has an amazing lineup of Keynotes this year. For more information on each of our speakers and their sessions check out the [Keynote Speakers](#) page on the Stronger Together website. If you are planning to attend this year's conference in-person be sure to [register soon](#) as tickets are limited and the final day for in-person registration is **October 27th**.

While you are on the Stronger Together website don't forget to check out the [ALTA event](#) happening on November 9th. They have an entire workshop filled with engaging and informative sessions focused on non-profit boards and governance.

If you haven't already, be sure to check out the [Facebook page](#) for updates. You can reach out to librariesarestrongertogether@gmail.com if you have any questions about the

conference.

September Collection Insider

SEPTEMBER 2023, ISSUE 45

Collection Insider

THE OFFICIAL BOOKLIST OF PRL

ADULT FICTION

[The Collection Insider September issue](#) is now available! Take a look at this curated list of adult fiction that would be perfect to order for your library. View this and past editions on the [support site ordering instructions and tips page](#).

Winter Fun 1 Ages 3-5 Kit



The Winter Fun 1 kit is for ages 3-5, featuring books and activity guides with winter themes. The kit includes 2 polar bear puppets, winter-themed books, and several winter activities and crafts. Library staff can view more details in the Program Kits folder on the Q drive. [Book the kit today!](#)

LIBRARY NEWS

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

The National Film Board in Libraries: National Truth & Reconciliation Day

Looking for films to start a discussion, or to encourage reflection on National Truth and Reconciliation Day? Check out the list of National Film Board titles below.

- [Jordan River Anderson](#)
- [Honor to Murray Sinclair](#)
- [Holy Angels](#)
- [Stories Are in Our Bones](#)
- [Hi-Ho Mistahey!](#)
- [Trick or Treaty?](#)
- [The Road Forward](#)

For more information, visit the [NFB Media Space](#).

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **PLC Meeting** September 25, 10am - 12pm in-person and virtual
- **Grant Training** September 25, 1pm - 3pm in-person and virtual

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

Marketing for Beginners: Creating a Social Media Campaign Webinar
September 28
12pm

[Join this webinar](#) to learn how to set up an impactful Social Media Marketing Campaign in Canva. The webinar will explore how to find your audience so you can target your ideal client, how to design all your campaign assets quickly and easily in Canva, and how to make sure your campaign is having an impact by learning about metrics.

Communicating Data Like a Human Webinar
October 3
11:30am

[Learn how to use data to tell a story](#) with Statistics Canada! This concise session covers fundamental ideas and methods involved in communicating statistics effectively. Learn how to communicate visually by adopting general data visualization guidelines to plan, organize, and visualize your data story.

The Power of Play: Fostering Creativity and Innovation in Libraries Webinar
September 28
12pm

Play can help foster creativity, innovation, and allow people to break routines and change the way they think about their usual workflows. [This presentation](#) will discuss the pedagogy of play but also provide practical case studies showing how theory can influence practice in libraries and much more.

Beyond Books: Adult Library Programs That Work! Webinar
October 4
12pm

Looking for program ideas to draw your adult patrons in the door of your library and keep them coming back for more? [Join this webinar](#) to explore workable program models that can be adapted to your patrons and your physical (or virtual) space.

Using Passive Readers' Advisory to Market Your Collection Webinar

Library Futures Speaker Series: Spotlight on Artificial Intelligence Webinar
October 4
12pm

September 28
1pm

Book displays, bookmarks, online lists, and social media are great tools for passively marketing your library's collection and helping patrons find their next great read! Passive tactics also bring attention to midlist and overlooked titles and are a great way to introduce patrons to read-alike options for popular titles by diverse authors. [In this webinar](#), participants will learn the art of a well-curated book display and booklist that are both diverse and inclusive. \$79 USD

The Canadian Urban Libraries Council's [Futures Lab](#) is hosting a webinar featuring a presentation from scholar and educator R. David Lankes and others. [Register for the webinar](#) for engaging discussions that explore how artificial intelligence will impact the future of public libraries.



