

TOWN OF ECKVILLE-COUNCIL AGENDA

Tuesday April 11, 2023

Town Office Council Chambers Eckville, AB 6:00 pm
(Councillors may attend via electronic means)

1. CALL TO ORDER 1.1
2. DELEGATIONS/PUBLIC HEARING 2.1
3. AGENDA 3.1 Additional Agenda Items
3.2 Adoption of Agenda
4. MINUTES 4.1 Regular Council Meeting Minutes – March 27, 2023 pg. 1-3
5. ACTION ITEMS 5.1 RFD-Tax Recovery-Public Auction pg. 4
5.2 RFD-Reappoint Dana Kreil to the Eckville Municipal Library Board pg. 5
5.3 RFD-Award of the Eckville Cemetery Maintenance Bid pg. 6-7
6. BYLAWS, POLICIES 6.1
7. REPORTS 7.1 Management Report April 11, 2023 pg. 8-9
7.2 Financial Report-AP Report April 4, 2023, EFT March 24, 2023 pg. 10-11
7.3 Medicine River Watershed Society- Discussion pg. 12
7.4 Eckville Community Centre Financial Statement pg. 13
8. COMMITTEE, BOARD REPORTS 8.1
9. CORRESPONDENCE, INFORMATION 9.1 PRLS Board Talk pg. 14-15
9.2 PRLS Board Meeting Minutes pg. 16-24
9.3 Municipal Affairs letter pg. 25-26
9.4 APWA pg. 27-28
10. SEMINARS, MEETINGS, SPECIAL EVENTS 10.1 Central Alberta Rodeo Association pg. 29-30
10.2 Sylvan Lake "1913 Days Celebration" pg. 31
11. CLOSED SESSION 11.1
12. COMMITTEE OF THE WHOLE 12.1 Policy #6101 Street and Park Name Change Policy Review pg. 32-33
13. ADJOURNMENT 13.1

TOWN OF ECKVILLE – COUNCIL MINUTES

Monday March 27, 2023

Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta

1. Call to Order

1.1 Mayor Ebden called the meeting to order at 6:00 p.m.

Present: Mayor Ebden
Deputy Mayor Engen
Councillor Meyers
Councillor Palm-Fraser
Councillor See

Absent: Councillor Thoreson

Staff: CAO Jack Ramsden
Deputy CAO, Darcy Webb
Recording Secretary Heather Allen

Press: None

Gallery: None

2. Delegations/Public Hearings

2.1 None

3. Agenda

3.1 Additional Agenda Items
5.2 Eckville Arena Operating Association Request
9.4 UFA Letter – Re: Cardlock

3.2 Adoption of Agenda

Res. 077.2023

Moved by Deputy Mayor Engen that the agenda be adopted with the additions. **Carried Unanimously.**

4. Minutes

4.1 Regular Council Meeting Minutes – March 13, 2023

Res.078.2023

Moved by Councillor See that the minutes of the regular Council Meeting held March 13 be adopted as presented. **Carried Unanimously.**

5. Action Items

5.1 RFD-Officially Proclaim May 8 – 12 as “Economic Development Week!”

Res. 079.2023

Moved by Councillor Palm-Fraser that Eckville Town Council officially

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Proclaim May 8 -12 to be "Economic Development Week". **Carried Unanimously.**

5.2 Eckville Arena Board Operating Request

Res. 080.2023

Moved by Councillor Meyers that the Eckville Operating Request be deferred to the next Council Meeting. **Carried Unanimously.**

6. Bylaws/Policies

6.1 None

7. Reports

7.1 Management Report – March 27, 2023.

Res. 081.2023

Moved by Councillor See the Management Report for March 27, 2023 be accepted for information. **Carried Unanimously.**

7.2 Financial Report – AP Report March 23rd 2023.

Res. 082.2023

Moved by Councillor Meyers that the Financial Report for March 23rd 2023 be accepted for information. **Carried Unanimously.**

7.3 Animal Control Services Report Feb 2023

Res.083.2023

Moved by Councillor Palm-Fraser that the Animal Control Services Report for Feb 2023 be accepted for information. **Carried Unanimously.**

8. Committee & Board Reports

8.1 Councillor See reported on the Regional Fire Services Agency

8.2 Deputy Mayor Engen reported on the Library and the Medical Services Committee

8.3 Councillor Palm-Fraser reported on the Recreation Board

8.4 Councillor Meyers reported on Medicine River Crime Watch.

Res. 084.2023

Moved by Councillor Meyers that the Committee and Board Reports be accepted. **Carried Unanimously.**

9. Correspondence, Information Items

9.1 Lacombe County Council Meeting Highlights March 9, 2023.

9.2 Spring Municipal Leaders Caucus

9.3 Lacombe County Media Release

9.4 UFA Letter- Re: Cardlock

Res. 085.2023

Moved by Deputy Mayor Engen that the Correspondence and Information Items be accepted as information. **Carried Unanimously.**

10. Seminars, Meetings, Special Events

10.1 None

Mayor Ebden called for a five-minute recess. Time 7:10 p.m.
The meeting reconvened at 7:15pm

11. Closed Session

11.1 Section 24: Advice of Officials

Res. 086.2023

Moved by Councillor Meyers that the meeting move into closed session, excluding all persons except Council Members, CAO, and Deputy CAO in order to discuss an item with Section 24 of the FOIPP Act: Advice of Officials. Time 7:17 p.m. **Carried Unanimously**

Res. 087.2023

Moved by Councillor See that the meeting revert back to open session. Time 8:00 p.m. **Carried Unanimously.**

Mayor Ebden called for a five-minute recess. Time 8:01 p.m.
The meeting reconvened at 8:06 p.m.

