



AGENDA

Town Council

October 23, 2023 - 6:00 PM

Town Administration Building - Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, OCTOBER 23, 2023, AT 6:00 P.M., IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

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9. CORRESPONDENCE

10. OPEN FORUM

([Bylaw 939/18 - Council Procedural Bylaw](#) Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

11. CLOSED SESSION

12. ADJOURNMENT

Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes of Committee of the Whole September 11, 2023
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Motion by Council to accept the minutes of September 11, 2023, Committee of the Whole Meeting.

ATTACHMENTS:

[2023 09 11 COW Meeting Minutes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 18, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 18, 2023
Date



MINUTES

Committee of the Whole Meeting

Monday, September 11, 2023 - 5:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Craig Douglas, Assistant Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent: Councillor Gayle Rondeel

Delegates:
 Rimby Legion Branch No. 36 - Lance Hanneson
 Rimby Historical Society - 8 Board Members

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 038/2023 COW

Moved by Councillor Clark to accept the Agenda for the September 11, 2023, Committee of the Whole Meeting, as amended.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

3. MINUTES

3.1. Minutes

Motion 039/2023 COW

Moved by Councillor Coston to accept the Minutes of the Committee of the Whole Meeting of June 12, 2023, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. Delegation - Rimbey Legion Branch No. 36

Motion 040/2023 COW

Moved by Councillor Clark to bring the Rimbey Legion Branch No. 36 request to install a cenotaph in Mount Auburn Cemetery, to the next Council meeting held on September 25, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

5.2. Delegation - Rimbey Historical Society

Motion 041/2023 COW

Moved by Councillor Coston to bring the Rimbey Historical Society discussion regarding the gates to the next Council meeting on September 25, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. BYAS Building Lease Rates

Motion 042/2023 COW

Moved by Councillor Coston to bring the BYAS building discussion regarding the lease rates to the next Council meeting on September 25, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

7.2. Chili Cook Off - ADDITION TO AGENDA

8. OPEN FORUM

9. CLOSED SESSION

10. ADJOURNMENT

10.1. Adjournment

Motion 043/2023 COW

Moved by Councillor Curle to adjourn the meeting at 6:08 PM.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Minutes of Regular Council Meeting of September 25, 2023
Item For: Public Information -or- Closed Session

RECOMMENDATION:

Motion by Council to accept the Regular Council Meeting Minutes of September 25, 2023, as presented.

ATTACHMENTS:

[Regular Council Meeting Minutes of Sep 25, 2023](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 18, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas".

Craig Douglas, Chief Administrative Officer

October 18, 2023
Date



MINUTES

Town Council Meeting

Monday, September 25, 2023 - 5:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 5:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Wayne Clark
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Bonnie Rybak - Executive Assistant
- Craig Douglas - Chief Administrative Officer

Public: (0) members of the public

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

Motion 142/2023

Moved by Councillor Clark to accept the Agenda for the September 25, 2023, Regular Council Meeting, as amended.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3. MINUTES

3.1. Minutes

Motion 143/2023

Moved by Councillor Curle to accept the Minutes of the Regular Council Meeting on August 28, 2023, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

6.

BYLAWS

6.1. Bylaw 1000/23 To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws

Motion 144/2023

Moved by Councillor Clark Administration recommends Council give first reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 145/2023

Moved by Councillor Curle Administration recommends Council give second reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 146/2023

Moved by Councillor Coston Administration recommends Council unanimously consent to give third and final reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 147/2023

Moved by Councillor Rondeel Administration recommends Council give third and final reading to Bylaw 1000/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

6.2. 1001/23 Council Procedural Bylaw

Motion 148/2023

Moved by Councillor Curle Administration recommends Council give first reading to Bylaw 1001/23 Council Procedural Bylaw

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 149/2023

Moved by Councillor Clark Administration recommends Council give second reading to Bylaw 1001/23, Council Procedural Bylaw.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 150/2023

Moved by Councillor Coston Administration recommends Council unanimously consent to give third and final reading to Bylaw 1001/23 Council Procedural Bylaw.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 151/2023

Moved by Councillor Rondeel Administration recommends Council give third and final reading to Bylaw 1001/23 Council Procedural Bylaw.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7. NEW AND UNFINISHED BUSINESS

7.1. CAO Signing Authority & Credit Card Authorization

Motion 152/2023

Moved by Mayor Pankiw to swear in Craig Douglas and provide signing authority and credit card authorization.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.2. Development & Tax Incentive

Motion 153/2023

Moved by Councillor Rondeel to direct Administration to enter into a Tax Incentive Agreement with Gull Lake Deer Creek Gas Co-op Ltd located at LOT 11; BLOCK 10; PLAN NUMBER 202-1149 (4402 54 Avenue) for 2023, 2024 and 2025. The Tax Incentive Agreement shall be in accordance with Bylaw 974/21 Tax Incentives Bylaw and shall state the following:

- a. In the first taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 100% Exemption;
- b. In the second taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive an 80% Exemption;
- c. In the third taxation year identified in the Tax Incentive Agreement, the Qualifying Property shall receive a 60% Exemption.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 154/2023

Moved by Councillor Curle to increase the 2023 operating budget by \$19,928.03 to include \$4,000 for the Business Development Incentive Grant and \$15,928.03 for the first year tax incentive with funding to come from unrestricted reserves.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.3. Rimbey Historical Society

Motion 155/2023

Moved by Mayor Pankiw to appoint Councillor Rondeel and Councillor Coston to represent the Town in coming to a solution with the Historical Society regarding the gates.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.4. Rimbey Legion Branch No. 36

Motion 156/2023

Moved by Councillor Coston to give the Rimbey Royal Canadian Legion Branch No. 36 permission to install a cenotaph in the Mount Auburn Cemetery.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.5. Rimbey Art Club Lease Agreement

Motion 157/2023

Moved by Councillor Clark to accept the new lease agreement between the Rimbey Art Club and the Town of Rimbey, as presented.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.6. BYAS Building Lease Rates

Motion 158/2023

Moved by Mayor Pankiw to leave the BYAS building lease agreement dollar amounts as is until the 2024 budget meeting.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.7. Rimbey Food Bank Lease Agreement

Motion 159/2023

Moved by Councillor Clark to accept the lease agreement with the Rimbey Food Bank but change the term of the lease to September 1, 2023 - August 31, 2024, with the first right of refusal to enter a five-year lease under the same terms and conditions.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8. REPORTS

8.1. DEPARTMENT REPORTS

8.1.1 Department Reports

Motion 160/2023

Moved by Councillor Curle to accept the department reports, as information.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

9. CORRESPONDENCE

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 161/2023

Moved by Councillor Clark to adjourn the meeting at 6:01 PM.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Rick Pankiw, Mayor

Craig Douglas, Chief Administrative Officer

Town Council REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Bylaw 1002/23 To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws
Item For: Public Information -or- Closed Session

BACKGROUND:

The Bylaw Committee Meeting has been reviewing the bylaws to determine their status. The following attached bylaws have been reviewed and motions were made to bring them forward to Council with consideration to repeal.