PRLS Board Meeting Minutes

September 14, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday September 14, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

With Regrets: Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent: Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

Staff: Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Teresa Rilling.

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

Motion by Pam Hansen to excuse Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, and Pat Toone from attendance at the board meeting on September 14, 2023 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 38/2023

Shannon Wilcox entered the meeting at 10:06 a.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 39/2023

Rick Manning entered the meeting at 10:13 a.m.

1.2. Approval of Minutes

Rilling asked if there were any amendments to the May 18, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 18, 2023 meeting as presented.

CARRIED

PRLS 40/2023

1.3. Business arising from the minutes of the February 23, 2023 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED

PRLS 41/2023

3.1. Parkland 2024 Budget

Sheppard reviewed Parkland's 2024 proposed budget. For 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Provincial grants amount to approximately 43.3% of PRLS' total income.

Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

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 \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Most expense lines of the budget remain stable, with increases reflecting inflationary costs.



Some board members indicated concern over increasing cost and believe Parkland should advocate that the Government of Alberta adjust library grants annually to address inflation.

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

CARRIED
PRLS 42/2023

Motion by Bill Rock to approve the Parkland Regional Library System 2024 budget as presented.

CARRIED
PRLS 43/2023 (3 opposed)

Which population figures Parkland uses for invoicing municipalities was brought up again. Board members agreed to discuss and decide at their November meeting whether Parkland shall change their member agreement.

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

CARRIED
PRLS 44/2023 (4 opposed)

3.2 Reserve Transfers

Donna Williams reviewed. At their June 15th meeting, the Executive Committee re-allocated 2022's surplus to replenish three of Parkland's reserves so they align with minimum levels required by board policy. Those reserves were the Vehicle, Building, and Technology reserves. In June, following the approval of Parkland's 2022 audit, the Unrestricted Reserve, where Parkland's surpluses are recorded, was valued at \$425,314.91.

The Vehicle Reserve received a \$100,000 top-up, the Building Reserve, \$25,000, and the Technology Reserve \$200,000.

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 45/2023

3.3. Compensation Policy Working Group

Sheppard reviewed. The Compensation Policy Working Group held their first meeting on August 29th.



Recommendations made by the group include:

- a) Parkland should use a blended 5-year COLA
- b) New hires should receive step increases on their hire anniversary date, with existing staff grandfathered – keeping January as their anniversary for step increases.
- c) Part time employees will reach their next step based on hours worked, using 75% of the annual hours of a full-time employee.
- d) Steps should be considered guaranteed, while COLA increases should be offered if the budget allows.
- e) If COLA becomes optional, there is an increased chance of the salary grid no longer reflecting the labour market. For this reason, Parkland's Compensation Policy should require an external examination of the grid every three, rather than every five, years.
- f) If COLA becomes optional, staff retention could be affected since it will be long serving staff who are the most likely to see a diminution of their salary once they reach the end of the grid.
- g) Also discussed was an option if Parkland is having trouble hiring: add a "market modifier" to the new hire's salary. The market modifier is a temporary salary modifier used in exceptional situations when it is demonstrated that a higher salary, beyond the maximum of the assigned classification, is critical to attract or retain employees. Application of a market modifier is to address a considerable market gap with compensation for comparable position. The market modifier could be left in place until the salary grid is reviewed.

For the next meeting, staff will prepare a series of excel spreadsheets with the 2024 grid, including the number of staff members on each step, to allow the working group to experiment with different scenarios for reducing the grid.

The committee is planning to meet again at the beginning of October for a full day.

Motion by Ray Reckseidler to receive for information.

CARRIED

PRLS 46/2023

3.4. IT Report

A written report was submitted. Of note, the website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. Over the summer months they experienced some challenges that have delayed the launch of Parkland's new websites throughout the region. The launch is now expected to be near the end of October or early November. That said, the team is very pleased with how the project is proceeding.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.



Motion by Deb Coombes to receive the IT Report for information.

