

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
NOVEMBER 9, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 21, 2023
 - Regular Meeting Minutes, October 12, 2023
 - Municipal Planning Commission, October 24, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report
- 6) Resident Letter
- 7) Virtue Letter

E. TABLED ITEMS

- 1) Use of Reserves, Parks, & Pathways Bylaw
- 2) Encroachment Policy

F. REQUESTS FOR DECISION

1) Public Works

- a) OS8 Trail/Viewpoint Project Amendment
- b) MSI Application Amendment
- c) Shoreline Report for OS 16/17 & OS 18/19

2) Finance

- a) Parkland Regional Library Board Budget
- b) Penalty Removal Request
- c) 2024 Budget

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) Deputy Minister, MA
- b) Highway 20 Functional Planning Study

4) Upcoming Meetings

- a) Next Council Meeting – December 21, 2023

H. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
September 21, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 21, 2023, 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 Hubbard
	Public Works Manager:	Justin Caslor
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:02 a.m. by Mayor Dufresne.

AGENDA

BCC-23-132 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-23-133 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on July 20, 2023, be approved as presented.
CARRIED

BCC-23-134 MOVED by Deputy Mayor Zacharias that the minutes of the Organizational Meeting of Council held on July 20, 2023, be approved as presented.
CARRIED

BCC-23-135 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on September 7, 2023, be approved as presented.
CARRIED

BCC-23-136 MOVED by Mayor Dufresne that the minutes of the Subdivision and Development Appeal Board meeting on August 1, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

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

BCC-23-137 MOVED by Mayor Dufresne that Council accept the information items as presented.
CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

BCC-23-138 Tendering and Procurement Policy
MOVED by Councillor Tirpak that Council adopt the Tendering and Procurement Policy a presented.
CARRIED

BCC-23-139 IMPC and ISDAB
MOVED by Deputy Mayor Zacharias that Council accept the Intermunicipal Planning Commission and Intermunicipal Subdivision and Development Appeal Board item as information.
CARRIED

Bylaw #249-23 Encroachment Policy and Use of Reserves , Parks & Pathways Bylaw
BCC-23-140 MOVED by Councillor Tirpak that Council give 1st reading to the Use of Reserves, Parks, and Pathways Bylaw #249-23.
CARRIED

BCC-23-141 MOVED by Deputy Mayor Zacharias that Council hold a Public Hearing for the Use of Reserves, Parks, and Pathways Bylaw #249-23 on October 12, 2023, at 10:00 a.m.
CARRIED

BCC-23-142 MOVED by Deputy Mayor Zacharias that Council table the Encroachment Policy until their next meeting.
CARRIED

Council break at 10:31 a.m.

Council reconvened at 10:41 a.m.

BCC-23-143 Community Pier Policy
MOVED by Deputy Mayor Zacharias that Council adopt the Community Pier Policy as amended.
CARRIED

PUBLIC WORKS

BCC-23-144 Approval for Residential Extra Waste Bin
MOVED by Councillor Tirpak that Council approves the request for an extra waste bin for residents wishing to have an additional container, with the extra cost being born by the resident who would also be responsible to pay for an extra utility bill for the waste pick up.
CARRIED

PLANNING & DEVELOPMENT

Agreement Renewal

Councillor Tirpak recused himself due to a pecuniary interest.

BCC-23- 145 MOVED by Mayor Dufresne that Council approve the encroachment agreement renewal for 27 Birchcliff Road for a 1-year term leaving both retaining walls, with other structures and encroachments other than the retaining wall to be removed by June 2024, and further, the pier to be arranged to meet the requirements under the provincial disturbance standards.
CARRIED

COUNCIL REPORTS

Councillor Tirpak

- No reports

Deputy Mayor Zacharias

- Upcoming Sylvan Lake Regional Wastewater Commission Meeting

Mayor Dufresne

- Alberta Lake Management Conference
- 2 Subdivision and Development Appeal Board Hearings
- Joint Services Committee HR Subcommittee Meeting
- Climate Caucus

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

BCC-23-146 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee items as information.
CARRIED

NEXT MEETING

BCC-23-147 MOVED by Mayor Dufresne that the next meeting of Council be held October 12, 2023, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-23-148 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:03 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff
Regular Meeting Minutes
October 12, 2023

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held October 12, 2023, 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
	Public Works Manager:	Justin Caslor
	Recording Secretary:	Carolyn Widmer

CALL TO ORDER The Meeting was called to order at 9:01 a.m. by Mayor Dufresne.

AGENDA

BCC-23-149 MOVED by Councillor Tirpak that the agenda be adopted as amended:
Add Encroachment Policy to D.1.A.
CARRIED

INFORMATION ITEMS

1) Public Works Update

BCC-23-150 MOVED by Mayor Dufresne to meet onsite to discuss corrective actions and to move forward with the bridge in the location proposed. The existing path will be altered into an S shape starting from the crosswalk on Birchcliff Drive.

BCC-23-151 MOVED by Mayor Dufresne to recess at 9:32 a.m.

Council recess at 9:32 a.m.

Council reconvened at 10:00 a.m.

PUBLIC HEARING

Mayor Dufresne declared the Public Hearing for Use of Reserves, Parks, and Bylaw #249-23, open at 10:00 a.m.

Mayor Dufresne provided the procedure for the public hearing.

Tanner Evans, CAO, provided the background on the reason Council is proposing changes to the Use of Reserves, Parks and Pathways Bylaw #249-23.

The reason for the proposed changes is for council to allow specific encroachments in the form of stairs to access the lake and the storage of dock sections on lands considered to be environmental reserve. Council and Administration are trying to ensure that the granting of rights is consistent across

Summer Village of Birchcliff
Regular Meeting Minutes
October 12, 2023

landowners and compliant with the MGA. Previous agreements were entered into in contravention of the MGA as the required bylaw pursuant to Section 676 of the MGA was not passed prior to the agreements being made. That is the purpose of the bylaw amendments in question today – to satisfy section 676 of the MGA which allows a Council to permit a certain use on Environmental Reserve lands.

Written submissions were received and included in the agenda package from:

Mary & Thom Jewell of 385 Birchcliff Road who were opposed.
Scott Gray & Sonia Bhardwaj of 411 Birchcliff Road who were opposed.
Brad & Stacey Lockyer of 369 Birchcliff Road who were opposed.
Mike Virtue of 371 Birchcliff Road who was opposed.
John Puddifant, Marilyn Slawinsky and Gillian Marriott of 433 Birchcliff Road who were opposed.

Other written submission that were not included in the agenda package and read into record in opposition of the proposed changes were received from:

Terri & Larry Cameron – 383 Birchcliff Road
Steven Johnson – 415 Birchcliff Road submitted on behalf of:

Thom & Mary Jewell – 385 Birchcliff Road
Toyo & Hidie Sato – 389 Birchcliff Road
Arne & Lori Donovan – 441 Birchcliff Road
Brad & Stacey Lockyer – 369 Birchcliff Road
Brian & Lydia Buckley – 435 Birchcliff Road
Bryan & Valerie Viala – 413 Birchcliff Road
Lois & Mike Virtue – 371 Birchcliff Road
David & Rebecca Szybunka – 409 Birchcliff Road
Diane Wade – 437 Birchcliff Road
Russell & Heather Yard – 439 Birchcliff Road
Don & Nancy Neilsen – 405 Birchcliff Road
Lawrence McCallum – 427 Birchcliff Road
Allan & Jackie Kay – 395/397 Birchcliff Road
Scott Gray & Sonia Bhardwaj – 411 Birchcliff Road
Mehad & Marilynn Debaji – 431 Birchcliff Road
Steven & Louise Pritchard – 365/367 Birchcliff Road
Michael & Christine Wells – 399 Birchcliff Road
Susan & Grant Bell – 403 Birchcliff Road
Terri & Larry Cameron – 383 Birchcliff Road
Monica Morcom – 421 Birchcliff Road
Keith Edgar & William Zaleski – 391 Birchcliff Road
Mackenzie Askin & Sarah Martin – 419 Birchcliff Road
Bryce Thurston & Brittany Wieliczko – 423 Birchcliff Road
Stephanie Pritchard & Arlen Olsen – 375 Birchcliff Road

Mayor Dufresne opened the floor for comment.

The following residents spoke in opposition:

Michael Wells – 399 Birchcliff Road
Arnold Donovan – 441 Birchcliff Road
Mehad Debaji – 431 Birchcliff Road
Steven Pritchard – 365/367 Birchcliff Road
Robert Betteridge – 379 Birchcliff Road

Summer Village of Birchcliff
Regular Meeting Minutes
October 12, 2023

Grant Bell – 403 Birchcliff Road
Jeff Yard – 439 Birchcliff Road

Residents’ comments have been heard by Council and questions answered by administration and Council.

Seeing no further people wishing to speak, Mayor Dufresne declared the public hearing closed at 10:48 a.m.

Council break at 10:48 a.m.

Council reconvened at 11:04 a.m.

REQUEST FOR DECISION

PLANNING & DEVELOPMENT

- BCC-23-152**

Bylaw #249-23 and Encroachment Policy Public Hearing
MOVED by Councillor Tirpak that Council give second reading to the Reserves, Parks & Pathways Bylaw #249-23 as amended, removing the references to fees, and removing section 6 b) referencing boat lifts and hoists.

CARRIED
- BCC-23-153**

Encroachment Policy
MOVED by Deputy Mayor Zacharias that Council table the encroachment policy.

CARRIED

ADJOURNMENT

- BCC-23-154**

MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:48 a.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff
October 24, 2023
Municipal Planning Commission Minutes

C-3

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held October 24, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias via Zoom
Councillor: Frank Tirpak via Zoom
Member at Large: Jonathan Paulgaard via Zoom
CAO: Tanner Evans
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau
Applicant(s): Mike Touchette

CALL TO ORDER Chair Zacharias called the meeting to order at 9:04 a.m.

AGENDA:

MPC-23- 011 Moved by Frank Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 101 Birchcliff Road

Application for lakeside escarpment stabilization including block retaining walks, stairs, and landscaping at 101 Birchcliff Road (Lot 3A, Block 2, Plan 8020413) in the Summer Village of Birchcliff.

Kara Hubbard and applicants left the meeting at 9:17 am

MPC-23-012 Moved by Chair Zacharias that the Municipal Planning Commission approve the application for lakeside escarpment stabilization including block retaining walks, stairs, and landscaping at 1011 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Irrevocable Letter of Credit value of one hundred fifty percent (150%) of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan)
- Deep rooted vegetation to be planted according to the landscaping plan and wherever possible around the retaining wall structure. This includes the amount of plantings as stated in the landscaping plan.
- The following site inspections by a qualified structural engineer are to be completed:
 - Bearing inspection must be conducted on the original subgrade below the gravel base pad.
 - Progress inspection (during construction)
 - Inspections to verify stability of excavation (if required)
 - Final inspection of completionConfirmation of these inspections shall be submitted to administration once completed.
- To meet Alberta Building Code, a guard rail as reflected in the drawings shall be properly attached to the block units.

Initials

Summer Village of Birchcliff
October 24, 2023
Municipal Planning Commission Minutes

C-3

- As reflected in the engineer report, a perforated lateral drainage pipe is to be placed within the drainage rock, behind the wall system. The drainage pipe is to be ported 18' O/C laterally.
- Grading of the site is to be about 2% in landscaped areas and 0.5% in paved or concrete areas to direct drainage away from the top and bottom of the wall system or is to be controlled by a grass or concrete swale system.

CARRIED

ADJOURNMENT:

MPC-23-013 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:27 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Birchcliff**Administration and Finance****November 9, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$115,009.46

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

- | | | |
|--|----|-----------|
| 1. Sylvan Lake Regional Water/Wastewater | \$ | 6,027.44 |
| a. Aug 2023 Wastewater Services | | |
| 2. Accelerated Surveys Ltd | \$ | 3,487.00 |
| a. Prepared Sketch of Building | | |
| b. Boundary Calculations, Draft & Field Work | | |
| 3. Lakeview Contracting Inc. | \$ | 10,237.50 |
| a. Dock Storage 641 Areas | | |
| 4. Pidherney's | \$ | 15,048.40 |
| a. 2023 Sanitary Systems Repair | | |
| 5. Sylvan Lake Regional Water/Wastewater | \$ | 3,051.48 |
| a. Sept 2023 Wastewater Services | | |
| 6. Summer Village of Norglenwold | \$ | 39,356.34 |
| a. Aug 2023 Muni Specific Costs | | |
| b. Aug 2023 Shared Costs | | |
| 7. Summer Village of Norglenwold | \$ | 10,716.20 |
| a. New 2023 Bylaw Enforcement Truck | | |
| 8. Summer Village of Norglenwold | \$ | 13,297.27 |
| a. Sept 2023 Muni Specific Costs | | |
| b. Sept 2023 Shared Costs | | |

Council Expense Claims Report:**September 2023**

- | | | |
|------------------|----|--------|
| ▪ Roger Dufresne | \$ | 857.52 |
| ▪ Ann Zacharais | \$ | 280.40 |
| ▪ Frank Tirpak | \$ | 0 |

October 2023

▪ Roger Dufresne	\$	0
▪ Ann Zacharais	\$	710.52
▪ Frank Tirpak	\$	548.56

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-11-01 12:55 PM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2023-00055 to 2023-00069

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1221 1766	2023-09-28	Svea Contracting Ltd 461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1222 1870	2023-09-28	Sylvan Lake Regional 242-000-260 - Useage Fees	Aug 2023 WW Services	6,027.44	6,027.44
1223 18988	2023-09-28	647736 Alberta Ltd 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	Exposed Curbstop for Sewe GST Tax Code	1,525.00 76.25	1,601.25
1224 1768	2023-09-28	Triangle Construction Inc 232-000-200 - Green Space Pro 312-000-260 - GST Paid Refund	Removed Large Birch Trees GST Tax Code	1,025.00 51.25	1,076.25
1225 230240	2023-10-04	Parkland Regional Library 275-000-850 - Parkland Region 312-000-260 - GST Paid Refund	4th Quarter Requisition 202 GST Tax Code	334.68 16.73	351.41
1226 9144	2023-10-04	Wild Rose Assessment Service 212-400-232 - Assessment Fees 312-000-260 - GST Paid Refund	Assessment Fees-Oct 1 - D GST Tax Code	1,925.00 96.25	2,021.25
1227 BCC-23-122	2023-10-27	Thom Jewel 232-000-530 - Ditch & Culvert Pi	Clean Out Ditch Reimburse	1,558.93	1,558.93
1228 23-150 23-122	2023-10-27	Accelerated Surveys Ltd 297-210-840 - Project MSI - Sho 312-000-260 - GST Paid Refund 297-210-840 - Project MSI - Sho 312-000-260 - GST Paid Refund	Prepared Sketch of Building GST Tax Code Boundary Calculations,Drafi GST Tax Code	834.95 41.75 2,486.00 124.30	876.70 2,610.30
			Payment Total:		3,487.00
1229 5791-01	2023-10-27	Ace Line Locating Ltd. 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	Line Locating GST Tax Code	360.00 18.00	378.00
1230 555938	2023-10-27	Brownlee LLP 261-000-215 - SDAB Costs 312-000-260 - GST Paid Refund	SDAB Appeal Re: 83 BC Rc GST Tax Code	979.00 48.95	1,027.95
1231 53870	2023-10-27	Empringham Disposal Corp 243-000-200 - Contracted Servic 243-000-200 - Contracted Servic 243-000-200 - Contracted Servic 312-000-260 - GST Paid Refund	Sept's 150 in Birchcliff Sept's 96 in Camp Sunnysic Sept's 5 Public Trash Cans GST Tax Code	930.00 595.20 250.00 88.76	1,863.96
1232 1897	2023-10-27	Lakeview Contracting Inc. 297-209-840 - Project MSI-Shor 312-000-260 - GST Paid Refund	Dock Storage 641 Areas GST Tax Code	9,750.00 487.50	10,237.50
1233 1443263297	2023-10-27	Lidstone, Nicole 212-400-220 - Election Expense	Hotel Room Reimbursemen	128.83	128.83
1234 143185	2023-10-27	Pidherney's 297-207-840 - Project WW RSV- 312-000-260 - GST Paid Refund	2023 Sanitary Systems Rep GST Tax Code	14,331.81 716.59	15,048.40