RECOMMENDATION:

1. Administration recommends Council give first reading to Bylaw 1002/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.
2. Administration recommends Council give second reading to Bylaw 1002/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.
3. Administration recommends Council unanimously consent to give third and final reading to Bylaw 1002/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.
4. Administration recommends Council give third and final reading to Bylaw 1002/23, A Bylaw-of the Town of Rimbey, in the Province of Alberta, to Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws.

ATTACHMENTS:

[RFD 6.1.1 Bylaw 1002 23 To Repeal Inoperative, Obsolete, Expired, Spent and Ineffective Bylaws DRAFT](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

Date

ENDORSED BY:

Date

Craig Douglas, Chief Administrative

BYLAW NO.1002/23



A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO REPEAL INOPERATIVE, OBSOLETE, EXPIRED, SPENT AND INEFFECTIVE BYLAWS.

WHEREAS The Municipal Government Act, R.S.A., 2000 Chapter M-26, permits a Town Council to repeal a bylaw; and

AND WHEREAS Section 63 of the Municipal Government Act, R.S.A. 2000, c-M-26, as amended, empowers a council of a municipality to pass a bylaw which omits or provides for the repeal of a bylaw or provision of a bylaw that is inoperative, obsolete, expired, spend or otherwise ineffective.

AND WHEREAS The Council of the Town of Rimbey wished to repeal inoperative, obsolete, expired, spent and ineffective bylaws;

NOW THEREFORE The Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

The following bylaws are repealed.

BYLAW #	NAME	THIRD READING
198/1974	Curfew Bylaw	Jan 9, 1974
269/1953	Prohibiting Use of Streets for Display Purposes	April 23, 1953
393/1959	Licensing of Mobile Homes	June 8, 1959
543/1988	Owner of Mobile Home Parks to Notify Town Manager	Jan 13, 1988
633/1995	Amend General Penalty Bylaw	March 8, 1995
306/1978	General Penalty	May 10, 1978

This By-Law comes into effect on the date of third and final reading.

READ a First Time in Council this _____ day of _____ 2023.

READ a Second Time in Council this _____ day of _____ 2023.

UNANIMOUSLY AGREED to present this Bylaw for Third and Final Reading.

READ a Third Time and Finally Passed this _____ day of _____, 2023.

Mayor, Rick Pankiw

Chief Administrative Officer, Craig Douglas

Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Parkland Regional Library Proposed Budget 2024
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole meeting held on October 11, 2023, Council made the following motion:

Motion 045/2023 COW

Moved by Councillor Curle to bring forward the Parkland Regional Library Proposed Budget 2024 to the next Regular Council Meeting held on October 23, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

DISCUSSION:

The Parkland Regional Library is requesting approval of the Proposed 2024 Budget.

For 2024, there is a proposed \$0.43 increase to the municipal per capita requisition from \$8.75 to \$9.18.

For calculating the municipal levy for 2024, Parkland Regional Library will be using the Population Estimates and Projections supplied by the Office of Statistics and Information of Alberta Treasury Board and Finance. The population estimate for Rimbey was 2625 using these population estimates with the total requisition at \$24,097.50.

RELEVANT POLICY/LEGISLATION:

Parkland Regional Library Agreement signed in November 1997, Clauses 8.1, 8.2, 8.3

FINANCIAL IMPLICATIONS:

2024 requisition estimated at (9.18 x 2625) \$24,097.50.

RECOMMENDATION:

Administration recommends Council determine if they wish to approve the Parkland Regional Library 2024 Proposed Budget including a \$.43 increase to the municipal per capita requisition and estimated requisition for the Town of Rimbey at \$9.18 per capita, based on estimated population numbers supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance (pop 2,625) and bring forward to the next Regular Council Meeting held on October 23, 2023.

ATTACHMENTS:

[PRLS Proposed Budget 2024](#)
[2024 Budget Speaking Notes](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 18, 2023
Date

ENDORSED BY:



Craig Douglas, Chief Administrative Officer

October 18, 2023
Date



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

		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
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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 <i>(actual amount will be affected by asset disposals during the year)</i>	\$68,992	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets) (Estimated capital PRLS assets - 2024, \$78,100 -B)</i>	\$282,100	
	\$351,092	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$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 <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$42,955	B
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.

Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Garrett Dick Request
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole Meeting held on October 11, 2023, Council made the following motion:

Motion 044/2023 COW

Moved by Mayor Pankiw to bring Garrett Dick's request to use the Community Center Parking Lot on July 19-21, 2024, forward to the next Regular Council Meeting held on October 23, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

RECOMMENDATION:

Administration recommends Council determine if they wish to grant Garrett Dick permission to use the Community Center Parking Lot for a ball hockey tournament on July 19-21, 2024.

ATTACHMENTS:

- [Ball Hockey Tournament Proposal](#)
- [Ball Hockey Tournament Set-up Plan](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 16, 2023
Date

ENDORSED BY:

October 16, 2023
Date

Craig Douglas, Chief Administrative Officer

From: [Garrett](#)
To: [Bonnie Rybak](#)
Subject: Ball Hockey Tournament Proposal
Date: Wednesday, September 27, 2023 7:46:03 PM
Attachments: [Ball Hockey Tournament Set-up Plan.png](#)

To whom it may concern,

My name is Garrett Dick, owner of Power Zone Athletics. I would like to propose to use the community center parking lot July 19-21 for a Power Zone ball hockey tournament. We would like to have access to the parking lot July 17th, and dis-assembly will take place July 22nd. We have built a small local committee to help organize the event.

We will have 6 rinks set up with portable fencing around each. Teams will include U9, U11, U13, U16 and Open. We'll be advertising on local radio stations and are aiming to attract teams from Rimbey and Central Alberta.

It will be an alcohol free event.

The manager at the Quality Inn has offered to have discounted rates that weekend. The farmers market is welcome to advertise at our event.

We will have a DJ with music and an announcer for the games. We've spoken to Grumpy Pies and they're on board with setting up their food truck. We will touch base with Asian Food Treats as well as per their food truck availability. We also plan to chat with Coop about donating the use of one of their sheds for our registration booth.

We will have a 50/50 on Sat and Sun with proceeds going to Blindman Valley Minor Hockey and Rimbey's Pond Hockey. Attached is our set-up plan.

Thank-you!

