

# Town of Stettler

**COUNCIL MEETING**

**OCTOBER 5, 2021**

**6:30 P.M.**

**BOARD ROOM**



# TOWN OF STETTLER MISSION STATEMENT

WE WILL PROVIDE A HIGH  
QUALITY OF LIFE FOR OUR  
RESIDENTS AND VISITORS  
THROUGH LEADERSHIP AND  
THE DELIVERY OF EFFECTIVE,  
EFFICIENT AND AFFORDABLE  
SERVICES THAT ARE SOCIALLY  
AND ENVIRONMENTALLY  
RESPONSIBLE

**TOWN OF STETTLER  
REGULAR COUNCIL MEETING  
TUESDAY, OCTOBER 5<sup>th</sup>, 2021  
6:30 P.M.  
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
  - (a) Minutes of the Regular Council Meeting of September 21<sup>st</sup>, 2021 5-10
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
  - (a) Request for Subdivision 2021-05 & Consolidation – Lot 3,4 and 5, Block 1, Plan 1321364 11-14
  - (b) Parkland Regional Library – 2022 Budget Requisition 15-36
  - (c) Bank Reconciliation – July 31, 2021 37
  - (d) Bank Reconciliation – August 31, 2021 38
  - (e) Meeting Dates
    - Tuesday, October 12 - COW - 4:30pm
    - **Tuesday, October 12 – Friday, October 15 – 2021 Municipal Election Advance Polls – 11:00am - 7:00pm – Town of Stettler Office**
    - **Monday, October 18 – 2021 Municipal Election – 10:00am - 8:00pm – Stettler Community Hall**
    - **Tuesday, October 26 – Council Swearing-In Ceremony – 2:00pm**
    - **Tuesday, October 26 – Organizational Meeting – 6:30pm**
    - **Tuesday, October 26 – Council – Following Organizational Meeting**
    - Tuesday, November 2 – Council – 6:30pm
    - Tuesday, November 9 – COW – 4:30pm
    - **Friday, November 5 – Council Orientation – 9:00am–4:00pm – SRC (HUB)**
    - **Wednesday, November 17<sup>th</sup>- Friday, November 19<sup>th</sup> – 2021 AUMA Convention**
    - **Monday, November 22 – Emergency Management Advisory Meeting – 1:00pm**
    - **Tuesday, November 23 – Council – 6:30pm**
    - Tuesday, December 7 – Council – 6:30pm
    - **Monday, December 13 – Regional Water Meeting**
    - Tuesday, December 14 – COW – 6:30pm
    - Tuesday, December 21 – Council – 6:30pm

(f)	Accounts Payable in the amount of \$762,256.17 (\$129,084.73 + \$438,003.47 + \$39,186.72 + \$155,981.25)	39-52
7.	<b><u>Council</u></b>	
	(a) Meeting Reports	
8.	<b><u>Minutes</u></b>	
	(a) Parkland Regional Library Services Board – September 16, 2021	53-61
	(b) Stettler District Ambulance Association – September 20, 2021	62-63
9.	<b><u>Public Hearing</u></b>	
10.	<b><u>Bylaws</u></b>	
11.	<b><u>Correspondence</u></b>	
12.	<b><u>Items Added</u></b>	
13.	<b><u>In-Camera Session</u></b>	
14.	<b><u>Adjournment</u></b>	

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, SEPTEMBER 21<sup>st</sup>, 2021 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor S. Nolls

Councillors A. Campbell, C. Barros, G. Lawlor M. Fischer, S. Pfeiffer & W. Smith

CAO G. Switenky  
Assistant CAO S. Gerlitz

Media (2)

**Absent:**

**Call to Order:**

Mayor Nolls called the meeting to order at 6:30 p.m.

1/2. **Agenda Additions/Approval:**

**Motion 21:09:09**

Moved by Councillor Lawlor to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held September 7<sup>th</sup>, 2021

**Motion 21:09:10**

Moved by Councillor Fischer that the Minutes of the Regular Meeting of Council held on September 7<sup>th</sup>, 2021 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the September 7<sup>th</sup>, 2021 Minutes

None

4. **Citizen's Forum:**

- (a) None

5. **Delegations:**

- (a) 6:35 p.m. – Rhonda O'Neill & Jane Skocdopole – Stettler Public Library – Library Card Sign-Up Month

Mayor Nolls welcomed R. O'Neill & J. Skocdopole to the meeting.

R. O'Neill advised that this year's Summer Reading Club was a success and presented the following statistics:

- 214 Children registered in 2021, which is up from 153 in 2020.
- 2510 hours of reading reported by children. Up from 864 hours in 2020.
- 75 Summer Reading Club programs offered over June and July.
- Programs resumed at Rochon Sands.
- Increase in number of community partners in 2021.

Community partners included Alberta Culture Days, TIFF Films (Jewel Theatre), Market Buds (Stettler and District Agricultural Society), Summer Reading Club, Conversation Café (Stettler Learning Centre) and Election Forums (Stettler Board of Trade).

Unique services were offered throughout COVID-19:

- 1769 requests for curbside service during the periods of closure (2<sup>nd</sup> round). Compared to 1367 requests for curbside service during the first period of closure (March-June 2020).
- 1399 telephone calls for assistance finding information, to request materials or to seek help with technology, information and referrals.
- Created approximately 84 take-home kits per week for all ages. 2 for children, 1 for teens, and 1 for adults.
- Distributed 125 kits with the Stettler Information and Referral Centre and FCSS distributed in each of December, January and March.
- In partnership with the Town and County of Stettler, distributed 280 kits to Seniors during Seniors' Week in June 2021.
- Deliveries were made 53 times to area lodges, 19 times to colonies, and 8 times to Rochon Sands.

R. O'Neill concluded her presentation by presenting the Stettler Public Library's Financial Statements for the year ended December 31, 2020 and by thanking Town Council for their continued support.

**Motion 21:09:11**

Moved by Councillor Lawlor that R. O'Neill and J. Skocdopole's presentation be accepted for information.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked R. O'Neill & J. Skocdopole for their presentation and the Stettler Public Library for their excellent work this year.

R. O'Neill and J. Skocdopole left the meeting at 6:59 p.m.

6. **Administration:**

(a) Water Reservoir Painting – Request for Quotation

CAO Switenky advised that there is an approved 2021 Capital Budget of \$50,000 to paint the exterior of the Water Reservoir. The Request for Quotation (RFQ) was advertised in the Stettler Independent and posted on Alberta Purchasing Connection. The following submissions were received:

AlumaSafway Inc.	\$41,173.15
Era Ventures Inc.	\$53,000.00
Dynamo Coatings Ltd.	\$140,000.00
Jamac Painting and Sandblasting Ltd.	\$188,000.00

Reference checks for AlumaSafway were completed with positive results. The company also provides a two year warranty on their work. It is expected that minor concrete repairs/sealing will be required prior to painting. A contingency of \$8,000 will be needed for minor repairs.

**Motion 21:09:12**

Moved by Councillor Fischer that the Town of Stettler

Council award the RFQ Water Reservoir Painting to AlumaSafway Inc. in the amount of \$41,173.15 excluding gst and carries a contingency of \$8,000 for a total expenditure of \$49,173.15, excluding gst.

MOTION CARRIED  
Unanimous

(b) ATCO Distribution Revenue Forecast for 2022 Franchise Fee

Assistant CAO S. Gerlitz advised that the Franchise Agreement allows for an annual change to the franchise fee percentage.

Town Council reviewed the agreement and fee percentage information.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2021 Distribution Revenue	Estimated 2022 Distribution Revenue
11.1% of distribution revenue	20%	\$6,011,500	\$6,264,663 Estimated on first 6 months of data	\$7,260,744 Amortized (inflation index)

**Motion 21:09:13**

Moved by Councillor Campbell that the Town of Stettler Council advise Administration to proceed with the Franchise Agreement based on the 2022 Forecast.

