

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
OCTOBER 14, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 16, 2021
 - Municipal Planning Commission Minutes, September 30, 2021
 - Special Meeting Minutes, September 30, 2021

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works
- 4) Development Update
- 5) Development Inspections
- 6) Delegation Process

E. REQUESTS FOR DECISION

- 1) **Council & Legislation**
 - a) Parkland Regional Library Board Budget
 - b) Safety Concern

F. COUNCIL REPORTS

- 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) Joint Services Committee Minutes

4) Upcoming Meetings

- a) Next Council Meeting – November 25, 2021

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 16, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Roger Dufresne via Zoom
	Deputy Mayor:	Ann Zacharias via Zoom
	Councillor:	Frank Tirpak via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba
	Recording Secretary:	Teri Musseau
	Gallery:	Rita Johnson via Zoom
		Martina Walsh via Zoom
		Dave Elder via Zoom
		Terry McCaffery via Zoom

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

AGENDA APPROVAL

BCC-21-134 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

 ADDITIONS

 E.4. Covid Update

 MOVE

 F.4. before F.1.

 CARRIED

CONFIRMATION OF MINUTES

BCC-21-135 MOVED by Councillor Tirpak that the minutes of the Regular Meeting of Council held on July 15, 2021, be approved as presented.

 CARRIED

BCC-21-136 MOVED by Deputy Mayor Zacharias that the minutes of the Organizational Meeting held on July 15, 2021, be approved as presented.

 CARRIED

INFORMATION ITEMS

 1) Accounts Payable Report

 2) Public Works Report

 3) Development Report

BCC-21-137 MOVED by Deputy Mayor Zacharias that the information items be accepted as information.

 CARRIED

REQUEST FOR DECISION

PLANNING & DEVELOPMENT

BCC-21-138 Encroachment Agreement Request
MOVED by Mayor Dufresne that Council deny the encroachment agreement request and direct Administration to notify the residents that any structures must be removed within 30 days of the letter. A grace period for the pier and hoist will be grant for this winter.
CARRIED

Council break at 10:05 a.m.

Reconvened at 10:11 a.m.

BCC-21-139 Land Use Bylaw Model
MOVED by Councillor Tirpak that Council accept as information.
CARRIED

COUNCIL & LEGISLATION

BCC-21-140 Sylvan Lake Regional Water & Wastewater Commissions
MOVED by Deputy Mayor Zacharias that the Council of the Summer Village of Birchcliff hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (“the Commission”):

 • The name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission; and
 • The commission be authorized to provide water services in accordance with its bylaws.
CARRIED

BCC-21-141 Pier Captain Discussion
MOVED by Councillor Tirpak that Administration have a “lessons learned” conversation regarding community docks with each dock captain.
CARRIED

BCC-21-142 Request to Strike Intermunicipal Development Plan Committee (IDPC)
MOVED by Councillor Tirpak that Council of the Summer Village of Birchcliff supports the decision to dissolve the Sylvan Lake Management Committee.
CARRIED

BCC-21-143 MOVED by Deputy Mayor Zacharias that Council send the letter to the other 7 municipalities requesting to strike an IDP Committee.
CARRIED

BCC-21-144 MOVED by Deputy Mayor Zacharias that Council appoint Mayor Dufresne as the elected official and Tanner Evans, CAO, as a non-voting member, to the Intermunicipal Development Plan Committee (IDPC).
CARRIED

BCC-21-145 Cleaning up Municipal Reserve Land
MOVED by Mayor Dufresne that Administration draft and send out communication to all residents regarding the storage of docks, piers, and other personal property on municipal reserves.
CARRIED

BCC-21-146 Alberta Urban Municipalities Association (AUMA)
MOVED by Deputy Mayor Zacharias that Mayor Dufresne advise Administration should he wish to attend.
CARRIED

BCC-21-147 Association of Summer Villages of Alberta (ASVA)
MOVED by Councillor Tirpak that Mayor Dufresne and Deputy Mayor Zacharias attend the Association of Summer Villages of Alberta Conference.
CARRIED

PUBLIC WORKS

BCC-21-148 Shoreline Protection
MOVED by Deputy Mayor Zacharias that Administration engage a 3rd party to provide recommendations for the armoring of the shoreline along OS18 and solve overland flooding with funds to come from the pathway reserve with cost not to exceed \$10,000.00.
CARRIED

FINANCE & ADMINISTRATION

BCC-21-149 Bank Fees Update
MOVED by Deputy Mayor Zacharias that Council table for further information to include fees from credit unions.
CARRIED

Strategic Planning

Council break at 12:11 p.m.

Reconvened at 12:16 p.m.

BCC-21-150 MOVED by Deputy Mayor Zacharias that Council accept the list of capital projects as discussed.
CARRIED

Chris Loov left the meeting at 12:50 p.m.

COUNCIL REPORTS

- Mayor Dufresne
- Church Camp Director(s)
 - Joint Services Committee
 - Sylvan Lake Management Committee

- Deputy Mayor Zacharias
- Sylvan Lake Regional Wastewater Commission
- Councillor Tirpak
- Slopes Open House

BCC-21-151 MOVED by Councillor Tirpak to accept the reports as information.
CARRIED

NEXT MEETING

BCC-21-152 MOVED by Mayor Dufresne that the next meeting of Council be held
October 14, 2021, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-21-153 Moved by Councilor Tirpak that being the agenda matters have been
concluded, the meeting adjourned at 12:10 p.m.
CARRIED

MAYOR DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff
September 30, 2021
Municipal Planning Commission Minutes

C-2

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 30, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias via Zoom
Councillor: Frank Tirpak via Zoom
Member-at-Large: Michael Wells via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Kashuba via Zoom
Recording Secretary: Carolyn Widmer via Zoom
Applicant: Danette Oyen via Zoom
Jim Oyen via Zoom

CALL TO ORDER: Chair Zacharias called the meeting to order at 9:01 a.m.

AGENDA:

MPC-21-021 Moved by Michael Wells that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 361 Birchcliff Road – Deck on the Escarpment

Application for deck on the escarpment (Lot 12PT, Plan 6333KS).

Kara Kashuba, Danette Oyen, and Jim Oyen left the meeting at 9:15 a.m.

