

Regular Meeting of the Village of Alix Council, to be held on  
Wednesday, June 21, 2023 at 6:00 P.M.

**AGENDA**

1. Call to Order
2. Agenda: Amendments and Adoption
3. Adoption of the Minutes: a) Minutes of Regular Meeting – Wednesday, June 7, 2023 – 6:00 P.M.
4. Delegation: None
5. Bylaws: None
6. Unfinished Business: None
7. New Business: a) Policy Review No. 37 - Health and Safety – Request for Decision 23-24  
b) Policy Review No. 46 – Workplace Violence and Harassment – Request for Decision 23-25  
c) Strategic Plan Update – June 2023
8. Financial Reports: a) Bank Reconciliation May 31, 2023  
b) Accounts Payable Cheque Listing – May 17 – June 7, 2023  
c) Tax Trial Balance June 15, 2023  
d) 2023 Operating Budget – June 2023 Year to Date Report
9. Committee Reports: None
10. Administrative Reports: a) CAO Report
11. Correspondence and Information: a) Parkland Regional Library Board Highlights  
b) Brandy Cox, Deputy Minister, Alberta Municipal Affairs – Minister’s Awards for Municipal and Public Library Excellence  
c) Brandy Cox, Deputy Minister, Alberta Municipal Affairs – Municipal Accountability Program Cycle 2
12. Closed Meeting: None
13. Adjournment





This Strategic Plan provides a strong foundation for our organization to use as we move forward into the future. It reflects our commitment to the health, well-being, connectedness, and economic prosperity of our community. We want to make sure Alix is not just a great place to live, raise a family, and retire, but a place where one day your kids can live and raise a family of their own. And as we grow, we want to keep all the things that make our community special. In addition to the strategic goals in this plan, the Village of Alix will also continue delivering on fundamental municipal responsibilities such as fire protection, planning and development, water, waste collection, safe roads and more.

Our community is much more than its elected representatives and municipal staff. It's the citizens who live, volunteer, work, play, and socialize here who shape this community and bring it to life. This plan shows our commitment to working for you and with you to help shape a bright future we can all be proud of.

## Vision

Vibrant Village by the lake

## Mission

We foster an open, cooperative government that encourages public participation and ensures levels of service our citizens expect and deserve.

## Core Values

**Community:** We will help citizens maintain the Village's unique qualities, foster a strong sense of belonging and strive to meet needs locally.

**Fiscal Responsibility:** As stewards of community resources, we will deliver municipal services in a cost-effective way.

**Innovation:** We will seek innovative solutions for the growth and success of the community.

**Respect:** We will treat each other with respect and act with integrity.

**Safety:** We will work in partnership with the community to prevent crime and protect lives, property, and the public realm.

**Teamwork:** We will build strong relationships with our public, employees, and partners under the shared goal of continuous improvement.



Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, June 7, 2023, at 6:00 P.M.

Present: Mayor Rob Fehr, Councillors Tim Besuijen, Janice Besuijen, Edwin Cole and Barbara Gilliat

Also Present: Michelle White, Chief Administrative Officer

Call to Order: Mayor Fehr called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Mayor Fehr called for amendments to the agenda.

Approval of Agenda:

Resolution #113/23: Moved by Councillor T. Besuijen that the Village of Alix Council approve the agenda as presented.

CARRIED

Minutes: a) Regular Meeting – May 17, 2023

Resolution #114/23: Moved by Councillor Gilliat that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, May 17, 2023, be accepted as presented.

CARRIED

Delegation: a) Glenda Farnden, STARS Air Ambulance

Ms. Glenda Farnden, representing STARS Air Ambulance entered the meeting at 6:02 P.M.

Ms. Farnden retired from the meeting at 6:47 P.M.

Bylaws: None

Unfinished Business: None

New Business: a) Policy Review: Policy No. 39 – Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM) Honorariums - Request for Decision 23-23

Resolution #115/23: Moved by Councillor Cole that the Village of Alix Council hereby approves amended Policy No. 39, Director of Emergency Management and Deputy Director of Emergency Management Honorariums as amended and sets a review date of 2027 for the policy.

CARRIED

b) Parkland Community Planning Services (PCPS) – New Funding Model

Resolution #116/23: Moved by Councillor Gilliat that the Village of Alix hereby approves the new funding model proposed by Parkland Community Planning Services (PCPS) in principle.

CARRIED

Financial Reports: None

Committee Reports: a) Alix Wagon Wheel Museum – Irene Parlby Exhibit Opening - Councillor Cole

b) Red Deer River Municipal User Group Association – Councillor T. Besuijen

c) Alix and Area Community Resource Centre Annual General Meeting – Mayor Fehr

Resolution #117/23: Moved by Councillor T. Besuijen that the Village of Alix Council authorize the remuneration for Mayor Fehr to attend the Alix and Area Community Resource Centre Annual General Meeting.

CARRIED

Resolution #118/23: Moved by Councillor Gilliat that the Village of Alix Council accept the Committee Reports as presented.

CARRIED

Administrative Reports: None

Correspondence and Information:

a) Ukrainian Day Celebration – Ukrainian Canadian Congress - Alberta Provincial Council

Resolution #119/23: Moved by Councillor J. Besuijen that Correspondence Item (a) be accepted as information.

CARRIED

Closed Meeting: None

Adjournment:

Resolution #120/23: Moved by Councillor Gilliat that this Regular Meeting of the Village of Alix Council be adjourned at 7:17 P.M.

CARRIED

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Mayor

\_\_\_\_\_  
Chief Administrative Officer

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# ADMINISTRATION REPORT

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**Date:** June 9, 2023 RFD 23-24  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Policy Review: Health and Safety

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1. **PURPOSE** – To review Policy No. 37: Health and Safety
2. **BACKGROUND** – This policy was passed in 2018 and is due for review.
3. **OPTIONS** –
  1. To confirm approval of Policy 37 as presented and set a new review date
  2. To amend the policy and set a new review date
  3. To repeal the policy
4. **DISCUSSION** –
5. **FINANCIAL IMPLICATIONS** – There have been incidental financial costs to ensuring ongoing workplace safety. Things like ensuring adequate PPE, updating first aid kits etc. but expenses have been within approved budgetary limits.
6. **LEGAL** – This policy was created in compliance with Occupational Health and Safety legislation. Employers are required to have a policy of this nature in place.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – The Village has been very actively engaging in workplace safety measures over the last 6 months. All staff have shown a solid commitment to maintaining a healthy and injury free workplace environment.
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution:

“that the Village of Alix Council hereby approves amended Policy No. 37: Health and Safety as presented and sets a review date of 2027 for the policy.”

A handwritten signature in black ink, appearing to read 'M. White'.

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Author





Department: Administration

Policy No: 37

Policy Title: Health and Safety

Resolution No: 105/18

Date: May 2, 2018

Review Date: 2023

**Policy Statement:**

The Village of Alix is committed to a Health and Safety Management System that protects the health and safety of our Council, employees, contractors, and visitors as well as the Village's physical assets.

The goal of the Village of Alix Health and Safety Management System is a healthy and injury free workplace attained by working in cooperation with all employees and impacted parties.

Personal health and safety is of primary importance and employees at all levels are expected to be responsible along with being accountable for the health and safety at the Village of Alix by being familiar with Internal Health and Safety policies and practices as well as the requirements of Alberta Occupational Health and Safety legislation as it pertains to their work.

The policy does not take precedence over Alberta Occupational Health and Safety Act, Regulations and Code and other applicable legislation.

**Guidelines/Procedures:**

Assignment of Responsibilities

Council

- provide legislation guidance through policy and regulation

Chief Administrative Officer

- ensure that managerial staff receive the resources and direction required to develop and maintain internal Health and Safety controls
- promote and support Health and Safety as a priority within the organization

## Supervisors

A supervisor is a person who has charge of a work site or authority over a worker. It is the authority of their position that defines a supervisor, not their job title. A supervisor may go by a different name. There are many examples: director, foreman, lead hand, manager, and team lead.

- responsible for overall health and safety at the work site
- establish and ensure safe work practices are followed
- correct any unsafe practice, condition or behavior and positively reinforce good behaviors
- provide worker training to identify and eliminate or control potential hazards
- confirm workers are authorized to operate equipment and are trained and or certified for the job
- ensure proper maintenance of equipment, tools and personal protective equipment
- participate in inspections and conduct hazard assessments
- ensure incidents and near misses are reported and investigated to determine root causes and that corrective actions are applied
- set a standard of performance and demonstrate commitment to health and safety
- ensure compliance with applicable legislation and municipal policies

## Workers

A worker is any person engaged in an occupation – even if they perform service for an organization or employer without being paid or are working from home.

- take reasonable care for own safety and protection of others at the worksite
- report any unsafe condition or act and all incidents and near misses to supervisor
- exercise right of refusal if imminent danger exists
- use required personal protective and safety equipment
- inspect tools, equipment and vehicles before use
- be familiar with the emergency response plan and location of emergency equipment
- familiarize themselves with municipal policies
- be aware of and abide by position applicable legislation

## Health and Safety Coordinator

- act as a resource person in the development and maintenance of the Health and Safety policies for the organization
- collect reports, maintain files and compile statistics
- arrange and provide health and safety training
- participate in investigations, inspections and hazard assessments
- conduct and coordinate audits of Health and Safety practices as required
- act in co-operation with employees, supervisors and council

## Contractors

A contractor is a person or business that undertakes a contract to provide materials or labour to perform a service or do a job. Contractors run their own business and sell their services to others.