MOTION CARRIED  
Unanimous

(c) CAO Reports

**Motion 21:09:14**

Moved by Councillor Barros that the Town of Stettler Council accept the CAO Reports as presented.

MOTION CARRIED  
Unanimous

(d) 2021 Capital Budget Summary – August 31, 2021

**Motion 21:09:15**

Moved by Councillor Fischer that the Town of Stettler Council accept the 2021 Capital Budget Summary as of August 31, 2021 as presented.

MOTION CARRIED  
Unanimous

(e) 2021 Budget Summary – August 31, 2021

**Motion 21:09:16**

Moved by Councillor Lawlor that the Town of Stettler Council accept the 2021 Budget Summary as of August 31, 2021 as presented.

MOTION CARRIED  
Unanimous

(f) Meeting Dates

- Tuesday, September 14 – COW – 4:30pm
- Tuesday, September 21 – Council – 6:30pm
- Tuesday, October 5 – Council – 6:30pm
- Tuesday, October 12 – COW – 4:30pm
- **Monday, October 18 – 2021 Municipal Election**
- **Tuesday, October 19 – Council – CANCELLED**

- Tuesday, October 26 – Council Swearing-In Ceremony – 2:00pm
- Tuesday, October 26 – Organizational Meeting – 6:30pm
- Tuesday, October 26 – Council – Following Organizational Meeting
- Tuesday, November 2 – Council – 6:30pm
- Friday, November 5 – Council Orientation – 9:00am-4:00pm – SRC (HUB)
- Tuesday, November 16 – Council – Reschedule to November 23, 2021??
- Wednesday, November 17<sup>th</sup>- Friday, November 19<sup>th</sup> – 2021 AUMA Convention
- Tuesday, November 23 – Council – 6:30pm
- Tuesday, December 7 – Council – 6:30pm
- Tuesday, December 14 – COW – 6:30pm
- Tuesday, December 21 – Council – 6:30pm

**Motion 21:09:17**

Moved by Councillor Pfeiffer that the Town of Stettler Council reschedule to November 16, 2021 Council Meeting to November 23, 2021.

MOTION CARRIED  
Unanimous

- (g) Accounts Payable in the amount of \$420,691.62

**Motion 21:09:18**

Moved by Councillor Lawlor that the Accounts Payable in the amount of \$420,691.62 (\$4,709.01 + \$223,883.97 + \$3,536.73 + \$188,561.91) for the period ending September 21<sup>st</sup>, 2021 for having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

- (a) Mayor Nolls

September 8 – Talk of the Town  
 September 8 – Luncheon for Consulate General of Japan  
 September 10 – Signed Cheques at the Town Office  
 September 14 – Stettler Board of Trade Meeting  
 September 15 – Talk of the Town  
 September 15 – Economic Development Committee Meeting  
 September 17 – Signed Cheques at the Town Office

- (b) Councillor Barros

September 8 - Luncheon for Consulate General of Japan  
 September 9 – Heartland Beautification Meeting

- (c) Councillor Campbell

September 9 – Municipal Planning Commission Meeting  
 September 16 – Red Deer River Municipal Users Group Meeting  
 September 17 – Decorated Smile Cookies for the Stettler Hospital Foundation  
 September 21 – Red Deer River Municipal Users Group Virtual Meeting



(d) Councillor Fischer

September 8 - Luncheon for Consulate General of Japan  
September 9 – Municipal Planning Commission Meeting  
September 10 – Stettler Regional Waste Management Virtual Meeting  
September 13 – Moderated the Federal Candidates Forum  
September 15 – Stettler Learning Centre Annual General Meeting  
September 16 – Met with Garth Burlingham to view Stettler Community Builder’s Tribute to Clark Burlingham  
September 17 – Decorated Smile Cookies for the Stettler Hospital Foundation  
September 20 – Acted as Scrutineer for the Federal Election

(e) Councillor Lawlor

September 8 - Luncheon for Consulate General of Japan  
September 13 – Stettler Regional Board of Trade Awards Gala Committee Meeting  
September 14 – Stettler Board of Trade Meeting  
September 14 – Meeting with Matt Dorsett & Staff Sergeant Bruce Holliday  
September 14 – Stettler Board of Trade Job Fair  
September 15 – Economic Development Committee Meeting  
September 15 – Stettler Library Board Meeting  
September 16 – Parkland Regional Library Quarterly Board Meeting  
September 16 – Heartland Victim Services Board Meeting  
September 20 – Stettler & District Ambulance Authority Quarterly Board Meeting

(f) Councillor Pfeiffer

September 8 - Luncheon for Consulate General of Japan  
September 9 – Municipal Planning Commission Meeting  
September 13 – Stettler Regional Board of Trade Awards Gala Committee Meeting  
September 14 – Stettler Regional Board of Trade Meeting  
September 15 – Economic Development Meeting  
September 20 – Stettler FCSS Meeting

(g) Councillor Smith

September 8 - Luncheon for Consulate General of Japan  
September 9 – Municipal Planning Commission  
September 9 – Heartland Beautification Meeting  
September 20 – Stettler FCSS Meeting  
September 20 – Stettler Museum Meeting

**Motion 21:09:19**

Moved by Councillor Smith that the Town of Stettler Council approve the Council Reports as presented.

MOTION CARRIED  
Unanimous

8. **Minutes:**

(a) Stettler Waste Management Authority Meeting – September 10, 2021

**Motion 21:09:20**

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the Minutes (a) as presented.

MOTION CARRIED  
Unanimous

- 9. **Public Hearing:** (b) None
- 10. **Bylaws:** (a) None
- 11. **Correspondence:** (a) Alberta Biobord – Proposed Fuel Pellet Plant  
(b) Government of Alberta – New Vaccine Requirements and COVID-19 Measures in Alberta

**Motion 21:09:21**

Moved by Councillor Barros that Town Council accept the Correspondence items (a-b) for information.

MOTION CARRIED  
Unanimous

- 12. **Items Added:** (a) None
- 13. **In-Camera Session:** (a) None
- 14. **Adjournment:**

**Motion 21:09:22**

Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED  
Unanimous at 7:45 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO



# Request For Decision

Subdivision Application #2021-05

**Issue:**

**Subdivision Application:** #2021-05

**Applicant:** 123911 Alberta Ltd.

**Legal:** Lot 3,4&5, Block 1, Plan 1321364

**Civic:** 4905, 4907 & 4909 – 43 Street

**Application:** To subdivide Lot 4, Block 1, Plan 1321364 to create 2 separate parcels and subsequently consolidate the north half of the newly subdivided parcel (Lot 4) with Lot 5, Block 1, Plan 1321364 and the south half of (Lot 4) with Lot 3, Block 1, Plan 1321364

**Recommendation:**

That the subdivision application 2021-05 from 123911 Alberta Ltd. to subdivide Lot 4, Block 1, Plan 1321364 to create 2 separate parcels and subsequently consolidate the north half of the newly subdivided parcel (Lot 4) with Lot 5, Block 1, Plan 1321364 and the south half of (Lot 4) with Lot 3, Block 1, Plan 1321364. The application for Subdivision and Consolidation has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivisions and Development Regulations and having considered adjacent landowner(s) submissions, referral agency comments, the Town of Stettler’s statutory planning documents, and other related municipal planning documents, it is recommended that the application be approved as per Tentative Plan for the following reasons:

1. That the application is consistent with Section 7 of the Subdivision and Development Regulations;
2. That the application is consistent with the policies of the Municipal Development Plan; and
3. That the application is consistent with the Land Use Bylaw 2060-15.

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application be approved subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. All outstanding Property Taxes to be paid to the Town of Stettler as per Section 654 (1) (d) of the Municipal Government Act.

## IMPLICATIONS OF RECOMMENDATION

**General:**

The applicant is proposing to subdivide Lot 4, Block 1, Plan 1321364 to create 2 separate parcels and subsequently consolidate the north half of the newly subdivided parcel (Lot 4) with Lot 5, Block 1, Plan 1321364 and the south half of (Lot 4) with Lot 3, Block 1, Plan 1321364.

