

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, September 23, 2024

Town Office Council Chambers Eckville, AB 4:00 pm
(Councillors may attend via electronic means)

- | | | |
|---|------|---|
| 1. CALL TO ORDER | 1.1 | |
| 2. DELEGATIONS/PUBLIC HEARING | 2.1 | |
| 3. AGENDA | 3.1 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Tax Recovery Public Auction Minutes-September 11, 2024 pg. 1-2 |
| | 4.2 | Regular Council Meeting Minutes – September 9,2024 pg. 3-5 |
| 5. ACTION ITEMS | 5.1 | RFD-Possible Eckville Municipal Library Board Member Appt. pg. 6-8 |
| | 5.2 | RFD-Request for Cancellation of Tax Arrears pg. 9-12 |
| | 5.3 | Highway 766 Roundabout-Discussion |
| | 5.4 | Multi-Year Financial Plan-Discussion |
| 6. BYLAWS, POLICIES | 6.1 | |
| 7. REPORTS | 7.1 | Management Report – September 23, 2024 pg. 13-14 |
| | 7.2 | Financial Report-AP September 18, 2024 pg. 15 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Consent Agenda:
A. PRLS Highlights of Library Board Meeting pg. 16-17
B. PRLS Proposed Budget 2025 pg. 18-41
C. Lacombe County Highlights of Council Meeting Sept 12, 2025 pg. 42-43 |
| 10. SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | |
| 11. CLOSED SESSION | 11.1 | |
| 12. COMMITTEE OF THE WHOLE | 12.1 | |
| 13. ADJOURNMENT | 13.1 | |

TOWN OF ECKVILLE – TAX RECOVERY PUBLIC AUCTION
September 11, 2024
Town of Eckville Council Chambers
5023 -51 Avenue, Eckville, Alberta

1. Call to Order

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

Present:

Staff

Deputy CAO, Darcy Webb

Administration Clerk, Heather Allen

General Public

None

2. Background

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

He noted the following:

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

3. Auction


- 3.1 Lots 11 & 12, Block 8, Plan 264HW (Roll # 021300)

Darcy Webb advised that a reserve bid of \$179,000 has been set for this property.

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

4. Adjournment:

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



Deputy CAO



Administration Clerk



TOWN OF ECKVILLE – COUNCIL MINUTES

Monday, September 9, 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 Engen
Councillor Meyers
Councillor Pacholek
Councillor Palm-Fraser
Councillor See (joined by electronic means)
Councillor Thoreson

Absent: Darcy Webb, Deputy CAO

Staff: CAO, Jack Ramsden

Press: None Present

Gallery: None

2. Delegations/Public Hearings

2.1 None.

3. Agenda

3.1 Additional Agenda Items
5.5 Conflict of Interest
5.6 Christmas Party
5.7 Next Council Meeting Time

3.2 Adoption of Agenda

Res. 214.2024

Moved by Councillor Engen that the agenda be adopted with additions.
Carried Unanimously.

4. Minutes

4.1 Regular Council Meeting Minutes – August 12, 2024

Res. 215.2024

Moved by Councillor See that the minutes of the August 12, 2024, Council Meeting be approved as presented. **Carried Unanimously.**

5. Action Items

5.1 RFD- 2025 ATCO Gas Franchise Fee

Res. 216.2024

Moved by Councillor Meyers that the Town of Eckville not increase the ATCO Gas and Pipelines Ltd. Franchise fee in 2025. **Carried Unanimously.**

5.2 RFD – Extension of RV parking to October 15, 2024

Res. 217.2024 Moved by Councillor Engen that the RV street parking deadline be extended to October 15, 2024. **Carried Unanimously.**

5.3 RFD- Asphalt patches and paving contract

Res. 218.2024 Moved by Councillor See that the 2024 Asphalt Patching and Other Projects tender be awarded to Border Paving of Red Deer with the exception of Item J – Town Shop Rear Pad, which will be completed by Town staff. **Carried Unanimously.**

5.4 Central AB Female Municipal networking Group. Discussion

Res. 219.2024 Moved by Councillor Engen that the Central AB Female Municipal Networking Group be received for information. **Carried Unanimously.**

5.5 Conflict of Interest

Res. 220.2024 Moved by Councillor Thoreson that administration be asked to prepare a recommendation with respect to delivering a conflict of interest/ethics training session which could be made available to various local groups. **Carried Unanimously.**

5.6
5.7 Town Christmas Party. Discussion

Next Council Meeting Time

Res. 221.2024 Moved by Councillor Engen that the September 23, 2024 Regular Council Meeting time be changed to 4:00pm. **Carried Unanimously.**

6. Bylaws, Policies

6.1 None.

Councillor Pacholek joined the meeting at 7:04pm

7. Reports

7.1 Management Report for September 9, 2024

Res. 222.2024 Moved by Councillor Meyers that the Management Report for September 9, 2024, be accepted for information. **Carried Unanimously.**

7.2 Financial Report – AP Aug 13 & 21, Sept. 5, 2024, and June 27, 2024

Res. 223. 2024 Moved by Councillor Pacholek that the Financial Report for Aug 13 & 21, and Sept. 5, 2024 be accepted for information. **Carried Unanimously.**

8. Committee & Board Reports

8.1 Councillor Engen reported on AKAMIAHK visit.
Councillor Meyers reported on LRSWC
Mayor Ebden reported on the library

Res. 224.2024 Moved by Councillor Palm-Fraser that the Committee and Board Reports be
Council Meeting September 9, 2024

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accepted. **Carried Unanimously.**

9. Correspondence, Information Items

9.1 Consent Agenda:

- A. Lacombe County Highlights of Reg Council Meeting Aug. 22, 2024
- B. LRSWC Minutes of June 26, 2024, Meeting
- C. 2025 Fire Services Training Program Grant.

Res. 225.2024

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

10. Seminars, Meetings, Special Events

10.1 Parkland Regional Library Conference

Res. 226.2024

Moved by Councillor Engen that Councillor Palm-Fraser be authorized to attend the 2024 Parkland Regional Library Conference.

11. Closed Session

11.1 None

12. Committee of the Whole

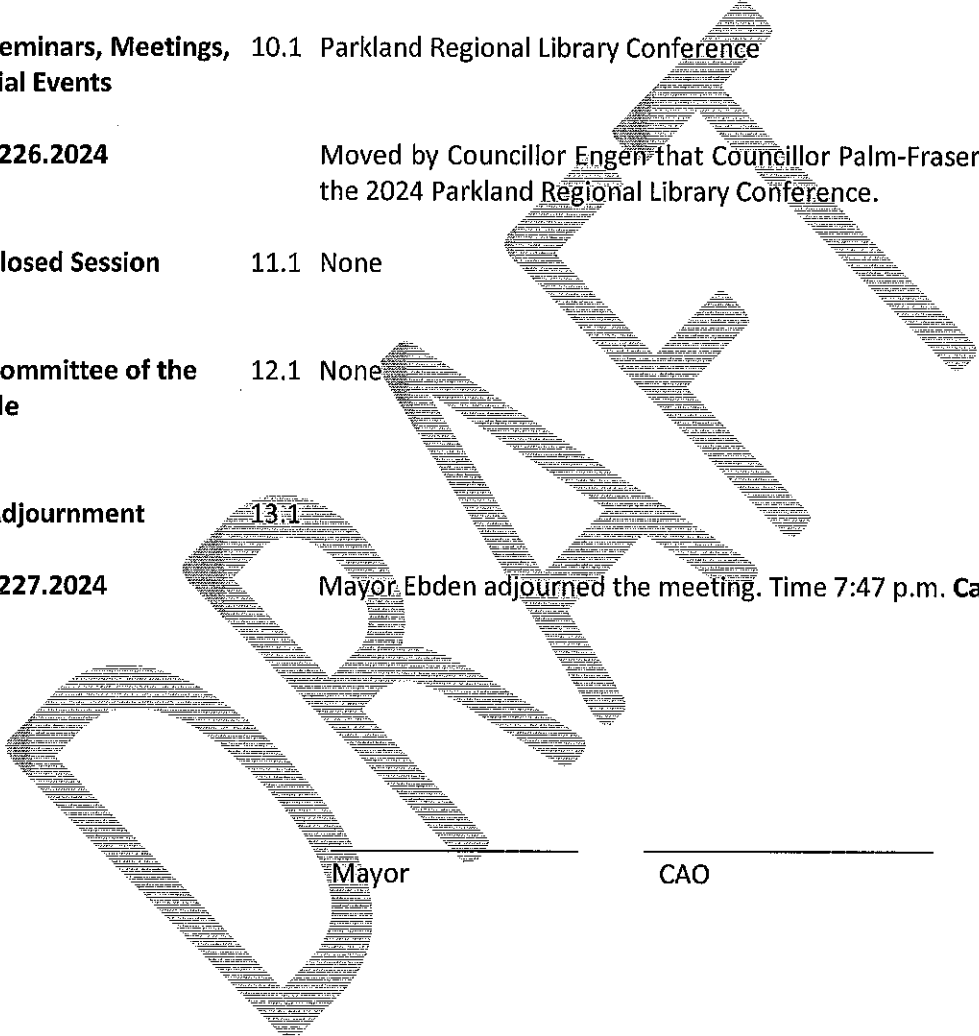
12.1 None

13. Adjournment

13.1

Res. 227.2024

Mayor Ebden adjourned the meeting. Time 7:47 p.m. **Carried Unanimously.**



Mayor

CAO

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	September 23, 2024
Originated By:	Jack Ramsden, CAO
Title:	Possible Eckville Municipal Library Board Member Appointment

BACKGROUND: Please find attached several emails that I received from Nicki McKinnon who has expressed an interest in serving on the Eckville Municipal library Board.

DISCUSSION/ALTERNATIVES: I have not met Nicki, but she seems to be very interested in serving on the Eckville Library Board. Nicki lives in Town and sat in on the September 11th Library Board Meeting as a guest.

If you approve this appointment, it will bring our current Library Board to a total of 8 appointed members (5 at large from the surrounding rural area, 2 from Council, and 1 from Town).

IMPACT ON THE BUDGET: None.

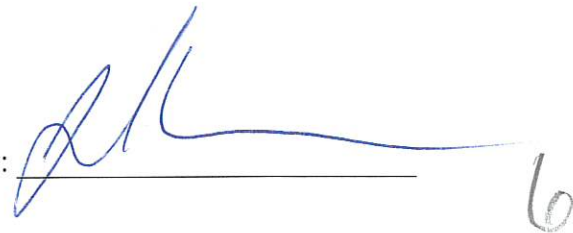
RECOMMENDED ACTION: That the following motion be presented for consideration:

“That Nicki McKinnon be appointed to the Eckville Municipal Library Board for a three-year time commencing on September 24th, 2024, and expiring on September 24, 2027.”

Or

“That Nicki McKinnon’s request to be appointed to the Eckville Municipal Library Board be respectfully declined.”

Prepared By: _____ Approved By: _____



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Jack Ramsden

From: Nicki McKinnon <nmmckinnon@hotmail.com>
Sent: Tuesday, September 10, 2024 6:37 PM
To: Jack Ramsden
Subject: Re: Eckville Municipal Library Board

Hi Jack

Yes today is a travel day! I'll include a letter in this email as I'm working with limited access to proper email or devices. I hope it formats ok on your end. If it comes out especially strange, please let me know and I can get it sent proper first thing in the morning.

Thanks

Nicki

To the members of the Eckville Town Council,

I am interested in joining the board for the Eckville Municipal Library. Having lived in the town of Eckville for two years now, and being a regular patron of the library, I am looking to become more involved in town activities with the purpose of helping preserve and maintain this great community.

My family and I moved to Eckville in 2022 from Blackfalds where we lived for 10 years. Originally from the Lower Mainland of BC, my husband and I moved to Alberta looking for a quiet, safe, and close-knit community to raise a family. We believe we have found that in Eckville.

Currently, I stay at home to raise and homeschool my two children who are 8 and 11 years old. Previously, I worked in education with children who required additional classroom supports.

Education and community are two values that are of utmost importance to me. As such, the library has always been a central part of my life. A good library gives community members a place to be, access to information and knowledge, and the opportunity to connect with others. Personally, aside from great collections of books, I have enjoyed accessing programming such as board game days, musical performances, movie days, crafts, Lego clubs, art classes, book clubs, and so much more through my local libraries.

Both homeschooling and my background in education have provided experiences and skills that I believe will allow me to be an asset to the Eckville Municipal Library Board. With children who are constantly growing, learning and changing, being on the lookout for new opportunities and resources is a top priority. Whether its finding new books on my kids latest interests, coaching soccer, or organizing a game of Capture The Flag, my aim is to encourage engagement and community building. Working with others to share ideas and knowledge helps do this successfully.

I hope to share my strengths and knowledge with the board to continue the work that is being done in supporting and enhancing the Eckville Municipal Library.

Nicki McKinnon

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Jack Ramsden

From: Nicki McKinnon <nmmckinnon@hotmail.com>
Sent: Wednesday, September 11, 2024 6:20 PM
To: Jack Ramsden
Subject: Re: Eckville Municipal Library Board

Hi Jack,

The meeting today was good. I'm still interested and would like to go ahead and have my letter forwarded to the next town council meeting.

Let me know if you need anything further from me.

Nicki

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Mtg. Date Sept 23, 2024

Agenda Item 5.2

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	September 23, 2024
Originated By:	Jack Ramsden, CAO; Darcy Webb, Deputy CAO
Title:	Request for Cancellation of Tax Arrears Roll # 006500 & Roll 001100/001300/001400/036100/036200/036300/052900

BACKGROUND: Section 347(1) of the Municipal Government Act states, "If a Council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears;
- (b) Cancel or refund all or part of a tax;
- (c) Defer the collection of a tax."

DISCUSSION/ALTERNATIVES:

Roll # 006500 missed the payment deadline of August 31st. (see attached letter).

The owner of roll #s 001100, 001300, 001400, 036100, 036200, 036300 and 052900 also missed the deadline August 31st. (see attached email).

Both parties acknowledge that they missed the deadline, one because they claim to have not received a notice and the other stating that it was an oversight on their part.

IMPACT ON BUDGET: There would be no direct impact on our 2024 tax revenues as we would be dealing strictly with penalties.

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

A)

"That the tax arrears penalties owed on Roll # 006500 in the amount of \$190.52 and 039700 NOT be cancelled."

Or

"That the tax arrears penalties owed on Roll # 006500 in the amount of \$190.52 be cancelled."

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B)

That the tax arrears penalties on Roll #s 001100/001300/001400/036100/036200/036300 and 052900 in the amount of \$3,439.09 NOT be cancelled.

Or

That the tax arrears penalties on Roll #s 001100/001300/001400/036100/036200/036300 and 052900 in the amount of \$3,439.09 be cancelled.

Prepared by: _____



Approved By: _____



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To: Mayor & Council
From:
Re:

ROLL # 006500

Tax Penalty

On Sept 5/24, as I paid my utility bill and asked about tax notices as we did not receive a tax notice. Heather reminded me that they were due on Aug 31. She gave me a letter stating I have been penalized by \$190.52 for being in arrears.