- implement and follow an effective Health and Safety Program
- conduct work safely by ensuring workers are competent to do so
- ensure work conducted complies with contractual agreements and regulatory requirements
- provide resources to allow workers to complete work safely
- be aware of municipal Health and Safety policies

All of the above responsibilities must be realized in a co-operative spirit working together to achieve a safe and healthy work environment.

### **Consequences of Non-Compliance:**

- Failure to adhere to this policy and items contained within, may result in disciplinary action, up to and including dismissal.

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Mayor

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CAO

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Date



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# ADMINISTRATION REPORT

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**Date:** June 13, 2023                      RFD 23-25  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Policy Review: Workplace Violence and Harassment

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1. **PURPOSE** – To review Policy No. 46: Workplace Violence and Harassment
2. **BACKGROUND** – This policy is required under Occupational Health and Safety legislation.
3. **OPTIONS** –
  1. To confirm approval of Policy 46 as presented and set a review date
  2. To amend the policy and set a review date
  3. To accept this report as information
4. **DISCUSSION** – Through the Village's membership with Alberta Municipalities, e2r Solutions provides policy review services for free for up to 3 policies per year. We contacted them for assistance with developing this policy to ensure legislative compliance.
5. **FINANCIAL IMPLICATIONS** – None
6. **LEGAL** – This policy was created in compliance with Occupational Health and Safety legislation. Employers are required to have a policy of this nature in place.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – The Village has been very actively engaging in workplace safety measures over the last 6 months. All staff have shown a solid commitment to maintaining a healthy and injury free workplace environment.
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution:

“that the Village of Alix Council hereby approves amended Policy No. 46: Workplace Violence and Harassment as presented and sets a review date of 2025 for the policy.”

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Author





Department: Administration

Policy No: 46

Policy Title: Workplace Violence and Harassment

Resolution No:

Date:

Review Date:

### **Violence Prevention Policy:**

Village of Alix (the “Village”) recognizes the dignity and worth of every employee, and to that end believes in providing and maintaining a work environment in which all employees are free from workplace violence. This policy applies to all employees and covers all forms of violence.

### **Definitions:**

“**Workplace**” means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, community barbecues, golf games, etc.), work assignments outside the Village’s property, work-related travel, and work-related meetings, conferences or training sessions.

“**Violence**” means:

- a) The exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;
- b) An attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker; and/or
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

### **Policy Statement:**

All employees in the Workplace have a right to work in an environment free from Violence. In order to accomplish the Village’s goal of promoting a Violence free environment, the Village hereby establishes the following guidelines:

- a) The Village will not tolerate violent behaviour from employees, non-employees (i.e. contractors, consultants, volunteers), visitors, guests, or any others that attend at the Workplace; and

- b) Every employee, non-employee (i.e. contractors, consultants, volunteers), visitor conducting affairs at the Village's Workplace shall be made aware of this policy, and the Village shall make every attempt to communicate its commitment to a Violence free Workplace.

Retaliation or reprisals are prohibited against any individual who has complained under this policy, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of Violence.

The Village recognizes that individuals may find it difficult to come forward with a complaint under this policy because of concerns of confidentiality. Therefore, all complaints concerning Workplace Violence, as well as the names of parties involved, shall be treated as confidential to the furthest extent possible in law. The Village's obligation to conduct an investigation into the alleged complaint may require limited disclosure. As it pertains to Violence, where the Village believes there to be imminent danger to an employee, it may divulge such confidential information as is reasonably necessary. No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe-keeping in a confidential manner by the Human Resources Department in the related "Respect in The Workplace" file.

### **Responsibilities:**

Each and every employee is responsible for creating and maintaining a Violence free Workplace. All employees are requested to report promptly when they become aware of alleged actions or complaints of Violence. The CAO and those in supervisory roles are responsible for providing a workplace that is free from Violence. This responsibility includes actively promoting a positive work environment and intervening when problems occur.

### **Complaint Procedure:**

#### **Step 1 - Management Support and Intervention**

Employees who believe they are victims of Violence or become aware of situations where such conduct may be occurring, are encouraged to seek advice from and report these matters to the CAO or his/her designate.

#### **Step 2 - Formal Complaint**

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

- a) Provide a letter of complaint that contains a brief account of the offensive incident (i.e. time and date when it occurred, the persons involved, and names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining;
- b) File the complaint with the CAO or his/her designate; and
- c) Cooperate with those responsible for investigating the complaint.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. Depending on the circumstances, the Village reserves the right in its sole and exclusive discretion to suspend the respondent with or without pay during the course of the investigation. The Village will make its best effort, but does not guarantee, that within fifteen (15) business days of the incident or notice thereof, the individual responsible for the investigation shall investigate the incident and may prepare a written report of the investigation findings. In instances where an outside party is hired for the purpose of conducting an investigation and preparing a written report of the investigation findings, the investigation may take longer than fifteen (15) days. The report, if prepared, shall be provided along with recommendations, if any, to the CAO or his/her designate for action.

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of employment for cause as determined by the Village. Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination of employment for cause. Note, however, that an unproven allegation does not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was an insufficient evidentiary basis to proceed.

For greater clarity, if the alleged respondent is the CAO, the complainant should register a formal complaint directly to Village Council. Further, any respondent(s), regardless of their position within the Village, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

**Complaints Against Third Parties:**

The Village recognizes that an employee may be subject to Violence by members of the public or by others who conduct business with the Village. An employee who believes that he or she has been subjected to such conduct by a person who does not work for the Village may seek the advice of the CAO or their supervisor who will take whatever action is appropriate in the circumstances.

**General:**

This policy is not intended to discourage a worker from exercising their rights under any other law.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date



# Strategic Plan Update

June 2023

**Vision:** Vibrant Village by the lake

**Mission:** We foster an open, cooperative government that encourages public participation and ensures levels of service our citizens expect and deserve.

**Core Values:** Community, Fiscal responsibility, Innovation, Respect, Safety, Teamwork

**Goals:**

## Strategically complete infrastructure improvements and services in the community

- Lagoon: obtain sufficient funds to complete repairs
  - ✓ Funding has been secured through 3 separate grants, including provincial and federal contributions. Some municipal reserve funding will need to be used to complete the project. The work has been tendered and a project kick-off meeting took place June 15, 2023.
- North side drainage issue: work on long term solution to spring run-off. Involve an engineer where necessary.
  - ✓ Though work has not started regarding a long term solution yet, we were fortunate this spring due to low snow volumes and changes to where snow is stock piled, minimal pumping was needed.
- Reports to be brought to Council for consideration: update/upgrade of Davi-Com alarm system – day use area, concession building & public washroom/shower upgrades
  - ✓ Davi-Com alarm system for lift stations is being addressed. Public Works Foreman found new call-out hardware in the shop that was not being used and had it installed at the Sisson lift station. The only remaining Davi-Com alarm will be upgraded when the 54<sup>th</sup> Street Lift Station is rebuilt.
- Letters to north side property owners about interest in extending water/sewer main lines
- Cemetery: determine if shade trees will be planted by Village or as part of a memorial project
- Public information campaign regarding Land Use Bylaw requirements for signs and encroachments on adjacent properties

- Undeveloped residential land – discuss development options, concepts, solutions and cross reference with statutory plans to ensure compliance. Discuss concept plans with property owners.
  - ✓ We are currently working with a new property owner to bring water/sewer services to a large vacant unserviced lot.

#### Additional Infrastructure and service improvement projects:

- ✓ Wastewater Lift Station Re-build – project has been designed and is currently out for tender.
- ✓ Truck Route Overlay – project prep work took longer than expected due to condition and asphalt depth of existing pavement. Project will be going to tender soon.
- ✓ White Good Pick up & Large Good Pick up – Residents were given the opportunity to dispose of large unwanted items for a cost recovery charge through the Village. Several residents took advantage of this service. We intend to offer it again next year.

#### Actively investigate what personal services would benefit the community and support recruitment efforts

- Establish Council’s role in bringing additional professional services to Alix (advocacy, letters of support, staff time, research & reporting, budget funds etc.)
- Identify ‘gaps’ in professional services available in Alix
  - Find out what is currently accessible
  - Survey community to find out what is most wanted/needed
  - Create a Council subcommittee and meet regularly with the Resource Center

#### Make community safety and security a priority

- Public education from Protective Services to community, including importance of reporting every crime
  - ✓ This messaging is being used consistently by members of Council and staff. Information about the online reporting option is also being given regularly. RCMP Sgt. Cleveland reported an interest to Council in doing public education articles pertaining to the Bashaw detachment area.
- Regular RCMP in person reports to Council
  - ✓ Sgt. Cleveland attended the May 17, 2023 regular Council meeting
- Begin RCMP Community Consultative Group meetings again
  - ✓ Sgt. Cleveland and Council spoke of the importance of starting the Community Consultative Group meetings again at the May 17, 2023 Council meeting.

- **Enhance public trust**
  - ✓ Emergency Management messaging through posters and social media is happening on a regular basis. Residents volunteered to be part of our last disaster exercise. We believe showing residents that we are prepared for and committed to Emergency Management in Alix will enhance public trust, especially during storm seasons which can be stressful to many residents.
  - ✓ Public works staff trimmed all trees, raising branch level from the ground. In addition to making it easier/safer for mowing, this was done as a Crime Prevention Through Environmental Design (CPTED) best practice, providing greater visibility in parks, green spaces and along the truck route.
  
