

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday November 14, 2022

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 – October 24, 2022 pg. 1-3
- 5. ACTION ITEMS**
 - 5.1 RFD- Eckville Municipal Library Board Member Appointments pg. 4-6
 - 5.2 RFD-2023-2025 FCSS Funding Agreement pg. 7-19
 - 5.3 RFD-2023 Eckville Municipal Library Budget pg. 20-27
 - 5.4 RFD-Approval of Parkland Regional Library 2023 Budget pg. 28-48
 - 5.5 Consumer Price Index – Discussion pg. 49-54
 - 5.6 RFD-ATB Loan Principal payments pg. 55-56
 - 5.7 Proposal to Revise Personnel Policy pg. 57-59
- 6. BYLAWS, POLICIES** 6.1
- 7. REPORTS**
 - 7.1 Management Report November 14, 2022 pg. 60-61
 - 7.2 Financial Report-AP Report Nov 3 & 8, 2022 pg. 62-63
 - 7.3 Animal Control Services October 2022 pg. 64
 - 7.4 Lacombe County Highlights of Reg. Council Meeting Oct 27, 2022 pg. 65-66
 - 7.5 RCMP Municipal Policing Report pg. 67-76
 - 7.6 The Bethany Group Annual Report 2021 pg. 77-91
 - 7.7 LRWSC Proposed Operating Budget 2023 pg. 92-142
- 8. COMMITTEE, BOARD REPORTS** 8.1

**9. CORRESPONDENCE,
INFORMATION**

- 9.1 Town of Bentley-"Come to Be" pg. 143-144
- 9.2 LRWSC Minutes Aug 24 & Oct 12, 2022 pg. 145-157
- 9.3 Lacombe county Media Release pg. 158-160
- 9.4 Alberta Municipal Affairs letter pg. 161
- 9.5 Alberta Justice and Solicitor General letter pg. 162
- 9.6 Town of Fox Creek RE: Victim Services Redesign pg. 163-164
- 9.7 Eckville Water Tower-Structural Condition Assessment pg. 165-170
- 9.8 Fortis Alberta virtual session pg. 171
- 9.9 CIMA Highway 11 Twinning pg. 172-173
- 9.10 Town of Eckville Enforcement Activity pg. 174

**10.SEMINARS, MEETINGS,
SPECIAL EVENTS**

10.1

11.CLOSED SESSION

11.1

12.COMMITTEE OF THE WHOLE

12.1

13.ADJOURNMENT

13.1

Mtg. Date Nov 14, 2022

Agenda Item 4.1

TOWN OF ECKVILLE – COUNCIL MINUTES

Monday October 24, 2022

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

1. Call to Order

1.1 Deputy Mayor Engen called the meeting to order at 6:45 p.m.

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

Absent: Mayor Ebdon and Councillor Phillips

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

Press: None

Gallery: None

2. Delegations/Public Hearings

2.1 None

3. Agenda

3.1 Additional Agenda Items - None

3.2 Adoption of Agenda

Res. 241.2022

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

4. Minutes

4.1 Regular Council Meeting Minutes – October 11, 2022

Res. 242.2022

Moved by Councilor Palm-Fraser that the minutes of the Regular Meeting of Council held Monday October 11, 2022, be adopted as presented. **Carried Unanimously.**

5. Action Items

5.1 RFD – Town of Eckville QMP

Res. 243.2022

Moved By Councillor Meyers that the Town of Eckville approve the updated Quality Management Plan as presented and further that the Mayor and Chief Administrative Officer be authorized to sign the required agreement. **Carried Unanimously.**

5.2 RFD- Water Pump House and Reservoir Upgrade.

Res. 244.2022

Moved by Councillor Thoreson that the Town of Eckville Council borrow the sum of two hundred and seventy thousand dollars (\$257,000), with a twenty year amortization and three year terms, from Alberta Treasury Branches in order to finance the Town's portion of the Water Pump House and Reservoir Upgrade Project. **Carried Unanimously.**

5.3 5016 Main Street Building - Discussion

6. Bylaws/Policies

6.1 None

7. Reports

7.1 Management Report – October 24, 2022

Res. 245.2022

Moved by Deputy Mayor Engen that a Budget Meeting be set for Monday November 21 at 6:00pm. **Carried Unanimously**

7.2 Financial Report – AP Report October 19 and 20, 2022

7.3 Animal Control Services

Res. 246.2022

Moved by Councillor Meyers that the reports be accepted for information. **Carried Unanimously.**

8. Committee & Board Reports

8.1 Councillor Thoreson reported on the Library

8.2 Councillor Meyers reported on Medicine River Crime Watch

8.3 Councillor Palm-Fraser reported on Lacombe Regional Waste Services Commission

8.4 Deputy Mayor Engen reported on the Recreation Board

Res. 247.2022

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

9. Correspondence, Information Items

9.1 Minister of Health letter

9.2 Clear Blue Trechnologies

9.3 "Thank-you" from Jason Nixon

Res. 248.2022

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

10. Seminars, Meetings, Special Events

10.1 None

Deputy Mayor Engen called for a five minute recess. Time 8:05 p.m. The meeting reconvened at 8:10 p.m.

11. Closed Session

11.1 Council Operations

Section 17: Disclosure harmful to personal privacy.

Section 21: Disclosure harmful to intergovernmental relations

Res. 249.2022

Moved by Councillor Meyers that the meeting move into closed

session excluding all persons except Council members, CAO, and Deputy CAO in order to discuss an item dealing with Section 17 of the FOIPP Act: Disclosure Harmful to personal privacy. Time: 7:26 p.m.
Carried Unanimously.

Res. 250.2022

Moved by Councillor See that the meeting revert back to open session. Time 7:37 p.m. **Carried Unanimously.**

Deputy Mayor Engen called for a five minute recess. Time 7:38pm. The meeting reconvened at 7:43 p.m.

Res. 251.2022

Moved by Councillor Palm-Fraser that Eckville Town Council not authorize any further leave of absence from regular council meetings for Councillor Laurie Phillips. **Carried Unanimously.**

Res. 252.2022

Moved by Deputy Mayor Engen that, effective October 11, 2022 Town of Eckville Council discontinue payment of the monthly Council honorarium and further that the payment of personal Councillor benefit premiums for Councillor Laurie Phillips be discontinued. **Carried Unanimously.**

12. Committee of the Whole

12.1 None

13. Adjournment

Res. 253.2022

Deputy Mayor Engen adjourned the meeting at 7:50 p.m. **Carried Unanimously.**

Mayor

CAO

Mtg. Date Nov 14, 2022

Agenda Item 5.1

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	November 14, 2022
Originated By:	Jack Ramsden, CAO
Title:	Eckville Municipal Library Board Member Appointments

BACKGROUND: Please find attached emails from Emy McDonell and Deb Gyori. Both Ladies have expressed an interest in serving on the Eckville Municipal library Board.

DISCUSSION/ALTERNATIVES: We believe that both Ladies are very well qualified and will do a good job on our Eckville Municipal Library Board. We would recommend the standard 3-year appointments.

This should bring our current Library Board to a total of 7 appointed members (5 from at large and 2 from Town Council).

My understanding is that one or two Board Members are considering resigning from the Library Board, so it may be a good idea to put a formal request for new Board Members.

IMPACT ON THE BUDGET: None.

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

“That Emy McDonell be appointed to the Eckville Municipal Library Board for a three-year time commencing on November 15th 2022 and expiring on November 15th 2025.”

And

“That Deb Gyori be appointed to the Eckville Municipal Library Board for a three-year time commencing on November 15th 2022 and expiring on November 15th 2025.”

Prepared By: _____ Approved By: 

November 4th, 2022

To Whom It May Concern:

Re: Position on the Eckville Library Board

I would like to introduce myself to you.

I am Emy McDonell, married and just recently back working as an Administrative Assistant at Alberta Health Services in Eckville after retiring for 2 years. I enjoy working and keeping busy.

Previously, being a member of the Eckville Legion, I had taken on the position of secretary, which I held for a number of years. Duties entailed minute taking, correspondence and mail organizing, and other office duties.

Also, I am secretary, just newly appointed, for the Eckville Manor House Charitable Society.

I feel I can be an asset to the Library Board and look forward to learning the roles and responsibilities of the Board members, the policies and bylaws.

Sincerely,

A handwritten signature in cursive script that reads "Emy McDonell".

Emy McDonell

Jack Ramsden

From: Deborah Gyori <deborah.gyori@outlook.com>
Sent: November 7, 2022 12:26 PM
To: Jack Ramsden
Subject: Re: Intenrest in Library Board Appointment

Hi Jack

Hope this is okay???

My name is Deb Gyori. I was born and raised in Eckville as was my Father and Mother and I have raised my 4 children here as well. I recently retired from my 25 plus year job at the Manor and Health Centre so I find myself with the time to volunteer. I have served on the Manor Charitable Society for a number of years and was in on the ground floor getting the current thrift store up and running. I have worked at numerous casinos for different organizations by over the years. I am an avid reader--- my favourite books being historical fiction and biographies. I also love doing jigsaw puzzles. It would be my pleasure to serve on the library board.

Get [Outlook for iOS](#)

Mtg. Date Nov 14, 2022

Agenda Item 5.2

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	November 14, 2022
Originated By:	Jack Ramsden, CAO
Title:	2023 - 2025 FCSS Funding Agreement

BACKGROUND: Please find attached a copy of the Family and Community Support Services Funding Agreement as prepared by Alberta Human Services.

DISCUSSION/ALTERNATIVES: This agreement is the same as the previous agreement which was covered the period of 2020 - 2022. The total funding for each of the three years is \$36,866.33 with the Town's annual contribution remaining at \$7,373.33 and the Province annual contribution being \$29,493.

The Province was pushing for us to have the agreement approved electronically as soon as possible so that the Minister could approve all of the FCSS Agreements at the same time.

IMPACT ON BUDGET: Approving this agreement will not have any impact on the 2023 budget as the Town's required contribution remains at \$7,373.33.

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

"That the Town of Eckville approves the Family and Community Support Services Funding Agreement for the period of January 1, 2023 to December 31, 2025."

Prepared By: _____ Approved By:  _____

THIS AGREEMENT is effective this **January 1, 2023**.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
as represented by the Minister of Seniors, Community and Social Services
(the "Minister")

~ and ~

TOWN OF ECKVILLE
created pursuant to the laws of Alberta
(the "Municipality")

WHEREAS the Municipality has applied for a grant to be used for the purposes of FCSS Services;

WHEREAS the Minister agrees to provide Funding for said purpose under the Provincial Program and subject to the terms and conditions of this Agreement;

WHEREAS the FCSS Act and the Grants Regulation authorizes such a grant being made;

WHEREAS the total cost for the Services is **\$110,599.00** and is comprised of the Funding provided by the Minister under this Agreement and the Municipality's Contribution as set out in Clause 6 of this Agreement;

WHEREAS the Municipality is prepared to perform and enter into certain undertakings relative to the payment of the grant;

NOW THEREFORE the parties agree as follows:

1. DEFINITIONS:

- (a) "Agreement" means this document and the attached Schedule A and Schedule B;
- (b) "Department" means the Department of Seniors, Community and Social Services;
- (c) "Effective Date" means the date first noted above;
- (d) "FCSS Act" means the *Family and Community Support Services Act* (Alberta), as amended from time to time;
- (e) "FCSS Program Policies" means the collective policies, as amended from time to time, established by

the Department relating to the Provincial Program and any funding provided pursuant to that program;

(f) "FCSS Regulation" means the Family and Community Support Services Regulation (Alberta), as amended from time to time;

(g) "FCSS Services" means the activities to be performed by the Municipality as described in Schedule A for the purposes of establishing, administering and operating a local family and community support services program as set out in the FCSS Act and FCSS Regulation;

(h) "Funding" means the grant monies to be contributed by the Minister pursuant to this Agreement and any interest earned thereon;

(i) "Grants Regulation" means the Ministerial Grants Regulation A.R. 215/2022, as amended from time to time;

(j) "Municipality's Contribution" is the Municipality's financial contribution towards the FCSS Services as set out in Clause 6 of this Agreement;

(k) "Provincial Program" means the Provincial Family and Community Support Services Program administered by the Department and delivered in accordance with the FCSS Act and FCSS Regulation;

(l) "Provincial Prevention Priorities" means key social issues affecting Albertans as identified in Schedule A;

(m) "Provincial Prevention Strategies" means strategies, as identified in Schedule A, that guides the development and delivery of preventative services to meet the needs of a local community;

(n) "Surplus" means the amount by which payments made by the Minister exceed the Municipality's expenditures to perform the FCSS Services, as determined by the Minister, in consultation with the Municipality;

(o) "Term" means the period from **January 1, 2023 to December 31, 2025**.

2. RESPONSIBILITIES OF THE MUNICIPALITY:

(a) The Municipality shall perform the FCSS Services as described in Schedule A and in accordance with the FCSS Act, FCSS Regulation, and FCSS Program Policies.

(b) The Municipality shall perform FCSS Services in alignment with the Provincial Prevention Priorities and Provincial Prevention Strategies.

(c) The Municipality may transfer to another municipality all or part of the Funding received pursuant to this Agreement as described in the FCSS Program Policies.

(d) The Municipality shall comply with all applicable laws in its performance of the FCSS Services.

(e) The Municipality shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding, except in consultation with and upon receiving the approval of the Minister as to the contents of the announcement or press release, such approval shall not be unreasonably withheld.

3. TERM:

This Agreement shall be effective for the Term.

4. REPRESENTATIVES:

(a) The Minister designates the **Executive Director of Civil Society and Community Initiatives** to be the Minister's representative to maintain a continuing liaison with the Municipality in matters relating to this Agreement.

(b) The Municipality designates the **Chief Administrative Officer** to be the Municipality's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.

5. FUNDING:

(a) The Minister will provide Funding to the Municipality in the amount of no more than **\$88,479.00**, subject to:

- the appropriation of funds by the Legislature sufficient to provide the Funding under this Agreement, the sufficiency of which shall be determined in the sole discretion of the Minister; and
- early termination of this Agreement.

and that there will be no additional funding from the Minister in the case of cost overruns.

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

\$29,493.00 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$29,493.00 for the second year of the Term (**January 1, 2024 to December 31, 2024**); and

\$29,493.00 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(c) The Municipality shall immediately notify the Minister of any overpayment of the Funding and shall repay the amount of any overpayment, unless directed otherwise in writing by the Minister. Any amount of overpayment not repaid to the Minister shall be considered a debt due to the Minister. The Minister may in the Minister's sole discretion cease to make payments under this Agreement or any other agreement made between the Municipality and the Minister if an overpayment is not repaid forthwith.

(d) The Funding shall be released to the Municipality in accordance with Schedule B.

(e) Notwithstanding Clause 5(a), (b), and (d) of this Agreement, the total amount of Funding or any scheduled payment of Funding during the Term may be adjusted (including an increase or decrease) in the sole discretion of the Minister.

(f) If the total amount of Funding, or any scheduled payment of Funding is reduced pursuant to Clause 5(e):

(i) The Minister shall provide the Municipality sixty (60) days' written notice of any proposed reduction.

(ii) Upon receipt of the Minister's notice to reduce Funding or reduce scheduled payments of Funding, the Municipality shall have thirty (30) days to either accept the reduction or terminate this Agreement. The Municipality's decision shall be communicated to the Minister in writing pursuant to Clause 15.

(iii) If the Municipality chooses to terminate this Agreement, termination shall be effective thirty (30) days after the date of the notice of termination by the Municipality. For clarity, the Minister may withhold any scheduled payment during this notice period.

6. THE MUNICIPALITY'S CONTRIBUTION

(a) In accordance with section 3 of the FCSS Act and section 5(b) of the FCSS Regulation, the Municipality shall provide a financial contribution of no less than twenty percent (20%) of the FCSS Services' total cost. The Municipality shall also demonstrate a financial contribution of at least twenty percent (20%) towards the FCSS Services' annual costs.

(b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:

\$7,374.00 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$7,373.00 for the second year of the Term (**January 1, 2024 to December 31, 2024**); and

\$7,373.00 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(c) In the event the total amount of Funding is increased or decreased either during the Term or by any amendment to this Agreement, the Municipality's Contribution may change accordingly, and the Municipality must provide written notice the Minister of any changes to the Municipality's Contribution pursuant to Clause 15.

7. USE OF GRANT FUNDING:

11

(a) The Municipality covenants and agrees that it is and will be, in relation to the Funding, bound by the provisions of this Agreement, the FCSS Act, FCSS Regulation, and the Grants Regulation.

(b) The Municipality agrees that the Funding shall be used only for the purposes and expenditures described in Schedule A and the Municipality shall not use the Funding for any other purpose without the prior written consent of the Minister.

(c) The Minister reserves the right to disallow and recover from the Municipality the amount of any expenditure of the Funding that is contrary to the terms and conditions of this Agreement.

8. PUBLICATION, DISSEMINATION AND RELEASE OF INFORMATION:

(a) The Municipality acknowledges that this Agreement and all reports and other records submitted to the Minister will be subject to the access and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

(b) Subject to any applicable laws, the Municipality shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected or produced under this Agreement.

9. FCSS SERVICES REPORTING REQUIREMENTS:

(a) The Municipality shall provide the Minister with the following annual reporting within one hundred twenty (120) days after the end of each year of the Term:

- An audited financial statement for each year of the Term that complies with sections 6, 6.1 and 6.2 of the FCSS Regulation and any requirements as set out in the FCSS Program Policies; and
- a detailed final report containing sufficient information to inform the Minister of the activities, outputs, and outcomes of the FCSS Services.

(b) The Municipality shall submit all reporting as set out in subsection (a) using the FCSS Portal: <https://goaprod.service-now.com/fcss>.

(c) The Minister shall have the right and ability to use, publish, or distribute reporting as the Minister determines appropriate, subject to any applicable laws.

(d) In the event the total amount of Funding is increased either during the Term or by any amendment to this Agreement, any reporting, financial or otherwise may change accordingly.

10. ACCOUNTING:

The Municipality shall:

(a) deposit and maintain the Funding in a separate bank account used only for the Funding or in the same bank account as other monies provided that the Funding is kept separate from other monies in the books

of account, such that the Funding can be accounted for;

(b) maintain adequate financial records relating to the Funding. It shall keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian generally accepted accounting principles, and have them available at all times during the Term of this Agreement and for a period of six (6) years after the termination or expiry of this Agreement; and

(c) during the Term and for six (6) years after the termination or expiry of this Agreement, produce on demand to any representative of the Minister or the Auditor General of Alberta any of the financial records referred to in Clause 10(b) and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.

11. SURPLUS ON EXPIRY OR TERMINATION:

If the Minister determines there is a Surplus during any year of the Term or at any time following the expiry or termination of this Agreement, the Minister, in the Minister's sole discretion, may:

(a) demand repayment of all or part of the Surplus by the Municipality to the Government of Alberta within ninety (90) days of the demand or the expiry or termination of this Agreement;

(b) adjust the total amount of Funding by withholding payment of any portion of Funding equal to the Surplus amount, or by setting-off the Surplus amount against any future scheduled payments of Funding in the Term;

(c) authorize the Municipality to retain the Surplus and redistribute the Surplus amount across the remaining year(s) of the Term; or

(d) apply the Surplus to any payment made by the Minister pursuant to a further grant agreement with the Municipality for the same or similar purpose.

12. GENERAL PROVISIONS:

(a) The parties agree that Schedules A and B form part of the Agreement, but in the event of a conflict between a provision in a Schedule and a provision in the body of the Agreement, the provision in the body of the Agreement shall govern.

(b) The Municipality shall indemnify and hold harmless the Minister, the Minister's employees, contractors, agents or volunteers from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Municipality or its employees, contractors, agents or volunteers with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.

(c) The Minister shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Municipality, its employees, contractors, agents or volunteers in carrying out this Agreement.

(d) The Municipality shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with Alberta's *Insurance Act*, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof.

(e) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties hereto, but not otherwise.

(f) The Municipality is an independent entity and any persons engaged by the Municipality to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Municipality and not of the Minister.

(g) The Municipality may not assign this Agreement or any part of it.

(h) Despite any other provision of this Agreement, those clauses which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including: Clauses 7(c), 8, 9(b), 9(c), 10, 11, and 12(b) and 12(c).

(i) This Agreement is binding upon the parties and their successors.

(j) The parties agree that this Agreement will be governed by the laws of the Province of Alberta.

(k) This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

13. BREACH OF AGREEMENT:

Where the Minister, in the Minister's sole discretion, determines that the Municipality has failed to fulfill any term or condition of this Agreement, the Minister may do any one or more of the following:

- (a) terminate this Agreement immediately;
- (b) withhold payment of all or any portion of the Funding under subsequent grant agreements; and
- (c) demand repayment of all or any portion of the Funding and the Municipality shall repay forthwith, all or part of the Funding to the Government of Alberta.

14. TERMINATION OF AGREEMENT:

This Agreement may be terminated:

- (a) At any time by mutual written agreement of the parties; or
- (b) at any time by either party without cause or reason with ninety (90) days written notice to the other party. Upon the Municipality's receipt of a notice of termination from the Minister, the Municipality shall not make or commit any further expenditure of the Funding without the prior written consent of the Minister.

15. NOTICES:

All notices required or permitted to be given or submitted by one party to the other under this Agreement shall be deemed given or submitted to the other party if in writing and either personally delivered to the office of the addressee or sent by registered mail, postage prepaid, or sent by email transmission to the office of the addressee provided below:

For the Minister:

Executive Director, Civil Society and Community Initiatives
9920 108 St NW, Edmonton
css.fcssadmin@gov.ab.ca

For the Municipality:

Chief Administrative Officer
Box 39, Eckville, Alberta T0M 0X0
jackramsden@eckville.com

The address of either party may be changed by notice in writing to the other party. Notice personally served or sent by email transmission shall be deemed received when actually delivered or transmitted if delivery or transmission is between 8:15 am to 4:30 pm in Alberta from Monday through Friday excluding holidays observed by the Minister (a "business day") or if not delivered on a business day on the next following business day. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any post office in Canada, except in the case of postal disruption, then any notice shall be given by email transmission or personally served.

IN WITNESS WHEREOF, notwithstanding the dates of signature below, the parties have made this Agreement to be effective as of the day, month and year first above written.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA

as represented by the Minister of Seniors, Community and Social Services

Executive Director of Civil Society and Community Initiatives

Date

TOWN OF ECKVILLE

Signature of Authorized Official
Chief Administrative Officer

Date

SCHEDULE A

DESCRIPTION OF FCSS SERVICES

Grant Agreement Between

His Majesty the King in Right of Alberta

as represented by the Minister of Seniors, Community and Social Services and

TOWN OF ECKVILLE

Term of Agreement: from **January 1, 2023** to **December 31, 2025**

Agreement Number: FCFA0001875

1. FCSS Services Information

1.1 Name of local FCSS program: TOWN OF ECKVILLE

1.2 Address: Box 39, Eckville, Alberta T0M 0X0

1.3 Email: jackramsden@eckville.com

2. Description of FCSS Services

2.1 Purpose of Funding

Funding is intended to provide for the establishment, administration and operation of FCSS Services in accordance with the FCSS Act, FCSS Regulation and FCSS Program Policies.

2.2 Description of Grant Activities

The Municipality shall comply with the FCSS Act and FCSS Regulation in the establishment, administration and operation of the FCSS Services, which includes the following:

- The responsibilities of the Municipality as set out in section 2 of the FCSS Regulation;
- Service requirements as set out in section 2.1 of the FCSS Regulation; and
- Allowable and prohibited costs as set out in sections 3 and 4 of the FCSS Regulation.

The Municipality shall perform FCSS Services in accordance with the FCSS Program Policies.

In accordance with clause 2(b) of the Agreement, the Municipality shall perform FCSS Services in alignment with the following Provincial Prevention Priorities;

- Homelessness and housing insecurity
- Mental health and addictions
- Employment
- Family and sexual violence across the lifespan
- Aging well in community

In accordance with clause 2(b) of the Agreement, the Municipality shall perform FCSS Services in alignment with the following Provincial Prevention Strategies;

- Promote and encourage active engagement in the community
- Foster a sense of belonging
- Promote social inclusion
- Develop and maintain healthy relationships
- Enhance access to social supports; and
- Develop and strengthen skills that build resilience

2.3 Description of Outcomes & Performance Measurements

The Municipality shall collect non-identifying data and information as identified by the Minister. Such data shall be relevant to performance measures identified by the Minister. The Municipality shall include this data and information in the Municipality's annual report as described in clause 9(a) of the Agreement.

The Municipality shall report on the activities, outputs, outcomes and performance measures in its annual report and in accordance with any applicable FCSS Program Policies.

The Municipality's annual report shall be in a format determined by the Minister.

SCHEDULE B

FUNDING SCHEDULE

Grant Agreement Between

His Majesty the King in Right of Alberta

as represented by the Minister of Seniors, Community and Social Services

and

TOWN OF ECKVILLE

Funding shall be paid to the Municipality in accordance with the following table:

!!!Will be finalized upon approval of this new agreement!!!

Mtg. Date Nov 14, 2022

Agenda Item 5.3

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	November 14, 2022
Originated By:	Jack Ramsden, CAO
Title:	2023 Eckville Municipal Library Budget

BACKGROUND: The Eckville Municipal Library has provided a copy of their proposed 2023 Budget for approval by Council. This approval is a requirement under the Libraries Act (see attached excerpts).

DISCUSSION/ALTERNATIVES: In 2022, Town Council approved a contribution of \$43,272. It appears that they are requesting \$44,600 this year.

IMPACT ON BUDGET: Whatever amount Council approves will be included in the Town's 2023 Operating Budget.

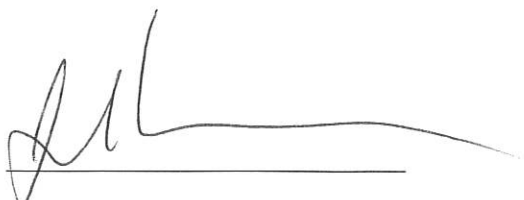
RECOMMENDED ACTION: That the following motion be presented for consideration:

"That Town Council approve the 2023 Eckville Municipal Library Budget as presented."

Or

"That Town Council approve the 2023 Eckville Municipal Library Budget with 'Line 7 – Local Appropriation' adjusted to \$43,272."

Prepared By: _____ Approved By: _____


20

- (3) Not more than 2 members of council may be members of the municipal board.
- (4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.
- (5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
- (6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
- (7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

1983 cL-12.1 s10;1998 c19 s5

Date of appointment

- 5(1)** The appointments of the members of the municipal board shall be made on the date fixed by council.
- (2) Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

1983 cL-12.1 s11

Validity of proceedings

- 6** No resolution, bylaw, proceeding or action of any kind of the municipal board may be held invalid or set aside for the reason that any person whose election to council has been judged invalid acted as a member of the board.

1983 cL-12.1 s12

Board duties

- 7** The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

1983 cL-12.1 s13

Budget

- 8(1)** The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.

(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.

(3) Council may approve the estimate under subsection (1) in whole or in part.

RSA 2000 cL-11 s8;2006 c5 s5

Accounts

9 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.

RSA 2000 cL-11 s9;2006 c5 s6

Library building and equipment

10(1) When money is required for the purpose of acquiring real property for the purposes of a building to be used as a municipal library or for erecting, repairing, furnishing and equipping a building to be used as a municipal library, the council may, at the request of the municipal board, take all necessary steps to furnish the money requested or the portion of it that the council considers expedient.

(2) Money approved by the council under subsection (1) may be borrowed by the council under the authority of a bylaw and on the security of debentures, which shall be termed "Public Library Debentures".

(3) The provisions of the *Municipal Government Act* or the *Education Act*, as the case may be, governing

- (a) the passing of bylaws for borrowing money,
- (b) the issue and form of debentures, and
- (c) the assessment, levy and collection of money necessary to meet the indebtedness incurred by the issue of debentures,

apply to the borrowing of money under subsection (2).

RSA 2000 cL-11 s10;2012 cE-0.3 s275



Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements or financial report from the previous year 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

Budget requirements are set out in Sections 8 and 12.6 of the *Libraries Act*:

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

2023 Budget

Budget approved by library board as authorized by:

Legal name of library board: Eckville Municipal Library

Print name: Dana Kreil Position: Board Chair

Signature: Dana Kreil

Date budget was approved by board: October 18, 2022

Original or emailed copies are accepted

ESTIMATED RECEIPTS FOR THE YEAR	Budget 2023
Projected cash balance at beginning of year, January 1	
01 Cash on hand	
02 Total in current bank accounts	\$45,000.00
03 Total in savings accounts	
04 Term deposits	
05 Other committed funds (e.g. trust funds and bequests)	
06 TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	\$45,000.00
Government contributions	
07 Local appropriation (Cash transfer from your municipality for operations)	\$44,600.00
08 Provincial library operating grant (do not combine with other provincial funding)	\$8,700.00
Other government contributions	
09 Cash transfer from <u>neighbouring municipality</u>	\$18,700.00
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)	\$9,100.00
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	
15a _____	
15b _____	
15c _____	
Other revenue	
16 Book sales	
17 Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$1,500.00
18 Fees and fines (card fees, fines, non-resident deposits)	\$250.00
18a Fees	
18b Fines	
19 Program revenue	
20 Room rentals	
21 Other service revenue (e.g. photocopying, faxing, contracts)	
22 GST refund	
23 Interest	
24 Transfers from reserve accounts	
25 Other income (please list)	\$1,000.00
25a <u>Silent Auction</u>	
25b _____	
25c _____	
26 TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)	\$83,850.00
27 TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$128,850.00

ESTIMATE OF EXPENDITURE		Budget 2023
Staff		
28	Salaries, wages and benefits	\$63,800.00
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	\$1,000.00
32	Travel and hospitality (staff)	\$500.00
33	TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32)	\$65,300.00
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59)	\$1,500.00
35	Periodicals and newspapers	
36	Non-print materials (e.g. audio-visual materials, loanable objects)	\$500.00
37	Digital and electronic resources	
38	TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37)	\$2,000.00
Administration		
39	Audit and/or annual financial review	\$200.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	\$1,500.00
41	Equipment rentals and maintenance	
42	Contracts for services (e.g. bookkeeping, IT services)	\$2,000.00
43	Legal fees, bank charges, refunds and deposits	
44	Library supplies (incl. binding & repair)	\$300.00
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	
46	Postage and box rental	
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$3,000.00
48	General office supplies (incl. stationery, printing and copier supplies)	\$200.00
49	Telephone and telecommunications (incl. internet connections)	\$1,500.00
50	Other materials and supplies	
51	Other expenses	
52	TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51)	\$8,700.00
Building costs		
53	Insurance	\$2,500.00
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$2,900.00
55	Utilities	\$3,200.00
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	
58	TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57)	\$8,600.00

ESTIMATE OF EXPENDITURE (cont'd)	Budget 2023
Transfer payments	
59 Transfer to other library boards (please specify boards: 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	
61 TOTAL PROJECTED TRANSFER PAYMENTS (add lines 59 and 60)	
62 TOTAL PROJECTED OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$84,600.00
63 Loan interest and payments	
64 Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures	
65 Building repairs and renovations (e.g. roof, carpet, partitions)	\$4,500.00
66 Furniture and equipment (incl. computer hardware)	\$400.00
67 Other (please list)	
67a	
67b	
68 TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 65 to 67)	\$4,900.00
69 TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 62, 63, 64, 68)	\$89,500.00

Projected cash balance at end of reporting year	
70 Cash on hand	
71 Total in current bank accounts	\$39,350.00
72 Total in savings accounts	
73 Term deposits	
74 Other committed funds (e.g. trusts and bequests, reserves, capital)	
75 TOTAL PROJECTED CASH ON HAND (add lines 70 to 74)	\$39,350.00
76 TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 69 and 75)	\$128,850.00

If it is anticipated that the municipality will be paying operating costs on behalf of the library board, please have the Municipal Administrator complete the Direct Payments form on the next page.

Direct Payments - Budget

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If it is anticipated that the municipality will pay 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 anticipated to be 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 budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2023
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	1,500.00
d. Utilities	2,700.00
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL PROJECTED LIBRARY OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a. to g.)	\$ 4,200 .00
Other expenditures to be paid by municipality	
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 will pay in membership fees/levies to the regional library system for the reporting period)	10,235.00
M. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to l.)	\$ 10,235.00

I, JACK RAMSDEN, 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

ECKVILLE MUNICIPAL LIBRARY BOARD
(legal name of library board)

Signature:

Date: 8.11.2022

Mtg. Date Nov 14, 2022

Agenda Item 54

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	November 14, 2022
Originated By:	Jack Ramsden, CAO
Title:	Approval of Proposed Parkland Regional Library 2023 Budget

BACKGROUND: Please find attached a copy of the proposed Parkland Regional Library 2023 Budget.

DISCUSSION/ALTERNATIVES: The proposed per capita request is \$8.75 (2022 - \$8.55). This budget would result in a thirty cent (\$0.20) increase per capita and is an increase of approximately 2.3% over the prior year. The amount requested from Eckville would be based upon the population estimates provided by the Alberta Treasury Board.

In order to pass, PRL requires 2/3 of both the population and members to approve. At the time of this writing, we are unclear as to what the approval rate of the members is.

Administration does not have an objection to the proposed budget increase.

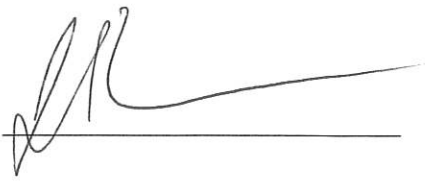
IMPACT ON BUDGET: It is anticipated that any increase to our 2023 budget would be negligible.

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

“That the Town of Eckville approve the Parkland Regional Library’s 2023 Budget as presented.”

Or

“That the Town of Eckville not approve the Parkland Regional Library’s 2023 Budget as presented.”

Prepared By: _____ Approved By: 

28



Proposed BUDGET 2023

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

Present
Budget

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

Notes for the Parkland Regional Library System Budget 2023

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

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

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

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

Points within the budget to note include:

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

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

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

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

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

Parkland Regional Library System

Return on Municipal Levy

Based on 2022 and 2023 Budgeted Amounts

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

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

33

Brief Notes – September 2023

INCOME

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

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

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

PRLS Circulating Collections

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

COST OF SERVICES

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

Complete Notes to the 2023 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

	Present Budget	
	2022	2023
Income		
1.1 Provincial Operating Grant	992,621	992,621
1.2 First Nations Grant	145,602	145,602
1.3 Membership Fees	1,939,986	2,001,335
1.4 Alberta Rural Library Services Grant	429,742	429,742
1.5 Interest Income	28,500	28,500
TOTAL Income	3,536,451	3,597,800

Income – line details

1.1 Provincial Operating Grant:

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

1.2 First Nations Grant:

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

1.3 Membership Fees:

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

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

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

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

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

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

2.2 Allotment Funds Issued

to Libraries:

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

2.3 Computer Maint. Agree.

Software Licenses:

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

2.4 Cooperative Collection:

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

2.5 eContent Platform fees

and Subscription fees:

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

2.6 FN Provincial

Grant Expense:

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

2.7 Freight:

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

2.8 Internet Connection

Fees:

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

2.9 Library Services Tools: name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).

2.10 Marketing/Advocacy: newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library Computers: income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating: operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals: held at 2022 level - based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries: reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

2.15 Supplies purchased Cataloguing/Mylar: increased slightly - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense: increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

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

PRLS Circulating Collections

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

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

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

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

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

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

Cost of Services – line details

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

3.5 Dues/Fees/

Memberships:

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

3.6 Insurance:

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

3.7 Janitorial/Outdoor

Maint. Expense:

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

3.8 Photocopy:

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

3.9 Salaries:

to reflect the current staffing level.

3.10 Salaries-Employee

Benefits:

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

3.11 Staff Development:

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

3.12 Supplies/Stationery/

Building:

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

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

**PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget**

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

Budget Supplement

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

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

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

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

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

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2023

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

Capital assets will be purchased from reserves.

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

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

Technology Reserve

Budgeted for member library computers \$68,617

\$154,717

4 CAPITAL ASSET EXPENSE ALLOCATION

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

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

\$151,659

48



Mtg. Date Nov 14, 2022 2021
Agenda Item 5.5

[Home](#) > [Data](#)

Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit^{1, 2, 3}

Frequency: Monthly

Table: 18-10-0004-13

Release date: 2022-10-19

Geography: Canada, Province or territory, Census subdivision, Census metropolitan area, Census metropolitan area part

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▼ [Customize table](#)

Geography :

Alberta

Reference period

Time :

September

2021

49

Apply

Add/Remove data



Download options

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Showing 20 records

Filter

Reset

Geography	Alberta (map)				
	September 2020	August 2021	September 2021	August 2021 to September 2021	September 2020 to September 2021
	2002=100				
All-items	145.0	151.0	150.8	-0.1	4.0
Food ⁵	152.4	157.7	158.7	0.6	4.1
Shelter ⁶	175.5	183.3	181.8	-0.8	3.6
Household operations, furnishings and equipment	122.7	122.5	122.7	0.2	0.0
Clothing and footwear	98.2	95.3	96.8	1.6	-1.4
Transportation	147.1	164.5	162.8	-1.0	10.7
Health and personal care	140.5	141.8	140.9	-0.6	0.3
Recreation, education and reading	116.3	118.7	119.9	1.0	3.1
Alcoholic beverages, tobacco products and recreational cannabis	170.6	173.8	173.6	-0.1	1.8
All-items excluding food	143.7	149.9	149.5	-0.3	4.0
All-items excluding food and energy ⁷	140.8	144.3	144.2	-0.1	2.4

50

Geography	Alberta (map)				
	September 2020	August 2021	September 2021	August 2021 to September 2021	September 2020 to September 2021
Products and product groups ^{3, 4}					
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	144.2	150.4	150.2	-0.1	4.2
All-items excluding energy ⁷	142.8	146.6	146.7	0.1	2.7
All-items excluding gasoline	144.6	149.3	149.2	-0.1	3.2
Energy ⁷	171.8	214.4	209.2	-2.4	21.8
Goods ⁸	123.7	131.5	131.4	-0.1	6.2
Durable goods ⁸	93.4	98.7	98.8	0.1	5.8
Semi-durable goods ⁸	101.4	100.0	100.8	0.8	-0.6
Non-durable goods ⁸	150.8	163.8	163.2	-0.4	8.2
Services ⁹	168.2	172.2	171.9	-0.2	2.2

How to cite: Statistics Canada. [Table 18-10-0004-13 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit](#)

DOI: <https://doi.org/10.25318/1810000401-eng>

Related information

► Source (Surveys and statistical programs)

► Related products

► Subjects and keywords



Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit^{1, 2, 3}

Frequency: Monthly

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Release date: 2022-10-19

Geography: Canada, Province or territory, Census subdivision, Census metropolitan area, Census metropolitan area part

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▼ Customize table

Geography :

Alberta

Reference period

Time :

September

2022

Apply

Add/Remove data



Download options

Didn't find what you're looking for? [View related tables, including other calculations and frequencies](#)

Showing 20 records

Filter

Reset

Geography	Alberta (map)				
	September 2021	August 2022	September 2022	August 2022 to September 2022	September 2021 to September 2022
	2002=100				
All-items ^{3, 4}	150.8	160.0	160.1	0.1	6.2
Food ⁵	158.7	172.6	174.1	0.9	9.7
Shelter ⁶	181.8	192.0	193.0	0.5	6.2
Household operations, furnishings and equipment	122.7	128.4	128.8	0.3	5.0
Clothing and footwear	96.8	98.5	98.9	0.4	2.2
Transportation	162.8	178.5	175.4	-1.7	7.7
Health and personal care	140.9	145.9	145.4	-0.3	3.2
Recreation, education and reading	119.9	124.4	124.7	0.2	4.0
Alcoholic beverages, tobacco products and recreational cannabis	173.6	179.0	179.4	0.2	3.3
All-items excluding food	149.5	157.7	157.5	-0.1	5.4
All-items excluding food and energy ⁷	144.2	151.4	151.8	0.3	5.3

53

Geography	Alberta (map)				
	September 2021	August 2022	September 2022	August 2022 to September 2022	September 2021 to September 2022
Products and product groups ^{3, 4}					
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	150.2	159.5	159.6	0.1	6.3
All-items excluding energy ⁷	146.7	155.0	155.6	0.4	6.1
All-items excluding gasoline	149.2	157.8	158.4	0.4	6.2
Energy ⁷	209.2	233.4	223.6	-4.2	6.9
Goods ⁸	131.4	140.8	140.6	-0.1	7.0
Durable goods ⁸	98.8	104.9	105.4	0.5	6.7
Semi-durable goods ⁸	100.8	105.7	106.2	0.5	5.4
Non-durable goods ⁸	163.2	176.6	175.5	-0.6	7.5
Services ⁹	171.9	180.3	180.9	0.3	5.2

How to cite: Statistics Canada. [Table 18-10-0004-13 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit](#)

DOI: <https://doi.org/10.25318/1810000401-eng>

Related information

- ▶ [Source \(Surveys and statistical programs\)](#)
- ▶ [Related products](#)
- ▶ [Subjects and keywords](#)

TOWN OF ECKVILLE

Request to Council for Decision

Meeting:	Town Council
Meeting Date:	November 14, 2022
Originated By:	Jack Ramsden, CAO/Darcy Webb, Deputy CAO
Title:	Westview Residential Subdivision Principal Loan Payment & Wastewater Lagoon Sludge Removal Principal Loan Payment

BACKGROUND:

Town of Eckville took out a term loan in 2016 in the amount of \$700,000 through Alberta Treasury Branches to assist with the financing of the construction of Westview Residential Subdivision Phase 1. Proceeds from lot sales in Westview are used to pay down the loan. The principal balance currently sits at \$400k.

Also in 2016, the Town took out a loan in the amount of \$100,000 to assist with the financing, undertaking and completion of sludge removal from the Town's wastewater lagoons. The principal balance of this loan currently sits at \$21,603.53.

In April of 2021, the Town passed Interim Financing Borrowing Bylaw which allowed for short term borrowing for the purpose of interim financing for the Water Treatment Plant Project. This municipal revolving loan currently sits at \$142,673.00.

DISCUSSION/ALTERNATIVES:

To date, the Town has sold one lot in Westview for \$55,000.00.

Administration would traditionally apply the proceeds of the lot sale to pay down the principal of the Westview loan. This year administration would like to pay out the remaining principal of the lagoon loan and then apply the remaining funds from the lot sale to the Westview loan.

The interim financing bylaw and related revolving loan was for interim financing until the Water Treatment Plant project was finally completed and the long term borrowing was in place. This is now the case and we are able to pay off the revolving loan and close it out. We are also preparing a bylaw to rescind Interim Financing Borrowing Bylaw 776-21 as it is no longer needed.

IMPACT ON BUDGET:

The budget will be prepared reflecting the fact the lagoon loan has been paid out and with a lessor principal balance outstanding on the Westview loan.

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

- 1) "That for the 2022 budget year, the Town of Eckville apply the proceeds of Westview land sales to pay out the principal balance of \$21,603.53 that remains on the Wastewater Lagoon Sludge Removal loan held with ATB and that this loan be closed out."

And

55

2) "That for the 2022 budget year, the Town of Eckville apply the remaining proceeds of Westview land sales towards the principal balance on the Westview Residential Subdivision loan held with ATB."

And

3) "That for the 2022 budget year, the Town of Eckville apply the sum of \$142,673 to the municipal revolving loan held with ATB and further that this revolving loan be closed out."

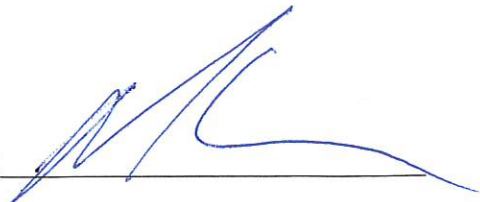
And

4) "That administration prepare a bylaw to rescind Interim Financing Borrowing Bylaw 776-21."

Prepared by: _____



Approved By: _____



56

**PROPOSAL TO REVISE PERSONNEL POLICY 1906
RELATING TO STANDBY AND CALL OUT
PRESENTED TO COUNCIL ON November 14, 2022
BY: JACK RAMSDEN, CAO**

COMMENTS:

It has come to our attention that currently our Public Works Employees have been required to be on standby duty on weekends and statutory holidays, but no provision has been formally made that would require a Public Works Employee to be on standby during the regular weekday. In some instances, an employee may be able to respond, but there may well be instances when there is not an Employee available to respond.

In most municipalities there is provision, or if you would, policy which requires an Employee to be available to respond on standby each day of the week.

This proposed policy, if approved, will result in an increase in our operating budget of approximately \$6,200.00.

We are strongly recommending that this policy be updated as proposed below.

CURRENT

6. Standby, Routine Checks and Call-Outs

6.1. Standby and Routine Checks

- 6.1.1.** Standby duty shall be designated by the Public Works Department Head to employees on a rotating basis.
- 6.1.2.** Standby duty shall commence at the end of the week's last regular hour of work and end at the beginning of the next first regular hour of work.
- 6.1.3.** Standby duty shall be compensated at the rate of \$50.00 per day for Saturday, Sunday and all Statutory Holidays.
- 6.1.4.** All named holidays in Section 9 - General and Proclaimed Holidays will be covered by standby duty as directed by the Town.

6.2. Call Outs

- 6.2.1.** When an employee is required to respond to a call he shall receive a minimum of two hours per day, or on a statutory holiday a minimum of three hours, at the applicable overtime rate. The time paid for this call shall be from the time the employee left their residence, if within the Town of Eckville or upon their arrival to the Town of Eckville, until the time they

return home within the Town of Eckville or leave the Town of Eckville. Should any additional calls be received during the first two hours of the first call out, they shall respond to the call as part of the original call out.

6.2.2. When an employee while on standby is unable to report to work when required, no compensation shall be granted for the total standby period.

6.2.3. An employee shall not normally be required to standby on two consecutive weekends or two consecutive paid holidays where other qualified staff is available.

PROPOSED

6. Standby, Routine Checks and Call Outs

6.1. Standby and Routine Checks

6.1.1. *An Employee may be required to be on Standby duty.*

6.1.2. *Standby duty shall be assigned to an Employee by the Public Works Foreman a rotating basis.*

6.1.3. *An Employee assigned to be on standby duty shall be required to carry a Town issued cell phone and respond to all telephone calls as required as part of standby duty.*

6.1.4. *An Employee required to be on standby duty during a weekday, Monday to Friday, shall be compensated at the rate of twenty-five dollars (\$25.00) per day.*

6.1.5. *An employee required to be on standby duty during the weekend, Saturday to Sunday or on statutory holidays, shall be compensated at the rate of fifty dollars (\$50.00) per day.*

6.1.6. *An Employee who is required to be on standby must report to the workplace within a minimum of one (1) hour after being called.*

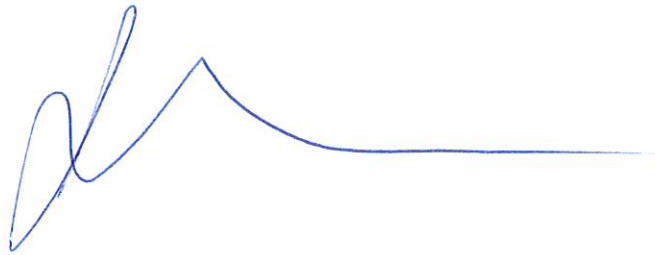
6.1.7. *An Employee who is required to be on standby duty must be able to respond to the workplace and not be under the influence of alcohol, drugs, or prescription or over the counter drugs that may affect the performance of their duties.*

6.1.8. When an employee while on standby is unable to report to work when required, no compensation shall be granted for the total standby period.

6.1.9. An employee shall not normally be required to standby on two consecutive weekends or two consecutive paid holidays where other qualified staff is available

6.2. Call Outs

6.2.1. When an employee is required to respond to a call he shall receive a minimum of two hours per day, or on a statutory holiday a minimum of three hours, at the applicable overtime rate. The time paid for this call shall be from the time the employee left their residence, if within the Town of Eckville or upon their arrival to the Town of Eckville, until the time they return home within the Town of Eckville or leave the Town of Eckville. Should any additional calls be received during the first two hours of the first call out, they shall respond to the call as part of the original call out.

A handwritten signature in blue ink, consisting of a stylized, cursive initial followed by a long horizontal line extending to the right.

**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL
November 14, 2022**

Mtg. Date Nov 14, 2022

Agenda Item 7.1

Current Activities:

- **Water Pump House Upgrade Project:** At long last, the desks, cupboards, and countertops were installed at the water treatment plant on November 10th. This should be the last major expense on this project.

We have signed the required documents with Alberta Treasury Branch for the debenture to pay our share of the water pump house upgrade project and the funds should be in our accounts shortly. We will then pay off and cancel the overdraft account that was set up to pay for our interim expenses until the debenture was in place. As moved by Council we have borrowed \$275,000.00 on a 20-year amortization with an initial 3-year term.

- **Fall Release of the Wastewater Lagoons:** The Public Works Team started our fall release of effluent at the Wastewater Lagoons on October 19th and closed the valve on November 8th. Our next release will likely be in June of 2023.
- **Snow Removal:** As you are all aware, our staff have been working on snow removal since the onslaught of winter last week. Troy worked on Sunday and most of them are coming in early to get some work done before the traffic starts. They must work around Tuesday's garbage collection and are trying to have signs out on busier streets. Of course, they also have the large Arena / Curling Rink / Community Centre Street Parking Lot, and Fire Hall to do. We will try to get to the level three streets soon, although it may be next week before we get there. Please give us a text or email if you have any questions.
- **RV Sewer Dump Station:** The power was installed to the concrete pad at the new RV Dumping Station on November 8th and final connection in the main panel in the Pump House Building will be connected shortly. All is set to open the new RV Dump station next spring.
- **Monument Christmas Lighting:** As previously noted, the panel and meter base were installed at the Monument on October 20th and Fortis energized the system on November 7th. The new Christmas lights have been installed and we should have them lit after the tree lighting event!
- **Tree Lighting, 101 Birthday Event: Fireworks and Hot Dogs:** Due to the inclement weather that we experienced on November 2nd, the above noted event was postponed until November 24th. Of course, November 3rd turned out to be a clear day. The upside is that we will be doing our main tree lighting event well past Remembrance Day.

Future / Planned Activities:

- **Wastewater Treatment Upgrade Options:** Mayor Colleen, Darcy and I met with Melisa Milne (our Auditor) and James Richardson (from their Edmonton Office) from MNP on November 9th to talk about the report that we are wanting them to prepare for Council on the probable costs comparison to rebuild our existing lagoons or join the Sylvan Lake Regional Wastewater Commission. We were happy to learn that James had completed a

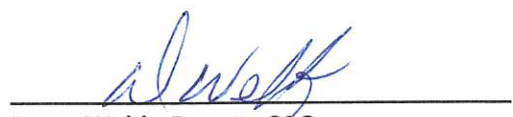
Management Report – November 14, 2022

similar wastewater cost study for another central Alberta municipality just a few years ago. At the end of our meeting James agreed to have a proposal, or at least a 'Coles Notes' version, for your consideration at the November 14th council meeting.

- **Highway 11 Twinning, Functional Planning Study – Highway to Township Road 390 (east of Benalto)**: Please find attached to your agenda correspondence from Project Manager Henry Devos of CIMA Engineering with an update on the status of the planning project.
- **Structural Inspection of Old Eckville Water Tower**: We finally received our report from Stantec and it is also attached to the November 14th agenda as information.
- **2023 Budget Meeting**: Please remember to have November 21st on your calendar for our 2023 budget meeting discussions.
- **Eckville Medical Committee / Nurse Practitioner Project**: We will provide a verbal report on our progress to date at the October 24th council meeting.
- **Possible Community Shredding Event**: We look forward to discussing this with you at the November 14th council meeting.



Jack Ramsden, CAO



Darcy Webb, Deputy CAO

Batch ID: CHEQUES
 Batch Comment: Ap Nov 3/22 Cheques

Audit Trail Code: PMCHQ00000789
 Posting Date: 2022-11-03

Chequebook ID: ATB - GEN

Mtg. Date Nov 14, 2022

* Voided Cheques

Agenda Item 7.2

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
026612	2022-11-03	0000000000022386	241001	241577 Alberta Ltd.	\$18.38
026613	2022-11-03	0000000000022387	AAM001	Canoe	\$452.57
026614	2022-11-03	0000000000022388	AUM002	AMSC Insurance Services Ltd.	\$7,579.28
026615	2022-11-03	0000000000022389	CAN11	Canadian Linen and Uniform Ser	\$278.19
026616	2022-11-03	0000000000022390	CLE002	Cleartech Industries Inc.	\$973.42
026617	2022-11-03	0000000000022391	CYB01	CyberClan	\$10,500.53
026618	2022-11-03	0000000000022392	DIA008	Diane Eliuk	\$63.50
026619	2022-11-03	0000000000022393	DPO001	DPOC	\$1,575.00
026620	2022-11-03	0000000000022394	EMP001	Empringham Disposal Corp.	\$6,966.76
026621	2022-11-03	0000000000022395	KAI001	Kaizen Lab	\$122.59
026622	2022-11-03	0000000000022396	LIT002	Little Jon's Portable Toilet S	\$262.50
026623	2022-11-03	0000000000022397	MAD01	Mad Catering	\$278.75
026624	2022-11-03	0000000000022398	MES001	Messer Canada INC.	\$40.53
026625	2022-11-03	0000000000022399	MIS001	Missing Link Internet Inc.	\$367.50
026626	2022-11-03	0000000000022400	RAV001	Raven Printing LTD.	\$910.35
026627	2022-11-03	0000000000022401	REC	Receiver General	\$16,481.35
026628	2022-11-03	0000000000022402	RMR001	Reynolds Mirth Richards & Farm	\$262.50
026629	2022-11-03	0000000000022403	RUS01	Rural Utilities & Safety Assc.	\$724.50
026630	2022-11-03	0000000000022404	SHE005	Sherry Meyers	\$63.50
026631	2022-11-03	0000000000022405	THE018	The Trenchless Guy's	\$1,023.75
026632	2022-11-03	0000000000022406	TRU004	True North Instrument & Electr	\$273.33
026633	2022-11-03	0000000000022407	WIL001	Wild Rose Assessment Services	\$1,424.15

Total Cheques: 22

Cheques Total: \$50,642.93

62

System: 2022-11-08 9:52:31 AM
User Date: 2022-11-08

Town Of Eckville
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 1
User ID: kristina

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2022-11-08
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
026634	ATB001	ATB Financial Mastercard	2022-11-08	ATB - GEN	PMCHQ00000790	\$4,814.21
026635	HEL001	Helen Posti	2022-11-08	ATB - GEN	PMCHQ00000790	\$301.10
026636	LIN002	Linda Kind	2022-11-08	ATB - GEN	PMCHQ00000790	\$370.80
026637	TEL001	Telus	2022-11-08	ATB - GEN	PMCHQ00000790	\$1,275.31
Total Cheques: 4						Total Amount of Cheques: \$6,761.42

63

ANIMAL CONTROL SERVICES o/a 327241 Alberta Ltd
BILLING SUMMARY

Mtg. Date Nov 14, 2022
Agenda Item 23

MONTH OF SERVICE October 2022

MUNICIPALITY ECKVILLE

DATE	HOURS	TOTAL	COST	COMPLAINT	RTO	ADOPT	COST
1			0.00				
2			0.00				
3			0.00				
4	8-10	2	178.00	1 Complaint			
5	9-11	2	178.00				
6	9-11	2	178.00	2 Cats		X	200.00
7	9-11	2	178.00	1 Cat		X	100.00
8			0.00				
9			0.00				
10			0.00				
11			0.00				
12			0.00				
13			0.00				
14	8-10	2	178.00	2 Cats		X	200.00
15			0.00				
16			0.00				
17	9-11	2	178.00	1 Cat		X	100.00
18	9-11	2	178.00	1 Cat		X	100.00
19			0.00				
20			0.00				
21	9-11	2	178.00	2 Cats		X	200.00
22			0.00				
23			0.00				
24			0.00				
25	8-10	2	178.00	1 Cat		X	100.00
26			0.00				
27			0.00				
28			0.00	1 Cat	X		
29			0.00				
30			0.00				
31			0.00				

PATROL COSTS	18	\$1,602.00
IMPOUND FEES		\$1,000.00
SUBTOTAL		\$2,602.00
GST		\$130.10
TOTAL		\$2,732.10



WHERE PEOPLE ARE THE KEY

Mtg. Date Nov 14, 2022
Agenda Item 7.4

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING October 27, 2022

BYLAW NO. 1369/22 – CONSIDERATION OF THIRD READING

A public hearing was held for Bylaw No. 1369/22 on October 13, 2022. Bylaw No. 1369/22 is a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17, to list a special discretionary use of a "recovery centre" on the W½ Pt. SW 16-39-01 W5M.

Bylaw No. 1369/22 having been read a first and second time was given third reading and finally passed.

COMMITTEE OF THE WHOLE

The following recommendations from the Committee of the Whole meeting held on October 4, 2022 received the approval of Council:

- *That the County Manager be directed to prepare a report regarding the paving of Range Road 2-4; and further, that this report be presented at a future meeting.*
- *That the presentation on the Alberta Invasive Species Council Resources and Programs be received for information.*
- *That the County Manager be directed to invite Tammy Spink, Manager, Peace Officer & Security Services Program for the Province of Alberta to provide a presentation to County Council with regard to Community Peace Officer safety at a future Committee of the Whole meeting; and further, that the discussion on issues regarding Lacombe County Community Peace Officers be received for information.*
- *That the presentation on the Lacombe County Municipal Development Plan be received for information.*
- *That the County Manager be directed to invite representatives from 143 Health Care Consulting to attend a future Committee of the Whole meeting.*
- *That the Municipal Affairs Bulletin regarding the Recall of Municipal Councillors be received for information.*
- *That the County continue with recognition of volunteers in the County News and on social media in April on a yearly basis; and further, that certain groups be recognized each year i.e., hall boards, arena boards, coaches, volunteer firefighters, etc. and that this initiative be referred to the Public Relations Committee for finalization.*
- *That a notice be placed in the County News encouraging ratepayers to submit photos of beautiful yards, their own or neighbors', for posting in the County News.*
- *That the resolutions to be presented at the Central Rural Municipal Association's October 7, 2022 meeting be received for information.*
- *That the County Manager be directed to advertise the Queen Elizabeth Platinum Jubilee Awards requesting nominations from the public. This recommendation did not receive approval as it was determined that submissions from the public could not be made.*

POGADL - TAX CANCELLATION REQUEST

A motion that Lacombe County cancel the \$ 83.17 late payment penalty levied on tax account #4103342002 did not receive Council approval.

LEIER/PUNTER - TAX CANCELLATION REQUEST

A motion that Lacombe County cancel the \$ 158.82 late payment penalty levied on tax account #4028294204 did not receive Council approval.

ROETTGER - TAX CANCELLATION REQUEST

A motion that Lacombe County cancel the \$ 61.18 late payment penalty levied on tax account #4102032002 did not receive Council approval.

65



WHERE PEOPLE ARE THE KEY

DOW CHEMICALS - TAX CANCELLATION REQUEST

A motion that Lacombe County cancel the \$ 108,289.08 late payment penalty levied on property owned by Dow Chemicals did not receive Council approval.

RMA RESOLUTIONS

The resolutions to be presented for consideration at the Rural Municipal Association's Conference were reviewed and received for information.

STARS AIR AMBULANCE – FUNDING REQUEST

A funding request from STARS Air Ambulance for a \$ 2.00 per capita contribution annually for 2023, 2024 and 2025 was approved.

LACOMBE REGIONAL TOURISM

Representatives of Lacombe Regional Tourism provided a presentation on the 2022 and 2023 activities and initiatives of Lacombe Regional Tourism. A report regarding the annual funding request from Lacombe Regional Tourism will be presented at a future meeting.

MIRROR COMMUNITY NETWORK – TRAIL PROPOSAL

Representatives of the Mirror Community Network provided a presentation on the Mirror Trail Proposal. A report with regard to the request from the Mirror Community Network for assistance with the Mirror Walking Trail Project will be presented at a future Council meeting.

Next Regular Council Meeting is
Thursday, November 14, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
November 29, 2022 – 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) after approval.**

66



RCMP Municipal Policing Report

Detachment	Sylvan Lake Municipality
Detachment Commander	
Quarter	Q2 2022
Date of Report	

Community Consultations

Date	2022-07-11
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Meeting with Town Planning, Development and Licensing regarding Lakeshore business and non-compliance with AGLC requirements.

Date	2022-07-21
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Victim Services
Notes/Comments	Attended announcement from Town Hall about the new VSU model and funding.

Date	2022-09-28
Meeting Type	Town Hall
Topics Discussed	Crime reduction
Notes/Comments	Town Hall for Lacombe County and Sylvan Lake.

67



Community Priorities

<p>Priority 1</p>	<p>Prolific Offenders</p>
<p>Current Status & Results</p>	<p>During this quarter there have been a variety of Search Warrants and production orders completed relating to Criminal investigations. Over the past reporting period the members of the detachment have completed 144 compliance checks which have resulted in 11 charges for breaching court conditions regarding prolific offenders. Also noted during this period there have been no Bait Package Projects conducted.</p> <p>The detachment continues to remain on track to not only meet the goals set, but to also exceed them.</p>
<p>Priority 2</p>	<p>Enhance Road Safety</p>
<p>Current Status & Results</p>	<p>1 JFO with Sylvan Lake ME completed, 37 provincial sanctions (goal surpassed for the year), no distracted driving enforcements this quarter.</p>
<p>Priority 3</p>	<p>Be Clear, Accountable, and Transparent</p>
<p>Current Status & Results</p>	<p>During this quarter the detachment has been involved in several events. Truth and reconciliation, local government meetings, a Town Hall, as well as youth events. the community Tracker has had 15 entries. Also noted is active engagement with the local news paper to increase communication with the citizens of the detachment area. The media has been involved in reporting the town Hall meeting, RPACT coverage and success in Sylvan Lake as well as reporting on public safety during a high risk ERT event where local schools had been notified. Community engagement will continue to be a priority for the detachment.</p>



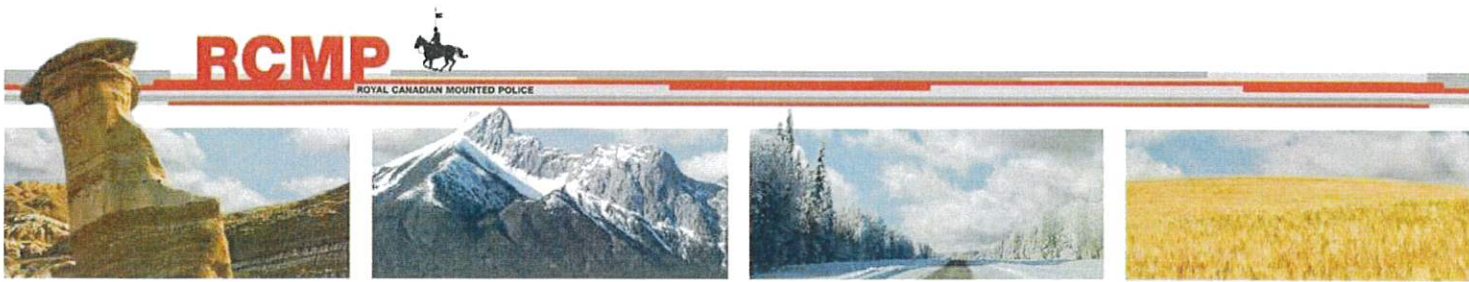
Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	481	373	-22%	1,674	1,524	-9%
<i>Persons Crime</i>	112	73	-35%	429	374	-13%
<i>Property Crime</i>	304	222	-27%	1,020	926	-9%
<i>Other Criminal Code</i>	65	78	20%	225	224	0%
Traffic Offences						
<i>Criminal Code Traffic</i>	25	50	100%	110	80	-27%
<i>Provincial Code Traffic</i>	291	340	17%	760	851	12%
<i>Other Traffic</i>	5	3	-40%	11	9	-18%
CDSA Offences	9	7	-22%	30	28	-7%
Other Federal Acts	12	8	-33%	50	39	-22%
Other Provincial Acts	232	194	-16%	633	843	33%
Municipal By-Laws	142	94	-34%	457	463	1%
Motor Vehicle Collisions	75	83	11%	199	266	34%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest



Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q2	2022 FTE Utilization Plan
Police Officers	16	16	0	0	14	14
Detachment Support						

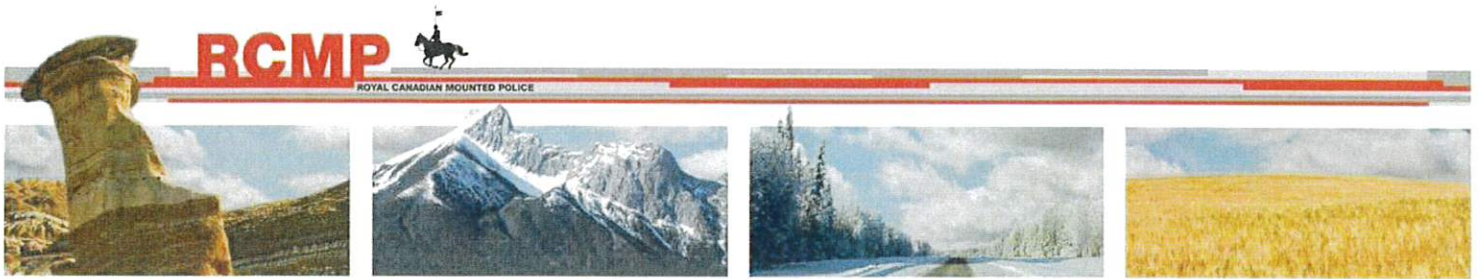
² Data extracted on September 30, 2022 and is subject to change.

³ Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

⁴ Hard vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - Of the 16 established positions, 16 police officers are working. There are no vacancies at this time. 1 position has 2 officers assigned to it. The annual plan for Sylvan Lake is based on 14 working officers.



Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissionaire guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal	Year to Date Expenditures ⁵	Revised Plan at Q2	2022 Financial Plan
Pay	831,435	1,542,853	1,542,842
Overtime	103,627	389,000	389,000
Operating and Maintenance	79,897	149,382	149,773
Commissionaire Guarding	15,653	35,000	35,000
Equipment	41,788	128,233	128,569
Other	4,349	32,058	32,142
Div. Admin & Indirect Costs	532,107	969,595	937,336
Total (in 100% terms)	2,076,477	3,261,008	3,229,587
Total (with applicable cost share ratio of 70% applied)	1,458,230	2,293,205	2,271,211

⁵ Includes expenditures up to September 30, 2022.

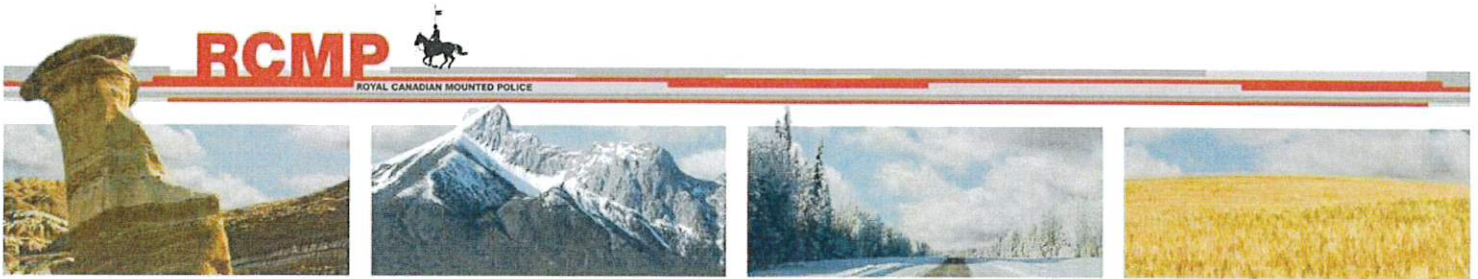
Comments

The financial plans as identified above are in alignment with the recent multi-year financial plan and 2022/23 forecast. The total figures do not include adjustments after the Contract Partner Share. Commissionaire Guarding costs may include other non-pooled expenses including prisoner related costs, accommodation costs, building repair, utility services, etc., where applicable. The forecast includes the approximate 4% pay-raise increase for Non-Commissioned Officers which was effective as of April 1, 2022, as per the collective bargaining agreement.

Quarter 2 invoices will be distributed to your community no later than November 24, 2022. To enhance communication with your community and to support further understanding of the financial tables, a revised cover letter will be distributed with the invoices. Minor variances may occur from this report to the Q2 invoices as financial data is validated. Unit O&M, divisional administration & indirects, equipment and 'other' expenditures are pooled costs. However, a target funding level per detachment has been identified for financial planning purposes.

Also in November, RCMP will provide your community with enhanced monthly reporting to support ongoing forecast adjustments and potential invoice revisions. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Inquiries regarding the retroactive pay-raise can be directed to the to the CMC Secretariat at ps.cmcsec-cgesec.sp@ps-sp.gc.ca.



Definitions

Municipal Overview: Human Resources

FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2021/22 FTE Utilization Plan	This reflects the number of working FTEs planned to be in place for the fiscal year.
Revised Plan at Q2	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q2	This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2021/22 Financial Plan	This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2021/22 fiscal year.
Pay	Includes salary costs and associated allowances for police officers and civilian support.
Overtime	Includes direct overtime costs for police officers.
Operating and Maintenance	Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionaire Guarding	Reflects the costs of guarding prisoners within detachments.
Equipment	Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
Div. Admin & Indirect Costs	This reflects the division administration charges associated to core administration costs, special leaves and health services costs, and the indirect costs associated to all employees, including benefits, Canada Pension Plan and Employment Insurance rates.
Other	This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.
Total	Reflects the total costs of all categories of expenditures.



Sylvan Lake Municipal Detachment Crime Statistics (Actual) Q2: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

October 4, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		5	2	3	2	0	-100%	-100%	-1.0
Sexual Assaults		10	3	5	12	7	-30%	-42%	0.3
Other Sexual Offences		1	5	1	4	1	0%	-75%	-0.1
Assault		54	48	73	55	46	-15%	-16%	-0.9
Kidnapping/Hostage/Abduction		2	0	1	3	0	-100%	-100%	-0.1
Extortion		0	0	0	2	0	N/A	-100%	0.2
Criminal Harassment		8	10	22	15	8	0%	-47%	0.5
Uttering Threats		19	15	22	19	11	-42%	-42%	-1.2
TOTAL PERSONS		99	84	127	112	73	-26%	-35%	-2.4
Break & Enter		16	27	32	15	12	-25%	-20%	-2.0
Theft of Motor Vehicle		27	24	35	35	25	-7%	-29%	0.7
Theft Over \$5,000		3	5	5	6	8	167%	33%	1.1
Theft Under \$5,000		132	94	99	100	72	-45%	-28%	-11.4
Possn Stn Goods		14	18	15	15	8	-43%	-47%	-1.5
Fraud		40	39	42	50	25	-38%	-50%	-1.9
Arson		0	1	0	2	0	N/A	-100%	0.1
Mischief - Damage To Property		0	38	46	58	33	N/A	-43%	8.6
Mischief - Other		68	28	21	23	39	-43%	70%	-6.3
TOTAL PROPERTY		300	274	295	304	222	-26%	-27%	-12.6
Offensive Weapons		5	3	10	6	0	-100%	-100%	-0.7
Disturbing the peace		22	12	17	23	49	123%	113%	6.5
Fail to Comply & Breaches		43	34	32	20	15	-65%	-25%	-7.0
OTHER CRIMINAL CODE		13	18	13	16	14	8%	-13%	0.0
TOTAL OTHER CRIMINAL CODE		83	67	72	65	78	-6%	20%	-1.2
TOTAL CRIMINAL CODE		482	425	494	481	373	-23%	-22%	-16.2

73

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA
Sylvan Lake Municipal Detachment

Crime Statistics (Actual)

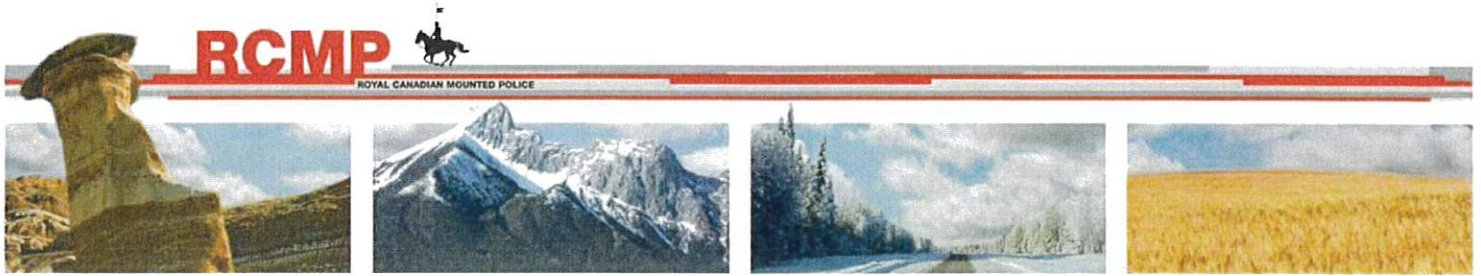
Q2: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

October 4, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		16	4	5	3	3	-81%	0%	-2.7
Drug Enforcement - Trafficking		1	7	2	6	4	300%	-33%	0.5
Drug Enforcement - Other		1	0	1	0	0	-100%	N/A	-0.2
Total Drugs		18	11	8	9	7	-61%	-22%	-2.4
Cannabis Enforcement		0	2	1	1	0	N/A	-100%	-0.1
Federal - General		3	5	11	2	1	-67%	-50%	-0.7
TOTAL FEDERAL		21	18	20	12	8	-62%	-33%	-3.2
Liquor Act		49	17	62	58	59	20%	2%	6.1
Cannabis Act		0	9	3	2	1	N/A	-50%	-0.5
Mental Health Act		38	36	45	70	53	39%	-24%	6.4
Other Provincial Stats		62	90	102	102	81	31%	-21%	5.0
Total Provincial Stats		149	152	212	232	194	30%	-16%	17.0
Municipal By-laws Traffic		24	17	30	15	17	-29%	13%	-1.6
Municipal By-laws		181	127	167	127	77	-57%	-39%	-20.8
Total Municipal		205	144	197	142	94	-54%	-34%	-22.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	0	3	6	2	-33%	-67%	0.4
Property Damage MVC (Reportable)		67	62	49	59	69	3%	17%	0.1
Property Damage MVC (Non Reportable)		14	15	6	10	12	-14%	20%	-0.9
TOTAL MVC		84	77	58	75	83	-1%	11%	-0.4
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	19	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		551	342	283	291	340	-38%	17%	-47.3
Other Traffic		7	9	6	5	3	-57%	-40%	-1.2
Criminal Code Traffic		43	30	51	25	50	16%	100%	0.9
Common Police Activities									
False Alarms		70	28	19	35	44	-37%	26%	-4.5
False/Abandoned 911 Call and 911 Act		16	24	33	24	30	88%	25%	2.8
Suspicious Person/Vehicle/Property		160	195	214	207	120	-25%	-42%	-6.8
Persons Reported Missing		58	99	124	31	26	-55%	-16%	-13.2
Search Warrants		1	0	0	2	0	-100%	-100%	0.0
Spousal Abuse - Survey Code (Reported)		97	87	102	49	51	-47%	4%	-13.0
Form 10 (MHA) (Reported)		0	1	11	2	5	N/A	150%	1.1

74



November 1, 2022

Sgt. Stephanie LESYK
Operations NCO i/c
Sylvan Lake, Alberta

Dear Mr. Ramsden,

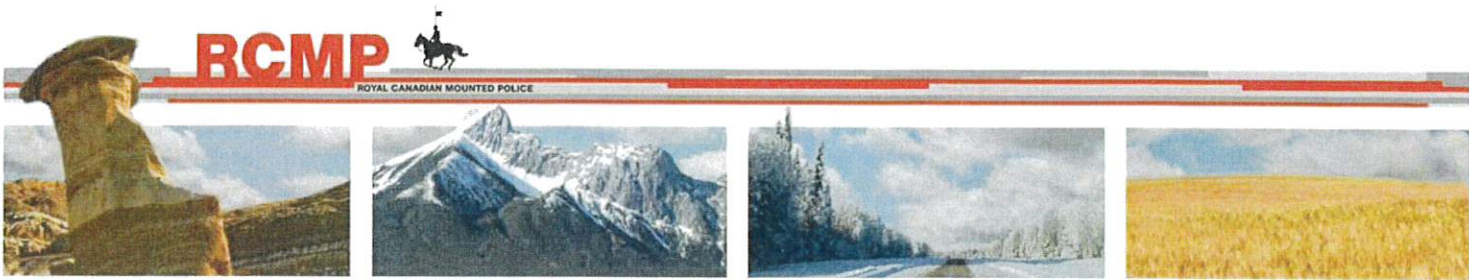
Attached you will find the quarterly Community Policing Report that encompasses the July 1st to September 30th, 2022 reporting period, and will provide you a quarterly snapshot of the human resources, financial data and crime statistics for the Sylvan Lake RCMP. These quarterly reports contribute greatly to ensuring that the police services provided by the Alberta Royal Canadian Mounted Police (RCMP) to you, and the citizens you represent, are meeting your needs on an ongoing basis.

This quarter I want to update you on the status of Body Worn Cameras (BWC), which are set to be field tested early in 2023 at three different pilot locations in Alberta. A total of 191 cameras will be distributed amongst front line officers in Grand Prairie, Parkland, and St. Paul Detachments respectively; the objectives of this Field Test will be as follows:

- Confirm the Contractor is able to deliver the required services as defined within the SOW (Statement of Work) and Request for Proposal (RFP).
- Provide an early opportunity to get cameras in the hands of 191 frontline officers who will be the primary users of the BWC and the accompanying Digital Evidence Management System (DEMS) Service.
- Capture preliminary “lessons-learned” to help refine service delivery processes for full implementation in Alberta.

Should the top vendor demonstrate they can meet our requirements, the next step will be full implementation later in 2023. The introduction of body-worn cameras and digital evidence management service will become a new national standard to enhance public trust, confidence and public safety. Although preliminary estimates were provided within the 2023/24 to 2027/28 Multi-Year Financial Plan for your community, the field test results may impact the estimated costs. As details are refined the forecast will be updated and shared with your community.

A handwritten signature or set of initials in black ink, located in the bottom right corner of the page.



Your ongoing engagement and the feedback you provide guides our Detachment team in responding to the priorities of our citizens. It solidifies our strong community partnership that supports your Alberta RCMP Detachment in providing flexible and responsive policing services that reflect the evolving needs of those who we are proud to serve.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sincerely,

Lesyk,Stephanie
Marie,000127782

Digitally signed by
Lesyk,Stephanie Marie,000127782
Date: 2022.11.04 10:38:32 -06'00'

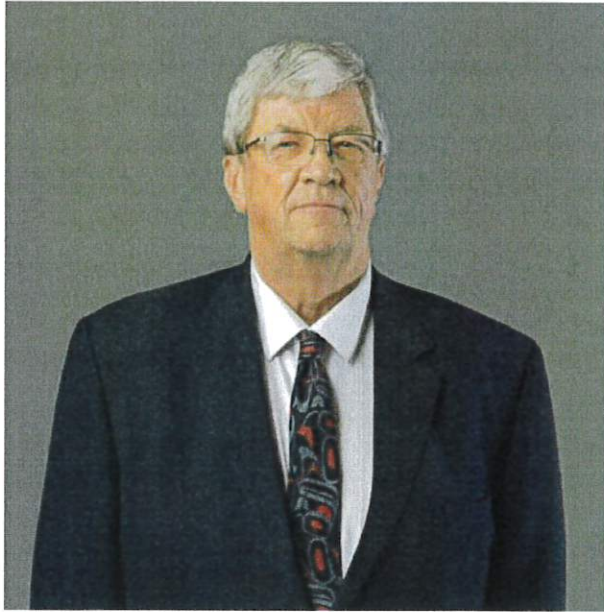
Sgt. Stephanie LESYK
Operations NCO i/c
Sylvan Lake RCMP

76

Annual Report 2021



2021 marked The Bethany Group's 99th year in operation and we are proud to share our triumphs, opportunities, and challenges over the last year. Persevering through the COVID19 pandemic, connecting our staff and communities with our new mission and values, and continuing our legacy of building caring communities were all at the forefront of our goals this past year. We are grateful for the contributions of our front line and corporate staff, residents and their families, clients, and volunteers in helping to shape our year. Although our corporate office is based in Camrose, we are fortunate to serve 30 unique communities in East Central Alberta and their contributions continue to enrich our organization. As well, we are grateful for the opportunity to work alongside five unique Housing Management Bodies that allow us to collaboratively extend the reach of our services.



Jack Ramsden; Board Chair

Born and raised in Whitehorse, Yukon, Jack grew up in what was formally known as “Camp Takhini” where his parents were employed with the Federal and Territorial Governments. Jack graduated from F H Collins Secondary High School in 1972 and then moved on to attend Red Deer College, graduating with a diploma in Social Work in 1975. After four years of correspondence courses, he received his certificate in Local Government (with Distinction) from the University of Alberta.

Jack started his career working for the Federal and Provincial Governments as a Survey Crew chief involved in road construction. He has been employed in municipal government for the past forty-three years, working first as a Public Works Supervisor with Flagstaff County, and then

serving the Town of Three Hills as their Town Manager & CAO, and currently serving the Town of Eckville as their Chief Administrative Officer.

Jack has a long history of community service and volunteering including nine years as the Mayor of the Village of Lougheed; nine years on the Flagstaff Family and Community Support Services Board; four years on the Region 4 Child & Family Social Services Authority Board; and various terms on the Three Hills Food Bank Board; the Hardisty Hospital Board; Trinity Lutheran Church Board in Lougheed; Coach with the Lougheed Minor Hockey Association; and Three Hills Day Care Program Operating Committee. Jack was appointed to The Bethany Group Governing Board in March of 2018 and currently serves as the Board Chairman.

Jack has been happily married to his college sweetheart Elsie Larson for the past 46 plus years. Together they have raised six children and are enjoying their role as grand parents to five grandchildren. Jack & Elsie are the proud owner of a 1974 MGB and have been members of the Calgary MG Car Club for the past eleven years. Each winter they look forward to spending several weeks together in Hawaii enjoying the break from winter.

Jack is proud of the work of The Bethany Group, led by CEO Carla Beck, as 2021 continued to provide a lot of challenges in relation to COVID19. It was the dedicated work of all of The Bethany Group staff that saw us through it, with minimal negative outcomes.

I would like to thank my fellow Governing Board Members for all of your extra time and assistance as we moved ahead with a reduced, nine member streamlined Governing Board. Thanks for being there and supporting us throughout these sometimes stressful times. We are excited about the years ahead.



Carla Beck, Chief Executive Officer

Carla is the Chief Executive Officer for The Bethany Group, based out of Camrose, which provides health and housing services in 30 communities throughout Central Alberta. The Bethany Group was established by the Lutheran Church in Bawlf, Alberta in 1922 and was legislated as a public body under the Bethany Nursing Home of Camrose, Alberta Act in 1966. It also operates as a public housing management body pursuant to the Alberta Housing Act.

The Bethany Group is one of the largest employers in Camrose, with approximately 700 staff providing health care, hospitality and housing services to seniors, families and individuals. The Bethany Group also provides CAO services to five other Housing Management Bodies: Camrose and Area Lodge Authority, Wetaskiwin and Area Lodge Authority, Flagstaff Regional Housing Group, Parkland Foundation and Lacombe Foundation.

Carla has worked with The Bethany Group for over 25 years in a variety of roles, Clinical Support Manager, Manager of Planning and Corporate Strategies, Director of Housing and Community Services and Director of Health Services among them. She has provided leadership for the organization through a number of projects as well as throughout the COVID-19 pandemic. The mission and values of The Bethany Group guide Carla's leadership of the organization in the communities where we serve.

Carla has also been active on numerous community boards and associations over the years. She is currently a Board member for the Rose City Handivan Society and the Christian Health Association of Alberta. Carla and her husband Rob have lived in Camrose for many years and raised their two, now adult, sons in the community.

In 2021 we took on the challenge of updating our Mission and Values, we used the guiding principles The Bethany Group was founded on and established the following:

Our Mission is providing person-centered service that builds a caring community, connects people, and makes a positive difference in each person's life through the provision of Health, Housing, and Supportive Living Services.

As a faith-based organization growing from the foundation of our 100-year history of sharing God's love, we seek to live the following values:

- keeping people at the centre of our thinking;
- fostering safe and welcoming communities; and
- a sustainable approach to providing service.



Judy Lowe; Director, Corporate Services

Judy is a knowledgeable and dedicated leader and HR professional who prides herself on fostering an environment of mutual respect, trust and growth in the workplace. Judy's diverse experience includes both private and non-profit sectors within the Health, Information Technology and Retail industries. Judy has over 20 years of experience in all areas of Human Resources including talent management and workforce planning, performance management, employee wellness, and Diversity and Inclusion.

As a lifelong learner, Judy's commitment to continuing education led her to complete her Master's Degree in Strategic Workforce Planning in 2016. Judy's curious nature has also led to an interest in less traditional learning methods like HR podcasts, online news articles, to formal training that

refines and develops the skills of both her team and herself. Encouraging growth and furthering education amongst The Bethany Group staff has characterized much of her time over the past 4 years she has been with the organization. Judy and her husband Jack moved to his hometown of Camrose in 2010, and Judy took to the quaint, beautiful community immediately and sees herself here forever. When not at the office or researching, she is an avid hiker and committed plant mom to her aero-garden of basil to aid in her pursuit of the perfect bruschetta. Her husband is an eager supporter of her taste tests.

The past year has brought challenges and a "New Normal" to work environments and Corporate Services has remained committed to TBG excellence while ensuring a safe and healthy work environment. While the pandemic required unplanned support and resources, all planned Corporate Services functions and support continued as well.

Judy is proud of the achievements the Corporate Services Team has accomplished, especially the following highlights:

- Responded to Covid-19 by providing workplace guidance documents to ensure all employees are immunized
- Improved Recruiting Processes, Materials and Onboarding
- Developed and initiated an Evergreen IT management approach that allows TBG to be more agile, competitive and help drive Digital Transformation
- Increased our Cybersecurity posture through environment hardening to better conform with today's emerging threats
- Implemented a Tuition Assistance Program
- Improved HR transactional processes
- Increased the service response to payroll inquiries
- Developed Financial reports that show the results of operations to assist in better decision making and increase efficiency of daily operating activities
- Created Leadership Development, Succession Planning, and a Mentorship Program.



Tena Lansing; Director, Health Services

Tena has a long history with The Bethany Group; following her BA she completed her practicum at Rosehaven in 2002 and worked in several positions in the organization. Beginning as a Therapy Aide at Rosehaven, she then became a Recreation Therapist, next the Crossroads Day Program Coordinator, and after that Tena took on the challenge of the Clinical Support Manager for all Camrose Health Sites.

In January of 2021 she was named Interim Director of Health Services and most recently, in October of 2021, Tena was appointed officially as Director of Health Services. Tena is passionate about her work and her continuing education and feels proud to work for a faith-based organization with mission and values that amplify the people we serve as the center of our thinking.

When she is not at work, Tena is happiest with her family; her husband Reid is a principal in the community of Camrose and her three kids keep her busy with hockey, dance, volleyball, & basketball. Tena loves to travel and is looking forward to many future opportunities to explore, like spending time in the mountains and fishing, kayaking, hiking, and camping with her dog Buff.

Throughout 2021 her Health Services portfolio continued to navigate ongoing changes related to the Covid-19 pandemic, with a large focus on the health and safety of our residents and staff and on workforce planning.

With CMOH orders and restrictions in place, we had a continued focus on person-centered care planning, and creative/collaborative programming for residents and families (including a broader scope of virtual program delivery).

We continued the Virtual Day Program to serve our community clients and slowly welcomed our volunteers back to our sites to assist staff/residents in programs and hairdressing.

Tena is the chair of the Quality Improvement Committee and in 2021 began a project with a focus on enhancing the mealtime experience for residents.

The Equipment Committee was revived with a focus on collecting and managing inventory in 2021.

Master Rotations came into effect throughout early 2021.

The Bethany Group worked with Central Agencies (Norm Mayer) and the Rotary club to receive funding to enhance our outdoor spaces (receiving gazebos for multiple sites, an electronic sunshade canopy and outdoor seating).



Shannon Holtz; Director, Housing

Shannon started her career as a Junior administrative assistant in the housing industry and moved to work, under The Bethany Group umbrella, in the rent subsidy department, the community housing department, and then into Housing management with seniors housing, community Housing and Lodges with The Bethany Group in 2018. Shannon received her Housing certification through CIH in 2017, serves on Alberta Public Housing Administrators as an Executive team member and has been the Director of Housing and Lodges since late 2021.

Throughout the past year our Managers have worked hard to ensure that those living in our lodges and housing were kept safe while we continued to navigate through the COVID pandemic.

We continued to adhere to the mission and values by keeping residents and tenants the center of our focus from start to finish.

The Bethany Group adapted to new ways of communicating so our residents and families could stay connected through activities and technology while still offering the in person engagements they so loved.

The Bethany Group also worked with the Government to transition seniors housing in Delburne and Elnora to the Parkland Foundations Ministerial Order.

This last year we were able to fulfill many maintenance requests in all of the Bethany Groups housing portfolios to safely maintain the units that we manage, and keep them up to safety standards. From much needed unit upgrades to entire complex insulation and exterior renewals.

2021 has been a great year and we are looking forward to tackling new challenges in our centennial year of 2022.



Rev. David Eriksson; Chaplaincy Coordinator

Although COVID-19 was difficult throughout 2021, the Chaplaincy Department looks back with some satisfaction in being able to include as many of our residents as we did in weekly devotions and services. This was done by having more events with smaller numbers, usually for just the residents in one Cottage or unit. Although we did not have pianists and did not distribute song books, the use of technology, music played on our iPads through Bluetooth speakers or televisions, sustained and invigorated both us and our residents.

Pastor Brian Krushel, our Rosehaven chaplain, led a learning series entitled “Difference: The Power of Faith in a Conflicted World.” These sessions introduced three key habits that are helpful for building bridges between diverse people and groups. These are, Being Curious, Being Present, and finally

Re-Imagining.

Pastor Kevin Schwartz, our Regional Chaplain continued a practice begun early in COVID of providing a devotion for our Plugged-In Web site, available for all of our staff. He has become a master at video recording himself presenting these devotions, in an effort to provide encouragement for all as we were journeying through these trying times.

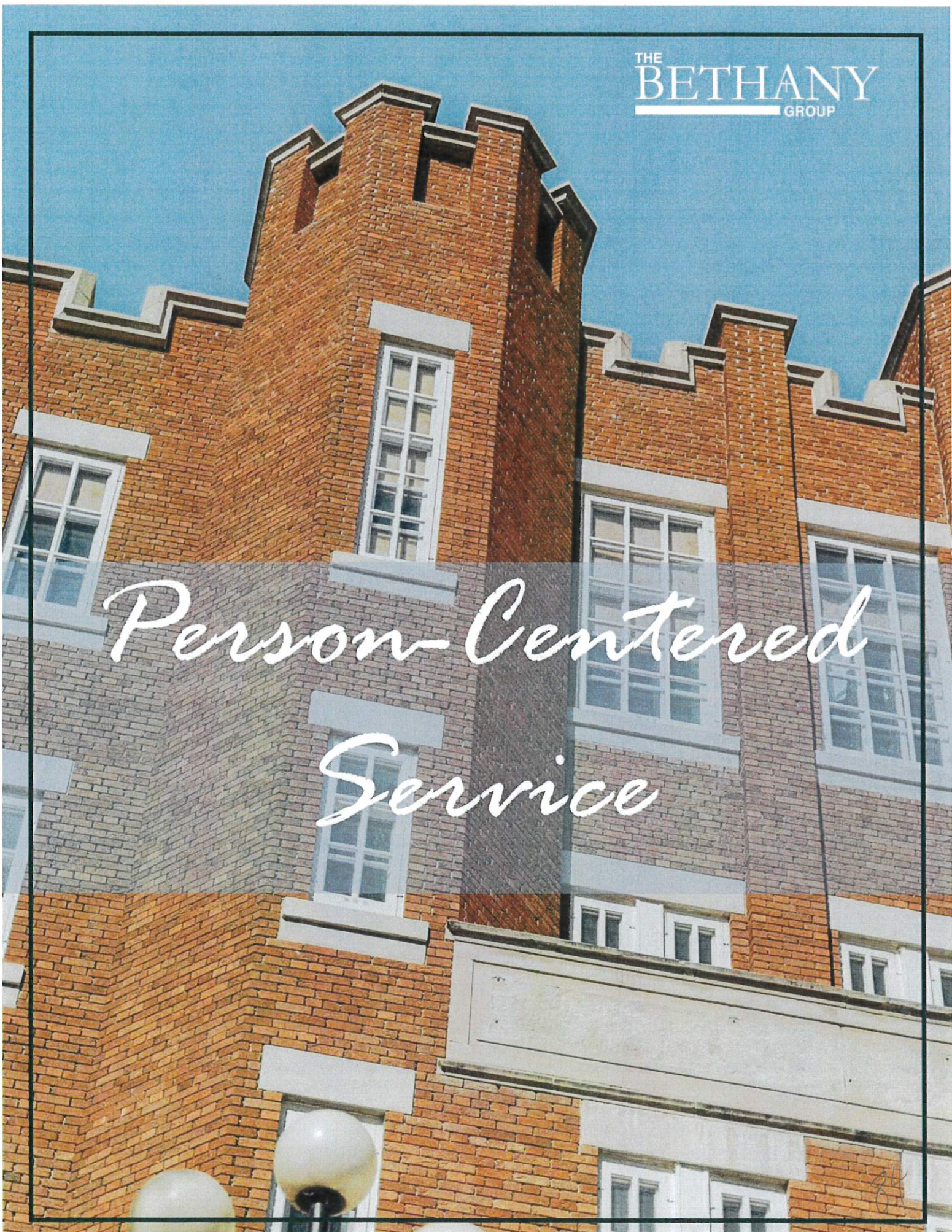
Pastor Dean Eisner, our Chaplain at Bethany Meadows reflects that 2021 created necessity for adapting and adjusting programming to meet the needs of our residents. While it has been a challenging time for all of the staff at Bethany Meadows, we found ways to support, affirm, connect and encourage each other.

Pastor David, our Chaplaincy Coordinator writes, “With my long interest in The Bethany Group, planning for its 100th anniversary has been exciting, a highlight for myself and for the Chaplaincy department. A second highlight has been involvement in the development and introduction of Bethany’s new mission and values statement. Our tag line, Caring Communities, sums this up. We have been and continue to aspire to be, builders of caring communities in all of our sites and operations. It is gratifying to see this mission and values in operation and to see it begin to take hold in new ways.

In summary, Pastor David says, the opportunity of working with all Bethany staff in all of their many capacities, from housekeeping to maintenance to senior leadership, and the comradery of our Chaplaincy Team has been part of what has made this past year a rewarding year. I have been impressed with my chaplaincy team who have continued by showing flexibility and innovation as they have provided spiritual care and support for residents and clients through the pandemic and the outbreaks and lockdowns which resulted.

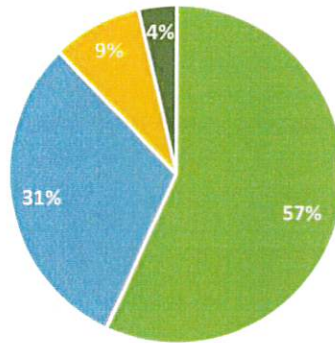
THE
BETHANY
GROUP

*Person-Centered
Service*



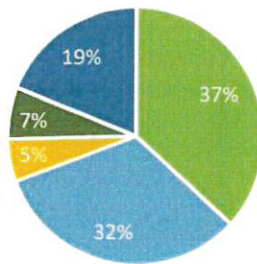
Staffing at a Glance

POSITION CATEGORY



■ Health Care ■ Housing & Accommodation ■ Administration (Out-of-Scope) ■ Administration (In Scope)

STATUS

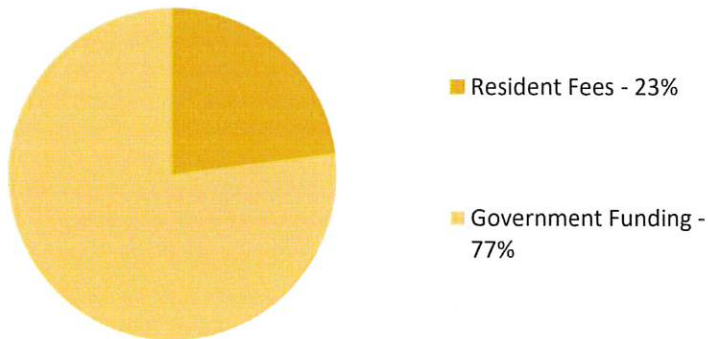


■ Full-Time (1.0) ■ Part-Time (0.7-0.99) ■ Part-Time (0.41-0.69)
 ■ Part-Time (0.1-0.4) ■ Casual (0.0)

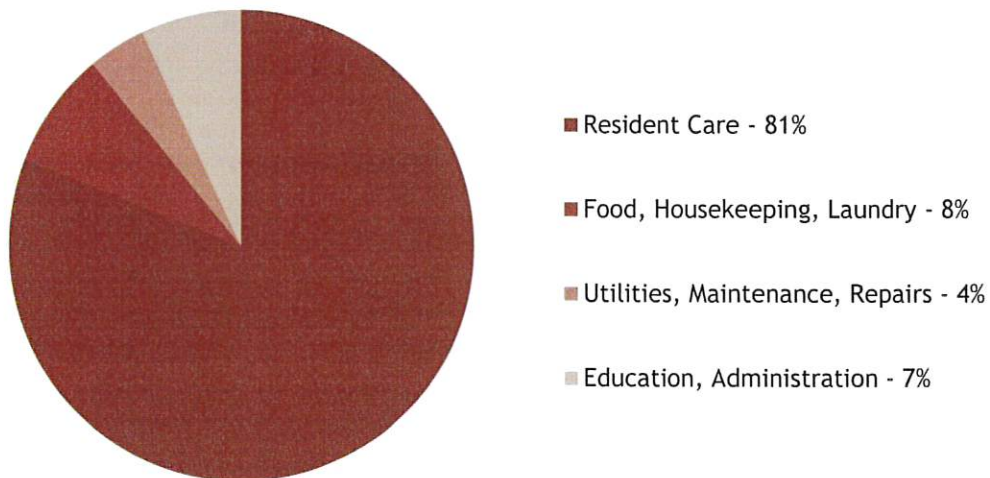
Health Services

These graphs represent the revenue and expense of The Bethany Group specifically related to health services in continuing care, designated supportive living, homecare and Rosehaven provincial program only.

Revenue



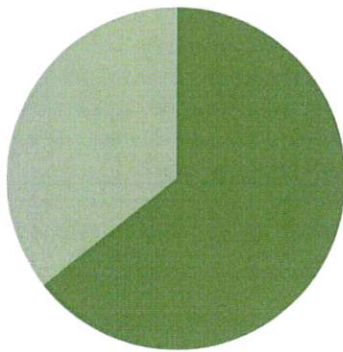
Expenses



Housing Services

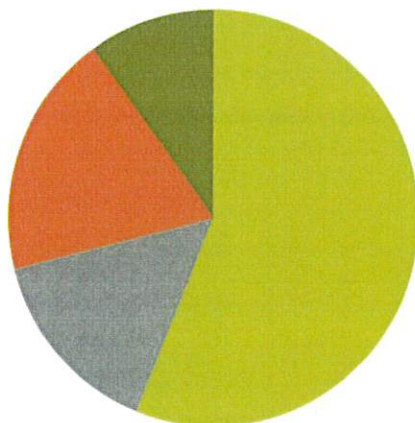
These graphs represent the revenue and expense of The Bethany Group specifically related to housing and community services (Life Lease, Deer Meadows, Affordable Housing, Social Housing, and Heritage Building).

Revenue



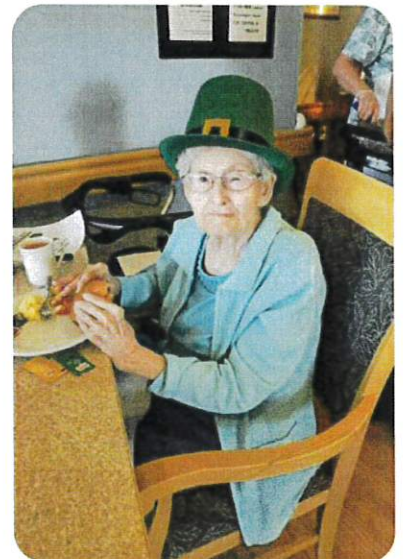
- Resident Fees - 63%
- Government Funding: - 35%

Expenses



- Utilities, Maintenance, Repairs, Property Taxes - 56%
- Food, Housekeeping, Laundry - 15%
- Management Fee - 19%
- Interest on Long Term Debt - 10%

Holidays with The Bethany Group



The Bethany Foundation

2021 was another successful building year for The Bethany Foundation; In 2021 the Foundation Board updated the bylaws of The Bethany Foundation and created the lifetime honorary membership designation that will be awarded to individuals who made a significant impact on The Bethany Group. The first group of individuals are set to be inducted during the centennial year of 2022.

We wish to thank all of our donors from 2021 for helping us to realize our mission. With your help, we gratefully received \$74,699.59 in donations in 2021.

Our generous donors of 2021:

Ramsden, John & Elsie
Hawkins, Annette
Krushel, Brian & Valerie
Martz, Lorraine
Siracky, Raymon & Marilyn
Kennedy, Catherine & Gerald
The Estate of Arlene Person
Rotary Club of Camrose
Lindstrand, Alice
Bagdan, Elizabeth
Norman, Dwayne & Lillian
Wawanesa
Thrisk, Ellen
Roth, Sandy & Neal
Pilger, Helen
Beesley, Elaine
Eldey, Doreen
Thrisk, Lorraine
Bellingham, Roger & Glenna
Holmberg, Edward & Margaret
Pilger, Helen
Willing, Wilfred & Lorene
Broen, Lorne & Mary
Lindberg, Don & Joan
Turner, RW & DM
Singer, Cheryl

Thompson, Ella
Netter, Joan
Kris, Cynthia
Andrew, James & Catherine
Broen, Lavona
Lunty, Edith
Olson, Donald
Kerr, Roger & Ardelle
Reber, Duane & Pamela
Atkinson, Margie
Kopperud, Eleanor
Edmonton Public School HR Gift Fund
Millang, Agnes & Lester
Greenwood, Sharon
Stevenson, Doreen & Warren
Johnson, Larry & Patricia
French, Donna
Estate of Florence Gladys Shervin
Fuss, Rita-Anne & Curtis
Aspenes, Wilfred & Lois
Bergh, Joyclyn
Canada Helps
Carlson, Roy
Espe, Sylvia
Hansen, Magnus & Vibeke

Hoveland, Laverne & Marilyn
Kennett, Courtney & Jared
Larson, Lois
Lawton, Mark & Cheryl
Lindberg, Don & Joan
Litzenberger, G. Erna
Myrehaug, Yvonne & Gordon
Noder, Douglas
Pobuda, Sharon & Ken
Pyzik, Gary & Terri
Ritter, Walter & Doris
Snethun, John
Sogge, Bernice
The Benevity Community Impact Fund
The Wusyk Financial Group
Jobber, Joan & David
Rebus, Don & Christina
Anna Feddema
Donald Nelson
Raymond Blacklock
Eriksson, David & Barbara
Terry & Jason Hanson
The Wusyk Financial Group

In Kind Donations



Gazebos from a Wawanesa Grant



Piano and sheet music donated by Treva Olson



Benches donated by The Rotary Club, Sites that received benches include: Memory Lane (2), Bethany Meadows (LTC (1) & DSL (1)), Rosealta Lodge (2), Viewpoint (2), Louise Jensen (1)



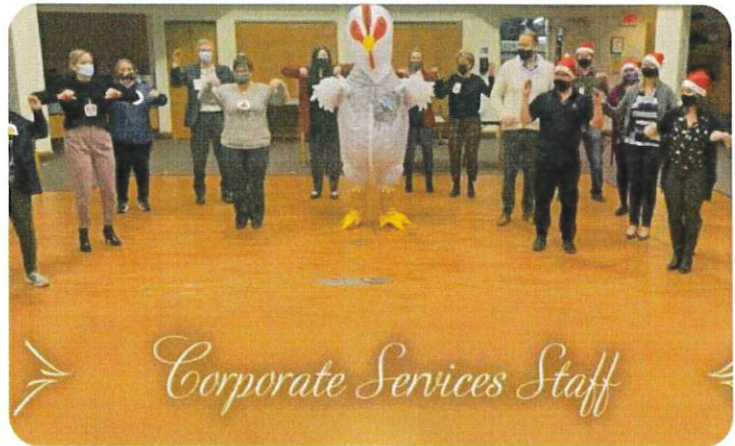
Donations to The Bethany Foundation were used to supply a blanket warmer to Bashaw Meadows, to provide comfort and warmth for our residents there.

Caring Communities

Through the Community Engagement Fund, staff may send an application with a donation opportunity that is then discussed and decided on by our Senior Leadership Team. Throughout 2021 we were honoured to support many local initiatives aimed at improving the lives of those in our communities.

Charities and events, we have supported over the past year:

- Service Options for Seniors (SOS) – support program in our community funded and operated through FCSS
- Local Camrose Police Service ‘Polar Plunge’ to raise money for Special Olympics
- Donation to a local theatre group (Bailey Theatre) who have, in turn, provided a live-streaming entertainment on Sundays that our clients can access
- Camrose Animal Shelter
- Edmonton Aboriginal Seniors Centre in honour of National Day for Truth and Reconciliation
- We provide space for a local community Craft Society (around 100 members) at a very reduced rent so that they did not have to disband
- The Camrose Open Door - a regional non-profit that provides hope and support services to vulnerable youth, adults and their families.
- Evangelical Lutheran Synod of Alberta and the Territories for their Annual Study Conference
- Rotary Club of Camrose
- Alberta-NWT Canadian Legion
- Hospice Society
- Wetaskiwin Community Safety Net



Doing the chicken dance to raise money for The Animal Shelter!

Mtg. Date Nov 14, 2022 **Draft**
Agenda Item 7.7



LRWSC

PROPOSED OPERATING BUDGET

2023

OCTOBER 12, 2022
AT
LRWSC MAIN OFFICE
PRENTISS SITE



LRWSC

Lacombe Regional Waste Services Commission

92



AGENDA

REGULAR BOARD MEETING

October 12, 2022

LRWSC Administration Office

1. Call to Order
2. Adopt the Agenda
3. Adopt Minutes of August 24, 2022 Regular Board Meeting (Previously distributed)
4. Waste Haul Summaries for the Months of August & September 2022
5. List of Accounts Paid-To-Date
 - a. YTD Budget to Actual Report
 - b. AP Cheque Register
6. 2023 Budget
7. Auditor Appointment
8. Tri Drive Trailer Replacement
9. Cold Storage Building Improvement
10. Manager Truck
11. Manager's Report
12. Next Meeting November 23, 2022 – Organizational Meeting
13. Adjournment



LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: AUGUST 2022



COMPACTOR WASTE

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	89.030	601.04	690.33	571.51	696.38	723.99	691.22	704.46	683.97	707.81
BENTLEY	55.155	412.83	396.94	439.44	423.20	417.35	397.51	396.76	441.50	467.99
SPRUCEVILLE	54.615	312.13	290.12	275.53	321.99	372.27	388.17	461.23	429.33	491.43
PRENTISS	689.180	4615.73	4679.36	4867.73	4709.53	4,478.94	4,475.44	4,314.96	4,447.62	4,771.55
ALIX/MIRROR	25.820	176.37	174.43	244.57	224.15	235.62	240.68	234.78	269.13	265.22
TOTAL	913.800	6118.09	6231.18	6398.78	6375.25	6,228.17	6,193.02	6,112.19	6,271.55	6,704.00

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	42.924	159.57	154.95	158.06	177.89	173.25	216.85	217.32	215.68	Month End Totals Only
BENTLEY	31.520	157.15	164.79	207.11	175.77	177.60	190.76	198.31	205.23	
SPRUCEVILLE	11.230	86.95	82.67	102.43	101.62	115.51	133.01	127.54	139.21	
PRENTISS	791.716	5,367.69	6,018.20	5,696.69	6,860.75	4,802.38	5,091.13	5,762.60	6,819.74	
ALIX/MIRROR	26.805	167.66	152.15	172.45	147.19	149.27	173.58	159.95	178.09	
TOTAL	904.195	5,939.01	6,572.76	6,336.74	7,463.22	5,418.01	5,805.33	6,465.72	7,557.95	7,674.48

WASTE METAL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	10.820	57.28	50.80	74.59	51.90	50.56	54.45	61.15	62.84	53.41
BENTLEY	6.064	36.41	50.76	70.85	51.29	42.41	45.16	35.83	37.20	39.85
SPRUCEVILLE	1.630	12.89	19.81	30.63	24.56	27.89	21.89	25.91	25.46	24.38
PRENTISS	17.110	162.23	122.25	123.66	101.68	103.33	130.97	150.78	134.90	134.72
ALIX/MIRROR	2.965	25.08	41.19	47.32	41.21	33.94	30.22	35.92	41.65	40.32
TOTAL	38.589	293.88	284.81	347.05	270.64	258.13	282.69	309.59	302.05	292.68

OTHER PRODUCTS - PRENTISS SITE

	2022	
	TONNES	YTD TONNES
BURNABLE	201.995	1023.503
METAL	40.489	302.860
CONCRETE	21.785	237.312
SHINGLES	23.980	126.379
TOTAL	288.249	1690.054

94

LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: SEPTEMBER 2022



COMPACTOR WASTE

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	83.330	684.37	777.23	661.57	777.58	794.00	771.69	795.91	787.84	809.24
BENTLEY	43.695	456.52	447.12	487.19	470.03	462.90	455.96	453.30	492.85	533.66
SPRUCEVILLE	50.765	362.90	328.97	312.35	377.56	410.77	431.56	513.12	486.62	562.16
PRENTISS	678.170	5,293.90	5337.44	5527.91	5312.42	5,068.27	5,024.40	4,961.41	5,084.37	5,433.42
ALIX/MIRROR	26.050	202.42	199.03	265.47	250.31	261.45	261.69	257.03	289.90	296.22
TOTAL	882.010	7,000.10	7089.79	7254.49	7187.90	6,997.39	6,945.30	6,980.77	7,141.58	7,634.70

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	23.435	183.00	177.55	180.39	199.35	192.84	239.00	248.02	248.78	Month End Totals Only
BENTLEY	33.115	190.26	188.93	231.61	204.78	202.49	214.24	224.19	232.59	
SPRUCEVILLE	9.535	96.49	91.32	114.35	115.55	130.00	145.52	140.93	155.39	
PRENTISS	906.164	6,273.86	6,724.27	6,472.93	7,788.85	5,450.57	5,945.91	6,624.34	7,683.82	
ALIX/MIRROR	21.405	189.06	169.78	185.94	166.25	163.62	193.61	185.21	197.40	
TOTAL	993.654	6,932.67	7,351.85	7,185.22	8,474.78	6,139.52	6,738.28	7,422.69	8,517.98	

WASTE METAL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	4.915	62.20	56.86	82.60	60.28	57.86	59.37	66.16	77.93	67.07
BENTLEY	4.750	41.16	54.40	77.87	60.49	49.16	53.75	39.68	44.90	48.56
SPRUCEVILLE	2.800	15.69	25.43	34.40	28.10	27.89	24.77	28.61	28.35	27.52
PRENTISS	21.530	183.76	139.08	144.86	119.26	115.13	143.81	176.05	152.62	156.31
ALIX/MIRROR	3.845	28.92	45.06	59.38	51.15	37.95	36.46	40.16	46.43	48.20
TOTAL	37.840	331.72	320.83	399.11	319.28	287.99	318.16	350.66	350.23	347.66

OTHER PRODUCTS - PRENTISS SITE

	2022	
	TONNES	YTD TONNES
BURNABLE	149.235	1172.738
METAL	43.005	345.865
CONCRETE	7.675	244.987
SHINGLES	39.645	166.024
TOTAL	239.560	1929.614

95

Lacombe Regional Waste Services Commission

Year to Date Budget Report at September 30, 2022



	Year to Date	Budget	Difference	% Budget
REVENUE				
SALES AND USER CHARGES				
Dry Rubble Disposal Fees	269,808.01	330,000.00	60,191.99	81.76
White Goods Disposal Fees	15,590.00	25,000.00	9,410.00	62.36
Shingle Disposal Fees	10,195.95	15,000.00	4,804.05	67.97
Recycled Waste	22,445.10	40,000.00	17,554.90	56.11
TOTAL SALES AND USER CHARGES	318,039.06	410,000.00	91,960.94	77.57
OTHER REVENUE FROM OWN SOURCES				
Penalties & Costs	248.66	100.00	-148.66	248.66
Interest on Investments	32,342.50	18,000.00	-14,342.50	179.68
Other Revenue (Incl. Dow funding and Ins. Payout)	15,180.06	33,650.00	18,469.94	45.11
Contribution from Surplus	0.00	0.00	0.00	0.00
Land Rentals	29,643.20	29,640.00	-3.20	100.01
TOTAL OTHER REVENUE FROM OWN SOURCE	77,414.42	81,390.00	3,975.58	95.12
GOVERNMENT TRANSFERS				
Aspen Beach Provincial Park	4,519.76	4,340.00	-179.76	104.14
Lacombe County	504,221.25	672,300.00	168,078.75	75.00
City of Lacombe	727,740.00	970,320.00	242,580.00	75.00
Town of Eckville	56,696.25	75,600.00	18,903.75	75.00
Town of Bentley	52,552.50	70,070.00	17,517.50	75.00
Village of Alix	35,782.50	47,710.00	11,927.50	75.00
Village of Clive	34,856.25	46,480.00	11,623.75	74.99
Summer Villages	54,990.60	53,340.00	-1,650.60	103.09
TOTAL GOVERNMENT TRANSFERS	1,471,359.11	1,940,160.00	468,800.89	75.84
TOTAL REVENUE	1,866,812.59	2,431,550.00	564,737.41	76.77

Lacombe Regional Waste Services Commission

Year to Date Budget Report at September 30, 2022



LRWSC

	Year to Date	Budget	Difference	% Budget
EXPENSE				
SALARY, WAGES AND BENEFITS				
Salary and Wages	557,339.85	898,400.00	341,060.15	62.04
Employer Contributions	137,050.63	203,250.00	66,199.37	67.43
Staff Training	869.96	5,000.00	4,130.04	17.40
TOTAL SALARY, WAGES AND BENEFITS	695,260.44	1,106,650.00	411,389.56	62.83
CONTRACTED & GENERAL SERVICES				
Taxable Benefits, Travel & Meals	7,526.36	13,650.00	6,123.64	55.14
Membership Fees	416.25	1,030.00	613.75	40.41
Postage and Courier	255.65	500.00	244.35	51.13
Telephone and Communication	8,516.87	11,080.00	2,563.13	76.87
Administration	112,199.31	25,500.00	-86,699.31	440.00
Recycling Costs *	63,716.55	141,320.00	77,603.45	45.09
Professional Services	15,865.70	23,500.00	7,634.30	67.51
Site Disposal Contract (WDML)	115,475.49	256,500.00	141,024.51	45.02
Repair and Maintenance - Site - Labour	9,258.82	65,000.00	55,741.18	14.24
Repair and Maintenance - Equipment - Labour	77,259.81	110,000.00	32,740.19	70.24
Contracted Equipment Hiring	8,050.22	21,000.00	12,949.78	38.33
Rentals	441.67	2,500.00	2,058.33	17.67
Insurance, Taxes and Advertising	13,078.70	21,430.00	8,351.30	61.03
TOTAL CONTRACTED & GENERAL SERVICES	432,061.40	693,010.00	260,948.60	62.35
GOODS, SUPPLIES & UTILITIES				
Goods and Supplies	9,835.91	15,610.00	5,774.09	63.01
Small Tools and Equipment	2,129.96	5,000.00	2,870.04	42.60
Fuel and Lubricants	126,152.61	163,240.00	37,087.39	77.28
Tires	14,170.89	30,000.00	15,829.11	47.24
Vehicle Parts & Batteries	43,198.82	42,000.00	-1,198.82	102.85
Site Supplies	23,480.63	30,000.00	6,519.37	78.27
Utilities	22,398.15	40,000.00	17,601.85	56.00
TOTAL GOODS, SUPPLIES & UTILITIES	241,366.97	325,850.00	84,483.03	74.07

Lacombe Regional Waste Services Commission
Year to Date Budget Report
at September 30, 2022



	Year to Date	Budget	Difference	% Budget
TRANSFER PAYMENTS				
Transfer to Capital	0.00	6,000.00	6,000.00	0.00
Reserve Contributions	0.00	293,540.00	293,540.00	0.00
TOTAL TRANSFER PAYMENTS	0.00	299,540.00	299,540.00	0.00
FINANCIAL SERVICES CHARGES				
Bank Charges and Interest	3,075.21	6,500.00	3,424.79	47.31
Write-off Doubtful Accounts	0.00	0.00	0.00	0.00
Loss on disposal of Capital Assets	0.00	0.00	0.00	0.00
TOTAL FINANCIAL SERVICES CHARGES	3,075.21	6,500.00	3,424.79	47.31
TOTAL EXPENSE	1,371,764.02	2,431,550.00	1,059,785.98	56.42
CURRENT YEAR SURPLUS/(DEFICIT)	495,048.57	0.00	-495,048.57	

*Summary of Recycling Costs Expense	
Description	Amount
Diversionsary Credit	25,823.43
CITY OF LACOMBE	23,068.17
LACOMBE COUNTY	1,405.71
TOWN OF BENTLEY	1,349.55
TOWN OF ECKVILLE	-
VILLAGE OF ALIX	-
VILLAGE OF CLIVE	-
Other	37,893.12
CHEMCO (WOOD GRINDING)	-
D&M CONCRETE	-
PROMETAL	-
SINCLAIR - FREON	-
DBS ENVIRONMENTAL	14,087.12
RE-MATT	23,806.00
Grand Total	63,716.55

As per request, the above itemized breakdown of Recycling Costs has been provided.

Please note that the majority of urbans don't claim their diversionsary credits until year-end.

98

Lacombe Regional Waste Services Commission
Cheque Log
August 1 - September 30, 2022

Cheque No.	Cheque Date	Payee	Amount
2273	08-08-2022	CAMROSE COUNTY - January to June waste haul	115,475.49
2274	08-08-2022	CANOE PROCUREMENT GROUP OF CANADA fuel, roller and teeth for cat	4,566.90
2275	08-08-2022	CENTRATECH TECHNICAL SERVICES - fire extinguisher cert.	719.69
2276	08-08-2022	CITY OF LACOMBE - diversionary credit	3,744.14
2277	08-08-2022	DIRECT ENERGY BUSINESS - utilities	2,000.29
2278	08-08-2022	Gregg Distributors LP - gloves, site supplies	573.57
2279	08-08-2022	PAYNE'S SEPTIC TANK SERVICE septic service	504.00
2280	08-08-2022	KAL TIRE - trailer tires and tire repairs	1,173.05
2281	08-08-2022	LACOMBE COUNTY - July payroll, second quarter service contracts	248,645.75
2282	08-08-2022	PRAIRIE OP	248.43
2283	08-08-2022	RE-MATT INC - mattress recycling	3,041.85
2284	08-08-2022	SERVUS CREDIT UNION	2,764.98
		Internet, security, Sage and office supplies - 1040.80	
		tire repair 52.50	
		oil - 197.74	
		parts and hoses - 973.53	
		lag bolts, site supplies, repairs to shack - 500.41	
2285	08-08-2022	TELUS	151.21
2286	08-08-2022	TELUS MOBILITY	469.98
2287	08-08-2022	TRYSON ENERGY SERVICES INC. - bin lift	1,669.50
2288	08-08-2022	TOWN OF BENTLEY diversionary credit	790.92
2289	08-08-2022	UFA Co-Operative Limited - fuel	484.24
2291	29-08-2022	CITY OF LACOMBE - requisition rebate	98,020.00
2292	12-09-2022	Alberta Association of Optometrists - safety glasses	863.82
2293	12-09-2022	Ancoma Scales - scale calibration and addition of screen	2,952.60
2294	12-09-2022	BRANDT TRACTOR LTD. - filters	201.74
2295	12-09-2022	CANOE PROCUREMENT GROUP OF CANADA - fuel and DEF	5,066.99
2296	12-09-2022	CITY OF LACOMBE - diversionary credit	3,692.56
2297	12-09-2022	DBS ENVIRONMENTAL - household hazardous waste	7,472.39
2298	12-09-2022	DIRECT ENERGY BUSINESS - utilities	1,838.10
2299	12-09-2022	Gregg Distributors LP - gloves and glass cleaner	257.96
2300	12-09-2022	KAL TIRE - tire repairs	246.82
2301	12-09-2022	LACOMBE COUNTY - August payroll, weed spraying, gravel	94,054.28
2302	12-09-2022	LACOMBE SIGNMASTERS - service plaque	206.10
2303	12-09-2022	NEW WEST FREIGHTLINER INC.- repairs to 901 and 912	6,012.42
2304	12-09-2022	PRAIRIE OP	113.31
2305	12-09-2022	SERVUS CREDIT UNION	781.21
		small tools - 63.94	
		web & internet - 190.29	
		coffee and office supplies - 225.78	
		grease - 41.66	

		site supplies and blades - 259,54	
2306	12-09-2022	TELUS MOBILITY	411.23
2307	12-09-2022	TELUS	151.65
2308	12-09-2022	UFA Co-Operative Limited - fuel	686.83
2309	12-09-2022	WARREN'S BACKHOE SERVICES LTD - frozen bin invoice	472.50
2310	12-09-2022	WORKERS COMPENSATION BOARD ALBERTA - premium payment	2,123.73
		Total Amount of Cheques	612,650.23

100



LRWSC

AGENDA ITEM

Lacombe Regional Waste Services Commission

2023 Budget Highlights

DATE: October 12, 2022

ISSUE: Budget Highlights

BACKGROUND:

Under the legal identity of a Commission a resolution is not required from every member municipality. The Commission Board can pass the budget with a simple majority vote.

ANALYSIS:

We are presenting a budget with a 0% change in the per capita requisition rate for 2023.

Revenues:

Dry Rubble Disposal Fees has increased by \$25,000.00 to reflect 2022 tonnages at the current tipping fee rate.

White Goods Disposal Fees has decreased by \$1500.00 to reflect 2022 unit numbers.

Interest on Investments has increased by \$32,000.00 to reflect the increase in interest rates for our account.

Land Rentals has increased by \$3790.00 due to a new 5-year contract awarded for 2023 at a higher price per acre.

Other Revenues has decreased by \$13,530.00 due to the grant money provided by DOW Canada had been exhausted in 2022.

Contribution from Surplus is at \$75,000.00 to help offset the high COLA and fuel rates for our members, without increasing 2023 requisition rates.

Expenses:

Wages has increased by \$37610.00 from 2022 due to increasing a part time position to full time for mattress recycling, a 5.7% COLA increase, and employee yearly increments. This also translates to an increase of \$7420.00 in the employer contributions.

Travel and Subsistence has decreased by \$2650.00 due to removal of Manager reimbursement for personal vehicle, while there was an increase for Employee Service awards for two 5-year, and a 15 year.

Administration has decreased by \$2900.00 due to the reduction of annual costs for the Sage subscription.

Recycling Costs has decreased by \$36,420.00 due to recycling mattresses in house.

Professional Services has decreased by \$3000.00 to reflect past spending.

Site Disposal Contract (WDML) has decreased by \$5400.00 to reflect the last few years' actual tonnages. We have two years remaining on our contract at \$27.00/MT.

Repair and Maintenance for the Sites has decreased by \$46,000.00 due to projects completed.

Repair and Maintenance for equipment has increased by \$15,000 to account for project work at the Bentley Site, and Prentiss.

Contracted Hiring Equipment decreased by \$9000.00 due to transferring wood grinding into Recycling Costs.

Rentals decreased by \$1500.00 due to no longer utilizing our in house welder's truck.

Fuels and Lubricants has increased by \$71,290.00 to reflect the turbulent fuel prices.

Tires has increased by \$1500.00 due to adding one new vehicle to the Commission.

Equipment, Vehicle Parts has increased by \$10,000.00 due to project work at the Bentley Site.

Site Maintenance Supplies has decreased by \$7500.00 mainly due to not needing windscreens made this year.

Utilities has increased by \$13,500.00 due to rising costs, and heating the new Mattress Building.

Bank Charges and Interest has decreased by \$2500.00 due to lower rates charged by our debit machine provider.

Transfer to Capital Fund has decreased by \$6000.00 as we have exited the Municipal Exchange Program for our Skid Steer.

Capital expenditures from the Capital replacement Reserve include:

2023 Tri-Drive and deck installation Purchase	\$305,602.00
2-2023 Tri-Drive Trailers Purchase	\$180,000.00

BUDGET IMPLICATIONS:

0% change to 2023 requisitions.

RECOMMENDATION:

That the Board approves the 2023 Budget as presented.

**LACOMBE REGIONAL WASTE SERVICES COMMISSION
2023 OPERATING BUDGET SUMMARY**

OPERATING REVENUE		2022 Budget	2022 Actual (YTD)	2023 Budget	% Change	2024 Budget	2025 Budget
1-43-00-410	Dry Rubble Disposal Fees	\$330,000	\$248,401	\$355,000	7.58%	\$362,100	\$369,342
1-43-00-411	White Goods Disposal Fees	\$25,000	\$14,780	\$23,500	-6.00%	\$23,970	\$24,449
1-43-00-412	Shingle Disposal Fees	\$15,000	\$9,975	\$15,000	0.00%	\$15,300	\$15,606
1-43-00-510	Penalties and Costs	\$100	\$247	\$100	0.00%	\$102	\$104
1-43-00-551	Interest on Investments	\$18,000	\$32,335	\$50,000	177.78%	\$51,000	\$52,020
1-43-00-564	Land Rentals	\$29,640	\$29,643	\$33,430	12.79%	\$34,099	\$34,781
1-43-00-415	Recycled Waste	\$40,000	\$21,674	\$40,000	0.00%	\$40,800	\$41,616
1-43-00-591	Other Revenue	\$33,650	\$15,180	\$20,120	-40.21%	\$20,522	\$20,933
1-43-00-741	Aspen Beach Provincial Park	\$4,340	\$4,520	\$4,520	4.15%	\$4,610	\$4,703
1-43-00-751	Lacombe County	\$672,300	\$336,148	\$701,420	4.33%	\$715,448	\$729,757
1-43-00-752	City of Lacombe	\$970,320	\$485,160	\$903,960	-6.84%	\$922,039	\$940,480
1-43-00-753	Town of Eckville	\$75,600	\$37,798	\$75,210	-0.52%	\$76,714	\$78,248
1-43-00-754	Town of Bentley	\$70,070	\$35,035	\$67,080	-4.27%	\$68,422	\$69,790
1-43-00-756	Village of Alix	\$47,710	\$23,855	\$53,170	11.44%	\$54,233	\$55,318
1-43-00-758	Village of Clive	\$46,480	\$23,238	\$50,700	9.08%	\$51,714	\$52,748
1-43-00-761	Summer Villages	\$53,340	\$54,991	\$59,870	12.24%	\$61,067	\$62,289
1-43-00-840	Provincial Conditional Grant	\$0	\$0	\$0	0.00%	\$0	\$0
	Sub Total Operating Revenues	\$2,431,550	\$1,372,977	\$2,453,080	0.89%	\$2,502,142	\$2,552,184
1-43-05-930	Contribution from Surplus	\$0	\$0	\$75,000	#DIV/0!	\$76,500	\$78,030
	TOTAL REVENUE	\$2,431,550	\$1,372,977	\$2,528,080	3.97%	\$2,578,642	\$2,630,214
OPERATING EXPENDITURES							
2-43-00-115	Wages	\$898,400	\$557,340	\$936,010	4.19%	\$954,730	\$973,825
2-43-00-130	Employer Contributions	\$203,250	\$137,051	\$210,670	3.65%	\$214,883	\$219,181
2-43-00-140	Allowance and Benefits	\$5,000	\$870	\$2,700	-46.00%	\$2,754	\$2,809
2-43-00-211	Travel and Subsistence	\$13,650	\$7,526	\$11,000	-19.41%	\$11,220	\$11,444
2-43-00-214	Membership Fees	\$1,030	\$416	\$1,030	0.00%	\$1,051	\$1,072
2-43-00-216	Postage and Courier	\$500	\$256	\$500	0.00%	\$510	\$520
2-43-00-217	Telephone, Communication, etc.	\$11,080	\$8,517	\$11,200	1.08%	\$11,424	\$11,652
2-43-00-230	Administration	\$25,500	\$13,515	\$22,600	-11.37%	\$23,052	\$23,513
2-43-00-231	Recycling Costs	\$141,320	\$63,717	\$104,900	-25.77%	\$106,998	\$109,138
2-43-00-232	Professional Services (Audit)	\$23,500	\$15,866	\$20,500	-12.77%	\$20,910	\$21,328
2-43-00-250	Site Disposal Contract (WDML)	\$256,500	\$115,475	\$251,100	-2.11%	\$256,122	\$261,244
2-43-00-252	Repair and Maintenance - Site	\$65,000	\$9,259	\$19,000	-70.77%	\$19,380	\$19,768
2-43-00-253	Repair and Maintenance - Equipme	\$110,000	\$77,260	\$125,000	13.64%	\$127,500	\$130,050
2-43-00-259	Contracted Equipment Hiring	\$21,000	\$8,050	\$12,000	-42.86%	\$12,240	\$12,485
2-43-00-260	Rentals	\$2,500	\$442	\$1,000	-60.00%	\$1,020	\$1,040
2-43-00-270	Insurance, Taxes, Advertising	\$21,430	\$13,079	\$20,980	-2.10%	\$21,400	\$21,828
2-43-00-510	Goods and Supplies	\$15,610	\$9,836	\$15,060	-3.52%	\$15,361	\$15,668
2-43-00-520	Equipment Purchase (Non Capital)	\$5,000	\$2,130	\$5,000	0.00%	\$5,100	\$5,202
2-43-00-521	Fuel and Lubricants	\$163,240	\$126,153	\$234,530	43.67%	\$239,221	\$244,005
2-43-00-522	Tires, Batteries, Accessories	\$30,000	\$14,171	\$31,500	5.00%	\$32,130	\$32,773
2-43-00-523	Equipment, Vehicle Parts	\$42,000	\$39,501	\$52,000	23.81%	\$53,040	\$54,101
2-43-00-530	Site Maintenance Supplies	\$30,000	\$23,481	\$22,500	-25.00%	\$22,950	\$23,409
2-43-00-540	Utilities	\$40,000	\$22,398	\$53,500	33.75%	\$54,570	\$55,661
2-43-00-810	Bank Charges and Interest	\$6,500	\$3,075	\$4,000	-38.46%	\$4,080	\$4,162
2-43-00-815	Amortization Expense	\$180,000	\$0	\$268,290	49.05%	\$273,656	\$279,129
2-43-00-820	Loss on Disposal of Capital Assets	\$0	\$0	\$0	0.00%	\$0	\$0
2-43-00-920	Write-off Doubtful Accounts	\$0	\$0	\$0	0.00%	\$0	\$0
	SUB TOTAL OPERATING EXPENS	\$2,312,010	\$1,269,382	\$2,436,570	5.39%	\$2,485,301	\$2,535,007
	ADJUST - NON CASH EXPENSES					\$0	\$0
2-43-00-815	Amortization Expense	-\$180,000	\$0	-\$268,290	49.05%	-\$273,656	-\$279,129
	Gain(Loss) on Disposal of Capital A	\$0	\$0	\$0	0.00%	\$0	\$0
	ADJUST CASH ITEMS NOT RECOGNIZED					\$0	\$0
2-43-00-762	Transfer to Capital	\$6,000	\$0	\$0	0.00%	\$0	\$0
2-43-00-764	Reserve Contributions	\$293,540		\$359,800	22.57%	\$366,996	\$374,336
	TOTAL EXPENSES	\$2,431,550	\$1,269,382	\$2,528,080	3.97%	\$2,578,642	\$2,630,214
	SURPLUS/DEFICIT	\$0	\$103,595	\$0		\$0	\$0

104

1-43-00-410 **DRY RUBBLE DISPOSAL FEES**

	<u>Budget</u>	<u>Actual</u>
2019	\$225,000	\$384,026
2020	\$250,000	\$317,998
2021	\$300,000	\$341,898
2022	\$330,000	\$248,401 to Aug 31st
Est 2023	\$355,000	

Charges

No Charge to 499kg (Commercial \$25.00 min)

\$45 Min Charge 500kg to 1,000 kg

\$45/tonne over 1,000 kg

Implemented Jul-03, Revised Jan-09, Revised Jan 2015, Revised Jan 2019 Revised Jan 2022

\$355,000

1-43-00-411 **WHITE GOODS DISPOSAL FEES**

	<u>Budget</u>	<u>Actual</u>
2019	\$23,000	\$26,975
2020	\$23,000	\$28,106
2021	\$25,000	\$28,030
2022	\$25,000	\$14,780 to Aug 31st
Est 2023	\$23,500	

Charges

\$10 Min Charge

\$40/unit (c/w Freon)

\$23,500

105

1-43-00-412 **SHINGLE DISPOSAL FEES**

	<u>Budget</u>	<u>Actual</u>
2019	\$23,400	\$25,460
2020	\$30,000	\$21,309
2021	\$20,000	\$17,512
2022	\$15,000	\$9,975 to Aug 31st
Est 2023	\$15,000	

Charges

- \$40.00 Charge to 499kg
- \$75 Min Charge 500kg to 1,000 kg
- \$75/tonne over 1,000 kg
- new rates implementd January 1, 2020
- Contaminated Loads fees:
- 1st offence \$200 per tonne
- 2nd offence \$300 per tonne
- 3rd offence \$400 per tonne

\$15,000

1-43-00-510 **PENALTIES AND COSTS**

	<u>Budget</u>	<u>Actual</u>
2019	\$800	\$523
2020	\$500	\$297
2021	\$300	\$60
2022	\$100	\$247 to Aug 31st
Est 2023	\$100	

\$100

106

1-43-00-551 INTEREST ON INVESTMENTS

	<u>Budget</u>	<u>Actual</u>
2019	\$50,230	\$80,553
2020	\$50,230	\$44,652
2021	\$25,000	\$39,408
2022	\$18,000	\$32,335 to Aug 31st
Est 2023	\$50,000	

\$50,000

1-43-00-564 LAND RENTALS

	<u>Budget</u>	<u>Actual</u>
2019	\$29,640	\$29,643
2020	\$29,643	\$29,643
2021	\$29,643	\$29,643
2022	\$29,643	\$29,643 to Aug 31st
Est 2023	\$33,425	

5-year term from the 1st day of April 2023 to the 31st day of March 2028

59.38 NW 7-40-25 W4
 131.62 SW 7-40-25 W4
 191.00 (\$175.00/ac)

33425

\$33,430

107

1-43-00-415 **RECYCLED WASTE**

	<u>Budget</u>	<u>Actual</u>
2019	\$24,000	\$31,869
2020	\$24,000	\$42,519
2021	\$24,000	\$74,928
2022	\$40,000	\$21,674 to Aug 31st
Est 2023	\$40,000	

\$40,000

1-43-00-591 **OTHER REVENUE**

	<u>Budget</u>	<u>Actual</u>
2018	\$15,000	\$20,589
2019	\$15,000	\$20,173
2020	\$15,000	\$38,271
2021	\$18,850	\$113,061
2022	\$33,646	\$15,180 to Aug 31st
Est 2023	\$20,117	

**Portion of costs to have recycling at the satellite sites*

\$13,317 Alix/Mirror & Eckville Recycling Depot invoice to Lacombe County

\$5,800 Bentley invoice to Town of Bentley

DOW Canada Carryover

\$1,000 Clean Farms (Transporting Grain Bags)

\$20,117

\$20,120

108

1-43-00-741 **ASPEN BEACH PROVINCIAL PARK**



	<u>Budget</u>	<u>Actual</u>
2019	\$3,800	\$4,139
2020	\$4,100	\$4,107
2021	\$4,600	\$4,344
2022	\$4,340	\$4,520 to Aug 31st
Est 2023	\$4,520	

1-43-00-751 **LACOMBE COUNTY**

\$4,520



	<u>Budget</u>	<u>Actual</u>
2019	\$698,460	\$698,463
2020	\$726,906	\$711,702
2021	\$672,100	\$672,100
2022	\$672,300	\$336,148 to Aug 31st
Est 2023	\$701,415	

10,791 Population as per Alberta Treasury Board and Finance

\$701,420

109

1-43-00-752 CITY OF LACOMBE

	<u>Budget</u>	<u>Actual</u>
2019	\$941,230	\$941,233
2020	\$982,866	\$962,308
2021	\$949,455	\$949,455
2022	\$970,320	\$485,160 to Aug 31st
Est 2023	\$903,955	

13,907 Population as per Alberta Treasury Board and Finance

\$903,960

1-43-00-753 TOWN OF ECKVILLE

	<u>Budget</u>	<u>Actual</u>
2018	\$75,150	\$75,150
2019	\$78,540	\$78,537
2020	\$81,736	\$80,026
2021	\$75,595	\$75,595
2022	\$75,600	\$37,798 to Aug 31st
Est 2023	\$75,205	

1,157 Population as per Alberta Treasury Board and Finance

\$75,210

110

1-43-00-754 TOWN OF BENTLEY

	<u>Budget</u>	<u>Actual</u>
2019	\$72,800	\$72,797
2020	\$75,762	\$74,177
2021	\$70,070	\$70,070
2022	\$70,070	\$35,035 to Aug 31st
Est 2023	\$67,080	

1,032 Population as per Alberta Treasury Board and Finance

\$67,080

1-43-00-756 VILLAGE OF ALIX

	<u>Budget</u>	<u>Actual</u>
2019	\$49,570	\$49,567
2020	\$51,586	\$50,507
2021	\$47,710	\$47,710
2022	\$47,710	\$23,855 to Aug 31st
Est 2023	\$53,170	

818 Population as per Alberta Treasury Board and Finance

\$53,170

111

1-43-00-758

VILLAGE OF CLIVE

	<u>Budget</u>	<u>Actual</u>
2019	\$48,280	\$48,284
2020	\$48,280	\$49,199
2021	\$46,475	\$46,475
2022	\$46,480	\$23,238 to Aug 31st
Est 2023	\$50,700	

780 Population as per Alberta Treasury Board and Finance

\$50,700

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1-43-00-761

SUMMER VILLAGES

	<u>Budget</u>	<u>Actual</u>
2019	\$55,410	\$55,413
2020	\$55,410	\$56,463
2021	\$53,337	\$53,337
2022	\$53,337	\$54,991 to Aug 31st
Est 2023	\$59,875	
243	Total number of residences	
226	Population SV Gull Lake as per Alberta Treasury Board and Finance	
95	Number of residences (population full time)	
86	Seasonal residences Population	$148 \times 2.9 \times 20\% (2.4 \text{ months})$
312	People based on above formula	85.84
\$74.75	Requisition est. plus 15%	
\$23,310.04	Total cost per year	
236	Total number of residences	
95	Population SV Sunbreaker Cove as per Alberta Treasury Board and Finance	
64	Number of houses (population full time)	
100	Seasonal residences Population	$172 \times 2.9 \times 20\% (2.4 \text{ months})$
195	People based on above formula	99.76
\$74.75	Requisition est. plus 15%	
\$14,558.31	Total cost per year	
63	Total number of residences	
37	Population SV Half Moon Bay as per Alberta Treasury Board and Finance	
26	Number of houses (population full time)	
21	Seasonal residences Population	$37 \times 2.9 \times 20\% (2.4 \text{ months})$
58	People based on above formula	21.46
\$74.75	Requisition est. plus 15%	
\$4,369.89	Total cost per year	
229	Total number of residences	
153	Population SV Birchcliff as per Alberta Treasury Board and Finance	
86	Number of houses (population full time)	
83	Seasonal residences Population	$143 \times 2.9 \times 20\% (2.4 \text{ months})$
236	People based on above formula	82.94
\$74.75	Requisition est. plus 15%	
\$17,636.52	Total cost per year	

\$59,870

113

1-43-00-840 **PROVINCIAL CONDITIONAL GRANTS**

2013	Regional Collaboration Grant	
	Commission Start-up Fees	10,000
	Less Expended	<u>7,500</u>
2014	Regional Collaboration Grant	3,289
	Alberta Recycling Grant	35,626
2021	Dow Canada - Mattress Recycling	31,500
	Dow Canada - Mattress Recycling	37,800
2023		\$0

\$0

1-43-05-930 **CONTRIBUTION FROM SURPLUS**

	<u>Budget</u>	<u>Actual</u>
2019	\$20,000	\$4,628
2020	\$16,900	\$60,811
2021	\$0	\$23,144
2022	\$0	\$0 to Aug 31st
Est 2023	\$75,000	

Contribution from Unrestricted Surplus

75,000 Budget top up

75,000 Total Funding from Unrestricted Surplus

\$75,000

114

1-43-00-975

GAIN ON DISPOSAL OF CAPITAL ASSETS

Gain incurred on disposal of tangible capital assets

	<u>Budget</u>	<u>Actual</u>
2018	\$0	\$3,667
2019	\$0	\$3,015
2020	\$0	\$9,428
2021	\$0	\$0
2022	\$0	\$0 to Aug 31st
Est 2023	\$0	

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\$0

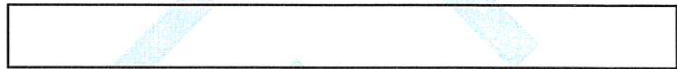
2-43-00-115 **WAGES**

	<u>Budget</u>	<u>Actual</u>
2019	\$845,000	\$786,767
2020	\$884,290	\$800,805
2021	\$855,430	\$804,242
2022	\$898,400	\$557,340 to August 31st
Est 2023	\$936,010	

Add 3.5% contingency for lost time due to injury/sickness

Staff consists of:

- 1 Commission Manager 8 hrs/day
- 1 Site Manager 8 hrs/day
- 5 Site Operators 8 hrs/day
- 1 Equipment Operator 8.25 hrs/day
- 2 Truckers 8.5 hrs/day
- 1- part time operators 8 hrs/day
- 1- Office Assistant 8 hrs/day
- 1 Scale House Operator 8 hrs/day
- OT after 44 hrs/week or 8 hrs/day



\$936,010

2-43-00-130 **EMPLOYER CONTRIBUTIONS**

	<u>Budget</u>	<u>Actual</u>
2019	\$190,120	\$162,289
2020	\$204,131	\$183,908
2021	\$195,079	\$190,260
2022	\$203,245	\$137,051 to August 31st
Est 2023	\$210,667	

Health Spending Account

- Est. 2021 single full time - 2 \$1,000
- family full time - 10 \$7,500
- family part time -1 \$450

includes 10% admin fee \$9,845

WCB	\$13,620
Employer Contributions @ 20% of Earnings	\$187,202
Total	\$210,667

\$210,670

2-43-00-140 **ALLOWANCE & BENEFITS**

	<u>Budget</u>	<u>Actual</u>
2019	\$3,500	\$2,520
2020	\$3,570	\$404
2021	\$4,630	\$2,487
2022	\$5,000	\$870 to Aug 31st
Est 2023	\$2,700	

Registration fees for Workshops and Courses

Training Courses	\$	2,000.00
LOB Course	\$	700.00
LOB Renewal		
First Aid		
Refrigeration Certificate	\$	-
	\$	2,700.00

\$2,700

2-43-00-211 **TRAVEL & SUBSISTENCE**

	<u>Budget</u>	<u>Actual</u>
2019	\$15,000	\$12,384
2020	\$10,000	\$15,441
2021	\$15,000	\$14,634
2022	\$13,650	\$7,526 to Aug 31st
Est 2023	\$11,000	

<i>In this account: Travel expenses for training courses</i>	\$	1,000.00
<i>Employee Mileage</i>	\$	4,000.00
<i>PR expense</i>	\$	500.00
<i>Meals (employee expense)</i>	\$	500.00
<i>Employee Xmas Cards and Party</i>	\$	3,000.00
<i>Employee Service Gift Cards and Plaques</i>	\$	2,000.00
	\$	11,000.00

\$11,000

117

2-43-00-214 MEMBERSHIP FEES

	<u>Budget</u>	<u>Actual</u>
2019	\$1,000	\$1,151
2020	\$1,000	\$514
2021	\$1,500	\$525
2022	\$1,025	\$416 to Aug 31st
Est 2023	\$1,025	

Est 2021

Memberships

- \$195 RMA
- \$500 Misc
- \$330 Recycling Council of Alberta
- \$0 SWANA
- \$1,025

\$1,030

2-43-00-216 POSTAGE & COURIER

	<u>Budget</u>	<u>Actual</u>
2019	\$1,050	\$487
2020	\$1,000	\$1,272
2021	\$750	\$523
2022	\$500	\$256 to Aug 31st
Est 2023	\$500	

\$500

118

2-43-00-217 TELEPHONE, COMMUNICATION, ETC.

	<u>Budget</u>	<u>Actual</u>
2019	\$10,300	\$9,271
2020	\$10,300	\$9,405
2021	\$11,420	\$10,629
2022	\$11,080	\$8,517 to Aug 31st
Est 2023	\$11,200	

telus, office, cell phones, GPS	\$	9,000.00
internet	\$	1,000.00
webpage fees & Alarm Monitoring	\$	1,200.00
	\$	11,200.00

\$11,200

2-43-00-230 ADMINISTRATION

Administration	<u>Budget</u>	<u>Actual</u>
2019	\$44,100	\$39,050
2020	\$33,900	\$14,275
2021	\$25,500	\$24,992
2022	\$25,500	\$13,515 to Aug 31st
Est 2023	\$22,600	

Lacombe County Administration Support Agreement

	<u>Budget</u>	<u>Actual</u>
2019	\$30,000	\$22,189
2020	\$30,000	\$13,700
2021	\$20,000	\$19,523
2022	\$20,000	\$9,419 to Aug 31st
Est. 2023	\$20,000	

Transfer Site Scale Support Fee

	<u>Budget</u>	<u>Actual</u>
2019	\$500	\$500
2020	\$500	\$500
2021	\$500	\$500
2022	\$500	\$600 to Aug 31st
Est. 2023	\$600	

Sage Financial Software & Sophos Support Fee

	<u>Budget</u>	<u>Actual</u>
2019	\$2,800	\$3,257
2020	\$3,400	\$4,098
2021	\$5,000	\$4,969
2022	\$5,000	\$3,496 to Aug 31st
Est. 2023	\$2,000	

\$22,600

119

2-43-00-231 **RECYCLING COSTS**

	<u>Budget</u>	<u>Actual</u>
2019	\$126,200	\$110,551
2020	\$126,200	\$92,458
2021	\$139,320	\$145,183
2022	\$141,320	\$63,717 to Aug 31st
Est 2023	\$104,900	

<i>Diversiory Credits (estimated):</i>		\$ 58,900
CITY OF LACOMBE	\$ 44,000	
LACOMBE COUNTY	\$ 3,200	
TOWN OF BENTLEY	\$ 3,200	
TOWN OF ECKVILLE	\$ 3,500	
VILLAGE OF ALIX	\$ 2,700	
VILLAGE OF CLIVE	\$ 2,300	
Freon	\$ 1,000	
Wood grinding	\$15,000	
Toxic Roundup	\$ 30,000	
	<u>\$ 104,900</u>	

\$104,900

2-43-00-232 **PROFESSIONAL SERVICES & AUDIT**

Post Closure Plan

	<u>Budget</u>	<u>Actual</u>
2019	\$26,000	\$13,506
2020	\$21,500	\$21,089
2021	\$25,000	\$22,712
2022	\$23,500	\$15,866 to Aug 31st
Est 2023	\$20,500	

\$4,000	Legal
\$12,000	Audit - BDO
\$4,500	Ground water testing - Prentiss
\$0	Engineering
<u>\$20,500</u>	

\$20,500

120

2-43-00-250 **SITE DISPOSAL CONTRACT (WDML)**

	<u>Budget</u>	<u>Actual</u>
2019	\$170,000	\$167,620
2020	\$240,000	\$236,240
2021	\$249,600	\$238,136
2022	\$256,500	\$115,475 to June 30th
Est 2023	\$251,100	2023 tipping fee will be \$27/T.

Volume (tonnes)

2019	9,312
2020	9,450
2021	9,159
2022	4,277 to June 30
Est. 2023	9,300

Ministerial Order to transport/dispose to WDMLRL - no expiry

\$251,100

2-43-00-252 **REPAIR & MAINTENANCE - SITE**

	<u>Budget</u>	<u>Actual</u>
2019	\$102,222	\$49,055
2020	\$50,000	\$114,286
2021	\$65,000	\$85,179
2022	\$65,000	\$9,259 to Aug 31st
Est 2023	\$19,000	

includes firefighting costs of \$6,000	\$ 6,000.00
Scale steaming	
Fire Extinguisher Inspections	\$ 700.00
Scale Calibrations	\$ 1,500.00
Grading and dirtwork	\$ 1,800.00
Site Weed Spraying agreement	\$ 2,000.00
Prentiss Dolley Rails	\$ 7,000.00
	\$ 19,000.00

2-43-00-530 SITE MAINTENANCE SUPPLIES

services to site only in this account all parts, equipment to site in 530

\$19,000

121

2-43-00-253 REPAIR & MAINTENANCE - EQUIPMENT

	<u>Budget</u>	<u>Actual</u>
2019	\$100,000	\$111,550
2020	\$90,000	\$153,979
2021	\$100,000	\$93,920
2022	\$110,000	\$77,260 to Aug 31st
Est 2023	\$125,000	

Remote Site Compactor Work

Bentley Comp Repairs

\$ 10,000.00

Custom Work Agreement in Place with LRWSC/Lacombe County

\$ 100,000.00

Misc (3rd Party Labour Charges)

\$ 15,000.00

\$ 125,000.00

Tires has a different g/l number see 2-43-00-522

Parts, etc. has a different g/l number see 2-43-00-523

\$125,000

2-43-00-259 CONTRACTED EQUIPMENT HIRING

	<u>Budget</u>	<u>Actual</u>
2019	\$11,160	\$298,368 <i>shingle shredding included</i>
2020	\$11,000	\$22,143
2021	\$21,000	\$7,865
2022	\$21,000	\$8,050 to Aug 31st
Est 2023	\$12,000	

Est. 2023

\$7,000 Frozen Bin

\$4,000 Septic Service

\$1,000 Picker at Bentley

\$12,000

\$12,000

122

2-43-00-260 RENTAL

	<u>Budget</u>	<u>Actual</u>
2019	\$800	\$486
2020	\$800	\$2,597
2021	\$2,500	\$1,490
2022	\$2,500	\$442 to Aug 31st
Est 2023	\$1,000	

\$700 per year rental on two propane tanks

2-43-00-270 INSURANCE, TAXES, ADVERTISING

\$1,000

	<u>Budget</u>	<u>Actual</u>
2019	\$20,840	\$15,046
2020	\$18,842	\$15,377
2021	\$18,928	\$13,705
2022	\$21,430	\$13,079 to Aug 31st
Est 2023	\$20,978	

<u>Est. 2022</u>		
Insurance	\$13,000	
Damage Claims	\$5,000	
Registries	\$100	
Provincial License Fee	\$75	Petroleum tank Management
Advertising	\$1,200	
Lease	\$1,603	
\$	20,978.46	

Prentiss Lease: term June 1, 2002 to June 1, 2021 - Waiting on final lease approval

\$20,980

123

2-43-00-510 **GOODS & SUPPLIES**

	<u>Budget</u>	<u>Actual</u>
2019	\$19,840	\$13,748
2020	\$13,040	\$9,921
2021	\$14,280	\$11,610
2022	\$15,610	\$9,836 to Aug 31st
Est 2023	\$15,058	

Safety Boots/Glasses/coveralls	\$	8,500.00
Business Cards - Manager	\$	-
Staff & Board Meetings	\$	2,000.00
Safety Incentives	\$	2,000.00
Office Supplies	\$	2,558.00
		<u>\$ 15,058.00</u>
	\$	15,058.00

\$15,060

2-43-00-520 **EQUIPMENT PURCHASE (Non Capital)**

	<u>Budget</u>	<u>Actual</u>
2019	\$13,900	\$4,701
2020	\$6,600	\$7,268
2021	\$6,600	\$8,644
2022	\$5,000	\$2,130 to Aug 31st
Est 2023	\$5,000	

\$5,000

124

2-43-00-521 **FUEL & LUBRICANTS**

	<u>Budget</u>	<u>Actual</u>
2019	\$150,940	\$151,105
2020	\$168,525	\$124,776
2021	\$174,311	\$142,992
2022	\$163,244	\$126,153 to Aug 31
Est 2023	\$234,529	

	<u>Estimate</u>	<u>2023</u>	
	<u>Litres</u>	<u>Estimate</u>	
Marked Diesel	26,500	1.620	\$ 42,930.00
Clear Diesel	97,500	1.620	\$ 157,950.00
Gasoline	7,000	1.500	\$ 10,500.00
Def Cat	300	3.500	\$ 1,050.00
Lube	\$12,000		\$ 12,000.00
			\$ 224,430.00
Contingency for price fluctuation			\$ 10,099.35
2023			\$ 234,529.35

\$234,530

2-43-00-522 **TIRES**

	<u>Budget</u>	<u>Actual</u>
2019	\$22,550	\$14,676
2020	\$22,550	\$19,852
2021	\$24,850	\$22,415
2022	\$30,000	\$14,171 to Aug 31st
Est 2023	\$31,500	

*require 12 large truck tires plus misc. truck and equipment tires
4 trailer tires, skid steer tires, one tonne tires*

901 drives	\$ 8,000.00
901 steer	\$ 2,000.00
987 drives	\$ 8,000.00
987 Steer	\$ 2,000.00
Misc Tires	\$ 1,500.00
One tonne	\$ 2,500.00
Skid steer	\$ 4,500.00
Trailer tires	\$ 3,000.00
	<u>\$ 31,500.00</u>

\$31,500

125

2-43-00-523 **EQUIPMENT, VEHICLE PARTS, BATTERIES, ACCESSORIES**

	<u>Budget</u>	<u>Actual</u>
2019	\$36,000	\$46,012
2020	\$36,000	\$69,209
2021	\$50,000	\$34,749
2022	\$42,000	\$39,501 to Aug 31st
Est 2023	\$52,000	

Misc Parts	\$	40,000.00
Bentley Comp Materials	\$	10,000.00
Prentiss Dolley Rails	\$	2,000.00
	\$	52,000.00

Parts only for trucks and Equipment

Major unplanned repairs to come out of the repair reserve

\$52,000

2-43-00-530 **SITE MAINTENANCE SUPPLIES**

	<u>Budget</u>	<u>Actual</u>
2019	\$23,180	\$18,872
2020	\$15,000	\$25,497
2021	\$15,000	\$17,326
2022	\$30,000	\$23,481 to Aug 31st
Est 2023	\$22,500	

Gravel, fence, shovels, signs	\$	20,000.00
Site Weed Spraying agreement	\$	2,500.00
Wind Screens	\$	22,500.00

\$22,500

126

2-43-00-540 UTILITIES

	<u>Budget</u>	<u>Actual</u>
2019	\$36,000	\$34,957
2020	\$38,000	\$38,410
2021	\$40,000	\$35,512
2022	\$41,650	\$22,398 to Aug 31st
Est 2023	\$53,500	

Propane - Prentiss site	\$	13,500.00
Electricity at all sites	\$	30,000.00
Additional Propane for new building	\$	10,000.00
	\$	53,500.00

\$53,500

2-43-00-810 BANK CHARGES & INTEREST

	<u>Budget</u>	<u>Actual</u>
2019	\$3,400	\$3,887
2020	\$3,400	\$4,785
2021	\$3,400	\$5,728
2022	\$6,500	\$3,075 to Aug 31st
Est 2023	\$4,000	

\$4,000

127

2-43-00-815 **AMORTIZATION**

	<u>Budget</u>	<u>Actual</u>
2019	\$180,000	\$199,929
2020	\$180,000	\$327,049
2021	\$180,000	\$261,368
2022	\$180,000	\$0 to Aug 31st
Est 2023	\$268,285	

Amortization Expense for tangible capital assets

\$268,290

2-43-00-820 **LOSS ON DISPOSAL OF CAPITAL ASSETS**

	<u>Budget</u>	<u>Actual</u>
2019	\$0	\$26,894
2020	\$0	\$99,100
2021	\$0	\$431 to Aug 31st
2022	\$0	\$0
Est 2023	\$0	

\$0

128

2-43-00-920

WRITE-OFF DOUBTFUL ACCOUNTS

	<u>Budget</u>	<u>Actual</u>
2019	\$0	\$0
2020	\$0	\$0
2021	\$0	\$0
2022	\$0	\$0 to Aug 31st
Est 2023	\$0	

\$0

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2-43-00-762 **TRANSFER TO CAPITAL FUND (NON RECOGNIZED ITEM)**

	<u>Budget</u>	<u>Actual</u>
2019	\$3,000	\$8,905
2020	\$3,000	\$13,335
2021	\$3,000	\$0
2022	\$6,000	\$0 to Sept 30th
Est 2023	\$0	

Exited Munciple Flip program and added Skid Steer to Capital Replacement 2022

\$0

2-43-00-764 **RESERVE CONTRIBUTIONS (NON RECOGNIZED ITEM)**

	Capital Replacement Fund	Equipment Maintenance Reserve	Closure/Post Closure Reserve	Future Initiatives Reserve	Shingles Reserve	Future Cell Reserve
2019	\$241,380	\$126	\$140,120	\$0	\$23,843	\$0
2020	\$275,327	\$126	\$141,372	\$2,080	\$28,816	\$0
2021	\$241,038	\$457	\$27,423	\$2,048	\$20,585	\$40,000
2022	\$246,616	\$1,125	\$25,169	\$5,051	\$13,580	\$2,000
Est. 2023 Contribution	\$302,055	\$1,010	\$35,871	\$5,101	\$13,761	\$2,000

\$359,800

130

RESERVE SUMMARY

		Anticipated Opening Balance (Jan 1/23)	Interest	Contribution to Reserve	Withdrawals	Anticipated Closing Balance (Dec 31/23)
CAPITAL REPLACEMENT FUND						
		\$1,030,310	\$10,303	\$291,752	-\$420,602	\$911,763
2023	Annual Contribution	\$291,752				
	2023 Tri drive & deck	\$240,602				
	2 - 2023 Trailers	\$180,000				
CLOSURE/POST CLOSURE LANDFILL RESERVE						
		\$1,394,154	\$13,942	\$21,929	\$0	\$1,430,025
2023	Costs					
	Annual Contribution	\$21,929				
UNRESTRICTED SURPLUS						
		\$575,009	\$0	\$0	-\$165,000	\$410,009
2023	Contribution to operating budget	\$75,000				
	3/4 tonne truck purchase	\$30,000				
	Shop Improvements	\$60,000				
		<u>\$165,000</u>				
FUTURE INITIATIVES RESERVE						
		\$510,121	\$5,101	\$0	\$0	\$515,222
2023		\$0				
EQUIPMENT MAINTENANCE RESERVE						
		\$101,000	\$1,010		\$0	\$102,010
SHINGLES RECYCLING RESERVE						
		\$101,074	\$1,011	\$12,750	\$0	\$114,835
2023	85% of Shingles Recycling Revenue	\$12,750				
	Shingles Recycling Expenses	\$0				

131

1-43-05-630 SALE OF EQUIPMENT

2023 912 \$65,000

\$65,000

1-43-05-650 SALE OF VEHICLES

2023

\$0

1-43-05-920 CONTRIBUTIONS FROM RESERVES

2023 Equipment Replacement Reserve

2023 Tri drive \$150,613
Deck install \$89,989
2023 Trailers \$180,000

\$420,602

1-43-05-930 CONTRIBUTIONS FROM UNRESTRICTED SURPLUS

2023 3/4 tonne truck purchase \$ 30,000
Shop improvements \$ 60,000

\$90,000

1-43-05-940 CONTRIBUTIONS FROM OPERATING

2023

\$0

TOTAL CAPITAL FUNDING

\$575,602

132

2-43-06-620 **BUILDINGS & STRUCTURES**

2023 Shop improvements \$60,000

\$60,000

2-43-06-630 **EQUIPMENT**

2023

2023 Tri drive \$215,613
Deck install \$89,989
2023 Trailers \$180,000

\$485,602

2-43-06-645 **LAND & IMPROVEMENTS**

2023 No purchases anticipated \$0

\$0

2-43-06-650 **VEHICLES**

2023 3/4 tonne Truck \$30,000.00

\$30,000

TOTAL CAPITAL EXPENDITURES

\$575,602

133

Requisition Rate Calculation and Analysis

Revenue Requirement	
Total Annual Expenses	2,528,080
Total Annual Revenues, not including Requisitions:	-616,670
Dry Rubble	355,000
White Goods	23,500
Shingles	15,000
Penalties	100
Interest	50,000
Rentals	33,430
Bad Debt Recovery	0
Recycled Waste	40,000
Other	20,120
Aspen Beach	4,520
Provincial Conditional Grant	0
Contributions from Reserves	75,000
Requisition Revenue Requirement	1,911,410

Populations	
Regular Population Total	28,485
Lacombe County	10,791
City of Lacombe	13,907
Town of Bentley	1,032
Town of Eckville	1,157
Village of Clive	780
Village of Alix	818
Summer Villages Population Total, Adjusted	801
SV of Birchcliff	236
SV of Gull Lake	312
SV of Half Moon Bay	58
SV of Sunbreaker Cove	195
Total Population	29,286

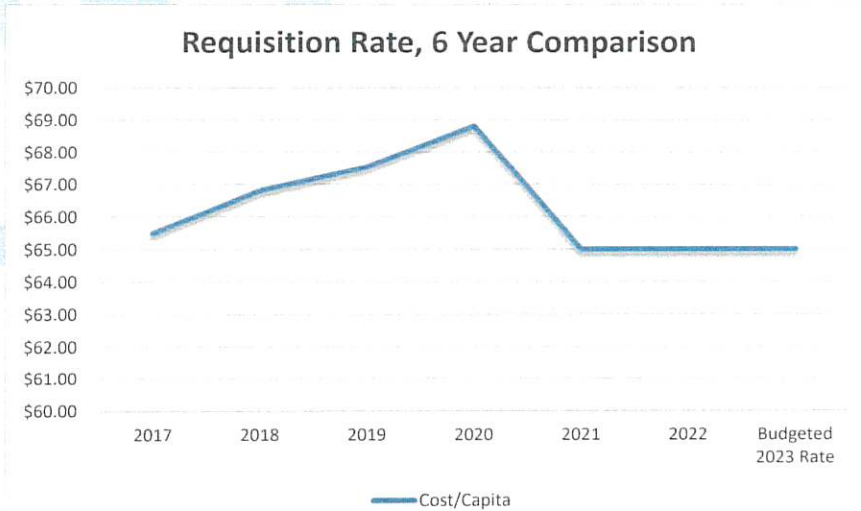
Requisition Rates:	
Requisition Rate	\$ 65.00
Summer Villages Requisition Rate	\$ 74.75

Check Fully Funded
1,911,399.75

Historical Requisition Rates		
Year	Cost/Capita	Increase
2017	\$ 65.49	
2018	\$ 66.80	2.00%
2019	\$ 67.53	1.09%
2020	\$ 68.81	1.90%
2021	\$ 65.00	-5.54%
2022	\$ 65.00	0.00%
Budgeted 2023 Rate	\$ 65.00	0.00%

59,870.0000 summer villages
1,851,540
65.00

Requisition Rate, 6 Year Comparison





AGENDA ITEM

Lacombe Regional Waste Services Commission

Appoint an Auditor

DATE **October 12, 2022**

ISSUE **Appoint an Auditor 2022**

BACKGROUND

Lacombe Regional Waste Services Commission is required by BYLAW N0.2-2013 to retain the services of an accounting firm to complete our annual audit and prepare our financial statements and financial information return. Action requested of the Board regarding this matter is to appoint an auditor for 2022.

ANALYSIS

In past years Lacombe Regional Waste Services Commission has used BDO Canada LLP as its auditor. The primary benefit of using the same audit firm on an on-going basis is that it provides continuity with respect to the expectations and requirements of the auditor and commission staff. This is especially important as financial reporting requirements change, such as the implementation of tangible capital asset reporting.

BUDGET IMPLICATIONS

It is anticipated that the cost of the 2022 audit should be approximately \$12,000.

RECOMMENDATION

By resolution appoint BDO Canada LLP as the Lacombe Regional Waste Services Commission auditor for 2022.



LRWSC

AGENDA ITEM

Lacombe Regional Waste Services Commission

Capital Equipment Replacement – Tri-Drive Trailers

DATE: October 12, 2022

BACKGROUND:

The Tri-Drive Trailers are used to haul a second bin to and from the remote sites, as well as to haul two Compactor bins to WDML. The use of the trailers is an efficient way to move more bins at lower costs.

The two trailers that LRWSC have, were purchased in 2005, and have a useful life of 15 years. We determined in 2020 that we would not purchase the two new trailers at that time when the trailers were due to be replaced, but would monitor the condition of the two trailers and see if we could extend the useful years as the value of the trailers on the used market would not change much.

ANALYSIS:

The two trailers are now nearing the time that some significant money will need to be spent on them. The estimated repairs would essentially extend the life of the trailers by 7-10 years, but will cost approximately \$50,000 to \$60,000 per trailer. The cost of a new trailer is \$90,000, and will have a useful life of 15-18 years. The old trailers will be sold to the highest bidder, and the estimated value of the trailers is \$15,000 each.

There are limited suppliers for the type of trailer we require, so obtaining three quotes is not possible. Universal Handling Equipment from Red Deer built the last trailers, and provided us with the current quote of \$90,000.

Since the trailers were due for replacement in 2020, there is sufficient funds available for their purchase.

RECOMMENDATION:

That the Commission Board approve the purchase of two new Tri-Drive Trailers from Universal Handling Equipment at \$90,000 each, to be funded from the Capital Equipment Replacement Reserve.

136



LRWSC

AGENDA ITEM

Lacombe Regional Waste Services Commission
Cold Storage Building Improvements

DATE: October 12, 2022

BACKGROUND:

The Cold Storage Building was constructed in 2021 to give LRWSC more equipment storage room as well as provide mattress storage prior to shipping them to Re-Matt in Calgary for recycling. We have now started recycling the mattresses ourselves, and are currently using the Cold Storage Building to complete the dismantling process.

ANALYSIS:

Since LRWSC began recycling mattresses in Oct 2020, we have diverted nearly 5600 mattresses from the landfill.

The mattress recycling program was costing \$20.50 per mattress to ship and recycle at Re-Matt in Calgary for an approximate yearly total of \$55,000.00. We have since hired a staff member to complete the same process at a cost of \$7.00 per mattress, thus realizing a cost savings of approximately \$35,000 per year to recycle the mattresses.

We are currently removing the springs from the mattresses which makes the remaining material less bulky and easier to handle in the landfill.

With the winter months approaching, dismantling the mattresses in an un-heated building will be a difficult and uncomfortable task.

We have asked for, and received three quotes for installing insulation, heat, and concrete in the Cold Storage Building to allow us to dismantle and recycle mattresses year-round.

Supplier	Company	Quote
Insulation	Empire	\$31,830.00
Insulation	NFW	\$20,812.00
Insulation	Thermopro	\$26,902.71
Heating	Kles Air	\$19,550.00
Heating	Aires Air Flow	\$10,900.00
Heating	LRL HVAC	\$10,411.39

137

Concrete	Chuck's Concrete	\$21,504.00
Concrete	Luke's Concrete	\$29,576.00
Concrete	Cencon	\$28,000.00

Taking price, availability of materials and labor into consideration, the following three quotes that will work best for the timeline we have are from NFW, Aires Air Flow, and Chuck's Concrete. The total for the three quotes is \$53,216.00 plus GST, and we are asking for approval for up to \$60,000.00 to cover any incidentals that may arise.

The improvements to the building will allow us to recycle mattress year-round, as well as have a heated building for equipment storage and maintenance work.

The Funding for the project will be from the Unrestricted Surplus Reserve. The current balance in the reserve is at approximately \$500,000.00, leaving a balance of \$440,000.00 after the project.

RECOMMENDATION:

That the Commission Board approve the recommended improvements to the Cold Storage Building at a cost of \$60,000.00 to be funded from the Unrestricted Surplus Reserve.



LRWSC

AGENDA ITEM

Lacombe Regional Waste Services Commission Manager Truck

DATE: October 12, 2022

BACKGROUND:

Currently LRWSC reimburses the employees for kilometers driven for work purposes in their personal vehicles. The majority of the mileage paid out per year by the Commission is to the Commission Manager and the Facility Manager as they are the ones who travel to the remote sites to meet contractors for repair work, pick up parts for equipment, or to complete routine site inspections at all the sites.

The current site truck at Prentiss is used primarily to pull off bins, litter collection, and public assistance. This truck is on the equipment replacement schedule and it is replaced every 5 years at a cost generally between \$7000.00 and \$12,000.00.

ANALYSIS:

Currently the Facility Manager drives approximately 3500km per year, and is reimbursed at \$0.61/km for a total of \$2135.00. The Commission Manager drives approximately 6500km per year, and is reimbursed at \$0.61/km for the first 5000km, then \$0.57/km for over 5000km for a total of \$3905.00. Total mileage paid out to the Managers is approximately \$6040.00 per year.

Administration recommends that the Commission Board approve the purchase of a low mileage used truck for \$30,000 which could be used by the two managers for 5 years to reduce the mileage paid out by the Commission.

Under the current model, the mileage that would normally be paid out over a 5-year period to the two managers would equal \$30,200.00. After the 5 years, the Managers Truck could become the new site truck for an additional 5 years thus eliminating the need to purchase another site truck (saving \$7000 - \$12,000). One benefit to doing this transition is that we are assured that the new site truck would be a mechanically sound vehicle, which is not always assured when purchasing a used truck at a lower price point.

The old site truck could then be sold, and the proceeds would go to offset the purchase of the next managers truck. The vehicle would be included in the Capital Equipment Replacement Schedule on a 5-year replacement rotation, and the old site truck would be removed from the replacement schedule.

The overall financial impact from this 5-year rotation would be as follows:

5-year Term

Purchase Manager Truck	\$30,000.00
Eliminate purchasing Site Truck	-\$9500.00
Sale of old Site Truck	-\$2000.00
Savings in mileage paid out	-\$30,200.00
Fuel and Maintenance	\$12,000.00
5 Year Transaction cost	\$300.00

Funding for the new Manager Truck would be supplied from the Unrestricted Surplus Reserve. The current balance in the reserve is at approximately \$440,000.00, which would leave a balance of \$410,000.00 after the purchase.

RECOMMENDATION:

That the Commission Board approve the purchase of a Manager Truck at a cost of \$30,000.00 to be funded from the Unrestricted Surplus Reserve.



LRWSC

AGENDA ITEM

Lacombe Regional Waste Services Commission

Manager's Report

DATE: October 12, 2022

Staff Training:

One staff member will be completing the Canada Ozone Layer Protection Awareness Program by the end of October. This course provides certification to the individual so they are able to safely evacuate Freon from the appliances brought into our site.

Mattress Recycling:

We have been removing the springs ourselves from both mattresses and box springs since the end of June.

Compost Facility:

Ultimate Services has had the required surveys completed and have now applied for the lease with Alberta Public Lands.

Site Improvements:

We have installed rig mats at Prentiss and Spruceville to improve the landing pads for full Compactor Bins. The cost was \$1600.00 at Prentiss, and \$800.00 at Spruceville. This keeps the bins off the ground and reduces the amount of gravel that may be picked up while loading the bins onto the Tri-drive for transport to WDML. We are going to install more pads at Prentiss to set empty bins on to keep them off the ground while they are not in use.

Remote Site Hour Change:

The change in hours at the Alix/Mirror and Spruceville Transfer Sites occurred on October 1, 2022. So far, we have not received any complaints from the public.

Lacombe County Campsites:

We have determined that the amount of waste generated from all 12 campgrounds (excluding Sandy Point) in Lacombe County to be approximately 80MT. The formula used to determine the cost for LRWSC to handle this waste resulted in \$5470.57 for the camping season. We have decided not to pursue recovering this cost from the County, as the County provides to the Commission many services throughout the year at no cost (secure site to park our three Tri-drives, power to plug in during winter, heated wash bays to wash our equipment).

Sandy Point Seasonal Residents:

We are working with Lacombe County to decide on the best way for the Commission to be compensated for the waste generated at Sandy Point. The seasonal residents are not counted in Lacombe County population numbers; therefore, the Commission is not paid for that waste. Currently, there are approximately 275 seasonal lots in phase 1-4, and there are another 275 seasonal lots approved for 2023 in phase 5-8. The formula used to determine the cost for LRWSC to handle this waste resulted in \$10,592.55 for the 2022 season.

I met with Lacombe County on September 30, and they will take the matter up with their Council to decide the best way to address this situation going forward. There will not be a decision for the 2023 budget year, therefore, additional funds for the extra waste will not be available until 2024 Budget year.

We will track the waste volumes coming in from Sandy Point during the 2023 year, but it is estimated that in 2022 there was 162MT of waste generated from the seasonal lots and campground.

Farm Land Lease at Prentiss:

We have notified all parties that submitted bids the decision that was made on August 24th, 2022 to award the new 5-year lease to 7D Farms.

City of Lacombe Refund:

The City of Lacombe has accepted our offer, and the cheque was deposited.

Wood Recycling:

Since the proposed Compost Facility has been delayed longer than we anticipated, we will need to process our wood waste this fall/Winter. Demand for the product is low right now, so we may not get paid for the product to recycle it. We had been paid \$5.00/MT in the past, which was approximately \$4000.00. To date, we have approximately 500MT of pallet wood waste, and 500MT of green wood waste.

There is a potential fire risk with both of our stockpiles, so processing them before spring is needed.

We will process the 500MT green wood waste at a cost of approximately \$15,000.00, and Stickland Farms will pay to haul the chipped wood, but will not pay \$5/MT for the material. I have looked for other markets with no luck.

The 500MT of pallet wood waste is going to be incinerated on site throughout the winter season, through a combination of utilizing the Air Burner and open pit burning.

RECOMMENDATION:

That the Commission Board receive this as information.

142

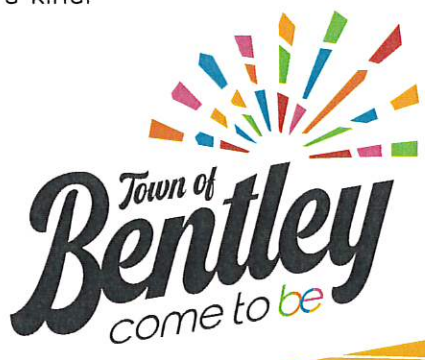
be where you are

Behold the model small Town of Bentley, where both 'in the know' residents and 'in the now' visitors recognize our community as more interactive kinetic art form than sleepy bedroom community for the more bustling Lacombe and Red Deer Regions.

We are an alluring central Alberta commuter attraction and a pleasantly preserved generational destination to be sure, but much more than that, Bentley is a modern reimagining of wholesome living, where for most, living whole means living large.

A twist of the kaleidoscope reveals no angles — just the fact that while our yesterdays do not define us, they do help shape and steer us to become the people and the place we were meant to be: Resourceful and determined, aspiring and enterprising, welcoming and open-minded, animated and fun, and most definitely, undeniably, proudly, one-of-a-kind.

Be anything. Be here.
TownofBentley.ca



A Refreshed, Kaleidoscopic Vision For The Town Of Bentley

Council has adopted a new Brand that will be a workhorse for pursuit of an ambitious community development vision:

We are the model small town reimagined; an affordable, family friendly community that has enhanced its quaint charm with unique recreational and business opportunity, including tremendous potential to be the Red Deer region's dinner table as an agrifood investment hub.

Four key initiative areas will enhance pursuit of a prideful and vibrant community include: Housing innovation that provides affordability options for young people, families, and seniors; Downtown enhancement; Investment attraction and local job creation via South Area Structure Plan completion and non-residential land development; and Focused beautification initiatives.

"We started this initiative with a question: What if we could achieve the exceptional as a community?" says Bentley Mayor Greg Rathjen. "Our new brand answers this question with focused vision and dynamic action — working to preserve what people most appreciate about Bentley today—small community feel, quaint, quiet, friendly, charming—while looking to the future and ensuring we are a vibrant place with local job opportunities and a high quality of life."

A key opportunity that has potential to give Bentley a leg up on industrial land development is water availability via the Paskapoo Reservoir below Bentley, which is a key consideration for agrifood investment. Beyond the creation of job opportunities, which promotes strong social connectivity through a lower commuter ratio, non-residential development has many benefits, including tax revenue that can pay for desired services and amenities, as well as the repair and replacement of existing municipal infrastructure.

Bentley's rebranding initiative was led by the Town of Bentley in collaboration with Town Staff, an Advisory Committee of Bentley residents and community leaders, and international award-winning Fort Saskatchewan-based "brand-first" marketing and communications firm Unfussy (www.unfussybrands.com). Brand development was aided by a community survey and workshops.

The new Brand – including a new visual identity and website (to go live early December 2022), will enhance community image and the sense of "salesmanship" needed to better connect with residents and potential newcomers.



The Brand is an authentic representation of Bentley as a modern reimagining of wholesome, small town living, where living whole means living large. With convenient access to major transportation routes, urban centres, essential amenities and provincial attractions, and a no limit approach to all season recreational adventure or the enabling of entrepreneurial and enterprising vision, the Town of Bentley is not a dot on the map, but a checkmark off the bucket list. A place where residents, visitors and investors can experience a true kaleidoscopic life of vividly hued, lifestyle-defining moments worth basking in. Ever unfolding patterns of connectivity and community, affordability and opportunity allow us to take a progressive foot forward powered by traditional values to reach for our dreams and hobbies quicker, buy a new home or launch a new business sooner, raise our families better, and retire with comfort earlier.

Compelling visuals and messaging urges the viewer to take another look — because this is the Bentley we know can come to be, for all who choose to gain new perspective and focus on the things that matter most. The things that take our words away and allow us to simply be. And it's the word Be that's key. As in Bentley is a place to truly belong, and Bentley is the place to be. In fact, this simple word is so fitting that it even appears in our name, at the very beginning of it all in fact — hidden in plain sight, just like the Town itself...Until now that is.

"Bentley really is a place for all people to come to be," says Mayor Rathjen. "Housing and business costs are affordable. Quality of life here is valued and appreciated. We have transformative opportunities in our downtown with its theme of unique shopping and craft food experiences, and in non-residential development within a fast-growing, prosperous Red Deer region. Families are supported by safe streets, warm smiles, and a school system that cares to take the time to get to know its students. We have a bright future, and we have a tremendous opportunity to build a legacy our children and grandchildren will be proud of."

APPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD AUGUST 24, 2022

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:19 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday August 24, 2022.

Present

Commission Members:

Present:

Village of Alix	Barb Gilliat
Town of Bentley	Pam Hansen
Lacombe County	Dana Kreil
	Ken Weenink
City of Lacombe	Grant Creasey
City of Lacombe	Don Gullekson
Town of Eckville	Jacquie Palm-Fraser
Village of Clive	Sarah Fahey

Others:

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary

Welcome

Chairman Creasey welcomed the Commission Board to the fourth LRWSC board meeting of 2022.

**RWS/30/22
Agenda**

Mr. Creasey asked the Board if there were any additions to the agenda.

6a. Land lease tender results

Moved by Ms. Gilliat to approve the agenda as amended.

Carried Unanimously.

**RWS/31/22
Minutes**

Moved by Ms. Kreil that the minutes of June 22, 2022 Regular Meeting be approved.

Carried Unanimously.

**RWS/32/22
Waste Haul
Summaries**

Administration reviewed the Waste Haul summaries for the months of June & July 2022. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals, how they compare to prior years. Incoming weights are down from last year.
- How compactor totals compare to prior years. Compactor weights are about the same as last year.

Moved by Mr. Weenink that the Waste Haul Summaries for the months of June & July 2022 be received as information by the Commission.

Carried Unanimously.

**RWS/33/22
Accounts Paid
YTD Budget
Comparative List**

Administration reported on the following with the Commission:

- Year to Date Budget Report July 31, 2022.
- Accounts Payable Cheque Listing from

**Acct. Payable
Cheque Listing**

June. 1 – July 31, 2022.

***Moved by Ms. Hansen that the YTD Budget Comparative to July 31, 2022 be received as information by the Commission.
Carried Unanimously.***

***Moved by Ms. Hansen that the Accounts Payable Cheque Listing from June 1- July 31, 2022 be received as information by the Commission.
Carried Unanimously.***

**RWS/34/22
Policy WS(1) Update**

Mr. Hohn reported to the Commission Board that the revision to Policy WS(1) Requisitions has been completed and he incorporated the changes that the Commission Board members requested at the last board meeting.

LRWSC would like the Requisition system to be fair to both the paying member and LRWSC. Currently, the system in place allows either party to go back up to five years after a current census to receive or refund funds that can be very costly to the member or LRWSC.

Mr. Hohn reported that there was a change to the policy in 2017 that removed the clause "There will be no refund or adjustment to a requisition where a municipality overestimates their population", and replaced it with "If the actual population proves to be lower than the estimated population, a refund will be issued by the Commission in the following year, allowing the Commission to budget for the amount owed."

The current policy is not clear on how far back a Municipality can request a refund, but can only assume that the same rule would apply as if LRWSC was to submit a supplemental requisition for population estimates that were too low.

Mr. Hohn is confident that the proposed changes to policy WS(1) indicating the use of the Government of Alberta/Treasury Board numbers as the base for requisition calculation, will establish a fair Requisition Model with respect to estimating populations to both the Member and LRWSC that prevents either party from having to come up with extra funds due to an incorrect estimate of member populations. Policy WS(1) has been updated as follows:

POLICY

The operation of the Lacombe Regional Waste Services Commission is funded through an annual requisition levied on the participating municipal members. The membership agreement for the Lacombe Regional Waste Services Commission authorizes the Board to determine a system for the equitable sharing of costs by the municipalities.

GUIDELINES/PROCEDURE

1. Requisitions for participating municipalities are to be based on the current population figures or estimated population figures derived from the latest Government of Alberta Population (Alberta Treasury and Finance) data for each municipality and a per capita rate to be established annually by the Board with the adoption of the operating budget.
2. Member Municipalities have until June 30th each year to advise LRWSC if they have a disagreement with the latest population data provided by the Alberta Treasury and Finance Board – Alberta Population Estimates – Municipal Population Estimates.
3. The LRWSC Board will have final decision with population disputes.

**RWS/35/22
Land Lease Tender
Results**

**Moved by Ms. Gilliat that the Commission Board approve the updated Policy WS(1) as presented.
Carried Unanimously**

Mr. Hohn reported to the Commission Board that Administration opened up an invitation for tenders for the lease of lands located at W1/2 7-40-25 W4 of approximately ±191.00 acres as the existing 5-Year lease is due to expire on March 31, 2023. A new lease will extend the lease period from April 1, 2023 and expiring on March 31, 2028.

Ads were placed in the County News, and on our website inviting all interested parties to submit bids for the lease of the lands by August 19, 2022. Four interested parties submitted the following bids:

Bidder	Per Acre Bid	191 Acre Parcel Bid
*South Shore Enterprises Ltd.	\$183.00	\$34,953.00
7D Farms	\$175.00	\$33,425.00
Century Double K Farms	\$140.00	\$26,740.00
East Acre Farms	\$132.00	\$25,212.00

*** Current Lessee**

South Shore Enterprises Ltd holds the current lease that expires March 31, 2023. They are currently paying \$152.80 per acre for 194.00 acres.

South Shore Enterprises Ltd. submitted the highest bid at \$183.00 per acre, followed by 7D Farms at \$175.00 per acre.

Mr. Hohn reported that Administration received feedback during the tender process that having the same lessee for extended periods of time discourages interested parties from submitting future bids as they feel they are wasting their time.

South Shore Enterprises Ltd. has held the lease for 13 years and has been good to deal with overall. However, manure that was spread on the lands last year contained lots of shredded silage wrap and tires that we picked up this spring. Ms. Kreil requested that Administration ensure that the lease has conditions in it that addresses land contamination by the tenant.

7D Farms has submitted a fairly comparable tender, and we feel that allowing another lessee to be awarded the lease, gives more opportunities for other operations to grow.

Moved by Ms. Kreil that the Commission Board accept the five-year tender from 7D Farms to lease the 191.00 acres for the amount of \$175.00 per acre.

Carried Unanimously

**Time 1:49 pm
RWS/36/22
In-Camera
Time 2:49 p.m.**

**Moved by Ms. Kreil to move into In-Camera
In-Camera Discussion
Requisition Refund Request
Moved by Ms. Gilliat to move out of In-Camera**

147

Mr. Weenink moves that Administration pay the City of Lacombe \$98,020.00 in the form of a cheque with a letter to be signed that the matter is closed and dealt with, with no recourse, to be funded from Unrestricted Surplus.

Carried Unanimously

**RWS/37/22
Manager's Report**

Mr. Hohn reported on the following Manager's Report to July 31, 2022. The highlights are as follows:

- Staffing – Mr. Hohn and one other staff member have completed the requirements to renew their Landfill Operators Certificates which are valid until December 2025.
- Mattress Recycling – Administration has reached out U-Haul locally to see if they are interested in the felt pads from the mattresses and we awaiting their response.
- Compost Facility – Ultimate Services is waiting on their Indigenous Survey to be completed.
- Site Improvements – Cleanup of the burn pits at Bentley and Eckville sites has been completed. An order of 130MT of gravel has been delivered to Bentley to improve the turnaround area for the burn pits. An order of 225MT of gravel was delivered to Prentiss to improve roads for public access.
- Site Vegetation Control – We have an agreement with Lacombe County to spray all of our sites and they have now been completed.
- Lacombe County Campsites – we are working with Lacombe County to identify all campgrounds within the County borders. Future meetings will be held with Lacombe County to discuss the best way for the Commission to be compensated for the additional waste that is generated from all of these sites. There are approximately 1000 individual campsites within 13 campgrounds in Lacombe County.
- Sandy Point Seasonal Residents – Mr. Hohn is working with Lacombe County to decide on the best way for the Commission to be compensated for the waste generated at Sandy Point. The seasonal residents are not counted in Lacombe County population numbers; therefore, the Commission is not paid for that waste. Currently there are 275 seasonal residents for 22 weeks at Sandy Point.
- Seacan Containers – Administration has relocated the 40' sea can to the Prentiss site and sold the 20' back to the place it was purchased from as they were not serving the intended purposes at the sites as they were constantly being broken into and damaged.

Moved by Ms. Palm-Fraser that the Managers Report be received as information by the Commission.

Carried Unanimously.

Next Meeting

The next regular meeting of the Commission will be held October 12, 2022 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/38/22
Adjourn**

Moved by Mr. Gullekson that the meeting adjourns.

**Time: 3:18 p.m.
Carried Unanimously.**

148

Chairperson

Manager

149

UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD OCTOBER 12, 2022

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:16 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday October 12, 2022.

Present

Commission Members:

Present:

Village of Alix	Rob Fehr
Town of Bentley	Lenore Eastman
Lacombe County	Dana Kreil
	Ken Weenink
City of Lacombe	Grant Creasey
City of Lacombe	Don Gullekson
Town of Eckville	Jacquie Palm-Fraser
Village of Clive	Dan Graden

Regrets:

Village of Alix	Barb Gilliat
Town of Bentley	Pam Hansen
Village of Clive	Sarah Fahey

Others:

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary

Welcome

Chairman Creasey welcomed the Commission Board to the fifth LRWSC board meeting of 2022.

**RWS/39/22
Agenda**

Mr. Creasey asked the Board if there were any additions to the agenda.

- Mr.Hohn requested that item 10 be moved to 6a.

Moved by Mr. Weenink to approve the agenda as amended.

Carried Unanimously.

**RWS/40/22
Minutes**

Ms. Kreil asked Administration to amend the previous minutes to include a motion to go into In-Camera.

Moved by Ms. Kreil that the minutes of August 24, 2022 Regular Meeting be approved as amended.

150

**RWS/41/22
Waste Haul
Summaries**

Carried Unanimously.

Administration reviewed the Waste Haul summaries for the months of August & September 2022. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals, how they compare to prior years. Incoming weights are down from last year.
- How compactor totals compare to prior years. Compactor weights are about the same as last year.

Moved by Ms. Eastman that the Waste Haul Summaries for the months of August & September 2022 be received as information by the Commission.

Carried Unanimously.

**RWS/42/22
Accounts Paid
YTD Budget
Comparative List
Acct. Payable
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report September 30, 2022.
- Accounts Payable Cheque Listing from August 1 – September 30, 2022.

Moved by Mr. Weenink that the YTD Budget Comparative to September 30, 2022 be received as information by the Commission.

Carried Unanimously.

Moved by Mr. Weenink that the Accounts Payable Cheque Listing from August 1- September 30, 2022 be received as information by the Commission.

Carried Unanimously.

**RWS/43/22
Manager Truck**

Mr. Hohn requested that the Commission Board approve the purchase of a truck that the Commission Manager and Facility Manager would use to travel to the various sites with. Currently the Facility Manager drives approximately 3500km per year, and the Commission Manager drives approximately 6500km per year. Total mileage paid out to the Managers is approximately \$6040.00 per year.

Administration recommends that the Commission Board approve the purchase of a low mileage used truck for \$30,000 which could be used by the two managers for 5 years to reduce the mileage paid out by the Commission.

Under the current model, the mileage that would normally be paid out over a 5-year period to the two managers would equal

151

**RWS/44/22
2023 Budget
Highlights**

\$30,200.00. After the 5 years, the Managers Truck would become the new site truck for an additional 5 years thus eliminating the need to purchase another site truck (saving \$7000 - \$12,000). One benefit to doing this transition is that we are assured that the new site truck would be a mechanically sound vehicle, which is not always assured when purchasing a used truck at a lower price point.

The old site truck could then be sold, and the proceeds would go to offset the purchase of the next manager's truck. The vehicle would be included in the Capital Equipment Replacement Schedule on a 5-year replacement rotation, and the old site truck would be removed from the replacement schedule. Funding for the new Manager Truck would be supplied from the Unrestricted Surplus Reserve.

Moved by Ms. Kreil that the Commission Board approve the purchase of a Manager Truck at a cost of \$30,000.00 to be funded from the Unrestricted Surplus Reserve.

Carried Unanimously

We are presenting a budget with a 0% change in the per capita requisition rate for 2023.

Revenues:

Dry Rubble Disposal Fees has increased by \$25,000.00 to reflect 2022 tonnages at the current tipping fee rate.

White Goods Disposal Fees has decreased by \$1500.00 to reflect 2022 unit numbers.

Interest on Investments has increased by \$32,000.00 to reflect the increase in interest rates for our account.

Land Rentals has increased by \$3790.00 due to a new 5-year contract awarded for 2023 at a higher price per acre.

Other Revenues has decreased by \$13,530.00 due to the grant money provided by DOW Canada had been exhausted in 2022.

Contribution from Surplus is at \$62,100.00 to help offset the high COLA and fuel rates for our members, without increasing 2023 requisition rates.

Expenses:

Wages has increased by \$37610.00 from 2022 due to increasing a part time position to full time for mattress recycling, a 5.7% COLA increase, and employee yearly increments. This also translates to an increase of \$7420.00 in the employer contributions.

Travel and Subsistence has decreased by \$2650.00 due to removal of Manager reimbursement for personal vehicle, while there was an increase for Employee Service awards for two 5-year, and a 15 year.

Administration has decreased by \$2900.00 due to the reduction of annual costs for the Sage subscription.

Recycling Costs has decreased by \$36,420.00 due to recycling mattresses in house.

Professional Services has decreased by \$3000.00 to reflect past spending.

Site Disposal Contract (WDML) has decreased by \$5400.00 to reflect the last few years' actual tonnages. We have two years remaining on our contract at \$27.00/MT.

Repair and Maintenance for the Sites has decreased by \$46,000.00 due to projects completed.

Repair and Maintenance for equipment has increased by \$15,000 to account for project work at the Bentley Site, and Prentiss.

Contracted Hiring Equipment decreased by \$9000.00 due to transferring wood grinding into Recycling Costs.

Rentals decreased by \$1500.00 due to no longer utilizing our in-house welder's truck.

Fuels and Lubricants has increased by \$71,290.00 to reflect the turbulent fuel prices.

Tires has increased by \$1500.00 due to adding one new vehicle to the Commission.

Equipment, Vehicle Parts has increased by \$10,000.00 due to project work at the Bentley Site.

Site Maintenance Supplies has decreased by \$7500.00 mainly due to not needing windscreens made this year.

Utilities has increased by \$13,500.00 due to rising costs, and heating the new Mattress Building.

Bank Charges and Interest has decreased by \$2500.00 due to lower rates charged by our debit machine provider.

Transfer to Capital Fund has decreased by \$6000.00 as we have exited the Municipal Exchange Program for our Skid Steer.

Capital expenditures from the Capital replacement Reserve include:

153

2023 Tri-Drive and deck installation Purchase	\$305,602.00
2-2023 Tri-Drive Trailers Purchase	\$180,000.00

Mr. Hohn reviewed the request of the 5.7% COLA increase with the Commission Board, clarifying how he came to that particular number using an average of the CPI data over the last twelve months. Some of the Commission Board members inquired as to what other municipalities were setting their COLA rates at and Mr. Hohn stated that no other members or municipalities had that rate determined as of yet, so it was not possible to give that information.

Chairman Creasey proposed a round table discussion, with each Commission Board member stating what rate they would be comfortable with and that an average of those numbers would be the one that would be approved. One member voted for 4%, 5 members voted for 4.5%, one member voted for 5% and one member voted for 5.7%.

Mr. Weenink stated that due to the uncertainty of the economy and the possibility that inflation may increase even further, that it may be prudent that the rate be revisited in the spring once other member municipalities will have set their rates and we have had a chance to see what the economy is doing.

Moved by Mr. Weenink that the Commission Board grant a 4.5% increase for the staff and that the COLA rate be revisited at the April 2023 meeting.

7 in favor, 1 opposed

Moved by Mr. Weenink that the Commission Board approves the amended 2023 Operating and Capital Budget with a 0% increase in requisitions and a 4.5% COLA rate.

Carried Unanimously

***RWS/45/22
Auditor
Appointment***

Mr. Hohn reported that Lacombe Regional Waste Services Commission is required by Bylaw 2-2013 to retain the services of an accounting firm to complete our annual audit and prepare our financial statements and financial information return.

Moved by Ms. Kreil that the Commission Board approve BDO Canada LLP as the appointed auditor for 2022.

Carried Unanimously

***RWS/46/22
Tri-Drive Trailer
Replacement***

Mr. Hohn reported to the Commission Board that the two trailers that LRWSC uses to haul a second bin to WDML, were purchased in 2005, and have a useful life of 15 years. Administration determined in 2020 that the purchase of two new trailers was not necessary at the time when the trailers were due to be replaced, and would monitor the condition of the two trailers and see if the useful years could be extended.

154

**RWS/47/22
Cold Storage
Building
Improvement**

The two trailers are now nearing the time that some significant money will need to be spent on them. The estimated repairs would essentially extend the life of the trailers by 7-10 years, but will cost approximately \$50,000 to \$60,000 per trailer. The cost of a new trailer is \$90,000, and will have a useful life of 15-18 years. The old trailers will be sold to the highest bidder, and the estimated value of the trailers is \$15,000 each.

As there are limited suppliers for the type of trailer we require, obtaining three quotes is not possible. Universal Handling Equipment from Red Deer built the last trailers, and they provided the current quote of \$90,000.

Moved by Mr. Fehr that the Commission Board approve the purchase of two new Tri-Drive Trailers from Universal Handling Equipment at \$90,000 each, to be funded from the Capital Equipment Replacement Reserve.

Carried Unanimously

Mr. Hohn reported to the Commission Board that since LRWSC began recycling mattresses in Oct 2020, we have diverted nearly 5600 mattresses from the landfill.

Formerly, the mattress recycling program was costing \$20.50 per mattress to ship and recycle at Re-Matt in Calgary for an approximate yearly total of \$55,000.00. Administration has since hired a staff member to complete the same process at a cost of \$7.00 per mattress, thus realizing a cost savings of approximately \$35,000 per year to recycle the mattresses. We are currently removing the springs from the mattresses which makes the remaining material less bulky and easier to handle in the landfill. With the winter months approaching, dismantling the mattresses in an un-heated building will be a difficult and uncomfortable task.

Mr. Hohn presented the Commission Board with three quotes each for concrete, insulation and heating. Taking price, availability of materials and labor into consideration, the following three quotes that will work best for the timeline we have are from NFW, Aires Air Flow, and Chuck's Concrete. The total for the three quotes is \$53,216.00 plus GST, and we are asking for approval for up to \$60,000.00 to cover any incidentals that may arise.

The improvements to the building will allow us to recycle mattress year-round, as well as have a heated building for equipment storage and maintenance work.

Mr. Hohn requests that the Commission Board approve the improvements to the cold storage building be approved and funded from the Unrestricted Surplus Reserve.

155

Moved by Mr. Gullekson that the Commission Board approve the recommended improvements to the Cold Storage Building at a cost of \$60,000.00 to be funded from the Unrestricted Surplus Reserve.

Carried Unanimously

**RWS/48/22
Manager's Report**

Mr. Hohn reported on the following Manager's Report to September 30, 2022. The highlights are as follows:

- Staffing – One staff member will be completing the Canada Ozone Layer Protection Awareness Program by the end of October. This will provide that individual the certification to safely evacuate freon from the appliances brought to site.
- Mattress Recycling – We have been removing the springs ourselves from both mattresses and box springs since the end of June.
- Compost Facility – Ultimate Services has had the required surveys completed and have now applied for the lease with Alberta Public Lands.
- Site Improvements – We have installed rig mats at Prentiss and Spruceville to improve the landing pads for full Compactor Bins. The cost was \$1600.00 at Prentiss, and \$800.00 at Spruceville. This keeps the bins off the ground and reduces the amount of gravel that may be picked up while loading the bins onto the Tri-drive for transport to WDML. We are going to install more pads at Prentiss to set empty bins on to keep them off the ground while they are not in use.
- Remote Site Hour Change - The change in hours at the Alix/Mirror and Spruceville Transfer Sites occurred on October 1, 2022. So far, we have not received any complaints from the public.
- Lacombe County Campsites - We have determined that the amount of waste generated from all 12 campgrounds (excluding Sandy Point) in Lacombe County to be approximately 80MT. The formula used to determine the cost for LRWSC to handle this waste resulted in \$5470.57 for the camping season. We have decided not to pursue recovering this cost from the County, as the County provides to the Commission many services throughout the year at no cost (secure site to park our three Tri-drives, power to plug in during winter, heated wash bays to wash our equipment).
- Sandy Point Seasonal Residents -We are working with Lacombe County to decide on the best way for the Commission to be compensated for the waste generated at Sandy Point. The seasonal residents are not counted in Lacombe County population numbers; therefore, the Commission is not paid for that waste. Currently, there are approximately 275 seasonal lots in phase 1-4, and there are another 275 seasonal lots approved for 2023 in phase 5-8. The formula used to determine the cost for LRWSC to handle this waste resulted in \$10,592.55 for the 2022 season.

- Farm Land Lease at Prentiss – we have notified all parties that submitted bids that the decision was made on August 24, 2022 to award the new 5-year lease to 7D Farms.
- City of Lacombe Refund – The City of Lacombe has accepted our offer and the cheque has been deposited.
- Wood Recycling - since the proposed Compost Facility has been delayed longer than anticipated, LRWSC will need to process our wood waste this fall/Winter. Demand for the product is low right now, so we may not get paid for the product to recycle it. Previously LRWSC had been paid \$5.00/MT, which was approximately \$4000.00. To date, Prentiss has approximately 500MT of pallet wood waste, and 500MT of green wood waste. There is a potential fire risk with both of the stockpiles, so processing them before spring is needed. We will process the 500MT green wood waste at a cost of approximately \$15,000.00, and Stickland Farms will pay to haul the chipped wood, but will not pay \$5/MT for the material. Mr. Hohn has looked for other markets with no luck. The 500MT of pallet wood waste is going to be incinerated on site throughout the winter season, through a combination of utilizing the Air Burner and open pit burning.

Moved by Ms. Palm-Fraser that the Managers Report be received as information by the Commission.

Carried Unanimously.

Next Meeting

The next regular meeting of the Commission will be held November 23, 2022 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/49/22
Adjourn***

Moved by Mr. Gullekson that the meeting adjourns.

***Time: 3:33 p.m.
Carried Unanimously.***

Chairperson

Manager

157



MEDIA RELEASE

November 1, 2022

Sylvan Lake Intermunicipal Development Plan project receives award from the Alberta Professional Planners Institute

(Lacombe County, Alberta, November 1, 2022) – Last month, the Alberta Professional Planners Institute (APPI) awarded the Sylvan Lake Intermunicipal Development Plan (SLIDP) with the 2022 Award of Merit for Comprehensive Policy Plan. Maven Strategies, the consultant for the SLIDP, submitted the application for this award, which recognizes the collaborative efforts put forth by the eight partner municipalities: Lacombe County, Red Deer County, Town of Sylvan Lake, Summer Village of Birchcliff, Summer Village of Jarvis Bay, Summer Village of Half Moon Bay, Summer Village of Norglenwold, and Summer Village of Sunbreaker Cove, as well as partner firm, McElhanney.

"The Sylvan Lake IDP signifies the completion of a project which had been initiated several times previously," said County Manager Tim Timmons. "This is the first time an Intermunicipal Development Plan for the unique area around Sylvan Lake has been created and formally approved by all project members – which was NOT a small feat."

Lacombe County was the managing municipality on behalf of the eight municipalities, with Senior Planner Cajun Paradis taking the lead as project manager for the SLIDP.

Several iterations had been attempted previously, including the creation of the Sylvan Lake Management Plan in 1977, which was not adopted as a statutory plan. In 2000, another attempt to make a plan was initiated, leading to the creation of the Sylvan Lake Management Committee. Former longtime Lacombe County Councillor Keith Stephenson and former Sylvan Lake Mayor Sean McIntyre were early champions of this project and saw the value and need for IDP between the municipalities around Sylvan Lake. In 2018, the eight municipalities came together – this time, they successfully created a plan that met their needs and addressed the residents' concerns around the lake.

"It was the right time to start this project for all the eight member municipalities involved. We also benefitted from the leadership of our consultant, Maven Strategies, who did a stellar job of bringing all the stakeholders together during the process," said Cajun Paradis, Senior Planner for Lacombe County. "Even with the curveballs thrown our way during COVID-19 – which significantly changed how we were able to engage with the public, as well as host our different committee and council meetings – we were able to come up with a plan that was adopted unanimously by everyone."

Through this work, eight municipal partners laid the foundation for regional sustainable growth management through engagement and data-based decision making, commitment to



implementation, and establishing strong relationships through the co-creation process. Now they enjoy shared development policies and standards that respect environmental protection and community identity.

What is the significance of the Sylvan Lake IDP?

IDPs are typically focused on growth boundaries between two municipalities and are often very focused on land use and major infrastructure requirements. Sylvan Lake is one of the largest waterbodies in Central Alberta and is a significant tourism destination for visitors. It is important not only due to its recreational amenities but also because of its biodiversity and extensive wildlife habitat areas. The SLIDP sets out land uses, infrastructure, and development standards that must be followed to protect the communities' character and environment of the area.

In a region of high population growth, adopting a regional IDP was a proactive and comprehensive approach to dealing with growth challenges that lie ahead. Before the Sylvan Lake IDP was adopted, no regional IDP existed between all partnering municipalities. The SLIDP will also guide future growth and development to protect the unique environmental and cultural characteristics surrounding Sylvan Lake and establishes a framework for the eight municipalities to work together to address issues of mutual concern.

"When I started my career with Lacombe County more than 20 years ago, the Sylvan Lake IDP was on our radar. It took the right mix of desire and the individuals on each of the eight councils to move the project forward, from beginning to end," said Dale Freitag, Director of Planning Services for Lacombe County. "The APPI award closes the chapter on a success story of regional collaboration for a mutual asset."

For more information, please contact:

Dale Freitag
Director, Planning Services
Lacombe County
(403) 782-8389

Cajun Paradis
Senior Planner
Lacombe County
(403) 782-8389



160

Mtg. Date Nov 14, 2022

Agenda Item 9.4



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Schulz'.

Rebecca Schulz
Minister of Municipal Affairs



ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
MLA, Calgary-Acadia

Mtg. Date Nov 14, 2021

Agenda Item 9.5

AR 52496

September 28, 2022

Dear Mayor/Reeve:

The Government of Alberta is recognizing and endorsing the following International Holocaust Remembrance Alliance working definition of anti-Semitism through an order-in-council.

“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Thirty-five countries, including Canada in 2019, endorsed or adopted this definition. Along with Alberta, three other provinces: Ontario (2020), Québec (2021) and New Brunswick (2021) have already endorsed or adopted the definition.

The *Alberta Human Rights Act* prohibits discrimination on the basis of several categories, including race, religious beliefs, colour, ancestry, and place of origin. All forms of racism are unacceptable, and endorsing this definition is just one way Alberta’s government is combating racism, supporting racialized communities, and promoting a safe and welcoming province for everyone.

The Government of Alberta is asking all municipalities across Alberta to consider accepting and amending their bylaws to reflect this definition.

Sincerely,

Honourable Tyler Shandro, KC, ECA

cc: Honourable Ric McIver, ECA, Minister of Municipal Affairs

162

Meeting Date Nov 14, 2022

Agenda Item 9.6



October 19, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General, Deputy House Leader
Office of the Minister
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
ministryofjustice@gov.ab.ca

RE: Victim Services Redesign

Dear Minister Shandro,

The Town of Fox Creek has recently become aware of the proposed Victim Services Redesign and is greatly concerned about the negative impacts it would have on our community. Losing the incredibly valuable service the Victim Services Unit provides our residents to a centralized area, would prove to be detrimental.

We realize efforts and resources were put into the MLA review; however, we strongly believe conversations and discussions should have been held with municipalities and Victim Services Units while putting this plan together. Municipal consultation should have been considered an integral component of a redesign.

Potential negative effects could leave our community and its people without the much-needed resources and support the Victim Services Unit provides. In rural Alberta, Victim Services Staff are as critical as First Responders and their ground zero efforts are invaluable. The proposed areas in the redesign are incredibly large, we are very concerned about where our services would be provided from, and the amount of time victims would have to wait to receive such valuable services. We have been made aware that it is being proposed to replace 17 police-based Victim Services Units in Western Alberta with one board that will more than likely be based in an Urban Center. Once again, Rural Albertans will be the one's to suffer from the decisions made by the Government. Rural Alberta has different needs than urban centers, one's that often do not go hand in hand with the needs of our urban neighbours. We firmly believe that these needs should be addressed in the proposed redesign.

We have also been informed that in the proposal is the loss of support for non-criminal trauma. Victim Services Units work closely and collaboratively with local RCMP to handle any trauma that requires support. Not all trauma involves a criminal nature, and often these traumas are felt throughout a close-knit community. We are a small community, one where people know each other, look out for each other, and support each other. I am sure you can imagine how a tragedy can very quickly touch the lives of many in Rural Alberta. In a community that has lost many of its previously supported programs, having the support of the Victim Services Unit is more valuable now than ever and once again, the loss of this support or change of how the support is being offered will have huge negative impacts.

163

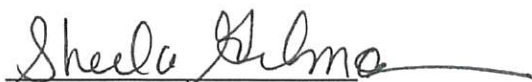
Our Victim Services Unit is a non-profit unit serving victims of trauma by offering information and referrals to agencies or programs and helping with court preparation. Our advocates are volunteers having experience in dealing with trauma, shock and unexpected loss, who, in the middle of the night, get up to deal with people at the worst time in their lives who need support immediately. The people offering these supports are local. They are part of the fabric that makes up the Community that we love and the ones that support us in times of need. Centralizing these services means we lose the people who know the ins and outs of how Rural Alberta Works, the people who spend time caring about their neighbours, and dedicate countless hours to keeping them safe, checking in on them and being the olive branch they need.

Our Victim Services Unit has not received any funding increases since 2008 yet have still managed to fully service and support victims of crime. Additional fundraising is done throughout the year to support victims of non-criminal trauma to fill the void in our communities and now this would end under the proposed redesign.

The Town of Fox Creek agrees with Woodlands County's suggestion of looking at a Crown model (Alberta Crown prosecution office zones). This would increase the areas of service, but not as drastically as the current proposal and we believe these smaller areas could be managed more effectively allowing rural communities' voices to be heard and considered.

We sincerely hope that the province delays moving forward with the current redesign proposal and stops to consult with the municipalities and current Victim Services Units. This is an opportunity to build and create a better plan that will benefit all Albertans and Victim Services Units throughout the Province.

Sincerely,



Sheila Gilmour
Mayor
sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
Arnold Viersen, MP, Peace River – Westlock
Todd Loewen, MLA, Central Peace – Notley
Alberta Municipalities Members
Tina Prodaniuk, Program Manager - Eagle Tower Victim Services

To:	Jack Ramsden, CAO 5023 – 51 Ave., Box 578, Town of Eckville, AB, Canada, T0M 0X0	From:	Wang, Qiguo, Stantec Consulting Ltd. 1100-4900 50 Street, Red Deer, AB, T4N 1X7
File:	Structural Visual Inspection – Foundation and Connection of Water Tower Project: 1101000017 Issue for: Review	Date:	November 1, 2022

Reference: Town of Eckville Horton Water Tower – Structural Condition Assessment

Introduction:

Stantec Consulting Ltd. was engaged by Town of Eckville to conduct a visual structural condition assessment of Horton Water Tower.

The water tower is located at the corner of 54th Ave and 52nd Street in the Town of Eckville, Alberta.

The Horton Water Spheroid is a tall, bulbous water tower with a narrow base that flares out near the bottom. Built of steel, the tower is approximately 30 meters tall and is founded on a concrete foundation. The water tower is currently empty and has not been used for decades.

Stantec's personnel Qiguo Wang, conducted the structural site review on August 12, 2022. Prior to the site visit, the following drawings, prepared by Associated Engineering Services Ltd., dated January 8, 1965, have been provided to Stantec for background information and review.

- Design drawing, No. 4217-WT-65-1 "Proposed Water Tower Foundation Mechanical & Sitting Plan"
- Design drawing, No. 4217-WT-65-3 "Proposed Water Tower Foundations Anchor Bolts and Reinforcing"

This Technical Memorandum represents a summary of a structural visual condition review. Limited structural condition assessment was performed for the following structures:

1. Concrete foundation exposed above grade.
2. Anchor bolt connection between water tower steel base and foundation wall.

The following structures reviews were excluded from out scope of work:

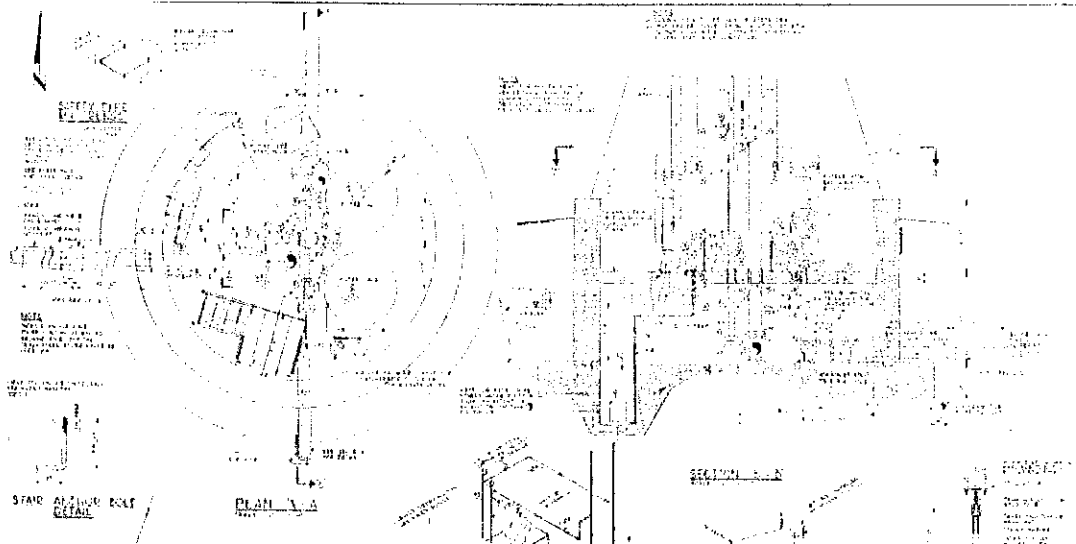
1. Foundation that was not visible.
2. Steel tower structure.
3. Inside of the tower.

Findings

Based on our site review and evaluation, the following are summary of findings.

Reference: Town of Eckville Horton Water Tower – Structural Condition Assessment

1. The foundation system consists of foundation wall supported by a cast-in-place concrete raft slab. A plan and cross section of the foundation can be seen below.



2. Since most of foundation system was not visible, we were assuming that the constructed foundation matches the design drawings.
3. The foundation system and connection of steel base to foundation wall are performing as originally intended.
4. Above grade portion of the foundation wall was reviewed. In general, the existing foundation wall inspected appears to be in good condition with no significant sign of cracking, settlement/movement, or distress. There was no corrosion staining, or delamination noted on the concrete foundation wall.
5. It was found that the surface of foundation wall had been repaired or patched. Repair mortar spalling at a few locations was observed with vegetation present.
6. We are assuming that re-painting has been done several times over the past 56 years. The current coating film applied to steel base and anchor bolts looks very thick and appears to be in good condition. Some coating film was observed to become brittle and crack. Cracking can be attributed to surface movement, aging, absorption and desorption of moisture, and general lack of flexibility of the coating. The thicker the paint file, the greater the possibility it will crack.
7. Anchor bolts appear to tightly in place and in good condition. Some anchor bolts are starting to experience moderate level of localized corrosion.
8. The water tower steel structure was not reviewed at the time of site visit. The current condition of the steel is unknown.

Recommendations

Reference: Town of Eckville Horton Water Tower – Structural Condition Assessment

1. Remove all concrete or mortar that is loose or delaminating. All concrete that is not sound must be removed.
2. Repair all concrete surfaces with cementitious waterproofing repair grout.
3. Remove rust from all steel members, clean surfaces and re-apply protective coating.
4. Regularly inspection and maintenance should be performed periodically (recommend every 2 years)
 - Visually inspect concrete structures for new cracking, existing repair work, deterioration, and defects.
 - Visually inspect structural integrity of concrete structures for any signs of settlement/movement of raft foundations, cracking, or other visible damage.
 - Remove debris and undesirable growth from concrete surfaces.
 - Apply or replace protective coating to prevent deterioration in structures.
 - Perform minor repairs as needed.
5. Stantec recommends survey of the foundation to establish benchmarks for future monitoring.
6. Stantec recommends to complete a cursory inspection of the water tower steel and measuring its wall thickness to determine the current condition of the water tower steel structure including inside of structure.

Limiting Conditions

This Technical Memorandum has been prepared for the sole benefit of the Town of Eckville for the purpose of due diligence. The memo may not be relied upon by any other person or entity without the express written consent of Stantec. Any use which a third party makes of this memo, or any reliance on decisions made based on it, is the responsibility of such third parties. Stantec accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this memo.

The conclusions as presented in this letter represents the professional judgment of the assessor based on a non-destructive visual site review. A limited visual site visits was performed and limitation in accessible elements of the structure as previously mentioned and the assumption that the rest of the structure is functioning as originally designed. Should additional information become available with respect to the elements of the structure, Stantec requests that this information be brought to our attention so that we may re-assess the conclusions presented herein. Reasonable effort was made to ensure the accuracy of the data forming the structural analysis and recommendations. Responsibility cannot be accepted for unknown factors that might adversely affect the accuracy of these projections.

1167

November 1, 2022
Jack Ramsden, CAO
Page 4 of 6

Reference: Town of Eckville Horton Water Tower – Structural Condition Assessment

Regards,
Stantec Consulting Ltd.

Qiguo Wang P. Eng
Structural Engineer
Phone: (403) 356 - 3462
Qiguo.wang@stantec.com





168

Reference: Town of Eckville Horton Water Tower – Structural Condition Assessment

Appendix A – PHOTOS

	
<p>Photo #1 Water Tower elevation</p>	<p>Photo #2 Water Tower steel base</p>
	
<p>Photo #3 Spalling repair mortar</p>	<p>Photo #4 Moderate corrosion on bolts</p>

Reference: Town of Eckville Horton Water Tower – Structural Condition Assessment

	
<p>Photo #5 Moderate corrosion on bolt</p>	<p>Photo #6 Water Tower steel base</p>
	
<p>Photo #7</p>	<p>Photo #8</p>
<p>Broken protective coating film</p>	<p>Moderate corrosion on bolt with vegetation present</p>

170

Mtg. Date Nov 14, 2022

Agenda Item 9.8

You're invited to a virtual info session

WEDNESDAY, NOV. 23, 2022

10:30 a.m. - 12 p.m.

HOW CAN BROADBAND HELP YOUR COMMUNITY THRIVE INTO THE FUTURE?

Did you know that wireless broadband devices can help increase internet speed and coverage in your community, sometimes only at a fraction of the cost and deployed at a fraction of the time as compared to fibre?

We invite you to virtually attend an online information session, co-hosted by FortisAlberta, Connect Mobility Inc. and Cambium Networks. This session will provide an overview of wireless broadband technology and the network implementation process. Topics will include:

- The experience of implementing broadband technology to a municipality, presented by former Vermilion, AB. Mayor, Caroline McAuley
- A general overview of wireless broadband compared to fibre technologies
- A demonstration of wireless broadband design and implementation process
- How the utility industry can play an integral role in supporting wireless broadband deployment
- The successful broadband implementation project in the Village of Standard, AB.

**FORTIS
ALBERTA**


Connect


Cambium Networks™

171

November 9, 2022



Update: Highway 11 Twinning, from Highway 22 to Township Road 390 (east of Benalto)

It has been four months since stakeholder meetings and open houses were held to present the concepts developed for Highway 11 from Highway 22 to Township Road 390. The study team received and reviewed a considerable amount of public input. As communicated at the June meetings, the information presented at the open house can be found on the study website:

<https://www.alberta.ca/highway-11-from-highway-22-to-township-road-390.aspx>

If you attended the meetings or had a chance to review the material on the website, you will understand that developing a twinning plan for Highway 11 is a complex undertaking.

We learned several things through the consultation process:

- Most accept that highway twinning is warranted
- The majority support and appreciate the study and public engagement processes
- Potentially impacted landowners would like closure as soon as possible, particularly if affected by the need for right-of-way

We were also asked to:

- Investigate a south alignment option similar to the north option presented at the open house
- Provide more information on the Township Road 384 couplet option

Many stakeholders wanted to see more detail for each of the proposed options. Based on this feedback, the study team is conducting a thorough evaluation of the following:

- 1. Twin Existing Highway**
- 2. Passing Lanes**
- 3. Couplet Concepts**
- 4. New Alignments**

The evaluation process will include options to the south of the existing highway as well as the options presented at the open houses in June; this evaluation process will assess the highway options in more detail than the preliminary screening outcomes presented in June. The evaluation process will be transparent and include the technical rationale for selecting a preferred option.

To achieve this outcome, the study team will follow what is known as a Multiple Account Evaluation (MAE) process. The MAE considers five sets of criteria, including:

- Community Sustainability
- Economy
- Environmental
- Financial
- User Benefits

This evaluation process means that the next steps of the study process are taking much longer than originally anticipated. We believe this step is important both in being responsive to public input and to ensure a fair decision process for a project that has the potential to impact many stakeholders. This also means we will not be ready to meet with you in November as originally planned.

We anticipate that we will be able to share the results of the MAE with you in the first quarter of 2023. This additional work will provide stakeholders with clear rationale leading to a preferred plan. We appreciate your willingness to continue to engage with us as we work together to achieve the best results.



Some of the options described above have not been presented to the stakeholders that would potentially be impacted by them, specifically the south couplet options. Property owners along the south couplet/alignment options should watch for a letter advising of a stakeholder engagement meeting, specifically focused on properties along those alignments. The resulting feedback from those meetings will be reflected in the MAE before a preferred plan is identified.

Please contact René Rosvold at rene.rosvold@cima.ca or (403) 775-0100, ext. 7620 with any questions or comments.

Sincerely,

Henry Devos, P.Eng.
Project Manager

173

Mtg. Date Nov 14, 2022

Agenda Item 9.10

E

Enforcement Activity

Issue Date	Issue Time (hrs)	Ticket Number	Ticket Type	Occurance Address	Municipality	First Name
Nov 01, 2022	1259	W1132280	Warning	4816 53 AVE	ECKVILLE	
Nov 01, 2022	1308	W1132323	Warning	5131 56 AVE	ECKVILLE	
Nov 01, 2022	1316	W1132333	Warning	5204 56 AVE	ECKVILLE	
Nov 01, 2022	1333	W1132344	Warning	5832 53 ST	ECKVILLE	

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④

Violation

- ① 52(1)(A) OF THE TRAFFIC SAFETY ACT - OPERATE UNREGISTERED MOTOR VEHICLE/TRAILER
- ② CLC/739-17, 17(A) OF THE THE TOWN ECKVILLE TRAFFIC BYLAW - PARK UNATTACHED TRAILER ON HIGHWAY
- ③ 52(1)(A) OF THE TRAFFIC SAFETY ACT - OPERATE UNREGISTERED MOTOR VEHICLE/TRAILER
- ④ 53(1)(B) OF THE TRAFFIC SAFETY ACT - DISPLAY UNAUTHORIZED LICENCE PLATE