

## TOWN OF ECKVILLE-COUNCIL AGENDA

Monday June 12, 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 – May 23, 2023 pg. 1-4  
4.2 Town of Eckville Tax Recovery Public Auction pg. 5-6
5. ACTION ITEMS 5.1 RFD-Town of Eckville Library Board 2022 Statement of Receipts & Disbursements pg. 7-14  
5.2 RE/MAX real estate agreement renewal pg. 15-23  
5.3 Council Committee/Deputy Mayor Rotation-Discussion pg. 24-27  
5.4 Memorandum to Council-Discussion pg.28-29
6. BYLAWS, POLICIES 6.1
7. REPORTS 7.1 Management Report June 12, 2023 pg. 30-35  
7.2 Financial Report -AP Reports May 18<sup>th</sup> to June 1, 2023 pg. 36-39
8. COMMITTEE, BOARD REPORTS 8.1
9. CORRESPONDENCE, INFORMATION 9.1 Parkland Regional Library Financial Statements Dec 31, 2022 pg. 40-58  
9.2 Lacombe County Highlights of Council Meeting May 23, 2023 pg. 59  
9.3 RCMP Organization Information pg. 60-79  
9.4 Alberta Municipal Affairs letter pg. 80-81
10. SEMINARS, MEETINGS, SPECIAL EVENTS 10.1 Town of Rimbey Rodeo Weekend Parade pg. 82  
10.2 Ponoka Stampede pg. 83-84  
10.3 Tagish Engineering Golf Tournament pg. 85-86
11. CLOSED SESSION 11.1
12. COMMITTEE OF THE WHOLE 12.1
13. ADJOURNMENT 13.1

**TOWN OF ECKVILLE – COUNCIL MINUTES**

Monday, May 23, 2023

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

**1. Call to Order**

1.1 Mayor Ebden called the meeting to order at 6:02 p.m.

Present: Mayor Ebden  
Councillor Engen  
Councillor Meyers  
Councillor Pacholek  
Councillor Palm-Fraser  
Councillor See  
Councillor Thoreson

Absent: None

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

Press: None Present

Gallery: None

1.2 Mayor Ebden administered the 'Official Oath of Office' documents for Councillor Pacholek, which are attached and form part of these minutes. She then congratulated and welcomed him to Council.

**2. Delegations/Public Hearings**

2.1 Delegation-Kayla Law with Fortis Alberta joined the meeting at 6:05, in order to present the Fortis Alberta Electric Distribution Franchise Agreement. Kayla Law left the meeting at 6:30pm

**3. Agenda**

3.1 Additional Agenda Items - None

3.2 Adoption of Agenda

**Res. 131.2023**

Moved by Councillor See that the agenda be adopted presented. **Carried Unanimously.**

**4. Minutes**

4.1 Regular Council Meeting Minutes – May 8, 2023

**Res. 132.2023**

Moved by Councillor Engen that the minutes of the Regular Meeting of Council held Monday, May 8, 2023, be adopted as presented. **Carried Unanimously.**

**5. Action Items**

5.1 RFD- Request for Reimbursement - Roll #039100

**Res.133.2023**

Moved by Councillor Palm-Fraser that Administration be authorized to reimburse the owner of Roll #039100 the amount of five thousand dollars (\$5,000.00) to help offset their costs to demolish and remove an old mobile

home and an old garage as per the "Targeted Redevelopment Program." **Carried Unanimously.**

5.2 RFD – Financial Reviewer Town of Eckville Municipal Library

**Res. 134.2023**

Moved by Councillor Meyers that Garth Yeomans be appointed as the Financial Reviewer for the Eckville Municipal Library's 2022 Statement of Receipts and Disbursements. **Carried Unanimously.**

5.3 Request to Purchase or Lease Parcel of land next to the Boxcar- Discussion.

**Res. 135.2023**

Moved by Councillor Engen that the Town agree to sell a 12.5m wide parcel from the west side of Area D Plan 9523117 for a sum of \$14,000.00 plus GST to the Owner of the Boxcar Grill Ltd. with the following conditions: 1) That the Town will remove the existing trees from the parcel at the Town's expense. 2) The Owner of the Boxcar Grill Ltd. will be responsible for the cost for planting an equal number of trees on Area D Plan 9523117 and for any and all related legal survey and subdivision costs. **Carried Unanimously**

5.4 RFD – 2023 Operational Budget Amendment.

**Res.136.2023**

Moved by Councillor See that in order to cover the projected deficit the 2023 Operating Budget be amended to include a further transfer from the Tax Stabilization Reserve of \$8,531. **Carried Unanimously.**

5.5 Support letter for Sylvan Lake FCSS Application for Provincial Funding – Community and Home Supports for Older Adults.

**Res.137.2023**

Moved by Councillor Engen that the Town of Eckville provide a letter of Support for the Sylvan Lake FCSS Application for Provincial Funding – Community and Home Supports for Older Adults. **Carried Unanimously.**

**6. Bylaws /Policies**

6.1 By-law # 788-23 Tax Rate Bylaw.

**Res. 138.2023**

Moved by Councillor See that Bylaw 788-23 be given first reading. **Carried Unanimously.**

**Res. 139.2023**

Moved by Councillor Palm-Fraser that Bylaw 788-23 be given second reading. **Carried Unanimously.**

**Res. 140.2023**

Moved by Councillor Pacholek that Bylaw 788-23 be presented for third and final reading. **Carried Unanimously.**

**Res. 141.2023**

Moved by Councillor Meyers that Bylaw 788-23 be given third and final reading. **Carried Unanimously.**

**7. Reports**

7.1 Management Report-May 23, 2023

**Res.142.2023**

Moved by Councillor Engen that the Wastewater Treatment Upgrade Options

Study presented by MNP, be accepted for information. **Carried Unanimously.**

**Res.143.2023**

Moved by Councillor Palm-Fraser that Administration arrange for Council to tour the Towns water plant and lagoon on June 12 at 5:30 pm, prior to the Council Meeting, and further to arrange tours of Sylvan Lake and Red Deer's wastewater treatment facilities. **Carried Unanimously.**

**Res.144.2023**

Moved by Councillor Meyers that the Management Report for May 23, 2023 be accepted for information. **Carried Unanimously.**

7.2 Financial Report-AP Report May 4<sup>th</sup> and May 18<sup>th</sup> 2023.

**Res. 145.2023**

Moved by Councillor Thoreson that the Financial Report – AP May 4<sup>th</sup> and May 18<sup>th</sup>, 2023 be accepted for information. **Carried Unanimously.**

7.3 Fortis AB Renewal of Electric Distribution Franchise Agreement.

**Res. 146.2023**

Moved by Councillor See that the Town of Eckville renew the Fortis AB Renewal of Electric Distribution Franchise Agreement for five years. **Carried Unanimously.**

7.4 CPO Report 2023/23

**Res. 147.2023**

Moved by Councillor See that the CPO Report for 2022/23 be accepted as information. **Carried Unanimously.**

7.5 Animal Control Services Report.

**Res. 148.2023**

Moved by Councillor Engen that the Animal Control Services Report be accepted as information. **Carried Unanimously.**

**8. Committee & Board Reports**

- 8.1 Councillor Meyers reported on the Medical Services Committee
- 8.2 Councillor Palm-Fraser reported on the Recreation Board meeting.
- 8.3 Councillor Thoreson reported on Parkland Regional Library
- 8.4 Councillor Engen reported on the Medical Services Committee
- 8.5 Councillor See reported on the Bullarena.
- 8.6 Mayor Ebden reported on the Lacombe Foundation.

**Res. 149.2023**

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

**9. Correspondence, Information Items**

- 9.1 Lacombe County Fire Services
- 9.2 Lacombe Regional Tourism Association
- 9.3 Alberta Municipalities Summer 2023 Municipal Leaders Caucus.

**Res.150.2023**

Moved by Mayor Ebden that four members of Council attend the Municipal Leaders Caucus in person and one to attend virtually. **Carried Unanimously.**

9.4 PCPS New Funding Model.



**Res. 151.2023**

Moved by Councillor Meyers that Correspondence and Information items be accepted as information. **Carried Unanimously.**

**10. Seminars, Meetings, Special Events** 10.1 None

**11. Closed Session** 11.1 None

**12. Committee of the Whole** 12.1 None

**13. Adjournment**

**Res. 152.2023**

Mayor Ebden adjourned the meeting at 8:26 p.m. **Carried Unanimously.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

**TOWN OF ECKVILLE – TAX RECOVERY PUBLIC AUCTION**  
**May 31, 2023**  
**Town of Eckville Council Chambers**  
**5023 -51 Avenue, Eckville, Alberta**

**1. Call to Order**

- 1.0 Darcy Webb, Deputy CAO, declared the tax recovery public auction open at 2:00 p.m.

Present:

Staff

Deputy CAO, Darcy Webb

Administration Clerk, Heather Allen

General Public

None

**2. Background**

- 2.1 Darcy Webb, Deputy CAO, reviewed the auction procedures and terms and conditions of the sale.

He noted the following:

That the property would be offered for sale subject to a reserve bid, and offered for sale on an "as is, where is" basis; the Town of Eckville makes no warranties as to the said property; no consideration of pre-sale or post sale conditions; and that the terms of payment were to be cash, money order or certified cheque with a non-refundable deposit of 10% down at the time of sale from the accepted bidder and the balance due in 15 days.

**3. Auction**

- 3.1 Lot 14, Block 2, Plan 7921647 (Roll # 005700)

Darcy Webb advised that a reserve bid of \$271,000 has been set for this property.


No members of the public were present at the auction and no bids were received on this property.

3.2 Lot 4, Block 4, Plan 0720639 (Roll # 061300)

Darcy Webb advised that the municipality has received payment of outstanding property taxes and, as a result, the property will not be offered for sale.

**4. Adjournment:**

4.1 Darcy Webb adjourned the tax recovery public auction at 2:15 p.m.

  
\_\_\_\_\_  
Deputy CAO

  
\_\_\_\_\_  
Administration Clerk

Mtg. Date June 12, 2023  
Agenda Item 5.1

**TOWN OF ECKVILLE**  
**Request to Council for Decision**

<b>Meeting:</b>	<b>Town Council</b>
<b>Meeting Date:</b>	<b>June 12, 2023</b>
<b>Originated By:</b>	<b>Jack Ramsden, CAO/Darcy Webb, Deputy CAO</b>
<b>Title:</b>	<b>Town of Eckville Library Board 2022 Statement of Receipts and Disbursements</b>

**BACKGROUND:** Section 9 of the Libraries Act states that:

The municipal board shall

- (a) keep accounts of its receipts, payments, credits and liabilities,
- (b) have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and
- (c) submit the financial report to council immediately after its completion.



**DISCUSSION/ALTERNATIVES:** Sections 9(a) and 9(b) have been completed.

They are now at the stage of completing Section 9 which is submitting the reviewed statements to Council.

**IMPACT ON BUDGET:** N/a

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

**“That Town of Eckville Council accept the Town of Eckville Library Board 2022 Statement of Receipts and Disbursements.”**

Prepared By:  Approved By:  7



Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

Alberta Municipal Affairs  
Public Library Services Branch  
17th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Phone: (780) 427-4871  
libgrants@gov.ab.ca

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

## 2022 Statement of Receipts and Disbursements

Original or emailed copies are accepted

Financial Review

For the: Town of Eckville Library Board  
Legal name of library board\*

\*The name must match the legal library board name on the grant application form

To be completed by the person/firm approved by municipal council as financial reviewer (as per section 9 or 12.7 of the *Libraries Act*), not a library board member or staff member.

Print Name: GARTH YEOMANS

Signature: [Handwritten Signature]

Date: May 26/2022

RECEIPTS FOR YEAR		Reporting Period 2022
<b>Cash balance at beginning of year, January 1</b>		
01	Cash on hand From 12/31/2022 Balance Sheet	\$45,996.03
02	Total in current bank accounts	
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
<b>06</b>	<b>TOTAL OPENING CASH ON HAND (add lines 01 to 05)</b>	<b>\$45,996.03</b>
<b>Government contributions</b>		
07	Local appropriation (Cash transfer from your municipality for operations)	\$32,454.00
08	Provincial library operating grant (do not combine with other provincial funding)	\$8,503.00
<b>Other government contributions</b>		
09	Cash transfer from <u>neighbouring municipality</u>	\$18,728.10
10	Cash transfer from <u>another municipal or intermunicipal library board</u>	
11	Cash transfer from <u>regional library system</u> (e.g. Library Services Grant)	\$9,063.15
12	Cash transfer from Improvement District/Summer Village	
13	Cash transfer from School board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	\$2,902.33
15a	<u>Fccs &amp; Canada Post</u>	
15b		
15c		
<b>Other revenue</b>		
16	Book sales	\$299.05
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$993.68
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees (Course Fees Charged)	\$1,894.67
18b	Fines	\$224.93
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$469.80
22	GST refund	
23	Interest	\$4.81
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	<u>Old Shelving Sold</u>	\$146.00
25b	<u>Damaged Books</u>	\$209.30
25c		
<b>26</b>	<b>TOTAL CASH RECEIPTS (add lines 07 to 25)</b>	<b>\$75,892.82</b>
<b>27</b>	<b>TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)</b>	<b>\$121,888.85</b>



CASH DISBURSEMENTS FOR YEAR		Reporting Period 2022
<b>Staff</b>		
28	Salaries, wages and benefits	\$53,955.64
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	
32	Travel and hospitality (staff)	\$408.87
<b>33</b>	<b>TOTAL STAFF EXPENSE</b> (add lines 28 to 32)	<b>\$54,364.51</b>
<b>Library resources</b>		
34	Books (include freight and purchased cataloguing; <b>do not</b> include money you transfer to your library system for book purchases, that info goes on line 59)	\$1,313.73
35	Periodicals and newspapers	
36	Non-print materials (e.g. audio-visual materials, loanable objects)	\$55.00
37	Digital and electronic resources	
<b>38</b>	<b>TOTAL LIBRARY RESOURCES</b> (add lines 34 to 37)	<b>\$1,368.73</b>
<b>Administration</b>		
39	Audit and/or annual financial review	
40	Board expenses (incl. honoraria, travel, course and conference fees)	\$1,015.19
41	Equipment rentals and maintenance	
42	Contracts for services (e.g. bookkeeping, IT services)	\$1,454.00
43	Legal fees, bank charges, refunds and deposits	\$269.14
44	Library supplies (incl. binding & repair)	\$74.02
45	Association memberships ( <b>Do not include payments to a regional library system, that info goes on line 59</b> )	
46	Postage and box rental	\$158.93
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$4,230.35
48	General office supplies (incl. stationery, printing and copier supplies)	\$2,718.34
49	Telephone and telecommunications (incl. internet connections)	\$1,274.00
50	Other materials and supplies	
51	Other expenses	
<b>52</b>	<b>TOTAL ADMINISTRATION EXPENSE</b> (add lines 39 to 51)	<b>\$11,193.97</b>

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CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2022
<b>Building costs</b>		
53	Insurance	\$2,002.59
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$2,394.44
55	Utilities	\$3,378.48
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	
<b>58</b>	<b>TOTAL BUILDING EXPENSE</b> (add lines 53 to 57)	<b>\$7,775.51</b>
<b>Transfer payments</b>		
59	Transfer to other library boards ( <b>please specify boards</b> : may include municipal or library system boards for membership fees, etc.)	
59a		
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
<b>61</b>	<b>TOTAL TRANSFER PAYMENTS</b> (add lines 59 and 60)	
<b>62</b>	<b>TOTAL OPERATING EXPENDITURE</b> (add lines 33, 38, 52, 58, and 61)	<b>\$74,702.72</b>
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	
<b>Capital expenditures</b>		
65	Building repairs and renovations (e.g. roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	
67	Other (please list)	
67a	Signage	\$900.00
67b		
<b>68</b>	<b>TOTAL CAPITAL EXPENDITURE</b> (add lines 65 to 67)	<b>\$900.00</b>
<b>69</b>	<b>TOTAL CASH DISBURSEMENTS</b> (add lines 62, 63, 64, 68)	<b>\$75,602.72</b>

Cash balance at end of reporting year		
70	Cash on hand	\$588.95
71	Total in current bank accounts	\$42,390.58
72	Total in savings accounts	
73	Term deposits	
74	Other committed funds (e.g. trusts and bequests, reserves, capital) Prepaid Signage	\$3,273.73
<b>75</b>	<b>TOTAL CASH ON HAND</b> (add lines 70 to 74)	<b>\$46,253.26</b>
<b>76</b>	<b>TOTAL CASH ACCOUNTED FOR</b> (add lines 69 and 75)	<b>\$121,855.98</b>

**Summary of cash receipts and disbursements statement**

For the year ended December 31, 2022

	<b>Reporting Period 2022</b>
Total cash receipts for the year (from line 26)	\$75,892.82
<b>SUBTRACT</b> Total cash disbursements for the year (from line 69)	\$75,602.72
Net cash increase or (decrease) from operations	\$290.10
<b>ADD</b> Total opening cash on hand and in bank (from line 6)	\$45,996.03
<b>TOTAL CLOSING CASH ON HAND IN BANK</b> (from line 75)	<b>\$46,286.13</b>

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.



**Direct Payments - Receipts and Disbursements**

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit. Do not include in kind contributions. The funds in lines a. through l. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2022
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)		
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)		
c. Insurance		
d. Utilities		\$1,795.00
e. Audit/financial review		\$2,799.00
f. Rent (paid to private landlord, not to municipality)		
g. Telephone/Internet		
<b>H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)</b>		<b>\$ 4,594.00</b>
<b>Other expenditures paid by municipality</b>		
i. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)		
j. Debenture interest and principal		
k. Capital or special grants (one-time grants)		
l. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)		\$10,235.00
<b>M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to l.)</b>		<b>\$ 10,235.00</b>

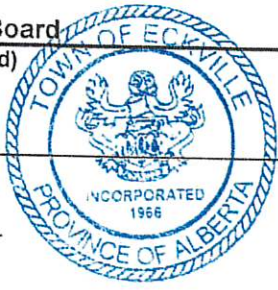
I, Jack Cameron, Administrator of  
 (please print name)  
 \_\_\_\_\_  
 Town of Eckville  
 (name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

\_\_\_\_\_  
 Town of Eckville Library Board  
 (legal name of library board)

Signature: [Signature]

Date: MAY 30, 2023



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Mtg. Date June 12, 2023  
Agenda Item 5.2

## TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	June 12, 2023
Originated By:	Jack Ramsden, CAO
Title:	Sale of Town of Eckville Residential Properties

**BACKGROUND:** The one-year listing contract that we signed last year with Kim Elliot and Jodi Saarela of RE/MAX Realty expired on May 31, 2023. Unfortunately, we did not realize this until after the May 23<sup>rd</sup> council meeting.

**DISCUSSION/ALTERNATIVES:** As has been the practice in the past, Administration would be recommending a second one-year term with Kim Elliot and Jodi Saarela.

Or, if you wish, we could retender the listing again and bring it back to you at the June 26<sup>th</sup> or July 10<sup>th</sup> council meeting.

**IMPACT ON BUDGET:** None

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

**“That the Town of Eckville enter into a one-year listing contract with Kim Elliot and Jodi Saarela of RE/MAX Real Estate Central Alberta for the Town’s lots in McDonald Heights at an agreed commission of 6% of the selling price plus GST with an agreed 3% of the selling price plus GST to the brokerage representing the buyer.”**

Prepared By: \_\_\_\_\_ Approved By: \_\_\_\_\_





## Marketing Plan for McDonald Heights lots

Thank you for the opportunity to present this marketing plan to you for the McDonald Heights lots in Eckville. As you may know I work with my sister and business partner, Jody Saarela, so you would see both our names on all our advertising and paperwork. Combined we have 44 years of experience selling real estate and are very familiar with the Eckville market. Working as a team has been a very beneficial arrangement as one of us can always be available and our clients seem to appreciate the fact that they have two realtors working for them.

The following is our 5-step marketing plan:

- List the property on the MLS service so it is accessible for all realtors and potential buyers through the MLS data base and realtor.ca
- Advertise the properties in our local newspaper publications, The Western Star and The Mountaineer
- Promote the properties on our social media platforms including Facebook and Instagram
- Install signage at the property and have an information package available to send out to all inquiries
- Promote the properties on our website, jodyandkimrealestate.ca as well as the RE/MAX websites

Our proposed commission for the sale of these properties is 6% of the selling price plus GST. We would then offer 3% of the selling price plus GST to the brokerage representing the buyer.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Kim Elliot  
Associate Broker  
RE/MAX real estate central alberta  
403-844-5494  
kelliot@telus.net

**RE/MAX** real estate central alberta  
Jody Saarela 403-846-6595 Kim Elliot 403-844-5494  
CornerStone Building 4624 47 St. Rocky Mountain House AB T4T 1C8

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EXCLUSIVE SELLER REPRESENTATION AGREEMENT

An Agreement to Exclusively Represent a Seller (For Use in Designated Agency Brokerages)

Between

THE BROKERAGE (WE)

and

THE SELLER (YOU)

Name RE/MAX real estate central alberta

Name The Town of Eckville

Name

Name

1. THE PROPERTY

1.1 The land and buildings at (municipal address):

SEE SCHEDULE A ATTACHED

including the following goods not attached to the land and buildings: Land only

and all goods attached to the land and buildings, except:

Legal Description (to be used for non-condominium and non-country residential properties only):

Plan Block Lot

SEE SCHEDULE A ATTACHED

Legal descriptions for condominium and country residential properties must be put in a property specific schedule. Indicate the applicable schedule below, complete and attach it. Other schedules may be required. Additional schedules must be listed in clause 17.1.

- Condominium Property Schedule
Country Residential Property Schedule

1.2 You authorize us to offer the property for sale for \$ including GST, if applicable. You must determine whether the sale of the property is subject to GST by getting independent advice. You acknowledge that neither we nor our representatives are giving an opinion about GST applying to the sale of the property and you agree that we and our representatives will not be responsible for the payment of GST.

1.3 The proposed possession date is 15 days / negotiable

2. OUR AGENCY RELATIONSHIP

2.1 You give us the exclusive right to offer the property for sale. We appoint Kim Elliot and Jody Saarela (the designated agent) to serve as sole agent for you. This agreement creates a sole agency relationship with the designated agent, as the Real Estate Council of Alberta's Consumer Relationships Guide (Guide) explains. That means you cannot appoint anyone else as your agent or representative during this agreement. However, we may represent buyers and other sellers.

2.2 If the designated agent is no longer registered with us and at your request, we will appoint another designated agent to serve as sole agent for you or this agreement ends.

2.3 The designated agent's knowledge will not be attributed to us or to our designated agents representing buyers.

2.4 This agreement begins on May 26, 2022 at 9:00 a.m. It ends on May 31, 2023 at 11:59 p.m.

3. OUR RESPONSIBILITIES

- 3.1 During this agreement we must:
(a) be impartial in our dealings with you and other buyers represented by us interested in the property.
(b) make sure the designated agent that represents you meets our applicable policies and procedures.
(c) supervise the designated agent and support staff to make sure their responsibilities are met.
(d) hold money we receive in trust, as the Real Estate Act requires.
(e) give you a copy of this agreement as soon as possible after signing.

4. THE DESIGNATED AGENT'S RESPONSIBILITIES

4.1 The designated agent must meet their agency responsibilities to you in a timely manner.

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- 4.2 In addition to the responsibilities described in the Guide, the designated agent must also:
- (a) market the property, until the property is sold under this agreement, or this agreement ends.
  - (b) keep you informed of their marketing activities and any resulting transaction.
  - (c) tell any buyer interested in the property that they are your agent.
  - (d) tell buyers of all material latent defects affecting the property that they are aware of.
  - (e) help you negotiate favourable terms and conditions with a buyer.
  - (f) help you to prepare and comply with a contract to sell the property.
  - (g) present all offers and counteroffers to and from you, even when you have accepted a purchase contract. However, they need not seek additional offers while there is an unconditional purchase contract.
  - (h) tell you relevant facts about the transaction.

**5. MLS® SYSTEM AND THE DESIGNATED AGENT'S OTHER SERVICES**

- 5.1 The designated agent will advertise and market the property using the MLS® System. The MLS® System is a web-based service that allows seller representatives to list properties for sale and share information about those properties. All listings on the MLS® System must: (a) be for a minimum duration of 60 days; (b) provide compensation for cooperating brokers for the sale of the property; and (c) not exclude any licensed industry member from acting as a cooperating broker.
- 5.2 You request and the designated agent agrees to provide the following other services:
- (a) to install a lock-box on the property to provide access to authorized persons.  Yes  No
  - (b) to advertise the property as For Sale and Sold on social media, websites and newspaper
  - (c) \_\_\_\_\_
  - (d) \_\_\_\_\_

**6. YOUR RESPONSIBILITIES**

- 6.1 During this agreement you must:
- (a) provide us with a real property report showing the current state of improvements on the property according to the Alberta Land Surveyors' Manual of Standard Practice, with evidence of municipal compliance or non-conformance, within ten days of signing this agreement, unless the property is a conventional condominium. Not having this real property report may result in problems on closing or rescission of the purchase contract.
  - (b) insure the property and its contents against loss or damage due to causes normally insured against for similar properties, even if your property is vacant.
  - (c) communicate and cooperate with us.
  - (d) tell us if the property's condition, status or title changes.
  - (e) tell us about inquiries you make or receive about the sale of the property.
  - (f) determine whether the sale of the property is subject to GST.
  - (g) determine and tell us if you will have enough money left over after the sale of your property to cover payment of your mortgage balance (including any payout penalties) and any other obligations you must pay out with the sale money.
- 6.2 During this agreement and 60 days after this agreement ends, you must give us copies of any offers you make or receive for the sale of the property, unless you sign a seller representation agreement with another brokerage that begins after this agreement ends.

**7. YOUR WARRANTIES AND REPRESENTATIONS**

- 7.1 You warrant:
- (a) you have authority to sell the property as described, including attached and unattached goods.
  - (b) no one else has a legal right to the attached and unattached goods.
  - (c) you have told us about all third party rights to the property that you know about.
  - (d) all information you give us is true to the best of your knowledge.
- 7.2 You warrant, to the best of your knowledge, the following are true:
- (a) the land and buildings are currently being used according to municipal bylaws.
  - (b) the buildings and land improvements are entirely on the land and not on any easement, right-of-way, or neighbouring lands (unless there is a registered agreement on title).
  - (c) the location of the buildings or improvements meet municipal bylaws or regulations or the buildings and improvements are "non-conforming buildings" as defined in the *Municipal Government Act* (Alberta).
  - (d) the land and buildings are currently being used according to, and the location of the buildings and land improvements meet, the restrictive covenants on title (if any).
  - (e) you are not a non-resident of Canada under the *Income Tax Act* (Canada).

**8. DOWER CONSENT**

- 8.1 The following questions must be answered if you are the only registered owner of the property:
- (a) Are you legally married? (includes a separated couple not yet legally divorced but does not include a couple in a common law relationship)  Yes  No
  - (b) Have you or your spouse resided on the property at any time since your marriage?  Yes  No

If you answered **yes** to both questions, your spouse will have to complete the Dower Consent and Acknowledgement and sign this agreement in the Signatures section – Non-Owner Spouse Signature (when dower rights apply).



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**9. CONFLICTS OF INTEREST**

- 9.1 It is not a conflict of interest if the designated agent simply shows the property to a buyer they also represent.
- 9.2 A conflict of interest occurs when the designated agent acts as the sole agent for both you and the buyer. In that case, they must tell you there is a conflict and tell you and the buyer your options.
- 9.3 If there is a conflict, you and the buyer may agree to have the designated agent act as a transaction facilitator. In that case, they work for both sides to bring about a purchase and sale and do not act as sole agent for either of you.
- 9.4 If the designated agent, you or the buyer decide not to have them facilitate the transaction, they will act as the sole agent of the side which first signed a representation agreement with us, unless we all agree otherwise in writing.
- 9.5 If the designated agent does not continue to act as your sole agent, you may ask us to designate another agent from our brokerage, you may choose another brokerage, ask our designated agent to refer you to another brokerage, or have a customer relationship with the designated agent. If you are a customer, the designated agent's responsibilities are limited to those outlined in the Guide.

**10. OUR FEE AND LIMITS ON PAYMENTS**

- 10.1 Our fee is 5% of the first \$100,000 plus 3% of the balance of the selling price (plus GST) and is due when the sale of the property is complete.
- 10.2 We will offer 3% of the first \$100,000 plus 1.5% of the balance of the selling price (plus GST) from our fee to the buyer's brokerage.
- 10.3 You must pay our fee if:
  - (a) while this agreement is in effect, you enter into a legally binding contract to sell the property, whether through us or not. You must pay us even if you don't complete the sale, unless you have a legal reason for not completing it.
  - (b) in the 60 days after this agreement ends, you enter into a legally binding contract to sell the property where the buyer was introduced to the property during the term of this agreement. You must pay us even if you don't complete the sale, unless you have a legal reason for not completing it.
- 10.4 You authorize us to use any deposit we hold under the purchase contract or this agreement towards money you owe us under this agreement. If the deposit does not cover our fee and any other money owing to us under this agreement, you must pay us the outstanding balance by 0 days:
  - (a) after the sale is completed, or
  - (b) from when this agreement ends.
- 10.5 You must instruct your lawyer to deduct from the deposit and proceeds of sale, or money forfeited by or recovered from the buyer, the amount that you owe us under this agreement.
- 10.6 You do not pay our fee if you:
  - (a) sell the property to a buyer excluded in writing from this agreement.
  - (b) sign a seller representation agreement with another brokerage that begins after this agreement ends.
- 10.7 If you change your mind about selling the property, you must tell us in writing. You must reimburse us for our reasonable expenses up to the time you tell us. Reasonable expenses will include: none

If you pay these reasonable expenses, it does not remove your responsibility to pay other amounts you may owe us under this agreement.

- 10.8 If the buyer does not complete a legally binding contract to buy the property and has no legal reason for not completing it, the buyer may forfeit the deposit. If the buyer forfeits the deposit you will pay us our fee or 50% of the forfeited deposit, whichever is less.
- 10.9 You agree that all of your interest in the land, buildings and attached goods may be encumbered for our benefit to secure payment of all money that you owe us under this agreement. We and you agree that we are entitled to encumber the land, buildings, and attached goods under the *Land Titles Act* (Alberta).
- 10.10 If we have to enforce any of our rights under this agreement and we are successful, you will pay us our reasonable enforcement costs including lawyer and client fees.
- 10.11 We must not accept any other fees including finder's fees, referral fees, bonuses or gifts directly or indirectly related to this agreement, unless we first tell you in writing everything relevant about the payment and you consent in writing to the payment.

**11. PERSONAL AND CONFIDENTIAL INFORMATION**

- 11.1 For the purposes of this agreement, "Listing Information" includes all information required for the listing of the property, including your personal and confidential information. This includes but is not limited to your name, property address, images and audio and video recordings of the property, listing, pricing and sales information, existence of conditional offers, the unconditional sale price, and date of sale of the property.
- 11.2 You give your consent to us to collect, maintain, use and disclose the Listing Information, both now and at any time in the future, for the purposes of this agreement and for all uses set forth in this agreement including listing and marketing the property in any medium, including electronic media. You release us and our brokerage representatives from all claims and liability arising from these consented uses.
- 11.3 You consent to our collection, use, and disclosure of the Listing Information:
  - (a) In our databases and in any databases we choose to use, regardless of whether we operate or control the databases; and



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- (b) for any business purpose, including making comparative analyses and sharing information with appraisers and other brokerages.
- 11.4 You acknowledge that we, our local real estate board, our provincial real estate association, and the listing services we use may:
  - (a) disclose the Listing Information to others authorized to use the listing service, like other brokers, appraisers, government departments, municipal organizations, and others.
  - (b) use the Listing Information to gather, keep, and publish statistics which may be used to conduct comparative market analyses; and
  - (c) use the Listing Information to better list, market, and sell real estate.
- 11.5 We will not use or disclose your Listing Information except as set forth in clauses 11.2, 11.3, or 11.4, or as required by law.
- 11.6 We will not give you any confidential information we have because of a past or present agency relationship with someone else.

**12. ONGOING OBLIGATIONS**

12.1 Our duty to keep the Listing Information confidential continues after this agreement ends.

**13. INDEMNIFICATION**

13.1 You agree that you will indemnify us and our brokerage representatives against all claims and legal actions that may arise because we reasonably and in good faith relied on information you gave us. This means that you will have to pay us in full for the outcome of these claims and legal actions and any related expenses including legal fees.

**14. PROPERTY INFORMATION, NOTICES AND PERMITS**

14.1 You are required by law to disclose material latent defects. These are known defects in the property that are not discoverable through a reasonable inspection and that may make the property dangerous or potentially dangerous to occupants or unfit for habitation. You may also be required to disclose defects that would be expensive to fix, government and local authority notices and lack of development permits.

- (a) Are you aware of material latent defects in the property?  Yes  No
- (b) Do you know of any defects that would be expensive to fix?  Yes  No
- (c) Have you received any government or local authority notices?  Yes  No
- (d) Do you know of any lack of permits for any development on the property?  Yes  No

If **yes** to any of the above, complete the Defect Disclosure Instruction Schedule.

**15. ADDITIONAL TERMS (IF ANY)**

**16. EARLY END TO THIS AGREEMENT**

- 16.1 Despite the end date listed at the beginning of this agreement, the agreement ends immediately if any of these things happen:
  - (a) you complete a sale of the property.
  - (b) we and you agree in writing to an earlier end date.
  - (c) our licence to trade in real estate is suspended or cancelled.
  - (d) we are bankrupt, insolvent, or we are in receivership.
  - (e) you materially breach this agreement and we give you written notice to end it, or we materially breach this agreement and you give us written notice to end it.
  - (f) you give us written notice to end this agreement because our board membership status changes to the extent that we cannot fulfill our obligations under this agreement.

If the agreement ends for any of these reasons, our rights and your rights under this agreement will not be affected.

**17. OTHER DETAILS ABOUT THIS AGREEMENT**

- 17.1 Documents attached to this agreement only form part of this agreement if we and you sign or initial them. In addition to the property schedule selected in 1.1, this agreement includes these attached documents:
- 17.2 Any future changes to this agreement must be in writing and signed by both of us to be effective.
- 17.3 Words with a singular meaning may be read as plural when required by the context.
- 17.4 If any clauses added to this agreement conflict with standard clauses in this agreement, the added clauses apply.
- 17.5 This agreement is the entire agreement between us and you. Anything we discussed with you, or that you told us, is not part of this agreement unless it is in this agreement.
- 17.6 This agreement is for the benefit of and will be binding on the heirs, administrators, executors, successors and assigns of you and us.
- 17.7 The laws of the Province of Alberta govern this agreement.
- 17.8 A sale is complete when all money has been paid to you or your lawyer and is releasable.



*Handwritten signature/initials*



Exclusive Seller Representation Agreement

23052022KE

Agreement Number

18. SELLER ACKNOWLEDGEMENT

18.1 You acknowledge that:

- (a) you have read this agreement
(b) you have received and read the Guide.
(c) this agreement creates a sole agency relationship with the designated agent, as the Guide describes.
(d) you had the opportunity to get independent advice from a lawyer, tax adviser, lender, appraiser, surveyor, structural engineer, property inspector or such other professional service provider as you require before signing this agreement.
(e) this agreement accurately sets out what we and you agree to.

19. CONTACT INFORMATION

19.1 The following contact information must be used for all written communications between us and you. If this contact information changes, we and you must tell each other in writing within two days of the change.

SELLER:

Name The Town of Eckville
Address Box 578 Eckville AB T8H 6X6
Phone: 403-746-2171 Fax:
Email:

Name
Address
Phone: Fax:
Email:

BROKERAGE:

Name RE/MAX real estate central alberta
Address 4624 47 st Rocky Mtn House AB T4T 1C8
Phone: Fax:
Email:

BROKERAGE REPRESENTATIVE:

Name Kim Elliot / Jody Saarela
Address: c/o the Brokerage
Phone: 403-844-5494 Fax:
Email: kelliott@telus.net

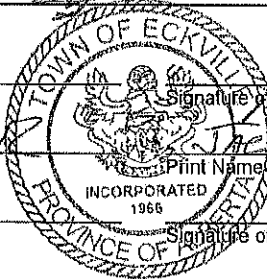
19.2 We and you may communicate and deliver documents and information to each other in person, by mail, or electronically. We and you acknowledge there are risks with each of these methods and we have explained these risks to you.

19.3 We and you agree that for our communication an electronic signature will have the same function as an ink signature and that any documents or information exchanged between us will be considered delivered when they are sent.

SIGNATURES:

SIGNED AND DATED on MAY 25TH, 2022

Signature of Seller



Signature of Seller

Print Name of Seller: COLLEEN EBDEN, MAYOR

Print Name of Seller: JACK RAMSAY, CAO

Signature of Witness

Signature of Witness

Print Name of Witness

Print Name of Witness

Signature of Brokerage Representative: Kim Elliot

Signature of Brokerage Representative: Kim Elliot

Seller: Initial here to show you have received a copy of this Agreement.

Handwritten initials 'C' and 'R'

Initials Dated at 11:30 a.m. on MAY 25, 2022



Handwritten number '21'



Exclusive Seller Representation Agreement

23052022KE

Agreement Number

NON-OWNER SPOUSE SIGNATURE (when dower rights apply):

Signed and dated at \_\_\_\_\_, Alberta at \_\_\_\_\_, m. on \_\_\_\_\_, 20\_\_\_\_\_.

Non-Owner Spouse Signature

Non-Owner Spouse Name (print)

Witness Signature

Witness Name (print)

*n/a*

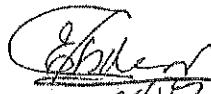


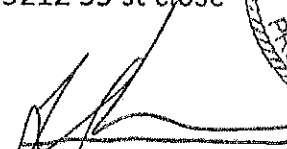
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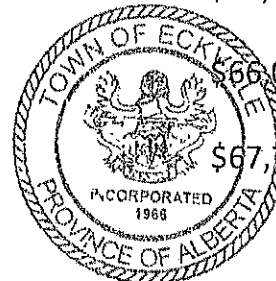
Agreement # 23052022KE  
SCHEDULE A

<u>Legal Description</u>	<u>Municipal Address</u>	<u>Price</u>
Lot 3 Block 2 Plan 0720639	5011 54 st close	\$54,500 + GST
Lot 4 Block 2 Plan 0720639	5015 54 st close	\$54,500 + GST
Lot 5 Block 2 Plan 0720639	5019 54 st close	\$54,500 + GST
Lot 6 Block 2 Plan 0720639	5023 54 st close	\$54,500 + GST
Lot 16 Block 2 Plan 0720639	5063 54 st close	\$56,000 + GST
Lot 18 Block 2 Plan 0720639	5408 50 <sup>th</sup> ave	\$54,700 + GST
Lot 19 Block 2 Plan 0720639	5412 50 <sup>th</sup> ave	\$56,400 + GST
Lot 21 Block 2 Plan 0720639	5103 55 st close	\$55,600 + GST
Lot 23 Block 2 Plan 0720639	5111 55 st close	\$54,100 + GST
Lot 24 Block 2 Plan 0720639	5115 55 st close	\$63,600 + GST
Lot 25 Block 2 Plan 0720639	5119 55 st close	\$60,000 + GST
Lot 26 Block 2 Plan 0720639	5123 55 st close	\$60,000 + GST
Lot 28 Block 2 Plan 0720639	5203 55 st close	\$58,200 + GST
Lot 1 Block 4 Plan 0720639	5228 55 st close	\$57,800 + GST
Lot 2 Block 4 Plan 0720639	5224 55 st close	\$62,400 + GST
Lot 3 Block 4 Plan 0720639	5220 55 st close	\$66,000 + GST
Lot 5 Block 4 Plan 0720639	5212 55 st close	\$67,700 + GST

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TOWN OF ECKVILLE  
2022/2023 Council Board and Committee Appointments

CURRENT

Mtg. Date June 12, 2023  
Agenda Item 5.3

**SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)**

Chair	To be elected by Appointed Member as per SDAB Bylaw No. 756-19
At-Large	Linda Kind, Garth Yeomans, Lynda Petten-Haarstad, Linda McLevin

**MUNICIPAL PLANNING COMMISSION**

Chair (Council)	Mayor Ebden
Committee (Council)	Councillor Palm-Fraser, Councillor Phillips
(At-Large)	Diane Eliuk, Sherry Meyers
Development Officer	Jack Ramsden

**MUNICIPAL EMERGENCY ADVISORY COMMITTEE**

Members	All members of Council
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**COUNCIL BOARD & COMMITTEE APPOINTMENTS**

Audit Committee (Council)	Mayor Ebden, Councillor Meyers, Councillor Palm-Fraser
(At-Large)	Gord Ebden
Central Alberta Economic Partnership	Councillor See
Eckville Emergency Management Agency	Mayor Ebden, Jack Ramsden
Eckville Library	Councillor T Thoreson, Councillor Engen
FCSS	Councillor Thoreson, Councillor Palm-Fraser (alternate)
ICF	Mayor Ebden, Councillor Engen, Jack Ramsden, Darcy Webb
Intermunicipal Development Planning	Mayor Ebden, Councillor Engen, Councillor Meyers (alternate)
Lacombe Foundation	Mayor Ebden, Councillor Engen (alternate)
Lacombe Regional Emergency Management	Councillor Meyers, Mayor Ebden (alternate)
Lacombe Regional Waste Services Commission	Councillor Palm-Fraser, Mayor Ebden (alternate)
Medicine River Rural Crime Watch Society	Councillor Meyers
Parkland Regional Library	Councillor Thoreson, Mayor Ebden (alternate)

**PUBLIC BOARD & COMMITTEE LIAISON APPOINTMENTS**

Eckville Agricultural Society	Councillor Engen, Mayor Ebden (alternate)
Eckville Arena Operating Association	Councillor See, Councillor Meyers (alternate)
Eckville Community Centre Association	Councillor Phillips, Mayor Ebden (alternate)
Eckville Curling Rink	Councillor Engen, Mayor Ebden (alternate)
Eckville Fire Department	Councillor See, Councillor Thoreson (alternate)
Eckville Recreation Board	Councillor Palm-Fraser
Inter-Agency Committee	Councillor Thoreson, Councillor Palm-Fraser (alternate)
Medical Committee	Mayor Ebden, Councillor Engen, Councillor Meyers, Judy Lorenz, Dana Kreil
Medicine River Watershed Society	Councillor Phillips, Councillor Engen (alternate)
Red Deer River Watershed Alliance Society	

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**TOWN OF ECKVILLE**  
**2022/2023 Council Board and Committee Appointments**

*Proposed*

**SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)**

Chair	To be elected by Appointed Member as per SDAB Bylaw No. 756-19
At-Large	Linda Kind, Garth Yeomans, Lynda Petten-Haarstad, Linda McLevin

**MUNICIPAL PLANNING COMMISSION**

Chair (Council)	Mayor Ebden
Committee (Council)	Councillor F Palm-Fraser, Councillor Pacholek
(At-Large)	Diane Eliuk, Sherry Meyers
Development Officer	Jack Ramsden

**MUNICIPAL EMERGENCY ADVISORY COMMITTEE**

Members	All members of Council
---------	------------------------

**COUNCIL BOARD & COMMITTEE APPOINTMENTS**

Audit Committee (Council)	Mayor Ebden, Councillor Meyers, Councillor Palm-Fraser
(At-Large)	Gord Ebden
Central Alberta Economic Partnership	Councillor See
Eckville Emergency Management Agency	Mayor Ebden, Jack Ramsden
Eckville Library	Councillor Thoreson, Councillor Engen
FCSS	Councillor Thoreson, Councillor Palm-Fraser (alternate)
ICF	Mayor Ebden, Councillor Engen, Jack Ramsden, Darcy Webb
Intermunicipal Development Planning	Mayor Ebden, Councillor Engen, Councillor Meyers (alternate)
Lacombe Foundation	Mayor Ebden, Councillor Engen (alternate)
Lacombe Regional Emergency Management	Councillor † Meyers, Councillor Pacholek (alternate)
Lacombe Regional Waste Services Commissio	Councillor Palm-Fraser, Mayor Ebden (alternate)
Medicine River Rural Crime Watch Society	Councillor Meyers
Parkland Regional Library	Councillor † Thoreson, Councillor † Engen (alternate)

**PUBLIC BOARD & COMMITTEE LIAISON APPOINTMENTS**

Eckville Agricultural Society	Councillor Engen, Mayor Ebden (alternate)
Eckville Arena Operating Association	Councillor See, Councillor Meyers (alternate)
Eckville Community Centre Association	Councillor F Pacholek, Mayor Ebden(alternate)
Eckville Curling Rink	Councillor E Pacholek, Mayor Ebden(alternate)
Eckville Fire Department	Councillor See, Councillor Thoreson (alternate)
Eckville Recreation Board	Councillor Palm-Fraser
Inter-Agency Committee	Councillor Thoreson, Councillor Palm-Fraser (alternate)
Medical Committee	Mayor Ebden, Councillor Engen, Councillor Meyers. Judy Lorenz, Dana Kreil
Medicine River Watershed Society	Councillor F Engen, Councillor Pacholek (alternate)
Red Deer River Watershed Alliance Society	

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Current



**TOWN OF ECKVILLE**  
**Deputy Mayor (6 Month Rotation)**  
**2022-2025**

Year	Month	Councillor
2022/2023	November/December/January/February/March/April	Councillor Engen
2023	May/June/July/August/September/October	Councillor Meyers
2023/2024	November/December/January/February/March/April	Councillor Palm-Fraser
2024	May/June/July/August/September/October	Councillor Phillips
2024/2025	November/December/January/February/March/April	Councillor See
2025	May/June/July/August/September/October	Councillor Thoreson

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*Proposed*



**TOWN OF ECKVILLE**  
**Deputy Mayor (6 Month Rotation)**  
**2022-2025**

Year	Month	Councillor
2022/2023	November/December/January/February/March/April	Councillor Engen
2023	May/June/July/August/September/October	Councillor Meyers
2023/2024	November/December/January/February/March/April	Councillor Pacholek
2024	May/June/July/August/September/October	Councillor Palm-Fraser
2024/2025	November/December/January/February/March/April	Councillor See
2025	May/June/July/August/September/October	Councillor Thoreson



## MEMORANDUM TO COUNCIL

**FROM:** Jack Ramsden, CAO

**REGARDING:** Proposed Engineering and Cost Estimates for the Installation of Water & Sewer Mains & Services on 49<sup>th</sup> Avenue

**DATE:** June 7, 2023

Last spring I received a cost estimates from Tagish Engineering for the proposed layout and installation of water & sewer mains and services on 49<sup>th</sup> Avenue. I did not move ahead with this estimate at that time as I felt that the costs were far too high (\$1,499,322.00) for servicing only 18 lots. However, There are 5 industrial lots, 12 residential / light industrial lots and one railway property that would be serviced in this project.

I was recently approached by an Owner from 49<sup>th</sup> Avenue to see what kind of costs we would be looking. Apparently some of the lots have existing septic fields that are needing upgrades and the costs could be significant. All of the lots on 49<sup>th</sup> Avenue have their own water wells and septic fields. At this time the only hard municipal services that they receive is a paved rural type street and a few street lights.

It should be noted that the Developer who constructed the subdivision did not construct any water or sewer utilities, nor did he contribute to the cost of the existing town owned water and sewer services.

We do have several different options that can be considered. Firstly, we could install just the water system. This would involve water mains, fire hydrants and water service line to the 18 lots. This would eliminate the need for individual water wells, pumps and pressure systems and would definitely improve the fire safety service and insurance rates for the property Owners. Based on the cost estimates, this could run up to \$750,000 or so.

Secondly, we could look at just installing sewer mains and services. Again, this would eliminate the need for septic fields and the costs associated with operating individual sewer systems. Based on the cost estimates, this could cost up to \$750,000,00 as well

Of course we would have to come up with a way to finance this project. Unfortunately, I do not believe that we would be able to use grants form the Water / Wastewater Grant Program for what would be considered "development" costs that are usually built in to subdivision construction costs and recovered through the initial sale of the newly constructed lots.

Basically the funds to pay for this type of project would come from contributions for the Property Owners, either in cash payments or through local improvements bylaws and long term borrowings on the credit of the Town and perhaps contributions from the Town which again, would likely be funded through reserves and / or long term borrowing, again on the credit of the Town.

Should Council was to consider moving ahead with this project, either in with both water & sewer or one or the other, we would have to prepare a "local improvement plan" and provide notice along with detail on the services to be provided and a plan on how the project would be funded. If more that

50% of the property owners object to the project, the local improvement portion of the project could not proceed.

I realize that there are a lot of details to consider with this project and I look forward to discussing the project and options with you at the June 12<sup>th</sup> council meeting.

Respectfully submitted.

Jack Ramsden

**MANAGEMENT REPORT  
TO ECKVILLE TOWN COUNCIL  
June 12, 2023**

Mtg. Date June 12, 2023  
Agenda Item 7.1

**Current Activities:**

- **Water Treatment Plant & Wastewater Lagoon Tour:** Just a reminder that we are planning a tour of the Eckville Water Plant and the Wastewater Lagoon Site at the beginning of our meeting on Monday June 12<sup>th</sup>. The plan is to have supper at 5:00 pm leave the Town Office at approximately 5:30 pm, stopping first at the Water Treatment Plant and then head out the Wastewater Lagoons. We are thinking that the tour will take an hour or so.
- **Wastewater Treatment Upgrade Options Study:** While we do not have anything official as far a schedule on where we go from here, we look forward to discussing this with you at the June 12<sup>th</sup> council meeting.
- **Lacombe County's Governance Workshop:** Councillors Engen, Pacholek, Palm-Fraser and Jack Ramsden, CAO attended the Governance Workshop sponsored by Lacombe County at the County Office on Tuesday June 6, 2023. The workshop presenter was Ron Woodward, former President of Red Deer College, and owner of Clockbuilder Consulting Ltd, specializing in organizational development. While this was only a three-hour session, Ron did an excellent job of focusing on the roles of both council members and the administration. I will look to the council members who attended to provide their comments at the June 12<sup>th</sup> meeting. Copies of Ron's bio, presentation, and other handouts will be available at the council meeting.
- **Town Entrance Sign:** We are still trying to set up a meeting with National Signs in Red Deer.
- **Street Sweeping:** Our Public Works Team has completed street sweeping in the Village of Alix and has a day or two left in the Village of Clive. We will continue to sweep our town streets as needed.
- **Cemetery Maintenance:** Outback completed three cuts at the cemetery in May and will continue cutting every week or so until the grass growth slows down.
- **Eckville Forhan & Andrew Ball Diamonds:** We have had no further complaints with the Forhan Field. Apparently we have the gopher problem under control for now on the Andrew Field, but there are still a lot of gophers on the old Esso Bulk Station Site to the east of the Diamond. We are looking at the option of dealing with this problem, which should give us a longer term solution to the gopher hole safety issue in the out field.

**Future / Planned Activities:**

- **Request for Speed Bumps in Lane on North Side of 54<sup>th</sup> Street Close:** 20 KM speed signs have been ordered and should be installed soon on the lane running between 55<sup>th</sup> Street Close and 53<sup>rd</sup> street. We are still planning to send out a polite letter to the residents of 55<sup>th</sup> Street Close asking for their cooperation in slowing down when they use this lane.
- **Highway 11 Twinning Project Intersection Concern:** Not much to report at this time. As soon as a new Minister of Transportation is named we will prepare a letter expressing the

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Management Report – June 12, 2023

Town's concern with the proposed intersection at Highway 11 and SH 766 and ask that a safer roundabout be considered. We will also seek support for our proposal from neighboring urban and rural municipalities.

- **Repairs to the Lane behind the Town Office:** We have had several conversations with contacts from FORTIS about costing out options for relocating the power pole and wires in the lane east of the Town Office. A representative from the FORTIS design office called Friday morning and committed to having someone contact us to consider several different options. We will continue to work on this and bring back recommendations when we have more cost options.
- **Replotting of Westview Lots:** We have sent out the mandatory notice letters to our various utility companies and agencies and we did not receive any appeals within the 21-day appeal period, so we will now submit the new plans to Land Titles. We are suggesting that the value of the two new lots, (Lots 30 & 31 – Block 4), be set at \$65,000 per lot.
- **New RV Dump Station:** Our new Sani Star RV Dump Station is now fully operational with credit card, but we have had some issues with the Token receiver and debit. After Darcy and Troy reprogramed it many times, we learned that we may have the wrong tokens. We have received a couple of complaints, but this was anticipated when we decided to go with a pay for use system. We will continue to monitor the system and report back at the next meeting.
- **Medical Committee Meeting:** Nothing to report at this time.
- **Communication Strategy – Municipal App:** LOOP has started on our website. We have submitted a number of documents to them. They are in the process of formatting and will set up a test site for us to look at.
- **Eckville Spray Park:** As we previously reported, GLVT from Edmonton was out on May 11<sup>th</sup> and made the necessary repairs and touch ups and the park has been operational for several weeks. Apparently we may still have some issues with some of the surface peeling. Our Public Works Foreman also informs us that they have had issues, from time to time, with people blocking our drains with the pea gravel that borders the west side of the spray park. Team turned on the equipment late last week and it should have been ready for the long weekend.

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Jack Ramsden, CAO



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Darcy Webb, Deputy CAO



M:\Town of Eckville\TE00 - General Engineering\TE00\_49 Avenue Study\03-AutoCAD\DWG - Current\DWG\TE00\_20220317\_49 AVE.dwg



**49 AVENUE  
CONCEPTUAL SERVICING PLAN**



**LEGEND**

DESCRIPTION	SYMBOL
EX. BLOCK PROPERTY LINE W/ PI	—+—+—+—
EX. LOT PROPERTY LINE W/ PI	—+—+—+—
EX. LIGHT STANDARD	⊗
EX. POWERPOLE W/ ANCHOR	⊙
EX. FENCELINE	—X—X—X—
EX. STORM WATER CULVERT	—>—>—>—
EX. STORM MAIN W/ FLOW & MH	—●—●—●—
EX. SANITARY MAIN W/ FLOW & MH	—●—●—●—
EX. WATER HYDRANT	⊙
EX. WATER VALVE	⊙
EX. WATER MAIN W/ REDUCER & TEE	—+—+—+—
PROP. SANITARY MAIN W/ FLOW & MH	—●—●—●—
PROP. WATER HYDRANT	⊙
PROP. WATER VALVE	⊙
PROP. WATER MAIN W/ REDUCER & TEE	—+—+—+—

\* ALIGNMENT AND INFORMATION SHOWN IS CONCEPTUAL. INFORMATION TO BE VERIFIED IN DETAILED DESIGN.

TITLE	SITE PLAN	
DATE	MAR 24, 2022	SCALE 1:2,500
PROJECT NO.	TE00	FIGURE NO. FIG 1

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SCHEDULE OF QUANTITIES

Date: March 29, 2022

Prepared:LS

Reviewed:GS

ITEM	SECTION	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>SCHEDULE A - GENERAL</b>						
1.00	01 29 00	Mobilization & Demobilization	1	LS	\$90,000.00	\$90,000.00
1.01	01 29 00	Traffic Accommodation	1	LS	\$10,000.00	\$10,000.00
1.02	01 29 00	Erosion and Sediment Control	1	LS	\$5,000.00	\$5,000.00
1.03	02 41 15	Hydrovac Allowance	1	PCS	\$10,000.00	\$10,000.00
1.04		ROW Purchase Boring Pit and workzone for Lot south of Canadian National Railway	1	LS	\$7,500.00	\$7,500.00

**SCHEDULE A SUBTOTAL** \$122,500.00

<b>SCHEDULE B - WATER</b>						
2.00	32 23 33	Excavation & Backfill c/w Class B Drain Rock Bedding	995	lin.m.	\$160.00	\$159,200.00
2.01	33 05 26	Bore Crossing - 250mm Sch40 Steel Casing Pipe				
		a) Canadian National Railway	30	lin.m.	\$1,500.00	\$45,000.00
2.02	33 11 16	Connect to Ex. 150mm AC Water Main	1	LS	\$5,000.00	\$5,000.00
2.03	33 11 16	Supply & Install PVC DR-18 Water Main				
		a) 150mm	1065	lin.m.	\$150.00	\$159,750.00
2.04	33 11 16	Supply & Install Gate Valve				
		a) 150mm	7	ea.	\$2,750.00	\$19,250.00
2.05	33 11 16	Supply & Install PVC Fittings				
		a) 150x150x150mm PVC Tee	3	ea.	\$2,500.00	\$7,500.00
		b) Various PVC Bends	4	ea.	\$1,500.00	\$6,000.00
2.06	33 11 16	Supply & Install Hydrant	3	ea.	\$6,000.00	\$18,000.00
2.07	31 23 33	Remove & Replace Unsuitable Backfill material with Des. 1c Screened Rock (material to be disposed of on site) (Provisional)	100	cu.m.	\$65.00	\$6,500.00

**SCHEDULE B SUBTOTAL** \$426,200.00

<b>SCHEDULE C - SANITARY</b>						
3.00	33 23 33	Excavation & Backfill c/w Class B Drain Rock Bedding	985	lin.m.	\$160.00	\$157,600.00
3.01	33 05 26	Bore Crossing - 300mm Sch40 Steel Casing Pipe				
		a) Canadian National Railway	30	lin.m.	\$1,750.00	\$52,500.00
3.02	33 31 13	Connect to Ex. 200mm Conc. Sanitary Main	1	LS	\$2,000.00	\$2,000.00
3.03	33 31 13	Supply & Install PVC SDR-35 Sanitary Sewer				
		a) 200mm	624.0	lin.m.	\$180.00	\$112,320.00
3.04	33 11 16	Supply & Install HDPE DR-11 Sanitary Main				
		a) 75mm Low Pressure	431.0	lin.m.	\$100.00	\$43,100.00
3.05	33 05 13	Supply & Install 1200mm Sanitary Manhole (7 in No.) c/w F-39 Frame and Cover	24	v.m.	\$2,200.00	\$52,800.00
3.06	31 23 33	Remove & Replace Unsuitable Backfill material with Des. 1c Screened Rock (material to be disposed of on site) (Provisional)	100	cu.m.	\$65.00	\$6,500.00

**SCHEDULE C SUBTOTAL** \$426,820.00

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SCHEDULE OF QUANTITIES

Date: March 29, 2022

Prepared:LS

Reviewed:GS

ITEM	SECTION	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>SCHEDULE D - SERVICE CONNECTIONS</b>						
4.01	33 05 25	Horizontal Directional Drilling				
		a) Water Service	18	LS	\$4,500.00	\$81,000.00
		b) Sanitary Service	18	LS	\$4,500.00	\$81,000.00
4.02	33 41 16	Water Service - 25mm PE 3406 Series 160	13	LS	\$1,500.00	\$19,500.00
4.03	33 41 16	Water Service - 50mm PE 3406 Series 160	5	LS	\$1,600.00	\$8,000.00
4.04	33 41 16	Sanitary Service - 150mm PVC SDR-28	10	LS	\$1,500.00	\$15,000.00
4.05	33 41 16	Sanitary Service - 150mm HDPE DR-11	8	LS	\$1,500.00	\$12,000.00
<b>SCHEDULE D SUBTOTAL</b>						<b>\$216,500.00</b>

<b>SCHEDULE E - SURFACE REINSTATEMENT</b>						
5.01	32 11 16	Supply and install Des. 3a granular sub-base aggregate (75mm pit-run) (250mm compacted depth)	300	sq.m.	\$30.00	\$9,000.00
5.02	32 11 23	Supply and install Des. 4b granular base aggregate (20mm crushed gravel) (150mm compacted depth)	300	sq.m.	\$25.00	\$7,500.00
5.03	32 12 16	Trench Patch Paving: Supply, Place & Compact Mix Type 5b(2) (12.5mm)(PG 64-28) Asphalt Concrete Pavement (100mm compacted depth)	300	sq.m.	\$40.00	\$12,000.00
5.04		Reinstatement of Lot Approaches - Various materials	18	LS	\$1,250.00	\$22,500.00
<b>SCHEDULE E SUBTOTAL</b>						<b>\$51,000.00</b>

<b>SCHEDULE F - MISCELLANEOUS</b>						
6.01	31 22 13	Topsoil Stripping	10,000	sq.m.	\$4.00	\$40,000.00
6.02	32 91 19	Placement & Fine grade onsite topsoil	10,000	sq.m.	\$5.00	\$50,000.00
6.03	32 92 19	Grass Seeding	10,000	sq.m.	\$3.00	\$30,000.00
<b>SCHEDULE F SUBTOTAL</b>						<b>\$120,000.00</b>

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**SCHEDULE OF QUANTITIES**

Date: March 29, 2022

Prepared:LS

Reviewed:GS

ITEM	SECTION	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
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**SUMMARY OF SCHEDULES**

<b>SCHEDULE A SUBTOTAL</b>	<u>\$122,500.00</u>
<b>SCHEDULE B SUBTOTAL</b>	<u>\$426,200.00</u>
<b>SCHEDULE C SUBTOTAL</b>	<u>\$426,820.00</u>
<b>SCHEDULE D SUBTOTAL</b>	<u>\$216,500.00</u>
<b>SCHEDULE E SUBTOTAL</b>	<u>\$51,000.00</u>
<b>SCHEDULE F SUBTOTAL</b>	<u>\$120,000.00</u>
<b>SUBTOTAL</b>	<u><b>\$1,363,020.00</b></u>
<b>CONTINGENCY (10%)</b>	<u>\$136,302.00</u>
<b>ENGINEERING &amp; TESTING (10%)</b>	<u>\$136,302.00</u>
<b>SUBTOTAL</b>	<u><b>\$1,499,322.00</b></u>

Note: This estimate is based on conceptual designs and should only be used for probable cost budgeting purposes. All estimates are based on 2022 pricing. Future construction costs are subject to change.

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System: 2023-05-18 2:10:28 PM  
User Date: 2023-05-18

Town Of Eckville  
CHEQUEBOOK POSTING JOURNAL  
Payables Management

Page: 1  
User ID: Heather

Mtg. Date June 12, 2023

Agenda Item 7.2

Audit Trail Code: PMVPY00000165  
\* Voided transactions

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
* ATB - GEN	Cheque	027039	2023-05-18	\$9,201.89
Lacombe County				

Total Transactions: 1

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Batch ID: CHEQUES  
Batch Comment: May 24 Cheques

Audit Trail Code: PMCHQ00000818  
Posting Date: 2023-05-24

Chequebook ID: ATB - GEN

\* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027047	2023-05-24	0000000000022856	ATB001	ATB Financial Mastercard	\$5,160.17
027048	2023-05-24	0000000000022857	CEN014	Central Alberta Co-op Ltd.	\$1,785.53
027049	2023-05-24	0000000000022858	GTI001	GTI Petroleum Ltd	\$2,051.04
027050	2023-05-24	0000000000022859	LAC001	Lacombe County	\$3,445.89
027051	2023-05-24	0000000000022860	LAC009	Lacombe Regional Tourism & Mar	\$5,756.00
027052	2023-05-24	0000000000022861	WBC001	WCB	\$2,586.25
Total Cheques:	6			Cheques Total:	\$20,784.88

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System: 2023-05-29 11:14:21 AM  
User Date: 2023-05-29

Town Of Eckville  
COMPUTER CHEQUE REGISTER  
Payables Management

Page: 1  
User ID: kristina

Batch ID: CHEQUES  
Batch Comment: Cheques

Audit Trail Code: PMCHQ00000821  
Posting Date: 2023-05-29

Chequebook ID: ATB - GEN

\* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027053	2023-05-29	00000000000022870	DPO001	DPOC	\$1,574.98
027054	2023-05-29	00000000000022871	PEN001	Penny Seiling	\$740.00
027055	2023-05-29	00000000000022872	HHI01	HHID Consulting Ltd.	\$787.50
027056	2023-05-29	00000000000022873	DIA007	Diana Hendrie	\$240.00
Total Cheques:	4			Cheques Total:	\$3,342.48

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Batch ID: CHEQUES  
 Batch Comment: Cheques

Audit Trail Code: PMCHQ00000822  
 Posting Date: 2023-06-01

Chequebook ID: ATB - GEN

\* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027057	2023-06-01	0000000000022874	ACC003	Accu-Flo Meter Service Ltd.	\$924.21
027058	2023-06-01	0000000000022875	BAY001	Bay 4 Promtional Printing	\$151.20
027059	2023-06-01	0000000000022876	BLA004	Blades Power Equipment	\$365.66
027060	2023-06-01	0000000000022877	BLA01	Blast 'Em Pest Control	\$1,680.00
027061	2023-06-01	0000000000022878	CEN0015	Central Alberta Window Cleanin	\$901.89
027062	2023-06-01	0000000000022879	CEN04	Central Labs	\$350.50
027063	2023-06-01	0000000000022880	CLE002	Cleartech Industries Inc.	\$959.85
027064	2023-06-01	0000000000022881	COP002	Copies Now	\$173.46
027065	2023-06-01	0000000000022882	DIA008	Diane Eliuk	\$66.23
027066	2023-06-01	0000000000022883	DIR03	Dirk Kanis Contracting Ltd	\$525.00
027067	2023-06-01	0000000000022884	HIW001	Hi-Way 9 Express Ltd.	\$645.93
027068	2023-06-01	0000000000022885	LAC010	Lacombe Regional Waste Service	\$380.00
027069	2023-06-01	0000000000022886	PC01	PCPS	\$2,700.00
027070	2023-06-01	0000000000022887	PET001	Petty Cash	\$100.00
027071	2023-06-01	0000000000022888	PRO005	PROTEC	\$130.62
027072	2023-06-01	0000000000022889	PRO01	Process	\$2,255.40
027073	2023-06-01	0000000000022890	REC	Receiver General	\$19,674.11
027074	2023-06-01	0000000000022891	SHE005	Sherry Meyers	\$66.23
027075	2023-06-01	0000000000022892	THE018	The Trenchless Guy's	\$1,357.13
027076	2023-06-01	0000000000022893	TWO001	Two H Group	\$450.00
027077	2023-06-01	0000000000022894	WEL001	Wells Fargo Equipment Fin Co	\$241.06
Total Cheques: 21					Cheques Total: \$34,098.48

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Mtg. Date June 12, 2023  
Agenda Item 9.1

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

# PARKLAND REGIONAL LIBRARY SYSTEM

## Table of Contents

DECEMBER 31, 2022

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Statement of Remeasurement Gains and Losses	10
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## MANAGEMENT'S REPORT

### To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard  
2023-05-25 13:18:12:12 MDT

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To the Members of The Parkland Library Board:

**Opinion**

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

May 18, 2023

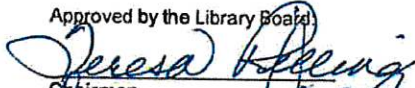
**MNP** LLP


Chartered Professional Accountants

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2022**

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (note 4)	\$ 1,089,037	\$ 911,498
Accounts receivable	28,033	21,908
Investments (note 5)	725,120	775,163
<b>TOTAL FINANCIAL ASSETS</b>	<b>1,842,190</b>	<b>1,708,569</b>
<b>LIABILITIES</b>		
Accounts payable and accruals (note 6)	\$ 137,307	\$ 120,407
Book allotment	11,477	12,178
Deferred revenue (note 7)	176,341	157,678
<b>TOTAL LIABILITIES</b>	<b>325,125</b>	<b>290,263</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,517,065</b>	<b>1,418,306</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	\$ 16,632	\$ 17,642
Prepaid expenses	124,454	109,711
Tangible capital assets (schedule 1)	4,484,760	4,593,189
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>4,625,846</b>	<b>4,720,541</b>
<b>COMMITMENTS (note 8)</b>		
<b>CONTINGENCY (note 14)</b>		
<b>ACCUMULATED SURPLUS</b>	<b>6,142,911</b>	<b>6,138,847</b>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus (note 9)	6,194,382	6,124,640
Accumulated remeasurement gain on investments	(51,471)	14,207
	<b>6,142,911</b>	<b>6,138,847</b>

Approved by the Library Board

  
 Chairman

  
 Director

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Budget	2022	2021
<b>REVENUE</b>			
Investment Income	\$ 28,500	\$ 52,923	\$ 25,958
Member fees	1,939,986	1,939,986	1,881,436
Miscellaneous and donations	-	1,041	787
Outside sales - Books and supplies	-	139,579	143,788
Provincial funding (note 10)	1,567,965	1,549,301	1,489,125
	<u>3,536,451</u>	<u>3,682,830</u>	<u>3,541,094</u>
<b>EXPENSES</b>			
Administration	\$ 13,600	\$ 10,630	\$ 11,656
Amortization	-	189,553	152,818
Audit	16,500	22,132	19,440
Communications, marketing and promotions	20,000	19,705	8,143
Continuing education	20,000	17,182	14,514
Dues, fees, and memberships	12,200	11,999	12,008
First Nations grant expense	78,839	60,398	1,362
Freight and postage reimbursement	6,300	2,956	3,422
Insurance	19,000	20,367	16,985
Investment fees	4,700	4,176	4,410
Library materials	452,831	475,391	395,904
Library service grant	429,742	429,742	429,742
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	138,732	143,519
Planned member technology purchases	68,070	70,436	118,414
Professional fees	-	15,949	5,908
Repairs and maintenance - building	52,000	54,133	45,020
Salaries and benefits	1,938,164	1,702,315	1,732,954
Supplies for library materials and inhouse stationary	51,000	41,567	39,641
Technology software, internet, maint. agreement, misc. supplies	210,705	207,197	198,722
Travel	8,000	2,923	1,222
Trustee	35,000	19,991	17,931
Utilities	39,000	28,732	31,074
Vehicle	46,000	49,636	40,717
Workshops, training for libraries	14,000	15,234	12,077
	<u>3,536,451</u>	<u>3,611,776</u>	<u>3,458,403</u>
<b>Excess of revenue over expenses, before other expenses</b>	-	71,054	82,692
<b>OTHER EXPENSES</b>			
Loss on disposal of investments	-	(872)	(3,061)
Loss on disposal of tangible capital assets	-	(440)	(3,799)
<b>Excess of revenue over expenses</b>	-	69,742	75,832
<b>Accumulated operating surplus, beginning of year</b>	<u>6,124,640</u>	<u>6,124,640</u>	<u>6,048,808</u>
<b>Accumulated operating surplus, end of year (Note 9)</b>	<u>6,124,640</u>	<u>6,194,382</u>	<u>6,124,640</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Budget	2022	2021
<b>Excess of revenue over expenses</b>	\$ -	69,742	\$ 75,832
Acquisition of tangible capital assets	-	(81,564)	(59,523)
Amortization of tangible capital assets	-	189,554	152,818
Proceeds on disposal of tangible capital assets	-	-	-
Loss on disposal of tangible capital assets	-	440	3,799
Change in prepaid expenses	-	(14,745)	(18,405)
Change in inventory for consumption	-	1,010	1,945
Change in accumulated remeasurement loss on long-term investments	-	(65,678)	(31,846)
<b>Increase in net financial assets</b>	-	98,759	124,620
<b>Net financial assets, beginning of year</b>	1,418,306	1,418,306	1,293,686
<b>Net financial assets, end of year</b>	1,418,306	1,517,065	1,418,306

The accompanying notes are an integral part of these financial statements

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Cash receipts from membership fees, contracts, and sales	\$ 2,074,405	\$ 2,072,862
Cash receipts from grants	1,587,964	1,587,964
Investment income received	52,923	25,958
Cash paid for materials and services	(1,293,360)	(1,162,926)
Cash paid for salaries and benefits	(1,691,029)	(1,725,941)
Cash paid for library service grant	(429,742)	(429,742)
Interest paid	(5,551)	(5,888)
	<b>275,610</b>	<b>342,287</b>
<b>CAPITAL ACTIVITY</b>		
Purchase of tangible capital assets	(81,564)	(59,523)
Proceeds on disposal of tangible capital assets	-	-
	<b>(81,564)</b>	<b>(59,523)</b>
<b>INVESTING ACTIVITY</b>		
Purchase of investments	(91,507)	(91,509)
Proceeds on sale of investments	75,000	77,000
	<b>(16,507)</b>	<b>(14,509)</b>
<b>Net increase in cash</b>	<b>177,539</b>	<b>268,252</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>911,498</b>	<b>643,246</b>
<b>Cash and cash equivalents, end of year</b>	<b>1,089,037</b>	<b>911,498</b>

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2022	2021
<b>Balance, beginning of year</b>	409,299	1,122,152	4,593,189	<b>\$ 6,124,640</b>	<b>\$ 6,048,808</b>
Excess of revenue over expenses	69,742	-	-	<b>69,742</b>	75,832
Reserves used for (transferred from) operations	(208,720)	208,720	-	-	-
Purchases of tangible capital assets	-	(81,564)	81,564	-	-
Disposal of tangible capital assets	440	-	(440)	-	-
Annual amortization expense	189,553	-	(189,553)	-	-
<b>Balance, end of year</b>	<b>460,314</b>	<b>1,249,308</b>	<b>4,484,780</b>	<b>6,194,382</b>	<b>6,124,640</b>

The accompanying notes are an integral part of these financial statements

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

	2022	2021
Accumulated remeasurement gain on investments, beginning of the year	14,207	48,053
Decrease in market value	(65,678)	(31,846)
Accumulated remeasurement gain (loss) on investments, end of year	<u>(51,471)</u>	<u>14,207</u>

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**  
**SCHEDULE 1**

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2022	2021
<b>Original Cost:</b>								
Balance, beginning of year	131,191	3,946,960	610,000	360,375	49,074	50,105	5,147,705	5,103,982
Acquisition of tangible capital assets	44,326	-	-	32,467	900	3,871	81,564	59,523
Disposals of tangible capital assets	-	-	-	(37,468)	-	-	(37,468)	(15,800)
<b>Balance, end of year</b>	<b>175,517</b>	<b>3,946,960</b>	<b>610,000</b>	<b>355,374</b>	<b>49,974</b>	<b>53,976</b>	<b>5,191,801</b>	<b>5,147,705</b>
<b>Accumulated Amortization:</b>								
Balance, beginning of year	92,134	157,879	-	257,459	24,759	22,285	554,516	413,699
Annual amortization	25,015	78,938	-	74,219	5,043	6,338	189,553	152,819
Disposals	-	-	-	(37,028)	-	-	(37,028)	(12,002)
<b>Balance, end of year</b>	<b>117,149</b>	<b>236,817</b>	<b>-</b>	<b>294,650</b>	<b>29,802</b>	<b>28,623</b>	<b>707,041</b>	<b>554,516</b>
<b>Net Book Value</b>	<b>58,368</b>	<b>3,710,143</b>	<b>610,000</b>	<b>60,724</b>	<b>20,172</b>	<b>25,353</b>	<b>4,484,760</b>	<b>4,593,189</b>

The accompanying notes are an integral part of these financial statements

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**1. Nature of activities**

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

**Cash and cash equivalents**

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

**Revenue recognition**

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

**Non-financial assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

**i. Inventory for consumption**

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**2. Significant accounting policies** (continued from previous page)

**ii. Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i>Method</i>	<i>Rate</i>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

**iii. Prepaid expenses**

Expenses paid in advance where services have not been performed or materials have not been received.

**Use of estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

**Long-term investment**

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

**Foreign currency translation**

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

**Reserves for future expenditures**

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**2. Significant accounting policies (continued from previous page)**

**Financial instruments**

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

*Arm's length financial instruments*

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

*Financial asset impairment*

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

**3. Change in accounting estimate**

Effective January 1, 2022, the Library revised the amortization rate for technology equipment and systems from 30% declining balance to 55% declining balance. This change was applied prospectively and prior year results have not been restated. For the year ended December 31, 2022, the change resulted in an increase of \$33,736 in accumulated amortization on technology equipment and systems and amortization expense.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**4. Cash and cash equivalents**

Cash accounts bear interest at bank prime rate of 6.45% (2021 - 2.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2021 - prime less 1.90%) on \$1,070,873 (2021 - \$900,425) and prime less 1.90% (2021 - prime less 1.90%) on \$423 (2021 - \$3,883).

**5. Investments**

	2022	2021
Bonds (original cost of \$772,886; 2021 - \$758,016)	<b>725,120</b>	775,163

Bonds bear interest at rates ranging from 1.10% to 3.75% and have maturity dates ranging from June 2023 to September 2032. Included in investments is \$3,687 (2021 - \$2,922) of accrued interest.

**6. Accounts payable and accruals**

	2022	2021
Trade accounts payable and accruals	\$ 52,040	50,790
Employee benefit obligations	71,180	59,894
Goods and Services Tax payable	14,087	9,723
	<b>137,307</b>	120,407

Included in trade accounts payable and accruals is a balance of \$2,151 (2021 - \$1,939) on ATB Financial Mastercards with a total credit limit of \$15,000 (2021 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$60,500 (2021 - \$47,000) that accumulate but do not vest, as well as vacation and lieu time of \$10,680 (2021 - \$12,894) that employees have earned and deferred to future years.



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**7. Deferred revenue**

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2022	2021
Opening balance	\$ 157,678	\$ 78,839
Add: amounts deferred	145,601	145,601
Less: amounts recorded as revenue	(126,938)	(66,762)
Ending Balance	<u>176,341</u>	<u>157,678</u>

**8. Commitments**

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases. In the year, the Library paid \$100,461 (2021 - \$97,535) including GST.

In 2021, the Library signed a contract with TAL Core covering the period October 1, 2021 to September 30, 2024. This contract will require annual payment of \$15,610 in 2023 in October, which cover the cost of services from October to September of the following year.

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2021, the Library entered into a 2 year agreement from November 1, 2021 to October 31, 2023 with a platform for accessing eContent materials in the amount of \$7,000 per year, which will then be continued annually.

**9. Accumulated operating surplus**

	2022	2021
<b>Unrestricted operating fund</b>	<u>460,314</u>	<u>409,299</u>
<b>Internally restricted</b>		
Operating reserves		
Technology	542,260	377,095
Building	200,000	175,000
Contingent liability	52,530	52,992
	<u>794,790</u>	<u>605,087</u>
Capital reserves		
Amortization	295,974	325,023
Vehicle	115,847	149,346
Equipment/furnishings replacement	42,697	42,696
	<u>454,518</u>	<u>517,065</u>
<b>Total reserves</b>	<u>1,249,308</u>	<u>1,122,152</u>
<b>Equity in tangible capital assets</b>	<u>4,484,760</u>	<u>4,593,189</u>
	<u>6,194,382</u>	<u>6,124,640</u>

**10. Provincial funding**

	2022	2021
<b>Government of Alberta - Municipal Affairs</b>		
Operating grant	\$ 992,620	\$ 992,620
Library Service grant	429,742	429,742
Provincial First Nations grant	126,939	66,763
	<u>1,549,301</u>	<u>1,489,125</u>

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**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**11. Local Authorities Pension Plan**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 281,764 people and 435 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2022 were \$118,260 (2021 - \$130,419). Total current service contributions by employees of the Library to the LAPP in 2022 were \$105,404 (2021 - \$114,811).

As at December 31, 2021, the LAPP disclosed an actuarial surplus of \$11.922 billion (2020 - \$4.981 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2022.

**12. Economic dependence**

The Library is dependent on funding from government grants to maintain its operations. In 2022, the Province of Alberta contributed \$1,549,301 (2021 - \$1,489,125) of revenue to the Library, equalling approximately 42% (2021 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

**13. Financial instruments**

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from two member libraries (2021 - three member libraries) in connection with trade receivables represents 22% (2021 - 47%) of total accounts receivable at December 31, 2022. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

**Market rate risk**

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

**14. Contingency**

In 2020, the Library received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result. There has been no change from prior year.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2022*

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**15. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

**16. Approval of financial statements**

These financial statements were approved by the Library board on May 16, 2023.



WHERE PEOPLE ARE THE KEY

Mtg. Date June 12, 2023  
Agenda Item 9.2

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MAY 23, 2023

### **PUBLIC RELATIONS COMMITTEE REPORT**

As discussed at the May 11, 2023 Public Relations Committee Meeting, the Lacombe and District Chamber of Commerce is proposing a new process for the Farm Family of the Year Award. By resolution of Council, Lacombe County will adopt sponsorship of the Farm Family of the Year Award for 2023, including marketing the award, collating nominations, and establishing a criteria process for choosing a winner. The winner's name will be submitted to the Chamber for presentation at the Chamber Awards Gala in October.

### **PALM BAY ENCROACHMENT**

Council was provided with information regarding the encroachment onto Environmental Reserve lands at Lot 3 of Palm Bay. Consideration of the request from Mr. Stout and Mr. Jardine that an encroachment agreement be issued for the alterations and encroachment was deferred to a Council meeting subsequent to the June 6, 2023 Committee of the Whole Meeting.

### **MIRROR UTILITY UPGRADES**

Council was advised of a recent situation in the Hamlet of Mirror whereby a resident experienced sanitary sewer effluent surcharging through drains in their home. Upon inspection by the Utilities Department, it was determined that the issue was caused by a shallow sewer main that froze and caused effluent to back up into the residence. By resolution of Council, upgrades to the Mirror 52<sup>nd</sup> Street south sanitary sewer system will be completed at a cost of \$ 59,768.17. The upgrades will be funded through the Hamlet of Mirror Utility Reserve.

### **EN (10) RURAL CRIME WATCH POLICY**

Amendments to the EN (10) Rural Crime Watch Policy received Council approval.

### **2021 & 2022 TAX SALE (PUBLIC AUCTION) FOLLOW-UP**

On November 19, 2021, the County held its annual tax sale via public auction. This auction, held in accordance with section 418 of the Municipal Government Act, involved five properties with outstanding (for more than two years) property taxes. The five subject properties are located in Mirror and vary in location, services, and zoning. No bids were received at the auction for any of the properties.

In accordance with section 424 of the Municipal Government Act, the County has the authority to have these properties transferred into the name of the County if no one purchases the properties through the tax sale process. By resolution of Council, Lacombe County will acquire title to the following properties: Lots 1-4, Block 10, Plan 7159AI, Lots 5-10, Block 10, Plan 7159AI, Lots 9-10, Block 13, Plan 7159AI, Lot 37, Block 40, Plan 0728572, Lots 1-5, Block 88, Plan 7159AI, and offer them for sale in accordance with Municipal Government Act.

### **VESTA ENERGY**

Council was provided with a presentation and activity update from Thomas Everett and Mark Lansing of Vesta Energy.

**Next Regular Council Meeting is  
June 8, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is  
June 6, 2023 – 9:00 a.m.**

**Lacombe County Administration Building**

**\*\*For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website ([www.lacombecounty.com](http://www.lacombecounty.com)) after approval.**

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AGENDA  
- INFO

Royal Canadian Mounted Police    Gendarmerie royale du Canada

**Organization Information**

Collator Code : K4946  
 Fiscal Year: 2023 - 2024  
 HRMIS: 000084959  
 Commander Name: Christopher Peden  
 Rank: Staff Sergeant

Mtg. Date June 12, 2023  
 Agenda Item 9.3

Organizational Level 1: RCMP COST CENTRE STANDARD HIERARCHY  
 Organizational Level 2: C  
 Organizational Level 3: BATTLE RIVER DISTRICT  
 Organizational Level 4: SYLVAN LAKE  
 Organizational Level 5: Sylvan Lake Provincial  
 Organizational Level 6: Sylvan Lake Det  
 Detachment Performance Plan: Plan used by contract detachments - community consultation required.

**Community Consultation**

**Community Structure**

**Geographical Location**

Population: 10,000 - 100,000  
 Isolated Post: N/A  
 Limited Duration Post: N/A

**Community Information**

Are volunteers working with the RCMP in your district / detachment area (other than through the Community Consultative Group (CCG))? Yes

In what area(s) are volunteers working (select all applicable)?	Indicate number
Crime Prevention	0
Education and Training	0
Restorative / Alternative / Traditional Justice	12
Victim Assistance / Support	2
Auxiliary Constable(s)	4
Other, specify: Crime Watch	8

**Indigenous Communities**

Where applicable, complete the following for your Indigenous communities.	Indicate number
Are there any band constables (non regular members) working in your district / detachment area?	N/A
Are there any community constables (non regular members) working in your district / detachment area?	N/A
Are there any regular members occupying Indigenous Community Constable Program (ACCP) positions in your district / detachment area?	N/A

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**Communities**

**Non-Indigenous Communities**

Community Name	Infrastructure Required?
1) Sylvan Lake	Yes
2) Bentley	Yes
3) Eckville	Yes
4) County of Lacombe	Yes
5) County of Red Deer	Yes
6) Summer villages of Sylvan Lake	No

**Community Infrastructure: Sylvan Lake**

<b>Social Services</b>		
Child / Family services	Correctional / Parole Services	Crisis Center
<input checked="" type="checkbox"/> Gymnasium	<input checked="" type="checkbox"/> Hockey Rink	<input checked="" type="checkbox"/> Housing (adequate)
<input checked="" type="checkbox"/> Library (community)	<input checked="" type="checkbox"/> Recreational Services	Recreation center (seasonal)
<input checked="" type="checkbox"/> Recreation center (year-round)	<input checked="" type="checkbox"/> Water (potable)	Welfare
Women's shelter		
<b>Health Services</b>		
<input checked="" type="checkbox"/> Addiction Services - Alcohol	<input checked="" type="checkbox"/> Addiction Services - Drug	Addiction Services - Gambling
Addiction Services - Other substance use	<input checked="" type="checkbox"/> Doctor(s) within the community	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Mental Health Services	Nurses station	Suicide Prevention
<b>Community / Cultural Assets</b>		
Band Office	Cultural Services / Activities	Traditional Spirituality / Elders
<b>Communications Within the Community</b>		
<input checked="" type="checkbox"/> Community newsletter	<input checked="" type="checkbox"/> Local Newspaper	Local radio services
Local television services		
<b>Other</b>		
Your detachment / district service area includes citizens of the Official Languages Minority Community (OLMC).		
<b>Community Delivered Programs</b>		
<input checked="" type="checkbox"/> Breakfast / Head Start programs	<input checked="" type="checkbox"/> Restorative / Alternative / Traditional Justice	<input checked="" type="checkbox"/> Youth Programs
<b>Crime Prevention Services</b>		
Birthday Party Program	Block Parent	Cadets

Citizens on Patrol	Crossing Guard	D.A.R.E.
DND Junior Rangers	Dreamcatchers	Edge Program
Good Neighborhood Agreements	Hug-A-Tree	Indigenous Shield
Kids and Drugs	Kidsfest	Lock Out Auto Crime
Mature Drivers	New Perspectives	No Colours Program
Operation Red Nose	Parent Alert	PARTY
Red Serge on the Seas	Restorative Justice/Community Justice Forums	Running and Reading
Safe Grad	Seniors Contact/Keeping in Touch	Stetsons and Spurs
Stolen Auto Recovery	Students Against Drunk Driving	Top Cop Literacy
Watch Programs	WITS	Youth Academy/Mini-Depot

**Best Practice( Please provide information on success) ?**

No

Details

**Other Crime Prevention**

Details

**Educational services**

- 4 Elementary School(s)
- 2 Middle School(s)
- 1 High School(s)
- 0 Post-secondary School(s)
- 1 K-12 School(s)

**Community Infrastructure: Bentley**

**Social Services**

Child / Family services	Correctional / Parole Services	Crisis Center
✓ Gymnasium	✓ Hockey Rink	Housing (adequate)
✓ Library (community)	Recreational Services	Recreation center (seasonal)
Recreation center (year-round)	Water (potable)	Welfare
Women's shelter		

**Health Services**

Addiction Services - Alcohol	Addiction Services - Drug	Addiction Services - Gambling
Addiction Services - Other substance use	Doctor(s) within the community	Hospital
Mental Health Services	Nurses station	Suicide Prevention

**Community / Cultural Assets**

Band Office	Cultural Services / Activities	Traditional Spirituality / Elders
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**Communications Within the Community**

Community newsletter                      Local Newspaper                      Local radio services  
Local television services

**Other**

Your detachment / district service area includes citizens of the Official Languages Minority Community (OLMC).

**Community Delivered Programs**

Breakfast / Head Start programs                      Restorative / Alternative / Traditional Justice                      Youth Programs

**Crime Prevention Services**

Birthday Party Program	Block Parent	Cadets
Citizens on Patrol	Crossing Guard	D.A.R.E.
DND Junior Rangers	Dreamcatchers	Edge Program
Good Neighborhood Agreements	Hug-A-Tree	Indigenous Shield
Kids and Drugs	Kidsfest	Lock Out Auto Crime
Mature Drivers	New Perspectives	No Colours Program
Operation Red Nose	Parent Alert	PARTY
Red Serge on the Seas	Restorative Justice/Community Justice Forums	Running and Reading
Safe Grad	Seniors Contact/Keeping in Touch	Stetsons and Spurs
Stolen Auto Recovery	Students Against Drunk Driving	Top Cop Literacy
<input checked="" type="checkbox"/> Watch Programs	WITS	Youth Academy/Mini-Depot

**Best Practice( Please provide information on success) ?**

No

Details

**Other Crime Prevention**

Details

**Educational services**

- 0 Elementary School(s)
- 0 Middle School(s)
- 0 High School(s)
- 0 Post-secondary School(s)
- 1 K-12 School(s)

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**Community Infrastructure: Eckville**

**Social Services**

Child / Family services	Correctional / Parole Services	Crisis Center
✓ Gymnasium	✓ Hockey Rink	Housing (adequate)
Library (community)	✓ Recreational Services	Recreation center (seasonal)
Recreation center (year-round)	Water (potable)	Welfare
Women's shelter		

**Health Services**

Addiction Services - Alcohol	Addiction Services - Drug	Addiction Services - Gambling
Addiction Services - Other substance use	Doctor(s) within the community	Hospital
Mental Health Services	Nurses station	Suicide Prevention

**Community / Cultural Assets**

Band Office	Cultural Services / Activities	Traditional Spirituality / Elders
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**Communications Within the Community**

Community newsletter	Local Newspaper	Local radio services
Local television services		

**Other**

Your detachment / district service area includes citizens of the Official Languages Minority Community (OLMC).

**Community Delivered Programs**

Breakfast / Head Start programs	Restorative / Alternative / Traditional Justice	Youth Programs
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**Crime Prevention Services**

Birthday Party Program	Block Parent	Cadets
Citizens on Patrol	Crossing Guard	D.A.R.E.
DND Junior Rangers	Dreamcatchers	Edge Program
Good Neighborhood Agreements	Hug-A-Tree	Indigenous Shield
Kids and Drugs	Kidsfest	Lock Out Auto Crime
Mature Drivers	New Perspectives	No Colours Program
Operation Red Nose	Parent Alert	PARTY
Red Serge on the Seas	Restorative Justice/Community Justice Forums	Running and Reading
Safe Grad	Seniors Contact/Keeping in Touch	Stetsons and Spurs
Stolen Auto Recovery	Students Against Drunk Driving	Top Cop Literacy
Watch Programs	WITS	Youth Academy/Mini-Depot

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601

Best Practice( Please provide information on success) ?

No

Details

Other Crime Prevention

Details

**Educational services**

- 1 Elementary School(s)
- 0 Middle School(s)
- 1 High School(s)
- 0 Post-secondary School(s)
- 0 K-12 School(s)

**Community Infrastructure: County of Lacombe**

**Social Services**

Child / Family services	Correctional / Parole Services	Crisis Center
Gymnasium	Hockey Rink	Housing (adequate)
Library (community)	Recreational Services	Recreation center (seasonal)
Recreation center (year-round)	Water (potable)	Welfare
Women's shelter		

**Health Services**

Addiction Services - Alcohol	Addiction Services - Drug	Addiction Services - Gambling
Addiction Services - Other substance use	Doctor(s) within the community	Hospital
Mental Health Services	Nurses station	Suicide Prevention

**Community / Cultural Assets**

Band Office	Cultural Services / Activities	Traditional Spirituality / Elders
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**Communications Within the Community**

Community newsletter	Local Newspaper	Local radio services
Local television services		

**Other**

Your detachment / district service area includes citizens of the Official Languages Minority Community (OLMC).

**Community Delivered Programs**

Breakfast / Head Start programs	Restorative / Alternative / Traditional Justice	Youth Programs
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**Crime Prevention Services**

Birthday Party Program	Block Parent	Cadets
Citizens on Patrol	Crossing Guard	D.A.R.E.
DND Junior Rangers	Dreamcatchers	Edge Program
Good Neighborhood Agreements	Hug-A-Tree	Indigenous Shield
Kids and Drugs	Kidsfest	Lock Out Auto Crime
Mature Drivers	New Perspectives	No Colours Program
Operation Red Nose	Parent Alert	PARTY
Red Serge on the Seas	Restorative Justice/Community Justice Forums	Running and Reading
Safe Grad	Seniors Contact/Keeping in Touch	Stetsons and Spurs
Stolen Auto Recovery	Students Against Drunk Driving	Top Cop Literacy
✓ Watch Programs	WITS	Youth Academy/Mini-Depot

**Best Practice( Please provide information on success) ?** No

**Details**

**Other Crime Prevention**

**Details**

**Educational services**

- Elementary School(s)
- Middle School(s)
- High School(s)
- Post-secondary School(s)
- K-12 School(s)

**Community Infrastructure: County of Red Deer**

**Social Services**

Child / Family services	Correctional / Parole Services	Crisis Center
Gymnasium	Hockey Rink	Housing (adequate)
Library (community)	Recreational Services	Recreation center (seasonal)
Recreation center (year-round)	Water (potable)	Welfare
Women's shelter		

**Health Services**

Addiction Services - Alcohol	Addiction Services - Drug	Addiction Services - Gambling
Addiction Services - Other substance use	Doctor(s) within the community	Hospital
Mental Health Services	Nurses station	Suicide Prevention

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**Community / Cultural Assets**

Band Office

Cultural Services / Activities

Traditional Spirituality / Elders

**Communications Within the Community**

Community newsletter

Local Newspaper

Local radio services

Local television services

**Other**

Your detachment / district service area includes citizens of the Official Languages Minority Community (OLMC).

**Community Delivered Programs**

Breakfast / Head Start programs

Restorative / Alternative / Traditional Justice

Youth Programs

**Crime Prevention Services**

Birthday Party Program

Block Parent

Cadets

Citizens on Patrol

Crossing Guard

D.A.R.E.

DND Junior Rangers

Dreamcatchers

Edge Program

Good Neighborhood Agreements

Hug-A-Tree

Indigenous Shield

Kids and Drugs

Kidsfest

Lock Out Auto Crime

Mature Drivers

New Perspectives

No Colours Program

Operation Red Nose

Parent Alert

PARTY

Red Serge on the Seas

Restorative Justice/Community Justice Forums

Running and Reading

Safe Grad

Seniors Contact/Keeping in Touch

Stetsons and Spurs

Stolen Auto Recovery

Students Against Drunk Driving

Top Cop Literacy

Watch Programs

WITS

Youth Academy/Mini-Depot

**Best Practice( Please provide information on success) ?**

No

**Details**

**Other Crime Prevention**

**Details**

**Educational services**

Elementary School(s)

Middle School(s)

High School(s)

Post-secondary School(s)

K-12 School(s)

67

## Consultation

### 1) Formal Consultation Type

Community Consultation - non structured opportunity

#### Planned Frequency

Annually

#### Audience

Local governing body

#### Community Name(s)

Sylvan Lake

Bentley

Summer villages of Sylvan Lake

Eckville

#### Consultant by

**HRMIS**

000084959

**Name**

Christopher Peden

**Consultant Date**

2023-02-23

#### Consultant Comments

A Virtual meeting which included Blackfalds RCMP, Red Deer County, Lacombe County, Bentley, Eckville, Summer villages and the TOSL.

Each representative explained what the community needs and wants were towards policing. The over arching tone was Crime Reduction, Community engagement and safe roads/ speeding and impaired driving.

### 2) Formal Consultation Type

Town hall / Community meeting

#### Planned Frequency

Semi-annually

#### Audience

Community at large

#### Community Name(s)

Sylvan Lake

Eckville

Bentley

County of Lacombe

County of Red Deer

Summer villages of Sylvan Lake

#### Consultant by

**HRMIS**

000127782

**Name**

Stephanie Lesyk

**Consultant Date**

2023-03-14

#### Consultant Comments

Town Hall meeting with attendance from CAD Management. Power Point Presentation with statistics, community engagement provided. A QR code survey was made available to the community as a method to solicit feed back. 137 respondents completed the survey which had also been posted on the TOSL website.

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**3) Formal Consultation Type**

Other

**Planned Frequency**

Annually

**Audience**

Youth

**Community Name(s)**

Sylvan Lake

**Consultant by**

**HRMIS**

000127782

**Name**

Stephanie Lesyk

**Consultant Date**

2023-03-23

**Consultant Comments**

Sgt Lesyk attended to HJ Cody High School and presented a QR Code survey she had created to engage Youth of the community and solicit feedback with a youth perspective. Popcorn had been provided resulting in 137 students engaged.

**4) Formal Consultation Type**

Governing body / Band council meeting

**Planned Frequency**

As required

**Audience**

Local governing body

**Community Name(s)**

Sylvan Lake

Bentley

County of Lacombe

Eckville

County of Red Deer

Summer villages of Sylvan Lake

**Consultant by**

**HRMIS**

000084959

**Name**

Christopher Peden

**Consultant Date**

2023-02-23

**Consultant Comments**

During the APP year The Detachment Commander attends to council meetings in all municipalities within the detachment area. In addition to meetings, the local mayors/council or CAO's are able to contact the detachment any time to discuss concerns.

**Issue(s)**

**Community Issue(s)**

69

**1) Issue(s)**

Traffic

**Sub-Issue(s)**

Impaired driving

**Identified By**

Community

**Community Name(s)**

County of Red Deer  
County of Lacombe  
Eckville  
Bentley  
Sylvan Lake

Municipal/Rural (local) Government

**Community Name(s)**

County of Red Deer  
County of Lacombe  
Eckville  
Bentley  
Sylvan Lake

Mayor / Mayor's Council

**Community Name(s)**

Eckville  
Bentley

**2) Issue(s)**

Crime Reduction

**Sub-Issue(s)**

N/A

**Identified By**

Community

**Community Name(s)**

Sylvan Lake  
Bentley  
Eckville  
County of Lacombe  
County of Red Deer  
Summer villages of Sylvan Lake

Detachment

**Community Name(s)**

70

**3) Issue(s)**

Motor Vehicle Traffic

**Sub-Issue(s)**

Impaired, speeding, pedestrian safety

**Identified By**

Community

**Community Name(s)**

Sylvan Lake  
Bentley  
Eckville  
County of Lacombe  
County of Red Deer  
Summer villages of Sylvan Lake

Municipal/Rural (local) Government

**Community Name(s)**

Sylvan Lake  
Bentley  
Eckville  
Summer villages of Sylvan Lake

**4) Issue(s)**

Family Violence

**Sub-Issue(s)**

N/A

**Identified By**

Detachment

**Community Name(s)**

[Empty box for community names]

**5) Issue(s)**

Lake Recreational Activities

**Sub-Issue(s)**

Tourism, Alcohol consumption on beaches and public areas

**Identified By**

Community

**Community Name(s)**

Sylvan Lake  
Summer villages of Sylvan Lake

71

Other

**Community Name(s)**

Sylvan Lake

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**6) Issue(s)**

Gang Activity

**Sub-Issue(s)**

Drug Trafficking

**Identified By**

Community

**Community Name(s)**

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**7) Issue(s)**

Break and Enters - Property Thefts

**Sub-issue(s)**

Rural Property Crime- thefts and Break and Enters

**Identified By**

Community

**Community Name(s)**

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**8) Issue(s)**

Community Engagement

**Sub-issue(s)**

Communication, Youth Engagement, Increased Visibility

**Identified By**

Community

**Community Name(s)**

Bentley  
Eckville  
County of Lacombe  
County of Red Deer  
Sylvan Lake



Mayor / Mayor's Council

**Community Name(s)**

Sylvan Lake  
Bentley  
Eckville

Municipal/Rural (local) Government

**Community Name(s)**

County of Lacombe  
County of Red Deer  
Eckville  
Bentley

**Detachment Issues**

<b>Issue(s) to be considered</b>	<b>Identified By</b>	<b>Priority Issue?</b>
1) Traffic - Impaired driving	Community Municipal/Rural (local) Government Mayor / Mayor's Council	No
2) Crime Reduction - N/A	Community Detachment	Yes
3) Motor Vehicle Traffic - Impaired, speeding, pedestrian safety	Community Municipal/Rural (local) Government	Yes
4) Family Violence - N/A	Detachment	No
5) Lake Recreational Activities - Tourism, Alcohol consumption on beaches and public areas	Community Other	No
6) Gang Activity - Drug Trafficking	Community	No
7) Break and Enters - Property Thefts - Rural Property Crime- thefts and Break and Enters	Community	No
8) Community Engagement - Communication, Youth Engagement, Increased Visibility	Community Mayor / Mayor's Council Municipal/Rural (local) Government	Yes

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Issue(s) to be considered	Identified By	Priority Issue?
8) Community Engagement - Communication, Youth Engagement, Increased Visibility		
9) Communication	Community	No

**Performance Plan Priority Issue(s)**

Priority Community or Detachment Issues	Identified By	Owner HRMIS	Owner Name
1) Crime Reduction - N/A	Community Detachment	000176430	Bradley Wheeler
2) Motor Vehicle Traffic - Impaired, speeding, pedestrian safety	Community Municipal/Rural (local) Government	000172133	David Hand
3) Community Engagement - Communication, Youth Engagement, Increased Visibility	Community Mayor / Mayor's Council Municipal/Rural (local) Government	000127782	Stephanie Lesyk

Priority Unit Level Quality Assurance Activities	Owner HRMIS	Owner Name
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**Objective - Community**

**Identified By**

Community  
Detachment

**Issue**

Crime Reduction - N/A

**Objective**

Prolific offenders

**Owner HRMIS**

000176430

**Owner Name**

Bradley Wheeler

**Vision 150**

**Our Culture**

- Address and prevent issues of workplace violence and harassment
- Advance the RCMP's position as an equitable, diverse and inclusive workplace
- Expand the use of Gender Based Analysis Plus (GBA+)

**Our People**

- Develop and implement Mental Health & Wellbeing Strategy
- Modernize RCMP leadership including advancing Character Leadership
- Modernize recruitment and HR service delivery models

**Our Stewardship**

- Enable effective use of evidence-based decision making
- ✓ Increase operational effectiveness through modern governance practices and increased accountability
- Transform fundamental business technology

**Our Police Services**

- Address issues of trust
- ✓ Enhance collaboration with key partners to improve investigative effectiveness
- Increase community integration and partnership
- Modernize operational tools and technologies

**RCMP Operational Strategic Priorities**

This Objective is associated to / supports these RCMP Operational Strategic Priorities:

This Objective is associated to / supports these other priorities:

- 1) Community
- 2) Crime Reduction Strategy
- 3) Crime Prevention

Customized (Restricted)

- 1)

**Measure(s) and Target(s)**

**Measure**

	Target		
	From	To	Date
1) # of prolific offenders enforcement behaviours	700	750	2024-03-31
<b>Data Source Methodology:</b> Tracking Curfew check binder for compliance checks			
2) % Fraud Investigation clearance	5	20	2024-03-31

75

**Measure(s) and Target(s)**

**Measure**

**Target**

**From To Date**

**Data Source Methodology:**

PROS file review, NCO's reporting during investigational review

3) # CDSA/Criminal Code search warrants

22 26 2024-03-31

**Data Source Methodology:**

Review of PROS and UCR scoring for all search warrants and whether it had been a positive or negative search.

**Initiative(s)**

**1) Title: Project Light House remains the detachment Crime Reduction Strategy - Compliance check and enforcement of conditions remain a priority.**

Owner HRMIS:  
000176430

Owner Name:  
Bradley Wheeler

Initiative Type:  
Crime Reduction Strategy

**2) Title: Fraud Investigation clearance to charges - Tracking Fraud files, completing Production Orders and releasing accused persons with enforceable conditions. -**

Owner HRMIS:  
000176430

Owner Name:  
Bradley Wheeler

Initiative Type:  
Enforcement

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**Objective - Community**

**Identified By**

Community  
Municipal/Rural (local) Government

**Issue**

Motor Vehicle Traffic - Impaired, speeding, pedestrian safety

**Objective**

Enhance Road Safety

**Owner HRMIS**

000172133

**Owner Name**

David Hand

**Vision 150**

**Our Culture**

- Address and prevent issues of workplace violence and harassment
- Advance the RCMP's position as an equitable, diverse and inclusive workplace
- Expand the use of Gender Based Analysis Plus (GBA+)

**Our People**

- Develop and implement Mental Health & Wellbeing Strategy
- Modernize RCMP leadership including advancing Character Leadership
- Modernize recruitment and HR service delivery models

**Our Stewardship**

- Enable effective use of evidence-based decision making
- Increase operational effectiveness through modern governance practices and increased accountability
- Transform fundamental business technology

**Our Police Services**

- Address issues of trust
- ✓ Enhance collaboration with key partners to improve investigative effectiveness
- ✓ Increase community integration and partnership
- Modernize operational tools and technologies

**RCMP Operational Strategic Priorities**

This Objective is associated to / supports these RCMP Operational Strategic Priorities:

This Objective is associated to / supports these other priorities:

- 1) Community
- 2) Division
- 3) Crime Prevention

Customized (Restricted)

- 1)

**Measure(s) and Target(s)**

**Measure**

1) # of impaired driving behaviours enforcements

**Data Source Methodology:**

Tracking through the use of PROS scoring. This will include warnings, APIS sanctions along with Criminal Code enforcement

	Target		
	From	To	Date
1) # of impaired driving behaviours enforcements	116	128	2024-03-31

77

**Measure(s) and Target(s)**

Measure	Target		
	From	To	Date
2) # Speeding driving behaviours enforcements  <b>Data Source Methodology:</b> 5% increase - Data source is PROS as e-Ticketing in PAT tracks all violations and warnings issued. Additionally, all hand written violations issued by enhanced policing members will be tracked manually.	178	187	2024-03-31
3) # Pedestrian related enforcement  <b>Data Source Methodology:</b> E-Ticketing via PAT will be the key source for data to report this initiative. PROS will be a secondary source. Any violations issued via hand written tickets will be manually tracked.	3	10	2024-03-31

**Initiative(s)**

**1) Title: Pedestrian Enforcement JFO projects - In conjunction with Sylvan Lake Municipal Enforcement, K Division Traffic Services conduct pedestrian safety targeted enforcement in Sylvan Lake.**

Owner HRMIS: 000172133      Owner Name: David Hand

Initiative Type:  
Enforcement

**Objective - Community**

**Identified By**

- Community
- Mayor / Mayor's Council
- Municipal/Rural (local) Government

**Issue**

Community Engagement - Communication, Youth Engagement, Increased Visibility

Objective	Owner HRMIS	Owner Name
Be Clear, Accountable and Transparent	000127782	Stephanie Lesyk

**Vision 150**

**Our Culture**

- Address and prevent issues of workplace violence and harassment
- Advance the RCMP's position as an equitable, diverse and inclusive workplace
- Expand the use of Gender Based Analysis Plus (GBA+)

**Our People**

- Develop and implement Mental Health & Wellbeing Strategy
- Modernize RCMP leadership including advancing Character Leadership
- Modernize recruitment and HR service delivery models

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## Our Stewardship

Enable effective use of evidence-based decision making

- ✓ Increase operational effectiveness through modern governance practices and increased accountability

Transform fundamental business technology

## Our Police Services

Address issues of trust

Enhance collaboration with key partners to improve investigative effectiveness

- ✓ Increase community integration and partnership

Modernize operational tools and technologies

## RCMP Operational Strategic Priorities

This Objective is associated to / supports these RCMP Operational Strategic Priorities:

- 1) Youth

This Objective is associated to / supports these other priorities:

- 1) Community
- 2) Division

Customized (Restricted)

- 1)

## Measure(s) and Target(s)

Measure	Target		
	From	To	Date
1) # of consistent and ongoing communication, promotion and accountability for EDI	77	85	2024-03-31

**Data Source Methodology:**  
Tracking to take place in Community Tracker, Member reporting, community appearances and local government interactions. Increased Visibility

## Initiative(s)

### 1) Title: Community Involvement - Communication, meetings and information sharing to community as a whole.

Owner HRMIS:  
000127782

Owner Name:  
Stephanie Lesyk

Initiative Type:  
Education and Awareness

### 2) Title: Youth engagement - Interaction with youth of the communities within the detachment area.

Owner HRMIS:  
000127782

Owner Name:  
Stephanie Lesyk

Initiative Type:  
Education and Awareness

June 8, 2023

Dear Chief Elected Official or Library Board Chair:

In late April, the Minister of Municipal Affairs contacted you, inviting submissions to the 2023 Minister's Awards for Municipal and Public Library Excellence, with submissions being accepted until June 15, 2023. Since that time, communities across the province have been facing challenges due to wildfires, evacuations, and difficult weather conditions. As expected, the level of collaboration and support in managing these challenges has been extensive and once again demonstrates the strength and resilience of Albertans, our local governments, and library boards.

Recognizing that these challenges have required considerable time and attention, we are extending the deadline for submissions to the Minister's Awards program to **July 15, 2023**. Municipalities and library boards are encouraged to share their successes in the following categories:

- **Building Economic Strength (open to all municipalities)** – The award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – The award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – The award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.

.../2



- **Public Library Services (open to library boards serving a population under 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – The award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – The award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – The award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available at [www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx](http://www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx).

Municipalities can send their questions about the program to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or reach a program advisor at 780-427-2225 (toll-free by first dialing 310-0000).

Library boards can send their questions about the program to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or reach a program advisor at 780-427-4871 (toll free by first dialing 310-0000).

Again, the extended deadline for submission is **July 15, 2023**. I encourage you to share your success stories.

Sincerely,

Brandy Cox  
Deputy Minister



Box 350  
Rimbey, Alberta  
TOC 2J0  
Ph. 403.843.2113  
Fax 403.843.6599  
www.rimbey.com

May 8, 2023

Mtg. Date June 13, 2023  
Agenda Item D.1

Mayor Colleen Ebden  
Town of Eckville  
PO Box 578  
Eckville, Alberta  
T0M 0X0

Dear Mayor <sup>Colleen</sup>Ebden,

It is my pleasure to formally invite you to attend the Annual Rimbey Rodeo Weekend Parade as our honored guest. The parade is on **Saturday, July 8<sup>th</sup>, 2023, at 11:00am**. In addition to the parade, you would be welcome to stay and participate in the rodeo events and activities planned throughout the day.

The parade starts at 11:00am. Complimentary Luncheon after the parade. Local Rodeo starts at 6:00pm.

The parade will officially get underway at 11:00am. Please arrive between 9:30am and 10:15am to get your vehicle assignment and to put up any personal signage on your vehicle. Check-in will be in the playing fields directly west of Rimbey High School and Elementary School. Immediately following the parade, please join myself and members from our council at the **Peter Lougheed Community Centre – Main Auditorium** for a complimentary lunch.

Please RSVP to the Rimbey Recreation Office at 403-843-3151 or [programs@rimbey.com](mailto:programs@rimbey.com) to confirm your attendance at your earliest convenience. Please let them know if you will be bringing a vehicle. We look forward to seeing you.

Yours truly,

A handwritten signature in blue ink, appearing to read "Rick Pankiw".

Mayor Rick Pankiw  
Town of Rimbey

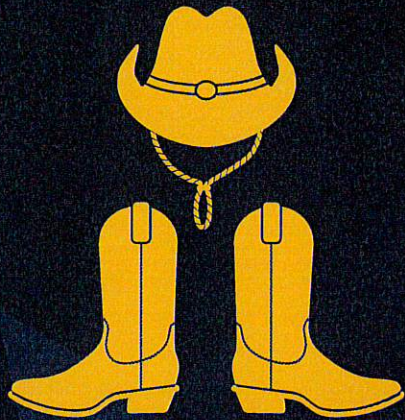
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**YOU AND A GUEST  
ARE INVITED**

Mtg. Date June 13, 2023

Agenda Item 10.2



# PONOKA STAMPEDE

**JUNE 27, 2023**

**Please RSVP to Kelsey Nixon by June 16, 2023**

e: [kelsey.nixon@fortisalberta.com](mailto:kelsey.nixon@fortisalberta.com)

p: 780-464-8859

**In your RSVP please include:**

1. Your name and the name of your guest;
2. Phone number where you can be reached on the day of the event.

**FORTIS  
ALBERTA**

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## AGENDA

- » **11 a.m.** – Doors open at the Ponoka Legion (3911) Highway 2A, Ponoka
- » **11:30 a.m.–12:30 p.m.** – Lunch
- » **12:30 p.m.–1 p.m.** – Buses will take you and your guest from the Legion to the Stampede
- » **1 p.m.–3 p.m.** – Rodeo
- » **3 p.m.–3:30 p.m.** – Buses will take you back to the Legion
- » **3:30 p.m.–5 p.m.** – Afternoon snacks and open bar at the Legion
- » **5 p.m.** (approximately) – Departure

## MENU

FortisAlberta will be hosting a Stampede Lunch with beef on a bun, baked beans and a variety of salads and desserts. If you have any allergies, please let us know.

The logo for Fortis Alberta, featuring the word "FORTIS" in a large, white, serif font above the word "ALBERTA" in a smaller, white, serif font. A stylized yellow and orange wave graphic is integrated into the letter "O" of "FORTIS".

**FORTIS**  
**ALBERTA**

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Mtg. Date June 12, 2023

Agenda Item 10.3



(403) 346-7710  
#104, 230 LAKE STREET  
RED DEER COUNTY, AB T4E 1B9  
www.tagish-engineering.com

May 30, 2023

Tagish Engineering Ltd would like to invite you to participate in our 19th Annual Appreciation Golf Tournament on Wednesday, July 12, 2023 to celebrate our 40 years of success in business. Once again it will be at Alberta Springs Golf Course ( Hwy 11 & RR 283) with shotgun start at 10:00am.

**Registration will start at 9:00am, with breakfast sandwiches, juice and or coffee.**

Enclosed, please find our registration form to be filled out and returned to our office by June 16<sup>th</sup>, 2023, **confirming or declining your attendance of the golf and/or dinner.** If you can't make it to one or the other, please indicate on the Registration Form.

Some of our Associates have graciously asked to donate gifts/prizes. If you would like to be represented on the prize table, please notify Debi at our office on or before **June 24, 2023.**

Weather permitting it should be a great day on the links.

Sincerely,  
Tagish Engineering Ltd  
**Greg Smith, P. Eng**  
**President/General Manager**

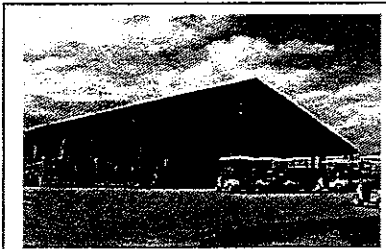
**Alberta Springs Golf Course**  
**38302 Range Rd 283**  
**Red Deer, Alberta**  
**T4N 5E4**

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**19<sup>th</sup> Annual  
Appreciation Golf  
Tournament**  
  
**At**  
**Alberta Springs  
Golf Course**  
  
**Wednesday**  
  
**July 12, 2023**



**Registration Deadline**

**June 16, 2023**

**Organization Name**

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**Golfer:**

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**Phone#:**

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**Experience: (please circle one)**

Advanced/Intermediate/Beginner

**Will you be staying for Steak Dinner:**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Send Reply to:**

**Email:**

admin@tagish-engineering.com



**Texas Scramble Format**

18 Holes

**Registration and Breakfast  
sandwiches at 9:00 AM**

**Shotgun Start at**

**10:00 AM**

Tagish Engineering Ltd is  
providing Green Fees, Power  
Cart and Driving Range

Breakfast sandwiches and  
Hotdog lunch are available,  
also a steak dinner and prizes  
to follow after Tournament in  
the Big Tent

**Please Note: Metal Spikes are  
not permitted on the Course**

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