

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
OCTOBER 16, 2023 @ 8:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 18th, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) 3rd Quarter Report

E. REQUESTS FOR DECISION

1) Finance

- a) Parkland Regional Library Budget

2) Public Works

- a) Approval to amend MSI application for Administration building improvements.

F. 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
 - Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – November 20, 2023

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held September 18, 2023, 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
	Public Works Manager:	Justin Caslor
	Recording Secretary:	Teri Musseau

CALL TO ORDER The meeting was called to order at 8:28 a.m. by Mayor Willmon.

AGENDA APPROVAL

SBC-23-150 MOVED by Deputy Mayor Kimball that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

SBC-23-151 MOVED by Councillor Beets that the minutes of the Regular Meeting of Council held on July 17, 2023, be approved as presented.
CARRIED

SBC-23-152 MOVED by Councillor Beets that the minutes of the Organizational Meeting of Council held on July 17, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report
- 5) Resident Letter

SBC-23-153 MOVED by Mayor Willmon that Council accept the information items as presented.
CARRIED

REQUESTS FOR DECISION

FINANCE

SBC-23-154 Penalty Removal Request
MOVED by Deputy Mayor Kimball that Council deny the penalty removal request as the tax payment was not received by the office on or before the due date.
CARRIED

COUNCIL & LEGISLATION

- SBC-23-155

Council Personal Code of Conduct Policy

MOVED by Councillor Beets that Council adopt the Council Personal Code of Conduct Policy as presented.

CARRIED
- SBC-23-156

Intermunicipal MPC and SDAB

MOVED by Mayor Willmon that Council accepts the Intermunicipal Municipal Planning Commission and Intermunicipal Subdivision and Development Appeal Board item as information.

CARRIED
- SBC-23-157

Tendering and Procurement Policy

MOVED by Deputy Mayor Kimball that Council adopts the Tendering and Procurement Policy as presented.

CARRIED

Council break at 10:39 a.m.

Council reconvened at 10:48 a.m.

PLANNING & DEVELOPMENT

- SBC-23-158

Encroachment Agreement Renewal

MOVED by Councillor Beets that Council approve the encroachment agreement renewal for stairs for another 5-year term with an updated agreement and require homeowner to have stairs inspected to ensure they are up to the Safety Codes Standards, and further, all other encroachments must be removed.

CARRIED

COUNCIL REPORTS

- Mayor Willmon
 - Lacombe County ICF meeting
- Deputy Mayor Kimball
 - No reports
- Councillor Beets
 - No reports

COMMITTEE REPORTS

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

- Lacombe County
- Intermunicipal Collaboration Framework Committee Minutes

SBC-23-159 MOVED by Mayor Willmon that Council accept the Council and Committee Reports as presented.
CARRIED

NEXT MEETING

SBC-23-160 MOVED by Mayor Willmon that the next meeting of Council be held on October 16, 2023, at 8:30 a.m.
CARRIED

ADJOURNMENT

SBC-23-161 MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 11:25 a.m.
CARRIED

JIM WILLMON, MAYOR

TANNER EVANS, CAO

Summer Village of Sunbreaker Cove

Administration and Finance

Council Date: October 16, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$187,284.56

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

1. Tar-ific Construction Ltd	\$ 4,446.75
a. Project: Larch Rd Drainage	
2. Rugged West Maintenance Inc.	\$ 3,150.00
a. Aug 2, 15 and Sept. 1 Mowing & Trimming	
3. 1473929 Alberta Ltd	\$ 3,675.00
a. Removal of Leaning Trees	
4. Mellor, Larry and Alice	\$ 5,000.00
a. Completions Deposit Refund	
5. Triangle Construction Inc.	\$ 13,650.00
a. Tree Removal on Municipal Reserves	
6. Urban Dirtworks Inc.	\$ 5,229.00
a. Installation of Handrailing on Stairs to Lake	
7. Summer Village of Norglenwold	\$ 29,822.98
a. Aug 2023 Muni Specific Costs	
b. Aug 2023 Shared Costs	
8. Summer Village of Norlglenwold	\$ 8,129.89
a. New 2023 Toyota Truck Purchase	
9. Summer Village of Norglenwold	\$ 10,041.60
a. Sept 2023 Muni Specific Costs	
b. Sept 2023 Shared Costs	
10. AB School Foundation Fund	\$ 88,571.09
a. School Fund	

Council Expense Claims Report:

Aug 2023

▪ Jim Willmon	\$0
▪ Keith Kimball	\$0
▪ Teresa Beets	\$0

Sept 2023

▪ Jim Willmon	\$0
▪ Keith Kimball	\$0
▪ Teresa Beets	\$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.

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**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2023-00048 to 2023-00059

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1098 9008-08-23	2023-08-31	Hicks, Stephen & Kristinn 461-000-520 - Completions Dep	Completions Deposit Refund	500.00	500.00
1099 52389	2023-08-31	Empringham Disposal Corp 243-000-200 - Waste Removal C 243-000-200 - Waste Removal C 312-000-260 - GST Paid Refund	Aug's - Weekly Collection of Aug's Collect of 2 Public Tr GST Tax Code	1,488.00 100.00 79.40	1,667.40
1100 15167218	2023-08-31	Go Services Inc. 272-000-510 - Parks & Playgrou 312-000-260 - GST Paid Refund	Aug Monthly Portable Toilet GST Tax Code	390.00 19.50	409.50
1101 059540	2023-08-31	Tar-ific Const. Ltd 297-199-840 - Project-Larch Ro 312-000-260 - GST Paid Refund	Project: Larch Rd Drainage GST Tax Code	4,235.00 211.75	4,446.75
1102 23-827	2023-08-31	Xandal Backhoe Ltd. 242-000-256 - Wastewater Main 312-000-260 - GST Paid Refund	Turn on Valve at 1414 Aspe GST Tax Code	75.00 3.75	78.75
1103 2014	2023-09-28	Baird, Wesley & Floy 461-000-520 - Completions Dep	Completions Deposit Refund	1,000.00	1,000.00
1104 2023-3	2023-09-28	Red Deer Catholic Regional 201-100-130 - ASFF-Residential	Supplementary Tax Requisi	2,416.85	2,416.85
1105 1350	2023-09-28	Rugged West Maintenance Inc. 232-000-200 - Green Space Pro 312-000-260 - GST Paid Refund	Aug 2, 15 and Sept 1 Mowir GST Tax Code	3,000.00 150.00	3,150.00
1106 1873	2023-09-28	Sylvan Lake Regional 242-000-260 - Useage Fees-WV	Aug 2023 WW Services	2,475.64	2,475.64
1107 408	2023-09-28	1473929 Alberta Ltd 232-000-240 - Tree Removal 312-000-260 - GST Paid Refund	Remove Leaning Trees on I GST Tax Code	3,500.00 175.00	3,675.00
1108 225046	2023-10-10	Mellor, Larry & Alice 461-000-520 - Completions Dep	Completion Deposit Refund	5,000.00	5,000.00
1109 53872	2023-10-10	Empringham Disposal Corp 243-000-200 - Waste Removal C 243-000-200 - Waste Removal C 312-000-260 - GST Paid Refund	Sept's - Weekly Collection c Sept's Collect of 2 Public Tr GST Tax Code	1,488.00 100.00 79.40	1,667.40
1110 15167811	2023-10-10	Go Services Inc. 272-000-510 - Parks & Playgrou 312-000-260 - GST Paid Refund	Sept Monthly Portable Toile GST Tax Code	390.00 19.50	409.50
1111 230252	2023-10-10	Parkland Regional Library 274-000-850 - Parkland Region 312-000-260 - GST Paid Refund	4th Quarter Requisition Pay GST Tax Code	207.82 10.39	218.21
1112 1359 1365	2023-10-10	Rugged West Maintenance Inc. 232-000-200 - Green Space Pro 312-000-260 - GST Paid Refund 272-000-500 - Buoy	Sept 25 Mowing & Trimming GST Tax Code Buoy Removal	1,000.00 50.00 1,750.00	1,050.00

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**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2023-00048 to 2023-00059

Page 2

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
			Payment Total:		2,887.50
1113	2023-10-10	Triangle Construction Inc.			
1778		232-000-240 - Tree Removal	Tree Removal Muni Reserv	13,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	650.00	13,650.00
1114	2023-10-10	Urban Dirtworks Inc			
4553		232-000-270 - Pathway Program	Handrailing on Stairs to Lak	4,980.00	
		312-000-260 - GST Paid Refund	GST Tax Code	249.00	5,229.00
1115	2023-10-10	Wild Rose Assessment Service			
9172		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:		50,719.00

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
263	2023-08-31	Summer Villages of Norglenwold			
2023-00120		212-100-110 - Salaries	Salaries	9,073.52	
		212-100-130 - Training	Training	36.29	
		212-100-140 - Benefits	Shared Benefits	296.69	
		212-100-210 - Travel & Subsis	T&S	75.99	
		212-100-211 - WCB	WCB	153.33	
		212-100-266 - PW Fleet	Public Works Fleet	94.99	
		212-200-215 - Postage/Freight/C	Postage/Freight	404.86	
		212-200-500 - Printing Costs	Printing Costs	141.96	
		212-200-510 - Office Supplies	Office Supplies	51.10	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	84.51	
		212-300-540 - Utilities	Utilities	227.35	
		212-300-250 - Facility Improvem	Facility Improvements	535.86	
		212-300-255 - Facility Maintenan	Facility Maintenance	420.79	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	63.68	
		212-300-242 - IT Equipment	IT Equipment	95.84	
		212-300-265 - Equipment Mainte	Equipment Maintenance	28.44	
		212-300-270 - Equipment Renta	Equipment Rental	74.18	
		212-300-510 - Other Contingenc	Contingency	35.98	
		212-300-530 - Building Insuranc	Building Insurance	0.00	11,895.36
2023-00125		232-000-200 - Green Space Pro	Waste Transfer Ticket#256	19.32	
		232-000-200 - Green Space Pro	Waste Transfer Ticket#256	37.26	
		261-000-110 - Development Ser	AB Land Title 48038318	10.00	
		226-000-200 - Enforcement	July Intercon Messaging	7.00	
		297-202-840 - Project-Admin Blc	Parking Lot-27 Stalls & 24 C	1,095.00	
		297-202-840 - Project-Admin Blc	Border Paving-Parking Lot F	12,034.97	
		297-202-840 - Project-Admin Blc	Cen-Con-Concrete Sidewall	4,614.52	
		226-000-200 - Enforcement	UFA-Aug Fuel for Bylaw Tr	109.55	17,927.62
			Payment Total:		29,822.98
264	2023-09-29	Summer Villages of Norglenwold			
2023-00133		226-000-200 - Enforcement	New 2023 Toyota Truck Pui	8,129.89	8,129.89
265	2023-09-30	Summer Villages of Norglenwold			
2023-00137		232-000-200 - Green Space Pro	Waste Transfer 257421-Aug	8.28	

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**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2023-00048 to 2023-00059

Page 3

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2023-00142		226-000-200 - Enforcement	Intercon Messaging for Byla	7.00	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.20	
		261-000-110 - Development Ser	AB Land Title-48332664	20.00	
		261-000-110 - Development Ser	AB Land Title-48333478	10.00	47.48
		212-100-110 - Salaries	Salaries	8,055.90	
		212-100-130 - Training	Training	340.46	
		212-100-140 - Benefits	Shared Benefits	350.37	
		212-100-210 - Travel & Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	153.33	
		212-100-266 - PW Fleet	Public Works Fleet	20.39	
		212-200-215 - Postage/Freight/C	Postage/Freight	5.93	
		212-200-500 - Printing Costs	Printing Costs	39.20	
		212-200-510 - Office Supplies	Office Supplies	83.83	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	80.78	
		212-300-540 - Utilities	Utilities	228.93	
		212-300-250 - Facility Improvem	Facility Improvements	0.01	
		212-300-255 - Facility Maintena	Facility Maintenance	236.30	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	96.25	
		212-300-242 - IT Equipment	IT Equipment	141.48	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	117.54	
		212-300-510 - Other Contingenc	Contingency	43.42	
		212-300-530 - Building Insuranc	Building Insurance	0.00	9,994.12
			Payment Total:		10,041.60
			Total Other:		47,994.47

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3602	2023-09-30	AB School Foundation Fund			
14685		201-100-130 - ASFF-Residential	ASFF School Fund	88,571.09	88,571.09
			Total Other:		88,571.09
			Total MAIN:		187,284.56

Summer Village of Sunbreaker Cove

Public Works

Information Item

Agenda Item: *Sunbreaker Cove Public Works Update*

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

- New wooden hand railing was installed on October 4, 2023 located at the stairway (elk street pathway leading up to the lake water).
- Final Acceptance Certificate (FAC) walkthrough was completed on October 5, 2023 with Stantec Engineering and Pidherneys for the new sewer construction. All main line and service valves were checked. No major action required.

Administrative Recommendations: 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 16, 2023

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 88 development permits issued in the Summer Villages (17 in Birchcliff, 3 in Half Moon Bay, 22 in Jarvis Bay, 19 in Norglenwold, and 27 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

- | | | | |
|-----|--|-----------------------------|-----------------------------|
| 1. | 669 Fox Crescent | Dwelling & Detached Garage | Issued in 2020 |
| | <i>(build required to be completed 2023)</i> | | |
| 2. | 1119 Poplar Road | Dwelling Addition | Issued in 2021 |
| | <i>(final inspection)</i> | | |
| 3. | 805 Sunhaven Way | Demo & Detached Garage w GH | Issued in 2021 |
| | <i>(final inspection scheduled)</i> | | |
| 4. | 711 Elk Street | Deck | Issued in 2021 |
| | <i>(complete, SSC final outstanding)</i> | | |
| 5. | 1130 Breakers Way | Dwelling | Issued in 2021 |
| | <i>(build extension end of 2023)</i> | | |
| 6. | 701 Sunhaven Way | Demolition & Dwelling | Issued in 2021 |
| | <i>(final inspection complete, outstanding conditions)</i> | | |
| 7. | 809 Sunhaven Way | Dwelling | Issued in 2021 |
| | <i>(landscaping extension until April 2024)</i> | | |
| 8. | 1422 Aspen Close | Dwelling | Issued in 2022 |
| 9. | 747 Elk Street | Dwelling | Issued in 2022 |
| 10. | 609 Fox Crescent | Dwelling | Issued in 2022 |
| 11. | 1213 Pine Road | Dwelling | Issued in 2022 |
| 12. | 1101 Larch Road | Dwelling Move – Demolition | Issued in 2022 |
| 13. | 717 Elk Street | Dwelling Addition | Issued in 2023 |
| 14. | 1301 Breakers Way | Detached Garage | Issued in 2023 |
| 15. | 1101 Larch Road | Dwelling | Issued in 2023 |
| 16. | 1209 Pine Road | Detached Garage Addition | Issued in 2023 |
| 17. | 1330 Balm Road | Dwelling Addition | Issued in 2023 (NEW) |
| 18. | 721 Elk Street | Demolition | Issued in 2023 (NEW) |

Active development permits for the operation of a Tourist Home:

1. 753 Elk Street

2. 635 Fox Crescent
3. 1318 Balm Road
4. 1314 Balm Road
5. 641 Fox Crescent
6. 609 Fox Crescent
7. 1126 Breakers Way
8. 685 Fox Crescent
9. 1323 Birch Road

Closed development permits since last meeting:

1. 1105 Poplar Road Dwelling & Garage w GH Issued in 2022

Permit Summary:

Year to date 2023:

7 development permits. Estimated project cost \$975,000.00.

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Open Administrative Files:

1210 Marine Drive
1117 Larch Road
1353 Balm Road
745 Elk Street

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

October 16, 2023

Information

Agenda Item: *CAO Report*

Background:

- Discussions are ongoing with lawyers regarding options for cost recovery of tree removal at 1314 Balm road.
- Handrail was recently installed at the stairs near the end of Elk street.
- Elk Street pathway improvements are scheduled to take place as soon as possible.
- Administration walked the pathways and shoreline with Mayor Willmon last month. We looked at some areas where pathway safety could be improved. We also looked at some structures that have been built along the shoreline that appear to be in very poor condition and pose potential safety and liability concerns. Administration is reaching out to contractors that will be able to provide an expert opinion on the safety of these structures and provide options on what should be done.
- There are currently 142 homes connected to the wastewater system.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Summer Village of Sunbreaker Cove

Finance

Information Item

Agenda Item: *3rd Quarter Financial Report*

Background:

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

Options for Consideration:

Detailed 3rd Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



2023

Third Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council October 16, 2023



2023 Operating Budget to September 30, 2023

The 2023 Operating Budget reflects the costs of the Council approved 2023 Municipal Budget that shows a small decrease of 1.77% from 2022 in Municipal taxation.

As of September 30th, the operational budget shows targeted revenue as 100% collected and municipal operating costs as 60.5% utilized with 3 months remaining in the year.

Revenue:

The Return on Investments is currently collecting 5.30% on the bank balance of \$1,078,597.54 as of September 30, 2023. This has created a significant increase in year to date revenue. The year to date return on investments sits at \$27,624.29.

The MSI Operational of \$17,004 has been received from the Province of Alberta.

The rate rider count is up to 54 properties now paying the \$251.73. One property has voluntarily paid catch up for last year, so year to date rate rider collection is \$13,845.15.

Wastewater utility levy is under budget mainly due to having more seasonal properties than expected and all new connections are being pro rated.

Expenditures

Council and Legislation:

Council remunerations, travel, subsistence, and conference budgeted expenditures are all under budget for 3rd Quarter reporting.

Council Education Opportunities has \$450 remaining to be utilized on training and education for Council members.

Overall, only 25% of Council and Legislation budget has been used as of September 30, 2023.

Administration:

Administrative overall costs are at 85% utilized for 3rd quarter reporting. Training, printing costs, computer software, IT equipment, equipment maintenance, other contingencies, utilities, and advertising are over budget. The majority of these overages are shared costs between the five municipalities.

Protective Services:

Protective Services is 42% utilized with the remaining RCMP Policing costs of \$17,370 to be invoiced in April of 2024 due to the difference in financial yearends.

Public Works:

Public Works is currently operating at 44% of their allocated budget and end of summer invoices are still expected for garbage pickups and grass cutting.

Planning and Development:

Planning and Development is currently operating at 15% percent of it's budget. Very minimal expenses are noted in this department.

Recreation:

Parks and Recreation is operating at 56% of their allocated budget, with the fall buoy removal expenses still expected.

Environment:

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

In Conclusion:

Overall, the Summer Village of Sunbreaker Cove is operating at 60.5% utilization of their 2023 budgeted operational expenses on September 30, 2023.

2023 Capital Budget to September 30, 2023

Revenue:

An MSI grant has been applied for the Administrative Building Improvements for \$13,873 of \$77,000 in a shared application with the other 4 Municipalities. This project has been approved by MSI for all 5 municipalities.

An Larch Road Drainage Project MSI grant was amended to accommodate the \$112,000 project costs anticipated with \$97,000 to come from MSI and \$15,000 to come from CCBF. This project amendment has been approved in both grant systems.

A CCBF grant was applied for the Road Analysis in the amount of \$8,388, also in a shared application with the other 4 Municipalities. This grant application is now in approved status.

A CCBF grant was applied for the Larch Road Drainage Project for \$15,000 of the total project costs. This grant is also in approved status.

Expenditures:

Road Analysis Project has spent \$1,641.12 to date and is ongoing with a final report expected in early December.

EOS Stairs, which was expected to be funded from the Environmental Reserve is not being done this year. An RFP has been posted by Public Works for a detailed condition and needs assessment report.

Waste Water Emergency/Contingency Plan – no report

Shoreline Rip Rap Project that is being funded from Environmental Reserves has spent \$8,170 to date and is complete.

Larch Road Drainage Project has spent \$36,292.50 to date and is completed.

Community DLO Docks – no report

GIS Implementation has not expenses to date – Complete

Administrative Building Improvements has spent \$18,087.33 and is over budget by \$5,212.83. - Complete

Overall, \$65,190.95 has been spent in the 2023 Capital Budget as of September 30, 2023.

Alberta School Foundation Budget to September 30, 2023

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

3rd Quarter Reporting shows \$272,963.80 has been withdrawn by the Province of Alberta with \$85,446.92 remaining for the December 31st requisition.

ATB Bank Balance to September 30, 2023 - \$1,078,597.54

Debenture #1 remaining \$235,581.48

Debenture #2 remaining \$243,739.73

Surplus and Reserve Balances to September 30, 2023

• Unrestricted Surplus	5,273.51	
• Completions Deposits	73,000.00	
• Deferred Revenue (Grants)	123,687.28	
• JSC IT Reserve	0.00	
• JSC Fleet Replacement Reserve	0.00	(-\$2,367.09 Truck Purch.)
• Reserves Wastewater	75,889.34	
• Reserves General Operating	215,000.00	
• Mill Rate Stabilization	25,000.00	
• Reserves Environmental	0.00	
• Reserves Roads	278,610.75	
• Reserve Land Improvement	131,600.00	
• Reserve Infrastructure	44,477.20	(-\$5,762.80 Truck Purch.)
• Reserve OP – Long Term	687,868.53	

MSI Report

All year's MSI allocations with the exception of the 2023 (\$56,099) have been received. MSI funding (Report attached).

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

The Summer Village of Sunbreaker Cove will still be able to access their 2023 allocation under the MSI program per an Addendum received on September 20, 2023.

Municipalities however will not be able to submit amendments to projects after December 31, 2023. Addendum is attached for Council's information.

CCBF Report

CCBF Funding allocations for 2021 and 2022 have been received in the amount of \$29,338. These deposits have been placed in Deferred Revenue.

The 2023 allocation of \$10,071 has not yet been received. (Report attached).

Property Taxes

The Summer Village of Sunbreaker Cove currently has 8 unpaid properties. The total of these properties is \$32,533.25.

1. \$7,011.43 – Tax imposed per MGA s553(1)(2)
2. \$2,136.21
3. \$1,266.85
4. \$3,405.70
5. \$3,744.42
6. \$8,521.73 – will be 2 full years in arrears December 31st
7. \$1,034.41
8. \$5,412.50 – will be 2 full years in arrears December 31st

The Finance Department will be sending out registered letters advising of the impending yearend penalty of 18% on November 30th for any properties with balances owing.

The Summer Village of Sunbreaker Cove currently has no properties registered with Alberta Land Titles for tax arrears.

Utility Notices

There are 13 unpaid utility bills and 5 unpaid penalties amounting to \$4,269.92. All outstanding balances will be rolled onto taxes on November 30th and will then become a tax imposed per the MGA section 553(1)(2).



Report Date
10/05/2023 11:27 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending September 30, 2023

Page 1

	2023 Budget	Year to Date	Remaining	Var %
Revenue				
101-000-110 - Taxation	359,438.99	359,293.30	(145.69)	0.04-
101-000-120 - Garbage Levy	33,836.00	33,750.00	(86.00)	0.25-
101-000-510 - Taxes Penalties & Cos	5,300.00	10,192.80	4,892.80	92.32
112-000-410 - Sale of Services & Su	66.93	625.00	558.07	833.81
112-000-540 - Interest Charges		801.47	801.47	
112-000-550 - Return on Investments	5,000.00	27,624.29	22,624.29	452.49
112-000-570 - Other Revenue		75.51	75.51	
112-000-740 - MSI Operational	17,004.00	17,004.00		
112-000-840 - Grant Lacombe	549.78	576.00	26.22	4.77
112-171-840 - Annual Wastewater Rate Rider	23,159.00	13,845.15	(9,313.85)	40.22-
112-172-840 - Wastewater Utility Levy	57,600.00	55,853.01	(1,746.99)	3.03-
121-000-530 - Fines Provincial Coll		450.00	450.00	
161-000-410 - Compliance Certifica	200.00	400.00	200.00	100.00
161-000-510 - Inspection Fees	1,507.00	2,782.33	1,275.33	84.63
161-000-520 - Development Permits/Appeal Fees	7,000.00	2,584.80	(4,415.20)	63.07-
161-000-590 - Encroachment Fees	850.00	650.00	(200.00)	23.53-
Total Revenue:	511,511.70	526,507.66	14,995.96	2.93
Expenditures				
Council and Legislation				
211-101-150 - Mayor Remuneration	7,000.00	1,760.00	5,240.00	74.86
211-101-210 - Mayor Trav & Sub	2,500.00	295.12	2,204.88	88.20
211-102-150 - Deputy Mayor Renumera	4,000.00		4,000.00	100.00
211-102-210 - D. Mayor Trav & Sub	1,500.00		1,500.00	100.00
211-103-150 - Councillor Remunerati	2,000.00	900.00	1,100.00	55.00
211-103-210 - Councillor Trav & Sub	1,000.00	30.60	969.40	96.94
211-201-212 - Alberta Summer Village Association	1,800.00	598.00	1,202.00	66.78
211-202-212 - Alberta Urban Municipalities Association	600.00		600.00	100.00
211-203-212 - Council Education Opportunity	450.00		450.00	100.00
211-301-220 - Mem. ABmunis	1,007.76	963.31	44.45	4.41
211-302-220 - Mem. ASVA	1,034.28	975.00	59.28	5.73
211-303-220 - Mem. FCM	175.51	117.67	57.84	32.96
211-304-220 - Mayors and Reeves Mem	116.63	150.00	(33.37)	28.61-
Total Council and Legislation:	23,184.18	5,789.70	17,394.48	75.03
Administration				
212-100-110 - Salaries	97,472.00	79,408.43	18,063.57	18.53
212-100-130 - Training	1,826.00	2,923.91	(1,097.91)	60.13-
212-100-140 - Benefits	3,377.00	2,592.60	784.40	23.23
212-100-210 - Travel & Subsistence	2,191.00	823.99	1,367.01	62.39
212-100-211 - WCB	1,395.00	717.71	677.29	48.55
212-100-266 - PW Fleet	730.00	733.91	(3.91)	0.54-
212-200-215 - Postage/Freight/Couri	1,100.00	998.41	101.59	9.24
212-200-500 - Printing Costs	1,002.00	1,096.36	(94.36)	9.42-
212-200-510 - Office Supplies	1,826.00	673.11	1,152.89	63.14
212-300-217 - Phone/Fax/Internet	913.00	787.47	125.53	13.75
212-300-240 - Computer Software/Mtn	2,738.00	3,825.10	(1,087.10)	39.70-
212-300-242 - IT Equipment	455.00	977.12	(522.12)	114.75-
212-300-250 - Facility Improvements	1,826.00	1,095.35	730.65	40.01
212-300-255 - Facility Maintenance	3,881.00	2,504.65	1,376.35	35.46
212-300-265 - Equipment Maintenance	274.00	318.97	(44.97)	16.41-

Report Date
10/05/2023 11:27 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending September 30, 2023

Page 2

	2023 Budget	Year to Date	Remaining	Var %
212-300-270 - Equipment Rental	730.00	466.12	263.88	36.15
212-300-510 - Other Contingency	91.00	243.48	(152.48)	167.56-
212-300-530 - Building Insurance	548.00	337.91	210.09	38.34
212-300-540 - Utilities	1,643.00	2,206.23	(563.23)	34.28-
212-400-220 - Council Mtg Expenses	1,500.00	389.00	1,111.00	74.07
212-400-221 - Fees and Charges	700.00	380.96	319.04	45.58
212-400-222 - Advertising	500.00	640.48	(140.48)	28.10-
212-400-230 - Legal Fees	4,500.00		4,500.00	100.00
212-400-231 - Audit Fees	7,500.00	4,698.91	2,801.09	37.35
212-400-232 - Assessment Fees	7,400.00	5,650.00	1,750.00	23.65
212-400-275 - Municipal Insurance	4,382.25	3,748.00	634.25	14.47
212-400-910 - Tax Changes	106.08		106.08	100.00
212-400-920 - Infrastructure Reserve	50,240.00	50,240.00		
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - Operating Contingency	15,000.00	15,000.00		
Total Administration:	216,846.33	184,478.18	32,368.15	14.93
Protective Services				
223-000-200 - Contracted Fire Service	9,765.70	10,020.41	(254.71)	2.61-
224-000-200 - Emergency Management	2,800.00	2,750.00	50.00	1.79
224-000-201 - Safety Equipment	220.73		220.73	100.00
225-000-200 - Policing Costs	18,180.00	810.00	17,370.00	95.54
226-000-200 - Enforcement	8,000.00	2,689.69	5,310.31	66.38
Total Protective Services:	38,966.43	16,270.10	22,696.33	58.25
Public Works				
232-000-200 - Green Space Program	10,608.00	8,303.14	2,304.86	21.73
232-000-240 - Tree Removal	15,000.00	5,500.00	9,500.00	63.33
232-000-250 - Road Maintenance Program	20,400.00	8,468.71	11,931.29	58.49
232-000-255 - Plowing Program	27,580.00	11,257.50	16,322.50	59.18
232-000-265 - Sign Program	2,220.21	2,378.43	(158.22)	7.13-
232-000-270 - Pathway Program	5,304.00	200.00	5,104.00	96.23
232-000-530 - Ditch & Culvert Progr	2,199.66		2,199.66	100.00
242-000-250 - SLR WasteWater Commis	9,270.00	4,241.71	5,028.29	54.24
242-000-252 - Transfer to Reserves	2,552.00		2,552.00	100.00
242-000-253 - System Debenture Share	28,949.00	7,053.56	21,895.44	75.63
242-000-255 - System Debenture Interest		7,421.00	(7,421.00)	
242-000-256 - Wastewater Maintenance Program	25,000.00	771.85	24,228.15	96.91
242-000-260 - Useage Fees-WW Serv Rate Charges	27,893.00	12,779.40	15,113.60	54.18
243-000-200 - Waste Removal Contrac	18,600.00	9,328.00	9,272.00	49.85
243-000-255 - Landfill Costs	15,236.00	14,588.31	647.69	4.25
Total Public Works:	210,811.87	92,291.61	118,520.26	56.22
Planning and Development				
261-000-110 - Development Services	1,000.00	316.50	683.50	68.35
261-000-115 - IDP	1,000.00		1,000.00	100.00
261-000-200 - Planning Projects	500.00		500.00	100.00
261-000-215 - SDAB Costs	600.00	119.00	481.00	80.17
261-000-220 - MPC Costs	1,200.00	200.00	1,000.00	83.33
Total Planning and Development:	4,300.00	635.50	3,664.50	85.22

Report Date
10/05/2023 11:27 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending September 30, 2023

Page 3

	2023 Budget	Year to Date	Remaining	Var %
Recreation				
272-000-500 - Buoys	5,388.66	1,868.80	3,519.86	65.32
272-000-510 - Parks & Playgrounds	6,067.86	2,240.00	3,827.86	63.08
272-000-515 - Regatta	3,000.00	2,791.83	208.17	6.94
212-403-220 - FCSS Town of Sylvan	2,146.90	2,146.90		
274-000-850 - Parkland Regional Lib	750.00	623.43	126.57	16.88
Total Recreation:	17,353.42	9,670.96	7,682.46	44.27
Environment				
273-101-150 - Red Deer River Waters	49.47	49.47		
Total Environment:	49.47	49.47	0.00	0.00
Total Expenditures:	511,511.70	309,185.52	202,326.18	39.55
Surplus / Deficit	0.00	217,322.14	217,322.14	0.00

Report Date
10/05/2023 9:36 AM

Summer Village of Sunbreaker Cove
Capital Projects Budget
For the Period Ending September 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-195-840 - Project CCBF-Road Analysis	8,388.00		(8,388.00)
197-196-840 - Project Env Res-EOS Stairs	70,000.00		(70,000.00)
197-197-840 - Project WW Res-WWEmergency/Contin Plan	20,000.00		(20,000.00)
197-198-840 - Project Env Res-Rip Rap	15,000.00		(15,000.00)
197-199-840 - Project MSI-Larch Road Drainage	62,000.00		(62,000.00)
197-199-841 - Project CCBF-Larch Road Drainage	15,000.00		(15,000.00)
197-199-842 - Project Road Res-Larch Road Drainage	35,000.00		(35,000.00)
197-200-840 - Project Env Res-DLO Docks	25,000.00		(25,000.00)
197-201-840 - Project WW Res-GIS Implementation	1,800.00		(1,800.00)
197-202-840 - Project MSI-Admin Building Improve	13,873.50		(13,873.50)
Total Revenue:	266,061.50	0.00	(266,061.50)
Expenditures			
297-195-840 - Project-Road Analysis	8,388.00	1,641.12	6,746.88
297-196-840 - Project-EOS Stairs	70,000.00		70,000.00
297-197-840 - Project-WW Emergency/Contingency Plan	20,000.00		20,000.00
297-198-840 - Project-Rip Rap	15,000.00	8,170.00	6,830.00
297-199-840 - Project-Larch Road Drainage	112,000.00	36,292.50	75,707.50
297-200-840 - Project-DLO Docks	25,000.00		25,000.00
297-201-840 - Project-GIS Implementation	1,800.00		1,800.00
297-202-840 - Project-Admin Bldg Improvements	13,873.50	19,087.33	(5,213.83)
Total Expenditures:	266,061.50	65,190.95	200,870.55
Surplus / Deficit	0.00	(65,190.95)	(65,190.95)

Report Date
10/05/2023 12:07 PM

Summer Village of Sunbreaker Cove
ASFF Budget Report
For the Period Ending September 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-130 - ASFF Residential	357,980.15	357,839.28	(140.87)
101-102-130 - ASFF Non-Residential	571.44	571.44	
101-103-130 - DI - Designated Industrial	12.06	12.16	0.10
Total Revenue:	358,563.65	358,422.88	(140.77)
Expenditures			
201-100-130 - ASFF-Residential	357,980.15	272,392.36	85,587.79
201-200-130 - ASFF Non-Residential	571.44	571.44	
201-300-130 - DI - Designated Industrial	12.06		12.06
Total Expenditures:	358,563.65	272,963.80	85,599.85
Surplus / Deficit	0.00	85,459.08	85,459.08

Tina Leer

From: ASFF Information Management System (AIMS) <aims.sys.prod@gov.ab.ca>
<aims.sys.prod@gov.ab.ca>
Sent: Thursday, September 7, 2023 9:48 AM
Subject: AIMS: New ASFF Invoice is available

ATTENTION:

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates have not yet been passed, therefore, this invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4).

The Order in Council will be passed prior to December 1, 2023. This will approve the rates that have been communicated in the Statement of Intent and are also reflected by Municipal Affairs in MERO. December invoices will be in the amount indicated in the 2023 Statement of Intent, less the total amounts paid through the first three invoice periods (March, June, and September) of 2023.

Your understanding and cooperation on this matter is appreciated.

AIMS: New ASFF Invoice is available

The new ASFF Invoice is available for viewing, downloading, and printing. Please login to AIMS for your invoice.
[Organization Dashboard](#)

Thank you.

Shanon Vergara
Accounting Analyst
shanon.vergara@gov.ab.ca
(780) 427-2172

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SUMMER VILLAGE OF SUNBREAKER COVE

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$41,895	\$41,895	\$0	100	Certified	\$154	\$0
2008	\$53,960	\$53,960	\$0	100	Certified	\$1,288	\$0
2009	\$42,764	\$42,764	\$0	100	Certified	\$486	\$0
2010	\$132,884	\$132,884	\$0	100	Certified	\$876	\$0
2011	\$133,246	\$133,246	\$0	100	Certified	\$1,316	\$3,554
2012	\$134,721	\$134,721	\$0	100	Certified	\$1,430	\$79,515
2013	\$126,076	\$126,076	\$0	100	Certified	\$541	\$78,982
2014	\$138,496	\$138,496	\$0	100	Certified	\$6,480	\$32,007
2015	\$134,285	\$134,285	\$0	100	Certified	\$1,557	\$16,384
2016	\$126,688	\$126,688	\$0	100	Certified	\$0	\$149,242
2017	\$126,292	\$126,292	\$0	100	Certified	\$2,663	\$72,877
2018	\$153,685	\$153,685	\$0	100	Certified	\$14,212	\$3,568
2019	\$92,171	\$92,171	\$0	100	Certified	\$15,715	\$0
2020	\$118,521	\$118,521	\$0	100	Certified	\$8,041	\$13,696
2021	\$138,339	\$138,339	\$0	100	Certified	\$0	\$1,127,591
2022	\$56,099	\$56,099	\$0	100	Certified	\$3,143	\$152,584
2023	\$56,099	n/a	n/a	0	n/a	n/a	n/a
Total	\$1,806,221	\$1,750,122	\$0			\$57,902	\$1,730,000

"Pending" Project Summary

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

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

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	2	11	13
Total Project Costs	\$189,000	\$4,513,521	\$4,702,521
Total MSI Funding to be Applied	\$110,860	\$1,859,630	\$1,970,490
Total MSI Funding Applied	\$55,887	\$1,674,113	\$1,730,000

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

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

Tina Leer

From: Tanner Evans
Sent: Wednesday, September 20, 2023 3:56 PM
To: Tina Leer
Subject: Fw: Addendum to the MSI Capital Program Guidelines
Attachments: Municipal Sustainability Initiative Capital Program Guidelines Addendum.pdf

From: MA.MSICapitalGrants@gov.ab.ca <MA.MSICapitalGrants@gov.ab.ca>

Sent: Wednesday, September 20, 2023 3:46 PM

To: Tanner Evans <tevans@sylvansummervillages.ca>

Subject: Addendum to the MSI Capital Program Guidelines

I am advising that the Municipal Sustainability Initiative (MSI) Capital Program Guidelines have been updated effective immediately. An addendum is attached for your convenience, but is also available at [Municipal sustainability initiative: capital program guidelines - Open Government \(alberta.ca\)](#).

The content of the MSI program guidelines is the same as last year, with two exceptions. Updates have been made to reflect the continued administration of MSI in the current MSI Online (MSIO) system into 2024, when the Local Government Fiscal Framework (LGFF) begins.

These administrative program changes will further support an effective MSI program wrap-up and simplify the administration and roll-out of the LGFF. Specifically,

- Municipalities will continue to access their unspent MSI funding including credit items, from 2019 to 2023, through the existing MSIO system rather than be transitioned over to LGFF. Any unspent MSI funding from prior to 2019 will be returned to the province.
- Municipalities will continue to submit projects, amendments, and reporting via the MSIO system until they have utilized all available MSI funding and met all MSI program reporting requirements.

It is important to note that the time limits to spend MSI capital funding (five years, plus the current program year) will continue to be strictly enforced and municipalities are strongly encouraged to utilize their unspent MSI funding to ensure a smooth and efficient transition to LGFF.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the wind-down of MSI and the transition to LGFF.

Should you have any questions regarding the addendum, please contact an MSI grant advisor toll-free by first dialing 310-0000, then 780-422-7125.

Sincerely,

Janice Romanyshyn
 Executive Director
 Grants and Education Property Tax



Municipal Sustainability Initiative Capital Program Guidelines Addendum - September 2023

The Local Government Fiscal Framework (LGFF) will replace the existing Municipal Sustainability Initiative (MSI) program in 2024/25. The comprehensive LGFF design, including administrative details and the funding allocation, is expected to be announced later this year.

To simplify the administration of the LGFF and the wind-down of MSI, municipalities will continue to access their unspent MSI capital funds through the existing online portal (MSIO) rather than be transitioned into the LGFF. Municipalities are strongly encouraged not to delay utilizing their unspent MSI funding to ensure a smooth and efficient transition to LGFF.

The following sections of the MSI capital program guidelines are updated by this addendum.

Section 6.2 Carrying Forward Funds

Unspent MSI funding including credit items, from 2019 to 2023, will not be transferred to LGFF. Municipalities will continue to access their 2019 to 2023 allocations through the existing MSI Online portal (MSIO). Municipalities will continue to be governed by the MSI funding agreements and program guidelines until all available MSI funding has been expended and municipalities have met all MSI program reporting requirements. The time limits to spend MSI capital funding will continue to be strictly enforced.

Section 8 Application and Amendment Process

Municipalities will continue to submit MSI projects, amendments, and financial reporting through the existing MSIO system until all MSI funds have been expended and all MSI program reporting requirements have been met.

The MSI capital funding is subject to all other program requirements that are outlined in the MSI Program Guidelines, and all conditions of the long-term MSI Memorandum of Agreement.

If you require additional information, please contact an MSI grant advisor in the Grants and Education Property Tax Branch at ma.msicapitalgrants@gov.ab.ca, or by dialing toll-free at 310-0000, then 780-422-7125.

Search

Search by Project Name, Municipal Affairs Project Number, or Municipal Project Number.









Select Municipality

To view the applications for a different municipality, select it from the following list:

Applications

Accepted Tab: Currently displaying all project applications that have been accepted by the Minister of Municipal Affairs where the project is still ongoing. These applications can no longer be edited online; however, an amendment can be submitted to adjust project costs, scope, funding sources, and/or projected timelines by clicking the "Amend Project" icon  beside the appropriate project application. There can be only one amendment in progress for any given accepted project.

To view other applications, click the appropriate status tab below.

<div> <div>Draft</div> <div>Submitted / In Review</div> <div>Accepted</div> <div>Completed / Fully Funded</div> <div>All Applications</div> </div>						
Project Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	Project Start Date	Accepted MSI Funding	Options
2023 Administrative building Improvements	CAP-15935	Administrative Building 2023	Jul 17, 2023	May 01, 2023	\$13,860	   
Larch Road Drainage	CAP-14239	2021 Drainage	Aug 31, 2023	May 15, 2021	\$97,000	   
Showing 2 items						

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$190,293	\$180,222	\$173	\$164,267

Applications/Projects

Create new application

Draft		Submitted	Accepted	Completed/Fully Funded		Withdrawn/Cancelled		Amendments in progress	
								Search:	
Project #	Amend	Project Title	Approved Date	Total Accepted Project Cost	Total Accepted CCBF Funding	Total Certified CCBF Expenditures to Date	As Current	Original	
CCBF-2528	<input type="checkbox"/>	Larch Road Drainage	04-Oct-23	\$112,000	\$15,000	\$0	Project Profile	CCBF Application	
CCBF-2433	<input type="checkbox"/>	2023 Pavement Condition Assessment & Pavement Management Report	04-Oct-23	\$46,200	\$8,388	\$0	Project Profile	CCBF Application	

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$190,293	\$180,222	\$173	\$164,267

Applications/Projects

Allocations and Payments

Search:

Year	Allocation	Payments	Status	Payment Criteria Status
FY2005	\$2,510	\$2,510	Paid (Reconciled)	Payment criteria has been met
FY2006	\$2,510	\$2,510	Paid (Reconciled)	Payment criteria has been met
FY2007	\$3,349	\$3,349	Paid (Reconciled)	Payment criteria has been met
FY2008	\$6,303	\$6,303	Paid (Reconciled)	Payment criteria has been met
FY2009	\$12,600	\$12,600	Paid (Reconciled)	Payment criteria has been met
FY2010	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2011	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2012	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2013	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2014	\$8,750	\$8,750	Paid (Reconciled)	Payment criteria has been met
FY2015	\$8,617	\$8,617	Paid (Reconciled)	Payment criteria has been met
FY2016	\$8,720	\$8,720	Paid (Reconciled)	Payment criteria has

Year	Allocation	Payments	Status	Payment Criteria
FY2017	\$8,732	\$8,732	Paid (Reconciled)	Payment criteria has been met
FY2018	\$9,467	\$9,467	Paid (Reconciled)	Payment criteria has been met
FY2019	\$19,153	\$19,153	Paid (Reconciled)	Payment criteria has been met
FY2020	\$9,633	\$9,633	Paid (Reconciled)	Payment criteria has been met
FY2021	\$19,484	\$19,484	Paid (Reconciled)	Payment criteria has been met
FY2022	\$9,854	\$9,854	Paid (Reconciled)	Payment criteria has been met
FY2023	\$10,071	\$0	Processing	Payment criteria not met

Summer Village of Sunbreaker Cove

October 16, 2023

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

Administration received a copy of the Parkland Regional Library 2024 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2024 per capita requisition and notify the board asap, that way any budget revisions can be addressed at the PRL Board meeting at the November 16th meeting.

The 2024 proposed per capita requisition is \$9.18, which is a .43 increase from 2023.

Options for Consideration:

- 1) Approve the Parkland Regional Library's 2024 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library's 2024 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

E-1-A

		Present Budget	Proposed Budget
		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licenses	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460
Cost of Services			
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)		3,597,800	3,828,179
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.75	9.18

Notes for the Parkland Regional Library System Budget 2024

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 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, 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 the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

At the March 16th Executive Committee meeting, *“it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase.”* The proposed budget meets the criteria established by the Executive Committee in March.

While most expense lines of the budget remain stable, below is an overview.

Under Income

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland’s bond investments.

Under Support Materials

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds 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 has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

Under Cost of Service

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits.

increases using the current compensation policy where the grid received a cost-of-living adjustment and all eligible staff were awarded a step up on the grid. COLA for Alberta was at COLA at 4.3% at the end of May.

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

Provincial grants amount to approximately 43.3% of PRLS' total income (line 1.1).

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 with expenditures estimated to be valued at \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 95% of the 2024 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 2024 Budgeted Amounts **2024**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$262,277
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$282,100
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$231,308
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$133,550
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$56,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,530
Contribution to Outlet Libraries*		\$800
Materials Discount	(40% in 2022)	\$116,911
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,028,546
Requisition		\$2,123,362
Difference Between Levy & Direct Return		95%
		\$94,816

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

Brief Notes – September 2024**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$9.18
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes 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, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2023 level - 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 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - 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 expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased slightly - 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
- 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 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

COST OF SERVICES

- 3.1 Increased slightly 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 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - 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 significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

Present
Budget

		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179

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 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 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 \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

*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 dispersed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 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 with an increase.

Support Materials & Services Direct to Libraries		2023	2024
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licences	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460

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 materials allotment rate of \$1.13 per capita – held at the 2023 level.

2.3 Computer Maint. Agree.

Software Licences:

line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – 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 licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting 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 and improve the system-wide collection.

2.5 eContent Platform fees and Subscription fees:

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - 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, Grant Connect, and eMagazines.

2.6 On Reserve, On

Settlement Grant Exp:

funding provided through a provincial government grant program calculated at \$5.60 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 – held at 2023 level.

2.8 Internet Connection

Fees: for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated– includes (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2023 – 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 2023 level – based on actual, includes professional development publications and library journals.

*2.14 ILL Postage**Reimbursement
for Libraries:*

increased slightly 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:*

held at 2023 level – 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:

reduced slightly – estimates for fluctuation in fuel prices, 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 2023 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2023 level – used to support the physical audiobook collection.

2.19 eContent: decreased significantly due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: slight increase from 2023 level to help refresh the collection.

2.21 Programming Boxes: increased to build new programming tech-based kits and consumables for programming in member libraries.

2.22 Reference Materials: held at 2023 – 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		2023	2024
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719

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:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses 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 expenses.

3.6 Insurance:

this line has increased mainly due to cyber insurance - also includes 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 \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.

3.8 Photocopy:

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

3.9 Salaries:

to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.

*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 five-year review and held at 2023 level - 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.

- 3.13 Telephone:* based on actual and held at 2023 level - 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:* 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) – held at 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

PARKLAND REGIONAL LIBRARY SYSTEM**Proposed 2024 Budget**

	Present Budget 2023	Proposed Budget 2024
TOTAL Income	3,597,800	3,828,179
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.75	9.18

Budget Supplement**Explanation points to the 2024 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 no vehicle in 2024. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

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 - 2024

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2024	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$68,992	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$0	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$282,100	
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRLS assets - 2024, \$78,100 -B)</i>		
	\$351,092	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$0	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$35,145	B
Current Year Amortization estimated - PRLS Assets	\$42,955	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C

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

Technology Reserve

Budgeted for member library computers \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$68,992 **A**

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

Amortization expense anticipated for building \$78,939

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

\$147,931

Speaking Notes for PRLS' 2024 Budget

- 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 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.
- For calculating the municipal levy for 2023, Parkland will be using the Alberta Population Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.
- The budget was based on information from the PLSB and built around the assumption that the government of Alberta operating grant will remain at \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Points within the budget to note include:

- Within the expense lines of Parkland's budget, eighteen lines saw increase, four saw decreases, and sixteen remained the same.
- Most expense lines of the budget remain stable, with increases reflecting inflationary costs.
- The Computer Maintenance, Agreements, Software Licenses line (2.3) has increased due to increased software costs. Parkland provides software for all public library computers in addition to our own headquarters.
- Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund (line 2.4) is provided to give Parkland staff funds 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 has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable, this collection has been added back into the budget at the reduced amount of \$30,000.
- For 2024, the staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment and step increment in accordance with Parkland's Cost of Living and Compensation policy. Staff received COLA increases in 2022 and 2023, but no step increases.
- Parkland is also planning a number of purchases funded partially from reserves. For 2024 these include:
 - The purchase for computer hardware from the Technology Reserve estimated to be valued at \$282,100. This includes computers for libraries, Parkland HQ and possibly the replacement of Fortigate devices in member libraries which are necessary to connect libraries to the SuperNet.

Other points to note:

- Included within the budget is a document comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budgeted amounts, an equivalent of 95% of the 2024 levy is returned to member libraries in tangible form. This return is before considering services provided by Parkland or the costs of running the Parkland system headquarters.
- If municipalities wish to view their own municipal return on investment, they can be found at the following URL: <https://www.prl.ab.ca/about-us/return-on-investment-2022>
- Provincial grants amount to approximately 43.3% of PRLS' total income.
- Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

Summer Village of Sunbreaker Cove

Public Works

Request for Decision

Agenda Item: *Approval to amend MSI application for Administration building improvements.*

Background:

- The Administration building parking lot new paving/concrete/line painting/curb stops was completed in late August.
- Due to various factors the project has gone overbudget. The reasons for the over budget is below:
 - Scope of work changed from previous quote when previous manager of public works received in early 2023. The area to be paved drastically changed from 1,365 m² to 1,600 m²
 - Misunderstanding/miscommunication on project scope and costing. Original quote was given in Jan 2023. A pavement overlay was initially scoped but after the snow melt, it was determined to not be an option due to existing building and sidewalk elevations. This option would be a 50 mm overlay over the existing asphalt.
 - The cost of line painting and curb stops was not taken into consideration.
- The project has gone over budget in the amount of \$3,870.99

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council approve this request

Administrative Recommendations: That the Summer Village of Sunbreaker Cove amend the MSI application by \$3,870.99 dollars for the administration building improvements project.

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

Summer Village of Sunbreaker Cove

October 16, 2023

Council Reports

Information Item

Council Reports:

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Correspondence:

- Lacombe County

Upcoming Meetings:

Next Council Meeting – November 20,
2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 13, 2023 – 6:30PM

1. Treasurer's Report

The Treasurer's report was approved as presented.

Budget season is right around the corner and the Board had a fulsome discussion regarding the budget presentation. This presentation will be made by the Library Director to the Town of Sylvan Lake Council sometime in October.

The 2022 Return on Investments for each Summer Village on Sylvan Lake and the Town of Sylvan Lake were included in the agenda package and circulated to each Summer Village Council. To find these ROI's from Parkland Regional Library you can visit this link and search for the municipality you are interested in:

<https://www.prl.ab.ca/about-us/return-on-investment-2022>

2. Director's Report

The Director's Report was approved as presented.

The Service quality value slogan that is used by the library staff was revamped recently. The previous slogan was **REACH**: Respectful, Efficient, Approachable, Courteous, Helpful. The new slogan is (All Hail) **CAESAR**: Comfort, Approachability, Efficiency, Safety, Accessibility, Resourcefulness.

A new partnership has been undertaken with the Mustard Seed who will deliver bread 1 or 2 times a week for the Little Free Pantry. During the early summer the Co-op gas bar hosted a BBQ with the funds raised being allocated to the library in the amount of \$714.13 to help with items for the Little Free Pantry. Donations are always needed and can be dropped off during open library hours.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. Areas affected will also include the parking lot to the west of the library and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also

be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

3. Programming Report

Over the summer many programs took place, some highlights included the TD Summer Reading Program, a summer-long video game tournament, a workshop led by local gardener Janet Schulz to utilize local herbs for household use, Minds in Motion teaching STEM activities and a Teddy Bear Sleepover with 31 stuffies spending the night in the library and participating in mischief!

The fall programming schedule was set and put in the Community Guide. A new program coming in September is a romance book club. To take advantage of the many cool events occurring at the library please check out the events page:

<https://sylvanlibrary.prl.ab.ca/events?d=0>

4. Policy

Work will continue with sub-committees to review policies as necessary, a timeline will be set up to ensure that policies are updated in a timely fashion and do not miss a review period.

Meeting adjourned at 8:30pm.

Next Regular Meeting – October 11, 2023, at 6:30pm.

PRLS Board Meeting Minutes

September 14, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday September 14, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

With Regrets: Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent: Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

Staff: Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Teresa Rilling.

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

Motion by Pam Hansen to excuse Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, and Pat Toone from attendance at the board meeting on September 14, 2023 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 38/2023

Shannon Wilcox entered the meeting at 10:06 a.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

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

Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 39/2023

Rick Manning entered the meeting at 10:13 a.m.

1.2. Approval of Minutes

Rilling asked if there were any amendments to the May 18, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 18, 2023 meeting as presented.

CARRIED

PRLS 40/2023

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

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

2. Business Arising from the Consent Agenda

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

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

CARRIED

PRLS 41/2023

3.1. Parkland 2024 Budget

Sheppard reviewed Parkland's 2024 proposed budget. For 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Provincial grants amount to approximately 43.3% of PRLS' total income.

Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

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 \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Most expense lines of the budget remain stable, with increases reflecting inflationary costs.

Some board members indicated concern over increasing cost and believe Parkland should advocate that the Government of Alberta adjust library grants annually to address inflation.

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

CARRIED
PRLS 42/2023

Motion by Bill Rock to approve the Parkland Regional Library System 2024 budget as presented.

CARRIED
PRLS 43/2023 (3 opposed)

Which population figures Parkland uses for invoicing municipalities was brought up again. Board members agreed to discuss and decide at their November meeting whether Parkland shall change their member agreement.

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

CARRIED
PRLS 44/2023 (4 opposed)

3.2 Reserve Transfers

Donna Williams reviewed. At their June 15th meeting, the Executive Committee re-allocated 2022's surplus to replenish three of Parkland's reserves so they align with minimum levels required by board policy. Those reserves were the Vehicle, Building, and Technology reserves. In June, following the approval of Parkland's 2022 audit, the Unrestricted Reserve, where Parkland's surpluses are recorded, was valued at \$425,314.91.

The Vehicle Reserve received a \$100,000 top-up, the Building Reserve, \$25,000, and the Technology Reserve \$200,000.

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 45/2023

3.3. Compensation Policy Working Group

Sheppard reviewed. The Compensation Policy Working Group held their first meeting on August 29th.

Recommendations made by the group include:

- a) Parkland should use a blended 5-year COLA
- b) New hires should receive step increases on their hire anniversary date, with existing staff grandfathered – keeping January as their anniversary for step increases.
- c) Part time employees will reach their next step based on hours worked, using 75% of the annual hours of a full-time employee.
- d) Steps should be considered guaranteed, while COLA increases should be offered if the budget allows.
- e) If COLA becomes optional, there is an increased chance of the salary grid no longer reflecting the labour market. For this reason, Parkland's Compensation Policy should require an external examination of the grid every three, rather than every five, years.
- f) If COLA becomes optional, staff retention could be affected since it will be long serving staff who are the most likely to see a diminution of their salary once they reach the end of the grid.
- g) Also discussed was an option if Parkland is having trouble hiring: add a "market modifier" to the new hire's salary. The market modifier is a temporary salary modifier used in exceptional situations when it is demonstrated that a higher salary, beyond the maximum of the assigned classification, is critical to attract or retain employees. Application of a market modifier is to address a considerable market gap with compensation for comparable position. The market modifier could be left in place until the salary grid is reviewed.

For the next meeting, staff will prepare a series of excel spreadsheets with the 2024 grid, including the number of staff members on each step, to allow the working group to experiment with different scenarios for reducing the grid.

The committee is planning to meet again at the beginning of October for a full day.

Motion by Ray Reckseidler to receive for information.

CARRIED

PRLS 46/2023

3.4. IT Report

A written report was submitted. Of note, the website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. Over the summer months they experienced some challenges that have delayed the launch of Parkland's new websites throughout the region. The launch is now expected to be near the end of October or early November. That said, the team is very pleased with how the project is proceeding.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Motion by Deb Coombes to receive the IT Report for information.

CARRIED

PRLS 47/2023

3.5. Community Services Recovery Fund

Ron Sheppard explained the history of Parkland's application for \$200,000 in funding from the Community Service Recovery Fund to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery.

Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Motion by Shannon Wilcox to receive for information.

CARRIED

PRL 48/2023

3.6. Nordegg Library Move

Andrea Newland reviewed the Nordegg Library move. The hamlet of Nordegg has been gaining popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place and new shelving was designed and built locally. Library volunteers weeded, packed and moved all the materials during the summer months. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library raffled off prizes to community members of all ages. It was a spectacular weekend.

Many of the library volunteers were on hand to welcome the community back into the library. The library was unofficially re-named the Rolf & Cheri Adolph Library to recognize the many years of contributions from Rolf Adolph and his wife Cheri.

Motion by Michelle Swanson to receive for information.

CARRIED

PRL 49/2023

3.7. Indigenous Services

Andrea Newland reviewed. Parkland has been working hard to build relationships and increase services to Indigenous communities over the past few years. With the OROS (On Reserve, On Settlement) grant provided by the Government of Alberta, Parkland has been able to accomplish numerous initiatives.

PRLS now has two women from the community of Maskwacis employed at the library. Staff took photos of intricate beading designed and created bookmarks for the library.

Staff will be commissioning a local Indigenous artist this fall to paint murals on the walls of the library.

For the first time since the library officially opened in 2019, the library will now be open to the public Monday through Friday.

Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

There are plans to purchase more shelving for Maskwacis and increase the size of the collection. Additionally, the staff in Maskwacis will also be attending the Stronger Together conference in November in Edmonton where they will be able to network with other Library Managers.

PRLS selected this library to be featured in a TAL (The Alberta Library) sponsored project highlighting rural libraries in partnership with the CBC. The date of the CBC interview is yet to be determined.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

Motion by Joy-Anne Murphy to receive for information.

CARRIED

PRL 50/2023

3.8. Marketing and Advocacy Committee Report

Ron Sheppard spoke to the Advocacy Report. Parkland's Advocacy Committee has met once since the May board meeting.

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. They only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they discussed and set what their advocacy priorities should be in the immediate future.

Hailey Halberg spoke to the Marketing Report. Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. The training was used to promote Parkland's services of assisting libraries with creating their own brand guidelines and social media strategies. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Parkland conducted a survey to find out which initiatives libraries would like staff to organize promotions for, and the majority wanted both library card sign-up activities and Canadian Library Month activities combined into one month.

In 2024, Parkland is celebrating its 65th anniversary. To celebrate this milestone, Parkland is planning several activities. To kick things off, Parkland is hosting a design contest in November. Patrons will be encouraged to submit designs relating to libraries. The winning design will win a \$100 visa gift card and have their design featured on tote bags and other promotional materials.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Anniversary Celebration in Amisk

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, or the Library Celebration in Amisk Report. There were none.

Motion by Barb Gilliat to receive the Director's Report, Library Services Report, and Anniversary Celebration in Amisk Report for information.

CARRIED
PRLS 52/2023

3.10. **Parkland Community Update**

The **Innisfail Public Library** has a new manager. They gave a shoutout to Jessica Dinan, Parkland Consultant, who was a huge help and resource.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has had our "Create it Crew" comprised of local students run several programs with introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children. Having our young teen students mentor the youth in our community through work experience has had such an impact beyond the doors of our library, and it has been a pleasure watching them grow and gain self-confidence.

Our summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which resulted in an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days in Stettler from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years to help fund the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to the Stettler they often find the library helpful for supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Motion by Les Stulberg receive the Parkland Community Update for information.

CARRIED
PRLS 53/2023

4. **Adjournment**

Motion by Deb Coombes to adjourn the meeting at 11:50 a.m.

CARRIED
PRLS 54/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially re-named the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.

Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. They only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. They want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

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The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

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Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

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