

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
JUNE 17, 2021 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**    - additions/deletions  
                     - adoption

**C. ADOPTION OF MINUTES**    - Regular Meeting Minutes, May 20, 2021

**D. DELEGATION**

- 1) Susan Bell – Community Piers

**E. INFORMATION ITEMS**

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

**F. REQUESTS FOR DECISION**

1) **Finance & Administration**

- a) Tax Reduction Request
- b) Metrix Group

2) **Council & Legislation**

- a) Sylvan Lake Regional Water Commission
- b) Drowning Prevention

**G. 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

**3) Upcoming Meetings**

- a) Next Council Meeting & Organizational Meeting – July 15, 2021

**H. ADJOURNMENT**

## IN ATTENDANCE

## CALL TO ORDER

**BCC-21-079**

**BCC-21-080**

**BCC-21-081**

**BCC-21-082**

**BCC-21-083**

**BCC-21-084**

Page 1 of 3

\$ 464.76 to IT Expenses  
\$ 256.55 to Facility Maintenance  
\$ 1,255.88 to Other Revenue to offset uncollected taxation  
CARRIED

**BCC-21-085**                MOVED by Councillor Tirpak that Administration Transfer the Lacombe County Funding from Deferred Revenue to the 2021 Lacombe Grant Operating Revenue Budget in the amount of \$539.  
CARRIED

Tina Leer left the meeting at 9:41 a.m.

- 3) Development Report
- 4) Municipal Planning Commission Meetings
- 5) Public Works Report
- 6) Branding

**BCC-21-086**                MOVED by Deputy Mayor Zacharias that the information items be accepted as information.  
CARRIED

Council break at 10:05 a.m.

Meeting reconvened at 10:15 a.m.

**REQUEST FOR DECISION**

**COUNCIL & LEGISLATION**

**BCC-21-087**                Lot 10 Thevenaz Industrial Trail  
MOVED by Councillor Tirpak that Council transfer \$7,000 from the roads reserves to cover Birchcliff’s portion of the purchase of Lot 10 Thevenaz Industrial Trail.  
CARRIED

-

**PLANNING & DEVELOPMENT**

**BCC-21-088**                RA4 Stairs  
MOVED by Deputy Mayor Zacharias that Council approve the stairs on RA4 as discussed.  
CARRIED

**BCC-21-089**                Community Piers  
MOVED by Mayor Dufresne that that a signed agreement and plan be in place by Friday May 28<sup>th</sup>. Failing the acceptance of an acceptable plan and signed agreement that the staircase be removed by June 4<sup>th</sup>.  
CARRIED

**COUNCIL REPORTS**

- Mayor Dufresne
- No reports
- Deputy Mayor Zacharias
- Parkland Regional Library Board



- Councillor Tirpak
- No reports

**Committee Reports**

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

**BCC-21-090**                      MOVED by Councillor Tirpak to accept the reports as information.  
CARRIED

**NEXT MEETING**  
**BCC-21-091**                      MOVED by Mayor Dufresne that the next meeting of Council be held June  
17, 2021, at 9:00 a.m.  
CARRIED

**ADJOURNMENT**

**BCC-21-092**                      Moved by Mayor Dufresne that being the agenda matters have been  
concluded, the meeting adjourned at 11:43 a.m.  
CARRIED

\_\_\_\_\_  
MAYOR DUFRESNE, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO

## **Summer Village of Birchcliff**

**June 17, 2021**

### **Finance & Administration**

#### **Request for Decision**

**Agenda Item:** *Delegation – Susan Bell*

#### **Background:**

Susan Bell is joining Council to raise awareness and to provide documentation on the public record that the Community Pier Policy was passed with inadequate community consultation and that its unintended consequences are punitive to participants and non-participants alike.

Ms. Bell is not in favour of the Community Pier Policy being used to administer lake shore access, moorage rights, and mooring facilities and feels these need to be managed under three separate policies to ensure equitable treatment of all SV property owners.

Ms. Bell has submitted a letter to Council that accompanies this request to address Council that outlines the key issues.

#### **Options for Consideration:**

1. That Council accept as information.

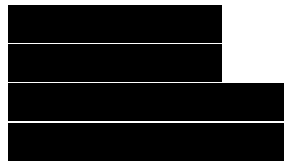
#### **Administrative Recommendations:**

- 1) That Council accept as information.

#### **Authorities:**

Pier policy BCC-21-036

Susan & Grant Bell



May 17, 2021

Birchcliff Summer Village Council

Re: Community Pier Policy

Dear Birchcliff Summer Village Councilors:

As seasonal residents of the Summer Village of Birchcliff for the past 15 years, we have enjoyed lakeshore access and are pleased that the SV has taken the initiative to formalize said access with the adoption of the Community Pier Policy (the Policy). We are working with our neighbours, [REDACTED] to apply for a Community Pier at EOS 18/19 but have various questions about the Policy. We have discussed the Policy with the neighbouring properties surrounding EOS18/19 and with the coordinator of the Birchcliff Lane dock application and are sending this letter on behalf of all backlot owners wishing to better understand the Policy. We request an agenda item be added to the May 20<sup>th</sup> council meeting to read this letter and note our questions in the official council meeting records, and to request a follow-up meeting with council and backlot residents across the community.

#### Question 1

The Policy defines “Walkway”, “Terminal Platform”, and “Shared Dock”. All definitions contemplate temporary fixtures that provide moorage access from the lakeshore to the boat crib. The Policy does not define any fixtures, permanent or temporary, necessary to access the lakeshore from the “Viewpoint Park”. Various EOSs will require development of new infrastructure to provide safe access to the lakeshore, while others have existing facilities that are somewhat dilapidated and require upgrading. All EOSs will likely need some infrastructure to access the lakeshore that will require ongoing maintenance.

“Shared Dock” is defined as “a dock owned and operated by the municipality that restricts use to a prescribed set of individuals or groups”. It is clear from this definition that the dock will be for the exclusive use of the Policy participants, but will infrastructure to access the shoreline also be for the exclusive use of the Policy participants? Please provide clarity on the rights of usage for infrastructure from the EOSs to the lakeshore. Please also provide clarity on who bears the responsibility for development and maintenance of said facilities.

#### Question 2

The Policy states the “Initial buy in” “fee is nonrefundable as the slip remains with the registered property owner”. There is also an annual fee for maintenance and installation/removal of the dock. Please provide clarity on what happens if a participating household does not pay the annual fee or no longer wants to participate in the Policy. If a household wants to withdraw from the Policy and no longer wants moorage

rights, will they be refunded their share of the dock costs? If annual fees go unpaid, does “title” for the slip revert to the SV? If a property is sold that has an accrual of unpaid fees, does the SV transfer the responsibility for those back fees to the new property owner? Are the unpaid fees registered against the title of the property like back taxes would be?

### Question 3

The impetus behind the Policy is to lock up moorage rights along the various EOSs for exclusive use by SV property owners. Council members have stated the risk to lake access from Lacombe County development plans. Council members have also stated the SVs in Alberta could be absorbed into their neighbouring counties to reduce the size of government.

The new Alberta Environment and Parks disturbance standard, updated on April 1, 2021, provides the SV protection from Lacombe County pressures and grants the SV the right to refuse applications for moorage rights from boat owners who do not own property in the SV. The SV, as riparian rights owner, must give approval before any resident can apply for a Temporary Field Authorization to put moorage in the water along any of the EOSs. However, this protection exists only so long as the SV continues to exist. If the SV is unincorporated and reverts to being part of Lacombe County, this protection is lost.

The policy states “Slips and access agreements will be maintained by the Summer Village Administration”. As established above, so long as the SV exists and agrees to grant access only to SV property owners, moorage access is effectively locked up independent of the policy. The policy provides no added protection if the SV is unincorporated. Lacombe County has no obligation to issue annual access agreements and may market the access to the highest bidders.

Please provide information on how access for property owners will be guaranteed for the long term if said access is not registered to the title of the property and is only maintained in SV records.

Thank you for your time and attention to these issues. As noted above, we intend to participate in the Policy this year to continue to enjoy moorage access, but want it noted that our participation does not imply satisfaction with the Policy as written. The Policy is effective at determining how docks will be purchased, shared, installed, removed, and stored, but does not contemplate the longer term issues of moorage rights if the SV is unincorporated nor does it contemplate infrastructure from the EOSs to the lakeshore.

All backlot owners benefit from four-season lakeshore access. Many backlot owners would value titled moorage rights assigned to their property. Not all backlot owners value moorage facilities. The Policy as it is written does not address lakeshore access, nor is it clear that it will provide permanent moorage rights. This is a community-wide issue that we feel warrants ongoing discussion with Council.

Kindest regards,  
Susan Bell



Policy Title	Date:	Resolution No.
<b>Community Pier Policy</b>	<b>February 18, 2021</b>	<b>BCC-21-036</b>

### 1. Introduction:

The Summer Village of Birchcliff has a unique layout that provides the ability for every property owner to have access to the lake under the guidelines set by Alberta Environment and Parks. This policy ensures that everyone, including back lot owners, has a chance to have access to the lake in the form of a dock. It is the responsibility of everyone involved to be champions of stewardship to conserve the natural setting of the village and the health of Sylvan Lake and its watershed.

### 2. Goal:

To provide guidelines for a community dock program in the Summer Village for the use, access, and enjoyment of the residents.

### 3. Definitions:

In this policy, including this section, unless the context otherwise requires:

“Walkway” – access from shore to terminal platform

“Terminal Platform” – located at the end of the walkway

“**Pier**” - a platform supported on pillars or girders leading out from the shore into a body of water, used as a landing stage for boats.

“**Reserve**” - means a parcel of land owned and subject to the management of the municipality and reserved for use as natural environment preservation areas or walkways or parks or playgrounds separating areas used for different purposes, and registered at the Land Titles Office as Reserve, Environmental Reserve or Municipal Reserve lot.

“**Resident Area**” – An area of properties designated to a particular pier.

“**Shared Dock**” - A dock, owned and operated by the municipality, that restricts use to a prescribed set of individuals or groups.

“**Slip**” – a docking place for a boat can be located along a walkway or along the terminal platform.

“**Viewpoint Park**” – A classification of reserve lands outlined in the Birchcliff Open Space Plan

#### 4. Policy:

##### 1) 1 slip/watercraft per residence:

- a. Slips are for the sole use of the property owner.
  - i. Cannot be leased.
  - ii. Can be sold/transferred within our “resident area” and administered through the village, they need to be applied and paid for. Each residence shall only be permitted to have one slip.
- b. Slips can accommodate one boat or two personal watercrafts (sea-doo).
- c. A layout of the shared dock must be submitted to administration. Switching of slip locations is to be done via communication with administration. The slip will remain with the registered property in the event of a sale.
- d. Only one pier will be eligible for each viewpoint park, and that pier will be a community pier. Administration will work with Alberta Environment and Parks to ensure any unregulated piers on our reserves are removed.

