# REGULAR MEETING AGENDA SUMMER VILLAGE OF BIRCHCLIFF NOVEMBER 24, 2022 @ 9:00 A.M.

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- B. AGENDA additions/deletions
  - adoption
- C. ADOPTION OF MINUTES Regular Meeting Minutes, October 13, 2022
  - Subdivision Meeting Minutes, November 1, 2022

- D. DELEGATION
  - 1) Kate Latos Request for Gate
- E. INFORMATION ITEMS
  - 1) Accounts Payable Update
  - 2) Public Works Report
  - 3) Development Update
  - 4) Resident Letter
- F. REQUESTS FOR DECISION
  - 1) Finance
    - a) 2023 Budget
  - 2) Council & Legislation
    - a) Electronic Meetings Bylaw
    - b) Municipal Accountability Review

#### G. COUNCIL REPORT

# 1) Council Reports

- a) Roger Dufresne
- b) Ann Zacharias
- c) Frank Tirpak

# 2)Committee Reports

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

# 3) Correspondence

- a) Proposed schedule change for Sylvan Lake EMS
- b) Red Deer River Watershed Alliance

# 4) Upcoming Meetings

a) Next Council Meeting – December 15, 2022

#### H. ADJOURNMENT

# Summer Village of Birchcliff Regular Meeting Minutes October 13, 2022

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held October 13, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

**IN ATTENDANCE** 

Mayor: Roger Dufresne
Deputy Mayor: Ann Zacharias
Councillor: Frank Tirpak
CAO: Tanner Evans
Development Officer: Kara Kashuba
Finance Officer: Tina Leer
Recording Secretary: Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 1:03 p.m. by Mayor Dufresne.

#### AGENDA APPROVAL

BCC-22-120 MOVED by Mayor Dufresne that the agenda be adopted as amended:

E.2.B. Adeara Lakeside Recovery CentreF.4. Closed Session FOIP Section 25

**CARRIED** 

#### **CONFIRMATION OF MINUTES**

BCC-22-121 MOVED by Councillor Tirpak that the minutes of the regular meeting of

Council held on September 15, 2022, be approved as presented.

CARRIED

#### **INFORMATION ITEMS**

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

BCC-22-122 MOVED by Deputy Mayor Zacharias that Council accept the information

items as presented.

CARRIED

#### REQUEST FOR DECISION

#### **FINANCE & ADMINISTRATION**

Parkland Regional Library Board 2023 Budget

BCC-22-123 MOVED by Deputy Mayor Zacharias that Council approve the Parkland

Regional Library Board 2023 Budget as presented with an increase of 0.20

from 2022.

**CARRIED** 

#### **COUNCIL & LEGISLATION**

Request for Residency

BCC-22-124 MOVED by Mayor Dufresne that council deny the request for permanent residency at #31, 202 Birchcliff Road, as this is not permitted in the Land Use

# Summer Village of Birchcliff Regular Meeting Minutes October 13, 2022

Bylaw (Church Camp Cottage definition). Council will be revisiting this along with other amendments to the Land Use Bylaw Church Camp District in the new year.

**CARRIED** 

Adeara Lakeside Recovery Centre

BCC-22-125

MOVED by Mayor Dufresne that Administration provide communication to residents on RCMP coverage, Lacombe County's public hearing on proposed Land Use Bylaw amendments, repost information on the Adeara Lakeside Recovery Centre on the website, with all the information to be included in the weekly email blast.

**CARRIED** 

#### **COUNCIL REPORTS**

**Deputy Mayor Zacharias** 

• Sylvan Lake Regional Water and Wastewater Commission

Mayor Dufresne

- Alberta Municipalities' Convention
- Climate Caucus
- Joint Services Committee upcoming meeting

#### Councillor Tirpak

No reports

#### **COMMITTEE REPORTS**

Julie Maplethorpe, Summer Village of Jarvis Bay

• Town of Sylvan Lake Library Board

BCC-22-126

MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee reports as information.

. CARRIED

Recess at 2:56 p.m.

Reconvened at 3:02 p.m.

## **CLOSED SESSION**

BCC-22-127 MOVED by Mayor Dufresne that Council move to a closed session as per

FOIP section 25 at 3:02 p.m.

CARRIED

BCC-22-128 MOVED by Mayor Dufresne that Council return to an open meeting at 3:56

p.m.

**CARRIED** 

NEXT	MEI	ETI	NG
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BCC-22-129 MOVED by Mayor Dufresne that the next meeting of Council be held

November 24, 2022, at 9:00 a.m.

**CARRIED** 

#### **ADJOURNMENT**

BCC-22-130 MOVED by Mayor Dufresne that being the agenda matters have been

concluded, the meeting adjourned at 3:59 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

# Summer Village of Birchcliff November 1, 2022 Regular Meeting Minutes Page 1 of 1

Minutes of a Special Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held November 1, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.

**CALL TO ORDER:** 

The Meeting was called to order at 2:39 p.m. by Deputy Mayor Zacharias

with the following being present:

Deputy Mayor: Ann Zacharias via Zoom Councillor: Frank Tirpak via Zoom

CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau

**AGENDA** 

BCC-22-131 MOVED by Deputy Mayor Zacharias that the November 1, 2022,

Subdivision Meeting Agenda be adopted as presented.

CARRIED

REQUEST FOR DECISION

#### **PLANNING & DEVELOPMENT**

Subdivision Request

BCC-22-132 MOVED by Councillor Tirpak that Council deny the application for

subdivision request for 90 Birchcliff Lane for the following

reasons:

- The proposed subdivision does not meet the regulations for lot size in the district as listed in the Land Use Bylaw. Using the adjacent Municipal Reserve as part of the calculations of lot size is unacceptable.
- The Land Use Bylaw states that the purpose of the R2 district is "to provide an area for very low-density residential development". An increase in density does not align with the purpose of the R2 district.
- The Municipal Government Act does not list private access as an acceptable use for Municipal Reserves.

**CARRIED** 

#### ADJOURNMENT:

BCC-21-133 MOVED by Deputy Mayor Zacharias that being the agenda matters

have been concluded, the meeting adjourned at 2:48 p.m.

**CARRIED** 

Initials

#### **Finance & Administration**

## **Request for Decision**

**Agenda Item:** Delegation – Kate Latos

#### Background:

Kate Latos is joining Council to propose a community gate to be installed at the 4-way stop on the Birchcliff side of the road. Community access, emergency access, and power outages will also be addressed.

In the process for delegation policy, #2, it states:

- e) After a Delegation has spoken, members of Council will ask only questions of clarification that are relevant to the subject of the delegate's session and will avoid repetition. Persons speaking to the subject will be restricted to speaking to the relevant subject matter only.
- f) Each person or Delegation appearing before Council shall be limited to a maximum of ten minutes of presentation time unless the Chair, at their discretion, agrees to extend the time. Any Councillor may ask the CAO relevant questions after the Delegation has spoken.
- g) Once all Delegations have presented to Council, the meeting will proceed.

# **Options for Consideration:**

Council accept as information.

#### **Administrative Recommendations:**

Council accept as information.

#### **Authorities:**

MGA Section 153 (a)

Councillors have the following duties:

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

#### **Community Gate**

Under the Municipal Plan the fundamental essence of Birchcliff is the continuation of a high quality of life enjoy by our residences. The community has been seen as a quiet, secure, and safe place to live. The passing of the recent by-law changes by Lacombe County risks the goals to evolve our community as a quiet, secure, and safe, thus healthy, community to live and recreate.<sup>1</sup>

The 2021-22 Report to Community published by Adeara states that the program served 22 women during that period. Of those 22 women, 5 women successfully completed the program, and 10 women left the program during treatment. 82% of the residents were on Crystal Meth. Only 7 residents (31%) made it past the first three months of programming. What happens to the 69% of Adeara residents, many who have been taken in from drug court, when they leave the program? This is a great concern to our community as the residents come to Sylvan Lake Treatment Center for their first 3 months of treatment. With nearly 70% of participants leaving the program in the first months, what does this mean for our community? The women leaving the program will be entering our community. This brings a strong possibility that we will see property related crime related to the nearly 70% drop out rate. Additionally, there are community concerns about the increased awareness of our relatively unknown community as the residents are allowed to have visitors to the site. All the above are significant concerns for not only our full-time residents but for our season homeowners, as empty homes create attractive targets.

The concerns regarding the Adeara program are not unfounded. Lacombe Country Councillor Brenda Knight, from Division 2, admitted in an interview on with *RD News Now*, that the Tee's treatment center experienced hiccups that were serious enough that they required public consultation.<sup>6</sup>

There are numerous concerns in the community regarding the impact of the Adeara facility. Most residents do not find that the independent report paid for by Birchcliff was adequate or well done. The finds of the report do not provide the residents with findings that the above reasons are not significant for our community. Additionally, with the recent decision to no longer pay for community patrol, our community is concerned that our fundamental essence is at risk.

To ensure that the fundamental essence of Birchcliff is maintained and knowing that the Recovery Center is unlikely to be blocked, our community needs to take positive action to ensure we are still a safe and secure community. While we understand that a community gate will not

<sup>&</sup>lt;sup>1</sup> Community Essence- Quality of Life (2013), at 4.1-4.3.2 Online: <u>mdp\_september\_2013.pdf</u> (<u>sylvansummervillages.ca</u>)

<sup>&</sup>lt;sup>2</sup> 2021-22 Annual Report, (Accessed on 1 Nov 2022) at 4 Online (pdf): *Adeara* https://adeara.ca/wpcontent/uploads/2021/05/Annual-Report-2021-2022-DIGITAL.pdf

<sup>&</sup>lt;sup>3</sup> Ibid at 5.

<sup>&</sup>lt;sup>4</sup> Ibid.

<sup>&</sup>lt;sup>5</sup> Ibid at 5, Potential Recovery Center In Lacombe County Moves ahead (31 October 2022) online: Rd News Now <a href="https://rdnewsnow.com/2022/10/31/potential-recovery-centre-in-lacombe-county-moves-ahead-residents-raise-concerns/">https://rdnewsnow.com/2022/10/31/potential-recovery-centre-in-lacombe-county-moves-ahead-residents-raise-concerns/</a>. The executive director Lori Patrick admits for the first time since this process began that the residents come from drug court. Drug court is an alternative for incarceration for crimes such as break and entry related to their drug addiction.

<sup>&</sup>lt;sup>6</sup> Ibid.

keep our neighbour exempt from crime, as any law enforcement professional will attest, deterrence is a huge part of safety and security. Installing a community gate and fence at the entrance of Birchcliff is the best way to deter potential risks from the Adeara facility, considering their success rates are far lower than reported. A community gate will reduce non-resident traffic and increase privacy and security- offering practical benefits to our community members.

Community gates do work. In 2013, a study by the Crime and Justice Research Alliance found that gated communities reduce break and enters by 33%. The study also reported that gated communities are diverse in their residents which is in stark contrast to commonly held perceptions of these areas as affluent enclaves. A second study found that even when controlling for household factors such as tenure, income, geographic location, and individual characteristics such as age and race, gated communities have lower odds of crime. 8

#### **Gated Communities exist across Alberta**

The proposal for a gated community is not unique. They exist across Alberta, many gated decades after the community was built. Several are on lakes including MacGregor Lake, Sturgeon Lake, Ghost Lake and Gull Lake to name a few. All the communities successfully manage access by emergency & public services, delivery drivers and visitors. The gated community of MacGregor Lake in addition to their residential homes has a campground and hosts numerous sporting events including the Albert Wakeboarding and Wake Surfing Championships proving that it is possible to coordinate public access to the community.

#### **Proposed Location**

At the 4 way stop on the Birchcliff side of the road.

#### **Road Speed**

The gate would not impact the speed of traffic or commute time for Birchcliff Residents as it would be located at the 4-way stop where traffic is already halted. There is already a natural break to traffic at this location. The gate might increase safety traffic saftey as it has been noted that many residents do not stop or stop adequately at the 4-way stop during the off season.

#### **Community Access**

Residents would be provided with openers. Residents will be charged for lost remotes, reprogramming or additional remotes. Alternatively, some communities in Calgary use swipe cards.

#### **Non-Resident Access**

<sup>&</sup>lt;sup>7</sup> Lynn Addington, Burglary in Gated and Non-Gated Communities (accessed on 1 Nov 2022) https://crimeandjusticeresearchalliance.org/rsrch/burglary-in-gated-and-non-gated-communities/

<sup>&</sup>lt;sup>8</sup> Taylor and Francis, Risk of Crime in Gated Communities (20 March 2013) https://www.sciencedaily.com/releases/2013/03/130320115113.htm.

