

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
APRIL 15, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, March 18, 2021

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update

E. REQUESTS FOR DECISION

1) **Finance & Administration**

- a) 2021 Mill Rate Bylaw
- b) Unrestricted Surplus

2) **Council & Legislation**

- a) Designated Officer Bylaw
- b) Commissionaires

3) **Public Works**

- a) Chicken Coop License Bylaw

F. COUNCIL REPORTS

1) **Council Reports**

- a) Roger Dufresne
- b) Ann Zacharias
 - Parkland Regional Library Board
- c) Frank Tirpak

2) **Committee Reports**

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

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

3) **Upcoming Meetings**

- a) Next Council Meeting – May 20, 2021

G. CLOSED SESSION

- 1) FOIP Section 16

H. ADJOURNMENT

IN ATTENDANCE

Page 1 of 4

REQUEST FOR DECISION

COUNCIL & LEGISLATION

- BCC-21-044

Minister’s Awards for Municipal Excellence
MOVED by Deputy Mayor Zacharias that Council write a letter of support for Lacombe County’s nomination of the Sylvan Lake Intermunicipal Development Plan.

CARRIED
- BCC-21-045

Commissionaires Request
MOVED by Deputy Mayor Zacharias that Council support the request from Lacombe County and Sunbreaker Cove and share equally in the cost of 2 Commissionaires for the boat launch in Sunbreaker Cove with the other 7 municipalities around Sylvan Lake.

CARRIED

PUBLIC WORKS

- BCC-21-046

Memorial Bench Policy
MOVED by Councillor Tirpak that Council adopt the Memorial Bench Policy as amended.

CARRIED
- BCC-21-047

Mowing Contract
MOVED by Deputy Mayor Zacharias that Council accept the quoted price from Rugged West Maintenance and sign on to a 3-year agreement with a 14-day frequency.

CARRIED
- BCC-21-048

MOVED by Councillor Tirpak that Council amend the Green Space Policy to reflect a 14-day frequency.

CARRIED

Council break at 10:07 a.m.

Council reconvened at 10:14 a.m. with the same people as at the beginning of the meeting except for Tina Leer and Phil Dirks.

- BCC-21-049

Chicken Coop
MOVED by Deputy Mayor Zacharias that Administration bring back recommendations to Council with amendments to the Chicken Coop Bylaw regarding annual fees.

CARRIED
- BCC-21-050

Shoreline Stabilization
MOVED by Mayor Dufresne that Council accept as information.

CARRIED

COUNCIL REPORTS

Mayor Dufresne

- Sylvan Lake Regional Water/Wastewater Commission
- Sylvan Lake Management Committee
- Discuss with Mike Pashak from ASVA
- Pier & hoists meetings with residents
- AUMA upcoming caucus

Deputy Mayor Zacharias

- Parkland Regional Library Board

Councillor Tirpak

- No reports

BCC-21-051 MOVED by Councillor Tirpak to accept the reports as information.
CARRIED

Kara Kashuba and Carolyn Widmer left the meeting at 10:57 a.m.

CLOSED SESSION

BCC-21-052 MOVED by Mayor Dufresne that Council move to a closed session to seek advice from officials as per FOIP Section 16, at 10:58 a.m.
CARRIED

BCC-21-053 MOVED by Mayor Dufresne that Council return to an open meeting at 11:43 a.m. with the same people as at the beginning of the meeting except for Tina Leer, Kara Kashuba, Phil Dirks and Carolyn Widmer.
CARRIED

BCC-21-054 MOVED by Councillor Tirpak that Council move forward with tender of Phase 2 extension of pathway to RR15 with an optional price to extend the width of the pathway by .3m; and further, to request a quote to complete the pathway to RR14, also with an option of widening the path by .3m.
CARRIED

BCC-21-055 MOVED by Deputy Mayor Zacharias that Administration speak to landowners at 126 and 122 Birchcliff Road regarding accessing private lands for the potential for a pathway to be further away from the side of the road.
CARRIED

NEXT MEETING
BCC-21-056 MOVED by Mayor Dufresne that the next meeting of Council be held April 15, 2021, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-21-057 Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:49 a.m.

MAYOR DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff**Administration and Finance****Council Date: April 15, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 187,586.34

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

1. SL Regional Wastewater Comm	\$	10,158.37
a. Wastewater Services Jan 2021		
b. Governance & Admin Costs 2020		
2. Tar-ific Construction Ltd	\$	9,350.25
a. Birchcliff Trail Construction-Jan 2021		
3. SL Regional Wastewater Comm	\$	5,915.22
a. Wastewater Services Feb 2021		
4. Al's Bobcat & Trucking	\$	24,402.02
a. Drainage Project-Sept 2020 Accrued		
b. Sanding-Oct 17-23 2020 Accrued		
c. Sanding-Jan 18 to Feb 12th		
5. Summer Village of Norglenwold	\$	11,059.00
a. Monthly Shared Cost-Feb 2021		
6. Alberta School Foundation Fund	\$	113,947.48
a. School Fund-1 st Quarter		

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-04-01 10:56 AM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-04-01
Batch: 2021-00020 to 2021-00030

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
882	2021-02-28	Ace Line Locating Ltd. 4771	Line Locating	630.00	630.00
883	2021-02-28	AMSC Insurance Services Ltd 37949	Municipal Insurance	2,956.23	2,956.23
884	2021-02-28	Lacombe County IVC00040070	2020 Portion of IDP	2,411.16	2,411.16
885	2021-02-28	SL Regional Wastewater Comm 1425 1417	Jan 2021 Wastewater Services Governance & Admin Costs 2020	5,915.22 4,243.15	10,158.37
886	2021-02-28	SL Regional Water Commission 116	Annual Mem. Contributions 2020	346.75	346.75
887	2021-02-28	Tar-ific Construction Ltd 057524	January Project BC Trail Const	9,350.25	9,350.25
888	2021-02-28	Town of Blackfalds - LREMA IVC049914	2021 LREMP Mem. Contributions	2,500.00	2,500.00
889	2021-02-28	Triangle Construction Inc 1385	Removal of Leaning Trees	301.88	301.88
890	2021-02-28	Xandal Backhoe Ltd. 20-0209	Emergency Shut Off Valve	157.50	157.50
891	2021-03-31	Government of Alberta 5156984	Licence of Occupation	177.50	177.50
892	2021-03-31	Roaddata Services Ltd 00075739	Road Permits	15.75	15.75
893	2021-03-31	SL Regional Wastewater Comm 1442	February Wastewater Services	5,915.22	5,915.22
EFT:					
173	2021-03-03	Alberta One Call Corporation IN165231	Notifications	26.46	26.46
174	2021-03-03	Al's Bobcat & Trucking 17763 17531 17558 17808	Sanding Jan 18 to 28th Sept/20 Project Drain Accrued Sanding Oct 17 - 23 Accrued Sanding Feb 1 - 12th	2,761.50 16,485.02 2,094.75 3,060.75	24,402.02
175	2021-03-03	Empringham Disposal Corp 21148	Bi-Weekly Collection Jan 31	409.50	409.50
176	2021-03-03	Summer Villages of Norglenwold 2021-00041	Mail-Outs and Election Salary	364.98	364.98
177	2021-03-08	Chris Herperger 125	Property Tax Refund-Sold Prope	164.92	164.92
178	2021-03-09	Summer Villages of Norglenwold			

Report Date
2021-04-01 10:56 AM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-04-01
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Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		2021-00047	Feb 2021 Monthly Shared Costs	11,059.00	11,059.00
179	2021-04-01	Alberta One Call Corporation			
		165868	Notifications February	13.23	13.23
180	2021-04-01	Al's Bobcat & Trucking			
		17827	Sanding Feb 16 - 27th	1,097.25	1,097.25
181	2021-04-01	Empringham Disposal Corp			
		21775	Feb Bi Weekly Collection	409.50	409.50
182	2021-04-01	Summer Villages of Norglenwold			
		2021-00056	Mail Outs and Election Costs	146.39	146.39
183	2021-04-01	WSP Canada Inc			
		0989660	Project Pathway	525.00	525.00
Other:					
2685-Man	2021-03-31	Wells, Michael			
		2685	MPC March 1st	100.00	100.00
2691-Man	2021-03-31	Alberta School Foundation Fund			
		10889	School Funding-1st Quarter	113,947.48	113,947.48
				Total for MAIN:	187,586.34

Certified Correct This April 1, 2021

Mayor

Administrator

Summer Village of Birchcliff

April 15, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 64 development permits issued in the Summer Villages (26 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 18 in Norglenwold, and 11 in Sunbreaker Cove).

Current Developments:

1. 13 Sunnyside Cabin	Cabin Renovation	Issued in 2016
<i>(Deck must be completed by April 15th, 2021)</i>		
2. 110 Birchcliff Road	Attached Garage	Issued in 2018
<i>(Require AB site plan & site inspection)</i>		
3. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Landscaping incomplete)</i>		
4. 381 Birchcliff Road	Demo & Dwelling	Issued in 2018
5. 570 Birch Way	Dwelling	Issued in 2018
6. 41 Birchcliff Road	Sport Court	Issued in 2019
7. 127 Birchcliff Road	Demolition	Issued in 2019
8. 109 Birchcliff Road	Garage & Screened Porch	Issued in 2019
9. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
10. 129 Birchcliff Road	Demolition	Issued in 2019
11. 337 Birchcliff Road	Demolition	Issued in 2019
12. 349 Birchcliff Road	Retaining Wall	Issued in 2019
13. 337 Birchcliff Road	Dwell, Gar., & Guest House	Issued in 2019
14. 183 Birchcliff Road	Retaining Wall	Issued in 2020
15. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
16. 137 Birchcliff Road	Driveway	Issued in 2020
17. 21A Sunnyside Cabin	Deck	Issued in 2020
18. 93 Birchcliff Road	Deck Addition	Issued in 2020
19. 87 Birchcliff Road	Dwelling	Issued in 2020
20. 141 Birchcliff Road	Driveway	Issued in 2020
21. 71 Birchcliff Road	Demolition	Issued in 2020
22. 83 Birchcliff Road	Dwelling Relocation	Issued in 2021 (NEW)
23. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021 (NEW)

24.71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021 (NEW)
25.553 Birch Close	Accessory Building	Issued in 2021 (NEW)
26.14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021 (NEW)

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Mill Rate Bylaw #232-21*

Background:

Administration would like to provide the 2021 Mill Rate Bylaw #232-21 for approval.

Options for Consideration:

- 1) Council review Bylaw #232-21

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #232-21
- 2) That Council give 2nd reading to By-Law #232-21
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #232-21

Authorities:

Section 353(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that each Council must pass a property tax bylaw annually.

Section 353(2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of

- (a) the expenditures and transfers set out in the budget of the municipality, and
- (b) the requisitions

**Summer Village of Birchcliff
2021 Mill Rate Bylaw
No. #232-21**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF BIRCHCLIFF FOR THE 2021 TAXATION YEAR.

