

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF JARVIS BAY  
OCTOBER 4, 2022 @ 9:30 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, September 6, 2022

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) 3<sup>rd</sup> Quarter Financial Report
- 3) Development Update
- 4) CAO Report

**E. REQUESTS FOR DECISION**

**1) Finance**

- a) Audit Engagement Letter
- b) Parkland Regional Library Board

**2) Council & Legislation**

- a) Resident Complaint

**F. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

- a) Mayor Maplethorpe
  - Town of Sylvan Lake Library Board
  - Parkland Regional Library Board
- b) Deputy Mayor Wiseman
- c) Councillor Garratt

**2) Upcoming Meetings**

- a) Council Meeting – November 1, 2022

**G. ADJOURNMENT**

Summer Village of Jarvis Bay  
Regular Meeting Minutes  
September 6, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held September 6, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

**IN ATTENDANCE** Mayor: Julie Maplethorpe  
Deputy Mayor: Annabelle Wiseman via Zoom  
Councillor: David Garratt via Zoom  
CAO: Tanner Evans  
Recording Secretary: Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 9:30 a.m. by Mayor Maplethorpe.

**AGENDA APPROVAL**

**JBC-22-092** MOVED by Mayor Maplethorpe that the agenda be adopted as amended:  
  
D.6. Terry Fox Run  
  
CARRIED

**CONFIRMATION OF MINUTES**

**JBC-22-093** MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on July 5, 2022, be approved as presented.  
  
CARRIED

**JBC-22-094** MOVED by Councillor Garratt that the meeting minutes of the Organizational meeting held on July 5, 2022, be approved as presented.  
  
CARRIED

**JBC-22-095** MOVED by Mayor Maplethorpe that the meeting minutes of the Municipal Planning Commission meeting held on June 27, 2022, be approved as presented.  
  
CARRIED

**JBC-22-096** MOVED by Deputy Mayor Wiseman that the meeting minutes of the Municipal Planning Commission meeting held on August 15, 2022, be approved as presented.  
  
CARRIED

**JBC-22-097** MOVED by Councillor Garratt that the meeting minutes of the Meeting of the Whole meeting held on June 9, 2022, be approved as presented.  
  
CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Public Works Report

- 3) Development Update Report
- 4) CAO Report
- 5) Lacombe Regional Emergency Management Plan Field Exercise
- 6) Terry Fox Run

**JBC-22-098**      MOVED by Deputy Mayor Wiseman that Council accept the information items as presented.  
CARRIED

**REQUEST FOR DECISION**

**COUNCIL & LEGISLATION**

**JBC-22-099**      Association of Summer Villages of Alberta  
MOVED by Councillor Garratt that Mayor Maplethorpe attend the Association of Summer Villages of Alberta Conference at the Renaissance Hotel & Conference Center in Edmonton on October 20<sup>th</sup>, 2022.  
CARRIED

**Bylaw #187-22**      Animal Control Bylaw  
**JBC-22-100**      MOVED by Mayor Maplethorpe that Council give 1<sup>st</sup> reading to the Animal Control Bylaw #187-22 as amended.  
CARRIED

**JBC-22-101**      MOVED by Councillor Garratt that Council give 2<sup>nd</sup> reading to the Animal Control Bylaw #187-22 as amended.  
CARRIED

**JBC-22-102**      MOVED by Deputy Mayor Wiseman that Council by unanimous consent give 3<sup>rd</sup> reading to the Animal Control Bylaw #187-22 at this meeting as amended.  
CARRIED UNANIMOUSLY

**JBC-22-103**      MOVED by Mayor Maplethorpe that Council give 3<sup>rd</sup> and final reading to the Animal Control Bylaw #187-22 as amended.  
CARRIED

**Bylaw #188-22**      Procedural Bylaw  
**JBC-22-104**      MOVED by Mayor Maplethorpe that Council give 1<sup>st</sup> reading to the Procedural Bylaw #188-22.  
CARRIED

**JBC-22-105**      MOVED by Deputy Mayor Wiseman that Council give 2<sup>nd</sup> reading to the Procedural Bylaw #188-22.  
CARRIED

**JBC-22-106**      MOVED by Councillor Garratt that Council by unanimous consent give 3<sup>rd</sup> reading to the Procedural Bylaw #188-22 at this meeting.  
CARRIED UNANIMOUSLY

**JBC-22-107**      MOVED by Mayor Maplethorpe that Council give 3<sup>rd</sup> and final reading to the Procedural Bylaw #188-22.  
CARRIED

PLANNING & DEVELOPMENT

**Bylaw #183-22**      Land Use Bylaw Amendment Bylaw  
**JBC-22-108**      MOVED by Mayor Maplethorpe that Council give 2<sup>nd</sup> reading to the  
Land Use Bylaw Amendment Bylaw #183-22.  
CARRIED

**JBC-22-109**      MOVED by Deputy Mayor Wiseman that Council give 3<sup>rd</sup> and final  
reading to the Land Use Bylaw Amendment Bylaw #183-22.  
CARRIED

**Bylaw #186-22**      Fees Bylaw  
**JBC-22-110**      MOVED by Deputy Mayor Wiseman that Council give 1<sup>st</sup> reading to  
the Land Fees Bylaw #186-22.  
CARRIED

**JBC-22-111**      MOVED by Councillor Garratt that Council give 2<sup>nd</sup> reading to the  
Fees Bylaw #186-22.  
CARRIED

**JBC-22-112**      MOVED by Mayor Maplethorpe that Council by unanimous consent  
give 3<sup>rd</sup> reading to the Fees Bylaw #186-22 at this meeting.  
CARRIED UNANIMOUSLY

**JBC-22-113**      MOVED by Deputy Mayor Wiseman that Council give 3<sup>rd</sup> and final  
reading to the Fees Bylaw #163-22.  
CARRIED

**JBC-22-114**      EOS Sign Request  
MOVED by Deputy Mayor Wiseman that Council accept the request  
for a sign on the environmental open space as information.  
CARRIED

COUNCIL REPORTS

Mayor Maplethorpe

- Parkland Regional Library Board

Deputy Mayor Wiseman

- No reports

Councillor Garratt

- No reports

**JBC-22-015**      MOVED by Deputy Mayor Wiseman that Council accept the Council  
reports as information.  
CARRIED

NEXT COUNCIL MEETING

**JBC-22-116**      MOVED by Mayor Maplethorpe that the next meeting of Council be  
held October 4, 2022, at 9:30 a.m.  
CARRIED

**ADJOURNMENT**

**JBC-22-117**      MOVED by Mayor Maplethorpe that being the agenda matters have  
been concluded, the meeting be adjourned at 11:28 a.m.  
CARRIED

\_\_\_\_\_  
JULIE MAPLETHORPE, MAYOR

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

**Summer Village of Jarvis Bay****Administration and Finance****Council Date: October 4, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 138,655.95

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

- |  |               |
|--|---------------|
| 1. SL Regional Water/Wastewater Comm.  | \$ 5,132.74   |
| a. Wastewater Services- July 2022      |               |
| 2. Rugged West Maintenance Inc.        | \$ 4,866.75   |
| a. Mowing & Trimming- August           |               |
| 3. Sylvan Lake Regional                | \$ 5,132.74   |
| a. Wastewater Service-August 2022      |               |
| 4. Summer Village of Norglenwold       | \$ 11,091.06  |
| a. August 2022 Muni Specific Costs     |               |
| b. August 2022 Shared Costs            |               |
| 5. AB School Foundation Fund           | \$ 105,456.10 |
| a. 3 <sup>rd</sup> Quarter School Fund |               |

**Council Expense Claims Report:****August Expenses**

- |                     |           |
|---------------------|-----------|
| ▪ Julie Maplethorpe | \$ 240.00 |
| ▪ Annabelle Wiseman | \$ 0      |
| ▪ David Garratt     | \$ 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  
2022-09-22 9:10 AM

**Summer Village of Jarvis Bay**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2022-00076 to 2022-00083

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1071</b> 36551	<b>2022-08-31</b>	<b>Empringham Disposal Corp</b> 243-000-200 - Contracted Serv	Weekly Collection	1,485.00	
		312-000-260 - GST Paid Refund	GST Tax Code	74.25	1,559.25
<b>1072</b> 1675	<b>2022-08-31</b>	<b>Sylvan Lake Regional</b> 242-000-260 - Useage Fees	Wastewater Services-July 2	5,132.74	5,132.74
<b>1073</b> 2022-3	<b>2022-09-20</b>	<b>Red Deer Cathollic Regional</b> 201-100-130 - ASFF - Residenti	Supplementary Tax Requist	1,333.94	1,333.94
<b>1074</b> 1277	<b>2022-09-20</b>	<b>Rugged West Maintenance Inc.</b> 232-000-200 - Green Space Pro	Mowing and Trimming-Aug	4,635.00	
		312-000-260 - GST Paid Refund	GST Tax Code	231.75	4,866.75
<b>1075</b> 1681	<b>2022-09-20</b>	<b>Sylvan Lake Regional</b> 242-000-260 - Useage Fees	Wastewater Services-August	5,132.74	5,132.74
<b>1076</b> 20-1166	<b>2022-09-22</b>	<b>Parkland Nursery &amp; Landscape Services-CH#1067</b> <b>Returned, Voided and Replaced Because of Wrong Branch</b>			
		297-201-840 - Project Reserves-	Replaces Ch#1067	2,682.50	
		312-000-260 - GST Paid Refund	GST Tax Code	134.13	2,816.63
Total Computer Cheque:					20,842.05

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>182</b> 2022-00113	<b>2022-08-31</b>	<b>Summer Villages of Norglenwold</b> 212-400-220 - Election Expense	ATB MC-ASVA Ticket-Julie	295.00	
		232-000-265 - Sign & Bench Prc	ATS Traffic-3 Way and No F	71.12	366.12
2022-00117		212-100-110 - Salaries	Salaries	8,388.77	
		212-100-130 - Training	Training	454.88	
		212-100-140 - Benefits	Shared Benefits	263.30	
		212-100-210 - Travel and Subsis	T&S	68.99	
		212-100-211 - WCB	WCB	161.75	
		212-100-266 - PW Fleet	PW Fleet	73.55	
		212-200-215 - Postage/Freight/C	Postage/Freight	66.08	
		212-200-500 - Printing Costs	Printing Costs	306.72	
		212-200-510 - Office Supplies	Office Supplies	125.55	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	103.49	
		212-300-540 - Utilities	Utilities	251.87	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	252.86	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software	73.88	
		212-300-242 - IT equipment	IT Equipment	46.77	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	50.22	
		212-300-510 - Other Contingenc	Contingency	36.26	
		212-300-530 - Building Insuranc	Shared Building Insurance	0.00	10,724.94
Payment Total:					11,091.06
Total EFT:					11,091.06

**OTHER**

Date Printed  
2022-09-22 9:10 AM

**Summer Village of Jarvis Bay**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2022-00076 to 2022-00083

Page 2

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3231</b>	<b>2022-09-20</b>	<b>Epcor</b>			
SEPT12022-733		232-000-545 - Street Light Progr	Utilities	241.28	
		312-000-260 - GST Paid Refund	GST Tax Code	14.56	255.84
<b>3232</b>	<b>2022-09-20</b>	<b>Waste Management of Canada</b>			
1145919-0613-5		243-000-270 - Recycling Program	Recycling	962.74	
		312-000-260 - GST Paid Refund	GST Tax Code	48.16	1,010.90
<b>3233</b>	<b>2022-09-20</b>	<b>AB School Foundation Fund</b>			
13276		201-100-130 - ASFF - Residenti	3rd Quarter School Fund	105,456.10	105,456.10
			Total Other:		106,722.84
			Total MAIN:		138,655.95





## Summer Village of Jarvis Bay

### Finance

### Information Item

### Agenda Item: *Quarterly Financial Report*

#### Background:

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

Please be advised that at time of reporting, not all of September costing distribution has been completed.

#### Options for Consideration:

- The Operating Budget Report to September 30, 2022
- The Capital Budget Report to September 30, 2022
- Alberta School Foundation Report to September 30, 2022
  - As of the September 30th withdrawal by the Province, they still have not approved their 2022 School Budget. We have been notified that this will be completed by December 1, 2022.
- ATB Bank Account - September 22, 2022
  - \$2,337,941.21
- Accumulated Surplus 10,000.00
- Completions Deposits 53,500.00
- Deferred Revenue (Grants) 111,406.25
- JSC IT Reserve 8,000.00
- Reserves Fleet Replacement 11,950.32
- Reserves Enforcement 3,108.96
- Reserves Sewer 400,000.00
- Reserves General Operating 318,057.96
- Reserves Street Light 6,600.00
- Mill Rate Stabilization 70,000.00
- Reserves Environmental 260,000.00
- Reserves Twin Fawns Walkway 34,000.00
- Reserves Roads 400,000.00
- Capital Replacement Reserve 248,000.00

Unpaid Utilities - 8 Properties - \$3,473.10

Unpaid Taxes - 8 Properties have been penalized - \$40,631.19

**Administrative Recommendations:**

To accept the 3rd Quarter Financial Report as information.

**Authorities:**

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

Report Date  
2022-09-22 2:31 PM

**Summer Village of Jarvis Bay  
Operating Budget**  
For the Period Ending September 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-110 - Taxation	419,455.98	419,449.51	(6.47)
101-000-510 - Penalties	10,000.00	10,312.32	312.32
112-000-410 - Sale of Services & Su	246.97	525.00	278.03
112-000-540 - Interest Charges	105.66	121.18	15.52
112-000-550 - Return on Investments	8,000.00	18,998.01	10,998.01
112-000-570 - Other Revenue	1,069.63	5,572.53	4,502.90
112-000-740 - MSI Operational	10,636.00	10,636.00	
121-000-530 - Fines Provincial Coll	500.00	100.00	(400.00)
142-000-400 - Street Light Charges	7,000.00	6,970.00	(30.00)
142-000-410 - Wastewater Charges	58,000.00	58,800.00	800.00
142-000-411 - Transfer to WW Offset	12,095.00		(12,095.00)
161-000-410 - Certificates Complian	59.17	400.00	340.83
161-000-510 - Inspection Fees	1,584.96	3,582.14	1,997.18
161-000-520 - Development Permits/A	582.21	800.00	217.79
161-000-590 - Encroachment Fees	212.38	1,060.00	847.62
<b>Total Revenue:</b>	<b>529,547.96</b>	<b>537,326.69</b>	<b>7,778.73</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-150 - Mayors Remuneration	5,200.00	5,600.00	(400.00)
211-101-210 - Mayor Travel and Sub	1,248.00	791.93	456.07
211-102-150 - Deputy Mayor Remun	3,640.00	1,680.00	1,960.00
211-102-210 - Deputy Mayor Travel &	624.00		624.00
211-103-150 - Councillor Remun	1,280.00	1,440.00	(160.00)
211-103-210 - Councilor Travel and	624.00		624.00
211-201-212 - ASVA Conference	1,081.60		1,081.60
211-202-212 - AUMA Conference	1,144.00		1,144.00
211-203-212 - Council Education Opportunity	1,000.00	165.00	835.00
211-301-220 - AUMA Membership	1,110.11	1,039.15	70.96
211-302-220 - ASVA Membership	1,014.00	975.00	39.00
211-303-220 - FCM Membership	150.89		150.89
211-304-220 - Mayors and Reeves Mem	100.00		100.00
<b>Total Council and Legislation:</b>	<b>18,216.60</b>	<b>11,691.08</b>	<b>6,525.52</b>
<b>Administration</b>			
212-100-110 - Salaries	103,417.93	70,659.05	32,758.88
212-100-130 - Training	1,870.98	1,672.21	198.77
212-100-140 - Benefits	3,487.40	2,514.73	972.67
212-100-210 - Travel and Subsistenc	2,245.50	281.06	1,964.44
212-100-211 - WCB	1,734.71	1,000.07	734.64
212-100-266 - PW Fleet	1,637.11	499.80	1,137.31
212-200-215 - Postage/Freight/Couri	1,879.24	968.21	911.03
212-200-500 - Printing Costs	1,245.98	1,119.58	126.40
212-200-510 - Office Supplies	3,040.34	1,248.72	1,791.62
212-300-217 - Phone/Fax/Internet	1,169.36	743.54	425.82
212-300-240 - Computer Software / M	2,451.92	3,459.46	(1,007.54)
212-300-242 - IT equipment	467.74	545.08	(77.34)
212-300-250 - Facility Improvements	1,403.23	418.49	984.74
212-300-255 - Facility Maintenance	4,972.59	2,257.01	2,715.58
212-300-263 - Condominium Costs	1,084.00	1,122.58	(38.58)
212-300-265 - Equipment Maintenance	116.94		116.94



Report Date  
2022-09-22 2:31 PM

**Summer Village of Jarvis Bay**  
**Operating Budget**  
For the Period Ending September 30, 2022

Page 2

	Budget	Year to Date	Budget Remain
212-300-270 - Equipment Rental	701.62	401.76	299.86
212-300-510 - Other Contingency	116.94	117.61	(0.67)
212-300-530 - Building Insurance	598.42	579.51	18.91
212-300-540 - Utilities	3,040.34	2,988.42	51.92
212-400-220 - Election Expenses/Mee	500.00	977.00	(477.00)
212-400-221 - Bank Fees	2,000.00	446.14	1,553.86
212-400-222 - Advertising	100.00	980.66	(880.66)
212-400-230 - Legal Fees	5,566.52	103.50	5,463.02
212-400-231 - Audit Fees	7,393.90	5,087.85	2,306.05
212-400-232 - Assessment Fees	7,000.00	5,232.50	1,767.50
212-400-275 - Municipal Insurance	4,910.07	3,933.29	976.78
212-400-910 - Taxation Changes	555.05		555.05
212-400-911 - Infrastructure Reserve	20,000.00		20,000.00
212-402-220 - Donations to other Or	800.00		800.00
<b>Total Administration:</b>	<b>185,507.83</b>	<b>109,357.83</b>	<b>76,150.00</b>
<b>Protective Services</b>			
223-000-200 - Contract Fire Service	13,594.00	14,978.80	(1,384.80)
224-000-200 - Emergency Management	2,220.21	2,500.00	(279.79)
225-000-200 - Policing Costs	15,000.00	619.00	14,381.00
226-000-200 - Enforcement	40,000.00		40,000.00
226-000-201 - Enforcement Reserve	3,230.32		3,230.32
<b>Total Protective Services:</b>	<b>74,044.53</b>	<b>18,097.80</b>	<b>55,946.73</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	24,000.00	12,876.80	10,963.20
232-000-250 - Road Maintenance Prog	15,000.00	3,650.00	11,350.00
232-000-255 - Plowing Program	24,544.00	11,831.75	12,712.25
232-000-265 - Sign & Bench Program	3,120.00	517.49	2,602.51
232-000-530 - Ditch and Culvert Pro	3,120.00	366.32	2,753.68
232-000-545 - Street Light Program	7,000.00	3,528.07	3,471.93
242-000-250 - SLR WasteWater Commis	7,285.00	3,235.85	4,049.15
242-000-251 - SLR Water Commission	832.00		832.00
242-000-255 - Maintenance Program-S	15,600.00	2,796.59	12,803.41
242-000-260 - Useage Fees	62,810.00	41,061.92	21,748.08
243-000-200 - Contracted Services Solid Waste	25,540.22	13,498.00	12,042.22
243-000-270 - Recycling Program-WM	11,101.06	8,370.55	2,730.51
<b>Total Public Works:</b>	<b>199,952.28</b>	<b>101,733.34</b>	<b>98,058.94</b>
<b>Planning and Development</b>			
261-000-115 - IDP (RDC,TSL,LC)	1,000.00		1,000.00
261-000-200 - Community Planning	500.00	1,372.48	(872.48)
261-000-215 - Subdivision Appeal Bo	936.00		936.00
261-000-220 - Municipal Planning Co	936.00	720.00	216.00
<b>Total Planning and Development:</b>	<b>3,372.00</b>	<b>2,092.48</b>	<b>1,279.52</b>
<b>Recreation</b>			
272-000-510 - Parks and Playgrounds	22,202.12	11,057.50	11,144.62
272-000-250 - Buoy Programs	4,500.00	1,876.00	2,624.00
274-000-850 - Parkland Regional Lib	1,821.00	1,466.87	354.13
212-403-220 - FCSS Sylvan Lake	3,438.60	3,438.60	

Report Date  
2022-09-22 2:31 PM

**Summer Village of Jarvis Bay**  
**Operating Budget**  
For the Period Ending September 30, 2022

Page 3

	Budget	Year to Date	Budget Remain
274-000-510 - Operational Recreation Grants - ICF	15,975.00	15,975.00	
<b>Total Recreation:</b>	<b>47,936.72</b>	<b>33,813.97</b>	<b>14,122.75</b>
<b>Environment</b>			
243-102-150 - Red Deer River Waters	518.00		518.00
<b>Total Environment:</b>	<b>518.00</b>	<b>0.00</b>	<b>518.00</b>
<b>Total Expenditures:</b>	<b>529,547.96</b>	<b>276,786.50</b>	<b>252,601.46</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>260,540.19</b>	<b>260,380.19</b>

Report Date  
2022-09-22 2:31 PM

**Summer Village of Jarvis Bay  
Projects Budget**  
For the Period Ending September 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-201-840 - Project Reserves-Tree Planting/Care	14,500.00		(14,500.00)
197-202-840 - Project Reserves-Highway 20 Noise Impact	25,000.00		(25,000.00)
197-203-840 - Project Reserves-Twin Rose ERE Fence	25,000.00		(25,000.00)
197-199-840 - Project Reserves - Bench Replacements	11,000.00		(11,000.00)
<b>Total Revenue:</b>	<b>75,500.00</b>	<b>0.00</b>	<b>(75,500.00)</b>
<b>Expenditures</b>			
297-201-840 - Project Reserves-Tree Planting/Care	14,500.00	2,682.50	11,817.50
297-202-840 - Project Reserves-Highway 20 Noise Impact	25,000.00		25,000.00
297-203-840 - Project Reserves-Twin Rose ERE Fence	25,000.00		25,000.00
297-199-840 - Projects Reserves - Bench Replacements	11,000.00	10,860.00	140.00
<b>Total Expenditures:</b>	<b>75,500.00</b>	<b>13,542.50</b>	<b>61,957.50</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(13,542.50)</b>	<b>(13,542.50)</b>

Report Date  
2022-09-22 2:31 PM

**Summer Village of Jarvis Bay**  
**ASFF Budget Report**  
For the Period Ending September 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF-Residential	452,546.84	452,546.84	
101-100-130 - ASFF-non-residential	1,360.79	1,355.50	(5.29)
101-103-130 - DI Designated Industrial	26.44	27.10	0.66
<b>Total Revenue:</b>	<b>453,934.07</b>	<b>453,929.44</b>	<b>(4.63)</b>
<b>Expenditures</b>			
201-100-130 - ASFF - Residential	452,546.84	320,370.12	132,176.72
201-101-130 - ASFF Non-Residential	1,360.79		1,360.79
201-300-130 - DI Desinated Industrial	26.44		26.44
<b>Total Expenditures:</b>	<b>453,934.07</b>	<b>320,370.12</b>	<b>133,563.95</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>133,559.32</b>	<b>133,559.32</b>



## Summer Village of Jarvis Bay

October 4, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (29 in Birchcliff, 3 in Half Moon Bay, 16 in Jarvis Bay, 23 in Norglenwold, and 24 in Sunbreaker Cove).

#### The following is the listing for Jarvis Bay:

- |  |                                   |
|--|-----------------------------------|
| 1. 166 Jarvis Bay Drive<br><i>(landscaping to be completed fall)</i>               | Demolition & Dwelling             |
| 2. 210 Jarvis Bay Drive<br><i>(parcel coverage to be compliant, deadline fall)</i> | Dwelling                          |
| 3. 165 Jarvis Bay Drive<br><i>(dwelling plans being submitted)</i>                 | Demolition & Tree Removal         |
| 4. 184A Jarvis Bay Drive   | Dwelling & Detached Garage        |
| 5. 184B Jarvis Bay Drive   | Demolition & Dwelling             |
| 6. 11 Jarvis Bay Drive   | Sunroom (Deck Addition)           |
| 7. 251 Jarvis Bay Drive  | Roof Extension & Shed             |
| 8. 37 Jarvis Bay Drive   | Deck                              |
| 9. 10 Twin Rose Court  | Dwelling                          |
| 10. 44 Jarvis Bay Drive  | Detached Garage                   |
| 11. 208 Jarvis Bay Drive   | Dwelling                          |
| 12. 37 Jarvis Bay Drive  | Garage w Guest House              |
| 13. 234 Jarvis Bay Drive   | Dwelling                          |
| 14. 234 Jarvis Bay Drive   | Garage w Guest House <b>(NEW)</b> |
| 15. 39 Jarvis Bay Drive  | Garage w Guest House <b>(NEW)</b> |
| 16. 191 Jarvis Bay Drive   | Driveway & Culvert <b>(NEW)</b>   |

#### Permit Summary:

##### Year to date 2022:

10 development permits. Estimated project cost \$3,616,500.00

2021 Jan.-Dec.:

9 development permits. Estimated project cost \$1,518,000.00

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #125/13.

## **Summer Village of Jarvis Bay**

**October 4, 2022**

### **Information**

#### **Agenda Item: CAO Report**

##### **Background:**

- Administration was asked about the sign/arrow directing people to the JB campground as it should be removed. We have contacted the Town and we are awaiting a reply.
- Telus has been contacted about burying lines at 231 and 215, they are looking into it but we have not heard back from them yet.
- Administration is working on an agreement with the Central Alberta Humane Society to accept pets that have to be picked up because they are running at large or otherwise not in compliance with the Animal Control Bylaw.
- Administration to review welcome package for new homeowners.
- Administration was directed to find out what Birchcliff and Norglenwold contributed to Sunbreaker Cove to help with the costs of the commissionaires at the boat launch. They both contributed \$1005.28 in 2021.
- CAO attended Alberta Municipalities convention where I attended several sessions and networking events. Slides from the sessions I attended will be available online and I will share them with Council when they have been uploaded.
- Administration has hired a new Public Works Manager Owen Olynyk who started working with us on September 26.

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

Council accept as information.

##### **Administrative Recommendations:**

Council to accept as information.

##### **Authorities:**

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

## **Summer Village of Jarvis Bay**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Auditor Engagement***

#### **Background:**

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Jarvis Bay for the fiscal year ending December 31, 2022.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Jarvis Bay which comprise the statement of financial position as at December 31, 2022, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

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

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

#### **Administrative Recommendations:**

- 1) Sign engagement letters as presented.

#### **Authorities:**

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

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



September 5, 2022

Summer Village of Jarvis Bay  
 Bay 8  
 14 Thevenaz Industrial Trail  
 Sylvan Lake AB T4S 2J5

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

Dear Mr. Evans:

**Re: 2022 Audit Engagement letter**

**The Objective and Scope of the Audit**

Metrix Group LLP is pleased to serve as auditors for Summer Village of Jarvis Bay for the fiscal year ending December 31, 2022. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Jarvis Bay which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Jarvis Bay. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit 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.

**The Responsibilities of the Auditor**

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. 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:

- a. 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.

- b. 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 entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. 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 entity'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 auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. 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.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

### **Form and Content of Audit Opinion**

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Jarvis Bay

#### *Opinion*

We have audited the financial statements of Summer Village of Jarvis Bay (the Summer Village), which comprise the statement of financial position as at December-31-22, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2022 and the results of its operations 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 *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village 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 those 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 Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting

process.

#### *Auditors' 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 auditors' 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 Summer Village'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 Summer Village'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 auditors' report. However, future events or conditions may cause the Summer Village 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.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

#### **The Responsibilities of Management**

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of 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; and
- c. To provide us with timely:
  - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - iii. Additional information that we may request from management for the purpose of the audit; and
  - iv. Unrestricted access to persons within Summer Village of Jarvis Bay from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
  - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

### **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

### **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

### **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Jarvis Bay and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Jarvis Bay.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Jarvis Bay) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

### **Reproduction of Auditor's Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.



Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

### **Preparation of Schedules**

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

### **File Inspections**

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

### **Accounting Advice**

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

### **Other Services**

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

### **Dispute Resolution**

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

### **Estimated Fees**

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$31,000 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

### **Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

### **Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Jarvis Bay shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

### **Not Liable For Any Failures or Delays Beyond Our Control**

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

### **Metrix privacy**

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at [www.metrixgroup.ca](http://www.metrixgroup.ca). We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

### **Metrix working papers**

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

## Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

**METRIX GROUP LLP**

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Jarvis Bay by:

---

Mr. Tanner Evans, Chief  
Administrative Officer

---

Date signed

---

Mayor Julie Maplethorpe

---

Date signed

## **Summer Village of Jarvis Bay**

**October 4, 2022**

### **Finance & Administration**

#### **Request for Decision**

**Agenda Item:** *Parkland Regional Library Budget*

#### **Background:**

Administration received a copy of the Parkland Regional Library 2023 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2023 per capita requisition and notify the board asap, that way any budget revisions can be addressed at the PRL Board meeting at the November 17<sup>th</sup> meeting.

The 2023 proposed per capita requisition is 8.75, which is a .20 increase from 2022.

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

- 1) Approve the Parkland Regional Library's 2023 budget.
- 2) Don't approve with a letter to be sent advising of decision.

#### **Administrative Recommendations:**

Administration recommends approval of Parkland Regional Library's 2023 budget.

#### **Authorities:**

Parkland Regional Library Agreement



# Proposed BUDGET 2023

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Proposed 2023 Budget**

E-1-B

		Present Budget	
		2022	2023
<b>Income</b>			
1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500
<b>TOTAL Income</b>		<b>3,536,451</b>	<b>3,597,800</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,345,787</b>	<b>1,329,492</b>
<b>Cost of Services</b>			
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
<b>TOTAL Cost of Services</b>		<b>2,190,664</b>	<b>2,268,308</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,536,451</b>	<b>3,597,800</b>
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>8.55</b>	<b>8.75</b>

## Notes for the Parkland Regional Library System Budget 2023

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

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

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

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

**Points within the budget to note include:**

Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases. The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement. The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.

Cooperative Collection Fund has been discontinued as a line item but for this year will be funded from reserves, (see the Budget Supplement section). This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs.

Provincial grants amount to approximately 43.6% of PRLS' total income.

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$219,600 which includes a wireless upgrade project for libraries. In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500). One other reserve fund transfer for 2023 is for the one-time use of funds to continue the Cooperative Collection project requested at \$35,000. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 98% of the 2023 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.



## Parkland Regional Library System

### Return on Municipal Levy

Based on 2022 and 2023 Budgeted Amounts

		<b>2022</b>	<b>2023</b>
Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$256,396	\$259,362
Rural Library Services Grant		\$429,742	\$429,742
Cooperative Collection Fund	(from Reserves in 2023)	\$35,835	\$35,000
Technology	(Hardware– budget plus reserves)	\$162,800	\$219,600
Postage	(Reimbursement for Interlibrary Loan)	\$4,500	\$2,000
Software	(For computers, ILS, etc.)	\$201,885	\$208,205
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$21,000	\$21,000
Internet	(Connectivity provided to member libraries)	\$8,820	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$135,600	\$135,600
Vehicle Expense	(\$40,500 from reserves for new van plus ongoing budgeted expenses )		\$99,500
Marketing/Advocacy		\$20,000	\$20,000
Workshop/Training		\$14,000	\$14,000
Cataloguing Supplies		\$31,500	\$32,000
Contribution to Outlet Libraries*		\$800	\$800
Materials Discount	(42% in 2022)	\$107,686	\$98,558
SuperNet	(Fiber Optic connection provided by GOA to library system members)	\$370,022	\$370,022
<b>Sub-Total</b>		<b>\$1,800,586</b>	<b>\$1,954,209</b>
<b>Requisition</b>		<b>\$1,939,986</b>	<b>\$2,001,335</b>
		<b>93%</b>	<b>98%</b>
<b>Difference Between Levy &amp; Direct Return</b>		<b>\$139,400</b>	<b>\$47,126</b>

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

**Brief Notes – September 2023****INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$8.75
- 1.4 Based on statements from PLSB and calculated at \$5.55 per capita
- 1.5 Held at 2022 level - reflects the anticipated returns on investments

**SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES**

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – has been discontinued as a line item and will be funded through reserves.
- 2.5 Line reduced to \$45,000 due to changes in use patterns and changes in fees covered – funds shifted to 2.9 and 2.19 - for platform and library services subscriptions
- 2.6 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Reduced - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2022 level
- 2.9 Name changed and items consolidated from line 2.5 – increased to \$6,500
- 2.10 Newly created in 2022 -amount held - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual
- 2.14 Reduced based on actual - includes both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Increased, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Increased significantly – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs continuing to rise
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

## PRLS Circulating Collections

- 2.18 Held at 2022 amount
- 2.19 Increased to \$87,500 to reflect use patterns – funds shifted from 2.5
- 2.20 Increased slightly to \$11,000
- 2.21 Held at 2022 amount
- 2.22 Reduced to \$2,600 – Grant Connect fee moved to line 2.5

## COST OF SERVICES

- 3.1 Increased to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS’ lawyer required for the audit process
- 3.2 Increased slightly to \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2022 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$21,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$12,750 - to cover PRLS’ cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased slightly – reflects fees for photocopiers and estimated usage
- 3.9 Reflects current staff levels
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2022 amount
- 3.12 Reduced slightly - based on a five-year review
- 3.13 Increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2022 level – based on 3-year review of actual expenses
- 3.15 Reduced to \$26,000 – due to the use of virtual meetings. Includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.16 Based on actual in new building to date and then estimated – reduced to \$36,000

## Complete Notes to the 2023 Budget

### PARKLAND REGIONAL LIBRARY SYSTEM

#### Proposed 2023 Budget

Income	
<b>1.1</b>	Provincial Operating Grant
<b>1.2</b>	First Nations Grant
<b>1.3</b>	Membership Fees
<b>1.4</b>	Alberta Rural Library Services Grant
<b>1.5</b>	Interest Income

#### TOTAL Income

Present Budget	
2022	2023
992,621	992,621
145,602	145,602
1,939,986	2,001,335
429,742	429,742
28,500	28,500
<b>3,536,451</b>	<b>3,597,800</b>

#### Income – line details

##### *1.1 Provincial Operating Grant:*

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

##### *1.2 First Nations Grant:*

The First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system, the \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

##### *1.3 Membership Fees:*

\$8.75 per capita – requisition to municipalities to balance the budget, a twenty cent increase per capita. The previous note was held at \$8.55 for three consecutive years.

*1.4 Alberta Rural Library  
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

*1.5 Interest Income:*

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is estimated at 2022 levels.

<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2022</b>	<b>2023</b>
<b>2.1</b>	Alberta Rural Library Services Grant	429,742	429,742
<b>2.2</b>	Allotment Funds issued to Libraries	256,396	259,362
<b>2.3</b>	Computer Maint.Agree. Software licenses	201,885	207,512
<b>2.4</b>	Cooperative Collection Fund	35,835	0
<b>2.5</b>	eContent Platform fees, Subscriptions	78,100	45,000
<b>2.6</b>	FN Provincial Grant expenses	78,839	78,839
<b>2.7</b>	Freight	1,800	1,200
<b>2.8</b>	Internet Connection Fees	8,820	8,820
<b>2.9</b>	Library Services Tools	3,000	6,500
<b>2.10</b>	Marketing/Advocacy	20,000	20,000
<b>2.11</b>	Member Library Computers Allotment	68,070	68,617
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,000	1,000
<b>2.14</b>	ILL Postage for libraries	4,500	2,000
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	18,500	19,000
<b>2.16</b>	Vehicle expense	46,000	59,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	5,000	5,000
<b>2.19</b>	eContent	57,500	87,500
<b>2.20</b>	Large Print	10,000	11,000
<b>2.21</b>	Programming Kits	2,000	2,000
<b>2.22</b>	Reference	4,000	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,345,787</b>	<b>1,329,492</b>

### Support Materials & Services Direct to Libraries - line details

#### *2.1 Alberta Rural Library Services Grant:*

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

#### *2.2 Allotment Funds Issued to Libraries:*

reflects allotment rate of \$1.13 per capita – held at the 2022 level.

*2.3 Computer Maint. Agree.**Software Licenses:*

line slightly increased – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system. Also includes small non-capital IT items as needed such as monitors and bar code scanners.

*2.4 Cooperative Collection:*

this line has been eliminated as a budgeted item but for this year will be funded from reserves, see the Budget Supplement at the end of the budget section. This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs.

*2.5 eContent Platform fees**and Subscription fees:*

decreased from 2022 level due to the cancelation of two resources based on usage statistics and feedback from local library staff - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume and Grant Connect.

*2.6 FN Provincial**Grant Expense:*

funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

*2.7 Freight:*

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – reduced based on actual.

*2.8 Internet Connection**Fees:*

for internet service provision to member libraries and HQ – held at 2022 level.

- 2.9 Library Services Tools:* name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).
- 2.10 Marketing/Advocacy:* newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.
- 2.11 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
- 2.12 Outlet - Contribution to Operating:* operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
- 2.13 Periodicals:* held at 2022 level - based on actual, includes professional development publications and library journals.
- 2.14 ILL Postage Reimbursement for Libraries:* reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.
- 2.15 Supplies purchased Cataloguing/Mylar:* increased slightly - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.
- 2.16 Vehicle Expense:* increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.



*2.17 Workshop/Training:* includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2022 amount.

### **PRLS Circulating Collections**

*2.18. Audiobook Materials:* held at 2022 level– used to support the physical audiobook collection.

*2.19 eContent:* increased from 2022 with funding shifted from the eContent Platform fees line (2.5) - based on feedback from local library staff and usage statistics - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, as well as Overdrive eMagazines and potentially other eContent.

*2.20 Large Print Books:* slight increase from 2022 level to help refresh the collection.

*2.21 Programming Boxes:* held at 2022 level - to refresh and build new programming kits for programming in member libraries.

*2.22 Reference Materials:* decreased due to moving Grant Connect costs to the eContent Platform fees line (2.5) – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

<b>Cost of Services</b>		<b>2022</b>	<b>2023</b>
<b>3.1</b>	Audit	16,500	20,000
<b>3.2</b>	Bank expenses	1,600	1,700
<b>3.3</b>	Bank Investment Fees	4,700	4,700
<b>3.4</b>	Building-Repairs/Maintenance	18,000	21,500
<b>3.5</b>	Dues/Fees/Memberships	12,200	12,750
<b>3.6</b>	Insurance	19,000	20,500
<b>3.7</b>	Janitorial/Outdoor maintenance expense	34,000	35,000
<b>3.8</b>	Photocopy	4,000	4,300
<b>3.9</b>	Salaries	1,588,659	1,666,962
<b>3.10</b>	Salaries - Employee Benefits	349,505	353,396
<b>3.11</b>	Staff Development	20,000	20,000
<b>3.12</b>	Supplies/Stationery/Building	32,500	29,000
<b>3.13</b>	Telephone	8,000	8,500
<b>3.14</b>	Travel	8,000	8,000
<b>3.15</b>	Trustee expense	35,000	26,000
<b>3.16</b>	Utilities	39,000	36,000
<b>TOTAL Cost of Services</b>		<b>2,190,664</b>	<b>2,268,308</b>

### **Cost of Services – line details**

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

*3.5 Dues/Fees/**Memberships:*

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

*3.6 Insurance:*

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

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

increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal.

*3.8 Photocopy:*

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

*3.9 Salaries:*

to reflect the current staffing level.

*3.10 Salaries-Employee**Benefits:*

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

*3.11 Staff Development:*

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

*3.12 Supplies/Stationery/**Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies - reduced slightly. Based on a five year review.

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

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Proposed 2023 Budget**

	Present Budget  2022	Proposed Budget  2023
TOTAL Income	3,536,451	3,597,800
TOTAL Support Materials & Services Direct to Libraries	1,345,787	1,329,492
TOTAL Cost of Services	2,190,664	2,268,308
TOTAL Expenses (library materials & cost of service)	3,536,451	3,597,800
Surplus/Deficit	0	0
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>8.55</b>	<b>8.75</b>

**Budget Supplement****Explanation points to the 2023 Budget dealing with Capital Assets, Amortization and Reserves.**

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

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

Parkland will be purchasing one new vehicle in 2023 (estimated at \$40,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

As described elsewhere in the budget document, Parkland will continue to fund the Cooperative Collection project in 2023 using funds from the Unrestricted Reserve (\$35,000).

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

## Parkland Regional Library System

### Budget Supplement - Movement of Funds - 2023

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2023</b>	
<b>Amortization Reserve</b>		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$72,720	<b>A</b>
<i>(actual amount will be affected by asset disposals during the year)</i>		
<b>Vehicle Reserve</b>		
Anticipated funds required to purchase new vehicles	\$40,500	<b>B</b>
<i>(actual amount will be based on exact purchase price in the year)</i>		
<b>Technology Reserve</b>		
Anticipated funds required for Technology purchases	\$219,600	
<i>(may include Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRL assets - 2023, \$40,600 -B)</i>		
<b>Unrestricted Reserve</b>		
Funds to purchase library materials for Cooperative Collection project	\$35,000	<b>D</b>
	<b>\$367,820</b>	
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>		
Anticipated vehicle selling price	\$5,000	<b>C</b>
<i>(actual amounts will be based on exact selling price in the year)</i>		
	<b>\$5,000</b>	
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>		
<b>Amortization Reserve</b>		
Residual Amortization anticipated - PRLS assets	\$46,620	<b>B</b>
Current Year Amortization estimated - PRLS Assets	\$34,480	<b>B</b>
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
<b>Vehicle Reserve</b>		

Proceeds from the sale of vehicles	\$5,000	<b>C</b>
<i>(actual amounts will be based on exact selling price in the year)</i>		

**Technology Reserve**

Budgeted for member library computers	\$68,617	
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**\$154,717**

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**4 CAPITAL ASSET EXPENSE ALLOCATION**


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Amortization expense anticipated w/o building	\$72,720	<b>A</b>
<i>(actual amount will be affected by asset disposals during the year)</i>		

Amortization expense anticipated for building	\$78,939	
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*(actual amount will be affected by asset disposals during the year)*

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**\$151,659**



## Summer Village of Jarvis Bay

### Council and Legislation

### Request for Decision

### Agenda Item: *Dog Barking Complaint*

#### Background:

Administration has been forwarded the attached complaint from a resident in Jarvis Bay expressing his frustration with a dog that continues to bark for several hours at a time over the night. This has become an ongoing occurrence over the last few months and the resident is asking Council for a resolution to this problem. Council has previously received complaints from other residents over the same animal's barking.

At the September Council meeting, the Animal Control Bylaw was amended and passed by Council. The Bylaw would allow for enforcement should Council wish to proceed. Another option would be to send a letter from Administration to the owner of the dog citing the Animal Control Bylaw and fees association with non-compliance.

#### Options for Consideration:

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

#### Administrative Recommendations:

- 1) Council to discuss and provide direction to Administration.

#### Authorities:

Animal Control Bylaw #187-22

3.2 The owner of a dog must not leave an animal chained up, in a kennel, or at large outside between the hours of 11:00 p.m. and 8:00 a.m. Animals must be kept indoors during these hours so not to create a barking disturbance.

3.3 The owner of a dog shall not permit the dog to be or become a public nuisance by:

c) barking, howling, or otherwise disturbing any neighbors;

Schedule "A" - Fines

Keeping dog outside chained up, in a kennel, or loose between the hours of 11 p.m. – 8 a.m. ....\$200.00

Second or subsequent offense within a twelve (12) month period.....\$500.00

On Mon, 12 Sept 2022 at 09:28, Doug Decksheimer [REDACTED] wrote:  
Dear Julie & Summer Village Administration,

Further to my call (with Julie) a few days back, I wanted to add some context.

For the summer months our area has had to live with a barking dog at 310 Jarvis Glen Way. The barking tends to start during the sleeping hours of most people and can last several hours. At first happening, I thought like most people, give it time and it will sort out. I enjoy pets and understand complexities of training and teaching. As weeks and now a few months have passed, it's still a regular occurrence. In speaking with neighbors, a growing frustration is occurring and understand some appeals to the owner of the home has had little to no success.

I felt it important to see if after the long weekend if September perhaps would bring new results with the barking. Again, during the nights of September 9 and 10 it happened again, both times after midnight.

If I am the only neighbor who is struggling with this barking dog, I am sorry to have brought this to your attention as my sensitivities must be more extreme. However, if I am adding to the list of others, perhaps a solution is possible to the benefit of all residents in the area.

Thank you,  
Doug Decksheimer  
[REDACTED]

## **Summer Village of Jarvis Bay**

**October 4, 2022**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Julie Maplethorpe

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

Annabelle Wiseman

David Garratt

#### **Committee Reports:**

#### **Correspondence:**

#### **Upcoming Meetings:**

Next Council Meeting – November 1, 2022



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

**WEDNESDAY – SEPTEMBER 14, 2022 – 6:30PM**

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

The Treasurer's Report was approved as presented. Budget preparations are underway with the presentation to be made to the Town of Sylvan Lake in October.

The GST return was audited this year. As a result of this audit, the CRA informed the library that there are a few transactions that require a GST charge. Both the auditor and the bookkeeper are working on changing the status with CRA from non-profit to municipality to assist the GST returns going forward. GST will now be charged on items such as headphones, library merchandise, tickets and print outs.

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

The Director's Report was approved as presented.

The Town of Sylvan Lake received a special grant to install plug-ins for electric vehicles; a few will be installed in the parking lot west of the library this fall. In addition, there will be regular plug-ins installed for the library staff to use in the winter months.

After ten years together Friends of the Sylvan Lake Library (FOSLL) has decided to dissolve. The bank account was closed, and all proceeds were donated directly to the library. There was an article in the Sylvan Lake News to capture the occasion:

<https://www.sylvanlakenews.com/community/library-group-looking-for-new-volunteers/>

### **3. Programming Report**

The library was very busy this summer with many exciting programs to explore. A few highlights of the programs included having the Sylvan Lake Gulls visit the library with Sully the Seagull, a virtual presentation of PaddleSmart (a water safety program offered by AdventureSmart), a Canada Day performance by Curtis Labelle, the TD Summer Reading Club, a Dino Dig, the Teddy Bear Sleepover, Minds in Motion by the University of Calgary and hosting the Red Stags of Red Deer for a Mini Faire (they are a historical Live Action Role Play group that enjoys using high impact foam weapons with real armour).

The Pub Quiz Trivia nights for adults will be changing locations this fall. On September 7 and October 5 from 6:30pm to 8:00pm you can test your trivia skills by heading down to Sun of a Beach on Lakeshore Drive.

The Film Society will return with two confirmed showings at Landmark Cinemas in Sylvan Lake. On September 26 "Peace by Chocolate" will be shown and on October 24 "Hallelujah: Leonard Cohen, a Journey, a Song". Both showings are from 7:00pm to 9:00pm and are rated for ages 16+.

#### **4. Policy**

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

Meeting adjourned at 7:44pm.

**Next Regular Meeting – October 12, 2022, at 6:30pm.**



# *Parkland Update*

Thursday, August 11, 2022

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

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**Stronger Together 2022 Registration Open!**

## *Registration Now Open!*



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

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

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis

- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to [register today](#). Please share this email with anyone who might be interested!

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

### **Government of Alberta Civil Society Fund**

The Government of Alberta has opened the latest round of funding for the Civil Society Fund. According to the announcement, this “funding is intended to help civil society transform how community organizations function, innovate and work together to address pressing social challenges”. Nonprofits can apply for up to \$500,000 in grants “with an innovative project supporting social recovery or increasing economic participation for Albertans”. [Applications for funding](#) are due by September 2, 2022.

### **Government of Alberta CIP Project-Based Grants**

The Community Initiatives Program (CIP), Project-Based grant stream supports projects that enhance and enrich communities throughout Alberta by providing assistance to non-profit organizations for:

- new programs/enhancement to an existing program
- community events
- gender equity projects
- technology
- portable equipment

CIP Project-Based funding is approved on a matching basis. The maximum funding available is \$75,000. The next [application](#) deadline is September 15, 2022, for notification in March 2023.

### **Digital Literacy Exchange Program**

The Government of Canada Digital Literacy Exchange Program (DLEP) will invest \$17.6 million to support initiatives aimed at teaching digital literacy skills to Canadians who face barriers to participating in the digital economy. The program aims to equip Canadians with the

necessary skills to use computers, mobile devices and the internet safely, securely and effectively. [Applications](#) are due by September 7.

## LIBRARY NEWS

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

### Member Library Staff Highlight

Meet Christine! Christine is the new library manager at Delburne Library. She loves getting to know community members and working to increase stats to help Delburne Library become the hub of the community.

Christine's recommended read is "If You Give a Mouse a Cookie", she read this book to a group of children on her first day of programming and it went over really well. In her free time, Christine enjoys hanging out with her 2 search and rescue dogs. Welcome to the team Christine!



If you would like to be featured in a future update email please [submit a photo and answer a few short questions!](#)

### Criterion Subscription Renewal

Criterion Pictures offers non-theatrical public performance licenses for feature films on an annual subscription basis. The movies that are licensed through Criterion are dependent upon the [Studio and/or Producer](#).

A license with Criterion Pictures enables your library to offer public performances of feature films from the licensed Studios/Producers. Only those films licensed by Criterion are covered under this Criterion license.

There are three different license options available:

1. Home-release license (\$270 - \$328)
2. Pre-release license (\$445 - \$460)
3. Pre-release license plus Criterion on Demand (\$554-579)



If you are interested in purchasing a Criterion License for November 1, 2022 – October 31, 2023 please contact your consultant by August 19th 2022

## Ukrainian Support Website

The Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC) launched a [website](#) focused on providing newcomers from Ukraine with the information they need regarding settlement in Alberta. The site includes information in both Ukrainian and English and covers topics from pre-arrival to daily living. Please feel free to share this helpful and informative website with your patrons.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Library Managers Coffee Break** - August 24 at 10:00am

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

### From Diversity to Inclusion: How to audit your collection and why

**August 24**

**12:00pm - 1:00pm MST**

Learn how to perform a diversity audit on your library collection. [In this webinar](#), you will learn what a diversity audit is, why we should audit our collections, why the structure of the publishing industry may make it difficult to cultivate inclusivity, and most importantly, why it's important to build

collections that are diverse AND inclusive.

## **2022 Alberta Book Publishing Gala September 16**

[Registration](#) is open for the [2022 Alberta Book Publishing Awards Gala](#). The gala will be held at the [Hotel Arts](#) in Calgary on September 16, 2022 and tickets are \$50. The deadline to purchase a ticket is September 6, 2022.

Please also note that a special rate is available at the Hotel Arts for bookings made before Tuesday, August 16.

## **Free Manual: Dealing with Difficult People**

Achieve Centre for Leadership has available a [free e-manual](#) for dealing with difficult people. This manual provides information and skill development resources for responding with confidence to people that you find difficult.

Some of the topics found inside this manual:

- Who is a difficult person?
- Shift judgment to curiosity
- Strategies for dealing with bullying
- How to defuse the angry person
- Strategies for dealing with resistance

## How Libraries Benefit the Community

A library is a collection of information resources, in print or in other forms that are organized and made accessible for reading or study. It is the hub of every learning institution and facilitates boosting literacy levels in countries, continents, and the world at large.

The blog post [How Libraries Benefit The Community](#) appeared first on Princh.

## Emerging Tech Trends for 2022 and Beyond

**August 30**

**1:00pm - 2:00pm MST**

Technology is continuing to change how we work and how we deliver services to customers. In fact, the past few years have pushed us, and in some cases made us scramble, to discover and experiment with new technologies and tools. [This webinar](#) introduces emerging technology trends and shows how those trends are reshaping library services.

## Alberta Board Member Essentials October-November

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

## New Workplace Health & Safety Search Tool

A new occupational health and safety (OHS) legislation search tool provides a more convenient way to access essential health and safety information. Users of the [search tool](#) will be able to view, download, email and print custom collections of

legislation

sections.

### Free Stress Management Manual

Achieve Centre for leadership offers a 48-page e-manual will help participants identify personal stress factors and introduce them to practical methods for successfully managing stress.

Some of the topics found inside [this manual](#):

- Phases of Stress
- Stressors in the Workplace
- Unhealthy Reactions to Stress
- Red Flags – Your Cues to Pause
- Improving Positive Thinking

#### PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street  
Lacombe, AB T4L 0K2

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