As mentioned, Gated Communities exist across Alberta, and all are capable of successfully coordinating the demands of public and emergency access. Accessing locked communities is treated no differently then a locked residential building.

Most gated communities use specific codes reserved for law enforcement, fire and other public services. Other solutions include:

#### Knox or Key Storage Boxes

These are the simplest and least expensive solution to promoting access for emergency responders. They are mounted next to egresses, and only emergency responders have access. Inside these boxes are emergency codes or other forms of access like keys to enter into a gated community. These are the most frequently used solution. They key for the Knox box is the same key for every knox box in the service area.

#### Sensor Boxes

Sensor boxes usually detect frequencies in emergency vehicle sirens. These are becoming more popular but come with a few caveats. All emergency vehicles in the area need to have sirens that will key the frequency of the box.

#### **Transmitters**

Transmitters use FCC radio frequencies to key open a gate in emergencies.

#### Fire Box

This is a common and relatively low-tech way of allowing access to gated communities. They usually have a means of opening a gate manually inside.

Guests can dial the homeowner from the gate to receive entry, or a passcode can be provided, ensuring that privacy is maintained.

It is common for delivery services such as Amazon, Costco, the Bay etc. to have a space for delivery information such as codes to access buildings or gated communities. There are also a variety of Smart Access Providers that use apps that allow delivery people to automatically and securely enter a gated community without any hassle.

Additionally, there would still be a non gated community access available off of Range Road 15 for access to the community as the concern is about limiting crimes of opportunity from the treatment center.

#### **Church Camp**

The Church Camp could provide gate access pins (that would expire at the end of the week) or the gate could be left open for the day (8am-6pm for example) on the drop off/pick up dates.

Alternatively, now that the Township RD 394 (behind Birchcliff) is paved, the campers could access the camp using the TWP 394 and range road 15.

#### **Residential Road**

It has been brought to our attention that there is concern that we can not have a community gate as it is a residential roadway. This can be avoided by the creation/use of PUL (public utility lot) on the road where the gate would sit. This method has been used in both Edmonton and St. Albert to install gates in existing communities.

Pre-built communities in Calgary have been approved to alter community planning bylaws that do not allow gates to accommodate their communities' unique needs.

#### **Power Outage**

The gate could have back up power/batteries to allow the gate to be opened during power outages. Alternatively, homeowners could be provided with the kay for the gate arm to open it in the event of a power outage.

Additionally, there is still a 2<sup>nd</sup>, non gated exit to the community in the event of a power outage.

# **Administration and Finance**

Council Date: November 24, 2022

#### **Information Item**

Agenda Item: Accounts Payable Update

# **Background:**

Total payables processed and presented to Council \$ 55,896.42 The following list identifies any payments over \$3,000:

Sylvan Lake Regional Water/Wastewater	\$	4,871.26
· ·	Ф	6,615.00
	Ψ	0,013.00
	\$	6,352.50
a. Install of Community Pier OS16		·
b. Removal of Community Pier OS16		
c. Install of Community Dock OS8W		
d. Removal of Community Dock OS8W		
e. Install of Community Pier OS18/19		
f. Removal of Community Pier OS18/19		
,		
	\$	11,699.88
•		
·		
	\$	11,405.78
•		
b. Oct 2022 Muni Specific Costs		
	<ul> <li>a. Wastewater Services-September 2022</li> <li>1473929 Alberta Ltd</li> <li>a. Cleared Downed Tree</li> <li>Doyle's Docks Ltd</li> <li>a. Install of Community Pier OS16</li> <li>b. Removal of Community Pier OS16</li> <li>c. Install of Community Dock OS8W</li> <li>d. Removal of Community Dock OS8W</li> <li>e. Install of Community Pier OS18/19</li> </ul>	a. Wastewater Services-September 2022 1473929 Alberta Ltd a. Cleared Downed Tree Doyle's Docks Ltd a. Install of Community Pier OS16 b. Removal of Community Pier OS16 c. Install of Community Dock OS8W d. Removal of Community Dock OS8W e. Install of Community Pier OS18/19 f. Removal of Community Pier OS18/19 g. Install of Community Pier OS18/19 g. Install of Community Dock RA4 h. Removal & Move Dock RA4 Summer Village of Norglenwold a. Sept 2022 Monthly Shared Costs b. Sept 2022 Muni Specific Costs Summer Village of Norglenwold a. Oct 2022 Monthly Shared Costs

# **Council Expense Claims Report:**

# October 2022

•	Roger Dufresne	\$ 1,920.85
•	Ann Zacharais	\$ 478.45
•	Frank Tirpak	\$ 308.19

# **Administrative Recommendations:**

Council to accept as information.

# **Authorities:**

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

Date Printed 2022-11-14 10:59 AM

# Summer Village of Birchcliff List of Accounts for Approval (Detailed) Batch: 2022-00076 to 2022-00085

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Bank Code - MAIN - General Bank

#### **COMPUTER CHEQUE**

	COMPUTER CHEQUE		
Payment #	Date Vendor Name	Datall Amazant	Doumant Amount
Invoice #	GL Account GL Transaction Description	Detail Amount	Payment Amount
<b>1107</b> 0716536	<b>2022-10-14 Avanti Hydrovac Inc</b> 242-000-255 - Maintenance Pro <sub>(</sub> Hydrovac to Search for c/c \	2,328.75	
07 10330	312-000-260 - GST Paid Refund GST Tax Code	116.44	2,445.19
		110.44	2,440.10
1108	2022-10-31 Lockyer, Bradley		
1596	461-000-520 - Completions Dep Completions Deposit Refun	2,000.00	2,000.00
1109	2022-10-31 Ace Line Locating Ltd.		
5511	242-000-255 - Maintenance Pro Line Locating- Tickets	1,320.00	
	312-000-260 - GST Paid Refund GST Tax Code	66.00	1,386.00
1110	2022-10-31 Al's Bobcat & Trucking		
18947	232-000-200 - Green Space Pro Opened Barriers for Lake A	125.00	
10347	312-000-260 - GST Paid Refund GST Tax Code	6.25	131.25
18959	232-000-200 - Green Space Pro Moved Barriers for Lake Acc	125.00	101.20
10000	312-000-260 - GST Paid Refund GST Tax Code	6.25	131.25
	012 000 200 GGTT and Noralla GGT Tax GGGG	Payment Total:	262.50
1111	2022-10-31 Black Press Group Ltd	r dymont rotal.	202.00
34321997	212-400-222 - Advertising Public Notice-Sept 1 and 8tl	590.92	
	312-000-260 - GST Paid Refund GST Tax Code	29.54	620.46
4440			
1112	2022-10-31 Empringham Disposal Corp	004.00	
38417	243-000-200 - Contracted Servic Weekly Collect/ BC & Sunny	884.00	000.00
00040	312-000-260 - GST Paid Refund GST Tax Code	44.20	928.20
38816	243-000-200 - Contracted Servic Weekly Collection	780.00	040.00
	312-000-260 - GST Paid Refund GST Tax Code	39.00 Payment Total:	819.00
1113	2022-10-31 Parkland Regional Library	Payment rotal.	1,747.20
220244	275-000-850 - Parkland Regiona 4th Quarter Requisition 202	262.92	
220244	312-000-260 - GST Paid Refund GST Tax Code	13.15	276.07
		10.10	210.01
1114	2022-10-31 Red Deer River Watershed		
OCT2022	243-102-150 - Red Deer River V 2022 Contribution	269.44	269.44
1115	2022-10-31 Rugged West Maintenance Inc.		
1306	274-000-200 - Buoy Program Fall 2022 Buoy Removal	1,750.00	
	312-000-260 - GST Paid Refund GST Tax Code	87.50	1,837.50
1303	232-000-200 - Green Space Pro Mowing and Trimming - Sep	550.00	
	312-000-260 - GST Paid Refund GST Tax Code	27.50	577.50
		Payment Total:	2,415.00
1116	2022-10-31 Sylvan Lake Regional		
1698	242-000-260 - Useage Fees Wastewater Services-Septe	4,871.26	4,871.26
1117	2022-10-31 Triangle Construction Inc		
1628	232-000-200 - Green Space Pro Cleared Downed Tree	200.00	
	312-000-260 - GST Paid Refund GST Tax Code	10.00	210.00
4440			
1118	2022-10-31 1473929 Alberta Ltd.	0.000.00	
350	232-000-200 - Green Space Pro Take Down & Remove 14 D	6,300.00	0.045.00
	312-000-260 - GST Paid Refund GST Tax Code	315.00	6,615.00
1119	2022-11-14 Cameron, Teresa & Larry		
1608	461-000-520 - Completions Depo Completions Deposit Refun	500.00	500.00
1120	2022-11-14 Brownlee LLP		
	EVER 11-14 DIOWINGG EEI	<b>D</b>	<b>6</b> 4 <b>6</b>

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# Summer Village of Birchcliff List of Accounts for Approval (Detailed)

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#### **COMPUTER CHEQUE**

Payment #	Date				
Invoice #		GL Account	GL Transaction Description		Payment Amount
538916		212-400-230 - Legal Fees	Access Easements-Legal F	1,072.50	
		312-000-260 - GST Paid Refund	GST Tax Code	53.63	1,126.13
1121	2022	-11-14 Doyle's Docks Ltd			
11522		461-000-531 - OS16	Install of Community Pier O	475.00	
		312-000-260 - GST Paid Refund		23.75	498.75
11522-2		461-000-531 - OS16	Removal of Community Pier	475.00	
		312-000-260 - GST Paid Refund	GST Tax Code	23.75	498.75
11622		461-000-530 - OS8W	Install of Community Dock (	1,500.00	
		312-000-260 - GST Paid Refund		75.00	1,575.00
11622-2		461-000-530 - OS8W	Removal of Community Doc	1,500.00	
		312-000-260 - GST Paid Refund		75.00	1,575.00
11422		461-000-532 - OS19	Install of Community Pier O	325.00	
		312-000-260 - GST Paid Refund		16.25	341.25
21222		461-000-532 - OS19	Removal of Community Pier	325.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16.25	341.25
11322		461-000-533 - RA4	Install of Community Dock F	825.00	
		312-000-260 - GST Paid Refund	GST Tax Code	41.25	866.25
21122		461-000-533 - RA4	Removal & Move Dock RA4	625.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.25	656.25
				Payment Total:	6,352.50
1122	2022	-11-14 Roaddata Services Ltd			
00080042		232-000-250 - Road Maintenanc	- ·	15.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.75
1123	2022	-11-14 Sorento Custom Homes			
1284		461-000-520 - Completions Dep	Completions Deposit Refun	1,000.00	1,000.00
1456		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
				Payment Total:	1,500.00
			Total Co	mputer Cheque:	32,612.50
			EFT		
Payment #	Date	Vendor Name	EFI		
Invoice #	Date	GL Account	GL Transaction Description	Dotail Amount	Payment Amount
246	2022	-09-30 Summer Villages of Norg		Detail Amount	T dymone Panoune
2022-00119	2022	261-000-110 - Development Ser		55.50	
		212-400-230 - Legal Fees	Brownlee-General Matters	104.05	
		261-000-110 - Development Ser	AB Land Titles-45361688	10.00	169.55
2022-00123		212-100-110 - Salaries	Salaries	7,907.97	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	269.43	
		212-100-210 - Travel & Subsiste	Travel & Subsistence	318.49	
		212-100-211 - WCB	WCB	165.53	
		212-100-266 - PW Fleet	PW Fleet	213.43	
		212-200-215 - Postage/Freight/C		0.00	
		212-200-500 - Printing Costs	Printing Costs	278.93	
		212-200-510 - Office Supplies	Office Supplies	432.56	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	105.90	
		212-300-540 - Utilities	Utilities	352.53	
		212-300-250 - Facility Improvem	-	291.73	
		212-300-255 - Facility Maintenar		852.71	
		212-300-263 - Condominium Co	-	0.00	
		212-000-200 - Outdottillillatti CO	O 1 O 6	400.04	

