

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
JULY 5, 2023 @ 9:30 A.M.
TO FOLLOW ORGANIZATIONAL MEETING**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, May 30, 2023
 - Municipal Planning Commission, June 21, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report (item to follow)
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report

E. REQUEST FOR DECISION

1) Council & Legislation

- a) Alberta Municipalities Convention
- b) Bentley Parade
- c) Golf Cart Resolution

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

- a) Mayor Johnston
- b) Deputy Mayor Remington
- c) Councillor Pashak
 - Sylvan Lake Regional Wastewater Commission (SLRWWC)
 - SLRWWC South Shore Line (SSL)
 - Association of Summer Villages of Alberta (ASVA)

- Alberta Municipalities (AB Munis)
- Government of Alberta (GOA)

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – September 26, 2023

G. ADJOURNMENT

PRESENT	Mayor:	Jon Johnston via Zoom
	Councillor:	Mike Pashak via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Manager:	Owen Olynyk
	Recording Secretary:	Teri Musseau

HMC-23-050 MOVED by Deputy Mayor Remington that Council give 3rd and final reading to the Dog Control Bylaw #175-23.
CARRIED

Bylaw #162-21 Community Standards Bylaw
HMC-23-051 MOVED by Mayor Johnston that Council give 2nd reading to the Community Standards Bylaw #162-21.
CARRIED

HMC-23-052 MOVED by Councillor Pashak that Council give 3rd and final reading to the Community Standards Bylaw #162-21.
CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

HMC-23-053 Association of Summer Villages of Alberta Conference
MOVED by Mayor Johnston that Councillor Pashak attend the Association of Summer Villages of Alberta Conference being held October 19th & 20th at the Royal Hotel West in Edmonton.
CARRIED

HMC-23-054 Association of Summer Villages of Alberta Silent Auction
MOVED by Councillor Pashak that Council make a cash donation in the amount of \$100.00 to the Association of Summer Villages of Alberta for the silent auction.
CARRIED

Bylaw #177-23 Burning and Fire Pit Bylaw
HMC-23-055 MOVED by Councillor Pashak that Council give 1st reading to the Burning and Fire Pit Bylaw #177-23.
CARRIED

HMC-23-056 MOVED by Mayor Johnston that Council give 2nd reading to the Burning and Fire Pit Bylaw #177-23.
CARRIED

HMC-23-057 MOVED by Deputy Mayor Remington that Council by unanimous consent give 3rd reading to the Burning and Fire Pit Bylaw #177-23 at this meeting.
CARRIED UNANIMOUSLY

HMC-23-058 MOVED by Councillor Pashak that Council give 3rd and final reading to the Burning and Fire Pit Bylaw #177-23.
CARRIED

HMC-23-059 Association of Summer Villages of Alberta Golf Cart Resolution
MOVED by Councillor Pashak that Council accept the Association of Summer Villages of Alberta Golf Cart Resolution discussion as information.
CARRIED

PUBLIC WORKS

HMC-23-060 Fleet Replacement Policy
MOVED by Councillor Pashak that Council approve the Fleet Replacement Policy as presented.
CARRIED

COUNCIL REPORTS

- Mayor Johnston
- Joint Services Committee
- Deputy Mayor Remington
- No Reports
- Councillor Pashak
- Sylvan Lake Regional Water & Wastewater Commission

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

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

HMC-23-061 MOVED by Mayor Johnston that the Council and Committee items be accepted as information.
CARRIED

NEXT MEETING

HMC-23-062 MOVED by Mayor Johnston that the next meeting of Council be held July 5, 2023, at 9:00 a.m.
CARRIED

ADJOURNMENT

HMC-23-063 MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 10:50 a.m.
CARRIED

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held June 21, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Jon Johnston via Zoom
Councillor: Mike Pashak
Member at Large: Gordon Skakun via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Applicant(s): David Inglis
Jeff Inglis

CALL TO ORDER: Chair Johnston called the meeting to order at 8:59 a.m.

AGENDA:

MPC-23-001 Moved by Mike Pashak to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

1. 6 Hummingbird Lane

Application for a guest house over an existing garage at 6 Hummingbird Lane (Lot 7, Block 1 Plan 3741MC).

MPC-23-002 Moved by Chair Johnston to approve the application for a guest house over an existing garage at 6 Hummingbird Lane subject to the following conditions being met to the satisfaction of the Development Officer:

- Existing landscaping to remain, zero trees to be removed.
- Completions deposit of \$3,000.00
- The height of the garage with guest house shall not exceed 7.62 m (25ft.) in building height measured from grade.
- Copies of all applicable Building, Electrical, and Plumbing & Gas permits shall be provided to the administration office to be kept on file.
- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any new buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling.

Initials

- Guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities.
CARRIED

ADJOURNMENT:

MPC-23-003 Moved by Chair Johnston that the Municipal Planning Commission meeting of June 21, 2023, be adjourned at 9:27 a.m.
CARRIED

JON JOHNSTON, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Half Moon Bay**Administration and Finance****July 5, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 37,728.43

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

- | | |
|----------------------------------|-------------|
| 1. Triangle Construction | \$ 3,990.00 |
| a. Tree Removal and Clean-up | |
| 2. Summer Village of Norglenwold | \$ 3,317.67 |
| a. May 2023 Muni Specific Costs | |
| b. May 2023 Shared Costs | |

Council Expense Claims Report:**May Expense**

- | | |
|--------------------|-----|
| ▪ Jon Johnston | \$0 |
| ▪ Andrea Remington | \$0 |
| ▪ Mike Paskak | \$0 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-06-20 10:56 AM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00036 to 2023-00041

Page 1

Bank Code - NewAcct - New Main Bank Code

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
131 FLOWERS0523	2023-05-31	Zazulak, Elizabeth 232-000-200 - Green Space Pro	Volunteer- Flowers of Main	222.21	222.21
132 1465	2023-05-31	Municipal Planning Services(2009) Ltd 297-211-840 - Project RES - Lar	Project Land Use Bylaw Re	1,115.00	
		312-000-260 - GST Paid Refund	GST Tax Code	55.75	1,170.75
133 48377	2023-06-20	Empringham Disposal Corp 243-000-200 - Contracted Servic	May 2023 Weekly Collectio	361.80	
		312-000-260 - GST Paid Refund	GST Tax Code	18.09	379.89
134 2023-2	2023-06-20	Red Deer Catholic Regional 201-100-130 - ASFF-Residential	Supplementary Tax Requisi	942.99	942.99
135 1331	2023-06-20	Rugged West Maintenance Inc. 232-000-200 - Green Space Pro	May 17 and 29 Mowing & Ti	400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.00	420.00
136 1719	2023-06-20	Triangle Construction 232-000-260 - Tree Removal	Clean-up & Removal of Tre	300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.00	315.00
1715		232-000-260 - Tree Removal	Tree Removal-Primrose Tra	3,500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	175.00	3,675.00
				Payment Total:	3,990.00
				Total Computer Cheque:	7,125.84

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
52 2023-00072	2023-05-31	Summer Village of Norglenwold 226-000-200 - Enforcement	ATB MC-CND Tire-Wiper Bl	11.00	
		261-000-110 - Development Ser	2023 Esri Canada ArcGIS F	166.50	
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	7.00	
		226-000-200 - Enforcement	ATB MC-Velcro-Bylaw Truck	5.40	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.60	
		226-000-200 - Enforcement	ATB MC-Mobil 1-Oil Change	20.73	
		226-000-200 - Enforcement	ATB MC-Best Buy-Data Tra	4.00	
		226-000-200 - Enforcement	ATB MC-140 W Inverter-Byl	12.00	229.23
2023-00076		212-100-110 - Salaries	SALARIES	2,413.42	
		212-100-130 - Training	TRAINING	0.00	
		212-100-140 - Benefits	BENEFITS	89.45	
		212-100-210 - Travel & Subsis	Travel & Subsistence	132.24	
		212-100-211 - WCB	WCB	45.79	
		212-100-266 - PW Fleet	PW Fleet	11.45	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	10.11	
		212-200-500 - Printing Costs	Printing Costs	32.36	
		212-200-510 - Office Supplies	Office Supplies	48.56	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	28.81	
		212-300-540 - Utilities	Utilities	53.75	
		212-300-250 - Facility Improvem	Facility Improvements	7.55	
		212-300-255 - Facility Maintena	Facility Maintenance	88.86	
		212-300-263 - Condominium Co	Condominium Costs	0.00	

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Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
 Batch: 2023-00036 to 2023-00041

Page 2

EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-300-240 - Computer Softwa	Computer Software/Mtn	52.08	
		212-300-242 - IT Equipment	IT Equipment	25.90	
		212-300-265 - Equipment Mainte	Equipment Maintenace	16.71	
		212-300-270 - Equipment Renta	Equipment Rental	11.71	
		212-300-510 - Other Contingenc	Administrative Contingenc	19.69	
		212-300-530 - Building Insuranc	Building Insurance	0.00	3,088.44
			Payment Total:		3,317.67
			Total Other:		3,317.67

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3471	2023-05-31	Receiver General/OTH			
CP4-23		312-000-262 - CRA Remunerati	CPP-April Remuneration	1.00	1.00
3484	2023-05-31	Epcor			
MAY232023-693		272-000-544 - Recreation Shelte	Utilities	40.61	
		312-000-260 - GST Paid Refund	GST Tax Code	3.28	43.89
3494	2023-06-20	Alberta School Foundation Fund			
14309		201-100-130 - ASFF-Residential	2nd Quarter School Funding	27,240.03	27,240.03
			Total Other:		27,284.92
			Total NewAcct:		37,728.43

Summer Village of Half Moon Bay

Finance

Information Item

Agenda Item: *2nd Quarter Financial Report*

Background:

Administration would like to provide the following 2nd Quarter Financial information to Council.

Please be aware that these reports have been prepared prior to fully completing June monthend and shared costing.

Options for Consideration:

Detailed 2nd Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



2023

Second Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council July 5, 2023

2023 Operating Budget to June 30, 2023

The 2023 Operating Budget reflects the costs of the Council approved 2023 Municipal Budget that shows a 1.5% increase to property taxes over 2022. This small increase will help to offset the substantial decrease in Municipal Sustainability Initiative (MSI) funding from the province as well as to offset the inflationary operational expense costs.

Revenue:

Our Return on Investments has currently been collecting 4.5% on the bank balance of \$935,149.57 as of June 30, 2023. This has created a significant increase in year to date revenue. Also, due to the recent Bank of Canada Interest Rate increase, this rate will have been increased to 5.05% for the foreseeable future.

The MSI Operational Grant of \$9,838 has not yet been received from the Province.

Expenditures

Council and Legislation:

Very minimal claims made to the Council Remunerations and travel and subsistence budgeted allocations.

Council Education Opportunities has \$710 remaining to be utilized on training and education for Council members.

Overall, only 21% of the Council and Legislation budget has been used as of June 30, 2023.

Administration:

Administrative overall shared costs are at 42% mid-year. Computer Software and IT Equipment costs are over budget.

Municipal Specific Administrative expenses are 78% utilized with Municipal Insurance being over budget for 2023.

Protective Services:

2023 Policing costs have only been invoiced for the January to March portion of the year. The remaining \$5,414 will be invoiced in April of 2024 as the RCMP do not have the same yearend as we do.

The Bylaw Enforcement Officer operational expenses were not budgeted into the JSC shared costs for 2023. Costs are being recorded in all 5 Operational budgets for tracking purposes.

Public Works:

Public Works is currently operating at 55% of their allocated budget and summertime municipal services also mean many expenses to pay for contract grass cutting and maintenance around the Summer Village.

Planning and Development:

Planning and Development is currently operating at 18% percent of their budget.

Recreation:

Parks and Recreation is operating at 28% of the allocated budget.

Environment:

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

In Conclusion:

The Summer Village of Half Moon Bay is operating at 52% of their 2023 Operational Budget on June 30, 2023 and is on track to be within budget for yearend.

2023 Capital Budget to June 30, 2023

Revenue:

An MSI grant has been applied for the Administrative Building Improvements for \$3,982.75 in a shared application with the other 4 Municipalities (not approved yet).

A CCBF grant was applied for the Road Analysis in the amount of \$2,330, also in a shared application with the other 4 Municipalities. This grant application has currently been denied due to insufficient Asset Management software. Public Works Asset software and training has been ordered and should be functioning within the next few weeks.

No further grants have been applied for at this time.

Expenditures:

The Land Use Bylaw Rewrite Project has used \$1,115 to date and the Administrative Building Improvements has spent \$447.61.

Overall, just \$1,562.61 has been spent in the 2023 Capital Budget as of June 20, 2023.

Alberta School Foundation Budget to June 30, 2023

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

A Provincial Education property tax comparison report is attached for further information.

ATB Bank Balance to June 30, 2023 - \$935,149.57

Surplus and Reserve Balances to June 30, 2023

• Accumulated Surplus	0.00
• Completions Deposits	5,000.00
• Deferred Revenue (Grants)	504,768.78
• JSC IT Reserve	0.00
• Reserves Fleet Replacement	6,138.13
• Reserves Sewer	502,845.93
• Reserves General Operating	249,939.80
• Mill Rate Stabilization	25,000.00
• Reserves Environmental	987.87
• Reserves Roads	68,987.87
• Reserve Infrastructure	0.00

2023 Assessment Growth and Summary Reports

The Summer Village of Half Moon Bay had a overall 10.3% Assessment increase from last year (reports from Wild Rose Assessment Services are attached).

MSI Report

The 2018, 2019, 2020, 2021, 2022 and 2023 MSI Allocations have not been received due to lack of projects being submitted for to date. This amounts to \$412,367 in funding being accessible.

Municipal Affairs has advised that they are unable to certify the 2022 SFE because the 2017 MSI capital allocation was not spent within the 6 year spending deadline. As such, the 2022 SFE will remain on hold until the 2023 SFE is submitted next year. If sufficient expenditures are reported on the 2023 SFE to catch up on the unspent allocations, a time extension amending agreement (AMOA) will be prepared, which will

enable certification of the 2022 SFE. The attached table shows the minimum 2023 MSI capital expenditures to be reported to enable the time extension agreement to proceed. Please note that the total includes the 2018 MSI capital allocation plus interest, which must also be fully expended by December 31, 2023.

Summer Village of Half Moon Bay 2022 MSI Capital SFE

Year	Allocation	Interest	Allocation + Interest	Reported Expenditures (must be greater than Alloc + Int)	Unspent Portion of 2017 Allocation	Minimum Expenditures to Report on 2023 SFE to fully expend 2017 and 2018 Allocations by Dec 31, 2023
2007	\$ 13,226	\$ 48	\$ 13,274	\$ -		
2008	\$ 15,908	\$ 547	\$ 16,455	\$ -		
2009	\$ 12,317	\$ 149	\$ 12,466	\$ -		
2010	\$ 76,453	\$ 269	\$ 76,722	\$ -		
2011	\$ 76,438	\$ 661	\$ 77,099	\$ -		
2012	\$ 77,066	\$ 1,193	\$ 78,259	\$ 6,180		
2013	\$ 76,800	\$ 2,680	\$ 79,480	\$ 28,875		
2014	\$ 88,731	\$ 4,074	\$ 92,805	\$ 7,989		
2015	\$ 87,326	\$ 1,967	\$ 89,293	\$ 79,602		
2016	\$ 86,001	\$ -	\$ 86,001	\$ -		
2017	\$ 85,396	\$ -	\$ 85,396	\$ -		
2018	\$ 92,577	\$ 2,900	\$ 95,477	\$ -		
2019	\$ -	\$ -	\$ -	\$ 148,080		
2020	\$ -	\$ -	\$ -	\$ 298,980		
2021	\$ -	\$ -	\$ -	\$ 61,410		
	\$ -	\$ -	\$ -	\$ 40,697		
Totals	\$ 788,239	\$ 14,488	\$ 802,727	\$ 671,813	\$ 38,337	\$ 130,914

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

The time limits to spend MSI capital funding will be strictly enforced when MSI ends in 2023. Municipalities who have not expended their 2007 to 2018 allocations, including credit items on or before December 31, 2023 will be required to return those funds to the Government of Alberta and/or if applicable, the municipality will forfeit any 2007 to 2018 unpaid allocations. MSI funding, including credit items, from 2019 to 2023 will be transferred to the LGFF. Municipalities will still be able to access their 2019 to 2023 allocations under the LGFF.

Municipalities will not be able to submit any new MSI capital projects and/or MSI capital project amendments after December 31, 2023. However, new capital projects or existing MSI projects that may require additional funding can be considered under the LGFF.

CCBF Report

CCBF Funding for 2019, 2020, 2021, 2022 and 2023 have not been received to date due to projects not being submitted for. This amounts to \$52,212 being accessible to the Summer Village of Half Moon Bay for the Road Analysis being \$2,330.

Property Taxes

The 2023 Property Tax and Assessment notices were mailed out on May 22nd and are due and payable on or before July 31st. Half Moon Bay currently has no properties registered with Alberta Land Titles for tax arrears.

Report Date
6/30/2023 9:22 AM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending June 30, 2023

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	Budget	YTD	Variance	%
Revenue				
101-000-110 - Taxation.	147,606	147,604	(2)	
101-000-510 - Penalties	2,184	11	(2,173)	99.51-
112-000-410 - Sale of Services & Su	65	75	10	15.51
112-000-550 - Return on Investments	4,200	17,816	13,616	324.18
112-000-570 - Other Revenue	546	576	30	5.49
112-000-740 - MSI Operational	9,838		(9,838)	100.00-
161-000-410 - Compliance Certificat	108		(108)	100.00-
161-000-510 - Inspection Fees	541		(541)	100.00-
161-000-520 - Development Permits	268	300	32	12.04
161-000-590 - Encroachment Fees	420	250	(170)	40.48-
Total Revenue:	165,776	166,632	856	0.52
Expenditures				
Council and Legislation				
211-101-210 - May Travel & Sub	1,838		1,838	100.00
211-101-510 - Mayor Remuneration	2,500		2,500	100.00
211-102-150 - D M Remuneration	2,000	300	1,700	85.00
211-102-210 - D M Travel & Sub	1,050		1,050	100.00
211-103-150 - Council Remuneration	2,000	600	1,400	70.00
211-103-210 - Councillor Travel & S	1,050	240	810	77.15
211-201-212 - Convention ASVA	630		630	100.00
211-202-212 - Convention ABmunis	630		630	100.00
211-203-212 - Council Education Opportunity	710		710	100.00
211-301-220 - Mem. ABmunis	900	911	(11)	1.22-
211-302-220 - Memb. ASVA	975	975		
211-303-220 - Memb. Fed. Can. Mun.	105		105	100.00
211-304-220 - Memb. Mayors & Reeves	100		100	100.00
Total Council and Legislation:	14,488	3,026	11,462	79.11
Shared Administration				
212-100-110 - Salaries	29,113	11,912	17,201	59.08
212-100-130 - Training	545	388	157	28.83
212-100-140 - Benefits	1,009	409	600	59.49
212-100-210 - Travel & Subsistence	654	150	504	77.09
212-100-211 - WCB	417	65	352	84.44
212-100-266 - PW Fleet	218	108	110	50.63
212-200-215 - Postage/Freight/Couri	329	64	265	80.52
212-200-500 - Printing Costs	299	168	131	43.70
212-200-510 - Office Supplies	545	189	356	65.24
212-300-217 - Phone/Fax/Internet	273	120	153	56.22
212-300-240 - Computer Software/Mtn	818	988	(170)	20.83-
212-300-242 - IT Equipment	136	175	(39)	28.38-
212-300-250 - Facility Improvements	545	8	537	98.61
212-300-255 - Facility Maintenance	1,159	368	791	68.25
212-300-263 - Condominium Costs				
212-300-265 - Equipment Maintenance	82	26	56	68.26
212-300-270 - Equipment Rental	218	59	159	73.14
212-300-510 - Other Contingency	27	32	(5)	19.59-
212-300-530 - Building Insurance	164	101	63	38.46
212-300-540 - Utilities	491	407	84	17.03
Total Shared Administration:	37,042	15,737	21,305	57.52

Report Date
6/30/2023 9:22 AM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending June 30, 2023

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	Budget	YTD	Variance	%
Municipal Specific Administration				
212-400-220 - Election Expenses/Mee	300		300	100.00
212-400-222 - Advertising	515		515	100.00
212-400-231 - Audit Fees	6,386	4,699	1,687	26.42
212-400-232 - Assessment Fees	3,296	1,800	1,496	45.39
212-400-275 - Municipal Insurance	2,936	3,584	(648)	22.05-
212-400-910 - Tax Changes	286		286	100.00
212-400-930 - Fleet Replacement Reserve	3,000	3,000		
Total Municipal Specific Administration:	16,719	13,083	3,636	21.75
Protective Services				
223-000-200 - Contracted Fire Service	6,416	5,714	702	10.94
223-000-201 - Emergency Management	2,500	2,750	(250)	10.00-
225-000-200 - Policing Costs	6,338	924	5,414	85.42
226-000-200 - Enforcement		1,984	(1,984)	
Total Protective Services:	15,254	11,372	3,882	25.45
Public Works				
232-000-200 - Green Space Program	2,500	622	1,878	75.11
232-000-250 - Road Maintenance Prog	8,400	2,068	6,332	75.38
232-000-255 - Plowing Program	10,651	4,378	6,273	58.90
232-000-260 - Tree Removal	3,000	4,275	(1,275)	42.50-
232-000-265 - Sign Program	210		210	100.00
232-000-266 - Reserve- Road	3,000	3,000		
232-000-270 - Pathway Program	4,000		4,000	100.00
232-000-530 - Ditch & Culvert Progr	2,575	375	2,200	85.44
242-000-250 - SLR WasteWater Commis	6,605		6,605	100.00
242-000-253 - Unconnected Member Debenture	955		955	100.00
242-000-720 - Wastewater Reserve Co	21,000	21,000		
243-000-200 - Contracted Services Solid Waste	6,164	1,085	5,078	82.39
243-000-255 - Landfill Costs	6,163	4,370	1,793	29.09
Total Public Works:	75,223	41,173	34,050	45.27
Planning and Development				
261-000-110 - Development Services	250	167	84	33.40
261-000-115 - IDP/MDP	500		500	100.00
261-000-200 - Contracted Planning S				
261-000-215 - SDAB Costs	400	150	250	62.50
261-000-220 - MPC Costs	600		600	100.00
Total Planning and Development:	1,750	317	1,433	81.89
Recreation				
272-000-544 - Recreation Shelter El	1,800	697	1,103	61.28
212-403-220 - FCSS Town of Sylvan	600	600		0.04-
274-000-850 - Parkland Regional Lib	377	162	215	57.06
272-000-550 - Canada Day Event	2,500		2,500	100.00
Total Recreation:	5,277	1,459	3,818	72.35
Environment				
243-102-150 - Red Deer River Waters	23	23		0.43

Report Date
6/30/2023 9:22 AM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending June 30, 2023

Page 3

	Budget	YTD	Variance	%
Total Environment:	23	23	0	0.00
Total Expenditures:	165,776	86,190	79,586	48.01
Surplus / Deficit	0	80,442	80,442	0.00

Report Date
6/30/2023 9:22 AM

Summer Village of Half Moon Bay
Project Budget Report
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-208-840 - Project CCBF-Road Analysis	2,330.00		(2,330.00)
197-209-840 - Project CCBF/RES-GIS Implementation	500.00		(500.00)
197-210-840 - Project MSI-Admin Building Improvements	3,982.75		(3,982.75)
197-211-840 - Project RES - Land Use Bylaw Rewrite	31,311.00		(31,311.00)
Total Revenue:	38,123.75	0.00	(38,123.75)
Expenditures			
297-208-840 - Project CCBF-Road Analysis	2,330.00		2,330.00
297-209-840 - Project CCBF/RES-GIS Implementation	500.00		500.00
297-210-840 - Project-MSI Admin Bldg Improvements	3,982.75	447.61	3,535.14
297-211-840 - Project RES - Land Use Bylaw Rewrite	31,311.00	1,115.00	30,196.00
Total Expenditures:	38,123.75	1,562.61	36,561.14
Surplus / Deficit	0.00	(1,562.61)	(1,562.61)

Report Date
6/30/2023 9:22 AM

Summer Village of Half Moon Bay
ASFF Budget Report
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF Residential	107,000.99	107,145.73	144.74
101-000-190 - ASFF Non-Residential	146.64		(146.64)
101-103-130 - DI Designated Industrial	3.20	3.12	(0.08)
Total Revenue:	107,150.83	107,148.85	(1.98)
Expenditures			
201-100-130 - ASFF-Residential	107,000.99	56,366.04	50,634.95
201-101-130 - ASFF-Non-Residential	146.64		146.64
201-300-130 - DI Designated Industrial	3.20		3.20
Total Expenditures:	107,150.83	56,366.04	50,784.79
Surplus / Deficit	0.00	50,782.81	50,782.81

2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Village of Morrin	\$35,549	\$34,032	-4%	\$3,856	\$3,901	1%	\$39,405	\$37,934	-4%
Village of Munson	\$44,078	\$44,158	0%	\$5,056	\$4,871	-4%	\$49,134	\$49,029	0%
Village of Myrnam	\$38,841	\$37,112	-4%	\$5,217	\$5,079	-3%	\$44,057	\$42,191	-4%
Village of Nampa	\$62,777	\$60,803	-3%	\$70,735	\$68,113	-4%	\$133,511	\$128,916	-3%
Village of Paradise Valley	\$21,154	\$20,531	-3%	\$5,061	\$4,906	-3%	\$26,215	\$25,437	-3%
Village of Rockyford	\$63,229	\$62,185	-2%	\$22,886	\$23,008	1%	\$86,115	\$85,193	-1%
Village of Rosalind	\$29,609	\$30,101	2%	\$9,844	\$8,983	-9%	\$39,453	\$39,085	-1%
Village of Rosemary	\$69,233	\$67,990	-2%	\$8,229	\$8,093	-2%	\$77,463	\$76,083	-2%
Village of Rycroft	\$93,736	\$90,563	-3%	\$93,629	\$92,181	-2%	\$187,365	\$182,744	-2%
Village of Ryley	\$64,771	\$63,793	-2%	\$42,702	\$42,379	-1%	\$107,473	\$106,173	-1%
Village of Spring Lake	\$323,259	\$347,801	8%	\$10,613	\$11,290	6%	\$333,871	\$359,091	8%
Village of Standard	\$77,333	\$72,653	-6%	\$56,519	\$51,829	-8%	\$133,851	\$124,482	-7%
Village of Stirling	\$261,559	\$256,691	-2%	\$9,605	\$11,494	20%	\$271,165	\$268,185	-1%
Village of Veteran	\$23,395	\$23,192	-1%	\$9,100	\$9,070	0%	\$32,495	\$32,261	-1%
Village of Vilna	\$27,970	\$27,753	-1%	\$7,947	\$7,296	-8%	\$35,917	\$35,049	-2%
Village of Warburg	\$128,228	\$122,725	-4%	\$35,643	\$35,596	0%	\$163,872	\$158,321	-3%
Village of Warner	\$58,945	\$58,862	0%	\$15,832	\$15,810	0%	\$74,777	\$74,671	0%
Village of Waskatenau	\$40,257	\$38,462	-4%	\$6,794	\$6,453	-5%	\$47,051	\$44,915	-5%
Village of Youngstown	\$22,608	\$22,084	-2%	\$6,768	\$7,082	5%	\$29,376	\$29,165	-1%
Summer Village									
Summer Village of Argenta Beach	\$211,812	\$207,923	-2%	\$1,140	\$1,123	-1%	\$212,952	\$209,046	-2%
Summer Village of Betula Beach	\$61,459	\$61,013	-1%	\$202	\$197	-3%	\$61,661	\$61,210	-1%
Summer Village of Birch Cove	\$34,894	\$36,363	4%	\$192	\$187	-3%	\$35,086	\$36,550	4%
Summer Village of Birchcliff	\$459,049	\$466,572	2%	\$7,082	\$7,049	0%	\$466,131	\$473,621	2%
Summer Village of Bonnyville Beach	\$161,898	\$168,167	4%	\$2,710	\$2,693	-1%	\$164,608	\$170,860	4%
Summer Village of Bonnyville Beach	\$68,899	\$65,826	-4%	\$649	\$636	-2%	\$69,547	\$66,463	-4%
Summer Village of Burnstick Lake	\$54,461	\$53,213	-2%	\$125	\$122	-2%	\$54,587	\$53,335	-2%
Summer Village of Castle Island	\$33,567	\$35,386	5%	\$59	\$58	-2%	\$33,626	\$35,444	5%
Summer Village of Crystal Springs	\$208,076	\$221,198	6%	\$1,186	\$1,156	-2%	\$209,262	\$222,354	6%
Summer Village of Ghost Lake	\$120,527	\$123,412	2%	\$249	\$244	-2%	\$120,777	\$123,655	2%
Summer Village of Golden Days	\$311,689	\$342,293	10%	\$3,037	\$2,979	-2%	\$314,726	\$345,271	10%
Summer Village of Grandview	\$218,796	\$258,067	18%	\$1,048	\$1,028	-2%	\$219,844	\$259,095	18%
Summer Village of Gull Lake	\$249,454	\$250,392	0%	\$4,428	\$4,384	-1%	\$253,882	\$254,776	0%
Summer Village of Half Moon Bay	\$112,582	\$106,841	-5%	\$150	\$147	-2%	\$112,732	\$106,988	-5%
Summer Village of Horseshoe Bay	\$43,545	\$39,794	-9%	\$667	\$667	0%	\$44,212	\$40,460	-8%
Summer Village of Island Lake	\$290,343	\$295,487	2%	\$2,485	\$2,466	-1%	\$292,828	\$297,953	2%
Summer Village of Island Lake South	\$66,708	\$72,031	8%	\$404	\$396	-2%	\$67,112	\$72,427	8%
Summer Village of Itaska Beach	\$97,823	\$109,828	12%	\$568	\$552	-3%	\$98,392	\$110,380	12%
Summer Village of Jarvis Bay	\$452,547	\$452,831	0%	\$1,361	\$1,331	-2%	\$453,908	\$454,161	0%
Summer Village of Kapasiwin	\$79,097	\$77,548	-2%	\$311	\$307	-1%	\$79,408	\$77,855	-2%
Summer Village of Lakeview	\$45,696	\$43,845	-4%	\$245	\$249	2%	\$45,941	\$44,094	-4%
Summer Village of Larkspur	\$81,404	\$78,940	-3%	\$215	\$213	-1%	\$81,619	\$79,153	-3%
Summer Village of Ma-Me-O Beach	\$259,982	\$263,469	1%	\$7,534	\$7,493	-1%	\$267,516	\$270,961	1%

Requisitions are actuals, subject to revision

Classification: Public

2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Summer Village of Mewatha Beach	\$148,589	\$146,696	-1%	\$831	\$855	3%	\$149,420	\$147,551	-1%
Summer Village of Nakamun Park	\$86,544	\$92,315	7%	\$541	\$526	-3%	\$87,085	\$92,841	7%
Summer Village of Norglenwold	\$543,582	\$569,217	5%	\$2,047	\$2,021	-1%	\$545,630	\$571,238	5%
Summer Village of Norris Beach	\$87,877	\$94,726	8%	\$653	\$649	-1%	\$88,531	\$95,375	8%
Summer Village of Parkland Beach	\$197,279	\$193,165	-2%	\$9,100	\$9,225	1%	\$206,379	\$202,389	-2%
Summer Village of Pelican Narrows	\$148,632	\$151,805	2%	\$1,136	\$1,113	-2%	\$149,768	\$152,918	2%
Summer Village of Point Alison	\$60,725	\$63,262	4%	\$275	\$266	-3%	\$61,000	\$63,528	4%
Summer Village of Poplar Bay	\$231,416	\$246,847	7%	\$1,460	\$1,420	-3%	\$232,876	\$248,266	7%
Summer Village of Rochon Sands	\$161,168	\$156,066	-3%	\$1,574	\$1,536	-2%	\$162,742	\$157,602	-3%
Summer Village of Ross Haven	\$157,865	\$155,676	-1%	\$813	\$793	-2%	\$158,678	\$156,469	-1%
Summer Village of Sandy Beach	\$114,472	\$119,453	4%	\$2,208	\$2,112	-4%	\$116,680	\$121,565	4%
Summer Village of Seba Beach	\$477,518	\$455,495	-5%	\$14,737	\$14,223	-3%	\$492,255	\$469,718	-5%
Summer Village of Silver Beach	\$213,370	\$235,535	10%	\$749	\$723	-4%	\$214,120	\$236,257	10%
Summer Village of Silver Sands	\$139,605	\$144,599	4%	\$3,950	\$3,898	-1%	\$143,555	\$148,497	3%
Summer Village of South Baptiste	\$50,600	\$50,705	0%	\$2,704	\$2,823	4%	\$53,304	\$53,528	0%
Summer Village of South View	\$49,675	\$50,387	1%	\$477	\$466	-2%	\$50,152	\$50,853	1%
Summer Village of Sunbreaker Cove	\$363,366	\$357,659	-2%	\$586	\$571	-2%	\$363,952	\$358,230	-2%
Summer Village of Sundance Beach	\$146,055	\$153,005	5%	\$297	\$295	-1%	\$146,352	\$153,300	5%
Summer Village of Sunrise Beach	\$69,763	\$73,345	5%	\$500	\$499	0%	\$70,263	\$73,843	5%
Summer Village of Sunset Beach	\$89,211	\$88,307	-1%	\$560	\$547	-2%	\$89,771	\$88,855	-1%
Summer Village of Sunset Point	\$178,437	\$196,126	10%	\$670	\$662	-1%	\$179,106	\$196,788	10%
Summer Village of Val Quentin	\$117,650	\$114,209	-3%	\$851	\$838	-2%	\$118,502	\$115,047	-3%
Summer Village of Waiparous	\$87,562	\$91,622	5%	\$162	\$160	-1%	\$87,725	\$91,782	5%
Summer Village of West Baptiste	\$96,596	\$98,589	2%	\$486	\$475	-2%	\$97,082	\$99,065	2%
Summer Village of West Cove	\$148,143	\$144,650	-2%	\$748	\$728	-3%	\$148,891	\$145,378	-2%
Summer Village of Whispering Hills	\$121,739	\$126,493	4%	\$1,046	\$1,033	-1%	\$122,786	\$127,526	4%
Summer Village of White Sands	\$297,887	\$293,946	-1%	\$1,824	\$2,151	18%	\$299,711	\$296,097	-1%
Summer Village of Yellowstone	\$90,483	\$95,352	5%	\$600	\$584	-3%	\$91,083	\$95,936	5%
Improvement District									
Improvement District No. 04 (Waterton)	\$410,378	\$444,591	8%	\$242,641	\$233,312	-4%	\$653,019	\$677,903	4%
Improvement District No. 09 (Banff)	\$319,681	\$279,775	-12%	\$2,673,345	\$2,157,390	-19%	\$2,993,026	\$2,437,166	-19%
Improvement District No. 12 (Jasper National Park)	\$14,956	\$14,940	0%	\$198,501	\$199,178	0%	\$213,457	\$214,118	0%
Improvement District No. 13 (Elk Island)	\$990	\$943	-5%	\$23,910	\$23,343	-2%	\$24,900	\$24,286	-2%
Improvement District No. 24 (Wood Buffalo)	\$6,534	\$6,290	-4%	\$3,918	\$3,832	-2%	\$10,452	\$10,122	-3%
Kananaskis Improvement District	\$167,207	\$161,029	-4%	\$423,830	\$398,650	-6%	\$591,037	\$559,678	-5%
Special Area									
Special Areas Board	\$1,633,021	\$1,600,593	-2%	\$9,687,466	\$8,948,803	-8%	\$11,320,487	\$10,549,396	-7%
Townsite									
Townsite of Redwood Meadows Administration Society	\$457,165	\$480,553	5%	\$0	\$0	0%	\$457,165	\$480,553	5%

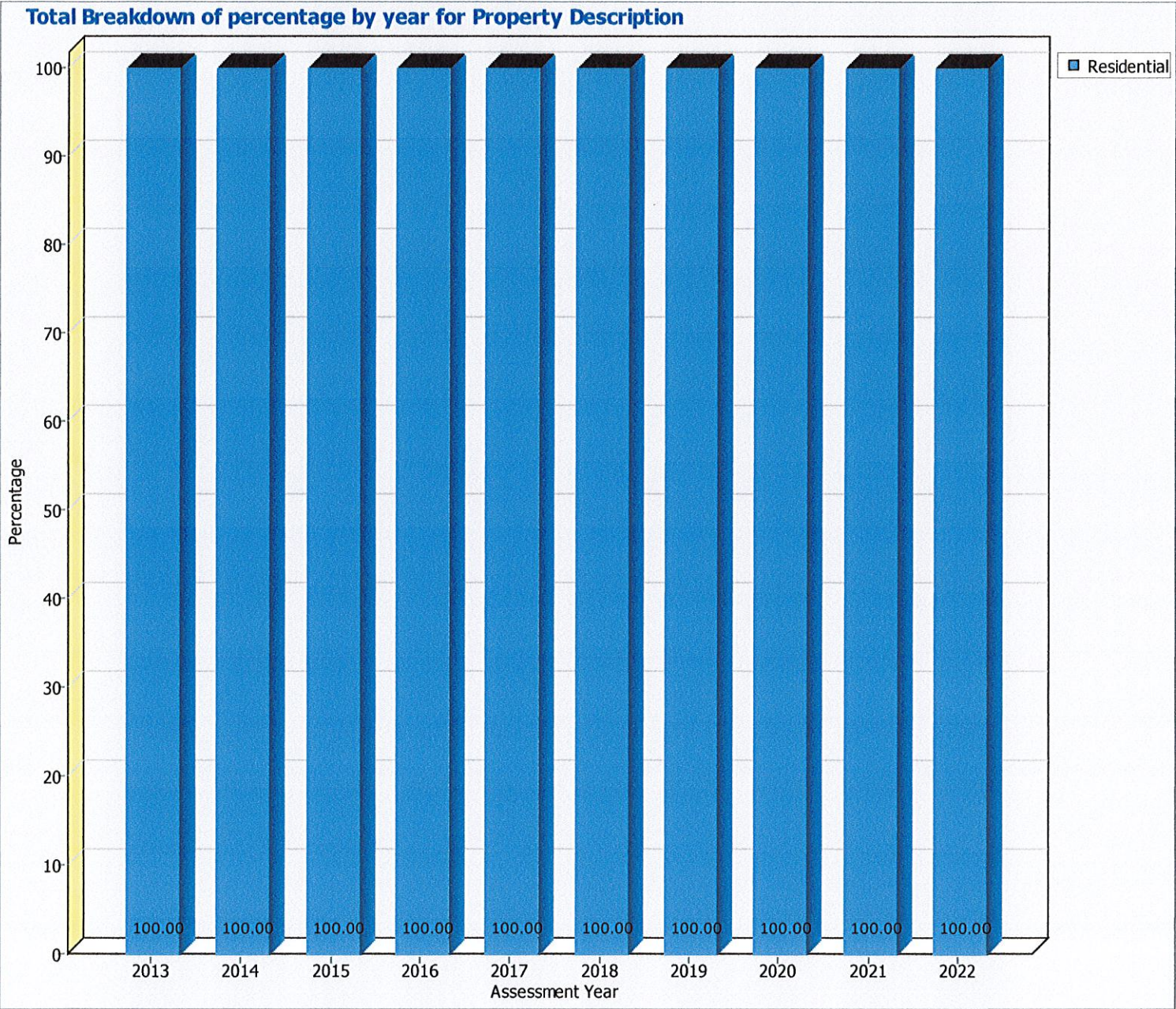
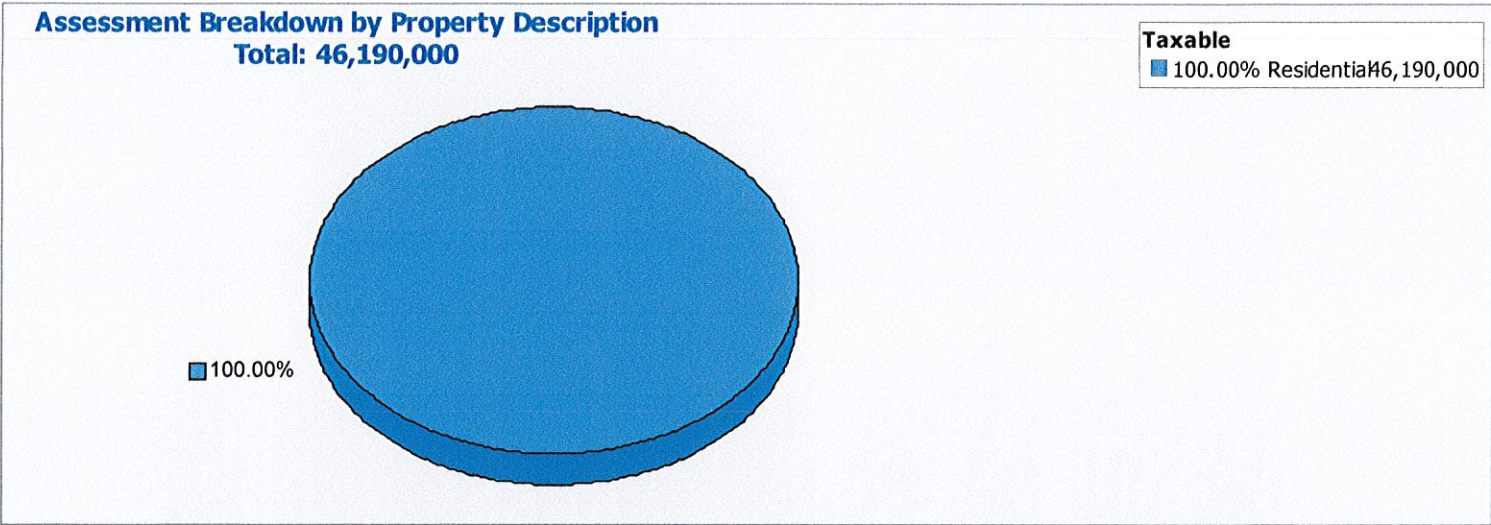
Requisitions are actuals, subject to revision

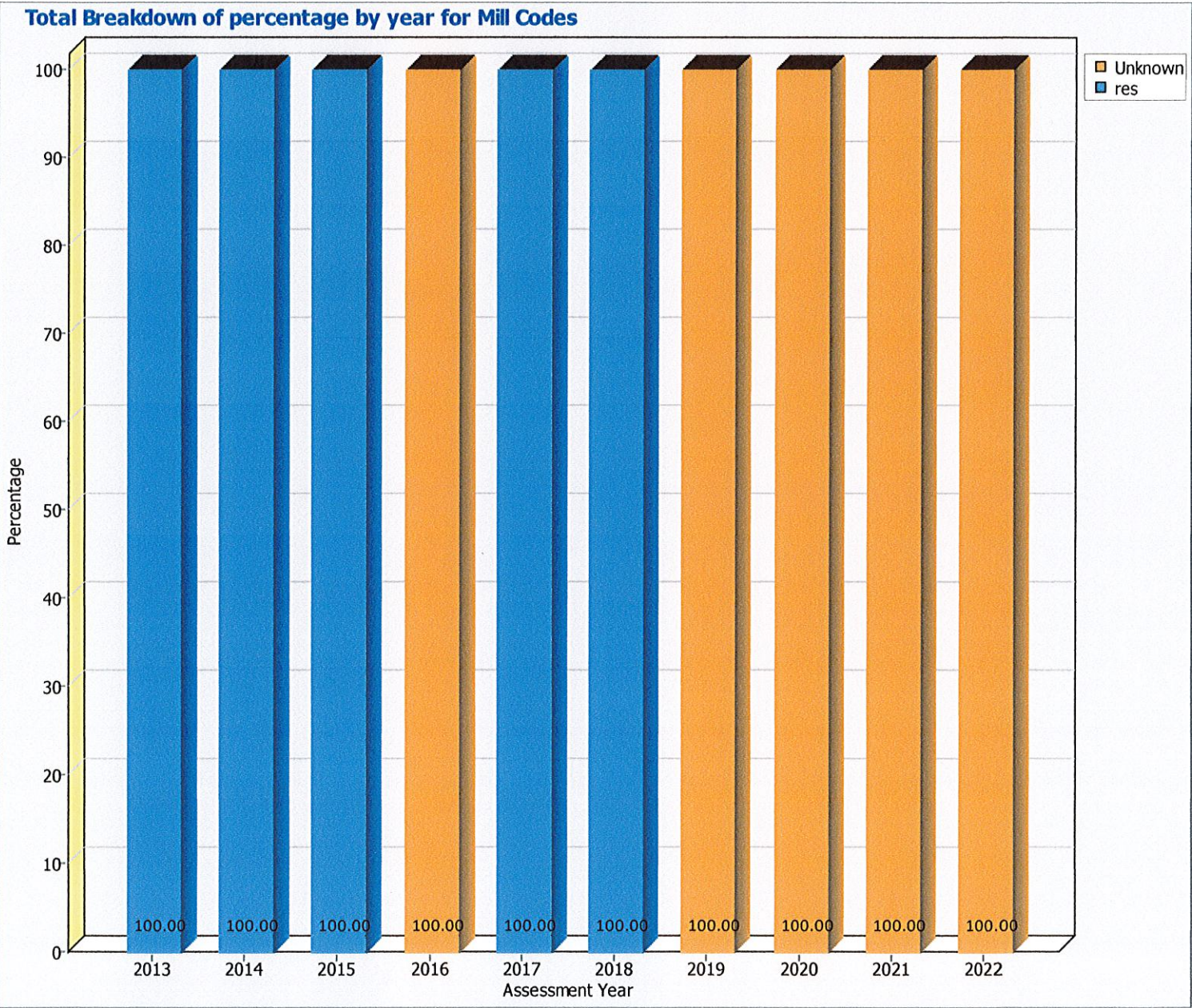
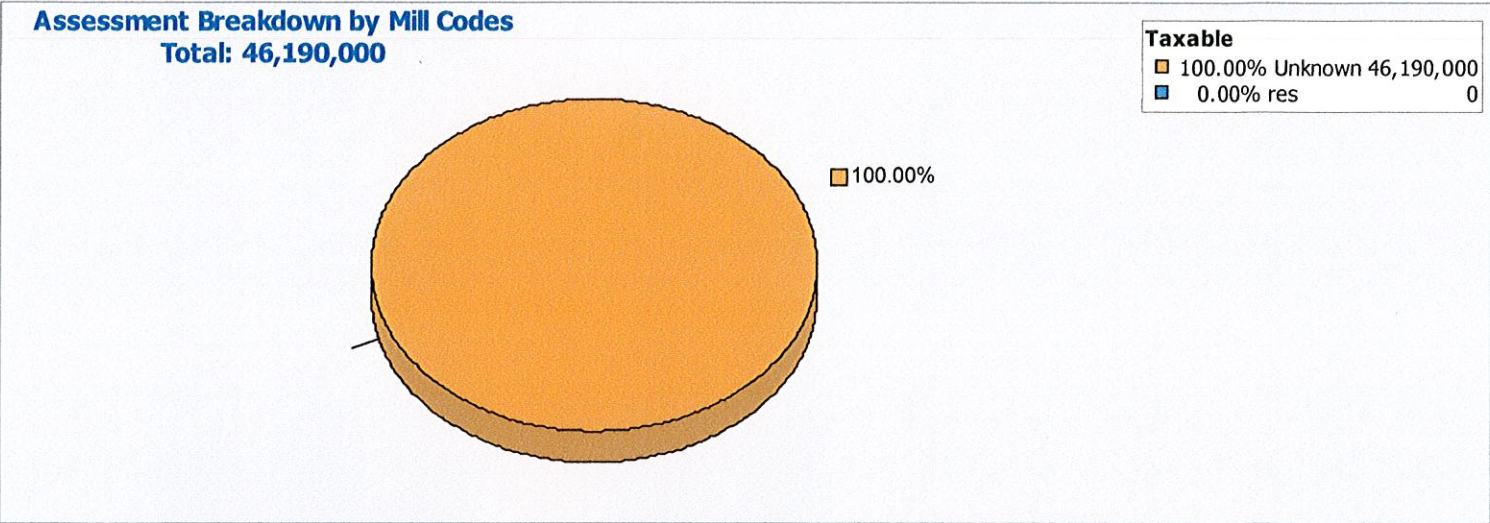
Classification: Public

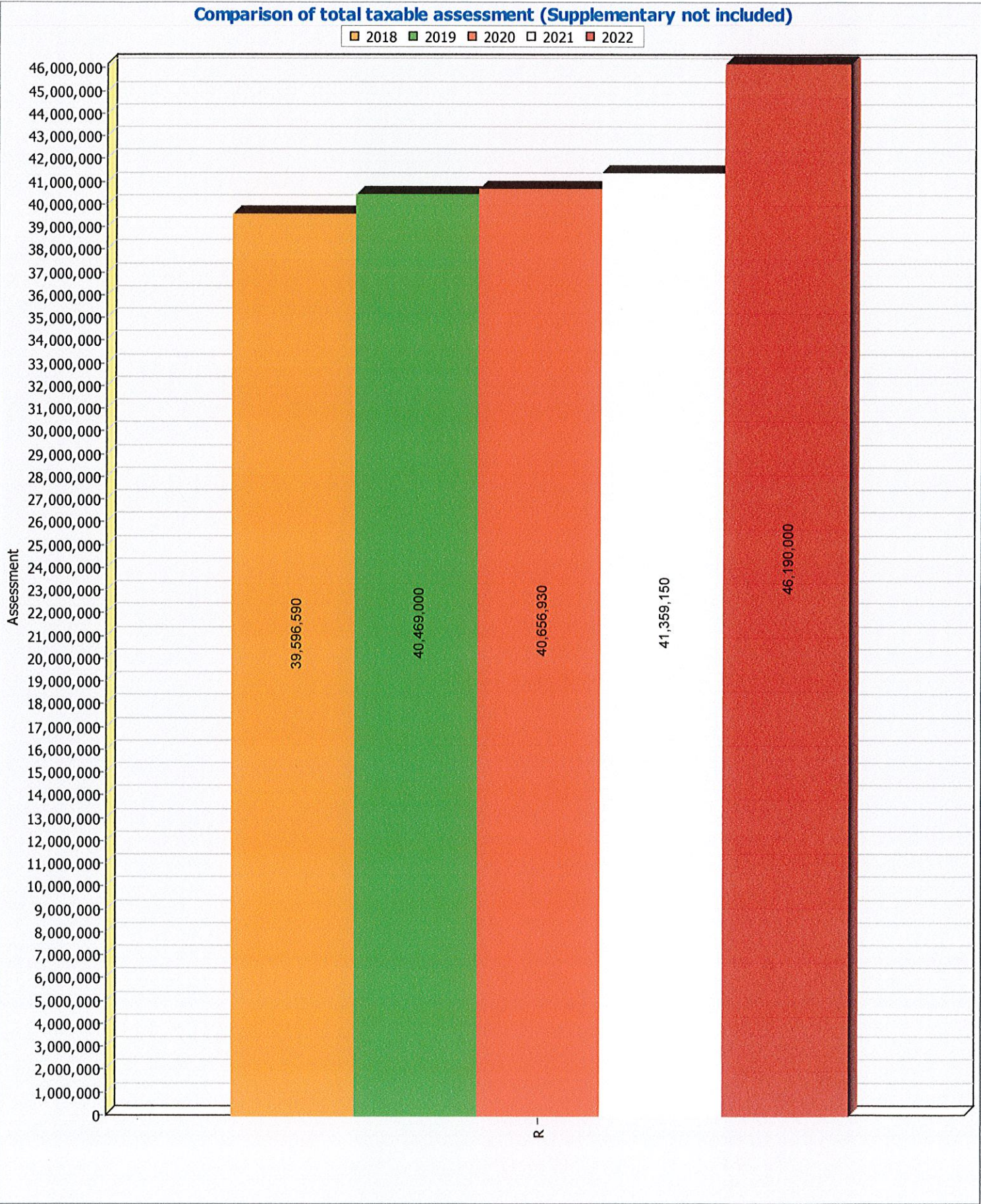
Assessment Code	Tax Status	----- Grand Totals -----			
		Previous (2021)	New (2022)	Growth	Inflation
300 Vacant	T	1,232,720	1,353,000	280	120,000 9.7%
310 Single Family	T	40,126,430	44,837,000	129,570	4,581,000 11.4%
903 Municipal Owned - Public Use	E	4,217,540	4,220,000	2,460	0 0.0%
Total:		45,576,690	50,410,000	132,310	4,701,000 10.3%

Municipal Assessment

<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
300 Vacant	3	T	1,353,000	0	0	1,353,000
310 Single Family	64	T	32,444,000	12,393,000	0	44,837,000
Taxable Total:	67		33,797,000	12,393,000	0	46,190,000
Sub Total:	67		33,797,000	12,393,000	0	46,190,000
<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
903 Municipal Owned - Public Use	19	E	4,220,000	0	0	4,220,000
Exempt Total:	19		4,220,000	0	0	4,220,000
For Municipal Assessment:	86		38,017,000	12,393,000	0	50,410,000
Grand Totals						
Taxable Total:	67		33,797,000	12,393,000	0	46,190,000
Exempt Total:	19		4,220,000	0	0	4,220,000
Parcels: 86	86		38,017,000	12,393,000	0	50,410,000







SUMMER VILLAGE OF HALF MOON BAY

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$13,226	\$13,226	\$0	100	Certified	\$48	\$0
2008	\$15,908	\$15,908	\$0	100	Certified	\$547	\$0
2009	\$12,317	\$12,317	\$0	100	Certified	\$149	\$0
2010	\$76,453	\$76,453	\$0	100	Certified	\$269	\$0
2011	\$76,438	\$76,438	\$0	100	Certified	\$661	\$0
2012	\$77,066	\$77,066	\$0	100	Certified	\$1,193	\$6,180
2013	\$76,800	\$76,800	\$0	100	Certified	\$2,680	\$28,875
2014	\$88,731	\$88,731	\$0	100	Certified	\$4,074	\$7,989
2015	\$87,326	\$87,326	\$0	100	Certified	\$1,967	\$79,602
2016	\$86,001	\$86,001	\$0	100	Certified	\$0	\$0
2017	\$85,396	\$85,396	\$0	100	Certified	\$0	\$0
2018	\$92,577	n/a	n/a	0	Certified	\$2,900	\$0
2019	\$72,804	n/a	n/a	0	Certified	\$2,309	\$148,080
2020	\$82,759	n/a	n/a	0	Certified	\$995	\$298,980
2021	\$90,681	n/a	n/a	0	Certified	\$1,133	\$61,410
2022	\$36,773	n/a	n/a	0	Received	\$2,087	n/a
2023	\$36,773	n/a	n/a	0	n/a	n/a	n/a
Total	\$1,108,029	\$695,662	\$0			\$21,012	\$631,116

"Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	1	\$77,000	\$4,620
Sub-total	1	\$77,000	\$4,620
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$77,000	\$4,620

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

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	6	10	16
Total Project Costs	\$352,000	\$529,040	\$881,040
Total MSI Funding to be Applied	\$342,007	\$507,750	\$849,757
Total MSI Funding Applied	\$230,278	\$400,838	\$631,116

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

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

Canada Community-Building Fund - Summer Village of Half Moon Bay

Click on the tab to expand and view information about

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

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$119,654	\$75,071	\$3,446	\$39,751

Applications/Projects

Allocations and Payments

Search:				
Year	Allocation	Payments	Status	Payment Criteria Status
FY2005	\$1,623	\$1,623	Paid (Reconciled)	Payment criteria has been met
FY2006	\$1,623	\$1,623	Paid (Reconciled)	Payment criteria has been met
FY2007	\$2,165	\$2,165	Paid (Reconciled)	Payment criteria has been met
FY2008	\$2,351	\$2,351	Paid (Reconciled)	Payment criteria has been met
FY2009	\$4,700	\$4,700	Paid (Reconciled)	Payment criteria has been met
FY2010	\$6,783	\$6,783	Paid (Reconciled)	Payment criteria has been met
FY2011	\$6,783	\$6,783	Paid (Reconciled)	Payment criteria has been met
FY2012	\$6,783	\$6,783	Paid (Reconciled)	Payment criteria has been met
FY2013	\$6,783	\$6,783	Paid (Reconciled)	Payment criteria has been met
FY2014	\$7,065	\$7,065	Paid (Reconciled)	Payment criteria has been met
FY2015	\$6,992	\$6,992	Paid (Reconciled)	Payment criteria has been met
FY2016	\$7,049	\$7,049	Paid (Reconciled)	Payment criteria has been met
FY2017	\$7,055	\$7,055	Paid (Reconciled)	Payment criteria has been met
FY2018	\$7,316	\$7,316	Paid (Reconciled)	Payment criteria has been met
FY2019	\$14,746	\$0	Processing	Payment criteria not met
FY2020	\$7,402	\$0	Processing	Payment criteria not met
FY2021	\$14,918	\$0	Processing	Payment criteria not met
FY2022	\$7,517	\$0	Processing	Payment criteria not met

Showing 1 to 18 of 18 entries

Statement of Funding and Expenditure Reporting

Agreement Summary

Summer Village of Half Moon Bay

July 5, 2023

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Warbler-Aspen Trail has been improved as per approved operational budget
- Arborist has carried out planned tree removal in West Reserve and Primrose Lane to the annual budget limit. Future tree removal work in the Summer Village will be carried over to next year
- Crack sealing will be completed in July as per contractor's schedule
- Surveying of the newly acquired lands is scheduled. Administration will need a motion to approve spending for capital works to take place this fall for that area

Options for Consideration:

- 1) That Council accepts this report as information.

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

Summer Village of Half Moon Bay

July 5, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 87 development permits issued in the Summer Villages (22 in Birchcliff, 3 in Half Moon Bay, 17 in Jarvis Bay, 20 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

49 Lakeview Road	Demolition & Dwelling
------------------	-----------------------

(outstanding conditions)

43 Lakeview Road	Hot Tub
------------------	---------

(site inspection complete, superior to be closed)

6 Hummingbird Lane	Guest House (NEW)
--------------------	----------------------------

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

July 5, 2023

Information

Agenda Item: *CAO Report*

Background:

- According to the recently passed fleet replacement reserve, our Bylaw Enforcement vehicle is in need of replacement. Administration is asking Half Moon Bay to pass a motion to allow the spending of up to \$3,104 from the fleet replacement reserve (currently sitting at \$6,138) in order to pay for the Jarvis Bay share of the new vehicle. This price does not reflect the trade in value of the current truck.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Accept as information.

Authorities:

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

Council
JSC
HRSC
JSO

JANUARY CAO Goal Setting CAO Goal Setting CAO merit increase	FEBRUARY Year End Financial Q4 Review Year End Financial	MARCH Financial Audit Review	APRIL Q1 Review Adopt Mill Rate Q1 Financial Review
MAY	JUNE	JULY Q2 Review Organizational Meeting Q2 Review Organizational Meeting	AUGUST
SEPTEMBER Strategic Planning CAO Review	OCTOBER Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	NOVEMBER Adopt JSC Budget SV Budget Discussion	DECEMBER Adopt Municipal Budget

Summer Village of Half Moon Bay

July 5, 2023

Council and Legislation

Request for Decision

Agenda Item: *Alberta Municipalities Convention*

Background:

Administration has received information about the upcoming Alberta Municipalities Convention. The 2023 Alberta Municipalities Convention is being held September 27 – 29 at the Edmonton Convention Centre. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education sessions or in-person networking.

The cost to attend in-person is \$620 for early-bird registration and virtual attendance, or \$775 for in-person if registration is after August 18th. Summer Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$250. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Options for Consideration:

Council has allocated \$630 for the convention in the 2023 budget.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2023 Budget

Event Summary

Registration is OPEN!

DATES: September 27 - 29, 2023

LOCATION: Edmonton Convention Centre

AGENDA: *Coming soon ...*

TRADE SHOW: Registration for Trade Show is now open, [register today!](#) If you have any questions, please email tradeshow@abmunis.ca for more details.

[Trade Show Brochure](#)

SPONSORSHIP: If you are interested in becoming a 2023 Alberta Municipalities Convention sponsor, email sponsorship@abmunis.ca to receive a package. We are always looking for new and exciting partners, and can work with you to customize a package that best suits your needs.

[Sponsorship Brochure](#)

PRICING

Type	Early-bird & Virtual Pricing	In-Person Regular (After August 18)
Alberta Municipalities Member	\$620	\$775
RMA Member	\$720	\$900
Non-Member	\$1000	\$1200 Municipal
Interns	Complimentary	
Virtual	\$250	

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

PRE-CONVENTION SESSIONS

Cost: \$395 + tax

All sessions run concurrently from 8:30 am to 4:00 pm on Tuesday, September 26

EOEP - Effective Meetings

Join the inaugural offering of EOEP's newest course, Effective Meetings! The course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Understand what makes a great meeting and how you can help make meetings great
- Examine how rules of order and proper procedure enhance your meetings
- Discover ways to set up great decisions
- Identify action items that you can implement at your next council meeting

As an elected official, you spend a good chunk of your life in meetings. This course provides tools, tips, and ideas to make your meetings work best!

****Please note this course is not applicable for associate or affiliate members.**

EOEP - Municipal Corporate Planning and Finance

Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.

****Please note this course is not applicable for associate or affiliate members.**

RMRF Legal Course

* Please note this course is not applicable for associate or affiliate members.

The Reynold Mirth Richards and Farmer LLP legal pre-convention session will focus on two different subjects through the day:

CAOs: The One and Only

This session will cover a variety of topics related to the lifecycle of a Chief Administrative Officer, including hiring and firing, employment contracts, healthy communications between Council and the CAO and recognizing and cultivating the unique roles of Council and the CAO in a municipality. In addition, we will discuss some of the more mundane aspects of life as a CAO such as signing authority, going in camera and CAO duties and responsibilities.

Back Off: Harassment in the Workplace

As employers, municipalities have an obligation to provide a safe workplace for employees, which includes providing a workplace free from bullying, harassment or intimidation. This session will address the recent increase in difficult ratepayer interactions and what options municipalities have available to them to avoid potential liability under Occupational Health and Safety legislation, Human Rights legislation, Workers Compensation legislation and the common law, including the brand new tort of harassment. But this session will also address internal challenges and the importance of those at the top leading by example.

STUDY TOUR

Edmonton International Airport (YEG) Airport City Sustainability Campus Tour
Tuesday, September 26 from 2:00 pm to 4:30 pm (Complimentary)

Join us for an exciting tour of the Airport City Sustainability Campus, a hub of leading and emerging technologies from all sectors focused on aviation, commercial development and decarbonization. Having attracted \$1.5B in investment over the past nine years, the YEG campus houses many types of businesses in the transportation, cargo logistics, manufacturing, sustainability, technology development, training and tourism sectors. This tour will explore the Airport City Sustainability Campus' integrated ecosystem that spurs collaboration and innovation while fostering the commercialization of clean and emerging technologies.

Attendees will be picked up from the Edmonton Convention Centre, and will be dropped off at the same location at the conclusion of the study tour.

**** Timing for this tour overlaps with Pre-Convention sessions. If you are registered for Pre-Convention, please do not register for the YEG Airport Tour.**

HOTELS

Alberta Municipalities has partnered with the following hotels to do our best to get members the best hotel rates. Please note, as our pre-determined blocks become

full, the below rates may no longer be available. A deposit of first and last night's room rates may be required at the time of booking.

Fairmont Hotel Macdonald - rates starting at \$265 per night + tax

Sandman Signature Downtown Edmonton - rates starting at \$160 per night + tax*

Chateau Lacombe Hotel - rates starting at \$154 per night + tax*

Courtyard Marriott Downtown - Room block full

Westin Edmonton Downtown - Room block full

*Taxi chits will be available for those staying at the Chateau Lacombe and Sandman Signature hotels for transportation to and from the Edmonton Convention Centre, as well as transportation to and from evening events. Please see the front desk of your hotel, or the registration desk at the Edmonton Convention Centre to pick up a chit.

IN MEMORIUM

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to events@abmunis.ca to have them included in the 2023 In Memoriam.

MUNICIPAL FLAGS OR LOGOS

As always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to events@abmunis.ca.

PARTNERS PROGRAM

Cost: \$100

The Alberta Municipalities Partners' Program is available for those members who are bringing a partner along with them to Edmonton. Registration will provide your partner with the following access:

- Entrance to the Opening Trade Show Dessert Reception on Wednesday, September 27 from 3:00 – 5:30 pm
- A ticket to the Host City Reception
- Access to the Royal Alberta Museum and the Art Gallery of Alberta, along with taxi transportation to and from the venues if necessary

Please note, registration DOES NOT grant partners access to any other Convention agenda items or meals, including Opening Ceremonies, breakout sessions, or any other plenary activities. Visits to the museum and the art gallery will be self-directed by the participant.

Summer Village of Half Moon Bay

July 5, 2023

Council and Legislation

Request for Decision

Agenda Item: *Bentley Fair Days*

Background:

The Town of Bentley has extended an invitation for Council to join them on Thursday, August 10th for their 60th Anniversary of the Bentley Fair and Rodeo parade.

A luncheon will take place at 11:30 am at the Bentley Municipal Office with the parade to follow at 1:00 p.m. Vehicles will be provided for members wishing to participate. They are asking attendees to bring an identification sign that can be placed on the exterior of the vehicle.

The RSVP deadline is July 26th should Council wish to attend.

Options for Consideration:

- 1) That Council members attend should their schedules allow.
- 2) That Council accept as information and Administration send their regrets.

Administrative Recommendations:

- 1) That Council members attend should their schedules allow.

Authorities:



June 12, 2023

Mayor Jon Johnston
Summer Village of Half Moon Bay
2 Erickson Drive
Sylvan Lake AB T4S 1P5



Your Invited

Please Join us for our Annual Fair and Rodeo
August 10th to 13th, 2023

Parade Theme:

"Salute to the 60th Anniversary of the Bentley Fair and Rodeo Parade"

Dear Jon

The Town of Bentley would be honored to have you and your guest(s) come and experience our annual Fair Days, which run August 10th to August 13th. The event kicks off with a community pancake breakfast on the morning of Thursday August 10th and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, we ask you to please RSVP for the luncheon, on or before Wednesday July 26, 2023, to the Town Office at 403-748-4044, or by email to info@townofbentley.ca

If your municipality/organization has a float, we would love your participation as well. Even if you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Please remember to bring an identification sign, "if you have one," that can be placed on the exterior of a vehicle, to help identify you or the organization that you are representing. Judging of the floats will commence at 11:30 pm, with the parade to follow at 1:00pm.

Please note for safety purposes, we ask that no candy be thrown from a moving vehicle.

For further information regarding the day and the events planned, please refer to the Town of Bentley Facebook page or our website at www.townofbentley.ca

Yours Truly,
Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca



Summer Village of Half Moon Bay

July 5, 2023

Council & Legislation

Request for Decision

Agenda Item: *Golf Cart Resolution – Alberta Municipalities*

Background:

The request is that the Summer Village of Half Moon Bay sponsor (“Mover”) the attached Golf Cart resolution at the ABmunis convention this fall. This resolution meets all of the ABmunis criteria. It has been discussed with their Board and approved for inclusion in the convention agenda.

HMB does not have to do any work on this resolution except to pass a motion that states the municipality will sponsor the resolution and act as the Mover of the resolution. Delburne will be the Secunder.

From the ABmunis Resolutions Policy, a resolution must address a topic of concern affecting municipalities on a regional or provincial level, and must be approved by the council of the sponsoring municipality and seconded by an additional municipal council. A resolution must not direct one or more municipalities to adopt a particular course of action or policy but must be worded as a request for consideration of an issue, including a call for action by Alberta Municipalities. All resolutions must receive official endorsement from a seconding municipality before they are submitted. The purpose of seeking a seconder is to confirm whether the resolution is of significant interest to other municipalities. It is also to seek feedback on the clarity and content of the resolution itself, to ensure the intent and rationale is clear.

Options for Consideration:

1. Council to approve the resolution and act as the Mover of the resolution at the ABmunis convention.
2. Accept as Information

Administrative Recommendations:

1. Council to approve the resolution and act as the Mover of the resolution at the ABmunis convention.

Authorities:

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

Title of resolution: Use of Golf Carts on designated municipal roads

Moved by: Summer Village of Half Moon Bay

Seconded by: Village of Delburne

WHEREAS a number of ABmunis members, primarily from smaller communities, have expressed support for the use of golf carts on certain designated municipal roads as an ability-inclusive, cost-effective, safe, environmentally-aware transportation alternative that enhances community connectivity.

WHEREAS as the result of a Saskatchewan Urban Municipalities Association (SUMA) member resolution, the Saskatchewan Traffic Safety Act has been updated to allow people to drive golf carts on certain municipal roads. As of May 2023, Saskatchewan municipalities have the ability to allow golf carts to be used on public roads if their municipality passes a bylaw, subject to certain limitations and Saskatchewan Government Insurance (the “Administrator”) approval.

WHEREAS British Columbia and Ontario have implemented pilot projects to determine how to best integrate the safe use of golf cart in municipalities. The municipalities involved in the pilot projects must pass a by-law to permit golf cart use and may set out specific requirements, including additional safety requirements, based on what is best for their communities.

WHEREAS the operation of golf carts on Alberta municipal roads would be governed by changes to the Traffic Safety Act of Alberta and should be enabled through a municipality specific bylaw. Off Highway Vehicles already enjoy this type of flexibility through the Alberta Traffic Safety Act 120(4)(b) where the council of a municipality may, by bylaw, authorize or issue a permit authorizing persons to drive off-highway vehicles along certain roads that are under their direct control and management.

WHEREAS the use of micro-mobility battery-powered scooters on roads is a good example of where municipality specific bylaws have been successfully created in coordination with amendments to Alberta provincial regulations to allow for the safe use electric scooters.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and

regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality.

BACKGROUND:

The requested action should have a high priority. Many jurisdictions across Canada already see the benefit of having an ability-inclusive, cost-effective, safe, environmentally-aware transportation alternative that enhances community connectivity and golf carts can provide this. Properly position, these changes could also form part of a bigger strategy on aging population, mobility, and declining rural populations.

Currently, golf carts are classified as a prohibited miniature vehicle, which also includes personal transporter, pocket bikes, go carts, electric scooters and golf carts. These vehicles are motor vehicles as defined in the Traffic Safety Act; however, they also meet the definition of “miniature vehicles” which are prohibited from use on roads. With the rise of a micro-mobility revolution to deliver low- carbon, cost- effective, ability-inclusive means for alternative transportation, changes are required to the prohibited miniature vehicle classification. Golf Carts and electric scooters should be removed from this classification and provided with rules and regulations that would allow for their safe operation on municipal roads.

Saskatchewan

As of May 2023, Saskatchewan municipalities now have the ability to allow golf carts to be used on public roads for more than just getting to and from the course. SGI has updated a policy that will allow people to drive golf carts on certain municipal roads, if their municipality passes a by-law, subject to certain limitations and SGI approval. This change in regulations is the result of a member resolution at their recent annual convention of the Saskatchewan Urban Municipalities Association (SUMA). The resolution called for change, stating, "many SUMA members, primarily from smaller communities and resort villages, have expressed support for ability-inclusive, cost-effective, safe, environmentally-aware transportation alternatives that enhance community connectivity and reduce parking congestion in public gathering spaces."

In response to that resolution, the Saskatchewan Government stated that, "Our government has listened to our municipal stakeholders and asked SGI to make these common-sense changes that balance safety considerations with meeting the needs of our communities," Minister Responsible for SGI Don Morgan said.

"Expanding the use of golf carts within our resort village will allow golf carts to operate as vehicles on municipal roadways subject to numerous safety requirements," Resort Village of Shields Mayor Angie Larson said. "This will improve the quality of life for our community."

British Columbia

A new pilot project will now allow golf carts to operate on certain local roads in Chase and in Qualicum Beach, providing drivers with more transportation options, Premier Christy Clark announced today.

"This change makes it easier for people, particularly seniors, to stay engaged in their community and access the services that make their lives better," said Premier Clark. "By allowing these lower emission vehicles on local streets, we are connecting British Columbians with their families and friends and improving not only their health but the quality of their lives."

"This innovative pilot project will provide British Columbians with more transportation choices," said MLA for Parksville-Qualicum Michelle Stillwell.

"Qualicum Beach is a great location to trial the program, keeping people, especially seniors connected with their family, friends and community."

"We have heard from residents that they would like additional options to use alternative and environmentally friendly vehicles," said Qualicum Beach Mayor Teunis Westbroek. "Golf carts will give our town more ways to get around and we are thrilled to be part of this pilot project as I believe it is appropriate in our community."

The golf carts will need to meet detailed operating conditions and vehicle specifications such as only driving on municipal roads with a maximum speed of 30 km/h during daylight hours. The golf cart must be registered and insured and be equipped with seat belts, a horn, lights, signals, and a rear-view mirror. Drivers will need to have a valid driver's license.

Ontario

Ontario has created a ten-year pilot framework for permitting the use of golf carts on-road; referred to as 'golf cars' in regulations. On June 3, 2020, the Ontario Ministry of Transportation introduced this new pilot project in order to examine golf cart's ability to safely integrate with other vehicle types and determine whether existing rules of the road are adequate. The pilot project operates under

Ontario Regulation 407/21 Pilot Project – Golf Cars sets out the broad regulatory framework to allow golf cars on roads on Pelee Island and in Huron-Kinloss and includes operator and vehicle requirements.

The province established the broad regulatory framework for golf carts that include a number of vehicle and operating requirements that must be met. The municipalities involved in the pilot project must pass a by-law to permit golf cart use and may set out specific requirements, including additional safety requirements, based on what is best for their communities. Municipalities are in the best position to determine the needs of their communities.

Electric Scooters

Micro-mobility companies Lime, Neuron and Bird Canada offer rentable, battery-powered scooters after Alberta's provincial regulations were amended to allow for their use. Like other forms of motorized transportation, scooters are subject to laws governing safe usage. But those laws can vary. A great example of how municipalities can decide what is best for them, in Calgary scooter users can ride on sidewalks but not on roads and in Edmonton, it is the opposite: Riders are prohibited from sidewalks but allowed on roads with speed limits of 50 km/h or less. Both cities permit scooters on paved pathways and in bike lanes. It is notable that these rules specifically apply to rented scooters.

Municipalities in Alberta already have some flexibility in determining road safety rules under the Alberta Traffic Safety Act and this flexibility should be extended to the use of golf carts. Example, Alberta Traffic Safety Act 120(5) A [municipal] permit, order or bylaw issued or made under this section may do one or more of the following: (a) prescribe terms and conditions, or either of them, under which an off-highway vehicle may be operated on a highway; (b) prescribe the maximum speed limits, not to exceed the maximum speed limits prescribed for vehicles under this Act, that are applicable to an off-highway vehicle; (c) prescribe the minimum speed limits that are applicable to off-highway vehicles; (d) prescribe routes to be used by off-highway vehicles.

Summer Village of Half Moon Bay

May 30, 2023

Council Reports

Information Item

Council Reports:

Jon Johnston

Andrea Remington

Mike Pashak

- Sylvan Lake Regional Wastewater Commission (SLRWWC)
- SLRWWC South Shore Line Project (SSL)
- Association of Summer Villages of Alberta (ASVA)
- Alberta Municipalities (AB Munis)
- Government of Alberta (GOA)

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Upcoming Meetings:

Next Council Meeting – September 26, 2023

COUNCIL REPORTS (July 5, 2023):

Councillor Mike Pashak - report**Sylvan Lake Regional Wastewater Commission (SLRWWC)**

- Administration and Chair Pashak met with the Town of Eckville's consultant to provide background on the Commission and its operations. Administration also provided a number of documents to the consultant to assist in the Town's wastewater treatment business case study.
- Expenses have remained largely within expectations. Several maintenance activities have taken place this year. These costs are seasonal and are not a reflection of future maintenance for the rest of the year.
- The projected Operating surplus remains steady at \$86,718 compared to a budgeted surplus of \$230. With the smaller budget surplus compared to previous years, Administration must remain vigilant on cost control on a month-to-month basis.

SLRWWC South Shore Line Project (SSL)

SLRWWC CAO Minchin had discussions with the Executive Director of the Grants Branch for Alberta Transportation. Originally, Alberta Transportation provided grant funding for only a portion of this project. The department is now looking at the possibility of providing funding up to the original application amount. They stated that Minister Dreeshen (MLA, Innisfail & Sylvan Lake) is supportive of the project. If additional funding is approved, it may require them to fund it over 2 years, this year and next. The CAO is expecting an update by June 30.

Association of Summer Villages of Alberta (ASVA) meetings:**Annual conference and AGM**

The conference will be held October 19 – 20. It is the 65th year of operation for the ASVA. It should be a very informative conference with session topics and speakers that include; Alberta Emergency Management, Rural Health - Nurse Practitioners, Broadband, FireSmart, Invasive Species, Climate Action plans, and Municipal Affairs.

LGFF

The ASVA is still hopeful that they will be able to influence the outcome of this work to the benefit of Summer Villages. With Minister McIver returning to the role of Minister, Municipal Affairs, the work should be completed this fall. Minister McIver initiated this work a number of years back so with his background on the issue I expect it will be easy for him to bring it to a conclusion this fall. He did state at the beginning of the process that if the three municipal associations could not come to an agreement on a single solution, he would make the final decision and it would be likely that nobody is happy with the result. The three associations could not come to an agreement on a single solution.

Alberta Municipalities (AB Munis and formerly AUMA)

- As an ABmunis Board member, I attended the Summer Municipal Leaders Conference meetings in Delburne and Spruce Grove. The topics included potable water issues in the province, future of intermunicipal collaboration policy, and a debrief on the Alberta election. Each meeting had approximately 60 participants and local MLAs attended to give greetings.
- ABmunis President Cathy Heron and ABmunis Chief Policy and Advocacy Officer Rachel de Vos are scheduled to attend the next JSC meeting.

Government of Alberta (GOA)**2023 Alberta Election**

With the election over there are a number of familiar faces returning to key positions within the Cabinet. Here is a partial list of the Ministers and other key positions:

Ric McIver – Municipal Affairs (returning to this portfolio)

Devin Dreeschen – Transportation (local MLA & returning to this portfolio)

Rebecca Schulz – Environment (formerly Municipal Affairs)

Jason Nixon – Seniors, Community & Social Services (local MLA & formerly Environment)

Rajan Sawhney – Advanced Education (formerly Transportation)

Nathan Cooper – Speaker of the House (returning to this position)

Shane Getson – Government Whip (significant control of government business and caucus)



PRLS Board Meeting Minutes

May 18, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday May 18, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

With Regrets: Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent: Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff: Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Guests: Lindsey Bauman and Erin Switenky (MNP)

Call to Order

Meeting called to order at 10:05 a.m. by Teresa Rilling.

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

Motion by Stephen Levy to excuse Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, and Janice Wing from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 24/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

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



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 25/2023

1.2. Approval of Minutes

Rilling asked if there were any amendments to the February 23, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the February 23, 2023 meeting as presented.

CARRIED

PRLS 26/2023

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

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

2. Business Arising from the Consent Agenda

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

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

CARRIED

PRLS 27/2023

3.1. Approval of the 2022 Parkland Audit

Lindsey Bauman and Erin Switenky from Parkland's audit company, MNP, presented Parkland's audit. In their report, the auditors state:

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. Bauman noted the three items in the management letter from last year have been resolved, which shows the commitment of Parkland Staff to ensuring financial management is sound.

Motion by Elaine Fossen to approve the Parkland Regional Library Board 2022 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2022, and the Financial Statements for December 31, 2022, as presented.

CARRIED

PRLS 28/2023

3.2 Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors



stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

Staff inquired with the Public Library Services Branch (PLSB) whether there were any legislative requirements that would impede the Executive Committee from being the body responsible for approving Parkland's audit. They responded that there is "*nothing explicit in the legislation. However, it is implied that finances are the responsibility of the corporate board as a whole, not the Executive.*"

One advantage of having the audit approved earlier is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After some discussion, a motion was made:

Motion by Joy-Anne Murphy to hold a special online meeting of the full board to coincide with the completion of the audit for the full purpose of approving the Parkland Audit.

DEFEATED

PRLS 29/2023

Motion by Deb Smith to change PRLS Executive Committee policy to read "*The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting.*"

CARRIED

PRLS 30/2023

Lindsey Bauman and Erin Switenky left the meeting at 11:09 a.m.

11:10 – 11:19 Comfort break

3.3. 2024 Budget/Requisition Increase

Sheppard reviewed a preliminary budget for 2024 for information. In the budget, there were no changes made to the requisition, or salary and benefits lines, excepting to adjust for current staffing levels. In the case of provincial operating funding, staff assumed the increases announced this year will continue next year.

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



Without addressing salaries, there is an initial balance of +\$30,256 at this time.

Motion by Deb Coombes to receive for information.

CARRIED

PRLS 31/2023

3.4. Salary Grid

Sheppard explained. At the September 15, 2022 board meeting, following the Compensation Review presented by Dr. Margaret Law, a motion was made *"to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid"*. This motion was a result of a recommendation from the Compensation Review which stated: *"The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."* Currently, there are fifteen steps on Parkland's salary grid with uniform increments of 2.5%.

Based on Law's Compensation Review, Parkland's salary ranges were acceptable. However, the Executive Committee was unable to provide direction to staff regarding the adoption of a new salary grid.

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine this issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Since Parkland still has to develop a budget for 2024, the Executive Committee recommended using the current salary grid and compensation policy for one more year since it is unlikely a new grid can be established before the budget needs to be approved by the board in September.

Volunteers from the Executive Committee for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, and Janice Wing.

Motion by Deb Smith to use the current compensation policy to create the 2024 budget, and to create a subcommittee to work on creating a new compensation policy and salary grid.

CARRIED

PRLS 32/2023

Motion by Les Stulberg to appoint Twyla Hale, Jul Bissell, and Stephen Levy to join the compensation review subcommittee.

CARRIED

PRLS 33/2023

Twyla Hale left the meeting at 12:00 p.m.



3.5. Marketing and Advocacy Committee Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular.

Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Motion by Doug Booker to receive the Marketing and Advocacy Committee report for information.

CARRIED

PRLS 34/2023

3.6. ALTA Representative

Sheppard reviewed. Former Parkland Board member Bob Green is stepping down from his long-time position as the Parkland representative on the board of the Alberta Library Trustee Association (ALTA). His term will be ending on May 31st this year. Green has asked for nominations or volunteers to serve on the ALTA board.

Sheppard asked for nominations or volunteers. Barb Gilliat volunteered to be Parkland's new ALTA representative.

3.7.1. Director's Report

3.7.2. Library Services Report

3.7.3. I.T. Report

3.7.4. Finance & Operations Report



Rilling asked if there were any questions regarding the Director's Report, Library Services Report, I.T. Report, or the Finance and Operations Report. There were none.

Motion by Len Phillips to receive the Director's Report, Library Services Report, I.T. Report, and Finance and Operations Report for information.

CARRIED
PRLS 35/2023

3.12. **Parkland Community Update**

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and water play that has been extremely popular. They are also holding film nights through the summer.

Motion by Dana Kreil to receive the Parkland Community Update for information.

CARRIED
PRLS 36/2023

4. **Adjournment**

Motion by Norma Penney to adjourn the meeting at 12:17 p.m.

CARRIED
PRLS 37/2023

Chair



Parkland Update

Thursday, June 1, 2023

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



Join us for [Stronger Together](#), November 3, 9 and 10! There will be one full day online, and two days in-person at the River Cree Resort and Casino in Enoch, AB (west Edmonton). You can look forward to a variety of sessions suited for anyone who works with, and loves, libraries, including a focused development day for Library Trustees.

Online Stronger Together Conference – November 3rd, 2023
In-Person Development Day for Library Trustees – November 9th, 2023
In-Person Stronger Together Conference – November 10th, 2023

For any inquiries about the conference, please send your questions to librariesarestrongertogether@gmail.com.

Stay updated with all our conference news by following the conference pages on [Facebook](#)

and [Twitter](#), or visit the [Stronger Together website](#) to learn more.

Young at Heart Trade Show



Parkland attended the [Young at Heart Trade Show](#) in Red Deer earlier this week. We spoke with over 200 people about libraries. We got questions about ILL's and eResources, and many people shared their positive experiences and views of the library. Our goal was to raise awareness and encourage people to visit their local libraries to see all the amazing services offered, and we considered it to be a great success!

Library Managers Coffee Break

Member library managers are invited to a monthly virtual coffee break hosted by Parkland. We discuss upcoming events, changes, or challenges. It is a great opportunity to bounce ideas off other library managers, ask for or give feedback, and network with peers. You can find the recurring invitation in your calendar or reach out to Library Services if you need to be re-added at libraryservices@prl.ab.ca.

Vistaprint Pro Shop

Did you know your library can access the [Vistaprint Pro Shop](#) for professionally printed marketing materials and swag? With the membership that Parkland pays for, libraries can access the customized shopping portal and receive materials at 30%-50% off of their regular price. Initially, all libraries were activated with their main library email address as the login. Contact Hailey at hhalberg@prl.ab.ca if you need assistance.

LIBRARY NEWS

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

West Coast Seeds Donation



We would like to thank [West Coast Seeds](#) for their \$750 donation of seeds for our revamp of the Out in the Garden Children's Programming Kits! The kits are quite ready yet (stay tuned for their completion) but we can't wait to see our member libraries help the kids in their community learn about gardening!

Looking to start a seed garden at your local library? Check out [West Coast Seeds, Seed](#)

Minister's Awards for Excellence in Public Library Excellence for 2023

Application **Deadline:** **Thursday,** **June** **15**

Letters from Minister Rebecca Schulz, from the Ministry of Municipal Affairs, were recently emailed to all municipalities and library boards announcing the launch of the 2023 Minister's Awards for Municipal and Public Library Excellence. This is an opportunity to recognize library boards for their efforts to serve communities across Alberta. Find information on the Minister's Awards and submission process on the [awards program website](#) and good luck!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **PLC Meeting and Programming Workshop** - June 5 at 10am. Hybrid PLC meeting. Join virtually via the calendar invite, or join us in person if you have RSVP'd.

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

Alberta Seniors Week: Free Canadian Revenue Agency (CRA)

Webinar Sessions

Monday, June 5 - Sunday, June 11

Join the CRA for free online information sessions during Alberta Seniors Week. To register for any (or all) of the webinars, email OUTREACHABG@cra-arc.gc.ca with your name and the session(s) you would like to attend. They'll email a link to

you to join the webinar via Microsoft Teams.

- **June 5, 10:00 am** Be Scam Smart!
- **June 8, 10:00 am** Be Scam Smart!
- **June 6, 10:00 am** Seniors Benefits & Credits
- **June 7, 10:00 am** Disability Tax Credit/Medical Expenses/Home Accessibility Tax Credit

Feel free to print this [poster](#) to display in your library today!

LAA Speaker Series: Public Organizations in a Time of Upheaval

**Wednesday, June 14
10:30am**

If you missed part one of this speaker series, join the [Library Association of Alberta](#) (LAA) for part two! LAA's Virtual Speaker Series features sessions focusing on professional growth and development for library professionals from sectors and in all career growth and development stages. Registration for the Speaker Series is free and open to all members of the Alberta Library Community, regardless of LAA membership status. Visit laa.heysummit.com for more information and to register.

The Fight Against Book Bans:

How Do We Move

Forward? Webinar

**Wednesday, June 14
12:00pm**

Book challenges and bans have been on the rise in North America since 2020, especially in public and school libraries. Many librarians have faced these challenges with courage and commitment to the principles of intellectual freedom and access to information, while others have yet to deal with this issue. [Register for this webinar](#) to refresh your understanding of intellectual freedom, explore the rise in book challenges, consider how to respond to challenges, and draw on the experiences and perspectives of other library professionals.

The Practice of Leadership: Nurturing Your Capacity to Lead Your Team, Your Organization, & Your Community Webinar

**Wednesday, June 14
1:00pm**

In this [free webinar](#) for senior leaders, team leads, and aspiring leaders, the experts at IntegralOrg give an overview of leadership theory, together with ways to put knowledge into practice.



Parkland Update

Thursday, June 15, 2023

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

The Economist Has Moved From Overdrive to PressReader

Due to contract negotiations out of our control, *The Economist* has been removed from OverDrive. However, thanks to the Public Library Services Branch, we are excited to share that *The Economist* is now available on PressReader.

PressReader has a webpage with all of their marketing materials that libraries might find useful: [Tools for Success—Libraries & Institutions](#).

Thank You PLC Meeting and Programming Workshop Attendees!

Thank you to all those who attended the June PLC Meeting and Programming Workshop! If you would like more information or meeting notes from the PLC meeting, please contact libraryservices@prl.ab.ca. A video presentation of the material covered in the afternoon portion of the Programming Workshop is coming soon!

Are You Getting the Most From Canva?

Canva is user-friendly design software where you can create anything in a snap, from presentations and logos to social media posts—no design skills or experience required! Libraries can get [Canva for Non-Profits](#), which allows access to all the premium benefits for free. If you'd like to be added to Parkland's Canva for Non-Profits account, please contact Emma

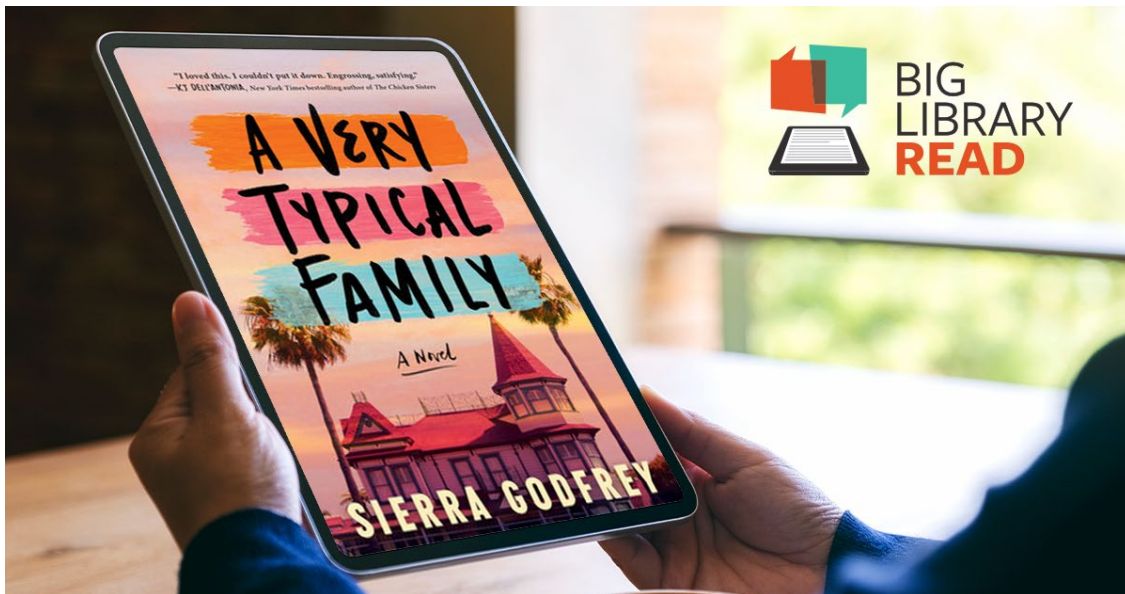
at emchpherson@prl.ab.ca.

Once you have access, watch [this beginner tutorial](#) to learn about all of the features Canva has to offer.

LIBRARY NEWS

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

OverDrive Big Library Read



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

Happy Pride Month!

June is Pride Month and celebratory events are happening across the province. The [Central Alberta Pride Society](#) plans the annual [Central Alberta Pride Week](#) held the week of August 6-

12,

2023.

Need ideas for book recommendations? Browse through Autostraddle's [numerous booklists](#) on a wide variety of queer subjects from poetry to haunted house stories.

Check out [this guide](#) for creating a Pride campaign on social media, or get some inspiration from this [Didsbury Municipal Library Instagram post](#).

Venture for Canada Internship Program

[Venture for Canada's internship program](#) provides a 50-70% wage subsidy (capped at \$7,000) per student per term for charities and nonprofits that employ fewer than 500 people. Programs can start in the summer, fall, or winter semesters. The application deadline is **Friday, July 7, 2023**.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Brand Guidelines, Copyright, and Social Media Webinar** - July 12 at 1:30pm. Contact Hailey at hhalberg@prl.ab.ca if you would like to attend.

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

Decolonizing Libraries is for Everyone Webinar

**Monday, June 27
10am**

Join three three Indigenous librarians from the [Council of Prairie and Pacific University Libraries](#) as they discuss how non-

Indigenous library employees can support Indigenous colleagues and patrons. [In this webinar](#), the panelists will share their experiences in public and academic libraries, talk about who should be engaging in decolonial work within libraries, and why this work is important.

**Beyond the One-Time Gift:
Advanced Techniques for Donor
Retention Webinar**

**Thursday, June 29
11am**

Did you know that retaining donors is 5 times more cost-effective than recruiting new ones? However, despite the nonprofit industry's average donor retention rate of 45%, organizations all over the world are struggling to keep their donors coming back for more. In [this webinar](#), learn new techniques, tips, and insights for engaging supporters of your library.

Low Morale in Libraries Webinar
**Thursday, June 29
1pm**

Low morale is detrimental to the health and well-being of employees, library organizations, and the communities they serve. [Join this webinar](#) to learn about identifying various workplace factors and events that can lead to or trigger low morale, as well as revealing the systems and structures that enable and perpetuate low morale.

Library Management Training
**Thursdays, October 17 -
December 5**

This [8-week virtual course](#) will set you up for success in your future or existing management position by training you on the fundamentals of staff relationships and management, HR policies and processes, budget management, leading a team through change, and more. Built specifically for managers (or those on a future management track), this interactive course provides the opportunity to role-play challenging scenarios and get feedback from experts and peers. Early-bird cost: \$375 USD.



PARKLAND REGIONAL LIBRARY SYSTEM

FINANCIAL STATEMENTS

DECEMBER 31, 2022

PARKLAND REGIONAL LIBRARY SYSTEM

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MANAGEMENT'S REPORT

To the Members of Parkland Regional Library System:

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

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

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

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

e-Signed by Ron Sheppard
2023-05-25 13:18:12:12 MDT

Independent Auditor's Report

To the Members of The Parkland Library Board:

Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Lacombe, Alberta

May 18, 2023

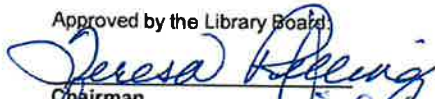

MNP LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash and cash equivalents (note 4)	\$ 1,089,037	\$ 911,498
Accounts receivable	28,033	21,908
Investments (note 5)	725,120	775,163
TOTAL FINANCIAL ASSETS	1,842,190	1,708,569
LIABILITIES		
Accounts payable and accruals (note 6)	\$ 137,307	\$ 120,407
Book allotment	11,477	12,178
Deferred revenue (note 7)	176,341	157,678
TOTAL LIABILITIES	325,125	290,263
NET FINANCIAL ASSETS	1,517,065	1,418,306
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 16,632	\$ 17,642
Prepaid expenses	124,454	109,711
Tangible capital assets (schedule 1)	4,484,760	4,593,189
TOTAL NON-FINANCIAL ASSETS	4,625,846	4,720,541
COMMITMENTS (note 8)		
CONTINGENCY (note 14)		
ACCUMULATED SURPLUS	6,142,911	6,138,847
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 9)	6,194,382	6,124,640
Accumulated remeasurement gain on investments	(51,471)	14,207
	6,142,911	6,138,847

Approved by the Library Board:


Chairman

Director

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget	2022	2021
REVENUE			
Investment income	\$ 28,500	\$ 52,923	\$ 25,958
Member fees	1,939,986	1,939,986	1,881,436
Miscellaneous and donations	-	1,041	787
Outside sales - Books and supplies	-	139,579	143,788
Provincial funding (note 10)	1,567,965	1,549,301	1,489,125
	<u>3,536,451</u>	<u>3,682,830</u>	<u>3,541,094</u>
EXPENSES			
Administration	\$ 13,600	\$ 10,530	\$ 11,656
Amortization	-	189,553	152,818
Audit	16,500	22,132	19,440
Communications, marketing and promotions	20,000	19,705	8,143
Continuing education	20,000	17,182	14,514
Dues, fees, and memberships	12,200	11,999	12,008
First Nations grant expense	78,839	60,398	1,362
Freight and postage reimbursement	6,300	2,956	3,422
Insurance	19,000	20,367	16,985
Investment fees	4,700	4,176	4,410
Library materials	452,831	475,391	395,904
Library service grant	429,742	429,742	429,742
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	138,732	143,519
Planned member technology purchases	68,070	70,436	118,414
Professional fees	-	15,949	5,908
Repairs and maintenance - building	52,000	54,133	45,020
Salaries and benefits	1,938,164	1,702,315	1,732,954
Supplies for library materials and inhouse stationary	51,000	41,567	39,641
Technology software, internet, maint. agreement, misc. supplies	210,705	207,197	198,722
Travel	8,000	2,923	1,222
Trustee	35,000	19,991	17,931
Utilities	39,000	28,732	31,074
Vehicle	46,000	49,636	40,717
Workshops, training for libraries	14,000	15,234	12,077
	<u>3,536,451</u>	<u>3,611,776</u>	<u>3,458,403</u>
Excess of revenue over expenses, before other expenses	-	71,054	82,692
OTHER EXPENSES			
Loss on disposal of investments	-	(872)	(3,061)
Loss on disposal of tangible capital assets	-	(440)	(3,799)
Excess of revenue over expenses	-	69,742	75,832
Accumulated operating surplus, beginning of year	6,124,640	6,124,640	6,048,808
Accumulated operating surplus, end of year (Note 9)	6,124,640	6,194,382	6,124,640

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget	2022	2021
Excess of revenue over expenses	\$ -	69,742	\$ 75,832
Acquisition of tangible capital assets	-	(81,564)	(59,523)
Amortization of tangible capital assets	-	189,554	152,818
Proceeds on disposal of tangible capital assets	-	-	-
Loss on disposal of tangible capital assets	-	440	3,799
Change in prepaid expenses	-	(14,745)	(18,405)
Change in inventory for consumption	-	1,010	1,945
Change in accumulated remeasurement loss on long-term investments	-	(65,678)	(31,846)
Increase in net financial assets	-	98,759	124,620
Net financial assets, beginning of year	<u>1,418,306</u>	<u>1,418,306</u>	<u>1,293,686</u>
Net financial assets, end of year	<u>1,418,306</u>	<u>1,517,065</u>	<u>1,418,306</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 2,074,405	\$ 2,072,862
Cash receipts from grants	1,567,964	1,567,964
Investment income received	52,923	25,958
Cash paid for materials and services	(1,293,360)	(1,162,926)
Cash paid for salaries and benefits	(1,691,029)	(1,725,941)
Cash paid for library service grant	(429,742)	(429,742)
Interest paid	(5,551)	(5,888)
	<u>275,610</u>	<u>342,287</u>
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(81,564)	(59,523)
Proceeds on disposal of tangible capital assets	-	-
	<u>(81,564)</u>	<u>(59,523)</u>
INVESTING ACTIVITY		
Purchase of investments	(91,507)	(91,509)
Proceeds on sale of investments	75,000	77,000
	<u>(16,507)</u>	<u>(14,509)</u>
Net increase in cash	177,539	268,252
Cash and cash equivalents, beginning of year	911,498	643,246
Cash and cash equivalents, end of year	<u>1,089,037</u>	<u>911,498</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2022	2021
Balance, beginning of year	409,299	1,122,152	4,593,189	\$ 6,124,640	\$ 6,048,808
Excess of revenue over expenses	69,742	-	-	69,742	75,832
Reserves used for (transferred from) operations	(208,720)	208,720	-	-	-
Purchases of tangible capital assets	-	(81,564)	81,564	-	-
Disposal of tangible capital assets	440	-	(440)	-	-
Annual amortization expense	189,553	-	(189,553)	-	-
Balance, end of year	460,314	1,249,308	4,484,760	6,194,382	6,124,640

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
Accumulated remeasurement gain on investments, beginning of the year	14,207	46,053
Decrease in market value	(65,678)	(31,846)
Accumulated remeasurement gain (loss) on investments, end of year	<u>(51,471)</u>	<u>14,207</u>

PARKLAND REGIONAL LIBRARY SYSTEM
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022
SCHEDULE 1

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2022	2021
Original Cost:								
Balance, beginning of year	131,191	3,946,960	610,000	360,375	49,074	50,105	5,147,705	5,103,982
Acquisition of tangible capital assets	44,326	-	-	32,467	900	3,871	81,564	59,523
Disposals of tangible capital assets	-	-	-	(37,468)	-	-	(37,468)	(15,800)
Balance, end of year	175,517	3,946,960	610,000	355,374	49,974	53,976	5,191,801	5,147,705
Accumulated Amortization:								
Balance, beginning of year	92,134	157,879	-	257,459	24,759	22,285	554,516	413,699
Annual amortization	25,015	78,938	-	74,219	5,043	6,338	189,553	152,819
Disposals	-	-	-	(37,028)	-	-	(37,028)	(12,002)
Balance, end of year	117,149	236,817	-	294,650	29,802	28,623	707,041	554,516
Net Book Value	58,368	3,710,143	610,000	60,724	20,172	25,353	4,484,760	4,593,189

PARKLAND REGIONAL LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

1. Nature of activities

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

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

2. Significant accounting policies

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

Cash and cash equivalents

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

Revenue recognition

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

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

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

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

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

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

Expenses

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

Non-financial assets

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

i. Inventory for consumption

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

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

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

ii. Tangible capital assets

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

	Method	Rate
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

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

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

iii. Prepaid expenses

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

Use of estimates

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

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

Long-term investment

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

Foreign currency translation

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

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

Reserves for future expenditures

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

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

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

Financial instruments

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

3. Change in accounting estimate

Effective January 1, 2022, the Library revised the amortization rate for technology equipment and systems from 30% declining balance to 55% declining balance. This change was applied prospectively and prior year results have not been restated. For the year ended December 31, 2022, the change resulted in an increase of \$33,736 in accumulated amortization on technology equipment and systems and amortization expense.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

4. Cash and cash equivalents

Cash accounts bear interest at bank prime rate of 6.45% (2021 - 2.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2021 - prime less 1.90%) on \$1,070,873 (2021 - \$900,425) and prime less 1.90% (2021 - prime less 1.90%) on \$423 (2021 - \$3,883).

5. Investments

	2022	2021
Bonds (original cost of \$772,886; 2021 - \$758,016)	<u>725,120</u>	<u>775,163</u>

Bonds bear interest at rates ranging from 1.10% to 3.75% and have maturity dates ranging from June 2023 to September 2032. Included in investments is \$3,687 (2021 - \$2,922) of accrued interest.

6. Accounts payable and accruals

	2022	2021
Trade accounts payable and accruals	\$ 52,040	50,790
Employee benefit obligations	71,180	59,894
Goods and Services Tax payable	14,087	9,723
	<u>137,307</u>	<u>120,407</u>

Included in trade accounts payable and accruals is a balance of \$2,151 (2021 - \$1,939) on ATB Financial Mastercards with a total credit limit of \$15,000 (2021 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$60,500 (2021 - \$47,000) that accumulate but do not vest, as well as vacation and lieu time of \$10,680 (2021 - \$12,894) that employees have earned and deferred to future years.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

7. Deferred revenue

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2022	2021
Opening balance	\$ 157,678	\$ 78,839
Add: amounts deferred	145,601	145,601
Less: amounts recorded as revenue	(126,938)	(66,762)
Ending Balance	<u>176,341</u>	<u>157,678</u>

8. Commitments

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases. In the year, the Library paid \$100,461 (2021 - \$97,535) including GST.

In 2021, the Library signed a contract with TAL Core covering the period October 1, 2021 to September 30, 2024. This contract will require annual payment of \$15,610 in 2023 in October, which cover the cost of services from October to September of the following year.

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2021, the Library entered into a 2 year agreement from November 1, 2021 to October 31, 2023 with a platform for accessing eContent materials in the amount of \$7,000 per year, which will then be continued annually.

9. Accumulated operating surplus

	2022	2021
Unrestricted operating fund	<u>460,314</u>	<u>409,299</u>
Internally restricted		
Operating reserves		
Technology	542,260	377,095
Building	200,000	175,000
Contingent liability	52,530	52,992
	<u>794,790</u>	<u>605,087</u>
Capital reserves		
Amortization	295,974	325,023
Vehicle	115,847	149,346
Equipment/furnishings replacement	42,697	42,696
	<u>454,518</u>	<u>517,065</u>
Total reserves	<u>1,249,308</u>	<u>1,122,152</u>
Equity in tangible capital assets	<u>4,484,760</u>	<u>4,593,189</u>
	<u>6,194,382</u>	<u>6,124,640</u>

10. Provincial funding

	2022	2021
Government of Alberta - Municipal Affairs		
Operating grant	\$ 992,620	\$ 992,620
Library Service grant	429,742	429,742
Provincial First Nations grant	126,939	66,763
	<u>1,549,301</u>	<u>1,489,125</u>

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

11. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 281,764 people and 435 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

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

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2022 were \$118,260 (2021 - \$130,419). Total current service contributions by employees of the Library to the LAPP in 2022 were \$105,404 (2021 - \$114,811).

As at December 31, 2021, the LAPP disclosed an actuarial surplus of \$11.922 billion (2020 - \$4.961 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2022.

12. Economic dependence

The Library is dependent on funding from government grants to maintain its operations. In 2022, the Province of Alberta contributed \$1,549,301 (2021 - \$1,489,125) of revenue to the Library, equalling approximately 42% (2021 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

13. Financial instruments

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

Credit risk

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

Accounts receivable from two member libraries (2021 - three member libraries) in connection with trade receivables represents 22% (2021 - 47%) of total accounts receivable at December 31, 2022. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

Interest rate risk

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

Market rate risk

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

14. Contingency

In 2020, the Library received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result. There has been no change from prior year.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting MAY 18, 2023

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL: [Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Committee News from Trustees

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Next Meeting: September 14, 2023 (in-Person)

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