WHEREAS, the Summer Village of Birchcliff has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on April 15, 2021.

WHEREAS, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$300,100.73 and the balance of \$327,785.71 is to be raised by general municipal taxation; and

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Summer Village of Birchcliff for 2021 total \$627,886.43; and

THEREFORE, the total amount to be raised by general municipal taxation is \$327,785.71 and

WHEREAS, the requisitions are estimated to be:

Alberta School Foundation Fund	
- Residential & Farm Land	\$ 436,430.57
- Non-residential	\$ 6,882.27
Designated Industrial Property	<u>\$ 34.21</u>
Total Requisitions Collected	\$443,347.05

WHEREAS, the council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Summer Village of Birchcliff as shown on the assessment roll is:

Residential	\$ 168,548,850
Non-Residential & Designated	
Industrial Property	\$ 1,795,560
Machinery & Equipment	\$ 4,040
Taxable Assessment	\$ 170,348,450
Exempt	\$ 15,569,120
Total 2021 Assessment	\$ 185,917,570

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Summer Village of Birchcliff, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Birchcliff:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$324,321.70	\$168,548,850	1.9242
Non-Residential	\$ 3,464.01	\$1,799,600	1.9242
Totals:	\$327,785.71	\$170,348,450	
Alberta School Foundation Fund			
Residential & Farm Land	\$436,430.57	\$168,548,850	2.5893
Non-Residential	\$ 6,882.27	\$ 1,795,560	3.8329
Totals:	\$443,312.84	\$170,344,410	
Designated Industrial Property	\$ 34.21	\$ 412,490	0.0766

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this 15th day of April 2021.

READ a second time on this 15th day of April 2021.

Given UNANIMOUS consent to go to third reading on this 15th day of April 2021.

READ a third and final time on this 15th day of April 2021.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Summer Village of Birchcliff**Finance****Council Date: April 15, 2021****Request for Decision****Agenda Item:** *Unrestricted Deficit***Background:**

At their March 18, 2021 meeting, Council decided to make a reserve transfer to cancel out the unrestricted deficit of \$26,969. Below are the yearend reserve balances that may be used for this.

• Completions Deposits	49,000.00
• Dock Share Account	3,040.37
• Deferred Revenue (Grants)	70,734.93
• JSC IT Reserve	5,000.00
• Reserves Roads	238,970.12
• Reserves Operating Sewer	19,360.73
• Reserves Wastewater	93,913.05
• Reserves General Operating	4,501.95
• Reserves Env/Open Spaces	7,629.05
• Reserves Pathway	159,000.00

Administrative Recommendations:

It is Administration's recommendation that we use the Road Reserve to offset the unrestricted deficit noted on the Audit Findings Report.

Authorities:

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

Notes to Financial Statements

December 31, 2020

6. ACCUMULATED SURPLUS

	2020	2019
Unrestricted surplus (deficit)	\$ (26,969)	\$ -
Restricted surplus		
Operating reserves (Note 7)	23,863	14,863
Capital reserves (Note 7)	457,221	543,913
Equity in tangible capital assets (Schedule 1)	2,780,353	2,446,694
	\$ 3,234,468	\$ 3,005,470

7. RESERVES

	2020	2019
Operating Reserves		
Sewer	\$ 19,361	\$ 10,361
General contingencies	4,502	4,502
	\$ 23,863	\$ 14,863
Capital Reserves		
Roads	\$ 190,356	\$ 100,000
Pathways	159,000	159,000
Wastewater	93,913	263,913
Environmental	7,978	16,000
Information and technology	5,000	5,000
Fleet	974	-
	\$ 457,221	\$ 543,913

8. CONTINGENT LIABILITIES

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

9. CONTRACTUAL OBLIGATIONS

- a) The Summer Village has entered into an agreement for basic assessment services for a five year term commencing April 2015 expiring March 2020. The cost of assessment services will be \$7,000, \$7,500, \$7,500, \$7,600, and \$7,700 over the five years respectively.
- b) The Summer Village has entered into an agreement for fire emergency response services with the Town of Sylvan Lake for a four year term commencing January 2020 expiring December 2023. The cost of services will be \$12,975 annually.

Summer Village of Birchcliff

April 15, 2021

Council and Legislation

Request for Decision

Agenda Item: *Designated Officer Bylaw #231-21*

Background:

During the Jarvis Bay Municipal Accountability Review done in October 2020, it was recommended that the Designated Officer Bylaw be amended or repealed and replaced to establish the municipal assessor as a designed officer in the municipality in accordance with section 284.2(1) of the *Municipal Government Act*.

Administration has provided the attached bylaw for Council's review and consideration.

Options for Consideration:

1. That Council provide 1st, 2nd, and 3rd readings of the Designated Officer Bylaw #231-21 as presented.
2. That Council provide 1st, 2nd, and 3rd readings of the Designated Officer Bylaw #231-21 as amended.

Administrative Recommendations:

1. That Council give 1st reading to the Designated Officer Bylaw #231-21.
2. That Council give 2nd reading to the Designated Officer Bylaw #231-21.
3. That Council make a motion to give 3rd reading to the Designated Officer Bylaw #231-21 at this meeting.
4. That Council give 3rd and final reading to the Designated Officer Bylaw #231-21.

Authorities:

Municipal Accountability Review

**SUMMER VILLAGE OF BIRCHCLIFF
DESIGNATED OFFICER BYLAW
BY-LAW 231-21**

BEING A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF TO ESTABLISH THE POSITION OF DESIGNATED OFFICER.

WHEREAS, the *Municipal Government Act*, provides that a Council may by bylaw establish one or more positions to carry out the powers, duties, or functions of a designated officer;

AND WHEREAS, Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the position of Designated Officer;

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

1. TITLE

1.1 This bylaw may be cited as “The Designated Officer Bylaw”.

2. DEFINITIONS

- 2.1 In this Bylaw, the following terms shall have the following meanings:
- (a) “Bylaw” means this Designated Officer Bylaw;
 - (b) “CAO” means the Chief Administrative Officer of the Summer Village of Birchcliff within the meaning of the *Municipal Government Act*, or his/her designate;
 - (c) “Council” means the municipal Council of the Summer Village of Birchcliff;
 - (d) “Designated Officer” has the same meaning as defined in the *Municipal Government Act*;
 - (e) “*Municipal Government Act*,” means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder;
 - (f) “Summer Village” means the municipal corporation of the Summer Village of Birchcliff.
- 2.2 Any references in this Bylaw to any statutes, regulations, bylaws, or other enactments is to those statutes, regulations, bylaws, or other enactments as amended or replaced from time to time and any amendments thereto.

3. DELEGATION BY CAO

- 3.1 The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act*, and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 3.2 The CAO is authorized to appoint a deputy CAO or delegate the CAO’s powers, duties, and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.
- 3.3 The following position is an authorized designated officer of the Summer Village:
- a) Assessor

- 3.4 The CAO is authorized to appoint an acting designated officer during an illness, scheduled absence, or other incapacity of a designated officer.

4. MUNICIPAL ASSESSOR

- 4.1 The Municipal Assessor is the designated officer for the purpose of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulation, or bylaw.

- 4.2 The Municipal Assessor is the designated officer for the purpose of the following sections of the Act:

Section 482(1) & (2)	Admissible evidence at hearings
Section 525	Certifying copies of assessment rolls and assessment notices

5. GENERAL

- 5.1 Each provision of this bylaw is independent of all other provisions. If any provision of the bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
- 5.2 This bylaw rescinds bylaw #138-02 in its entirety, including any amendments thereto, and shall come into full force when it received third and final reading and is duly signed.

READ a first time this 15th day of April 2021.

READ a second time this 15th day of April 2021.

READ a third and final time this 15th day of April 2021.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *Commissionaires for Sunbreaker Cove Boat Launch*

Background:

At the March 18th, 2021, Council meeting Council passed a motion to support the request from Lacombe County and Sunbreaker Cove and share equally in the cost of 2 Commissionaires for the boat launch in Sunbreaker Cove with the other 7 municipalities around Sylvan Lake.

On March 29th, 2021, a letter was sent to Administration (attached) from a resident who was opposed to Council financially supporting the Sunbreaker Cove boat launch and suggesting that Lacombe County should be charging a fee for the use of the boat launch which would recover the costs for the Commissionaires. It was also noted that if a fee is not charged in Sunbreaker Cove for the use of the boat launch it will undermine the success of the boat launch in Sylvan Lake.

Options for Consideration:

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

Administrative Recommendations:

Thank Council discuss and provide direction to Administration.

Authorities:

n/a

Summer Village of Birchcliff

Attention: The Council of the
Summer Village of Birchcliff

Dear Sirs and Madam

Re: Summer Village of Sunbreaker Cove Boat Launch

We are property owners and reside in the Summer Village of Birchcliff.

We have recently reviewed material from the Birchcliff web update which provided along with other material a request for Decision E-I-B, "Commissionaires for Sunbreaker Cove Boat Launch", copy attached.

To be clear we oppose the entry into any agreement as requested in the letter dated March 8, 2021, from the County of Lacombe and the Summer Village of Sunbreak Cove, copy attached.

We are opposed because the boat launch services people all around Alberta and elsewhere.

We believe the County of Lacombe has serviced a boat launch at Gull Lake and have discussed placing a fee for the use of the boat launch.

We understand a private boat launch will be opening in Sylvan Lake and will be charging a fee to people who launch there boat there.

As the Summer Villages are now being asked to pay a part of the costs related to the use of Commissionaires, we feel this is the time for the County of Lacombe and Summer Village of Sunbreaker Cove to commence attaching a fee for the Public to use the boat launch at Sunbreaker Cove.

We feel there is no reason why the taxpayers of the Summer Village of Birchcliff should contribute to a boat launch which the Summer Village of Sunbreaker Cove and the County of Lacombe have permitted the situation to exist for years. If there are any benefits it is for the Summer Village it is for the Summer Village of Sunbreaker Cove and the County of Lacombe and if there are detriments those are under the control of Sunbreaker Cove and the County of Lacombe.

It seems, appropriate that the Summer Village of Sunbreaker Cove and the County of Lacombe give consideration to charging a fee to those who use the boat launch to cover whatever costs are incurred pertaining to the boat launch.

It also seems that should the Summer Village of Sunbreaker Cove and the County of Lacombe chose not to set up a fee process at the boat launch the free entry to the lake will in fact undermine the success of the boat launch in Sylvan Lake.

We thank Council for giving consideration to our comments pertaining to this matter.

Yours truly

Karen and Terry McCaffery

Summer Village of Birchcliff**April 15, 2021****Planning and Development****Request for Decision****Agenda Item: *Livestock Bylaw – Coop License*****Background:**

At the request of Council, administration has brought the Coop License Application process and bylaw to Council for discussion on the yearly fee and license. In 2017 a Livestock Bylaw #201/17 was put into place. Administration created a Coop License Application form and procedure according to the regulations in the bylaw for the annual fee. There are currently 2 active licenses in the Summer Village of Birchcliff.