212-300-240 - Computer Softwa Computer Software

122.21

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3274

CP10-22

2022-10-31 Receiver General/ OTH

312-000-262 - CRA Remuneratic Counci CPP- October's Ren

# Summer Village of Birchcliff List of Accounts for Approval (Detailed)

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			EFT		
Payment #	Date	Vendor Name			
Invoice #		GL Account	<b>GL Transaction Description</b>	<b>Detail Amount</b>	Payment Amount
		212-300-242 - IT Equipment	IT Equipment	35.90	
		212-300-265 - Equipment Mainte	Equip Maintenance	131.62	
		212-300-270 - Equipment Renta	Equip Rental	51.39	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insurance	Building Insurance	0.00	11,530.33
				Payment Total:	11,699.88
247	2022	-10-31 Summer Villages of Norg			
2022-00130		212-400-230 - Legal Fees	Brownlee-Legal Fees	22.80	
		212-400-220 - Election Expense	Tanner Expense-Lunch Mee	49.85	
		212-400-230 - Legal Fees	Brownlee-Legal Fees-Drain	62.25	
		224-000-200 - Emergency Mana	ATB MC-Sobeys-Snacks for	8.82	
		224-000-200 - Emergency Mana	ATB MC-Dollarama-Supplie	3.41	
		224-000-200 - Emergency Mana	ATB MC-Subway-Lunch for	18.39	
		261-000-110 - Development Ser	ATB MC-AB Land Titles-455	10.00	
		261-000-110 - Development Ser	ATB MC-AB Land Titles-445	30.00	
		212-300-265 - Equipment Mainte	ATB MC-Cody Thornhill-Cha	70.80	
		226-000-200 - Enforcement	ATB MC-Muni World-Bylaw	85.80	362.12
2022-00134		212-100-110 - Salaries	Salaries	7,925.29	
		212-100-130 - Training	Training	370.94	
		212-100-140 - Benefits	Shared Benefits	325.01	
		212-100-210 - Travel & Subsiste	Travel & Subsistence	568.80	
		212-100-211 - WCB	WCB	165.52	
		212-100-266 - PW Fleet	PW Fleet	51.22	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	191.85	
		212-200-510 - Office Supplies	Office Supplies	365.91	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	105.90	
		212-300-540 - Utilities	Utilities	401.04	
		212-300-250 - Facility Improvem	Facility Improvements	113.68	
		212-300-255 - Facility Maintenar	Facility Maint.	300.41	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	70.80	
		212-300-242 - IT Equipment	IT Equipment	35.90	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	51.39	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insurance	Building Insurance	0.00	11,043.66
		G	C	Payment Total:	11,405.78
				Total EFT:	23,105.66
			OTHER		
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3251	2022	-10-11 Receiver General/ OTH			
CP9-22		312-000-262 - CRA Remuneration	Counci CPP- September's F	111.36	111.36

66.90

Total Other:

66.90

178.26

E-1

Date Printed 2022-11-14 10:59 AM

# Summer Village of Birchcliff List of Accounts for Approval (Detailed) Batch: 2022-00076 to 2022-00085

Page	4
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Total MAIN: 55,896.42



# **Council Expense Claim Form**

NAME: Roger Dufresne
POSITION: Mayor
MONTH ENDING: October-2022

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

- 1. Save this document to your desktop.
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# **Village Business**

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/7/22	HRSC	1	Mayor	\$130.00
9/12/22	HRSC	2 ·	Mayor	\$130.00
10/13/22	Regular Council	3	Mayor	\$130.00
10/14/22	Joint Services Committee	4.5	Mayor	\$130.00
10/14/22	HRSC	1.5	Mayor	\$130.00
10/13/22	Lacombe County Public Meeting	1.5	Mayor	\$130.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
f event is o	ther please type it in.			\$780.00

#### Travel



DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/7/22	HRSC	17.00	\$0.61	\$10.37
9/12/22	HRSC	17.00	\$0.61	\$10.37
10/13/22	Regular Council	17.00	\$0.61	\$10.37
10/14/22	Joint Services Committee	17.00	\$0.61	\$10.37
10/14/22	HRSC	0.00	\$0.61	\$0.00
10/13/22	Lacombe County Public Meeting	65.00	\$0.61	\$39.65
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
				\$81.13

#### **Other Expenses**

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/23/22	AUMA Conference Hotel	1,059.72		\$1,059.72
				\$0.00
				\$0.00
				\$1,059.72

MAYOR:	
CAO:	

**TOTAL PAYABLE:** \$ 1,920.85



#### CALGARY DOWNTOWN

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6 Tel: 403-266-1980 Fax: 403-205-5460

AUMA AB URBAN MUNICIPALITIES ASSOC

Mr Roger Dufresne 2 Erickson Drive

Sylvan Lake AB T4S1P5

Canada

Room:

0718

Folio:

274040

Cashier:

71

Arrival: Departure: 09-20-22 09-23-22

Group: AUMA CONVENTION & AMSC TRADESHOW 2022

Date	Description	Additional Information		Charges	Credits
09-20-22	Gift Shop Rental	Post It No.58421		3.00	
09-20-22	Miscellaneous Charge GST	Post It No.58421		0.15	
09-20-22	Gift Shop Rental	Post It No.58421		3.00	
09-20-22	Miscellaneous Charge GST	Post It No.58421		0.15	
09-20-22	Room Charge			295.00	
09-20-22	Destination Marketing Fee (DMF)			8.85	
09-20-22	Rooms - Federal Tax - GST			15.19	
09-20-22	Tourism Levy			12.15	
09-20-22	Self Parking			19.00	
09-20-22	Parking GST			0.95	
09-21-22	Room Charge			295.00	
09-21-22	Destination Marketing Fee (DMF)			8.85	
09-21-22	Rooms - Federal Tax - GST			15.19	
09-21-22	Tourism Levy			12.15	
09-21-22	Self Parking			19.00	
09-21-22	Parking GST			0.95	
09-22-22	Room Charge			295.00	
09-22-22	Destination Marketing Fee (DMF)			8.85	
09-22-22	Rooms - Federal Tax - GST			15.19	
09-22-22	Tourism Levy			12.15	
09-22-22	Self Parking			19.00	
09-22-22	Parking GST			0.95	
09-23-22	Master Card	XXXXXXXXXXXX3491	XX/XX		1,059.72
GST Sum	nmary	Total		1,059.72	1,059.72
Registrati Room	on No: 741899496 45.57	Balanc	ce Due	0.00 CE	DN .

 GST Summary

 Registration No: 741899496

 Room
 45.57

 F&B
 0.00

 Other
 3.15

 Total
 48.72

Guest Signature:\_

Page 8 of 10



# **Council Expense Claim Form**

NAME: Ann Zacharias	
POSITION: Deputy Mayor	
MONTH ENDING: October-2022	

RECEIVED

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

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# **Village Business**

OCT 2 8 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/13/22	Lacombe County Public Hearing	1.5	Deputy Mayor	\$ 130.00
10/13/22	Regular Council	3	Deputy Mayor	\$ 130.00
10/24/22	Sylvan Lake Regional Wastewatre Commission	2	Deputy Mayor	\$ 130.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
f event is o	ther please type it in.			\$390.00

#### Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/13/22	Lacombe County Public Hearing	65.00	\$0.61	\$39.65
10/13/22	Regular Council	15.00	\$0.61	\$9.15
10/24/22	Sylvan Lake Regional Wastewatre Commission	65.00	\$0.61	\$39.65
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
				\$89.06 88.45

#### **Other Expenses**

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

MAYOR:	. 179 15
CAO:	<b>TOTAL PAYABLE:</b> \$ 478.45



# **Council Expense Claim Form**

NAME: Frank Tirpak
POSITION: Councillor
MONTH ENDING: October-2022

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

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

# **Village Business**

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/13/22	Public Meeting-Recovery Centre	1.5 hours	Councillor	\$130.00
10/13/22	Regular Council	3 hours	Councillor	\$130.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
forcest is a	ther place type it in			\$ 260.00

If event is other please type it in.

#### Travel

Travel		COI	COPY	
DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/13/22	Public Meeting-Recovery Centre	65.00	\$0.61	\$39.65
10/13/22	Regular Council	14.00	\$0.61	\$8.54
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
		•		\$48.19

#### Other Expenses

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

MAYOR:	200.10
C.A.O:	TOTAL PAYABLE: \$ 308.19

November 24, 2022

**Public Works** 

Information Item

Agenda Item: Public Works Report

# Background:

The following will provide Council with an update on Public Works activities and initiatives:

- Administration is looking into automated garbage cart service for the village.
- Communicating with Lakeview on shoreline restoration for RA6/OS15S,16,17,18,19 during the 22/23 winter seasons.
- Community docks and swim line/buoys removed for the winter.

# **Options for Consideration:**

That Council accepts this report as information.

#### **Authorities:**

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

November 24, 2022

# **Planning and Development**

#### **Information Item**

Agenda Item: Development Update

# **Background:**

# Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (27 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 19 in Norglenwold, and 24 in Sunbreaker Cove).

#### **Current Developments:**

1. 145 Birchcliff Road		Issued in 2018
(Landscaping incomplete – i		
337 Birchcliff Road	Dwell,Gar., & GuestHouse	Issued in 2019
(Landscaping to be complete	e this fall)	
3. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
(site inspection complete, ou	itstanding DP conditions)	
4. 137 Birchcliff Road	Driveway	Issued in 2020
<ol><li>87 Birchcliff Road</li></ol>	Dwelling	Issued in 2020
6. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
7. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
(site inspection complete, co	nditions outstanding)	
8. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
9. 83 Birchcliff Road	Dwelling	Issued in 2021
10.94 Birchcliff Lane	Dwelling	Issued in 2021
11.59 Birchcliff Road	Driveway	Issued in 2021
12.83 Birchcliff Road	Lakeside Stairs	Issued in 2021
13.363 Birchcliff Road	Dwelling	Issued in 2021
14.71 Birchcliff Road	Dwelling	Issued in 2021
15.137 Birchcliff Road	Home Occupation	Issued in 2021
16.187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
17.163 Birchcliff Road	Dwelling Addition	Issued in 2022
18.59 Birchcliff Road	Demolition	Issued in 2022
19.37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022
20.81 Sunnyside Cabin	Dwelling Reno's & Deck	Issued in 2022
21.409 Birchcliff Road	Lakeside Stairs	Issued in 2022
22. Western RV#16	Deck	Issued in 2022
23.529 Birch Close	Dwelling	Issued in 2022
	_	_
24.425 Birchcliff Road	Dwelling	Issued in 2022

25.280 Birchcliff Road	Dwelling	Issued in 2022
26.533 Birch Close	Dwelling Addition	Issued in 2022 (NEW)
27.159 Birchcliff Road	Dwelling	Issued in 2022 (NEW)

# Closed DP's since last Council meeting:

1. 93 Birchcliff Road	Deck Addition	Issued in 2020
2. 369 Birchcliff Road	Garage	Issued in 2021
3. 383 Birchcliff Road	Asphalt Paving	Issued in 2021
4. 159 Birchcliff Road	Demolition	Issued in 2021

#### Open Administrative Files:

- 1. 71 Birchcliff Road
- 2. 315 Birchcliff Road
- 3. 319 Birchcliff Road
- 4. 317 Birchcliff Road
- 5. 145 Birchcliff Road
- 6. 83 Birchcliff Road

#### **Permit Summary:**

#### Year to date 2022:

13 development permits. Estimated project cost \$4,069,000.00

#### 2021 Jan.-Dec.:

21 development permits. Estimated project cost \$4,926,500.00

#### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

Land Use Bylaw #170/13.

November 24, 2022

**Council and Legislation** 

Information Item

Agenda Item: Resident Letter

# **Background:**

Administration has received a letter from a resident expressing her concerns over changes to OS1. Some concerns are over the loss or absence of wildlife use in the reserve, increased use of the area by non-residents, increased noise and partying by visitors, and how the lot would be accessed if the lot is subdivided for a residence.

# **Options for Consideration:**

1. Council accept as information.

#### **Administrative Recommendations:**

Council discuss and accept as information.

#### **Authorities:**

MGA Section 153 (a)

Councillors have the following duties:

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

September 12, 2022

To: Summer Village of Birchcliff Council

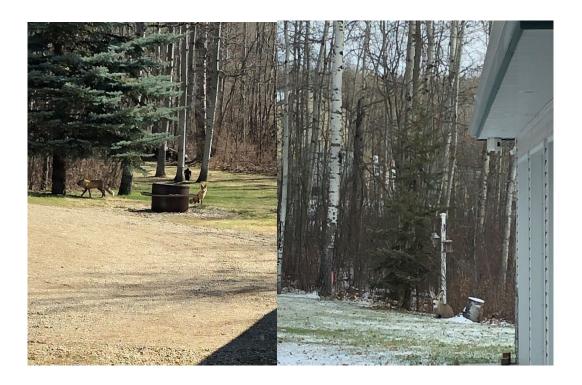
**Tanner Evans** 

Re: Proposed pathway on Reserve OS1

I would like to voice my thoughts and concerns regarding the proposed changes to OS1.

In reflecting on the original pathway plans I do not recall the path entering OS1; it ended at the edge of the Slopes development. Did the original plans change? When?