Res. 088.2023

Moved by Councillor Palm-Fraser that the Town of Eckville enter into discussions with Loop CMS for the provision of a municipal website along with cellphone app. **Carried Unanimously.**

12. Committee of the Whole

12.1 None

13. Adjournment

Res. 089.2023

13.1 Mayor Ebden adjourned the meeting. Time 8:09 p.m. Carried Unanimously.

Mayor

CAO

UNAPPROVED

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	April 11, 2023
Originated By:	Deputy CAO/CAO
Title:	Tax Recovery – Public Auction

BACKGROUND:

Under Division 8 (starting at Sect. 410) of the M.G.A., the town must annually prepare a tax arrears list to the Registrar of the Land Titles Office not later than March 31. If the tax arrears are not paid before March 31 in the next year, the parcel must be offered for sale at a public auction before the next March 31.

Properties which will be offered for sale at the 2023 Auction are properties whose taxes are in arrears from the 2021 or prior taxation years.

Prior to offering the properties for sale, Council must set the date and time of the public auction and set a reserve bid that is as close as reasonably possible to the market value of the parcel and any conditions that apply to the sale.

The following properties are on the tax arrears list:

Lot 14, Block 2, Plan 7921647

Lot 4, Block 4, Plan 0720639

Based on the assessments by Wild Rose Assessment Services the fair market value of the parcels are as follows: Lot 14, Block 2, Plan 7921647 - \$653,000 and Lot 4, Block 2, Plan 7921647 - \$271,000.

RECOMMENDED ACTION:

That all land currently subject to a 2021 tax notification be offered for sale on Wednesday, May 31, 2023 commencing at 2:00 p.m. and that the properties will be offered for sale subject to a reserve bid, and are being offered for sale on an "as is, where is" basis and the Town of Eckville makes no representation and gives no warranty whatsoever as to the adequacy of services, land use districting, building and development conditions, absence or presence of environmental contamination, and that the terms of payment to be cash, money order or certified cheque with 10% down, balance in 15 days. Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale. The Town may become the owner of any parcel of land that is not sold at the public auction.

That the following motions be presented for consideration:

"That the date of the 2023 public auction be set for Wednesday, May 31, 2023 commencing at 2:00 p.m. in the Town of Eckville Council Chambers, located at 5023 – 51 Avenue, Eckville."

And

"That, for public auction purposes, a reserve bid of \$271,000 be set for the property described as Lot 14, Block 2, Plan 7921647 and a reserve bid of \$653,000 be set for the property described as Lot 4, Block 4, Plan 0720639."

Prepared by: _____

Approved by: _____

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Mtg. Date April 11, 2023

Agenda Item 5.2

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	February 24, 2020
Originated By:	Jack Ramsden, CAO
Title:	Reappoint Dana Kreil to the Eckville Municipal Library Board

BACKGROUND: The appointment of two of our Library Board Members recently expired. Sandra Trembley's appointment expired on January 31, 2023, and she will not be returning. Dana Kreil's appointment expired on February 9, 2023, and she is willing to accept a reappointment.

DISCUSSION/ALTERNATIVES: Even though Dana's term has expired, the Library Act provides for her staying on the Board until another Board Member is appointed to ensure that the Library Board can continue to function and fulfill its duties.

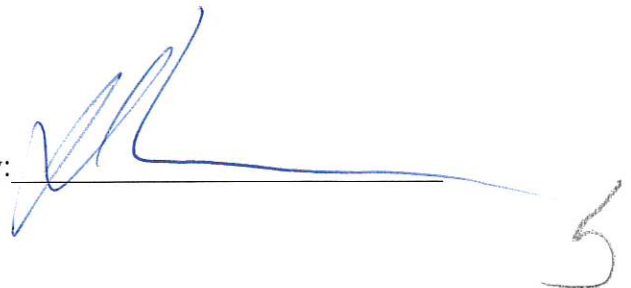
IMPACT ON BUDGET: N/A.

RECOMMENDED ACTION: That the following motion be presented for consideration:

"That Town of Eckville Council appoint Dana Kreil to the Eckville Municipal Library Board for another three year term extending through to February 9, 2023."

Prepared by: _____

Approved By: _____



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TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	April 11, 2023
Originated By:	Jack Ramsden, CAO
Title:	Award of 2023 Eckville Municipal Cemetery Maintenance Contract

BACKGROUND: We handed out three contact packages and received all three back prior to the 12-noon deadline on April 6th.

DISCUSSION/ALTERNATIVES: There was a fairly large spread between the high and the tenders, which are as follow:

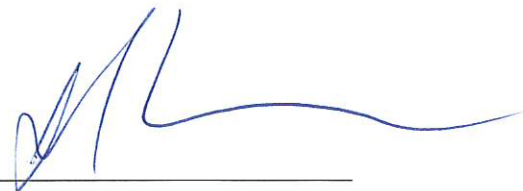
- Eagle Light Transport (Eckville) - \$1,500.00 per cut.
- Outback Lawn Maintenance (Lacombe County) - \$ 410.00 per cut.
- Jug's Construction Ltd. (Eckville) - \$1,100.00 per cut.

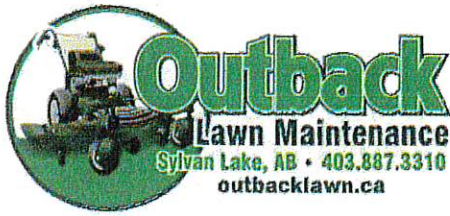
Outback Lawn Maintenance is owned by Jeff Moulton who has approximately 17 years of lawn / landscape maintenance. Jeff lives approximately 6 miles east of the Cemetery. Please find attached the letter which was included with their tender.

IMPACT ON BUDGET: Should meet our budget.

RECOMMENDED ACTION: That the following motion be presented for consideration:

“That the 2023 Eckville Municipal Cemetery Maintenance Contract be awarded to Outback Lawn maintenance of Lacombe County as per the tender rate of \$410.00 per cut, at intervals, during the 2023 summer months.”

Prepared By: _____ Approved By:  _____



**For All Your Lawn Maintenance
and Landscaping Needs!**
Sylvan Lake and Lacombe Alberta
403 887 3310 or 1 403 616 2895
outbacklawn.ca

April 4, 2023

Town of Eckville
5023 51 Ave, Eckville, AB T0M 0X0
403 746 2171

Company Profile:

My name is Jeff Moulton and I along with my wife Jodi are the owner/operators of Outback Lawn Maintenance. Our shop and acreage are located just 6 minutes east of the Eckville Municipal Cemetery on Twp Road 392 (Physical address 2217 Twp Rd. 392).

To give you a bit of history on our business, for the past 8 years we have had the mowing contract with the town of Sylvan Lake to look after both their cemeteries, Firehall, RCMP Building, Townhall, Marina Bay subdivision, and some ditches. We signed a contract (RFP) in 2015, where awarded a 2 - year extension, then again where awarded the RFP in 2019 for 2 years, and had the 2 - year extension awarded to us. In 2023 we have just been granted the another 3 year contract after it went out to RFP again. We work very closely with a lot of town departments including Parks, Municipal Enforcement, Public Works, Fire Department, and Building Maintenance.

We have over 150 contracts currently for regular lawn maintenance including residential, multi family, and commercial customers. We have multiple contracts with Sunreal Property Management, Red Key Realty and Property Management, Marina Bay Yacht Club, numerous realtors, businesses, residential and commercial properties in Lacombe, Blackfalds, Red Deer, Sylvan Lake, and Gull Lake.

At Outback Lawn Maintenance we pride ourselves on professionalism, and doing a good job at an honest price. We provide all of our own equipment, have friendly reliable service, and personally guarantee our work to 100% satisfaction for our customers and clients. Safety is a priority with Outback Lawn Maintenance, and we take all precautions necessary to ensure a safe working environment. We have full WCB coverage, carry \$5,000,000 Liability Insurance, and are a licensed and registered business.

Please feel free to contact myself anytime if you need clarification on this proposal or discuss the matter further. The office phone number is 403 887 3310, or you can call my personal cell at 1 403 616 2895. Feel free to also check us out online at www.outbacklawn.ca, or on our Facebook page 'Outback Lawn Maintenance' or find us on Instagram.

Respectfully Submitted,

Jeff Moulton

**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL
April 11, 2023**

Mtg. Date April 11, 2023
Agenda Item 7.1

Current Activities:

- **Water Plant Upgrade Project Number Two:** Nothing new to report at this time.
- **Snow & Ice Removal:** Hopefully we are one nearing the end of winter and we can start working on street maintenance instead of snow removal. Just in case, we will keep the sander on the truck for a little longer
- **Wastewater Treatment Upgrade Options Study:** After a few attempts to find a date that worked for the majority of us we have finally agreed to Thursday May 4th as the date of our wastewater treatment upgrade study workshop. Supper will be at 5:30 and the workshop will start at 6:00.
- **Main Street Solar Lights:** Nothing to report currently. However, we have been asked to meet with Fortis to discuss our experiences with our unique solar street lights. We will let you know how it goes.
- **Town Entrance Sign:** Administration has reached out to two providers and will be meeting with each in the coming days. We should have more to report on the subject at the regular meeting of Council scheduled for April 24th.

Future / Planned Activities:

- **Highway 11 Twinning, Functional Planning Study – Highway to Township Road 390 (east of Benalto):** I am not sure if any of you had the opportunity of attending the Open House on April 5th from 4:00pm to 8:00pm at the NexSource Center in Sylvan Lake to review the final recommendations for alignment of Highway 11. If so we would ask you to update us at the April 11th council meeting.
- **Replotting of Westview Lots:** We have received responses from the key utility companies and one over-the-counter enquiry from a resident across the road. There were no concerns brought forward, so we will be placing this in front of the Municipal Planning Commission for their formal approval. When the MPC has approved the subdivision, we will have our Legal Surveyors register the plan with Land Titles and have new lot titles issued. We are still working on proposed pricing for the two newly created lots which we will bring forward at a later date.
- **New RV Dump Station:** Our Public Works Team will be installing the new Sani Star RV Dumps Station Kiosk on the concrete pad in the next week or so and we have arranged for an AAA Electric to come out on April 19th to make the required connections so that we can test the system and make sure everything works for the beginning of the RV Season.
- **Medical Committee Meeting:** We had a Medical Committee meeting set for April 12th, but we have postponed it pending a further meeting to discuss other possible options for providing medical services to our community.

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Management Report – April 11, 2023

- **Communication Strategy – Municipal App:** We are in the process of planning our transition. Training on the new software will be scheduled over the next couple of weeks. Once training is complete, the move to the new platform will take place. The process should be completed in the next 60 days.