- **Develop long range plan for security camera coverage area and replacement/upgrades**
  - ✓ We have the 2 new cameras recording now and are hoping to replace/upgrade several cameras at Railway House this year. The goal is to bring those cameras on to the recording system at Village Office. This will simplify camera access for staff and eventually for RCMP remote access. We will need to budget for a new tower structure at Village Office. The one currently in place is oversized for our building and has the potential to cause structural damage during severe weather/wind.
  
- **Explore various 'Traffic Calming' measures**
  - Increase traffic enforcement and education
  - Public education re: pedestrian highway crossings
  - Advocate for graduated speed reduction when entering Alix
  - Report to Council on digital "Your Speed" signs

**Develop collaborative relationships with external organizations, neighbouring communities and other levels of government**

- **Strengthen relationships with local organizations**
  - Resource Center
    - ✓ Mayor Fehr attended the Resource Center Annual General Meeting.
    - ✓ An intermunicipal Council meeting scheduled for June will take place at the Resource Center.
  - Chamber of Commerce
    - ✓ Village staff liaison attends Chamber meetings. We have started to formalize communications between the Chamber and the Village so that progress on initiatives can be tracked.
  
- **Proactively build relationships with agencies that serve or support our community**
  - RCMP
    - ✓ Sgt. Cleveland attended the May 17, 2023 Council meeting.

- ✓ Alix has a staff member trained in Restorative Justice facilitation. The Bashaw RCMP detachment has been approached about the use of Restorative Justice in this area and is receptive to it.
  - **Peace Officers**
    - ✓ CPO Mark Sproule will be attending a summer Council meeting as a delegation. Peace Officers were also approached about having a Restorative Justice program in Alix and they are receptive to it.
  - **Alberta Environment**
    - ✓ We are working with several levels of Alberta Environment on the following matters:
      - Renewal of Wastewater Approval
      - Lagoon Upgrade Project
      - Site expansion for the 54<sup>th</sup> Lift Station project
      - Dredging of Alix Lake
- **Joint Council meetings between Village Council, Lacombe County and other neighbouring communities**
  - ✓ A joint Council meeting with County has been scheduled for June 27<sup>th</sup> and will be held at the Alix Resource Center.
  - ✓ Several members of Council participated in a Governance Training workshop at the Lacombe County office with Councillors from many regional municipalities present.
  - ✓ We currently have an agreement in place for a member of our staff to provide Director of Emergency Management services to a neighbouring community.
- **Regular participation in regional CAO meetings and Mayor's Caucus meetings**
  - ✓ Mayor Fehr participates in Caucus meetings at both regional and provincial levels as they arise.
  - ✓ The CAO participates in regional networking meetings which may include CAOs from municipalities in Lacombe County, Camrose County and County of Stettler. Meetings are usually informal in nature and are called on an 'as needed' basis.
- **Continue advocacy efforts to provincial departments as necessary to ensure the growth and success of Alix**

**VILLAGE OF ALIX  
BANK RECONCILIATION  
FOR THE MONTH ENDING:  
May 31, 2023**

**SERVUS CREDIT UNION**

	CHEQUING	INVESTMENTS (1)	INVESTMENTS (2)
<b>Balance from Bank Statement:</b>	<b>2,064,458.93</b>	<b>1.10</b>	<b>11,066.80</b>
<b>Plus: Deposits in Transit</b>	<b>8,883.38</b>		
<b>Less: Outstanding Cheques</b>	<b>(2,714.19)</b>		
 <b>Reconciled Bank Balance:</b>	 <b><u>2,070,628.12</u></b>	 <b><u>1.10</u></b>	 <b><u>11,066.80</u></b>
<b>31-May-23 GL balance 3-120</b>	<b><u>2,070,628.12</u></b>		
<b>31-May-23 GL balance 3-300</b>			<b><u>11,067.90</u></b>
<b>Variance:</b>	<b>-</b>	<b>-</b>	

**THIS STATEMENT SUBMITTED TO COUNCIL THIS \_\_ 21ST DAY OF JUNE, 2023**





# VILLAGE OF ALIX

## Cheque Listing For Council

2023-Jun-15  
8:50:52AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230276	2023-05-17	2253676 ALBERTA LTD., (ALIX FOODS)		PAYMENT		42.37
			234022	COFFEE SUPPLIES	13.84	
			236587	COFFEE SUPPLIES	28.53	
20230277	2023-05-17	327241 ALBERTA LTD		PAYMENT		283.50
			1171	APRIL PATROLS 2023	283.50	
20230278	2023-05-17	ACTION PLUMBING & EXCAVATING		PAYMENT		654.58
			W39599	BLOCKAGE IN VILLAGE MAIN LI	654.58	
20230279	2023-05-17	ALIX HOME HARDWARE		PAYMENT		510.05
			145223	FIRE HALL SUPPLIES	116.80	
			145232	SHOP SUPPLIES	15.74	
			145243	FIRE HALL SUPPLIES	76.52	
			145266	FIRE HALL SUPPLIES	39.68	
			145336	SUPPLIES	43.76	
			145419	SUPPLIES	3.45	
			145431	PAINT	60.89	
			145432	SHOP SUPPLIES	18.36	
			145439	SUPPLIES	113.86	
			145531	PAINT SUPPLIES	20.99	
20230280	2023-05-17	BLUE GRASS SOD FARMS LTD.		PAYMENT		3,129.00
			L56823	GATOR PARK	3,129.00	
20230281	2023-05-17	BROWNLIE LLP		PAYMENT		669.38
			547700	PROFESSIONAL FEES	669.38	
20230282	2023-05-17	CYBERUS PROTECTION SERVICES		PAYMENT		2,805.47
			202314 JUNE	JUNE PATROLS	2,805.47	
20230283	2023-05-17	ECA REVIEW		PAYMENT		236.72
			11783	DISCOVER TOURISM MAGAZINE	236.72	
20230284	2023-05-17	EMBER GRAPHICS TRIM & SIGNS		PAYMENT		387.71
			6853	ENVELOPES	387.71	
20230285	2023-05-17	GARY MOE CHEVROLET BUICK GMC		PAYMENT		256.68
			201741	A/C RECHARGE	256.68	
20230286	2023-05-17	HIRON, PAMELA		PAYMENT		262.50
			MAY 2023	FIRE HALL MAR/APR CLEANING	262.50	
20230287	2023-05-17	HWY 12/21 REGIONAL WATER SERVICES COMM		PAYMENT		16,748.35
			1227	WATER CONSUMPTION APRIL 20	16,748.35	
20230288	2023-05-17	i.d. APPAREL		PAYMENT		1,175.27
			115266	JACKETS	1,175.27	
20230289	2023-05-17	JOHN DEERE FINANCIAL		PAYMENT		14.80
			140696	OIL FILTER	14.80	
20230290	2023-05-17	LACOMBE COUNTY		PAYMENT		1,977.50
			IVC00043486	DUST CONTROL	1,977.50	
20230291	2023-05-17	MPE ENGINEERING LTD		PAYMENT		10,465.88
			4420-001-00-84	MAIN STREET GRINDER LIFT ST.	2,944.73	
			4420-015-05-01	LAGOON UPGRADES - TENDERI	7,521.15	
20230292	2023-05-17	PETTY CASH		PAYMENT		185.35
			MAY 2023	PETTY CASH	185.35	
20230302	2023-05-25	BARRITT ENTERPRISES LTD		PAYMENT		18,060.00
			671	LAGOON FENCING	18,060.00	
20230303	2023-05-25	BESUIJEN, JANICE		PAYMENT		346.53
			MAY2023	MAY COUNCIL EXPENSE	346.53	
20230304	2023-05-25	BESUIJEN, TIMOTHY W		PAYMENT		658.00
			MAY2023	MAY EXPENSE CLAIM	658.00	
20230305	2023-05-25	COLE, EDWIN		PAYMENT		440.58
			MAY2023	MAY EXPENSE CLAIM	440.58	



# VILLAGE OF ALIX

## Cheque Listing For Council

2023-Jun-15  
8:50:52AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230306	2023-05-25	DIAKONIA CONSTRUCTION LTD	176	PAYMENT ALIX CEMETERY MOWING & TRI	1,890.00	1,890.00
20230307	2023-05-25	FEHR, ROBERT LEE	MAY2023	PAYMENT MAY EXPENSE CLAIM	509.63	509.63
20230308	2023-05-25	GILLIAT, BARBARA JEAN	MAY2023	PAYMENT MAY EXPENSE CLAIM	614.63	614.63
20230309	2023-05-25	HANNAS SEEDS LTD.	32516	PAYMENT LAWN MIXTURE	372.49	372.49
20230310	2023-05-25	LOCAL AUTHORITIES PENSION PLAN	MAY2023	PAYMENT LAPP CONTRIBUTIONS MAY 202	5,741.36	5,741.36
20230311	2023-05-25		MAY2023	PAYMENT MAY 2023	279.81	279.81
20230312	2023-05-25	PAYNE'S SEPTIC TANK SERVICE	1029	PAYMENT SEPTIC PUMP OUT ALIX FIRE HA	189.00	189.00
20230313	2023-05-25	ZONE 3 BUSINESS SOLUTIONS INC.	133402 135232	PAYMENT PHOTOCOPIER CONTRACT PHOTOCOPIER CONTRACT	176.63 169.04	345.67
20230320	2023-06-07	ACCU-FLO METER SERVICE LTD	108461	PAYMENT 5/8" E-CODER REGISTER	844.14	844.14
20230321	2023-06-07	ALIX & DISTRICT CHAMBER OF COMMERCE	20180296	PAYMENT 2024 CALENDAR PAGE	225.00	225.00
20230322	2023-06-07	AMSC INSURANCE SERVICES LTD.	1775-2023-06	PAYMENT BENEFIT PREMIUM	4,776.83	4,776.83
20230323	2023-06-07	BAGSHAW ELECTRIC LTD.	W13539 W13541 W13542	PAYMENT LIFT STATION PUMP DAVICOM TROUBLESHOOT CALLOUT	394.28 234.68 312.90	941.86
20230324	2023-06-07	BILL RUSSELL SAND & GRAVEL LTD.	14342	PAYMENT BLACK DIRT	756.00	756.00
20230325	2023-06-07	BROWNLEE LLP	549041	PAYMENT PROFESSIONAL FEES	733.55	733.55
20230326	2023-06-07	CANADIAN PACIFIC RAILWAY CO	1000-001114869	PAYMENT MAY CROSSING MAINTENANCE	592.00	592.00
20230327	2023-06-07	CHEM INTERNATIONAL	113397	PAYMENT CHEMZYME	756.00	756.00
20230328	2023-06-07	EMBER GRAPHICS TRIM & SIGNS	6948	PAYMENT PARADE MAGNETS	101.33	101.33
20230329	2023-06-07	ENVIRONMENTAL 360 SOLUTIONS LTD.	RD0000254829	PAYMENT GARBAGE & RECYCLE	6,324.51	6,324.51
20230330	2023-06-07	GAM TECH	INV13504	PAYMENT COMPUTER MANAGEMENT	1,286.25	1,286.25
20230331	2023-06-07	GEO H. HEWITT CO LTD	2302468	PAYMENT 2024 DOG TAGS	222.05	222.05
20230332	2023-06-07	GREGG DISTRIBUTORS CO LTD	000-249502	PAYMENT SHOP SUPPLIES	169.58	169.58
20230333	2023-06-07	JOHN BROOKS CO. LTD.	2549875	PAYMENT LIFT STATION PUMP REPAIR	929.66	929.66
20230334	2023-06-07	LOOMIS EXPRESS, A DIV OF TFI TRANSPORT 2:	10470729	PAYMENT FREIGHT	55.61	55.61
20230335	2023-06-07	PARKLAND COMMUNITY PLANNING SVCS.	21992	PAYMENT PROFESSIONAL FEES	112.50	112.50



# VILLAGE OF ALIX

## Cheque Listing For Council

2023-Jun-15

8:50:52AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230336	2023-06-07	PAYNE'S SEPTIC TANK SERVICE	1043	PAYMENT LIFT STATION TANK	567.00	567.00
20230337	2023-06-07	PJ'S PLANTATION	0996	PAYMENT BEDDING PLANTS	2,130.35	2,130.35
20230338	2023-06-07	PUROLATOR INC.	453538524	PAYMENT LAKE CORE SAMPLES	80.33	80.33
20230339	2023-06-07		JUNE 2023	PAYMENT WHITE GOOD REFUND	30.00	30.00
20230340	2023-06-07	SWANSTON, CAMBELL	001	PAYMENT CARETAKER MAY 2023	3,500.00	3,500.00
20230341	2023-06-07	VILLAGE OF ALIX		PAYMENT		1,624.68
			50100 MAY2023	BULK WATER UTILITIES	557.60	
			50300 MAY2023	RV DUMP UTILITIES	42.40	
			54400 MAY2023	CEN. PARK/CON UTILITIES	102.49	
			63900 MAY2023	LIBRARY UTILITIES	116.52	
			69600 MAY2023	STORAGE YARD UTILITIES	97.04	
			7000 MAY2023	VILLAGE OFFICE UTILITIES	118.76	
			72700 MAY2023	FIRE HALL UTILITIES	233.57	
			72800 MAY2023	BAY 1 & 2 UTILITIES	133.89	
			72830 MAY2023	BAY 3 UTILITIES	113.73	
			72841 MAY2023	BAY 4 UTILITIES	108.68	
20230342	2023-06-07	WILD ROSE ASSESSMENT SERVICES	9014	PAYMENT JUNE 2023 PROGRESS PAYMEN	1,319.50	1,319.50

**Total 97,331.54**

\*\*\* End of Report \*\*\*





# VILLAGE OF ALIX

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2023-06-15

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		<b>Tax Levy</b>	1,731,916.27	<b>Local Improvement Levy</b>				0.00		
		<b>Additional Tax Levy</b>	0.00	<b>Accumulated Penalty</b>			28,438.24			
				<b>Outstanding Penalty</b>			19,500.57			
		<b>Sub Ledger</b>								
		<b>Current</b>	1,531,294.39							
		<b>1 Year</b>	67,635.11			3-00-00-00-210	1,633,484.11			
		<b>2 Years</b>	18,050.91			<b>Totals</b>	<u>1,633,484.11</u>			
		<b>3 Years</b>	8,496.94							
		<b>Over 3</b>	8,006.76							
		<b>Outstanding</b>	<u>1,633,484.11</u>							
		<b>Total GL</b>					1,633,484.11			
		<b>Total SL</b>					1,633,484.11			
		<b>Proof</b>					<u>0.00</u>			

\*\*\* End of Report \*\*\*



2023 Operating Budget		June 2023 YTD	2023 Budget
<b>GENERAL REVENUE</b>			
1-00-00-00-110	Gen - Residential Taxes	(669,651.17)	(670,523.55)
1-00-00-00-112	Gen - Non-Residential Taxes	(277,628.62)	(284,046.33)
1-00-00-00-113	Gen - Machinery & Equipment Taxes	(542,649.92)	(542,649.92)
1-00-00-00-120	Gen - AB School Foundation Taxes	(147,589.20)	(147,781.47)
1-00-00-00-130	Gen - AB School Fdn Taxes Non Res	(60,349.35)	(61,623.37)
1-00-00-00-140	Gen - Seniors Requisition	(7,562.09)	(7,592.59)
1-00-00-00-150	Gen - DIP Requisition	(113.31)	(113.30)
1-00-00-00-190	Gen - Linear	(24,593.66)	(24,593.66)
1-00-00-00-200	Gen - Fed/Prov Grants in Lieu of Tax	(1,778.95)	(1,778.95)
1-00-00-00-510	Gen - Penalties and Cost Tax	(35,711.24)	(43,000.00)
1-00-00-00-511	Gen - Penalties and Costs Utilities	(2,217.28)	(5,200.00)
1-00-00-00-540	Gen - ATCO Franchise Fee	(17,833.69)	(16,500.00)
1-00-00-00-541	Gen - FORTIS Franchise Fee	(54,704.60)	(98,000.00)
1-00-00-00-550	Gen - Investment Income	(42,946.31)	(70,000.00)
1-00-00-00-600	Gen - Gain/Loss on Disposal of Assets		
1-00-00-00-990	Gen - Misc. Revenue	(85.66)	(300.00)
		<b>(1,885,415.05)</b>	<b>(1,973,703.14)</b>
<b>GENERAL EXPENSE</b>			
2-00-00-00-700	Gen - Alberta School Requisition	52,250.76	209,404.84
2-00-00-00-701	Gen - Lacombe Foundation Requisition	7,595.00	7,592.59
2-00-00-00-702	Gen - Ambulance Requisition		-
2-00-00-00-704	Gen - DIP Requisition		113.30
		<b>59,845.76</b>	<b>217,110.73</b>
<b>COUNCIL REVENUE</b>			
1-11-00-00-990	Legislative - General Revenue	(478.40)	(600.00)
		<b>(478.40)</b>	<b>(600.00)</b>
<b>COUNCIL EXP</b>			
2-11-00-00-150	Legislative - Council Fees	529.36	1,200.00
2-11-00-00-210	Legislative - Travel & Subsistence		-
2-11-00-00-211	Legislative - Training & Registration	183.50	200.00
2-11-00-00-231	Legislative - Legal Fees		-
2-11-00-00-270	Legislative - Insurance	700.00	700.00
2-11-00-00-290	Legislative - Election Costs		-
2-11-00-00-295	Legislative - Council Recognition		-
2-11-00-00-590	Legislative - General Council Expenses	606.86	1,000.00
2-11-11-00-150	Leg - Fehr Council Fees	2,786.25	8,500.00
2-11-11-00-210	Leg - Fehr Travel & Subsistence	90.63	1,800.00
2-11-11-00-211	Leg - Fehr Training & Registration		1,000.00
2-11-15-00-150	Leg - Besuijen T. Council Fees	2,575.00	6,500.00
2-11-15-00-210	Leg - Besuijen T. Travel & Subsistence	507.18	1,200.00
2-11-15-00-211	Leg - Besuijen T. Training & Registration		1,000.00
2-11-16-00-150	Leg - Gilliat Council Fees	2,485.05	7,000.00
2-11-16-00-210	Leg - Gilliat Travel & Subsistence	213.34	1,500.00
2-11-16-00-211	Leg - Gilliat Training & Registration		1,000.00
2-11-19-00-150	Leg - Besuijen J. Council Fees	1,918.27	6,800.00
2-11-19-00-210	Leg - Besuijen J. Travel & Subsistence	122.85	1,500.00
2-11-19-00-211	Leg - Besuijen J. Training & Registration		1,000.00
2-11-18-00-150	Leg - Cole Council Fees	1,920.75	5,500.00
2-11-18-00-210	Leg - Cole Travel & Subsistence	96.19	500.00
2-11-18-00-211	Leg - Cole Training & Registration		500.00
		<b>14,735.23</b>	<b>48,400.00</b>
<b>ADMIN REV</b>			
1-12-00-00-490	Admin - Office Services	(1,002.00)	(1,500.00)
1-12-00-00-520	Admin - Business Licenses	(2,800.00)	(2,800.00)
1-12-00-00-560	Admin - Building Rental/Other		
1-12-00-00-564	Admin - Rental Revenue		-
1-12-00-00-840	Admin - Provincial Gov Grants		
1-12-00-00-841	Admin - Mun. Sustain Grant		-
1-12-00-00-920	Admin - Transfer From Reserve		
1-12-00-00-990	Admin - General Revenue	(1,426.40)	-
		<b>(5,228.40)</b>	<b>(4,300.00)</b>

2023 Operating Budget		June 2023 YTD	2023 Budget
<b>ADMIN EXP</b>			
2-12-00-00-110	Admin - Salaries	94,411.98	228,800.00
2-12-00-00-130	Admin - Benefits	28,093.09	67,500.00
2-12-00-00-210	Admin - Travel & Subsistence	258.19	1,000.00
2-12-00-00-211	Admin - Training & Registration Fees	225.00	2,000.00
2-12-00-00-214	Admin - Land Charges		-
2-12-00-00-215	Admin - Freight & Postage	493.12	8,000.00
2-12-00-00-220	Admin - Advertising	206.80	2,500.00
2-12-00-00-221	Admin - Promotion	3,901.08	4,000.00
2-12-00-00-223	Admin - CAO Emergency Expense Fund		
2-12-00-00-224	Admin - Memberships & Licenses	2,045.06	1,800.00
2-12-00-00-226	Admin - TCA Expenses		
2-12-00-00-230	Admin - Professional Fees	12,396.69	20,000.00
2-12-00-00-232	Admin - Audit Contract		18,000.00
2-12-00-00-233	Admin - Assessment Costs	7,602.85	15,100.00
2-12-00-00-250	Admin - Contracted Repairs & Maintenance	329.00	3,500.00
2-12-00-00-251	Admin - Cleaning Meeting Room		
2-12-00-00-263	Admin - Equipment Rental	266.58	550.00
2-12-00-00-270	Admin - Insurance	5,427.50	5,430.00
2-12-00-00-290	Admin - General		200.00
2-12-00-00-295	Admin - Employee Recognition	2,173.06	3,000.00
2-12-00-00-510	Admin - Office Supplies	3,829.75	7,000.00
2-12-00-00-511	Admin - Computer Services & Supplies	10,917.27	23,500.00
2-12-00-00-514	Admin - Consumable Supplies	34.09	800.00
2-12-00-00-520	Admin - Equipment Parts & Supplies		
2-12-00-00-530	Admin - Construcion/Maintenance		
2-12-00-00-540	Admin - Utilities	5,622.19	12,000.00
2-12-00-00-541	Admin - Telephone	2,777.88	6,700.00
2-12-00-00-542	Admin - Security System		550.00
2-12-00-00-761	Admin - Transfer to Operating Reserve		28,000.00
2-12-00-00-810	Admin - Bank Charges	20.00	200.00
2-12-00-00-900	Admin - Amortizaiton Expense		
2-12-00-00-920	Admin - Uncollectable Accounts		-
2-12-00-00-990	Admin - Other Expenses		
		<b>181,031.18</b>	<b>460,130.00</b>
<b>FIRE &amp; DISASTER SERV REV</b>			
1-23-00-00-490	Fire - County Reimbursement	(12,382.82)	(20,000.00)
1-23-00-00-920	Fire - Transfer from Reserves		
1-23-00-00-940	Fire - Transfer from Capital		
1-23-08-00-490	Fire - County Reimburse - First Response	(450.64)	(800.00)
1-23-08-00-920	Fire - Transfer from Reserves		
1-23-08-00-990	Fire - 1st Response - Other Revenues		
1-24-00-00-490	Dist - General Revenue		(2,500.00)
1-24-00-00-840	Dist - Provincial Revenue		-
		<b>(12,833.46)</b>	<b>(23,300.00)</b>
<b>FIRE &amp; DISASTER SERV EXP</b>			
2-23-00-00-210	Fire - Travel & Subsistence		
2-23-00-00-211	Fire - Training & Registraiton		6,000.00
2-23-00-00-224	Fire - Memberships (Regional)		6,500.00
2-23-00-00-230	Fire - Professional/Engineering Fees	2,198.16	2,000.00
2-23-00-00-250	Fire - Equipment Repair & Maintenance	667.50	5,600.00
2-23-00-00-270	Fire - Insurance	7,273.47	7,300.00
2-23-00-00-514	Fire - Consumable Supplies	24.99	150.00
2-23-00-00-520	Fire - Equipment Parts & Supplies	395.81	9,500.00
2-23-00-00-521	Fire - Fuel & Oil		
2-23-00-00-530	Fire - Construction & Maintenance		-
2-23-00-00-540	Fire - Utilities	6,446.61	11,600.00
2-23-00-00-541	Fire - Telephones	938.64	2,300.00
2-23-00-00-764	Fire - Transfer to Reserves		15,000.00
2-23-00-00-770	Fire - Fireman's Honorarium	2,500.00	4,000.00
2-23-08-00-210	Fire FR - Travel & Subsistence		

2023 Operating Budget		June 2023 YTD	2023 Budget
2-23-08-00-211	Fire FR - Training & Registration		
2-23-08-00-270	Fire FR - Insurance	523.06	525.00
2-23-08-00-514	Fire FR - Consumable Supplies		
2-23-08-00-520	Fire FR - Equipment Repairs		1,000.00
2-23-08-00-521	Fire FR - Fuel & Oil		1,500.00
2-23-08-00-541	Fire FR - Telephone	412.05	1,000.00
2-23-08-00-770	Fire FR - Honorarium	7,450.00	6,000.00
2-24-00-00-210	Disaster - Travel & Subsistence	342.85	1,000.00
2-24-00-00-211	Disaster - Training & Registration	6,050.00	7,000.00
2-24-00-00-250	Disaster - Repairs & Maintenance		500.00
2-24-00-00-265	Disaster - Building Lease		-
2-24-00-00-270	Disaster - Insurance		-
2-24-00-00-510	Disaster - Office Supplies	205.97	1,000.00
2-24-00-00-520	Disaster - Office Equipment		1,000.00
2-24-00-00-530	Disaster - Equipment Maintenance		500.00
2-24-00-00-540	Disaster - Utilities		-
2-24-00-00-541	Disaster - Telephone	653.03	1,000.00
2-24-00-00-550	Disaster - COVID 19		-
2-24-00-00-762	Disaster - Contributed to Capital		
2-24-00-00-770	Disaster - Director Remuneration		-
2-24-00-00-831	Disaster - Debenture Interest		-
2-24-00-00-832	Disaster - Debenture Principal		
		<b>36,082.14</b>	<b>91,975.00</b>
<b>BYLAW REVENUES</b>			
1-26-00-00-520	Bylaw - Dog Licenses	(1,315.00)	(1,600.00)
1-26-00-00-530	Bylaw - Fine Revenue	(50.00)	(2,000.00)
1-26-00-00-531	Bylaw - Provincial Fines	(2,995.35)	(5,000.00)
		<b>(4,360.35)</b>	<b>(8,600.00)</b>
<b>BYLAW EXPENSES</b>			
2-26-00-00-230	Bylaw - Enhanced Policing		-
2-26-00-00-231	Bylaw - County Peace Officer		33,000.00
2-26-00-00-250	Bylaw - Contracted Services	17,912.82	40,000.00
2-26-00-00-270	Bylaw - Insurance	208.40	210.00
2-26-00-00-510	Bylaw - General	851.84	5,000.00
2-26-00-00-770	Bylaw - Police Cost Funding	31,099.00	32,000.00
		<b>50,072.06</b>	<b>110,210.00</b>
<b>PW REVENUES</b>			
1-31-00-00-490	Public Works - General Revenue	(185.00)	
1-31-00-00-590	Public Works - Debenture		
1-31-00-00-840	Public Works - STEP Grant		
1-31-00-00-920	Public Works - Transfer frm Reserve		
1-31-00-00-940	Public Works - Transfer frm Capital		
1-31-00-00-120	Public Works - Salaries (STEP Grant)		
		<b>(185.00)</b>	<b>-</b>
<b>PW EXPENSES</b>			
2-31-00-00-110	Pub Works - Salaries	25,209.05	76,500.00
2-31-00-00-130	Pub Works - Benefits	5,251.40	17,200.00
2-31-00-00-210	Pub Works - Travel & Subsistence	61.90	500.00
2-31-00-00-211	Pub Works - Training & Registration Fees	1,929.80	2,000.00
2-31-00-00-215	Pub Works - Freight	422.00	500.00
2-31-00-00-220	Pub Works - Advertising		
2-31-00-00-224	Pub Works - Memberships & Licenses		
2-31-00-00-230	Pub Works - Professional Fees	4,857.60	5,000.00
2-31-00-00-250	Pub Works - Contracted Repairs & Maint	2,505.46	7,400.00
2-31-00-00-263	Pub Works - Equipment Rental		
2-31-00-00-270	Pub Works - Insurance	10,321.36	10,300.00
2-31-00-00-510	Pub Works - Office Supplies		
2-31-00-00-513	Pub Works - Tools	201.48	1,000.00
2-31-00-00-514	Pub Works - Consumable Supplies	16.46	
2-31-00-00-520	Pub Works - Equip Parts & Supplies	8,182.38	18,000.00
2-31-00-00-521	Pub Works - Fuel & Oil	9,790.59	26,000.00

2023 Operating Budget		June 2023 YTD	2023 Budget
2-31-00-00-530	Pub Works - Construction & Maintenance		-
2-31-00-00-540	Pub Works - Utilities	7,948.57	12,200.00
2-31-00-00-541	Pub Works - Telephone	4,855.36	11,000.00
2-31-00-00-542	Pub Works - Security Alarm		540.00
2-31-00-00-762	Pub Works - Transfer to Capital		
2-31-00-00-764	Pub Works - Transfer to Reserves		
2-31-00-00-831	Pub Works - Debenture Interest	2,218.42	17,438.55
2-31-00-00-832	Pub Works - Debenture Principal	3,571.65	
2-31-00-00-900	Pub Works - Amortization Expense		
		<b>87,343.48</b>	<b>205,578.55</b>
<b>ROADS &amp; STREETS REVENUES</b>			
1-32-00-00-490	Streets - General Revenue	(969.36)	-
1-32-00-00-600	Streets - Gain/Loss on Disposal of Asset		
1-32-00-00-920	Streets - Transfer frm Reserve		
1-32-00-00-940	Streets - Transfer frm Capital		
		<b>(969.36)</b>	<b>-</b>
<b>ROADS &amp; STREETS EXPENSES</b>			
2-32-00-00-110	Streets - Salaries	29,242.50	87,800.00
2-32-00-00-130	Streets - Benefits	6,091.51	19,800.00
2-32-00-00-210	Streets - Travel & Subsistence		
2-32-00-00-211	Streets - Training		
2-32-00-00-215	Streets - Freight		
2-32-00-00-230	Streets - Professional Fees		1,500.00
2-32-00-00-250	Streets - Contracted Repairs & Main	74.50	60,000.00
2-32-00-00-251	Streets - Railway Crossing Maintenance	2,960.00	7,600.00
2-32-00-00-252	Streets - Snow Removal	6,397.51	30,000.00
2-32-00-00-263	Streets - Equipment Rental	1,100.31	2,000.00
2-32-00-00-270	Streets - Insurance	4,967.85	5,000.00
2-32-00-00-290	Streets - General Expenses		
2-32-00-00-516	Streets - Signs		1,500.00
2-32-00-00-520	Streets - Equip Parts, Supplies, Flowers	2,625.91	5,000.00
2-32-00-00-521	Streets - Fuel & Oil		
2-32-00-00-530	Streets - Construction & Maintenance		-
2-32-00-00-531	Streets - Chemicals	-	-
2-32-00-00-534	Streets - Sand & Gravel	720.00	2,000.00
2-32-00-00-535	Streets - Dust Control	1,977.50	4,000.00
2-32-00-00-540	Streets - Utilities	25,632.44	46,800.00
2-32-00-00-762	Streets - Transfer to Capital		
2-32-00-00-764	Streets - Transfer to Reserves		
2-32-00-00-900	Streets - Amortizaiton Expense		
		<b>81,790.03</b>	<b>273,000.00</b>
<b>WATER REV</b>			
1-37-00-00-490	Storm Sewer - General Revenue		
1-41-00-00-400	Water - Utility Charges	(70,843.97)	(150,000.00)
1-41-00-00-401	Water - Bulk Water	(2,263.00)	(5,000.00)
1-41-00-00-402	Water - Utility Flat Rate	(91,461.92)	(182,000.00)
1-41-00-00-403	Water - Toilet Rebates		
1-41-00-00-490	Water - General Revenue	(1,775.00)	(1,700.00)
1-41-00-00-593	Water - Highway 12/21 Rebate		
1-41-00-00-920	Water - Transfer frm Reserve		
		<b>(166,343.89)</b>	<b>(338,700.00)</b>
<b>WATER EXP</b>			
2-41-00-00-110	Water - Salaries	15,714.42	45,000.00
2-41-00-00-130	Water - Benefits	5,102.82	14,200.00
2-41-00-00-210	Water - Travel & Subsistence		1,000.00
2-41-00-00-211	Water - Training & Registraiton Fees	3,090.95	3,500.00
2-41-00-00-215	Water - Freight		
2-41-00-00-217	Water - Educational Materials		
2-41-00-00-230	Water - Professional Fees		

2023 Operating Budget		June 2023 YTD	2023 Budget
2-41-00-00-250	Water - Repairs, Maint & Equip	76.72	25,000.00
2-41-00-00-251	Water - Water Main Breaks		
2-41-00-00-263	Water - Equipment Rental		
2-41-00-00-270	Water - Insurance	6,585.35	6,600.00
2-41-00-00-290	Water - General Expenses		
2-41-00-00-510	Water - Office Supplies	19.86	4,300.00
2-41-00-00-513	Water - Tools		
2-41-00-00-520	Water - Equip Parts & Supplies	3,420.83	12,000.00
2-41-00-00-521	Water - Fuel & Oil		
2-41-00-00-530	Water - Construction/Maintenance		
2-41-00-00-531	Water - Chemicals		1,750.00
2-41-00-00-532	Water - Water Sample Costs		500.00
2-41-00-00-540	Water - Utilities	13,196.52	25,000.00
2-41-00-00-541	Water - Telephone		
2-41-00-00-543	Water - River Water	55,265.19	179,000.00
2-41-00-00-762	Water - Transfer to Capital		
2-41-00-00-764	Water - Transfer to Reserves		50,000.00
2-41-00-00-831	Water - Debenture Interest	6,748.87	13,765.20
2-41-00-00-832	Water - Debenture Principal	16,052.25	
2-41-03-00-251	Water - Maintenance Bulk Water Station		
2-41-03-00-530	Water - Construct/Main Distribution		
2-41-04-00-543	Water - Bulk Water Usage	1,015.52	3,000.00
		<b>126,289.30</b>	<b>384,615.20</b>
<b>SEWER REV</b>			
1-42-00-00-400	Sewer - Utility Charges	(46,970.71)	(97,000.00)
1-42-00-00-402	Sewer - Flate Rate	(64,436.78)	(128,400.00)
1-42-00-00-490	Sewer - General Revenue	(50.00)	(14,600.00)
1-42-00-00-920	Sewer - Transfers frm Reserves		
		<b>(111,457.49)</b>	<b>(240,000.00)</b>
<b>SEWER EXP</b>			
2-42-00-00-110	Sewer - Salaries	12,689.24	37,600.00
2-42-00-00-130	Sewer - Benefits	3,152.87	8,900.00
2-42-00-00-210	Sewer - Travel & Subsistence		500.00
2-42-00-00-211	Sewer - Training & Registration Fees	460.00	2,000.00
2-42-00-00-215	Sewer - Freight		
2-42-00-00-230	Sewer - Professional Fees	110.00	1,000.00
2-42-00-00-250	Sewer - Contracted Repair & Main	19,709.67	60,000.00
2-42-00-00-252	Sewer - Lagoon Repairs		
2-42-00-00-263	Sewer - Equipment Rental		
2-42-00-00-270	Sewer - Insurance	6,056.06	6,100.00
2-42-00-00-510	Sewer - Office Supplies		
2-42-00-00-520	Sewer - Equip Parts & Supplies	716.31	3,000.00
2-42-00-00-521	Sewer - Fuel & Oil		-
2-42-00-00-530	Sewer - Construction & Maintenance		-
2-42-00-00-531	Sewer - Chemicals	2,410.00	7,500.00
2-42-00-00-540	Sewer - Utilities	12,884.80	30,000.00
2-42-00-00-541	Sewer - Telephone	1,063.60	2,500.00
2-42-00-00-762	Sewer - Transfer to Capital		
2-42-00-00-764	Sewer - Transfer to Reserves		89,545.57
2-42-00-00-821	Sewer - Debenture Interest		
2-42-00-00-822	Sewer - Debenture Principal		
2-42-00-00-831	Sewer - Debenture Interest	1,743.05	17,765.88
2-42-00-00-832	Sewer - Debenture Principal	2,806.30	
2-42-00-00-900	Sewer - Amortization Expense		
		<b>63,801.90</b>	<b>266,411.45</b>
<b>GARBAGE REV</b>			
1-43-00-00-400	Garbage - Utility Charge	(60,847.43)	(122,000.00)
1-43-00-00-401	Garbage - Recycle Fees	(15,027.99)	(30,000.00)
1-43-00-00-402	Garbage - County Reimburse Recycle Fee		(2,400.00)
1-43-00-00-900	Garbage - LRSWA Refund	(2,593.85)	-
1-43-00-00-920	Garbage - Transfer frm Reserves		