Over the past 26 years living beside the reserve (OS1) we have been fortunate to see wildlife in its own setting. Are you aware that there is a fox den on the side of the reserve bank. In 2021 there was 2 fox moms with 3 cubs living in the reserve. I have a video which I took one morning while having coffee, watching the fox cubs playing. I have also witnessed both deer and moose resting on my lawns — a safe place for them. While I do get annoyed with them when they eat my flowers we do live in harmony. I am concerned that we open the reserve to humans to use, the animals will move on.



We have also experienced an increased use of the park area at Pedlars corner and RR14 access to the lake. The new development Slopes is advertising access to the lake nearby and their media shows RR14. I encourage you to wander down to the lake on RR14. You can see that many people have used the small area for personal use. The picture below shows a typical evening or weekend use for lake access by non-residents.



With a walking path and look-out proposed will this draw visitors to use it. Who is the intended users of the proposed path and look-out? With the increased visitors to this area there has been an increase in parties and loudness. Will this be a place that attracts those who may not have a place to live?

The talk about sub-dividing and allowing a residence in the reserve I question. How will the lot be accessed? Where will a road allowance be, who wants to build beside a facility (septic lift) that often emits strong nasty odours?

Just a few considerations!

Thank you

Pat Tirpak

27 Birchcliff Rd

#### **Finance**

## **Request for Decision**

Agenda Item: Budget 2023 - 2026

## Background:

Administration would like to provide the following draft 2023 - 2026 Budget to Council.

# **Options for Consideration:**

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2023 - 2026 Budget.

A live budget will be provided for any changes and recommendations.

#### **Administrative Recommendations:**

- 1) That Council review and approve the 2023 budget as provided.
- 2) That Council amend and approve the 2023 budget.
- 3) That Council table item for further discussion and consideration in their December 2022 Council meeting.

#### **Authorities:**

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.



Budget 2023 - 2026

First Prep Finance 10/28/22 CAO Input 11/18/22 Council Review Council Approval Capital Budget Approved Assessments Added ASFF/DI Entered

**Approved** 

# **Budget Summary**

Revenue	
Taxation	\$ 360,202.89
Administration	\$ 38,428.03
Protective Services	\$ 739.45
Public Works	\$ 83,319.00
Planning and Development	\$ 7,065.11
Taxation and Operating Revenue	\$ 489,754.48
Government Requisitions	\$ 480,155.53
Capital Revenue	\$ -
Total Revenue	\$ 969,910.01
Expenses	
Council & Legislative	\$ 18,566.09
Administration	\$ 217,713.79
Protective Services	\$ 40,267.80
Public Works	\$ 201,355.71
Planning & Development	\$ 4,039.00
Recreation & Planning	\$ 7,534.57
Environment	\$ 277.53
Operating Expenses	\$ 489,754.48
Government Requisitions	\$ 480,155.53
Capital Projects	\$ _
Total Expenses	\$ 969,910.01

Account #	Department / Description		2023 Budget		2024 Budget		2025 Budget		2026 Budget
	Administration								
	Base Tax Rate	\$	365,202.89	\$	347,351.97	\$	354,311.26	\$	361,409.75
	Taxes from Assessment Growt	1\$	5,000.00	\$	5,000.00	\$	5,000.00		5,000.00
101-100-110	Taxes Residential	\$	360,202.89	\$	342,351.97	\$	349,311.26		356,409.75
101-000-510	Taxes Penalties/Costs	\$	5,224.03	\$	5,328.51	\$	5,435.08		5,543.78
101-103-130	DI Designated Industrial Tax	\$	37.40	\$	38.15	\$	38.91	\$	39.69
112-000-540	Interest Charges	\$	-	\$	_	\$	-	\$	-
112-000-550	Return on Investments	\$	9,640.80	\$	9,833.62	\$	10,030.29	\$	10,230.89
112-000-410	Sale of Service & Supplies	\$	535.60	\$	530.60	\$	530.60	10.5	530.60
112-000-570	Other Revenue	\$	1,071.20	\$	1,061.21	\$	1,061.21		1,061.21
	Bench Donations				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1,001.21	Ψ	1,001.21
	Grant Revenue								
112-000-760	Grant revenue expected	\$	11,500.00	\$	11,730.00	\$	11,964.60	\$	12,203.89
112-000-740	MSI Operational	\$	10,419.00	\$	10,627.38	\$	10,839.93		11,056.73
<b>Total Administratio</b>	n	\$	398,630.92	\$	381,501.43	-	389,211.88		397,076.54
			university of the law triplies of suctions of the found in				000,211.00		007,070.04
	Protective Services								
121-000-530	Fines Provincial Collected	\$	739.45	\$	754.24	\$	769.32	\$	784.71
Total Protective Ser	rvices	\$	739.45	\$	754.24		769.32		784.71
									701.71
	Public Works								
142-000-410	Wastewater Usage Levy	\$	83,319.00	\$	83,319.00	\$	83,319.00	\$	83,319.00
	Transfer for Wastewater Offset				an obtains • Observational object of the			Ť	00,010.00
142-000-412	Transfer from reserves	\$	-	\$	2	\$	_	\$	_
				0		(F)		Ψ.	
<b>Total Public Works</b>		\$	83,319.00	\$	83,319.00	\$	83,319.00	\$	83,319.00
									00,010.00
	Planning and Development								
161-000-410	Certificates of Compliance	\$	60.35	\$	61.56	\$	62.79	\$	64.05
161-000-520	Development Permits / Appeal Fees	\$	5,689.02	\$	5,802.80	\$	5,918.86	\$	6,037.23
161-000-510	Inspection Fees	\$	1,207.10	\$	1,231.24	\$	1,255.86	\$	1,280.98
161-000-590	Encroachment Fees	\$	108.64	\$	110.81	\$	113.03	\$	115.29
Total Planning and	Development	\$	7,065.11	\$	7,206.41	-	7,350.54		7,497.55
						and the same	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		7,407.00
Total Revenue		\$	489,754.48	\$	472,781.08	\$	480,650.75	\$	488,677.80
				-			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-	100,011.00

Account #	Department / Description Council	2023 Budget		2024 Budget		2025 Budget		2	2026 Budget
211	Remuneration								
211-101-150	Mayor	\$	6,000.00	\$	6,120.00	\$	6,242.40	\$	6,367.25
211-102-150	Deputy Mayor	\$	3,000.00	\$	3,060.00	\$	3,121.20	\$	3,183.62
211-103-150	Councillor	\$	2,400.00	\$	2,448.00	\$	2,496.96	\$	2,546.90
<b>Total Remuneration</b>	on	\$	11,400.00	\$	11,628.00	\$	11,860.56	\$	12,097.77
	Travel and Subsistence								
211-101-210	M&S Mayor	\$	2,000.00	\$	2,040.00	\$	2,080.80	\$	2,122.42
211-102-210	M&S Deputy Mayor	\$	696.28	\$	710.21	\$	724.41	\$	738.90
211-103-210	M&S Councillor	\$	567.74	\$	579.09	\$	590.67	\$	602.49
Total Travel and S	Subsistence	\$	3,264.02	\$	3,329.30	\$	3,395.88	\$	3,463.80
	Registration & Conventions								
211-201-212	ASVA Conference	\$	444.04	\$	452.92	\$	461.98	\$	471.22
211-202-212	AUMA Conference	\$	888.08	\$	905.85	\$	923.96	\$	942.44
211-203-212	Council Education Opportunities	\$	489.75	\$	451.00	\$	451.00	\$	451.00
<b>Total Registration</b>	and Conventions	\$	1,821.88	\$	1,809.77	\$	1,836.95	\$	1,864.66
	Memberships								
211-301-220	AUMA Membership	\$	998.07	\$	1,018.03	\$	1,038.39	\$	1,059.16
211-302-220	ASVA Membership	\$	975.00	\$	994.50	\$	1,014.39	\$	1,034.68
211-303-220	FCM Membership	\$	107.12	\$	109.26	\$	111.45	\$	113.68
211-304-220	Mayors & Reeves Membership								
<b>Total Membership</b>	s in the same of t	\$	2,080.19	\$	2,121.79	\$	2,164.23	\$	2,207.51
<b>Total Council</b>		\$	18,566.09	\$	18,888.86	\$	19,257.62	\$	19,633.75

A	ment / Description	2023 Budget	2	024 Budget	2	025 Budget	2	026 Budget
212-1 Personnel								
212-100-110 Salaries	\$	128,494.00	\$	131,063.88	\$	133,685.16	\$	136,358.86
212-100-130 Training	\$	2,407.00	\$	2,455.14	\$	2,504.24	\$	2,554.33
212-100-210 Travel &	Subsistence \$	2,888.00	\$	2,945.76	\$	3,004.68	\$	3,064.77
212-100-211 WCB	\$	1,839.00	\$	1,875.78	\$	1,913.30	\$	1,951.56
New Bui	Iding Insurance \$	722.00	\$	736.44	\$	751.17	\$	766.19
212-100-266 PW Flee	et \$	963.00	\$	982.26	\$	1,001.91	\$	1,021.94
212-100-140 Benefits	\$	4,452.00	\$	4,541.04	\$	4,631.86	\$	4,724.50
Total Personnel	\$	141,765.00	\$	144,600.30	\$	147,492.31	\$	150,442.15
212-2 Consumables								
212-200-215 Postage	/ Freight / Courier \$	1,450.00	\$	1,479.00	\$	1,508.58	\$	1,538.75
212-200-500 Printing	costs \$	1,321.00	\$	1,347.42	\$	1,374.37	\$	1,401.86
212-200-510 Office St	upplies \$	2,407.00	\$	2,455.14	\$	2,504.24	\$	2,554.33
Total Consumables	\$	5,178.00	\$	5,281.56	\$	5,387.19	\$	5,494.94
212-3 Facilities & Equ	ipment							
212-300-217 Phone /	Fax/ Internet \$	1,200.00	\$	1,224.00	\$	1,248.48	\$	1,273.45
212-300-540 Utilities	\$	2,166.00	\$	2,209.32	\$	2,253.51	\$	2,298.58
212-300-250 Facility Ir	mprovements \$	2,407.00	\$	2,455.14	\$	2,504.24	\$	2,554.33
212-300-255 Facility N	Maintenance \$	5,117.00	\$	5,219.34	\$	5,323.73	\$	5,430.20
212-300-263 Condom	inium Costs \$		\$	_	\$		\$	,
212-300-240 Compute	er Software / Mtnce Agreeme \$	3,610.00	\$	3,682.20	\$	3,755.84	\$	3,830.96
212-300-242 IT Equip	ment \$	602.00	\$	614.04	\$	626.32	\$	638.85
212-300-265 Equipme	ent Maintenance \$	361.00	\$	368.22	\$	375.58	\$	383.10
212-300-270 Equipme	ent Rental \$	963.00	\$	982.26	\$	1,001.91	\$	1,021.94
Other Co	ontingency \$	120.00	\$	122.40	\$	124.85	\$	127.34
	\$							
Total Facilities & Equipment	\$	16,546.00	\$	16,876.92	\$	17,214.46	\$	17,558.75
Total JSC Shared Budget	\$	163,489.00	\$		\$	THE RESERVE OF THE PARTY OF THE	\$	173,495.83

Account #	Department / Description	2	023 Budget	2	2024 Budget	2	025 Budget	2	026 Budget
212-4	Municipal Specific								
212-400-220	Election Expenses/Meetings	\$	1,000.00	\$	1,020.00	\$	1,040.40	\$	1,061.21
212-402-220	Donations to other organizations	\$	7 <u></u>	\$	_	\$		\$	-
212-400-221	Bank Charges	\$	1,030.00	\$	1,050.60	\$	1,071.61	\$	1,093.04
212-400-222	Advertising	\$	100.00	\$	102.00	\$	104.04	\$	106.12
212-400-230	Legal Fees	\$	5,000.00	\$	5,100.00	\$	5,202.00	\$	5,306.04
212-400-231	Audit Fees	\$	7,471.87	\$	7,621.30	\$	7,773.73	\$	7,929.21
212-400-232	Assessment Fees	\$	8,137.00	\$	8,299.74	\$	8,465.73	\$	8,635.05
212-400-233	Accounting Software	\$	-	\$	-	\$	8-	\$	_
212-400-275	Municipal Insurance	\$	4,425.21	\$	4,513.72	\$	4,603.99	\$	4,696.07
212-400-910	Tax Changes	\$	560.71	\$	571.92	\$	583.36	\$	595.03
	IT Replacement Reserve	\$	500.00	\$	500.00	\$	500.00	\$	500.00
	Fleet Replacement Reserve	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00
	Budget Adjustment								
	Reserve	\$	25,000.00	\$	25,500.00	\$	26,010.00	\$	26,530.20
Total Specific		\$	54,224.79	\$	55,279.29	\$	56,354.87	\$	57,451.97
<b>Total Administrati</b>	ion	\$	217,713.79	\$	222,038.07	\$	226,448.83	\$	230,947.80