Below are some examples of other Municipalities' fees:

City of Red Deer – Renews license yearly, fee of \$28.00.

Town of Peace River – One-time fee of \$25.00.

Village of Alix – Renews license yearly, fee of \$25.00.

Village of Sandy Beach – Renews license yearly, fee of \$15.00.

Village of Stirling – Renews license yearly, fee of \$25.00.

Village of Linden – One-time fee of \$50.00

Options for Consideration:

1. That Council direct administration to draft an amendment bylaw of the Livestock bylaw.
2. That Council accept as information.

Administrative Recommendations:

That Council discuss and provide direction to administration.

Authorities:

Section 191(2) of the MGA - The amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise.

Coop License Application Form

Livestock Bylaw 201/17

Livestock Amendment Bylaw 210/18

**SUMMER VILLAGE OF BIRCHCLIFF
LIVESTOCK BYLAW
AMENDMENT BYLAW #210/18**

Being a Bylaw of the Summer Village of Birchcliff, in the Province of Alberta, to authorize amendments to the Summer Village of Birchcliff Livestock Bylaw #201/17.

WHEREAS: Section 191(1) of the Municipal Government Act, RSA 2000, the power to pass a bylaw under this or any other enactment includes a power to amend or repeal the bylaw.

WHEREAS: the Council deems it desirable to amend Livestock Bylaw #201/17.

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

An amendment to the Livestock Bylaw #201/17:

1. Keeping of Hens
 16. The maximum size of a Coop (including Henhouse and Run area) is 18.5 square meters (200 square feet), and the minimum size of a Coop is 1.4 square meters (16 square feet). The Coop can be no more than 2.0 m (6.56 ft.) in height. Both the Henhouse and Run area are required to be fully enclosed in a secure fence and structure.

This Bylaw comes into force on the day it is passed.

Read a first time this 24th day of April, 2018.

Read a second time this 24th day of April, 2018.

Read a third time this 24th day of April, 2018.

ROGER DUFRESNE, DEPUTY MAYOR

PHYLLIS FORSYTH, CAO

**SUMMER VILLAGE OF BIRCHCLIFF
LIVESTOCK BYLAW
BYLAW NO. #201/17**

A Bylaw of the Summer Village of Birchcliff in the Province of Alberta to provide for the licensing, regulation and confinement of livestock.

WHEREAS, the Council of the Summer Village of Birchcliff deems it desirable to pass such a Bylaw.

- i. pursuant to section 7(a) of the Municipal Government Act, a council may pass Bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;
- ii. pursuant to section 7(h) of the Municipal Government Act, a council may pass Bylaws for the municipal purposes respecting wild and domestic animals and activities relating to them;
- iii. pursuant to section 7(i) of the Municipal Government Act, a council may pass Bylaws for the municipal purposes respecting the enforcement of Bylaws made under the Municipal Government Act or any other enactment including any or all of the matters listed therein; and
- iv. pursuant to section 8 of the Municipal Government Act, a council may by Bylaw regulate, prohibit or provide for a system of licenses, permits or approval including any or all of the matters listed therein.

NOW, THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF BIRCHCLIFF, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited as the “Livestock Bylaw”.
- 2. The purpose of this Bylaw is to regulate and control Livestock ownership in the Summer Village of Birchcliff.
- 3. In this Bylaw, unless the context otherwise requires, the word, term or expressions:
 - 3.1 “Animal Control Officer” means a person employed under the contract between the Summer Village and its Contractor to enforce the provisions of this Bylaw;
 - 3.2 “Bee” has the same meaning as set out in the Bee Act RSA 2000 Chapter B-2 as it may be amended or edited from time to time and shall also include an “Africanized Bee” as per the act.
 - 3.3 “Coop” means a Henhouse and a Run;
 - 3.4 “Hen” means a female chicken over four (4) months in age;
 - 3.5 “Henhouse” means a structure that houses the hens at night and includes places for laying eggs;
 - 3.6 “License” means a license issued by the Summer Village to an Owner upon payment of the required fee for each Coop required in association with “Keeping of Hens” Sections 9,10 and 11, indicating the year for which the fee has been paid, and which is assigned a number recorded by the Summer Village;
 - 3.7 “Livestock” includes, but is not limited to:
 - a. a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, or goat
 - b. domestically reared or kept deer, reindeer, moose, elk, or bison,

- c. farm bred fur bearing Animals including foxes, weasels, or mink.
 - d. animals of the bovine species,
 - e. animals of the avian species including chickens, turkeys, ducks, geese, pigeons, or pheasants,
 - f. all other Animals that are kept for agricultural purposes, but does not include cats, dogs, or other domesticated household pets;
- 3.8 “Municipal Ticket” means a municipal ticket issued on behalf of the Village for a violation under this Bylaw;
- 3.9 “Officer” includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, or a Member of the Royal Canadian Mounted Police;
- 3.10 “Owner” includes any person, partnership, association, or corporation:
- a. owning, possessing, having charge of, or control over, any Livestock;
 - b. harboring any Livestock;
 - c. suffering or permitting any Livestock to remain about his or her house or premises; and
 - d. any person to whom a License has been issued under this Bylaw.
- 3.11 “Rooster” means a male chicken;
- 3.12 “Run” means an attached open area that is fenced and that Hens range in;
- 3.13 “Running at Large” shall mean any Livestock off the premises of the Owner;
- 3.14 “Unconfined” shall mean any livestock on the property of the Owner that is not confined to the Coop or designated portion of the property set out in the regulation of the Village.

Livestock Provisions

- 4. A person is guilty of an offence if that person keeps or harbours Livestock or bees within any portion of the Summer Village of Birchcliff or its corporate boundaries without the exclusive written permission of the Council, except for that provided for in this Bylaw;
- 5. Any Officer may seize and impound any Livestock or bees within any portion of the Summer Village of Birchcliff or its corporate boundaries, if the Livestock, wild animals, or bees are being kept without the written permission of the Council, except for that provided for in this Bylaw;
- 6. An Officer is hereby authorized to enter any land or premises (excluding dwelling houses) at any reasonable time within the Summer Village of Birchcliff to inspect for conditions which may contravene any provisions of this Bylaw whether or not the owner or person at the premise harbours Livestock lawfully or unlawfully.
- 7. Any person, whether or not he or she is the Owner of any Livestock which is being or has been pursued and/or captured, is guilty of an offence if he or she:
 - 7.1 Interferes with, or attempts to obstruct, an Officer who is attempting to capture, or who has captured, any Livestock;

- 7.2 Removes, or attempts to remove, any Livestock from the possession of an Officer;
- 7.3 Refuses to provide identification (name, address, and date of birth) and proof thereof to an Officer upon request;
- 7.4 Provide false or misleading information to an Officer.
- 8. An officer, including an Animal Control Officer, is hereby authorized to use live traps, nets or any other similar means to effect capture of Livestock. The Village or its Contractor shall not be held liable for the death or injury of any Livestock.

Keeping of Hens

- 9. Every Owner who wishes to participate in the “Keeping of Hens” within the corporate boundaries of the Summer Village of Birchcliff shall pay to the Summer Village of Birchcliff a yearly License fee for their Coop as set out in Schedule “A”.
- 10. Where a License is required, and has been paid for by the tender of an uncertified cheque, the License is automatically revoked if the cheque is not accepted and cashed by the bank on which it was issued.
- 11. Every Owner who fails to purchase a License on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties provided for in this Bylaw.
- 12. An Owner is guilty of an offence if the Owner harbours Roosters within the Summer Village of Birchcliff corporate boundaries;
- 13. An Owner is guilty of an offence if the Owner harbours more than four (4) Hens per Detached Dwelling unit on a parcel, as defined by the Land Use Bylaw;
- 14. A person is guilty of an offence if that person slaughters any Livestock on the parcel;
- 15. An Owner is guilty of an offence if the Owner or a person on behalf of the owner buries a dead Hen on a Village parcel. Dead Hens shall be disposed by delivering it to a farm, abattoir, veterinarian, mobile slaughter unit, or other facility that has the ability to dispose of Hens lawfully;
- 16. The maximum size of a Coop (including Henhouse and Run area) is 30.5 square meters (100 square feet.), and the minimum size of a Coop is 4.88 square meters (16 square feet). The Coop can be no more than 2.0 m (6.56 ft.) in height. Both the Henhouse and Run area are required to be fully enclosed in a secure fence and structure.
- 17. An Owner is guilty of an offence if the Owner or a person on behalf of the Owner fails to locate a Coop in the rear and side yards of those properties with an existing Detached Dwelling unit on a parcel. Further, the Owner is guilty of an offence if the Coop is not placed in accordance to the Accessory Building regulations of the Land Use Bylaw;
- 18. An Owner is guilty of an offence if the Owner fails to keep a Coop in good repair, maintained in a clean and sanitary condition, free of vermin, obnoxious smells and substances limited so as not to create a nuisance or disturbance to neighboring residents due to noise, odor, damage or threats to public health.
- 19. The Owner is guilty of an offence if all Hen waste is not stored in a fully enclosed structure or container.

20. The Owner and any person are guilty of an offence if any eggs produced in conjunction with the “Keeping of Hens” within the Summer Village of Birchcliff are sold commercially.
21. The Owner of a Hen is guilty of an offence if the Hen is running at Large;
22. The Owner of a Hen is guilty of an offence if the Hen is unconfined on the Owner’s property.

Impounding of Livestock

23. Any Officer or any designated Contractor with the Village may seize and impound any Livestock.
24. Upon receiving any Livestock for impound, an Animal Control Officer, Contractor, or its staff, shall make reasonable efforts to identify and contact the Owner of the Livestock.
25. The Contractor shall not sell, euthanize, or otherwise dispose of any impounded Livestock until the Livestock is retained in the Contractor’s impound facility for seventy – two (72) hours, not including the day of impounding, Sundays or Statutory Holidays.
26. The Contractor may retain Livestock for a longer period if in the opinion of the Contractor the circumstances warrant the expense or they have reasonable grounds to believe that the Livestock is a continued danger to persons, animals or property.
27. Any healthy Livestock may be returned to the Owner during the 72-hour period of impoundment upon payment to the Contractor the costs of impoundment and boarding (as specified in the contract between the Summer Village and the Contractor).
28. Any person claiming impounded Livestock shall present government issued identification to the Contractor or its staff.
29. Where any impounded Livestock has not been claimed by the Owner within 72 hours of impoundment, the Contractor is authorized to sell, euthanize, or otherwise dispose of any impounded livestock.

Violation Tickets and Continuing Offences

30. Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw:
 - 30.1 he or she may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule “B” of this Bylaw, which payment will be accepted by the Summer Village Office or the Officer on behalf of the Office in lieu of prosecution for the offence if paid within 21 days of the date of service; or
 - 30.2 he or she may issue and serve a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
31. A Municipal Ticket shall be deemed to be sufficiently served if:
 - 31.1 Served personally on the Owner of any Livestock, or left at the Owner’s residence; or
 - 31.2 Mailed to the address of the Owner of any Livestock.

- 31.3 Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first or most recent offence.
- 31.4 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in the respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in the amount not less than that established by this Bylaw for each such day.
- 31.5 Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to the specified penalty set out in Schedule “B” and in default of payment of any fine imposed, to imprisonment for not more than six (6) months. Any person who contravenes any provision of this Bylaw for which there is either “Court” or no penalty specified in Schedule “B”, is guilty of an offence and is liable on summary conviction to a fine of not less than five hundred dollars (\$500.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

Severability of Bylaw Provisions

32. Each separate provision of this Bylaw shall be deemed independent of all provisions, and if in any provision of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.

This Bylaw comes into force on the day it is passed.

Read a first time this 13th day of October, 2017.

THOM JEWELL, MAYOR

PHYLLIS FORSYTH, CAO

Public hearing held the 16th day of November, 2017.

Read a second time this 16th day of November, 2017.

Read a third time and finally passed this 16th of November, 2017.

THOM JEWELL, MAYOR

PHYLLIS FORSYTH, CAO

SUMMER VILLAGE OF BIRCHCLIFF
BYLAW NO.
SCHEDULE “A”

ANNUAL LICENSE FEES	AMOUNT
1. Coop License	\$75.00
2. If the Coop License fee is paid prior to January 31 st of the year, it shall be reduced to:	\$50.00

SUMMER VILLAGE OF BIRCHCLIFF
BYLAW NO.
SCHEDULE “B”

Section	Offence	First	Second	Third & Subsequent
s.4	Harboring Livestock	\$200.00	\$400.00	\$800.00
s.7 (1)	Interfere with an Officer	\$500.00	\$1000.00	\$1500.00
s.7 (2)	Remove/attempt to remove Livestock from Officer	\$500.00	\$1000.00	\$1500.00
s.7 (3)	Refuse to provide identification to Officer	\$500.00	\$1000.00	\$1500.00
s.7 (4)	Providing false or misleading information to Officer	\$500.00	\$1000.00	\$1500.00
s.11	Fail to License Coop in the “Keeping of Hens”	\$200.00	\$400.00	\$800.00
s.12	Rooster within Village boundaries	\$100.00	\$200.00	\$300.00
s.13	Have more than 4 Hens	\$100.00	\$200.00	\$300.00
s.14	Slaughter of Livestock on property	\$100.00	\$200.00	\$300.00
s.15	Unlawful disposal of dead Hens	\$100.00	\$200.00	\$300.00
s.16	Coop fails to meet size / enclosure requirements	\$100.00	\$200.00	\$300.00
s.17	Coop not located properly	\$100.00	\$200.00	\$300.00
s.18	Fail to maintain Coop in a sanitary condition / good repair	\$100.00	\$200.00	\$300.00
s.19	Waste not stored in an enclosed structure or container	\$50.00	\$100.00	\$150.00
s.20	Eggs produced from the Keeping of Hens sold commercially	\$200.00	\$400.00	\$800.00
s.21	Hens Running at Large	\$100.00	\$200.00	\$300.00
s.22	Unconfined Livestock	\$100.00	\$200.00	\$300.00



Coop License Application Form

Date: _____

Owner Name(s): _____

Summer Village Address: _____

Phone Number: _____

ANNUAL LICENSE FEES AMOUNT

1. Coop License \$75.00
2. If the Coop License fee is paid prior to January 31st of the year, it shall be reduced to \$50.00

SPECIFIED PENALTY AMOUNTS

Visit the Livestock Bylaw #201/17 online at www.sylvansummervillages.ca.

KEEPING OF HENS:

- Every Owner who wishes to participate in the "Keeping of Hens" shall pay to the Summer Village of Birchcliff a yearly License fee for their Coop.
- Where a License is required, and has been paid for by the tender of an uncertified cheque, the License is automatically revoked if the cheque is not accepted and cashed by the bank on which it was issued.
- Every Owner who fails to purchase a License on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties.
- No one shall harbour Roosters within the Summer Village.
- No more than four (4) Hens per Detached Dwelling unit on a parcel.
- No person shall slaughter any Livestock on the parcel.
- Dead Hens shall be disposed by delivering it to a farm, abattoir, veterinarian, mobile slaughter unit, or other facility that has the ability to dispose of Hens lawfully.
- The maximum size of a Coop (including Henhouse and Run area) is 30.5 square meters (100 square feet.), and the minimum size of a Coop is 4.88 square meters (16 square feet). The Coop can be no more than 2.0 m (6.56 ft.) in height. Both the Henhouse and Run area are required to be fully enclosed in a secure fence and structure.
- The Coop must be located in the rear or side yards of the property. (Lakefront properties rear yard is the road side).
- The Coop must be in good repair, maintained in a clean and sanitary condition, free of vermin, obnoxious smells and substances limited so as not to create a nuisance or disturbance to neighboring residents due to noise, odor, damage or threats to public health.
- Hen waste is to be stored in a fully enclosed structure or container.
- No eggs produced in conjunction with the "Keeping of Hens" within the Summer Village of Birchcliff are to be sold commercially.
- No Hens are to be running at Large or unconfined on the Owner's property.

By signing this form, I (we) have read and understood the Bylaw regulations and applicable penalties associated.

Owner Signature: _____ Owner Signature: _____

Summer Village of Birchcliff

April 15, 2021

Council Reports

Information Item

Council Reports:

Roger Dufresne

Ann Zacharias

- Parkland Regional Library Board

Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Ted Hiscock, Summer Village of Half Moon Bay

- Family and Community Support Services

Correspondence:

Upcoming Meetings:

Next Council Meeting: May 20, 2021



PRLS Board Meeting Minutes February 25, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:11 a.m. on Thursday February 25, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor

Present via Zoom: Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Lougheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

With Regrets: Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent: Jackie Almberg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

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

Call to Order

Meeting called to order at 10:11 a.m. by Smith.

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

Motion by Janine Stannard to excuse Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, and Bonita Wood from attendance at the board meeting on February 25, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 1/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED
PRLS 2/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the November 12, 2020 minutes. There were two errors in the minutes; Glen Carrit attended the meeting and was marked absent. Also, the Vice-chair of the Advocacy Committee for 2021 is Norma Penney, not Barb Gilliat as mentioned.

Motion by Barb Gilliat to approve the minutes of the November 12, 2020 meeting as amended.

CARRIED

PRLS 3/2021

1.3. Business arising from the minutes of November 12, 2020 meeting

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

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda.

Motion by Bruce Gartside to approve the consent agenda as presented.

CARRIED

PRLS 4/2021

Cora Knutson entered the meeting at 10:19 a.m.

3.1. Vacant Position on Parkland's Executive Committee

Parkland's Executive Committee has the ten-member maximum allowed by the Libraries Regulation.

Unfortunately, Jason Alderson has resigned and is leaving the province. This created a vacancy on the Executive Committee that needed to be filled.

According to board policy, when a vacancy exists for a representative for a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat shall remain vacant until the next organizational meeting of the Parkland Board.

Nominations were called and Len Philips volunteered to be the representative replacing Alderson on the Executive Committee.

Motion by Daryl Loughheed to appoint Len Philips to Parkland's Executive Committee representing electoral constituency #4.

CARRIED

PRLS 5/2021

3.2. 2020 in Review – Approval of the 2020 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. Sheppard spoke to the challenges of 2020.

Given those challenges, with service interruptions and library closures caused by the pandemic, an extensive statistical comparison between 2019 and 2020 would be of limited value. However, some highlights from 2020 were:

- Cardholders system wide are at 31, 771.
- The total collection in the system catalogue is 680,384.
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations.
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! Of these visits, the vast majority were virtual.
- Adapting to the virtual world and the need to support libraries through the pandemic, Parkland consulting staff hosted over 30 virtual meetings with 296 attendees.
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019.
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020.

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with their vital services.

Motion by Barb Gilliat to approve the Parkland Regional Library System's *2021 Public Library Survey and 2020 Annual Report* as presented.

CARRIED
PRLS 6/2021

3.3. **Advocacy Committee Report**

Gord Lawlor gave the Advocacy Committee report.

The committee has determined the following priorities for 2021:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

Activities in support of these priorities will include distribution of municipal ROIs and a System return on investment, including an advocacy learning component in Parkland board meetings, delivering virtual orientations to board members (new or not), creating a welcome package for newly elected councilors, and sharing regional library advocacy tools to member boards (e.g. key messages, communication samples and templates, etc.).

Committee member Bill Rock then talked about Parkland's new building, introducing the 2-minute video of the old and new headquarters. Sheppard outlined and explained the iGUIDE virtual tour of the new building and explained how to use it and where it is located on Parkland's website.

Motion by Cindy Trautman to accept the Advocacy Committee Report for information.

CARRIED
PRLS 7/2021

3.4. Strategic Plan Review

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year. However, staff did not recommend attempting to produce a new strategic plan for 2022 or undertake a needs assessment in 2021.

At present, it is difficult to engage with our municipal councils, library boards, and member library staff while Alberta is under the restrictions imposed to combat COVID-19. Organizing an effective needs assessment would be very difficult under the current circumstances.

Given the highly irregular nature of library service at present, it is also unlikely that a needs assessment undertaken this year would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic.

Staff recommended that the board review the current plan of service and extend it for one more year. The current plan could then be filed with the Public Library Services Branch with the intention of engaging in a needs assessment in 2022 for a new strategic plan covering the years 2023 – 2025.

At their January 28th meeting, the Executive Committee made the following motion after discussing this matter:

Motion by Janine Stannard to recommend to the board that Parkland renew the Strategic Plan for one more year.

CARRIED

As part of reviewing Parkland's current strategic plan, staff asked the board to consider whether the current four goals are still relevant and should still be considered priority for the system. This is especially the case since Parkland's 2022 budget should reflect the strategic plan in numeric form.

After some discussion, it was decided that the board still supports the four goals in the Parkland Strategic Plan.

Motion by Janine Stannard to extend Parkland's current strategic plan for one more year through 2022.

CARRIED
PRLS 8/2021

Motion by Jas Payne to support the four goals in the strategic plan as presented.

CARRIED
PRLS 9/2021

3.5. eBook Purchase

Sheppard explained that historically Parkland has maintained separate online platforms for eAudiobooks and eBooks in an effort to streamline the eLibrary experience for patrons. Specifically, RBDigital was owned by Recorded Books, an audiobook publisher who had exclusive rights to many recordings/eAudiobooks.

Recently, RBDigital was purchased by Overdrive, another eContent provider. A couple of years ago, the Public Library Services Branch (PLSB) began supporting digital content

through access to eMagazines and some eAudiobook content on the RBDigital platform. That content has now moved to Overdrive and is only accessible on their platform. This means Parkland must now operate using both the Overdrive and Bibliotheca Cloud Library platforms for eBooks and eAudiobooks if Parkland is to provide the full array of content we did previously.

Since Parkland is now an Overdrive subscriber, staff requested the Executive Committee authorize \$25,000 from the Unrestricted Reserve to create an initial collection of eBooks. At their January 28th meeting, the Executive Committee approved the motion to move up to \$25,000 from the Unrestricted Reserve to purchase eContent from Overdrive. This new base collection will let member libraries focus on purchasing new eBooks for 2021 with this year's allotment. During the pandemic, the use of Parkland's eContent has gone up significantly, due to library closures.

Motion by Lori Reid to accept for information

CARRIED
PRLS 10/2021

Ann Zacharias left the meeting at 11:32

3.6. Advocacy Cooperation with Yellowhead Regional Library

Over the past few months, Parkland's Director and Yellowhead Regional Library's (YRL) Director, Karla Palichuk, have been working closely on a number of advocacy related projects. Due to the cooperative nature of Sheppard and Palichuk's advocacy work, Palichuk and YRL Board Chair Hank Smit were invited to Parkland's Advocacy Committee meetings as guests. Having staff and board members from YRL attend Parkland's Advocacy Committee meetings ongoingly was discussed at the January 28th Executive Committee meeting. The Committee made a motion endorsing YRL's participation in Parkland's advocacy efforts.

YRL plans to send up to five members of their board and staff to PRLS' meetings. Not only is the additional input useful but it will disperse the work required related to Parkland's advocacy efforts. YRL will benefit too. However the Parkland board is responsible for appointing members to the Advocacy Committee.

After some discussion, it was agreed that YRL staff would continue to work with Parkland in its advocacy efforts.

Motion by Janine Stannard to allow representatives from Yellowhead Regional library to attend Parkland Advocacy Committee meetings.

CARRIED
PRLS 11/2021

3.7. Parkland Community Update

The cover page of the meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update. The responses were as follows:

1. What was the most important thing Parkland did in 2020?

Heather Ryan: Moved into a new building after 60 years

Lori Reid: Maintaining van runs for interlibrary loan material

Bruce Gartside: Parkland continued to prove their value

Shannon Wilcox: Provided tech support to the libraries

Daryl Lougheed: Explored and supported alternative service delivery models

Norma Penney: Parkland continued to stay relevant throughout this pandemic

Les Stulberg: Parkland continued to operate and did not shut down in the Pandemic.

Pat Toone: Provided weekly updates and virtual coffee breaks for the library staff and volunteers

Janine Stannard: Held a virtual conference in participation with three other partners

Janine Stannard: Weekly Parkland Updates were very valuable!

2. What was the most important thing your library did in 2020?

Jas Payne: Sylvan Lake stayed central to the community.

Barb Gilliat: Libraries learned to adapt!

Janine Stannard: Libraries supported and shared the new innovative ways member libraries continued to operate.

Norma Penney: Provided safe contactless services to the public throughout the pandemic.

Janine Stannard: We hired a new manager!

Heather Ryan: Staying open and finding new ways to deliver services

Jas Payne: Sylvan Lake reaffirmed their importance by being available when many other services could not.

Les Stulberg: Stettler Library offered Curbside service, outreach service to senior lodges and colonies, curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

Pat Toone: Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue the book clubs after the pandemic.

3. What is the most important thing that libraries (system or municipal) should do in 2021?

Janine Stannard: Continue to grow, adapt, and advocate!

Bill Rock: Stay open

Jas Payne: Speak up and advocate for libraries' importance.

Shannon Wilcox: remain flexible

Heather Ryan: Be responsive to ever changing needs

Norma Penney: Continue offering the same level of service our libraries expect.

Deborah Juch: Find a way to adapt programming to the outdoors

Bill Windsor: Provide digital support to the community.

Heather Ryan: We expect to continue online programs for those who like them even when in-person meeting is allowed once again

Bill Windsor: Didsbury council is considering doubling the footprint of their library

3.8.1. Director's Report**3.8.2. Library Services Report****3.8.3. Finance and Operations Report**

Smith asked if there were any questions regarding the Director's, Library Services, or the Finance and Operations reports. Colleen Schalm announced the date for the 2021 joint virtual conference with The Alberta Library, Peace Library System and Yellowhead Regional Library; September 22-24, 2021.

Motion by Janine Stannard to receive the Director's, Library Services, and Finance and Operations reports for information.

CARRIED
PRLS 12/2021

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:59 a.m.

CARRIED
PRL 13/2021

Meeting adjourned at 11:59 a.m.

Chair

Alberta Treasury Board & Finance Census Subdivision (Municipal) Population Estimates - 2016 to 2020

Census Division		Census Subdivision	Area Name	Type	2016	2017	2018	2019	2020
1	4808	4808034	Alix	VL	751	758	766	773	779
2	4807	4807032	Alliance ¹⁵	VL	155	158	157	156	155
3	4807	4807008	Amisk	VL	209	207	206	204	202
4	4810	4810002	Bashaw	T	844	842	842	840	838
5	4810	4810009	Bawlf	VL	436	438	407	414	413
6	4808	4808026	Bentley	T	1,108	1,103	1,101	1,042	1,112
7	4807	4807021	Big Valley	VL	350	340	360	371	368
8	4808	4808023	Birchcliff	SV	119	120	121	122	123
9	4810	4810012	Bittern Lake	VL	226	225	225	224	223
10	4808	4808029	Blackfalds	T	9,928	10,586	11,145	11,493	11,974
11	4808	4808006	Bowden	T	1,273	1,219	1,227	1,210	1,214
12	4810	4810011	Camrose	CY	19,223	19,225	19,238	19,306	19,333
13	4810	4810001	Camrose County ⁴⁵	MD	8,660	8,604	8,574	8,618	8,821
14	4809	4809010	Caroline	VL	523	521	519	514	513
15	4806	4806029	Carstairs	T	4,208	4,282	4,564	4,690	4,735
16	4807	4807014	Castor	T	944	935	930	922	915
17	4809	4809002	Clearwater County	MD	12,217	12,176	12,126	12,004	11,975
18	4808	4808032	Clive	VL	735	746	799	748	779
19	4807	4807012	Coronation	T	950	985	973	968	1,007
20	4806	4806031	Cremona	VL	456	462	469	479	489
21	4807	4807004	Czar	VL	207	205	204	202	201
22	4807	4807039	Daysland	T	835	844	835	838	833
23	4808	4808004	Delburne	VL	914	893	869	826	833
24	4806	4806032	Didsbury	T	5,390	5,344	5,361	5,301	5,337
25	4807	4807029	Donalda	VL	222	220	219	217	215
26	4808	4808024	Eckville	T	1,154	1,164	1,176	1,187	1,197
27	4810	4810006	Edberg	VL	154	154	154	154	154
28	4808	4808002	Elnora	VL	301	320	334	356	392
29	4807	4807031	Flagstaff County ¹⁴⁵	MD	3,810	3,852	3,810	3,779	3,736
30	4807	4807036	Forestburg ⁴⁵	VL	892	883	878	871	870

31	4808	4808028	Gull Lake	SV	179	181	183	185	187
32	4808	4808025	Half Moon Bay	SV	42	42	42	42	42
33	4807	4807048	Hardisty	T	564	559	556	551	547
34	4810	4810014	Hay Lakes	VL	509	517	532	557	557
35	4807	4807038	Heisler	VL	163	161	160	159	158
36	4807	4807006	Hughenden	VL	249	247	246	244	242
37	4808	4808008	Innisfail	T	8,013	7,938	7,799	7,920	7,957
38	4808	4808005	Jarvis Bay	SV	217	219	221	223	225
39	4807	4807042	Killam	T	1,011	1,001	996	988	981
40	4808	4808031	Lacombe	CY	13,365	13,540	13,800	13,910	14,109
41	4808	4808022	Lacombe County	MD	10,485	10,327	10,405	10,515	10,190
42	4807	4807046	Lougheed	VL	260	259	258	256	254
43	4806	4806028	Mountain View County	MD	13,380	13,404	13,139	13,353	13,345
44	4808	4808013	Norglenwold	SV	281	305	310	305	303
45	4806	4806034	Olds	T	9,422	9,410	9,480	9,624	9,753
46	4807	4807011	Paintearth County No. 18	MD	2,158	2,093	2,092	2,031	2,006
47	4808	4808042	Parkland Beach	SV	155	156	158	159	160
48	4808	4808009	Penhold	T	3,404	3,768	3,877	3,961	4,037
50	4808	4808038	Ponoka County	MD	10,052	10,247	10,230	10,096	10,132
51	4807	4807002	Provost	T	2,046	2,026	2,015	1,999	1,984
52	4807	4807001	Provost No. 52	MD	2,250	2,242	2,136	2,149	2,184
53	4808	4808001	Red Deer County	MD	20,019	19,107	19,124	19,169	18,863
54	4808	4808044	Rimbey	T	2,622	2,646	2,673	2,698	2,720
55	4807	4807028	Rochon Sands	SV	87	86	86	85	84
56	4810	4810003	Rosalind	VL	191	191	191	191	191
57	4809	4809015	Rocky Mountain House	T	6,792	6,736	6,691	6,718	6,699
58	4807	4807044	Sedgewick	T	831	789	803	808	780
59	4808	4808027	Sunbreaker Cove	SV	82	83	84	85	86
59	4808	4808039	Ponoka	T	7,403	7,372	7,467	7,437	7,525
60	4807	4807026	Stettler	T	6,102	6,019	5,911	5,950	5,851
61	4807	4807019	Stettler County No. 6 ²⁵	MD	5,430	5,404	5,613	5,594	5,545
62	4806	4806036	Sundre	T	2,797	2,833	2,878	2,938	2,998
63	4808	4808012	Sylvan Lake	T	15,289	15,698	16,086	16,315	16,351
64	4807	4807027	White Sands	SV	121	120	119	118	117

Census Division	Census Subdivision	Area Name	Type	2016	2017	2018	2019	2020
Total				223,165	223,537	224,950	226,162	226,899
	4810	4810004	Ferintosh ^{4 5}	207	207	207	207	--
Total				223,372	223,744	225,157	226,369	226,899

Sources:

Population Estimates: Statistics Canada, Center for Demography

Boundary Adjustments: Treasury Board and Finance, Office of Statistics and Information

Notes:

Population estimates in this table were produced by Statistics Canada using the municipal CSD (census subdivision) geographic boundaries as of January 1, 2016 (2016 Standard Geographic Classification). TBF has adjusted the population estimates for those CSDs where a geographic boundary change occurred post 2016. All CSD boundaries are as of January 1 of the year stated.

Postcensal estimates are based on the latest census counts adjusted for census net undercoverage (including adjustment for incompletely enumerated Indian reserves) and on the estimated population growth that occurred since that census, as calculated using fiscal data.

There were two types of boundary adjustments: *dissolutions/amalgamations*, where one municipality ceases to exist as a municipality and is amalgamated into the surrounding CSD, and *annexations* or *boundary corrections*, where part of a CSD is allocated elsewhere.

¹ Boundary adjustment as of January 1, 2017

² Boundary adjustment as of January 1, 2018

³ Boundary adjustment as of January 1, 2019

⁴ Boundary adjustment as of January 1, 2020

⁵ Due to boundary change in year stated, annual growth against previous year in this region should be used with caution

Caution: Population estimates for CSDs sometimes consist of small numbers. Estimates with such a high degree of detail may show a level of uncertainty that is more important. Thus, estimates for smaller numbers should be interpreted with caution.

All estimates subject to revision.

Prepared by: Alberta Treasury Board and Finance, January 2021

For more information contact Jennifer Hansen at jennifer.hansen@gov.ab.ca

Last Updated: January 26, 2021

Parkland Regional Library System
BILLING INFORMATION FOR 2021

	Alberta Municipal Affairs	Alberta Treasury Board Estimated Pop.	Difference
1 ALIX	734	779	45
2 ALLIANCE	154	155	1
3 AMISK	204	202	(2)
4 BASHAW	830	838	8
5 BAWLF	422	413	(9)
6 BENTLEY	1,078	1,112	34
7 BIG VALLEY	349	368	19
8 BIRCHCLIFF SV	117	123	6
9 BITTERN LAKE	220	223	3
10 BLACKFALDS	10,125	11,974	1,849
11 BOWDEN	1,240	1,214	(26)
12 CAMROSE	18,742	19,333	591
13 CAMROSE COUNTY	8,660	8,821	161
14 CAROLINE	512	513	1
15 CARSTAIRS	4,077	4,735	658
16 CASTOR	929	915	(14)
17 CLEARWATER M D	11,947	11,975	28
18 CLIVE	715	779	64
19 CORONATION	940	1,007	67
20 CREMONA	444	489	45
21 CZAR	202	201	(1)
22 DAYSLAND	824	833	9
23 DELBURNE	892	833	(59)
24 DIDSBURY	5,268	5,337	69
25 DONALDA	219	215	(4)
26 ECKVILLE	1,163	1,197	34
27 EDBERG	151	154	3
28 ELNORA	298	392	94
29 FLAGSTAFF COUNTY	3,738	3,736	(2)
30 FORESTBURG	875	870	(5)
31 GULL LAKE	176	187	11
32 HALF MOON BAY SV	42	42	0
33 HARDISTY	554	547	(7)
34 HAY LAKES	495	557	62
35 HEISLER	160	158	(2)
36 HUGHENDEN	243	242	(1)
37 INNISFAIL	7,847	7,957	110
38 JARVIS BAY SV	213	225	12
39 KILLAM	989	981	(8)
40 LACOMBE	13,985	14,109	124
41 LACOMBE County	10,343	10,190	(153)
42 LOUGHEED	256	254	(2)
43 MOUNTAIN VIEW COUNTY	13,074	13,345	271
44 NORGLNWOLD SV	273	303	30
45 OLDS	9,184	9,753	569
46 PAINT EARTH COUNTY	2,102	2,006	(96)
47 PARKLAND BEACH SV	153	160	7
48 PENHOLD	3,563	4,037	474
49 PONOKA	7,229	7,525	296
50 PONOKA County	9,806	10,132	326
51 PROVOST	1,998	1,984	(14)
52 PROVOST MD	2,205	2,184	(21)
53 RED DEER COUNTY	19,541	18,863	(678)
54 RIMBEY	2,567	2,720	153
55 ROCHON SANDS SV	86	84	(2)
56 ROSALIND	188	191	3
57 ROCKY	6,635	6,699	64
58 SEDGEWICK	811	780	(31)
59 SUNBREAKER COVE SV	81	86	5
60 STETTLER	5,952	5,851	(101)
61 STETTLER COUNTY	5,566	5,545	(21)
62 SUNDRE	2,729	2,998	269
63 SYLVAN LAKE	14,816	16,351	1,535
64 WHITE SANDS	120	117	(3)
Totals	220,051	226,899	6,848

Parkland Regional Library System
BILLING INFORMATION FOR 2021

Current Population Counts from Alberta Municipal Affairs

1	ALIX	734
2	ALLIANCE	154
3	AMISK	204
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5	BAWLF	422
6	BENTLEY	1,078
7	BIG VALLEY	349
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11	BOWDEN	1,240
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13	CAMROSE COUNTY	8,660
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15	CARSTAIRS	4,077
16	CASTOR	929
17	CLEARWATER M D	11,947
18	CLIVE	715
19	CORONATION	940
20	CREMONA	444
21	CZAR	202
22	DAYSLAND	824
23	DELBURNE	892
24	DIDSBURY	5,268
25	DONALDA	219
26	ECKVILLE	1,163
27	EDBERG	151
28	ELNORA	298
29	FLAGSTAFF COUNTY	3,738
30	FORESTBURG	875
31	GULL LAKE	176
32	HALF MOON BAY SV	42
33	HARDISTY	554
34	HAY LAKES	495
35	HEISLER	160
36	HUGHENDEN	243
37	INNISFAIL	7,847
38	JARVIS BAY SV	213
39	KILLAM	989
40	LACOMBE	13,985
41	LACOMBE County	10,343
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53	RED DEER COUNTY	19,541
54	RIMBEY	2,567
55	ROCHON SANDS SV	86
56	ROSALIND	188
57	ROCKY	6,635
58	SEDGEWICK	811
59	SUNBREAKER COVE SV	81
60	STETTLER	5,952
61	STETTLER COUNTY	5,566
62	SUNDRE	2,729
63	SYLVAN	14,816
64	WHITE SANDS	120
Totals		220,051

March 31, 2021

Good day,

Parkland Regional Library system has learned recently that the Government of Alberta (GOA) has discontinued updating the Municipal Affairs population lists. According to the GOA's official website, *"The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future."* This change will impact the requisition amounts paid by member municipalities.

According to clause 8.3 of Parkland's Master Agreement, when invoicing members for the requisition, *"The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."* Since Municipal Affairs is now using the population figures supplied by Treasury Board and Finance, that means Parkland will be invoicing municipalities using these same figures. This also means that some municipalities may experience a notable change in their invoiced amounts. This is because according to the GOA's website, the *"population figures between the municipal population lists and the provincial population estimates and projections will differ due to different methodologies used to account for population."* To review these statements made by the GOA or examine the *Municipal (Census Subdivision) Population Estimates* Parkland will be using in the future, please refer to the following hyperlink: <https://www.alberta.ca/municipal-population-lists.aspx>

Due to the disparity in populations between the old official population list and the new numbers supplied by the Treasury Board, Parkland's Executive Committee has decided to refrain from invoicing municipalities based on the Treasury Board figures until 2022. However, Parkland will be obliged to use the new population figures in 2022, in part to be fair to those municipalities which have seen population decline.



4565 – 46 Street
Lacombe, AB T4L 0K2
Ph. 403-782-3850

Accompanying this email are a number of attachments. They include a condensed spreadsheet of the *"Municipal (Census Subdivision) Population Estimates : 2016 - 2020 "* showing only those municipalities that are Parkland members; a small spreadsheet showing Parkland's billing information for 2021 based on the old figures from Municipal Affairs; and a third spreadsheet showing the Treasury Board statistics, the Municipal Affairs numbers, and the difference between the two.

If you have any questions or concerns about this matter please contact Parkland at operations@prl.ab.ca

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Sheppard".

Ron Sheppard, Director
Parkland Regional Library System

RS/kh



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 25, 2021

Parkland Annual Report

Despite the many challenges of 2020, with service interruptions and library closures caused by the pandemic, some service highlights are worth mentioning:

- Cardholders system wide are at 31,771
- The total collection in the system catalogue is 680,384
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! The vast were virtual
- Parkland consulting staff hosted over 30 virtual meetings with 296 attendees
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with vital services.

The annual report to members will be forthcoming.

Executive Committee Seat

Jason Alderson, the representative from zone #4, has resigned and is leaving the province. This has created a vacancy on Parkland's Executive Committee that needed to be filled. Len Phillips, representing the Town of Rocky Mtn. House, volunteered to sit on the Executive Committee at the February Board Meeting. Welcome Len!

PRLS Strategic Plan

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year.

Given the highly irregular nature of library service at present, it is unlikely that a needs assessment undertaken in 2021 would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic. The board discussed the four goals in the current strategic plan and agreed that they are still relevant. It was also decided to extend Parkland's current strategic plan for one more year, through 2022.

Advocacy Committee Report

The Advocacy Committee has met twice since the last board meeting in November. The focus of these meetings has been to establish priorities for 2021. These include:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

In December, the committee began working collaboratively with Yellowhead Regional Library (YRL) on advocacy related tools. This collaboration has been very successful, so much so that YRL will be cooperating in its advocacy efforts with Parkland for the foreseeable future.

Advocacy members also introduced a virtual tour of the new Parkland building which is available to view on our website [here](#).

Stronger Together 2021

Parkland will be collaborating once again with the Alberta Library, (TAL) the Peace Library System, (PLS) and Yellowhead Regional Library, (YRL) to offer a free virtual conference. *Stronger Together* will be held from September 22-24, 2021. More information will be forthcoming.

Community News from Trustees

The cover page of the board meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update.

1. What was the most important thing Parkland did in 2020?

- Moved into a new building after 60 years
- Maintaining van runs for interlibrary loan material
- Parkland continued to prove their value
- Provided tech support to the libraries
- Explored and supported alternative service delivery models
- Parkland continued to stay relevant throughout this pandemic
- Parkland continued to operate and did not shut down in the Pandemic.
- Provided weekly updates and coffee breaks for the libraries
- Held a conference in participation with three other partners
- Parkland Updates were very valuable!

2. What was the most important thing your library did in 2020?

- Sylvan Lake stayed central to the community.
- Libraries learned to adapt!
- Libraries supported and shared the new innovative ways member libraries continued to operate.
- Provided safe contactless services to the public throughout the pandemic.
- We hired a new manager!
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curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

- Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue.

3. What is the most important thing that libraries (system or municipal) should do in 2021?

- Continue to grow adapt and advocate!
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- Find a way to adapt programming to the outdoors
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- We expect to continue online programs for those who like them even when in-person meeting is once again allowed
- Didsbury council is considering doubling the footprint of their library

Board Members Present

Debra Smith (Board Chair), Gord Lawlor

Board Members Present via Zoom

Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Lougheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

With Regrets

Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent

Jackie Almborg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

Next Meeting: May 20, 2021, 10:00 AM (Zoom)



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Debra Smith (Board Chair), Gord Lawlor

Board Members Present via Zoom

Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

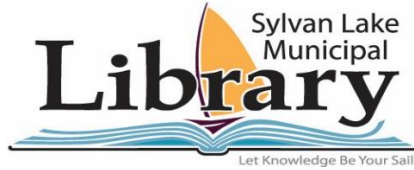
With Regrets

Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent

Jackie Almborg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

Next Meeting: May 20, 2021, 10:00 AM (Zoom)



February 18, 2021

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

Dear: Ms. Maplethorpe

In 2020, our library, in partnership with the Parkland Regional Library System, undertook an advocacy campaign to receive feedback from our community. This campaign was called ***"Because of the library..."***. We asked our community to finish this sentence and tell us what the library means to them and the impact we have within our immediate community and our residents in neighbouring communities. I would like to share these comments with you.