Information Items:

- **Year End Audit:** The audit committee is scheduled to meet on April 20th and the planned date to present to Council is still the April 24th meeting. 20th



Jack Ramsden, CAO



Darcy Webb, Deputy CAO

Batch ID: CHEQUES
 Batch Comment: April 2023

Audit Trail Code: PMCHQ00000811
 Posting Date: 2023-04-04

Chequebook ID: ATB - GEN

Mtg. Date April 11, 2023
 Agenda Item 7.2

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
026904	2023-04-04	00000000000022709	ALB016	Alberta King's Printer	\$21.00
026905	2023-04-04	00000000000022710	ARC003	Archon IT Services Ltd.	\$2,615.70
026906	2023-04-04	00000000000022711	AUM002	AMSC Insurance Services Ltd.	\$9,711.20
026907	2023-04-04	00000000000022712	BIL002	Bill Bardenhagen Trucking Ltd.	\$934.50
026908	2023-04-04	00000000000022713	CAN11	Canadian Linen and Uniform Ser	\$339.92
026909	2023-04-04	00000000000022714	CEN0015	Central Alberta Window Cleanin	\$624.75
026910	2023-04-04	00000000000022715	CEN04	Central Labs	\$337.99
026911	2023-04-04	00000000000022716	ECK001	Eckville Machining & Welding (\$4,326.00
026912	2023-04-04	00000000000022717	EMPO01	Empringham Disposal Corp.	\$6,966.75
026913	2023-04-04	00000000000022718	FCM001	FCM	\$455.87
026914	2023-04-04	00000000000022719	FOO002	Foothills Energy Services	\$1,039.50
026915	2023-04-04	00000000000022720	KEY001	Key Agventures Inc	\$895.26
026916	2023-04-04	00000000000022721	LAC010	Lacombe Regional Waste Service	\$19,111.25
026917	2023-04-04	00000000000022722	LAP001	LAPP	\$4,323.10
026918	2023-04-04	00000000000022723	LIT002	Little Jon's Portable Toilet S	\$346.50
026919	2023-04-04	00000000000022724	MAD01	Mad Catering	\$246.00
026920	2023-04-04	00000000000022725	MES001	Messer Canada INC.	\$42.67
026921	2023-04-04	00000000000022726	MIS001	Missing Link Internet Inc.	\$367.50
026922	2023-04-04	00000000000022727	MNP001	MNP	\$9,712.50
026923	2023-04-04	00000000000022728	PAL01	Robert Palmer	\$1,968.75
026924	2023-04-04	00000000000022729	REC	Receiver General	\$19,208.92
026925	2023-04-04	00000000000022730	SFE001	SFE Global	\$6,174.01
026926	2023-04-04	00000000000022731	WEL001	Wells Fargo Equipment Fin Co	\$268.81
026927	2023-04-04	00000000000022732	WHI03	White Cap Supply Canada Inc.	\$582.23
026928	2023-04-04	00000000000022733	WIL001	Wild Rose Assessment Services	\$1,424.15

Total Cheques: 25

Cheques Total: \$92,044.83

Audit Trail Code: PMCHQ00000810
* Voided transactions

EFT

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN	Cheque	EFT0000000000031	2023-03-24	\$240.00
Diana Hendrie				
ATB - GEN	Cheque	EFT0000000000032	2023-03-24	\$787.50
HHID Consulting Ltd.				
ATB - GEN	Cheque	EFT0000000000033	2023-03-24	\$500.00
Penny Seiling				
Total Transactions:	3			

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02/11/2023

Testing the Waters

Medicine River Watershed Society (MRWS)

2022 Water Quality Testing Program

Gilby Public Night – 2023-03-31

**ECKVILLE COMMUNITY CENTRE SOCIETY
FINANCIAL STATEMENT
NOVEMBER 1, 2021 TO OCTOBER 31, 2022**

Mtg. Date April 11, 2023
Agenda Item 7.4

General Account Opening Balance	\$	87,641.10		
Casino Account Opening Balance	\$	1,051.86		
TOTAL BANK			\$	88,692.96

2022 REVENUE

Rental	\$	21,146.67		
Rebates & Refunds	\$	1,163.83		
Interest	\$	36.76		
Grant	\$	4,000.00		
GST Collected	\$	824.41		
Damage Deposit	\$	476.19		
Casino Revenue	\$	26,777.49		
Reverse cheque #1661	\$	500.00		
Total Revenue	\$	54,925.35	\$	54,925.35

2022 EXPENSES

Accounting & Legal	\$	1,433.25		
Advertising & Promotion	\$	1,050.00		
Bank Charges	\$	303.69		
Cleaning Supplies	\$	358.30		
Maintenance	\$	7,514.93		
Membership	\$	253.58		
Office Supplies	\$	109.49		
Repair	\$	2,896.25		
Telephone	\$	871.00		
Utilities	\$	17,944.45		
Safety Inspection	\$	431.00		
Kitchen Supplies	\$	1,593.71		
Miscellaneous Expense	\$	1,319.87		
GST Paid	\$	1,613.02		
Caretaker	\$	12,000.00		
Casino Expenses	\$	1,734.00		
Bookkeeper	\$	1,600.00		
Total Expenses	\$	53,026.54	\$	53,026.54
			\$	90,591.77

General Account Closing Balance	\$	66,494.90		
Casino Account Closing Balance	\$	24,096.87		
			\$	90,591.77

I, Diana Hendrie, have reviewed the books for the Eckville Community Centre Society for the period November 1, 2021 to October 31, 2022 and find that there are no irregularities.

Diana Hendrie

14-Feb-23

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Mtg. Date April 11, 2023

Agenda Item 9.1



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting FEBRUARY 23, 2023

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. System wide statistics indicate a return to pre-COVID levels of service. In 2022, many performance indicators were up.

Circulation - 1,256,988
Interlibrary loans - 23,757
WIFI Usage - 1,646,392
Van Run volume - 883,300 items
Collection size - 678,471
Cardholders - 38,366

An annual report infographic with more highlights from 2022 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

Brownfield Community Library – County of Paintearth
Nordegg Public Library – Clearwater County
Spruce View Community Library – Red Deer County
Water Valley Public Library – Mountain View County

Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

They had over 2,500 people visit the library this year. They were also pleased to have 10 volunteers involved in various library services and events. The library was closed for approximately two weeks in June as the library received some much-needed renovations and re-painting.

Nordegg Public Library Accomplishments

They were happy to be open 12 hours per week over 4 different days. They now have 12 volunteers helping run services in Nordegg. The library manager position is still vacant and they are looking forward to filling this position.

Spruce View Community Library Accomplishments

Their *1,000 Books Before Kindergarten* is still going strong with about 38 kids participating, and they have 10 children who have reached 1,000 books already! They are also partnering with the Innisfail and Area Family Resource Centre to bring an early literacy program to their library, which is very well attended.

Water Valley Public Library Accomplishments

The Water Valley Public Library and the local area has really grown in the last year. This year, the library has really been focusing on expanding their program offerings. They currently offer four full time children's programs, two regular adult program offerings, as well as additional programs being added as a one off.

Population Figures and the Parkland Master Agreement

Board members Joy-Anne Murphy and Shannon Wilcox presented the request to the board from seven municipalities to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. After a lengthy discussion, a motion was put forward to amend the agreement. The motion was defeated and letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.

Advocacy Committee

Despite only meeting twice since the November board meeting, Parkland's Advocacy Committee has accomplished much.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)

2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue, keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.

Website Refresh Project

On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through Parkland's website server, which was corrected. While a website refresh project had already been discussed internally, the network compromise forced the fact that staff need to update Parkland's existing Sitecore infrastructure.

Staff requested and were granted up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Parkland and Parkland Outlet Bylaw Revisions

Parkland needed to revise a number of its bylaws related to in-house collections. All references to loan periods and fines have been removed from the Parkland Bylaws.

In addition, Parkland's Outlet bylaws were amended with regards to fees and fines, borrowing periods, and borrowing periods suspension or forfeiture.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Please consider whether

you would like to take his place as the ALTA Representative for Parkland.

Committee News from Trustees

Camrose Public Library has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

Bashaw Municipal Library won the *Most Readerly Community* once again!

Carstairs Public Library has created an excellent annual report infographic that they are happy to share with other libraries to use as a template.

Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

Delburne Municipal Library shared that Scotiabank has sponsored book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.

Clive Public Library held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Board Members Present

Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

Next Meeting: May 18, 2023 (in-Person)

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



PRLS Board Meeting Minutes

February 23, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday February 23, 2023 via Zoom in the Small Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

With Regrets: Cal David, Gord Lawlor, Marc Mousseau

Absent: Clark German, Michael Hildebrandt, Joyce McCoy, Diane Roth, Sandy Shipton, Patricia Young

Staff: Haley Amendt, Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:06 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 Teresa Cunningham to excuse Cal David, Gord Lawlor, and Marc Mousseau from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 1/2023

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.

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Motion by Ray Reckseidler to accept the agenda as amended/presented.

CARRIED
PRLS 2/2023

1.2. Approval of Minutes

Rilling asked if there were any amendments to the November 17, 2022 minutes. There were none.

Motion by Barb Gilliat to approve the minutes of the November 17, 2022 meeting as amended/presented.

CARRIED
PRLS 3/2023

1.3. Business arising from the minutes of the November 17, 2022 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 Stephen Levy to approve the consent agenda as presented.

CARRIED
PRLS 4/2023

3.1. Board Orientation

Sheppard presented a board orientation PowerPoint presentation about the roles and responsibilities of Parkland board members.

3.2. Request to Amend the Parkland Master Agreement – Population Invoicing

Joy-Anne Murphy and Shannon Wilcox presented their briefing note about the Parkland Master Agreement and the details relating to their motion to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. Seven municipalities had sent letters of petition to Parkland previously.

After much discussion, a Zoom poll was launched to count the vote for the motion:

Motion by Darren Wilson to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.

DEFEATED 17/21
PRLS 5/2023

Letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.

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3.3 2022 in Review – Approval of the 2022 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) that has been approved by the Parkland board. Sheppard reviewed the Parkland Annual Report.

Motion by Janice Wing to approve the Parkland Regional Library System's 2023 Public Library Survey and 2022 Annual Report as presented.

CARRIED
PRLS 6/2023

3.4. Approval of the 2022 Outlet Annual Reports

Andrea Newland reviewed the Annual reports to the PLSB from Parkland's four outlet libraries, Brownfield Community Library, Nordegg Public Library, Spruce View Community Library and Water Valley Public Library, for which Parkland is the governing board. Under the Alberta's Libraries Act, the PRLS Board must approve the annual reports for these service points.

Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Stephen Levy to approve the annual reports from Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED
PRLS 7/2023

3.5. Website Refresh Project

Sheppard reviewed. On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through our Sitecore server, which was corrected after the investigation. While a website refresh project had already been discussed internally, the network compromise forced the fact that we need to update our existing Sitecore infrastructure.

Over the past number of months, staff have investigated various scenarios for providing websites to libraries and have now solidified a path forward. The website team has concluded that Parkland needs a fresh implementation on Sitecore for the following reasons:

- Parkland owns our Sitecore license in perpetuity.
- Yellowhead Regional Library System and Chinook Arch Regional Library System are in the process of moving their websites to a different platform. This will simplify our new Sitecore instance while also reducing exposure to future security compromises.
- Parkland and member library staff are already familiar with working on the Sitecore platform.

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- Our relationship with and the quality of work we have received from Fishtank over the years has been superb.
- Our annual Sitecore maintenance fee is either on par with other platforms or significantly less than many of the cloud-based options available to us.

Staff requested that the board approve up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Motion by Deb Smith to move up to \$200,000 from the Technology Reserve in support of the Website Refresh Project.

CARRIED
PRLS 8/2023

Comfort Break 12:03 p.m. to 12:10 p.m.

Jackie Northey left the meeting at 12:13 p.m.

3.6. Parkland Bylaw Revisions

Shepperd explained. Parkland needed to revise a number of its bylaws related to in-house collections. The bylaws affected were:

- 5.1 The terms and conditions under which public library property may be used or borrowed by members of the public.
- 5.2 Penalties to be paid by members of the public for abuse of borrowing privileges.
- 5.3 The terms and conditions under which borrowing privileges may be suspended or forfeited.

All references to loan periods and fines have been removed from the Parkland Bylaws noted above.

Motion by Ray Reckseidler to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (First Reading)

CARRIED
PRLS 9/2023

Motion by Stephen Levy to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Second Reading)

CARRIED
PRLS 10/2023

Motion by Deb Coombes to proceed to the third reading of Parkland Bylaws 5.1, 5.2, and 5.3.

CARRIED
PRLS 11/2023



Motion by Norma Penney to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Third Reading)

CARRIED
PRLS 12/2023

3.7. Parkland Outlet Bylaw and Policy Revisions

Andrea Newland reviewed the revisions to the Parkland Outlet Bylaws. Parkland has four outlet libraries for which the PRLS board is the board of record. These libraries are:

- Brownfield Community Library in Paintearth County
- Nordegg Public Library in Clearwater County
- Spruce View Community Library in Red Deer County
- Water Valley Public Library in Mountain View County

As public service points, the board has passed bylaws as allowed under the Alberta Libraries Act. Some of these bylaws required updating. These included:

Bylaw 3.2 – Borrower’s Card Fees (changed to Fees and Fines)

- B/W printing/copying - .20 per page
- Colour printing/copying - .50 per page
- Laminating - \$1 per page
- Faxing - .25 per page
- Library Cards – Free
- Overdue fines - .25 per day (to the maximum allowed by Polaris)

Bylaw 3.5 - Borrowing Periods

All specific references to loan periods, item limits, and fines have been removed and are subject to those set in the integrated library system.

Bylaw 3.6 – Penalties

Moved references to overdue library materials to Bylaw 3.2 – Fees and Fines

References to fines, abuse of borrowing privileges and damage to materials have been removed.

Bylaw 3.7 - The terms and conditions under which borrowing privileges may be suspended or forfeited. (Now Bylaw 3.6)

Has been added regarding borrowing periods suspension or forfeiture.

Motion by Edna Coulter to accept the changes to Parkland’s Outlet Bylaws as presented. (First Reading)

CARRIED
PRLS 13/2023



Motion by Michelle Swanson to accept the changes to Parkland's Outlet Bylaws as presented. (Second Reading)

CARRIED
PRLS 14/2023

Motion by Joy-Anne Murphy to proceed to the third reading of Parkland's Outlet Bylaws

CARRIED
PRLS 15/2023

Motion by Barbara Gibson to accept the changes to Parkland's Outlet Bylaws as presented. (Third Reading)

CARRIED
PRLS 16/2023

3.8. Advocacy Committee Report

Norma Penney presented the Advocacy Committee report.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The committee reviewed a number of documents prepared by Parkland staff including:

- A guide for when library boards present their budgets to municipal councils
- A return-on-investment document prepared specifically for use among Parkland libraries
- The 2022 Advocacy Committee Workplan

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)
2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.



The Systems Advocacy committee has been working diligently on a joint effort to increase funding from the provincial government. Since 2023 is an election year, it is optimal timing to solicit a commitment from the government. To ensure success, the committee has developed a comprehensive strategy that includes library and system board members engaging with current MLAs and Candidates to share key messages that communicate the value of libraries in Alberta.

Edna Coulter left the meeting at 12:30 p.m.

Motion by Stephen Levy to officially recognize the work done by the Advocacy Committee for all libraries in Alberta

CARRIED
PRLS 17/2023

Motion by Ray Reckseidler to receive the Advocacy Committee report for information.

CARRIED
PRLS 18/2023

3.9. ALTA Membership

Sheppard reviewed. Former Parkland board member, Bob Green, has sent Parkland a letter stating his intent to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Staff have no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Bob Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA.

Parkland is a member of ALTA in good standing with membership costing \$800 for 2023.

Motion by Stephen Levy to receive for information

CARRIED
PRLS 19/2023

Carlene Wetthuhn left the meeting at 12:28 p.m.

3.10. Long Service Awards

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. Long service awards were presented as follows:

- Five years – pin and \$100
- 10 years – pin and \$500
- 15 years – pin and \$1,000



20 years – pin and \$1,500
25 years – pin and \$2,000
Each additional five years thereafter \$2,000

For 2023, long service award recipients were:

Haley Amendt – five years
Dustin Biel – five years
Monique Elias – five years
Kara Hamilton – five years
Mathy Jeffrey – five years
Donna Williams – 25 years

Motion by Shannon Wilcox to receive for information

CARRIED
PRLS 20/2023

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. Finance & Operations Report

3.11.4. Marketing Report

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, Finance and Operations Report, or the Marketing Report. There were none.

Motion by Deb Coombes to receive the Director's Report, Library Services Report, Finance and Operations Report, and Marketing Report for information.

CARRIED
PRLS 21/2023

Jamie Coston and Edna Coulter left the meeting at 12:29 p.m.

3.12. Parkland Community Update

Camrose Public Library has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

Bashaw Municipal Library won the *Most Readerly Community* once again!

Carstairs Public Library has created an annual report infographic that they are happy to share with other libraries to use as a template.

Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

Delburne Municipal Library shared that Scotiabank has sponsored a book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.



Clive Public Library held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Motion by Shannon Wilcox to receive the Parkland Community Update for information.

CARRIED
PRLS 22/2023

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:36 p.m.

CARRIED
PRLS 23/2023

Chair

DRAFT

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Mtg. Date April 11, 2023

Agenda Item 9.3



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR110902

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards by June 10, 2023.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this deadline. My colleague, the Honourable Adriana LaGrange, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards to June 10, 2025, to provide sufficient time to complete these agreements.

In addition to this extension granted as per Ministerial Order No. MSD:013/23, the Ministry of Municipal Affairs can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca or call the number above for more information.

Sincerely,

Rebecca Schulz
Minister

Attachment: Ministerial Order No. MSD:013/23

cc: Honourable Adriana LaGrange, Minister of Education

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:013/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *MGA*, is extended to June 10, 2025.

This order shall come into force on April 1, 2023.

Dated at Edmonton, Alberta, this 8th day of March, 2023.

Rebecca Schulz
Minister of Municipal Affairs



Mtg. Date April 11, 2023
Agenda Item 9.4

March 16, 2023

**Attention: Honourable Mayor/Reeve,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 21-27, 2023 – “Connecting the World Through Public Works”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63rd year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen', is written over a light blue horizontal line.

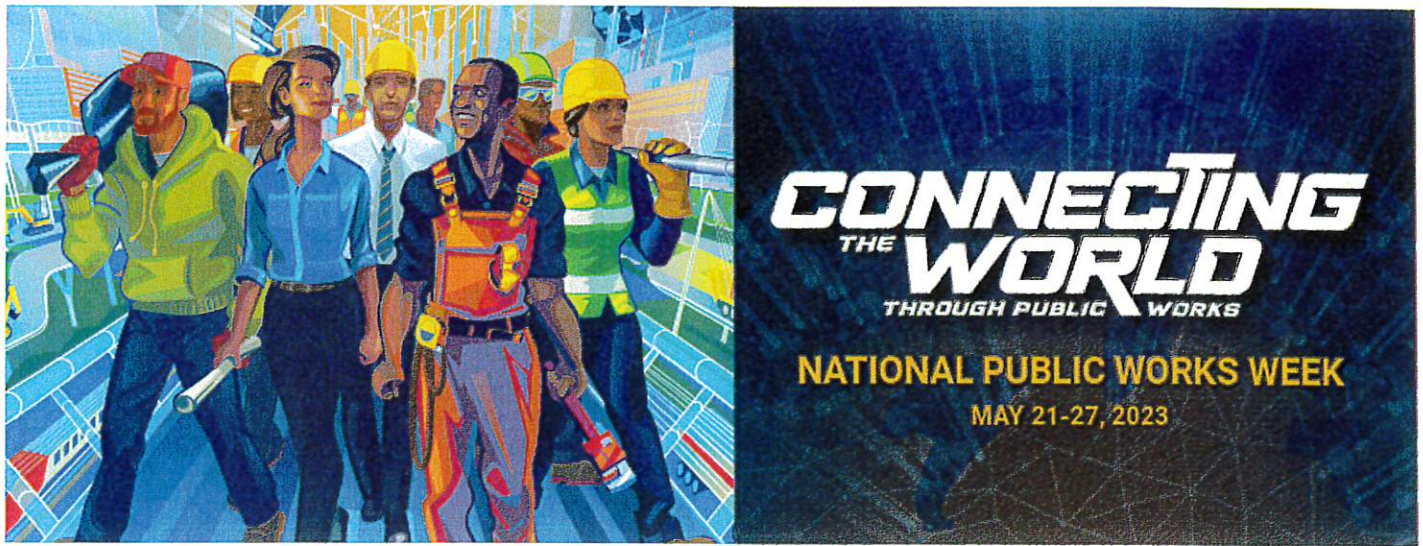
Mike Haanen, APWA President



APWA Alberta Chapter 44095 Garside Postal Outlet Edmonton AB T5V 1N6
www.publicworks.ca



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National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2023.

[Insert Full Name of Premier]

[SEAL]

2023

Mtg. Date Apr 11, 2023

Agenda Item 10.1

**CENTRAL ALBERTA RODEO ASSOCIATION
C/O APRIL DE HEER
BOX 268, ECKVILLE, AB T0M 0X0 403-348-1238**

Town of Eckville
Box 578
Eckville, AB
T0M 0X0

April 2, 2023

Dear Town of Eckville,

Thank you so much for your support of the Central Alberta Rodeo Association.

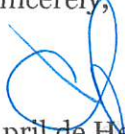
We have received your sponsorship in the amount of \$1500 for the Season Leader Award in the 'Cyle Playfair' Bull riding event for the 2023 season.

I have included in this mailing:

1. Four passes for each CARA rodeo in the 2023 season;
2. Four passes for the CARA Finals rodeo to be held at the Rimbey Co-operators Agrim Center on Sept 2, 2023; and
3. Four passes for the CARA Finals Supper to be held at the Rimbey Co-operators Agrim Center on Sept 2, 2023.

Thank you again for supporting our western heritage and the Central Alberta Rodeo Association.

Sincerely,



April de Heer
CARA Treasurer

2023 RODEO DATES

Eckville - June 9 & 10

Gimlet - June 17 & 18

Entwistle - June 24 & 25

Rimbey - July 7 - 9

Tees - August 4 - 6

Bentley - August 11 & 12

Alix - August 19 & 20

Finals - Sept 2 & 3 (In Rimbey)



Mtg. Date April 11, 2023

Agenda Item 10.2

Town of Sylvan Lake
Municipal Government Building
5012 – 48 Avenue
Sylvan Lake, AB T4S 1G6

tsl@sylvanlake.ca
T 403.887.2141
F 403.887.3660
sylvanlake.ca

April 5, 2023

Mayor Colleen Ebden
5023 51 Avenue
Eckville, AB T0M 0X0

Salutation,

The Town of Sylvan Lake cordially invites you to participate in its "1913 Days Celebration". This year's theme is "Under the Big Top", and all events will be tailored around this theme.

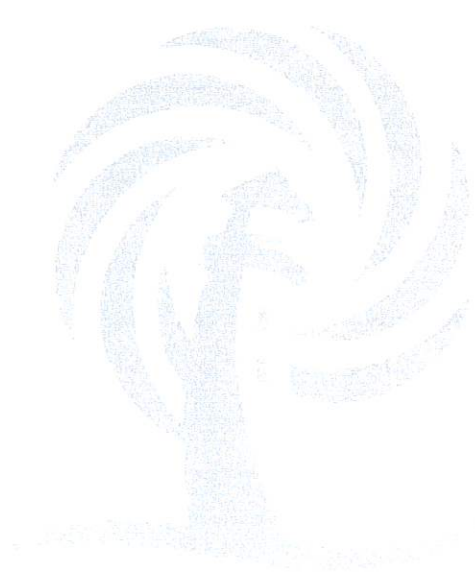
This fun-filled event kicks off Friday, June 9th with a Seniors Varsity Hall Dinner and Dance (5:30–8:00 PM) and an outdoor movie in Centennial Park (7:00 PM – 12:00 AM). On Saturday, June 10th the parade takes place at 1:00 PM and is followed by a Family Disco Dance (6:00-9:00 PM). Other activities on Saturday include an art show and sale, a penny carnival and a soapbox derby. On Sunday, June 11 the celebration continues with horse-drawn carriage rides, an antique car show and a Lions Club BBQ.

If you are interested in participating in the parade, please fill out the form located at www.visitsylvanlake.ca/dignitaryparaderegistration-2/ before Wednesday, June 7th, 2023. We do ask that you arrive to line up by no later than 12:00 PM as the parade begins promptly at 1:00 PM.

Best wishes,

Channelle Brooker

Channelle Brooker
Culture and Tourism Supervisor
Town of Sylvan Lake



31-



STREET AND PARK NAME CHANGE POLICY

TOWN OF ECKVILLE

Policy #6101

Date Approved By Council: June 25, 2012

Policy Statement

The Town of Eckville is responsible for naming all streets, parks, subdivisions and municipal facilities within the Town. This policy will provide a guideline on the procedures to change the current name of a street, park, subdivisions or municipal facility within the Town of Eckville to the name of a person.

1. Definitions

- 1.1. **CAO** means the Chief Administrative Officer for the Town of Eckville.
- 1.2. **Town** means the area incorporated and known as the Town of Eckville.
- 1.3. **Council** means the duly elected Council of the Town of Eckville.
- 1.4. **Street** means all roadways within the boundaries of the Town of Eckville.
- 1.5. **Park** means a public recreation area.
- 1.6. **Subdivision** means the division of a single parcel of land into smaller parcels (lots).
- 1.7. **Municipal Facility** means a public facility owned by the Town of Eckville.
- 1.8. **Decorative Sign** means a sign added above or below the posted legal street name, recognizing the contributions of an individual in the community.

2. Responsibilities

2.1. Council

- 2.1.1. Will receive for ratification recommendations from the CAO for all proposed name changes to streets, parks, subdivisions or municipal facilities.

2.2. Chief Administrative Officer

- 2.2.1. Will review, evaluate, and make recommendations on all name change requests to Council as set out in this policy.
- 2.2.2. Will review and recommend to Council any amendments or changes required to be made to the Street and Park Name Change Policy.

3. Policy Guidelines

- 3.1. The following guidelines must be met in order to change a current street, park, subdivision or municipal facility to a person's name.

- 3.1.1. Consideration must ensure that replacement names for existing streets will not result in confusion related to efficient access for emergency purposes. If it is apparent that changing a street name will result in confusion for emergency personnel a decorative sign may be considered.
- 3.1.2. The proposed name must have a historical significance in the Town of Eckville, or
- 3.1.3. The proposed name must represent a resident, or previous resident, that has achieved Provincial or Federal prominence or acclaim in such fields as sports, education, politics or medicine, or
- 3.1.4. The proposed name must represent a person who demonstrates excellence, courage or exceptional dedication to service in ways that bring national or international recognition to the Town of Eckville, or
- 3.1.5. The proposed name must represent a person/family that has made a substantial financial or property donation to the Town of Eckville however using the name of a living individual must be seriously considered as there could be future circumstances or difficulties that a living individual encounters that leads to an inappropriate connotation for that name.
- 3.1.6. The proposed name should not represent a business as it could be construed as unfair advertising.
- 3.1.7. Any proposed name change must be adopted by motion of Council.

D. Weeber

Chief Administrative Officer

June 28/12

Date

End of Policy