##### 2) Initial buy in:

- a. The pier program is to be entirely funded by the participants in the shared pier.
  - i. Fee is non refundable as the slip remains with the registered property.
  - ii. All associated costs will be paid for by the participating residents.
  - iii. Once the fees are paid, the owner will receive one slip and an access agreement for permission to have the dock in the water and access it via the adjacent reserve. If the fee is not paid, there will be no access agreement granted. Slips and access agreements will be maintained by the Summer Village Administration.
  - iv. All cheques will be made payable to the Summer Village of Birchcliff as administration of the financial transactions associated with the Community Pier will be handled through the Summer Village Administration office.
  - v. Future slips for those who do not immediately buy in may be considered by applying to the Summer Village. The application will be awarded or rejected based on what our DLO allows (must fall into our “resident area”).
  - vi. Future buy in cost will include a portion of the shared line extending out into the water and any previous improvements made to the reserve/stairs.

##### 3) Spring Installation and Fall Removal

- a. To be managed by Administration. The Public Works department will contract out the spring installation and fall removal.

##### 4) Signage

- a. Appropriate signage to be posted, to be managed by Administration. No unauthorized signage will be permitted and will be removed by Administration.

**5) Annual Fee Collection**

- a. A budget will be completed annually by each communal dock group and divided equally between communal docks. It will be adjusted for inflation annually and will include:
  - i. Administration time fee of 5%
  - ii. Annual costs
  - iii. Reserve for repairs
  - iv. Late fee will be substantial

**6) Parking**

- a. Comply with the Summer village Traffic Bylaw #221-19. Unauthorized parking under the Traffic Bylaw may result in a ticket.

**7) Storage**

- a. No storing of equipment will be allowed on the reserves. Storing of the community pier will be offsite arranged by Administration. Hoists cannot be stored on municipal lands.

**8) Fueling**

- a. Absolutely no storage of fuel containers allowed on the dock or within the reserve area.

**9) Garbage**

- a. Pack out what you pack in.
- b. Any waste from fishing shall not be dumped at the dock or the swimming area.

**10) Lake Access to Range Road 15**

- a. Will be closed June 1<sup>st</sup> – September 1<sup>st</sup> of each year according to the Summer village Open Space Maser Plan as it is to be used as a winter access road.
- b. Residents are to have lifts in before that time, the barrier can be moved only by request to administration.

**11) Noise**

- a. Quiet time to be respected with no operation of equipment during the following hours as stated in the Community Standards Bylaw #160-11; section 3.4 *“Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day”.*
- b. Be mindful of our neighbors, the shared piers and respective open spaces are not private party spots. Community Standard’s Bylaw #160-11; section 3.3 *“In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:*
  - 1. Type, volume, and duration of the sound;*
  - 2. Time of day and day of the week;*
  - 3. Nature and use of the surrounding area”*

**12) Alcohol or Cannabis**

- a. No alcohol or cannabis consumed on Municipal land as stated in the Cannabis Consumption Bylaw # 214-18.

**13) Fires**

- a. No fires or BBQ will be allowed in municipal reserves or on the shared piers.

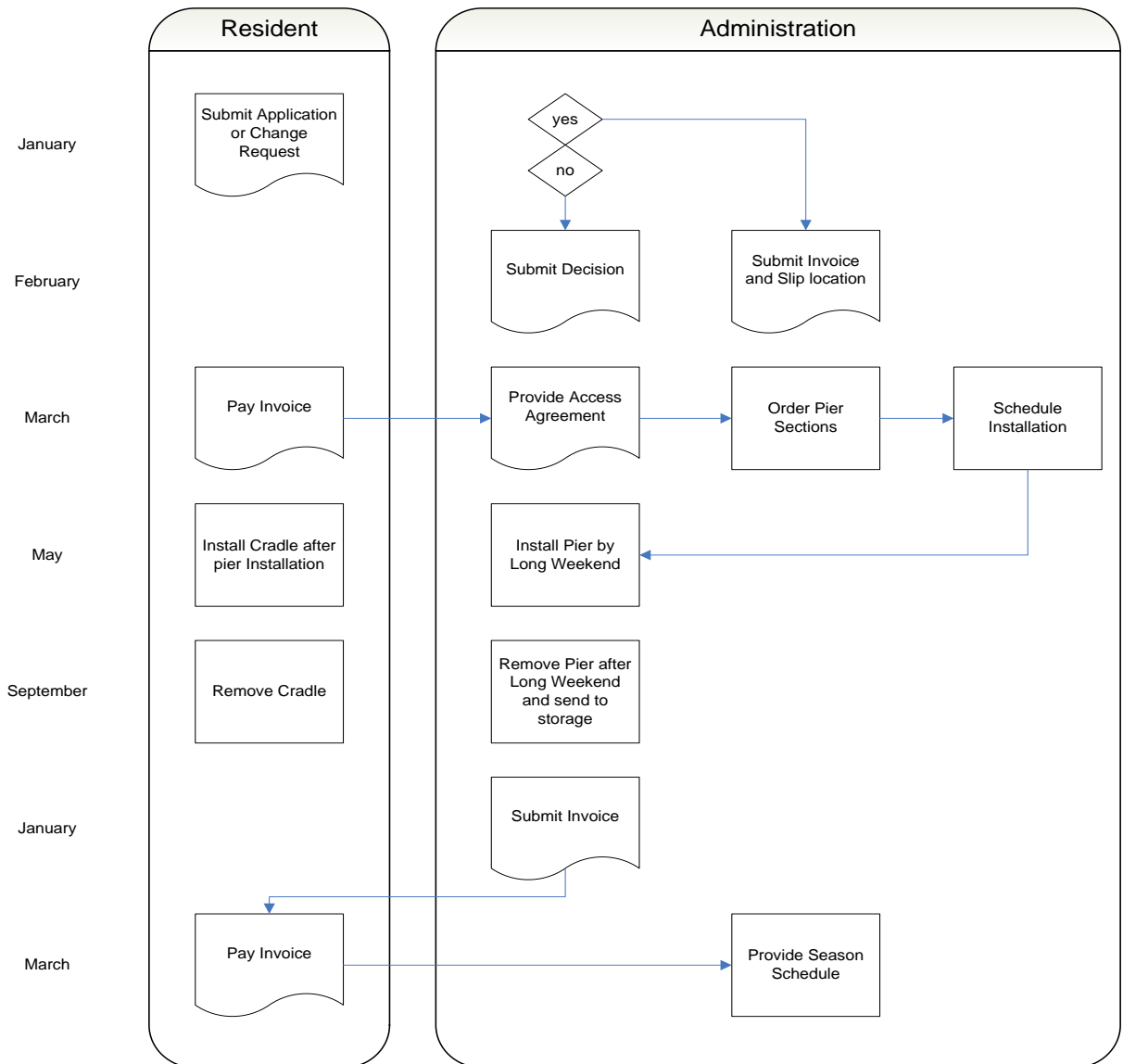
**14) Violation**

- a. The Summer Village retains the right to revoke the access agreement should this policy, the Reserves, Parks, and Pathways Bylaw or the Community Standards Bylaw not be followed.

**15) Process** – See diagram on the following page.



# COMMUNITY PIER LIFE CYCLE



**Summer Village of Birchcliff****Administration and Finance****Council Date: June 18, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 38,552.44

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

1. Insta-Lawn Hydroseeding	\$	4,593.85
a. Hydroseeding		
2. SL Regional Wastewater Comm	\$	5,915.22
a. Wastewater Services April 2021		
3. Summer Village of Norglenwold	\$	10,426.97
a. Election Mail Out		
b. MC Charges		
c. April Monthly Shared Costs		
4. Insta Dock	\$	6,452.25
a. Dock Install		

**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  
2021-06-07 10:53 AM

Summer Village of Birchcliff  
**List of Accounts for Approval**  
As of 2021-06-07  
Batch: 2021-00045 to 2021-00046

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: MAIN - General Bank</b>					
Computer Cheques:					
911	2021-05-31	Abbey Platinum Master Built Lt 1272	Completions Deposit Refund	2,000.00	2,000.00
912	2021-05-31	Ace Line Locating Ltd. 4894	Line Locating	315.00	315.00
913	2021-05-31	Doyle's Docks Ltd 080521	OS8W Install Dock Sections	1,575.00	1,575.00
914	2021-05-31	G & M Graphics (Rocky) LTD 21118	Laser Cheques	290.85	290.85
915	2021-05-31	Insta-Lawn Hydroseeding 20215102N	Hydroseeding	4,593.75	4,593.75
916	2021-05-31	Roaddata Services Ltd 00076142	Road Permits	47.25	47.25
917	2021-05-31	SL Regional Wastewater Comm 1456	Wastewater Services April 2021	5,915.22	5,915.22
918	2021-05-31	Town of Sylvan Lake IVC108914	FCSS Matching Funding-2021	877.00	877.00
919	2021-05-31	Tar-ific Construction Ltd 057631	Install Post & Rope Delineator	2,535.75	2,535.75
920	2021-05-31	Town of Sylvan Lake IVC109051	Medical Assist Rapid Response	630.00	630.00
EFT:					
190	2021-05-14	Summer Villages of Norglenwold 2021-00081	Election Mail Out	159.50	
		2021-00085	MC Charges	41.55	
		2021-00091	Apr 2021 Monthly Shared Costs	10,225.92	10,426.97
191	2021-06-04	Alberta One Call Corporation IN167254	Notifications	13.23	13.23
192	2021-06-04	Empringham Disposal Corp 23157	Bi Weekly Collection	598.50	598.50
193	2021-06-04	Insta Dock 2266	Docks	6,452.25	6,452.25
194	2021-06-04	Water FX 2104	Buoys	344.17	344.17
195	2021-06-04	WSP Canada Inc 1007440	Pathway Phase 2	1,837.50	1,837.50
Other:					
2725-Man	2021-05-31	Wells, Michael MAY32021MPC	May 3rd MPC Meeting	100.00	100.00
Total for MAIN:					38,552.44



Report Date  
2021-06-07 10:53 AM

Summer Village of Birchcliff  
**List of Accounts for Approval**  
As of 2021-06-07  
Batch: 2021-00045 to 2021-00046

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This June 7, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

## **Summer Village of Birchcliff**

**June 17, 2021**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Report***

##### **Background:**

The following will provide council an update on Public Works projects and programs:

- Speed signs will be installed mid June.
- Spring yard waste bins were well utilized by the community. 12,200KG of yard waste in total was disposed of.
- Mulch has been layed along the path at the west end of Birchcliff to help clearly identify it as a municipal pathway.
- Cold pour crack sealing on all municipal roads has been completed.
- Pathway tender release has been delayed form the original date of May 31. The tender is now scheduled to go out on June 17<sup>th</sup>.
- The Slopes developer has notified the Summer Village Administration that they plan to construct a paved path through the Slopes subdivision this summer. Administration will stay in contact with the developer to arrange the connection of the two path networks this fall. Administration has been in contact with WSP to remove the design and option to construct pathway to RR14 from the pathway tender package.
- Summer staff have been watering the small trees planted last year in Birch Close. They have also gone along all municipal pathways to cut back encroaching vegetation.
- A walkthrough of the pathway system has been completed with Public Works, WSP Engineering and Tar-ific Construction. Several items were noted and will be rectified in the coming weeks. Items are as follows:
  - Additional topsoil and grass seed by posts and rope near the Sunnyside Camp

- Additional bench to be added at the top of the switchbacks near the bridge.
- Minor grading of ditches to prevent pooling water.
- Replacement of missing pedestrian stop sign at cross-walk.
- Cleaning of silt left behind during bollard installation.
- Minor path touch ups in eroded areas.
- Repainting crosswalks.