MPC-20-022 Moved by Ann Zacharias to approve the application for a Deck on the Escarpment at 361 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$500.00
- Zero trees to be removed.
- A minimum 1m no mow zone required adjacent to lake.

CARRIED

ADJOURNMENT:

MPC-20-023 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:37 a.m.
CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

Minutes of a Special Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 30, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 10:01 a.m. by Mayor Dufresne with the following being present:

Mayor:	Roger Dufresne via Zoom
Deputy Mayor:	Ann Zacharias via Zoom
Councillor:	Frank Tirpak via Zoom
CAO:	Tanner Evans via Zoom
Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Carolyn Widmer via Zoom
Gallery:	Jacqui Fletcher via Zoom
	Lori Cartwright via Zoom

AGENDA:
BCC-21-154 MOVED by Councillor Tirpak that the October 5, 2020, Special Meeting Agenda be adopted as presented.
CARRIED

REQUEST FOR DECISION

PLANNING & DEVELOPMENT

BCC-21-155 Subdivision Request
MOVED by Councillor Tirpak that Council approve the application for subdivision (boundary adjustment) request for 185 & 187 Birchcliff Road as presented.
CARRIED

ADJOURNMENT:

BCC-21-156 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 10:08 a.m.
CARRIED

Roger Dufresne, Mayor

Tanner Evans, CAO



Initials

Summer Village of Birchcliff**Administration and Finance****Council Date: October 21, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 189,303.42

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

1. SL Regional Wastewater Comm	\$ 5,915.22
a. August 2021 Wastewater Services	
2. Tar-ific Construction Ltd	\$ 20,267.06
a. Pathway Project	
3. Town of Sylvan Lake	\$ 13,424.80
a. 2021 Fire Contract	
4. Summer Village of Norglenwold	\$ 12,593.48
a. August Municipal Specific	
b. August Monthly Shared Costs	
5. Lakeview Contracting Inc	\$ 3,833.55
a. Buoys-Install and Removal	
6. WSP Canada Inc	\$ 3,214.60
a. Pathway Project	
7. Summer Village of Norglenwold	\$ 11,580.26
a. September Municipal Specific	
b. September Monthly Shared Costs	
8. Alberta School Foundation Fund	\$ 113,947.48
a. School Funding	

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-10-07 9:09 AM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-10-07
Batch: 2021-00069 to 2021-00077

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
953	2021-09-30	Ace Line Locating Ltd.			
		5038	Line Locating	1,470.00	1,470.00
954	2021-09-30	Roaddata Services Ltd			
		00076358	Road Permits	15.75	15.75
955	2021-09-30	SL Regional Wastewater Comm			
		1514	Wastewater Services-August	5,915.22	5,915.22
956	2021-09-30	Tar-ific Construction Ltd			
		201-03281-00	Pathway Project	20,267.06	20,267.06
957	2021-09-30	Town of Sylvan Lake			
		FIRE2021	2021 Fire Services	13,424.80	13,424.80
EFT:					
215	2021-09-17	Summer Villages of Norglenwold			
		2021-00150	August Muni Specific	644.17	
		2021-00154	Aug 2021 Monthly Shared Costs	11,949.31	12,593.48
216	2021-10-01	Alberta One Call Corporation			
		IN170181	August Notifications	52.92	52.92
217	2021-10-01	Empringham Disposal Corp			
		26146	Weekly Collection-August 31	1,255.80	1,255.80
218	2021-10-01	Lakeview Contracting Inc.			
		1701	Buoys-Install and Removal	3,833.55	3,833.55
219	2021-10-01	Rugged West Maintenance Inc.			
		1208	Mowing & Trimming Aug 3,17,30	1,732.50	1,732.50
220	2021-10-01	WSP Canada Inc			
		1038215	Pathway Project	3,214.60	3,214.60
221	2021-10-06	Summer Villages of Norglenwold			
		2021-00160	Sept 2021 Muni Specific	371.65	
		2021-00165	Sept 2021 Monthly Shared Costs	11,208.61	11,580.26
Other:					
2847-Man	2021-09-30	Alberta School Foundation Fund			
		11594	School Funding-Sept 30	113,947.48	113,947.48
				Total for MAIN:	189,303.42

Report Date
2021-10-07 9:09 AM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-10-07
Batch: 2021-00069 to 2021-00077

Payment #	Date	Vendor Name				
		Invoice #	Reference		Invoice Amount	Payment Amount

Certified Correct This October 7, 2021

Mayor

Administrator

Summer Village of Birchcliff

Finance

Information Item

Agenda Item: *Quarterly Financial Report*

Background:

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

Options for Consideration:

- The Operating Budget Report to September 30, 2021
- ASFF Report to September 30, 2021
- Capital Projects Report to September 30, 2021

Balances at September 30, 2021

- ATB Bank Account \$1,095,270.33

Reserves and Deferred Accounts

• Accumulated Surplus	0.00
• Completions Deposits	73,750.00
• Deferred Revenue (Grants)	262,160.60
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	973.85
• Reserves Roads	156,389.11
• Reserves Wastewater	93,913.05
• Reserves Pathway	159,000.00
• Reserves Open Spaces	7,977.50
• Reserves General Operating	4,501.95
• Reserve Operating Sewer	19,360.73

- Unpaid Taxes - 6 properties - \$16,782.80 (2 are over \$6,000 & 1 of these is going into Year 2).

- Unpaid Utilities - 7 properties - \$1,845.74 (2 are interest only).

Administrative Recommendations:

That Council Approve the 3rd Quarter Financial Report as information.

Authorities:

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

Report Date
2021-10-07 9:19 AM

**Summer Village of Birchcliff
Operating Budget**
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-110 - Taxes Residential	322,785.71	322,793.23	7.52
101-103-130 - DI - Designated Industrial	34.21	31.28	(2.93)
101-000-510 - Taxes Penalties Costs	4,876.80	13,231.63	8,354.83
112-000-410 - Sale of Service and S	500.00	1,296.01	796.01
112-000-540 - Interest Charges		164.27	164.27
112-000-550 - Return on Investments	9,000.00	2,163.71	(6,836.29)
112-000-570 - Other Revenue	1,000.70	2,191.89	1,191.19
112-000-575 - Memorial Bench Donations		1,000.00	1,000.00
112-000-740 - MSI-Operational	11,122.00	10,419.00	(703.00)
121-000-530 - Fines Provincial Coll	690.30	531.00	(159.30)
142-000-410 - Wastewater Useage Levy	81,281.20	80,892.80	(388.40)
161-000-410 - Certificates Complian	56.34	800.00	743.66
161-000-510 - Inspection Fees	1,126.86	1,836.01	709.15
161-000-520 - Development Permits	5,310.89	6,785.40	1,474.51
161-000-590 - Encroachment Fees	101.42	120.00	18.58
Total Revenue:	437,886.43	444,256.23	6,369.80
Expenditures			
Council and Legislation			
211-101-150 - Mayors Remuneration	3,500.00	3,200.00	300.00
211-101-210 - M&S Mayor	1,100.00	20.06	1,079.94
211-102-150 - Deputy Mayor Remunera	3,000.00	2,232.19	767.81
211-102-210 - M&S Deputy	650.00	45.43	604.57
211-103-150 - Councilor Remuneratio	2,400.00	1,500.00	900.00
211-103-210 - M&S Councillor	530.00	8.26	521.74
211-201-212 - R&C ASVA	414.53		414.53
211-202-212 - R&M AUMA	829.06		829.06
211-203-212 - Council Education Opportunities	457.20	825.00	(367.80)
211-301-220 - Mem AUMA	950.00	851.31	98.69
211-302-220 - Mem ASVA	975.00	975.00	
211-303-220 - Mem FCM	100.00	103.07	(3.07)
211-304-220 - Mem Mayors and Reeves	100.00		100.00
Total Council and Legislation:	15,005.79	9,760.32	5,245.47
Administration			
212-100-110 - Salaries	102,896.58	82,548.58	20,348.00
212-100-130 - Training	2,726.76	1,798.35	928.41
212-100-140 - Benefits	3,847.38	2,108.81	1,738.57
212-100-210 - Travel & Subsistence	3,531.47		3,531.47
212-100-211 - WCB	2,461.46	544.48	1,916.98
212-100-266 - PW Fleet	1,842.41	1,020.08	822.33
212-200-215 - Postage/Freight/Couri	1,878.85	717.25	1,161.60
212-200-500 - Printing Costs	2,104.77	934.29	1,170.48
212-200-510 - Office Supplies	3,301.25	1,931.24	1,370.01
212-300-217 - Phone/Fax/Internet	2,148.81	1,532.64	616.17
212-300-240 - Computer Software/Mtn	1,578.58	2,677.37	(1,098.79)
212-300-242 - IT Equipment	1,082.74	1,878.07	(795.33)
212-300-250 - Facility Improvements	1,082.74	120.42	962.32
212-300-255 - Facility Maintenance	3,802.78	1,145.71	2,657.07
212-300-263 - Condominium Costs	1,105.00	982.63	122.37
212-300-265 - Equipment Maintenance	465.20		465.20

Report Date
2021-10-07 9:19 AM

**Summer Village of Birchcliff
Operating Budget**
For the Period Ending September 30, 2021

Page 2

	Budget	Year to Date	Budget Remain
212-300-270 - Equipment Rental	868.21	465.44	402.77
212-300-510 - Other Contingency	361.26	320.90	40.36
212-300-530 - Building Insurance	535.86	(0.01)	535.87
212-300-540 - Utilities	3,130.89	2,535.85	595.04
212-400-220 - Election Expenses/Mee	5,000.00	4,345.51	654.49
212-400-221 - Bank Charges	5,181.60	3,192.35	1,989.25
212-400-222 - Advertising	747.19		747.19
212-400-230 - Legal Fees	5,000.00	1,000.00	4,000.00
212-400-231 - Audit Fees	7,112.00	4,593.85	2,518.15
212-400-232 - Assessment Fees	7,900.00	7,900.00	
212-400-233 - Accounting Software	1,868.02		1,868.02
212-400-275 - Municipal Insurance	3,735.93	2,956.23	779.70
212-400-910 - Tax Changes	533.70		533.70
212-400-920 - Covid 19 Reduction	(10,596.00)		(10,596.00)
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-400-940 - IT Replacement Reserve	500.00		500.00
Total Administration:	168,735.44	127,250.04	41,485.40
Protective Services			
223-000-200 - Contract Fire Services	13,424.80	13,074.00	350.80
224-000-200 - Emergency Management	3,108.96	2,500.00	608.96
225-000-200 - Policing Costs	11,963.00		11,963.00
226-000-200 - Enforcement	27,672.50	20,754.38	6,918.12
Total Protective Services:	56,169.26	36,328.38	19,840.88
Public Works			
232-000-200 - Green Space Program	18,000.00	9,749.23	8,250.77
232-000-250 - Road Maintenance	16,256.00	9,015.00	7,241.00
232-000-255 - Plowing Program	24,000.00	7,255.00	16,745.00
232-000-265 - Sign Program	2,292.10	2,140.02	152.08
232-000-270 - Pathway Program	203.20	62.50	140.70
232-000-530 - Ditch & Culvert Progr	3,048.00		3,048.00
242-000-250 - SLR WasteWater Commis	8,463.00	3,195.89	5,267.11
242-000-251 - SLR Water Commission	855.00		855.00
242-000-255 - Maintenance Program	16,501.42	17,217.73	(716.31)
242-000-260 - Useage Fees	70,983.00	47,321.76	23,661.24
243-000-200 - Contracted Services - Solid Waste	9,000.00	6,212.00	2,788.00
243-000-255 - Landfill Costs	14,410.03	13,211.32	1,198.71
Total Public Works:	184,011.75	115,380.45	68,631.30
Planning and Development			
261-000-110 - Development Services	1,250.00	1,630.49	(380.49)
261-000-210 - MPC Costs	1,500.00	1,300.00	200.00
261-000-215 - SDAB Costs	800.00	354.55	445.45
261-000-250 - IDP (RDC & TSL, LC)	3,000.00	26.25	2,973.75
Total Planning and Development:	6,550.00	3,311.29	3,238.71
Recreation			
274-000-150 - FCSS Matching Funding	2,104.80	877.00	1,227.80
274-000-200 - Buoy Program	4,000.00	3,978.78	21.22
275-000-850 - Parkland Regional Lib	1,050.32	1,000.35	49.97

Report Date
2021-10-07 9:19 AM

Summer Village of Birchcliff
Operating Budget
For the Period Ending September 30, 2021

Page 3

	Budget	Year to Date	Budget Remain
Total Recreation:	7,155.12	5,856.13	1,298.99
Environment			
243-102-150 - Red Deer River Waters	259.07	259.07	
Total Environment:	259.07	259.07	0.00
Total Expenditures:	437,886.43	298,145.68	139,740.75
Surplus / Deficit	0.00	146,110.55	146,110.55

Report Date
2021-10-07 10:36 AM

Summer Village of Birchcliff
ASFF Budget Report
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	436,430.57	436,430.57	
101-100-130 - ASFF-Non-Residential	6,882.27	6,875.19	(7.08)
101-103-130 - DI - Designated Industrial	34.21	31.28	(2.93)
Total Revenue:	443,347.05	443,337.04	(10.01)
Expenditures			
201-100-130 - ASFF-Residential	436,430.57	334,967.26	101,463.31
201-101-130 - ASFF-Non-Residential	6,882.27	6,875.19	7.08
201-300-130 - DI - Designated Industrial	34.21		34.21
Total Expenditures:	443,347.05	341,842.45	101,504.60
Surplus / Deficit	0.00	101,494.59	101,494.59

Report Date
2021-10-07 9:19 AM

Summer Village of Birchcliff
Capital Projects Budget
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-196-840 - Project MSI- Pathway Phase 2	190,000.00		(190,000.00)
197-200-840 - Project Res/FGTF/MSP-Drainage	15,000.00		(15,000.00)
197-201-840 - Project Reserves - WW NS Lift Station	25,000.00		(25,000.00)
197-202-840 - Project Reserves- Open Spaces	5,000.00		(5,000.00)
197-203-840 - Project Reserves - Pathway to RR14	5,000.00		(5,000.00)
197-204-840 - Project Reserves-Shoreline Study	10,000.00		(10,000.00)
Total Revenue:	250,000.00	0.00	(250,000.00)
Expenditures			
297-196-840 - Project MSI -Pathway Phase 2	190,000.00	45,582.10	144,417.90
297-200-840 - Project - MSP/FGTF Drainage	15,000.00	4,375.00	10,625.00
297-201-840 - Project MSI - Wastewater NS Liftstation	25,000.00		25,000.00
297-202-840 - Project Reserves - Open Spaces	5,000.00	2,415.00	2,585.00
297-203-840 - Project Reserves - Pathway to RR14	5,000.00	1,200.00	3,800.00
297-204-840 - Project Reserves-Shoreline Study	10,000.00		10,000.00
Total Expenditures:	250,000.00	53,572.10	196,427.90
Surplus / Deficit	0.00	(53,572.10)	(53,572.10)

Birchcliff Year End Forecast

	2018 Total	2019 total	2020 Total	2021 Budget	2021 To Date	2021 YEF	YEF amount
Total Revenue	\$466,978.88	\$486,183.56	\$467,123.80	\$437,886.43	\$444,256.23	101%	444,256.23
Expenditures							
Council & Legislation	\$21,140.63	\$19,100.89	\$12,853.11	\$15,005.79	\$9,760.32	80%	\$12,004.63
Administration	\$141,432.06	\$192,433.44	\$183,241.63	\$168,735.44	\$127,250.04	96%	\$161,986.02
Protective Services	\$40,353.07	\$41,012.14	\$35,797.58	\$56,169.26	\$36,328.38	100%	\$56,169.26
Public Works	\$214,279.83	\$211,643.88	\$194,466.75	\$184,011.75	\$115,380.45	107%	\$196,892.57
Planning & Development	\$51,873.52	\$35,309.53	\$1,325.79	\$6,550.00	\$3,311.29	81%	\$5,305.50
Recreation	\$1,651.64	\$1,666.85	\$7,151.15	\$7,155.12	\$5,856.13	82%	\$5,867.20
Environment	\$293.29	\$250	\$255.00	\$259.07	\$259.07	100%	\$259.07
							\$438,484.26
Total Expenses	\$471,024.04	\$501,416.73	\$435,091.01	\$437,886.43	\$298,145.68	100%	

Summer Village of Birchcliff**October 14, 2021****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Asphalt repair and paving has been delayed and will be completed in mid October. Pavement will be laid in the areas where culverts were installed last Fall as part of the west end drainage improvements. Areas of the road with failing asphalt will be cut out and resurfaced and potholes will be filled in. Administration has applied for Federal Gas Tax grants to cover these expenses.
- Public works has scheduled the removal of many dead and dangerous trees throughout the village for this fall/winter. These trees are primarily along the pathway as well as a few along the edge of Birchcliff Road.
- 10 trees that died along the phase 1 of the pathway have been replaced under warranty and Administration is monitoring remaining trees that seem stressed.
- All communal docks have been removed for 2021. Docks sections are being stored at the Sunnyside Camp.
- Administration will draft a contract and RFQ package to enter a 3-year contract with a company to handle the yearly install and removal of all community docks.
- Administration will draft a contract and RFQ package to enter a 3-year contract with a company to handle the yearly install and removal of slow zone buoys.
- Yearly sewer main flushing will be completed in mid-October by Piderneys.
- Administration has been in contact with engineering firms regarding options to improve the lakefront reserve at OS 18/19. Administration is expecting to have a report with options available at the November Council meeting.

Options for Consideration:

Accept as information.

Authorities:

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

Summer Village of Birchcliff

October 14, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 87 development permits issued in the Summer Villages (31 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 25 in Norglenwold, and 21 in Sunbreaker Cove).

Current Developments:

1. 13 Sunnyside Cabin	Cabin Renovation	Issued in 2016
<i>(Deck must be completed by April 15th, 2021 – incomplete, deduction made from CD)</i>		
2. 110 Birchcliff Road	Attached Garage	Issued in 2018
<i>(Require AB site plan & site inspection)</i>		
3. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Landscaping incomplete)</i>		
4. 381 Birchcliff Road	Demolition	Issued in 2018
5. 570 Birch Way	Dwelling	Issued in 2018
6. 41 Birchcliff Road	Sport Court	Issued in 2019
7. 127 Birchcliff Road	Demolition	Issued in 2019
8. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
9. 129 Birchcliff Road	Demolition	Issued in 2019
10. 337 Birchcliff Road	Demolition	Issued in 2019
11. 349 Birchcliff Road	Retaining Wall	Issued in 2019
12. 337 Birchcliff Road	Dwell, Gar., & Guest House	Issued in 2019
13. 183 Birchcliff Road	Retaining Wall	Issued in 2020
14. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
15. 137 Birchcliff Road	Driveway	Issued in 2020
16. 27A Sunnyside Cabin	Deck	Issued in 2020
17. 93 Birchcliff Road	Deck Addition	Issued in 2020
18. 87 Birchcliff Road	Dwelling	Issued in 2020
19. 141 Birchcliff Road	Driveway	Issued in 2020
20. 71 Birchcliff Road	Demolition	Issued in 2020
21. 83 Birchcliff Road	Dwelling Relocation	Issued in 2021
22. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
23. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021

24.553 Birch Close	Accessory Building	Issued in 2021
25.14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
26.83 Birchcliff Road	Dwelling	Issued in 2021
27.369 Birchcliff Road	Garage	Issued in 2021
28.94 Birchcliff Lane	Dwelling	Issued in 2021
29.111 Birchcliff Road	Detached Garage	Issued in 2021
30.383 Birchcliff Road	Asphalt Paving	Issued in 2021
31.59 Birchcliff Road	Driveway	Issued in 2021

Closed Development Permits since last Council update:

1. 325 Birchcliff Road	BBQ Pergola	Issued in 2021
2. 33 Sunnyside Cabin	Deck	Issued in 2021

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

October 14, 2021

Planning and Development

Information Item

Agenda Item: *Development Inspections*

Background:

Currently there are 87 development open development permits issued in the five Summer Villages which entails a minimum of 174 site inspections. The process for inspections on development is currently:

- Development Application is applied for to the Development Officer – An Inspection is done on the property and photos are taken before the development is approved. This helps to visualize the development and it is important for the Development Officer to see the site in person to determine requirements and questions that pertain to the application and to take photos of the road and site before development starts.
- Development is complete and applicant has contacted the Development Officer for a final inspection – another on site inspection is done on the property to take photos and ensure that the development was completed to the conditions of the development permit and for final photos to compare to the predeveloped lot.

In between the two above inspections some requirements depending on the type of development are as follows:

- It may be a condition on the development permit for the developer to submit a footing check survey required from an Alberta Land Surveyor at the time of footings prior to continuation of construction.
- At the time of completion before a final inspection on site is completed, it may be a condition for the developer to also submit a final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- Depending on the development we also may require a lot grade certificate at completion of the development to ensure that proper drainage on the property exists.
- All development permits require Superior Safety Codes permits to be closed prior to us closing the development file. Superior Safety Codes also does an onsite inspection.

These requirements above are all conditions that are in place to ensure the development taking place is done as applied for.

Additional inspections may be required if there are complaints and as tasks need to be completed in the village the Development Officer will tour the rest of the village at the same time. It may be difficult to add in more inspections on development as it is time consuming and to communicate with developers during stages of their projects can be difficult. Some projects move quickly while others do not. Conditions of the development permit that was issued are clear and a completions deposit is collected to ensure the development is completed as applied for. If at the time of inspection conditions aren't met, they would have to be rectified prior to closing the file.

Administrative Recommendations:

Council to accept as information.

Authorities:

N/A

Summer Village of Birchcliff

October 14, 2021

Council & Legislation

Information Item

Agenda Item: *Delegation Policy*

Background:

Administration has attached the Request for Delegation Policy for Council's review. This policy was passed in 2018 and Council may wish to make amendments.

Options for Consideration:

- 1) Accept as information.
- 2) Advise Administration of required amendments.

Administrative Recommendations:

Council accept as information.

Authorities:

Communication Policy – Resolution 1005/16

III. Participation at Meetings

B. Participation at Meetings

All Municipal Council meetings and meetings of advisory committees and boards shall provide an opportunity for members of the public to speak through a listed delegation as outlined in the municipal procedural bylaw.



Policy Title	Date:	Resolution No.
Process for Delegation Addressing Council	March 22, 2018	1486/18

A person or delegation wishing to make formal representation directly to Council at a Regular Council Meeting shall advise the CAO no less than 10 days prior to the regularly scheduled Council meeting. Council meetings are scheduled the third Thursday of the month unless changed due to conflicts.

The written request shall include the contact information of the person wishing to appear before Council along with a brief explanation of the subject to be addressed and the specific request to be made to Council.

1.0 Process

- a) Any delegation wishing to submit written material to Council must provide an original copy of the material to the CAO 10 days prior to the regularly scheduled Council meeting to allow for proper inclusion in the agenda package. This is material such as, background information that is to be presented to Council to review prior to the meeting. All presentation material is to be provided with the written request.
- b) Any communication intended for Council or a Committee will be forwarded to the CAO in writing and must:
 - I. Be legible and coherent;
 - II. Name the individual authorized to speak;
 - III. Indicate the proposed bylaw, resolution or request to be spoken to;
 - IV. Be signed by the person giving the authorization;
 - V. Be able to identify the writer and the writer's contact information;
 - VI. Not be libelous, impertinent or improper.
- c) After receiving the request to speak on any item, the CAO will place the request on the agenda.
- d) Council may:
 - I. Refer to the matter to a Committee for a hearing;
 - II. Hear from the person making a direct request to be heard by Council; or
 - III. Refuse to hear from the person making a direct request to be heard by Council.

2.0 The following procedures will apply to Delegation before Council or a Committee:

- a) Cell phones are to be placed in the “silent mode” during a Meeting.
- b) No recording of the hearing procedures will be permitted by, but not limited to, cell phones, tablets, tape recorders, etc.
- c) No person shall be permitted to wear a hat during the hearing procedures including, but not limited to, Council, Committee members, staff, delegates or public in attendance.
- d) The Chair will introduce the Delegations:
 - The Delegation shall present from the delegation table;
 - State their name and address
 - Indicate if they are speaking on their own behalf, a client, a company, a group of citizens, a club or organization
- e) After a Delegation has spoken members of Council will ask only questions of clarification that are relevant to the subject of the delegate’s session and will avoid repetition. Persons speaking to the subject will be restricted to speaking to the relevant subject matter only.
- f) Each person or Delegation appearing before Council shall be limited to a maximum of ten minutes of presentation time unless the Chair, at their discretion, agrees to extend the time. Any Councillor may ask the CAO relevant questions after the Delegation has spoken.
- g) Once all Delegations have presented to Council, the meeting will proceed.



Summer Village of Birchcliff Delegation Request Form

I wish to appear before Council.

Date of Meeting: _____

Name of Delegate (s): _____

Address: _____

Phone: _____ Email: _____

Attending as an Individual: _____ Representing a Group/Organization: _____

Reason(s) for Delegation Request (subject matter to be discussed):

Use a separate page if more space is required or attach additional documentation.

Are you in favour of the recommendation? If not, please provide your reasoning below.

Use a separate page if more space is required or attach additional documentation.

Is additional documentation attached? _____

Will additional documentation to be provided at meeting? _____

NOTE: Please provide the secretary with 5 copies of all additional documentation to be Distributed at the meeting.

Will a Power Point presentation be made? _____

NOTE: An electronic copy of the PowerPoint presentation is required to be submitted to the Summer Village Office no later than 10 days prior to the regularly scheduled Council meeting

NOTE: No recording of hearing procedures will be permitted on any device including, but not limited to, cell phones, tablets, tape recorders, etc.

No hats are permitted to be worn during the hearing.

The completed Delegation Request Form is to be submitted to the Summer Village Office at:
 The Summer Village of Birchcliff
 Bay 8, 14 Thevenaz Industrial Trail
 Sylvan Lake, Alberta T4S 2J5
 Phone (403)887-2822
 Fax (403)887-2897
 Email: info@sylvansummervillages.ca

For office use only

Date request received: _____ Request received by: _____

Request relates to: _____

Staff Report: _____ Staff Name: _____

Personal information contained on this form is authorized under the Birchcliff Access to Information Policy, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before the Summer Village of Birchcliff Council. The Delegation Request Form may be published in its entirety with the public agenda which is also posted on the Summer Village's website.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form may be directed to the Office of the Summer Village, Bay 8, 14 Thevenaz Industrial Trail, Sylvan Lake, Alberta T4S 2J5, 403-887-2822.

Rules Regarding Delegations

In accordance with Bylaw #174-13, Rules of Procedure, a by-law to provide rules for governing the order and procedures of the Council of the Summer Village of Birchcliff:

- Delegations may only address Council or Committee with respect to an item on the agenda and verbally present information on matter of fact.
- Delegations may only appear before Council provided that the Delegate has already appeared before the appropriate Standing Committee of Council.
- In order to be included as a delegation on the public agenda, Delegates must submit to the Summer Village Office, a written request to appear no later than 10 days before the scheduled day of the meeting, including a written outline of the comments to be made at the meeting. Delegation requests received after this time will not be listed on the public agenda, but at the discretion of the CAO, may be granted permission to speak in front of Council or the appropriate Committee.
- There is a strict time limit for delegations at meetings. Delegations will have 10 minutes for their presentation, not inclusive of questions from Council or the Committee.
- PowerPoint presentations are permitted provided that an electronic copy of the presentation is submitted to the Summer Village Office no later than 12:00 noon on the Friday before the meeting. A copy may be distributed to Members of Council, or Committee as the case may be, as part of the delegation submission.

If your delegation request does not meet the requirements of Procedural By-law #174-13 and therefore denied, you may take the following steps to bring forward your request:

1. Approach the Department responsible to inquire if they may be bringing the information forward in a staff report to the appropriate Standing Committee. If a report will be brought forward, you may submit a delegation request for the appropriate Standing Committee in which the report will be heard.
2. If the department will not be bringing a report forward, you may submit a letter to the Summer Village addressing your request for inclusion on the Council Information Section.
3. You may contact your local Summer Village of Birchcliff Councillor and they may wish to request the item from the Council Information Section. If the matter is brought forward on an agenda, you may submit a delegation request for the appropriate Standing Committee in which the matter will be heard.

Summer Village of Birchcliff

October 14, 2021

Council & Legislation

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

Administration received a copy of the Parkland Regional Library 2022 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2022 per capita requisition and notifies PRL asap, that way any budget revisions can be addressed at the PRL Board meeting on November 4th.

The 2022 proposed per capita requisition is 8.55, which is a zero increase from 2021.

Options for Consideration:

- 1) Approve the Parkland Regional Library's 2022 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library's 2022 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2022

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

		Present Budget	
		2021	2022
Income			
1.1	Provincial Operating Grant	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787
Cost of Services			
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)		3,478,487	3,536,451
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.55	8.55

Notes for the Parkland Regional Library System Budget 2022

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 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line 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 can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

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 estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 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 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

Brief Notes – September 2022**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, 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, PRLS' management of wireless networks
- 2.5 New line - 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
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - 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 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – 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 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - 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 slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 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. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents and based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 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 and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

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 allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 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 2021 level.

*2.9 Internet Connection**Fees:*

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland's strategic plan.

*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:

reduced slightly based on actual, includes professional development publications and library journals.

*2.14 ILL Postage**Reimbursement for Libraries:*

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from HQ's.

2.15 Supplies purchased Cataloguing/Mylar:

reduced for 2022 - 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:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

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 2021 amount.

PRLS Circulating Collections

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – 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		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

*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.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

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

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

*3.11 Salaries-Employee**Benefits:*

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

3.12 Staff Development:

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

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 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, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement**Explanation points to the 2022 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 one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

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 - 2022

Explanation points to the 2022 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.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2022	
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	B
	\$275,882	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C

Technology Reserve
 Budgeted for member library computers

\$68,070

\$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets

\$33,759 **B**

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

Amortization expense anticipated (w/o building amount)

\$79,582 **A**

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

\$113,341

Summer Village of Birchcliff

October 14, 2021

Council & Legislation

Request for Decision

Agenda Item: *Safety Concern*

Background:

Deputy Mayor Zacharias wishes to bring forward a discussion regarding road safety as she has recently been approached by a number of people with safety concerns. In particular, there was a near miss between a vehicle and a mom with 2 kids on bicycles crossing the road at the pathway entrance behind Birch Close. Pedestrians often cross the road without looking or stopping at the stop sign.

There are growing safety concerns around the crosswalks in this location and also at the start of the path near 61 Birchcliff Road. Suggestions have been made from the public that bollards to slow people down or some other type of crosswalk improvements could be made to address the safety concerns, particularly where the pathway is hidden by trees and bushes.

Options for Consideration:

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

Administrative Recommendations:

Council discuss and provide direction to Administration.

Authorities:

MGA

18(1) Control of roads

Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

Summer Village of Birchcliff

October 14, 2021

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:

- Joint Services Committee Minutes

Upcoming Meetings:

Next Council Meeting: November 25, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – AUGUST 11, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

The Annual Operating Budget will be presented to the Town of Sylvan Lake near the end of the year once elections are completed.

2. Director's Report

The Director's Report was approved as presented.

Starting on September 7, 2021, the library hours of operation will change to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)

Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

Meeting adjourned at 7:25pm.

Next Regular Meeting – September 8, 2021, at 6:30pm



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 8, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

As of September 7, 2021, the library hours of operation changed to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)
Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



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On September 30, the library will modify hours of operation from 10:00am to 5:00pm (9:30am opening for vulnerable patrons). This modification of hours is in recognition of the National Day for Truth and Reconciliation, watch for special event announcements coming soon!

Meeting adjourned at 6:48pm.

Next Regular Meeting – October 13, 2021, at 6:30pm



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 16, 2021

Budget 2021

PRLS' 2022 budget was approved by the board and will be sent out to the municipalities next week. Including the 2022 budget there will be no increase in the per-capita requisition for three consecutive years.

Movement of Reserve Funds

The finance policy has been changed to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy stated the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."*

Since Parkland now has an Advocacy Committee and could potentially have others, the Board changed its policy to limit the authorization to move funds to the Executive Committee and the Board.

Policy now states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

Personnel Policy Revision

Policy statement 4.10.2 previously specified that:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland.

In an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

After discussing the matter, the Board dropped the provision requiring that the Board have final authority over the creation and deletion of job descriptions and was content with the policy that:

The Board must be informed of changes to Parkland Regional Library's organizational chart.

With this policy, the Board can still recall the decision of Parkland's Director should the need arise.

National Day for Truth and Reconciliation

Recently, the Government of Canada passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, it is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will remain open, since most of our libraries are remaining open. So far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway.

The new statutory holiday was announced on short notice and caught many organizations unaware. Parkland will likely start observing the holiday next year assuming the majority of our member libraries do the same.

OverDrive and eSharing eResources

Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to 'interlibrary loan' eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has recently entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also considering participation in this program.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Advocacy Committee Report

The Advocacy Committee thanks the Parkland Board for its service the last four years. The Advocacy Committee has been collaborating with Yellowhead Regional Library, and it has been a fruitful union. Some tools that have come out of their work are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Board Members Present

Debra Smith (Board Chair)

Board Members Present via Zoom

Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughheed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne,

Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

Guests

Ken Allan from Public Library Services Branch (PLSB)

With Regrets

Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent

Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff

Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

**Next Meeting: November 4, 2021, 10:00 AM
(Zoom)**



PRLS Board Meeting Minutes September 16, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday September 16, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughheed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

With Regrets: Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent: Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

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

Guests: Ken Allan from Public Library Services Branch (PLSB)

Call to Order

Meeting called to order at 10:07 a.m. by Smith.

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

Motion by Jeanny Fisher to excuse Mary Ann Wold, Clark German, Heather Ryan, and Stephen Levy from attendance at the board meeting on September 16, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 30/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 31/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the May 20, 2021 minutes. There were none.

Motion by Bruce Gartside to approve the minutes of the May 20, 2021 meeting as presented/amended.

CARRIED
PRLS 32/2021

1.3. Business arising from the minutes of the May 20, 2021 meeting

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

2.5. Business Arising from the Consent Agenda

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

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 33/2021

3.1. Public Library Service Branch (PLSB) Update by Ken Allan

The PLSB is currently undertaking an engagement process on potential changes to Alberta library legislation. They started in 2019 and received feedback on some items to clarify, simplify or streamline in the legislation. There were also other issues highlighted that had no clear path to proceed. The PLSB is reaching out again to clarify issues where needed with sessions and a survey. The sessions are being held between September 9th to September 30th. The survey will close on October 8th. All sessions are held via Zoom. Each of the 4 sessions focuses on one of the four topic areas. Each topic has two sessions; one during the day, and one in the evening.

1. Professional librarians – how many librarians are required by legislation
2. Library board governance
3. Library system participation, agreements, and public library network services
4. Intermunicipal Library boards and federation boards

All libraries and municipalities have been invited to participate in the sessions and an online survey. People who have not been invited directly are also welcome to participate.

Ken Allan left the meeting at 10:28 a.m.

3.2. Approval of PRLS Budget 2022

Sheppard reviewed the 2022 Budget. It presents a zero percent increase to the municipalities for the requisition.

Points within the budget to note include:

- There will be no increase to the municipal levy for the third year in a row
- Municipalities will be invoiced based on the Treasury Board figures for 2022
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita

- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures
- Provincial Grants make up 44% of PRLS' income
- Cooperative Collection fund is new to purchase materials for libraries to fill ILL needs outside the system. It can be decreased in the future, if necessary, without impacting other services.
- There will be 2 purchases from reserves, \$162,800 for a server upgrade and computers for libraries and a new cargo van valued at approximately \$33,500
- Parkland saved funds from the cancellation of the Alberta Library Conference. Parkland normally sends several board and staff members to Jasper, AB
- The Return on Municipal Levy shows a 93% return in direct benefits to libraries

No questions were raised by the board about the budget.

Motion by Len Phillips to approve the Parkland Regional Library System 2022 Budget as presented.

CARRIED
PRLS 35/2021

3.3.1. Approval of the Movement of Reserve Funds

Sheppard reviewed. Staff wondered if the finance policy needs to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy states the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."* The question was whether policy needs to explicitly state that the movement of funds can occur only by a motion of the Executive Committee or Board? Parkland's Advocacy Committee does make motions but their terms of reference prevent them from making financial decisions. However, what if the Board ever sought to create other committees? Staff have not identified any problems with controls over reserve funds to date, but wish to ensure the Board is confident with the transparency of our processes.

At their meeting held on June 17th, the Executive Committee supported a policy change clarifying who is authorized to move funds to and from Parkland's reserve accounts. The committee recommend that moving reserve funds be limited to the Board and Executive Committee. The words in bold italics are new.

Policy statement 4.4.13 states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

At their meeting on August 19th, the Executive Committee endorsed the change to policy 4.4.13 with the following motion:

Motion by Janine Stannard that the Executive Committee recommend the Board approve the revision to policy 4.4.13 as presented.

CARRIED

Motion by Gord Lawlor to approve the revision of policy 4.4.13 as presented.

CARRIED

PRLS 36/2021

3.3.2. Personnel Policy Revision

Smith reviewed. Policy statement 4.10.2 states:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland. However, in an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

The Executive Committee discussed this matter at their August 19th meeting and decided to change policy 4.10.2 with the following motion:

Motion by Cindy Trautman that the Executive Committee recommend to the Board that policy 4.10.2. be amended to: The Board must be informed of changes to Parkland Regional Library's organizational chart.

The Executive Committee believes keeping the board informed of changes to its organizational chart is sufficient to keep the board aware of staffing levels which could affect either service, performance, or the budget.

Motion by Jas Payne to amend policy 4.10.2 to read "The Board must be informed of all changes to Parkland Regional Library System's organizational chart."

CARRIED

PRLS 37/2021

3.4. Advocacy Committee Report

Gord Lawlor gave a verbal report on the Advocacy Committee and thanked the board for their service to Parkland over the last several years. The committee has been collaborating with Yellowhead Regional Library this last year, and it has been a fruitful union. Some tools that have come out of their work this year are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Janine Stannard gave a verbal report about the last year's advocacy activity. A video was shared about the advocacy committee's activities.

Motion by Cindy Trautman to receive for information

CARRIED

PRLS 38/2021

3.5. **National Day for Truth and Reconciliation**

Sheppard shared that the Government of Canada recently passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, this is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will likely remain open. Part of what informed our decision was whether our libraries remained open and so far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway. This matter will be reviewed next year.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2021

3.6. **OverDrive and eSharing eResources**

Sheppard explained. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to "interlibrary loan" eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also possibly joining.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Motion by Janine Stannard to receive for information.

CARRIED

PRLS 40/2021

3.7. **Parkland Art Appraisal**

Sheppard shared that Parkland has accumulated many pieces of art over the last thirty years as gifts. Prior to the move to the new facility, the Director undertook some cursory research and determined the art work might be quite valuable. At very least, it needs to be appraised for insurance purposes.

Staff sought to find a reputable appraiser and received some recommendations from our legal firm in Red Deer, Chapman Riebeck. Using their recommendations, staff contacted the appraisers and selected the Willock and Sax Gallery located in Banff as the best balance between cost, thoroughness, and timeliness. To save money, staff have sent pictures of Parkland's artwork along with details related to their production to the gallery to avoid the costs associated with an assessor travelling to Parkland. The assessment should be completed by the end of September.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 41/2021

3.8. November Board Meeting

Smith spoke to the November board meeting. With the recent restrictions it will have to be seen if we are able to have our November meeting in person. The meeting will most likely have to be virtual.

Sheppard asked, if there were no restrictions, would the board prefer an in-person meeting, or a virtual meeting? A poll was created, asking if board members preferred in person or virtual meetings. The general consensus was that the organizational meeting should be in person if at all possible, but that the other meetings could be virtual. The other thought was that the winter meetings should be virtual to cut down on driving time, and the summer meetings could be in person.

It was brought up that the AUMA conference is on November 17-19, which interferes with the date for the November board meeting on the 18th. Staff may need to change the date of the November organizational meeting.

Staff will send a survey regarding in-person meetings vs. virtual meetings once the new board is formed in November.

Doreen Blumhagen left the meeting at 11:27 a.m.

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

3.9.4. Marketing Report

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

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

CARRIED
PRLS 42/2021

3.10. Parkland Community Update

Smith announced that Colleen Schalm is retiring from Library Services after 20 years and will be moving to British Columbia. On behalf of Parkland she thanked Colleen for her service and wished her well in her new life.

4. Adjournment

Motion by Janine Stannard to adjourn the meeting at 11:37 a.m.

CARRIED

PRL 43/2021

Meeting adjourned at 11:37 a.m.

Chair

Joint Service Committee
Regular Meeting Minutes
September 2, 2021

F-1,2,3

IN ATTENDANCE

Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 8:58 a.m. by Roger Dufresne.

AGENDA APPROVAL

JSC-21-11

MOVED by Jeff Ludwig to accept the agenda as presented.
CARRIED

INFORMATION ITEMS

- 1) Orientation / SWOT
- 2) Organizational Meeting

JSC-21-12

MOVED by Jim Willmon that Roger Dufresne be appointed as Chair.

CARRIED

JSC-21-13

MOVED by Jeff Ludwig that Julie Maplethorpe be appointed as Vice Chair.

CARRIED

JSC-21-14

MOVED by Julie Maplethorpe that Jeff Ludwig be appointed as Joint Service Operator.

CARRIED

JSC-21-15

MOVED by Jim Willmon that Julie Maplethorpe and Roger Dufresne be appointed to the HR subcommittee.

CARRIED

- 3) 2nd Quarter Shared Costs

JSC-21-16

Moved by Roger Dufresne to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Old Building Pricing
- 2) Level of Service Dashboard

JSC-21-17

MOVED by Roger Dufresne that the JSC move to a closed session at 10:42 a.m.

CARRIED

JSC returned from a closed session at 12:14 p.m. The following motions were made by the Chair:

JSC-21-18

The new price for the old building now that it also includes a portion of the vacant lot next door will be set at \$397,000.

JSC-21-06

The JSC is in agreement that the project dashboard is a tool that we will use at each individual council for strategic planning. The JSC will act as a Program Review Board for oversight. This dashboard will be brought back to the PRB for review after strategic planning, and anytime throughout the year when a council makes significant changes to their projects. The allocation of time will be based on the percentage of equalized assessed value, as it is with the shared costs to each Summer Village.

CARRIED

ADJOURNMENT

JSC-21-10

Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO