

Regular Meeting of the Village of Alix Council, to be held on
Wednesday, October 4, 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 – September 20, 2023 – 6:00 P.M.
4. Delegation: None
5. Bylaws: a) Assistant CAO Bylaw 479/23 – Request for Decision 23-46
6. Unfinished Business: None
7. New Business: a) Policy 42 Review – Fire Department Response Fees – Request for Decision 23-42
b) Alix Fire Department Proposed Budget 2024 – Request for Decision 23-44
c) Parkland Regional Library System Proposed Budget 2024 - Request for Decision 23-43
d) Minister’s Awards for Municipal Excellence – Request for Decision 23-45
8. Financial Reports: None
9. Committee Reports: a) Red Deer River Municipal User Group Association – Councillor T. Besuijen
10. Administrative Reports: None
11. Correspondence and Information: a) Royal Canadian Mounted Police – Alberta Police Funding Model Resource Allocation
b) Parkland Regional Library System – Board Meeting Highlights September 14, 2023
c) Fortis Alberta – Rate 62 – Electric Vehicle Fast Charging Service
d) Fortis Alberta – Confirmation of Electric Distribution Franchise Fee for 2024
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, September 20, 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 #173/23: Moved by Councillor T. Besuijen that the Village of Alix Council approve the agenda as presented.

CARRIED

Minutes: a) Regular Meeting – September 6, 2023

Resolution #174/23: Moved by Councillor Gilliat that the minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, September 6, 2023, be accepted as presented.

CARRIED

Delegation: a) Lacombe Regional Tourism – 2023-2024 Annual Report

Ms. Merry Kuchle, President and Mr. Austin Weaver, Executive Director of Lacombe Regional Tourism entered the meeting at 6:02 P.M.

Ms. Kuchle and Mr. Weaver retired from the meeting at 6:44 P.M.

Bylaws: None

Unfinished Business: None

New Business: a) Physician Recruitment – Request for Decision 23-39

Resolution #175/23: Moved by Councillor Gilliat that the Village of Alix Council hereby agrees to contribute up to a maximum of \$7,500.00 for the purpose of recruiting a physician to serve the community of Alix, and further, that these funds shall come from General Reserves.

CARRIED

b) Policy No. 40 Review – Video Surveillance – Request for Decision 23-40

Resolution #176/23: Moved by Councillor Cole that the Village of Alix Council hereby approves Policy No. 40, Video Surveillance, as presented and sets a review date of 2027 for the policy.

CARRIED

c) Railway Avenue Parking – Request for Decision 23-41

Resolution #177/23: Moved by Councillor Cole that the Village of Alix Council hereby directs administration to further explore the process of converting the north side of Railway Avenue to angle parking, as well as the costs associated with the conversion.

CARRIED

- Financial Reports:
- a) Bank Reconciliation – August 31, 2023
 - b) Accounts Payable Cheque Listing – July 27 – September 6, 2023
 - c) Tax Trial Balance – September 14, 2023
 - d) Year to Date Operating Budget Report - September 14, 2023

Resolution #178/23: Moved by Councillor Gilliat that the Village of Alix Council hereby accept the Financial Reports as presented.
CARRIED

- Committee Reports:
- a) Lacombe Foundation Regular Board Meetings December 5, 2022, May 15 and June 19, 2023 and Lacombe Foundation Special Meeting February 27, 2023– Councillor Gilliat
 - b) Parkland Regional Library Regular Board Meetings – February 23 and May 18, 2023 and 2022 Return on Investment – Councillor Gilliat

Resolution #179/23: Moved by Councillor T. Besuijen that the Village of Alix Council accept the Committee Reports as presented.
CARRIED

- Administrative Reports: a) Chief Administrative Officer's Report

Resolution #180/23: Moved by Councillor T. Besuijen that the Village of Alix Council hereby accept the Administrative Report as presented.
CARRIED

- Correspondence and Information: a) Alix Wagon Wheel Museum

Resolution #181/23: Moved by Councillor J. Besuijen that Correspondence Item (a) be accepted as information.
CARRIED

Closed Meeting: None

Adjournment:

Resolution #182/23: Moved by Councillor Gilliat that this Regular Meeting of the Village of Alix Council be adjourned at 7:53 P.M.
CARRIED

Mayor

Chief Administrative Officer

ADMINISTRATION REPORT



Date: September 28, 2023 RFD 23-46
Memo To: Village Council
From: Michelle White
Subject: Assistant CAO Bylaw

