

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
OCTOBER 18, 2021 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**             - Regular Meeting Minutes, September 28, 2021

**D. DELEGATION**

- 1) Municipal Wastewater Line

**E. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) Subdivision & Development Appeal Board Advertising

**F. REQUESTS FOR DECISION**

**1) Council & Legislation**

- a) Parkland Regional Library Board Budget
- b) Sylvan Lake Management Committee
- c) Utility Bylaw #165-21

**2) Public Works**

- a) Wastewater Connection

**G. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

- a) Teresa Beets
- b) Jim Willmon
- c) Keith Kimball

## **2) Committee Reports**

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

## **3) Upcoming Meetings**

- a) Council Meeting – November 15, 2021

## **H. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
September 30, 2021

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held September 30, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

IN ATTENDANCE	Mayor:	Teresa Beets
	Deputy Mayor:	Jim Willmon via Zoom
	Councillor:	Keith Kimball
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba
	Recording Secretary:	Carolyn Widmer via Zoom
	Delegates:	Brad Vander Heyden via Zoom
		Derek Fulks via Zoom
		Debbie Young via Zoom
		Wendy Burton via Zoom
	Gallery:	Drew Turnbull via Zoom

**CALL TO ORDER**      The Meeting was called to order at 9:03 a.m. by Mayor Beets.

**AGENDA APPROVAL**

**SBC-21-157**              MOVED by Councillor Kimball that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-21-158**              MOVED by Deputy Mayor Willmon that the minutes of the Regular Meeting of Council held on July 19, 2021, be approved as presented.  
CARRIED

**SBC-21-159**              MOVED by Councillor Kimball that the minutes of the Organizational Meeting of Council held on July 19, 2021, be approved as presented.  
CARRIED

**SBC-21-160**              MOVED by Mayor Beets that the minutes of the Special Meeting of Council held on August 5, 2021, be approved as presented.  
CARRIED

**SBC-21-161**              MOVED by Councillor Kimball that the minutes of the Municipal Planning Commission held on September 14, 2021, be approved as amended.  
CARRIED

**DELEGATION**

Derek Fulks  
Derek Fulks joined Council to provide his comments on the Sunbreaker Cove mooring proposal.

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
September 30, 2021

C-1

Debbie Young

Debbie Young joined Council to bring a proposal forward to Council for consideration for the Municipal Open Space at 1317 Birch Road.

Wendy Burton

Wendy Burton was in attendance to provide her comments on the Municipal Wastewater billing for summer residents.

Michael Wuetherick joined the meeting at 9:40 a.m.

Rhonda King joined the meeting at 9:43 a.m.

Municipal Wastewater Line

Michael Wuetherick the Wastewater Technical Advisor, and Rhonda King Consultant, joined Council to discuss next steps moving forward with the Municipal Wastewater Line including a discussion on setting the utility rate.

Rhonda King, and Brad Vander Heyden left the meeting at 10:22 a.m.

Council break at 10:22 a.m.

Council reconvened at 10:35 a.m.

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update

**SBC-21-162**

MOVED by Deputy Mayor Willmon that Council approve the municipal Environmental Open Space proposal to remove and replace trees and temporarily remove dirt from the bank to facilitate the new building development, and further, Council to give permission to Administration to allow the backfill and restoration of the Environmental Open Space (EOS) between the lake subject to Administration's conditions  
CARRIED

- 4) Resident Letters regarding Piers & Hoists

**SBC-21-163**

MOVED by Deputy Mayor Willmon that Council accepts the letters as information that will be reflected in our policy discussions that will occur later. Council will respond to the Community at large rather than individually on the issues that have been raised by the end of November.  
CARRIED

**REQUEST FOR DECISION**

**FINANCE & ADMINISTRATION**

**SBC-21-164**                    Bank Fees Update  
MOVED by Councillor Kimball that Council table until the next meeting.  
CARRIED

**SBC-21-165**                    Strategic Planning  
MOVED by Mayor Beets that Council accept the list of potential projects for 2021 with the possible addition of the construction of stairs on the Breakers side.  
CARRIED

Council break at 12:16 p.m.

Meeting reconvened at 12:35 p.m.

**COUNCIL & LEGISLATION**

**SBC-21-166**                    Intermunicipal Development Plan Committee (IDPC)  
MOVED by Deputy Mayor Willmon that Council support the striking of the Intermunicipal Development Plan Committee (IDPC) with Deputy Mayor Willmon as the elected official, and Tanner Evans, CAO, as a non-voting member.  
CARRIED

**SBC-21-167**                    Alberta Urban Municipalities Association (AUMA) Convention  
MOVED by Mayor Beets that Mayor Beets and Councillor Kimball attend the AUMA Convention in person November 17 – 19, 2021, on behalf of the Summer Village of Sunbreaker Cove.  
CARRIED

**SBC-21-168**                    Association of Summer Villages of Alberta (ASVA) Conference  
MOVED by Mayor Beets that Administration register any Councillors that wish to attend the ASVA Conference.  
CARRIED

**SBC-21-169**                    Merging of the Water and Wastewater Commissions  
MOVED by Mayor Beets that That the Council of the Summer Village of Sunbreaker Cove hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):  
  
the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;  
  
the commission be authorized to provide water services in accordance with its bylaws.  
CARRIED

**Bylaw #165-21**  
**SBC-21-170**

Utility Bylaw  
MOVED by Deputy Mayor Willmon that Administration take feedback and make amendments as discussed.  
CARRIED

**PLANNING & DEVELOPMENT**

**SBC-21-171**

Driveway Request  
MOVED by Mayor Beets that Council approve the homeowner of 613 Fox Crescent to construct the driveway across municipal land for access to the property with the following conditions, above and beyond the standard conditions:

- 10 ft. maximum width
- To be completed to the standards set by the Public Works department including a culvert
- Should the driveway stop being used, or the Summer Village revokes approval at any point, the lands must be restored to the satisfaction of the Summer Village at the expense of the homeowner
- No parking whatsoever on the driveway on municipal property
- Access agreement is subject to renewal every 5 years

CARRIED

**COUNCIL REPORTS**

- Councillor Kimball
- Munis 101 training
- Deputy Mayor Willmon
- Joint Services Committee
  - Subdivision & Development Appeal Board training
  - Munis 101 training
- Mayor Beets
- Special meeting of Council
  - Association of Summer Villages of Alberta
  - Municipal Wastewater Onsite Construction Meetings
  - Sylvan Lake Regional Water and Wastewater Commission
  - Munis 101 training
  - Subdivision and Development Appeal Board Training
  - Lacombe Regional Emergency Management Plan Advisory Committee

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Town of Sylvan Lake Library Board

**SBC-21-172**

MOVED by Deputy Mayor Willmon to accept the Council reports and Committee reports as information.  
CARRIED

**NEXT MEETING**

**SBC-21-173**                      MOVED by Mayor Beets that the next meeting of Council be held on October 18, 2021, at 9:00 a.m.  
CARRIED

**ADJOURNMENT**

**SBC-21-174**                      MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 2:46 p.m.  
CARRIED

\_\_\_\_\_  
TERESA BEETS, MAYOR

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

## **Summer Village of Sunbreaker Cove**

**October 18, 2021**

### **Delegation**

### **Information Item**

### **Agenda Item: *Municipal Wastewater Line***

#### **Background:**

Delegates will be in attendance to discuss the next steps in moving forward with the Municipal Wastewater Line.

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

- 1) Council accept as information.

#### **Administrative Recommendations:**

Council accept as information.

#### **Authorities:**

n/a



## **Summer Village of Sunbreaker Cove**

### **Administration and Finance**

**Council Date: October 18, 2021**

### **Information Item**

#### **Agenda Item: *Accounts Payable Update***

#### **Background:**

Total payables processed and presented to Council \$ 909,636.60

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

- |  |    |            |
|--|----|------------|
| 1. Pidherney's                               | \$ | 802,825.96 |
| a. Wastewater Project Progress #4            |    |            |
| 2. Summer Village of Norglenwold             | \$ | 10,374.89  |
| a. August 2021 Municipal Specific Charges    |    |            |
| b. August 2021 Monthly Shared Costs          |    |            |
| 3. Summer Village of Norglenwold             | \$ | 9,168.06   |
| a. September 2021 Municipal Specific Charges |    |            |
| b. September 2021 Monthly Shared Costs       |    |            |
| 4. AB School Foundation Fund                 | \$ | 82,663.35  |
| a. ASFF School fund                          |    |            |

#### **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.

**Summer Village of Sunbreaker Cove****Administration and Finance****Council Date: October 18, 2021****Information Item****Agenda Item:** *Accounts Payable Update- Addition***Background:**

Total payables processed and presented to Council \$ 432,056.33

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

- |                                   |               |
|-----------------------------------|---------------|
| 1. Pidherney's                    | \$ 432,056.33 |
| a. Wastewater Project-Progress #2 |               |

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

Report Date  
2021-10-06 10:16 AM

Summer Village of Sunbreaker Cove  
**List of Accounts for Approval**  
As of 2021-09-30  
Batch: 2021-00073 to 2021-00080

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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**Bank Code: MAIN - General Bank**

Computer Cheques:

<b>770</b>	<b>2021-09-30</b>	<b>Pidherney's</b>	<b>Project-WW Progress #4</b>		
130112		297-191-840 - Project - Wastewater	Project-WW Progress #4	764,596.15	
		312-000-260 - GST Paid Refundat	GST Tax Code	38,229.81	802,825.96

EFT:

<b>221</b>	<b>2021-09-17</b>	<b>Summer Villages of Norglenwol</b>	<b>August Muni Specific Costs</b>		
2021-00153		261-000-110 - Development Serv	Canada Post-Register Mail	21.64	
		232-000-200 - Green Space Progr	TSL-Weigh Scale Ticket	14.29	
		232-000-240 - Tree Removal	TSL-Weigh Scale Ticket	11.55	
		232-000-200 - Green Space Progr	TSL-Weigh Scale Ticket	22.45	
		232-000-200 - Green Space Progr	TSL-Weigh Scale Ticket	8.15	
		232-000-200 - Green Space Progr	TSL-Weigh Scale Ticket	17.70	
		232-000-200 - Green Space Progr	TSL-Weigh Scale Ticket	13.60	
		232-000-200 - Green Space Progr	TSL-Weigh Scale Ticket	19.05	
		261-000-110 - Development Serv	Land Titles	30.00	
		261-000-110 - Development Serv	Land Titles	30.00	
		261-000-110 - Development Serv	Land Titles	33.00	
		272-000-500 - Buoys	Office Supp-Dock Moor Mai	45.00	
		272-000-500 - Buoys	Print-Dock Moor Mail Out	45.00	
		272-000-500 - Buoys	Postag-Dock Moor Mail Out	405.00	
		261-000-110 - Development Serv	AB Land Titles	10.00	
		212-400-220 - Council Mtg Expens	Hire Adv & Elect Missed	65.00	
		212-400-220 - Council Mtg Expens	Hire Adv & Elect Missed	65.00	
		212-400-220 - Council Mtg Expens	Hire Adv & Elect Missed	60.00	
		212-400-220 - Council Mtg Expens	Hire Adv & Elect Missed	65.00	
		212-400-220 - Council Mtg Expens	Hire Adv & Elect Missed	65.00	
		212-400-220 - Council Mtg Expens	Hire Elect Missed	55.00	
		232-000-200 - Green Space Progr	TSL Weigh Scale Ticket	21.75	1,123.18
2021-00157		212-100-110 - Salaries	Salaries	7,743.92	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	89.52	
		212-100-210 - Travel & Subsistenc	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	117.60	
		212-200-215 - Postage/Freight/Co	Postage/Freight	61.73-	
		212-200-500 - Printing Costs	Printing Costs	111.90	
		212-200-510 - Office Supplies	Office Supplies	190.32	
		212-300-217 - Phone/Fax/Internet	Phone/Fax	427.96	
		212-300-540 - Utilities	Utilities	201.37	
		212-300-250 - Facility Improvemer	Facility Improvements	93.23	
		212-300-255 - Facility Maintenanc	Facility Maintenance	174.46	
		212-300-263 - Condominium Cost	Condominium Cost	0.00	
		212-300-240 - Computer Software/	Computer Software	0.00	
		212-300-242 - IT Equipment	IT Equipment	36.05	
		212-300-265 - Equipment Mainten	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	40.04	
		212-300-510 - Other Contingency	Contingency	87.07	

Report Date  
2021-10-06 10:16 AM

Summer Village of Sunbreaker Cove  
**List of Accounts for Approval**  
As of 2021-09-30  
Batch: 2021-00073 to 2021-00080

Page 2

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		212-300-530 - Building Insurance	Building Insurance	0.00	9,251.71
			Payment Total:		10,374.89
<b>222</b>	<b>2021-10-04</b>	<b>Empringham Disposal Corp</b>	<b>Weekly Collection August 31</b>		
26148		243-000-200 - Waste Removal Co	Weekly Collection August	1,248.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	62.40	1,310.40
<b>223</b>	<b>2021-10-04</b>	<b>Go Services Inc.</b>	<b>Aug Portable Toilet Rental</b>		
15151483		272-000-510 - Parks & Playgrounc	Aug Portable Toilet Renta	856.85	
		312-000-260 - GST Paid Refundat	GST Tax Code	42.84	899.69
15150252		272-000-510 - Parks & Playgrounc	June's Portable Toilet Re	185.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	9.25	194.25
			Payment Total:		1,093.94
<b>224</b>	<b>2021-10-04</b>	<b>Rugged West Maintenance Inc.</b>	<b>Mowing &amp; Trim Aug 11 &amp; 25</b>		
1209		232-000-200 - Green Space Progr	Mowing & Trim Aug 11 & 25	2,000.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	100.00	2,100.00
<b>225</b>	<b>2021-10-06</b>	<b>Summer Villages of Norglenwol</b>	<b>Sept 2021 Muni Specific</b>		
2021-00163		261-000-110 - Development Servic	AB Land Titles	10.00	
		232-000-265 - Sign Program	ATS Traffic No Parking Si	232.68	
		232-000-265 - Sign Program	ATS Traffic-AB062906	34.14	
		212-400-220 - Council Mtg Expens	Raven Printing-Bus Cards	81.00	
		212-400-220 - Council Mtg Expens	Raven Printing-Bus Cards	81.00	
		261-000-110 - Development Servic	ATB MC ESRI Renewal	51.00	489.82
2021-00168		212-100-110 - Salaries	Salaries	6,855.98	
		212-100-130 - Training	Training	223.58	
		212-100-140 - Benefits	Shared Benefits	200.38	
		212-100-210 - Travel & Subsistenc	T&S	0.00	
		212-100-211 - WCB	WCB	110.16	
		212-100-266 - PW Fleet	Public Works Fleet	99.65	
		212-200-215 - Postage/Freight/Co	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	40.04	
		212-200-510 - Office Supplies	Office Supplies	468.36	
		212-300-217 - Phone/Fax/Internet	Phone/Fax	89.34	
		212-300-540 - Utilities	Utilities	232.12	
		212-300-250 - Facility Improvemer	Facility Improvements	0.00	
		212-300-255 - Facility Maintenanc	Facility Maintenance	239.61	
		212-300-263 - Condominium Cost	Condominium Cost	0.00	
		212-300-240 - Computer Software/	Computer Software	0.00	
		212-300-242 - IT Equipment	IT Equipment	78.98	
		212-300-265 - Equipment Mainten	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	40.04	
		212-300-510 - Other Contingency	Contingency	0.00	
		212-300-530 - Building Insurance	Building Insurance	0.00	8,678.24