This has been an oversight on myself, the mail & the town as in all the years we have lived here we have never been in default of our taxes or utilities.

Again, we never received our tax notice of \$2381.56

I am asking council to withdraw the penalty charged to my account and in good faith please find enclosed payment of taxes less penalty, oneday after receiving my tax notice.

I can be reached at [redacted] and I am eager to get a reply for my request.

Thanking you in advance for your time and consideration on this matter.



Darcy Webb

ROLL # 001100/001300/001400/036100/036200/036300/052900

From:
Sent:
To:
Subject:

Property Tax - Ce

I have completed processing all the payments today, and you should see the deposit by Thursday. I appreciate the call because, due to the changes in our account's payables department and the cyber incident, we completely missed this for some reason. I do apologize for that.

Could you please consider waiving the interest accrued due to the recent oversight with the payments? I understand the importance of timely payments and sincerely appreciate your understanding in this matter.

Thanks,

[Redacted signature area]

Integrity, Responsibility, Community



Please consider the environment before printing.

My working hours may not be your working hours. Please do not feel you need to reply outside of your normal work schedule.

This information may be proprietary or privileged. If you received this message in error or are not the intended recipient, you should not retain, distribute, disclose or use any of this information and you should delete the e-mail and destroy any attachments or copies.

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**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL**

September 23, 2024

Current Activities:

- **MacDonald Heights** – We are still trying to have a discussion with Cenovus to secure details on the reclamation certificate that was issued on the well site on lot 31 in our Macdonald Heights. We will keep you in the loop.
- **Proposed Industrial Subdivision on 57 Avenue** - We met with Manjinder Dhillon, the owner and Developer, of this proposed industrial subdivision on September 19th at our town office. He will be contacting BTG Energy to request that they relocate the active pipeline that runs through his property from the producing well on our town shop property. He will also have his engineers at Tagish Engineering complete a proposal to Alberta Environment to amend the Drainage Plan that was approved for the original development 20+ years ago.
- **Active Wellsite West of the Town Shop** – We are still waiting for information from BTG Energy on how to move the land use agreements into the name of the Town.

Public Works Highlights:

East and West Sewer Lift Stations: The control boxes in each of our lift stations seem to be failing from time to time and this, we believe, is causing confusion with which pump is running in the lift station. The Public Works Team Members receive call outs, often at night, and they must respond each time. We have therefore requested quotes from two suppliers for the replacement of the control box at both lift stations.

Street Sweeper: Public Works has done a thorough cleaning of our street sweeper and taken several photos that we plan to use in marketing the street sweeper. We have been in touch with one company in Red Deer that may be interested in adding the unit to their current fleet. We are also thinking about contacting a company in Calgary that we dealt with to sell our old garbage truck and our single axel dump truck. As mentioned previously, if we can sell it for the right price, we would propose the purchase of a new loader mounted sweeping unit for 2025.

Fall Lagoon Release: Public Works is planning to start our fall effluent release later this week. We can release them for three weeks, which will hopefully provide us with enough storage space to last until next May or June.

Repainting Fire Hydrants: Our Public Works Team have completed this project and again, we are pleased with how they look! Paint touch ups will be ongoing in the future.

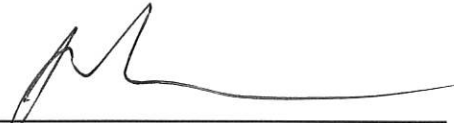
Management Report – September 23, 2024

Minor Concrete Repairs: As previously noted, Proform Concrete Services completed our minor concrete repairs, and we will be completing the asphalt fill ins along the curbs shortly.


2024 Patch Repairs and Optional Projects: Border Paving have been notified that they were awarded our 2024 asphalt patch repairs and optional projects. They should be able to start work at the end of the month. Hopefully the weather holds and they are able to complete all of the work this fall.

Future / Planned Activities:

- **Proposed Changes to our Fire Bylaw:** We are still working on this matter and will keep you informed.



Jack Ramsden, CAO



Darcy Webb, Deputy CAO

Batch ID: AP 2024
 Batch Comment: Cheques

Audit Trail Code: PMCHQ00000890
 Posting Date: 2024-09-18

Chequebook ID: ATB - GEN

Mtg. Date Sept 23 2024
 Agenda Item 7.2

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
028052	2024-09-18	00000000000023960	241001	241577 Alberta Ltd.	\$437.75
028053	2024-09-18	00000000000023961	AMS001	AMSC	\$33,501.56
028054	2024-09-18	00000000000023962	ANI001	327241 Alberta Ltd.	\$1,554.00
028055	2024-09-18	00000000000023963	AUM002	AMSC Insurance Services Ltd.	\$18,421.30
028056	2024-09-18	00000000000023964	AUM003	AUMA	\$417.23
028057	2024-09-18	00000000000023965	AWW001	AWWOA	\$493.13
028058	2024-09-18	00000000000023966	CAN11	Canadian Linen and Uniform Ser	\$535.35
028059	2024-09-18	00000000000023967	CEN014	Central Alberta Co-op Ltd.	\$719.83
028060	2024-09-18	00000000000023968	CHE006	Chem International	\$7,922.25
028061	2024-09-18	00000000000023969	ECK001	Eckville Machining & Welding (\$215.25
028062	2024-09-18	00000000000023970	ECK01	Eckville Recreation Board	\$17,500.00
028063	2024-09-18	00000000000023971	FLO01	Flowpoint Environmental System	\$108.15
028064	2024-09-18	00000000000023972	GTI001	GTI Petroleum Ltd	\$722.56
028065	2024-09-18	00000000000023973	HIW001	Hi-Way 9 Express Ltd.	\$662.22
028066	2024-09-18	00000000000023974	LAC010	Lacombe Regional Waste Service	\$18,817.50
028067	2024-09-18	00000000000023975	MCC01	McCharles Tree Service Inc.	\$2,677.50
028068	2024-09-18	00000000000023976	MES001	Messer Canada INC.	\$47.68
028069	2024-09-18	00000000000023977	REC	Receiver General	\$2,128.64
028070	2024-09-18	00000000000023979	REC01	RecordXpress	\$37.98
028071	2024-09-18	00000000000023980	RED010	Red Deer Catholic Separate Sch	\$4,109.19
028072	2024-09-18	00000000000023981	THE018	The Trenchless Guy's	\$6,651.23
028073	2024-09-18	00000000000023982	TOW012	Town of Penhold	\$150.00
028074	2024-09-18	00000000000023983	UFA001	UFA	\$731.01
028075	2024-09-18	00000000000023984	ULI001	Uline Canada Corporation	\$282.28
028076	2024-09-18	00000000000023985	WBC001	WCB	\$3,239.52

Total Cheques: 25

Cheques Total: \$122,083.11

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PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 12, 2024

2025 Budget

The board approved the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025 which is well below the rate of inflation.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on.
- Due to the switch in population figures, 18 municipalities will see a drop in their requisition.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents.
- Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been approximately forty cents per capita lower.

The Parkland budget with full notes will be sent to municipalities for approval next week.

Vacant Seat on the Executive Committee

In June, Parkland received notice that Jamie Coston, the Executive Committee member representing the town of Rimbey, is no longer on the Parkland Board. As such, she has also resigned from the Executive Committee. Parkland informed Bentley, Eckville, Gull Lake, Parkland Beach, Ponoka, Ponoka County, and Rimbey (Area 5) that

their seat on the Executive Committee was vacant. Marc Mousseau from the Summer Village of Parkland Beach volunteered and will sit on the Executive Committee until the new Executive Committee is chosen at the November organizational meeting.

PRLS Plan of Service (Strategic Plan)

Recently there have been some significant changes to the Alberta Libraries Act and Regulation. Until now, library systems had to file a plan of service (strategic plan) with the Public Library Services Branch at Municipal Affairs every three years. With the changes in the legislation, plans of service for library systems can now be up to five years in length. The board moved to change the dates of Parkland's Strategic Plan from 2023-2025 to 2023-2027

Board Meeting Management

Back in December 2023 the Executive Committee formed a working group to develop a policy governing board member conduct. Having met three times, their work is now complete. The working group presented a draft policy for how to deal with "Complaints Against Board Members".

They also shared a brief board self-assessment survey to be conducted following the September board meeting, the final board meeting before the November organizational meeting.

The working group also recommended that at the October meeting of the Executive Committee, the group have an informal discussion allowing the committee to consider how effective it was over the course of the year.

Lastly, the working group commissioned the creation of a board member recruitment document so that when municipalities appoint individuals to the system board, they would have some idea of the preferred qualifications of candidates and what their role will be. This document will be sent out when Parkland communicates annually with member municipalities regarding who they are appointing to the Parkland board.

Advocacy Committee Report

Municipal Presentations: Parkland's Advocacy Committee recommended that municipal councils be visited by Parkland staff. To make the visits as useful as possible to the councils, two presentations have been

Next Meeting: November 14, 2024 (Zoom) 10:00 a.m. to noon

developed. Councils can request a presentation on either 1) Parkland's structure and services, or, 2) the overarching structure and operation of public library service in Alberta. Several requests for an orientation have been made by member municipalities.

Presentations are designed to be about 15 minutes in length. The committee also agreed that a Parkland board member, especially the Chair, Vice-Chair, or Advocacy Committee Chair should always attend the presentations with Parkland staff.

MLA Visits: Early in the New Year, Parkland's Advocacy Committee established as one of its goals:

"To continue to advocate for a cost-of-living adjustment to provincial operating grants and/or another infusion for increased library funding."

Parkland staff and Board Chair have visited two of our MLAs over specific issues.

Parkland board members and staff will proceed with MLA visits this fall with the intent of informing MLAs on how support for public libraries contributes to achieving the goals of the Government of Alberta's strategic plan, and continue to seek regular increases to the provincial operating grants. Seeking an increase in SuperNet bandwidth for member libraries will also be a priority.

2025 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2025 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 27, May 15, September 11, and November 27, 2025. The board voted to continue exclusively with Zoom meetings.

Committee News from Trustees

Stettler Public Library Stettler Public Library and Stettler County are collaborating with community partners on Culture Days events throughout September. The library is also collaborating with the Stettler Adult Learning Centre to offer "Come for a Byte" to help 50+ citizens manage their devices and learn to avoid online scams. The Friends of the Library are launching their 7th annual wine survivor fundraiser. The Summer Reading Club is wrapped up for another year and the feedback has been great. The Stettler library also collaborated with the Stettler High School shop class to build a mini golf course, which was put on County

Museum property. They've built a gazebo and for Culture Days, each golf hole was named after a country. **Provost Municipal Library** is celebrating their 75th anniversary on October third at 7:00 p.m., and the following Saturday, on October 5th are holding an escape room fundraiser at the library. Everyone is welcome to attend.

Carstairs Public Library is holding their second Mountain View Comicon event on Saturday October 19th. **Camrose Public Library** has procured a grant for a part-time staff person that concentrates on newcomer welcome programming.

Innisfail Public Library started a new Human Library program this spring in partnership with the Welcome and Inclusivity Committee, which has been very popular and quite impactful.

Penhold and District Public Library had a very successful Summer Reading Club with 31,400 minutes recorded on reading trackers.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Debra Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Board Members Absent

Jul Bissell, Wayne Clark, Edna Coulter, Todd Dalke, Cody Hillmer, Cody Johnson, Stephen Levy, Jordon Northcott, Shawn Peach, Ron These, Harvey Walsh

Board Members Absent with Regrets

Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, Bill Windsor

Staff

Kara Hamilton, Paige Mueller, Ron Sheppard, Tim Spark

Next Meeting: November 14, 2024 (Zoom) 10:00 a.m. to noon

Mtg. Date Sept 23, 2024
Agenda Item 9.1 B



Proposed BUDGET 2025

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PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

Salaries with staff added to new grid

		Present Budget	Proposed Budget
		2024	2025
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,123,362	2,178,075
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	50,000	67,500
TOTAL Income		3,828,179	3,900,392
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188
Cost of Services			
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)		3,828,179	3,900,392
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.18	9.81

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Notes for the Parkland Regional Library System Budget 2025

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

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

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents. Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.

By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requisition paid by each municipality in 2024 and 2025.

Parkland Regional Library System



Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$251,794
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$272,608
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$236,627
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$11,025
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$141,850
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$58,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,700
Contribution to Outlet Libraries*		\$800
Materials Discount	(41% in 2023)	\$115,536
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,025,190
Requisition		\$2,178,075
Difference Between Levy & Direct Return		92% \$152,885

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

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Parkland Regional Library System

Requisition Comparison for 2024 to 2025

Municipality	2024		2025		Requisition increase or decrease 2024 to 2025
	Treasury Board Population Estimates 2022		Municipal Affairs Population Lists 2023		
	Billing population	per Capita rate \$9.18	Billing population	per Capita rate \$9.81	
1 Village of Alix	835	7,665.30	774	7,592.94	(72.36)
2 Village of Alliance	150	1,377.00	166	1,628.46	251.46
3 Village of Amisk	198	1,817.64	219	2,148.39	330.75
4 Town of Bashaw	778	7,142.04	848	8,318.88	1,176.84
5 Village of Bawlf	425	3,901.50	412	4,041.72	140.22
6 Town of Bentley	1,037	9,519.66	1,042	10,222.02	702.36
7 Village of Big Valley	341	3,130.38	331	3,247.11	116.73
8 SV of Birchcliff	145	1,331.10	211	2,069.91	738.81
9 Village of Bittern Lake	234	2,148.12	216	2,118.96	(29.16)
10 Town of Blackfalds	11,962	109,811.16	10,470	102,710.70	(7,100.46)
11 Town of Bowden	1,271	11,667.78	1,280	12,556.80	889.02
12 City of Camrose	19,847	182,195.46	18,772	184,153.32	1,957.86
13 Camrose County	9,208	84,529.44	8,504	83,424.24	(1,105.20)
14 Village of Caroline	464	4,259.52	470	4,610.70	351.18
15 Town of Carstairs	4,988	45,789.84	4,898	48,049.38	2,259.54
16 Town of Castor	881	8,087.58	803	7,877.43	(210.15)
17 Clearwater County	12,099	111,068.82	11,865	116,395.65	5,326.83
18 Village of Clive	823	7,555.14	775	7,602.75	47.61
19 Town of Coronation	905	8,307.90	868	8,515.08	207.18
20 Village of Cremona	452	4,149.36	437	4,286.97	137.61
21 Village of Czar	230	2,111.40	248	2,432.88	321.48
22 Town of Daysland	810	7,435.80	789	7,740.09	304.29
23 Village of Delburne	889	8,161.02	919	9,015.39	854.37
24 Town of Didsbury	5,092	46,744.56	5,070	49,736.70	2,992.14
25 Village of Donalda	207	1,900.26	226	2,217.06	316.80
26 Town of Eckville	1,158	10,630.44	1,014	9,947.34	(683.10)
27 Village of Edberg	152	1,395.36	126	1,236.06	(159.30)
28 Village of Elnora	291	2,671.38	288	2,825.28	153.90
29 Flagstaff County	3,614	33,176.52	3,694	36,238.14	3,061.62
30 Village of Forestburg	928	8,519.04	807	7,916.67	(602.37)
31 SV of Gull Lake	202	1,854.36	226	2,217.06	362.70
32 SV of Half Moon Bay	35	321.30	65	637.65	316.35
33 Town of Hardisty	465	4,268.70	548	5,375.88	1,107.18
34 Village of Hay Lakes	525	4,819.50	456	4,473.36	(346.14)
35 Village of Heisler	157	1,441.26	135	1,324.35	(116.91)
36 Village of Hughenden	230	2,111.40	213	2,089.53	(21.87)
37 Town of Innisfail	7,672	70,428.96	7,985	78,332.85	7,903.89
38 SV of Jarvis Bay	219	2,010.42	213	2,089.53	79.11
39 Town of Killam	844	7,747.92	918	9,005.58	1,257.66
40 City of Lacombe	14,229	130,622.22	14,258	139,870.98	9,248.76
41 Lacombe County	10,807	99,208.26	10,283	100,876.23	1,667.97
42 Village of Lougheed	281	2,579.58	225	2,207.25	(372.33)
43 Mountain View County	13,877	127,390.86	12,981	127,343.61	(47.25)
44 SV of Norglenwold	275	2,524.50	306	3,001.86	477.36
45 Town of Olds	9,567	87,825.06	9,209	90,340.29	2,515.23
46 Paintearth County	2,138	19,626.84	1,990	19,521.90	(104.94)
47 SV of Parkland Beach	154	1,413.72	168	1,648.08	234.36
48 Town of Penhold	3,928	36,059.04	3,484	34,178.04	(1,881.00)
49 Town of Ponoka	7,518	69,015.24	7,331	71,917.11	2,901.87
50 Ponoka County	10,372	95,214.96	9,998	98,080.38	2,865.42
51 Town of Provost	1,870	17,166.60	1,900	18,639.00	1,472.40
52 MD Provost	2,183	20,039.94	2,071	20,316.51	276.57
53 Red Deer County	21,930	201,317.40	19,933	195,542.73	(5,774.67)
54 Town of Rimbey	2,625	24,097.50	2,470	24,230.70	133.20
55 SV of Rochon Sands	79	725.22	97	951.57	226.35
56 Town of Rocky Mtn. House	6,603	60,615.54	6,765	66,364.65	5,749.11
57 Village of Rosalind	184	1,689.12	162	1,589.22	(99.90)
58 Village of Sedgewick	816	7,490.88	761	7,465.41	(25.47)
59 Town of Stetter	5,752	52,803.36	5,695	55,867.95	3,064.59
60 Stettler County	5,777	53,032.86	5,666	55,583.46	2,550.60
61 SV of Sunbreaker Cove	94	862.92	131	1,285.11	422.19
62 Town of Sunde	2,544	23,353.92	2,672	26,212.32	2,858.40
63 Town of Sylvan Lake	16,802	154,242.36	15,995	156,910.95	2,668.59
64 SV of White Sands	135	1,239.30	174	1,706.94	467.64
	231,303	2,123,361.54	222,026	2,178,075.06	54,713.52 TOTAL

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Brief Notes – September 2025

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

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- 2.16 Increased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning - also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level - reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels - includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 - since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

Complete Notes to the 2025 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget	Proposed Budget
	2024	2025
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
TOTAL Income	3,828,179	3,900,392

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

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*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

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

Support Materials & Services Direct to Libraries		2024	2025
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library Services Grant:

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

2.2 Allotment Funds Issued to Libraries:

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

*2.3 Computer Maint. Agree.
Software Licences:*

line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, licensed services for the Polaris integrated library system, and small non-capital IT items such as monitors and bar code scanners.

2.4 Cooperative Collection:

designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees
and Subscription fees:*

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On
Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

2.8 Internet Connection

Fees:

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated- includes tools for Parkland's cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2024 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

reduced due to lower system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

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

2.13 Periodicals:

held at 2024 level - based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries:

held at 2024 level - based on actual and estimations - reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

2.15 Supplies purchased Cataloguing/Mylar:

held at 2024 level - based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

increased slightly - estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2024 level – used to support the physical audiobook collection.

2.19 eContent: increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: held at 2024 level to help refresh the collection.

2.21 Programming Kits: held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

2.22 Reference Materials: held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2024	2025
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204

Cost of Services – line details

- 3.1 Audit:* increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider - includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.
- 3.4 Building-Repair/Maintenance:* increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

*3.5 Dues/Fees/
Memberships:*

held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)

3.6 Insurance:

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

*3.7 Janitorial/Outdoor
Maint. Expense:*

increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.

3.8 Photocopy:

reflects fees for photocopiers and estimated usage, based on 3-year average costs.

3.9 Salaries:

to reflect the current staffing levels – includes new salary grid and compensation policy implementation.

*3.10 Salaries-Employee
Benefits:*

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

3.11 Staff Development:

funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.