1. **PURPOSE** – To present Council with a bylaw creating the position of Assistant CAO as a designated officer of the Village.
2. **BACKGROUND** – During training offered by Municipal Affairs, it was noted that in order to name a member of staff other than the CAO as a signing authority, they needed to be made a designated officer. All designated officer positions are created by bylaw.
3. **OPTIONS** –
 1. To give all three readings to Bylaw 479/23 (attached)
 2. To give Bylaw 479/23 one reading and bring it back to a future meeting for final readings
4. **DISCUSSION** – Tanya Meston is currently referred to as the Director of Corporate Services for the Village of Alix. This position used to be called Assistant CAO. For the sake of role clarity and chain of command within the organization, we propose the title for this position is reverted to Assistant CAO.
5. **FINANCIAL IMPLICATIONS** – There is a requirement (MGA s. 217(3)) for the salary of designated officers to be disclosed in a municipality's Financial Statements, similar to the disclosure for members of Council and the CAO. Designated officer salary disclosure is done by totaling all designated officer positions on one line of the Financial Statements.
6. **LEGAL** – MGA s. 210(1) "A council may
 - (a) by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions, and
 - (b) appoint individuals to the designated officer positions.MGA s. 213(1) "Minutes of council meetings, and minutes of council committee meetings dealing with a power, duty or function delegated by council to the council committee, must be signed by
 - (a) the person presiding at the meeting, and
 - (b) a designated officer(3) Bylaws must be signed by
 - (a) the chief elected official, and
 - (b) a designated officer.(4) Agreements and cheques and other negotiable instruments must be signed or authorized

*(a) by the chief elected official or by another person authorized by council to sign them,
and
(b) by a designated officer,
or by a designated officer acting alone if so authorized by council.”*

NOTE: Chief Administrative Officer Bylaw 467/21 “4.11 Unless a designated officer is expressly appointed in this Bylaw or another bylaw of the Village, the CAO has all the powers, duties and functions given to a designated officer under the Municipal Government Act or any other statute or enactment.

7. POLITICAL/PUBLIC IMPLICATIONS – None

8. OTHER COMMENTS – This bylaw is being presented to Council before the Organizational meeting to ensure legislative compliance. The signing authority resolution will still be needed at the Org. meeting to name a second member of Council as a signer (see MGA s. 213(4)(a) above) and to help with paperwork at our bank if/when changes occur.

9. RECOMMENDATIONS – I recommend Option #1 as well as a resolution to name Tanya Meston as the Assistant CAO.

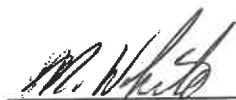
“that the Village of Alix Council give first reading to Assistant CAO Bylaw 479/23, being a bylaw for the purpose of establishing the role of Assistant CAO for the Village of Alix as a designated officer.”

“that the Village of Alix Council give second reading to Assistant CAO Bylaw 479/23.”

“that the Village of Alix Council give permission for third and final reading to Assistant CAO Bylaw 479/23 at this time.”

“that the Village of Alix Council give third and final reading to Assistant CAO Bylaw 479/23.”

“that the Village of Alix Council hereby appoints Tanya Meston to the role of Assistant CAO for the Village of Alix.”



Author

VILLAGE OF ALIX

BYLAW NO. 479/23

BEING A BYLAW OF THE VILLAGE OF ALIX IN THE
PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF ASSISTANT CAO
FOR THE VILLAGE OF ALIX

WHEREAS the Municipal Government Act, RSAA 2000, Chapter M-26 and amendments thereto allows that a council may through bylaw establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw;

NOW THEREFORE the Council of the Village of Alix, duly assembled and under the powers conferred upon it by the authority of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto enacts as follows;

- 1) This bylaw may be called the “Assistant CAO Bylaw.”
- 2) The title for the designated officer appointed by this bylaw shall be “Assistant CAO.”
- 3) Powers and duties of the Assistant CAO;
 - a) The Assistant CAO or their designate shall carry out the terms of this Bylaw.
 - b) The Assistant CAO is a designated officer for the following sections of Municipal Government Act, RSAA 2000, Chapter M-26 and amendments thereto;
 - i) Section 213 - Signing or authorization of municipal documents
 - ii) Section 270 – Opening and closing accounts of the Village that hold money
 - iii) Section 343(2) – Application of tax payments
 - iv) Section 350 – Issuing tax certificates
 - c) Carry out the duties and responsibilities of the “FOIP” Officer under the Freedom of Information and Protection of Privacy Act, RSA 2000 c-F25 and the regulations thereunder.

- d) Carry out all duties and obligations imposed upon the Assistant CAO by bylaw or resolution of Council or by any other statute, regulation or order of the Province of Alberta either prior to or subsequent to the passing of this bylaw.
 - e) Delegate the performance of any duties, powers and obligations of the Assistant CAO to such a person as the Assistant CAO finds appropriate.
- 4) Appointment;
- a) In accordance with section 210(1)(b) of the Municipal Government Act RSA 2000, chapter M-26, and amendments thereto, Council for the Village of Alix will appoint an individual to the role of Assistant CAO by resolution, from time to time.
 - b) Any Village of Alix bylaw referencing the position of Director of Corporate Services shall be interpreted as meaning Assistant CAO.
- 5) Severability;
- a) Each separate provision of this Bylaw shall be deemed independent of all other provisions, and;
 - b) Should any provision of this Bylaw be declared invalid for any reason by a court of competent jurisdiction, then that provision may be severed and all other provisions of this Bylaw shall remain valid and enforceable.

This bylaw shall come into force and effect upon third and final reading.

Read a first time this 4th day of October, 2023

Read a second time this 4th day of October, 2023.

Read a third and final time this 4th day of October, 2023

Mayor

CAO

ADMINISTRATION REPORT



Date: September 26, 2023 RFD 23-42
Memo To: Village Council
From: Michelle White
Subject: Policy Review: Fire Department Response Fees

1. **PURPOSE** – To review Policy No. 42, Fire Department Response Fees.
2. **BACKGROUND** – This policy was created in 2020, amended January 2022 and is due for review. The last amendment was to add section 6 of the policy, dealing with how collected fees would be disbursed. Policy 42 attached.
3. **OPTIONS** –
 1. To confirm approval of Policy 42 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** – In 2021, \$2,835 of fees collected under the policy from the prior year were paid to Alix First Response. In 2022, \$3,950 was paid out. When the policy was first created, we followed the fee schedule implemented by Lacombe County. Prior to bringing this review to Council I checked in with County and ensured the hourly rates were still consistent.
6. **LEGAL** – Village of Alix Fire Bylaw 475/23 states:
 - 13.1 *Where a Fire Department has taken any action whatsoever for the purpose of providing Fire Protection and Emergency Response Services in or outside of the Village, the Village may charge any fees and costs so incurred to any or all of the following persons, namely:
 - a) the person or persons causing or contributing to the fire; or
 - b) the owner or occupant of the parcel of land or any other thing in respect to which the action was takenand all persons charged are jointly and severally liable for payment of the fees and costs to the Village.*
 - 13.2 *The fees and costs to be charged by the Village for Fire Protection and Emergency Response Services rendered pursuant to this Bylaw shall be established by Council from time to time.*
 - 13.3 *Fees or costs levied or charged under this Bylaw may be recovered by the Village as an amount due and owing to the Village and in the event that the amount due and owing is not paid within 60 days of mailing of the invoice, collection of unpaid amounts may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Village is entitled to on the parcel of land in respect of which the indebtedness is incurred.*
 - 13.4 *The owner of a parcel of land within the Village to which Fire Protection and Emergency Response Services are provided is liable for fees and costs so incurred and the Village may add to the tax roll of the parcel of land all unpaid amounts, which forms a special lien against the parcel of land in favour of the Village from the date the amount was added to the tax roll.*

7. POLITICAL/PUBLIC IMPLICATIONS –

8. OTHER COMMENTS – If / when fees charged under this policy are transferred to a property tax account, those fees are then considered taxes. Once they are moved over to taxes they no longer become payable to Alix Medical First Response if / when they are collected. The process of tax collection is clearly outlined through legislation that supersedes Policy 42.

9. RECOMMENDATIONS – Option #1. I recommend the following resolution:

“that the Village of Alix Council hereby approves Policy No. 42, Fire Department Response Fees as presented and sets a review date of 2027 for the policy.”



Author



Department: Fire Department and First Response

Policy No: 42

Policy Title: Fire Department Response Fees

Resolution No: 002/20 Date: January 6, 2021

Amendment:

Resolution No: 008/22 Date: January 5, 2022

Review Date: 2023

Policy Statement:

The Village of Alix recognizes the importance of providing effective fire protection and emergency response service to its residents, ratepayers, the municipality, and the general public.

Pursuant to the Village of Alix Fire Bylaw #168/90, the Village of Alix provides fire protection and emergency response services to its residents, ratepayers, other municipalities and the general public with firefighting equipment and personnel.

Charges for Fire and Emergency Response Equipment and Personnel

1. The Village of Alix will charge fees to residents and ratepayers of the Village of Alix in accordance with “Schedule A”.
 - a) to the owner or occupant of the parcel of land, to the owner of the property or to the owner of the motor vehicle for fire response services inside the boundaries of the Village of Alix where Village of Alix Fire services have engaged in fire suppression activities;
 - b) to the owner of the motor vehicle where Village of Alix Fire services have engaged in motor vehicle collision response services;
 - c) to the person responsible for the incident, to the owner or occupant of the parcel of land, to other owner of the property or to the owner of the motor vehicle for the costs of any materials used and third-party costs where the Village has engaged in any response service for any duration of time; and
 - d) to the Province of Alberta for a response to a motor vehicle collision or fire on a Provincial Highway.
2. A charge will be levied for responses in accordance with “Schedule A”, unless otherwise provided for by an agreement;
 - a) Of persons who are not residents or ratepayers of the Village of Alix.

- b) To a fire intentionally set when a fire ban is in effect.
 - c) Originating on a railway right-of-way.
 - d) To a fire monitoring system nuisance alarm.
3. Charges shall be applied for the period commencing from when the equipment leaves its base facility until it is deemed back in service, rounded to the next one-half hour.
4. At the discretion of the Chief Administrative Officer:
- a) a rate of charge levied for responses for other municipalities may be adjusted pursuant to a reciprocal arrangement with that municipality.
 - b) the charge levied for responses may be adjusted based on the level of fire suppression services provided at the incident.
 - c) other costs may be charged for items including, but not limited to:
 - i. Replacement of foam
 - ii. Meals and refreshments
 - iii. Fuel
 - iv. Lost or damaged equipment and clothing
 - v. Fire investigation costs
 - vi. Specialty firefighting services
5. Appeals regarding charges levied in accordance with this policy may be made to Alix Village Council within 14 days of the date of issue.
6. All fees collected through the enforcement of this policy shall be forwarded annually to Alix Fire Department as supplemental funding to Alix Medical First Response by or before January 31st of the following calendar year.