CARRIED

PRLS 47/2023

3.5. **Community Services Recovery Fund**

Ron Sheppard explained the history of Parkland's application for \$200,000 in funding from the Community Service Recovery Fund to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery.

Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Motion by Shannon Wilcox to receive for information.

CARRIED

PRL 48/2023

3.6. **Nordegg Library Move**

Andrea Newland reviewed the Nordegg Library move. The hamlet of Nordegg has been gaining popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place and new shelving was designed and built locally. Library volunteers weeded, packed and moved all the materials during the summer months. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library raffled off prizes to community members of all ages. It was a spectacular weekend.

Many of the library volunteers were on hand to welcome the community back into the library. The library was unofficially re-named the Rolf & Cheri Adolph Library to recognize the many years of contributions from Rolf Adolph and his wife Cheri.

Motion by Michelle Swanson to receive for information.

CARRIED

PRL 49/2023

3.7. **Indigenous Services**

Andrea Newland reviewed. Parkland has been working hard to build relationships and increase services to Indigenous communities over the past few years. With the OROS (On Reserve, On Settlement) grant provided by the Government of Alberta, Parkland has been able to accomplish numerous initiatives.



PRLS now has two women from the community of Maskwacis employed at the library. Staff took photos of intricate beading designed and created bookmarks for the library.

Staff will be commissioning a local Indigenous artist this fall to paint murals on the walls of the library.

For the first time since the library officially opened in 2019, the library will now be open to the public Monday through Friday.

Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

There are plans to purchase more shelving for Maskwacis and increase the size of the collection. Additionally, the staff in Maskwacis will also be attending the Stronger Together conference in November in Edmonton where they will be able to network with other Library Managers.

PRLS selected this library to be featured in a TAL (The Alberta Library) sponsored project highlighting rural libraries in partnership with the CBC. The date of the CBC interview is yet to be determined.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

Motion by Joy-Anne Murphy to receive for information.

CARRIED

PRL 50/2023

3.8. Marketing and Advocacy Committee Report

Ron Sheppard spoke to the Advocacy Report. Parkland's Advocacy Committee has met once since the May board meeting.

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. They only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.



As the committee moves into its post-election advocacy phase, they discussed and set what their advocacy priorities should be in the immediate future.

Hailey Halberg spoke to the Marketing Report. Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. The training was used to promote Parkland's services of assisting libraries with creating their own brand guidelines and social media strategies. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Parkland conducted a survey to find out which initiatives libraries would like staff to organize promotions for, and the majority wanted both library card sign-up activities and Canadian Library Month activities combined into one month.

In 2024, Parkland is celebrating its 65th anniversary. To celebrate this milestone, Parkland is planning several activities. To kick things off, Parkland is hosting a design contest in November. Patrons will be encouraged to submit designs relating to libraries. The winning design will win a \$100 visa gift card and have their design featured on tote bags and other promotional materials.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Anniversary Celebration in Amisk

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, or the Library Celebration in Amisk Report. There were none.

Motion by Barb Gilliat to receive the Director's Report, Library Services Report, and Anniversary Celebration in Amisk Report for information.

CARRIED
PRLS 52/2023



3.10. **Parkland Community Update**

The **Innisfail Public Library** has a new manager. They gave a shoutout to Jessica Dinan, Parkland Consultant, who was a huge help and resource.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has had our "Create it Crew" comprised of local students run several programs with introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children. Having our young teen students mentor the youth in our community through work experience has had such an impact beyond the doors of our library, and it has been a pleasure watching them grow and gain self-confidence.

Our summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which resulted in an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days in Stettler from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years to help fund the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to the Stettler they often find the library helpful for supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Motion by Les Stulberg receive the Parkland Community Update for information.

CARRIED
PRLS 53/2023

4. **Adjournment**

Motion by Deb Coombes to adjourn the meeting at 11:50 a.m.

CARRIED
PRLS 54/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially re-named the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.

Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. The only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. They want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

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The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

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Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.