2023 Operating Budget		June 2023 YTD	2023 Budget
		(78,469.27)	(154,400.00)
<b>GARBAGE EXP</b>			
2-43-00-00-110	Garbage - Salaries	8,066.91	24,900.00
2-43-00-00-130	Garbage - Benefits	1,680.34	5,900.00
2-43-00-00-215	Garbage - Freight		
2-43-00-00-230	Garbage - Professional Fees		
2-43-00-00-250	Garbage - Contracted Repairs & Maint	13,303.77	30,250.00
2-43-00-00-251	Garbage - Contracted Recycling	13,081.20	30,000.00
2-43-00-00-263	Garbage - Equipment Rental		
2-43-00-00-270	Garbage - Insurance	833.60	850.00
2-43-00-00-290	Garbage - General Expenses		
2-43-00-00-350	Garbage - Regional Land Fill Fee	13,292.50	53,170.00
2-43-00-00-510	Garbage - Office Supplies		500.00
2-43-00-00-520	Garbage - Equip Parts & Supplies		
2-43-00-00-521	Garbage - Fuel & Oil		
2-43-00-00-530	Garbage - Construction & Maintenance		
2-43-00-00-531	Garbage - Compost	706.21	2,800.00
2-43-00-00-540	Garbage - Utilities		
2-43-00-00-762	Garbage - Transfer to Capital		
2-43-00-00-764	Garbage - Transfer to Reserves		
		<b>50,964.53</b>	<b>148,370.00</b>
<b>FCSS REV</b>			
1-51-00-00-490	FCSS - General Revenue		
1-51-00-00-840	FCSS - Conditional Grant	(11,838.50)	(23,700.00)
1-51-00-00-850	FCSS - County Funding		
		<b>(11,838.50)</b>	<b>(23,700.00)</b>
<b>FCSS EXP</b>			
2-51-00-00-770	FCSS - Transfer to Other Organizations	17,998.00	29,600.00
2-51-00-00-831	FCSS - Debenture Interest		-
2-51-00-00-832	FCSS - Debenture Principal		-
		<b>17,998.00</b>	<b>29,600.00</b>
<b>CEMETERY REV</b>			
1-56-00-00-400	Cemetery - Plot Sales	(350.00)	(1,000.00)
1-56-00-00-410	Cemetery - Open & Close Charges	(500.00)	(500.00)
1-56-00-00-490	Cemetery - General Revenue	(75.00)	(200.00)
1-56-00-00-800	Cemetery - County of Lacombe Grants	(5,452.89)	(5,000.00)
1-56-00-00-990	Cemetery - Donations		
		<b>(6,377.89)</b>	<b>(6,700.00)</b>
<b>CEMETERY EXP</b>			
2-56-00-00-250	Cemetery - Contracted Repairs & Main	1,800.00	14,000.00
2-56-00-00-270	Cemetery - Insurance	133.27	120.00
2-56-00-00-290	Cemetery - General Expenses		500.00
2-56-00-00-521	Cemetery - Fuel & Oil		
2-56-00-00-530	Cemetery - Construction & Maint Material		1,000.00
2-56-00-00-762	Cemetery - Transfer to Capital		
2-56-00-00-764	Cemetery - Transfer to Reserves		
		<b>1,933.27</b>	<b>15,620.00</b>
<b>MUNI PLAN &amp; DEVELOP REVENUES</b>			
1-61-00-00-490	Dev - General Revenue		
1-61-00-00-520	Dev - Development & Building Permits	(900.00)	(1,000.00)
1-61-00-00-920	Dev - Transfers frm Reserves		
1-62-00-00-551	Eco Dev - Lease Revenue (Bays 1,3 & 4)	(5,285.79)	(16,500.00)
1-62-00-00-990	Eco Dev - Building Cost Recovery		
		<b>(6,185.79)</b>	<b>(17,500.00)</b>
<b>MUNI PLAN &amp; DEVELOP EXPENSE</b>			
2-61-00-00-220	Planning - Advertising	-	-
2-61-00-00-224	Planning - Memberships	480.00	2,500.00
2-61-00-00-230	Planning - Professional Fees	1,448.99	10,000.00

2023 Operating Budget		June 2023 YTD	2023 Budget
2-61-00-00-231	Planning - Permit Fees		
2-61-00-00-290	Planning - General Goods & Services	288.75	500.00
2-62-00-00-210	Eco Dev - Travel & Subsistence		-
2-62-00-00-211	Eco Dev - Training & Registration		-
2-62-00-00-220	Eco Dev - Advertising	371.95	1,000.00
2-62-00-00-250	Eco Dev - Repair & Maint	1,029.25	5,000.00
2-62-00-00-265	Eco Dev - Lease Bay 1		-
2-62-00-00-270	Eco Dev - Insurance	2,969.77	3,000.00
2-62-00-00-290	Eco Dev - General Expenses	660.00	2,500.00
2-62-00-00-291	Eco Dev - Lease Bay 3		-
2-62-00-00-292	Eco Dev - Lease Bay 4		-
2-62-00-00-514	Eco Dev - Consumable Supplies		
2-62-00-00-520	Eco Dev - Office Equipment		-
2-62-00-00-540	Eco Dev - Utilities - Lease Bays	14,435.07	28,000.00
2-62-00-00-541	Eco Dev - Telephone	529.84	600.00
2-62-00-00-831	Railway House - Debenture Interest	19,400.19	38,558.00
2-62-00-00-832	Railway House - Debenture Principal	14,300.97	
2-66-00-00-230	Land Dev - Subdivision Professional Fees		-
		<b>55,914.78</b>	<b>91,658.00</b>
<b>RECREATION REVENUES</b>			
1-72-01-00-490	Rec - General Revenue		-
1-72-01-00-800	Rec - Lacombe County (Skateboard Park)	(1,473.00)	(1,418.00)
1-72-01-00-840	Rec - Provincial Grants	(90,907.00)	-
1-72-01-00-990	Rec - Community Donations		-
		<b>(92,380.00)</b>	<b>(1,418.00)</b>
<b>RECREATION EXPENSES</b>			
2-72-01-00-210	Rec - Travel & Subsistence		-
2-72-01-00-211	Rec - Training & Registration		-
2-72-01-00-220	Rec - Advertising		-
2-72-01-00-240	Rec - Events		-
2-72-01-00-250	Rec - Repair & Maintenance		-
2-72-01-00-265	Rec - Building Rental		-
2-72-01-00-270	Rec - Insurance		-
2-72-01-00-414	Rec - Summer Camps		-
2-72-01-00-450	Rec - Youth Center		-
2-72-01-00-510	Rec - Office Supplies & Computer Service		-
2-72-01-00-511	Rec - Supplies		-
2-72-01-00-530	Rec - Construction & Maintenance Material		-
2-72-01-00-540	Rec - Utilities		-
2-72-01-00-541	Rec - Telephone		-
2-72-01-00-771	Rec - Transfer to Other Organizations	2,500.00	4,500.00
2-72-01-00-831	Rec - Debenture Interest		-
2-72-01-00-832	Rec - Debenture Principal		-
		<b>2,500.00</b>	<b>4,500.00</b>
<b>ARENA REV</b>			
1-72-02-00-401	Arena - General Revenue		
1-72-02-00-841	Arena - MSI Grant		(36,466.00)
1-72-02-00-920	Arena - Transfer from Reserves		
		-	<b>(36,466.00)</b>
<b>ARENA EXP</b>			
2-72-02-00-230	Arena - Professional Fees		
2-72-02-00-250	Arena - Contract Repairs & Maint	816.44	1,100.00
2-72-02-00-270	Arena - Insurance	21,151.84	21,150.00
2-72-02-00-290	Arena - General Expenses		-
2-72-02-00-540	Arena - Utilities		-
2-72-02-00-541	Arena - Telephone		-
2-72-02-00-762	Arena - Transfer to Capital		-
2-72-02-00-764	Arena - Transfer to Reserves		-
2-72-02-00-770	Arena - Transfer to Board	30,400.00	30,400.00

2023 Operating Budget		June 2023 YTD	2023 Budget
		52,368.28	52,650.00
<b>CAMPGROUND REV</b>			
1-72-03-01-410	Campground - Fees	(1,560.00)	(22,000.00)
1-72-03-01-840	Campground - MRTA Operating Grant		
1-72-04-00-110	Trails - General Revenue		
1-72-04-00-920	Trails - Transfers frm Reserves		
		(1,560.00)	(22,000.00)
<b>CAMPGROUND EXP</b>			
2-72-03-01-110	Campground - Salaries		
2-72-03-01-130	Campground - Benefits		
2-72-03-01-215	Campground - Freight		
2-72-03-01-220	Campground - Advertising	390.00	550.00
2-72-03-01-250	Campground - Contract Repair & Maint	3,500.00	20,000.00
2-72-03-01-270	Campground - Insurance & Permits	897.43	900.00
2-72-03-01-290	Campground - General Expenses		500.00
2-72-03-01-514	Campground - Consumable Supplies		-
2-72-03-01-520	Campground - Equip Parts & Supplies	108.73	1,000.00
2-72-03-01-521	Campground - Fuel & Oil		
2-72-03-01-530	Campground - Construc & Maint Materi		
2-72-03-01-531	Campground - Sand & Gravel		
2-72-03-01-536	Campground - Firewood		
2-72-03-01-540	Campground - Utilities	1,017.92	6,900.00
2-72-03-01-541	Campground - Telephone	154.75	450.00
		6,068.83	30,300.00
<b>PARKS EXP</b>			
2-72-03-00-110	Parks - Salaries	17,142.15	51,300.00
2-72-03-00-130	Parks - Benefits	3,570.94	11,000.00
2-72-03-00-215	Parks - Freight		
2-72-03-00-250	Parks - Contracted Repairs & Maint		7,500.00
2-72-03-00-263	Parks - Equipment Rental		
2-72-03-00-270	Parks - Insurance	424.02	430.00
2-72-03-00-290	Parks - General Expenses		4,000.00
2-72-03-00-520	Parks - Equipment Parts & Supplies	1,196.73	3,000.00
2-72-03-00-521	Parks - Fuel & Oil		
2-72-03-00-530	Parks - Construction & Maint Material		
2-72-03-00-532	Parks - Lakes	76.50	100,000.00
2-72-03-00-761	Parks - Transfer to Reserves		
2-72-03-00-762	Parks - Contributed to Capital		
2-72-03-00-764	Parks - Transfer to Operating Reserv		
2-72-03-00-770	Parks - Transfer to Local Boards		
		22,410.34	177,230.00
<b>TRAIL EXP</b>			
2-72-04-00-110	Trail - Salaries	8,066.74	24,600.00
2-72-04-00-130	Trail - Benefits	1,680.56	5,100.00
2-72-04-00-270	Trail - Insurance	104.20	90.00
2-72-04-00-521	Trail - Fuel & Oil		
2-72-04-00-530	Trail - Construction & Maint Materia		1,000.00
2-72-04-00-770	Trail - Transfers to Local Boards		
		9,851.50	30,790.00
<b>HALL REVENUE</b>			
1-74-04-00-590	Community Hall - General Revenue		
<b>HALL EXP</b>			
2-74-04-00-250	Community Hall - Repairs & Maintenanc	182.31	500.00
2-74-04-00-251	Community Hall - Contracted Cleaning		
2-74-04-00-270	Community Hall - Insurance	3,491.12	3,500.00
2-74-04-00-762	Community Hall - Transfer to Capital		
2-74-04-00-764	Community Hall - Transfer to Reserve		
2-74-04-00-770	Community Hall - Trnsf to Local Board	6,000.00	6,000.00

2023 Operating Budget		June 2023 YTD	2023 Budget
		9,673.43	10,000.00
<b>LIBRARY REV</b>			
1-74-06-00-500	Library - User Fees		-
1-74-06-00-501	Library - Grants		-
1-74-06-00-502	Library - Provincial Grants		-
1-74-06-00-920	Library - Transfers from Reserves		
1-74-06-00-990	Library - Utility Reimbursement		
			-
<b>LIBRARY EXP</b>			
2-74-06-00-250	Library - Contract Repairs & Maintenance		
2-74-06-00-270	Library - Insurance	3,047.70	3,050.00
2-74-06-00-400	Library - General Expenses	74.58	1,000.00
2-74-06-00-530	Library - Construction & Maintenance	-	
2-74-06-00-540	Library - Utilities	2,171.22	4,500.00
2-74-06-00-764	Library - Transfer to Reserves		
2-74-06-00-765	Library - PRL Requisition	3,578.76	7,160.00
2-74-06-00-770	Library - Transfer to Local Board	2,915.85	5,798.00
		<b>11,788.11</b>	<b>21,508.00</b>
<b>Total Revenue</b>		<b>(2,384,082.85)</b>	<b>(2,851,387.14)</b>
<b>Total Expenses</b>		<b>942,462.15</b>	<b>2,669,656.93</b>
<b>Variance</b>			<b>(181,730.21)</b>

#### Debenture Principal Payments

Disaster Services	
PW Principal	43,935.44
Water Principal	33,501.84
Sewer Principal	42,448.61
Eco. Development (Railway House)	28,844.32
Lagoon fencing (funded by taxes)	15,000.00
Photocopier (funded by taxes)	18,000.00
	<b>181,730.21</b>

#### Total Surplus/Deficit

**(0.00)**



## CAO REPORT JUNE 2023

1. Intermunicipal Development Plan (IDP) – Review and amendment of the IDP was taking place concurrently with the Municipal Development Plan (MDP) review. It is likely that the IDP process will take a bit longer than the MDP because of coordination between the two municipalities. We are hoping to have the IDP ready to move forward by fall of this year.
2. Lagoon Project – A project kick-off meeting was held June 15<sup>th</sup> with the contractors, MPE Engineering and Village staff. I'm happy to report all went well and we're ready to get started. We have a project completion timeline of November 15, 2023.
3. Wastewater Approval – A new Wastewater Approval was needed through Alberta Environment. This happened to align with the timing of the Lagoon Project. Renewing the approval was a bit more complicated than just extending the dates. MPE Engineering was used to coordinate the needs of Alberta Environment compliance department, Rahr and the Village. Changes have been made to testing and monitoring requirements and the approval is currently at the signature stage.
4. Tax Recovery Sale(s) – Municipal Affairs and Casual Legal were consulted to determine a process for disposal of two properties the Village has possession of through the tax recovery process. It was determined that either a realtor could be used or a public auction could be held. An Auction for sale of lands and buildings is scheduled for July 11, 2023. Physical contents of one of the properties needed to be handled separately, so Premier Auctions, the local consignment auction company, will be handling that for us this month.
5. Non-Profit Organization Meetings – As per Council discussion at Strategic Planning, staff continue to meet with non-profit organizations that use municipal facilities. Meetings were held with the Library and Arena in May.
6. Minister's Awards for Municipal Excellence – Staff feel the Village is in a good position to submit under the Enhancing Community Safety category for the ongoing commitment in the area of crime prevention. Please advise if you would like us to proceed.
7. Municipal Leader's Caucus – I attended the Caucus in Delburne with Mayor Fehr. Alberta Municipalities was looking for feedback regarding their Future of Municipal

Governance findings and what areas of intermunicipal collaboration communities found to be the highest priorities.

8. Councillor Evaluations – At the June 6<sup>th</sup> Governance workshop, the presenter raised the topic of Council / Councillor performance reviews. Please advise if you would like administration to develop a self assessment tool for use by each member of Council. This could be done on a yearly basis either in September or as part of the Organizational meeting. If Council would like to proceed with this, I will bring back evaluation tools and a Request for Decision to a future meeting for formal adoption.
  
9. Summer Council Meetings – Just a reminder that in accordance with Procedural Bylaw 423/16, summer Council meetings will be once per month for July and August on the first Wednesday of each month.



# PRLS BOARD TALK

## Highlights of the Parkland Regional Library Board Meeting

MAY 18, 2023

### Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

### Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

### ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

### 2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

### Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

### Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL: [Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

## Committee News from Trustees

**Stettler and Stettler County** formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4<sup>th</sup>.

**The Penhold & District Public Library** have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

**The Sedgewick & District Municipal Library** has been in their new location downtown for six months and support/demand for the library has continued to increase.

**The Village of Cremona** recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

**The Clive Public Library** is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

**The Caroline Municipal Library** has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

## Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

## Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

## Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

## Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

## Next Meeting: September 14, 2023 (in-Person)

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

AR110942

June 8, 2023

Dear Chief Elected Official or Library Board Chair:

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

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

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

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

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

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

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

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

Sincerely,

Brandy Cox  
Deputy Minister

Ms. Michelle White  
Chief Administrative Officer  
Village of Alix  
PO Box 87  
Alix AB T0C 0B0

Dear Ms. White:

**Subject: Municipal Accountability Program Cycle 2**

As you may know, the Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. Municipal Accountability Advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and Chief Administrative Officers (CAOs) are able to confirm areas where the municipality is doing well and receive guidance on areas for improvement.

The first cycle of the program is complete, with 210 municipalities participating in a MAP review from 2018-22. The program is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise Municipal Affairs is initiating the second cycle of the MAP in conjunction with continued support for municipalities to complete their remaining action plans for legislative compliance from Cycle 1. Your municipality is not included in the schedule for the 2023 program year; however, as a municipality with a population of 2,500 or less, Municipal Affairs will schedule a review within the five-year cycle between 2024 to 2027. As in the first cycle of the program, municipalities will be notified of their scheduling in advance of their review.

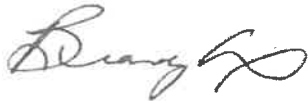
To ensure MAP continues to provide value to program participants and to the Ministry, the review areas in Cycle 2 have been expanded to include discretionary areas within the *Municipal Government Act*. During a MAP Cycle 2 review, the program team will work with you as the municipality's CAO to highlight the municipality's progress made through MAP Cycle 1. Additionally, the program team will assist in identifying areas to review and identify discretionary legislative provisions that apply or are likely to apply to your municipality. In your role as CAO, you will also be invited to identify other areas of focus for inclusion in the review.

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If you have any questions or concerns, or if you wish to be added to the 2023 program year, please contact a Municipal Accountability Advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free by first dialing 310-0000, then 780-427-2225.

On behalf of Municipal Affairs, thank you for your continued participation in this program. Through our collective efforts, we will continue to proactively address legislative compliance in a collaborative and constructive manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandy Cox". The signature is fluid and cursive, with a large initial "B" and a long, sweeping tail.

Brandy Cox  
Deputy Minister