Mayor



CAO

JAN 11, 2022

Date

Schedule "A"

EMERGENCY RESPONSE FEES

Service	Fee
Fire Suppression Response	<u>Total response time less than 1 hour:</u> \$0 <u>Total response time greater than 1 hour:</u> Fire Engine – First Hour - \$500 Additional Hours - \$250.00/half hour or part thereof Additional Units – First Hour - \$350 Additional Hours - \$175/unit/half hour or part thereof
Motor Vehicle Collision Response	Alberta Transportation Rates at a minimum of one hour
Any Response Other Than Medical First Response	Cost of material used and third-party costs
Response to Motor Vehicle Collision or Fire on Provincial Highway	Alberta Transportation Rates
Response to a Fire Monitoring System Nuisance Alarm may be charged as follows at the discretion of the Village of Alix Fire Chief. <i>Defined as any alarm system malfunction, including faulty equipment and misuse of alarm monitoring equipment or services.</i>	No charge first response \$100 for second response \$200 for third response \$300 for subsequent responses

NOTE: Fees will not be charged for call outs that are strictly Medical First Response

ADMINISTRATION REPORT



Date: September 26, 2023 RFD 23-44
Memo To: Village Council
From: Michelle White
Subject: Fire Department Budget

1. **PURPOSE** – To review and approve (or not) the proposed 2024 Alix Fire Department budget.
2. **BACKGROUND** – County Fire Chief Drayton Bussiere and Alix Fire Chief Darren Hiron met and drafted the 2024 Operating and Capital budgets for the Alix Fire Department for Council consideration.
3. **OPTIONS** –
 1. To approve the budgets as presented.
 2. To give administration direction regarding Council requested amendments.
 3. To postpone this matter to a future meeting
4. **DISCUSSION** – The Operating Budget has changed a bit since last year:
 - Consumables/tools increased by \$1,500
 - Bunker gear increased by \$774
 - Office supplies decreased by \$500
 - Radio replacement expense of \$4,500 was removed
 - Vehicle tablets take the place of the 2023 laptop purchase – same expense listed
 - Training increased by \$330
 - Regional Fire Chief increased by \$530. NOTE: over a 5 year period, Regional Chief expenses have only increased by \$1,160.67

Regarding the Capital budget, the following changes have been made from the 2023 budget submitted for Council at this time last year:

- Smart Board training tool (\$6,000) has been removed from 2024
 - Auto X Cribbing (\$5,000) has been added to 2024
 - 2024 AFRRCS radio transition expense has increased by \$854
 - 2025 AFRRCS radio transition expense decreased by \$12,870
 - 2026 Extraction equipment cost increased by \$5,000
5. **FINANCIAL IMPLICATIONS** – overall, the Operating and Capital budget submissions for 2024 are fairly stable once inflation and transitioning to AFRRCS are factored in.

We remain on track with reserve contributions to fund the new radios and the 2031 fire truck at this time. I recommend re-checking the cost of a new fire truck in 2026 in case reserve contributions need to be adjusted for inflation.

6. **LEGAL** – Lacombe County Fire Services Policy Manual (approved by Village Council) Policy 102.1 – Job Description: district Fire Chief s. 1.c. “Preparing the FD Business Plan and Budget annually.” Policy 102 Annex A: Job Description: County Fire Chief s. 7. “Assist partnering member Fire Chiefs in budget and business plan preparation, report completion, etc.”

MGA s. 242(1) “Each council must adopt an operating budget for each calendar year.”
MGA s. 245 “ Each council must adopt a capital budget for each calendar year.”

7. **POLITICAL/PUBLIC IMPLICATIONS –**

8. **OTHER COMMENTS –**

9. **RECOMMENDATIONS – Option #1**

“ that the Village of Alix Council hereby approves the Alix Fire Department 2024 Operating Equipment Request and the 2024-2028 Capital Equipment Request List as presented.”



Author



Alix Fire Department
 Box 662 Alix AB T0C 0B0
 403-747-3134
 403-747-2636
 dhalixfd@outlook.com