**Options for Consideration:**

Accept as information

**Authorities:**

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

## Summer Village of Birchcliff

June 17, 2021

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 71 development permits issued in the Summer Villages (29 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 20 in Norglenwold, and 13 in Sunbreaker Cove).

##### Current Developments:

1. 13 Sunnyside Cabin	Cabin Renovation	Issued in 2016
<i>(Deck must be completed by April 15<sup>th</sup>, 2021 – incomplete, deduction made from CD)</i>		
2. 110 Birchcliff Road	Attached Garage	Issued in 2018
<i>(Require AB site plan &amp; 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
<i>(Development incomplete, revisions being made)</i>		
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. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
9. 129 Birchcliff Road	Demolition	Issued in 2019
10. 337 Birchcliff Road	Demolition	Issued in 2019
11. 349 Birchcliff Road	Retaining Wall	Issued in 2019
12. 337 Birchcliff Road	Dwell, Gar., & Guest House	Issued in 2019
13. 183 Birchcliff Road	Retaining Wall	Issued in 2020
14. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
15. 137 Birchcliff Road	Driveway	Issued in 2020
16. 27A Sunnyside Cabin	Deck	Issued in 2020
17. 93 Birchcliff Road	Deck Addition	Issued in 2020
18. 87 Birchcliff Road	Dwelling	Issued in 2020
19. 141 Birchcliff Road	Driveway	Issued in 2020
20. 71 Birchcliff Road	Demolition	Issued in 2020
21. 83 Birchcliff Road	Dwelling Relocation	Issued in 2021
22. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
23. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021

24.553 Birch Close	Accessory Building	Issued in 2021
25.14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
26.33 Sunnyside Cabin	Deck	Issued in 2021
27.83 Birchcliff Road	Dwelling	Issued in 2021 <b>(NEW)</b>
28.369 Birchcliff Road	Garage W Guest House	Issued in 2021 <b>(NEW)</b>
29.94 Birchcliff Lane	Dwelling	Issued in 2021 <b>(NEW)</b>

Development permits closed since last update:

1. 109 Birchcliff Road      Garage & Screened Porch Issued in 2019

### **Administrative Recommendations:**

Council to accept as information.

### **Authorities:**

Land Use Bylaw #170/13.



## Summer Village of Birchcliff

### Finance

### Request for Decision

### Agenda Item: *Tax Reduction Request*

#### **Background:**

Administration has received a request from a property owner asking Council to reduce their property taxes due to the home and garage having been moved off the property on April 1<sup>st</sup> and the new build will not be starting until September, at the earliest, of this year.

Property Assessments are done each year prior to December 31<sup>st</sup> (per the MGA) and at that time, the structure valued at \$276,600 was in place and assessed for the upcoming year.

The 2021 property taxes on 83 Birchcliff Rd. are \$4,975.22, not \$5,700.

The ASFF School Tax Portion that the Province will be collecting on this property in 2021 is \$2,872.83.

The Municipal Portion of the Property Taxes is \$2,102.39

- Land  $\$832,900 \times 1.8949 = \$1,578.26$
- Impr  $\$276,600 \times 1.8949 = \$524.13$
- 

The home and garage were on the property until April 1, 2021.

- $\$524.13 / 12 = \$43.67 \times 3 \text{ months} = \$131.03$
- $\$524.13 - \$131.10 = \$393.10$

#### **Options for Consideration:**

- (a) Reduce Improvement portion of Municipal Taxation to \$393.10
- (b) Waive entire Improvement of Municipal Taxation of \$524.13
- (c) Keep taxation as Levied for 2021.

#### **Administrative Recommendations:**

Because this is a very unusual request and not common practice, Administration recommends keeping the taxation as levied for 2021 due to two factors:

- 1) The assessment of the property cannot be changed for 2021 because the structure was there on December 31, 2020.

2) If the property development is partially constructed as of December 31, 2021, then the property will be assessed at a reduced value for 2022. This will mean reduced taxes for the property owner in 2022.

**Authorities:**

The Municipal Government Act,

Section 289(2) each assessment MUST reflect :

(a) the characteristics and physical condition of the property on December 31 of the year prior to the year in which a tax is imposed under Part 10 in respect of the property.

Section 347(1) permits Council to Cancel or Refund all or part of a tax:

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

Esteemed Council members, the owners of 83 Birchcliff Road, [REDACTED], are respectfully asking you to consider reducing the total amount owing for the 2021 property taxes for the property.

We understand this is a unique and often unsuccessful request; however, as of April 1, 2021, both the previously existing and assessed buildings - a dwelling and detached garage, have been removed from the property, and all utilities have been shut off.

While we have received a development permit for a new build, we do not anticipate breaking ground until September at the earliest. This request is for Council to consider waiving the four to five months the property is sitting empty with no liveable or useable structures, or reducing our amount owing, for the reasons described, as you deem fair.

As you may appreciate, \$5,700 plus is a significant amount to contribute for a property, albeit, in transition to a future full-time home for our family. We understand the process of municipal property assessment and taxation. We have no reason to believe a cause for concern in the future, as we work on and complete our future full-time home, and add value back to the property. We are simply asking for your fair consideration of the fact that the lot has been and continues to sit empty, and that the associated assessed value for which we are being asked to pay this year, has been altered significantly.

A photo of the lot is attached for reference.

Thank you kindly for your consideration on this matter.

Regards, [REDACTED]  
[REDACTED]

## PROPERTY ASSESSMENT AND TAX NOTICE

FINAL BILL

## Summer Village of Birchcliff

#2 Erickson Drive  
 Sylvan Lake, AB  
 T4S 1P5  
 Business: (403)887-2822  
 Fax: (403)887-2897  
 Email:  
 finance@sylvansummervillages.ca

<b>ROLL NUMBER</b> 00001294 000	<b>TAX YEAR</b> 2021	<b>MAILING DATE</b> May 21, 2021		<b>NOTICE OF ASSESSMENT</b> May 31, 2021
<b>LEGAL DESCRIPTION</b> 4&5 3 4486AX		<b>EDUCATION</b> Public	<b>TAX SALE</b> No	<b>FINAL DATE FOR APPEAL</b> July 30, 2021
<b>PROPERTY LOCATION</b> 83 Birchcliff Road		<b>OWNER/MORTGAGEE NAME</b> <div></div>		
<b>MORTGAGE INFORMATION</b>				

## PROPERTY ASSESSMENT AND TAXATION INFORMATION

ASSESSMENT CLASS	LAND	IMPR	COMBINED	TOTAL	TAX RATE	PROPERTY TAX
310 - Single Family	832,900	276,600	0	1,109,500	4.48420000	4,975.22

TAKE NOTICE that you are assessed under the provisions of the Municipal Government Act for the above mentioned property. Taxes are now due and payable to the Summer Village of Birchcliff. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

TAXING AUTHORITY	ASSESSMENT	TAX RATE	% OF TOTAL	TAX AMOUNT
100 - MUN	1,109,500	1.89490000	42.26	2,102.39
200 - ASFF	1,109,500	2.58930000	57.74	2,872.83

NOTE: A penalty of 15% will be assessed August 1, 2021 on the total unpaid balance as of July 31, 2021. A further penalty of 18% will be assessed January 1, 2022 on the total unpaid balance as of December 31, 2021.

TOTAL PROPERTY TAXES:	4,975.22
LOCAL IMPROVEMENTS:	0.00
TOTAL CURRENT TAXES:	4,975.22
CREDITS OR ARREARS:	0.00
<b>TOTAL TAXES DUE:</b>	<b>4,975.22</b>

<b>AMOUNT DUE BY:</b>	
<b>31-JUL-2021:</b>	<b>4,975.22</b>

TAXES PAYABLE AFTER:	
31-JUL-2021	5,721.50

TAXES PAYABLE AFTER:	
31-DEC-2021	6,751.37

Return this portion with your payment.

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

00001294 000









**Summer Village of Birchcliff****June 17, 2021****Finance****Request for Decision****Agenda Item: *Metrix Group Audit Fees*****Background:**

The auditors have reached the end of their three-year agreement and have offered to extend their services for 2021 and 2022. They have provided the Summer Villages with the following audit fee quotes (exclusive of GST):

2021 - \$30,500 (no increase from 2020)

2022 - \$31,000

Estimated out-of-pocket costs (e.g., mileage, meals, etc.), are not included in the above fee estimates, and will be \$1,000 annually. These quotes continue to be based on the assumptions identified in the original audit proposal of May 21, 2018.

Administration has found the Metrix Group amazing to work with, and they always seem eager to work with us.

**Options for Consideration:**

- 1) Continue with Metrix Group as the Auditor for the 2021 and 2022 audit.
- 2) Tender a three-year auditing commitment from auditing companies.

**Administrative Recommendations:**

That Council approve the Metrix Group to continue with the audit services for 2021 and 2022.

**Authorities:**

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

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



May 6, 2021

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

Sent via e-mail: [tevens@sylvansummervillages.ca](mailto:tevens@sylvansummervillages.ca)

**Attention: Mr. Tanner Evans, Chief Administrative Officer**

Dear Mr. Evans:

**RE: 2021 & 2022 AUDIT FEE QUOTES**

Further to your recent request, we are pleased to provide the Sylvan Summer Villages with the following audit fee quotes (exclusive of GST):

<b>2021</b>	<b>\$30,500</b>	(no increase from 2020)
<b>2022</b>	<b>\$31,000</b>	

We estimate out-of-pocket costs (e.g., mileage, meals, etc.), not included in the above fee estimates, will be \$1,000 annually.

These quotes continue to be based on the assumptions we identified in our original audit proposal of May 21, 2018.

Should you require additional information please do not hesitate to contact me.

Yours truly,

**METRIX GROUP LLP**

Philip J. Dirks, CPA, CA  
 Partner



## **Summer Village of Birchcliff**

**June 17, 2021**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *Sylvan Lake Regional Water Commission Disestablishment*

#### **Background:**

At the April 4, 2021, Commission meeting, motions were passed for the disestablishment of the Sylvan Lake Regional Water Commission with transfer of all assets to the Sylvan Lake Regional Wastewater Commission.

A motion is required from each Council to proceed with the disestablishment of the Sylvan Lake Regional Water Commission.

#### **Options for Consideration:**

- 1) That the Council of the Summer Village of Birchcliff hereby approves the disestablishment of the Sylvan Lake Regional Water Commission.
- 2) That Council accepts as information.

#### **Administrative Recommendations:**

- 1) That the Council of the Summer Village of Birchcliff hereby approves the disestablishment of the Sylvan Lake Regional Water Commission.

#### **Authorities:**

*Municipal Government Act*

602.4 Disestablishing a Commission





## Sylvan Lake Regional Water Commission

c/o Lacombe County

RR 3

Lacombe, AB T4L 2N3

May 14, 2021

[tevans@sylvansummervillages.ca](mailto:tevans@sylvansummervillages.ca)

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

Dear Mr. Evans:

**Re: Disestablishment of the Sylvan Lake Regional Water Commission (SLRWC)**

At the April 26, 2021 meeting of the SLRWC the Board unanimously approved the following resolutions:

*Moved by Mr. Ludwig that the Board agree to disestablish the Sylvan Lake Regional Water Commission and appoint CAO Keith Boras to wind up the affairs of the SLRWC and transfer any assets to the Sylvan Lake Regional Wastewater Commission.*

*Moved by Mr. Dufresne that the Board direct CAO Keith Boras to notify members of the disestablishment and inform them of their responsibilities under Bylaw No. 7.*

With the Board's resolution to disestablish the Commission, a resolution is now required from each of the member municipalities authorizing the disestablishment. This resolution should read, "Council of [Municipality] hereby approves the disestablishment of the Sylvan Lake Regional Water Commission".

Once Administration has received resolutions from all of the member municipalities, the CAO will begin to initiate the conclusion of the SLRWC and transfer any assets to the Sylvan Lake Regional Wastewater Commission. A copy of the 2020 financial statements of the Commission is attached.

Also attached is a copy of Bylaw No. 7 pertaining to the process for disestablishment of the Commission.

Please feel free to contact me should you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Keith Boras', written over a light blue horizontal line.

Keith Boras, CAO  
SLRWC

/attachments

**BYLAW NO. 7****SYLVAN LAKE REGIONAL WATER COMMISSION**

BEING A BYLAW OF THE SYLVAN LAKE REGIONAL WATER COMMISSION IN THE PROVINCE OF ALBERTA (THE "COMMISSION") RESPECTING THE PROCESS FOR DISESTABLISHMENT OF THE COMMISSION

WHEREAS pursuant to the provisions of the *Municipal Government Act* RSA 2000, c. M-26, the Board of the Commission must pass Bylaws respecting the process for disestablishment of the Commission, including the treatment of assets and liabilities on disestablishment

NOW THEREFORE the Board of Directors of the Sylvan Lake Regional Water Commission in the Province of Alberta, duly assembled, enacts the following:

**1. DEFINITIONS**

- 1.1. "Commission" means the Sylvan Lake Regional Water Commission, a continued commission pursuant to Part 15.1 of the *Municipal Government Act*;
- 1.2. "Members" means the Summer Village of Birchcliff, Summer Village of Half Moon Bay, Summer Village of Norglenwold, Summer Village of Sunbreaker Cove, Summer Village of Jarvis Bay, Town of Sylvan Lake, Lacombe County and Red Deer County.
- 1.3. "Director" means the representative of a Member on the Board appointed in accordance with Bylaw No. 1;

All other words in this Bylaw are as defined or used in the *Municipal Government Act*, if applicable.

**2. DISESTABLISHMENT OF THE WATER COMMISSION**

- 2.1. The Board of Directors may disestablish the Water Commission upon satisfaction of the following conditions:
  - (a) approval of the Board of Directors, and;
  - (b) the Councils of each of the Members having passed a resolution authorizing the disestablishment of the Commission.
- 2.2. The Commission shall, upon satisfaction of the conditions set out in Section 2.1 herein, cease to provide any services or begin the process of ceasing to provide services except to the extent that the Commission is required to do so or as required for the beneficial winding-up of the business or affairs of the Commission.
- 2.3. The Board of Directors shall, upon satisfaction of the conditions set out in Section 2.1, designate and direct a person or persons to take all such steps as are required to effect the beneficial winding-up of the business and affairs of the Commission and disposition of assets and liabilities referred to in Section 2.4 herein.
- 2.4. The Water Commission's remaining assets and liabilities, if any, at the time of disestablishment shall be transferred to the Sylvan Lake Regional Wastewater Commission.

**3. SEVERABILITY**

- 3.1. Every provision of the Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of the Bylaw shall remain valid and enforceable.

**4. BYLAW IN FORCE**

- 4.1. This Bylaw shall come into force and effect upon final passing thereof.

Received first and second readings, and by unanimous consent of the Board members present, a third and final reading this 26<sup>th</sup> day of April 2021.



Commission Chair



Commission CAO

SYLVAN LAKE REGIONAL  
WATER COMMISSION

Financial Statements  
Year Ended December 31, 2020

Sylvan Lake Regional Water Commission  
Financial Statements  
For the year ended December 31, 2020

Contents

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Tel: 403 342 2500  
Fax: 403 343 3070  
www.bdo.ca

BDO Canada LLP  
Suite 100 179D Leva Avenue  
Red Deer County AB T4E 1B9  
Canada

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## Independent Auditor's Report

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### To the Members of the Board of the Sylvan Lake Regional Water Commission

#### Opinion

We have audited the financial statements of the Sylvan Lake Regional Water Commission, which comprise the statement of financial position as at December 31, 2020, and the statement of operations, statement of changes in net financial assets, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2020 and its financial performance and its cash flows for the year then ended in accordance with Public Sector Accounting Standards.

#### Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

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

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## Independent Auditor's Report, continued

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As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

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

*BDO Canada LLP*

Chartered Professional Accountants  
Red Deer, Alberta  
April 26, 2021

Sylvan Lake Regional Water Commission  
Statement of Financial Position

As at December 31	2020	2019
<b>Financial assets</b>		
Cash	\$ 17,173	\$ 11,993
Accounts receivable	8,384	22,037
	<u>25,557</u>	<u>34,030</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	<u>2,000</u>	<u>10,474</u>
<b>Net Financial Assets &amp; Accumulated Surplus</b>	<u><u>23,557</u></u>	<u><u>23,556</u></u>

Chair



CAO





Sylvan Lake Regional Water Commission Statement of Operations			
For the year ended December 31	Budget 2020	2020	2019
<b>Revenue</b>			
Transfers from local governments (Note 3)	\$ 13,870	\$ 13,870	\$ 16,395
Other income		141	123
<b>Total Revenue</b>	<u>13,870</u>	<u>14,011</u>	<u>16,518</u>
<b>Expenses</b>			
Administrative fees	-	20	78
Contracted services	5,140	5,140	8,500
Management fees (Note 3)	6,730	6,730	5,850
Professional fees	<u>2,000</u>	<u>2,120</u>	<u>2,120</u>
<b>Total Expenses</b>	<u>13,870</u>	<u>14,010</u>	<u>16,518</u>
<b>Excess of Revenue Over Expenses</b>	-	1	-
<b>Accumulated Surplus, Beginning of Year</b>	<u>23,556</u>	<u>23,556</u>	<u>23,556</u>
<b>Accumulated Surplus, End of Year</b>	<u>\$ 23,556</u>	<u>\$ 23,557</u>	<u>\$ 23,556</u>

Sylvan Lake Regional Water Commission Statement of Cash Flows		
For the year ended December 31	2020	2019
<b>Operating transactions</b>		
Excess of revenues over expenses	\$ 1	\$ -
Changes in non-cash operating balances		
Accounts receivable	13,653	(9,779)
Accounts payable	(8,474)	7,030
	<u>5,180</u>	<u>(2,749)</u>
<b>Change in Cash</b>	5,180	(2,749)
<b>Cash, Beginning of Year</b>	<u>11,993</u>	<u>14,742</u>
<b>Cash, End of Year</b>	<u>\$ 17,173</u>	<u>\$ 11,993</u>

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Sylvan Lake Regional Water Commission  
Summary of Significant Accounting & Policies

December 31, 2020

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The Sylvan Lake Regional Water Commission's financial statements are the representations of management, prepared in accordance with Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Sylvan Lake Regional Water Commission are as follows:

**Revenue Recognition**

Water services are recognized as revenue in the period in which the service is delivered or in which the transactions or events occurred that gave rise to the revenue.

The Commission follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

**Use of Estimates**

The preparation of financial statements, in conformity with Canadian public sector accounting standards, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

**Financial Instruments**

The Commission measures its financial instruments initially at fair value and subsequently measures them at amortized cost.

The Commission's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. It is management's opinion that the Commission is not exposed to significant interest rate, currency, credit, market or liquidity risk arising from these financial instruments.

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Sylvan Lake Regional Water Commission  
Notes to Financial Statements

December 31, 2019

## 1. Nature of Operations

Sylvan Lake Regional Water Commission is constituted under the Municipal Government Act. Alberta Regulation 54/2008 established the Commission in May 2008 for the purpose of constructing and managing a regional water supply system. On September 1, 2020, changes to the Municipal Government Act took effect and regulation 54/2008 was repealed. The Commission is now governed entirely by the provisions of the Municipal Government Act and its own bylaws.

The members of the Commission are the Town of Sylvan Lake, Lacombe County, Red Deer County, Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, Norglenwold, and Sunbreaker Cove.

The Commission is exempt from income taxation under Section 149 of the Canada Income Tax Act.

## 2. Debt Limits

Section 602.01(1) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation for the Commission be disclosed as follows:

	2020	2019
	\$	\$
Total debt limit	28,022	33,036
Total debt	-	-
Amount of debt limit unused	28,022	33,036
Debt service limit	4,904	5,781
Total debt costs	-	-
Amount of debt servicing limit unused	4,904	5,781

The debt limit is calculated at 2 times revenue of the Commission (as defined in Alberta Regulation 76/2000), and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify commissions that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the commission. Rather, the financial statements must be interpreted as a whole.

Sylvan Lake Regional Water Commission  
Notes to Financial Statements

December 31, 2020

3. Related Party Transactions

	2020	2019
	\$	\$
<b>Amounts paid/payable to related parties:</b>		
Lacombe County - Contract Management	6,730	3,300
Lacombe County - Contract Administration	5,140	2,520
	11,870	5,820

These transactions are in the normal course of operations and were measured at exchange amount which approximates fair market value. The Sylvan Lake Regional Wastewater Commission is controlled by the same municipalities who control the Water Commission. Lacombe County is a member of the Commission. Effective July 1, 2019, Lacombe County provides management and administrative services.

	2020	2019
	\$	\$
<b>Amounts received/due from related parties:</b>		
Lacombe County	3,467	4,099
Red Deer County	3,467	4,098
Town of Sylvan Lake	3,466	4,098
Summer Village of Birchcliff	694	820
Summer Village of Half Moon Bay	694	820
Summer Village of Jarvis Bay	694	820
Summer Village of Norglenwold	694	820
Summer Village of Sunbreaker Cove	694	820
	13,870	16,395

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4. COVID-19

The COVID-19 outbreak was declared a pandemic by the World Health Organization in March 2020 and has had a significant impact worldwide. As the impacts of COVID-19 continue, there could be further impacts on the Commission and its related parties, suppliers and other third party business associates that could impact the timing and amounts realized on the Commission's assets and future profitability. At this time, the full potential impact of COVID-19 on the entity is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time.

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5. Approval of Financial Statements

The Board of Directors and Management have approved these financial statements

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**Summer Village of Birchcliff**

**June 17, 2021**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *Drowning Prevention Week*

**Background:**

Administration has received a request from the Lifesaving Society asking Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

**Options for Consideration:**

- 1) That Council accept as information.
- 2) That Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

**Administrative Recommendations:**

- 1) That Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week.

**Authorities:**

n/a





LIFESAVING SOCIETY®

*The Lifeguarding Experts*

F-2-B

May 28, 2021

Mayor Roger Dufresne  
Summer Village of Birchcliff  
Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake, AB T4S 2J5

Dear Mayor Dufresne,

We are excited to announce the United Nations has adopted a Resolution on Drowning Prevention, of which Canada was a co-sponsor and lead supporter. This Resolution will not only bring more awareness to this preventable problem, but urgency for stakeholders to act. This will include policy development, research and support for community-based drowning prevention action.

Canada faces a major problem – and a preventable one: over 400 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 18-24, 2021 as NATIONAL DROWNING PREVENTION WEEK in the Summer Village of Birchcliff.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society also certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from behaviors that may result in intoxication while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from the Summer Village of Birchcliff would give greater exposure of our lifesaving efforts to the residents of the S.V. of Birchcliff. I hope you will consider our request. A template can be found here: [Proclamation Template 2021](#)

If you have any questions or would like to submit a proclamation, please contact our Drowning Prevention Coordinator at [kelseyl@lifesaving.org](mailto:kelseyl@lifesaving.org).

Sincerely,

Kelly Carter  
Chief Executive Officer

## **Summer Village of Birchcliff**

**June 17, 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

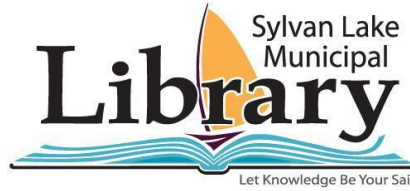
- Town of Sylvan Lake Library Board

### **Correspondence:**

#### **Upcoming Meetings:**

Next Council Meeting: July 15, 2021

Organizational Meeting: July 15, 2021



## **THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS**

**WEDNESDAY – MAY 12, 2021 – 6:30PM VIA ZOOM**

### **1. Treasurer's Report**

The Treasurer's Report was approved as presented.

### **2. Director's Report**

The Director's Report was approved as presented.

With the library currently closed due to Provincial Restrictions, virtual programming and curbside pick-up continues for patrons. For exciting virtual options for all ages and to find the most up to date information please visit the library website at: <https://sylvanlibrary.prl.ab.ca/>

Since April is "Poetry Month" the library offered a new program called "Poetry Slams" where poets could showcase their original work. This virtual event was so well received that it will now be featured as a monthly program on the fourth Tuesday of every month.

The Sylvan Lake Municipal Library started submitting content to the Sylvan Lake News at the beginning of May. This content will be ongoing as a monthly feature in the newspaper.

### **3. New Items**

The Bylaws of the Town of Sylvan Lake Library Board were approved at this meeting after second and third reading.

The Resource Sharing Policy was approved as presented.

Meeting adjourned at 7:19pm.

**Next Regular Meeting – August 11, 2021 at 6:30pm**



## **PRLS Board Meeting Minutes May 20, 2021**

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday May 20, 2021 in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair)

**Present via Zoom:** Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Amanda Derksen, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Clark German, Barb Gilliat, Rick Manning (alternate for Jeanette Herle), Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Danny Rieberger, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Mary Ann Wold, Bonita Wood

**With Regrets:** Trudy Kilner, Bill Rock, Ann Zacharias

**Absent:** Bill Chandler, Colleen Ebdon, Lonnie Kozlinski, Ricci Matthews, Rick Pankiw, Jas Payne, Heidi Pierce, Mike Yargeau

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

**Guests:** Joey Ingram, Lindsay Schmidt, Rebecca Slater from MNP

### **Call to Order**

Meeting called to order at 10:06 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 Trudy Kilner, Bill Rock and Ann Zacharias from attendance at the board meeting on May 20, 2021 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 14/2021

### **1.1 Agenda**

#### **1.1.2 Adoption of the Agenda**

Motion by Bruce Gartside to accept the agenda as presented.

CARRIED  
PRLS 15/2021

**1.2. Approval of Minutes**

Smith asked if there were any amendments to the February 25, 2021 minutes.

Patricia Toone mentioned that her contribution to the Parkland Community Update was missing half of her statement. It should read: ***Pat Toone:** Sundre Library offered Zoom book clubs. Even though the doors were locked, the library stayed open the whole time, and will probably continue the book clubs after the pandemic.*

Motion by Janine Stannard to approve the minutes of the February 25, 2021 meeting as amended.

CARRIED  
PRLS 16/2021

**1.3. Business arising from the minutes of the February 25, 2020 meeting**

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

**2.5. Business Arising from the Consent Agenda**

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

Motion by Heather Ryan to approve the consent agenda as presented.

CARRIED  
PRLS 17/2021

**3.1. Changes to Parkland's Amortization Policy – Page 31**

Williams reviewed. Parkland's auditors have suggested a change to the amortization calculation of our building. This suggestion was due to both Parkland's intention to keep the headquarters building for the long term, and the large gain that was recognized from the sale of the old building.

In MNP's municipal audits, they have found municipal buildings are generally amortized over 50 years straight-line and recommended Parkland do the same. The auditors made the following policy suggestion:

The current policy:

**4.4.3 Amortization of capital assets**

*Amortization is recorded as an expense in the current year. Capital assets are recorded at cost. Amortization is calculated using the diminishing balance method. Assets are amortized by group following the rates and classes as set by the Canadian Income Tax Act.*

The new policy:

**4.4.3 Amortization of capital assets**

*All amortization for assets will be recorded as an expense in the current year. Capital assets are initially recorded at cost.*

*Amortization for buildings only will be recorded as straight-line over 50 years with full amortization in the first year and with no amortization in the year of disposal. Buildings are amortized using rates from the Alberta Municipal Affairs Toolkit.*

*For all other capital assets, amortization is calculated using the diminishing balance method, with full amortization in the first year and with no amortization in the year of disposal. Assets are amortized by group following the rates and classes as set by the Canadian Income Tax Act.*

Motion by Philip Massier to approve the new amortization of capital assets policy statement as presented.

CARRIED  
PRLS 18/2021

### **3.2. Approval of 2020 Audit – Page 33**

Lindsey Schmidt and Joey Ingram from Parkland's audit company, MNP, presented the audit.

*The Parkland Regional Library System 2020 Audit Findings Report to the Board of Directors/Executive Committee for December 31, 2020, two additional letters to the board and the Financial Statements December 31, 2020 was provided by PRLS's auditors MNP. In their report, the auditors state:*

*We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 15, 2020, for the preparation and fair presentation of the Library's financial statements in accordance with Canadian public sector accounting standards. We believe these financial statements are complete and present fairly, in all material respects, the financial position of the Library as at December 31, 2020, and the results of its operations and its cash flows, in accordance with Canadian public sector accounting standards.*

Parkland received a clean audit. However, the auditors had two recommendations in their management letter, first, that employee timesheets should always be reviewed by immediate supervisors and approved by signature. Secondly, it was noted that reserve balances were below the recommended minimum outlined in the Governance Policies and Bylaws. They recommended that the board discuss transferring funds to these reserve accounts to meet minimum recommended levels or that the Governance policies be updated if the board believes these minimum levels should be reconsidered. They added that all other points from 2019 were rectified by management during the year.

Doreen Blumhagen entered the meeting at 10:43 a.m.

Motion by Elaine Fossen to approve the Parkland Regional Library System 2020 Audit Finding Report to the board of Directors/Executive Committee for December 31, 2020 as presented.

CARRIED  
PRLS 19/2021

Joey Ingram, Lindsay Schmidt and Rebecca Slater left the meeting at 10:48 a.m.

### **3.3. Reserve Top-ups – Page 80**

Smith reviewed. At the recommendation of the auditors, the Executive Committee reviewed the reserve levels. At the time of their April 22<sup>nd</sup> meeting, the Unrestricted Reserve was valued at \$418,860. Since not all Parkland's reserves were at the recommended minimum levels as stated

in PRLS policy, and as noted by MNP during the audit, staff requested to move funds from the Unrestricted Reserve to replenish four reserves. Parkland's Executive Committee is empowered to move reserve funds between board meetings.

Policy states the Building Reserve's recommended minimum level should be \$250,000. It had been at \$150,000. Staff recommended moving \$100,000 from the Unrestricted Reserve to the Building Reserve.

Amanda Derksen left the meeting at 10:50 a.m.

Policy states the Contingent Liability Reserve's recommended minimum level should be \$50,000 but its level had been at \$8,519 with more expenses likely to come in 2021. Staff recommended moving \$45,000 from the Unrestricted Reserve to the Contingent Liability Reserve.

Policy states that the Technology Reserve should carry a balance of between \$300,000 and \$500,000. When considering the current amount of \$291,716 and the additional purchases this year of \$131,000 it was estimated that this reserve will be valued at \$160,716 by the end of 2021. Staff therefore recommended that \$140,000 be moved from the Unrestricted Reserve to the Technology Reserve to leave an estimated balance at December 31 of \$300,716.

The Vehicle Reserve is an unfunded reserve that had been valued at \$74,347. It is only replenished in years when Parkland has surpluses. Staff are working to smooth out replacing the cargo vans with one purchase a year over the next three years. We currently run three cargo vans. Without additional funding, there would be insufficient funds to pay for new vehicles. Staff therefore recommended that \$50,000 be moved from the Unrestricted Reserve to the Vehicle Reserve. With this movement of monies, the Vehicle Reserve should be sufficiently funded to cover purchases through 2025.

After some discussion, the Executive Committee decided to move fewer funds to the Building reserve, and move more funds to the Technology Reserve and the Vehicle Reserve. They were aware of the policy stating that the Building Reserve be at a minimum of \$250,000, but with a new building, it was assumed that there will not be a need for major repairs in the next few years. The Executive Committee preferred to slowly bring the Building Reserve up to the minimum recommended amount of \$250,000 within the next 5 years.

At their meeting, the Executive Committee approved the:

- movement of \$25,000 to the Building Reserve,
- movement of \$45,000 to the Contingent Liability Reserve,
- movement of \$190,000 to the Technology Reserve, and
- the movement of \$75,000 to the Vehicle Reserve.

This left the balance of the Unrestricted Reserve at \$83,860

Motion by Janine Stannard to receive for information

CARRIED  
PRLS 20/2021

**3.4. Treasury Board and Finance Population Numbers – Page 82**

Sheppard reviewed. According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition, "*The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" However, according to the Government of Alberta's website "*The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future.*" The Government of Alberta (GOA) website further states that "*The Office of Statistics and Information at Treasury Board and Finance provides regular population estimates and projections for each census division in Alberta. Please note that 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.*"

The potential problem for Parkland is that the last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board. However, the population numbers are noticeably different.

At their March 25<sup>th</sup> meeting, the Executive Committee examined the issue. They recommended that for 2021, Parkland invoice municipalities using the updated 2019 population figures supplied by Alberta Municipal Affairs. For 2022, Parkland is to build the budget and invoice municipalities based on the population estimates supplied by Treasury Board and Finance. At the Executive Committee's direction, notice of this change was sent to all Parkland member municipalities and board members on March 31, 2021.

Due to some confusion, three municipalities responded to Parkland's communication on this subject. After Parkland staff provided clarification on the matter, the three municipalities were content with Parkland's position.

At the Executive Committee's direction, Parkland is building a budget for 2022 without increasing the per capita rate of the municipal requisition/levy. This will mean that the per capita levy will remain the same for three consecutive years.

Motion by Len Philips to receive for information

CARRIED

PRLS 21/2021

**3.5. Purchase of Chairs from Reserves – Page 89**

Sheppard reviewed. To equip the new meeting rooms with some new, comfortable furniture, staff purchased 30 new chairs. Since this was an unbudgeted expense, staff exercised the opportunity to pay for these chairs with funds from the Equipment/Furnishings Reserve. Cost for the chairs equaled \$4,899.33. The balance left in the Equipment/Furnishing Reserve equaled \$45,101

At their April 22<sup>nd</sup> meeting, the Executive Committee reviewed the purchase of chairs without concern.



Motion by Gord Lawlor to receive for information.

CARRIED

PRLS 22/2021

### 3.6. **2022 Strategic Plan** – Page 90

At the February board meeting, the Parkland Board made the decision to extend the current strategic plan for another year. This is because with the shutdowns and limitations on meetings, conducting a needs assessment in 2021 for a new plan in 2022 would be very difficult. Moreover, engaging in a new strategic plan that focuses on services Parkland provides to libraries is better conducted post-pandemic since what libraries require now will be very different from what they will require when we (hopefully) return to normal.

At the last meeting, motions were made to support the four goals of Parkland's current strategic plan and extend the plan for one more year.

In compliance with legislation, staff duly sent the strategic plan and workplan along with an explanation and motions made by the board to the Public Library Services Branch (PLSB) at Municipal Affairs. Unfortunately, the PLSB did not accept the extension of the strategic plan because there is no allowance to extend a plan of service in the legislation. To quote PLSB staff, *"PLSB needs to file a document that clearly indicates it is Parkland's 2022 strategic plan, not Parkland's 2019-2021 plan that has been extended for one year."* So, Parkland can use the same plan for another year, but the board had to approve it as the strategic plan for 2022 and not just extend the plan for another year. To fulfill legislative requirements, staff therefore proposed to approve the current strategic plan as the strategic plan for 2022.

Motion by Les Stulberg to endorse the 2019-2021 Strategic Plan document and approve it as Parkland's one-year strategic plan for 2022.

CARRIED

PRLS 23/2021

### 3.7. **Parkland Investments** – Page 98

Williams reviewed. According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year.

In past years, Parkland only invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities is the company managing PRLS' investment account. Our investor, Adam Lamb, reported that he does not think any changes are needed at this time but likely we will want to look at changes in the next 6-12 months before the Bank of Canada starts raising interest rates as that can hurt longer maturity bonds. At that point PRLS may want to own shorter term bonds as well as a bit of floating rate bonds to capitalize on raising interest rates. Lamb does not believe the Bank of Canada is in any rush to raise rates in the near future as the pandemic has created a lot of debt but higher interest rates are something to be aware of.

Staff did not recommend changing Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRLS does not currently have funds invested in GICs.

After reviewing the matter, the Executive Committee did not mandate any changes to Parkland's investment strategy.

Motion by Cindy Trautman to receive for information.

CARRIED

PRLS 24/2021

### **3.8. 2020 Outlet Annual Reports – Page 106**

Sheppard reviewed. Included in the package was the annual reports for the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

Brownfield Community Library – County of Paintearth

Nordegg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

There is usually a delay in bringing these reports forward for review since these four libraries usually do not have their reports completed in time for the February board meeting.

Staff have not attempted to make comprehensive statistical comparisons between 2019 and 2020 due to the unprecedented interruptions to library service caused by the COVID-19 pandemic. That Parkland's outlet libraries have worked so hard to adapt services during this difficult time is testimony to their adaptiveness, resilience and resolve.

The reports have already been submitted to the Public Library Services Branch in compliance with the February 28<sup>th</sup> deadline. There were no questions regarding the reports.

Motion by Shannon Wilcox to receive for information.

CARRIED

PRLS 25/2021

### **3.9. Advocacy Committee Report – Page 173**

Barb Gilliat gave the Advocacy report verbally. She talked about how Library service has stayed the same over the years, but also has adapted and changed some of the ways those services are delivered. A video about the Parkland annual report was shared next, and then a video about Parkland services "Then and Now" which highlighted the similarities and differences between services from the 1970s and now. Norma Penney then spoke about the Parkland Municipal ROIs, which are found on the Parkland website.

Motion by Stephen Levy to receive for information

CARRIED

PRLS 26/2021

### **3.10. Parkland Community Update**

Barb Gilliat – The Alix Public Library manager is doing book reviews and posting them online. They are very popular and useful because patrons can only do curbside pickup at this time.

Gord Lawlor – The Town and County of Stettler have created an intermunicipal library board. The Stettler Public Library is using a 3D printer to print items for senior hobby kits. One of the items printed are knitting bobbins for a Learn to Knit kit.

Les Stulburg – The Stettler Public Library is livestreaming on Facebook for new gardeners. They are also continuing their outreach to 3 seniors lodges and 3 Hutterite colonies, and producing early literacy kits for children.

Shannon Wilcox – Mountain View County libraries are working together to make sure that patrons of all the county libraries have equal access. They are focusing on mental health supports, early literacy and are holding a Teen Kindness awareness program that accepts nominations for a Kindness Award with prizes.

Doreen Blumhagen – The Castor Municipal Library has hired new staff and has had a big reset. Parkland staff have been a fantastic resource. They are looking for a book drop box that is weatherproof.

Heather Ryan – Before the recent restrictions, when the restaurants moved to outdoor seating the Olds & District Municipal Library thought to move outdoors also. They placed two computers outside for patrons as well as a rack of lending books and had a staff member outside to assist. It was well received but couldn't continue due to COVID restrictions.

Terilyn Paulgaard – The Provost Municipal Library held a silent auction, with sale items donated by local businesses. Pictures of items were posted on their Facebook page. The public was notified via Facebook, local Facebook groups and signs on Main Street. Bids were taken via phone. The event was very successful and brought in \$3,000.

Norma Penney – The Clive Public Library held their annual book sale virtually. It was as successful as in-person book sales have been in the past.

Motion by Norma Penney to receive for information.

CARRIED  
PRLS 27/2021

#### **3.11.1. Director's Report**

#### **3.11.2. Library Services Report**

#### **3.11.3. IT Report**

#### **3.11.4. Finance and Operations Report**

#### **3.11.5. ALTA Report**

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

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

CARRIED  
PRLS 28/2021

#### **4. Adjournment**

Motion by Barb Gilliat to adjourn the meeting at 11:38 a.m.

CARRIED  
PRL 29/2021

Meeting adjourned at 11:38 a.m.

---

Chair

DRAFT



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

MAY 20, 2021

#### Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Schmidt and Joey Ingram.

Parkland received a clean audit. However, the auditors had two recommendations in their management letter, first, that employee timesheets should always be reviewed by immediate supervisors and approved by signature. Secondly, it was noted that reserve balances were below the recommended minimum outlined in the Governance Policies and Bylaws. They recommended that the board discuss transferring funds to these reserve accounts to meet minimum recommended levels or that the Governance policies be updated if the board believes these minimum levels should be reconsidered. They added that all other points from 2019 were rectified by management during the year.

A copy of the Auditor's Report and Report to the Board will be sent to your municipality.

#### Treasury Board and Finance Population Numbers

According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition, "*The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" However, according to the Government of Alberta's website "*The Municipal Affairs Population List has been discontinued and will be*

*replaced by population estimates from Treasury Board and Finance in the future.*"

The last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board. However, the population numbers are noticeably different.

At their March 25<sup>th</sup> meeting, the Executive Committee recommended that for 2021, Parkland invoice municipalities using the updated 2019 population figures supplied by Alberta Municipal Affairs. For 2022, staff were instructed to build the budget and invoice municipalities based on the population estimates supplied by Treasury Board and Finance. At the Executive Committee's direction, notice of this change was sent to all Parkland member municipalities and board members on March 31, 2021.

Also, at the Executive Committee's direction, Parkland is building a budget for 2022 without increasing the per capita rate of the municipal requisition/levy. This will mean that the per capita levy will remain the same (\$8.55) for three consecutive years.

#### 2022 Strategic Plan

At the February board meeting, the Parkland Board made the decision to extend the current strategic plan for another year. This is because with the shutdowns and limitations on meetings, conducting a needs assessment in 2021 for a new plan in 2022 would be very difficult.

In compliance with legislation, staff duly sent the strategic plan and workplan along with an explanation and motions made by the board to the Public Library Services Branch (PLSB) at Municipal Affairs. Unfortunately, the PLSB did not accept the extension of the strategic plan because there is no allowance to extend a plan of service in the legislation.

The board therefore approved the 2019-2021 Strategic Plan as Parkland's Strategic Plan for 2022.

#### Parkland Investments

Parkland reviewed its investment strategy and has decided to make no changes. Currently, all investments are in a conservative bond portfolio managed by Dominion Securities. Due to the potential change in interest rates, this matter will be re-examined in the fall.

## Outlet Annual Reports

The board approved the Annual Reports for the four library service points for which the Parkland Board is the governing board. They are:

**Brownfield Community Library** – County of Paintearth

**Nordegg Public Library** – Clearwater County

**Spruce View Community Library** – Red Deer County

**Water Valley Public Library** – Mountain View County

Despite the many challenges of 2020, Parkland's outlets actually saw increases in areas such as cardholders and programming. That Parkland's outlet libraries have worked so hard to adapt services during this difficult time is testimony to their adaptiveness, resilience and resolve.

The reports have been submitted to the Public Library Services Branch in compliance with the February 28<sup>th</sup> deadline.

## Advocacy Committee Report

The Advocacy Committee introduced the 2020 Return on Investments (ROI) for member municipalities. They can be found on Parkland's website: [Return on Investment - Parkland Regional Library System \(prl.ab.ca\)](https://prl.ab.ca)

## Community News from Trustees

The **Alix Public Library** manager is doing book reviews and posting them online. They are very popular and useful because patrons can only do curbside pickup at this time.

**Stettler Public Library** is using a 3D printer to print items for senior hobby kits. One of the items printed are knitting bobbins for a Learn to Knit kit.

**Stettler Public Library** is livestreaming on Facebook for new gardeners. They are also continuing their outreach to 3 seniors lodges and 3 Hutterite colonies, and producing early literacy kits for children.

**Mountain View County** libraries are working together to make sure that patrons of all the county libraries have equal access. They are focusing on mental health supports, early literacy and are holding a Teen Kindness awareness program that accepts nominations for a Kindness Award with prizes.

**Castor Municipal Library** has hired new staff and has had a big reset. Parkland staff have been a fantastic resource. They are looking for a book drop box that is weatherproof.

Before the recent restrictions, when the restaurants moved to outdoor seating the **Olds & District Municipal Library** thought to move outdoors also. They placed two computers outside for patrons as well as a rack of lending books and had a staff member outside to assist. It was well received but couldn't continue due to COVID restrictions.

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**Clive Public Library** held their annual book sale virtually. It was as successful as in-person book sales have been in the past.

## Board Members Present

Debra Smith (Board Chair)

## Board Members Present via Zoom

Jackie Almborg, Alison Barker-Jevne, Doreen Blumhagen, Amanda Derksen, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Clark German, Barb Gilliat, Rick Manning (alternate for Jeanette Herle), Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Danny Rieberger, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Mary Ann Wold, Bonita Wood

## Guests

Joey Ingram, Lindsay Schmidt, Rebecca Slater from MNP

## With Regrets

Trudy Kilner, Bill Rock, Ann Zacharias

## Absent

Bill Chandler, Colleen Ebdon, Lonnie Kozlinski, Ricci Matthews, Rick Pankiw, Jas Payne, Heidi Pierce, Mike Yargeau

**Next Meeting: September 16, 2021, 10:00 AM (Zoom)**

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2020**

**PARKLAND REGIONAL LIBRARY SYSTEM****Table of Contents***DECEMBER 31, 2020*

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**MANAGEMENT'S REPORT****To the Members of Parkland Regional Library:**

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library.



**Independent Auditor's Report**

To the Board of Directors of Parkland Regional Library Systems:

**Opinion**

We have audited the financial statements of Parkland Regional Library Systems (the "Library"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2020, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Basis for Opinion**

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

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

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

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

Those charged with governance are responsible for overseeing the Library's financial reporting process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

- effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
  - Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
  - Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Lacombe, Alberta

May 20, 2021

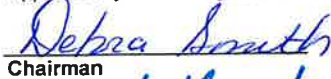
*MNP LLP*

Chartered Professional Accountants

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
AS AT DECEMBER 31, 2020

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (note 3)	\$ 643,246	\$ 3,139,666
Accounts receivable	68,759	25,609
Investments (note 4)	795,560	753,850
<b>TOTAL FINANCIAL ASSETS</b>	<u>1,507,565</u>	<u>3,919,125</u>
<b>LIABILITIES</b>		
Accounts payable and accruals (note 5)	\$ 102,836	\$ 99,890
Book allotment	32,204	15,983
Deferred revenue (note 6)	78,839	2,458,167
<b>TOTAL LIABILITIES</b>	<u>213,879</u>	<u>2,574,040</u>
<b>NET FINANCIAL ASSETS</b>	<u>1,293,686</u>	<u>1,345,085</u>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	\$ 19,587	\$ 9,263
Prepaid expenses	91,305	88,791
Tangible capital assets (schedule 1)	4,690,283	139,911
Tangible capital assets held for sale (schedule 1)	-	435,922
<b>TOTAL NON-FINANCIAL ASSETS</b>	<u>4,801,175</u>	<u>673,887</u>
<b>COMMITMENTS (note 7)</b>		
<b>ACCUMULATED SURPLUS</b>	<u>6,094,861</u>	<u>2,018,972</u>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus (note 8)	6,048,809	2,005,951
Accumulated remeasurement gain on investments	46,053	13,021
	<u>6,094,862</u>	<u>2,018,972</u>

Approved by the Library Board:

  
Chairman

  
Director

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF OPERATIONS**  
 FOR THE YEAR ENDED DECEMBER 31, 2020

	Budget	2020	2019
<b>REVENUE</b>			
Book and supply outside sales	\$ -	\$ 138,958	\$ 135,969
Investment income	35,000	32,329	33,037
Member fees	1,868,987	1,881,316	1,803,409
Miscellaneous and donations	-	1,301	1,480
Provincial funding (note 9)	1,565,171	1,486,330	1,575,249
	<u>3,469,158</u>	<u>3,540,235</u>	<u>3,549,144</u>
<b>EXPENSES</b>			
Administration and utilities	\$ 67,500	\$ 56,182	\$ 58,103
Amortization	-	159,575	56,170
Audit	15,200	15,815	14,900
Books and supply outside purchases	-	138,188	135,488
Communications, marketing and promotions	11,500	10,983	35,059
Continuing education	20,000	14,162	14,349
Dues, fees, and memberships	11,500	11,460	11,066
First Nations grant expense	78,839	-	105,252
Freight and postage reimbursement	6,500	4,347	8,818
Insurance	17,200	20,476	16,380
Investment fees	4,500	4,376	4,176
Library materials	372,716	382,652	378,018
Library service grant	428,738	428,738	428,738
Miscellaneous	800	800	800
Planned member technology purchases	65,580	85,151	41,068
Professional fees	-	40,778	352
Repairs and maintenance - building	50,500	59,398	37,607
Salaries and benefits	1,951,718	1,733,883	1,709,370
Supplies and stationary	55,000	50,952	46,409
Technology equipment, software and maintenance arrangements	207,367	181,177	304,143
Travel	12,000	2,137	7,834
Trustee	32,000	18,215	32,087
Vehicle	46,000	34,174	44,259
Workshops and advisory group	14,000	8,922	14,562
	<u>3,469,158</u>	<u>3,462,540</u>	<u>3,505,008</u>
<b>Excess of revenue over expenses, before other expenses</b>	-	77,695	44,136
<b>OTHER INCOME (EXPENSES)</b>			
Capital grant revenue	-	2,458,068	-
Loss on investments	-	-	(4,595)
Gain (loss) on disposal of tangible capital assets	-	1,507,094	(6,381)
<b>Excess of revenue over expenses</b>	-	4,042,857	33,160
<b>Accumulated operating surplus, beginning of year</b>	2,005,951	2,005,951	1,972,791
<b>Accumulated operating surplus, end of year (Note 8)</b>	2,005,951	6,048,808	2,005,951

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2020*

	2020	2019
<b>Excess of revenue over expenses</b>	<b>\$ 4,042,857</b>	<b>\$ 33,160</b>
Acquisition of tangible capital assets	(4,755,112)	(25,372)
Amortization of tangible capital assets	159,575	56,170
Proceeds on disposal of tangible capital assets	1,988,182	-
Loss (gain) on disposal of tangible capital assets	(1,507,094)	6,381
Change in prepaid expenses	(2,514)	59,124
Change in inventory for consumption	(10,324)	4,140
Change in accumulated remeasurement gain (loss) on long-term investments	33,032	13,208
<b>Increase (decrease) in net financial assets</b>	<b>(51,399)</b>	<b>146,811</b>
<b>Net financial assets, beginning of year</b>	<b>1,345,085</b>	<b>1,198,274</b>
<b>Net financial assets, end of year</b>	<b>1,293,686</b>	<b>1,345,085</b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED DECEMBER 31, 2020*

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Cash receipts from membership fees, contracts, and sales	\$ 1,978,328	\$ 1,938,761
Cash receipts from grants	1,565,170	1,565,223
Investment income received	32,329	84,663
Cash paid for materials and services	(1,141,505)	(1,253,460)
Cash paid for salaries and benefits	(1,725,342)	(1,709,947)
Cash paid for library service grant	(428,738)	(428,740)
Interest paid	(1,050)	(1,487)
	<u>279,193</u>	<u>195,013</u>
<b>CAPITAL ACTIVITY</b>		
Purchase of tangible capital assets	(2,780,112)	(25,372)
Proceeds on disposal of tangible capital assets	13,179	-
	<u>(2,766,933)</u>	<u>(25,372)</u>
<b>INVESTING ACTIVITY</b>		
Purchase of investments	(91,623)	(96,449)
Proceeds on sale of investments	82,944	74,000
	<u>(8,679)</u>	<u>(22,449)</u>
<b>Net increase (decrease) in cash</b>	<b>(2,496,420)</b>	<b>147,192</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>3,139,666</b>	<b>2,992,474</b>
<b>Cash and cash equivalents, end of year</b>	<b><u>643,246</u></b>	<b><u>3,139,666</u></b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS**  
*FOR THE YEAR ENDED DECEMBER 31, 2020*

	Unrestricted (Note 8)	Reserves (Note 8)	Equity in Tangible Capital Assets (Note 8)	2020	2019
<b>Balance, beginning of year</b>	380,367	1,049,750	575,834	<b>\$ 2,005,951</b>	\$ 575,832
Excess (deficiency) of revenue over expenses	4,042,857	-	-	<b>4,042,857</b>	33,160
Reserves used for (transferred from) operations	(63,067)	63,067	-	-	-
Reserves used for tangible capital assets	-	-	-	-	-
Purchases of tangible capital assets	(4,556,960)	(198,152)	4,755,112	-	-
Disposal of tangible capital assets	481,087	-	(481,087)	-	-
Annual amortization expense	159,575	-	(159,575)	-	-
<b>Balance, end of year</b>	<u>443,859</u>	<u>914,665</u>	<u>4,690,284</u>	<u><b>6,048,808</b></u>	<u>2,005,951</u>



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
*FOR THE YEAR ENDED DECEMBER 31, 2020*

	2020	2019
<b>Accumulated remeasurement gain (loss) on investments, beginning of the year</b>	<b>13,021</b>	(187)
Increase in market value	<b>33,032</b>	13,208
<b>Accumulated remeasurement gain (loss) on investments, end of year</b>	<u><b>46,053</b></u>	<u>13,021</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
 FOR THE YEAR ENDED DECEMBER 31, 2020  
**SCHEDULE 1**

	Vehicles	Building - Held for sale (1)	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2020	2019
<b>Original Cost:</b>									
Balance, beginning of year	133,058	1,375,359	-	-	293,848	78,144	16,900	<b>1,897,310</b>	2,115,893
Acquisition of tangible capital assets	59,006	-	3,946,960	610,000	71,512	33,633	34,001	<b>4,755,112</b>	25,372
Disposals of tangible capital assets	(60,873)	(1,375,359)	-	-	(41,405)	(62,992)	(7,810)	<b>(1,548,439)</b>	(243,955)
<b>Balance, end of year</b>	<b>131,191</b>	<b>-</b>	<b>3,946,960</b>	<b>610,000</b>	<b>323,955</b>	<b>48,784</b>	<b>43,091</b>	<b>5,103,982</b>	<b>1,897,310</b>
<b>Accumulated Amortization:</b>									
Balance, beginning of year	86,787	939,437	-	-	221,438	57,866	15,949	<b>1,321,477</b>	1,502,880
Annual amortization	23,912	-	78,939	-	42,258	7,526	6,940	<b>159,575</b>	56,170
Disposals	(35,304)	(939,437)	-	-	(38,341)	(46,712)	(7,559)	<b>(1,067,353)</b>	(237,574)
<b>Balance, end of year</b>	<b>75,395</b>	<b>-</b>	<b>78,939</b>	<b>-</b>	<b>225,354</b>	<b>18,680</b>	<b>15,330</b>	<b>413,699</b>	<b>1,321,477</b>
<b>Net Book Value</b>	<b>55,796</b>	<b>-</b>	<b>3,868,021</b>	<b>610,000</b>	<b>98,601</b>	<b>30,105</b>	<b>27,761</b>	<b>4,690,283</b>	<b>575,833</b>

During the year property, plant and equipment was acquired at an aggregate cost of \$4,755,112 (\$25,372 in 2019), of which \$1,975,000 (\$0 in 2019) was from trade-in, and the remainder of \$2,780,112 (\$25,372 in 2019) was acquired through cash. Of the total cash, \$2,458,167 (\$0 in 2019) was from a government grant received in previous years.

(1) In 2019, there was a contract with Tricon for the sale of the existing building to occur after year-end.  
 In 2020, the previous building was sold and a new building was purchased.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED DECEMBER 31, 2020*

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**1. Nature of activities**

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

**Cash and cash equivalents**

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

**Revenue recognition**

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability.

These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

**Non-financial assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year.

Non-financial assets consist of the following:

**i. Inventory for consumption**

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

**ii. Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<b>Method</b>	<b>Rate</b>
Vehicles	declining balance	30%
Building *	straight-line	50 years
Technology equipment and systems	declining balance	30%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

\* During the year, the old building, which was amortized on a declining balance basis at 4% was sold and a new building was put into use, which with the Library assessed a more appropriate amortization rate and method to be amortized straight line over 50 years.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**2. Significant accounting policies** (continued from previous page)

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Financial instruments

The Library measures its financial instruments initially at fair value and subsequently measures them at amortized cost, except for investments which are measured at fair value.

Transaction costs related to financial instruments recorded at amortized cost are added to the carrying value of the instrument. Transaction costs related to financial instruments recorded at fair value are expensed as incurred.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

**3. Cash and cash equivalents**

	2020	2019
Unrestricted	\$ 643,246	\$ 681,598
Building renovation and maintenance	-	2,458,068
<b>Total Cash</b>	<b>643,246</b>	<b>3,139,666</b>

Cash accounts bear interest at bank prime rate of 2.45% (2019 - 3.95%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2019 - prime less 1.6%) on \$650,449 (2019 - \$701,152) and prime less 1.90% (2019 - prime less 1.90%) on \$4,563 (2019 - \$2,842). The building account bore interest in 2019 at prime less 1.55%.

The building renovation and maintenance account is restricted for use in the maintenance, renovation or upgrade of the Library's current facilities (note 6).

**4. Investments**

	2020	2019
Bonds (original cost of \$746,789; 2019 - \$737,927)	795,560	753,850

Bonds bear interest at rates ranging from 2.10% to 3.80% and have maturity dates ranging from June 2021 to June 2030. Included in investments is \$2,718 (2019 - \$2,902) of accrued interest.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

**5. Accounts payable and accruals**

	2020	2019
Trade accounts payable and accruals	\$ 36,118	\$ 31,656
Employee benefit obligations	57,529	56,133
Goods and Services Tax payable	9,189	12,101
	<b>102,836</b>	<b>99,890</b>

Included in trade accounts payable and accruals is a balance of \$1,527 (2019 - \$4,556) on ATB Financial Mastercards with a total credit limit of \$15,000 (2019 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$39,000 (2019 - \$35,000) that accumulate but do not vest, as well as vacation and lieu time of \$18,529 (2019 - \$20,801) that employees have earned and deferred to future years.

**6. Deferred revenue**

	2020	2019
Minister of Municipal Affairs building renovation and maintenance grant	\$ -	\$ 2,458,167
Minister of Municipal Affairs on-reserve/on-settlement population grant	78,839	-
	<b>78,839</b>	<b>2,458,167</b>

In 2017, the Library received \$2,400,000 from the Government of Alberta for maintenance and renovation of the Library's current headquarters or update of its existing facilities. No interest income (2019 - \$51,626) on the cash basis has been deferred during the year. No expenses related to this funding (2019 - \$4,679) were recognized in the year. This funding was spent on the new building purchased in 2020, and has therefore been recognized in income.

In 2020, the library received \$145,601 from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations. Of this amount, \$78,839 was not spent before year-end.

**7. Commitments**

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases.

The Library has a 3 year commitment for TAL core products, of which they only have 9 months remaining. The estimated commitment is \$18,677 subject to exchange rate changes.

The Library has a 3 year commitment for purchasing energy products from January 1, 2019 to December 31, 2021. Subsequent to year end, the Library has extended this until December 31, 2025.

Subsequent to year end, the Library entered into a 10 year agreement for maintenance on their elevator, platform for access eContent materials, and internet services.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2020*

**8. Accumulated operating surplus**

	2020	2019
<b>Unrestricted operating fund</b>	<b>443,859</b>	380,367
<b>Internally restricted</b>		
Operating reserves		
Technology	291,718	357,712
Building	150,000	250,000
Contingent liability	9,223	50,000
	<b>450,941</b>	657,712
Capital reserves		
Amortization	339,378	221,864
Vehicle	74,346	120,174
Equipment/furnishings replacement	50,000	50,000
	<b>463,724</b>	392,038
<b>Total reserves</b>	<b>914,665</b>	1,049,750
<b>Equity in tangible capital assets</b>	<b>4,690,284</b>	575,834
	<b>6,048,808</b>	2,005,951

**9. Provincial funding**

	2020	2019
<b>Government of Alberta - Municipal Affairs</b>		
Operating grant	\$ 990,830	\$ 990,830
Library Service grant	428,738	428,738
Provincial First Nations grant	66,763	145,602
Provincial one time grant - Voice of Maskwacyi	-	10,079
	<b>1,486,330</b>	1,575,249

**10. Local Authorities Pension Plan**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 274,151 people and 420 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2020 were \$131,830 (2019 - \$121,142). Total current service contributions by employees of the Library to the LAPP in 2020 were \$119,119 (2019 - \$104,683).

As at December 31, 2019, the LAPP disclosed an actuarial surplus of \$7.913 billion (2018 - \$3.469 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2020.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2020*

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**11. Economic dependence**

The Library is dependent on funding from government grants to maintain its operations. In 2020, the Province of Alberta contributed \$1,486,330 (2019 - \$1,575,249) of revenue to the Library, equalling approximately 42% (2019 - 44%) of total revenue. If funding is not received, its operations would be significantly reduced.

**12. Financial instruments**

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one municipality and one vendor (2019 - two municipalities) in connection with trade receivables represents 60% (2019 - 46%) of total accounts receivable at December 31, 2020. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the Libraries municipality and customer base.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

**Market rate risk**

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

**Emerging risk**

During the year, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. The Library's operations were impacted by COVID-19 due to required changes to operations of member libraries (i.e. closures and other restrictions on library operations), however this impact is not considered to have been significant on the Library's operations. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on Library as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

**14. Contingencies**

The Library has received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result.

**15. Approval of financial statements**

These financial statements were approved by the Library board on May 20, 2021