From our website <https://sylvanlibrary.prl.ab.ca/about-us/advocacy>



How has the library impacted you? Do you have a happy story to share? We'd love to hear it! Fill out the form below to submit your story.

Our Responses!

Because of the library...

Great selection of books in all genres AND the staff are outstanding!

It's fun!!! And it's quiet.

I got to read and watch different things and learn new things.

:) So many, young and older, are introduced to some of the finest books/literature in the world!!! Read, read, read and "Learn to Love" reading!!!

I love all the great programs and snacks there.

Harry Potter Book Club (with a great drawing of the Hogwarts coat of arms!) -Lina

I love the library. I love the programs. I love the selection of books and movies. I love the staff. I love the games. I love the computers. (Lots of hearts drawn on this one!) -Brynlee Potvin

I get books during the summer! -Dayna

I have fun books to read and fun toys to play with! -Eleanor

I can have internet access. :)

I have a safe and welcoming place to interact with clients I work with. The staff are genuine, caring, and thoughtful. Sylvan Lake Library is the best library I have ever spent time in.

The list is endless of ALL the things I LOVE about the library!!

- *All the wonderful staff*
- *The amazing groups for kids*
- *The great selection of books and movies*
- *Sylvan library is always clean :)*
- *Love all the snacks & toiletries :)*

Love love love our Sylvan Lake Library!!

We seniors have a quiet place to go and just browse – or find extraordinary books to read here or check out. For many of us, it is a vital stopping point and terrific staff who are always gracious. I cannot envision Sylvan Lake without this library. I know it is also vital to mothers and children – of all ages. It would be a horrible detriment to the town to lose this vital and welcoming resource. -Cy Reining

Everyone is so kind, and well... books...

How much you care!

I can come here and know I am safe.

I can "on-line shop" without hurting my pocket book!

I can share the fun of literacy with my child

Harry Potter Book Club. Hufflepuff (with a great drawing of the Hogwarts coat of arms). -Isabelle

*Have a nice day. You are all *awesome*.*

I get to read lots of books and learn about lots of new things!

I get to read lots of cool books. I like to share with my brother. -Paisley McLachlan, age 4

I am able to read books to my kids. I'm able to get my schooling done. I am able to relax while reading. I am able to find books with the help of the staff. Thank you staff! I'm grateful to all of you!

What I love about the library? The first word that came to me was: Everything! :)

- Books
- Visits
- Computer
- Help with technology
- Clean bathrooms

- *Programs*
- *Staff – excellent!!*
- *Helping to get longer time on book you really enjoy (as much as possible)*
- *Everything!*

I have a safe and quiet place to do my homework.

I can read as many books as I want for free!

Anime club

I love books!

Everything, but of all the staff.

All the staff are very helpful and friendly. I like the programs that are put on. The older kids seem to have a safe place they can hang out. I just love library atmosphere, in general, and enjoy coming by myself and also the play area with my 2 small kids. Great job.

I am able to bring in my clients to access books and games. It is very friendly environment to be in. Thanks.

We love story time with Corrie! Love Cece and Winnie

You gave me an opportunity to volunteer and meet people within my community. This helped me build my work experience skills.

I can read!!!

I've found many great stories and learned new things from non-fiction! It also gives me a quiet place to read and Wi-Fi when I need to use my phone. We have super friendly, knowledgeable staff too! Thanks for the chats and assistance when I need it! -Sherry M.

I have a safe space to escape to. I have a place to exist without spending money.

I have a safe and quiet getaway. Thank you. :)

I can afford to read.

We hope you enjoyed these heart-warming comments as much as we did.

Sincerely,

Andrea Newland

Andrea Newland, MLIS
Library Director
Sylvan Lake Municipal Library



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – MARCH 10, 2021 – 6:30PM VIA ZOOM

1. Communications

A letter was received on February 25th from the Minister of Municipal Affairs, Honourable Ric McIver with regards to Provincial funding. In recognition of the critical role that libraries play in Alberta it was announced that public library operating grants would remain stable; the amount received in 2020-2021 will be the same amount received in 2021-2022.

2. Treasurer's Report

The Treasurer's Report was approved as presented.

An overview was given by Julie Maplethorpe explaining the funding requisition that Parkland Regional Library (PRL) sends out annually. Each municipality was requisitioned \$8.55 per capita payable to PRL; as Summer Villages are independent municipalities' they each paid the requisition as received.

3. Director's Report

The Director's Report was approved as presented.

The announcement came on March 1st that all public libraries in Alberta were permitted to re-open with restrictions. This news was not relayed to the Sylvan Lake Municipal Library prior to the announcement and therefore the decision was made to re-open on March 8th. The capacity in the building will be limited to 28 people, not including staff. Curbside pick-up has been successful and will continue for patrons. The most up to date information is always available on the website at: <https://sylvanlibrary.prl.ab.ca/>

Creative online programs continue such as Trivia Nights, Art Attack and Builder's Guild. The TD Summer Reading Club at the library will look a little different this year with a pilot project named the "Story Walk". This will be a fun, socially distanced activity that places a children's book, page by page, on laminated poster boards along a path or in a park. This activity will run from June 13th to Labour Day.

4. New Items

PRL has posted a virtual tour of the new building at: <https://www.prl.ab.ca/about-us/building-tour>

Meeting adjourned at 7:22pm.

Next Regular Meeting – April 14, 2021 at 6:30pm



POLICY TITLE: PEOPLE SERVICES FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) GRANTS

POLICY NUMBER: C-002-003B

EFFECTIVE DATE:

ADOPTED BY COUNCIL ON:

RESOLUTION NUMBER:

SUPERCEDES: C-002-003A

SIGNATURE:

POLICY STATEMENT

The Municipality of Sylvan Lake acknowledges the efforts of our local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations. People Services FCSS Grant funding demonstrates Council's commitment to working with community organizations without eroding their strength and independence and encourages organizations to work toward financial self-sufficiency.

THE PURPOSE OF THIS POLICY IS TO:

Enable Council to direct funding and financial assistance requests to the People Services FCSS Grant Program and establish eligibility, requirements, and application process.

1. DEFINITIONS

- a. Preventative Social Supports and Services
 - i. is defined as those local non-profit organizations offering a preventative social specific service/program/event to residents of the Municipality, which is not considered the responsibility of another level of Government

2. RESPONSIBILITIES

- a. Council to:
 - i. Set and approve Town Policy

- b. Chief Administrative Officer:
 - i. Review the final draft and present to Council;
 - ii. Certify the original after it has been adopted;
 - iii. Oversee and approve the development and updating of procedures necessary for successful implementation of the Policy
- c. FCSS Grant Board:
 - i. Appointed by Council, to review and recommend to Council successful grant applicants

3. ELIGIBILITY CRITERIA:

- a. People Services FCSS Grant may be provided to eligible applicants as defined above to:
 - i. Promote and deliver a preventative social service/program/event occurring within municipal boundaries;
 - ii. Support a service/program/event that addresses a preventative social community need and contributes to the positive image of the municipality and/or enhance the quality of life for its residents;
 - iii. Applicants are further encouraged to pursue other opportunities for financial support
- b. People Services FCSS Grant is not intended to provide funding for the following:
 - i. Organizations with a religious or political mandate
 - ii. Organizations that provide services or programs that are the responsibility of another level of government including Health, Education, and Social Services
 - iii. Organizations that make donations; duplicate services
 - iv. To repay debt



PROCEDURE

- i. All requests for financial assistance shall be directed to the People Services FCSS Grant Program as follows:
 - FCSS Community Grant Call for Grant Applications (advertised each September for upcoming year on the Town Website, FCSS Facebook Page, and the Sylvan Lake News)
- ii. Further Information and Assistance: Grants and funding opportunities are also available from Provincial and Federal Government Departments and philanthropic organizations. The Town of Sylvan Lake Family & Community Support Services (FCSS) staff can assist individuals and community groups to identify funding sources that may meet their needs and provide advice in completing the grant application forms.

APPLICATION PROCESS

- i. All grant applications will be reviewed by FCSS Admin staff for completeness and by the FCSS Grant Board for recommendation to Council;
- ii. Applicants may be required to make a personal appearance before the FCSS Grant Board

REQUIREMENTS OF PEOPLE SERVICES FCSS GRANT

- i. FCSS Grant Board will forward their recommendations for successful grant applicants to Council provided that the provisions of the Municipal Government Act and applicable FCSS Regulations have been met;
- ii. People Services FCSS Grants will be allocated from the FCSS Grant Program budget and are subject to availability of funds provided in the annual Town of Sylvan Lake budget process;
- iii. FCSS Grant applications will be considered from local non-profit organizations, or similar organizations that return their profits for self-preservation and/or expansion and do not pay surplus revenues as dividends;
- iv. FCSS Grants will be considered for preventative social service/program/event that have a community wide base and/or opportunity; and are held within the Town of Sylvan Lake boundaries;
- v. FCSS Grant applications must be submitted prior to the function/activity taking place;
- vi. FCSS Grant applicants must provide a budget showing how the funds from the grant will be expended;
- vii. FCSS Grant applicants must submit copies of the organization's most current financial

statement;

- viii. FCSS Grant applicants registered as a Society must be in good standing with the Registrar of Societies;
- ix. No FCSS Grants will be awarded to community based organizations seeking relief from property taxation that does not qualify pursuant to the Municipal Government Act;
- x. No FCSS Grants will be awarded to community based organizations seeking relief from water, sewer, garbage, or other municipal service fees;
- xi. No FCSS Grant will be awarded for events that promote self-interest e.g. membership drives; political events that promote a specific party or candidate; rallies in support of a cause; religious events that limit participation to a specific faith or denomination; trade unions; professional organizations; or sororities or fraternities;
- xii. No FCSS Grants will be awarded to services or programs that are the responsibility of another level of government including Health, Education, and Social Services;
- xiii. The provided FCSS Grant application must be completed with all required information; incomplete applications will not be accepted;
- xiv. No FCSS Grant will be awarded until proof of liability insurance indemnifying the Town of Sylvan Lake is provided;
- xv. The FCSS Grant will be advertised in the Town of Sylvan Lake community publications, website, social media; and Sylvan Lake News;
- xvi. FCSS Grants are available on the Town of Sylvan Lake website and FCSS office located in the Sylvan Lake Family & Community Centre;
- xvii. All successful FCSS Grant recipients will complete an Outcomes Report at the end of their service/program/event for the year in which the activity took place; failure to do so will exclude them from receiving further FCSS Grant funding



PEOPLE SERVICES FCSS GRANT EVALUATION AND CRITERIA FORM:

Priority Areas	Weight Assigned	Priority Areas Weight Assignment	Notes/Comments
1. Service/Program/Event meets FCSS Mandate and Regulations	15		
2. Degree of the organization's mandate focus is Preventative Social Services	15		
3. Overall Public Good – Impact on Community	15		
4. Overall use of Volunteers	10		
5. Efficiency of use of funds requested	10		
6. Applicants ability to deliver the service/program/event	10		
7. Demonstrated service/program/event meets identified Outcomes	7.5		
8. Number of people impacted by the service/program/event	7.5		
9. Demonstrated pursuit of partnerships	5		
10. Demonstrated progress toward independence from the FCSS Grant Program	5		

1. Service/Program/Event meets FCSS Mandate and Regulations: refers to meeting the Provincial Mandate and Regulations
2. Degree of the organization's mandate focus is Preventative Social Services: refers to the degree which the service/program/event are within the Provincial FCSS and Municipal mandate
3. Overall Public Good – Impact on Community: refers to the magnitude of the spin-off or indirect benefits to the total community. Does it make Sylvan Lake a better place to live for us all?
4. Overall use of Volunteers: refers to the degree to which the applicant has explored the potential use of volunteers in the service/program/event. It will score high on this criterion if there is lots of volunteer involvement or evidence that was sought and that there are legitimate reasons why it is not possible.
5. Efficiency of use of funds requested: refers to the financial responsibility shown by the proponent and the degree to which the money will have a high “payback” in terms of direct services provision. A request for funds to be spent on unnecessary overhead items will be scored lower than one where funds translate directly and efficiently into service.
6. Applicants ability to deliver the service/program/event: refers to the quality of their application or through credibility built up through their track record. Either way, an applicant that demonstrates clearly that they can and will deliver the service/program/event effectively will score higher than one that doesn't.
7. Demonstrated service/program/event meets identified Outcomes: refers to meeting at least one of the FCSS Outcomes identified in the Grant application. The more outcomes met, the higher the score.
8. Number of people impacted by the service/program/event: refers to a quantification of the people served by the service/program/event. The more people served, the higher the score.
9. Demonstrate pursuit of partnerships: refers to attempts made to pursue liaisons and working relationships between agencies in an attempt to build more efficient and effective models for service provision. An applicant who can demonstrate this will score higher than ones that cannot.
10. Demonstrated pursuit of progress toward independence from the FCSS Grant Program: refers to the extent to which the applicant is moving the project away from any reliance on a long term need for a constant level of FCSS Grant Program funding. Applicants that can demonstrate this will score higher than ones that cannot.



FCSS Board Meeting – External Grant Applications
December 10, 2019
5:00 pm
Sylvan Lake Family & Community Centre
Room #102

Attendance	<p>FCSS Board: Clr. Teresa Rilling, Ted Hiscock – Summer Villages, Barb Scott, Deb Carlson, Bev Hill, Allyssa Bremner</p> <p>FCSS Staff: Kelly Smith, FCSS Manager, Karen Miller, FCSS Admin</p>
Welcome and Introductions	Round Table Introductions and Welcome to the FCSS Board
Selection of Chair	Allyssa Bremner FCSS Board Chair
Meeting Called to Order	<p>Chair Allyssa Bremner called the meeting to order at 5:45 pm</p> <p>Reviewed evacuation, muster area location</p>
Adoption of Agenda	<p>MOTION: T. Rilling To accept the agenda as presented.</p> <p style="text-align: right;">CARRIED</p>
2020 FCSS Grant Allocation	<p>Sylvan Lake Collective Kitchen MOTION: D. Carlson To recommend allocation of \$3,500.00 to Sylvan Lake Collective Kitchen – Collective Kitchens. SECOND: B. Hill CARRIED</p> <p>Sylvan Lake Community Partners MOTION: T. Hiscock To recommend allocation of \$2,510.00 to the Sylvan Lake Community Partners Association – Community Christmas Dinner. SECOND: B. Hill CARRIED</p> <p>Sylvan Lake Community Partners MOTION: B. Hill To recommend allocation of \$1,500.00 to Sylvan Lake Community Partners Association – Rainbows. SECOND: Clr.T. Rilling CARRIED</p>

	<p>Sylvan Lake Playgroup Society MOTION: T. Hiscock To recommend allocation of \$5,000.00 to Sylvan Lake Playgroup Society – CHIPS & Playgroup SECOND: D. Carlson CARRIED</p> <p>Chinook's Edge School Division No 73 MOTION: A. Bremner To recommend allocation of \$53,490.00 to Chinook's Edge School Division No.73 – Family School Wellness Program – Sylvan Lake. SECOND: B. Hill CARRIED</p> <p>Red Deer Catholic Regional Schools MOTION: T. Hiscock To recommend allocation of \$15,000.00 to Red Deer Catholic Regional Schools – Family School Enhancement Programming. SECOND: Clr.T. Rilling CARRIED</p> <p>MOTION: Clr.T. Rilling To recommend allocation of \$1,000.00 to Red Deer Catholic Regional Schools – Backpack initiative. SECOND: B. Hill CARRIED</p> <p><u>NOT FUNDED</u></p> <p>Red Deer Community Band Society MOTION: Clr.T. Rilling To decline funding to the Red Deer Community Band Society – Adopt a Royal as their application does not meet the FCSS funding criteria SECOND: T. Hiscock CARRIED</p> <p>Sylvan Lake and Area Community Partners MOTION: B. Hill To decline funding to Sylvan Lake and Area Community Partners – Compassion Fund as their application does not meet the FCSS funding criteria SECOND: D. Carlson CARRIED</p> <p>Sylvan Lake and Area Community Partners MOTION: Clr. T Rilling To decline funding to Sylvan Lake and Area Community Partners – Infant Toddler Food Bank as their application does not meet the FCSS funding criteria SECOND: B. Scott CARRIED</p>
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MINUTES

	<p>Sylvan Lake and Area Community Partners</p> <p>MOTION: D. Carlson To decline funding to Sylvan Lake and Area Community Partners – Tools 4 Schools as their application does not meet the FCSS funding criteria</p> <p>SECOND: Clr. T. Rilling CARRIED</p>
Next Meeting	TBA
Adjournment	Chair Allyssa Bremner adjourned the meeting at 8:00 pm

Allyssa Bremner – Chair

Karen Miller – Recording Secretary



FCSS Board Meeting – External Grant Applications
March 1, 2021
6:00 pm
Zoom

Attendance	<p>Clr. Teresa Rilling – Town of Sylvan Lake, Clr. Ted Hiscock – Summer Villages, Barb Scott, Deb Carlson, Sharon Fuchs, Allyssa Bremner</p> <p>FCSS Staff: Kelly Smith FCSS Manager; Karen Miller, FCSS Admin</p>
Welcome and Introductions	Round Table Introductions and Welcome to the FCSS Board
Selection of Chair and Vice Chair	<p>Clr. Rilling nominated Allyssa Bremner for the position of FCSS Board Chair. No other nominations. Allyssa accepted the nomination. Allyssa Bremner – FCSS Board Chair.</p> <p>Deb Carlson put her name forward for the FCSS Board Vice Chair. No other name put forward. Deb Carlson – FCSS Board Vice Chair.</p>
Meeting Called to Order	Chair Allyssa Bremner called the meeting to order at 6:07 pm
Additional Items to Agenda	Budget reduction.
Adoption of Agenda	<p>MOTION: Clr. Hiscock To accept the agenda as amended.</p> <p style="text-align: right;">CARRIED</p>
Outcomes 2019 and 2020	<p>In 2020 the following programs did not take place due to COVID 19 restrictions.</p> <p>Sylvan Lake Collective Kitchen – Collective Kitchens - returned \$1849.64</p> <p>Sylvan Lake Community Partners – Community Christmas Dinner – returned \$2510.00</p> <p>Funds returned to the Town of Sylvan Lake</p>
Budget reductions	<p>Due to COVID 19 and reduction in revenue to the municipality all grant programs were reduced significantly.</p> <p>2021 FCSS Grant program reduced to \$12,000.00</p>

<p>2021 FCSS Grant allocation</p>	<p>Sylvan Lake Playgroup Society MOTION: Clr. Hiscock To recommend allocation of \$7,395.00 to Sylvan Lake Playgroup Society – CHIPS & Playgroup SECOND: S. Fuchs CARRIED</p> <p><i>For the Sylvan Lake Playgroup Society – CHIPS & Playgroup programs, the Board has requested an alternative plan to program delivery should COVID 19 restrictions remain in place.</i></p> <p>Sylvan Lake Community Partners MOTION: A. Bremner To recommend allocation of \$2,000.00 to Sylvan Lake Community Partners Association – Rainbows. SECOND: T. Hiscock CARRIED</p> <p><i>For the Sylvan Lake Community Partners – Rainbow program, the Board has requested an alternative plan to program delivery should COVID 19 restrictions remain in place.</i></p> <p>Sylvan Lake Community Partners MOTION: Clr. Rilling To recommend allocation of \$2,605.00 to the Sylvan Lake Community Partners Association – Community Christmas Dinner. SECOND: S. Fuchs CARRIED</p> <p><i>For the Sylvan Lake Community Partners – Community Christmas Dinner, the Board has requested an alternative plan to program delivery should COVID 19 restrictions remain in place.</i></p> <p><u>NOT FUNDED</u></p> <p>MOTION: S. Fuchs To decline funding to Chinook’s Edge School Division – Family School Wellness Program – Sylvan Lake, due to the decrease of the 2021 FCSS External Grant budget. SECOND: B. Scott CARRIED</p> <p>MOTION: Clr. Rilling To decline funding to Red Deer Catholic Regional Schools – Family Enhancement Program, due to the decrease of the 2021 FCSS External Grant budget. SECOND: S. Fuchs CARRIED</p>
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MINUTES

Next Meeting	TBA
Adjournment	Chair Allyssa Bremner adjourned the meeting at 7:24 pm

Allyssa Bremner – Chair

Karen Miller – Recording Secretary

Report to The Summer Villages Re:

FCSS Board Meeting 2021.03.01 @ 18:00 hrs

Attached you will find minutes from the FCSS Board Meeting which was held on March 1st, 2021 via Zoom.

As a background, the grant applications submitted for local community projects generally take place in the fall of the year but were postponed in November/December of 2020 due to Covid-19 and uncertainties regarding the pandemic.

In late February 2021 funds in the amount of \$12,000.00 were allocated by the Town of Sylvan Lake to FCSS for grant applications for 2021. This amount was reduced from the \$82,000 allocated in 2019 for 2020 grant applications and \$78,500 allocated in 2018 for 2019.

As a result the board had to make some very hard decisions and could not grant requests that totaled \$135,605.00 in grant applications for Community Projects for 2021.

Ted Hiscock, Councillor
Summer Village of Half Moon Bay
FCSS Board Representative for Summer Villages of Sylvan Lake

Attachments:

- FCSS Board Meeting Minutes March 1, 2021
- Approved People Services Grant Policy C 002 003B February 21 2021
- FCSS Board Meeting Minutes December 10 2019