2024 OPERATING EQUIPMENT REQUEST

Description	No. of Units	Unit Cost	Total Cost	Cost Share (Yes/No)	County Cost	Urban Cost
Consumables/Small Tools/Supplies			\$ 5,000.00	Yes	\$ 3,750.00	\$ 1,250.00
Bunker Gear	3	\$ 3,750.00	\$ 11,250.00	Yes	\$ 8,437.50	\$ 2,812.50
PPE Replacement			\$ 7,500.00	Yes	\$ 5,625.00	\$ 1,875.00
Replacement Fire Hose			\$ 2,500.00	Yes	\$ 1,875.00	\$ 625.00
Office Supplies			\$ 1,000.00	Yes	\$ 750.00	\$ 250.00
Software/Licensing			\$ 1,000.00	Yes	\$ 750.00	\$ 250.00
Radios	0	\$ 1,500.00	\$ -	Yes	\$ -	\$ -
Pub Ed. / Recruitment			\$ 2,000.00	Yes	\$ 1,500.00	\$ 500.00
Vehicle Tablets	5	\$ 500.00	\$2,500	Yes	\$ 1,875.00	\$ 625.00
Training Expenses			\$7,000		\$ 5,250.00	\$ 1,750.00
Station Wear / Uniforms			\$2,500	Yes	\$ 1,875.00	\$ 625.00
General Operating Total			\$ 42,250.00		\$ 31,687.50	\$ 10,562.50
Regulatory						
Air Testing x 2	2	\$ 1,050.00	\$ 2,100.00	Yes	\$ 1,575.00	\$ 525.00
SCBA Flow Testing	10	\$ 200.00	\$ 2,000.00	Yes	\$ 1,500.00	\$ 500.00
Fire Extinguisher Testing	1		\$ 650.00	Yes	\$ 487.50	\$ 162.50
Ladder Testing	1		\$ 1,000.00	Yes	\$ 750.00	\$ 250.00
Hose Testing	120	\$ 25.00	\$ 3,000.00	Yes	\$ 2,250.00	\$ 750.00
PPE Testing			\$ 5,000.00	Yes	\$ 3,750.00	\$ 1,250.00
Regulatory Total			\$ 13,750.00		\$ 10,312.50	\$ 3,437.50
LCFS Agreement Contribution						\$ 6,650.00
Total			\$ 56,000.00		\$ 42,000.00	\$ 20,650.00

** Added replacement fire hose line, removed radios line, increased consumables, added vehicle tablets, added uniforms



Alix Fire Department
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 403-747-3134
 403-747-2636
dhallixfd@outlook.com

2024 CAPITAL EQUIPMENT REQUEST LIST

Item Description	2024	2025	2026	2027	2028
Fire Hall addition / improvements		Placeholder	Placeholder		
Auto X Cribbing	\$5,000.00				
Extrication Equipment Set 2			\$70,000.00		
AFRRCS Transition	\$69,595.00	\$55,880.00			
Total	\$74,595.00	\$55,880.00	\$70,000.00	\$0.00	\$0.00

County Only	\$0.00	\$70,000.00	\$0.00	\$0.00
County Shared Cost	\$44,757.00	\$33,528.00	\$0.00	\$0.00
Urban Shared Cost	\$29,838.00	\$22,352.00	\$0.00	\$0.00

ADMINISTRATION REPORT



Date: September 26, 2023 RFD 23-43
Memo To: Village Council
From: Michelle White
Subject: PRL budget

1. **PURPOSE** – To review and approve (or not) the Parkland Regional Library budget.
2. **BACKGROUND** – Parkland Regional Library requires a Council resolution regarding their budget proposal each year.
3. **OPTIONS** –
 1. To approve the proposed 2024 Parkland Regional Library budget.
 2. To make the resolution below and defeat it, thereby not approving the proposed budget.
4. **DISCUSSION** – The Parkland Regional Library (PRL) information attached includes Notes that highlight the proposed changes for the 2024 year.
5. **FINANCIAL IMPLICATIONS** – The proposed PRL budget has a forty three cent per capita increase to the municipal requisition. This would mean going from \$8.75 to \$9.18 per person. After holding the requisition at \$8.55 for three years, last year it was increased by twenty cents to \$8.75.

For 2023, the requisition was \$7,157.52 (Population of 818 x \$8.75)
If approved, the 2024 requisition would be \$7,665.30 (Population of 835 x \$9.18)
This would mean an increase of \$507.78 from the current year.
6. **LEGAL** – Parkland Regional Library requires a Council resolution regarding their budget proposal each year.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** –
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution:

“that the Village of Alix Council hereby approves the proposed Parkland Regional Library Board 2024 budget as presented.”

Author



Parkland Regional Library System

Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2024 Budget

	Present Budget	Proposed Budget
	2023	2024
Income		
1.1	992,621	1,045,242
1.2	145,602	156,647
1.3	2,001,335	2,123,362
1.4	429,742	452,928
1.5	28,500	50,000
TOTAL Income	3,597,800	3,828,179
Support Materials & Services Direct to Libraries		
2.1	429,742	452,928
2.2	259,362	262,277
2.3	207,512	231,308
2.4	0	30,000
2.5	45,000	66,050
2.6	78,839	84,756
2.7	1,200	1,200
2.8	8,820	8,820
2.9	6,500	6,530
2.10	20,000	20,000
2.11	68,617	69,391
2.12	800	800
2.13	1,000	1,000
2.14	2,000	2,300
2.15	19,000	19,000
2.16	59,000	56,000
2.17	14,000	14,000
PRL Circulating Collections		
2.18	5,000	5,000
2.19	87,500	67,500
2.20	11,000	12,000
2.21	2,000	5,000
2.22	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
Cost of Services		
3.1	20,000	21,000
3.2	1,700	1,700
3.3	4,700	4,700
3.4	21,500	23,500
3.5	12,750	13,000
3.6	20,500	25,000
3.7	35,000	36,500
3.8	4,300	4,000
3.9	1,666,962	1,777,903
3.10	353,396	376,916
3.11	20,000	20,000
3.12	29,000	29,000
3.13	8,500	8,500
3.14	8,000	8,000
3.15	26,000	26,000
3.16	36,000	34,000
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.75	9.18

Notes for the Parkland Regional Library System Budget 2024

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 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at 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:

At the March 16th Executive Committee meeting, *"it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase."* The proposed budget meets the criteria established by the Executive Committee in March.