Account #	Department / Description Protective Services	2	023 Budget	:	2024 Budget	2	2025 Budget	:	2026 Budget
223-000-200	Fire	\$	13,841.80	\$	14,118.64	\$	14,401.01	\$	14,689.03
226-000-200	Enforcement	\$	-	\$	-	\$	-	\$	-
224-000-200	Emergency Management	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	2,500.00
225-000-200	Policing Costs	\$	23,926.00	\$	23,927.00	\$	23,927.00	\$	23,927.00
<b>Total Protective</b>	Services	\$	40,267.80	\$	40,545.64	\$	40,828.01	\$	41,116.03
	Public Works								
	Maintenance Programs								
232-000-200	Green Space Program	\$	17,146.52	\$	17,489.45	\$	17,839.24	\$	18,196.02
232-000-255	Plowing Program	\$	24,927.57	\$	25,426.12	\$	25,934.64	\$	26,453.33
232-000-250	Road Maintenance Program	\$	22,000.00	\$	22,440.00	\$	22,888.80	\$	23,346.58
232-000-530	Ditch and Culvert Program	\$	8,265.00	\$	8,430.30	\$	8,598.91	\$	8,770.88
232-000-265	Sign Program	\$	2,455.29	\$	2,504.40	\$	2,554.49	\$	2,605.58
232-000-270	Pathway Program	\$	217.67	\$	222.02	\$	226.46	\$	230.99
<b>Total Maintenan</b>	ce	\$	75,012.05	\$	76,512.29			\$	79,603.38
	Waste Water / Water								
242-000-255	Maintenance Program	\$	20,400.00	\$	20,808.00	\$	21,224.16	\$	21,648.64
242-000-252	Wastewater Maintenance Reserve	\$	-	\$	-	\$	-	\$	-
242-000-250	SLRWWC Gov & Admin	\$	6,605.00	\$	6,737.10	\$	6,871.84	\$	7,009.28
242-000-251	SLR Water Comm.	\$	-	\$	-	\$	-	\$	-
242-000-260	Useage Fee	\$	73,371.00	\$	48,720.00	\$	48,720.00	\$	48,720.00
<b>Total Wastewate</b>	)T	\$	100,376.00	\$	76,265.10	\$	76,816.00	\$	77,377.92
	Waste and Recycle								
243-000-200	Contracted Service Solid Waste	\$	12,360.00	•	12 607 20	•	12.050.04	•	10 110 ==
243-000-255	Landfill	\$	13,607.66	\$ \$	12,607.20 13,879.81	\$	12,859.34	\$	13,116.53
	Recycling program	Ψ	13,007.00	φ	13,079.81	\$	14,157.41	\$	14,440.56
Total Waste		\$	25,967.66	\$	26,487.01	\$	27,016.75	\$	27,557.09
<b>Total Public Wor</b>	'ks	\$	201,355.71	\$	179,264.40	\$	181,875.29	\$	184,538.39
			The same of the sa	-		A STATE OF THE PARTY OF THE PAR		and the second pro-	

Account #	Department / Description Planning and Development	20	023 Budget	2	2024 Budget	2	2025 Budget	2	2026 Budget
i	Memberships								
261-000-200	Community Planning								
261-000-215	Subdivision Appeal Board	\$	700.00	\$	700.00	\$	700.00	\$	700.00
261-000-210	Municipal Planning Board	\$	1,500.00	\$	1,500.00	\$	1,500.00	\$	1,500.00
261-000-110	Development Services	\$	1,339.00	\$	1,365.78	\$	1,393.10	\$	1,420.96
261-000-250	IDP (RDC & TSL,LC)	\$	500.00	\$	510.00	\$	520.20	\$	530.60
<b>Total Planning and</b>	Development	\$	4,039.00	\$	4,075.78	\$	4,113.30	\$	4,151.56
	Recreation and Culture								
274-000-150	FCSS Matching Funding	\$	2,167.94	\$	2,211.30	\$	2,255.53	\$	2,300.64
274-000-200	Buoy Program	\$	4,284.80	\$	4,370.50	\$	4,457.91	\$	4,547.06
275-000-850	Parkland Regional Library	\$	1,081.83	\$	1,103.47	\$	1,125.54	\$	1,148.05
Total Recreation ar	nd Planning	\$	7,534.57	\$	7,685.27	\$	7,838.97	\$	7,995.75
			• • • • • • • • • • • • • • • • • • •	TO LEVEL S			1,000.01	V	1,000110
	Environment								
1	Memberships								
273-100-150	Environmental Projects (SLMC &Env	\$		\$	-	\$	-	\$	-
243-102-150	Red Deer River Watershed Society	\$	277.53	\$	283.08	\$	288.74	\$	294.51
	,	\$	<u> </u>	\$	_	\$	=	\$	-
<b>Total Environment</b>		\$	277.53	\$	283.08	\$	288.74	\$	294.51
412-000-900	Accumulated Surplus	\$	0.00	\$	0.00	\$	0.00	\$	0.00
412-000-901	<b>Annual Surplus/Deficit</b>	\$	0.00	\$	0.00	\$	0.00	\$	0.00
<b>Total Operating Bu</b>	dget	\$	489,754.48	\$	472,781.08	\$	480,650.75	\$	488,677.80

### **Summer Village of Birchcliff**

**November 17, 2022** 

Council & Legislation

**Request for Decision** 

Agenda Item: Electronic Meetings Bylaw

### **Background:**

During a recent Municipal Accountability Review (MAP), it was noted the Procedural Bylaw does not provide a provision to allow for meetings to be held electronically. Since Council passed the Procedural Bylaw recently, Administration has provided the Electronic Meetings Bylaw that will allow for meetings of Council to be held and attended by Council and residents virtually.

### **Options for Consideration:**

- 1) Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Electronic Meetings Bylaw #239-22 as presented.
- 2) Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Electronic Meetings Bylaw #239-22 as amended.

### Administrative Recommendations:

- 1) Council give 1st reading to the Electronic Meetings Bylaw #239-22.
- 2) Council give 2<sup>nd</sup> reading to the Electronic Meetings Bylaw #239-22.
- 3) By unanimous consent, Council give 3red reading to the Electronic Meetings Bylaw #239-22 at this meeting.
- 4) Council give 3<sup>rd</sup> and final reading to the Electronic Meetings Bylaw #239-22.

### **Authorities:**

Municipal Government Act Section 199(2)

A Council may be bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

### SUMMER VILLAGE OF BIRCHCLIFF ELECTRONIC MEETINGS BYLAW BY-LAW 239-22

BEING A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF TO PROVIDE FOR THE ATTENDANCE OF COUNCIL AND COUNCIL COMMITTEES BY ELECTRONIC COMMUNICATION.

**WHEREAS**, pursuant to Section 199 of the *Municipal Government Act*, a Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

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

### **TITLE**

This bylaw may be cited as the "Electronic Meetings Bylaw."

### **DEFINITIONS**

- 2 In this Bylaw,
  - (a) "Chair" means the person authorized to preside over a meeting;
  - (b) "Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Birchcliff within the meaning of the *Municipal Government Act*, or his/her designate;
  - (c) "Closed Session" means a meeting or part of a meeting that is "closed to the public," as defined in Section 1(3) of the *Municipal Government Act*;
  - (d) "Committee" means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a standing committee, a task force, and the committee of the whole;
  - (e) "Council" means the municipal council of the Summer Village of Birchcliff;
  - (f) "Councillor" means a member of Council who is duly elected and continues to hold office and includes the mayor;
  - (g) "Electronic Meeting" means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet);
  - (h) "FOIP Act" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended;
  - (i) "Municipal Government Act' means the Municipal Government Act, RSA 2000, c M-26, as amended;
  - (j) "Quorum" means the minimum number of members that must be present at a meeting for business to be legally transacted;
  - (k) "Summer Village" means the Summer Village of Birchcliff.

Summer Village of Birchcliff Electronic Meetings Bylaw Bylaw #239-22

### **APPLICATION**

- 3. The rules and procedures for meetings of Council or Committees are outlined in the Procedural Bylaw.
- 4. Councillors may participate in any meeting by attending in person, by telephone, or through video conference.
- 5. Meetings will be electronically available to Councillors and members of the public.
- 6. Notice of the Council meetings and the meeting links will be posted on the Summer Village website and included in the weekly email blast to subscribed participants.
- 7. Except for any part of a meeting closed to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, the Chief Administrative Officer will provide access to a live, publicly available audio and video view of the location where the meeting is being held.
- Councillors that are physically present at the meeting location or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards Quorum.
- 9. Immediately after a meeting is called to order, the Chair must conduct a roll call to confirm the identity of any Councillors participating by telephone or video conference.
- 10. If a meeting is closed pursuant to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Councillors participating by telephone or video conference must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed.
- 11. In the case of a public hearing, any member of the public wishing to make representations may do so by attending the public hearing in person at the administration office, providing written submissions as outlined in the notice of public hearing, or by making presentation through electronic means during the public participation portion of the hearing once they have been addressed by the chair.

This bylaw comes into effect on the date of 3<sup>rd</sup> reading.

READ a first time this 24 <sup>th</sup> day of November 2022.
READ a second time this 24 <sup>th</sup> day of November 2022.
READ a third and final time this 24 <sup>th</sup> day of November 2022

Roger Dufresne, Mayor
Tanner Evans, C.A.O.

### **Summer Village of Birchcliff**

**November 24, 2022** 

**Council and Legislation** 

**Request for Decision** 

Agenda Item: Municipal Accountability Program

### **Background:**

In September 2022, the Summer Village of Sunbreaker Cove had its Municipal Accountability Program (MAP) review.

Municipal Affairs identified that while we do have motions to purchase the building, there was no resolution in minutes stating the location of the municipal office. In order to be compliant, Administration is asking that Council make the motion today.

### **Options for Consideration:**

- 1) That Council accept as information.
- 2) That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

### Administrative Recommendations:

That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

### **Authorities:**

Municipal Government Act, Section 204 A council must name a place as its municipal office.

### **Summer Village of Birchcliff**

**November 24, 2022** 

**Council Reports** 

Information Item

### **Council Reports:**

Roger Dufresne Ann Zacharias Frank Tirpak

### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

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

### **Correspondence:**

- Sylvan Lake EMS Proposed Schedule Change
- Red Deer River Watershed Alliance

### **Upcoming Meetings:**

Next Council Meeting: December 15, 2022



### THE TOWN OF SYLVAN LAKE LIBRARY BOARD - REGULAR MEETING HIGHLIGHTS

### WEDNESDAY - OCTOBER 12, 2022 - 6:30PM

### 1. Treasurer's Report

The Treasurer's Report was approved as presented. The annual budget presentation will be made to the Town of Sylvan Lake Council in November.

### 2. Director's Report

The Director's Report was approved as presented.

During the month of September, the library began opening on Sundays after a long hiatus due to the health pandemic. Come down and enjoy all this community hub has to offer from 1:00pm to 5:00pm.

The children's space has been refreshed with colourful custom shelves for the book collection and the recent purchase of foldable rolling tables will allow flexibility for programming.

### 3. Programming Report

A Teen Advisory Committee was started this month where teens are invited to meet at the library to help plan and implement programs or projects that they have interest in. Ideas put forth include a Forensics Club, Horror Club, and a Cosmetology Club.

On October 24 at Landmark Cinemas in Sylvan Lake, the Film Society will be showing "Hallelujah: Leonard Cohen, a Journey, a Song" from 7:00pm to 9:00pm. Previously screened TIFF film selections are available to borrow from the library by following this link:

### https://sylvanlibrary.prl.ab.ca/services/previous-film-society-movies

The partnership with the Sylvan Lake Lodge has continued and residents are always excited to receive their new selections. This service has been called a "great blessing to their day" by residents and staff alike. One of the programmers began the orientation process at Bethany Care Centre this month, which will allow her to expand the visits into this facility in October.

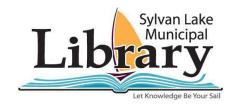
### 4. Policy

The Bylaws of the Town of Sylvan Lake Library Board were passed during this meeting with unanimous consent given for the third reading. This bylaw required updating to reflect items that the library will now have to charge GST on.

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

Meeting adjourned at 7:30pm.

Next Regular Meeting – November 9, 2022, at 6:30pm.



## THE TOWN OF SYLVAN LAKE LIBRARY BOARD — REGULAR MEETING HIGHLIGHTS

### WEDNESDAY - NOVEMBER 9, 2022 - 6:30PM

### 1. Treasurer's Report

The Treasurer's Report was approved as presented.

The annual budget presentation will be made by Andrea Newland, Library Director, to the Town of Sylvan Lake Council on November 14 at 6:00pm.

### 2. Director's Report

The Director's Report was approved as presented.

The fall was busy with interviewing and new hires. Two positions were filled including a casual, on call Library Clerk along with a Communication and Development Coordinator (formerly the Marketing Consultant position).

### 3. Programming Report

October was a full month for programming at the library. The first fall story time session wrapped up, a Bannock lunch was hosted, and some new programs were introduced including a Teddy Bear Drive-In Movie and Halloween Rock Painting. The 2022 Film Society season finished strong with a near full house for Hallelujah: Leonard Cohen, a Journey, a Song.

In recognition of the National Day for Truth and Reconciliation, Cindy Leclerc attended the library to run a Bannock Lunch while sharing her knowledge and culture. She made homemade Bannock and stew for participants and spoke from the heart about the importance of honouring the calls for Truth and Reconciliation. This was the first time since the health pandemic began that this day could be shared.

### 4. Board Elections

Some Board elections were held including the positions of Chair, Briana and Secretary, Sean. The positions of Vice Chair and Treasurer were tabled until the next regular meeting.

### 5. Policy

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

Meeting adjourned at 7:05pm.

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



# Parkland Update

Thursday, October 6, 2022

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



Congratulations to the team at the Penhold library! The Town of Penhold Library Board won one of three awared for the 2022 Minister's Awards for Municipal and Public Library Excellence for their Adventure Awaits Summer Reading Program. This was an innovative approach to a traditional library service that allowed children and families to experience social connection and critical literacy development despite the challenges of the COVID-19 pandemic. Way to go!

# Registration Now Open!



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

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

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Rese
- Knowledge Keepers Roy and Judy Louis
- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to <u>register today</u>. Please share this email with anyone who might be interested!

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

### Radon Kits Available

Parkland has partnered with the Alberta Lung Association, and with support from Health Canada to make 20 Radon Screening Kits available to library patrons.

To place a hold on a radon screening kit, patrons should follow these simple instructions:

- Visit your library's website
- Search for PRL Radon Screening Kit.
- Click Place Request
- Login with your library barcode information

Select your pick-up location/ home library

### Who's Role is it Anyway Feedback

Parkland recently hosted three training sessions *Advocacy: Whose Role is it Anyway* and we are seeking feedback. If you attended, please take a moment to fill out this brief survey and forward it to any staff or trustees that attended.

### LIBRARY NEWS

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

### **Member Library Staff Highlight**

Beth has been the manager at the Hay Lakes Municipal Library since July 2020. This summer, their library hosted Janis Irwin and it brought a huge crowd out. The best part of her job is when the play schoolers come to read a story and pick out books. They have the funniest stories and ask the most hilarious questions. Beth loves helping them fall in love with reading!

If you're a non-fiction lover like her, you'll want to check out Beth's book recommendations <u>Scar Tissue by Anthony Kiedis</u> and <u>The Wreckage of my Presence by Casey</u>

Wilson.

If you would like to be featured in a future Parkland Update please submit a photo and answer a few short guestions!



# Free Opioid Poisoning Response Training & Nasal Naloxone Kits - St. John Ambulance Canada

In response to the rising number of opioid poisonings across Canada, St. John Ambulance is working with Health Canada to provide Naloxone training and nasal Naloxone kits free of charge to agencies in the homelessness-serving sector nationwide (excluding Quebec). The program is geared toward frontline staff and volunteers that may have to respond to on-site opioid poisonings and who would otherwise lack access to training and/or nasal naloxone kits.

St. John Ambulance's Opioid Poisoning Response Training provides participants with a trauma-informed and de-stigmatized approach to opioid poisoning awareness.

For more information on program details, please visit their website <a href="https://reactandreverse.ca/">https://reactandreverse.ca/</a> or email them at <a href="mailto:naloxone@sja.ca">naloxone@sja.ca</a> for inquiries.

### **Veteran's Week Resources**

Veterans Affairs Canada has created activity books, infographics, postcards, bookmarks and posters to encourage youth to learn more about the importance of remembrance and the roles played by Canadians during times of war, military conflict, and peace. These materials are free. Orders for materials should be placed by October 24 in order to receive the materials by Remembrance



### **TRAINING & EVENTS**

Dates and registration information for upcoming library training and events.

### **Upcoming Webinars**

If you would like more information about these training opportunities, please contact <a href="mailto:libraryservices@prl.ab.ca">libraryservices@prl.ab.ca</a>. To watch recordings of past training sessions, visit <a href="mailto:Niche">Niche</a> Academy.

## Getting Started with Libby October 10

Join OverDrive's training team for this live session to learn how easy it is to <u>get your patrons started</u> with Libby, the library reading app. This session will demonstrate:

- How to browse and borrow ebooks and audiobooks.
- Tips for customizing the experience.
- Answers to frequently asked questions from end-users.

# Accessibility in Your Library October 12

Tune in on Wednesday October 12, 12:00-1:00 p.m. to learn about what disability and accessibility are. In this webinar you will learn how to do a walkthrough of your physical space to see how accessible it is.

# Alberta Board Member Essentials October-November

 Where to find Libby marketing and help resources.

# Library of Things: The What, Why and How of Lending Objects October 16

Are you thinking of starting a Library of Things for your community? In this webinar, learn about lending anything from tools to toys, cameras to kitchen appliances, fishing gear to musical instruments - you can do it! The presenters will discuss selection, budgets, cataloging, displaying, sustainability, and marking of their Library of Things on Wednesday, October 19, 12:00-1:00 p.m.

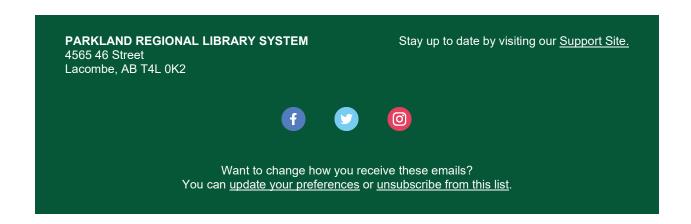
The Edmonton Chamber of Voluntary Organizations is presenting a multi-part training program that combines online learning with live workshops to give new and developing board members the tools to successfully serve on a non-profit board. The <u>registration</u> deadline is October 18, 2022.

## Board Basics Training Series October-November

The PLSB will be offering their Board Basics training series this fall. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 12 - Public Library Service in Alberta
October 19 - Municipal and Intermunicipal Library
Boards
October 20 - Governance Tools
October 26- The Library Board Member
October 27 - Funding and Finances
November 2 - Working Together
November 3 - The Public Library Network

They also continue to offer on-demand orientation sessions for library boards. These sessions can be organized as inperson sessions. If you would like to request one, please email <a href="mailto:libraries@gov.ab.ca">libraries@gov.ab.ca</a>.





# Parkland Update

Thursday, October 20, 2022

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

### Read Alberta eBooks and eMagazines

The Read Alberta Collection now includes 42 diverse and made-in-Alberta eMagazine titles, in addition to the existing digital collection of more than 2,000 Alberta-published eBooks.

The project officially launches at public libraries across Alberta on **October 24, 2022**. Library patrons can now borrow eMagazines covering a diverse range of topics including lifestyle, sports and leisure, crafting, current affairs, cities and regions, literary arts, food and drink, and special interest titles. We have been provided with a press release, social media copy, and posts to help promote the new materials. For any questions, contact <u>director@albertamagazines.com</u>.

### Golden Ticket Contest

As we wrap up October and Canadian Library Month, a few reminders about the Golden Ticket Contest and Membership Drive.

Please send your ticket entries to Parkland in the van run, email to <a href="mailto:hhalberg@prl.ab.ca">hhalberg@prl.ab.ca</a>, or submit them in our <a href="Wufoo form">Wufoo form</a>. All entry submissions must be received by October 31 at 5:00pm and the winner will be drawn on November 1.

Golden Ticket Prizes include:

- 5 \$100 google play gift cards
- Samsung tablet and \$100 google play gift card

Sony Bluetooth headphones and \$100 google play gift card

We will also discover the library with the most new members per capita in the month of October on November 1. They will win their choice of the following for their library.

- 1. An Oculus Rift Meta Quest
- 2. \$550 Vistaprint Pro Shop Order
- 3. Magic Workshop Program with Kyle Key for your library

### **Connection Campaign Feedback**

Parkland recently created a region-wide advocacy campaign and we are seeking feedback. Please take a moment to fill out this brief survey so we can make improvements for future campaigns.

### LIBRARY NEWS

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

### **Member Library Staff Highlight**

Tammy is one of the managers at Bentley Municipal Library. She has been there for the last 8 years. Tammy loves the offering of unique items in their library of things, including snowshoes, cake pans, and even a karaoke machine! Even better is watching patrons light up when they find out it's free to access with their library card! Tammy and her husband own property in El Salvador and travel there twice a year.

Tammy's book recommendation is Wish You Were Here by Jodi Picoult.

If you would like to be featured in a future Parkland Update please submit a photo and answer a few short



questions!

### **Rocky Public Library Gaming Event**



Rocky Public Library is hosting their 5th gaming extravaganza event on Saturday, November 5 starting at 6:30pm - 1:00am. If you know any video gamers in your community, please let them know about this event. If you know anyone that is interested, refer them to this preregistration page with all the details!

### **Stettler Public Library Writers Workshop**

Stetter Library is hosting a writers workshop delivered by Miji Campbell this weekend on Saturday, October 22 at 1:00pm. No writing experience is required and the fee is \$20/person. Advise any interested patrons to call the Stettler Library to reserve their spots.

### **Edson and District Public Library Video**

Michael Baird, the manager at Edson and District Public Library and staff have written, performed, and produced a hilariously entertaining video promoting the library and one of the most popular eResource available, Libby! If you weren't able to attend Michael's session at Stronger Together last week, for the international premier of this epic video, then please take a few minutes to watch it now. Well done and a big congrats to Michael and the staff at AED for this fun and **AED** eResource! clever way to promote services and

### TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

### **Upcoming Webinars**

- PLC Meeting October 24 at 10:00am
- Library Managers Coffee Break October 26 at 10:00am

If you would like more information about these training opportunities, please contact <a href="mailto:libraryservices@prl.ab.ca">libraryservices@prl.ab.ca</a>. To watch recordings of past training sessions, visit <a href="mailto:Niche Academy">Niche Academy</a>.

### Promoting Your Collections: Messaging, Merchandising, and More

### October 27

Collections are the mainstays of libraries. After spending lots of money and time curating, processing, and making them available, you may think the work is done. But there's one more vital step—promoting them! This webinar will help you go beyond basic book displays and posters. The registration fee is \$49 per person.

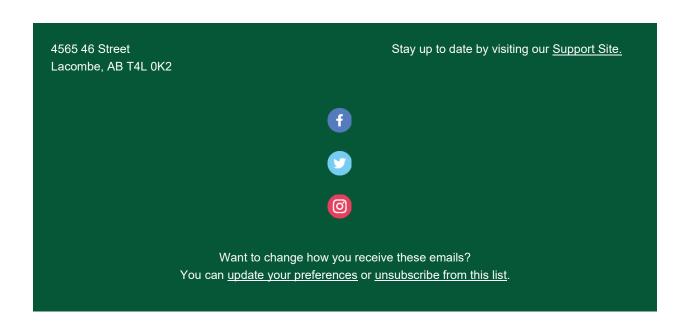
# **Board Basics Training Series**October-November

The PLSB is currently offering their Board Basics training series. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 20 – <u>Governance Tools</u>
October 26– <u>The Library Board Member</u>
October 27 – <u>Funding and Finances</u>
November 2 – <u>Working Together</u>
November 3 – The Public Library Network

They also offer on-demand orientation sessions for library boards. These sessions can be organized as in-person sessions. If you would like to request one, please email <a href="mailto:libraries@gov.ab.ca">libraries@gov.ab.ca</a>.

PARKLAND REGIONAL LIBRARY SYSTEM



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# Parkland Update

Thursday, November 3, 2022

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

### **Golden Ticket Contest Winners**



### A Note from Stronger Together

The Stronger Together Planning team would like to say a big Thank You for attending the 2022 joint virtual library conference. With over 1000 registrations, 4 keynote speakers, 20 breakout sessions, and 13 sponsors this year was an amazing success. If you missed any of the sessions or would like to watch them again, replays can be found on our conference website.

Additionally, we would love to hear about your conference experience. Please fill out this brief feedback survey and help us make the future of shared learning incredible!

### Overdrive Magazines Marketing Materials

As discussed in the October PLC meeting, eMagazines will continue to be available in Overdr Conveniently, Overdrive has created a <u>package of marketing materials</u> for their magazines for li use.

### **Red Hot Science**

Red Deer Polytechnic's Red Hot Science youth outreach program is pleased to offer technology, coding and robotics workshops. These 1-1.5 hour workshops introduce youth to fun, hands-on tech with real-world applications in industries including agriculture. These programs are built for specific grades to ensure participants have the best experience possible: Grades k-4, Grades 2-4, and Grades 5-8.

Libraries are responsible for:

- Registration. Minimum 4 and a maximum of 8 children.
- Child supervision. Children ages 8 and under should have an adult with them.
- Providing Space: Each attendee should have a chair, table space, and a bit of floor space.

If you are interested in hosting a Red Hot Science Program, register on our support site.

### LIBRARY NEWS

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

### **Member Library Staff Highlight**

Terry is the manager at Alix Public Library, and just started 1 month ago! Terry has 4 backyard chickens and loves working with all people—especially kids!

Terry's book recommendation is anything by the author Sherrilyn Kenyon!

If you would like to be featured in a future Parkland Update please submit a photo and answer a few short questions!



### **TRAINING & EVENTS**

Dates and registration information for upcoming library training and events.

### **Upcoming Webinars**

Ordering with ULS - November 22 at 1:30pm

If you would like more information about these training opportunities, please contact <a href="mailto:libraryservices@prl.ab.ca">libraryservices@prl.ab.ca</a>. To watch recordings of past training sessions, visit <a href="Micheleuren:Nicheleuren:

### Steps to Successful Community Engagement Webinar November 9 12 pm

Tune in to learn about guidelines for community engagement—or how we can connect people with the library, using examples of successful community engagement.

If you're interested but not able to attend the live webinar, go ahead and <u>register</u>. There will be a recording sent to all registrants after the fact.

# How to Train Your Community on Libby Webinar

November 17 9 am

Learn how to train your users on Libby, the library reading app! You'll walk away with a step-by-step guide to hosting your own training session and marketing materials to support your efforts. Register now to attend this engaging, 60-minute webinar.

# Recipe for Preventing Burnout Podcast Episode

Hamza Khan was a keynote speaker at the 2022 Stronger Together conference and his engaging and informative talks are not to be missed. In this episode from the podcast, Nonprofits are Messy, Mr. Khan offers his advice and expertise for keeping your passion for the work ignited when preventing burnout.

# The Fundamentals of Email Marketing for Nonprofits Webinar November 17 12 pm

Dive into the wonderful world of email marketing for nonprofits. Register now to learn how to craft engaging subject lines and copy to boost your email open and conversion rates so that you can raise more money.

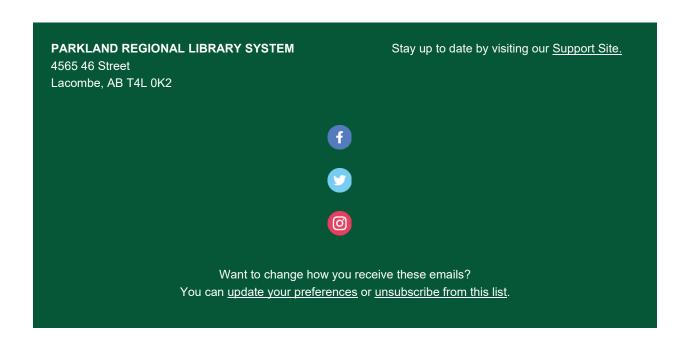
# LibraryCon Live November 17

Join Library Journal and School Library Journal on November 17 for our sixth annual LibraryCon Live! In addition to panels and keynotes, they're also offering fast-track learning sessions hosted by librarians and studio spotlights focusing on visual

# How Non-Profits Can Better Ally with Indigenous Organizations Podcast Episode

The Truth and Reconciliation Commission of Canada was established more than 14 years ago. Learn how the nonprofit sector can take a more meaningful role in an area where its support could make a real difference. In a recent <a href="mailto:episode">episode</a> from the podcast CharityVillage Connects, you can hear from Indigenous leaders about how

the nonprofit sector can better support, and ally with, Indigenous-led organizations and communities.



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

October 27, 2022 (via email)

Re: Request to amend PRLS Membership Agreement

Recently, your municipality would have received a letter from Judy Dahl, the mayor of the Town of Olds, requesting that your council join with them in amending the Parkland Regional Library Membership agreement. According to Dahl:

"The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures."

While it is perfectly acceptable to ask the board to make this change, Mayor Dahl declared the reason for this amendment being because:

"Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: "The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."

It is this point I wish to clarify. The Parkland board consulted a legal opinion on this matter which determined conclusively that using the population figures supplied by Alberta Treasury Board and Finance to invoice municipalities is entirely in accord with our membership agreement. As the Government of Alberta has stated, the "The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future." see: https://www.alberta.ca/municipal-population-lists.aspx

The switch to using the Treasury Board population estimates for invoicing municipalities was first communicated to Parkland's member municipalities in 2021. The matter has been discussed nine times at Parkland Executive Committee and Board meetings. This culminated in May with the board passing a motion directing staff to build Parkland's 2023 budget using the population figures supplied by Treasury Board.

Strong Libraries, Strong Communities



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

Should Parkland's member municipalities wish to change the membership agreement, they may certainly put their request before the board. However, it must be restated, that based on the legal opinion included with this letter, Parkland's use of the population estimates from Treasury Board and Finance for invoicing municipalities is fully in-line with Parkland's membership agreement.

The memo from Parkland's lawyer has been included for your convenience.

Sincerely,

Debra Smith, Board Chair

Debra Smith

Parkland Regional Library System

### PRIVILEGED & CONFIDENTIAL <u>MEMORANDUM</u>

To: R. Sheppard Date: May 12, 2022

Fr: S. Alexander-Smith, QC File:

RE: Use of Population data for funding per Master Agreement

### **BACKGROUND:**

A portion of your funding is levied against your members in accordance with the PRL Membership Agreement ("the Agreement"), as follows:

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

Per the Agreement, the populations of each member is determined as follows:

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."

Historically, Alberta Municipal Affairs published population lists. Circa 2019, it has published that is now adopting the data prepared by the Office of Statistics and Information at Alberta Treasury Board and Finance in lieu of the population lists.

To set rates in 2021 &2022, you relied on the population figures from the Treasury Board and Finance Resources, which was not objected to by your membership.

You are now preparing your Budget for 2023, and the question has been raised by a member, whether you should instead be:

- (a) using the last published population list by Municipals Affairs (2019), or
- (b) the Federal Census.

### **ISSUE:**

Based on the terms of your membership agreement, what is the appropriate population figures to use to determine rates per clause 8.2 of your Agreement?

### **DISCUSSION:**

Presently the Agreement that is executed by your membership directs your rules of play.

To interpret the terms of a biding agreement, the court reads the contract as a whole, giving the words their ordinary and grammatical meaning consistent with the surrounding circumstances known to the parties at the time of contract formation.

If the operative consideration for funding under the Agreement is to adjust yearly based on the 'recent' population figures, then the indication by Municipal Affairs that they have discontinued their list in favour of adopting the Office of Statistics and Information at Alberta Treasury Board, supports that the Treasury Board figures are "the most recent population figure for the municipality as published by Alberta Municipal Affairs."

While Alberta Municipal Affairs has informed on its website that it will continue to fund per capita grants based on the 2019 Municipal Affairs Population List until 2021 federal census results are available, that is not funding model set out in your Agreement. You are required to use the most recently published figures.

See: <a href="https://www.alberta.ca/municipal-census-and-population-estimates.aspx">https://www.alberta.ca/municipal-census-and-population-estimates.aspx</a>

As such, to the extent your Agreement calls for 'recent', and the funding from members is reviewed annually, they 'plain and ordinary meaning of 'recent' (and context - were further exploration of the circumstance be required) would support that appropriate interpretation of your Agreement is that the annual data for population estimates are derived from Office of Statistics and Information at Alberta Treasury Board.

In light of the above, if the membership wishes to amend the formula for calculating the membership levies, that would need to be done using the amending process set out in the agreement, being, clause 17, as modified by clause 8.6 (if applicable). This would include a transition to using Federal Census data rather than the Treasury Branch information. Having said that, if of its own volition, Municipal Affairs revised its publishing of population figures to be reliant on the Federal Census vs. the Treasury Board data, then arguably that would be the 'the most recent population figure for the municipality as published by Alberta Municipal Affairs." But a review of the website lands with the Treasury Board, at this point in time.

I trust this answers your question, Please advise if you'd like further information or clarification.

S. Alexander-Smith,QC.



### PRLS Board Meeting Minutes September 15, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday September 15, 2022 via Zoom in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, Barb Gilliat

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa

Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson,

Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets: Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips,

Heather Ryan

**Absent:** Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Lougheed, Jackie Northey, Bryce Olson,

Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

**Guests:** Margaret Law

**Staff:** Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya

Korolchuk

### **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 Dana Kreil to excuse Edna Coulter, Amanda Derksen, Barbara Gibson, Heather Ryan, Ricci Matthews and Len Phillips from attendance at the board meeting on September 15, 2022 and remain members of the Parkland Board in good standing.

CARRIED PRLS 28/2022

### 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Motion by Stephen Levy to accept the agenda as presented.

CARRIED PRLS 29/2022

### 1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Teresa Rilling to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED PRLS 30/2022

### 1.3. Business arising from the minutes of the May 19, 2022 meeting

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

### 2. Business Arising from the Consent Agenda

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

Motion by Lori Reid to approve the consent agenda as presented.

CARRIED PRLS 31/2022

### 3.1. Compensation Review

Motion by Alison Barker-Jevne to go in-Camera at 10:10 a.m.

CARRIED PRLS 32/2022

Motion by Barb Gilliat to go out of- Camera at 10:57 a.m.

CARRIED PRLS 33/2022

Motion by Gord Lawlor to receive the Compensation Review report for information.

CARRIED PRLS 34/2022

Motion by Janice Wing to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid

CARRIED PRLS 35/2022

Margaret Law left the meeting at 10:45 a.m.

### 3.2. Approval of the PRLS Budget 2023

Sheppard gave an overview of the Parkland 2023 proposed budget. For the first time in three years, Parkland is asking for an increase in the municipal levy. The proposed increase is .20 cents per capita. The levy will change from \$8.55 per capita to \$8.75 per capita, using the Treasury Board and Finance Population Figures as directed by the board. This budget assumes funding from the Government of Alberta will continue at the current rate of \$4.70 per capita. Also assumed is the Rural Library Services Grant rate continuing at \$5.55 per capita, the whole of which is passed directly on to libraries. Most of the increases in budget lines are associated with

inflationary costs. The Building Repair and Maintenance line has increased partly because of the maintenance fees for the elevator. Staff and benefit lines will see a cost-of-living adjustment increase. The Trustee line has gone down, due to the virtual meetings that seem to be preferred by most of the trustees.

By approving the budget, a number of reserve transfers will be approved. There was \$40,500 for another cargo van. We also have technology purchases including replacing wireless equipment in member libraries planned for next year. This project will cost approximately \$219,600. Also, \$35,000 will be transferred from the Unrestricted Reserve for the Cooperative Collection Fund.

Motion by Barb Gilliat to approve the Parkland Regional Library System 2023 Budget as presented.

CARRIED PRLS 36/2022

# 3.3 PRLS Governance Policy Revisions PRLS Audit

Sheppard Reviewed. According to PRL policy 4.4.4. Audit,

The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end.

The last time PRLS conducted an RFT (RFP) and appointed an auditor was 2019, for the years 2019-2021.

This year, seven agencies were contacted to submit RFPs but only our current auditor, MNP LLP, submitted a formal audit proposal.

At their June 16<sup>th</sup> meeting, the Executive Committee selected the auditor MNP to conduct Parkland's audit for the years 2022-2024. Over the years, it has become increasingly difficult to find firms that will even submit proposals in response to an RFP for audit services. Furthermore, Parkland has only changed audit firms once in living memory. For these reasons, the Executive Committee proposed eliminating the requirement that an RFP be conducted every three years for audit services. To support this change, the Executive Committee approved the following motion:

Motion by Barb Gilliat to recommend that the board change Parkland's Audit policy statement to read: "The auditor shall be appointed by the Executive Committee. Audit services shall be reviewed at the discretion of the Director, or, at the direction of Parkland's Executive Committee or the board."

Motion by Gord Lawlor to amend the audit policy statement 4.4.4. as presented, in accordance with the recommendation of Parkland's Executive Committee

CARRIED PRLS 37/2022

### **RFP for Banking Services**

Sheppard continued. The Parkland Board's Finance Policy statement on banking currently states: From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.

Despite the ambiguous phrasing of the statement, staff have diligently sought RFPs for Parkland's banking services every three years. After some discussion at their June meeting, the Executive Committee determined Parkland's banking services shall be subject to a review and request for proposal every five years at a minimum.

At their August meeting, the Executive Committee recommended that the wording for policy statement 4.4.5 be changed to:

Banking services shall be subject to review and a request for proposal every five years at a minimum, or sooner, at the discretion of staff, the Executive Committee, or the board.

Motion by Gord Lawlor to change policy 4.4.5. as recommended by the Executive Committee.

CARRIED PRLS 38/2022

### 3.4. Capital Cost Allowance for Technology

Williams reviewed. The Parkland 2021 audit management letter stated:

Recommend that the estimated useful lives for property, plant and equipment be reviewed by senior management, and adjusted as needed.

During Parkland's audit, MNP discussed with staff that Parkland may not be using the best depreciation rate for technology assets. It was observed that the current rate may be inaccurate as computers in the library typically last 3 to 5 years and the current CCA (Capital Cost Allowance) rate Parkland uses is Class 10 with a 30% declining balance.

Parkland's management team has implemented a change to the CCA for technology assets only. Staff believe the use of Class 50 with a CCA rate of 55% declining balance for technology assets is a better fit for the life span of Parkland's computer assets.

This adjustment does not require a policy change but constitutes a change in long standing practice.

Motion by Barb Gilliat to receive for information.

CARRIED PRLS 39/2022

### 3.5. Advocacy and Marketing Report

Gord Lawlor began the Advocacy Committee report. Highlights included the creation of a joint Advocacy Committee composed of seven library systems, a review of tools board members can use to help pass Parkland's budget with municipal council, and the presentation of a document, *Your Guide to Building Rapport*. Designed for municipal library boards, this document will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Hailey Halberg continued with the Marketing Report. Halberg discussed Parkland's open house held last July, Parkland's new social media strategy, and Connection Campaign.

In the marketing campaign, libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Staff have completed the photography/videography project and received six edited videos and 240 professional photos libraries can use for marketing.

Five videos were then shown from the project, featuring the following libraries: Alix, Amisk, Caroline, Forestburg and Rocky Mtn. House.

Motion by Gord Lawlor to receive for information.

CARRIED PRLS 40/2022

### 3.6. Parkland Community Update

Sedgewick & District Municipal Library – Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt.* 

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler wellness network. The trailer can be booked for block parties and other events.

Motion by Ray Reckseidler to receive the Parkland Community Update for information.

CARRIED PRLS 41/2022

### 3.7.1. Director & Library Services Report

### 3.7.2. I.T. Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the IT Report. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report and IT Report for information.

CARRIED PRLS 42/2022

### 4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:14 p.m.

CARRIED PRLS 43/2022

Meeting adjourned at 12:14 p.m.				
Chair				



21 October 2022

### Re: Request to amend PRL Membership Agreement

Dear Library Members,

The intent of this letter is to notify Parkland Regional Library (PRL) members that the Town of Olds has submitted a request to the board to amend the Membership Agreement, and further, to summarize our rationale in the hopes that your municipality will do the same.

Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: "The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures.

To be clear, the Town of Olds is not disputing the dollar amount it provides to PRL, as we recognize the value of this organization; instead, Olds takes issue with the choice to use population statistics that are outside the scope of the Agreement. Should PRL adopt the Municipal Affairs' population figures and finds itself with a financial shortfall, the requisition can then be raised to achieve balance. Achieving balance using inaccurate statistics is, in our opinion, neither transparent nor in line with the spirit of the Agreement.

Members from PRL Area 9, (Town of Carstairs, Town of Didsbury, Town of Olds, County of Mountainview and Village of Cremona) are in agreeance and have passed respective motions asking for section 8.3 of the Agreement to be opened and amended as noted above.

If you agree with our position, we ask that your municipality consider a similar motion and forward that to PRL.

Thank you for your time and please reach out to Olds' PRL representative, Heather Ryan, (hryan@olds.ca) if you wish to discuss this further.

Kind Regards,

Mayor Judy Dahl

c: Town of Olds Council

JudyDahl



## PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

**SEPTEMBER 15, 2022** 

### PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

### PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

### Strategic Plan Update

At their August 18<sup>th</sup> meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

### Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

### Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, Hamza Khan. Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity.* Stay up-to-date with all conference news by following us on Facebook and Twitter, or visit our conference website to learn more.

### **Advocacy Committee**

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here:

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

Staff also introduced *Your Guide to Building Rapport,* which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

### Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.

In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1st, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

### **Committee News from Trustees**

**Sedgewick & District Municipal Library** Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

**Delburne Municipal Library** has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

**Sundre Municipal Library** manager Karen Tubb has retired and they have a new manager starting immediately.

**Cremona Municipal Library** has a very popular Lego after school program.

**Penhold & District Public Library** has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

**Sylvan Lake Municipal Library** hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt.* 

Clive Public Library has a new manager.

**Castor Municipal Library** had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

**Stettler Public Library** has developed a travelling trailer in cooperation with Stettler Wellness Network. The trailer can be booked for block parties and other events.

### **Board Members Present**

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

### With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

### **Absent**

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Lougheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Next Meeting: November 17, 2022, (Zoom)

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

### Re: Proposed Schedule for Sylvan Lake EMS

Dear Minister Copping,

In February of 2022, Alberta Health Services brought forth a proposed schedule under the Hours of Work initiative decreasing ambulance coverage in the Town of Sylvan Lake. The Hours of Work Initiative was primarily aimed at transitioning communities away from 24 hour core-flex units which Sylvan Lake transitioned away from in 2019 to the current model of 12-hour assembled units. This proposed schedule goes against all goals for the Hours of Work initiative which had the goals of easing fatigue on staff, improving coverage in rural areas, and increasing budgetary spending. The following letter outlines the undersigned Staff of Associated Ambulance- Sylvan Lake concerns, opposition, and recommendations to the proposed changes.

### Reduction in Full-time EMS staff and community ambulance coverage hours:

The proposed schedule for Sylvan Lake pales in comparison in weekly coverage hours to towns and cities of comparable population such as Wetaskiwin, and Lacombe where they are running 420, and 462 hours/ week respectively. Sylvan Lake would see a reduction of community coverage hours from 336/ week to 294/ week often resulting in only 1 ambulance scheduled during overnight hours and lacking 24/7 Advanced Life Support coverage the current model provides. In addition Sylvan Lake EMS would see a reduction of full time staff from 16 to 14.

Sylvan Lake is a resort destination seeing and influx of over 1 million visitors/ year and does not have a community hospital seeing a greater reliance on its Emergency Medical Services and increased call volumes. Due to the lack of a community hospital in Sylvan Lake patients are transported by EMS out of community, often resulting in extensive offload delays at Red Deer Regional Hospital. With only 1 ambulance available during overnight hours, Sylvan Lake will not have community coverage during these times and will rely on extended responses of ambulances from neighboring communities, and see an increased reliance on the Sylvan Lake Volunteer Fire Department to provide Medical First Response to life threatening emergencies. This also does not align well with high acuity Delta and Echo dispatch determinants with a multi-ambulance response plan.

### Increase in staff fatigue, turnover, and burnout

One of the goals of the Hours of Work project was to improve staff retention and working schedules through more desirable shifts. The proposed model schedules practitioners to work shifts of entirely night shifts and weekends, with no rotation of schedule or variety of days worked. This goes against all standard scheduling practices and recommendations, disrupts circadian rhythms, and provides little work life balance. These types of scheduling practices will result in staff burn out, turnover, disability claims, increase in pecuniary costs and is contradictory to Alberta Health Service's core value of promoting work/life/family balance among staff and contract services.

### Recommendations

Overall, as a staff we believe the proposed model poses a risk to the EMS system, the public, and would be detrimental to patient centered care. We are asking Alberta Health Services and the Health Minister to retract the proposed staffing cuts and proposed schedule, and to consider adding a 12-hour peak car to the current model of 2 assembled units which

would align with the goals of the Hours of Work project. The recent addition of a peak car in the City of Lacombe is proving to be successful. We are disappointed that position cuts are being proposed during the ongoing Covid-19 pandemic, while we are seeing record call volumes in Alberta and to an EMS service which is already far exceeding provincial ambulance utilization targets. We would welcome timely conversations to find a resolution that provides additional ambulance coverage for the Town of Sylvan Lake and surrounding area.

Respectfully yours,

### **Bridget Catton**

Advanced Care Paramedic/ Operations Supervisor

### Joey Manson

Primary Care Paramedic/ Operations Supervisor

### Ivy McKinley-Campos

**Primary Care Paramedic** 

### **Brittney Wolff**

Primary Care Paramedic

### **Bianca McKinley**

Primary Care Paramedic

### **Nadine Flear**

**Advanced Care Paramedic** 

#### **Justin Graham**

Primary Care Paramedic

### **Tabatha Paul**

**Primary Care Paramedic** 

### **Tyler Boruck**

Primary Care Paramedic

### **Yvonne Walter**

Primary Care Paramedic

### **Cody Homeniuk**

Primary Care Paramedic

### Heidi Pike-Sturge

Advanced Care Paramedic

### **Mitch Clews**

Primary Care Paramedic

### Zack Kenyon

Primary Care Paramedic

#### **Mac Grant**

**Primary Care Paramedic** 



November 16, 2022

Address: #2 Erickson Drive Sylvan Lake, Alberta T4S 1P5

### Re: Summer Village of Birchcliff's Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village Council,

Hi, I am Francine Forrest, and I am the new Executive Director of the Red Deer River Watershed Alliance (RDRWA). Thank-you for your ongoing support of the RDRWA, the designated Watershed Planning and Advisory Council for the Red Deer River watershed. This letter provides an update on the RDRWA's recent activities and our municipal funding process for our 2023-2024 fiscal year.

### Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. We are a multi-sector, not-for-profit organization that facilitates watershed management. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. Our renewed WPAC mandate and roles agreement (Environment and Protected Areas and RDRWA 2022) specifies RDRWA will lead and ongoing collaborative process to:

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP)
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

### **An Ongoing Relationship**

The Summer Village of Birchcliff plays a key role in the RDRWA both as a partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding.

Our records show that the Summer Village of Birchcliff has been a longstanding supporter of the RDRWA and we hope to see that relationship continue in 2023-2024. Consistent core funding from our partners is integral to the operations of WPACs and helps to directly support our ability to lead projects with adequate staff and resources.

### **Benefits to Your Municipality**

The RDRWA recognizes the role of municipalities as major water and land-use decision-makers and community leaders. Over the past 17 years, our organization has developed many resources to maintain and protect watershed health. The RDRWA's work benefits the Summer Village of Birchcliff

Red Deer River Watershed Alliance 4918 59th Street Red Deer, Alberta T4N 2N1 T. 403.340.7379

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by providing watershed assessment, programming and regional planning materials and input to assist with local decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health benefits.

### **Update on Activities**

Highlights from our <u>2021-2022 Annual Report</u> and upcoming activities include:

- In person Fall Forum: Members and the public enjoyed reconnecting on presentations on municipal topics including: flood mapping, satellite cyanobacteria monitoring, CABIN cumulative effects biomonitoring, and riparian restoration and mapping.
- Mapping of hydrologically significant areas Tool to inform decision making: The RDRWA developed an online map portal that maps "hydrologically significant areas" across the watershed, in partnership with the Nature Conservancy of Canada. This information can be used to inform decisions and help prioritize areas for monitoring and restoration efforts.
- Mapping and Assessing Riparian Areas in 10 of 15 Subwatersheds for source water protection and flood and drought resilience benefits:
- The RDRWA partnered with Fiera Biological Consulting to map riparian condition along 1,782 km of shoreline in the Medicine-Blindman Rivers watershed, and 5.285 km in the Buffalo. Kneehills, Threehills, and Little Red Deer River sub-watersheds throughout 2022. The technical reports provide information to support targeted restoration and conservation programs.
- The RDRWA will be initiating a new riparian mapping project in the Rosebud, Raven and Michichi sub-watersheds throughout 2023-2025. The RDRWA will work with key partners to develop materials and workshops in support of this project.
- **Upcoming Watershed Assessment and Planning:** With support, the RDRWA plans to evaluate the current IWMP and provide an update on the current state of the watershed (last report completed in 2009) and work towards further developing the IWMP.

Thank-you again for being a key partner in watershed management. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379. Please keep us informed of a primary contact to ensure your municipality receives regular updates. Your support matters, and we hope the Summer Village of Birchcliff will continue to help fund the RDRWA and work together on watershed initiatives to help address our current and future water challenges.

Sincerely,

Francine Forrest Executive Director, RDRWA

### Stay Connected and Regionally Informed

- Sign up for our monthly e-newsletter
- Submit any water-related events to our community calendar
- Participate in our regular forums and workshops
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees