

## TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, March 25, 2024

Town Office Council Chambers Eckville, AB 6:00 pm

(Councillors may attend via electronic means)

1. CALL TO ORDER 1.1
2. DELEGATIONS/PUBLIC HEARING 2.1
3. AGENDA 3.1 Additional Agenda Items  
3.2 Adoption of Agenda
4. MINUTES 4.1 Regular Council Meeting Minutes – March 11, 2024 pg. 1-3
5. ACTION ITEMS 5.1 RFD-2024 Eckville Municipal Cemetery Maintenance Contract pg. 4  
5.2 RFD-Contract for Weed Inspection Services pg. 5
6. BYLAWS, POLICIES 6.1
7. REPORTS 7.1 Management Report – March 25, 2024 pg. 6-7
8. COMMITTEE, BOARD REPORTS 8.1
9. CORRESPONDENCE, INFORMATION 9.1 Lacombe County Highlights of Reg Council Meeting pg. 8-9  
9.2 Provincial Education Requisition Credit Program pg. 10  
9.3 Consent Agenda:  
A. LRWSC Approved Minutes November 22, 2023 pg. 11-13  
B. Organizational Meeting Minutes Nov 22, 2023 pg. 14-15  
C. LRWSC Meeting March 6, 2024 pg. 16-62  
D. PRLS February 22, 2024 pg. 63-108
10. SEMINARS, MEETINGS, SPECIAL EVENTS 10.1 Village of Clive Funfest Parade invitation pg. 109
11. CLOSED SESSION 11.1
12. COMMITTEE OF THE WHOLE 12.1
13. ADJOURNMENT 13.1

Mtg. Date Mar 25, 2024

Agenda Item 4.1

## TOWN OF ECKVILLE – COUNCIL MINUTES

March 11, 2024

Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta  
(The meeting was available via electronic means)

- 1. Call to Order**
- 1.1 Mayor Ebden called the meeting to order at 6:00 p.m.
- Present: Mayor Ebden  
Councillor Meyers  
Councillor Engen  
Councillor Pacholek  
Councillor Palm-Fraser  
Councillor See (joined by electronic means)  
Councillor Thoreson
- Absent: None
- Staff: CAO, Jack Ramsden, Deputy CAO, Darcy Webb  
Recording Secretary Heather Allen
- Press: None Present
- Gallery: None
- 2. Delegations/Public Hearings**
- 2.1 None
- 3. Agenda**
- 3.1 Additional Agenda Items - None
- 3.2 Adoption of Agenda
- Res.039.024**
- Moved by Councillor Meyers that the agenda be adopted presented. **Carried Unanimously.**
- 4. Minutes**
- 4.1 Regular Council Meeting Minutes – February 26, 2024
- Res.040.2024**
- Moved by Councillor Pacholek that the minutes of the Regular Meeting of Council held Monday, February 26, 2024, be adopted as amended. **Carried Unanimously.**
- 5. Action Items**
- 5.1 RFD- Donation for CARA saddle.
- Res.041.2024**
- Moved by Councillor See that the Town of Eckville sponsor the Central Alberta Rodeo Association's "Cyle Playfair Bull Riding Saddle Award" again in 2024 at a cost of \$1,500.00. **Carried Unanimously.**
- 5.2 Waste Collection Services Agreement.

- Res.042.2024** Moved by Councillor Palm-Fraser that the Town of Eckville re-tender the Waste Collection Services Contract. **Carried Unanimously.**
- 5.3 Street Sweeper - Discussion
- Res.043.2024** Moved by Councillor Meyers to receive the discussion for information. **Carried Unanimously.**
- 6. Bylaws /Policies** 6.1 Bylaw #793-24 Advertising Bylaw.
- Res.044.2024** Moved by Councillor Engen that Bylaw #793-24 be given first reading. **Carried Unanimously.**
- 6.2 Date for Advertising Bylaw #793-24 Public Meeting
- Res. 045.2024** Moved by Councillor Thoreson that a Public Hearing with respect to Bylaw #793-24 be held at 7:00 p.m. on April 8<sup>th</sup>, 2024. **Carried Unanimously.**
- 7. Reports** 7.1 Management Report for March 11, 2024
- Res. 046.2024** Moved by Councillor See that the Management Report for March 11, 2024, be accepted for information. **Carried Unanimously.**
- 7.2 Financial Report-AP Report February 22, 2024 – March 6, 2024
- Res. 047.2024** Moved by Councillor Pacholek that the Financial Report be accepted for information. **Carried Unanimously**
- 7.3 Animal Control Services February 2024.
- Res.048.2024** Moved by Councillor Thoreson that the Animal Control Services February be accepted for information. **Carried Unanimously.**
- 8. Committee & Board Reports** 8.1 Councillor Meyers reported on LRWSC  
8.2 Mayor Ebden reported on FCSS, Mid-sized Towns Mayors' Caucus and Provincial Budget Town Hall meeting.
- Res. 049.2024** Moved by Councillor Meyers that the Committee and Board Reports be accepted. **Carried Unanimously.**
- 9. Correspondence, Information Items** 9.1 Lacombe County Highlights of Regular Council Meeting Feb. 22, 2024  
9.2 Lacombe County Media Release
- Res.050.2024** Moved by Councillor Pacholek that the Correspondence and Information items be accepted as information. **Carried Unanimously.**
- 10. Seminars, Meetings, Special Events** 10.1 None
- Mayor Ebden called for a 5-minute recess. Time 7:22pm The meeting reconvened at 7:27pm

**11. Closed Session**

11.1 Section 23: Local Public body confidences

**Res.051.2024**

Moved by Councilor Engen that the meeting move into closed session, excluding all persons except Council Members order to discuss an item with Section 23 of the FOIPP Act: Local public body confidences. Time 7:28 p.m. **Carried Unanimously**

**Res.052.2024**

Moved by Councilor Engen that the meeting revert back to open session. Time 7:38pm. **Carried Unanimously.**

**12. Committee of the Whole**

12.1 Bylaw #744-18 Council Code of Conduct Bylaw - Discussion

**13. Adjournment**

**Res. 053.2024**

Mayor Ebden adjourned the meeting. Time 8:10 pm. **Carried Unanimously.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO



Mtg. Date Mar 25, 2024  
Agenda Item 5.1

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

<b>Meeting:</b>	Town Council
<b>Meeting Date:</b>	March 25, 2024
<b>Originated By:</b>	Jack Ramsden, CAO
<b>Title:</b>	2024 Eckville Municipal Cemetery Maintenance Contract

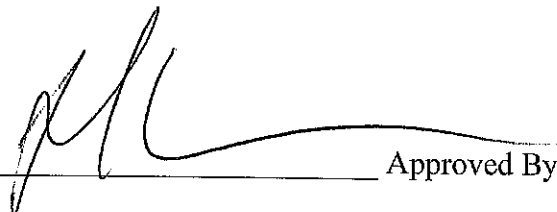
**BACKGROUND:** If you recall we tendered the maintenance (mowing and trimming) work at the Cemetery last year. We received three different tenders, and the work was awarded to Outback Lawn Maintenance of Lacombe County (located due east of our cemetery on the same road).

**DISCUSSION/ALTERNATIVES:** We are proposing to tender this work again this year, and pending your approval to tender, we will advertise, close tenders, and bring our recommendation for the tender award to the April 22<sup>nd</sup> council meeting.

**IMPACT ON BUDGET:** There will be some impact on the budget as we anticipate a slightly higher cost for 2024.

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

**“That Administration be instructed to secure tenders for the 2024 Eckville Municipal Cemetery Maintenance Contract for presentation at the April 22<sup>nd</sup> council meeting.”**

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

Mtg. Date March 25, 2024

Agenda Item 5.2

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

<b>Meeting:</b>	Town Council
<b>Meeting Date:</b>	March 25, 2024
<b>Originated By:</b>	Jack Ramsden, CAO
<b>Title:</b>	Contract for Weed Inspection Services

**BACKGROUND:** Late last fall we became aware of the fact that there is a prohibitive noxious weed growing on at least two properties with the Town limits. Due to the lateness in the year, and the fact that we did not have any licensed Weed Inspectors, we left the matter until now.

**DISCUSSION/ALTERNATIVES:** We have exchanged several emails with Lacombe County. They are willing to enter into a contract with us to have their licensed Weed Inspectors provide weed inspection services to us and write the required weed notices and orders on our behalf.

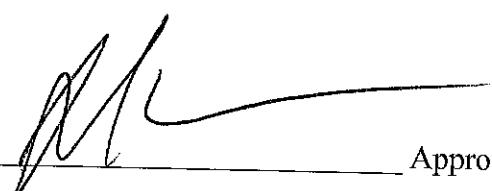
We have included the resolution that they are suggesting we present to you for your perusal and hopefully for your approval.

We have asked them to prepare the required contract, which we would hope to have available at the April 8<sup>th</sup> council meeting.

**IMPACT ON BUDGET:** At this point we can say that there will be some impact on the 2024 budget, but we are not expecting it to be too much.

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

**“That Weed Inspectors, as designated under the Alberta Weed Control Act by Lacombe County, be appointed as inspectors under the Alberta Weed Control Act within the Town of Eckville, and further, that the Chief Administrative Officer negotiate a service agreement with Lacombe County for the provision of weed inspection services within the Town of Eckville.”**

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

5

**MANAGEMENT REPORT  
TO ECKVILLE TOWN COUNCIL**

**March 25, 2024**

Mtg. Date March 25, 2024

Agenda Item 7.1

**Current Activities:**

- **Meeting With the Sylvan Lake Regional Water/Wastewater Commission:**  
Mayor Ebden, Deputy CAO Darcy Webb and I met with the Sylvan Lake Regional Water / Wastewater Commission Board at their March 11<sup>th</sup> commission meeting. Our session lasted about 25 minutes and we thought that it went well. We are still waiting to hear from them to see what our next steps will be.
- **Arena Operating Society:** Nothing new to report. We continue to monitor the situation.
- **Public Works Highlights:**
  - **Lagoon Outfall Meter:** Nothing new to report.
  - **East Sewer Lift Station:** The station is operating normally again.
  - **West Sewer Lift Station:** Some changes were made to the pulleys to speed up the operation of the pump which had been failing, and we are glad to report that it seems to be holding its prime again. We are still planning to do a major overhaul on this pump when the parts arrive. Still have our fingers crossed that both pumps continue to operate until the upgrade is completed.  
As per our discussions with Council at the March 11<sup>th</sup> council meeting, we have asked Tagish Engineering to give us a proposal to do a more formal and thorough study on how we should proceed with the maintenance of both of our wastewater lift stations in the future. We will bring this to you for discussion when we receive it from Tagish.
  - **Water Pump Station:** As previously noted, we now have a new Pro-Talk device installed at the pump station and our Public Works Operators are now receiving notices and alarms as they occur.
  - **Water Quality Samples:** We have asked WSP Engineering to conduct another water sampling, which will include samples from our raw well water; from our chlorinated water prior the green sand water filters; and after the green sand water filters. Apparently, this information will be helpful should we have to proceed with a filter upgrade project. As previously noted, our green sand filters are 38 years old and are likely in need of rebuilding or replacement. We will keep you informed.
  - The Street Sweeper was sent to Industrial Machines in Acheson on February 22<sup>nd</sup> for the overhaul of the chains and bearings. We are happy to report that the work came in under \$10,000 and it is now ready to pick up. (Likely next week when the snow melts). With any luck our contract work in Alix and Clive will cover most of the repair bill. We have also offered to work in Bentley, but we have not heard back from them yet.

Management Report – March 25, 2024

Future / Planned Activities:

- **CASA DE VIDA DEVELOPMENTS INC.** Purchase of Lot 31, Block 2, Plan 0720639. Still nothing new to report at this time.
- **Highway 11 Twinning Project:** Nothing new to report at this time.
- **New Website and Municipal APP:** Nothing new to report.
- **Year End Audit:** Our Audit Committee met, via Teams, with Melisa Milne and their Team Lead to discuss the progress of their Audit to date. If all goes well Melisa is hoping to present the completed 2023 Financial Statement to Council at the April 8<sup>th</sup> council meeting. If this doesn't work out, she will attend the April 22<sup>nd</sup> council meeting instead.
- **Budget:** Work continues on the budget and we will be meeting with Council in the next couple of weeks.
- **Loader Problems:** As noted in our email of March 20<sup>th</sup>, we are having some transmission issues with our Volvo Loader. At this time we don't know if it is a minor problem or a major transmission rebuild. The plan was to haul it to Red Deer today, but with the snow, we might have to hold off. STRONGCO, our Volvo dealer, is short of mechanics and won't be able to look at it until Friday at the earliest. We hope to be able to update you at the March 25<sup>th</sup> council meeting.

---

Jack Ramsden, CAO



---

Darcy Webb, Deputy CAO



**HIGHLIGHTS OF THE REGULAR COUNCIL MEETING  
MARCH 14, 2024**

---

**POLICE GOVERNANCE SURVEY**

The proposed response to the Provincial Policy Advisory Questionnaire was endorsed by Council and will be submitted on behalf of Lacombe County.

**ALUS LACOMBE PUBLIC ADVISORY COMMITTEE APPOINTMENT**

The request from Alternative Land Use Services (ALUS) Lacombe to appoint an Agricultural Service Board Member to the ALUS Lacombe Public Advisor Committee was received for information.

**RICHARDS OIL AND GAS OUTSTANDING PROPERTY TAX PAYMENT PLAN REQUEST**

A request by Richards Oil and Gas for the the proposed cancellation of late payment penalties and levies in the amount of \$42,494.54 in exchange for payment of their outstanding tax balance of \$58,513, did not receive Council approval.

**CENTRAL ALBERTA BUSINESS ADVANTAGE SUMMIT 2024**

Council received information regarding the upcoming Central Alberta Business Advantage Summit 2024, which will be held April 22 to 26, 2024 in Olds. The purpose of the Summit is to invite small business owners, entrepreneurs, and investors from India into the Central Alberta community to encourage dialogue and foster a deeper understanding of markets, challenges, and opportunities in the area. Representatives of Council and staff will attend the event.

**TOWN OF BENTLEY NOTICE OF ANNEXATION**

Subsequent to Council's recent adoption of the Southeast Bentley Area Structure Plan, the Town of Bentley wishes to proceed with the annexation of the lands within the plan area. The February 27, 2024 Notice of Annexation from the Town of Bentley was received for information.

**LACOMBE FISH AND GAME ASSOCIATION AWARDS AND GALA**

Representatives of Council will attend the upcoming Lacombe Fish and Game Association Awards and Gala event on April 13, 2024.

**MEETING WITH RCMP AT RMA SPRING CONVENTION**

Council will meet with members of the RCMP on March 20, 2024, during the upcoming RMA Spring Convention, to discuss topics including restorative justice, crime reduction, community safety and wellbeing, copper theft, and organized crime in rural areas.

**RMA SPRING CONVENTION RESOLUTIONS**

Council reviewed the proposed RMA Spring Convention resolutions. The Convention will be held in Edmonton from March 18 to 20, 2024.

**BYLAW NO. 1409/24**

Bylaw No. 1409/24, a bylaw of Lacombe County for the purpose of amending the Village of Alix/Lacombe County Intermunicipal Development Plan received first reading and approval to hold a public hearing. A public hearing for Bylaw No. 1409/24 will be held on April 11, 2024 commencing at 9:00 a.m. at Lacombe County Council Chambers.

**INDUSTRIAL SUBDIVISION – DOW CHEMICAL RAIL YARD EXPANSION**

By resolution of Council, the subdivision application for 9.03 acres of Pt. SW 39-25-W4M was approved subject to several conditions.



WHERE PEOPLE ARE THE KEY

**DAVID THOMPSON SNOW RIDERS' ASSOCIATION**

Council received a presentation on the activities and initiatives of the David Thompson Snow Riders' Association (DTSRA).

**CLIVE SCHOOL PARENT COUNCIL ASSOCIATION**

Council received a presentation from representatives of the Clive School Parent Council Association regarding the Clive School Playground project.

**Next Regular Council Meeting is**  
**March 28, 2024 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**April 2, 2024 – 9:00 a.m.**

**Lacombe County Administration Building**

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

A handwritten mark, possibly a signature or initials, located in the bottom right corner of the page.

Mtg. Date Mar 25, 2024

Agenda Item 9.2



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR114060

**Subject: Provincial Education Requisition Credit Program Extension**

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

Ric McIver  
Minister

APPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD NOVEMBER 22, 2023

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:26 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday November 22, 2023.

Present

**Commission Members:**

**Present:**

Village of Alix	Barb Gilliat
Town of Bentley	Lenore Eastman
Lacombe County	Dana Kreil
	Ken Weenink
City of Lacombe	Grant Creasey
Town of Eckville	Dwayne Meyers
Village of Clive	Dan Graden

**Others:**

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary

Welcome

Chairman Creasey welcomed the Commission Board to the sixth LRWSC board meeting of 2023.

**RWS/49/23  
Agenda**

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

**Moved by Ms. Gilliat to approve the agenda as presented.**

**Carried Unanimously.**

**RWS/50/23  
Minutes**

Ms. Kreil stated that she had called the meeting on October 17, 2023 to order and requested that the minutes reflected that.

**Moved by Ms. Kreil that the minutes of October 17, 2023 Regular Board Meeting be approved as amended.**

**Carried Unanimously.**

**RWS/51/23  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the month of October 2023. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals and how they compare to prior years.
- How compactor totals compare to prior years.

**Moved by Mr. Weenink that the Waste Haul Summary for the month of October 2023 be received as information by the Commission.**

**Carried Unanimously.**

**RWS/52/23  
Accounts Paid  
YTD Budget  
Comparative List  
Acct. Payable  
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report October 31, 2023.
- Mr. Hohn gave clarification on fuel costs from year to year.
- Accounts Payable Cheque Listing from October 1 – October 31, 2023.

11



***Moved by Ms. Eastman that the YTD Budget Comparative to October 31, 2023 be received as information by the Commission.***

***Carried Unanimously.***

***Moved by Mr. Meyers that the Accounts Payable Cheque Listing from October 1- October 31, 2023 be received as information by the Commission.***

***Carried Unanimously.***

**RWS/53/23  
Campground  
Disposal Charges**

Mr. Hohn reviewed with the Commission Board that at the last meeting there was a discussion on the various ways to recapture the waste disposal costs of the non-county residents at campgrounds, seasonal lots, halls/bible camps, and titled lots within Lacombe County.

Summer Villages and Aspen Beach already contribute to the requisition model for waste disposal in Lacombe County and Administration was asked to identify a threshold number of campsites for other campgrounds/RV Resorts to ensure that they as well are captured in the model as well.

The LRWSC Commission members are willing to absorb the waste disposal costs incurred by the smaller campgrounds, halls/bible camps as there is no real way to tell where the camp site users are from, as well as the labor involved in collecting from each individual campground was not worth the effort put forth by administration as the waste volumes are not high enough to justify the administrative costs.

Administration was asked to come up with a threshold number of campsites per campground that would qualify them to become contributors into the requisition model. Administration has identified that any campground containing over 200 campsites and all leased RV lots should be subject to waste disposal fees to be collected by administration directly from the campground/RV Resort, or through the contractor hauling the waste.

Administration will further consult with Lacombe County regarding all titled lots within RV Resorts that are owned for waste disposal cost collection.

***Moved by Ms. Gilliat that the Commission Board approve the threshold number of 200 campsites and all leased RV lots as an acceptable threshold indicator as to whether LRWSC will charge for waste disposal and that Administration devise a formula for all campsites/leased lots for waste disposal to be presented at a future meeting.***

***Carried Unanimously***

**RWS/54/23  
Managers Report**

Mr. Hohn reported on the following Manager's Report to October 31, 2023. The highlights are as follows:

- Mr. Hohn reported that we have hired two new 0.6 FTE Transfer Station Attendants.
- Mr. Hohn reported to the Commission Board that he has been presented a couple of options for the replacement of the trailers. He has received a quote for a complete build of the trailer for \$100,000.00 each or a complete refurbishment on each trailer for \$69,500.00 each. Mr. Weenink suggested that we purchase one new trailer and send the best of the two that we own for refurbishment at Lacombe County to stay within the approved budget. The Commission Board members agreed.
- Mr. Hohn is going to follow up on the Compost Facility and its status in the approval process.
- Security cameras have been installed at the Alix/Mirror transfer site.

12

- Mr. Hohn has reached out to all the members advising them that they should register their own community for the EPR program. Prentiss has been registered for the HHW program.
- Mr. Hohn received a request from a Commission Board member's staff requesting a copy of the meeting packages in advance of the board meetings. He has been directed by the Commission Board to send the meeting packages to both the members and the CAO's prior to the meetings and interested parties can obtain a copy of the package from them.

**Moved by Ms. Gilliat that the Managers Report be received as information by the Commission.**

**Carried Unanimously**

**RWS/55/23  
2024 Regular Board  
Meeting Schedule**

The 2024 meetings for the Commission will be held at the Prentiss Transfer Site – Administration Building; 40123 Rge Rd 260 (jct of Hwy 12 & Prentiss Road (Rge Rd 26-0) south 4 kms. Wednesdays commencing at 1:15 p.m.

- February 28, 2024
- April 24, 2024 (2023 Audit)
- June 26, 2024
- August 21, 2024
- October 16, 2024 (2025 Budget Meeting)
- November 20, 2024 (Organizational Meeting)

**Moved by Mr. Graden that the Commission Board accepts the 2024 Commission Board Meeting dates as presented.**

**Carried Unanimously.**

**Next Meeting**

The next regular meeting of the Commission will be held on February 28, 2024 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/56/23  
Adjourn**

**Moved by Ms. Kreil that the meeting adjourns.**

**Time: 2:53 p.m.  
Carried Unanimously.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager

13

The Organizational Meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman, Grant Creasey at 1:17 p.m. at the Lacombe Regional Waste Services Commission Administration Office on Wednesday, November 22, 2023.

Present

**Commission Members:**

**Present:**

Town of Bentley	Lenore Eastman
Village of Clive	Dan Graden
City of Lacombe	Grant Creasey
Village of Alix	Barb Gilliat
Lacombe County	Dana Kreil
	Ken Weenink
Town of Eckville	Dwayne Meyers

**Others:**

Jay Hohn	LRWSC Manager
Alissa Lundie	Recording Secretary

**Regrets:**

City of Lacombe	Don Gullekson
-----------------	---------------

**Agenda**  
**RWS/43/23**

*Moved by Ms. Gilliat to approve the agenda as presented.*  
**Carried Unanimously.**

**RWS/44/23**  
**Chairperson**

Mr. Hohn called for nominations for Chairperson.

Ms. Gilliat nominated Mr. Creasey.

Mr. Hohn asked for a second call and then a third call.

*Moved by Mr. Hohn that nominations cease.*  
**Carried Unanimously.**

Mr. Creasey was declared Chairman of the Lacombe Regional Waste Services Commission Board and assumed the Chair.

**RWS/45/23**  
**Vice-Chairperson**

Mr. Creasey called for nominations for Vice-Chairperson.

Ms. Gilliat nominated Ms. Kreil

Mr. Creasey asked for a second call and then a third call.

*Moved by Mr. Creasey that nominations for Vice-Chair cease.*  
**Carried Unanimously.**

Ms. Kreil was declared Vice-Chairperson of the Lacombe Regional Waste Services Commission Board and assumed the Chair.

**RWS/46/23**  
**Executive Committee**

Mr. Creasey now called for nominations for Executive Committee Member.

Ms. Eastman nominated Ms. Gilliat

Mr. Creasey asked for a second call and then a third call.

*Moved by Mr. Creasey that nominations cease.*  
**Carried Unanimously.**

14

**RWS/47/23  
Authorized Signors**

Ms. Gilliat was declared Executive Committee member in accordance with bylaw, other members of the Executive Committee are Chair and Vice-Chairperson.

Administration requested that all members of the Executive Committee be on the list of members authorized to sign cheques on the Commissions bank account at Servus Credit Union to ensure timely payment of invoices.

Current approved members for signing authority are the Chair and Vice-Chairperson. Administration is requesting that the third Executive member Ms. Gilliat be added as an approved signor on the 2 to sign accounts.

**Moved by Mr. Weenink that the approved members for signing authority for the Commission Bank Accounts held at Servus Credit Union be changed to include all of the Members of the Executive Committee.**

**Carried Unanimously.**

**RWS/48/23  
Adjourn**

**Moved by Ms. Gilliat that the meeting adjourns.**

**Time: 1:25 pm**

**Carried Unanimously.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager

15



# LRWSC MEETING

## March 06, 2024

### Time: 1:15 PM

<u>City of Lacombe</u>	Grant Creasey	gcreasey@lacombe.ca
	Don Gullekson	dgullekson@lacombe.ca
	CAO	dbellabono@lacombe.ca
<u>Lacombe County</u>	Dana Kreil	dkreil@lacombecounty.com
	Ken Weenink	kweenink@lacombecounty.com
	Alt: Dwayne West	dwest@lacombecounty.com
	CAO	jprediger@lacombecounty.com
<u>Town of Bentley</u>	Dale Grimsdale	dgrimsdale@bentleycouncil.ca
	Alt: Lenore Eastman	leastman@bentleycouncil.ca
	CAO	mfortais@townofbentley.ca
<u>Town of Eckville</u>	Dwayne Meyers	dwayne@eckville.com
	Alt: Jacquie Palm-Fraser	Jacquie@eckville.com
<u>Village of Alix</u>	Barb Gilliat	bgilliat@platinum.ca
	Alt: Janice Besuijen	Janice.guest@gmail.com
	CAO	tmeston@villageofalix.ca
<u>Village of Clive</u>	Sarah Fahey	sarahedunbrack@gmail.com
	Alt: Dan Graden	dgraden@hotmail.com
	CAO	admin@clive.ca



**40123 Range Rd 260 (Prentiss Rd)  
RR 4 Box 18 Site 3 LACOMBE, AB T4L 2N4**

Phone: 403.782.8970  
Email: admin@lrwsc.ca

16



# AGENDA

## REGULAR BOARD MEETING

March 06, 2024

LRWSC Administration Office

---

1. Call to Order
2. Adopt the Agenda
3. Adopt Minutes of November 22, 2023 Organizational & Regular Board Meeting (Previously distributed)
4. BDO Canada LLP – Auditors
  - a. Engagement Partner Letter
  - b. Audit Planning Process
5. Waste Haul Summaries for the Month of November & December 2023 and January 2024
6. List of Accounts Paid-To-Date
  - a. YTD Budget to Actual Report – December 31, 2023 & January 31, 2024
  - b. AP Cheque Register – November & December 2023, January 31, 2024
7. Manager's Report
8. Next Meeting April 24, 2023
9. Adjournment



Present

**Commission Members:**

**Present:**

Town of Bentley  
Village of Clive  
City of Lacombe  
Village of Alix  
Lacombe County

Lenore Eastman  
Dan Graden  
Grant Creasey  
Barb Gilliat  
Dana Kreil  
Ken Weenink  
Dwayne Meyers

Town of Eckville

**Others:**

Jay Hohn  
Alissa Lundie

LRWSC Manager  
Recording Secretary

**Regrets:**

City of Lacombe

Don Gullekson

**Agenda  
RWS/43/23**

***Moved by Ms. Gilliat to approve the agenda as presented.***

***Carried Unanimously.***

**RWS/44/23  
Chairperson**

Mr. Hohn called for nominations for Chairperson.

Ms. Gilliat nominated Mr. Creasey.

Mr. Hohn asked for a second call and then a third call.

***Moved by Mr. Hohn that nominations cease.***

***Carried Unanimously.***

Mr. Creasey was declared Chairman of the Lacombe Regional Waste Services Commission Board and assumed the Chair.

**RWS/45/23  
Vice-Chairperson**

Mr. Creasey called for nominations for Vice-Chairperson.

Ms. Gilliat nominated Ms. Kreil

Mr. Creasey asked for a second call and then a third call.

***Moved by Mr. Creasey that nominations for Vice-Chair cease.***

***Carried Unanimously.***

Ms. Kreil was declared Vice-Chairperson of the Lacombe Regional Waste Services Commission Board and assumed the Chair.

**RWS/46/23  
Executive  
Committee**

Mr. Creasey now called for nominations for Executive Committee Member.

Ms. Eastman nominated Ms. Gilliat

Mr. Creasey asked for a second call and then a third call.

18



**RWS/47/23**  
**Authorized Signors**

Administration requested that all members of the Executive Committee be on the list of members authorized to sign cheques on the Commissions bank account at Servus Credit Union to ensure timely payment of invoices.

Current approved members for signing authority are the Chair and Vice-Chairperson. Administration is requesting that the third Executive member Ms. Gilliat be added as an approved signor on the 2 to sign accounts.

***Moved by Mr. Weenink that the approved members for signing authority for the Commission Bank Accounts held at Servus Credit Union be changed to include all of the Members of the Executive Committee.***

***Carried Unanimously.***

**RWS/48/23**  
**Adjourn**

***Moved by Ms. Gilliat that the meeting adjourns.***

***Time: 1:25 pm***

***Carried Unanimously.***

\_\_\_\_\_  
Chairperson



The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:26 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday November 22, 2023.

Present

**Commission Members:**

**Present:**

- |                  |                |
|------------------|----------------|
| Village of Alix  | Barb Gilliat   |
| Town of Bentley  | Lenore Eastman |
| Lacombe County   | Dana Kreil     |
|                  | Ken Weenink    |
| City of Lacombe  | Grant Creasey  |
| Town of Eckville | Dwayne Meyers  |
| Village of Clive | Dan Graden     |

**Others:**

- |               |                          |
|---------------|--------------------------|
| Jay Hohn      | LRWSC Commission Manager |
| Alissa Lundie | Recording Secretary      |

Welcome

Chairman Creasey welcomed the Commission Board to the sixth LRWSC board meeting of 2023.

**RWS/49/23  
Agenda**

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

**Moved by Ms. Gilliat to approve the agenda as presented.**

**Carried Unanimously.**

**RWS/50/23  
Minutes**

Ms. Kreil stated that she had called the meeting on October 17, 2023 to order and requested that the minutes reflected that.

**Moved by Ms. Kreil that the minutes of October 17, 2023 Regular Board Meeting be approved as amended.**

**Carried Unanimously.**

**RWS/51/23  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the month of October 2023. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals and how they compare to prior years.
- How compactor totals compare to prior years.

**Moved by Mr. Weenink that the Waste Haul Summary for the month of October 2023 be received as information by the Commission.**

**Carried Unanimously.**

**RWS/52/23  
Accounts Paid  
YTD Budget**

Administration reported on the following with the Commission:

- Year to Date Budget Report October 31, 2023.

*Moved by Mr. Meyers that the Accounts Payable Cheque Listing from October 1- October 31, 2023 be received as information by the Commission.*

*Carried Unanimously.*

**RWS/53/23  
Campground  
Disposal Charges**

Mr. Hohn reviewed with the Commission Board that at the last meeting there was a discussion on the various ways to recapture the waste disposal costs of the non-county residents at campgrounds, seasonal lots, halls/bible camps, and titled lots within Lacombe County.

Summer Villages and Aspen Beach already contribute to the requisition model for waste disposal in Lacombe County and Administration was asked to identify a threshold number of campsites for other campgrounds/RV Resorts to ensure that they as well are captured in the model as well.

The LRWSC Commission members are willing to absorb the waste disposal costs incurred by the smaller campgrounds, halls/bible camps as there is no real way to tell where the camp site users are from, as well as the labor involved in collecting from each individual campground was not worth the effort put forth by administration as the waste volumes are not high enough to justify the administrative costs.

Administration was asked to come up with a threshold number of campsites per campground that would qualify them to become contributors into the requisition model. Administration has identified that any campground containing over 200 campsites and all leased RV lots should be subject to waste disposal fees to be collected by administration directly from the campground/RV Resort, or through the contractor hauling the waste.

Administration will further consult with Lacombe County regarding all titled lots within RV Resorts that are owned for waste disposal cost collection.

*Moved by Ms. Gilliat that the Commission Board approve the threshold number of 200 campsites and all leased RV lots as an acceptable threshold indicator as to whether LRWSC will charge for waste disposal and that Administration devise a formula for all campsites/leased lots for waste disposal to be presented at a future meeting.*

*Carried Unanimously*

**RWS/54/23  
Managers Report**

Mr. Hohn reported on the following Manager's Report to October 31, 2023. The highlights are as follows:

- Mr. Hohn reported that we have hired two new 0.6 FTE Transfer Station Attendants.
- Mr. Hohn reported to the Commission Board that he has been presented a couple of options for the replacement of the trailers. He has received a quote for a complete build of the trailer for \$100,000.00 each or a complete refurbishment on each trailer for \$69,500.00 each. Mr. Weenink suggested that we purchase one new trailer and send the best of the two that we own for refurbishment at Lacombe County to stay within the approved budget. The Commission Board members agreed.
- Mr. Hohn is going to follow up on the Compost Facility and its

21



Mr. Hill received a request from a Commission Board member staff requesting a copy of the meeting packages in advance of the board meetings. He has been directed by the Commission Board to send the meeting packages to both the members and the CAO's prior to the meetings and interested parties can obtain a copy of the package from them.

**Moved by Ms. Gilliat that the Managers Report be received as information by the Commission.**

**Carried Unanimously**

**RWS/55/23  
2024 Regular Board  
Meeting Schedule**

The 2024 meetings for the Commission will be held at the Prentiss Transfer Site – Administration Building; 40123 Rge Rd 260 (jct of Hwy 12 & Prentiss Road (Rge Rd 26-0) south 4 kms. Wednesdays commencing at 1:15 p.m.

- February 28, 2024
- April 24, 2024 (2023 Audit)
- June 26, 2024
- August 21, 2024
- October 16, 2024 (2025 Budget Meeting)
- November 20, 2024 (Organizational Meeting)

**Moved by Mr. Graden that the Commission Board accepts the 2024 Commission Board Meeting dates as presented.**

**Carried Unanimously.**

Next Meeting

The next regular meeting of the Commission will be held on February 28, 2024 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

**RWS/56/23  
Adjourn**

**Moved by Ms. Kreil that the meeting adjourns.**

**Time: 2:53 p.m.  
Carried Unanimously.**

\_\_\_\_\_  
Chairperson

*22*



Tel: (403) 782-3361  
Fax: (403) 782-3070  
www.bdo.ca

BDO Canada LLP  
5820B Highway 2A  
Lacombe, AB T4L 2G5 Canada

January 17, 2024

Lacombe Regional Waste Services Commission  
RR #4  
Site 3, Box 18  
Lacombe, Alberta  
T4L 2N4

Dear Jay Hohn,

We understand that you wish to engage us as the auditors of Lacombe Regional Waste Services Commission for its fiscal year ended December 31, 2023 and subsequent years.

We are pleased to perform the engagement subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Daniel Luymes, CPA, CA will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of services.

### **Our Role as Auditors**

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Canadian Public Sector Accounting Standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.

23



## Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

## Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
  - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - additional information that we may request for the purpose of the audit;
  - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
  - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
  - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

## Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.

These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:





- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

### **Tax Services**

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

### **Additional Services**

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

### **Fee Estimation**

The estimated fee for this engagement is as follows:

- Audit services: \$10,700

For each future year we will issue a Summary of Services providing details of our Services and fees.

Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with Canadian Public Sector Accounting Standards and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place. Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.

Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. Our billing rates may be subject to change from time to time at our discretion with or without notice to you.

We will also bill you for our out-of-pocket expenses, our administrative and technology charge, and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax. Our administrative and technology charge is calculated as 7% of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure and support staff time costs.

25



Our fees will be invoiced and payable as follows:

- \$5,350 interim payment;
- \$5,350 within 10 days after issuance of our final invoice along with any additional required final payments.

Our accounts are due when rendered and invoiced amounts are deemed to be earned when paid. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Fees that are not paid within 30 days of an invoice or by a specified payment deadline will be considered delinquent. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

### Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.


It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

*BDO Canada LLP*

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:


Jan 24/24  
 Signature Date

*Jay Hohn* *Manager*  
 Name (please print) Position

Please carefully review this Agreement, which includes the attached Standard Terms and Conditions, prior to signing it. A complete copy of the signed engagement letter should be returned to us.

*26*



## Appendix 1 - Standard Terms and Conditions

### 1 Overview and Interpretation

1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services, including without limitation any non-disclosure agreements entered into in advance of this Agreement. This Agreement applies to Services whenever performed (including before the date of this Agreement). To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

1.2 In this Agreement, the following words and expressions have the meanings set out below:

**This Agreement** - these Standard Terms and Conditions, the letter to which they are attached, supporting schedules or other appendices to the letter, and any Summary of Services letters issued in future years

**Services** - the services provided or to be provided under this Agreement, and any other services which we agree to provide to you subsequent to the date of this Agreement that are not covered by a separate engagement letter

**We, us, our, BDO** - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

**You, your** - the party or parties contracting with BDO under this Agreement. You and your does not include BDO, its affiliates or BDO Member Firms

**BDO Member Firm or Firms** - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

**Confidential Information** - all non-public proprietary or confidential information and Personal Information, including Client Documents

**Personal Information** - personal information that is or could be attributed to identifiable individuals

**Client Documents** - information (including internal financial information and internal records and reports) provided to us by you or on your behalf in connection with the performance of the Services

### 2 BDO Network and Sole Recourse

2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.

2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.

27





- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above, as well as all liability protections contained herein, as if they were a party to this Agreement. For greater certainty, you agree that other BDO Member Firms that are subcontractors may enforce any limitations or exclusions of liability available to us under this Agreement.

### 3 Respective Responsibilities

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.
- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

### 4 Working Papers and Deliverables

- 4.1 **Ownership** - All reports (including assurance reports where applicable), written advice, working papers, and internal materials created or developed by us pursuant to this Agreement are owned by us, and we retain all property rights therein. All Client Documents continue to be your property, provided that we retain copies of such documents as necessary for our internal record keeping (including as required to comply with our professional obligations).
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any party other than you, and are intended for the benefit of only you. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction. The receipt by any third parties of any advice, opinions, reports or other work product is not intended to create any duty of care, professional relationship or any present or future liability between such third parties and us. For greater certainty, we expressly disclaim any liability of any nature or kind resulting from the disclosure to or unauthorized reliance by any third party on our advice, opinions, reports or other work product.
- 4.5 **Consent to use the Report** - Nothing in this Agreement shall be construed as consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document and we expressly do not provide such consent. If you request consent for the use of our report, we will consider, at the relevant time, providing consent and any conditions that we may attach to such consent. Our consent must be in writing.
- 4.6 **Consent requests** - In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information

29



is materially inconsistent with the related financial statements. Any consent request must be made on a sufficiently timely basis to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost and will be documented in a separate engagement letter.

## 5 Confidentiality

- 5.1 We will use Confidential Information provided by you only in relation to the Services or for internal and administrative purposes. You agree, however, that we may use such Confidential Information for predictive analytics to provide you with key performance indicators and other analysis and insights. We will not disclose any Confidential Information, except where required by law, regulation or professional obligation. You agree, however, that we may disclose Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services, provided that such parties are bound by reasonable confidentiality obligations no less stringent than in this Agreement.

## 6 Analytics

- 6.1 You agree that we may use anonymized and aggregated usage metrics, metadata or other tag identifiers, and Confidential Information that will not include any personally identifiable information, related to your use of BDO products and/or services to develop, modify and improve tools, services and offerings and for data analytics and other insight generation. Information developed in connection with these purposes may be used or disclosed to current or prospective clients as part of service offerings, however we will not use or disclose your name or any Confidential Information in a way that would permit you to be identified.

## 7 Privacy and Consent for Use of Personal Information

- 7.1 In order to provide our Services, we may be required to access and collect Personal Information of individuals that is in your custody. You agree that we may collect, use, store, transfer, disclose and otherwise process Personal Information as required for the purpose of providing the Services. Personal Information may be processed in various jurisdictions in which we or applicable BDO Member Firms and subcontractors providing Services operate and as such Personal Information may be subject to the laws of such jurisdictions. Personal Information will at all times be collected, used, stored, transferred, disclosed or processed in accordance with applicable laws and professional regulations and we will require any service providers and BDO Members that process Personal Information on our behalf to adhere to such requirements. Any collection, use, storage, transfer or disclosure of Personal Information is subject to BDO's Privacy Statement available at <https://www.bdo.ca/en-ca/legal-privacy/legal/privacy-policy/>.
- 7.2 You represent and warrant that:
- (a) you have the authority to provide the Personal Information to us in connection with the performance of our Services, and
  - (b) the Personal Information provided to us has been provided in accordance with applicable law, and you have obtained all required consents of the individuals to whom such Personal Information relates in order to permit BDO to collect, use and disclose the Personal Information in the course of providing the Services.





## **8 Independence**

- 8.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our Services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence.

## **9 Offers of Employment**

- 9.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed Services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

## **10 Professional and Regulatory Oversight and Legal Processes**

- 10.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this Agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 10.2 Certain law enforcement, regulatory and other governmental bodies may also have the right under law or regulation to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law or regulation, we will advise you of any such document request or production order we receive in connection with any such investigation prior to providing any documents in response to such request or order.
- 10.3 We are sometimes required by law, regulation, subpoena or other legal process, or upon your request, to produce documents or personnel as witnesses in connection with legal or regulatory proceedings. Where BDO is not a party to such proceedings, you shall reimburse us at our current standard billing rates for professional time and expenses, including without limitation, reasonable legal fees, expenses and taxes incurred in responding to such compelled assistance or request by you.

## **11 Electronic Communications**

- 11.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.

## **12 Limitation of Liability**

- 12.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO's liability will be several, and not joint and several, and BDO shall only be liable for its proportionate share of the total liability



based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.

- 12.2 In no event shall BDO be liable for indirect, consequential, special, incidental, aggravated, punitive or exemplary damages, losses or expenses, or for any loss of revenues or profits, loss of opportunity, loss of data, or other commercial or economic loss or failure to realize expected savings, including without limitation expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 12.3 BDO shall in no event be liable under this Agreement or otherwise in connection with the Services for any actions, damages, claims, fines, penalties, complaints, demands, suits, proceedings, liabilities, costs, expenses, or losses (collectively, "Liabilities") in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
  - (a) three times the fees paid to BDO by you, in a twelve consecutive month period, for the Services provided pursuant to this Agreement giving rise to the claim; and
  - (b) \$25,000.
- 12.4 The limitations of liability in this section apply whether or not the Liabilities asserted by you against BDO are incurred by you directly or as a result of a claim or demand against you by a third party.
- 12.5 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 12.6 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.
- 12.7 For purposes of this Section, the term "BDO" shall include BDO Canada LLP and its subsidiaries, associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives. The provisions of this Section shall apply to the fullest extent of the law, regardless of the form of the claim, whether in contract, statute, tort (including without limitation, negligence) or otherwise.

### 13 Indemnity

- 13.1 To the fullest extent permitted by applicable laws, in the event of a claim or demand by a third party against BDO that arises out of or relates to the Services, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, or expenses resulting from such third party claim or demand, except to the extent that the same is finally determined to have resulted from BDO's negligence or intentional misconduct.

### 14 Alternative Dispute Resolution

- 14.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this Agreement, including any question regarding its existence, interpretation,

31





validity, breach or termination, or the Services provided hereunder, through good faith negotiations.

- 14.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation using a mediator chosen by mutual agreement of the parties.
- 14.3 All disputes remaining unsettled for more than 60 days following the parties first mediation session with a mediator, or such longer period as the parties mutually agree upon, shall be referred to and finally resolved by arbitration. The parties agree that one arbitrator shall be appointed within twenty (20) days of receipt of the request for arbitration. If the parties cannot agree on the appointment of an arbitrator in such period then either party may immediately apply for the appointment of an arbitrator to a court of competent jurisdiction in the Province of the governing law as contained herein pursuant to such Province's applicable *Arbitration Act*. The place of arbitration shall be in the capital of the Province of the governing law as contained herein. Unless the arbitrator otherwise determines, the fees of the arbitrator and the costs and expenses of the arbitration will be borne and paid equally by the parties. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision whatsoever. The parties hereby waive any such right of appeal or judicial review which may otherwise be provided for in any provincial arbitration statute. Judgement upon the award, including any interim award, rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be kept confidential and the existence of the arbitration proceeding and any element thereof (including but not limited to any pleadings, briefs or other documents submitted and exchanged and testimony and other oral submissions and any awards made) shall not be disclosed beyond the arbitrator(s), the parties, their counsel and any person to whom disclosure is necessary to the conduct of the proceeding except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

## 15 Limitation Period

- 15.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 15.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than four years after the completion of the Services under this Agreement.
- 15.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

## 16 Québec Personnel

- 16.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the *Ordre des comptables professionnels agréés du Québec*. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as



grounds for excluding or limiting their own liability. Any limitation of liability clauses in this Agreement shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

## 17 Termination

17.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).

17.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

## 18 Governing Laws

18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of Alberta in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.

## 19 Survival

19.1 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

## 20 Force Majeure

20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

## 21 Assignment

21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

## 22 Severability

22.1 The provisions of this Agreement shall only apply to the extent that they are not prohibited by a mandatory provision of applicable law, regulation or professional standards. If any of these provisions shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such remaining provision shall be valid and enforceable to the fullest extent permitted by law.

Letter Version: 20231215

T&C Version: 20230630

33



# Lacombe Regional Waste Services Commission

Audit planning communication to the Members of the Board for the year ended December 31, 2023

START

**BDO**



[Back to contents](#)



## To the Members of the Board of Lacombe Regional Waste Services Commission

We are pleased to provide you with this planning communication to highlight and explain key issues which we believe to be relevant to the audit of Lacombe Regional Waste Services Commission (the "Commission") financial statements for the year ended December 31, 2023.

The enclosed planning communication includes our approach to your audit, the significant risks we have identified and the terms of our engagement. At the year-end meeting, we will provide you with a copy of our draft audit opinion and discuss the nature, extent and results of our audit work. We will also communicate any significant internal control deficiencies identified during our audit and reconfirm our independence.

Our audit and therefore this communication will not necessarily identify all matters that may be of interest to the Members of the Board in fulfilling its responsibilities. This communication has been prepared solely for the use of the Members of the Board and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We look forward to completing our draft audit report opinion and discussing our conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP  
March 6, 2024

For the year ended December 31, 2023





# Table of Contents

- 1 Your dedicated BDO audit team
- 2 Audit timeline
- 3 Auditor's responsibilities
- 4 Significant risks and planned responses
- 5 Planned scope
- 6 How we audit financial statements
- 7 Our audit approach
- 8 BDO's digital audit suite
- 9 Recommended resources

## Audit at a glance

4  
5  
6  
9  
10  
13  
16  
17  
19



Daniel Luymes  
CPA, CA

E: [dluymes@bdo.ca](mailto:dluymes@bdo.ca)

T: 403-352-6079



March 2024



April 2024





## Your dedicated BDO audit team



Daniel Luymes, CPA, CA

T: (403) 352-6079  
E: dluymes@bdo.ca

Daniel Luymes is a partner with over 15 years of audit experience, working in public sector audits. He specializes in Public Sector Accounting Standards and the audit of Municipalities and their related entities.

Daniel Luymes will be the Engagement Partner for your assurance services. He will assume ultimate responsibility for the provision of all services, monitoring and controlling costs to ensure you receive quality, effective and value-added service.



Mitchell Kennedy, CPA, CA

T: (403) 342-8078  
E: mikennedy@bdo.ca

Mitchell Kennedy is a senior manager with 10 years of experience providing audit and accounting services to many public sector and educational organizations, not-for-profit organizations, as well as a range of private sector companies. This experience allows him to address the unique audit and operating needs his clients have.

Mitchell Kennedy will be the Engagement Manager for your assurance service and take a lead role in coordinating the in-field engagement team.

### Our independence



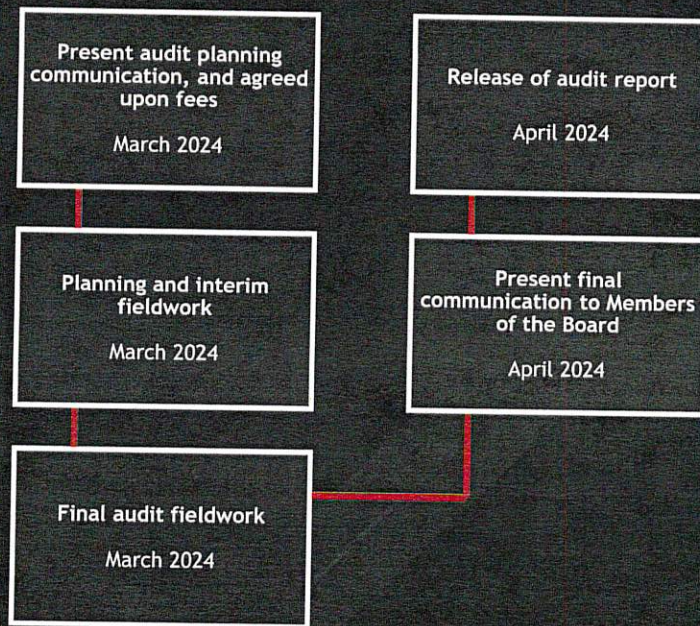
We have complied with relevant ethical requirements and are not aware of any relationships between Lacombe Regional Waste Services Commission and our Firm that may reasonably be thought to bear on our independence.



[Back to contents](#)



# Audit timeline



For the year ended December 31, 2023



## BDO'S DIGITAL AUDIT SUITE APT Next Gen

We use our APT Next Gen software and documentation tool to save time, streamline processes, and go paperless with your audit.

[LEARN MORE](#)

DISCOVER THE  
DIGITAL DIFFERENCE







## Auditor's responsibilities: financial statements

We are responsible for forming and expressing an opinion on the financial statements that have been prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter attached as Appendix A to this letter, is set out below:

### Year-End Audit Work

- ▶ Work with management towards the timely issuance of the financial statements.
- ▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- ▶ Present significant findings to the Members of the Board including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.



We are required to obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

[Back to contents](#)

For the year ended December 31, 2023



# Auditor's responsibilities: fraud

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

## Behind the audit report



Learn how we audit your financial statements

[SEE OUR PROCESS](#)

40

[Back to contents](#)

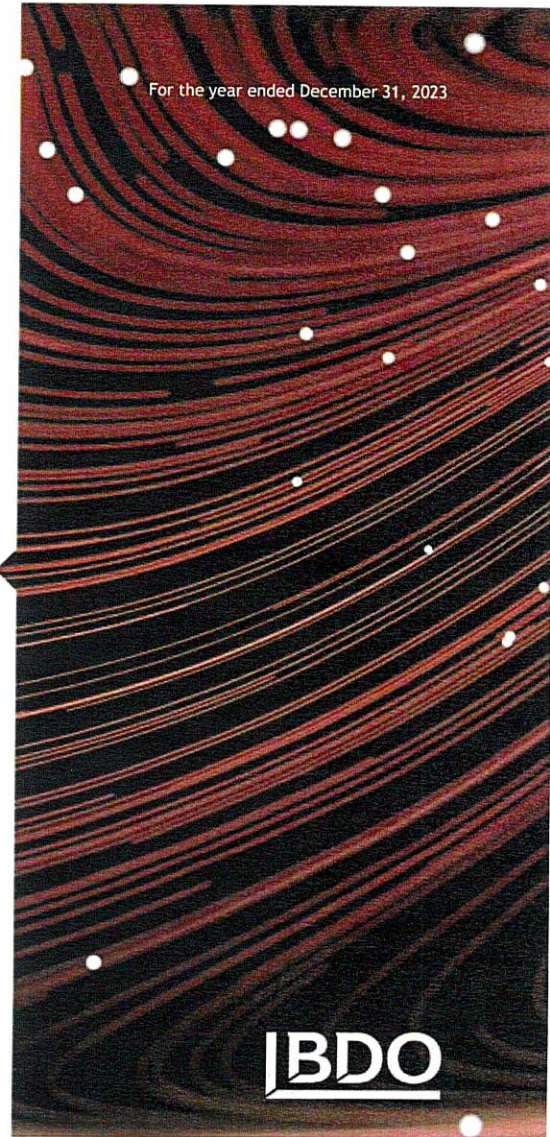


## Auditor's responsibilities: fraud

Throughout our planning process, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Commission's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries of management regarding:

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Commission, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in Lacombe Regional Waste Services Commission; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behavior.

We are not currently aware of any fraud affecting the Commission. If you are aware of any instances of actual, suspected, or alleged fraud, please let us know.



41





## Significant risks and planned responses

We have identified the following significant risks that require special audit consideration. These risks were identified based on our knowledge of the Commission, our past experience, and input from management and the Members of the Board. Please review these significant risks and let us know your thoughts on these or any other areas of concern.

Financial statement areas	Risks noted	Audit approach
Revenue Recognition	There is an inherent risk related to revenue recognition and ensuring it is recorded in the correct period.	<ul style="list-style-type: none"> <li>Review revenue recognition policy for consistency with the professional standards.</li> <li>For a sample of grants and other revenues agreed to source documentation and ensured they were reported in line with PSAS.</li> <li>Review the design and implementation of controls around revenue recognition.</li> </ul>
Management Override of Controls	Management is in a unique position to override or circumvent the controls in place.	<ul style="list-style-type: none"> <li>Manual journal entries will be reviewed using analytical procedures and vouching to supporting documentation as required.</li> <li>Review the design and implementation of controls surrounding the posting of adjusting entries.</li> </ul>
Asset Retirement Obligation	Risk that the new asset retirement obligation standard PS 3280 is not adopted correctly.	<ul style="list-style-type: none"> <li>Review the scoping process performed by the client to identify ARO's.</li> <li>Compare scoped in assets to TCA listing to ensure all ARO's have been identified.</li> <li>Review process to determine ARO and determine if it's in compliance with PS 3280.</li> <li>Recalculate the ARO and analyze the estimated liability.</li> </ul>

[Back to contents](#)

## Materiality

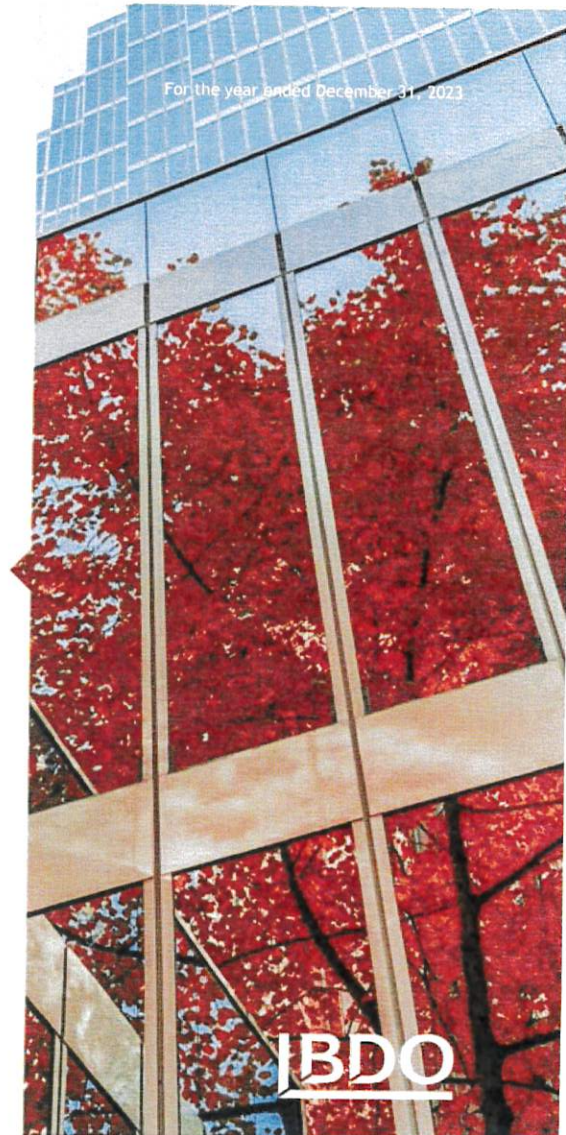
We determined preliminary materiality to be \$150,000, based on 2% of Total Assets.

Misstatements are considered to be material if they could reasonably be expected to influence the decisions of users based on the financial statements.

Our materiality calculation is based on the Commission's preliminary results. If actual results change significantly, we will communicate those changes to the Members of the Board as part of our year-end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Members of the Board other than those which we determine to be "clearly trivial."

We encourage management to correct any misstatements identified throughout the audit process.







# How we audit financial statements: Our audit process

## IDENTIFY AND ASSESS RISK

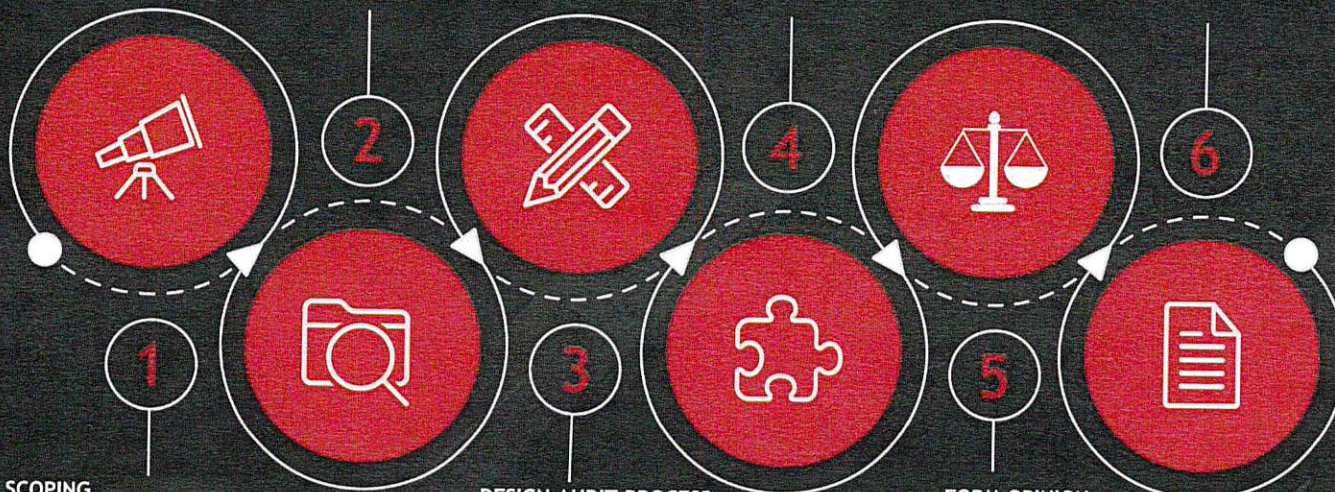
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

## OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

## COMMUNICATION

Communicate our opinion and details of matters on which we are required to communicate



## SCOPING

Complete a preliminary review to plan the audit, determine the materiality level, and define the audit scope

## DESIGN AUDIT PROCESS

Design an appropriate audit strategy to obtain sufficient assurance and enable us to report on the financial statements

## FORM OPINION

Evaluate whether we have enough evidence to conclude that the financial statements are free from material misstatement, and consider the effect of any potential misstatements found

43





# How the firm's system of quality management (SoQM) supports the consistent performance of quality audit engagements

The firm is committed to maintaining high standards of audit quality that meet stakeholders' expectations and serve the public interest. We foster a culture where audit quality is at the center of our strategy and priorities. All partners and staff are accountable for performing quality engagements and upholding professional ethics, values, and attitudes.

The firm invested significant time and resources to establish and operate a SoQM that complies with the requirements set out in Canadian Standard on Quality Management 1 - Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements (CSQM 1) as issued by the Auditing and Assurance Standards Board (AASB). The SoQM ensures the firm and its personnel meet professional standards, legal and regulatory requirements, and conduct engagements accordingly, with reports issued appropriately for the circumstances.

Taken together our system of quality management supports consistent performance of audit engagements by focusing on eight components that operate in an iterative and integrated manner. These include:

- 1 Firm risk assessment process
- 2 Governance and leadership
- 3 Relevant ethical requirements
- 4 Acceptance and continuance
- 5 Engagement performance
- 6 Resources
- 7 Information and communication
- 8 Monitoring and remediation process

## Standard for Audit Quality



### CSQM 1

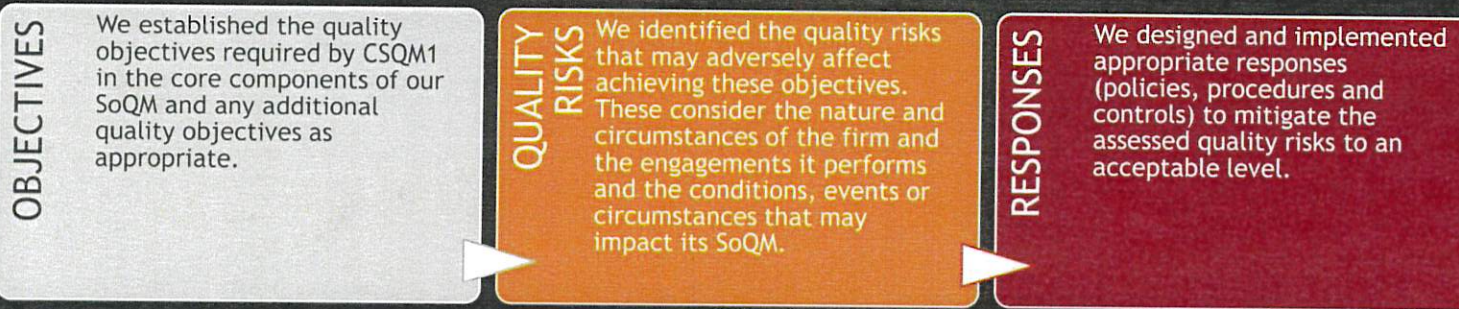
The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.





# Establishing and improving the firm's SoQM

In establishing and continuously improving our firm's SoQM, we carried out the following for each of the SoQM components:



## MONITORING

We monitor the design, implementation and operating effectiveness of the firm's SoQM to identify areas for improvement. Root cause analysis is performed on deficiencies identified and remedial actions are implemented on a timely basis. This robust monitoring and remediation process is important for continuous improvement in quality processes.

On at least an annual basis the firm evaluates whether these deficiencies have a severe and/or pervasive impact on the achievement of the quality objectives in the SoQM.

We identify emerging developments and changes in the circumstances of the firm or its engagements and adapt the SoQM to respond to such changes.

## Evaluating SoQM:

Our annual SoQM evaluation involves reviewing information about the system's design, implementation, and operation through monitoring activities. It includes testing response effectiveness, reviewing findings from inspections, and other relevant SoQM information. Using professional judgment, we assess whether identified findings represent deficiencies in the SoQM, investigating their root causes and evaluating their severity and pervasiveness.

45



# Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization. Our audit process differs from the typical audit in our use of in-field reviews. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly. We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.

Discover how we're accelerating audit quality



## Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)



4/6



[Back to contents](#)



## BDO's digital audit suite

For the year ended December 31, 2023

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients' operations and people.

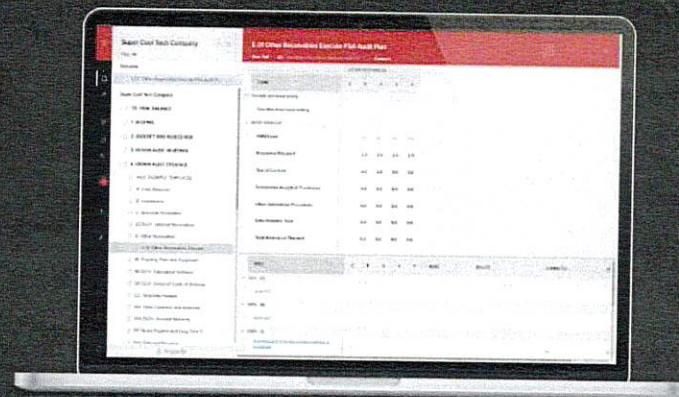
### APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.



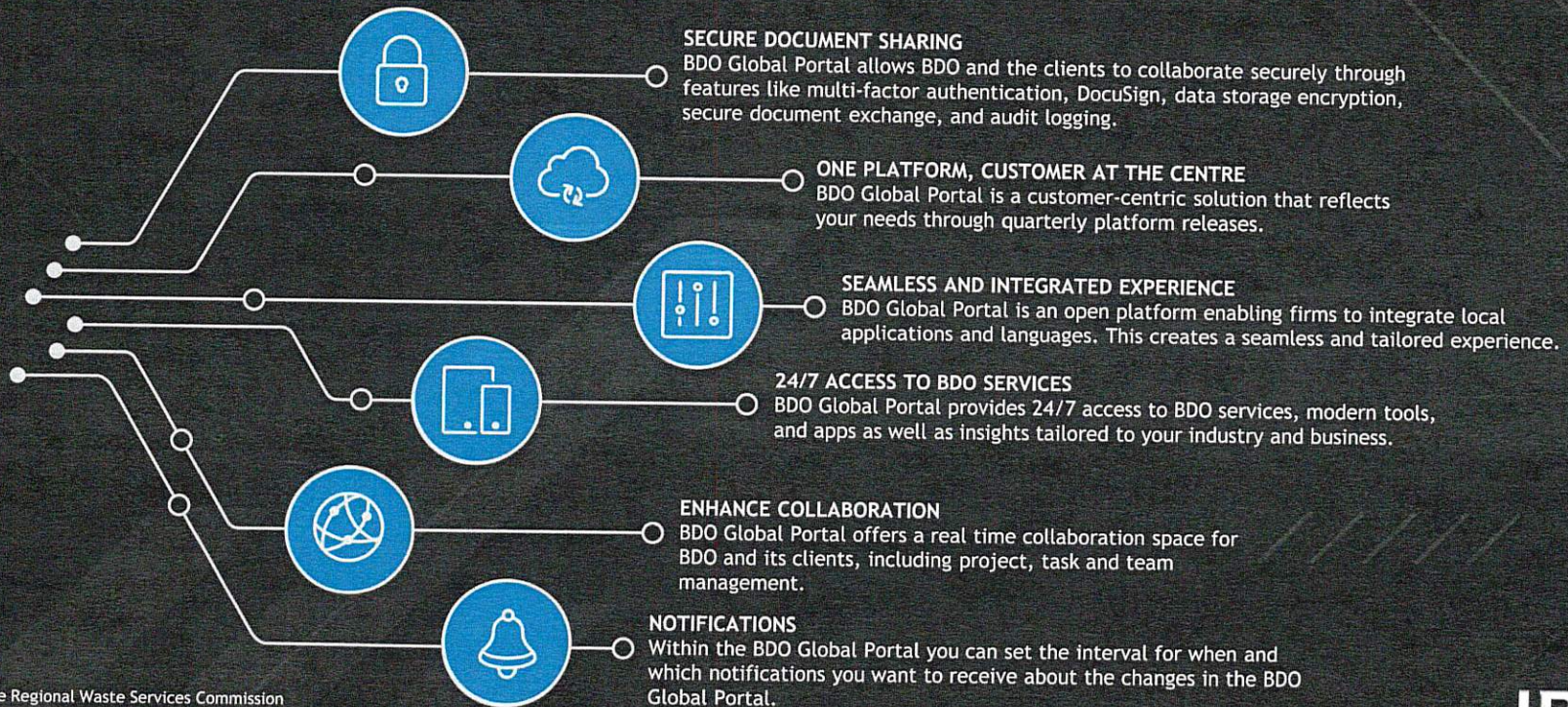
47





# BDO Global Portal

BDO Global Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.



48



[Back to contents](#)

For the year ended December 31, 2023

# Recommended Resource

## Staying in the know with knowledge and perspective

### Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

[ACCESS OUR KNOWLEDGE CENTRE](#)

### The latest tax pointers



Corporate. Commodity. Transfer pricing. International tax. Government programs. Together they add up to immense differences on the organization's bottom line. Our tax collection keeps you current.

[STAY ON TOP OF TAXES](#)

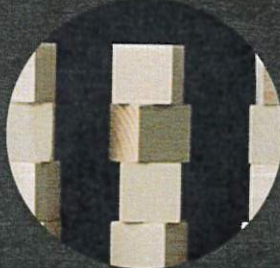
### Trending topics



As a community of advisors with the best interests of our clients in mind, we keep our ear to the ground to bring insights and perspectives related to key business trends to you.

[EXPLORE NOW](#)

### Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

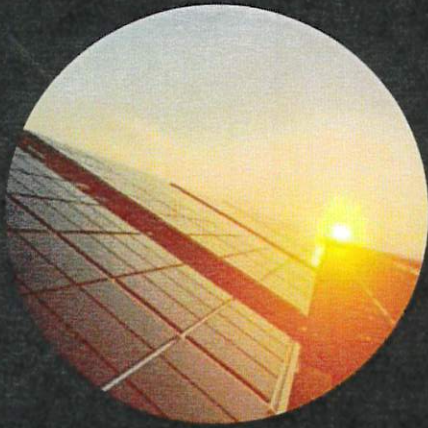
[READ ARTICLE](#)



[Back to contents](#)

# Spotlight on ESG

For the year ended December 31, 2023



Transformative world events—an international health crisis, social movements, shareholder and investor values, global supply chains, energy transition, smart cities, and sustainable finance—are transforming Canadian business.

Standards and regulations are rapidly changing to reflect the goals of all of your stakeholders. Organizations, investors, and customers are embracing environmental, social, and governance (ESG) considerations as important measures of success. Non-financial and financial information is becoming more interconnected.

---

## ESG Insights



Sector insights at your convenience

[EXPLORE NOW](#)

50



LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: NOVEMBER 2023



COMPACTOR WASTE

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	85.425	984.47	831.24	919.16	842.89	930.97	961.09	936.58
BENTLEY	37.320	524.90	541.04	545.23	579.35	568.55	570.40	551.80
SPRUCEVILLE	36.805	462.19	443.62	399.32	411.63	474.75	505.17	510.33
PRENTISS	554.210	6,464.91	6,379.12	6430.92	6625.39	6,449.21	6,185.10	6,110.80
ALIX/MIRROR	13.710	197.16	238.71	253.20	300.87	300.10	327.19	322.88
<b>TOTAL</b>	<b>727.470</b>	<b>8,633.62</b>	<b>8433.73</b>	<b>8547.83</b>	<b>8760.13</b>	<b>8,723.58</b>	<b>8,548.95</b>	<b>8,432.39</b>

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	13.510	219.81	215.51	211.22	210.82	227.72	235.40	278.51
BENTLEY	17.600	294.38	236.70	229.59	267.48	238.71	245.78	255.70
SPRUCEVILLE	9.115	130.97	115.82	109.06	135.16	140.12	155.26	170.44
PRENTISS	720.025	8,410.39	7,617.37	8,178.48	8,033.75	9,404.62	7,082.63	7,305.15
ALIX/MIRROR	9.430	193.58	222.63	202.10	215.27	191.87	200.91	223.08
<b>TOTAL</b>	<b>769.680</b>	<b>9,249.11</b>	<b>8,408.03</b>	<b>8,930.45</b>	<b>8,862.48</b>	<b>10,203.04</b>	<b>7,919.98</b>	<b>8,232.88</b>

WASTE METAL

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	3.910	63.51	77.43	65.63	97.44	72.19	68.44	66.59
BENTLEY	1.855	45.07	55.88	63.13	89.60	69.71	59.30	57.26
SPRUCEVILLE		17.89	24.69	30.15	36.01	32.69	34.93	28.01
PRENTISS	18.455	172.83	207.48	165.73	172.09	145.75	139.40	153.66
ALIX/MIRROR	1.330	44.01	36.23	54.79	66.52	57.04	52.14	42.28
<b>TOTAL</b>	<b>25.550</b>	<b>343.29</b>	<b>401.71</b>	<b>379.43</b>	<b>461.66</b>	<b>377.38</b>	<b>354.21</b>	<b>347.80</b>

OTHER PRODUCTS - PRENTISS SITE

	2023	
	TONNES	YTD TONNES
BURNABLE	55.630	1449.227
METAL	25.550	343.290
CONCRETE	8.920	442.785
SHINGLES	18.215	257.280
<b>TOTAL</b>	<b>108.315</b>	<b>2492.582</b>

51

LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: DECEMBER 2023



COMPACTOR WASTE

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	67.855	1,052.33	831.24	919.16	945.50	1,001.24	1,007.72	985.85
BENTLEY	54.155	579.06	541.04	545.23	608.41	600.83	597.09	600.58
SPRUCEVILLE	21.570	483.76	443.62	399.32	439.94	511.43	539.28	532.43
PRENTISS	423.940	6,888.85	6,379.12	6430.92	7140.88	6,869.80	6,590.85	6,482.79
ALIX/MIRROR	19.670	216.83	238.71	253.20	323.85	319.72	348.82	340.82
<b>TOTAL</b>	<b>587.190</b>	<b>9,220.81</b>	<b>8433.73</b>	<b>8547.83</b>	<b>9458.58</b>	<b>9,303.02</b>	<b>9,083.76</b>	<b>8,942.47</b>

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	8.995	228.81	215.51	211.22	224.68	238.22	245.65	287.17
BENTLEY	14.035	308.41	236.70	229.59	277.11	250.36	258.94	269.40
SPRUCEVILLE	10.225	141.19	115.82	109.06	142.00	148.26	163.61	180.96
PRENTISS	545.680	8,956.07	7,617.37	8,178.48	8,547.61	9,963.04	7,600.30	7,724.27
ALIX/MIRROR	11.065	204.64	222.63	202.10	226.64	200.81	210.41	238.93
<b>TOTAL</b>	<b>590.000</b>	<b>9,839.11</b>	<b>8,408.03</b>	<b>8,930.45</b>	<b>9,418.04</b>	<b>10,800.69</b>	<b>8,478.91</b>	<b>8,700.73</b>

WASTE METAL

FROM	2023		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2022	2021	2020	2019	2018	2017
ECKVILLE	1.600	65.11	77.43	65.63	99.84	74.03	71.70	66.59
BENTLEY	2.100	47.17	55.88	63.13	91.54	71.98	61.17	57.26
SPRUCEVILLE	1.435	19.33	24.69	30.15	39.33	32.69	34.93	28.01
PRENTISS	8.050	181.18	207.48	165.73	183.04	153.30	141.96	153.66
ALIX/MIRROR	1.590	45.60	36.23	54.79	67.81	57.04	55.11	42.28
<b>TOTAL</b>	<b>14.775</b>	<b>358.37</b>	<b>401.71</b>	<b>379.43</b>	<b>481.56</b>	<b>389.04</b>	<b>364.87</b>	<b>347.80</b>

OTHER PRODUCTS - PRENTISS SITE

	2023	
	TONNES	YTD TONNES
BURNABLE	72.870	1522.097
METAL	14.775	358.370
CONCRETE		442.785
SHINGLES	10.135	267.415
<b>TOTAL</b>	<b>97.780</b>	<b>2590.667</b>

52

LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: JANUARY 2024



COMPACTOR WASTE

FROM	2024		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2023	2022	2021	2020	2019	2018
ECKVILLE	98.91	98.91	68.57	61.52	79.27	78.07	85.84	93.48
BENTLEY	39.06	39.06	46.26	46.03	53.99	34.05	49.05	43.67
SPRUCEVILLE	42.21	42.21	43.08	20.07	33.60	43.21	29.50	41.14
PRENTISS	525.74	525.74	487.71	506.06	471.64	554.09	572.14	552.87
ALIX/MIRROR	18.24	18.24	20.67	27.79	27.80	30.18	20.92	31.37
<b>TOTAL</b>	<b>724.15</b>	<b>724.15</b>	<b>666.29</b>	<b>661.47</b>	<b>666.30</b>	<b>739.60</b>	<b>757.45</b>	<b>762.53</b>

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2024		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2023	2022	2021	2020	2019	2018
ECKVILLE	15.325	15.325	10.28	9.650	11.715	9.340	9.79	9.20
BENTLEY	13.105	13.105	17.85	8.080	13.490	17.100	11.91	12.99
SPRUCEVILLE	12.155	12.155	11.30	7.400	6.970	9.915	7.27	12.00
PRENTISS	368.935	368.935	526.11	417.907	549.680	462.055	520.63	396.53
ALIX/MIRROR	8.370	8.370	13.24	11.595	13.135	7.700	5.89	10.02
<b>TOTAL</b>	<b>417.890</b>	<b>417.890</b>	<b>578.76</b>	<b>454.63</b>	<b>594.99</b>	<b>506.11</b>	<b>555.48</b>	<b>440.74</b>

WASTE METAL

FROM	2024		HISTORY - YTD TONNES					
	TONNES	YTD TONNES	2023	2022	2021	2020	2019	2018
ECKVILLE	1.525	1.525	2.87	3.450	3.665	2.675	1.99	4.16
BENTLEY			2.07	2.455	3.150	4.710	2.46	2.04
SPRUCEVILLE					1.750	2.645		2.08
PRENTISS	3.520	3.520	6.96	9.630	13.290	0.990	10.45	5.43
ALIX/MIRROR			1.96	2.270	2.155	3.660	1.77	3.07
<b>TOTAL</b>	<b>5.045</b>	<b>5.045</b>	<b>13.86</b>	<b>17.81</b>	<b>24.01</b>	<b>14.68</b>	<b>16.67</b>	<b>16.78</b>

OTHER PRODUCTS - PRENTISS SITE

	2024	
	TONNES	YTD TONNES
BURNABLE	31.635	31.635
METAL	5.045	5.045
CONCRETE	1.440	1.440
SHINGLES	4.530	4.530
<b>TOTAL</b>	<b>42.650</b>	<b>42.650</b>

53



# Lacombe Regional Waste Services Commission

## Year to Date Budget Report

at December 31, 2023



# LRWSC

	Year to Date	Budget	Difference	% Budget
<b>REVENUE</b>				
<b>SALES AND USER CHARGES</b>				
Dry Rubble Disposal Fees	429,057.86	355,000.00	74,057.86	120.86
White Goods Disposal Fees	25,320.00	23,500.00	1,820.00	107.74
Shingle Disposal Fees	21,766.30	15,000.00	6,766.30	145.11
Recycled Waste	73,154.82	40,000.00	33,154.82	182.89
<b>TOTAL SALES AND USER CHARGES</b>	<b>549,298.98</b>	<b>433,500.00</b>	<b>115,798.98</b>	<b>126.71</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>				
Penalties & Costs	255.04	100.00	155.04	255.04
Interest on Investments	192,740.56	50,000.00	142,740.56	385.48
Other Revenue	22,310.71	20,120.00	2,190.71	110.89
Contribution from Surplus	0.00	62,100.00	-62,100.00	0.00
Land Rentals	33,425.00	33,430.00	-5.00	99.99
<b>TOTAL OTHER REVENUE FROM OWN SOURCE</b>	<b>248,731.31</b>	<b>165,750.00</b>	<b>82,981.31</b>	<b>150.06</b>
<b>GOVERNMENT TRANSFERS</b>				
Aspen Beach Provincial Park	4,875.72	4,520.00	355.72	107.87
Lacombe County	701,415.00	701,420.00	-5.00	100.00
City of Lacombe	903,955.00	903,960.00	-5.00	100.00
Town of Eckville	75,205.00	75,210.00	-5.00	99.99
Town of Bentley	67,080.00	67,080.00	0.00	100.00
Village of Alix	53,170.00	53,170.00	0.00	100.00
Village of Clive	50,700.00	50,700.00	0.00	100.00
Summer Villages	59,904.76	59,870.00	34.76	100.06
<b>TOTAL GOVERNMENT TRANSFERS</b>	<b>1,916,305.48</b>	<b>1,915,930.00</b>	<b>375.48</b>	<b>100.02</b>
<b>TOTAL REVENUE</b>	<b>2,714,335.77</b>	<b>2,515,180.00</b>	<b>199,155.77</b>	<b>107.92</b>
<b>EXPENSE</b>				
<b>SALARY, WAGES AND BENEFITS</b>				
Salary and Wages	869,399.23	925,390.00	55,990.77	93.95
Employer Contributions	221,254.17	207,950.00	-13,304.17	106.40
Staff Training	2,633.26	2,700.00	66.74	97.53
<b>TOTAL SALARY, WAGES AND BENEFITS</b>	<b>1,093,286.66</b>	<b>1,136,040.00</b>	<b>42,753.34</b>	<b>96.24</b>
<b>CONTRACTED &amp; GENERAL SERVICES</b>				
Taxable Benefits, Travel & Meals	10,282.91	11,000.00	717.09	93.48
Membership Fees	541.25	1,030.00	488.75	52.55
Postage and Courier	498.57	500.00	1.43	99.71
Telephone and Communication	13,238.81	11,200.00	-2,038.81	118.20
Administration	26,840.16	22,600.00	-4,240.16	118.76
Recycling Costs *	74,842.36	104,900.00	30,057.64	71.35
Professional Services	15,299.00	20,500.00	5,201.00	74.63
Site Disposal Contract (WDML)	248,961.87	251,100.00	2,138.13	99.15
Repair and Maintenance - Site - Labour	25,633.36	19,000.00	-6,633.36	134.91

54

**Lacombe Regional Waste Services Commission**  
**Year to Date Budget Report**  
**at December 31, 2023**



**LRWSC**

	<b>Year to Date</b>	<b>Budget</b>	<b>Difference</b>	<b>% Budget</b>
Repair and Maintenance - Equipment - Labour	140,743.77	125,000.00	-15,743.77	112.60
Contracted Equipment Hiring	12,373.49	12,000.00	-373.49	103.11
Rentals	410.00	1,000.00	590.00	41.00
Insurance, Taxes and Advertising	19,333.00	20,980.00	1,647.00	92.15
<b>TOTAL CONTRACTED &amp; GENERAL SERVICES</b>	<b>588,998.55</b>	<b>600,810.00</b>	<b>11,811.45</b>	<b>98.03</b>
<b>GOODS, SUPPLIES &amp; UTILITIES</b>				
Goods and Supplies	15,295.35	15,500.00	204.65	98.68
Small Tools and Equipment	12,360.32	5,000.00	-7,360.32	247.21
Fuel and Lubricants	162,033.14	234,530.00	72,496.86	69.09
Tires	27,125.66	31,500.00	4,374.34	86.11
Vehicle Parts & Batteries	71,466.90	52,000.00	-19,466.90	137.44
Site Supplies	27,086.64	22,500.00	-4,586.64	120.39
Utilities	38,927.49	53,500.00	14,572.51	72.76
<b>TOTAL GOODS, SUPPLIES &amp; UTILITIES</b>	<b>354,295.50</b>	<b>414,530.00</b>	<b>60,234.50</b>	<b>85.47</b>
<b>TRANSFER PAYMENTS</b>				
Transfer to Capital	0.00	0.00	0.00	0.00
Reserve Contributions	433,841.16	359,800.00	-74,041.16	120.58
<b>TOTAL TRANSFER PAYMENTS</b>	<b>433,841.16</b>	<b>359,800.00</b>	<b>-74,041.16</b>	<b>120.58</b>
<b>FINANCIAL SERVICES CHARGES</b>				
Bank Charges and Interest	4,177.60	4,000.00	-177.60	104.44
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
<b>TOTAL FINANCIAL SERVICES CHARGES</b>	<b>4,177.60</b>	<b>4,000.00</b>	<b>-177.60</b>	<b>104.44</b>
<b>TOTAL EXPENSE</b>	<b>2,474,599.47</b>	<b>2,515,180.00</b>	<b>40,580.53</b>	<b>98.39</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>239,736.30</b>	<b>0.00</b>	<b>239,736.30</b>	

<b>*Summary of Recycling Costs Expense</b>	
Description	Amount
<b>Diversionsary Credit</b>	57,059.75
CITY OF LACOMBE	42,280.25
LACOMBE COUNTY	2,751.31
TOWN OF BENTLEY	3,400.89
TOWN OF ECKVILLE	3,430.57
VILLAGE OF ALIX	2,798.24
VILLAGE OF CLIVE	2,398.49
<b>Other</b>	17,782.61
SINCLAIR - FREON	-
DBS ENVIRONMENTAL	17,782.61
<b>Grand Total</b>	<b>74,842.36</b>

52



# Lacombe Regional Waste Services Commission

## Year to Date Budget Report

at January 31, 2024



# LRWSC

	Year to Date	Budget	Difference	% Budget
<b>REVENUE</b>				
<b>SALES AND USER CHARGES</b>				
Dry Rubble Disposal Fees	12,223.23	375,000.00	-362,776.77	3.26
White Goods Disposal Fees	580.00	22,000.00	-21,420.00	2.64
Shingle Disposal Fees	339.75	18,000.00	-17,660.25	1.89
Recycled Waste	0.00	55,000.00	-55,000.00	0.00
<b>TOTAL SALES AND USER CHARGES</b>	<b>13,142.98</b>	<b>470,000.00</b>	<b>-456,857.02</b>	<b>2.80</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>				
Penalties & Costs	7.77	100.00	-92.23	7.77
Interest on Investments	18,699.77	100,000.00	-81,300.23	18.70
Other Revenue	0.00	20,120.00	-20,120.00	0.00
Contribution from Surplus	0.00	116,620.00	-116,620.00	0.00
Land Rentals	0.00	33,430.00	-33,430.00	0.00
<b>TOTAL OTHER REVENUE FROM OWN SOURCE</b>	<b>18,707.54</b>	<b>270,270.00</b>	<b>-251,562.46</b>	<b>6.92</b>
<b>GOVERNMENT TRANSFERS</b>				
Aspen Beach Provincial Park	0.00	7,430.00	-7,430.00	0.00
Lacombe County	0.00	702,460.00	-702,460.00	0.00
City of Lacombe	0.00	924,890.00	-924,890.00	0.00
Town of Eckville	0.00	75,270.00	-75,270.00	0.00
Town of Bentley	0.00	67,410.00	-67,410.00	0.00
Village of Alix	0.00	54,280.00	-54,280.00	0.00
Village of Clive	0.00	53,500.00	-53,500.00	0.00
Summer Villages	0.00	57,260.00	-57,260.00	0.00
<b>TOTAL GOVERNMENT TRANSFERS</b>	<b>0.00</b>	<b>1,942,500.00</b>	<b>-1,942,500.00</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>31,850.52</b>	<b>2,682,770.00</b>	<b>-2,650,919.48</b>	<b>1.19</b>
<b>EXPENSE</b>				
<b>SALARY, WAGES AND BENEFITS</b>				
Salary and Wages	70,502.00	1,011,560.00	941,058.00	6.97
Employer Contributions	17,920.92	229,390.00	211,469.08	7.81
Staff Training	600.00	5,000.00	4,400.00	12.00
<b>TOTAL SALARY, WAGES AND BENEFITS</b>	<b>89,022.92</b>	<b>1,245,950.00</b>	<b>1,156,927.08</b>	<b>7.14</b>
<b>CONTRACTED &amp; GENERAL SERVICES</b>				
Taxable Benefits, Travel & Meals	577.62	10,500.00	9,922.38	5.50
Membership Fees	443.75	1,030.00	586.25	43.08
Postage and Courier	0.00	500.00	500.00	0.00
Telephone and Communication	2,416.87	18,200.00	15,783.13	13.28
Administration	432.92	22,000.00	21,567.08	1.97
Recycling Costs *	90.49	125,900.00	125,809.51	0.07
Professional Services	0.00	51,500.00	51,500.00	0.00
Site Disposal Contract (WDML)	0.00	251,100.00	251,100.00	0.00
Repair and Maintenance - Site - Labour	0.00	15,500.00	15,500.00	0.00

56



# Lacombe Regional Waste Services Commission

## Year to Date Budget Report

at January 31, 2024



# LRWSC

	Year to Date	Budget	Difference	% Budget
Repair and Maintenance - Equipment - Labour	16,800.50	125,000.00	108,199.50	13.44
Contracted Equipment Hiring	2,860.00	12,000.00	9,140.00	23.83
Rentals	291.67	1,000.00	708.33	29.17
Insurance, Taxes and Advertising	15,471.56	24,530.00	9,058.44	63.07
<b>TOTAL CONTRACTED &amp; GENERAL SERVICES</b>	<b>39,385.38</b>	<b>658,760.00</b>	<b>619,374.62</b>	<b>5.98</b>
<b>GOODS, SUPPLIES &amp; UTILITIES</b>				
Goods and Supplies	1,680.49	20,000.00	18,319.51	8.40
Small Tools and Equipment	428.21	5,000.00	4,571.79	8.56
Fuel and Lubricants	2,772.35	217,880.00	215,107.65	1.27
Tires	0.00	14,700.00	14,700.00	0.00
Vehicle Parts & Batteries	31,657.50	41,000.00	9,342.50	77.21
Site Supplies	1,142.88	12,500.00	11,357.12	9.14
Utilities	5,761.60	45,000.00	39,238.40	12.80
<b>TOTAL GOODS, SUPPLIES &amp; UTILITIES</b>	<b>43,443.03</b>	<b>356,080.00</b>	<b>312,636.97</b>	<b>12.20</b>
<b>TRANSFER PAYMENTS</b>				
Transfer to Capital	0.00	0.00	0.00	0.00
Reserve Contributions	0.00	417,180.00	417,180.00	0.00
<b>TOTAL TRANSFER PAYMENTS</b>	<b>0.00</b>	<b>417,180.00</b>	<b>417,180.00</b>	<b>0.00</b>
<b>FINANCIAL SERVICES CHARGES</b>				
Bank Charges and Interest	205.95	4,800.00	4,594.05	4.29
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
<b>TOTAL FINANCIAL SERVICES CHARGES</b>	<b>205.95</b>	<b>4,800.00</b>	<b>4,594.05</b>	<b>4.29</b>
<b>TOTAL EXPENSE</b>	<b>172,057.28</b>	<b>2,682,770.00</b>	<b>2,510,712.72</b>	<b>6.41</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>-140,206.76</b>	<b>0.00</b>	<b>-140,206.76</b>	

*Summary of Recycling Costs Expense	
Description	Amount
<b>Diversionsary Credit</b>	-
CITY OF LACOMBE	-
LACOMBE COUNTY	-
TOWN OF BENTLEY	-
TOWN OF ECKVILLE	-
VILLAGE OF ALIX	-
VILLAGE OF CLIVE	-
<b>Other</b>	90.49
SINCLAIR - FREON	-
DBS ENVIRONMENTAL	90.49
<b>Grand Total</b>	<b>90.49</b>

57

**Lacombe Regional Waste Services Commission**  
**Cheque Log**  
**November 1 - December 31, 2023**

Cheque No.	Cheque Date	Payee	Amount
2609	02-11-2023	Ancoma Scales - Scale calibration	1,477.35
2610	02-11-2023	CANOE PROCUREMENT GROUP OF CANADA - fuel	3,488.59
2611	02-11-2023	CITY OF LACOMBE - diversionary credit	3,739.47
2612	02-11-2023	D & R SEPTIC - septic service	262.50
2613	02-11-2023	DBS ENVIRONMENTAL - HHW disposal	3,889.83
2614	02-11-2023	DIRECT ENERGY BUSINESS - power for sites	2,048.49
2615	02-11-2023	Gregg Distributors LP - diesel treatment & gloves	446.23
2616	02-11-2023	INLINE WELDING LTD. - bin repairs	2,824.50
2617	02-11-2023	KRENZLER FABRICATION AND WELDING - catwalk on scale	4,866.23
2618	02-11-2023	LACOMBE COUNTY - October Payroll	89,895.65
2619	02-11-2023	LO COST PROPANE - Utilities	372.48
2620	02-11-2023	PAYNE'S SEPTIC TANK SERVICE - Septic service	504.00
2621	02-11-2023	ROD CLARKE - radio for truck	400.00
2622	02-11-2023	RMA - RURAL MUNICIPALITIES OF ALBERTA - membership	204.75
2623	02-11-2023	RMA Insurance Ltd. - insurance	17,978.35
2624	02-11-2023	Rope & Tye Mechanical Ltd - CVIP trucks	1,389.13
2625	02-11-2023	SERVUS CREDIT UNION	1,220.74
		Internet, web & Security - 909.02	
		Office supplies & Coffee - 311.72	
2626	02-11-2023	SERVUS CREDIT UNION	5,905.98
		Tank Registration - 75.00	
		Board Meeting - 52.19	
		Cameras and equipment - 886.18	
		Parts, Compactor battery - 696.82	
		Tires - 4181.10	
		Bulb - scalehouse - 14.69	
2627	02-11-2023	SWANA Northern Lights Chapter - test fee	210.00
2628	02-11-2023	TOWN OF BENTLEY - diversionary credit	1,706.50
2629	02-11-2023	UFA Co-Operative Limited - fuel	249.40
2630	02-11-2023	WORKERS COMPENSATION BOARD ALBERTA - premium payment	2,423.79
2631	05-12-2023	1st Star Electric Systems Ltd.- plugs at Prentiss	834.75
2632	05-12-2023	CANOE PROCUREMENT GROUP OF CANADA - fuel	3,857.17
2633	05-12-2023	CITY OF LACOMBE diversionary credit	3,698.93
2634	05-12-2023	DIRECT ENERGY BUSINESS - Utilites	2,574.81
2635	05-12-2023	East Central Alberta Review - advertising	429.34
2636	05-12-2023	ECS SAFETY SERVICES LTD. - testing	257.25
2637	05-12-2023	Gregg Distributors LP - site supplies	1,405.10
2638	05-12-2023	KAL TIRE - tires and repairs	1,142.57
2639	05-12-2023	LACOMBE COUNTY - diversionary credits	700.32
2640	05-12-2023	LO COST PROPANE - Utilites	1,277.01
2641	05-12-2023	POPOW & SONS BODY SHOP LTD - towing	259.88
2642	05-12-2023	PRAIRIE OP - printer	545.99



2643	05-12-2023	PUROLATOR INC. - courier	41.20
2644	05-12-2023	RECYCLING COUNCIL OF ALBERTA - membership	360.00
2645	05-12-2023	SERVUS CREDIT UNION	2,435.18
		Phones, internet and web, radios - 1197.10	
		Coveralls, printer, soap and coffee supplies - 1175.10	
		Courses - 62.98	
2646	05-12-2023	SERVUS CREDIT UNION	3,177.62
		Internet - 147.00	
		Coffee Supplies - 35.15	
		Radios and cameras - 2523.96	
		Rim - 125.55	
		Site supplies - 345.96	
2647	05-12-2023	TOTAL CONTROL SECURITY ALBERTA LTD - camera	425.25
2648	05-12-2023	UFA Co-Operative Limited - fuel	249.08
2649	05-12-2023	UNIVERSAL HANDLING EQUIPMENT COMPANY - tarp extender and tarp	1,594.70
2650	05-12-2023	WARREN'S BACKHOE SERVICES LTD - frozen bins	981.75
2651	18-12-2023	Alberta Association of Optometrists - safety eyewear	387.02
2652	18-12-2023	ARBY'S GLASS - windshield	236.25
2653	18-12-2023	CANOE PROCUREMENT GROUP OF CANADA - fuel	2,174.29
2654	18-12-2023	CITY OF LACOMBE - diversionary credit	3,845.19
2655	18-12-2023	Gregg Distributors LP - washer fluid/tire repair	306.50
2656	18-12-2023	Johnson Spring and Trailer - trailer repairs	4,141.36
2657	18-12-2023	KAL TIRE - tire repair	60.48
2658	18-12-2023	LACOMBE COUNTY - November payroll	86,798.17
2659	18-12-2023	Rope & Tye Mechanical Ltd CVIP one ton	399.00
2660	18-12-2023	WOLF CREEK BUILDING SUPPLIES - building supplies	125.08
		<b>Total Amount of Cheques</b>	<b>270,225.20</b>

59

**Lacombe Regional Waste Services Commission  
Cheque Log  
January 1 - 31, 2024**

Cheque No.	Cheque Date	Payee	Amount
2661	09-01-2024	ALBERTA CARE - CARE Seminar	630.00
2662	09-01-2024	Bobcat of Red Deer - New skid steer	78,254.44
2663	09-01-2024	CANOE PROCUREMENT GROUP OF CANADA - fuel	2,438.99
2664	09-01-2024	CAMROSE COUNTY - WDML contract	130,196.16
2665	09-01-2024	DBS ENVIRONMENTAL - HHW disposal	95.01
2666	09-01-2024	DIRECT ENERGY BUSINESS - power for sites	2,844.11
2667	09-01-2024	Downton's Transport Ltd. - reimburse double payment	58.73
2668	09-01-2024	HELLBOUND SERVICES CORP. - unplug eckville	210.00
2669	09-01-2024	KRENZLER FABRICATION AND WELDING - windscreens	16,910.25
2670	09-01-2024	LACOMBE COUNTY - December payroll	94,897.57
2671	09-01-2024	LO COST PROPANE - Utilities	1,330.01
2672	09-01-2024	MAD Catering - staff dinner	738.00
2673	09-01-2024	SERVUS CREDIT UNION lunch with county - 33.38 Internet, web and security - 930.84 Office supplies - 445.85	1,410.07
2674	09-01-2024	SERVUS CREDIT UNION Xmas trays and gift cards - 2632.50 Starlink - 441.00 Registration - 30.00 Cameras and forks for skid steer - 2448.52 indicators - 77.99 brake fluid - 13.64 coffee supplies/safety award - 1442.48 gle parts, power bars, traps - 264.83	7,350.96
2675	09-01-2024	TOWN OF ECKVILLE - diversionary credit	3,430.57
2677	09-01-2024	VILLAGE OF ALIX - diversionary credit	2,798.24
2678	09-01-2024	VILLAGE OF CLIVE - diversionsry credit	2,398.49
2679	09-01-2024	UFA Co-Operative Limited - fuel	305.78
2680	09-01-2024	WORKERS COMPENSATION BOARD ALBERTA - premium payment	2,423.79
2681	09-01-2024	TOWN OF BENTLEY - diversionary credit	949.40
2682	29-01-2024	CITY OF LACOMBE - diversionary credit	3,629.77
2683	29-01-2024	DIRECT ENERGY BUSINESS - power for sites	2,824.01
2684	29-01-2024	Gregg Distributors LP - site supplies, heaters & gloves	497.55
2685	29-01-2024	LACOMBE AND DISTRICT CHAMBER - booth rent	288.75
2686	29-01-2024	LACOMBE COUNTY - fourth quarter fuel and repairs	90,758.58
2687	29-01-2024	LO COST PROPANE - utilities	1,774.42
2688	29-01-2024	PAYNE'S SEPTIC TANK SERVICE - septic service	504.00
<b>Total Amount of Cheques</b>			<b>449,947.65</b>

60





# LRWSC

## AGENDA ITEM

Lacombe Regional Waste Services Commission

Manager's Report

---

**DATE:** March 6, 2024

**Staff Training:**

I have completed my Manager of Landfill Operations course by passing the exam, and I am now certified.

**Tri Drive Trailer and Compactor Bin Manufacture:**

The first two Compactor Bins and the Tri-Drive Trailer should be completed by late April/early May. The second two Compactor Bins should be completed mid-summer.

**West Dried Meat Lake Landfill Contract Renewal:**

We have renewed our contract with WDML effective January 1, 2025. The contract is for three years and the rate does not change from the current \$27.00/MT during the term.

**Remote Site Security:**

We have installed security cameras at Alix/Mirror, Bentley, and the Eckville site. Any technical difficulties that we were having have been worked out and are working great.

**EPR Transition:**

I have asked to be part of each member's initial zoom meeting with the Producer Responsibility Organization (PRO's) regarding their EPR transition. So far, I have been part of Alix, Clive, and will be part of County of Lacombe meetings. These meetings offer some clarification as to what is next with the transition scheduled for April 2025.

**Alberta Public Lands Disposition:**

I was contacted by Alberta Public Lands Disposition Management on January 16<sup>th</sup>, 2024 stating that LRWSC is required to submit a security deposit of \$150,000.00 (\$1000.00/Acre) to be held in trust for our disposition renewal to cover the cost of reclamation. I responded to them indicating that we are required by regulations to fund a reclamation reserve to cover such costs, and that we could provide them with proof if needed. I am currently waiting for their reply.

**New Bobcat Delivery:**

The new Bobcat that we ordered to replace the 2014 Massey Ferguson Tractor arrived January 9th.

**Asset Disposal:**

We have disposed of two scheduled replacement assets. The 2014 Massey Ferguson Tractor was sold for \$20,400.00 (we budgeted for \$15,000.00 for 2024), and the 2018 Southland Trailer for \$5800.00 (we budgeted for \$8000.00 back in 2022).

**Christmas Closure Schedule:**

Every year we close for three consecutive days for the Christmas break. This can interrupt members waste collection and cause additional waste disposal costs if the contractor picks up the member's waste during our closed days and takes the waste elsewhere.

This will not affect the City of Lacombe, or the Town of Bentley currently as they collect their own waste and are closed the same days as us. I will contact the members that could be affected by this year's closure dates and work out a solution.

**RECOMMENDATION:**

That the Commission Board receive this as information.

62





---

# PRLS BOARD TALK

---

## Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 22, 2024

### Board Orientation by Dr. Margaret Law

Law spoke of the importance of the board member's role to the organization, and the importance of acting in the best interest of Parkland when acting as a Parkland board member.

### Population Figures and the Parkland Master Agreement

Board members Carlene Wetthuhn and Deb Smith presented both sides on the topic of changing Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to member municipalities. A motion was put forward to amend the agreement. The motion was defeated.

### Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs.

An annual report infographic with highlights from 2023 will be prepared and distributed to member municipalities in the coming weeks.

### Outlet Annual Reports

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

**Brownfield Community Library** – County of Paintearth

**Nordegg Public Library** – Clearwater County

**Spruce View Community Library** – Red Deer County

**Water Valley Public Library** – Mountain View County

Highlights from their annual reports are included below:

### Brownfield Community Library Accomplishments

Our library accomplished a lot in 2023 in terms of programming in particular. We applied for and received a couple of grants, so we have been trying to do 1-2 programming events a month. In 2024, we plan to make our library wheelchair accessible and be able to enter our library from our back door so patrons will no longer have to enter through the school.

### Nordegg Public Library Accomplishments

2023 was our BIG year! It marked the move with the help of many volunteers to the new premises in the County's Discovery Centre. Our library volunteers were engaged in weeding, packing, moving, unpacking and finally re-shelving of the materials. The move involved an approximate total of 350+ volunteer hours. There was a ribbon cutting event with cupcakes and prizes. We are very proud of our new, light, bright, library. We have five days a week accessibility with old and new volunteers and a wonderful large storage and office area to help us organize and plan our ongoing active life in the community. We are so grateful for all the assistance and direction we received from Parkland as we begin this new chapter.

### Spruce View Community Library Accomplishments

We have partnered with Red Deer County and Spruce View School to bring *Tech Time* for seniors once a month in the library and last year with seniors and school kids helping. 72 people attended. Our literacy program continued last year on every Tuesday and also ran through the summer and had 472 attendees. We continue with *Lego* and it is still the most popular program we have, averaging about 35 kids every second Wednesday. Quilting still continues once a month with about 8 ladies coming each time. We held three fundraisers last year; they were all very well supported by our community.

### Water Valley Public Library Accomplishments

This year at the Water Valley library we have seen an increase in the number of dedicated volunteers that are helping to keep the library running. With this increase in volunteers, we have seen an increase in volunteer hours as well. We are really excited to have so many people invested in the Water Valley library. There has also been an increase in the number of items that are circulating through the library. It is great to see that the community is really supporting and using the library to its fullest.

## Marketing and Advocacy Committee Report

Parkland's Advocacy Committee has set its goals for 2024. Those goals are:

1. To continue to advocate for a cost-of-living adjustment to provincial operating grants and/or another infusion for increased library funding
2. To continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems
3. To continue to focus on advocacy to the system board
4. To continue to help libraries and library boards advocate for themselves at the local level

Parkland's Advocacy Committee has organized a campaign for 2024 to help communicate the value of libraries in member library communities. Personal stories will be gathered throughout the region for further advocacy efforts.

Visit [prl.ab.ca/about-us/advocacy](http://prl.ab.ca/about-us/advocacy) to share how your local library has impacted you!

### Parkland's 65th Anniversary – Save The Date

Parkland's 65th Anniversary plans are in the works. On May 6-9th Parkland invites libraries to celebrate this milestone.

On May 10th, there will be an open house and light refreshments at Parkland HQ – invitations will be sent to library staff and board members closer to the event. Staff will be putting away a time capsule to be opened at the 100th anniversary – libraries are encouraged to bring something interesting that embodies what the future of libraries will look like.

## Committee News from Trustees

**Stettler Public Library** has a new laser engraver and 3D printer and are in the trade show on April 12-14 with the 3D printer making items for children. The Rotary Club of Stettler funded a unit that provides an immersive experience in the library.

**Camrose Public Library** is holding an event regarding intellectual freedom on February 22, 2024.

**The Innisfail Public Library** has recently updated their plan of service. They will also be celebrating their 120<sup>th</sup> anniversary on April 13<sup>th</sup> from 11:00 – 2:00.

**The Penhold Library** distributed two pamphlets explaining how to get started with eResources and their year in review. They spent their TD Summer Reading prize on a baby grand piano and are working on ways to integrate music into their programming.

**Carstairs Public Library** received a grant that allowed them to purchase two pickup lockers for patrons to pick up library materials outside of library hours.

Todd Brand is giving a free seminar on Parliamentary Procedure in Strathmore on March 9<sup>th</sup>.

## Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Doug Booker, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Kathy Hall, Pam Hansen, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing,

## Regrets

Twyla Hale, Marc Mousseau, Bill Rock

## Absent

Deb Coombes, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Dana Kreil, Darryl Motley, Jordon Northcott, Shawn Peach, Sandy Shipton, Harvey Walsh, Patricia Young

## Guest

Margaret Law

## Next Meeting: May 16, 2024 (Zoom)

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





Parkland Regional Library System

# TABLE OF CONTENTS

March 21, 2024

1. Acceptance of Agenda	2
2. Acceptance of the Minutes of the January 25, 2024 Meeting	3
3. LAA Position Statement on Parental Rights Legislation	7
3.1 Statement in Response from LAA	8
3.2 LAA Information	9
4. PRLS Return on Investment	10
4.1 ROI Examples - Counties	12
5. 2024 Advocacy Committee Goals	24
6. Training Materials	25
6.1 Reserves	26
6.2 Recruiting and Selecting Library Board Members	29
7. Provincial Advocacy Goals	33
7.1 Municipal Advocacy Approach Document	34
7.2 Budget 2024 Letter to Library Boards	37
8. 2024 PRLS Conference	38
8.1 Call for Sessions	39
9. Marketing Specialist Update	41
9.1 PRLS 2023 Annual Report	42

**Advocacy Committee**

65



# AGENDA

March 21, 2024

1:00 PM – 3:00 PM

**Meeting called by:** Gord Lawlor

**Invited: (PRLS)** Jul Bissell, Teresa Cunningham, Todd Dalke, Elaine Fossen, Barb Gilliat, Gord Lawlor, Stephen Levy, Jordon Northcott, Jacquie Palm-Fraser, Ray Reckseidler, Deb Smith, Harvey Walsh **(YRL)** Bridgitte Coninx, Tara Elwood, Karla Palichuk, Harold Pawlechko, Kathy Rooyakkers, Wendy Sears, Hank Smit

## Housekeeping

1. Acceptance of the Agenda\*
2. Approval of the minutes of the January 25, 2024 meeting\*

## Items for Decision and Discussion

3. LAA Position Statement on Parental Rights Legislation\*
4. PRLS Return on Investment\*
5. 2024 Advocacy Committee Goals\*
6. Training Materials\*
7. Provincial Advocacy Goals\*
8. 2024 PRLS Conference\*
9. Marketing Specialist Update\*
10. Business Arising and Assignments for Next Meeting

\*Documents included in package.

Advocacy Committee





# MINUTES

January 25, 2024

**Meeting called by:** Gord Lawlor, Committee Chair

**Attending:** Elaine Fossen, Barb Gilliat, Gord Lawlor, Ray Reckseidler, Debra Smith, Harvey Walsh

**Attending via Zoom: (PRLS)** Jul Bissell, Teresa Cunningham, Stephen Levy, Jacquie Palm-Fraser **(YRL)** Bridgitte Coninx, Tara Elwood, Sue Heuman, Karla Palichuk, Kathy Rooyackers, Hank Smit

**Absent:** Todd Dalke, Jordon Northcott

**Staff:** Hailey Halberg, Kara Hamilton, Ron Sheppard

Meeting called to order at 1:04 p.m. by Gord Lawlor.

**1. Acceptance of the Agenda**

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

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

**2. Acceptance of the December 12, 2023 Advocacy Committee Minutes**

Lawlor asked if there were any errors or omissions in the December 12, 2023 meeting minutes. There were none.

Motion by Elaine Fossen to approve the December 12, 2023 minutes as presented.

CARRIED

**3. Systems Advocacy Committee Meeting Update**

Haley Halberg, Ron Sheppard, Barb Gilliat, Hank Smit, and Karla Palichuk all attended the Systems Advocacy Committee meeting on January 22, 2024.

Tara Elwood joined the meeting at 1:15 p.m.

## Advocacy Committee

An Advocacy Ad-hoc committee was formed with Ron Sheppard, Hailey Halberg, Barb Gilliat, Jen from Northern Lights Library System, the Deputy Director at Chinook Arch Regional Library System, Lynne Price, the Director of the Marigold Library System, and Sue Heuman from Focus Communications as members. The intention is to work on a series of materials related to provincial advocacy.

#### 4. 2024 Advocacy Committee Goals

Sheppard reviewed. 2023's goals for the PRLS/YRL Advocacy Committee were:

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

After some discussion, it was agreed that 2024's goals will be:

1. Continuing to advocate for a cost of living adjustment to provincial operating grants and/or another infusion for increased library funding
2. Continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems
3. To continue to focus on advocacy to the system board
4. To continue to help libraries and library boards advocate for themselves at the local level.

#### 5. Documents for Meetings with MLAs

Halberg reviewed. At the December meeting of the Advocacy Committee, many suggestions were made for resources that should be gathered and made available for meetings with MLAs in 2024. Please see the lists below for all of the resources.

Documents that are complete:

- Provincial Advocacy Takeaway Document
- Budget Summary Report
- Provincial Advocacy Omnibus Survey Results
- PRLS 2022 Annual Report
- Municipal ROI's Applicable to the MLA – Available on PRLS website

Documents that need to be created in advance of any meetings:

- Talking points about SuperNet costs
- Stories that communicate the real value of libraries



It was brought up is that anyone meeting with their MLA should advocate for a separate Systems meeting with the Minister of Municipal Affairs, Rick McIver.

**6. Budget Summary Report**

Halberg continued. The budget summary report for 2023 has been completed. Most notable is the comparisons between 2022 and 2023 on the last page. In 2022, 43% of Parkland's member libraries were running a deficit budget. In 2024, this only improved slightly with 40% deficit budgeting.

One item of feedback was to change the headings of the report to say "Population Served" instead of "Municipal Populations" to make the intent of the document more understandable.

**7. The Changing World of Libraries**

Halberg continued. At the Advocacy Committee meeting on December 14, we discussed a potential series of press releases in 2024 to share the value of libraries in our region. Based on that discussion, Parkland Staff have created a campaign plan with various marketing methods to be completed in 2024. This campaign can be adjusted and added to throughout the year. There were no suggestions for changes to any of the documents presented.

**8. Parkland Awareness Campaign**

Halberg reviewed. With the high staff and board turnover for Parkland member libraries, it was noticed that many library managers and board members need help understanding the full scope of PRLS services. Based on this, staff would like to initiate a campaign to raise awareness of Parkland's services to ensure member libraries and boards can get the most out of their membership with Parkland. This awareness campaign would be ongoing to account for library staff and board turnover and to keep services top-of-mind. Content will be repurposed over multiple channels to reach as much of the audience as possible.

The goal is to increase use and awareness of PRLS services. The audience will primarily be PRLS member library managers, staff, and member library boards.

Some of the next steps and activities are:

- Halberg will be reaching out to meet with staff throughout the organization to identify all of the services and any specific areas that libraries need to be aware of or need clarification on.
- Create content for a services catalogue, the update email, LinkedIn, flyers, etc.
- Have staff from each department attend a library manager's coffee break to do a Q&A.

- Offer a lightning talk at Parkland's conference in September. Each PRLS Dept will have 10-15 minutes to talk about what services they fulfill for member libraries and answer any questions from member libraries.
- Re-evaluate and repeat

9. **Business Arising and Assignments for Next Meeting**

- Refine the Advocacy goals for 2024 to bring to the March meeting
- The Systems Advocacy Ad-hoc committee working group will present document takeaways from their next meeting.

9. **Adjournment**

Motion by Teresa Cunningham to adjourn the meeting at 2:36 p.m.

CARRIED

---

Chair





March 21, 2024  
Agenda Item 3  
Submitted by: Ron Sheppard

## LAA Position Statement on Parental Rights Legislation

Included in your package is a letter drafted and distributed by the Library Association of Alberta (LAA) on the issue of the Government of Alberta's position on *Parental Rights*. This letter was sent to all major news outlets, the LAA membership, and to all Parkland libraries by LAA's President. This is the first time in living memory a library association has taken a position on a political issue in Alberta. Parkland has been a member of LAA for decades. LAA is a multi-sector library association, and a document with information on LAA from their website has been included in your package.

Released on February 23<sup>rd</sup>, it does not appear that any media outlets have responded to the LAA statement. American Library Association President Emily Drabinski did post the letter on her "X" (Twitter) account which was apparently picked up by an American, Conservative, alternative website "Liberty Nation News". The position statement was also posted on the website [www.librarianship.ca](http://www.librarianship.ca).

The library community was not consulted by LAA prior to the creation or distribution of the position statement letter.

The Executive Committee will be reviewing the LAA letter and providing feedback. There is some concern that if MLAs become generally aware of the letter, it may have a negative impact on system staff and board members who are planning on visiting MLAs.

### **Outcome Statement**

Does the Advocacy Committee have any input or response to provide related to the LAA position statement?

### **Proposed Motions/Recommendation(s)**

To be determined.

## Advocacy Committee



---

**Statement in Response to Proposed “Parental Rights” Legislation**

**Library Association of Alberta**

Approved February 2024

The Library Association of Alberta upholds the universal principles of intellectual freedom as defined by the *Universal Declaration of Human Rights*. As library professionals, we are committed to free and equitable access to information for all Albertans, including children, and we oppose any efforts to suppress knowledge.

On February 1, 2024, Alberta Premier Danielle Smith announced that her government will introduce legislation to restrict gender-affirming healthcare for youth and to require government approval of all third-party teaching materials on gender identity, sexual orientation, and sexuality in Alberta schools. This legislation aims to censor information on sexuality and LGBTQIA2+ perspectives and experiences, rendering educators unable to provide inclusive education on these essential topics. It also renders school libraries unable to provide information and resources that reflect the diversity of Canadian and Albertan experiences. This legislation would deny Alberta’s youth access to information and knowledge crucial to their understanding of their world, their peers, and themselves.

School library and classroom resources are evaluated and selected by trained educators and librarians within the context of established and researched guidelines. These guidelines uphold the universal principles of intellectual freedom as guaranteed to all Canadians, including children, in the *Canadian Charter of Rights and Freedoms*. Additional review and approval by the government is unnecessary, inefficient, and in violation of the principles of intellectual freedom that ensure our children have access to rich and diverse materials that offer them a full range of knowledge, ideas and opinions.

The LAA pledges to join with library workers, educators, and provincial and federal library associations to oppose any legislation that would censor information resources, curriculum, or programs addressing sexuality, sexual orientation, gender identity or LGBTQIA2+ existences and experiences. We call on the provincial government and Premier Smith to uphold the values of intellectual freedom that are essential to a democratic society and renounce plans to introduce legislation that would embed censorship in Alberta’s classrooms and schools.

A handwritten signature in blue ink, consisting of a stylized, cursive 'J' followed by a flourish.



## Who We Are

In 1930, a group of librarians and representatives from various organizations in Alberta met to discuss the state of library service in the province. The meeting resulted in the formation of the Alberta Library Association (now the Library Association of Alberta) and the passing of several resolutions urging for improvements in library services.

### Our Mission

The Library Association of Alberta strengthens the library community in Alberta by providing responsive member services, advocating for libraries, and collaborating with partners.

### Our Vision

The Library Association of Alberta is a pro-active, financially responsible organization with a growing, active, and informed membership open to everyone. The Library Association of Alberta is an effective advocate, promotes intellectual freedom, provides continuing education and collaborates with others interested in achieving excellence in library and information services.

### Our Objectives

- To **facilitate communication** among all people concerned with library materials, information, and services in Alberta
- To provide **continuing education** for members;
- To encourage **collaboration** among the libraries and information centers in Alberta;
- To **stimulate public interest** in library affairs;
- To **influence the development of government policy and legislation** regarding library services;
- To **promote intellectual freedom** in Alberta;
- To **cooperate with other bodies** having common interests.

### Our Belief

The Library Association of Alberta believes that libraries are:

- fundamental to the cultural, educational, recreational and economic well-being of the people of Alberta.
- strengthened by a united voice linking those working within the library community with members, governments, other organizations, and library users.
- the link between those who wish to learn and those who have the knowledge.



## PRLS Return on Investment

In the process of creating the 2023 Return on Investment (ROI) documents for Parkland municipalities, a question came up regarding the ROIs for counties in particular.

When creating the section regarding resource sharing to county libraries, in past years, resource sharing was calculated using only the statistics for the county's outlet library, or in the case of MD Provost, Cadogan Public Library. Alternatively, when calculating returns for materials allotment and technology savings, the combined statistics for all the member libraries in the county were used.

For example: Carstairs, Cremona, Didsbury, Olds, Sundre, and Water Valley all have libraries serving Mountain View County, yet the ROI reflects only the resource sharing attributed to the outlet, Water Valley Public Library. This makes a difference of \$2,915,461.89, bringing the rate of return from \$4.95 to potentially \$28.82. If the ROI is produced like previous years', the rate of return will be \$4.95.

The *2023 Materials Allotment*, *Rural Library Services Grant*, and *Technology Savings* are all calculated with a combined total of all six public libraries in that county.

Ideally, the county patrons' resource sharing statistics would be shared on the County's ROI, but as staff are unable to isolate the county patrons from Parkland patrons as a whole, it is impossible to share the statistics of resource sharing in the county by only county patrons. Due to this, the financial return stated for the counties are lower than they should be given the actual number of county patrons that are borrowing from libraries in the county.

If the resource sharing statistics are included from each of the member libraries within that county, the average return on investment calculated is more in line with the other municipalities' average rate of return, but municipal councils may feel that using the combined statistics for all county libraries to be inaccurate. Parkland does not want to be in a position where it looks like staff are artificially inflating numbers.

74



Included in your package are examples of three counties both with the outlet library statistics and with the county's combined libraries' statistics. Potential changes are highlighted in yellow.

**Outcome Statement:**

Decide whether to include the combined libraries resource sharing statistics or only the outlet library statistics in the County ROIs.



## Mountain View County 2023 Return on Investment

### Your Membership

**Total Financial Benefits**

**\$605,001.99**

**Return on Investment**

**\$1.00 = \$4.95**

Based on a population of **13,958**, the cost of membership to Parkland Regional Library System for Red Deer County was **\$122,132.50** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to Mountain View County Libraries:

2023 materials allotment	\$15,772.54
Rural Library Services Grant <sup>1</sup>	\$73,214.40
PRLS Contribution to Water Valley Library	<u>\$200.00</u>
<b>TOTAL</b>	<b>\$89,186.94</b>

### Cost benefits of PRLS services

Technology Savings to Mountain View County Libraries:

Computers for library use	\$3,399.96
Software & Licensing	\$47,455.14
SuperNet connection	<u>\$53,935.20</u>
<b>TOTAL</b>	<b>\$104,790.30</b>

Resource Sharing Savings to Water Valley Library:

Items borrowed from other libraries	3920 @\$15.78	\$61,857.60
Digital items borrowed from PRLS	995 @\$48.57	<u>\$48,327.15</u>
<b>TOTAL</b>		<b>\$110,184.75</b>

Potential non-resident savings for households in Mountain View County:

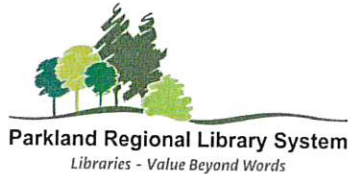
5,014 Households <sup>2</sup> (from the 2021 Federal Census) **\$300,840.00**

**Combined Savings**

**\$515,815.05**

76





## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

- 
- <sup>1</sup> Mountain View's rural population of 13,074 was distributed to Mountain View County libraries  
<sup>2</sup> Number of county families can save the \$60 non-resident fee

Carstairs, Cremona, Didsbury, Olds, Sundre, and Water Valley all have libraries serving Mountain View County



## Mountain View County 2023 Return on Investment

### Your Membership

**Total Financial Benefits**

**\$3,520,460.88**

**Return on Investment**

**\$1.00 = \$28.82**

Based on a population of **13,958**, the cost of membership to Parkland Regional Library System for Red Deer County was **\$122,132.50** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to Mountain View County Libraries:

2023 materials allotment	\$15,772.54
Rural Library Services Grant	\$73,214.40
PRLS Contribution to Water Valley Library	<u>\$200.00</u>
<b>TOTAL</b>	<b>\$89,186.94</b>

### Cost benefits of PRLS services

Technology Savings to Mountain View County Libraries:

Computers for library use	\$3,399.96
Software & Licensing	\$47,455.14
SuperNet connection	<u>\$53,935.20</u>
<b>TOTAL</b>	<b>\$104,790.30</b>

Resource Sharing Savings to Libraries in Mountain View County:

Items borrowed from other libraries	97,074 @\$15.78	\$1,531,827.72
Digital items borrowed from PRLS	30,756 @\$48.57	<u>\$1,493,818.92</u>
<b>TOTAL</b>		<b>\$3,025,646.64</b>

Potential non-resident savings for households in Mountain View County:

5,014 Households <sup>2</sup> (from the 2021 Federal Census) **\$300,840.00**

**Combined Savings** **\$3,431,276.94**

78





## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

---

<sup>1</sup> Mountain View's rural population of 13,074 was distributed to Mountain View County libraries

<sup>2</sup> Number of county families can save the \$60 non-resident fee

Carstairs, Cremona, Didsbury, Olds, Sundre, and Water Valley all have libraries serving Mountain View County



## Red Deer County 2023 Return on Investment

### Your Membership

<b>Total Financial Benefits</b>	<b>Return on Investment</b>
<b>\$893,217.31</b>	<b>\$1.00 = \$4.78</b>

Based on a population of **21,372**, the cost of membership to Parkland Regional Library System for Red Deer County was **\$187,005.00** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to Red Deer County Libraries:

2023 materials allotment	\$24,150.36
Rural Library Services Grant <sup>1</sup>	\$109,429.60
PRLS Contribution to Spruce View Library	<u>\$200.00</u>
<b>TOTAL</b>	<b>\$133,779.96</b>

### Cost benefits of PRLS services

Technology Savings to Red Deer County Libraries:

Computers for library use	\$17,849.79
Software & Licensing	\$46,746.40
SuperNet connection	<u>\$57,102.00</u>
<b>TOTAL</b>	<b>\$121,698.19</b>

Resource Sharing Savings to Spruce View Library:

Items borrowed from other libraries	5275 @\$15.78	\$83,239.50
Digital items borrowed from PRLS	2,238 @\$48.57	<u>\$108,699.66</u>
<b>TOTAL</b>		<b>\$191,939.16</b>

Potential non-resident savings for households in Red Deer County:

7430 Households <sup>2</sup> (from the 2021 Federal Census)	<b>\$445,800.00</b>
---	---------------------

<b>Combined Savings</b>	<b>\$759,437.35</b>
-------------------------	---------------------





## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

---

<sup>1</sup> Red Deer County's rural population of 19,541 was distributed to Red Deer County Libraries  
<sup>2</sup> Number of county families can save the \$60 non-resident fee

Bowden, Delburne, Elnora, Innisfail, Penhold, Spruce View, and Sylvan Lake all have libraries serving Red Deer County



## Red Deer County 2023 Return on Investment

### Your Membership

<b>Total Financial Benefits</b>	<b>Return on Investment</b>
<b>\$3,473,456.38</b>	<b>\$1.00 = \$18.57</b>

Based on a population of **21,372**, the cost of membership to Parkland Regional Library System for Red Deer County was **\$187,005.00** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to Red Deer County Libraries:

2023 materials allotment	\$24,150.36
Rural Library Services Grant	\$109,429.60
PRLS Contribution to Spruce View Library	<u>\$200.00</u>
<b>TOTAL</b>	<b>\$133,779.96</b>

### Cost benefits of PRLS services

Technology Savings to Red Deer County Libraries:

Computers for library use	\$17,849.79
Software & Licensing	\$46,746.40
SuperNet connection	<u>\$57,102.00</u>
<b>TOTAL</b>	<b>\$121,698.19</b>

Resource Sharing Savings to Libraries in Red Deer County:

Items borrowed from other libraries	82,695 @ \$15.78	\$1,304,927.10
Digital items borrowed from PRLS	30,209 @ \$48.57	<u>\$1,467,251.13</u>
<b>TOTAL</b>		<b>\$2,772,178.23</b>

Potential non-resident savings for households in Red Deer County:

7430 Households <small>2 (from the 2021 Federal Census)</small>	<b>\$445,800.00</b>
---	---------------------

<b>Combined Savings</b>	<b>\$3,339,676.42</b>
-------------------------	-----------------------





## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

---

1 Red Deer County's rural population of 19,541 was distributed to Red Deer County Libraries

2 Number of county families can save the \$60 non-resident fee

Bowden, Delburne, Elnora, Innisfail, Penhold, Spruce View, and Sylvan Lake all have libraries serving Red Deer County





## MD of Provost #52 2023 Return on Investment

### Your Membership

**Total Financial Benefits**

**\$117,789.30**

**Return on Investment**

**\$1.00 = \$6.19**

Based on a population of **2,174**, the cost of membership to Parkland Regional Library System for the MD of Provost #52 was **\$19,022.50** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to MD Provost Libraries:

2023 materials allotment	\$2,456.62
<b>TOTAL</b>	<b>\$2,456.62</b>

### Cost benefits of PRLS services

Technology Savings to MD Provost Libraries:

Computers for library use	\$5,099.94
Software & Licensing	\$20,899.82
SuperNet connection	<u>\$26,155.20</u>
<b>TOTAL</b>	<b>\$58,638.56</b>

Resource Sharing Savings to Cadogan Public Library:

Items borrowed from other libraries	0 @\$15.78	\$0.00
Digital items borrowed from PRLS	116 @\$48.57	<u>\$5,634.12</u>
<b>TOTAL</b>		<b>\$5,634.12</b>

Potential non-resident savings for households in MD of Provost #52:

851 Households <small>(from the 2021 Federal Census)</small>	<b>\$51,060.00</b>
--	--------------------

**Combined Savings**

**\$115,332.68**

*g4*





## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

---

<sup>1</sup> PRLS allotment allocated to municipal libraries as determined by the MD Board including allotment given to Amisk, Cadogan, Czar, Hughenden and Provost

<sup>2</sup> Number of county families can save the \$60 non-resident fee



## MD of Provost #52 2023 Return on Investment

### Your Membership

**Total Financial Benefits**

**\$226,828.44**

**Return on Investment**

**\$1.00 = \$11.92**

Based on a population of **2,174**, the cost of membership to Parkland Regional Library System for the MD of Provost #52 was **\$19,022.50** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to MD Provost Libraries:

2023 materials allotment	<u>\$2,456.62</u>
<b>TOTAL</b>	<b>\$2,456.62</b>

### Cost benefits of PRLS services

Technology Savings to MD Provost Libraries:

Computers for library use	\$5,099.94
Software & Licensing	\$20,899.82
SuperNet connection	<u>\$26,155.20</u>
<b>TOTAL</b>	<b>\$58,638.56</b>

Resource Sharing Savings to Libraries in MD Provost:

Items borrowed from other libraries	7,267 @ \$15.78	\$114,673.26
Digital items borrowed from PRLS	986 @ \$48.57	<u>\$47,890.02</u>
<b>TOTAL</b>		<b>\$114,673.26</b>

Potential non-resident savings for households in MD of Provost #52:

851 Households <sup>2</sup> (from the 2021 Federal Census)	<b>\$51,060.00</b>
--	--------------------

**Combined Savings**

**\$224,371.82**

*86*





## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

---

<sup>1</sup> PRLS allotment allocated to municipal libraries as determined by the MD Board including allotment given to Amisk, Cadogan, Czar, Hughenden and Provost

<sup>2</sup> Number of county families can save the \$60 non-resident fee



March 21, 2024  
Agenda Item 5  
Submitted by: Ron Sheppard

## 2024 Advocacy Committee Goals

Established at the January meeting, the Advocacy Committee goals for 2024 are as follows:

1. To continue to advocate for a cost-of-living adjustment to provincial operating grants and/or another infusion of increased library funding
2. To continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems
3. To continue to focus on advocacy to the system board
4. To continue to help libraries and library boards advocate for themselves at the local level.

If the committee considers these the goals they agreed upon, staff will create a work plan for presentation at a future meeting where input will be solicited for action items to realize the goals. The workplan will also record activities that are already ongoing to achieve the 2024 goals.

### **Outcome Statement(s):**

Decide if the four goals listed for 2024 accurately reflect the Advocacy Committee's 2024 aspirations.

### **Proposed Motions/Recommendation(s):**

Motion to accept the 2024 advocacy goals as presented (amended).

# Advocacy Committee





March 21, 2024  
Agenda Item 6  
Submitted by: Ron Sheppard

## Training Materials

Goal number four of this year's Advocacy Committee goals was "To continue to help libraries and library boards advocate for themselves at the local level." To assist with this, two training documents have been prepared and included for your review. One is a guide explaining the importance of financial reserves for libraries so boards can advocate with councils on the matter of reserves. Many councils see reserve funds held by libraries as unnecessary and will reduce operating funds to boards forcing libraries to spend their reserves on operating costs. In the case of Hinton, the municipality seized the library's reserves.

The other document included is a tool to provide to both councils and library boards to assist with the selection and appointment of good library board members. In addition to providing useful guidance, it is hoped that the importance and complexity of being a library board trustee will be highlighted so municipalities will take finding people with the skills to govern a library seriously and to help board members understand in a clear simple way how important and complex their role is.

### **Outcome Statement(s):**

- Provide general feedback on both documents.
- Provide an opinion on whether the document on appointing library board trustees contains too many activities which could be considered operational in nature and within the purview of staff.

**Advocacy Committee**



## Reserves

### Why?

One of the primary jobs of library boards is to manage finances. According to section 7 of the Alberta Libraries Act;

*"The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library..."*

The Act further states in section 9(a)

*"The municipal board shall (a) keep accounts of its receipts, payments, credits and liabilities,"*

The importance of the legislation is that it clearly places the responsibility for the library's operation and financial management exclusively within the purview of the municipal library board. No other agency, including municipal council, can make financial decisions for the board or control capital or financial assets owned by the library. This includes reserve funds "owned" by the library.

Libraries need reserves for the same fundamental reasons any organization might need reserves. These include funding long term projects, like a new building, to provide funds in an emergency, for repairs, for operational costs if operating funding is stagnant or reduced, to fund special projects or programs, for large, planned technology purchases, furniture replacement, or even for severance and litigation issues. There is no fixed recommended amount that should be in reserves. Each organization has to make that determination based on its needs. However, when reserves are created, they should have a designated purpose which is clearly defined and there should be a plan for their regular use.

This is because public libraries are supported through taxation. In Alberta the vast majority of library funding comes from either municipal levies or provincial operating grants. As a public service, libraries are expected to expend their income on services for their communities. If a library consistently receives more income than it expends, municipal and provincial funders often conclude that the public library is not working hard enough to serve their community or that the public doesn't want the service. Given that municipal and provincial funders always face challenges when justifying tax revenues to the public or businesses, libraries become an easy target for funding reductions when municipal and provincial politicians struggle to fund core





infrastructure and services like roads, sewers, fire and police protection, or waste management. Libraries which are generally viewed as a community service also face competition for funds from many other organizations such as arenas, swimming pools, museums, and other community organizations like centers for the performing arts or local family service support organizations.

**How?**

Public libraries should all have reserve fund accounts. Reserves can be funded through budgetary surpluses, fund raising, or even budgeting within the library’s operating budget for reserves. There is no recommended amount for reserves. For many organizations it is recommended to have the equivalent of six months of the operating budget in reserves.

**Examples**

All reserves need to be clearly identified (named) and should have a definition to explain what the reserves’ purpose is. It is also advisable to have either recommended or fixed minimum/maximum levels. Some samples of reserves are included below.

**Building Reserve**

Purpose: to provide for additions, replacements and repairs of a capital nature to the physical building and property.

Recommended Minimum Level      \$XXXX

**Contingent Liability and Consultation Reserve**

Purpose: to provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services.

Recommended Minimum Level      \$XXXX

**Equipment/Furnishings Reserve**

Purpose: to acquire or replace furniture/fixtures and equipment (other than computer equipment)

Recommended Minimum Level      \$XXXX

Recommended Maximum Level      \$XXXX

91



**Technology Reserve**

Purpose: to acquire or replace storage devices, networking devices, computer hardware, software, network servers, client loaner equipment, peripherals and other IT equipment of the sort required to maintain an automated organization.

Recommended Minimum Level	\$XXXX
Recommended Maximum Level	\$XXXX

**Ensuring Reserves are Supported by Adequate Funds**

Many libraries have only one bank account into which reserve and operational funds are deposited. While it may be advisable to hold reserve funds in a separate account, it is not necessary. What is important is to ensure that there are always sufficient funds available to cover the dollars which are claimed to be in the reserve at any given moment.

Reserve funds can also be invested. They don't need to remain readily available as "cash". For example, reserve funds could be allocated to bonds, GICs, or even stocks in public companies. Any of a wide variety of financial instruments can be used to hold or grow a library's reserves.

**Final Thoughts**

Each library board has to decide if it wants to have reserves. In today's uncertain funding environment, it is certainly wise to have reserves since they are the only way for libraries to be prepared for unanticipated contingencies and engage in long-term capital planning. All boards need to demonstrate they have a plan for their reserves and use them regularly, otherwise the board may be subject to funding redirection as their municipality "claws back" the money the library doesn't appear to need. By following the simple steps outlined above, library boards will be able to easily explain and justify to their principal funders that the board isn't "just sitting" on public dollars.





# Recruiting and Selecting Library Board Members

## A Guide for Municipal Councils

One of the many important things a municipal council can do is make appointments to its local library board. In Alberta, council appoints and unappoints library board members to municipal and intermunicipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

Upon appointment, a board member becomes part of a legal entity (the library board) responsible for governing the delivery of public library service in the community and receiving local and provincial tax dollars to provide quality library service. Board members have a fiduciary responsibility to employ the duty of care – acting with competence and diligence – as well as the duty of loyalty – acting in the best interest of library service in the community.

Only the council of the municipality that established the board or signed the intermunicipal agreement can appoint to a library board. The council of a neighboring municipality cannot appoint board members to a board that they did not have a role in establishing.

However, the council of the establishing municipality(ies) can appoint individuals from neighboring municipalities to the library board, as there are no residency requirements imposed by the legislation. Having individuals from neighboring municipalities can help to strengthen relationships and bring a broader perspective to the table.

For municipal library boards, council may appoint up to two board members who are also councillors on their council (i.e., councillors of the municipality that established the library board). For intermunicipal boards, each municipality that is party to the agreement may appoint one board member who is also a councillor on their council.

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a “Council Rep” or something similar. There is no designated role for a municipal councillor on a municipal or intermunicipal library board.

93



- Councillors from neighboring municipalities may be appointed to the library board and do not count against the limit of councilors as they are not from the establishing municipality(ies).
- Council may also choose to not appoint any councillors to the library board.

An employee of the library board cannot be appointed to the library board.

There is no provision for alternates to be appointed to a municipal or intermunicipal library board.

All appointments to the municipal or intermunicipal library board shall be for a term of up to three years.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done each time the member is reappointed beyond three consecutive terms.

Libraries are corporations established under the *Alberta libraries Act*. Like all corporations, boards are responsible for operating within not only the *Libraries Act* and *Regulation*, but other legislation including *Employment Standards*, *Occupational Health and Safety*, *FOIP*, and the *Copyright Act*. In addition to knowing and conforming to legislation, effective boards

- develop a Plan of Service to establish goals and objectives for the library system
- support ongoing professional development opportunities for its staff and its board members
- ensure delivery of significant programs and services that reflect the diversity of the community
- provide leadership through supporting the identification and development of emerging local programs
- measure the impact of existing community programs and provide library resources and services that will enhance community results
- present a budget to the Municipal Council that reflects the library's Plan of Service and identified community needs
- evaluate the performance of the library within the community and adjust its goals and objectives where needs are not being met
- ensure excellent management of the library on behalf of the community within the budget approved by the municipality





- hire the library's Chief Executive Officer and evaluate their performance within the management goals set by the Board
- ensure adherence to the *Libraries Act*, its *Regulation*, and any other legislation affecting the operation of the library within the community
- support the core value of intellectual freedom
- be able to set aside personal biases in the interests of what best serves the community in the areas of library collections, programs, and services.

Given the significant responsibilities and demands placed on library board members, potential trustees should exhibit the following characteristics. They should be:

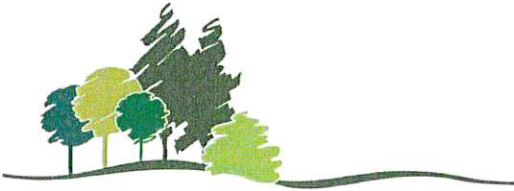
- interested in making a difference in the future success of their community
- available to attend board and committee meetings and to come prepared to contribute to discussions and decisions
- willing to become more aware of the bigger picture by learning about public library issues and concerns at both the provincial and the national levels
- prepared to represent the interests, concerns, and attitudes of your community
- open to learning about library programs and services that give their community the level of access to information and enrichment that it needs.
- enthusiastic about working with other board members and the Chief Executive Officer in a team process designed to provide programs and services that meet the greatest number of needs in their community
- committed to being an active participant in board leadership activities in their community

When soliciting for board members, some simple steps will assist with finding suitable candidates. These include:

- Advertising vacancies
- Requiring all candidates to attend a mandatory information session
- Developing criteria for selection of candidates

Your council may also choose to establish a selection committee and develop a structured interview process.

You may also choose to consult with the exiting library Board Chair and the library manager to determine the current needs of your community and gaps which may exist in the current board composition.



The appointments to the library board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

When appointing board members, make sure the motion lists the name(s) of the individual(s) and includes the length of term (one, two, or three years).

Council should also send the library board a list of appointments, including the length of terms, and send a letter to each appointee with their term length and expiry date.

Effective boards provide effective library service. Good recruitment and selection now will prevent a host of troubles later.

#### References:

"Choosing an Effective Public Library Board" Ontario Library Association, © Copyright 2014, Revised 2018 [2018-Choosing-an-Effective-PL-Board-Resource.pdf \(accessola.com\)](#) Accessed 1 March 2024.

"Municipal Councils and Library Boards – Roles and Responsibilities" Government of Alberta January 11, 2022, Municipal Affairs [Municipal Councils and Library Boards: Roles and Responsibilities \(alberta.ca\)](#) Accessed 1 March 2024.

ab





March 21, 2024  
Agenda Item 7  
Submitted by: Ron Sheppard

## Provincial Advocacy Goals

The top priority established by the Systems Advocacy Committee is to help library boards advocate successfully with their municipal councils. A working group was established to come up with an advocacy plan to achieve this goal. The *"Advocacy Approach"* document included with your package will be reviewed by the Systems Advocacy Working Group on Friday, March 22<sup>nd</sup> for refinement before it is presented for discussion to the full Systems Advocacy Committee.

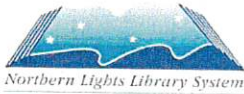
Also included is a letter from Ric McIver, the Minister of Municipal Affairs, stating that library boards will be receiving the same level of operating funding from the provincial government in 2024 as they did in 2023.

### **Outcome Statement:**

The *"Advocacy Approach"* document is for your information and input. However, the Systems Advocacy Committee is independent of the PRLS/YRL Advocacy Committee and will make its own decisions on any suggestions provided.

## Advocacy Committee

97



# Advocacy Approach

## Context:

Municipal advocacy efforts are a year-round undertaking. In order to be successful in maintaining or increasing municipal funding of libraries, Councils and municipal administrators need to fully understand the value of libraries in their communities. There is an opportunity for regions to support their member libraries with advocacy materials, messaging and training for library managers. It is acknowledged that ALTA has a role to play in preparing trustees to advocate on behalf of their boards.

## General Advocacy Topics:

- The role of libraries in the community
- The value of libraries to residents
- How libraries support municipal strategic plans and priorities
- The Libraries Act and role of Boards

## 2024 Issues:

- Municipal funding – potential cuts to library operating funds with the expectation that libraries will use reserves for operations
- Current pressures faced by municipalities for 2025 budget cycle and how libraries fit or compete with other municipal services.
- Town vs County Funding
- Recruiting Library Board Members – how to recruit and select board members, including key questions to ask when recruiting (and for candidates when considering becoming a board member)
  - Robust orientation package
  - Education on their roles with advocacy
- Relations between library boards and municipal council/administration – how to foster and engage, understanding that one doesn't report to the other, libraries are not municipal departments and have a range of funding streams (Provincial, fundraising, sponsorship, fees, etc.)





Libraries  
**VALUE  
BEYOND**  
words

- Role of Friends groups and fundraising – understanding for Boards/Councils about how those funds are allocated

## Barriers:

Resources and turnover remain two barriers to effective advocacy efforts.

- Small libraries have few staff and limited time to devote to advocacy. Some libraries may not even feel advocacy is necessary.
- Library board trustees may not have the awareness and understanding of what advocacy is, and how to be involved.
- Time is tight to impact the development of 2025 municipal budgets.
- Library boards turnover, so there is a constant stream of new board members to bring up to speed.
- Connections to municipal administration might be non-existent or contentious.
- The MGA prevents councils from meeting in private, so developing relationships and having frank, open conversations with library board members is challenging.

## Timing:

There are two key timing points with respect to municipal budgets. The point at which libraries can have the greatest impact is spring when administration is preparing the budget. Strong relationships between the library manager and CAO/Finance Director will be important. In the fall, library board chairs and managers may have an opportunity to present their budget to Council. Opportunities to impact funding is more limited in the fall, when libraries will be up against municipal departments for funding.

- Municipalities preparing budgets in Spring – April/May.
- Budget debates happen in fall – September/October.

A handwritten signature in black ink, appearing to be the initials "AG".



## Materials:

- Briefing book or speaking points
- Collateral document
- Advocacy procedure and instructions for trustees
  - TAL Municipal Advocacy Toolkit (for process)

## Delivery:

- How can systems successfully advocate on behalf of library boards?
- What does success look like?

## Next Steps:

- ALTA to advise on what it is doing to support trustees with advocacy
- Ask work plan sub-sub-committee group to pick top five issues
- Ask municipal sub-committee to pick top three from the list of five
- Take top three issues to full systems advocacy committee to ratify
- Make work plan and start on materials





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113944

February 29, 2024

Dear Public Library Boards:

I am pleased to share that *Budget 2024* includes stable funding for public library boards and public library network supports. Your board will be eligible for the same provincial operating grant in 2024/2025 as you received in 2023/2024.

We are maintaining the 10 per cent increase to library operating grants that was part of *Budget 2023*. Many of you have written to me or told me that you appreciate the per capita rate increase and the addition of the \$9,000 base grant for local library boards.

I am proud that Municipal Affairs supports a robust public library network in Alberta. Not only does provincial funding help local boards provide services for your communities, but our funding of SuperNet connectivity, interlibrary loan delivery, services for print-disabled readers, and e-content for all Alberta library patrons also ensures everyone has access to library service.

I am also proud of the work public libraries do to enrich the lives of Albertans every day in this province. We all know public libraries play a key role in keeping people connected. I know from your communications with me that the services provided by library boards and staff make a real difference to children learning to read, adults improving literacy skills, seniors learning digital literacy, job seekers positioning themselves for the workforce, newcomers learning about Alberta and Canada, and anyone looking for a safe and welcoming public space.

Our detailed grant information, including grant charts and grant application forms, will be available on our ministry website in early April. Until then, if you have questions about your 2024/2025 grant, please contact Public Library Services Branch staff at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

Thank you for everything that public libraries do to create vibrant and supportive communities.

Sincerely,

Ric McIver  
Minister

101



March 21, 2024  
Agenda Item 8  
Submitted by: Ron Sheppard

## 2024 PRLS Conference

Parkland is holding its own in-person conference on September 23<sup>rd</sup>. Given how important advocacy is, would any committee members be willing to present an advocacy topic at the conference? Sessions would be one hour in length. Committee Chair Gord Lawlor provided an advocacy presentation with former Parkland librarian Haley Amendt at the Marigold conference some years ago. Naturally staff will support any committee member who wishes to present at Parkland's conference this fall.

Please see accompanying document for details. (A communication that was sent by email.)

### **Outcome Statement:**

Decide whether the Advocacy Committee would like to provide a presentation at Parkland's fall conference and if so, who would like to volunteer?

**Advocacy Committee**

102





### **2024 PRLS Conference: Gather, Grow, Give**

You are invited to attend the 2024 Parkland Regional Library System (PRLS) Conference on **Monday, September 23rd**. The conference will be held at the Lacombe Memorial Center, 5214 50 Ave, Lacombe, AB.

The PRLS planning committee is currently seeking program proposals for one-hour presentations at the conference. Some of the topics we are interested in are:

- Equity, Diversity, and Inclusion
- Library Management Best Practices
- Collections & Merchandising
- Fundraising
- Emerging technologies
- Human Resources
- De-escalation techniques
- Cyber security
- Intellectual Freedom/Censorship
- Confidentiality/Privacy
- Accessibility
- Equity, Diversity, and Inclusion

The deadline for submissions is **May 12th, 2024** and submissions will receive a response from the planning committee by **May 31st, 2024**.

Please submit your proposal by sending the following information to the conference committee at [Libraryservices@prl.ab.ca](mailto:Libraryservices@prl.ab.ca).

Be sure to include the following information with your submission:

**About you:**

- Name
- Affiliation
- Position/title
- Contact information - including mailing address, phone number and e-mail address
- Library System

**About your session:**

- Session title
- Session description (in 100 words or less)
- Three session goals or objectives
- Session Format (single or double speaker, panel, hands-on/workshop, etc.)

**Important Dates:**

Deadline for submissions: May 12, 2024

Submissions will receive a response by: May 31, 2024

Conference registration opens: August 6, 2024

Registration deadline: September 3, 2024

Conference date: September 23, 2024

Thank you for your consideration, please feel free to share this call out amongst your staff/libraries!

104





March 21, 2024  
Agenda Item 9  
Submitted by: Hailey Halberg

## Marketing Specialist Update

There are two items for you to review.

### 1. 2024 Advocacy Campaign Update

The advocacy campaign for 2024 was distributed to Member Library Managers on March first. Staff included the press release template asking for stories from community members, social media post templates, a flyer template, and a postcard template.

So far, the only responses received are from Caroline Library's campaign and include positive comments and gratitude about exam proctoring, photocopying, computer help, meeting new friends, and friendly assistance from library staff.

#### **Proposed Motions/Recommendation(s)**

For your information.

### 2. Annual Report Visual

PRLS Staff have created the annual report visual based on the 2023 annual report.

#### **Outcome Statement(s):**

Please review the document and provide any feedback

Advocacy Committee

105





# Parkland Regional Library System 2023 Annual Report

Libraries, Value Beyond Words



Photo from Olds Municipal Library

## Virtual Library Services

- 262,476 website and online catalogue visits
- 58,010 eLibrary database sessions
- 156,051 digital checkouts
- 1,422,940 WiFi sessions at libraries

## Parkland HQ

- Completed workshops, training, analysis, and reports on multiple topics for library staff.
- Housed and managed 10,081 print items and 3,635 non print items like kits and audiobooks
- Maintains a collection of 21,494 virtual items like eBooks and eAudiobooks

## Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2023.



## Parkland Libraries have...

637,120 items in their collections.



Photo from Hughenden Library



# 2023 Annual Report



Photo from Rimbey Community Library

## Resource Sharing

- 843,900 items delivered in van runs in 2023
- Purchased, processed, and added 41,841 items to the system catalogue
- Van drivers made 3,180 deliveries driving 182,850 kilometers
- Sent and received 953 ILL items each week

## IT Support

- A new website was implemented for the region, replacing our aging Sitecore instance. This was a major undertaking that involved many Parkland staff with many obstacles to overcome.
- 86 computers were replaced throughout the region.
- New wireless access points were replaced in all member libraries. A total of 64 new wireless access points were implemented throughout the region.

## Library Services Support

- 73 visits to 43 member libraries
- Training provided to 10 new library managers
- 1,237 consulting sessions by Parkland Staff Held 18 training events for 255 attendees



# 2023 Annual Report

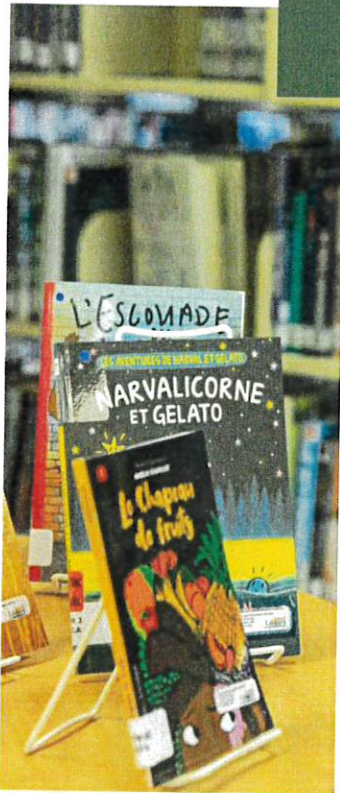


Photo from Sylvan Lake Municipal Library

## Advocacy Activity

- The Systems Advocacy Committee created and distributed advocacy materials for the Provincial Election which may have significantly impacted the province-wide efforts to obtain an increase in operating grant funding from the Government of Alberta
- Created MLA meeting request templates for library boards
- Completed training to library managers and board members regarding best practices when presenting your budget to council
- Organized professional photography and videography for four member libraries

## Marketing Activity

- Canadian Library Month Contests resulting in 1700 new cardholders in October
- Distributed 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services

## Social Media

- A LinkedIn strategy was implemented and followers increased by 39%
- 69% increase in engagement for Facebook and 35% increase in engagement for Instagram

### Contact Us:

#### Parkland Regional Library System

4565 46th Street  
Lacombe, AB T4L 0K2  
403-782-3850

**Board Chair** Barb Gilliat

#### Executive Committee

Barb Gilliat (Chair)  
Deb Coombes  
Jamie Coston  
Sarah Fahey  
Dana Kreil  
Leonard Phillips  
Debra Smith (Vice-Chair)  
Carlene Wetthuhn  
Shannon Wilcox  
Janice Wing

**Director:** Ron Sheppard (ext. 230)

**Manager of Library Services:** Andrea Newland (ext.221)

**Manager of Finance and Operations:** Donna Williams (ext. 141)

**Manager of Technology Infrastructure:** Tim Spark (ext. 212)

**IT Helpdesk** (ext. 600)

#### Advocacy Committee

Gord Lawlor (Chair)  
Harvey Walsh (Vice-Chair)  
Jul Bissel  
Teresa Cunningham  
Todd Dalke  
Elaine Fossen  
Barb Gilliat  
Stephen Levy  
Jordon Northcott  
Jacquie Palm-Fraser  
Ray Reckseidler  
Debra Smith

[Complete Board and Municipality list here.](#)

\*Statistics based on 2023 annual report to PLSB Municipal Affairs

Strong Libraries, Strong Communities



108





Mtg. Date Mar 25, 2024

Agenda Item 10.1

The Village of Opportunity

March 8, 2024



Her Worship Colleen Ebden  
Town of Eckville  
Box 578  
Eckville, Alberta  
T0M 0X0

Dear Mrs. Colleen Ebden,

On behalf of the Village of Clive, I would like to invite you, or a designate, to take part in the Clive FunFest Parade. It will be held on Saturday June 22<sup>nd</sup>, 2024. Line-up is at 10:30am at the Clive Baptist Church. The parade commences at 11:00am.

Please let us know if you require a dignitary vehicle or if you will be bringing your own. If you will not be using your own vehicle as part of the parade, please park on a side street and proceed to the Baptist Church parking lot.

It is recommended that items such as candy, balloons, etc. may be given out to spectators by "Walkers" who accompany the float and hand out treats from a safe distance by using small bags or pails.

The Village will be providing Clive Bucks to treat yourself at Clive businesses and or food trucks.

Please RSVP to [tricia@clive.ca](mailto:tricia@clive.ca) by June 1, 2024.

Hope to see you at the festivities,

A handwritten signature in blue ink that reads "Luci Henry".

Luci Henry, Mayor  
Village of Clive

*Village of Clive*

Box 90, Clive, AB T0C 0Y0 • (403) 784-3366 • Fax (403) 784-2012  
E-mail: [admin@clive.ca](mailto:admin@clive.ca)

109