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Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2023-00055 to 2023-00069

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1235	2023-10-27	Rugged West Maintenance Inc.			
1358		232-000-200 - Green Space Pro	Sept 25 Mowing and Trimm	550.00	
		312-000-260 - GST Paid Refund	GST Tax Code	27.50	577.50
1364		274-000-200 - Buoy Program	Buoy Removal	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
			Payment Total:		2,415.00
1236	2023-10-27	Sylvan Lake Regional			
1887		242-000-260 - Useage Fees	Sept 2023 WW Services	3,051.48	3,051.48
1237	2023-10-27	Urban Dirtworks Inc			
4568		232-000-250 - Road Maintenan	Filled in Pot Holes along Bir	247.50	
		312-000-260 - GST Paid Refund	GST Tax Code	12.38	259.88
			Total Computer Cheque:		51,034.53

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
260	2023-08-31	Summer Villages of Norglenwold			
2023-00117		212-100-110 - Salaries	Salaries	11,961.33	
		212-100-130 - Training	Training	47.84	
		212-100-140 - Benefits	Shared Benefits	391.11	
		212-100-210 - Travel & Subsis	Travel & Subsistence	100.17	
		212-100-211 - WCB	WCB	202.13	
		212-100-266 - PW Fleet	PW Fleet	125.23	
		212-200-215 - Postage/Freight/C	Postage/Freight	533.72	
		212-200-500 - Printing Costs	Printing Costs	187.15	
		212-200-510 - Office Supplies	Office Supplies	67.37	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	111.40	
		212-300-540 - Utilities	Utilities	299.71	
		212-300-250 - Facility Improvem	Facilitiy Improvements	706.41	
		212-300-255 - Facility Maintena	Facility Maint.	554.71	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	83.95	
		212-300-242 - IT Equipment	IT Equipment	126.34	
		212-300-265 - Equipment Mainte	Equip Maintenance	37.49	
		212-300-270 - Equipment Renta	Equip Rental	97.79	
		212-300-510 - Other Contingenc	Contingency	47.42	
		212-300-530 - Building Insuranc	Building Insurance	0.00	15,681.27
2023-00121		212-400-220 - Election Expense	2023 ALMS Conference Re	165.00	
		226-000-200 - Enforcement	July Intercon Messaging	7.00	
		297-213-840 - Project MSI-Admi	Parking Lot-27 Stalls & 24 C	1,443.60	
		297-213-840 - Project MSI-Admi	Border Paving-Parking Lot F	15,866.36	
		297-213-840 - Project MSI-Admi	Cen-Con-Concrete Sidewall	6,083.56	
		226-000-200 - Enforcement	UFA-Aug Bylaw Truck Fuel	109.55	23,675.07
			Payment Total:		39,356.34
261	2023-09-29	Summer Villages of Norglenwold			
2023-00130		226-000-200 - Enforcement	New 2023 Toyota Truck Pui	10,716.20	10,716.20
262	2023-09-29	Summer Villages of Norglenwold			
2023-000134		232-000-200 - Green Space Pro	Waste Transfer 257441-Aug	8.28	
		232-000-200 - Green Space Pro	Waste Transfer 257673-Aug	16.56	
		232-000-200 - Green Space Pro	Waste Transfer 258824-Aug	9.66	

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Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
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EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2023-00139		232-000-200 - Green Space Pro	Waste Transfer 258044-Aug	57.96	
		232-000-200 - Green Space Pro	Waste Transfer 258051-Aug	12.42	
		232-000-200 - Green Space Pro	Waste Transfer 258054-Aug	8.28	
		226-000-200 - Enforcement	Intercon Messaging for Byla	7.00	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.20	122.36
		212-100-110 - Salaries	Salaries	10,619.85	
		212-100-130 - Training	Training	448.81	
		212-100-140 - Benefits	Shared Benefits	461.88	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	202.13	
		212-100-266 - PW Fleet	PW Fleet	26.87	
		212-200-215 - Postage/Freight/C	Postage/Freight	7.82	
		212-200-500 - Printing Costs	Printing Costs	51.67	
		212-200-510 - Office Supplies	Office Supplies	110.51	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	106.49	
		212-300-540 - Utilities	Utilities	301.80	
		212-300-250 - Facility Improvem	Facilitiy Improvements	0.01	
		212-300-255 - Facility Maintena	Facility Maint.	311.50	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	126.88	
		212-300-242 - IT Equipment	IT Equipment	186.51	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	154.94	
		212-300-510 - Other Contingenc	Contingency	57.24	
		212-300-530 - Building Insuranc	Building Insurance	0.00	13,174.91
			Payment Total:		13,297.27
			Total Other:		63,369.81

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3604	2023-10-27	Receiver General/ OTH			
CP9-23		312-000-262 - CRA Remunerati	Sept Remuneration CPP De	58.12	58.12
3631	2023-10-27	Summer Village of SBC			
ADJ10-23		226-000-200 - Enforcement	Enforcement Adjustment	234.00	234.00
3632	2023-10-27	Summer Village of Half Moon Ba			
ADJ10-23		226-000-200 - Enforcement	Enforcement Adjustment	313.00	313.00
			Total Other:		605.12
			Total MAIN:		115,009.46



D-1

Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: September-2023

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

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

Village Business

RECEIVED

SEP 29 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/6/23	HRSC	2.5	Mayor	\$ 130.00
9/20/23	Central Alberta Mayors	2.5	Mayor	\$ 130.00
9/21/23	Regular Council	4	Mayor	\$ 130.00
9/12/23	ALMS Workshop	8	+4 (4 Hour)	\$ 260.00
9/13/23	ALMS Workshop	4	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
If event is other please type it in.				\$ 780.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/6/23	HRSC	17.00	\$0.68	\$ 11.56
9/20/23	Central Alberta Mayors	80.00	\$0.68	\$ 54.40
9/21/23	Regular Council	17.00	\$0.68	\$ 11.56
9/12/23	ALMS Workshop	0.00	\$0.68	\$ 0.00
9/13/23	ALMS Workshop	0.00	\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 77.52

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 857.52

Council Expense Claim Form

NAME: Ann Zacharias

POSITION: Deputy Mayor

MONTH ENDING: September-2023

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

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

Village Business

RECEIVED
SEP 27 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/7/23	Municipal Planning Commission	1	Deputy Mayor	\$130.00
9/21/23	Regular Council	3.25	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
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
If event is other please type it in.				\$260.00

Travel

<i>DATE</i>	<i>EVENT</i>	<i>RETURN TRIP TOTALS (KM)</i>	<i>RATE</i>	<i>TOTAL</i>
9/7/23	Municipal Planning Commission	15.00	\$0.68	\$10.20
9/21/23	Regular Council	15.00	\$0.68	\$10.20
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$20.40

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 280.40



D-1

Council Expense Claim Form

NAME: Ann ZachariasPOSITION: Deputy MayorMONTH ENDING: October-2023

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

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

Village Business

OCT 26 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/12/23	Regular Council	2	Deputy Mayor	\$130.00
10/12/23	Public Hearing	1	Deputy Mayor	\$130.00
10/24/23	Municipal Planning Commission	1	Deputy Mayor	\$130.00
10/25/23	Hwy 20 Functional Planning Study	1	Deputy Mayor	\$130.00
10/25/23	Lacombe Regional Emergency Advisory Committee	1	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
				\$650.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/12/23	Regular Council	15.00	\$0.68	\$10.20
10/12/23	Public Hearing		\$0.68	\$0.00
10/24/23	Municipal Planning Commission		\$0.68	\$0.00
10/25/23	Hwy 20 Functional Planning Study		\$0.68	\$0.00
10/25/23	Lacombe Regional Emergency Advisory Committee	74.00	\$0.68	\$50.32
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$10.20

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 710.52



D-1

Council Expense Claim Form

NAME: Frank TirpakPOSITION: CouncillorMONTH ENDING: September-2023

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

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

Village Business

OCT 10 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/7/23	Municipal Planning Commission	1 hour	Councillor	\$ 130.00
9/21/23	Regular Council	3 hour	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
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 260.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/7/23	Municipal Planning Commission	14.00	\$0.68	\$ 9.52
9/21/23	Regular Council	14.00	\$0.68	\$ 9.52
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 19.04

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 279.04

Council Expense Claim Form

NAME: Frank Tirpak

POSITION: Councillor

MONTH ENDING: October-2023

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

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

Village Business

OCT 30 2023

<i>DATE</i>	<i>EVENT</i>	<i>TIME SPENT</i>	<i>CLAIM</i>	<i>TOTAL</i>
10/12/23	Regular Council	3 hours	Councillor	\$ 130.00
10/24/23	Municipal Planning Commission	.5 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
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 260.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/12/23	Regular Council	14.00	\$0.68	\$ 9.52
10/24/23	Municipal Planning Commission		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 9.52

Other Expenses

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

MAYOR: _____

C.A.O:

TOTAL PAYABLE: \$ 269.52

Summer Village of Birchcliff

Finance

Information Item

Agenda Item: *3rd Quarter Financial Report*

Background:

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

Options for Consideration:

Detailed 3rd Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



2023

Third Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council November 9, 2023



2023 Operating Budget to September 30, 2023

The 2023 Operating Budget reflects the required operating costs of the Council approved 2023 Municipal Budget that represents no change over last year's Mill Rate of 1.9205.

As of September 30th, the operational budget shows targeted revenue as 100% collected and municipal operating costs as 71% utilized with 3 months remaining in the year.

Revenue:

The Return on Investments has recently been collecting 5.30% on the bank balance of \$891,688.73 as of September 30, 2023. This has created a significant increase in year to date revenue. The year to date return on investments sits at \$21,377.04.

The MSI Operational Grant of \$20,838 has been received from the Province of Alberta.

The CCBF Grant Revenue \$12,011 has also been received.

Taxation penalties for January 1st and July 31st are \$8,490.79. We are seeing an increase in unpaid property taxes compared to last year.

Expenditures

Council and Legislation:

Council remunerations, travel, subsistence, and conference budgeted expenditures are all under budget for 3rd Quarter reporting.

Council Education Opportunities still has \$489.75 remaining to be used on training and education for Council members.

Overall, 55% of Council and Legislation budget has been used as of September 30, 2023.

Administration:

Administrative overall costs are at 91% utilized for 3rd quarter reporting. Training, printing costs, computer software, IT equipment, equipment maintenance, other contingencies, utilities, meeting costs, advertising, and legal fees are over budget. The majority of these overages are shared costs between the five municipalities.

Protective Services:

Protective Services is 52% utilized with the remaining RCMP Policing costs of \$22,045 to be invoiced in April of 2024 due to the difference in financial yearends.

Public Works:

Public Works is currently operating at 52.75% of their allocated budget and end of summer invoices are still expected for garbage/recycling pick ups and grass cutting.

Annual Landfill costs to the Lacombe Regional Waste are over budget by \$4,028.86 due to a formula change based on census data. These landfill costs are expected to increase sharply in 2024.

Planning and Development:

Planning and Development is currently operating 42% over budget. These overages are due to more than the usual amount of Municipal Planning Commission and Subdivision and Development Appeal Board meetings.

Recreation:

Parks and Recreation is operating at 67% of their allocated budget with the fall buoy removal expenses still expected.

Environment:

Red Deer River Watershed has been paid and their allocation is now 100% utilized.

In Conclusion:

Overall, the Summer Village of Birchcliff is operating at 71% utilization of their 2023 budgeted operational expenses on September 30, 2023.

2023 Capital Budget to September 30, 2023

A CCBF grant was applied for the Road Analysis in the amount of \$11,184, also in a shared application with the other 4 Municipalities. \$2,163.62 has been spent to date and project is ongoing. This grant application is now in approved status.

OS8 Viewpoint/Bridge/Path tendering is complete. As this project has come in at \$97,345 and budget is set for \$63,347.81 to come from MSI, Council needs to motion where extra costs of \$33,997.19 will be funded from. This MSI Grant has not been applied for pending further funding direction and clarification.

Reserve funded WW Valve Repair Project is fully completed with invoice from Pidherneys not yet received.

The existing Shoreline Restoration MSI grant for \$48,000 is being used to complete this 2022 Project. \$4,000 was spent in 2022 and currently \$40,000 has been spent in 2023. The project is now complete. Project has been approved by Municipal Affairs.

An MSI grant was applied for the 2023 Shoreline Topographical Survey for \$18,500 in which \$10,709.10 has been spent. This project is complete. Project has been approved by Municipal Affairs.

Reserve Project – Community DLO will not be started this year.

Reserve Project – GIS Implementation is complete. Have not been invoiced yet.

An MSI grant was applied for the Administrative Building Improvements for \$18,480 of \$77,000 in a shared application with the other 4 Municipalities. \$25,183.99 has been spent to date and is 36% overbudget. Project was approved by Municipal Affairs. Council will need to direct Admin if they wish to amend their MSI Grant for the overage.

Overall, \$78,056.71 has been spent in the 2023 Capital Budget as of September 30, 2023.

Alberta School Foundation Budget to September 30, 2023

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

3rd Quarter Reporting shows \$349,598.19 has been paid to the Province of Alberta and Catholic School Division with \$123,582.80 remaining for the December 31st requisition.

ATB Bank Balance to September 30, 2023 - \$891,688.73

Surplus and Reserve Balances to September 30, 2023

- | | |
|------------------------|-----------|
| • Accumulated Surplus | 25,000.00 |
| • Completions Deposits | 66,000.00 |

• Deferred Revenue (Grants)	121,866.53
• JSC IT Reserve	1,500.00
• JSC Fleet Replacement Reserve	.00 (-\$1,000 Truck Purch.)
• Reserves Operating Sewer	25,000.00
• Reserves General Operating	49,405.57 (-\$9,716.20 Truck Purch.)
• Mill Rate Stabilization	10,000.00
• Reserves Enviro/Open Spaces	68,500.50
• Reserves Roads	351,965.06
• Reserve Infrastructure	56,400.00

MSI Report

2022 and 2023 MSI allocations of \$67,798 each have not yet been received. MSI funding (Report attached).

Reminder: MSI ends in 2023 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024.

The Summer Village of Birchcliff will still be able to access their 2022 & 2023 allocations under the MSI program per an Addendum received on September 20, 2023.

Municipalities will also continue to be able to amend projects as needed. Addendum is attached for Council's information.

CCBF Report

CCBF Funding for 2023 for \$12,011 has not been received to date. The 2022 allocation was received in August for \$12,011. This amount can be found in the operating budget as CCBF revenue expected. This allocation covers the expenses for the Road Analysis project of \$11,184 once approved. (Report attached).

Historical Bank Balance Information

Historical bank balance spreadsheet is attached.

Property Taxes

The Summer Village of Birchcliff currently has 5 unpaid properties and 1 unpaid penalty. The total of these 6 properties is \$25,152.54:

1. \$4,093.49
2. \$461.17
3. \$5,884.39
4. \$10,820.66
5. \$1,795.92
6. \$2,096.91

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

The Summer Village of Birchcliff currently has no properties registered with Alberta Land Titles for tax arrears.

Utility Notices

There are currently 7 unpaid utility bills and 3 penalties amounting to \$3,492.16. All outstanding balances will be rolled onto taxes on November 30th and will then become a tax imposed per the MGA section 553(1)(2).



