

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
OCTOBER 17, 2022 @ 8:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 19, 2022
 - Municipal Planning Commission, September 19, 2022

D. TABLED ITEMS

1) Planning & Development

 a) Encroachment Policy

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Finance

 a) Parkland Regional Library Board

2) Council & Legislation

- a) Boat Mooring Bylaw
- b) Electronic Meetings Bylaw

3) Planning & Development

 a) MR Tree Removal

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Mayor Willmon
- b) Deputy Mayor Kimball
- c) Councillor Beets

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – November 14, 2022

H. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
September 19, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held September 19, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Jim Willmon
	Deputy Mayor:	Keith Kimball
	Councillor:	Teresa Beets via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau

CALL TO ORDER The meeting was called to order at 10:02 a.m. by Mayor Willmon.

AGENDA APPROVAL

SBC-22-117 MOVED by Deputy Mayor Kimball that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

SBC-22-118 MOVED by Councillor Beets that the minutes of the Regular Meeting of Council held on July 11, 2022, be approved as presented.
CARRIED

SBC-22-119 MOVED by Mayor Willmon that the minutes of the Organizational Meeting of Council held on July 11, 2022, be approved as presented.
CARRIED

SBC-22-120 MOVED by Deputy Mayor Kimball that the minutes of the Municipal Planning Commission Meeting held on July 25, 2022, be approved as presented.
CARRIED

SBC-22-121 MOVED by Mayor Willmon that the minutes of the Special Meeting held on July 27, 2022, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update
- 3) CAO Report
- 4) Tourist Home Resident Correspondence

SBC-22-122 MOVED by Councillor Beets that Council accepts the information items as presented.
CARRIED

REQUESTS FOR DECISION

FINANCE

- SBC-22-123

Tax Penalty Removal Request

MOVED by Mayor Willmon that Council deny the tax penalty removal request as the request does not establish a bona fide need nor an extenuating circumstance.

CARRIED
- SBC-22-124

Audit Engagement 2022

MOVED by Deputy Mayor Kimball that Council sign the Audit engagement letter as presented.

CARRIED

COUNCIL & LEGISLATION

- SBC-22-125

Association of Summer Villages of Alberta

MOVED by Councillor Beets that Mayor Willmon and Deputy Mayor Kimball attend the Association of Summer Villages of Alberta Conference on October 20th & 21st, 2022, at the Renaissance Hotel and Conference Center in Edmonton.

CARRIED
- SBC-22-126

Encroachment Fees Waiver Request

MOVED by Deputy Mayor Kimball that Council deny the request to waive the encroachment fee for the owner of 1353 Balm Road.

CARRIED
- SBC-22-127

Abandoned Boat Lift

MOVED by Mayor Willmon that Administration send a letter to Darryl Fedor, the resident, asking he remove the abandoned boat lift by the end of May 2023, and advise if not removed by this date, it will be treated as abandoned property.

CARRIED
- Bylaw #174-22

SBC-22- 128

Procedural Bylaw

MOVED by Deputy Mayor Kimball that Council give 1st reading to the Procedural Bylaw #174-22.

CARRIED
- SBC-22-129

MOVED by Councillor Beets that Council give 2nd reading to the Procedural Bylaw #174-22.

CARRIED
- SBC-22-130

MOVED by Mayor Willmon that by unanimous consent Council give 3rd reading to the Procedural Bylaw #174-22 at this meeting.

UNANIMOUSLY CARRIED
- SBC-22-131

MOVED by Deputy Mayor Kimball that Council give 3rd and final reading to the Procedural Bylaw #174-22.

CARRIED

SBC-22-132 Strategic Planning
MOVED by Mayor Willmon that Council include open spaces, shoreline armourment, road overlay, and drainage options as strategic planning projects for 2023.
CARRIED

Council break at 11:55 a.m.
Council reconvened at 12:08 p.m.

PUBLIC WORKS

SBC-22-133 Drainage Options
MOVED by Councillor Beets that Council move forward with the recommendations provided and have WSP prepare cost estimates for various options, with funding to come from land improvements.
CARRIED

PLANNING & DEVELOPMENT

SBC-22-134 Encroachment Agreement Policy
MOVED by Deputy Mayor Kimball that Council table the Encroachment Policy until the next meeting.
CARRIED

COUNCIL REPORTS

- Deputy Mayor Kimball
- No reports
- Councillor Beets
- Association of Summer Villages of Alberta
- Mayor Willmon
- B4 Dock Captains

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

SBC-22-135 MOVED by Mayor Willmon to accept the Council and Committee reports as information.
CARRIED

NEXT MEETING

SBC-22-136 MOVED by Mayor Willmon that the next meeting of Council be held on October 17, 2022, at 8:30 a.m.
CARRIED

CLOSED SESSION

SBC-22-137 MOVED by Mayor Willmon that Council move to a closed session to seek advice from officials as per FOIP Section 24, at 12:35 p.m.
CARRIED

SBC-22-138 MOVED by Councillor Kimball that Council return to an open meeting at 12:57 p.m.
CARRIED

SBC-22-139 MOVED by Mayor Willmon that Administration give consideration to the ability to charge a special tax in place of the rate rider for properties that are not currently able to generate wastewater.
CARRIED

ADJOURNMENT

SBC-22-140 MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 1:05 p.m.
CARRIED

JIM WILLMON, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held September 19, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Keith Kimball
Member-at-Large: Debbie Ricalton via Zoom
Member-at-Large: Marny Paul via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Applicant(s): Wes Baird
Ashley Morgan via Zoom
Rhys Morgan via Zoom

CALL TO ORDER: Chair Kimball called the meeting to order at 8:30 a.m.

AGENDA:

MPC-22-015 Moved by Debbie Ricalton to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

1. 717 Sunhaven Way

Application for 717 Sunhaven Way (Lot 9, Block 5, Plan 1823MC) requesting a variance for an existing shed permit in the Summer Village of Sunbreaker Cove.

Wes Baird left the meeting at 8:40 a.m.

2. 1314 Balm Road

Application for 1314 Balm Road (Lot 4, Block 8, Plan 5969MC) requesting a tourist home permit in the Summer Village of Sunbreaker Cove.

Kara Kashuba, Ashley Morgan, and Rhys Morgan left the meeting at 8:48 a.m.

DECISIONS

1. 717 Sunhaven Way

MPC-22-016 Moved by Councillor Kimball that the Municipal Planning Commission deny the development permit for a variance for an existing shed permit and advise applicant the shed must be brought into compliance for the following reasons:

- The shed was originally erected without compliance with the Land Use Bylaw

Initials

- The requested variance should have been requested at the time the shed was erected
- The Municipal Planning Commission's direction is to bring non-compliant developments into compliance when development applications are brought forward

CARRIED

2. 1314 Balm Road

MPC-22-017

Moved by Debbie Ricalton that the Municipal Planning Commission approve the development permit for a tourist home at 1314 Balm Road subject to the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 12.
- The owner/operator of the tourist home is responsible for informing the Summer Village Office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property.
- Adjacent landowners to be provided contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.

CARRIED

ADJOURNMENT:

MPC-22-018

Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:05 a.m.

CARRIED

KEITH KIMBALL, CHAIR

TANNER EVANS, CAO

Initials



Summer Village of Sunbreaker Cove

October 17, 2022

Planning and Development

Request for decision

Agenda Item: *Encroachment Agreement Policy*

Background:

During the June and September Council meeting, Council reviewed the currently Encroachment Agreement Policy and the Development of Stairs and Decks on E.O.S. Lands Policy. It was requested that administration combine the two policies and make appropriate amendments for Council consideration.

Administration has included a draft Encroachment Policy and a letter to residents as amended by Councils request.

Options for Consideration:

1. Council to approve the Encroachment Policy with or without amendments and direct administration to mail the letter to all village residents. This policy would override the existing Encroachment Policy and Development of Stairs and Decks on E.O.S. Lands Policy.
2. Accept as information.

Administrative Recommendations:

Council to approve the Encroachment Policy with or without amendments and direct administration to mail the letter to all village residents. This policy would override the existing Encroachment Policy and Development of Stairs and Decks on E.O.S. Lands Policy.

Authorities:

Encroachment Policy – SBC-20-044

Development of Stars and Decks on EOS Lands Policy 60.2



Policy Title	Date:	Resolution No.
Encroachment Policy	October 17, 2022	SBC-

PURPOSE:

The Summer Village of Sunbreaker Cove has the responsibility to manage encroachments on municipal land within the boundaries of the municipality. The Summer Village of Sunbreaker Cove asserts its right of ownership to all lands owned, leased and managed by the municipality.

POLICY STATEMENT:

It is the policy of the Summer Village to work proactively with property owners to regulate and manage existing encroachments on all lands managed by the municipality. New encroachments on municipal land are discouraged.

DEFINITIONS:

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

“development” means:

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

“encroachment(s)” means a ***building, development, water well*** or any other object that illegally extends onto an adjacent property.

GENERAL:

1. The Summer Village can require the removal of all ***encroachments*** from lands owned, leased or managed by the municipality. The owners of the ***encroachment*** shall be

- required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. Stairs, retaining walls, and other types of **development** encroaching onto Municipal property may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual **encroachment** fee of \$250.00 at time of agreement and reassessed every five years.
 - h. For stairs, provide an inspection report from Superior Safety Codes to ensure stairs are safe and up to code, every five years.

This policy replaces the Encroachment Policy SBC-20-044 and Development of Stairs and Decks on E.O.S. Lands Policy 60.2.



Summer Villages on Sylvan Lake

#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
(403) 887-2822

DATE

Homeowner
Address
Address

Dear Resident:

This notice is being sent out on behalf of Sunbreaker Cove Council, to remind all residents that if you have any encroachments on Municipal Land, according to the Encroachment Agreement Policy that has been in place since 2001, you are required to obtain approval and enter into an encroachment agreement. The current policy is enclosed with this letter. "Encroachment(s)" means a building, development, water well or any other object that illegally extends onto an adjacent property. Stairs, retaining walls, fire pits and other types of development encroaching onto Municipal property, may be permitted by Council provided the owner of the encroachment:

- Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the encroachment.
- Agrees that the existence of the encroachment in no way affect the Municipality's ownership of or authority over the lands.
- Agrees to remove the encroachment at the encroaching party's expense at any time such removal is required by the municipality.
- Agrees that upon the removal of the encroachment, the site will be restored to a condition acceptable to the municipality.
- Provides, at the request of the municipality, a survey plan illustrating the extent of the encroachment prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
- Pays all costs incurred by the municipality to facilitate the execution of the agreement.
- Pays the annual encroachment fee of \$250.00 at time of agreement and reassessed every five years.

If you have any encroachments on Municipal property and are not entered into an agreement, please send a letter request along with a real property report or site survey showing the encroachment to the Development Officer, Kara Hubbard at khubbard@sylvansummervillages.ca. We will then submit your request to Sunbreaker Cove Council for encroachment agreement approval and proceed with entering into an agreement if permitted.

Sincerely,
Kara Hubbard
Development Officer

Summer Village of Sunbreaker Cove**Administration and Finance****Council Date: October 17, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 124,161.49

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

- | | |
|--|--------------|
| 1. 1473929 Alberta Ltd. | \$ 8,190.00 |
| a. Tree Removal | |
| 2. Sylvan Lake Regional Water/Wastewater | \$ 6,345.02 |
| a. Wastewater Services-August | |
| b. Wastewater Services-April-Rec'd Oct 3rd | |
| c. Wastewater Services-May-Rec'd Oct 3rd | |
| d. Wastewater Services-June-Rec'd Oct 3rd | |
| 3. Debbie & Brian Young | \$ 5,000.00 |
| a. Completions Deposit Refund | |
| 4. Summer Village of Norglenwold | \$ 10,127.23 |
| a. August 2022 Muni Specific Costs | |
| b. August 2022 Monthly Shared Costs | |
| 5. AB School Foundation Fund | \$ 83,075.63 |
| a. 3 rd Quarter | |

Council Expense Claims Report:**September 2022**

- | | |
|-------------------|-------------|
| ▪ Jim Willmon | \$ 1,375.32 |
| ▪ Teresa A. Beets | \$ 400.00 |
| ▪ Keith Kimball | \$ 0 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-10-06 11:25 AM

**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2022-00076 to 2022-00085

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
975	2022-09-08	1473929 Alberta Ltd-Ch907	Voided and Re-Issued		
321		232-000-240 - Tree Removal	Removal of a Broken Poplar	7,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	390.00	8,190.00
976	2022-09-14	Naboka, Valentyna			
7100		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
977	2022-09-30	Dupre, Matthew Leandre Ovide			
1024-SEPT1220		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
978	2022-09-30	Go Services Inc.			
15158923		272-000-510 - Parks & Playgrou	Monthly Portable Toilet x 2	390.00	
		312-000-260 - GST Paid Refund	GST Tax Code	19.50	409.50
979	2022-09-30	Red Deer Catholic Regional			
2022-3		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	2,257.83	2,257.83
980	2022-09-30	Rugged West Maintenance Inc.			
1280		232-000-200 - Green Space Pro	Mowing & Trimming Aug 8 &	2,060.00	
		312-000-260 - GST Paid Refund	GST Tax Code	103.00	2,163.00
1284		232-000-270 - Pathway Program	Trails Overgrowth Trimming	320.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16.00	336.00
1296		272-000-500 - Buoys	Buoy Repair	390.52	
		312-000-260 - GST Paid Refund	GST Tax Code	19.53	410.05
			Payment Total:		2,909.05
981	2022-09-30	Sylvan Lake Regional			
1683		242-000-260 - Useage Fees	Wastewater Services-Augus	2,512.64	2,512.64
1642		242-000-260 - Useage Fees	Wastewater Services-April/	459.04	459.04
1648		242-000-260 - Useage Fees	Wastewater Services-May 2	1,612.68	1,612.68
1656		242-000-260 - Useage Fees	Wastewater Services June/	1,760.66	1,760.66
			Payment Total:		6,345.02
982	2022-09-30	Xandal Backhoe Ltd.			
22-907		297-191-840 - Project - Wastew	Turn on 3 Valves	225.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.25	236.25
22-021		297-191-840 - Project - Wastew	To Remove Rock & Debris I	1,735.00	
		312-000-260 - GST Paid Refund	GST Tax Code	86.75	1,821.75
			Payment Total:		2,058.00
983	2022-10-06	Marny Paul			
SEPT192022-MI		261-000-220 - MPC Costs	September 6/22 MPC Comr	100.00	100.00
984	2022-10-06	Debbie & Brian Young			
9006-01		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
985	2022-10-06	Black Creek Developments			
3024		461-000-520 - Completions Dep	Completions Deposit Refun	1,000.00	1,000.00
986	2022-10-06	Debbie Ricalton			
SEPT192022-MI		261-000-220 - MPC Costs	September 19, 2022 MPC C	100.00	100.00
987	2022-10-06	Wild Rose Assessment Service			
8785		212-400-232 - Assessment Fees	Assessment Fees-Oct 1 to I	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
			Total Computer Cheque:		30,958.63

Date Printed
2022-10-06 11:25 AM

**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2022-00076 to 2022-00085

Page 2

EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
248	2022-08-31	Summer Villages of Norglenwold			
2022-00114		212-400-220 - Council Mtg Expe	ATB MC-AB Muni Conventic	600.00	
		243-000-200 - Waste Removal C	Town of Sylvan-Waste Tran	8.28	
		261-000-110 - Development Ser	ATB MC-Land Title-451476	10.00	
		212-400-220 - Council Mtg Expe	ATB MC-ASVA Ticket-Jim V	295.00	
		232-000-200 - Green Space Pro	Empringham-Trash Collect-	92.86	
		232-000-270 - Pathway Program	ATB MC CND Tire-Spare K	1.89	
		232-000-270 - Pathway Program	ATB MC Castle Wolf Creek	2.65	
		297-191-840 - Project - Wastew	Miunisoft-Custom Work For	290.00	
		261-000-110 - Development Ser	land Titles-DRR#D0047 GC	35.00	
		243-000-200 - Waste Removal C	Empringham Trash Collect I	185.72	1,521.40
2022-00118		212-100-110 - Salaries	Salaries	6,731.24	
		212-100-130 - Training	Training	365.00	
		212-100-140 - Benefits	Shared Benefits	211.27	
		212-100-210 - Travel & Subsis	T&S	55.36	
		212-100-211 - WCB	WCB	129.79	
		212-100-266 - PW Fleet	Public Works Fleet	59.02	
		212-200-215 - Postage/Freight/C	Postage/Freight	53.03	
		212-200-500 - Printing Costs	Printing Costs	246.12	
		212-200-510 - Office Supplies	Office Supplies	100.75	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	83.04	
		212-300-540 - Utilities	Utilities	202.11	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	202.89	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	59.28	
		212-300-242 - IT Equipment	IT Equipment	37.53	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	40.30	
		212-300-510 - Other Contingenc	Contingency	29.10	
		212-300-530 - Building Insuranc	Building Insurance	0.00	8,605.83
			Payment Total:		10,127.23
			Total EFT:		10,127.23

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3242	2022-09-30	AB School Foundation Fund			
13284		201-100-130 - ASFF-Residential	ASFF School Fund 3rd Qua	83,075.63	83,075.63
			Total Other:		83,075.63
			Total MAIN:		124,161.49



Council Expense Claim Form

NAME: Jim WillmonPOSITION: MayorMONTH ENDING: September-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/11/22	Org and Regular Council Meetings		Mayor	\$ 120.00
7/18/22	Joint Services Committee		Mayor	\$ 120.00
7/25/22	Sylvan Lake Regional Wastewatre Commission		Mayor	\$ 120.00
7/27/22	Special Meeting		Mayor	\$ 120.00
8/27/22	Meeting w/ MAS B4 Captains		Mayor	\$ 120.00
9/19/22	Regular Council		Mayor	\$ 120.00
9/21/22	ABMuni Conference		Mayor +4 (2hour)	\$ 170.00
9/22/22	ABMuni Conference		Mayor +4 (2hour)	\$ 170.00
9/23/22	ABMuni Conference		Mayor	\$ 120.00
	Select Event		Title	\$ 0.00

If event is other please type it in.

COPY

\$ 1,060.00 1180.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/11/22	Org and Regular Council Meetings		\$0.61	\$ 0.00
7/18/22	Joint Services Committee		\$0.61	\$ 0.00
7/25/22	Sylvan Lake Regional Wastewatre Commission	68.00	\$0.61	\$ 41.48
7/27/22	Special Meeting		\$0.61	\$ 0.00
8/27/22	Meeting w/ MAS B4 Captains		\$0.61	\$ 0.00
9/19/22	Regular Council		\$0.61	\$ 0.00
9/21/22	ABMuni Conference	48.00	\$0.61	\$ 29.28
9/22/22	ABMuni Conference	48.00	\$0.61	\$ 29.28
9/23/22	ABMuni Conference	48.00	\$0.61	\$ 29.28
	Select Event		\$0.61	\$ 0.00

\$ 129.32

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/21/22	Parking	20.95	1.05	\$ 22.00
9/22/22	Parking	20.95	1.05	\$ 22.00
9/23/22	Parking	20.95	1.05	\$ 22.00

\$ 66.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,255.32 1375.32

Extract of credit Card Transactions

Description	Cardholder	Type	Date & time	Amount (\$)
CalgParkAuth 35720873	JAMES	Purchase	Sep 21, 2022 8:29 AM	\$22.00
CalgParkAuth 35727875	JAMES	Purchase	Sep 22, 2022 8:55 AM	\$22.00
CalgParkAuth 35735263	JAMES	Purchase	Sep 23, 2022 6:49 PM	\$22.00

INCLUDED ABOVE AS DID NOT GET
RECEIPT FOR SEPT 21 PARKING

Plate: **BYL4975**
Zone: **Daily : 9060**

Valid through:
SATURDAY
24 SEP 22
6:00 AM

START TIME: 9/23/2022 8:28 AM
AMOUNT PAID: \$22.00 (GST Incl.)
c 518116*9980
Auth No: 076883
Trn No: 4ca231e90b55ecb0
Terminal: 1510
Receipt No: 16072

Pay for your parking online: www.parkplus.ca

CALGARY PARKING AUTHORITY (403) 537-7000

Plate: **BYL4975**
Zone: **Daily : 9060**

Valid through:
FRIDAY
23 SEP 22
6:00 AM

START TIME: 9/22/2022 8:55 AM
AMOUNT PAID: \$22.00 (GST Incl.)
c 518116*9980
Auth No: 059363
Trn No: f4aeecf2f11ce376
Terminal: 1510
Receipt No: 16036

Pay for your parking online: www.parkplus.ca

CALGARY PARKING AUTHORITY (403) 537-7000

COPY



Council Expense Claim Form

NAME: Teresa BeetsPOSITION: CouncillorMONTH ENDING: September-2022

RECEIVED

SEP 27 2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/15/22	ASVA		Councillor	\$ 100.00 50.00
9/19/22	ASVA		Councillor	\$ 100.00 50.00
9/19/22	Regular Council		Councillor	\$ 100.00
9/26/22	Sylvan Lake Regional Wastewater Commission		Councillor	\$ 100.00
9/20/22	Sylvan Lake Regional Wastewater Commission		Councillor	\$ 100.00
			Title	\$ 0.00
			Title	\$ 0.00
			Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00

If event is other please type it in.

COPY

\$450.00 400.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/15/22	ASVA		\$0.61	\$ 0.00
9/19/22	ASVA		\$0.61	\$ 0.00
9/19/22	Regular Council		\$0.61	\$ 0.00
9/26/22	Sylvan Lake Regional Wastewater Commission		\$0.61	\$ 0.00
9/20/22	Sylvan Lake Regional Wastewater Commission		\$0.61	\$ 0.00
			\$0.61	\$ 0.00
			\$0.61	\$ 0.00
			\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00

\$0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 450.00 400.00

Summer Village of Sunbreaker Cove

Finance

Information Item

Agenda Item: 3rd Quarterly Financial Report

Background:

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

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

Options for Consideration:

- The Operating Budget Report to September 30, 2022
- ASFF Report to September 30, 2022
 - As of the September 30th withdrawal by the Province, they still have not approved their 2022 School Budget. We have been notified that this will be completed by December 1, 2022.
- Capital Projects Report to September 30, 2022

Bank Balances at September 30, 2022

- ATB Bank Account \$1,420,598.89
- ATB LOC \$1,000,000.00
- Debenture #1 \$242,887.48
- Debenture #2 \$250,435.56

Reserves and Deferred Accounts

• Accumulated Surplus	25,000.00
• Completions Deposits	67,500.00
• Deferred Revenue (Grants)	730,378.78
• JSC IT Reserve	0.00
• JSC Fleet Replacement Reserve	10,716.09
• Reserves Roads	422,118.75
• Reserves Wastewater	116,044.49
• Reserves General Operating	25,000.00
• Mill Rate Stabilization Fund	25,000.00
• Reserves OP-Long Term Debt Payments	716,817.53

- Reserves Environmental 100,000.00
- Reserves Land Improvement 115,000.00
- Allocation of Surplus sheet has been included for any movement of Reserve Account balances, if requested.

Taxes Update:

- 10 properties remaining unpaid, 3 are going into their 2nd year - \$38,705.76
- Utilities outstanding - \$4,387.15

Administrative Recommendations:

That Council discusses and accepts as the report for their information.

Authorities:

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

Report Date
2022-10-12 10:06 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending September 30, 2022

Page 1

	Budget	2022 YTD	Remaining
Revenue			
101-000-110 - Taxation	339,092.86	339,093.79	0.93
101-000-120 - Garbage Levy	29,792.00	29,792.00	
101-000-510 - Taxes Penalties & Cos	5,200.00	10,387.97	5,187.97
112-000-410 - Sale of Services & Su	66.48	300.00	233.52
112-000-540 - Interest Charges		251.12	251.12
112-000-550 - Return on Investments	1,000.00	7,219.19	6,219.19
112-000-570 - Other Revenue		680.92	680.92
112-000-740 - MSI Operational	8,502.00	8,502.00	
112-000-840 - Grant Lacombe	539.00	554.00	15.00
112-171-840 - Annual Wastewater Rate Rider	27,600.00	11,579.58	(16,020.42)
112-172-840 - Wastewater Utility Levy	48,800.00	30,027.13	(18,772.87)
112-173-840 - Transfer from Reserves	7,246.00		(7,246.00)
121-000-530 - Fines Provincial Coll		163.00	163.00
161-000-410 - Compliance Certifica	555.05	200.00	(355.05)
161-000-510 - Inspection Fees	1,110.11	2,435.89	1,325.78
161-000-520 - Development Permits/Appeal Fees	5,500.00	6,100.00	600.00
161-000-590 - Encroachment Fees	1,098.00	850.00	(248.00)
Total Revenue:	476,101.50	448,136.59	(27,964.91)
Expenditures			
Council and Legislation			
211-101-150 - Mayor Remuneration	8,000.00	4,630.00	3,370.00
211-101-210 - Mayor Trav & Sub	2,500.00	1,697.58	802.42
211-102-150 - Deputy Mayor Renumera	4,000.00	1,400.00	2,600.00
211-102-210 - D. Mayor Trav & Sub	1,500.00	219.60	1,280.40
211-103-150 - Councillor Remunerati	2,000.00	1,650.00	350.00
211-103-210 - Councillor Trav & Sub	1,000.00	82.35	917.65
211-201-212 - Alberta Summer Village Association	1,077.60	295.00	782.60
211-202-212 - Alberta Urban Municipalities Association	862.22		862.22
211-203-212 - Council Education Opportunity	468.00	165.00	303.00
211-301-220 - Mem. AUMA	988.00	936.75	51.25
211-302-220 - Mem. ASVA	1,014.00	975.00	39.00
211-303-220 - Mem. FCM	172.07	111.86	60.21
211-304-220 - Mayors and Reeves Mem	114.34		114.34
Total Council and Legislation:	23,696.23	12,163.14	11,533.09
Administration			
212-100-110 - Salaries	82,983.63	62,898.57	20,085.06
212-100-130 - Training	1,501.29	1,341.79	159.50
212-100-140 - Benefits	2,798.33	2,229.12	569.21
212-100-210 - Travel & Subsistence	1,801.82	475.27	1,326.55
212-100-211 - WCB	1,391.95	932.28	459.67
212-100-266 - PW Fleet	1,313.63	568.42	745.21
212-200-215 - Postage/Freight/Couri	1,507.92	776.90	731.02
212-200-500 - Printing Costs	999.79	1,117.07	(117.28)
212-200-510 - Office Supplies	2,439.60	1,341.20	1,098.40
212-300-217 - Phone/Fax/Internet	938.31	679.65	258.66
212-300-240 - Computer Software/Mtn	1,967.44	2,871.74	(904.30)
212-300-242 - IT Equipment	375.32	465.55	(90.23)
212-300-250 - Facility Improvements	1,125.97	564.57	561.40
212-300-255 - Facility Maintenance	3,990.06	2,479.67	1,510.39

Report Date
2022-10-12 10:06 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending September 30, 2022

Page 2

	Budget	2022 YTD	Remaining
212-300-263 - Condominium Costs	869.91	900.77	(30.86)
212-300-265 - Equipment Maintenance	93.83	103.21	(9.38)
212-300-270 - Equipment Rental	562.98	362.70	200.28
212-300-510 - Other Contingency	93.83	94.38	(0.55)
212-300-530 - Building Insurance	480.18	465.01	15.17
212-300-540 - Utilities	2,439.60	2,674.38	(234.78)
212-400-220 - Council Mtg Expenses	2,300.00	959.60	1,340.40
212-400-221 - Fees and Charges	1,000.00	240.17	759.83
212-400-222 - Advertising	500.00	174.60	325.40
212-400-230 - Legal Fees	4,440.42	2,708.45	1,731.97
212-400-231 - Audit Fees	6,500.00	7,587.85	(1,087.85)
212-400-232 - Assessment Fees	7,400.00	5,450.00	1,950.00
212-400-275 - Municipal Insurance	4,296.32	2,887.35	1,408.97
212-400-910 - Tax Changes	104.00		104.00
212-400-920 - Infrastructure Reserve	28,500.00		28,500.00
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-401-220 - Election Expenses			
Total Administration:	165,716.13	103,350.27	62,365.86
Protective Services			
223-000-200 - Contracted Fire Service	9,574.22	9,824.32	(250.10)
224-000-200 - Emergency Management	3,246.05	2,500.00	746.05
224-000-201 - Safety Equipment	216.40		216.40
225-000-200 - Policing Costs	12,111.00		12,111.00
226-000-200 - Enforcement	32,000.00		32,000.00
Total Protective Services:	57,147.67	12,324.32	44,823.35
Public Works			
232-000-200 - Green Space Program	10,400.00	8,382.86	2,017.14
232-000-240 - Tree Removal	9,509.76	12,449.95	(2,940.19)
232-000-250 - Road Maintenance Program	20,000.00	5,950.00	14,050.00
232-000-255 - Plowing Program	27,040.00	15,434.00	11,606.00
232-000-265 - Sign Program	2,176.68		2,176.68
232-000-270 - Pathway Program	5,200.00	1,274.54	3,925.46
232-000-530 - Ditch & Culvert Progr	2,155.72	697.28	1,458.44
242-000-250 - SLR WasteWater Commis	7,285.00	3,235.85	4,049.15
242-000-253 - System Debenture Share	27,600.00	6,844.56	20,755.44
242-000-255 - System Debenture Interest		7,847.52	(7,847.52)
242-000-256 - Wastewater Maintenance Program	21,000.00	1,989.50	19,010.50
242-000-260 - Useage Fees-WW Serv Rate Charges	46,596.00	9,178.92	37,417.08
243-000-200 - Waste Removal Contrac	12,480.00	7,761.88	4,718.12
243-000-255 - Landfill Costs	17,160.00	14,689.30	2,470.70
Total Public Works:	208,603.16	95,736.16	112,867.00
Planning and Development			
261-000-110 - Development Services	1,200.00	171.32	1,028.68
261-000-115 - IDP	1,000.00		1,000.00
261-000-200 - Planning Projects	528.32		528.32
261-000-215 - SDAB Costs	600.00	254.90	345.10
261-000-220 - MPC Costs	1,200.00	600.00	600.00
Total Planning and Development:	4,528.32	1,026.22	3,502.10

Report Date
2022-10-12 10:06 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending September 30, 2022

Page 3

	Budget	2022 YTD	Remaining
Recreation			
272-000-500 - Buoys	5,283.20	3,064.68	2,218.52
272-000-510 - Parks & Playgrounds	5,948.88	2,876.55	3,072.33
272-000-515 - Regatta	2,324.61	2,841.16	(516.55)
212-403-220 - FCSS Town of Sylvan	2,104.80	2,104.80	
274-000-850 - Parkland Regional Lib	700.00	551.49	148.51
Total Recreation:	16,361.49	11,438.68	4,922.81
Environment			
273-101-150 - Red Deer River Waters	48.50		48.50
Total Environment:	48.50	0.00	48.50
Total Expenditures:	476,101.50	236,038.79	240,062.71
Surplus / Deficit	0.00	212,097.80	212,097.80

Report Date
2022-10-12 10:08 AM

Summer Village of Sunbreaker Cove
ASFF Budget Report
For the Period Ending September 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-130 - ASFF Residential	363,365.74	363,359.04	(6.70)
101-102-130 - ASFF Non-Residential	585.98	585.98	
101-103-130 - DI - Designated Industrial	11.83	11.64	(0.19)
Total Revenue:	363,963.55	363,956.66	(6.89)
Expenditures			
201-100-130 - ASFF-Residential	363,365.74	256,000.37	107,365.37
201-200-130 - ASFF Non-Residential	585.98		585.98
201-300-130 - DI - Designated Industrial	11.83		11.83
Total Expenditures:	363,963.55	256,000.37	107,963.18
Surplus / Deficit	0.00	107,956.29	107,956.29

Report Date
2022-10-12 10:08 AM

Summer Village of Sunbreaker Cove
Capital Projects Budget
For the Period Ending September 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-192-840 - Project Cap Res-Open Space/Pathways	40,000.00		(40,000.00)
197-193-840 - Project Cap Res-Shoreline Armourment	50,000.00		(50,000.00)
197-194-840 - Project Cap Res/MSI-Road Overlay	379,500.00		(379,500.00)
197-191-840 - Project - MSI Wastewater Collection Sys	40,000.00	20.00	(39,980.00)
Total Revenue:	509,500.00	20.00	(509,480.00)
Expenditures			
297-192-840 - Project - Open Spaces/Pathways	40,000.00		40,000.00
297-193-840 - Project - Shoreline Armourment	50,000.00	43,400.00	6,600.00
297-194-840 - Project - Road Overlay	379,500.00		379,500.00
297-191-840 - Project - Wastewater Collection System	40,000.00	16,544.35	23,455.65
Total Expenditures:	509,500.00	59,944.35	449,555.65
Surplus / Deficit	0.00	(59,924.35)	(59,924.35)

Summer Village of Sunbreaker Cove **Allocation of Surplus on September 7, 2022**

Adjusted Financial Surplus & Reserves	Current Balances	Council Targets	Over/Under Target	Allocation	Revised Balances	Over/Under Target
Accumulated Surplus	25,000.00	25,000.00	0.00	-33,723.75	-8,723.75	-33,723.75
Reserves						
Operating Reserves						
Long Term Debt						
Payments	716,818.00	716,818.00	0.00	0.00	716,818.00	0.00
General Contingency	25,000.00	25,000.00	0.00	0.00	0.00	
Tax Stabilization	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Capital Reserves						
JSC Fleet Replacement Reserve	10,716.09	10,000.00	716.09	0.00	10,716.09	716.09
Environment	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00
JSC IT & Facilities	0.00	5,000.00	-5,000.00	0.00	0.00	-5,000.00
Land Improvements	115,000.00	115,000.00	0.00	0.00	115,000.00	0.00
Roads	442,118.75	865,860.00	-423,741.25	0.00	442,118.75	
Wastewater	116,044.00	116,044.00	0.00	0.00		
Total Reserves	1,550,696.84	1,978,722.00	-428,025.16	-33,723.75	1,309,652.84	95,716.09

Sunbreaker Cove Year End Forecast

	2019 total	2020 Total	2021 Total	2022 Budget	2022 YEF	YEF amount
Total Revenue	\$423,988.77	\$423,756.07	\$406,344.64	\$476,101.50	96%	455,382.00
Expenditures						
Council & Legislation	\$22,982.86	\$18,364.23	\$22,660.80	\$23,696.40	65%	\$15,480.00
Administration	\$150,239.33	\$136,569.18	\$150,556.09	\$165,716.14	100%	\$165,700.00
Protective Services	\$34,268.25	\$31,159.26	\$36,789.58	\$57,147.67	43%	\$24,435.00
Public Works	\$132,445.83	\$147,095.54	\$94,403.70	\$208,602.98	76%	\$158,100.00
Planning & Development	\$28,729.39	\$1,391.39	\$4,743.29	\$4,528.32	39%	\$1,770.00
Recreation	\$13,700.60	\$13,648.15	\$16,716.24	\$16,361.49	93%	\$15,202.00
Environment	\$430	\$45.90	\$46.61	\$48.50	100%	\$48.50
Total Expenses	\$382,796.98	\$348,273.65	\$325,916.31	\$476,101.50	80%	\$ 380,735.50

Summer Village of Sunbreaker Cove

Public Works

Information Item

Agenda Item: *Public Works Report October 17, 2022*

Background:

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

- Asphalt overlay project is complete.
- All swim lines/buoys will be out by 3rd week of October
- Administration is looking into automated garbage cart service for the village.
- Bollards will be moved by contractor before end of the month.

Options for Consideration:

That Council accepts this report as information.

Authorities:

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

Summer Village of Sunbreaker Cove

October 17, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (28 in Birchcliff, 3 in Half Moon Bay, 16 in Jarvis Bay, 21 in Norglenwold, and 24 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

- | | |
|----------------------|---|
| 1. 717 Sunhaven Way | Addition |
| 2. 1105 Larch Road | Dwelling |
| 3. 669 Fox Crescent | Dwelling & Detached Garage |
| 4. 1319 Birch Road | Shed |
| 5. 1119 Poplar Road | Dwelling Addition |
| 6. 805 Sunhaven Way | Demolition & Detached Garage with Guest House |
| 7. 711 Elk Street | Deck |
| 8. 613 Fox Crescent | Driveway |
| 9. 1130 Breakers Way | Dwelling |
| 10. 701 Sunhaven Way | Demolition & Dwelling |
| 11. 809 Sunhaven Way | Dwelling |
| 12. 1321 Birch Road | Garage with Guest House |
| 13. 1422 Aspen Close | Dwelling |
| 14. 747 Elk Street | Dwelling |
| 15. 1105 Poplar Road | Dwelling & Garage with Guest House |
| 16. 609 Fox Crescent | Dwelling |
| 17. 1213 Pine Road | Demolition (NEW) |
| 18. 1213 Pine Road | Dwelling (NEW) |

Active development permits for the operation of a Tourist Home:

1. 641 Fox Crescent
2. 685 Fox Crescent
3. 1126 Breakers Way
4. 753 Elk Street
5. 635 Fox Crescent
6. 1318 Balm Road

Closed development permits since last Council meeting:

- | | |
|---------------------|------------------|
| 1. 641 Fox Crescent | Gazebo & Hot Tub |
| 2. 1317 Birch Road | Dwelling |

Permit Summary:Year to date 2022:

12 development permits. Estimated project cost \$2,191,500.00.

2021 Jan.-Dec.:

14 development permits. Estimated project cost \$2,404,000.00.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove**October 17, 2022****Information Item****Agenda Item: *CAO Report*****Background:**

Administration has hired a new Public Works Manager Owen Olynyk who started working with us on September 26.

Administration continues looking into options for a special tax for Rate Rider properties that cannot generate wastewater.

I have not had the chance to meet with Tim Timmons to discuss a number of items. I have requested an update on the paid parking at the boat launch and more information about the commissionaires for 2023. Their council will be discussing it in December.

Public Works Manager is obtaining quotes to GPS locate all wastewater CC valves. Currently there are 121 properties connected.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Summer Village of Sunbreaker Cove

October 17, 2022

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

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

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

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

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2023

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

F-1-A

Present
Budget

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

Notes for the Parkland Regional Library System Budget 2023

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

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

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

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

Points within the budget to note include:

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

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

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

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

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

Parkland Regional Library System

Return on Municipal Levy

Based on 2022 and 2023 Budgeted Amounts

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

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

Brief Notes – September 2023**INCOME**

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

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

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

PRLS Circulating Collections

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

COST OF SERVICES

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

Complete Notes to the 2023 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

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

TOTAL Income

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

Income – line details

1.1 Provincial Operating Grant:

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

1.2 First Nations Grant:

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

1.3 Membership Fees:

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

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

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

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

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library Services Grant:

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

2.2 Allotment Funds Issued to Libraries:

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

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

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

2.4 Cooperative Collection:

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

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

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

*2.6 FN Provincial**Grant Expense:*

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

2.7 Freight:

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

*2.8 Internet Connection**Fees:*

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

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

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

PRLS Circulating Collections

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

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

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

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

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

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

Cost of Services – line details

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

*3.5 Dues/Fees/**Memberships:*

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

3.6 Insurance:

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

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

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

3.8 Photocopy:

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

3.9 Salaries:

to reflect the current staffing level.

*3.10 Salaries-Employee**Benefits:*

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

3.11 Staff Development:

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

*3.12 Supplies/Stationery/**Building:*

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

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

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

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

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

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

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

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

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

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2023

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

Capital assets will be purchased from reserves.

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

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

Technology Reserve

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

4 CAPITAL ASSET EXPENSE ALLOCATION

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

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

\$151,659

Summer Village of Sunbreaker Cove

October 17, 2022

Council & Legislation

Request for Decision

Agenda Item: *Dock & Mooring*

Background:

At the September Council meeting, Mayor Willmon suggested Administration add the Dock & Mooring Bylaw to this agenda package for discussion should Council wish to make amendments.

Options for Consideration:

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

Administrative Recommendations:

- 1) Council discuss and provide direction to Administration.

Authorities:

Municipal Government Act Section 153

Councillors have the following duties:

- (b) to participate generally in developing and evaluating the policies and programs of the municipality.

**SUMMER VILLAGE OF SUNBREAKER COVE
DOCK AND MOORING BYLAW
BYLAW #170-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH APPROVAL REQUIREMENTS FOR SEASONAL DOCKS AND MOORING STRUCTURES FROM THE SUMMER VILLAGE OF SUNBREAKER COVE.

WHEREAS:

1. The occupation of public land (including the beds and shores of a waterbody) for more than 14 days, requires authorization from the Province of Alberta by virtue of the Public Lands Act.
2. The Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreation Purposes approved in 2021 grants general permissions to waterfront and semi-waterfront landowners which are subject in part to (1) those landowners obtaining all federal, provincial, municipal, and other permits and approvals, as applicable, with respect to the permitted activity, and that (2) the permitted activity complies with municipal bylaws and local government zoning restrictions.
3. The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 provides that a Council has jurisdiction to pass bylaws for municipal purposes respecting the people, activities, and things in, on or near a public place or place that is open to the public
4. SBC currently has 266 properties with tax assessments, of which one is waterfront and 66 are semi-waterfront. The land use district map in the Land Use Bylaw shows the community reserve districts are separated from the shoreline, regardless of what other maps may show.
5. The Council of the Summer Village of Sunbreaker Cove wishes to (1) maximize the opportunity for its residents to have access to the lake in the form of a dock, (2) ensure appropriate separation exist between docks, (3) limit the frequency that dock walkways leave the shoreline, (4) protect designated swimming and environmentally sensitive areas, and (5) without a policy or bylaw in place administration is unable to provide approvals required under the disturbance standard.
6. A phased bylaw roll-out is adopted to manage the initial number of mooring applications that will be considered. This recognizes administrative constraints and allows changes to be made in the approval process where appropriate before addressing the rest of the shoreline for which approvals will later be required.
7. A temporary field authorization from AEP will be required where docks don't satisfy the conditions in the disturbance standard until SBC receives the department license of occupation it is applying for.

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, enacts as follows:

1. This bylaw may be cited the “**Dock and Mooring Bylaw.**”
2. In this bylaw:
 - (a) “**AEP**” means Alberta Environment and Parks.
 - (b) “**Communal Dock**” means a shared dock with a significant number of boat hoists, such as the one located off Sunset Cove on the east (Sunhaven) side of SBC for many years.
 - (c) “**Disturbance Standard**” means the Government of Alberta Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes.
 - (d) “**Dock**” means any temporary and seasonal structure over or in the lake and includes any walkway, terminal platform, and associated boat lifts. The term includes any stand-alone boat lift without a walkway or terminal platform.
 - (e) “**Dock Captain**” means a resident who is the point of contact for the dock and is responsible for obtaining written consent for that dock and ensuring it complies with this bylaw.
 - (f) “**Dock Layout Boat Lift Density**” addresses how efficient each shared dock layout is. The value is derived by multiplying the total number of motorboats, fishing boats and sailboats in the dock layout by 100, and then dividing by the sum of (1) the mooring area width, (2) the minimum left separation it needs under section 5.5 and (3) the minimum right separation it needs under section 5.5.
 - (g) “**EOS**” means Environmental Open Space.
 - (h) “**Line of navigation**” means where the water depth exceeds 1.5 meters (5 feet) at the time the dock is placed.
 - (i) “**Lot**” is synonymous with a single tax assessment. Where two lots shown on the land use district map have been combined for tax purposes they shall be considered to be one lot.
 - (j) “**MAS**” means Mooring Administration Segment.
 - (k) “**Mooring Area**” is defined by the shoreline, the line of navigation, and the maximum width of the dock and any associated boat extension.
 - (l) “**Resident**” means a registered landowner in SBC whose name is on title, or their immediate family.
 - (m) “**SBC**” means Sunbreaker Cove.
 - (n) “**Semi-waterfront landowner**” means the owner of a lot with frontage directly adjoining the EOS.
 - (o) “**Shared dock**” means a privately owned, non-commercial dock shared by multiple lot owners.
 - (p) “**Terminal platform**” means the portion of the dock generally attached to the walkway, that is used to make boat slips for loading vessels or provide a seating area.

- (q) “**Walkway**” means that part of the dock that leads from the shore to the terminal platform.

(r) “**Waterfront landowner**” means the owner of a lot with frontage directly adjoining the bank of a water body.
3. Any dock placed along the EOS where the municipality is the waterfront owner shall require an authorization from the municipality other than those noted in section 4. No docks will be permitted in a designated swimming area or environmentally sensitive area.

4. Where docks cannot be accessed along the EOS without trespass on private property, municipal approval is not required by those lot owners whose lot frontage directly adjoins the otherwise inaccessible EOS so long as the owners comply with the Disturbance Standard conditions and, if necessary, has appropriate encroachment agreements with the municipality in place. This is understood to apply to 26 lots as shown in Schedule A, Figure 1.

5. In all cases:

5.1 Only SBC docks or boats owned by residents shall be authorized to be placed in front of SBC’s EOS.

5.2 The dock shall not be rented out or used for commercial activity.

5.3 The dock shall be maintained in a safe operating condition. Fuel shall not be stored on docks.

5.4 The dock shall not extend beyond the line of navigation.

5.5 Individual dock mooring areas shall be at least 10 ft (3 m) from adjacent dock mooring areas, the east and west boundary of SBC’s EOS, and designated swim and environmentally sensitive areas.

This separation will need to increase for egress/ingress reasons to allow boats to maneuver safely.

Where the dock layout has boats placed behind other boats or at a 45-degree angle to the walkway, the separation shall be the greater of 20 ft or the length of the longest boat so orientated.

Where a dock layout has boats orientated perpendicular to the walkway, the separation shall be the greater of 30 ft or 1.5 times the length of the longest boat so orientated.

5.6 Docks shall be constructed:

a) Using biologically inert and non-reactive materials, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.

b) Without damage or modification of the bed and shore of the lake.

c) Without removing aquatic vegetation unless allowed by provincial authorities.
- Page 4 of 8

- d) To not interrupt the free movement of water.
 - e) To not completely enclose any portion of the lake
 - f) With a maximum walkway of 5 ft (1.5m).
 - g) Without fixed or covered structures including, but not limited to gazebos, storage sheds, shelters, or other similar structures. The resident may place temporary, readily removed accessories on the dock. Boat hoist canopies are allowed.
6. Where docks can be accessed along the EOS without trespassing on private property:
- 6.1 Docks require municipal approval. No fee will be charged; conditional approval provided for five seasons.
 - 6.2 Docks shall be shared by residents from at least three lots, except on a temporary basis as noted below in section 8.
 - 6.3 The dock layout boat lift density shall exceed 4.50 boats per feet.
 - 6.4 Communal docks are preferred in front of CR land.
 - 6.5 Docks shall be limited to one boat lift per participating lot for either a motorboat, fishing boat, or sailing boat. Additional personal watercraft can be placed along the walkway.
 - 6.6 Lot owners shall not share more than one dock.
 - 6.7 Swimming platforms and mooring buoys/anchors will not be approved due to congestion and potential safety hazards.
 - 6.8 Dock participation is transferrable with sale of lot. Notification to administration required.
7. Administration will only consent to docks and hoists placed inside designated areas (MAS) that comply with this bylaw. The consent will be conditional on continued compliance or subsequent decisions to locate a communal pier within the mooring area. Administration may revoke consent to any dock or shared dock that is not in compliance with this bylaw at any point.
8. Administration may approve a dock shared by less than three lots on a temporary basis where the dock captain confirms they are prepared and willing to accommodate others and the dock application accommodates 3 lots to ensure the space needed will be preserved.
9. Sunbreaker Cove consent to docks and lifts will be demonstrated using a tag system issued to the Dock Captain. These tags must be physically attached to any approved dock and boat lift. Consents will need to be obtained every 5 years but may be revoked at any time by the municipality if this bylaw is not being followed.
10. For the 2022 open water season, no approvals will be required for any MAS other than the one labeled "B4" in Schedule A. Approvals will be required in subsequent years for all other shared MAS as shown in Schedule A.
11. Applications must be submitted using the approved form provided in the

Dock Application Package.

12. That this Bylaw shall take effect on the date of the third and final reading.

INTRODUCED AND GIVEN FIRST READING this 11th day of April 2022.

GIVEN SECOND READING this 11th day of April 2022.

GIVEN THIRD AND FINAL READING this 11th day of April 2022.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

Schedule A – Mooring Administration Segments (MAS)

MAS Designations -Breakers



MAS Designations - Sunhaven



Note: The subdivision of MAS S2 into three sections.

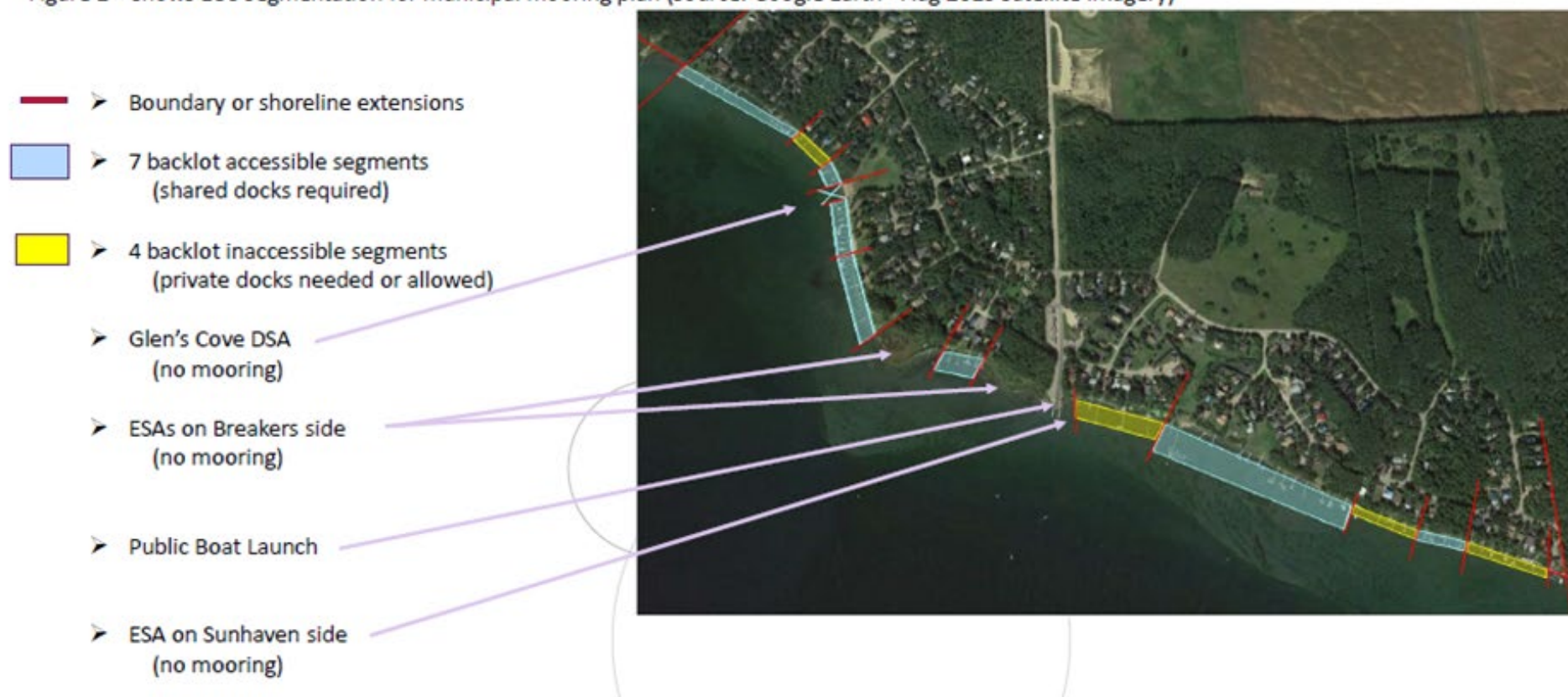
MAS and Glen’s Cove Designated Swimming Area (DSW) Summary

Breakers				Sunhaven		
MAS	Length(ft)	Dock Type		MAS	Length(ft)	Dock Type
B1	875	Shared		S1	466	Private
B2	263	Private		S2.1	200	Shared
B3	131	Shared		S2.2	490	Shared
DSA	100	None		S2.3	440	Shared
B4	528	Shared		S3	367	Private
B5	350	Shared		S4	270	Shared
B6	237	Shared		S5	445	Private



Proposed SBC Mooring Administration Segments (MAS)

Figure 1 – shows EOS segmentation for municipal mooring plan (source: Google Earth - Aug 2015 satellite imagery)



Summer Village of Sunbreaker Cove

October 17, 2022

Council & Legislation

Request for Decision

Agenda Item: *Electronic Meetings Bylaw*

Background:

During the recent Municipal Accountability Review (MAP), it was noted the Procedural Bylaw does not provide a provision to allow for meetings to be held electronically. Since Council passed the Procedural Bylaw recently, Administration has provided the Electronic Meetings Bylaw that will allow for meetings of Council to be held and attended by Council and residents virtually.

Options for Consideration:

- 1) Council give 1st, 2nd and 3rd readings to the Electronic Meetings Bylaw #175-22 as presented.
- 2) Council give 1st, 2nd and 3rd readings to the Electronic Meetings Bylaw #175-22 as amended.

Administrative Recommendations:

- 1) Council give 1st reading to the Electronic Meetings Bylaw #175-22.
- 2) Council give 2nd reading to the Electronic Meetings Bylaw #175-22.
- 3) By unanimous consent, Council give 3rd reading to the Electronic Meetings Bylaw #175-22 at this meeting.
- 4) Council give 3rd and final reading to the Electronic Meetings Bylaw #175-22.

Authorities:

Municipal Government Act Section 199(2)

A Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

SUMMER VILLAGE OF SUNBREAKER COVE ELECTRONIC MEETINGS BYLAW BY-LAW 175-22

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE TO PROVIDE FOR THE ATTENDANCE OF COUNCIL AND COUNCIL COMMITTEES BY ELECTRONIC COMMUNICATION.

WHEREAS, pursuant to Section 199 of the *Municipal Government Act*, a Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

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

TITLE

1. This bylaw may be cited as the “Electronic Meetings Bylaw.”

DEFINITIONS

- 2 In this Bylaw,

- (a) “Chair” means the person authorized to preside over a meeting;
- (b) “Chief Administrative Officer” means the Chief Administrative Officer of the Summer Village of Sunbreaker Cove within the meaning of the *Municipal Government Act*, or his/her designate;
- (c) “Closed Session” means a meeting or part of a meeting that is “closed to the public,” as defined in Section 1(3) of the *Municipal Government Act*;
- (d) “Committee” means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a standing committee, a task force, and the committee of the whole;
- (e) “Council” means the municipal council of the Summer Village of Sunbreaker Cove;
- (f) “Councillor” means a member of Council who is duly elected and continues to hold office and includes the mayor;
- (g) “Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet);
- (h) “FOIP Act” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended;
- (i) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- (j) “Quorum” means the minimum number of members that must be present at a meeting for business to be legally transacted;
- (k) “Summer Village” means the Summer Village of Sunbreaker Cove.

APPLICATION

3. The rules and procedures for meetings of Council or Committees are outlined in the Procedural Bylaw.
4. Councillors may participate in any meeting by attending in person, by telephone, or through video conference.
5. Meetings will be electronically available to Councillors and members of the public.

6. Notice of the Council meetings and the meeting links will be posted on the Summer Village website and included in the weekly email blast to subscribed participants.
7. Except for any part of a meeting closed to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protections of Privacy Act*, the Chief Administrative Officer will provide access to a live, publicly available audio and video view of the location where the meeting is being held.
8. Councillors that are physically present at the meeting location or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards Quorum.
9. Immediately after a meeting is called to order, the Chair must conduct a roll call to confirm the identity of any Councillors participating by telephone or video conference.
10. If a meeting is closed pursuant to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protections of Privacy Act*, Councillors participating by telephone or video conference must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed.
11. In the case of a public hearing, any member of the public wishing to make representations may do so by attending the public hearing in person at the administration office, providing written submissions as outlined in the notice of public hearing, or by making presentation through electronic means during the public participation portion of the hearing once they have been addressed by the chair.

This bylaw comes into effect on the date of 3rd reading.

READ a first time this 17th day of October 2022.

READ a second time this 17th day of October 2022.

READ a third and final time this 17th day of October 2022.

Jim Willmon, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove

October 17, 2022

Planning and Development

Request for decision

Agenda Item: *Municipal Tree Removal Request – Dwelling Move*

Background:

Administration has received a development permit application for demolition (dwelling move) from the homeowner of 1101 Larch Road (Lot 1, Block 2, Plan 4146RS) to relocate the dwelling from the property out of the village. The submitted plans require trimming of trees on Municipal land along Larch Road and Breakers Way to facilitate the house move.

This is before Council today as the Land Use Bylaw, section 4(8)b states that *“The removal of trees and/or shrubs, excavation, grading or drainage alteration on any municipal reserve, environmental reserve or other municipal owned land, without expressed written approval from the municipality, is prohibited”*.

Options for Consideration:

1. Council approve the trimming of the trees along Larch Road & Breakers Way to allow Wade’s Home Moving to remove the dwelling from the property out of the village and administration to issue a development permit with conditions.
2. Council deny the request of the trimming of the trees on Municipal land and administration to reject the development permit application.

Administrative Recommendations:

The Municipal Development Plan, section 6 Environmental Protection states *“that the majority of residents of Sunbreaker Cove have chosen the Summer Village because of the recreational lifestyle that the Sylvan Lake area offers. Protection and preservation of the lakeshore, water and the reserve lands contributes to the quality of life for the residents”*. An objective of the MDP is to *“protect natural areas, and policy is that native, natural and existing vegetation shall be preserved on all municipal parcels.”* It is policy under section 8 that *“most of the Summer Village’s roads have a “country-lane” appearance and are an important characteristic to the residents”*. After reviewing all relevant planning documents it is the recommendation of administration to deny the request. While some areas of the house move route will only require some trimming of the trees, it appears from measurements as shown in the pictures that significant cutting back will be required that may significantly impact neighbouring properties and the look of the

“country-lane” appearance. If Council approves the request, administration recommends a condition that a survey is required to determine that trees will be removed/cut back from municipal land only. The measurements taken by administration from the road may not be 100% accurate without a survey and knowing that our road is exactly in the center of the Road Right of Way.

Authorities:

Land Use Bylaw 99/13

Sunbreaker Cove Municipal Development Plan

[REDACTED]
1101 Larch Road
Summer Village of Sunbreaker Cove, AB

September 16, 2022

Kara Kashuba
Development Officer
Summer Villages on Sylvan Lake
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Dear Ms. Kashuba

RE: Demolition of existing structure located on 1101 Larch Road, Sunbreaker Cove

I am writing in regard to the above-noted matter, and in addition to the information contained in the Development / Demolition permit application enclosed herewith.

Further to the information contained on the application form, the intention is to relocate the existing structure, rather than actually demolish the building. Wade's House Moving, a corporation validly registered in Alberta and operating in Taber, Alberta, which has been in the business of moving houses for more than 60 years and is very experienced in this field, will be responsible for all work in relation to the removal and transportation of the existing structure. It is my understanding that an authorized representative of Wade's House Moving has been in communication with Tanner Evans, CEO of the Summer Villages on Sylvan Lake to discuss the proposed route, tree removal, and other related items and permissions.

I have enclosed information and photographs provided to me by Wade's House Moving which details the proposed route out of the Summer Village of Sunbreaker Cove, as well as identifying which trees need to be removed by an arborist to facilitate the transportation of said structure. For greater clarity, the proposed route is to exist Lot 1 (1101) Larch Road and immediately turn right onto Breakers Way. At the 4-way stop, the vehicle transporting the structure would turn left and proceed northward up Marine Drive out of the Summer Village. Some trees growing on the road allowance, which overhang the roadway, may need to be trimmed back to facilitate the removal of the structure, as well as for safety purposes.

As the structure will be removed from the foundation and moved while remaining intact, there should be very little dust created from this removal. In the event that any dust is created, Wade's Housing Moving will use its reasonable best efforts to keep said dust suppressed.

I can further advise that I have taken all steps necessary to ensure that all services have been disconnected from the structure, including with GLDC, FORTIS Alberta, and the water and septic lines.

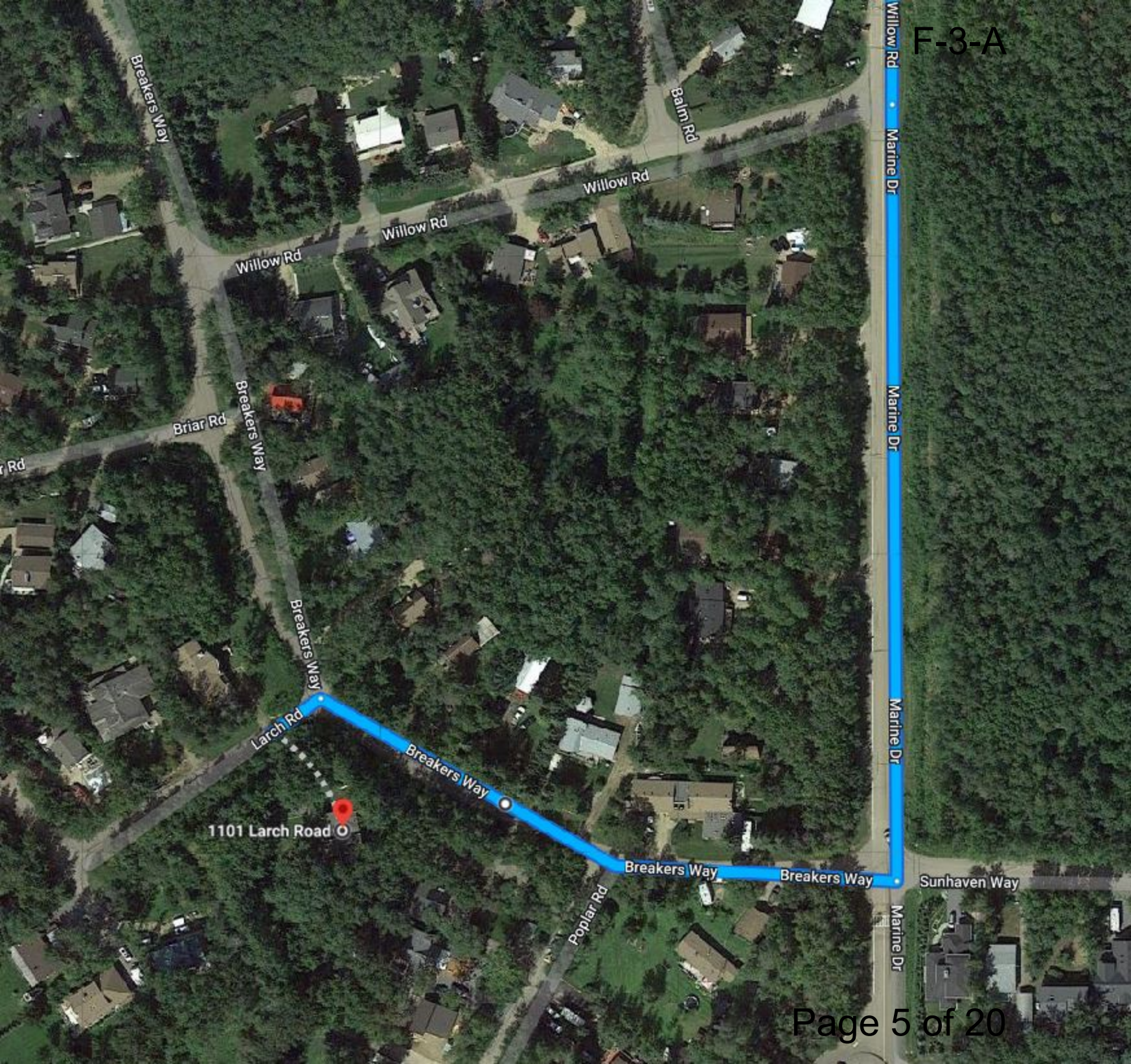
The projected timelines for the removal of the structure on my property are predicated on the approval of the demolition permit. Depending on when the demolition permit is granted, the relocation will be scheduled accordingly, in conjunction with the approval of all other permits and approvals to transport the structure on Alberta highways until it is delivered to its destination. It is anticipated that the

relocation will occur sometime in the month of October, subject to necessary approvals, with a final date to be discussed with the administrative office once said approvals are in place. Such discussions will likely occur directly between Wade's House Moving and the summer village administrative office.

Finally, I can advise that I am currently working with a new home builder to finalize plans for re-development of the site, but we are not yet ready to submit an application for development. It is anticipated that said development application permit will be submitted for review and approval prior to the end of December 2022, which is somewhat conditional on the date when the existing structure can be removed. I undertake to erect safety fencing around the remaining crawl space once the structure has been removed until we are in a position to proceed with re-development of the site and the existing foundation can be excavated and removed.

I trust you find the foregoing in order; however, should you have any questions or concerns, please do not hesitate to contact me to discuss further.







may need to to max Ditch or
temp approach mark

Inside landowners
Pond

Trim Backall Road
 & For Vision For traffic
 Coming From North


Make
 in ditch

mat Ditch so we
 Don't need to cut
 to many shrubs on
 North side of Road



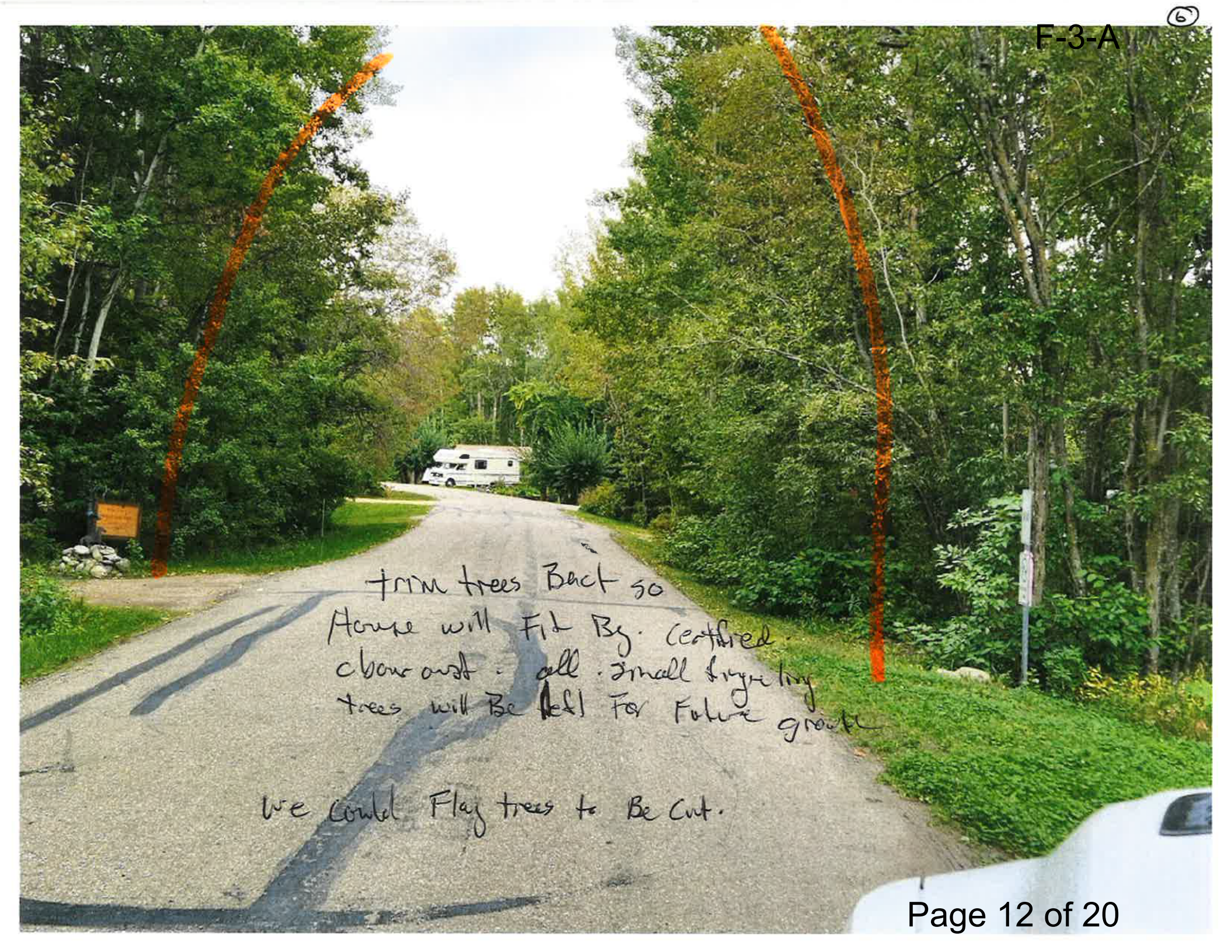
May need marking

Drive Back
Off Road



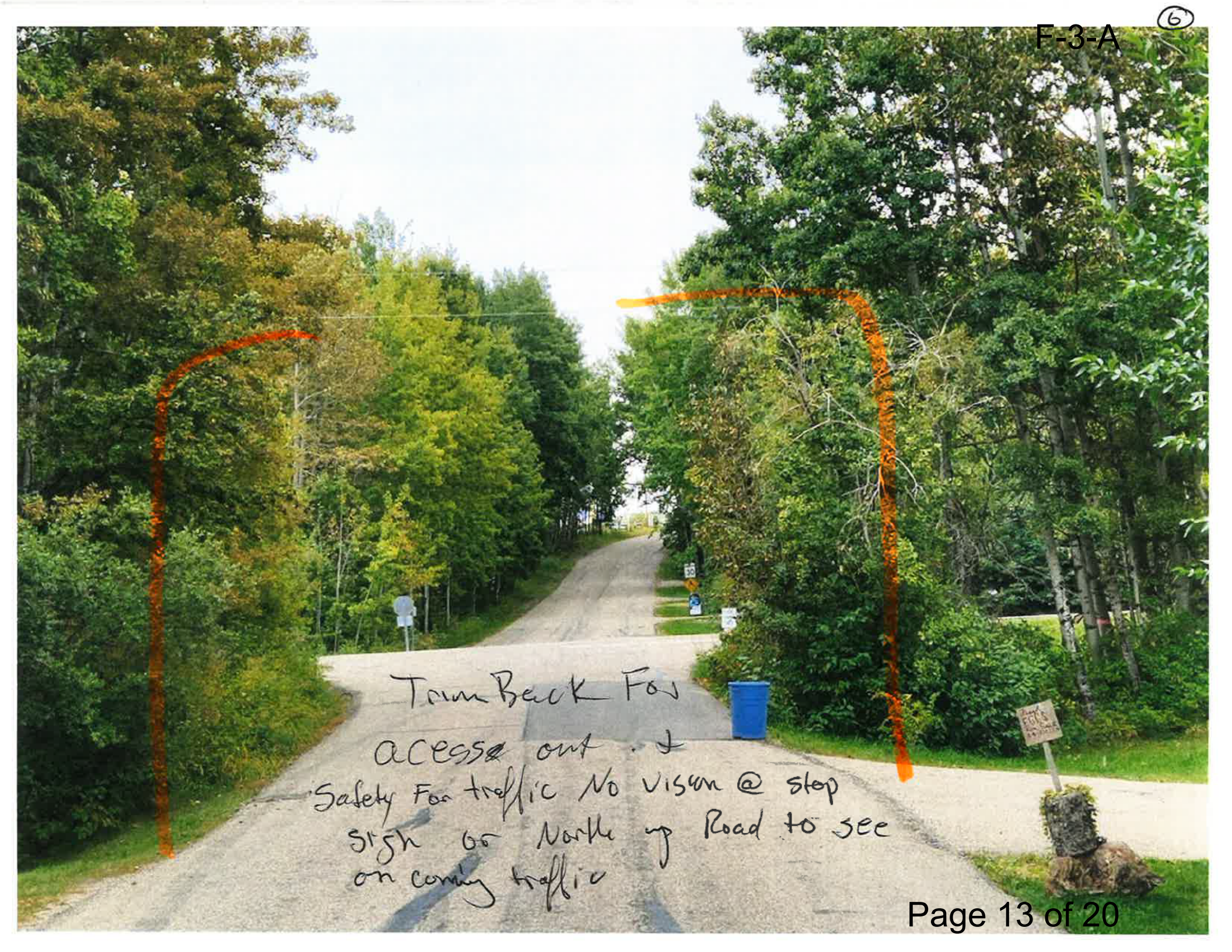
from Back Road
over growth so Horse will
Fit. leave all small
saplings & to grow!



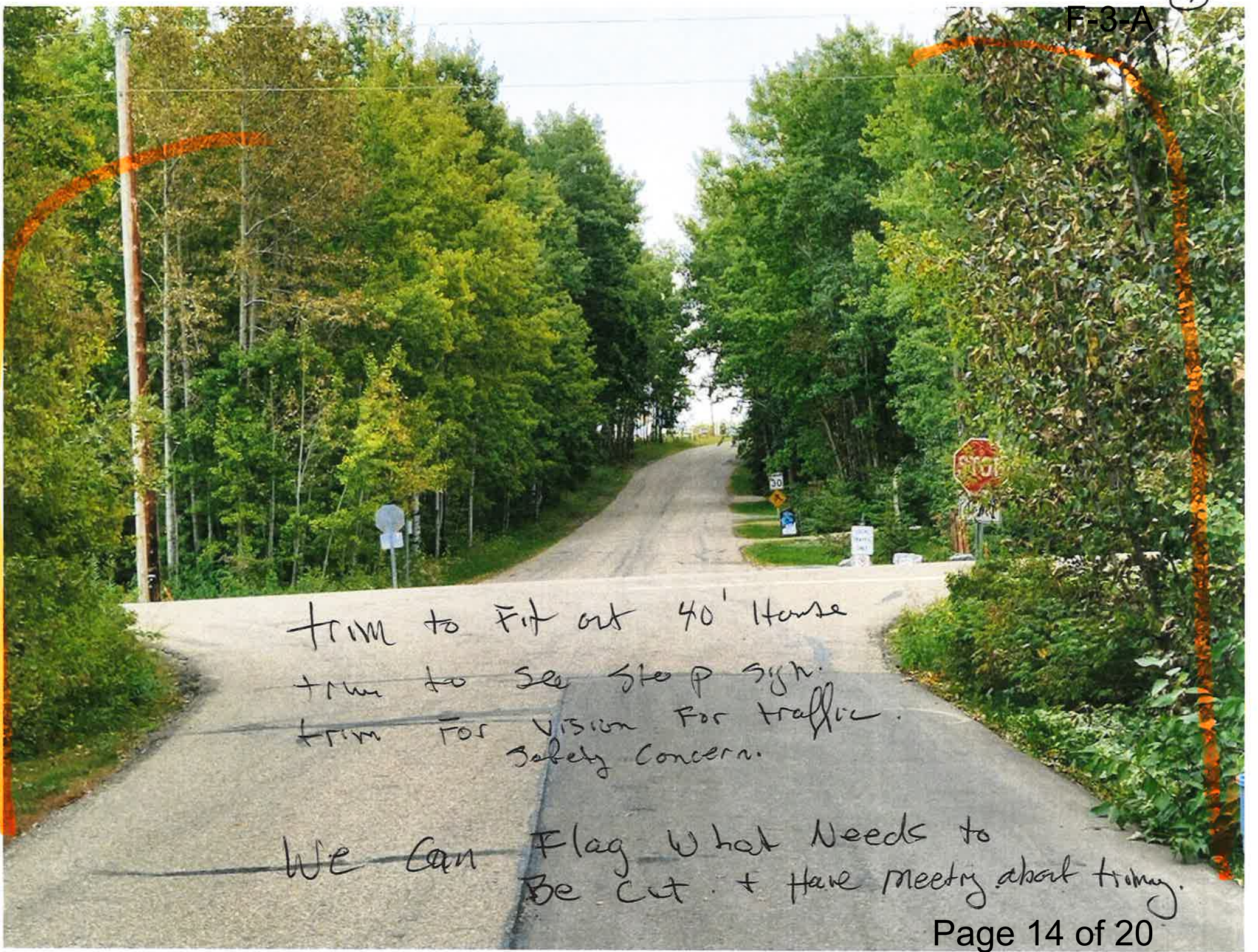


trim trees Back so
House will Fit By. Centered.
clear out. all. Small sapling
trees will Be left For Future growth

We could Flag trees to Be cut.



Turn Back For
Access out . I
Safety For traffic No vision @ stop
sign or North up Road to see
on coming traffic



trim to fit out 40' House
trim to see stop sign.
trim for vision for traffic.
Safety concern.

We can flag what needs to
be cut + have meeting about trimming.













Summer Village of Sunbreaker Cove

October 17, 2022

Council Reports

Information Item

Council Reports:

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

Committee Reports:

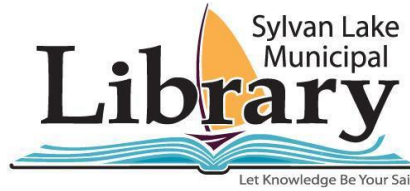
Julie Maplethorpe, Summer Village of Jarvis Bay

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

Information Items:

Upcoming Meetings:

Next Council Meeting – November 14, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 14, 2022 – 6:30PM

1. Treasurer's Report

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

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

2. Director's Report

The Director's Report was approved as presented.

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

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

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

3. Programming Report

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

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

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

4. Policy

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

Meeting adjourned at 7:44pm.

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



Parkland Update

Thursday, October 6, 2022

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



Congratulations to the team at the Penhold library! The Town of Penhold Library Board won one of three awarded for the 2022 Minister's Awards for Municipal and Public Library Excellence for their [Adventure Awaits Summer Reading Program](#). This was an innovative approach to a traditional library service that allowed children and families to experience social connection and critical literacy development despite the challenges of the COVID-19 pandemic. Way to go!

Registration Now Open!



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

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

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis
- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

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

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

Radon Kits Available

Parkland has partnered with the Alberta Lung Association, and with support from Health Canada to make 20 Radon Screening Kits available to library patrons.

To place a hold on a radon screening kit, patrons should follow these simple instructions:

- Visit your library's website
- Search for PRL Radon Screening Kit.
- Click Place Request
- Login with your library barcode information

- Select your pick-up location/ home library

Who's Role is it Anyway Feedback

Parkland recently hosted three training sessions *Advocacy: Whose Role is it Anyway* and we are seeking feedback. If you attended, please take a moment to fill out [this brief survey](#) and forward it to any staff or trustees that attended.

LIBRARY NEWS

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

Member Library Staff Highlight

Beth has been the manager at the Hay Lakes Municipal Library since July 2020. This summer, their library hosted Janis Irwin and it brought a huge crowd out. The best part of her job is when the play schoolers come to read a story and pick out books. They have the funniest stories and ask the most hilarious questions. Beth loves helping them fall in love with reading!

If you're a non-fiction lover like her, you'll want to check out Beth's book recommendations [Scar Tissue by Anthony Kiedis](#) and [The Wreckage of my Presence by Casey Wilson](#).

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



Free Opioid Poisoning Response Training & Nasal Naloxone Kits - St. John Ambulance Canada

In response to the rising number of opioid poisonings across Canada, St. John Ambulance is working with Health Canada to provide Naloxone training and nasal Naloxone kits free of charge to agencies in the homelessness-serving sector nationwide (excluding Quebec). The program is geared toward frontline staff and volunteers that may have to respond to on-site opioid poisonings and who would otherwise lack access to training and/or nasal naloxone kits.

St. John Ambulance's Opioid Poisoning Response Training provides participants with a trauma-informed and de-stigmatized approach to opioid poisoning awareness.

For more information on program details, please visit their website <https://reactandreverse.ca/> or email them at naloxone@sja.ca for inquiries.

Veteran's Week Resources

Veterans Affairs Canada has created activity books, infographics, postcards, bookmarks and posters to encourage youth to learn more about the importance of remembrance and the roles played by Canadians during times of war, military conflict, and peace. These materials are free. [Orders for materials](#) should be placed by October 24 in order to receive the materials by Remembrance Day.



TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Getting Started with Libby October 10

Join OverDrive's training team for this live session to learn how easy it is to [get your patrons started](#) with Libby, the library reading app. This session will demonstrate:

- How to browse and borrow ebooks and audiobooks.
- Tips for customizing the experience.
- Answers to frequently asked questions from end-users.

Accessibility in Your Library October 12

Tune in on Wednesday October 12, 12:00-1:00 p.m. to learn about what disability and accessibility are. In [this webinar](#) you will learn how to do a walkthrough of your physical space to see how accessible it is.

Alberta Board Member Essentials October-November

- Where to find Libby marketing and help resources.

Library of Things: The What, Why and How of Lending Objects **October 16**

Are you thinking of starting a Library of Things for your community? [In this webinar](#), learn about lending anything from tools to toys, cameras to kitchen appliances, fishing gear to musical instruments - you can do it! The presenters will discuss selection, budgets, cataloging, displaying, sustainability, and marking of their Library of Things on Wednesday, October 19, 12:00-1:00 p.m.

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

Board Basics Training Series **October-November**

The PLSB will be offering their Board Basics training series this fall. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 12 – [Public Library Service in Alberta](#)
October 19 – [Municipal and Intermunicipal Library Boards](#)
October 20 – [Governance Tools](#)
October 26 – [The Library Board Member](#)
October 27 – [Funding and Finances](#)
November 2 – [Working Together](#)
November 3 – [The Public Library Network](#)

They also continue to offer on-demand orientation sessions for library boards. These sessions can be organized as in-person sessions. If you would like to request one, please email libraries@gov.ab.ca.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

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PRLS Board Meeting Minutes September 15, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday September 15, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, Barb Gilliat

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets: Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent: Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Guests: Margaret Law

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk

Call to Order

Meeting called to order at 10:06 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 Dana Kreil to excuse Edna Coulter, Amanda Derksen, Barbara Gibson, Heather Ryan, Ricci Matthews and Len Phillips from attendance at the board meeting on September 15, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 28/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 29/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Teresa Rilling to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 30/2022

1.3. Business arising from the minutes of the May 19, 2022 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Lori Reid to approve the consent agenda as presented.

CARRIED
PRLS 31/2022

3.1. Compensation Review

Motion by Alison Barker-Jevne to go in-Camera at 10:10 a.m.

CARRIED
PRLS 32/2022

Motion by Barb Gilliat to go out of- Camera at 10:57 a.m.

CARRIED
PRLS 33/2022

Motion by Gord Lawlor to receive the Compensation Review report for information.

CARRIED
PRLS 34/2022

Motion by Janice Wing to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid

CARRIED
PRLS 35/2022

Margaret Law left the meeting at 10:45 a.m.

3.2. Approval of the PRLS Budget 2023

Sheppard gave an overview of the Parkland 2023 proposed budget. For the first time in three years, Parkland is asking for an increase in the municipal levy. The proposed increase is .20 cents per capita. The levy will change from \$8.55 per capita to \$8.75 per capita, using the Treasury Board and Finance Population Figures as directed by the board. This budget assumes funding from the Government of Alberta will continue at the current rate of \$4.70 per capita. Also assumed is the Rural Library Services Grant rate continuing at \$5.55 per capita, the whole of which is passed directly on to libraries. Most of the increases in budget lines are associated with

inflationary costs. The Building Repair and Maintenance line has increased partly because of the maintenance fees for the elevator. Staff and benefit lines will see a cost-of-living adjustment increase. The Trustee line has gone down, due to the virtual meetings that seem to be preferred by most of the trustees.

By approving the budget, a number of reserve transfers will be approved. There was \$40,500 for another cargo van. We also have technology purchases including replacing wireless equipment in member libraries planned for next year. This project will cost approximately \$219,600. Also, \$35,000 will be transferred from the Unrestricted Reserve for the Cooperative Collection Fund.

Motion by Barb Gilliat to approve the Parkland Regional Library System 2023 Budget as presented.

CARRIED
PRLS 36/2022

3.3 PRLS Governance Policy Revisions PRLS Audit

Sheppard Reviewed. According to PRL policy 4.4.4. Audit,

The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end.

The last time PRLS conducted an RFT (RFP) and appointed an auditor was 2019, for the years 2019-2021.

This year, seven agencies were contacted to submit RFPs but only our current auditor, MNP LLP, submitted a formal audit proposal.

At their June 16th meeting, the Executive Committee selected the auditor MNP to conduct Parkland's audit for the years 2022-2024. Over the years, it has become increasingly difficult to find firms that will even submit proposals in response to an RFP for audit services. Furthermore, Parkland has only changed audit firms once in living memory. For these reasons, the Executive Committee proposed eliminating the requirement that an RFP be conducted every three years for audit services. To support this change, the Executive Committee approved the following motion:

Motion by Barb Gilliat to recommend that the board change Parkland's Audit policy statement to read: "The auditor shall be appointed by the Executive Committee. Audit services shall be reviewed at the discretion of the Director, or, at the direction of Parkland's Executive Committee or the board."

Motion by Gord Lawlor to amend the audit policy statement 4.4.4. as presented, in accordance with the recommendation of Parkland's Executive Committee

CARRIED
PRLS 37/2022

RFP for Banking Services

Sheppard continued. The Parkland Board's Finance Policy statement on banking currently states:

From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.

Despite the ambiguous phrasing of the statement, staff have diligently sought RFPs for Parkland's banking services every three years. After some discussion at their June meeting, the Executive Committee determined Parkland's banking services shall be subject to a review and request for proposal every five years at a minimum.

At their August meeting, the Executive Committee recommended that the wording for policy statement 4.4.5 be changed to:

Banking services shall be subject to review and a request for proposal every five years at a minimum, or sooner, at the discretion of staff, the Executive Committee, or the board.

Motion by Gord Lawlor to change policy 4.4.5. as recommended by the Executive Committee.

CARRIED

PRLS 38/2022

3.4. Capital Cost Allowance for Technology

Williams reviewed. The Parkland 2021 audit management letter stated:

Recommend that the estimated useful lives for property, plant and equipment be reviewed by senior management, and adjusted as needed.

During Parkland's audit, MNP discussed with staff that Parkland may not be using the best depreciation rate for technology assets. It was observed that the current rate may be inaccurate as computers in the library typically last 3 to 5 years and the current CCA (Capital Cost Allowance) rate Parkland uses is Class 10 with a 30% declining balance.

Parkland's management team has implemented a change to the CCA for technology assets only. Staff believe the use of Class 50 with a CCA rate of 55% declining balance for technology assets is a better fit for the life span of Parkland's computer assets.

This adjustment does not require a policy change but constitutes a change in long standing practice.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2022

3.5. Advocacy and Marketing Report

Gord Lawlor began the Advocacy Committee report. Highlights included the creation of a joint Advocacy Committee composed of seven library systems, a review of tools board members can use to help pass Parkland's budget with municipal council, and the presentation of a document, *Your Guide to Building Rapport*. Designed for municipal library boards, this document will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Hailey Halberg continued with the Marketing Report. Halberg discussed Parkland's open house held last July, Parkland's new social media strategy, and Connection Campaign.

In the marketing campaign, libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Staff have completed the photography/videography project and received six edited videos and 240 professional photos libraries can use for marketing.

Five videos were then shown from the project, featuring the following libraries: Alix, Amisk, Caroline, Forestburg and Rocky Mtn. House.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 40/2022

3.6. Parkland Community Update

Sedgewick & District Municipal Library – Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

Sundre Municipal Library manager Karen Tubb has retired and they have a new manager starting immediately.

Cremona Municipal Library has a very popular Lego after school program.

Penhold & District Public Library has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

Sylvan Lake Municipal Library hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

Clive Public Library has a new manager.

Castor Municipal Library had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

Stettler Public Library has developed a travelling trailer in cooperation with Stettler wellness network. The trailer can be booked for block parties and other events.

Motion by Ray Reckseidler to receive the Parkland Community Update for information.

CARRIED

PRLS 41/2022

3.7.1. Director & Library Services Report

3.7.2. I.T. Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the IT Report. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report and IT Report for information.

CARRIED

PRLS 42/2022

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:14 p.m.

CARRIED

PRLS 43/2022

Meeting adjourned at 12:14 p.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

Strategic Plan Update

At their August 18th meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, [Hamza Khan](#). Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity*. Stay up-to-date with all conference news by following us on [Facebook](#) and [Twitter](#), or [visit our conference website to learn more](#).

Advocacy Committee

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here:

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

Staff also introduced *Your Guide to Building Rapport*, which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.

In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1st, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

Committee News from Trustees

Sedgewick & District Municipal Library Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

Delburne Municipal Library has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

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Board Members Present

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

Absent

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

Next Meeting: November 17, 2022, (Zoom)

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