While most expense lines of the budget remain stable, below is an overview.

Under Income

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland's bond investments.

Under Support Materials

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

Under Cost of Service

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits

increases using the current compensation policy where the grid received a cost-of-living adjustment and all eligible staff were awarded a step up on the grid. COLA for Alberta was at COLA at 4.3% at the end of May.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.

Provincial grants amount to approximately 43.3% of PRLS' total income (line 1.1).

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 \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a 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 95% of the 2024 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$262,277
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$282,100
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$231,308
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$133,550
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$56,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,530
Contribution to Outlet Libraries*		\$800
Materials Discount	(40% in 2022)	\$116,911
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,028,546
Requisition		\$2,123,362
Difference Between Levy & Direct Return		95%
		\$94,816

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

Brief Notes – September 2024

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 slight increase to \$9.18
- 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
- 2.3 Line increased significantly 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 and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is 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 Held at 2023 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 Held at 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased 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 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024- also includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 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 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM Proposed 2024 Budget

		Present Budget	
		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179

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:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

*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. 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		2023	2024
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licences	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460

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 – held at the 2023 level.

2.3 Computer Maint. Agree.

Software Licences:

line increased significantly 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, PRLS' computer licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is 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:

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - 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 2023 level.

2.8 Internet Connection

Fees: for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated– includes (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 2023 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

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

2.12 Outlet - Contribution to Operating:

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

2.13 Periodicals:

held at 2023 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries:

increased slightly 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 2023 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:

reduced 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 – held at 2023 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2023 level – used to support the physical audiobook collection.

2.19 eContent: decreased significantly due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: slight increase from 2023 level to help refresh the collection.

2.21 Programming Boxes: increased to build new programming tech-based kits and consumables for programming in member libraries.

2.22 Reference Materials: held at 2023 – 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		2023	2024
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

*3.5 Dues/Fees/
Memberships:*

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

3.6 Insurance:

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

*3.7 Janitorial/Outdoor
Maint. Expense:*

increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning - also includes outside building maintenance and a major item in the snow removal.

3.8 Photocopy:

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

3.9 Salaries:

to reflect the current staffing level and includes both COLA and step increases for all eligible staff - staff have not had a step increase in two years.

*3.10 Salaries-Employee
Benefits:*

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

3.11 Staff Development:

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

*3.12 Supplies/Stationery/
Building:*

based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

- 3.13 Telephone:* based on actual and held at 2023 level - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

	Present Budget 2023	Proposed Budget 2024
TOTAL Income	3,597,800	3,828,179
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.75	9.18

Budget Supplement

Explanation points to the 2024 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 vehicle in 2024. 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.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2024

Explanation points to the 2024 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	2024	
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>	\$68,992	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 included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets) (Estimated capital PRLS assets - 2024, \$78,100 -B)</i>	\$282,100	
	\$351,092	
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	\$35,145	B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$42,955	B
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 \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$68,992 **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)

\$147,931

ADMINISTRATION REPORT



Date: September 27, 2023 RFD 23-45
Memo To: Village Council
From: Michelle White
Subject: Minister's Awards for Municipal Excellence

1. **PURPOSE** – To inform Council the Village of Alix was the winner of a Minister's Award for Municipal and Public Library Excellence for our Partnering for Crime Prevention initiative.
2. **BACKGROUND** – As stated in the award submission, "Council's approach to community safety changed focus and direction beginning in January 2021." The overall safety of the community, residents and businesses was a priority area brought forward by Councillors during the Strategic Planning process in fall of 2020 and continues to be an area of focus moving forward.

3. **OPTIONS** –

4. **DISCUSSION** – Council's 2022-2025 Strategic Plan has the following Goal and Objective statements:

Make Community safety and security a priority

- Public education from Protective Services to community, including importance of reporting every crime
- Regular RCMP in person reports to Council
- Begin RCMP Community consultative Group meetings again
- Enhance public trust
- Develop long range plans for security camera coverage area and replacement/upgrades
- Explore various "Traffic Calming" measures
 - Increase traffic enforcement and education
 - Public education re: pedestrian highway crossings
 - Advocate for graduated speed reduction when entering Alix

5. **FINANCIAL IMPLICATIONS** –

6. **LEGAL** –


7. **POLITICAL/PUBLIC IMPLICATIONS** – The public is aware of some of the steps taken to meet the Strategic Plan Goal stated above. They are not likely aware of all of the things Village Council and staff have done.

8. **OTHER COMMENTS** – Below is a list of actions taken to enhance community safety:

- Village operating budget has funding allocated for security camera coverage expansion and hardware upgrades since 2021
 - RCMP are given security camera footage of incidents that occur to help with their investigations
- A nighttime security company was contracted to patrol the community
 - The Village receives weekly reports and incident reports
 - These reports help identify 'high risk' areas where more lighting and/or better security camera coverage can be added

- The Development Officer took Crime Prevention Through Environmental Design (CPTED) training so it could be applied to development permit applications
- The Village Land Use Bylaw was amended to include CPTED principles
- A staff member's job description was altered to include Director of Emergency Management and Restorative Justice case facilitation
- All municipal staff have had Basic Emergency Management and Incident Command System level 100 training. Some have also had ICS 200 & 300 level training
- Councillors have lobbied at the provincial level for the following:
 - improvements to the Hwy 12 & 601 intersection
 - graduated speed limits when entering Alix on Hwy 12
 - a second set of cross walk lights for the second cross walk on Hwy 12
- Residents have reported unsecured vacant properties being used for trespass or mischief. Village staff use various methods to secure the properties against entry.

9. RECOMMENDATIONS –



Author



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR112471

September 26, 2023

His Worship Robert Fehr
Mayor
Village of Alix
PO Box 87
Alix AB T0C 0B0

Dear Mayor Fehr:

Thank you for your submission of *Partnering for Crime Prevention* initiative to the Smaller Municipalities category of the Minister's Awards for Municipal and Public Library Excellence. I am pleased to inform you the Village of Alix was selected as the winner for 2023.

Congratulations on this achievement and recognition by your peers. I commend you on your efforts to work with the RCMP, service providers, and area residents to decrease crime and vandalism in your community.

Alberta's municipalities and public library boards create, implement, and manage many excellent initiatives and practices that make our communities strong, prosperous, and resilient. I appreciate your willingness to share this accomplishment, and I wish you continued success with the initiative. To build on this program's objective to share municipal and public library success and knowledge across the province, your winning initiative will be announced at the upcoming Alberta Municipalities and Rural Municipalities of Alberta conventions and highlighted on the Government of Alberta's website and social media platforms. Municipal Affairs staff will be in contact with your office with further information about the award.

Thank you again for your interest in the Minister's Awards for Municipal and Public Library Excellence and for sharing your organization's excellent work.

Sincerely,

Ric McIver
Minister

cc: Michelle White, Chief Administrative Officer, Village of Alix

Red Deer River Municipal User Group Association

September 21, 2023

Councilor Tim Besuijen

For more information see the RDRMUG web page rdmug.ca
(Web page includes minutes of meetings and presentations, not printed here to reduce paper usage)

1. Regular Meeting of RDRMUG

- a. Introductions
- b. Adoptions of agenda and previous meetings
- c. Financial review

2. Presentations

- a. Alberta Water Council – Andre Asselin (presentation is available upon request)
- b. AWC Drought Resiliency Projects and Other Resources
 - i. Nonprofit provincial water strategy with respect to water for life and drought resiliency.
 - ii. Province current drought has 34 water shortage advisories.
 - iii. Lowest levels in in Bow and Elbow since early 2000's.
 - iv. Reviewed Gov of Alberta water shortage management stages. Currently in stage 4 of 5.
- c. Projects
 - i. Watershed planning and Advisory Council working with municipalities, industries and other end users for multiyear drought plan.
 - ii. Produced guide with workshop materials etc. in January of 2021.
 - iii. AWC providing support for training through WPAC to for communities.
- d. Municipal water management policies
 - i. Presentation attached.

3. Review and acceptance of previous minutes

4. Review financials

5. New Business

- a. Red Deer WTP Tour Discussion/Joint Meeting with RDRWA
 - i. Round table of the tour
- b. SSRM Update

6. Municipal round table

7. Next Meeting November 16th, 2023

Regards,



Tim Besuijen

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

September 21, 2023

Village of Alix
Mayor Robert Fehr
PO Box 87
Alix, Alberta
TOC OBO

Dear Mayor Fehr:

Re: Alberta Police Funding Model Resource Allocation

As you are aware, the Police Funding Model is in its fourth year of implementation. Funding provided to us from the Police Funding Model has allowed your provincial police service to grow, enabling us to deploy additional resources and implement new initiatives and technology focused on enhancing community safety.

I am pleased to advise you that as a result of the funding received in the fourth year of the Police Funding Model, we have been able to increase the resource strength in the Bashaw detachment by adding a regular member position at the Corporal rank. This will not only increase the number of resources serving your village, but also enhances leadership within the detachment. Through the first three years of implementation, we have also increased the administrative support within the Bashaw detachment by adding one resource, allowing members more time to spend within communities.

Alongside the resources added to your detachment, the additional funding has also enabled us to supplement specialized units and services that support your village. This includes additional positions for intelligence analysts, specialized investigative and support teams, Police Dog teams, and the Emergency Response Teams, among others. Although resources allocated to these areas are not always visible within your village, by providing ongoing support to detachments, taking on complex and sensitive files, and supplying specialized skills in serious or dangerous incidents, their work helps to keep your village safe and enables detachment members to focus on frontline policing. We have also invested in a number of resources to support your detachment's efforts to address the root causes of crime, increasing resources in programs and partnerships focused on mental health and addictions.

I want to assure you that filling frontline positions is a top priority for the Alberta RCMP.

Should you have any questions, please feel free to contact me, or Nina Sahasrabuddhe, Executive Director of Strategy, Business and Innovation, at 780-412-5382.

Thank you for the ongoing support you provide to your detachment.

Yours truly,



C.M. (Curtis) Zablocki, M.O.M.
Deputy Commissioner
Commanding Officer, Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

C.C.: Sgt. Trent Cleveland, Bashaw Detachment Commander
C/Supt. Mike Good, Central Alberta District Officer



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially re-named the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.

Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. The only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. They want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

The **Innisfail Public Library** has a new library manager.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

Their summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which represented an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency of the building.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years for the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to Stettler they often find the library helpful with supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

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

BACKGROUND

Electric vehicle (EV) adoption is fast-growing in Alberta. To quantify, in 2017 there were 441 registered EVs compared to 5644 in 2022. While you may see many EV charging stations along the highway corridors, as an electricity distribution provider, we see considerable gaps, known as charging deserts, within our service area. With support from our customers, FortisAlberta applied for a rate to support early charger adopters in low EV utilization areas.

We are happy to announce that Rate 62, the Electric Vehicle Fast Charging Service rate approved by the Alberta Utilities Commission (AUC), is now available for new customer applications and existing customers!

OVERVIEW

Rate 62 is a pilot rate, approved by the AUC on an interim basis. Customers may request FortisAlberta's approval for Rate 62 if they meet the eligibility criteria. So long as the point of service remains on Rate 62, the terms and conditions applicable to Rate 62 under FortisAlberta's [Rates, Options, and Riders Schedule](#) will apply.

Eligibility: To qualify for Rate 62, the point of service must:

- i. Have an expected peak demand below 500 kW
- ii. Be a standalone* EV Direct Current Fast Charging (DCFC) station

*Standalone means an independent service for the EV charging station. Additional loads cannot be connected to the same meter that do not directly relate to the charging station. For example, an office building, a convenience store, or a gas station.

If you're not sure your existing charger is a direct current fast charger, please refer to the charger's specification sheet or your charger vendor for more information.

Rate Changes: Rate 62 maintains a billing crossover with FortisAlberta's Rate 41 – Small General Service or Rate 61 – General Service. Once the load factor (i.e., utilization) of individual EV charging sites enrolled in Rate 62 exceeds approximately four per cent load factor consistently, it is recommended that the rate class be changed to a demand-based rate.

- FortisAlberta has provided a load factor calculator on [Electric Vehicles and Electric Vehicle Chargers | FortisAlberta](#) to support rate evaluations.
- While the point of service is subject to Rate 62, you may request a change to the rate in accordance with FortisAlberta's [Terms and Conditions, Determination of Applicable Rates](#) once in any 12-month period. It is the customer's responsibility to monitor usage at the service (assuming the service remains eligible for Rate 62) to determine which rate makes financial sense for you.

Electric Service Agreements (ESAs):

- Rate 62 customers with 75 kW and above must sign an ESA. The Rate 62 ESA will be a *blended* ESA to cover conditions for both Rate 62 and Rate 61.
- Existing Rate 61 customers with an ESA will have to sign a new agreement to transfer to Rate 62.

Investment: Rate 62 includes investment as outlined in FortisAlberta's Customer Contribution Schedules. The investment is the same as a Rate 41 or Rate 61 service.

Q&A

- i. Do the chargers have to be public chargers?
 - Yes
- ii. Do Level 2 chargers qualify for the rate?
 - Typically, Level 2 chargers are alternating current (AC). Only DCFC charging stations qualify.
 - Typically, Level 2 charges are found connected to existing services such as in homes, movie theatres, restaurants, or malls. Only standalone stations qualify for Rate 62.
 - *If you believe your public standalone Level 2 charger is a DCFC, a specification sheet must be provided for the charging unit before eligibility can be determined.
 - *Standalone charging station services (one-meter, same voltage) with a combined load requirement under 500 kW of both Level 2 and Level 3 charging types can be eligible to transfer to Rate 62 when there is at least one DCFC at the location.
- iii. Looking for more information on EVs or chargers?
 - Adhering to FortisAlberta's Compliance Plan Code of Conduct Regulation means employees must not endorse any specific vendor. Though we do not sell EV equipment, we have partnered with CleaResult (ChooseEV) to provide resources for customers regarding available EVs in Canada, anticipated charge times, available home chargers, charging locations and greenhouse gas reduction calculations. These tools can be found on FortisAlberta.com - Electric Vehicles and Electric Vehicle Chargers
 - Alternatively, we recommend the EV Knowledge Guide on the Municipal Climate Change Action Centre (MCCAC) website. The guide has information on a wide range of topics.

RE: Request Confirmation of Electric Distribution Franchise Fee for 2024

Please see the important information letter attached regarding the 2024 Franchise Agreement Fee Calculators and Confirmation of Information (Critical Information).

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2024.

1. **Review** the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** (Please use the sample advertisement that is attached).
3. If increasing your franchise fee, it must stay within the current **Franchise Fee Cap of 20%.**
4. **By November 1st, 2023**, please **email** clear copies of the following documentation to stakeholderrelations@fortisalberta.com.

INCLUDE:

- ✓ Copies of **both** advertisements.
 - ✓ **Publication dates** for both advertisements.
 - ✓ Name & location of newspaper.
5. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2024.**
 6. If Council decides to keep the current franchise fee you do not have to advertise, however, please notify us via email of this decision at stakeholderrelations@fortisalberta.com.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you,

**FORTIS
ALBERTA**

We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