Report Date
10/04/2023 11:44 AM

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

Page 1

	2023 Budget	Year to Date	Budget Remain	%
Revenue				
101-100-110 - Taxes Residential	370,712.29	370,310.44	(401.85)	0.11-
101-000-510 - Taxes Penalties Costs	5,224.03	8,490.79	3,266.76	62.53
101-103-130 - DI - Designated Industrial	41.89	40.80	(1.09)	2.60-
112-000-410 - Sale of Service and S	535.60	295.00	(240.60)	44.92-
112-000-540 - Interest Charges		168.19	168.19	
112-000-550 - Return on Investments	9,640.80	21,377.04	11,736.24	121.74
112-000-570 - Other Revenue	1,071.20	922.21	(148.99)	13.91-
112-000-740 - MSI-Operational	10,419.00	20,838.00	10,419.00	100.00
112-000-755 - CCBF Grant Revenue Expected	11,500.00	12,011.00	511.00	4.44
121-000-530 - Fines Provincial Coll	739.45	352.00	(387.45)	52.40-
142-000-410 - Wastewater Useage Levy	83,319.00	85,582.68	2,263.68	2.72
143-000-200 - Garbage/Recycling	35,747.00	34,180.76	(1,566.24)	4.38-
161-000-410 - Certificates Complian	60.35	300.00	239.65	397.10
161-000-510 - Inspection Fees	1,207.10	955.84	(251.26)	20.82-
161-000-520 - Development Permits	5,684.53	3,006.00	(2,678.53)	47.12-
161-000-590 - Encroachment Fees	108.64		(108.64)	100.00-
Total Revenue:	536,010.88	558,830.75	22,819.87	4.26
Expenditures				
Council and Legislation				
211-101-150 - Mayors Remuneration	7,000.00	4,192.50	2,807.50	40.11
211-101-210 - M&S Mayor	2,000.00	1,008.11	991.89	49.59
211-102-150 - Deputy Mayor Remunera	4,000.00	1,950.00	2,050.00	51.25
211-102-210 - M&S Deputy	696.28	162.52	533.76	76.66
211-103-150 - Councilor Remuneratio	3,400.00	1,560.00	1,840.00	54.12
211-103-210 - M&S Councillor	567.74	48.96	518.78	91.38
211-201-212 - R&C ASVA	444.04	299.00	145.04	32.66
211-203-212 - Council Education Opportunities	489.75		489.75	100.00
211-301-220 - Mem ABmunis	998.07	1,008.51	(10.44)	1.05-
211-302-220 - Mem ASVA	975.00	975.00		
211-303-220 - Mem FCM	107.12	134.56	(27.44)	25.62-
Total Council and Legislation:	20,678.00	11,339.16	9,338.84	45.16
Administration				
212-100-110 - Salaries	128,494.00	104,681.67	23,812.33	18.53
212-100-130 - Training	2,407.00	3,854.51	(1,447.51)	60.14-
212-100-140 - Benefits	4,452.00	3,417.74	1,034.26	23.23
212-100-210 - Travel & Subsistence	2,888.00	1,086.24	1,801.76	62.39
212-100-211 - WCB	1,839.00	946.13	892.87	48.55
212-100-266 - PW Fleet	963.00	967.49	(4.49)	0.47-
212-200-215 - Postage/Freight/Couri	1,450.00	1,316.17	133.83	9.23
212-200-500 - Printing Costs	1,321.00	1,445.31	(124.31)	9.41-
212-200-510 - Office Supplies	2,407.00	887.33	1,519.67	63.14
212-300-217 - Phone/Fax/Internet	1,200.00	1,038.07	161.93	13.49
212-300-240 - Computer Software/Mtn	3,610.00	5,042.51	(1,432.51)	39.68-
212-300-242 - IT Equipment	602.00	1,288.10	(686.10)	113.97-
212-300-250 - Facility Improvements	2,407.00	1,443.97	963.03	40.01
212-300-255 - Facility Maintenance	5,117.00	3,301.80	1,815.20	35.47
212-300-265 - Equipment Maintenance	361.00	420.48	(59.48)	16.48-
212-300-270 - Equipment Rental	963.00	614.42	348.58	36.20
212-300-510 - Other Contingency	120.00	320.97	(200.97)	167.48-

Report Date
10/04/2023 11:44 AM

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

Page 2

	2023 Budget	Year to Date	Budget Remain	%
212-300-530 - Building Insurance	722.00	445.45	276.55	38.30
212-300-540 - Utilities	2,166.00	2,908.41	(742.41)	34.28-
212-400-220 - Election Expenses/Mee	500.00	641.38	(141.38)	28.28-
212-400-221 - Bank Charges	1,030.00	455.14	574.86	55.81
212-400-222 - Advertising	100.00	640.48	(540.48)	540.48-
212-400-230 - Legal Fees	5,000.00	16,601.61	(11,601.61)	232.03-
212-400-231 - Audit Fees	7,471.87	4,698.91	2,772.96	37.11
212-400-232 - Assessment Fees	8,137.00	6,175.00	1,962.00	24.11
212-400-275 - Municipal Insurance	4,425.21	4,254.00	171.21	3.87
212-400-910 - Tax Changes	560.71		560.71	100.00
212-400-911 - Reserve	56,400.00	56,400.00		
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - IT Replacement Reserve	500.00	500.00		
Total Administration:	248,613.79	226,793.29	21,820.50	8.78
Protective Services				
223-000-200 - Contract Fire Services	13,841.80	13,506.72	335.08	2.42
224-000-200 - Emergency Management	2,750.00	2,750.00		
225-000-200 - Policing Costs	23,926.00	1,881.00	22,045.00	92.14
226-000-200 - Enforcement		2,689.61	(2,689.61)	
Total Protective Services:	40,517.80	20,827.33	19,690.47	48.60
Public Works				
232-000-200 - Green Space Program	22,200.00	13,472.36	8,727.64	39.31
232-000-250 - Road Maintenance	22,000.00	15,884.00	6,116.00	27.80
232-000-255 - Plowing Program	24,927.57	9,596.00	15,331.57	61.50
232-000-265 - Sign Program	2,455.29	2,910.98	(455.69)	18.56-
232-000-270 - Pathway Program	217.67		217.67	100.00
232-000-530 - Ditch & Culvert Progr	8,265.00	450.00	7,815.00	94.56
242-000-250 - SLR WasteWater Commis	6,605.00	4,241.71	2,363.29	35.78
242-000-255 - Maintenance Program	20,400.00	6,058.52	14,341.48	70.30
242-000-260 - Usage Fees	73,371.00	31,569.72	41,801.28	56.97
243-000-200 - Contracted Services - Solid Waste	22,140.00	12,215.80	9,924.20	44.82
243-000-255 - Landfill Costs	13,607.66	17,636.52	(4,028.86)	29.61-
Total Public Works:	216,189.19	114,035.61	102,153.58	47.25
Planning and Development				
261-000-110 - Development Services	500.00	216.50	283.50	56.70
261-000-210 - MPC Costs	500.00	1,010.00	(510.00)	102.00-
261-000-215 - SDAB Costs	700.00	1,900.33	(1,200.33)	171.48-
261-000-250 - IDP (RDC & TSL, LC)	500.00		500.00	100.00
Total Planning and Development:	2,200.00	3,126.83	(926.83)	42.13-
Recreation				
274-000-150 - FCSS Matching Funding	2,167.94	2,167.94		
274-000-200 - Buoy Program	4,284.80	1,888.60	2,396.20	55.92
275-000-850 - Parkland Regional Lib	1,081.83	1,004.07	77.76	7.19
Total Recreation:	7,534.57	5,060.61	2,473.96	32.83
Environment				
243-102-150 - Red Deer River Waters	277.53	277.53		

Report Date
10/04/2023 11:44 AM

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

Page 3

	2023 Budget	Year to Date	Budget Remain	%
Total Environment:	277.53	277.53	0.00	0.00
Total Expenditures:	536,010.88	381,460.36	154,550.52	28.83
Surplus / Deficit	0.00	177,370.39	177,370.39	0.00

Report Date
10/04/2023 11:44 AM

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

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-205-840 - Project CCBF-Road Analysis	11,184.00		(11,184.00)
197-206-840 - Project MSI-OS8 Viewpoint/Bridge/Path	63,347.81		(63,347.81)
197-207-840 - Project WW RSV-West WW Valve Repair	18,000.00		(18,000.00)
197-209-840 - Project MSI-Shoreline Restoration	42,000.00		(42,000.00)
197-210-840 - Project MSI-Shorline Survey	18,500.00		(18,500.00)
197-211-840 - Project Env RSV-Community Dock DLO	25,000.00		(25,000.00)
197-212-840 - Project CCBF/RSV-GIS Implementation	2,400.00		(2,400.00)
197-213-840 - Project MSI-Admin Building Improvements	18,498.00		(18,498.00)
Total Revenue:	198,929.81	0.00	(198,929.81)
Expenditures			
297-205-840 - Project CCBF-Road Analysis	11,184.00	2,163.62	9,020.38
297-206-840 - Project MSI-OS8 Veiwpoint/Bridge/Path	63,347.81		63,347.81
297-207-840 - Project WW RSV-West WW Valve Repair	18,000.00		18,000.00
297-209-840 - Project MSI-Shoreline Restoration	42,000.00	40,000.00	2,000.00
297-210-840 - Project MSI - Shoreline Survey	18,500.00	10,709.10	7,790.90
297-211-840 - Project Env RSV-Community Dock DLO	25,000.00		25,000.00
297-212-840 - Project CCBF/RSV-GIS Implementation	2,400.00		2,400.00
297-213-840 - Project MSI-Admin Building Improvement	18,498.00	25,183.99	(6,685.99)
Total Expenditures:	198,929.81	78,056.71	120,873.10
Surplus / Deficit	0.00	(78,056.71)	(78,056.71)

Report Date
10/04/2023 11:44 AM

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

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	466,651.33	466,131.70	(519.63)
101-100-130 - ASFF-Non-Residential	7,049.29	7,049.29	
101-103-130 - DI - Designated Industrial	41.89	40.80	(1.09)
Total Revenue:	473,742.51	473,221.79	(520.72)
Expenditures			
201-100-130 - ASFF-Residential	466,651.33	342,548.90	124,102.43
201-101-130 - ASFF-Non-Residential	7,049.29	7,049.29	
201-300-130 - DI - Designated Industrial	41.89		41.89
Total Expenditures:	473,742.51	349,598.19	124,144.32
Surplus / Deficit	0.00	123,623.60	123,623.60

Tina Leer

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

ATTENTION:

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

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

Your understanding and cooperation on this matter is appreciated.

AIMS: New ASFF Invoice is available

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

Thank you.

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

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

[MSIO Home](#)
[Create Application](#)
[View Projects to Amend](#)
[Reports ▾](#)
[MA Website](#)
[Help ▾](#)

Search

Search by Project Name, Municipal Affairs Project Number, or Municipal Project Number.

Select Municipality

To view the applications for a different municipality, select it from the following list:

▾

Applications

Accepted Tab: Currently displaying all project applications that have been accepted by the Minister of Municipal Affairs where the project is still ongoing. These applications can no longer be edited online; however, an amendment can be submitted to adjust project costs, scope, funding sources, and/or projected timelines by clicking the "Amend Project" icon beside the appropriate project application. There can be only one amendment in progress for any given accepted project.

To view other applications, click the appropriate status tab below.

Draft Submitted / In Review Accepted Completed / Fully Funded All Applications					
Project Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	Project Start Date	Accepted MSI Funding
2022 Shoreline and Bank Stabilization	CAP-15239	2022 Shoreline Stabilization	Dec 05, 2022	Sep 01, 2022	\$48,000
2023 Administrative Building Improvements	CAP-15933	Administrative Building 2023	Jul 17, 2023	May 01, 2023	\$18,480
2023 Topographical Survey	CAP-15969	2023 Topographical Survey	Aug 18, 2023	Jan 02, 2023	\$18,500

Showing 3 items

SUMMER VILLAGE OF BIRCHCLIFF

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$47,742	\$47,742	\$0	100	Certified	\$175	\$0
2008	\$57,935	\$57,935	\$0	100	Certified	\$1,854	\$0
2009	\$45,912	\$45,912	\$0	100	Certified	\$538	\$0
2010	\$139,350	\$139,350	\$0	100	Certified	\$993	\$22,882
2011	\$143,341	\$143,341	\$0	100	Certified	\$3,964	\$28,623
2012	\$149,994	\$149,994	\$0	100	Certified	\$5,273	\$12,808
2013	\$150,162	\$150,162	\$0	100	Certified	\$5,327	\$3,204
2014	\$163,443	\$163,443	\$0	100	Certified	\$1,634	\$300
2015	\$155,556	\$155,556	\$0	100	Certified	\$6,934	\$23,526
2016	\$144,965	\$144,965	\$0	100	Certified	\$0	\$1,133,749
2017	\$143,485	\$143,485	\$0	100	Certified	\$780	\$105,697
2018	\$178,147	\$178,147	\$0	100	Certified	\$0	\$94,008
2019	\$101,857	\$101,857	\$0	100	Certified	\$1,768	\$81,614
2020	\$138,914	\$138,914	\$0	100	Certified	\$1,076	\$213,434
2021	\$167,189	\$167,189	\$0	100	Certified	\$603	\$189,029
2022	\$67,798	n/a	n/a	0	Certified	\$1,201	\$4,000
2023	\$67,798	n/a	n/a	0	n/a	n/a	n/a
Total	\$2,063,588	\$1,927,992	\$0			\$32,120	\$1,912,874

"Pending" Project Summary

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

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

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	3	6	9
Total Project Costs	\$143,500	\$2,908,349	\$3,051,849
Total MSI Funding to be Applied	\$84,980	\$2,027,760	\$2,112,740
Total MSI Funding Applied	\$4,000	\$1,908,874	\$1,912,874

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

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

Tina Leer

From: Tanner Evans
Sent: Wednesday, September 20, 2023 3:56 PM
To: Tina Leer
Subject: Fw: Addendum to the MSI Capital Program Guidelines
Attachments: Municipal Sustainability Initiative Capital Program Guidelines Addendum.pdf

From: MA.MSICapitalGrants@gov.ab.ca <MA.MSICapitalGrants@gov.ab.ca>
Sent: Wednesday, September 20, 2023 3:46 PM
To: Tanner Evans <tevans@sylvansummervillages.ca>
Subject: Addendum to the MSI Capital Program Guidelines

I am advising that the Municipal Sustainability Initiative (MSI) Capital Program Guidelines have been updated effective immediately. An addendum is attached for your convenience, but is also available at [Municipal sustainability initiative: capital program guidelines - Open Government \(alberta.ca\)](#).

The content of the MSI program guidelines is the same as last year, with two exceptions. Updates have been made to reflect the continued administration of MSI in the current MSI Online (MSIO) system into 2024, when the Local Government Fiscal Framework (LGFF) begins.

These administrative program changes will further support an effective MSI program wrap-up and simplify the administration and roll-out of the LGFF. Specifically,

- Municipalities will continue to access their unspent MSI funding including credit items, from 2019 to 2023, through the existing MSIO system rather than be transitioned over to LGFF. Any unspent MSI funding from prior to 2019 will be returned to the province.
- Municipalities will continue to submit projects, amendments, and reporting via the MSIO system until they have utilized all available MSI funding and met all MSI program reporting requirements.

It is important to note that the time limits to spend MSI capital funding (five years, plus the current program year) will continue to be strictly enforced and municipalities are strongly encouraged to utilize their unspent MSI funding to ensure a smooth and efficient transition to LGFF.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the wind-down of MSI and the transition to LGFF.

Should you have any questions regarding the addendum, please contact an MSI grant advisor toll-free by first dialing 310-0000, then 780-422-7125.

Sincerely,

Janice Romanyshyn
 Executive Director
 Grants and Education Property Tax



Municipal Sustainability Initiative Capital Program Guidelines Addendum - September 2023

The Local Government Fiscal Framework (LGFF) will replace the existing Municipal Sustainability Initiative (MSI) program in 2024/25. The comprehensive LGFF design, including administrative details and the funding allocation, is expected to be announced later this year.

To simplify the administration of the LGFF and the wind-down of MSI, municipalities will continue to access their unspent MSI capital funds through the existing online portal (MSIO) rather than be transitioned into the LGFF. Municipalities are strongly encouraged not to delay utilizing their unspent MSI funding to ensure a smooth and efficient transition to LGFF.

The following sections of the MSI capital program guidelines are updated by this addendum.

Section 6.2 Carrying Forward Funds

Unspent MSI funding including credit items, from 2019 to 2023, will not be transferred to LGFF. Municipalities will continue to access their 2019 to 2023 allocations through the existing MSI Online portal (MSIO). Municipalities will continue to be governed by the MSI funding agreements and program guidelines until all available MSI funding has been expended and municipalities have met all MSI program reporting requirements. The time limits to spend MSI capital funding will continue to be strictly enforced.

Section 8 Application and Amendment Process

Municipalities will continue to submit MSI projects, amendments, and financial reporting through the existing MSIO system until all MSI funds have been expended and all MSI program reporting requirements have been met.

The MSI capital funding is subject to all other program requirements that are outlined in the MSI Program Guidelines, and all conditions of the long-term MSI Memorandum of Agreement.

If you require additional information, please contact an MSI grant advisor in the Grants and Education Property Tax Branch at ma.msicapitalgrants@gov.ab.ca, or by dialing toll-free at 310-0000, then 780-422-7125.

Canada Community-Building Fund - Summer Village of Birchcliff

Click on the tab to expand

and view information about

- Application/Projects - Create, save, submit, view and print CCBF project information. View submitted application status
- Allocations and Payments - view annual allocations and payment status
- Statement of Funding and Expenditure reporting(SFE) - Create, save, submit, view and print CCBF SFEs. View submitted SFE status.
- Agreement Summary - View CCBF Memorandum of Agreement information

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$211,899	\$199,575	\$2,043	\$195,324

Applications/Projects

Create new application

Draft

Submitted

Accepted

Completed/Fully Funded

Withdrawn/Cancelled

Amendments in progress

Search:

Project #	Amend	Project Title	Approved Date	Total Accepted Project Cost	Total Accepted CCBF Funding	Total Certified CCBF Expenditures to Date	As Current	Original
CCBF-2429	<input type="checkbox"/>	2023 Pavement Condition Assessment & Pavement Management Report	04-Oct-23	\$46,200	\$11,184	\$0	Project Profile	CCBF Application

Showing 1 to 1 of 1 entries

Canada Community-Building Fund - Summer Village of Birchcliff

Click

on the tab to expand and view information about

- Application/Projects - Create, save, submit, view and print CCBF project information. View submitted application status
- Allocations and Payments - view annual allocations and payment status
- Statement of Funding and Expenditure reporting(SFE) - Create, save, submit, view and print CCBF SFEs. View submitted SFE status.
- Agreement Summary - View CCBF Memorandum of Agreement information

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$211,899	\$199,575	\$2,043	\$195,324

Applications/Projects

Allocations and Payments

Search:

Year	Allocation	Payments	Status	Payment Criteria Status
FY2005	\$2,855	\$2,855	Paid (Reconciled)	Payment criteria has been met
FY2006	\$2,855	\$2,855	Paid (Reconciled)	Payment criteria has been met
FY2007	\$3,808	\$3,808	Paid (Reconciled)	Payment criteria has been met
FY2008	\$5,356	\$5,356	Paid (Reconciled)	Payment criteria has been met
FY2009	\$10,705	\$10,705	Paid (Reconciled)	Payment criteria has been met
FY2010	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met
FY2011	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met
FY2012	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met

Year	Allocation	Payments	Status	Payment Criteria Status
FY2013	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met
FY2014	\$11,087	\$11,087	Paid (Reconciled)	Payment criteria has been met
FY2015	\$10,871	\$10,871	Paid (Reconciled)	Payment criteria has been met
FY2016	\$11,038	\$11,038	Paid (Reconciled)	Payment criteria has been met
FY2017	\$11,058	\$11,058	Paid (Reconciled)	Payment criteria has been met
FY2018	\$11,453	\$11,453	Paid (Reconciled)	Payment criteria has been met
FY2019	\$23,221	\$23,221	Paid (Reconciled)	Payment criteria has been met
FY2020	\$11,693	\$11,693	Paid (Reconciled)	Payment criteria has been met
FY2021	\$23,700	\$23,700	Paid (Reconciled)	Payment criteria has been met
FY2022	\$12,011	\$12,011	Paid (Reconciled)	Payment criteria has been met
FY2023	\$12,324	\$0	Processing	Payment criteria not met

Birchcliff Historical Bank Balance Information

<u>Year</u>	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>
2018	\$ 627,882.79	\$ 588,966.70	\$ 1,019,697.93	\$ 873,956.07
2019	\$ 625,711.77	\$ 573,285.13	\$ 1,033,064.45	\$ 764,819.27
2020	\$ 556,083.92	\$ 547,230.15	\$ 1,046,407.14	\$ 781,615.81
2021	\$ 430,128.68	\$ 338,622.10	\$ 1,095,270.33	\$ 811,368.44
2022	\$ 497,905.22	\$ 584,936.63	\$ 1,036,782.68	\$ 701,253.19
2023	\$ 648,005.13	\$ 483,089.25	\$891,688.73	

Summer Village of Birchcliff

Public Works

Information Item

Agenda Item: *Birchcliff Public Works Update*

Background:

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

Capital Projects:

- Road Pavement Analysis: Expect final report in Dec 2023
- GIS Implementation: project complete
- Administration Building Improvements: project complete.
- OS8 Pathway/viewpoint/bridge project: ongoing. PW has confirmed on site pathway location as per Council request and discussed with Contractor.

Operating Activities:

- Snow plowing and sanding began on October 23, 2023 from an external contractor. This includes the Administration office parking lot.
- PW has posted a new Request for Proposal to Alberta Purchasing Connection (APC) for grass cutting services in 2024. RFP closes on November 2, 2023.
- Oct 19, 2023 - Tar-ific Construction & WSP engineering completed the final acceptance walkthrough inspection of the Birchcliff trail sections 4-5. No contract deficiencies.
- PW has contacted Urban dirtworks to fill in the potholes with gravel located at #45 & #59 Birchcliff Road. This was completed on October 19, 2023.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Birchcliff

November 9, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 83 development permits issued in the Summer Villages (19 in Birchcliff, 2 in Half Moon Bay, 21 in Jarvis Bay, 16 in Norglenwold, and 25 in Sunbreaker Cove).

Current Developments:

1. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
2. 87 Birchcliff Road	Dwelling	Issued in 2020
3. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
4. 83 Birchcliff Road	Dwelling	Issued in 2021
5. 94 Birchcliff Lane	Dwelling	Issued in 2021
6. 59 Birchcliff Road	Driveway	Issued in 2021
7. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
8. 363 Birchcliff Road	Dwelling	Issued in 2021
9. 71 Birchcliff Road	Dwelling	Issued in 2021
10. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
11. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
12. 409 Birchcliff Road	Lakeside Stairs	Issued in 2022
13. 425 Birchcliff Road	Dwelling	Issued in 2022
14. 280 Birchcliff Road	Dwelling	Issued in 2022
15. 159 Birchcliff Road	Dwelling	Issued in 2022
16. 202 Birchcliff Road	Dwelling Addition	Issued in 2023
17. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2023
18. 83 Birchcliff Road	Demolition	Issued in 2023 (NEW)
19. 101 Birchcliff Road	Lakeside Stabilization	Issued in 2023 (NEW)

Closed development permits since last meeting:

1. 533 Birch Close	Dwelling Addition	Issued in 2022
--------------------	-------------------	----------------

Open Administrative Files:

1. 71 Birchcliff Road

2. 145 Birchcliff Road
3. 83 Birchcliff Road
4. 14 Sunnyside Cabin
5. 79 Birchcliff Road

Permit Summary:

2023 Jan.- to date:

3 development permit. Estimated project cost \$183,000.00.

2022 Jan.-Dec.:

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.

Summer Village of Birchcliff**November 9, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Work continues on the climate plans for Birchcliff, Norglenwold, and Jarvis Bay. Administration will set up a meeting with the three villages to specifically discuss the risk and opportunity assessment and action items. From there we can finalize the plan and look into any potential short term action items that we can work towards in 2024.
- Work has been completed on Mr. Jewell's property to open up the drainage channel and has come in at \$1,558.93, which is 78% of the budget.
- Administration met with the Lacombe Regional Emergency Management Partnership to discuss the potential to ask for a ministerial order to allow the partnership to have one member from each municipality meet together to satisfy the agency and advisory meeting requirements, rather than each municipality having their own meetings. LREMP is not necessarily on board at this time, however, administration will still be exploring the idea for our 5 summer villages as it would eliminate a lot of redundancy.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Summer Village of Birchcliff**Council & Legislative****November 9, 2023****Information Item****Agenda Item: *Resident Letter*****Background:**

Administration received the attached correspondence from a resident expressing his dismay in Council's response to information received at the public hearing for the Use of Reserves, Parks, and Pathways Bylaw #249-23.

Options for Consideration:

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

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

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

Fri 10/27/2023 9:48 AM

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

Attention: Tanner Evans - tevens@sylvansummervillages.ca
Teri Musseau - tmusseau@sylvansummervillages.ca

Please place this correspondence on the agenda for the next Council Meeting - November 9, 2023.
Thank you.

Attention: Mayor and Council, Without Prejudice

I would like to register my dismay in Council's response to the information received at the Public Hearing on Bylaw # 249-23, October 12, 2023.

The input from over 50 concerned residents of Sprucecliff brought limited discussion, contemplation, comment or debate by council members in the follow up meeting that occurred 20 minutes after the hearing. This contradicts the Summer Village Participation Policy goal to "*ensure that public concerns and aspirations are consistently understood and considered*".

In case it was missed, a point in the joint submission by 47 residents was that; the reserves (R) you want to retroactively change to Environmental, specifically the one in Sprucecliff, is in fact designated Environmental Open Space (EOS). Your lawyer seems to have missed that point. Although they *suggest* the land be considered ER, it could also just as likely NOT be considered ER. Especially since it is not a swamp, gully, ravine, coulee, natural drainage course or subject to flooding as per the MGA.

The Sprucecliff reserve *use* is clearly identified as EOS on the Land Use zoning map. Ignoring this, in an attempt to redefine reserves, is a serious lapse in accountability. It contradicts the LUB and the regulations established therein.

We get it - it's Summer Village land. What's missing is Council's acceptance of the fact that the discretionary uses in the Access Agreement have been legitimately given by the Summer Village and have not, as yet, been adjudicated otherwise. Amendments are possible by mutual agreement.

Council stated they want to be fair and to treat all citizens the same. A cruise along Birchcliff's shoreline reveals banks along the entire length of the Summer Village have stairs and storage in front of most properties. Some have three boat hoists tugged up the bank. Others have concrete walls, buried steel containers, boat launch ramps, or walkout basements (*photos available*). This, in spite of a Land Use Bylaw that states land below the top of the bank is to be retained in its natural state. Compare those lakefronts to the stewardship by Sprucecliff residents.

... Is it fair to single out a separate area of the Summer Village and retroactively deny use enjoyed by others?

... What purpose is served expending resources to re-define a reserve in order to impose a new agreement, when the said reserve already has a legitimate land use designation and a legitimate agreement?

We look forward to your reply.

Yours sincerely,
Steven & Rita Johnson

A solid black rectangular box used to redact the signature of Steven & Rita Johnson.

Summer Village of Birchcliff**Council & Legislative****November 9, 2023****Information Item****Agenda Item:** *Mike Virtue Letter***Background:**

Administration received the attached correspondence from Mike Virtue who was in attendance at the public hearing for the Use of Reserve, Parks & Pathways Bylaw public hearing held in October, adding additional comments for Council's consideration.

Options for Consideration:

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

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

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

From: MIKE VIRTUE [REDACTED]

Date: Wed., Nov. 1, 2023, 3:35 p.m.

Subject: Follow up to Oct 12 Council Meeting

To: Roger Dufresne <roger.gj.dufresne@gmail.com>, Frank Tirpak <Frank@tirpak.co>, zakyak <zakyak@telus.net>

Cc: LP Virtue [REDACTED] Steven Johnson [REDACTED]

Attention: Mayor and Council

After listening to the most recent Public Hearing and Council meeting, the following are just a few observations and hopefully some considerations:

- If we are to believe that in 2017 three former Mayors and a very competent then CAO (and other representatives) drafted up an improper Access Agreement, then the burden of proof should be with this Administration and Council, particularly if this is a roadblock to the Shoreline Restoration project. This requires dialogue.
- Imposing undefined fees and taking away resident taxpayer rights (boat hoist storage, other select item storage) is counterproductive to any shoreline initiative and will devalue property. (It is approximately \$1500.00 per year to float a hoist in and out to enjoy a privilege other communities experience for free - that's \$7500.00 over 5 years for a right we already have)
- Other Summer Villages have access and storage rights - why is this Council and Administration making an example out of SpruceCliff? To impress something upon the Province?
- The written responses and large attendance in person / online in the last Council meeting was underacknowledged, and overwhelmingly against most if not all of these proposed changes - are we being heard?
- We will continue to hold Council accountable with their representation of the Birchcliff/Sprucecliff taxpayers with these poorly aimed changes until this is resolved. We stand together with our resident peers on this.

We are open to discussion, possible next steps and look forward to your reply.

Sincerely,

The Virtues
#371

Summer Village of Birchcliff**November 9, 2023****Council and Legislation****Request for Decision****Agenda Item:** *Use of Reserves, Parks, and Pathways Bylaw #249-23***Background:**

At the October Council meeting, second reading was given to the Use of Reserves, Parks, and Pathways Bylaw #249-23. Administration is bringing the bylaw back for 3rd reading.

Options for Consideration:

- 1) That Council give 3rd reading to the Reserves, Parks, and Pathways Bylaw #249-23.
- 2) That Council table for further consideration.
- 3) That Council rescind 1st and 2nd reading and defeat the bylaw.

Administrative Recommendations:

- 1) That Council table for further consideration.

Authorities:

Municipal Government Act

Section 153 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.

**SUMMER VILLAGE OF BIRCHCLIFF
USE OF RESERVES, PARKS, AND PATHWAYS
BY-LAW 229-21**

WHEREAS the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, Part 2, Section 7 and 8 and amendments thereto, authorizes the Council of a municipality to pass bylaws pertaining to the protection of people, property, and transportation systems, and

WHEREAS within the corporate limits of the Summer Village of Birchcliff there are reserves, public parks, and pathways under the ownership, control, and management of the Summer Village of Birchcliff, and

WHEREAS it is deemed desirable and expedient to provide for the control and use of these reserves, parks, and pathways, and

WHEREAS the Alberta Traffic Safety Act, and amendments thereto, authorizes the Council of a municipality, with respect to highways under its direction, to control, manage and pass bylaws authorizing persons to operate vehicles on any portion of such highways, and

WHEREAS the Council of the Summer Village of Birchcliff considers it desirable and expedient to do so.

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

TITLE

1. This Bylaw may be referred to as the “Use of Reserves, Parks and Pathways Bylaw”

PURPOSE

2. The Summer Village of Birchcliff wishes to preserve the integrity of its Municipal Reserves, parks, and pathways for the future. The purpose of this bylaw is as follows:
 - (a) To set forth the objectives of the Village Municipal Reserves, Parks, and Pathways
 - (b) To set forth restrictions on Village Municipal Reserves, Parks, and Pathways
 - (c) To outline action which may be taken in cases of contravention of the Municipal Reserve, Parks, and Pathways bylaw

DEFINITIONS

3. In this Bylaw, words have the meanings set out in the Act, except that:
 - (a) “**Act**” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.
 - (b) “**All-Terrain Vehicle**” includes a motorized recreational vehicle commonly known as a quad or side by side and is included in the term “off highway

vehicle”.

(c) **“Chief Administrative Officer”** or **“CAO”** means the Chief Administrative Officer of the Summer Village or the Chief Administrative Officer’s delegate;

(d) **“Council”** means the Council of the Summer Village of Birchcliff.

(e) **“Environmental Reserve”** or **“ER”** means:

- i. a parcel of land designated as an environmental reserve under the Act;
- ii. or an environmental reserve easement as defined under the Act; or
- iii. any Summer Village owned land which has a reserve designation on the certificate of title for the land pursuant to a former enactment (for example, R- Reserve) and which bears the traits of an environmental reserve as defined in the Act.

“Firearms” means any weapon from which any shot, bullet or other projectile capable of causing bodily injury or death can be discharged and includes air guns, air rifles, air pistols, B.B. guns, sling shots, all types of archery equipment, and gas-powered guns.

(f) **“Highway”** means a highway as defined in the Alberta Traffic Safety Act, and amendments thereto and excludes pathways defined in h) below. In this Bylaw the term “road” is synonymous with the term “highway”.

(g) **“Off-highway Vehicle”** means an off-highway vehicle as defined in the Alberta Traffic Safety Act.

(h) **“Operator”** means a person who drives or is in actual physical control of any vehicle.

(i) **“Owner”** includes a person renting any vehicle or having exclusive use of that vehicle for a period of more than thirty days.

(j) **“Pathway”** means any paved, graveled, or natural walkway used by pedestrians and people using mobility aids, such as wheelchairs, and people using bicycles within the Summer Village.

(k) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Peace Officer, or a Bylaw Enforcement Officer.

(l) **“Person”** means any person, individual, owner, public body, society, firm, or partnership.

- (m) **“Reserve”** means any area designated as a public reserve, environmental reserve, community reserve, or park, title to which is vested in the Summer Village of Birchcliff.
- (n) **“Snow Vehicle”** includes a recreational vehicle with motor, skis and tracks commonly known as a snowmobile or skidoo and is included in the term “off-highway vehicle”.
- (o) **“Structure”** means buildings, sheds, fences, tree houses, swings, and similar installations.
- (p) **“Summer Village”** means the Summer Village of Birchcliff.
- (q) **“Trailer”** means a vehicle so designated that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed, and equipped as a dwelling, sleeping, or living place.
- (r) **“Vehicle”** means a motor vehicle as defined in the Alberta Traffic Safety Act.

RESERVES, PARKS, AND PATHWAYS – GOALS

4. The Summer Village of Birchcliff is fortunate to have a rich resource in open space areas. These areas are largely undeveloped and enhance the rural setting of the Village. The open space goals as listed in the Municipal Development Plan and Open Space Plan are:
 - (a) To establish and implement policies for the dedication and use of municipal reserves, environmental reserves, and other spaces
 - (b) To conserve, wherever possible, areas having natural attributes, so they remain an integral part of the community fabric
 - (c) To encourage the provision of areas for passive recreation opportunities and pathway linkages
 - (d) To provide a network of open spaces which contribute to the character of the community
 - (e) To connect open spaces by a series of trails and pathways
 - (f) To provide access into open space appropriate to the intended use of the open space
 - (g) To conserve areas which are fragile or more susceptible to impairment from inappropriate use or magnitude of use

- (h) To provide amenities which promote and serve healthy leisure time activities

RESERVES, PARKS, AND PATHWAYS - RESTRICTIONS

5. On Village Reserves no person or persons shall:

- (a) Light a fire;
- (b) Abandon any garbage or refuse of any kind including animal droppings;
- (c) Cause or permit any noise that annoys or disturbs the peace of any other person, or cause any nuisance, as listed in Birchcliff's Community Standards Bylaw;
- (d) Be in possession of a firearm or other weapon;
- (e) Use a Reserve to launch trailered watercraft;
- (f) Use motorized vehicles or ATV's except for specific authorized tasks. Off-highway vehicle use is permitted along the RA15 right-of-way;
- (g) Cut or remove vegetation without Village approval;
- (h) Store any private property of any kind on Reserve land. Any private property found on Reserve land will result in the removal of the property at the owner's expense.

6. Notwithstanding Section 5(h), an Environmental Reserve may be used for the following purposes if authorized by Council:

- (a) construction of stairways to directly connect private property to the shores of Sylvan Lake; PROVIDED THAT:
 - (i) the owner of the private property has entered into and complies with the Summer Village's form of Encroachment Agreement, the terms and conditions of which shall include, without limitation:
 - A. that the owner must, at its sole cost, construct and maintain stairways in accordance with Summer Village policies, as established by the Summer Village from time; and
 - ~~B. that the owner must pay all applicable fees imposed by the Summer Village; and~~
- (b) the temporary storage of dock pieces only ~~(no boat lifts or hoists)~~; PROVIDED THAT:

**Summer Village of Birchcliff
Use of Reserves, Parks, and Pathways
By-law 249-23**

- (i) the owner of the private property has entered into and complies with the Summer Village's form of Encroachment Agreement, the terms and conditions of which shall include, without limitation:
 - A. that the owner must, at its sole cost, store and maintain the dock pieces in accordance with Summer Village policies, as established by the Summer Village from time; and
 - ~~B. that the owner must pay all applicable fees imposed by the Summer Village.~~
- 7. No Encroachment Agreement shall grant the exclusive right to use or occupy any portion of Environmental Reserve.
- 8. Except where permitted by this Bylaw, all encroachments on Environmental Reserve are prohibited, regardless of whether or not such encroachment predates this Bylaw coming into force. All existing encroachments shall be brought into compliance in accordance with this Bylaw.
- 9. Landowners with existing encroachments on Environmental Reserve shall, within one year of this Bylaw coming into force, either remove unauthorized encroachments and restore the Environmental Reserve or request a new authorization from the Summer Village.
- 10. All authorizations and agreements required under this Bylaw with respect to encroachments on Environmental Reserve shall be approved by Council, or its delegate, ~~upon payment of applicable fees, if any~~
- 11. All expenses, cost, liabilities, or other risks associated with bringing an unauthorized encroachment into compliance with this Bylaw shall be the responsibility of the landowner.
- 12. All expenses, cost, liabilities, or other risk associated with an encroachment over Reserves shall be the responsibility of the landowner;
- 13. The provisions of this Bylaw do not apply to actions and operations of the Summer Village or persons acting upon the instructions of the Summer Village in respect to any activities within Environmental Reserve.
- 15. No vehicles, off-highway vehicles or trailers are allowed in any reserve or park at any time except for the following:
 - (a) Vehicles, off-highway vehicles, or trailers owned by utility companies who require access to their installations for construction, repair, or maintenance

purposes,

- (b) Any vehicle, off-highway vehicle or trailer authorized by Council, or the Administrator of the Summer Village, may enter any of the parks or reserves for the construction, repair, or maintenance of any structures or for any community event approved by Council,
- (c) Any emergency vehicle such as those used by Police, fire departments or ambulance services,
- (d) Snow vehicles and all-terrain vehicles used for winter recreational purposes as per Bylaw 230-21 - Off Highway Vehicles.

In addition:

- (e) Operators of all vehicles and off-highway vehicles shall be responsible for all damage incurred by operation of their vehicles in any reserve or park.
- (f) Off-highway vehicles shall be fitted with a forestry approved spark arrester and muffler that meets OEM noise reduction specifications.

LIABILITIES

16. The Summer Village of Birchcliff assumes no liability for any equipment, or its use by the Owner or the Public.

SEVERABILITY

17. Should any section or part of the Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

CONTRAVENTIONS

18. A Designated Officer authorized to enforce this Bylaw under Part 13, Division 4 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and who has reasonable and probable grounds to believe that a person has contravened any section of this Bylaw, may under the authority of this Bylaw issue a written order, and where this written order is not paid by the offender, a Part 2 violation ticket may be issued under the Provincial Offences Procedures Act R.S.A 2000, Chapter P-34, to that person.
19. Any person who contravenes this section can be charged as well as assessed the cost of restoration. Any person who contravenes the provisions of this Bylaw shall be guilty of an offense and liable on summary conviction to the penalty as set out in Schedule "A".

20. In some situations, both the Summer Village and the Provincial Government may be involved and occasionally the Federal Government. As a result, penalties can be severe.
21. The Summer Village may use physical barriers to control abuse or encroachment rather than involve penalties.

Upon third reading, Bylaw #229-21 is hereby rescinded.

READ a first time this 21st day of September 2023.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Public Hearing held October 12th, 2023.

READ a second time this 12th day of October 2023.

READ a third and final time this 9th day of November 2023.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

<u>SECTION</u>	<u>PARTICULARS</u>	<u>PENALTY</u>
Section 5 (a)	Light a fire	\$250.00 To \$2,500.00
(b)	Abandon any garbage or refuse of any kind, including animal droppings	\$250.00
(c)	Interfere with wildlife	\$100.00
(d)	Be in possession of a firearm or other weapon	\$250.00 to \$2500.00
(e)	Use a Reserve to launch trailerred watercraft	\$100.00
(f)	Use motorized vehicles or ATV's except for specific authorized tasks	\$250.00
(g)	Cut or remove vegetation without village approval	\$500.00 To \$5,000.00 + cost to replant
(h)	Store any private property of any kind on Reserve land	\$100.00 + cost of removal

Summer Village of Birchcliff

November 9, 2023

Council and Legislation

Request for Decision

Agenda Item: *Encroachment Policy*

Background:

The Encroachment Policy was tabled at the last Council meeting and is being brought back for Council's consideration.

Options for Consideration:

- 1) That Council adopt the Encroachment policy.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council table the Encroachment policy for further consideration.

Authorities:

Municipal Government Act

Section 153 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.

SUMMER VILLAGE OF BIRCHCLIFF

Encroachment Policy

Passed: August 20, 2015

Amended: September 21, 2023

Purpose:

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

Statement:

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

Definitions:

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

“development” means:

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

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

General:

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the

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

Encroachment on Environmental Reserve Lands

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land **unless specifically for the purposes and within the restrictions outlined in Birchcliff's Use of Reserves, Parks, and Pathways Bylaw.**

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

1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storing of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual **encroachment** fee assessed at time of agreement and reassessed every five years. Fee is calculated on actual square foot assessment of adjacent property (i.e. 1200 sq. ft. lot assessed at 16,000 land value – **encroachment** is 10 sq. ft. $(16,000 / 1200 = 13.33)$

assess value per square foot) ($10 \times 13.33 = 133.30$ **encroachment** value) times the mill rate for the current year.

Summer Village of Birchcliff

Public Works

Request for Decision

Agenda Item: *Approval to amend project budget for OS8 trail / viewpoint Capital project*

Background:

Public Works has posted a Request for Proposal to APC (Alberta purchasing connection) for the OS8 trail / viewpoint Capital project. Project closed on September 15, 2023. The Village received 1 submission in the amount of \$124,775 by Tar-ific Construction Ltd. Construction is on-going.

Public Works is seeking approval from Council to amend the project budget from \$63,347.81 to \$124,775.

The cost and work breakdown will include:

- Gravel trail (\$57,218 + GST) – approx. 150 meters of trail construction with gravel surface. Trail work includes newly requested realignment locations and safety posts.
- Bridge installation (\$34,983 + GST) – 15-foot bridge / 2.5 metre wide with safety railing.
- Viewing platform installation (\$32,574 + GST) – 12 feet x 12 feet viewing platform with safety railing.

Options for Consideration:

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

Administrative Recommendations:

That the Summer Village of Birchcliff council approve the OS8 Viewpoint/Bridge/Pathway project amendment, in the amount of \$124,775 to be funded from the Municipal Sustainability Initiative (MSI).

Authorities:

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

Summer Village of Birchcliff

Public Works

Request for Decision

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

Background:

- The Administration building parking lot new paving/concrete/line painting/curb stops was completed in late August 2023.
- Due to various factors the project has gone over budget. The reasons for the over budget include:
 - Scope of work changed from previous quote when previous manager of public works received in early 2023. The area to be paved drastically changed from 1,365 m² to 1,600 m²
 - Misunderstanding/miscommunication on project scope and costing. Original quote was given in Jan 2023. A pavement overlay was initially scoped but after the snow melt, it was determined to not be an option due to existing building and sidewalk elevations. The option at that time would have been a 50 mm (2 inches) overlay over the existing asphalt.
 - The cost of line painting and curb stops was not taken into consideration.
- The project has gone over budget in the amount of \$6,685.99

Options for Consideration:

- 1) That Council amend the MSI grant application in the amount of \$6,685.99
- 2) That Council approve the transfer of \$6,685.99 to pay for the Administration Building improvements project overage from a reserve fund.

Administrative Recommendations:

That the Summer Village of Birchcliff amend the MSI application by \$6,685.99 dollars for the administration building improvements project.

Authorities:

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

Summer Village of Birchcliff

Public Works

Request for Decision

Agenda Item: *Shoreline Report for OS16/17 & OS 18/19*

Background:

Parkland Geo Engineering completed an inspection/review of the banks at both OS 16/17 and OS 18/19 sites. The inspection consisted of observations from the crest of the slope and from the toe area on the frozen lake with comparisons to other samples taken in the surrounding area. It is understood that the lakefront properties in this area regularly experience challenges with bank slope instability due to erosion.

The following observations were made during the site visit:

- Both areas include wooden stairs or boardwalks;
- Slope is about 6 metres high;
- Slope face is vegetated with grasses, shrubs, and birch trees;
- Toe erosion resulted in an approximately 1 to 2 metre vertical back slope at OS 16/17 and approximately 2 metre vertical back slope at OS 18/19;
- Directly above the toe erosion, vegetation has been undercut;
- A flat area butting up to the existing wooden stairs at OS 18/19 was built over gabion (rock) baskets and rip rap. The gabion baskets appear to have failed on the east part of the deck.

Erosion of the slope face of the bank occurs due to the following reason:

- Soils exposed to rainfall;
- Soils exposed to seasonal water fluctuations without any protective layers;
- Poor lot drainage;
- Human activity in area

The purpose of these site observations is to provide the municipality with a reasonable expectation with respect to slope stability and the potential for slope movement and to communicate the technical risks so that we can make informed decisions relating to site slopes and erosion issues.

There is toe erosion actively occurring along the lake due to wave and ice action for these sites. This has resulted in over steepened, near vertical areas.

Slope stability is dependent on a number of factors such as slope geometry, groundwater, soil moisture conditions, soil strength and characteristics. It is not uncommon to find slopes with very steep inclinations or vertical faces for weak clay soils.

Slope stability is described in terms of a factor of safety (FS) against slope failure which is the ratio of total forces resisting failure divided by the sum of forces promoting failure.

The slope factor of safety and advanced modeling was beyond the scope of work for the visual review. Modeling consists of a review of topographic survey information to create a representative 2D cross section/ slice of the slope. The model is then calibrated with the local soil information and parameters (soil type, groundwater conditions, soil internal angle of friction and cohesion). Afterwards various scenarios are run to calculate a factor of safety against slope movement. The factor of safety is the forces resisting movement divided forces contributing to movement. AS such as FS of less than 1.0 indicates failure is expected and 1.0 is a balanced condition. Given variability in soil and in situ conditions, generally a long-term stable slope is considered with a FS around 1.3. Typical setbacks for permanent structures generally require a FS of 1.5.

Essentially, to determine the exact factor of safety (FS), extensive drilling, survey and geotechnical assessment would need to be completed and was discussed with Robert at that time. It was decided to not proceed due to the high cost and the fact that no structures were at risk at that time. There was also lots of concern over the disturbance in the MR space that would need to occur for this work to happen. The erosion at the toe of the slope and associated over steepening of the slope directly around this area is currently relying on short-term strength and will eventually regress unless action is taken to stabilize it.

Assuming on-going toe erosion is prevented, the crest of the slope above the erosion area could regress 2 to 5 metres in the long term based on the near vertical toe area. Given the strength of the local bedrock, the regression is not expected to occur in the short term. This new crest point would sill have a long term factor of safety of 1.0.

There are a number of options that can be considered to remediate the slope:

1. **Toe Armouring** – work would include reconfigure / regrade the slope and adding protection to the toe of the slope with specified rip rap (rocks).
2. **Retaining wall** – work would include installation of a protective wall system to prevent erosion.
3. **Shear Key construction** – work would include berm construction into the sub soil to prevent movement from underneath. Berm would be mainly crushed granular material and rip rap.
4. **Adding a soil load against the toe of the slope**

After discussion with Parkland Geo, it has been determined for the Summer Village to pursue **Option 1** to remediate the slope at OS 16/17 and OS 18/19 *Toe armoring* is a more natural, environmentally conscious, and cost-effective practice for this type of slope remediation. The primary option is for reconstruction of the slope toe and protection with rip rap/armouring. The reconstruction is for preventing future erosion of the reconstructed toe.

It is also recommended to concentrate the future remediation work near the stairs area for both locations and to encourage people to stay on the stairways to get vegetation reestablished.

Recommended next steps:

- 1) Summer Village to pursue construction option for Toe Armoring remediation;
- 2) Contact Parkland Geo to discuss/view preliminary drawing for Toe Armoring and have a visual representation;
- 3) Contact Alberta Environment to have preliminary discussions or preliminary approval before proceeding with Detailed Design from Parkland Geo Engineering.

Options for Consideration:

- 1) That council discuss and direct Administration to proceed with recommended next steps.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That council discuss and direct Administration to proceed with recommended next steps.

Authorities:

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

Summer Village of Birchcliff

November 9, 2023

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

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

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

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

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

Parkland Regional Library Agreement

Speaking Notes for PRLS' 2024 Budget

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

Points within the budget to note include:

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

Other points to note:

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



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

F-2-A

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

Notes for the Parkland Regional Library System Budget 2024

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

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

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

Under Income

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

Under Support Materials

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

Under Cost of Service

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

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

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

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

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 95% of the 2024 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

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

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

Brief Notes – September 2024**INCOME**

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

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2023 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

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

COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

Present
Budget

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

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

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

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

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

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

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

2.3 Computer Maint. Agree.

Software Licences:

line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

2.5 eContent Platform fees and Subscription fees:

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

2.6 On Reserve, On

Settlement Grant Exp:

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2023 level.

2.8 Internet Connection

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

2.9 Library Services Tools:

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

2.10 Marketing/Advocacy:

amount held at the same level as 2023 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

*2.11 Member Library**Computers:*

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

*2.12 Outlet - Contribution**to Operating:*

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

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

*2.14 ILL Postage**Reimbursement
for Libraries:*

increased slightly based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

*2.15 Supplies purchased**Cataloguing/Mylar:*

held at 2023 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

reduced slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2023 amount.

PRLS Circulating Collections

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

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

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

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

2.22 Reference Materials: held at 2023 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

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

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

*3.5 Dues/Fees/**Memberships:*

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.

3.6 Insurance:

this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

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

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

3.8 Photocopy:

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

3.9 Salaries:

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

*3.10 Salaries-Employee**Benefits:*

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

3.11 Staff Development:

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

*3.12 Supplies/Stationery/**Building:*

based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

- 3.13 Telephone:* based on actual and held at 2023 level - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

PARKLAND REGIONAL LIBRARY SYSTEM**Proposed 2024 Budget**

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

Budget Supplement**Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicle in 2024. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2024

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

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

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

Technology Reserve

Budgeted for member library computers	\$69,391
---------------------------------------	----------

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

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

Amortization expense anticipated for building	\$78,939
---	----------

(actual amount will be affected by asset disposals during the year)

\$147,931

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Tax and Utility Penalty Removal Request*

Background:

Administration has received a request from a property owner requesting Council to remove her applied tax penalty of \$1,411.39 and utility penalty of \$16.86 as she claims to have dropped her payments off, in person, in July and the payment went missing and was never applied to her accounts.

The property owner has since paid the levied tax amount on October 16th after notification letters were mailed on August 21st and September 26th advising of the outstanding balance.

Property owner has also paid the original utility balance on October 16th after statements were mailed in August, September and October.

Administration was advised at time of making payment that the property owner would be contacting a member of Council and that these penalties would be taken care of. Administration advised owner of the process involved in removing penalties by way of a public meeting of Council with a decision being made by the Council of all 3 members and a minuted motion number would be recorded for transparency.

It is administration's stance that we did not receive this payment and did not simply misplace a cheque for nearly \$10,000. Our process is to immediately receipt payments for our records, even if a receipt is not given to the customer. In this case no receipt was prepared, we never found a cheque and did not hear anything about it until after statements were mailed for 3 months in a row.

Options for Consideration:

- (a) cancel or reduce tax arrears;
- (b) keep penalty as applied.

Administrative Recommendations:

Section 347(1) of the Municipal Government Act permits Council the discretion to cancel or reduce tax arrears, if it considers it equitable to do so.

Council should exercise this discretion in an equitable and transparent manner, as any cancellation, reduction, refund or deferral has financial consequences to the Municipality.

As this letter does not establish a bona fide need nor an extenuating circumstance, it is recommended that Council deny this penalty removal request as Administration has not come across this payment despite doing daily reconciliations and deposits. Photocopies of the duplication cheques do not establish proof of having been received by this office and mailed notifications from Administration advising of the outstanding balance were given over multiple months on this property.

Authorities:

The Municipal Government Act, section 347(1) permits Council to cancel, reduce, refund or defer tax penalties as follows:

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

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

Oct 16/23

Dear Members of Council,

As per attached, please see copies of cheques for property taxes and utilities which were personally dropped off to the Summer Village office in July. For whatever reason, the payment/envelope went missing and was never applied to our account.

Please consider dropping the penalty as I am not at fault of not paying my taxes and utilities before the due date.

Thank you,



PROPERTY ASSESSMENT AND TAX NOTICE

F-2-B FINAL BILL

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

ROLL NUMBER [REDACTED]	TAX YEAR 2023	MAILING DATE May 22, 2023	NOTICE OF ASSESSMENT May 29, 2023
LEGAL DESCRIPTION [REDACTED]	EDUCATION Public	TAX SALE No	FINAL DATE FOR APPEAL July 28, 2023
PROPERTY LOCATION [REDACTED]	OWNER/MORTGAGEE NAME [REDACTED]		
MORTGAGE INFORMATION			

PROPERTY ASSESSMENT AND TAXATION INFORMATION

ASSESSMENT CLASS	LAND	IMPR	COMBINED	TOTAL	TAX RATE	PROPERTY TAX
310 - Single Family	1,142,000	1,015,000	0	2,157,000	4.36220000	9,409.27

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

TAXING AUTHORITY	ASSESSMENT	TAX RATE	% OF TOTAL	TAX AMOUNT
100 - MUN	2,157,000	1.92050000	44.03	4,142.52
200 - ASFF	2,157,000	2.44170000	55.97	5,266.75

NOTE: A penalty of 15% will be assessed August 1, 2023 on the unpaid balance as of July 31, 2023. A further penalty of 18% will be assessed January 1, 2024 on the total unpaid balance as of December 31, 2023.

PROPERTY TAXES ARE DUE ON JULY 31, 2023

If you are set up for the Preauthorized Tax Installment Payment Plan, please DO NOT PAY.

TOTAL PROPERTY TAXES:	9,409.27
LOCAL IMPROVEMENTS:	0.00
TOTAL CURRENT TAXES:	9,409.27
CREDITS OR ARREARS:	0.00
TOTAL TAXES DUE:	9,409.27

AMOUNT DUE BY:	
31-JUL-2023:	9,409.27

TAXES PAYABLE AFTER:	
31-JUL-2023	10,820.66
TAXES PAYABLE AFTER:	
31-DEC-2023	12,768.38

Paid by cheque # 325

COPY

NON-NEGOTIABLE DUPLICATE OF CHEQUE

325


Summer Village of Birchcliff
Northward four hundred nine = 27
BMO  Bank of Montreal
4903 GAETZ AVENUE TEL: (403) 340-4600
RED DEER, ALBERTA T4N 4A6
Roll # 0000 

BALANCE
FORWARD

THIS CHEQUE

BALANCE

DEPOSIT

BALANCE
FORWARD

COPY

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

UTILITY NOTICE

Date Issued:	
01-May-2023	
Due Date:	
31-Jul-2023	
Customer Number:	Account Number:
92	[REDACTED]
Service Address:	
[REDACTED]	
Billing Period:	
01-Jan-2023 - 31-Dec-2023	

*pd but cheque
 # 341*

Balance 01-May-2022:	398.11
Payments Received:	-398.11
Interest Charges:	0.00
Other:	0.00
Balance Forward:	0.00
Wastewater Useage	288.11
Wastewater Maint	110.00
Garbage Pickup	116.75
Recycling Pick-up	46.80
Total New Charges:	561.66
Total Due:	561.66

Days	Current Rdg	Previous Rdg	Usage
2023 Annual Utilities			

Interest will be charged at the rate of 1% on unpaid balance.

We now accept E-Transfer to: etransfer.svbirchcliff@sylvansummervillages.ca (Please Reference Account Number).
 We also have a Drop Box available.

COPY

F-2-B

BMO Bank of Montreal
4908 GAETZ AVENUE TEL: (403) 340-4600
RED DEER, ALBERTA T4N 4A6

Summer Village of Rochetip
Five hundred sixty one — 66

Acct # 1000

BALANCE
FORWARD

THIS CHEQUE

BALANCE

DEPOSIT

BALANCE
FORWARD

501.31
561.66

COPY



Monday, August 21, 2023



Roll Number/Property Description		Unpaid Property Taxes							
		Lien							
Current	2022	2021	2020	2019	2018	2017	Prior	Total	
		No							
		10,820.66	0.00	0.00	0.00	0.00	0.00	0.00	10,820.66
10,820.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,820.66	

Dear Sir/Madame;

Your property has been identified to have an unpaid tax balance.

Please make arrangements to pay prior to the 18% penalty becoming applicable on the outstanding balance on January 1, 2024.

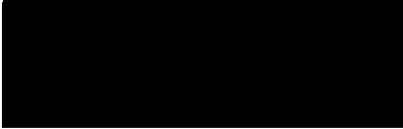
Kindest Regards,

Tina Leer
Finance Manager
tleeer@sylvansummervillages.ca

E. & O. E.



Tuesday, September 26, 2023



Roll Number/Property Description		Unpaid Property Taxes							Total
		Lien							
Current	2022	2021	2020	2019	2018	2017	Prior		
				No					
10,820.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,820.66	
10,820.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,820.66	

Dear Sir/Madame;

Your property has been identified to have an unpaid tax balance.

Please make arrangements to pay prior to the 18% penalty becoming applicable on the outstanding balance on January 1, 2024.

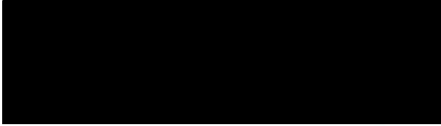
Kindest Regards,

Tina Leer
Finance Manager
tLeer@sylvansummervillages.ca

E. & O. E.

Summer Village of Birchcliff
2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Business: (403)887-2822
Email: finance@sylvansummervillages.ca

August 1, 2023



Utility Unpaid

Account #	Service Address	Current	31-60	61-90	Over 90	Total
		0.00	567.28	0.00	0.00	567.28
Total Utilities Owed:		0.00	567.28	0.00	0.00	567.28

Please be advised that this account is now over due and interest charges have been applied. Please make arrangements to submit payment.

E. & O. E.

Summer Village of Birchcliff
2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Business: (403)887-2822
Email: finance@sylvansummervillages.ca

F-2-B

September 6, 2023



Utility Unpaid

Account #	Service Address	Current	31-60	61-90	Over 90	Total
		0.00	5.62	567.28	0.00	572.90
Total Utilities Owed:		0.00	5.62	567.28	0.00	572.90

Please be advised that this account is now over due and interest charges have been applied. Please make arrangements to submit payment.

Payment Options:

E-Transfer: Email is as follows: etransfer.svbirchcliff@sylvansummervillages.ca

Cheque

Credit Card(Website Only),

In person Debit or Exact Cash

E. & O. E.

Summer Village of Birchcliff
2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Business: (403)887-2822
Email: finance@sylvansummervillages.ca

F-2-B

October 3, 2023



Utility Unpaid

Account #	Service Address	Current	31-60	61-90	Over 90	Total
		0.00	5.62	5.62	567.28	578.52
Total Utilities Owed:		0.00	5.62	5.62	567.28	578.52

Please be advised that this account is now over due and interest charges have been applied. Please make arrangements to submit payment.

Payment Options:

E-Transfer:Email is as follows: etransfer.svbirchcliff@sylvansummervillages.ca

Cheque

Credit Card(Website Only),

In person Debit or Exact Cash

E. & O. E.

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Budget 2024-2027*

Background:

Administration would like to provide the following draft 2024 - 2027 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 2024 - 2027 Budget.

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

Administrative Recommendations:

- 1) That Council review and approve the 2024 budget as provided.
- 2) That Council amend and approve the 2024 budget.
- 3) That Council table item for further discussion and consideration in their December 2023 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.

Account #	Department / Description	2022 Budget	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Administration								
	Base Tax Rate	\$ 354,890.28	\$ 375,712.29	\$ 375,310.44	\$ 384,224.66	\$ 398,998.90	\$ 405,883.26	\$ 417,032.16
	Taxes from Assessment Growth	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
101-100-110	Taxes Residential	\$ 349,890.28	\$ 370,712.29	\$ 370,310.44	\$ 379,224.66	\$ 393,998.90	\$ 400,883.26	\$ 412,032.16
101-000-510	Taxes Penalties/Costs	\$ 5,071.87	\$ 5,224.03	\$ 8,490.79	\$ 5,380.75	\$ 5,542.17	\$ 5,708.44	\$ 5,879.69
101-103-130	DI Designated Industrial Tax	\$ 36.31	\$ 37.40	\$ 40.80	\$ 42.02	\$ 43.28	\$ 44.58	\$ 45.92
112-000-540	Interest Charges	\$ -	\$ -	\$ 122.20	\$ -	\$ -	\$ -	\$ -
112-000-550	Return on Investments	\$ 9,360.00	\$ 9,640.80	\$ 16,661.24	\$ 9,930.02	\$ 10,227.92	\$ 10,432.48	\$ 10,641.13
112-000-410	Sale of Service & Supplies	\$ 520.00	\$ 535.60	\$ 270.00	\$ 551.67	\$ 568.22	\$ 585.26	\$ 602.82
112-000-570	Other Revenue	\$ 1,040.00	\$ 1,071.20	\$ 922.21	\$ 1,103.34	\$ 1,136.44	\$ 1,170.53	\$ 1,205.65
	Bench Donations							
	Grant Revenue							
112-000-760	Grant revenue expected	\$ 11,500.00	\$ 11,500.00	\$ -	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
112-000-740	MSI Operational	\$ 10,419.00	\$ 10,419.00	\$ 20,838.00	\$ 10,731.57	\$ 11,053.52	\$ 11,385.12	\$ 11,726.68
Total Administration		\$ 387,837.46	\$ 409,140.32	\$ 417,655.68	\$ 418,464.03	\$ 434,070.45	\$ 441,709.68	\$ 453,634.04
Protective Services								
121-000-530	Fines Provincial Collected	\$ 717.91	\$ 739.45	\$ 97.00	\$ 761.63	\$ 784.48	\$ 808.02	\$ 832.26
Total Protective Services		\$ 717.91	\$ 739.45	\$ 97.00	\$ 761.63	\$ 784.48	\$ 808.02	\$ 832.26
Public Works								
142-000-410	Wastewater Usage Levy	\$ 83,319.00	\$ 83,319.00	\$ 85,582.68	\$ 51,544.00	\$ 55,338.00	\$ 63,752.00	\$ 65,665.00
	----- Transfer for Wastewater Offset							
142-000-412	Transfer from reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Garbage / Recycling		\$ 35,747.00	\$ 42,000.00	\$ 48,300.00	\$ 48,300.00	\$ 48,300.00	\$ 48,300.00
Total Public Works		\$ 83,319.00	\$ 119,066.00	\$ 127,582.68	\$ 99,844.00	\$ 103,638.00	\$ 112,052.00	\$ 113,965.00
Planning and Development								
161-000-410	Certificates of Compliance	\$ 58.60	\$ 60.35	\$ 300.00	\$ 62.17	\$ 64.03	\$ 65.95	\$ 67.93
161-000-520	Development Permits / Appeal Fees	\$ 5,523.32	\$ 5,689.02	\$ 3,000.00	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64
161-000-510	Inspection Fees	\$ 1,171.94	\$ 1,207.10	\$ 955.84	\$ 1,243.31	\$ 1,280.61	\$ 1,319.03	\$ 1,358.60
161-000-590	Encroachment Fees	\$ 105.47	\$ 108.64	\$ -	\$ 111.90	\$ 115.25	\$ 118.71	\$ 122.27
Total Planning and Development		\$ 6,859.33	\$ 7,065.11	\$ 4,255.84	\$ 6,417.37	\$ 6,609.89	\$ 6,808.19	\$ 7,012.44
Total Revenue		\$ 478,733.71	\$ 536,010.88	\$ 549,591.20	\$ 525,487.04	\$ 545,102.83	\$ 561,377.89	\$ 575,443.73

Account #	Department / Description Council	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
211	Remuneration								
211-101-150	Mayor	\$ 3,600.00	\$ 6,210	\$ 7,000	\$ 5,000	\$ 6,000	\$ 6,180	\$ 6,304	\$ 6,430
211-102-150	Deputy Mayor	\$ 3,000.00	\$ 3,630	\$ 4,000	\$ 2,500	\$ 4,000	\$ 4,120	\$ 4,244	\$ 4,371
211-103-150	Councillor	\$ 2,400.00	\$ 2,400	\$ 3,400	\$ 2,200	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278
Total Remuneration		\$ 9,000.00	\$ 12,240	\$ 14,400	\$ 9,700	\$ 13,000	\$ 13,390	\$ 13,730	\$ 14,079
	Travel and Subsistence								
211-101-210	M&S Mayor	\$ 644.00	\$ 2,902	\$ 2,000	\$ 1,200	\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639
211-102-210	M&S Deputy Mayor	\$ 676.00	\$ 455	\$ 696	\$ 200	\$ 500	\$ 515	\$ 530	\$ 546
211-103-210	M&S Councillor	\$ 551.20	\$ 104	\$ 568	\$ 100	\$ 500	\$ 515	\$ 530	\$ 546
Total Travel and Subsistence		\$ 1,871.20	\$ 3,461	\$ 3,264	\$ 1,500	\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732
	Registration & Conventions								
211-201-212	ASVA Conference	\$ 431.11	\$ 295	\$ 444	\$ 300	\$ 450	\$ 464	\$ 477	\$ 487
211-202-212	ABmunis Conference	\$ 862.22	\$ 600	\$ -		\$ -	\$ -	\$ -	\$ -
211-203-212	Council Education Opportunities	\$ 475.49	\$ 165	\$ 490		\$ 500	\$ 515	\$ 530	\$ 546
Total Registration and Conventions		\$ 1,768.82	\$ 1,060	\$ 934	\$ 300	\$ 950	\$ 979	\$ 1,008	\$ 1,033
	Memberships								
211-301-220	ABmunis Membership	\$ 969.00	\$ 987	\$ 998	\$ 1,008	\$ 1,028	\$ 1,059	\$ 1,091	\$ 1,123
211-302-220	ASVA Membership	\$ 994.50	\$ 975	\$ 975	\$ 975	\$ 975	\$ 1,004	\$ 1,034	\$ 1,065
211-303-220	FCM Membership	\$ 104.00	\$ 114	\$ 107	\$ 135	\$ 110	\$ 114	\$ 117	\$ 121
211-304-220	Mayors & Reeves Membership								
Total Memberships		\$ 2,067.50	\$ 2,076	\$ 2,080	\$ 2,118	\$ 2,113	\$ 2,177	\$ 2,242	\$ 2,309
Total Council		\$ 14,707.52	\$ 18,837	\$ 20,678	\$ 13,618	\$ 18,563	\$ 19,120	\$ 19,632	\$ 20,153

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Administration									
212-1	Personnel								
212-100-110	Salaries	\$ 105,829.00	\$ 109,572	\$ 128,494	\$ 141,746	\$ 150,890	\$ 155,417	\$ 160,079	\$ 164,882
212-100-130	Training	\$ 1,914.60	\$ 2,159	\$ 2,407	\$ 4,091	\$ 2,429	\$ 2,502	\$ 2,577	\$ 2,654
212-100-210	Travel & Subsistence	\$ 2,297.86	\$ 2,382	\$ 2,888	\$ 2,166	\$ 2,915	\$ 3,002	\$ 3,093	\$ 3,185
212-100-211	WCB	\$ 1,775.15	\$ 1,685	\$ 1,839	\$ 1,203	\$ 1,336	\$ 1,376	\$ 1,417	\$ 1,460
	New Building Insurance	\$ 612.37	\$ 593	\$ 722	\$ 602	\$ 607	\$ 625	\$ 644	\$ 663
212-100-266	PW Fleet	\$ 1,675.27	\$ 1,539	\$ 963	\$ 1,203	\$ 1,214	\$ 1,250	\$ 1,288	\$ 1,327
212-100-140	Benefits	\$ 3,568.70	\$ 3,817	\$ 4,452	\$ 4,572	\$ 4,615	\$ 4,753	\$ 4,896	\$ 5,043
Total Personnel		\$ 117,672.95	\$ 121,747	\$ 141,765	\$ 155,583	\$ 164,006	\$ 168,926	\$ 173,994	\$ 179,214
212-2	Consumables								
212-200-215	Postage / Freight / Courier	\$ 1,923.06	\$ 1,698	\$ 1,450	\$ 1,685	\$ 1,579	\$ 1,626	\$ 1,675	\$ 1,725
212-200-500	Printing costs	\$ 1,275.03	\$ 1,843	\$ 1,321	\$ 1,925	\$ 1,943	\$ 2,001	\$ 2,061	\$ 2,123
212-200-510	Office Supplies	\$ 3,111.22	\$ 3,417	\$ 2,407	\$ 1,685	\$ 2,429	\$ 2,502	\$ 2,577	\$ 2,654
Total Consumables		\$ 6,309.31	\$ 6,958	\$ 5,178	\$ 5,295	\$ 5,951	\$ 6,130	\$ 6,313	\$ 6,503
212-3	Facilities & Equipment								
212-300-217	Phone / Fax/ Internet	\$ 1,196.62	\$ 1,349	\$ 1,200	\$ 1,384	\$ 1,397	\$ 1,439	\$ 1,482	\$ 1,527
212-300-540	Utilities	\$ 3,111.22	\$ 4,583	\$ 2,166	\$ 3,850	\$ 3,886	\$ 4,003	\$ 4,123	\$ 4,205
212-300-250	Facility Improvements	\$ 1,435.95	\$ 838	\$ 2,407	\$ 1,925	\$ 2,429	\$ 2,502	\$ 2,577	\$ 2,654
212-300-255	Facility Maintenance	\$ 5,088.52	\$ 5,496	\$ 5,117	\$ 4,452	\$ 4,615	\$ 4,753	\$ 4,896	\$ 5,043
212-300-263	Condominium Costs -Previous	\$ 1,109.27	\$ 2,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreem	\$ 2,509.08	\$ 4,091	\$ 3,610	\$ 6,016	\$ 8,429	\$ 8,682	\$ 8,942	\$ 9,211
212-300-242	IT Equipment	\$ 478.65	\$ 629	\$ 602	\$ 1,300	\$ 729	\$ 751	\$ 773	\$ 797
212-300-265	Equipment Maintenance	\$ 119.66	\$ 119	\$ 361	\$ 433	\$ 486	\$ 501	\$ 516	\$ 531
212-300-270	Equipment Rental	\$ 717.97	\$ 629	\$ 963	\$ 626	\$ 972	\$ 1,001	\$ 1,031	\$ 1,052
	Other Contingency	\$ 119.66	\$ 238	\$ 120	\$ 491	\$ 486	\$ 501	\$ 516	\$ 531
	Bylaw Enforcement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Facilities & Equipment		\$ 15,886.60	\$ 20,317	\$ 16,546	\$ 20,477	\$ 23,429	\$ 24,132	\$ 24,856	\$ 25,550
Total JSC Shared Budget		\$ 139,868.86	\$ 149,022	\$ 163,489	\$ 181,355	\$ 193,386	\$ 199,188	\$ 205,163	\$ 211,267

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
212-4	Municipal Specific								
212-400-220	Election Expenses/Meetings	\$ 1,000.00	\$ 74	\$ 500	\$ 650	\$ 500	\$ 515	\$ 530	\$ 546
212-400-221	Bank Charges	\$ 1,000.00	\$ 724	\$ 1,030	\$ 550	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159
212-400-222	Advertising	\$ 100.00	\$ 591	\$ 100	\$ 650	\$ 500	\$ 515	\$ 530	\$ 546
212-400-230	Legal Fees	\$ 5,100.00	\$ 7,134	\$ 5,000	\$ 18,000	\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927
212-400-231	Audit Fees	\$ 7,254.24	\$ 6,788	\$ 7,472	\$ 7,500	\$ 7,696	\$ 7,927	\$ 8,165	\$ 8,410
212-400-232	Assessment Fees	\$ 7,900.00	\$ 7,954	\$ 8,137	\$ 8,200	\$ 8,381	\$ 8,633	\$ 8,892	\$ 9,158
212-400-275	Municipal Insurance	\$ 4,296.32	\$ 3,313	\$ 4,425	\$ 4,254	\$ 4,558	\$ 4,695	\$ 4,836	\$ 4,981
212-400-910	Tax Changes	\$ 544.38		\$ 561		\$ 500	\$ 515	\$ 530	\$ 546
	IT Replacement Reserve	\$ 500.00	\$ 500	\$ 500	\$ 500	\$ 500	\$ 515	\$ 530	\$ 546
	Fleet Replacement Reserve	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093
	Budget Adjustment	0				\$ -	\$ -	\$ -	\$ -
	Reserve	\$ 46,500.00	\$ 46,500	\$ 56,400	\$ 56,400	\$ 25,000	\$ 30,000	\$ 25,000	\$ 25,000
Total Specific		\$ 75,194.94	\$ 74,578	\$ 85,125	\$ 97,704	\$ 59,696	\$ 65,737	\$ 61,809	\$ 62,913
Total Administration		\$ 215,063.80	\$ 223,600	\$ 248,614	\$ 279,059	\$ 253,082	\$ 264,924	\$ 266,972	\$ 274,180

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Protective Services									
223-000-200	Fire	\$ 13,438.64	\$ 13,279	\$ 13,842	\$ 13,506	\$ 14,257	\$ 14,685	\$ 15,125	\$ 15,579
226-000-200	Enforcement	\$ -	\$ 86	\$ -	\$ 3,800	\$ 4,125	\$ 4,249	\$ 4,334	\$ 4,420
224-000-200	Emergency Management	\$ 3,233.32	\$ 2,530	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750
225-000-200	Policing Costs	\$ 15,939.00	\$ 588	\$ 23,926	\$ 20,056	\$ 24,644	\$ 25,383	\$ 26,145	\$ 26,929
Total Protective Services		\$ 32,610.96	\$ 16,483	\$ 40,518	\$ 40,112	\$ 45,776	\$ 47,067	\$ 48,354	\$ 49,678
Public Works									
Maintenance Programs									
232-000-200	Green Space Program	\$ 22,000.00	\$ 35,633	\$ 22,200	\$ 16,000	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855
232-000-255	Plowing Program	\$ 24,201.52	\$ 25,068	\$ 24,928	\$ 24,928	\$ 25,675	\$ 26,446	\$ 27,239	\$ 28,056
232-000-250	Road Maintenance Program	\$ 27,000.00	\$ 9,407	\$ 22,000	\$ 16,000	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855
232-000-530	Ditch and Culvert Program	\$ 3,169.92	\$	\$ 8,265	\$ 600	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185
232-000-265	Sign Program	\$ 2,383.78	\$ 972	\$ 2,455	\$ 3,000	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278
232-000-270	Pathway Program	\$ 211.33	\$ 4,425	\$ 218	\$	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185
Total Maintenance		\$ 78,966.55	\$ 75,505	\$ 80,066	\$ 60,528	\$ 72,675	\$ 74,856	\$ 77,101	\$ 79,414
Waste Water / Water									
242-000-255	Maintenance Program	\$ 20,000.00	\$ 23,465	\$ 20,400	\$ 25,000	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530
242-000-252	Wastewater Maintenance Reserve	\$ -	\$	\$ -	\$	\$ -	\$ -	\$ -	\$ -
242-000-250	SLRWWC Gov & Admin	\$ 7,285.00	\$ 3,236	\$ 6,605	\$ 6,605	\$ 8,651	\$ 8,914	\$ 9,205	\$ 9,481
242-000-251	SLR Water Comm.	\$	\$	\$ -	\$	\$ -	\$ -	\$ -	\$ -
242-000-260	Useage Fee	\$ 73,112.00	\$ 49,942	\$ 73,371	\$ 39,000	\$ 42,893	\$ 46,424	\$ 54,547	\$ 56,183
Total Wastewater		\$ 100,397.00	\$ 76,643	\$ 100,376	\$ 70,605	\$ 76,544	\$ 80,838	\$ 89,762	\$ 92,195
							\$ 55,338	\$ 63,752	\$ 65,665
Waste and Recycle									
243-000-200	Contracted Service Solid Waste	\$ 12,000.00	\$ 9,676	\$ 15,120	\$ 14,658	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800
243-000-255	Landfill	\$ 13,211.32	\$ 13,236	\$ 13,608	\$ 17,636	\$ 17,700	\$ 17,700	\$ 17,700	\$ 17,700
	Recycling program	\$ -	\$	\$ 7,020	\$	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800
Total Waste		\$ 25,211.32	\$ 22,912	\$ 35,748	\$ 32,294	\$ 48,300	\$ 48,300	\$ 48,300	\$ 48,300
Total Public Works		\$ 204,574.87	\$ 175,060	\$ 216,189	\$ 203,539	\$ 197,519	\$ 203,994	\$ 215,163	\$ 219,909

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Planning and Development									
Memberships									
261-000-200	Community Planning								
261-000-215	Subdivision Appeal Board	\$ 832.00		\$ 700	\$ 1,900	\$ 700	\$ 700	\$ 700	\$ 700
261-000-210	Municipal Planning Board	\$ 1,560.00	\$ 1,160	\$ 500	\$ 1,300	\$ 1,300	\$ 500	\$ 1,500	\$ 1,500
261-000-110	Development Services	\$ 1,300.00	\$ 969	\$ 500	\$ 216	\$ 500	\$ 510	\$ 520	\$ 531
261-000-250	IDP (RDC & TSL,LC)	\$ 500.00		\$ 500			\$ -	\$ -	\$ -
Total Planning and Development		\$ 4,192.00	\$ 2,129	\$ 2,200	\$ 3,416	\$ 2,500	\$ 1,710	\$ 2,720	\$ 2,731
Recreation and Culture									
274-000-150	FCSS Matching Funding	\$ 2,104.80	\$ 2,104	\$ 2,168	\$ 2,167	\$ 2,233	\$ 2,300	\$ 2,369	\$ 2,440
274-000-200	Buoy Program	\$ 4,160.00	\$ 3,976	\$ 4,285	\$ 4,000	\$ 4,413	\$ 4,546	\$ 4,682	\$ 4,823
275-000-850	Parkland Regional Library	\$ 1,050.32	\$ 1,052	\$ 1,082	\$ 1,004	\$ 1,114	\$ 1,148	\$ 1,182	\$ 1,218
Total Recreation and Planning		\$ 7,315.12	\$ 7,132	\$ 7,535	\$ 7,171	\$ 7,761	\$ 7,993	\$ 8,233	\$ 8,480
Environment									
Memberships									
273-100-150	Environmental Projects (SLMC &En	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 269.44	\$ 269	\$ 278	\$ 277	\$ 286	\$ 294	\$ 303	\$ 312
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Environment		\$ 269.44	\$ 269	\$ 278	\$ 277	\$ 286	\$ 294	\$ 303	\$ 312
412-000-900	Accumulated Surplus			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
412-000-901	Annual Surplus/Deficit			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Budget		\$ 478,733.71	\$ 443,509	\$ 536,011	\$ 688,435	\$ 525,487	\$ 545,103	\$ 561,378	\$ 575,444

Summer Village of Birchcliff

November 9, 2023

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:

- Deputy Minister, MA
- Highway 20 Functional Planning Study

Upcoming Meetings:

Next Council Meeting: December 21, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 13, 2023 – 6:30PM

1. Treasurer's Report

The Treasurer's report was approved as presented.

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

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

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

2. Director's Report

The Director's Report was approved as presented.

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

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

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

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

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

3. Programming Report

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

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

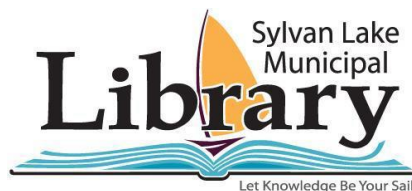
<https://sylvanlibrary.prl.ab.ca/events?d=0>

4. Policy

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

Meeting adjourned at 8:30pm.

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



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 11, 2023 – 6:30PM

1. Treasurer's Report

The Treasurer's report was approved as presented.

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

2. Director's Report

The Director's Report was approved as presented.

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

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

3. Programming Report

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

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

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

4. Policy

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

Meeting adjourned at 8:57pm.

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



PRLS BOARD TALK

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

Parkland 2024 Budget

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

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

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

Compensation Policy Working Group

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

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

Website Refresh Project

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

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

Community Services Recovery Fund

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

Nordegg Library Move

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

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

Indigenous Services

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

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

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

Advocacy Report

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

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

Marketing Report

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

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

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

Committee News from Trustees

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

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

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

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

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

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

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

Board Members Present

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

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

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

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



Parkland Update

Thursday, October 5, 2023

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



Indigenous Bookmarks Coming Soon!

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

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

Parkland Libraries Council Meeting Highlights

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

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

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

LIBRARY NEWS

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

ALTA Symposium

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

2023 Alberta Book Publishing Awards Winners

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

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

PLSB Training Seminar

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

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

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

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Advocating Digital Citizenship in Libraries Webinar

October 11
12pm

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

Disability Inclusion in Library Services Webinar

October 17
1pm

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

Indigenous Peoples and Canada Micro-course

October 11 - December 18

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

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

Building Community Relationships for Better Library Services Webinar

**October 24
1pm**

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

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

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



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



Parkland Update

Thursday, October 19, 2023

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



Happy Canadian Library Workers Day!

October 20th is Canadian Library Workers Day. This is a day for Canadians to recognize the valuable contributions made by all those who work in and for the public, academic, school, government, academic, corporate, and private libraries that are integral to our communities.

Thank you for all that you do!

2023 Stronger Together Conference Registration Deadline

Please note that the registration for the [2023 Stronger Together Conference](#) is coming to a close on **October 27, 2023**. If you wish to attend online conference on November 3, the in-person ALTA symposium on November 9, or the in-person conference on November 10, be sure to get [your registration](#) completed before the deadline.

Parkland's 65th Anniversary Design Contest

In 2024, Parkland will be celebrating 65 years of service! We have some fun celebrations planned and are starting with a design contest open to the public. Designs can be submitted throughout the month of November; the winning design will be featured on a tote bag to be printed and distributed to member libraries. Full details and rules can be found in the PRLS 65th anniversary folder in the Q drive. Social media promotional materials can be found in the Promotional Materials Links Document in the Q drive.

Physical entries can be sent on the van run to PRLS and digital files can be sent via email to hhalberg@prl.ab.ca. Entries must be received by the end of day on November 30, 2023.

LIBRARY NEWS

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

Big Library Read

The next [Big Library Read](#) (BLR) kicks off on Thursday, November 2 with a title you can really sink your teeth into! Get your patrons excited about the next BLR selection, *Artie and the Wolf Moon* by Olivia Stephens.

[Download the free marketing materials](#) and use #BigLibraryRead on your social media channels. Stay tuned for more info on live author interviews, giveaways for readers, and more. Readers will also have a chance to win a BLR prize pack, including a Samsung Galaxy Tab S6 Lite Tablet, a cozy book blanket, a copy of *Artie and the Wolf Moon*, and a cool Libby

Mug! Simply use #biglibraryread on social media from November 2-16 to enter! Spread the word and enjoy this new selection from OverDrive and Libby!

Tapping into Ebooks: Ebook Use in Canada 2022

Take a look at this new study from Booknet Canada, [Tapping into Ebooks: Ebook Use in Canada 2022](#). This study benchmarks ebook use in Canada, and reveals the buying, borrowing, and reading habits of Canadian ebook consumers. It also tracks the impact of the COVID-19 pandemic on ebook use, by comparing data from 2022 with past years. Start on Page 14 for the section on eBook borrowing trends

Ponoka Library is Hiring!

The Ponoka Library is hiring for a manager. If you or someone you know may be interested, please view the [job posting and more information here](#).

PLSB Training Seminar

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

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

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

Canadian Music Class Challenge

In support of making libraries a learning hub with many different kinds of experiences, [CBC Music](#) has created a new music initiative! It's called the [Canadian Music Class Challenge](#) and, for the first year, it is specifically open for public libraries to engage children aged 18 and under. By participating, your library could win \$1,000 to be invested back into your music programs!

[Register for the Canadian Music Class Challenge](#), choose a Canadian song from the [list of pre-approved songs](#), teach it to kids, film the performance, and submit the video to the CBC Music Class Challenge by November 22 for a chance to win the prize!

Please email musicclass@cbc.ca if you have any questions.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** October 25th 10am

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

Building Community Relationships for Better Library Services Webinar

October 24
1pm

Many libraries are increasingly focused on planning library services collaboratively with their communities. In this webinar, [explore strategies for finding community partners](#) and building relationships with them with the goal of truly working in collaboration with the people they serve.

Crash Course in Crime, Mysteries, and Thrillers Webinar

November 14
12pm

Crime fiction, mysteries, and thrillers are consistently popular. Whether your readers are fans of police procedurals or psychological suspense, [join this webinar](#) for a break down of the best that crime fiction, mysteries, and thrillers have to offer your readers — from the butler did it to missing memories.

Canva and Design for Libraries Webinar

November 1
12pm

There are so many options in design it can be overwhelming. [Register for this webinar](#) to learn skills and design principles that help you format and develop a design for print and digital media. You'll learn the basic skills to format your designs in various platforms, including Canva and Photoshop, as well as tips on stock photography.

Presenting Your Library's Budget to Council Webinar Recording

Parkland Regional Library System and Yellowhead Regional Library System have created a joint presentation on how to best present your library's budget to council. [View the webinar](#) to learn the 4P's of an effective presentation and hear stories and experiences from library staff and board members in Alberta.



Parkland Update

Thursday, September 21, 2023

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

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



Registration Now Open!

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

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

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

conference.

September Collection Insider

SEPTEMBER 2023, ISSUE 45

Collection Insider

THE OFFICIAL BOOKLIST OF PRL
ADULT FICTION

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

Winter Fun 1 Ages 3-5 Kit



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

LIBRARY NEWS

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

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

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

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

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

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

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

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

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

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

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

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

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

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

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

Using Passive Readers' Advisory to Market Your Collection Webinar

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

September 28
1pm

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

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

PRLS Board Meeting Minutes

September 14, 2023

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

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

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

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

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

Call to Order

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

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

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

CARRIED

PRLS 38/2023

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

1.1 Agenda

1.1.2 Adoption of the Agenda

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

Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 39/2023

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

1.2. Approval of Minutes

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

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

CARRIED

PRLS 40/2023

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

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

2. Business Arising from the Consent Agenda

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

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

CARRIED

PRLS 41/2023

3.1. Parkland 2024 Budget

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

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

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

For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

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

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

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

CARRIED
PRLS 42/2023

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

CARRIED
PRLS 43/2023 (3 opposed)

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

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

CARRIED
PRLS 44/2023 (4 opposed)

3.2 Reserve Transfers

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

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

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 45/2023

3.3. Compensation Policy Working Group

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

Recommendations made by the group include:

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

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

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

Motion by Ray Reckseidler to receive for information.

CARRIED

PRLS 46/2023

3.4. IT Report

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

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

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

CARRIED

PRLS 47/2023

3.5. Community Services Recovery Fund

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

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

Motion by Shannon Wilcox to receive for information.

CARRIED

PRL 48/2023

3.6. Nordegg Library Move

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

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

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

Motion by Michelle Swanson to receive for information.

CARRIED

PRL 49/2023

3.7. Indigenous Services

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

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

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

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

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

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

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

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

Motion by Joy-Anne Murphy to receive for information.

CARRIED

PRL 50/2023

3.8. Marketing and Advocacy Committee Report

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

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

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

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

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

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

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

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

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Anniversary Celebration in Amisk

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

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

CARRIED
PRLS 52/2023

3.10. **Parkland Community Update**

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

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

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

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

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

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

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

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

CARRIED
PRLS 53/2023

4. **Adjournment**

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

CARRIED
PRLS 54/2023

Chair



PRLS BOARD TALK

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

Parkland 2024 Budget

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

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

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

Compensation Policy Working Group

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

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

Website Refresh Project

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

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

Community Services Recovery Fund

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

Nordegg Library Move

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

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

Indigenous Services

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

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

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

Advocacy Report

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

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

Marketing Report

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

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

Committee News from Trustees

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

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

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

Board Members Present

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

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

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

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

From: Municipal Information Services <ma.updates@gov.ab.ca>
Sent: Monday, October 30, 2023 3:18 PM
To: Tanner Evans <tevans@sylvansummervillages.ca>
Cc: Tina Leer <tleer@sylvansummervillages.ca>; Municipal Information Services <ma.updates@gov.ab.ca>
Subject: 2022 Municipal Indicator Results: Summer Village of Birchcliff (0028)

Tanner Evans
Chief Administrative Officer
Summer Village of Birchcliff

Dear Tanner,

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

The ministry compiled and verified the data collected from Alberta's municipalities for the 2022 financial year and is pleased to inform you that your municipality did not flag any indicators for this year's municipal indicator results reporting.

Municipal indicator results are available on the online Municipal Indicator Dashboard (www.alberta.ca/municipal-indicators).

If you would like to discuss your results or the future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at ma.advisory@gov.ab.ca.

Thank you,

Gary Sandberg
Assistant Deputy Minister

Summer Villages (SV) on Sylvan Lake meeting
October 25, 2023 10:30 a.m. – 11:45 a.m.

- **Attendees:**

- Ann Zacharias - Councilor/Deputy Mayor, Birchcliff
- Julie Maplethorpe - Mayor, Jarvis Bay
- Tanner Evans - Chief Administrative Officer, Summer Villages on Sylvan Lake
- Glen Holland – PM and traffic engineer, AECOM
- Vanessa Dacquisto – Assistant PM, AECOM
- Chris Lo – Project Administrator, ATEC (*joined meeting at 11:15 a.m.*)

- **Glen gave a quick overview of the functional planning study process:**

- The basic scope of the study is to plan for the twinning of Hwy 20, between Hwy 12 and Hwy 11, from the current two lanes to a four-lane divided road (typical wide grassed median in the rural areas, and a narrower median (likely 6 m wide raised concrete) in the “urban” areas).
- This twinning project is strictly in the planning stage right now ... not anticipated to go to construction in the near future. In general, functional planning such as this often takes place 10/15/20 years (or more) before the project goes to construction. Functional planning work allows the province to identify footprint and land acquisition requirements for the project.
- The approved functional plan can also be used as the basis for interim (pre-twinning) improvements (e.g., if needed at intersections).
- A preliminary construction cost estimate will be developed as part of study so the province can plan/budget accordingly.
- Existing operating conditions, traffic volumes (current and long-range forecasts), roadway cross section options and twinning alignment options will all be reviewed as part of this study, along with access management and road safety assessments.
- While an “urban” cross section is proposed for the highway through the Town of Sylvan Lake, the plan is for it to continue to have rural-style ditch drainage.
- The basic cross sections for the twinning have been established and AECOM is currently working on identifying options for two key transition areas:
 - The location for shifting the twinning from the west side (because of the close proximity of the river on the east side for a distance of approximately 5 km south from Hwy 12) over to the east side of the existing highway (the twinning would then stay on the east side for the remainder of the study area, down to Hwy 11).
 - The location for switching from the rural section to the urban section. It is possible that the narrower urban section will need to be maintained as far north as Twp Rd 392 to minimize the right-of-way requirement impacts.

- **Speed limit discussion:**

- Rural section posted speed limit of 100 km/h. Anticipating no more than 60 km/h within Sylvan Lake. In the area between Sylvan and the rural part of the study area, the

anticipated speed limits for Hwy 20 have not yet been formally discussed between AECOM and ATEC.

- Julie noted concerns with the speed limit from Hwy 11A to Twp Rd 391, indicating that it took 20+ years and many near misses + fatality to have the speed limit reduced to the current level. Jarvis Bay would not support a higher speed limit in this area.
 - Glen said it's not AECOM's decision, however we will use the existing speed limits in this area as a starting point when reviewing recommendations. Noted that an independent safety review and collision review will also be conducted to help feed into recommendations. Chris and Glen both foresee that the current (reduced) speed limits will remain.
 - Glen noted that the collision review only utilizes a 5-year history. At this time, 2018 is the latest set of collision records available for download from the province so the review will only cover the period from 2014 to 2018. [**Update:** On Wednesday, October 25 (the day we met) the province released/published online the **2019** collision statistics]
 - Julie noted that the Hwy 20 speed reduction requests were primarily a result of safety concerns, but also relate to noise concerns for residents of Jarvis Bay.

- **Summer Villages Growth Projection:**

- Sunbreaker Cove: The province's model reflects 2.2% annual population growth out to a 2049 planning horizon. Tanner confirmed they are not anticipating any significant population growth.
- Birchcliff: The province's model reflects 1.9% annual population growth. Ann noted that this area is pretty much built out with no plans to grow.
- Jarvis Bay: The province's model reflects 0.2% annual population growth to 2049, and annual employment growth of 4.1%. Julie noted that the area is effectively built out so the low growth projection for population makes sense.
- No "high density" plans or any other large developments expected for the three Summer Villages we have reviewed.
- Half Moon Bay and Norglenwold ... no major developments anticipated that Tanner is aware of. Glen noted that AECOM is not looking at these two Summer Villages in the same way as the other three as their location suggests that they may not impact Hwy 20 significantly (seems like people would be more likely to gravitate down to the Hwy 11 corridor).
- It was noted that the golf course in the area (Lakewood Golf Resort, on the east side of the highway) has plans for expansion. Julie indicated that many people from Jarvis Bay use this course ... this generates east-west movement across the Hwy 20 corridor (e.g., at Twp Rd 391).
- In terms of permanent residents vs. seasonal:
 - Birchcliff ... perhaps 1/3 permanent or year-round and 2/3 seasonal
 - Jarvis Bay ... estimated 60/40 split of permanent/year-round vs. seasonal residents
 - [*Sunbreaker Cove? I don't think we discussed a permanent/seasonal split for Sunbreaker ... not a big issue in terms of this study, so no need to follow up.*]

- **Access Management discussion:**

- AECOM's scope includes reviewing every access/connection/intersection along the two-lane highway to determine which of them may need to be consolidated (e.g., with a service road), removed, modified or left as is.
- In the access management process, individual private driveways can be tricky, particularly for isolated sites/properties with no other public road frontage option available for relocating the access. Future meetings, on a case-by-case basis, may need to be held to discuss if any accesses would be proposed for removal.
- Julie discussed that they are reviewing the legal boundary near the north end of Sylvan Lake. Some of the existing Sylvan Lake land (a small treed area) may become part of Jarvis Bay in the future.



- There is a small area on the west side of Hwy 20 within Jarvis Bay that is zoned for future development, however they are hoping it will remain undeveloped (e.g., as environmental reserve).



- Some additional residential development (perhaps another 5 to 10 single family homes) may still be coming on Twin Rose Court in Jarvis Bay. Glen indicated that the population growth already built into the province's traffic forecast model should more than cover this development. In any event, the traffic analysis would not be particularly sensitive to such a small amount of new development.



- The intersection at Jarvis Bay Dr will require further review, particularly with its awkward geometry (a curved approach), the close proximity of the Twin Rose Ct. intersection, and there being what appears to be a private driveway opposite (i.e., on the east side, offset slightly from Jarvis Bay Drive). It likely makes sense to maintain an intersection here, but rationalized to have east and west sides line up.



- Julie discussed school bus routing in Jarvis Bay and concerns about a lack of turnaround areas for buses if certain accesses are removed (e.g., at Jarvis Bay Drive). She suggested that AECOM should include school buses on the stakeholder list (Red Deer Catholic, and, Prairie Bus Lines contracted by Chinook's Edge School Division).
- The Hilltop Wedding Center along the east side of the highway was raised as a concern, based on the tight geometry of their driveway. Apparently this impacts traffic movement on Hwy 20 as vehicles have to slow significantly to turn into the driveway. Twinning the highway, especially to the east side as proposed, will just make this situation worse. This concern has already been flagged by AECOM for further review in terms of the overall access management assessment.



- AECOM will further discuss access management with the municipalities once the first draft of the access management plan is in place, particularly with respect to any proposed road or driveway closures.

- **Public Consultation:**

- Two public open houses will be held. Each of the key municipal stakeholders will be notified once dates are confirmed. In advance of each open house, AECOM/ATEC will meet with each municipality to present the materials that will be shown to the public.

- **Other Issues:**

- Tanner discussed drainage issues within Jarvis Bay on the west side of the highway, with some flooding occurring along back of properties. The land east of the highway is higher, and the water that runs off of that side finds its way to the west side. Tanner asked if stormwater management is part of the study scope; Glen confirmed that drainage within the highway right-of-way is part of AECOM's scope, and will discuss this flooding concern with our stormwater management lead. The primary intent in this functional planning work is to look at how we will deal with the additional runoff generated by the additional asphalt. Unsure if the current issues can be solved as part of this project. [the following screen shot is from Google Street View, looking north along Hwy 20, from just south of the Hilltop Wedding Center]



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