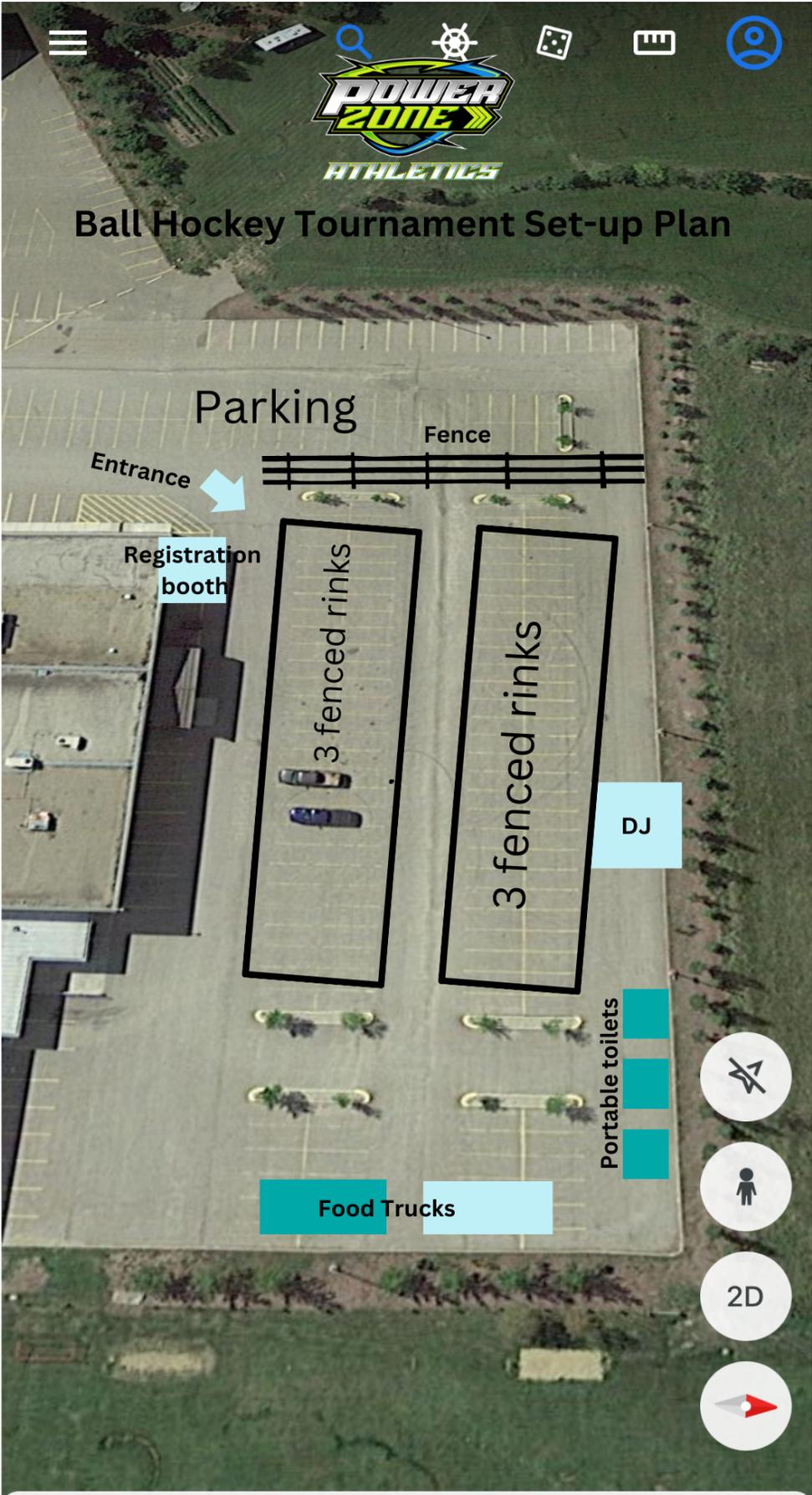
Garrett Dick

PowerZone Athletics

403-999-6905
4909-50 AVE
Rimbey AB
powerzone2023@gmail.com
www.powerzoneathletics.com



"The road to athletic greatness is not marked by perfection but by the ability to constantly overcome adversity & failure"



Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Utility Refund Request
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole meeting held on October 11, 2023, Council made the following motion:

Motion 046/2023 COW

Moved by Councillor Clark to bring forward Mr. Blades request for a refund to the next Regular Council Meeting held on October 23, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent
	CARRIED

DISCUSSION:

On September 17 and 25, 2023, Administration received correspondence from a resident requesting a refund of \$1678.36 on the August utility bill. The usage for sewer based on 70% of water was 1031.00 cubic metres with a charge of \$727.77. The water usage consumption was 491.00 cubic metres with a charge of \$1031.10. The total bill for August was \$1778.36.

RECOMMENDATION:

Administration recommends that Council determine if they wish to approve Mr. Blades refund request for his August utility bill.

ATTACHMENTS:

[Utility Refund Request_Redacted](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 18, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", enclosed within a large, stylized blue oval or loop.

Craig Douglas, Chief Administrative
Officer

October 18, 2023

Date

Deren Blades

[REDACTED]
[REDACTED]
Rimbey, AB
TOC 2J0

September 17, 2023

Town of Rimbey
4938-50 Avenue, Box 350
Rimbey, AB
TOC 2J0

Dear Town of Rimbey:

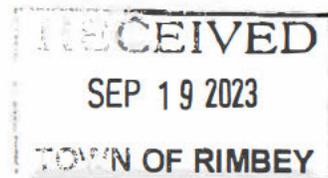
I am writing in regards to my August billing of monthly Utilities service account [REDACTED]. I bring into question the bill for metered water and sewer and ask you to review. It shows a total consumption of 491.00 Cubic meters totaling \$1031.10 and sewer based on this consumption value at \$721.77. To me there must be an issue with meter at my location. As soon as I was informed of this I had my daughter contact Kansas Ridge Mechanical to check for leaks in the toilets and overall plumbing at this location. No leaks were detected by the plumber. Just to put into context, total water consumption at this location for 2021 was 57.50 cubic meters and for 2022 was 58.50 cubic meters. Since March my daughter and son in law and their 3 children are also living here. Of course water consumption has increased to approximately 12.0 cubic meters for per month for March through June. I believe the problem may have started in July as that bill jumped to 22.5 cubic meters. Even if we are using an average of 12 cubic meters a month it would take 41 months to consume 491 cubic meters of water.

Sincerely,



Deren Blades

[REDACTED]
[REDACTED]



Bonnie Rybak

From: [REDACTED]
Sent: Monday, September 25, 2023 8:57 AM
To: General Info
Subject: [REDACTED]

Attention Bonnie

Good Morning:

In follow up to my letter last week. With the total bill for services being \$1778.36 and the average of the prior 4 months being approximately \$80.00 per month, I would be willing to pay \$100.00 on this bill and asking the town to cover the balance. I also worry about September billing as I have not seen anyone at my location physically check over the meter.

Thanks,

Deren Blades

Sent from [Mail](#) for Windows

Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Janitorial Services (BYAS Building)
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole meeting held on October 11, 2023, Council made the following motion:

Motion 049/2023 COW

Moved by Councillor Coston to bring forward the janitorial services agreement for the BYAS building to the next Regular Council Meeting held on October 23, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent
	CARRIED

DISCUSSION:

The current agreement for janitorial services at the BYAS building is between Blindman Youth Action Society and Jessica Skjonsberg.

As the Town of Rimbey was given ownership of the BYAS building in November 2022, a new agreement for janitorial services should be made with The Town of Rimbey.

RECOMMENDATION:

Administration recommends that Council determine if they wish to enter an agreement with Jessica Skjonsberg for janitorial services at the BYAS building.

ATTACHMENTS:

[Blindman Youth Action Society Janitorial Agreement](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 19, 2023
Date

ENDORSED BY:

A handwritten signature in blue ink, appearing to read "Craig Douglas", with a large, stylized flourish extending to the right.

Craig Douglas, Chief Administrative
Officer

October 19, 2023

Date

Blindman Youth Action Society
Box 1802
Rimbey, AB T0C 2J0

POSITION: Caretaking Co-ordinator

The Caretaker of the Blindman Youth Action Society (BYAS) building is responsible to ensure the building is clean and maintained. The Caretaker will work alongside volunteers and other service persons to respond to general cleaning and repairs. The Caretaker will liaise with the BYAS Board to ensure the building maintains a professional, clean and friendly appearance.

The Caretaker Co-ordinator will report to the Blindman Youth Society Board of Directors.

DUTIES AND RESPONSIBILITIES

1. **Building Management:**

- Ensures floors throughout the building are swept and mopped.
- Ensures dusting and general cleaning of the building.
- Informs Kevin Booth of the BYAS Board of any required repairs or necessary maintenance (i.e. Floors being polished etc.)
- Identify potential hazards of the building, and informs Kevin Booth.
- Identifies and follows through with safety procedures (using safe cleaning products etc.)
- Ensures common area garbage is removed from the building.
- Vacuuming of foyer and other areas as required.
- Monitors the need for cleaning products/toiletries and acquires them accordingly.
- Washrooms are cleaned and disinfected.

2. **Volunteer Management**

- Facilitate the training of volunteers.
- Collaborates with volunteers to complete general cleaning duties.
- Ensures safety standards and procedures are presented to volunteers.

3. **Seasonal**

- Removal of the snow from sidewalks.
- Cleaning of the windows inside and out once a year.
- A thorough cleaning of kitchen e.g. oven, fridge.

4. **Standards of Performance**

- General cleaning is completed on a weekly basis
- Submission of a report to the BYAS Board

5. Payment

The BYAS Board shall pay \$350.00 per month for general cleaning. They will pay an additional fee of \$50.00 per month for snow removal for the five month period of November to March of each year. This fee will be paid directly to Roslin Kaprowski. The other seasonal cleaning will be negotiated between the BYAS Board and the caretaker.

Signed at the Town of Rimbey on the 2 day of MAY 2022

JESSICA SKJONSBERG
Caretaking Co-ordinator(Printed Name)

Bernice Biatsch
Signature

L Sk
Printed Name

BERNICE BIATSCHE
on behalf of the Blindman Youth Action
Society Board of Directors

REVIEW AFTER 6 MONTHS.

Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Halloween Event
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole meeting held on October 11, 2023, Council made the following motion:

Motion 048/2023 COW

Moved by Councillor Curle to bring forward the request for Council to attend the Halloween event to the next Regular Council Meeting held on October 23, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent

CARRIED

DISCUSSION:

Administration received an inquiry as to whether the Councillors are going to take part in the Halloween event organized by the Rimbey Legion. Councillor Curle and Councillor Coston handed out candy at the event last year.

RECOMMENDATION:

Administration recommends that Council determine if they wish Council to attend the Halloween event this year.

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 18, 2023
Date

ENDORSED BY:

Craig Douglas, Chief Administrative

October 18, 2023
Date

Town Council REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Council Chambers
Item For: Public Information -or- Closed Session

BACKGROUND:

At the last Committee of the Whole meeting held on October 11, 2023, Council made the following motion:

Motion 050/2023 COW

Moved by Councillor Coston to bring the discussion of Council Chambers to the next Regular Council meeting held on October 23, 2023.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	Absent
	CARRIED

RELEVANT POLICY/LEGISLATION:

0012 Council Chambers Policy

ATTACHMENTS:

[0112 Council Chambers Policy](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 18, 2023
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

October 18, 2023
Date

		<h2 style="color: blue;">Town of Rimbey Policy Manual</h2>	
Title: Council Chambers		Policy No: 0112	
Date Approved: April 10, 2018		Resolution No: 130/18	
Date Effective: April 10, 2018			
Purpose:		To Govern the use of Town of Rimbey Council Chambers	
<p>Policy Statement:</p> <p style="padding-left: 40px;">Council Chambers will be used for the following purposes:</p> <ol style="list-style-type: none"> 1. Council Chambers will be used by Council for Council Meetings. 2. Council Chambers may be used by Administration for the purposes of holding a meeting with clients. 			
Initial Policy Date:	April 10, 2018	Resolution No:	130/18
Revision Date:		Resolution No:	
Revision Date:		Resolution No.	
Revision Date			

October 23, 2023
CAO Report



HIGHLIGHTS

Meetings:

- Met with Peter Hall CAO Ponoka County to discuss enforcement options for county issues. September 21, 2023
- Attended the Alberta Urban Municipalities Association Conference in Edmonton on September 26-29
- Attended the LGAA Meeting in Carstairs on October 12, 2023
- Met with Leanne Evans and Samantha Sansome from Neighbourhood Place on October 4, 2023 to discuss the lease agreement
- Met with Rio Empringham to discuss waste management services

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 23, 2023

Director of Finance Report



ATTACHMENTS

[Payables Listing Sept. 20 - Oct. 17, 2023](#)

PREPARED BY: Wanda Stoddart, Director of Finance

Council Board Report 8.1.2



Supplier : 1020405 to ZINCK
Fund : 1 GENERAL FUND
Include all Payment Types : Yes

Date Range: 20-Sep-2023 to 17-Oct-2023
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Accu-Flo Meter Service Ltd.	49660	28-Sep-2023	Accu-Flo - water meters	10,886.40
Alsco	49661	28-Sep-2023	Alsco - janitorial supplies	575.46
AN Adventure Distribution & Consulting	49662	28-Sep-2023	An Adventure - supplies	2,676.24
Aquam	49663	28-Sep-2023	Aquam - supplies - pool	549.29
Brandt Tractor Ltd	49664	28-Sep-2023	Brandt Tractor - backhoe repair	401.63
Campbell,Duncan	49665	28-Sep-2023	D.Campbell- expenses - wastewater course - Edr	200.00
Canadian Pacific Railway Company	49666	28-Sep-2023	CP Railway - Hoadley crossing -	296.00
Cimco Refrigeration	49667	28-Sep-2023	Cimco - CC - replace brine expansion tanks	2,699.29
Cornell,Gail	49668	28-Sep-2023	G.Cornell - expenses - ADOA Conference - Ledu	389.60
Darcy's Drilling Services Ltd.	49669	28-Sep-2023	Darcy's Drilling - well transducers	997.50
Evergreen Co-operative Association	49670	28-Sep-2023	Evergreen Co-op - lumber	116.55
Expert Security Solutions	49671	28-Sep-2023	Expert Security Solutions - CC - door repair	346.50
Hose Headquarters (Red Deer) Ltd.	49672	28-Sep-2023	Hose Headquarters Ltd - unit #62 - suction hose	937.44
Kansas Ridge Mechanical Ltd.	49673	28-Sep-2023	Kansas Ridge Mechanical - installed meter at hos	472.50
Legacy Ford	49674	28-Sep-2023	Legacy Ford - Unit #52 - VIN#7FED00522 - oil ch	213.40
LOR-AL SPRINGS LTD.	49675	28-Sep-2023	Lor-Al Springs - water	25.10
Midwest Propane	49676	28-Sep-2023	Midwest Propane - valves - zamboni	103.97
MOUNTAIN WEST CONCRETE CONTRACTORS LTD.	49677	28-Sep-2023	Mountain West Concrete - replace curb/gutter in f	8,179.50
Municipal Property Consultants (2009) Ltd.	49678	28-Sep-2023	Municipal Property Consultants - Oct. 2023 fees	3,575.95
NAPA Auto Parts - Rimbey	49679	28-Sep-2023	Napa - supplies	221.16
New Can Truck Parts	49680	28-Sep-2023	New Can Truck Parts - CVIP - Unit #62	3,569.11
Nikirk Bros. Contracting Ltd.	49681	28-Sep-2023	Nikirk - fill sand	12.34
Northside Construction Partnership	49682	28-Sep-2023	Northside Construction Partnership - RB144 - 51	265,862.10
Parkland Regional Library	49683	28-Sep-2023	Parkland Regional Library - 4th quarter requisitor	6,116.59
Rimbey Implements Ltd.	49684	28-Sep-2023	Rimbey Implements - parts - Unit #14	9.10
Rimbey Municipal Library	49685	28-Sep-2023	Rimbey Municipal Library - 4th quarter appropriat	27,622.00
RJ Plumbing and Heating	49686	28-Sep-2023	RJ Plumbing - CC - install laundry	843.15
ROBERTSON,BARRY	49687	28-Sep-2023	B.Robertson - workboots	250.00
Royal Glass	49688	28-Sep-2023	Royal Glass - install sealed glass - Library	1,533.00
Silver Star Septic Service	49689	28-Sep-2023	Silver Star Septic - Sept.1-15/23 - 1/2 mn. outhou	105.00
Staples Professional	49690	28-Sep-2023	Staples Professional- cartridge - PW	427.32
Stationery Stories & Sounds (2005)	49691	28-Sep-2023	Stationery Stories Sounds - envelopes	2,110.50
The Phone Experts	49692	28-Sep-2023	Phone Experts - modem - Bylaw	252.53
THIBEAULT,BRADLEY	49693	28-Sep-2023	B.Thibeault - expenses -supplies/clothing	311.80
Towle,Jeanette	49694	28-Sep-2023	J.Towle - expenses - AMTPA Conf (tax conf.)	485.60
Uni First Canada Ltd.	49695	28-Sep-2023	UniFirst - coveralls/supplies	140.03
Alberta Elevating Devices &	49696	02-Oct-2023	Alberta Elevating Devices - inspection fee - CC	270.90
Alsco	49697	02-Oct-2023	Alsco - janitorial supplies	287.73
AMSC Insurance Services Ltd.	49698	02-Oct-2023	AMSC Insurance - Oct. 2023 inv.	53.10
AN Adventure Distribution & Consulting	49699	02-Oct-2023	An Adventyure - supplies	39.63
Clark,Wayne	49700	02-Oct-2023	W.Clark - Sept. 2023 expenses	442.36
Coston,Jamie	49701	02-Oct-2023	J.Coston - Sept. 2023 expenses	305.56
County Cast-A-Waste Inc.	49702	02-Oct-2023	County Cast-A-Waste - Oct-Dec. 2023 - BYAS bii	214.20
Curle,Lana	49703	02-Oct-2023	L.Curle - Sept. 2023 expenses	240.00
DOUGLAS,CRAIG	49704	02-Oct-2023	C.Douglas - Sept.2023 expenses - AB Muni Conf	473.92
Lifesaving Society	49705	02-Oct-2023	Lifesaving Society - swim reports	57.76
Longhurst Consulting	49706	02-Oct-2023	Longhurst - October 2023 fees	3,889.46
NAPA Auto Parts - Rimbey	49707	02-Oct-2023	Napa - shop supplies	18.25
Pankiw,Rick	49708	02-Oct-2023	R.Pankiw - Sept. 2023 expense	568.44
Rimbey Express	49709	02-Oct-2023	Rimbey Express - Aug. 2023	279.50
Rimbey Implements Ltd.	49710	02-Oct-2023	Rimbey Implements - Unit #14 - connector	18.30
STERLING POWER SYSTEMS INC.	49711	02-Oct-2023	Sterling Power Systems - water well generator	2,877.01
Tytler,Jean	49712	02-Oct-2023	Jean Tytler - reimbursement of weekend fee - We	157.50
W.R. Meadows	49713	02-Oct-2023	WR Meadows - primer	759.30
Wolseley Industrial Canada INC	49714	02-Oct-2023	Wolseley - CR to inv#921956	887.09
Canada Revenue Agency	00155-0001	28-Sep-2023	CRA - deductions (Sept.10-23/23) Sept.29/23 bii	18,987.88
INNOV8 DIGITAL SOLUTIONS INC.	00155-0002	28-Sep-2023	Innov8 - Sept.2023 - copies	332.07
LAPP	00155-0003	28-Sep-2023	LAPP - Town - Sept.29/23 (Sept.10-23/23) PP #2	11,654.89

Council Board Report 8.1.2



Supplier : 1020405 to ZINCK
Fund : 1 GENERAL FUND
Include all Payment Types : Yes

Date Range: 20-Sep-2023 to 17-Oct-2023
Sequence by: Cheque/EFT#
Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Servus Credit Union - Mastercard	00155-0004	28-Sep-2023	Servus M/C - R.Schmidt - Aug.31/23	3,907.74
VICTOR CANADA	00155-0005	28-Sep-2023	Victor - October 2023 - benefits	15,029.07
Total:				405,265.31

Town Council
REQUEST FOR DECISION



Meeting: October 23, 2023
Submitted By: Craig Douglas, Chief Administrative Officer
Subject: Boards/Committee Reports
Item For: Public Information -or- Closed Session

BACKGROUND:

Various Community Groups supply Minutes of their board meetings to Council for their information.

RECOMMENDATION:

Motion by Council to accept the board/committee reports, as information.

ATTACHMENTS:

- [BHH Minutes July 3, 2023](#)
- [FCSS & RCHHS Board Minutes of June 15, 2023](#)
- [PRLS Board Talk - September 14, 2023](#)
- [PRLS Board Meeting Minutes of September 14, 2023 - draft](#)
- [Rimbey Municipal Library Board Minutes of June 8, 2023](#)
- [Rimoka Housing Minutes June 21, 2023](#)
- [Tagish Engineering Project Status Updates to Sept 28, 2023](#)

PREPARED BY: Craig Douglas, Chief Administrative Officer

October 17, 2023
Date

ENDORSED BY:

Craig Douglas, Chief Administrative Officer

October 17, 2023
Date

Beatty Heritage House Society

August 8, 2023 Meeting

The meeting was called to order at 7:35 pm by Chairperson AudreyAnn Bresnahan.

In attendance: AudreyAnn Bresnahan Jackie Anderson
Jamie Coston Florence Stemo

Janet Herzog Teri Ormberg
Ed Grumbach

MINUTES of July 3, 2023 Meeting were read by Florence; and declared adopted as read by Audrey Ann.

CORRESPONDENCE: Word has been received by the Treasurer that we will receive a Grant of \$5053 from Historic Resources (Alberta Culture) towards this summer's project, the painting of the BHH. We much appreciate this support from Alberta Culture - the grant will cover about one-third of the total cost of the project.

TREASURER'S REPORT: Treasurer reported a Balance of \$28,507.12 and moved the adoption of her Report.

OLD BUSINESS:

PAINTING OF THE HOUSE: To be completed in mid-August, weather permitting.

GARDENS: Small bed and pots (containing supertunias in shades of pink and purple) are looking lovely.

STUDENT EMPLOYEE: Working well on indoor and outdoor tasks with various Board Members. Florence reported on Emily's research and work re the historic wall-paper, and the digitally-coloured photographs of the Beattys and their home.

MOVED by Florence, seconded by Jackie that we give a Bonus of \$100 to Emily.

CARRIED.

GROUNDS CARE: Discussion re the purchase of a new grass trimmer. No final decision made.

RODEO PARADE BARBECUE: A lovely, sunny day! More than 200 came in for lunch. Net proceeds: \$1229.74. Thanks to Suella B., Ciaran O., Trudy R., Pat and Lindell R. of the Blindman Valley Lions Club for their help on many fronts.

CO-OP FRIDAY BARBECUE: Pleasant weather; good crowd; Proceeds: \$360. Thanks to Janet H., Teri O., Donna P., and Kathy R. for serving.

ALBERTA CULTURE DAYS: Sept. 30 Event (Exhibit featuring sewing machines and sewn items). Quilt Raffle ticket draw. Discussion. Plans to be finalized at next meeting.

HOME ROUTES CONCERTS: Dates: Oct. 28, Nov. 26, Feb. 6, Mar.13, May 17.

OUTDOOR SIGN: Preliminary steps completed. Permission received from Town and Alberta Transportation re location of sign. Jim A. will proceed.

NEXT MEETING: Monday, August 28, 2023.

ADJOURNMENT: By AudreyAnn at 9:15 PM.

Minutes Adopted - August 28, 2023. Florence Stemo Secretary
FS

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
June 15, 2023
10:00 a.m. Rimbey Provincial Building
Main Conference Room

Those who say it can not be done, should not interrupt those doing it... Chinese Proverb

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.

Present: N. Hartford, Chairperson
D. Noble, Vice Chairperson
K. Maconochie, Recording Secretary
P. Makofka, Executive Director
F. Pilgrim, Board Member
M. Griffith, Operations Manager
R. Schaff, Board Member
N. Stefanyk, Board Member
S. Bell, Board Member

Regrets: G. Rondeel, Board Member
B. Coulthard, Board Member

1. CALL TO ORDER

By: N. Hartford at 10:03 a.m.

2. APPROVAL OF AGENDA

23-06-01 MOTION: By: D. Noble: That the agenda is adopted with the following changes.

Under Old Business: add 7.5 Annual Service Agreement – AHS

Under New Business: add 12.8 Community Program Coordinator Position

CARRIED

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

4. CONSENT AGENDA ITEMS

4.1 Quarterly Reports- 4.1 a) Client Safety Reports- 1/4ly
4.1 b) Big Brothers & Big Sisters-1/2ly
4.1 c) Catholic Social services- 1/4ly

4.2 Monthly Program Reports- 4.2 a) Directors Report
4.2 b) Operations Manager Report

4.2 c) Office Report

- 4.3 2023 Monthly Program statistics
- 4.4 AHS contracted HC & Private HS Client Stats combined
- 4.5 AHS (HC) & Private (HS) billing 2019-2023
- 4.6 AHS (HC) client totals & Hours 2019-2023
- 4.7 Private (HS) Client totals & Hours 2019-2023
- 4.8 Food Bank Hamper Stats 2019-2023

23-06-02 MOTION: By: S. Bell: To accept all items on the Consent Agenda as information.

CARRIED

5. PREVIOUS MEETING MINUTES-MAY 18, 2023

23-06-03 MOTION: By: N. Stefanyk: That the minutes of May 18, 2023 be adopted as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. OLD BUSINESS

7.1 FCSS Staff & Family BBQ

BBQ will be at P. Makofka's farm at 5:30 p.m., please bring lawn chairs and beverages.

7.2 Research Project – Thesis report & staff response

Colby Corkle presented her findings from her Research Thesis Project on "Using Recognition to Foster Engagement", to the Executive Management Team. Reinforced that RCHHS is doing well in recognition of staff and emphasized to also engage staff through individual recognition. Executive Management Team following up with a plan, using Colby's recommendations. Board Members were given a copy of the pamphlet that Colby made to summarize her findings and recommendations. Colby also made us a hard copy book with all of her research to leave with the agency.

7.3 Attraction and Retention Committee Event

Their patio BBQ on May 30, 2023 had a pretty good turnout. Some discussion concerning the location of the BBQ and safety concerns. Concerns were given to the chairperson of the ARC Committee.

7.4 Ponoka County Special Projects Funding Update

All the applications were approved, and cheques are being prepared.

7.5 Annual Service Agreement – AHS

We have received a letter of agreement, but we still have not received a copy of the contract. They have also sent a map with the area that we are to cover, but the area was not changed, so doing some investigation to see if that was the correct map that we received or if it was a copy of our current area that we serve.

8. FINANCE

8.1 June 15, 2023, meeting highlights.

23-06-04 MOTION: By: F. Pilgrim: That the highlights of the June 15, 2023 Finance Committee Meeting be accepted as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next meeting: Sept 27, 2023 at 10:00 a.m.

10. WORKPLACE HEALTH & SAFETY COMMITTEE

Next meeting: Sept 27, 2023 at 1:30 p.m.

11. SPECIAL EVENTS COMMITTEE

11.1 Seniors Week Event – report

Approximately 70 people attended. Bingo and the Scooter Race was well received. Evergreen Co-op was on the committee and brought swag for prizes. The Manor participated both as a committee member and as bingo caller. FCSS staff and volunteers helped in all aspects of this event, and from comments heard – it was a very successful event.

11.2 Upcoming Events

- Saturday, July 1 – Canada Day – Welcome to Canada Display and Ice Cream Time TBD
- Saturday, July 8th – Rimbey Rodeo Parade – Rimshaw and Golf Cart decorated and passing out candy. Encourage you to come out with bikes or walk with your family with us. Will be advertising this soon.
- Wednesday, July 12th – OMA Art Show 1:00-3:00 p.m.
- Thursday, July 27th – Town of Rimbey – Block Party – Time TBD
- Thursday, Aug 10th – County Block Party – Spruce Haven Golf Course. Will have a mini golf tournament with 3 different activities. BBQ, Loonie Auction and prizes. Time TBD and other information soon.
- Saturday, Aug 19th – Down on the Boardwalk – Details TBD
- Wednesday, September 13-15th Board Retreat – Best Western Sylvan Lake
- Friday, September 15th – 16th Team Leader Retreat – Best Western Sylvan Lake

12. NEW BUSINESS

12.1 FCSS T-shirt – Straw vote (May 29, 2023)

23-06-05 MOTION: By: N. Stefanyk: To purchase staff and board FCSS T-shirts for staff to wear at FCSS summer events at the expense of the agency.

Seconded by: F. Pilgrim

CARRIED

12.2 Accreditation Canada – Board Self Evaluation survey – B. Soderberg

B. Soderberg joined the meeting at 10:31 a.m. B. Soderberg facilitated the Board to work together to complete and submit the Board Self Evaluation for Accreditation Canada. B. Soderberg left the meeting at 11:29 a.m.

12.3 Rimshaw & Golf Cart activities

We have permission from the Town to use on streets for the summer months. We have put a sign-up sheet at the Manor for the Rimshaw and a poster with our number for community members at the Drop-in Center, Kansas Ridge Apartments to call to book a ride. Summer staff have been trained on the Rimshaw.

12.4 2023 FCSS Board Retreat – save the date

Board Retreat is Wednesday, September 13 at 6:00 p.m. – Friday, September 15 at noon. Flyer sent out to all the Board Members with the information.

12.5 FCSSAA Annual Conference

10 rooms booked at Fantasyland Hotel for November 22-24, 2023. P. Makofka and M. Griffith will be there on Tuesday, November 21 to help set up for the conference.

12.6 Food Bank Update – R. Schaff

Date to move in – Goal is to move in by the end of August, but will not move in until the renovations are complete. A letter has been sent to the Nazarene Church to inform them that the Food Bank will be moving to a new location in a couple of months.

An Adhoc Committee consisting of two staff members, two volunteers, two board members and a Town rep has been formed, to oversee the move and for promotion and marketing.

CARRIED

12.7 HCA Education Grant

23-06-06 MOTION: By: F. Pilgrim: To go ahead and apply for the HCA Education Grant and train up to ten staff as certified HCA's.

Seconded by: D. Noble

12.8 Community Program Coordinator Position

M. Griffith is doing an extensive review of the position and will bring proposal to the Board at the September Board meeting.

13. CORRESPONDENCE

13.1 Thank you card – from all staff to the Board, regarding pay raise.

14. ADJOURNMENT: Next meeting Dates: September 14, 2023 at the Board Retreat (No meetings in July & August unless called by the chair)

23-06-07 MOTION: By: D. Noble: That the FCSS Board meeting adjourns at 12:00 p.m.

CARRIED

BOARD SHARING TIME

N. Hartford- Chairperson

K. Maconochie- Recording Secretary



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

The **Innisfail Public Library** has a new library manager.

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

The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

Their 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 represented 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 of the building.

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

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to Stettler they often find the library helpful with 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.

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.



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. The 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 Amis 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

MINUTES:

RIMBEY MUNICIPAL LIBRARY BOARD MEETING June 8, 2023

1. Call to order:

Carrie called the meeting to order at 6:47 PM. Attended by Jean Keetch, Carrie Korpiniski, Lana Curle, John Hull, Mike Boorman

2. Land Acknowledgement:

Read by Carrie

3. Approval of the Agenda:

Lana moved to adopt the Agenda, with additional items as noted. Mike seconded. Carried

4. Minutes of previous meeting:

Mike moved to accept the minutes of the previous meeting. Lana seconded. Carried

5. Consent Agenda Items:

a. Correspondence:

No correspondence

b. Librarian's report:

Reviewed. There was discussion around new OH+S rules which appear to require emergency training for staff.

c. March Financial report:

Reviewed

Approval of Consent Agenda:

Lana moved. Mike seconded the acceptance of Consent items. Carried

6. Old Business:

a. Policy Review: Jean presented the board members with copies of the two new policies for inclusion in our Board binders. **Closed**

b. Board Development: Jean had sent out an email about this opportunity for training, Nov 9 and 10 at River Cree. Carrie intends to attend. **Info**

d. Promotion and Advertising: The Board had previously confirmed its interest in having a sandwich board similar to the one used by our neighbouring PharmaSave drug store. Jean reported that the PharmaSave sign is leased, and will look at other options. **Action: Jean**

e. Library Attraction Audit: The Town has completed the exterior signage replacement. The installation left several old mounting holes in the stucco on the Library side. The colour of the letters was changed from Royal Blue to white. The Board agreed the impact is underwhelming against the beige stucco. **Info** Jean will add the illuminated "Open" sign to her grant application. **Ongoing**

f. **Library (Re)branding:** After the last meeting, Jean asked Parkland to come up with some logo options which she did and emailed out. Nothing really caught anyone's eye. John will contact Emma Palm, who does that sort of work, and discuss the project with her. **Action John.**

g. **Booster Society:** At the Library Booster Society AGM, two motions were carried which affect the Library:

1. Judy Stauffer moved, Lana seconded that the Booster Society would fund the Library \$3000 a year for three years to assist with Children's Programming. **Info**
2. Annette Boorman moved, Judy Stauffer seconded that the Booster Society would fund the Library \$1000 a year for three years to assist with the Little Free Pantry program. **Info**

7. New Business:

a. **Intellectual Freedom:** Jean noted recent actions by people at some other libraries who have raised objections to library books that contain content which they object to on religious, gender, sexual or other grounds. Some coordinated group action has succeeded in having books removed from library shelves. This led to a general discussion about developing a protocol should this happen to our Library. Jean talked about the "Read with a Queen" program which is in the news recently, and available to us. The Board's consensus was that while this would be something positive, it is not the right time to invite the displays against such an event seen at other libraries. **Action: Board and Manager monitor for future consideration and discussion.**

b. **Board Member Requirements:** Following from the above discussion, the Board considered developing a process for vetting board applicants to ensure that their goals are compatible with those of the public library system. Jean will research other boards' requirements and report/recommend. **Action: Jean**

c. **Marg Ramsay's Board Membership:** Jean noted that Marg's term on the Board has been extended several times and now requires a request to the town for renewal. *Mike moved that Marg's name be submitted to the Town for approval for another term. John seconded. Carried.*

8. Next Meeting: October 5, 5:30pm, preceeded by a branding presentation by Emma at 5pm

9. Adjournment: Boorman moved to adjourn the meeting at 7:55 PM.

A handwritten signature in black ink, appearing to be 'John', is written in a cursive style.



BOARD MEETING
Wednesday, June 21, 2023
8:00 am
Quality Inn & Suites, Rimbey

PRESENT: L. Curle T. Dillon D. MacPherson R. Pankiw
L. Fundytus, CAO W. Sheppard, Recorder
ABSENT: N. Hartford S. Lyon D. Weir

1. CALL TO ORDER

L. Curle, Board Chair called the meeting to order at 7:59 a.m.

2. ADOPTION OF AGENDA

L. Fundytus requested the addition of Item 7.9 Policy CS-16 Assistance Animal to the agenda.

MOVED by D. MacPherson that the Board meeting agenda be adopted with the addition of Item 7.9 Policy CS-16 Assistance Animal . (RHF 23-06-02)

Carried

3. APPROVAL OF MINUTES

MOVED by T. Dillon the Board approve the minutes of the May 17, 2023 Board meeting and the June 2, 2023 email motion. (RHF 23-06-03)

Carried

4. CAO REPORT

L. Fundytus provided an overview of the June CAO report provided to the Board.

MOVED by R. Pankiw that the Board accept the CAO report as information. (RHF 23-06-04)

Carried

5. FINANCIAL REPORTS

L. Fundytus provided an overview of the financial reports for April and May.

MOVED by D. MacPherson that the Board accept for the four months ending April 30, 2023 and five months ending May 31, 2023 as information:

- Statement of Financial Position;
- Financial Statements;
- Cash in Bank Report;
- the Cheque Registers, Online and Pre-authorized Payment registers. (RHF 23-06-05)

Carried

Council Agenda Item 8.2.1

6.	OLD BUSINESS
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No old business

7.	NEW BUSINESS
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2024-2025 BUSINESS PLAN

MOVED by T. Dillon that the Board approve the 2024-2025 Business Plan appendices as presented. (RHF 23-06-06)

Carried

2022 SURPLUS FUNDS

MOVED by R. Pankiw that the Board table the 2022 Surplus Funds until the September Board meeting. (RHF 23-06-07)

Carried

POLICY FIN-03 ANNUAL BUDGET

MOVED by R. Pankiw that the Board approve Policy FIN-03 Annual Budget as presented. (RHF 23-06-08)

Carried

POLICY FIN-04 FINANCIAL REPORTING

MOVED by T. Dillon that the Board approve Policy FIN-04 Financial Reporting as presented. (RHF 23-06-09)

Carried

POLICY FIN-05 SELECTION OF AUDITOR

MOVED by R. Pankiw that the Board table Policy FIN-05 Selection of Auditor until the September Board meeting. (RHF 23-06-10)

Carried

2023/2024 AUDITOR SELECTION

MOVED by D. MacPherson that the Board approve Rowland Parker & Associates to complete the 2023 and 2024 annual audits for the Foundation. (RHF 23-06-11)

Carried

POLICY FIN-10 FINANCIAL MANAGEMENT

MOVED by R. Pankiw that the Board approve Policy FIN-10 Financial Management as presented. (RHF 23-06-12)

Carried

POLICY CS-16 ASSISTANCE ANIMAL

MOVED by T. Dillon that the Board approve Policy CS-16 Assistance Animal as presented. (RHF 23-06-13)

Carried

8.	CORRESPONDENCE
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No correspondence to report

Council Agenda Item 8.2.1

10. NEXT MEETING

The next meeting will be scheduled for September 20 at 10:00 a.m. at Legacy Place in Ponoka.

MOVED by D. MacPherson the meeting adjourn at 9:02 a.m. (RHF 23-06-14)

Carried



Lana Curle, Board Chair

Sept 20/23
Date Signed



Lorne Fundytus, CAO

SEPT. 25/23
Date Signed

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.23 RB00 - 2023 General Engineering		
August 3, 2023	Solberg, Lloyd	There are no current assignments.
August 21, 2023	Solberg, Lloyd	There are no current assignments.
August 31, 2023	Solberg, Lloyd	There are no current assignments.
September 14, 2023	Solberg, Lloyd	There are no current assignments.
RBYM00144.00 RB144 - 51st Street Storm Main Install		
August 3, 2023	Solberg, Lloyd	We will set up a date for a substantial completion walkthrough with the Town and Northside.
August 21, 2023	Solberg, Lloyd	Project has been finished. We will work on completing final progress payments and as-construction drawings.
August 31, 2023	Solberg, Lloyd	Project has been finished. We will work on completing final progress payments and as-construction drawings.
September 14, 2023	Solberg, Lloyd	Project has been finished. We will submit the as-constructed drawings and issue the Holdback Release 45 days from substantial completion (on September 22nd).
RBYM00147.00 RB147 - Well Level Transmitters		
August 3, 2023	Solberg, Lloyd	Going to have a project initiation meeting on August 8th to discuss the project and work with the Contractors.
August 21, 2023	Solberg, Lloyd	Darcy's is planning on installing the transmitters in the wells on August 30th. Sure Electric & Controls will complete installations to PLC once transmitters have been installed in wells.
August 31, 2023	Solberg, Lloyd	Darcy's is planning on installing the transmitters in the wells on August 30th. Sure Electric & Controls will complete installations to PLC once transmitters have been installed in wells.
September 14, 2023	Solberg, Lloyd	Project is now complete and will no longer be updated barring any changes.
RBYM00148.00 RB148 - 43rd St. Preliminary Design		
August 3, 2023	Solberg, Lloyd	Still waiting for the Geotechnical investigation to arrive. Once we obtain it, we will confirm preliminary designs and send a draft of the drawings to the Town.
August 21, 2023	Solberg, Lloyd	August 21 (No Change)
August 31, 2023	Solberg, Lloyd	We have received the geotechnical report for the project. We will work on finalizing preliminary designs.
September 14, 2023	Solberg, Lloyd	(Sept. 14) No change.

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.23 RB00 - 2023 General Engineering		
August 21, 2023	Solberg, Lloyd	There are no current assignments.
August 31, 2023	Solberg, Lloyd	There are no current assignments.
September 14, 2023	Solberg, Lloyd	There are no current assignments.
September 28, 2023	Solberg, Lloyd	There are no current assignments.
RBYM00144.00 RB144 - 51st Street Storm Main Install		
August 21, 2023	Solberg, Lloyd	Project has been finished. We will work on completing final progress payments and as-construction drawings.
August 31, 2023	Solberg, Lloyd	Project has been finished. We will work on completing final progress payments and as-construction drawings.
September 14, 2023	Solberg, Lloyd	Project has been finished. We will submit the as-constructed drawings and issue the Holdback Release 45 days from substantial completion (on September 22nd).
September 28, 2023	Solberg, Lloyd	Project has been finished. As-constructed drawings and holdback release have been sent to the Town. Project will no longer be updated barring any changes.
RBYM00148.00 RB148 - 43rd St. Preliminary Design		
August 21, 2023	Solberg, Lloyd	August 21 (No Change)
August 31, 2023	Solberg, Lloyd	We have received the geotechnical report for the project. We will work on finalizing preliminary designs.
September 14, 2023	Solberg, Lloyd	(Sept. 14) No change.
September 28, 2023	Solberg, Lloyd	(Sept. 28) No change.