Report Date  
2021-10-06 10:16 AM

Summer Village of Sunbreaker Cove  
**List of Accounts for Approval**  
 As of 2021-09-30  
 Batch: 2021-00073 to 2021-00080

Page 3

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	9,168.06
Other:					
<b>2868-Man</b> 11880	<b>2021-09-30</b>	<b>AB School Foundation Fund</b> 201-100-130 - ASFF-Residential	<b>ASFF School Fund</b> ASFF School Fund	82,663.35	82,663.35
<b>2869-Man</b> SEPT142021MPC	<b>2021-09-30</b>	<b>Debbie Ricalton</b> 261-000-220 - MPC Costs	<b>Sept 14 MPC Meeting</b> Sept 14 MPC Meeting	100.00	100.00
				Total for MAIN:	909,636.60

Certified Correct This September 30, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

Report Date  
2021-10-07 3:48 PM

Summer Village of Sunbreaker Cove  
**List of Accounts for Approval**  
As of 2021-10-07  
Batch: 2021-00081

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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**Bank Code: MAIN - General Bank**

Computer Cheques:

<b>771</b>	<b>2021-10-07</b>	<b>Pidherney's</b>	<b>WW Project-Progress # 2</b>		
128933		297-191-840 - Project - Wastewater	WW Project-Progress # 2	411,482.22	
		312-000-260 - GST Paid Refundat	GST Tax Code	20,574.11	432,056.33
				Total for MAIN:	432,056.33

Certified Correct This October 7, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

## Summer Village of Sunbreaker Cove

### Finance

### Information Item

### Agenda Item: *Quarterly Financial Report*

#### Background:

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

#### Options for Consideration:

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

#### Balances at September 30, 2021

- ATB Bank Account \$3,662,828.82
- Debenture - September 30, 2021
  - Long Term Debt 250,000.00

\*\*The first payment term will be withdrawn on December 15, 2021 in the amount of \$6,909.90.

#### Reserves and Deferred Accounts

• Accumulated Surplus	138,103.51
• Completions Deposits	21,500.00
• Deferred Revenue (Grants)	810,868.36
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	716.09
• Reserves Roads	406,709.00
• Reserves Wastewater	962,444.49
• Reserves General Operating	62,767.87
• Mill Rate Stabilization Fund	25,000.00

- Unpaid Taxes – 13 Properties - \$27,842.85
- Unpaid Utilities – 16 Properties - \$1,489.99 (2 are interest only).

#### Administrative Recommendations:

- 1) That Council discuss and accepts noted items as information.

**Authorities:**

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



Report Date  
2021-10-07 11:20 AM

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

Page 1

	Budget	2021 YTD	YTD
<b>Revenue</b>			
101-000-110 - Taxation	329,249.17	329,249.86	0.69
101-000-120 - Garbage Levy	28,569.00	28,462.00	(107.00)
101-000-125 - WW Rate Rider - Annual			
101-000-510 - Taxes Penalties & Cos	5,000.00	9,087.45	4,087.45
101-103-130 - DI - Designated Industrial	11.51	11.51	
112-000-410 - Sale of Services & Su	58.32	1,000.00	941.68
112-000-540 - Interest Charges		76.03	76.03
112-000-550 - Return on Investments	7,000.00	11,102.14	4,102.14
112-000-570 - Other Revenue		1,102.72	1,102.72
112-000-740 - MSI Operational	9,275.00	8,502.00	(773.00)
112-000-840 - Grant Lacombe	539.00	539.00	
121-000-530 - Fines Provincial Coll		368.00	368.00
161-000-410 - Compliance Certifica	533.70	400.00	(133.70)
161-000-510 - Inspection Fees	1,067.28	628.43	(438.85)
161-000-520 - Development Permits/Appeal Fees	1,601.11	6,574.30	4,973.19
161-000-590 - Encroachment Fees	1,050.00	700.00	(350.00)
<b>Total Revenue:</b>	<b>383,954.09</b>	<b>397,803.44</b>	<b>13,849.35</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-150 - Mayor Remuneration	9,000.00	7,401.00	1,599.00
211-101-210 - Mayor Trav & Sub	2,500.00	876.36	1,623.64
211-102-150 - Deputy Mayor Renumera	4,000.00	2,275.00	1,725.00
211-102-210 - D. Mayor Trav & Sub	1,500.00	515.96	984.04
211-103-150 - Councillor Remunerati	2,000.00	762.50	1,237.50
211-103-210 - Councillor Trav & Sub	1,000.00		1,000.00
211-201-212 - Alberta Summer Village Association	1,036.32		1,036.32
211-202-212 - Alberta Urban Municipalities Association	829.06		829.06
211-203-212 - Council Education Opportunity	450.00	625.00	(175.00)
211-301-220 - Mem. AUMA	950.00	823.74	126.26
211-302-220 - Mem. ASVA	975.00	975.00	
211-303-220 - Mem. FCM	165.45	95.97	69.48
211-304-220 - Mayors and Reeves Mem	109.94		109.94
<b>Total Council and Legislation:</b>	<b>24,515.77</b>	<b>14,350.53</b>	<b>10,165.24</b>
<b>Administration</b>			
212-100-110 - Salaries	79,668.14	63,913.12	15,755.02
212-100-130 - Training	2,111.21	1,392.39	718.82
212-100-140 - Benefits	2,978.85	1,632.74	1,346.11
212-100-210 - Travel & Subsistence	2,734.27		2,734.27
212-100-211 - WCB	1,905.79	421.56	1,484.23
212-100-266 - PW Fleet	1,426.49	789.80	636.69
212-200-215 - Postage/Freight/Couri	1,454.71	555.34	899.37
212-200-500 - Printing Costs	1,629.63	723.38	906.25
212-200-510 - Office Supplies	2,556.01	1,495.24	1,060.77
212-300-217 - Phone/Fax/Internet	1,663.73	1,186.65	477.08
212-300-240 - Computer Software/Mtn	1,222.23	2,072.95	(850.72)
212-300-242 - IT Equipment	838.32	1,454.09	(615.77)
212-300-250 - Facility Improvements	838.32	93.23	745.09
212-300-255 - Facility Maintenance	2,944.32	887.06	2,057.26
212-300-263 - Condominium Costs	855.55	760.80	94.75