*3.12 Supplies/Stationery/
Building:*

based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget 2024	Proposed Budget 2025
TOTAL Income	3,828,179	3,900,392
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.18	9.81

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Budget Supplement

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

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

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Parkland Regional Library System

Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.
 In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2025
Amortization Reserve	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$64,913 A
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0 B
Technology Reserve	
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$44,400 -B)</i>	\$250,400
	\$315,313
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0 C
	\$0
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - PRLS assets	\$19,980 B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$24,420 B

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Vehicle Reserve

Proceeds from the sale of vehicles \$0 C

(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers \$66,608

\$111,008

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$64,913 A

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

(actual amount will be affected by asset disposals during the year)

\$143,852

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HIGHLIGHTS OF THE REGULAR COUNCIL MEETING September 12, 2024

ANIMALS IN RESIDENTIAL DISTRICTS

The County's 2024-2026 long-range Planning Program includes community consultation regarding animals in residential districts on the 2024 project schedule. As such, Council endorsed the Terms of Reference for community consultation and authorized staff to continue the consultation process. A public meeting to seek feedback on animals in residential districts was scheduled for Thursday, November 14, 2024 at 7:00 p.m. in Council Chambers.

YUILL SUBDIVISION RENAMING REQUEST

Council approved an application to rename the Yuill subdivision to Pelican Bay. The County Manager was directed to proceed with the renaming of the subdivision.

MINISTER'S AWARD FOR MUNICIPAL EXCELLENCE VIDEO

Council viewed the video for which Lacombe County recently received the Minister's Award for Municipal Excellence.

AGRICULTURAL SERVICE BOARD RESOLUTION

The County Manager was directed to submit the Veterinary Student Support resolution, as presented, to the Central Regional Agriculture Service Board Resolution Review Committee.

2023 MUNICIPAL INDICATORS

Council was provided with an overview of the 2023 Municipal Indicators results. In the 2023 reporting year, Lacombe County met or exceeded all indicators, with the exception of Investment and Infrastructure and Infrastructure Age. The County is deemed "not at risk" according to the performance measures as set out by Alberta Municipal Affairs.

2025 PAVING PROGRAM

Council approved the Five-Year Paving Program. Council authorized the County Manager to tender and award the pavement overlay (blue) and chip-seal (green) for the following roads in 2025:

Tees (Access)
Birch Bay (internal roads)
Eckville North Road
Eckville West Road
Sunbreaker Cove Road
Sandy Point Access Road
Prentiss Road (Lakeside - Hwy 597)
Meridian Road (Hwy 12A - 4 way stop)
Brighton Beach (Meridian east to end)
McLaurin Subdivision
Last Hill Road
Nova North Access (east portion)
34th Street

Council further authorized the County Manager to tender and award the base work and paving of Range Road 2-4 from Township Road 39-0 to Eagles Quay Subdivision.



WHERE PEOPLE ARE THE KEY

2025 REMAINING OPERATIONS CAPITAL PURCHASES

The County Manager was authorized to tender and award for the capital equipment purchases as presented, at an estimated cost of \$800,000 and to dispose of the existing units at an estimated trade-in or private sale value of \$175,000. The difference between the purchase of the new units and the sale of the old units, estimated at \$625,000, will be funded from the Fleet and Equipment Reserve.

POLICE FUNDING MODEL SURVEY

Rural Municipalities of Alberta (RMA) is seeking municipal input through member survey to gauge how members have been impacted by the Police Funding Model (PFM) Agreement that is set to expire in 2025. Council provided responses to the survey for submission to the RMA.

UNREGISTERED APPROVED ROAD CLOSURE PLAN

The matter of the unregistered and approved road closure Plan 4359 EO was deferred to a future Council meeting.

OPPORTUNITY FOR MEETING WITH MINISTER OF TRANSPORTATION AND ECONOMIC CORRIDORS

Council will request to meet with Minister Dreeshen during the 2024 Rural Municipalities of Alberta (RMA) Fall Convention November 4 – 7, 2024.

MUNICIPAL TRANSPORTATION PRIORITIES

At the request of the office of the MLA Jason Nixon, MLA for Rimbey-Rocky Mountain House-Sundre, Lacombe County provided a list of priority transportation projects, which was endorsed by Council.

ALBERTA COMMUNITY PARTNERSHIP PROGRAM GRANT – GULL LAKE REGIONAL MASTER DRAINAGE FEASIBILITY STUDY

Lacombe County will participate in the Alberta Community Partnership Grant application with the Summer Village of Gull Lake, the Summer Village of Parkland Beach, and Ponoka County for the development of a regional master drainage feasibility study for Gull Lake and furthermore, agree that Ponoka County be designated as the managing partner for this project, subject to Ponoka County agreeing to participate in this project as the managing partner.

FOOD CYCLER MUNICIPAL SOLUTIONS

The Food Cyler Municipal Solutions Presentation be received for information. The County Manager was directed to prepare a report and recommendation regarding Food Cyler Municipal Solutions for consideration at a future Council meeting.

LACOMBE DISCOVER AVIATION EVENT

The invitation for Council to attend the Discover Aviation event on Sunday, September 29, 2024 at the Lacombe Regional Airport was received for information.

Next Regular Council Meeting is
September 26, 2024 – 9:00 a.m.

Next Committee of the Whole Meeting is
October 1, 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) after approval.**

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