Report Date  
2021-10-07 11:20 AM

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

Page 2

	Budget	2021 YTD	YTD
212-300-265 - Equipment Maintenance	360.18		360.18
212-300-270 - Equipment Rental	672.22	360.36	311.86
212-300-510 - Other Contingency	279.70	248.46	31.24
212-300-530 - Building Insurance	414.89		414.89
212-300-540 - Utilities	2,424.11	1,963.36	460.75
212-400-220 - Council Mtg Expenses	800.56	551.00	249.56
212-400-221 - Fees and Charges	6,500.00	1,592.70	4,907.30
212-400-222 - Advertising	1,139.95		1,139.95
212-400-230 - Legal Fees	4,269.64		4,269.64
212-400-231 - Audit Fees	6,309.36	4,593.85	1,715.51
212-400-232 - Assessment Fees	7,200.00	7,200.00	
212-400-233 - Accounting Software	2,000.00		2,000.00
212-400-275 - Municipal Insurance	3,735.93	2,689.66	1,046.27
212-400-910 - Tax Changes	100.00	(55.00)	155.00
212-400-920 - Infrastructure Reserve	16,216.00		16,216.00
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-401-220 - Election Expenses	5,000.00	3,904.98	1,095.02
<b>Total Administration:</b>	<b>163,250.11</b>	<b>100,427.72</b>	<b>62,822.39</b>
<b>Protective Services</b>			
223-000-200 - Contracted Fire Service	9,205.98	6,498.18	2,707.80
224-000-200 - Emergency Management	3,121.20	2,500.00	621.20
224-000-201 - Safety Equipment	208.08		208.08
225-000-200 - Policing Costs	9,089.00		9,089.00
226-000-200 - Enforcement	35,872.00	20,754.38	15,117.62
<b>Total Protective Services:</b>	<b>57,496.26</b>	<b>29,752.56</b>	<b>27,743.70</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	10,000.00	8,370.49	1,629.51
232-000-240 - Tree Removal	9,144.00	2,820.55	6,323.45
232-000-250 - Road Maintenance Program	16,000.00	5,780.00	10,220.00
232-000-255 - Plowing Program	26,000.00	9,126.25	16,873.75
232-000-265 - Sign Program	2,092.96	266.82	1,826.14
232-000-270 - Pathway Program	5,000.00	9,742.51	(4,742.51)
232-000-530 - Ditch & Culvert Progr	2,072.64	112.39	1,960.25
242-000-250 - SLR WasteWater Commis	8,463.00	4,883.99	3,579.01
242-000-251 - SLR Water Commission	1,000.00	346.75	653.25
242-000-253 - System Debenture Share	3,738.38		3,738.38
242-000-254 - Wastewater Project Costs	5,000.00	2,909.28	2,090.72
243-000-200 - Waste Removal Contrac	12,000.00	7,488.00	4,512.00
243-000-255 - Landfill Costs	16,500.00	14,682.40	1,817.60
<b>Total Public Works:</b>	<b>117,010.98</b>	<b>66,529.43</b>	<b>50,481.55</b>
<b>Planning and Development</b>			
261-000-110 - Development Services	1,200.00	719.92	480.08
261-000-115 - IDP	2,000.00	26.25	1,973.75
261-000-200 - Planning Projects	508.00		508.00
261-000-215 - SDAB Costs	310.90	1,401.74	(1,090.84)
261-000-220 - MPC Costs	1,865.38	800.00	1,065.38
<b>Total Planning and Development:</b>	<b>5,884.28</b>	<b>2,947.91</b>	<b>2,936.37</b>

Report Date  
2021-10-07 11:20 AM

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

Page 3

	Budget	2021 YTD	YTD
<b>Recreation</b>			
272-000-500 - Buoys	5,080.00	6,849.12	(1,769.12)
272-000-510 - Parks & Playgrounds	5,720.08	4,365.92	1,354.16
272-000-515 - Regatta	2,235.20	2,937.10	(701.90)
212-403-220 - FCSS Town of Sylvan	2,014.80	877.00	1,137.80
274-000-850 - Parkland Regional Lib	700.00	692.55	7.45
<b>Total Recreation:</b>	<b>15,750.08</b>	<b>15,721.69</b>	<b>28.39</b>
<b>Environment</b>			
273-101-150 - Red Deer River Waters	46.61	46.61	
<b>Total Environment:</b>	<b>46.61</b>	<b>46.61</b>	<b>0.00</b>
<b>Total Expenditures:</b>	<b>383,954.09</b>	<b>229,776.45</b>	<b>154,177.64</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>168,026.99</b>	<b>168,026.99</b>

Report Date  
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**Summer Village of Sunbreaker Cove**  
**ASFF Budget Report**  
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-100-130 - ASFF Residential	340,782.21	340,778.78	(3.43)
101-102-130 - ASFF Non-Residential	551.63	551.63	
101-103-130 - DI - Designated Industrial	11.51	11.51	
<b>Total Revenue:</b>	<b>341,345.35</b>	<b>341,341.92</b>	<b>(3.43)</b>
<b>Expenditures</b>			
201-100-130 - ASFF-Residential	340,782.21	247,438.43	93,343.78
201-200-130 - ASFF Non-Residential	551.63	551.63	
201-300-130 - DI - Designated Industrial	11.51		11.51
<b>Total Expenditures:</b>	<b>341,345.35</b>	<b>247,990.06</b>	<b>93,355.29</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>93,351.86</b>	<b>93,351.86</b>



Report Date  
2021-10-07 12:46 PM

**Summer Village of Sunbreaker Cove**  
**Capital Projects Budget**  
For the Period Ending September 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-191-840 - Project - MSI Wastewater Collection Sys	1,160,616.00	230,211.44	(930,404.56)
197-191-842 - Project - WW Borrowing/Collection Fee	1,165,007.00		(1,165,007.00)
197-191-843 - Project - WW Sewer Reserves Transfer	746,400.00		(746,400.00)
197-191-844 - Project - Reserves Pathway & Stairs	20,000.00		(20,000.00)
197-191-841 - Project - Drainage	100,000.00		(100,000.00)
101-000-125 - WW Rate Rider - Annual			
197-191-845 - WW - Rate Rider - Paid in Full		661,630.93	661,630.93
197-191-846 - WW - Tie Ins		159,482.28	159,482.28
197-191-847 - WW - Grinder Pumps		158,835.05	158,835.05
<b>Total Revenue:</b>	<b>3,192,023.00</b>	<b>1,210,159.70</b>	<b>(1,981,863.30)</b>
<b>Expenditures</b>			
297-191-840 - Project - Wastewater Collection System	3,017,000.00	1,580,180.86	1,436,819.14
297-191-842 - Project - WW Stantec Design Finalization	15,023.00	9,640.62	5,382.38
297-191-843 - Project - WW Other WWC	40,000.00		40,000.00
297-191-844 - Project - Pathway & Stairs	20,000.00		20,000.00
297-191-841 - Project - Drainage	100,000.00	8,250.70	91,749.30
297-191-846 - WW - Tie Ins			
297-191-847 - WW - Grinder Pumps		157,262.40	(157,262.40)
<b>Total Expenditures:</b>	<b>3,192,023.00</b>	<b>1,755,334.58</b>	<b>1,436,688.42</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(545,174.88)</b>	<b>(545,174.88)</b>

**Sunbreaker Cove Year End Forecast**

	2018 Total	2019 total	2020 Total	2021 Budget	2021 To Date	29021 YEF	YEF amount
Total Revenue	\$424,317.64	\$423,988.77	\$423,756.07	\$383,954.09	\$397,803.44	105%	403,151.79
Expenditures							
Council & Legislation	\$22,418.04	\$22,982.86	\$18,364.23	\$24,515.77	\$14,350.53	82%	\$20,102.93
Administration	\$117,687.35	\$150,239.33	\$136,569.18	\$163,250.11	\$100,427.72	96%	\$156,720.11
Protective Services	\$33,908.34	\$34,268.25	\$31,159.26	\$57,496.26	\$29,752.56	100%	\$57,496.26
Public Works	\$122,884.80	\$132,445.83	\$147,095.54	\$117,101.98	\$66,529.43	100%	\$117,101.98
Planning & Development	\$34,765.19	\$28,729.39	\$1,391.39	\$5,884.28	\$2,947.91	70%	\$4,119.00
Recreation	\$9,335.16	\$13,700.60	\$13,648.15	\$15,750.00	\$15,721.69	100%	\$15,750.00
Environment	\$40.50	\$430	\$45.90	\$46.61	\$46.61	100%	\$46.61
							\$371,336.88
Total Expenses	\$341,039.38	\$382,796.98	\$348,273.65	\$384,045.01	\$298,145.68	97%	

## Summer Village of Sunbreaker Cove

October 18, 2021

### Public Works

### Information Item

### Agenda Item: *Public Works Report*

#### Background:

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

- The Larch Road drainage project has been slightly delayed due to some minor changes that were required for the design to ensure that the walking trail remains functional. Significant tree clearing is expected to begin the week of October 11 and the project is expected to be fully completed by the end of October.
- Construction on the new set of stairs between Elk Street and Fox Crescent has been completed.
- Bollards will be re-installed at Glen's Cove and Sunset Cove on October 28.
- Pavement patching will be completed as part of the wastewater contract with Pidherney's. Asphalt will be placed by TJ Paving.
- Buoys have been removed for the winter. The buoy contract has expired so Administration will put a package together this winter to get pricing from contractors for a new buoy installation and removal contract. Buoys are being stored by Lakeview Contracting for the winter and will be stored by whoever is awarded the installation contract going forward.
- If Council chooses to go forward with riprap installation the procedure is done as follows:

The quotes provided are based on the contractor accessing the site and doing all the work from the lake during the winter months. (Doing the work during the winter makes access easier and reduces the measures that need to be taken to protect fish habitat)

Contractors will need to obtain approval from AEP prior to any work taking place. If Council wishes to have this work done in the winter of 2021 a decision will

need to be made by November to allow contractors time to complete the approval process.

Ice will be removed from the area where rocks are to be placed to minimize any settling in the spring.

Biodegradable fabric will be installed before rocks are placed. This is a requirement of AEP to reduce the amount of loose silt entering the lake. As the fabric breaks down vegetation becomes established within the rocks to help stabilize the ground underneath the rip rap.

Large boulders will be fit in along the shoreline. Contractors will use fieldstone to match the existing riprap on the shoreline. If they are unable to acquire fieldstone, limestone boulders will be used. Contractors have advised that fieldstone can be difficult to acquire as it is generally crushed into gravel.

Vegetation with stabilizing roots will be planted between gaps in the riprap every 3 square meters. These plants are generally varieties of Willows but can also include species such as Dogwoods or Saskatoons. These will be planted in the winter if ground conditions allow. If not, the contractor will come back in the spring to add in vegetation.

**Options for Consideration:**

Accept as information

**Authorities:**

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



## Summer Village of Sunbreaker Cove

October 18, 2021

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

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

#### The following is the listing for Sunbreaker Cove:

- |                      |   |
|----------------------|---|
| 1. 809 Sunhaven Way  | Shed  |
| 2. 1206 Marine Drive | Demolition                                    |
| 3. 717 Sunhaven Way  | Addition                                      |
| 4. 1105 Larch Road   | Dwelling                                      |
| 5. 669 Fox Crescent  | Dwelling & Detached Garage                    |
| 6. 1211 Pine Road    | Garage with Guest House                       |
| 7. 917 Deer Street   | Addition                                      |
| 8. 1319 Birch Road   | Shed  |
| 9. 1119 Poplar Road  | Dwelling Addition                             |
| 10. 633 Fox Crescent | Deck Addition & Hot Tub                       |
| 11. 805 Sunhaven Way | Demolition & Detached Garage with Guest House |
| 12. 1317 Birch Road  | Demolition                                    |
| 13. 711 Elk Street   | Deck  |
| 14. 613 Fox Crescent | Driveway                                      |

#### Active development permits for the operation of a Tourist Home:

15. 1309 Breakers Way
16. 1126 Breakers Way
17. 1323 Birch Road
18. 635 Fox Crescent
19. 1318 Balm Road
20. 641 Fox Crescent **(NEW)**
21. 685 Fox Crescent **(NEW)**

#### Administrative Recommendations:

Council to accept as information.

**Authorities:**

Land Use Bylaw #99/13.

## **Summer Village of Sunbreaker Cove**

### **Council and Legislation**

#### **Information Item**

#### **Agenda Item:** *Subdivision and Development Appeal Board Advertising*

##### **Background:**

Administration received an inquiry about the advertising required for a Subdivision and Development Appeal Board hearing and if these hearings must be advertised in the local newspaper as is current practice.

After reviewing the *Municipal Government Act* and speaking with the Land and Property Rights Tribunal of Alberta, Administration can confirm that advertising in the local newspaper is not a requirement.

The current cost for these ads is \$303.62 per publication plus GST and Administration runs these ads in the local newspaper for the 2 weeks prior to the hearing.

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

- 1) Council accepts as information.

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

- 1) Council accepts as information.

##### **Authorities:**

MGA 686(3)

**(3)** The board hearing an appeal referred to in subsection (1) must give at least 5 days' notice in writing of the hearing

- (a) to the appellant,
- (b) to the development authority whose order, decision or development permit is the subject of the appeal, and
- (c) to those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.

**Summer Village of Sunbreaker Cove**

**October 14, 2021**

**Council & Legislation**

**Request for Decision**

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

**Background:**

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

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

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

**Options for Consideration:**

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

**Administrative Recommendations:**

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

**Authorities:**

Parkland Regional Library Agreement



# Proposed BUDGET 2022

**Proposed 2022 Budget**  
**PARKLAND REGIONAL LIBRARY SYSTEM**

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

## Notes for the Parkland Regional Library System Budget 2022

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

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

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

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

Points within the budget to note include:

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

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.



# Parkland Regional Library System

## Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



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

**Brief Notes – September 2022****INCOME**

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

**SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES**

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

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

#### PRLS Circulating Collections

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

#### COST OF SERVICES

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

## Complete Notes to the 2022 Budget

### Proposed 2022 Budget Parkland Regional Library System

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

#### Income – line details

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

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

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

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

##### *1.3 Membership Fees:*

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

*1.4 Alberta Rural Library  
Services Grant:*

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

*1.5 Interest Income:*

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

<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2021</b>	<b>2022</b>
<b>2.1</b>	Alberta Rural Library Services Grant	428,738	429,742
<b>2.2</b>	Allotment Funds issued to Libraries	249,546	256,396
<b>2.3</b>	Cataloguing Tools	3,000	3,000
<b>2.4</b>	Computer Maint. Agree. Software licenses	197,690	201,885
<b>2.5</b>	Cooperative Collection Fund	0	35,835
<b>2.6</b>	eContent Platform fees, Subscriptions	53,700	78,100
<b>2.7</b>	FN Provincial Grant expenses	78,839	78,839
<b>2.8</b>	Freight	1,800	1,800
<b>2.9</b>	Internet Connection Fees	14,400	8,820
<b>2.10</b>	Marketing/Advocacy	5,000	20,000
<b>2.11</b>	Member Library Computers Allotment	66,010	68,070
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,100	1,000
<b>2.14</b>	ILL Postage Reimbursement for libraries	4,500	4,500
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	25,000	18,500
<b>2.16</b>	Vehicle expense	46,000	46,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	3,000	5,000
<b>2.19</b>	eContent	47,500	57,500
<b>2.20</b>	Large Print	10,000	10,000
<b>2.21</b>	Programming Kits	2,000	2,000
<b>2.22</b>	Reference	4,500	4,000
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,257,123</b>	<b>1,345,787</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 2017 level.

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

*2.9 Internet Connection**Fees:*

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

*2.10 Marketing/Advocacy:*

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

*2.11 Member Library**Computers:*

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

*2.12 Outlet - Contribution to Operating:*

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

*2.13 Periodicals:*

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

*2.14 ILL Postage**Reimbursement for Libraries:*

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

*2.15 Supplies purchased Cataloguing/Mylar:*

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

*2.16 Vehicle Expense:*

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

*2.17 Workshop/Training:*

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.



**PRLS Circulating Collections**

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

<b>Cost of Services</b>		<b>2021</b>	<b>2022</b>
<b>3.1</b>	Audit	17,400	16,500
<b>3.2</b>	Bank expenses	2,000	1,600
<b>3.3</b>	Bank Investment Fees	4,300	4,700
<b>3.4</b>	Building-Repairs/Maintenance	18,000	18,000
<b>3.5</b>	Dues/Fees/Memberships	11,750	12,200
<b>3.6</b>	Insurance	18,500	19,000
<b>3.7</b>	Janitorial/Outdoor maintenance expense	32,500	34,000
<b>3.8</b>	Photocopy	7,000	4,000
<b>3.9</b>	Publicity/Trade Show	4,100	0
<b>3.10</b>	Salaries	1,607,281	1,588,659
<b>3.11</b>	Salaries - Employee Benefits	354,497	349,505
<b>3.12</b>	Staff Development	20,000	20,000
<b>3.13</b>	Supplies/Stationery/Building	30,036	32,500
<b>3.14</b>	Telephone	12,000	8,000
<b>3.15</b>	Travel	9,000	8,000
<b>3.16</b>	Trustee expense	34,000	35,000
<b>3.17</b>	Utilities	39,000	39,000
<b>TOTAL Cost of Services</b>		<b>2,221,364</b>	<b>2,190,664</b>

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

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

*3.5 Dues/Fees/**Memberships:*

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

*3.6 Insurance:*

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

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

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

*3.8 Photocopy:*

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

*3.9 Publicity/Trade Show:*

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

*3.10 Salaries:*

reduced to reflect the current staffing level.

*3.11 Salaries-Employee**Benefits:*

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

*3.12 Staff Development:*

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

*3.13 Supplies/Stationery/  
Building:*

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

*3.14 Telephone:*

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

*3.15 Travel:*

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

*3.16 Trustee Expense:*

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

*3.17 Utilities:*

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

**Proposed 2022 Budget**  
**PARKLAND REGIONAL LIBRARY SYSTEM**

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

**Budget Supplement****Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.**

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

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

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

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

## Parkland Regional Library System

### Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves  
In passing the budget you agree to the movement of funds between reserves and operating  
as defined below and based on policy.

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

Technology Reserve	
Budgeted for member library computers	\$68,070
	<hr/>
	<b>\$141,611</b>

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#### **4 CAPITAL ASSET EXPENSE ALLOCATION**

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Current year Amortization estimated - PRLS Assets	\$33,759	<b>B</b>
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Amortization expense anticipated (w/o building amount)	\$79,582	<b>A</b>
<i>(actual amount will be affected by asset disposals during the year)</i>		
	<hr/>	
	<b>\$113,341</b>	



## **Summer Village of Sunbreaker Cove**

**October 18, 2021**

### **Council and Legislation**

#### **Request for Decision**

**Agenda Item:** *Sylvan Lake Management Committee*

#### **Background:**

At the September 28, 2021, Council meeting, Council made a motion to rescind the Sylvan Lake Management Plan. Administration has received a request from Roger Dufrense, Chair of the Sylvan Lake Management Committee, asking Council to pass a motion dissolving the Sylvan Lake Management Committee.

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

- 1) That Council accept as information.
- 2) That Council move to dissolve the Sylvan Lake Management Committee

#### **Administrative Recommendations:**

- 1) That Council move to dissolve the Sylvan Lake Management Committee.

#### **Authorities:**

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.

September 20, 2021

Dear Member Municipalities,

On September 8, 2021, the Sylvan Lake Management Committee (SLMC) held their regular meeting where they discussed the previously requested repeal of the Sylvan Lake Management Plan and subsequent future of the SLMC. The Committee agreed that similar to the redundancy between the Sylvan Lake Management Plan and the Sylvan Lake Intermunicipal Development Plan (IDP), two committees to deal with the health and sustainability of the watershed was unnecessary. Given that the IDP states that an IDP Committee will need to be established to oversee the plan and its implementation, the SLMC determined that the Management Committee would no longer be necessary.

At that meeting the following motion was made:

Moved by N. Rattan to dissolve the Sylvan Lake Management Committee following this meeting.

**Carried**

As the Chair of the Sylvan Lake Management Committee, I am requesting on the Committee's behalf, that the member municipalities consider withdrawing their participation and membership in the Sylvan Lake Management Committee and further that they support the Sylvan Lake Management Committee's decision to dissolve the Committee, as the new IDP Committee will be established to promote sustainable land development and protect the health of the watershed.

Should you have any questions please feel free to contact me at [roger.gj.dufresne@gmail.com](mailto:roger.gj.dufresne@gmail.com).

Sincerely,



Roger Dufresne  
Chair, Sylvan Lake Management Committee

## **Summer Village of Sunbreaker Cove**

### **Council and Legislation**

#### **Request for Decision**

#### **Agenda Item: *Utility Bylaw***

#### **Background:**

Last month Council discussed a first draft of the Wastewater Utility Bylaw 165-21. Edits have been made and the bylaw is now presented to Council for first reading. The Wastewater Utility Bylaw sets out the rates, billing, and collection of fees for the Sunbreaker Cove Municipal Wastewater System.

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

- 1) Council to give first reading to Bylaw 165-21.
- 2) Council to discuss and give direction to administration.

#### **Administrative Recommendations:**

- 1) Council to give first reading to Bylaw 165-21.

**SUMMER VILLAGE OF SUNBREAKER COVE  
WASTEWATER UTILITY BYLAW  
BY-LAW 165-21**

**A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, TO REGULATE THE RATES, BILLING, AND COLLECTION OF FEES FOR THE MUNICIPAL WASTEWATER SYSTEM IN THE SUMMER VILLAGE OF SUNBREAKER COVE.**

Being a Bylaw of the Summer Village of Sunbreaker Cove to provide for the connection to and provision of sewage services to residents of the Summer Village of Sunbreaker Cove.

WHEREAS The Municipal Government Act, RS.A. 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting public utilities;

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

1 TITLE AND GEOGRAPHIC SCOPE

- 1.1 This Bylaw may be referred to as the "Summer Village of Sunbreaker Cove Utility Bylaw".
- 1.2 This Bylaw shall only be applicable within the boundaries of the Summer Village of Sunbreaker Cove, as depicted in Schedule "A" attached hereto.

2 DEFINITIONS AND INTERPRETATION

- 2.1 In this Bylaw:
  - a) "Council" means the Council of the Summer Village of Sunbreaker Cove.
  - b) "Customer" means any person who is the Owner and thereby occupant of any premises connected to or provided with utility services pursuant to this Bylaw.
  - c) "Chief Administrative Officer" means the Chief Administrative Officer for the Summer Village of Sunbreaker Cove or his or her delegate.
  - d) "Owner" means the registered Owner of land and includes the purchaser thereof, and where the context so requires the Owner of the land receiving goods or services pursuant to this Bylaw.
  - e) "Person" means a human being, a corporation or other legal entity.
  - f) "Summer home" means a home that does not have the proper insulation, water, or heating systems to be lived in year-round, therefore, the plumbing needs to be purged of water to avoid pipes freezing during the season when the home is vacant.
- 2.2 The Preamble and Schedules attached to this Bylaw form part of this Bylaw.

- 2.3 In this Bylaw the reference to the male gender shall include the female, and the singular shall include the plural and vice versa.
- 2.4 Where a word or term in the Bylaw is defined by this Bylaw, derivatives of that word or term shall be interpreted to have the same general meaning as the defined word or term, as the context may require.

3 DELEGATION OF AUTHORITY

- 3.1 Council hereby delegates to the Chief Administrative Officer authority to do all things necessary in order to fulfill the responsibilities and duties of the Summer Village with respect to the delivery of utility services under the Municipal Government Act and this Bylaw. The Summer Village Chief Administrative Officer is responsible for the operation of the sewage system in accordance with:
  - 3.1.1 Provincial and Federal Statutes and Regulations
  - 3.2.2 This Bylaw and related Regulations
- 3.2 The Summer Village Chief Administrative Officer may delegate to one or more Summer Village employees any of the duties hereby delegated to the Summer Village Chief Administrative Officer.

4 RATES, BILLING AND COLLECTION

- 4.1 The rates to be charged to Customers for the disposal of wastewater to the Summer Village Wastewater System are prescribed in Schedule “B” of this Bylaw.
- 4.2 A utility bill showing actual or estimated amounts for all service charges to the Customer shall be prepared and delivered annually. The wastewater service charges, and any other charge authorized by a Bylaw of the Summer Village of Sunbreaker Cove may be combined on a single Customer bill, but each charge shall be shown separately.
- 4.3 No reduction in rates or charges shall be made for any interruption of wastewater services during a billing period.
- 4.4 All utility bills are due and payable upon receipt of billing with payment to be made at the Summer Village of Sunbreaker Cove office or at such other place as may be designated from time to time by the Summer Village Chief Administrative Officer.
- 4.5 non-receipt of a utility bill shall not exempt the Customer from payment of the services rendered.
- 4.6 Any wastewater account balance which remains unpaid more than one month after the billing date shall have added to their account a late payment fee as specified in Schedule “C” based on the combined account balance including other services and charges included on the utility bill by the Summer Village of Sunbreaker Cove.
- 4.7 Where a utility account has been outstanding for a period of sixty (60)

days, a notice shall be mailed to the Customer and the registered Owner of the property if the Customer is not the registered Owner, warning that wastewater service may be shut off unless full payment of the account is received within (7) seven days of the notice. If payment is not received with the seven (7) day period, the Summer Village may (but is not required to) hand deliver, or post a final notice on the property, warning the wastewater services shall be shut off unless full payment of the account is received within two (2) days of the final notice. Payment must be made by cash, certified cheque, or debit card, failing which, services may be disconnected.

- 4.8 Where utility services have been shut off for non-payment of a utility account in accordance with Section 4.7, the sewer service shall not be turned on until such time as the account, including penalties and a reconnection fee as prescribed in Schedule “C” has been paid. Payment must be by cash, certified cheque, or debit card.
- 4.9 Notwithstanding Section 4.7, where the Customer is unable to pay the entire amount of the outstanding utility account the Summer Village Chief Administrative Officer may, upon negotiation of a satisfactory repayment schedule, postpone the shut-off of wastewater services.
- 4.10 Where a utility account or other charges under this Bylaw remain unpaid, the Summer Village Chief Administrative Officer may add the unpaid utility or other charges to the tax roll account of the property.
- 4.11 The Summer Village Chief Administrative Officer may undertake collection of any unpaid utility accounts by any means provided by the law.
- 4.12 Any person wishing to discontinue receiving wastewater services from the Summer Village shall give five (5) working days’ notice of the same to the Summer Village office, otherwise the rates will continue until such notice is given or the wastewater service is turned off.
- 4.13 Where wastewater service is to be discontinued a final billing will be calculated on a prorated basis from the date of the last billing to the date of discontinuance of service.

5

PENALTIES

- 5.1 Charges as prescribed in Schedule “C” will be imposed on any Customer issuing a cheque to the Summer Village of Sunbreaker Cove which is dishonored or returned with a notification of non-sufficient funds (NSF) and those charges shall be added to their account.

6

MISCELLANEOUS

This Bylaw shall come into full force and effect on the date of passing.

**INTRODUCED AND GIVEN FIRST READING** this18th day of October 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

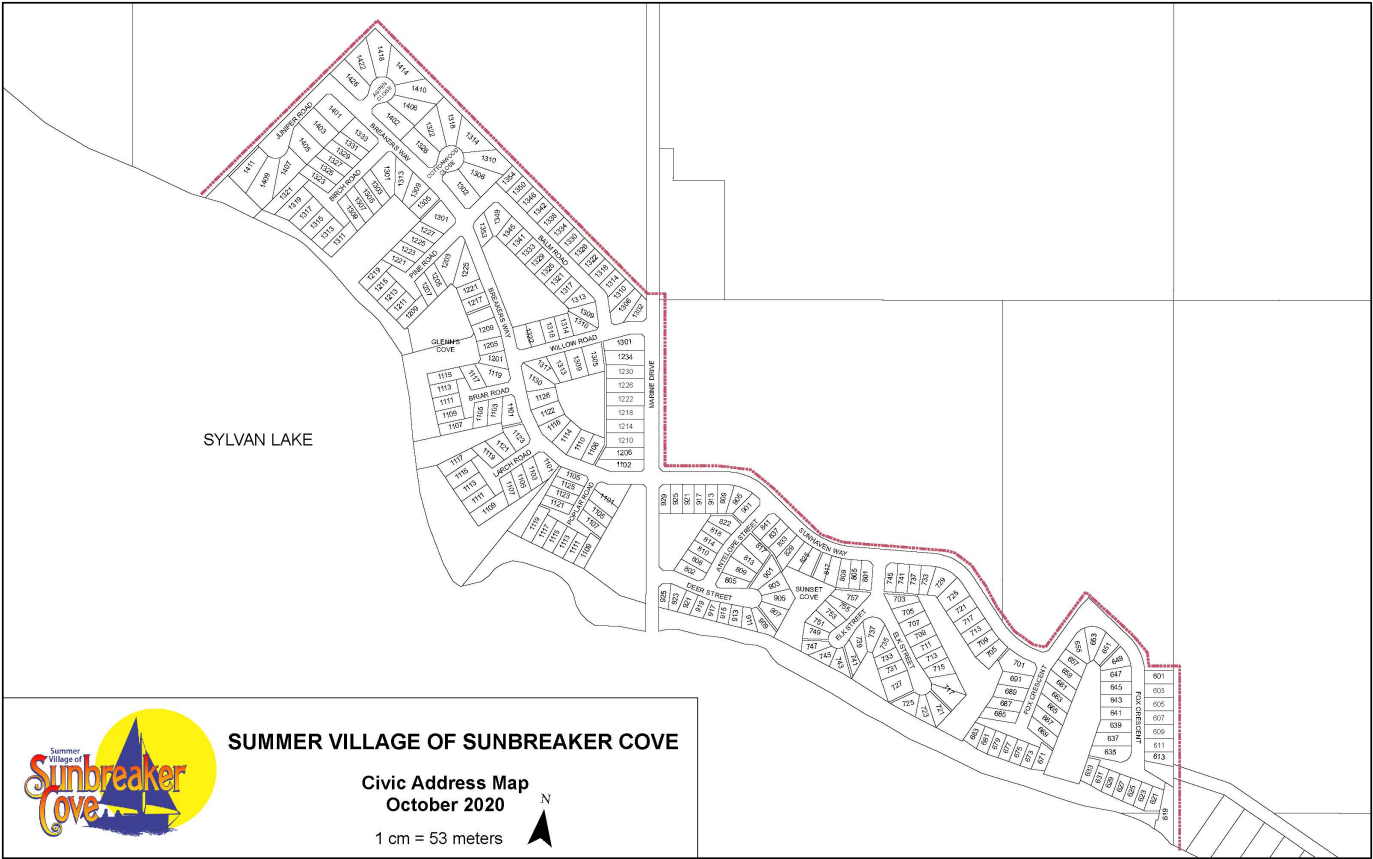
**GIVEN SECOND READING** this \_\_\_\_day of \_\_\_\_ 2021

**GIVEN THIRD AND FINAL READING** this\_\_\_\_ day of \_\_\_\_ 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

SCHEDULE “A’





SCHEDULE “B”

Residential Rates

Schedule B

Residential Rates

Rates Effective: \_\_\_\_\_ 2021

- Each Customer shall be invoiced once a year for sewer services supplied:
- If the home has the capacity to be occupied in the winter, the charge will be \$450/year, or
  - If the home does not have the capacity to be occupied in the winter and is a summer home, the charge will be \$180/year.

- The lower fee only available if you declare to Summer Village Administration in writing (letter or email) that sewer services cannot be used in the winter:
- at the time of connection is requested, and
  - annually thereafter prior to March 31.

The initial cost will be pro-rated to reflect when the home is connected to the sewer services. The proration for homes not capable of being used in the winter shall consider the extent they were connected after May 1 and a typical seasonal occupancy of 40% of a calendar year.

SCHEDULE “C”

Sewage Line Connection Rates	At Cost +25%
Repair to damaged standpipe	At Cost +25%
Cleaning plugged sewage	At Cost +25%
After hours	At Cost +25%
Reconnection fee	\$250.00
Administration fee (initiating account)	\$15.00
Late payment fees	2% per month
N.S.F. Fee	\$150.00
Miscellaneous items at costs +25% as determined by the Summer Village Chief Administrative Officer.	

**Summer Village of Sunbreaker Cove****October 18, 2021****Public Works****Request for Decision****Agenda Item: *Sewer Connection Form*****Background:**

Administration has drafted a form to be sent out to all property owners in Sunbreaker Cove and to be posted on the Summer Village website. This form is intended to give Administration the assurance that residents and contractors understand the major requirements for connecting to the municipal sewer system and to receive written confirmation that these requirements have been met prior to Administration opening the properties curb stop valve connecting them to the main system.

Administration will be receiving copies of each closed plumbing permit from Superior Safety Codes. Before opening a properties curb stop valve Administration will verify that we have received a copy of this form filled out in full and confirmation from Superior Safety Codes that the property has passed inspection.

**Options for Consideration:**

1. Council move to approve that submission of the attached form and confirmation from Superior Safety Codes of a passed inspection as requirements for properties prior to Administration opening their curb stop.
2. Council move to amend the attached form.
3. Council accept as information.

**Administrative Recommendations:**

Council move to approve that submission of the attached form and confirmation from Superior Safety Codes of a passed inspection as requirements for properties prior to Administration opening their curb stop.

**Authorities:**

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"

# Summer Village of Sunbreaker Cove

## Application for Municipal Sewer System Connection

**To be completed by installer:**

Date: \_\_\_\_\_ Roll # \_\_\_\_\_

Owner/s: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

 Permanent Use (home has the capacity to be occupied year round): ☐

 Seasonal Use (home is not able to be occupied during winter months): ☐

 New or existing tank: Existing septic/holding tank ☐

 New septic/holding tank ☐

Type of pump: \_\_\_\_\_ Name and Model: \_\_\_\_\_

It is imperative that the grinder pump selected by the owner or their installer be capable of operating connected to a low-pressure sewer system. **The Summer Village requires that a Liberty LSGX 2-stage grinder pump or an approved equivalent be used by all connected residents. The Summer Village also requires the installation of check valve on each private system.**

Approval from Summer Village Administration or Stantec if other than recommended pump is used:

 N/A: ☐ Yes: ☐ No: ☐

Contractor/Installer/Plumber: Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Each property is required to have an inspection completed by Superior Safety Codes prior to the Summer Village opening their curb stop.

Applicant signature: \_\_\_\_\_

**Office use only:**

 Hook up acceptable: Yes ☐ No ☐

Additional Information: \_\_\_\_\_

Actual date of turn on: \_\_\_\_\_

Turned on by: \_\_\_\_\_

**Summer Village of Sunbreaker Cove**

**October 18, 2021**

**Council Reports**

**Information Item**

**Council Reports:**

Teresa Beets  
Jim Willmon  
Keith Kimball

**Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

**Information Items:**

- Joint Services Committee Minutes

**Upcoming Meetings:**

Next Council Meeting – November 15, 2021



## PRLS Board Meeting Minutes September 16, 2021

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

**Present:** Debra Smith (Board Chair)

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

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

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

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

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

### Call to Order

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

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

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

CARRIED  
PRLS 30/2021

## 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED  
PRLS 31/2021

**1.2. Approval of Minutes**

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

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

CARRIED  
PRLS 32/2021

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

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

**2.5. Business Arising from the Consent Agenda**

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

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

CARRIED  
PRLS 33/2021

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

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

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

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

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

**3.2. Approval of PRLS Budget 2022**

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

Points within the budget to note include:

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

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

No questions were raised by the board about the budget.

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

CARRIED  
PRLS 35/2021

### 3.3.1. Approval of the Movement of Reserve Funds

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

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

Policy statement 4.4.13 states:

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

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

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

CARRIED



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

CARRIED

PRLS 36/2021

### 3.3.2. Personnel Policy Revision

Smith reviewed. Policy statement 4.10.2 states:

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

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

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

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

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

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

CARRIED

PRLS 37/2021

### 3.4. Advocacy Committee Report

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

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

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

Motion by Cindy Trautman to receive for information

CARRIED

PRLS 38/2021

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

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

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

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2021

### 3.6. **OverDrive and eSharing eResources**

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

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

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

Motion by Janine Stannard to receive for information.

CARRIED

PRLS 40/2021

### 3.7. **Parkland Art Appraisal**

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

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

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 41/2021

### **3.8. November Board Meeting**

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

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

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

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

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

#### **3.9.1. Director's Report**

#### **3.9.2. Library Services Report**

#### **3.9.3. IT Report**

#### **3.9.4. Marketing Report**

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

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

CARRIED  
PRLS 42/2021

**3.10. Parkland Community Update**

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

**4. Adjournment**

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

CARRIED

PRL 43/2021

Meeting adjourned at 11:37 a.m.

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Chair

DRAFT



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 16, 2021

#### Budget 2021

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

#### Movement of Reserve Funds

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

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

Policy now states:

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

#### Personnel Policy Revision

Policy statement 4.10.2 previously specified that:

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

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

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

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

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

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

#### National Day for Truth and Reconciliation

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

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

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

## OverDrive and eSharing eResources

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

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

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

## Advocacy Committee Report

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

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

## Board Members Present

Debra Smith (Board Chair)

## Board Members Present via Zoom

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

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

## Guests

Ken Allan from Public Library Services Branch (PLSB)

## With Regrets

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

## Absent

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

## Staff

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

**Next Meeting: November 4, 2021, 10:00 AM**

**(Zoom)**

Joint Service Committee  
Regular Meeting Minutes  
September 2, 2021

G-1,2,3

**IN ATTENDANCE**

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

**CALL TO ORDER**

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

**AGENDA APPROVAL**

**JSC-21-11**

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

**INFORMATION ITEMS**

- 1) Orientation / SWOT
- 2) Organizational Meeting

**JSC-21-12**

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

CARRIED

**JSC-21-13**

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

CARRIED

**JSC-21-14**

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

CARRIED

**JSC-21-15**

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

CARRIED

- 3) 2<sup>nd</sup> Quarter Shared Costs

**JSC-21-16**

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

CARRIED

**REQUESTS FOR DECISION**

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

**JSC-21-17**

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

CARRIED

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

**JSC-21-18**

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

**JSC-21-06**

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

CARRIED

**ADJOURNMENT**

**JSC-21-10**

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

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ROGER DUFRESNE, CHAIR

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TANNER EVANS, CAO