The proposed subdivision is to accommodate for 2 larger residential mobile home lots.

While the applicant has applied for a subdivision and consolidation of the parcels at 4905, 4907 & 4909 - 43 Street the applicant has also applied for a Development Permit at 4905 – 43 Street (one of the proposed newly subdivided parcels) for a 2012 mobile home which received Municipal Planning

Commission Approval on September 9, 2021.

## BACKGROUND

### **Section 79: R3A Residential Mobile Home Subdivision District**

#### 91.1 Purpose:

To subdivide Lot 4, Block 1, Plan 1321364 to create 2 separate parcels and subsequently consolidate the north half of the newly subdivided parcel (Lot 4) with Lot 5, Block 1, Plan 1321364 and the south half of Lot 4 with Lot 3, Block 1, Plan 1321364.

#### 91.2 Uses:

<b>Permitted Uses</b>	<b>Discretionary Uses</b>
Accessory Building Building Demolition Home Occupation Mobile Homes < Eight (8) years of age from the date of Development Permit Application Public Use	Mobile Homes > Eight (8) years of age from the date of Development Permit Application Signs related to the Mobile Home Park Utility Building

#### 91.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	35%.
Floor Area	66.0 square metres.
Minimum Parcel Area	Interior Parcels – 490 square metres. Corner Parcels – 560 square metres.
Front Yard Setback	6.0 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m, or as required by the Alberta Building Code, whichever is greater.  Accessory Use – 0.6 m to foundation; 0.3 m to plumb line of eaves.
Rear Yard Setback	3.0 m.
Parking	A two car parking area shall be provided to the rear, side or front of the dwelling. Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.
Landscaping	35% of the Site Area.
Accessory Buildings	Section 34 of this Bylaw.

**Legislation and Policy:**

Administration has assessed this proposal against the Municipal Government Act, Subdivision and Development Regulations, Intermunicipal Development Plan, Municipal Development Plan, and the Land Use Bylaw.

**Technical Review:**

**Referral Agencies:**

- TELUS – No objections or concerns.
- Atco Electric – No objections or concerns.
- Alta Gas Utilities – No objections or concerns.
- Alberta Transportation – No objections or concerns.
- County of Stettler – No objections or concerns.
- Town of Stettler - No objections or concerns.

**Adjacent Landowners:**

- No submissions.

**Technical Considerations:**

- Topography – Flat
- Accessibility to Road – 43 Street
- Zoning – The application is compatible with the current zoning of R3A: Residential Mobile Home Subdivision
- Water supply and sewage disposal – Properties are serviced.

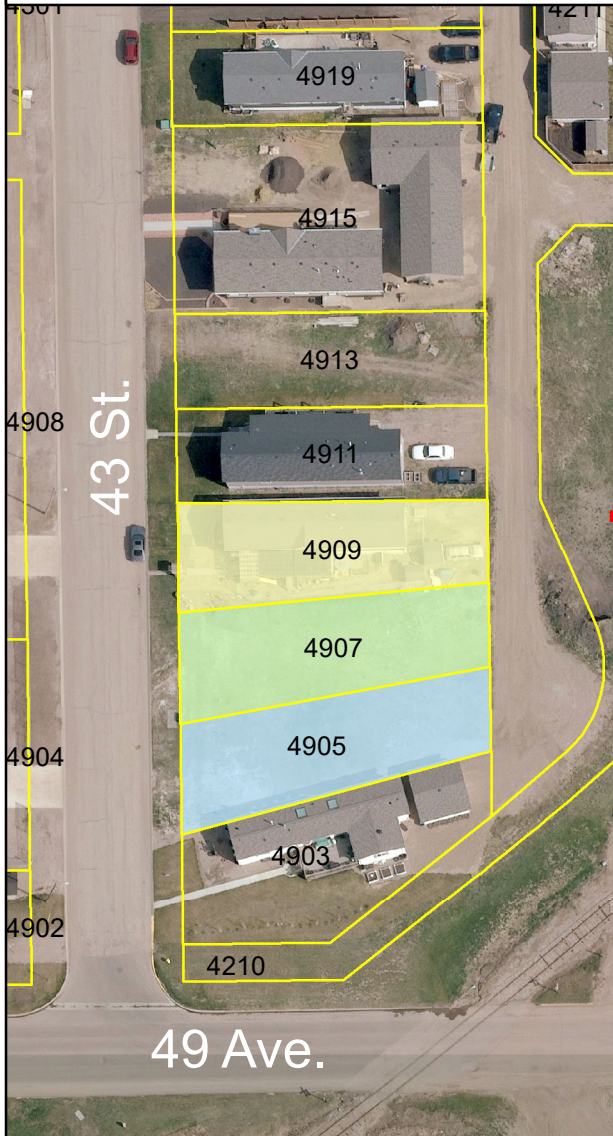
**Alternatives:**

- Defeat the application, stating reasons.

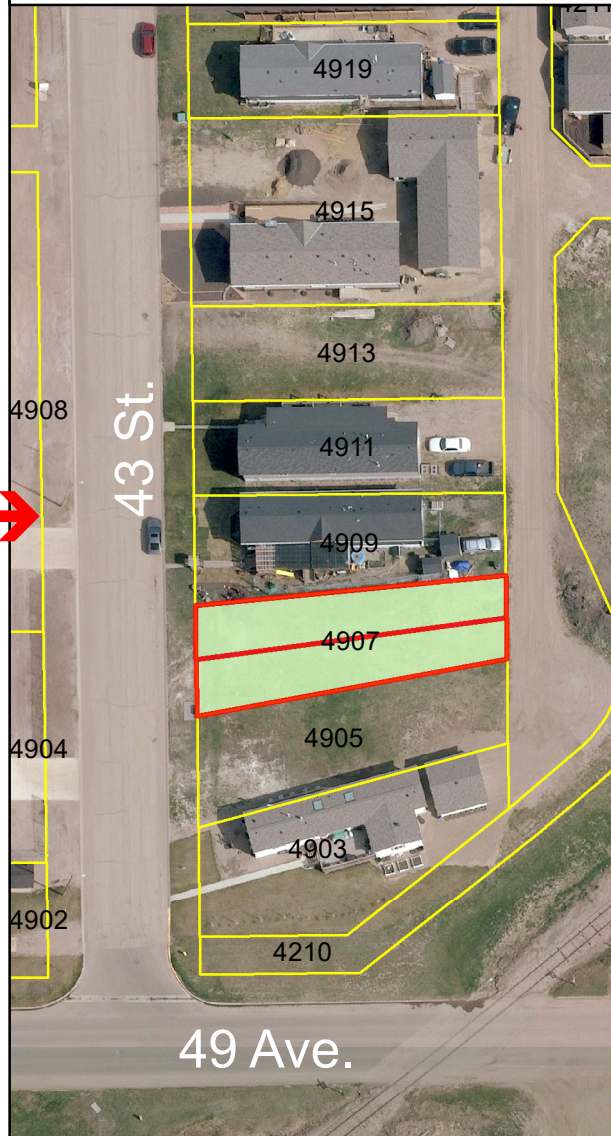
**Authors:**

Leann Graham, Director of Planning and Development

### Current Lots #'s 4905, 4907, 4909



### Step A: Proposed Subdivision



### Final Step: After Consolidations

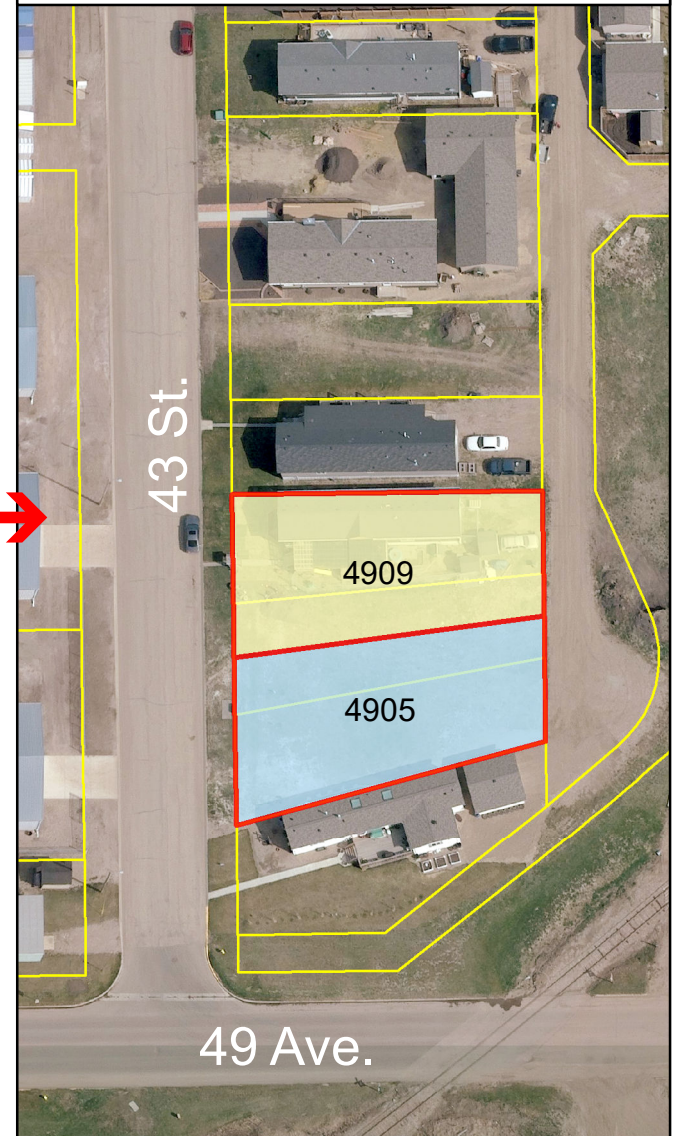
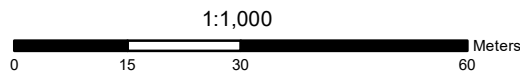


Photo taken Spring 2020  
Intended for general information only,  
the Town of Stettler is not responsible  
for any errors or omissions.  
Datum: NAD 83  
Projection: UTM Zone 12



# MEMORANDUM

**To:** Greg Switenky, CAO

**From:** Steven Gerlitz, Asst. CAO

**Date:** October 5, 2021

**Re:** Parkland Regional Library – 2022 Budget Requisition

Recommendation

That the Town of Stettler approve the Parkland Regional Library 2022 Budget with a requisition of \$8.55 per capita – Total Requisition - \$50,889.60 (5952 x \$8.55)

Background Information

We are in receipt of the Parkland Regional Library’s budget for 2022 (1 year budget), with a 2022 per capita requisition of **\$8.55 - (2021 - \$8.55 - 0% increase / 2020 - \$8.55 - 0% increase)**

The updated municipal requisitions are as follows:

2008 - \$6.11  
 2009 - \$6.58  
 2010 - \$6.77  
 2011 - \$6.97  
 2012 - \$7.07 (\$7.29 & \$7.18 previous)  
 2013 - \$7.28 (\$7.53 & \$7.67 previous)  
 2014 - \$7.50 (\$7.62 & \$7.91 previous)  
 2015 - \$7.73 (\$7.87 previous)  
 2016 - \$7.88 (\$8.08 & \$8.27 previous)  
 2017 - \$8.04 - 2% increase  
 2018 - \$8.12 – 5% increase  
 2019 - \$8.25 – 1.66% increase  
 2020 - \$8.55 – 4% increase  
 2021 - \$8.55 – 0% increase  
**2022 - \$8.55 – 0% increase**  
 2023 - \$8.72 – 2% estimated increase  
 2024 - \$8.90 – 2% estimated increase  
 2025 - \$9.07 – 2% estimated increase

Year	Per Capita	Population	Requisition	Diff	%
2004			\$21,060.78		
2005			\$28,377.18	\$7,316.40	35%
2006			\$28,377.18	\$0.00	0%
2007			\$29,526.90	\$1,149.72	4%
2008			\$33,103.98	\$3,577.08	12%
2009	\$6.58	5843	\$38,446.94	\$5,342.96	16%
2010	\$6.77	5843	\$39,557.11	\$1,110.17	3%
2011	\$6.97	5843	\$40,725.71	\$1,168.60	3%
2012	\$7.07	5843	\$41,310.01	\$584.30	1%
2013	\$7.28	5748	\$41,845.44	\$535.43	1%
2014	\$7.50	5748	\$43,110.00	\$1,264.56	3%
2015	\$7.73	5748	\$44,432.04	\$1,322.04	3%
2016	\$7.88	5748	\$45,294.24	\$862.20	2%
2017	\$8.04	5748	\$46,213.92	\$919.68	2%
2018	\$8.12	5952	\$48,330.24	\$2,116.32	5%
2019	\$8.25	5952	\$49,104.00	\$773.76	2%
2020	\$8.55	5952	\$50,889.60	\$1,785.60	4%
2021	\$8.55	5952	\$50,889.60	\$0.00	0%
2022	\$8.55	5952	\$50,889.60	\$0.00	0%
2023	\$8.72	5952	\$51,907.39	\$1,017.79	2%
2024	\$8.90	5952	\$52,945.54	\$1,038.15	2%
2025	\$9.07	5952	\$54,004.45	\$1,058.91	2%

The Parkland Regional Library Board is required to have their current year budget approved by participating members each year. The Parkland Regional Library Board requests that council approves the 2022 budget and notifies PRL In writing so that any concerns can be addressed at the PRL Board meeting on November 4<sup>th</sup>.

Financial Implications

2022 Budget - \$50,889.60 - 0% Increase

Alternatives to the Recommendation

That the Town of Stettler send a letter under Mayor Nolls signature indicating that the Town does not approve the Parkland Regional Library 2022 Budget for the following reasons:

-

## Points to Ponder

- 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 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshaw (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.
- The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

## Communication

- Kara Hamilton – Office Administrator
- Greg Switenky – CAO

## Documentation

- Parkland Regional Library - Proposed Budget 2022





# Proposed BUDGET 2022

**Proposed 2022 Budget**  
**PARKLAND REGIONAL LIBRARY SYSTEM**

Present  
Budget

		2021	2022
<b>Income</b>			
1.1	Provincial Operating Grant	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
<b>TOTAL Income</b>		<b>3,478,487</b>	<b>3,536,451</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,257,123</b>	<b>1,345,787</b>
<b>Cost of Services</b>			
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
<b>TOTAL Cost of Services</b>		<b>2,221,364</b>	<b>2,190,664</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,478,487</b>	<b>3,536,451</b>
<b>Surplus/Deficit</b>		18 0	0
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>8.55</b>	<b>8.55</b>

## Notes for the Parkland Regional Library System Budget 2022

**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 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 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 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
<b>Sub-total</b>	<b>\$1,705,146.18</b>	<b>\$1,800,586.32</b>
<b>Requisition</b>	<b>\$1,881,316.00</b>	<b>\$1,939,986.00</b>
	<b>91%</b>	<b>93%</b>
<b>Difference Between Levy &amp; Direct Return</b>	<b>\$176,169.82</b>	<b>\$139,399.68</b>

## Brief Notes – September 2022

### INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

### SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - 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
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - 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 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – 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 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

#### PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

#### COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

# Complete Notes to the 2022 Budget

## Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
<b>Income</b>			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
<b>TOTAL Income</b>		<b>3,478,487</b>	<b>3,536,451</b>

### Income – line details

#### 1.1 Provincial Operating Grant:

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

#### 1.2 First Nations Grant:

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

#### 1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.



*1.4 Alberta Rural Library  
Services Grant:*

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

*1.5 Interest Income:*

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

<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2021</b>	<b>2022</b>
<b>2.1</b>	Alberta Rural Library Services Grant	428,738	429,742
<b>2.2</b>	Allotment Funds issued to Libraries	249,546	256,396
<b>2.3</b>	Cataloguing Tools	3,000	3,000
<b>2.4</b>	Computer Maint. Agree. Software licenses	197,690	201,885
<b>2.5</b>	Cooperative Collection Fund	0	35,835
<b>2.6</b>	eContent Platform fees, Subscriptions	53,700	78,100
<b>2.7</b>	FN Provincial Grant expenses	78,839	78,839
<b>2.8</b>	Freight	1,800	1,800
<b>2.9</b>	Internet Connection Fees	14,400	8,820
<b>2.10</b>	Marketing/Advocacy	5,000	20,000
<b>2.11</b>	Member Library Computers Allotment	66,010	68,070
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,100	1,000
<b>2.14</b>	ILL Postage Reimbursement for libraries	4,500	4,500
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	25,000	18,500
<b>2.16</b>	Vehicle expense	46,000	46,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	3,000	5,000
<b>2.19</b>	eContent	47,500	57,500
<b>2.20</b>	Large Print	10,000	10,000
<b>2.21</b>	Programming Kits	2,000	2,000
<b>2.22</b>	Reference	4,500	4,000
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,257,123</b>	<b>1,345,787</b>

### **Support Materials & Services Direct to Libraries - line details**

#### *2.1 Alberta Rural Library*

##### *Services Grant:*

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

#### *2.2 Allotment Funds Issued*

##### *to Libraries:*

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS’ management of wireless networks, PRLS’ computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland’s six First Nations reserves.
- 2.8 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 2021 level.

*2.9 Internet Connection*

*Fees:*

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

*2.10 Marketing/Advocacy:*

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland’s strategic plan.

*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:*

reduced slightly based on actual, includes professional development publications and library journals.

*2.14 ILL Postage*

*Reimbursement for Libraries:*

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from HQ’s.

*2.15 Supplies purchased*

*Cataloguing/Mylar:*

reduced for 2022 - 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:*

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

*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 2021 amount.

## **PRLS Circulating Collections**

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – 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.

<b>Cost of Services</b>		<b>2021</b>	<b>2022</b>
<b>3.1</b>	Audit	17,400	16,500
<b>3.2</b>	Bank expenses	2,000	1,600
<b>3.3</b>	Bank Investment Fees	4,300	4,700
<b>3.4</b>	Building-Repairs/Maintenance	18,000	18,000
<b>3.5</b>	Dues/Fees/Memberships	11,750	12,200
<b>3.6</b>	Insurance	18,500	19,000
<b>3.7</b>	Janitorial/Outdoor maintenance expense	32,500	34,000
<b>3.8</b>	Photocopy	7,000	4,000
<b>3.9</b>	Publicity/Trade Show	4,100	0
<b>3.10</b>	Salaries	1,607,281	1,588,659
<b>3.11</b>	Salaries - Employee Benefits	354,497	349,505
<b>3.12</b>	Staff Development	20,000	20,000
<b>3.13</b>	Supplies/Stationery/Building	30,036	32,500
<b>3.14</b>	Telephone	12,000	8,000
<b>3.15</b>	Travel	9,000	8,000
<b>3.16</b>	Trustee expense	34,000	35,000
<b>3.17</b>	Utilities	39,000	39,000
<b>TOTAL Cost of Services</b>		<b>2,221,364</b>	<b>2,190,664</b>

### **Cost of Services – line details**

- 3.1 Audit:* reduced as 2021 costs includes Parkland’s triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

- 3.5 Dues/Fees/ Memberships:* for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.
- 3.6 Insurance:* this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor Maint. Expense:* increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.
- 3.8 Photocopy:* renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.
- 3.9 Publicity/Trade Show:* line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.
- 3.10 Salaries:* reduced to reflect the current staffing level.
- 3.11 Salaries-Employee Benefits:* reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.
- 3.12 Staff Development:* renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/  
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

*3.14 Telephone:*

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

*3.15 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, reduced to \$8,000.

*3.16 Trustee Expense:*

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

*3.17 Utilities:*

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.



**Proposed 2022 Budget**  
**PARKLAND REGIONAL LIBRARY SYSTEM**

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>8.55</b>	<b>8.55</b>

## **Budget Supplement**

### **Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.**

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

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

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

**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 - 2022

Explanation points to the 2022 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.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2022</b>	
<b>Amortization Reserve (does not include building residual)</b>		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	<b>A</b>
<b>Vehicle Reserve</b>		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	<b>B</b>
<b>Technology Reserve</b>		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets) (Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	<b>B</b>
	<b>\$275,882</b>	
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	<b>C</b>
	<b>\$5,000</b>	
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>		
<b>Amortization Reserve</b>		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	<b>B</b>
<b>Vehicle Reserve</b>		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	<b>C</b>

Technology Reserve	
Budgeted for member library computers	\$68,070
	<hr/>
	<b>\$141,611</b>

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**4 CAPITAL ASSET EXPENSE ALLOCATION**

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Current year Amortization estimated - PRLS Assets	\$33,759	<b>B</b>
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Amortization expense anticipated (w/o building amount)	\$79,582	<b>A</b>
<i>(actual amount will be affected by asset disposals during the year)</i>		
	<hr/>	
	<b>\$113,341</b>	

**TOWN OF STETTLER  
BANK RECONCILIATION  
AS OF July 31, 2021**

Net Balance at End of Previous Month	\$ 10,973,881.87
ADD: General Receipts (summarized below)	2,117,800.21
Interest Earned (Prime 2.45% less 1.65% = 0.80%)	7,310.13
Investments Matured	-
SUBTOTAL	13,098,992.21
LESS: General Disbursements	1,565,823.99
Payroll	422,783.58
Investments	-
Debenture Payments	-
Returned Cheques	1,511.15
Bank Charges	1,511.99
SUBTOTAL	1,991,630.71
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$ 11,107,361.50</b>
Balance at End of Month - Bank	10,276,385.20
ADD: Outstanding Deposits	1,137,947.47
LESS: Outstanding Cheques	306,971.17
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$ 11,107,361.50</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 5th DAY OF October 2021

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	691,365
4	Utility	AR	289,549
5	ATCO	Franchise	60,066
6	Apex	Franchise	65,452
7	BOT	Salary Reversal	15,570
8	Lirbary	Salary Reversal	54,077
9	Library	Rental	10,500
10	Shirley McClellan	Water	62,994
11	Hwy 12/21	Water	36,197
12	Active Net	Rec Revenue	21,651
13	Gov't of Canada	GST	87,882
14	Claimspro	Paul Davis Pmt	561,123
15	Gov't of AB	FCSS	13,095
16	AE Kennedy	Rent	16,879
17	Other		<u>131,400</u>
18		Total	2,117,800

**TOWN OF STETTLER  
BANK RECONCILIATION  
AS OF August 31, 2021**

Net Balance at End of Previous Month	\$ 11,107,361.50
ADD: General Receipts (summarized below)	1,418,128.73
Interest Earned (Prime 2.45% less 1.65% = 0.80%)	7,690.54
Investments Matured	-
SUBTOTAL	12,533,180.77
LESS: General Disbursements	1,473,318.29
Payroll	303,646.92
Investments - US Money purchased at 1.264 (\$500,000.00 US)	631,950.00
Debenture Payments	-
Returned Cheques	3,243.97
Bank Charges	1,194.22
SUBTOTAL	2,413,353.40
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$ 10,119,827.37</b>
Balance at End of Month - Bank	10,014,264.38
ADD: Outstanding Deposits	612,591.94
LESS: Outstanding Cheques	507,028.95
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$ 10,119,827.37</b>
<u>INVESTMENTS:</u>	
US Bank Account	500,000.00
SUBTOTAL	500,000.00
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$ 10,619,827.37</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 5th DAY OF October 2021

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	543,753
4	Utility	AR	308,178
5	ATCO	Franchise	66,542
6	Apex	Franchise	65,625
7	BOT	Salary Reversal	13,290
8	Lirbary	Salary Reversal	15,117
9	County of Stettler	Fire	85,634
10	Shirley McClellan	Water	153,064
11	AB Trans	Emergency Calls	20,354
12	Gov't of AB	FCSS	13,095
13	AE Kennedy	Rent	16,879
14	Other		116,598
15		Total	1,418,129

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	75727
Cheque Date	First	Last		75744

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Development Officers A	75727	2021-09-24	\$125.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
P&D 2021 ADOA Conference Fee		2021.09.02	\$125.00
-----			
Alberta Land Titles	75728	2021-09-24	\$52.76
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Admin, Bylaw, P&D Discharges		2021.08.31	\$52.76
-----			
Aspen Ford Sales Ltd.	75729	2021-09-24	\$80.83
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Park Steering Angle Sensor#174		321306	\$80.83
-----			
Biologica Environmental Serv	75730	2021-09-24	\$1,307.25
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
WTP Algae Analysis		21-096-02	\$1,307.25
-----			
Corspraying	75731	2021-09-24	\$2,342.65
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Pest & Weed Herbicides		2172	\$492.02
Pest & Weed Contract		2182	\$1,850.63
-----			
Dela Paz, Salvador	75732	2021-09-24	\$236.25
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Refund The Hub Deposit		2021.09.17	\$236.25
-----			
Digital Postage On Call	75733	2021-09-24	\$3,150.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office Postage		2021.09.22	\$3,150.00
-----			
Diverse Signs N Designs Inc.	75734	2021-09-24	\$16.15
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Signs Wash Pad Sign		8224	\$16.15
-----			
Koch Fuel Products	75735	2021-09-24	\$492.24
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Trans Unit #50 Oil for vibrati		828052	\$492.24

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ornamental Bronze Limited	75736	2021-09-24	\$185.85
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Custom Date Tab	98629	\$185.85	
Parkland Nursery & Landscape S	75737	2021-09-24	\$1,271.55
Invoice Description	Invoice Number	Invoice Amount	
Park Replacement & Memorial Tr	17001	\$1,271.55	
Paul Davis Systems	75738	2021-09-24	\$281,577.36
Invoice Description	Invoice Number	Invoice Amount	
Health Unit Property Improveme	RED-21-0305	\$281,577.36	
Receiver General for Canada	75739	2021-09-24	\$47,857.68
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP19-21	\$41,010.46	
Town Tax Remittance	PP19-21.	\$3,057.94	
BOT Tax Remittance	PP19-21.BOT	\$1,283.24	
Library Tax Remittance	PP19-21.LIBRAR	\$2,506.04	
Richards, Dianna	75740	2021-09-24	\$429.57
Invoice Description	Invoice Number	Invoice Amount	
Refund Monthly Tax Payment	2021.09.15	\$429.57	
Stettler Waste Management	75741	2021-09-24	\$96,720.00
Invoice Description	Invoice Number	Invoice Amount	
Jnt Landfill Requistion 2ndQtr	SWM0002900	\$96,720.00	
The Lawn Don	75742	2021-09-24	\$120.00
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Water Dig Cleanup	343367	\$120.00	
Trail Tire	75743	2021-09-24	\$1,318.80
Invoice Description	Invoice Number	Invoice Amount	
Trans Replace Tires unit #76	24783	\$1,318.80	
Woody's Automotive Ltd.	75744	2021-09-24	\$719.53
Invoice Description	Invoice Number	Invoice Amount	
Shop Janitor supplies	732523	\$18.68	
Shop Supplies Vinyl Hose	730568	\$6.87	
Shop Supplies Zie Ties	730738	\$17.59	
Shop Supplies Oils & Filters	730967	\$109.98	
Shop Supplies Epoxy Cold Weld	731624	\$9.09	
Shop Supplies Paper Towel	731850	\$93.81	
Shop Tools Ignition Point File	732679	\$4.50	
Shop Tools Stepped Drill Bit	734191	\$74.16	
Trans Oils & Vibrating Drum#50	732932	\$21.36	
Trans Beacons Unit #24	733475	\$89.37	
Trans Licence Plate Light #2	733493	\$15.05	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans First Aid Kit unit #24	733623		\$64.28
Water Jack for tamper trialer	730606		\$98.76
Sewer Spark Plugs Lift Stn B	732703		\$19.66
Water Beacons unit #24	733550		\$76.37
	Total Cheques		----- \$438,003.47 =====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number EFT0003854	EFT0003877
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta One-Call Corporation	EFT0003854	2021-09-21	\$188.53
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Aug 1st Calls	IN169753	\$188.53	
-----			
APEX Supplementary Pension Pla	EFT0003855	2021-09-21	\$403.20
-----			
Invoice Description	Invoice Number	Invoice Amount	
Supplementary Pension Plan Tr	PP18-21	\$403.20	
-----			
Automated Aquatics Canada Ltd.	EFT0003856	2021-09-21	\$1,480.87
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Chemicals & Part	000009779	\$1,480.87	
-----			
Stettler Regional Board of Tra	EFT0003857	2021-09-21	\$336.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
PR Shared cost of Dignitary Lu	1685	\$336.06	
-----			
C & S Disposal	EFT0003858	2021-09-21	\$24,636.69
-----			
Invoice Description	Invoice Number	Invoice Amount	
Aug Waste & Recycling Collecti	1302	\$24,636.69	
-----			
Canadian Union of Public Emplo	EFT0003859	2021-09-21	\$660.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Union Dues	PP18-21	\$660.00	
-----			
Central Alberta Co-op Ltd.	EFT0003860	2021-09-21	\$397.95
-----			
Invoice Description	Invoice Number	Invoice Amount	
Parks 2 bags of grass seed	4218712	\$397.95	
-----			
Central Sharpening	EFT0003861	2021-09-21	\$105.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Sharpen Zamboni Blades	28835	\$105.00	
-----			
CentralSquare Canada Software	EFT0003862	2021-09-21	\$1,004.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin Training	329857	\$1,004.06	
-----			
Clearview Public Schools	EFT0003863	2021-09-21	\$2,370.82
-----			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Jnt Office Aug Office Expense	6427		\$2,370.82
County of Stettler	EFT0003864	2021-09-21	\$9,607.50
Invoice Description	Invoice Number	Invoice Amount	
Emergency Response 20-196	IVC0355548	\$2,205.00	
Emergency Response 20-214	IVC035551	\$3,150.00	
Emergency Response 21-009	IVC035553	\$1,575.00	
Emergency Response 21-022	IVC035555	\$1,732.50	
Emergency Response 21-066	IVC035890	\$945.00	
Digitex Canada Inc.	EFT0003865	2021-09-21	\$218.03
Invoice Description	Invoice Number	Invoice Amount	
P&L 8.04 to 9.03 Photocopies	IN769232	\$218.03	
Gyro Ag Ltd.	EFT0003866	2021-09-21	\$118.00
Invoice Description	Invoice Number	Invoice Amount	
Shop Safety Supplies & Angle I	2279	\$118.00	
Hi Way 9 Express Ltd.	EFT0003867	2021-09-21	\$84.04
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Freight	12331181	\$84.04	
Municipal Property Consultants	EFT0003868	2021-09-21	\$6,800.85
Invoice Description	Invoice Number	Invoice Amount	
Sept 2021 Assessor	17149	\$6,800.85	
New Line Skateparks Inc.	EFT0003869	2021-09-21	\$61,933.21
Invoice Description	Invoice Number	Invoice Amount	
Skatepark Phase #2 Progress Dr	CAD2020-005E(2	\$61,933.21	
Northstar Trucking Ltd.	EFT0003870	2021-09-21	\$7,291.82
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Road Salt	321498	\$7,087.07	
Trans Concrete	321410	\$204.75	
NSC Minerals Ltd.	EFT0003871	2021-09-21	\$5,705.31
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Road Salt	SXP277102	\$5,705.31	
Rally Rentals	EFT0003872	2021-09-21	\$131.88
Invoice Description	Invoice Number	Invoice Amount	
Shop Mig Welding Wire	29004	\$131.88	
Stettler & District Handibus	EFT0003873	2021-09-21	\$161.62
Invoice Description	Invoice Number	Invoice Amount	
Bus Garage Aug Utilities	3513	\$161.62	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Telephone Answering S	EFT0003874	2021-09-21	\$120.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Sep Working Alone Monitori	142	\$120.75	
-----			
Superior Truck Equipment Inc.	EFT0003875	2021-09-21	\$1,474.12
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water TRans Hydrovac Parts	20471S	\$1,474.12	
-----			
Tagish Engineering Ltd.	EFT0003876	2021-09-21	\$3,777.53
-----			
Invoice Description	Invoice Number	Invoice Amount	
TS102 44th Ave Road Repairs	18797	\$1,677.93	
TS104 Hwy 12 West Intersection	18798	\$2,099.60	
-----			
Wet Water Industries Ltd.	EFT0003877	2021-09-21	\$76.89
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Oct Wtr Treat Equip	AR33076	\$76.89	
-----			
Total Cheques			\$129,084.73
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number EFT0003878	EFT0003923
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	EFT0003878	2021-09-28	\$1,290.95
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fire Joint 12-Post Connectors	9026436114	\$99.16	
Fire Joint 12-Post Connectors	9031728877	\$488.50	
Fire Joint 24 Frame Connector	9033126856	\$339.19	
Pool Facility Janitor Supplies	9023873350	\$364.10	
-----			
Action Plumbing & Excavating	EFT0003879	2021-09-28	\$12,286.79
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Sewer Repair Town Side	W36249	\$914.22	
Sewer Attend sewer backup	W36387	\$575.40	
Health Unit Plumbing Repair	W36268	\$190.13	
SRC Tube Heater Upgrades	I028687	\$10,607.04	
-----			
Alberta Animal Services	EFT0003880	2021-09-28	\$14,306.76
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Bylaw Aug Bylaw Enforcement	11910	\$14,306.76	
-----			
APEX Supplementary Pension Pla	EFT0003881	2021-09-28	\$403.20
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Supplementary Pension Plan Tr	PP19-21	\$403.20	
-----			
Bagshaw Electric Ltd.	EFT0003882	2021-09-28	\$372.81
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Shop 6 T8 Lamps	IC026215	\$21.11	
WTP 4 T8 Lamps&3 6V Batteries	IC026850	\$205.34	
WTP Liqueisela Light	IC026090	\$5.34	
Pool 2 - 12V Batteries	IC026338	\$96.60	
Pool 6 Lighting Straps	IC026886	\$37.11	
Spray Park 2 T12 Lamps	IC026158	\$7.31	
-----			
Bemoco Land Surveying Ltd.	EFT0003883	2021-09-28	\$1,993.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&D Survey Road Right Away	50497	\$1,993.00	
-----			
Black Press Group Ltd.	EFT0003884	2021-09-28	\$616.26
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
P&D Dev Permits/Water Reservoir	34132839	\$616.26	
-----			
Border Paving Ltd.	EFT0003885	2021-09-28	\$6,497.69
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Roads Hotmix Asphalt	69964	\$1,147.48	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Roads Hotmix Asphalt	69994		\$743.53
Roads Hotmix Asphalt	70117		\$1,152.77
Roads Hotmix Asphalt	70160		\$1,148.36
Roads Hotmix Asphalt	70197		\$1,155.42
Roads Hotmix Asphalt	70212		\$1,150.13

=====  
 Bounty Onsite Inc. EFT0003886 2021-09-28 \$2,774.14

Invoice Description	Invoice Number	Invoice Amount
Roads 2 hard hats & 1 earmuff	001-115644	\$159.87
Trans White Marking Paint	001-115721	\$68.04
Trans 1 Ear Muff	001-116010	\$54.68
Trans 2 Ear Muffs	001-116117	\$3.07
Trans 1 Ear Muff	001-116157	\$54.68
Water Wheel Bearings #175	001-116290	\$441.00
Water SS Bolts for Stock	001-115889	\$421.42
P&L Kleenex & Batteries	001-115254	\$145.51
P&L Dustpan broom set	001-116094	\$38.00
P&L Janitor Supplies	001-115553	\$412.70
SRC Janitor Supplies	001-115832	\$315.35
SRC 15 pairs of work gloves	001-115629	\$173.09
SRC Janitor Supplies	001-114746	\$206.18
SRC Janitor Supplies	001-116087	\$280.55

=====  
 Brugman, Etienne J. L. EFT0003887 2021-09-28 \$150.00

Invoice Description	Invoice Number	Invoice Amount
Fire Joint Drivers Medical	2021.09.15	\$150.00

=====  
 Burmac Mechanical 2000 EFT0003888 2021-09-28 \$316.79

Invoice Description	Invoice Number	Invoice Amount
Water Reservoir Coin Valves	100815	\$211.84
Water Repair tap after tempH2O	B48419	\$104.95

=====  
 Canadian Red Cross EFT0003889 2021-09-28 \$1,508.63

Invoice Description	Invoice Number	Invoice Amount
Pool 2 Standard First Aid	CRC-375082	\$40.00
Pool Swim Badges & Freight	CRC-377019	\$1,448.63
Pool Standard First Aid	CRC-379177	\$20.00

=====  
 Canadian Tire #671 EFT0003890 2021-09-28 \$54.56

Invoice Description	Invoice Number	Invoice Amount
Pest & Weed Wasp Spray	4702	\$54.56

=====  
 Canadian Union of Public Emplo EFT0003891 2021-09-28 \$660.00

Invoice Description	Invoice Number	Invoice Amount
Union Dues	PP19-21	\$660.00

=====  
 Canoe Procurement Group of Can EFT0003892 2021-09-28 \$16,857.55

Invoice Description	Invoice Number	Invoice Amount
Equip Gas Oil	PF-9531-93338	\$9,994.29
Signs White Arena & Library Si	AB074219	\$60.45
Water Trans Stock	AB073991	\$717.59
Water New Tries Tamper Trailer	AB070716	\$271.24
Water Pressure Sensor unit#152	AB071752	\$311.87

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Sewer Forcemain Saddle & CC	AB073181		\$357.29
Parks/Trans/Water 15W40 Oil	PF-9538-93404		\$1,945.37
Trans Diff oil unit #49	PF-9556-93533		\$265.66
Sewer A Lift Station Oil	PF-9568-93622		\$103.29
Shop Grease/Trans Oil unit #50	PF-9586-93733		\$705.24
Parks/Trans/Water Diesel Marke	PF-9607-93828		\$2,125.26
===== Caro Analytical Services	EFT0003893	2021-09-28	\$396.38
Invoice Description	Invoice Number	Invoice Amount	
----- WTP Water Analysis	IC2118109	\$396.38	
===== Chemtrade West Limited Partner	EFT0003894	2021-09-28	\$9,465.29
Invoice Description	Invoice Number	Invoice Amount	
----- WTP Chemicals	93194928	\$9,465.29	
===== ClearTech Industries Inc.	EFT0003895	2021-09-28	\$12,057.26
Invoice Description	Invoice Number	Invoice Amount	
----- WTP Chemicals	882212	\$8,392.76	
WTP Chemicals & Container Dep	882738	\$3,085.32	
WTP Chemicals & Container Dep	883913	\$2,500.68	
===== Contact Safety Service Ltd.	EFT0003896	2021-09-28	\$58.80
Invoice Description	Invoice Number	Invoice Amount	
----- Shop Fire Extinguisher unit#24	11185	\$58.80	
===== Dean's Machine Inc.	EFT0003897	2021-09-28	\$105.00
Invoice Description	Invoice Number	Invoice Amount	
----- SRC Install O-Ring Groove #172	45254	\$52.50	
SRC Install O-Ring Groove #178	45291	\$52.50	
===== East Central Alberta Catholic	EFT0003898	2021-09-28	\$41,867.47
Invoice Description	Invoice Number	Invoice Amount	
----- 3rd Qtr 2021 School Requisitio	11802	\$41,867.47	
===== GT Hydraulic & Bearing	EFT0003899	2021-09-28	\$815.87
Invoice Description	Invoice Number	Invoice Amount	
----- Shop Supplies Filter, Repair Pa	000-359342	\$273.94	
Shop Supplies Misc Filters	000-359769	\$539.62	
Trans O-Rings for Tamper	000-359878	\$2.31	
===== Guillevin International Co.	EFT0003900	2021-09-28	\$8,161.01
Invoice Description	Invoice Number	Invoice Amount	
----- Fire Flow Test Air Packs-Hydro	0407-485380	\$8,161.01	
===== Hach Sales & Service Ltd.	EFT0003901	2021-09-28	\$738.78
Invoice Description	Invoice Number	Invoice Amount	
----- WTP Tygon Tubing & Freight	259639	\$738.78	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount																																	
Heartland Auto Supply	EFT0003902	2021-09-28	\$1,503.28																																	
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Heartland Glass Ltd.	EFT0003904	2021-09-28	\$60.11																																	
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Stettler Home Hardware	EFT0003905	2021-09-28	\$231.36																																	
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KaizenLAB Inc.	EFT0003906	2021-09-28	\$579.29																																	
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Leading Edge Metal Works Ltd.	EFT0003907	2021-09-28	\$640.50																																	
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Lifesaving Society	EFT0003908	2021-09-28	\$15.00																																	
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Loomis Express	EFT0003909	2021-09-28	\$124.57																																	
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Northstar Trucking Ltd.	EFT0003910	2021-09-28	\$5,885.20
Invoice Description	Invoice Number	Invoice Amount	
Lanes Road Sand	321497	\$5,885.20	
Oakcreek Golf & Turf Inc.	EFT0003911	2021-09-28	\$158.87
Invoice Description	Invoice Number	Invoice Amount	
Park Pin & Bushings unit #9	2277397	\$158.87	
OK Tire Stettler	EFT0003912	2021-09-28	\$1,736.64
Invoice Description	Invoice Number	Invoice Amount	
Trans New Tires unit #6	IN077752	\$1,709.86	
Water Tire Repair unit #175	IN078296	\$26.78	
Raven Rescue Safety Medical Lt	EFT0003913	2021-09-28	\$2,819.25
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 3 Tech Rope Rescue	16709	\$2,819.25	
Rollies Vac Systems	EFT0003914	2021-09-28	\$1,596.00
Invoice Description	Invoice Number	Invoice Amount	
Landfill Pumpout	21525	\$336.00	
SRC Snow Pit Pump Out	21518	\$1,260.00	
Stettler Agri-Centre	EFT0003915	2021-09-28	\$84.86
Invoice Description	Invoice Number	Invoice Amount	
Trans Rubber Canvas Cover	15009S	\$84.86	
Stettler Dodge Ltd.	EFT0003916	2021-09-28	\$245.90
Invoice Description	Invoice Number	Invoice Amount	
WTP Fan Shroud Unit #151	151334	\$245.90	
Stettler Equipment Sales & Ren	EFT0003917	2021-09-28	\$498.75
Invoice Description	Invoice Number	Invoice Amount	
Trans 9" auger unit #117	129161	\$498.75	
Stettler Registry Services Ltd	EFT0003918	2021-09-28	\$142.50
Invoice Description	Invoice Number	Invoice Amount	
Admin 3 - Lien Discharges	SR300009012	\$20.25	
Admin Discharge Statutory Chrg	SR300009228	\$5.00	
Trans Register unit #24 & New	SVR00011203	\$117.25	
Trinus Technologies Inc	EFT0003919	2021-09-28	\$749.44
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus/email/back	R66968-32654	\$749.44	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Uptown Office Supply Ltd.	EFT0003920	2021-09-28	\$731.83
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Office Stationery	01830B	\$16.63
	Office Admin	01833B	\$3.15
	WTP Printer and Ink	01881	\$429.29
	P&D Satationery	01818B	\$99.75
	P&D Stationery	01854B	\$21.40
	P&D Stationery	01870B	\$37.75
	P&L Stationery	01907B	\$123.86
-----			
Wilson, Elizabeth	EFT0003921	2021-09-28	\$2,364.96
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Fire Joint Training 2 - Rooms	2021.09.21	\$2,364.96
-----			
WTS Manufacturing & Sales Inc.	EFT0003922	2021-09-28	\$76.51
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Trans Steel Aspahlt Cute #24	2080	\$6.68
	Pool Stainless ceiling plate	2096	\$69.83
-----			
Yost, Dustin & Maria Cristine	EFT0003923	2021-09-28	\$1,800.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Comm Hall Sep Hall Janitor	2021.09.01	\$1,800.00
-----			
	Total Cheques		\$155,981.25
=====			

Due to a technical issue the EFT Direct Deposits were not sent to the bank until Sept 28th so they will be paid September 30th.  
 TD online banking rejected Sept 30th since it is now a federal holiday, so they okayed to pay as Sept 29th (one day lead) VS

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	ONL75708
Cheque Date	First	Last		ONL75715

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL75708	2021-09-24	\$7,259.15
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Office Joint Aug Gas Bill	202108-3693	\$319.28
	Fire Joint Aug Gas Bill	202108-3687	\$146.71
	Town Shop Aug Gas Bill	202108-3694	\$77.49
	Airport Aug Gas Bill	202108-3686	\$53.61
	WTP Aug Gas Bill	202108-3689	\$823.78
	Water Trans Aug Gas Bill	202108-3684	\$53.16
	Sewer 1 Aug Gas Bill	202108-3685	\$61.72
	Sewer 2 Aug Gas Bill	202108-3692	\$61.95
	SRC Aug Gas Bill	202108-3691	\$5,389.32
	Comm Hall Aug Gas Bill	202108-3690	\$127.06
	Lions Park Aug Gas Bill	202108-3688	\$80.48
	Gear Up Aug Gas Bill	202108-3679	\$64.59
-----			
Corporate Payment Systems	ONL75709	2021-09-24	\$24,876.89
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	BOT Corp Visa	2021.09.06.BOT	\$2,069.47
	Sewer Asset Management	2021.09.06.149	\$128.51
	SRC Janitor Supplies	2021.09.06.312	\$25.17
	Park, Pest & Weed Zip ties/pet	2021.09.06.343	\$1,150.54
	GIS Audio Adapter/ScanDisk	2021.09.06.425	\$1,476.47
	P&L Custom Fees/Local Gov	2021.09.06.492	\$1,689.64
	Fire Joint 14 LED Dash Lights	2021.09.06.655	\$3,292.55
	P.R. Breakfast w MLA&4 Cabinet	2021.09.06.758	\$41.10
	Roads 2 Quick-Links	2021.09.06.727	\$16.78
	Pool Office Supplies/Chair/Uni	2021.09.06.762	\$2,026.29
	Eng Admin Okoppe Memorabilia	2021.09.06.763	\$34.08
	Admin/Council AUMA Convention	2021.09.06.767	\$7,071.07
	Fitness Supplies/Janitor Suppl	2021.09.06.768	\$232.32
	HBC Meeting Lunch/P&L Coffee	2021.09.06.981	\$371.09
	Fire Joint Pallet Racks & Frei	2021.09.06.292	\$5,334.10
-----			
Poulin's Professional Pest Con	ONL75710	2021-09-24	\$354.94
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	WTP Monthly Pest Control	1398383	\$198.45
	SRC Monthly Pest Control	1398296	\$156.49
-----			
Rogers	ONL75711	2021-09-24	\$170.10
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Fire Jnt 9.19-10.18 Data Plan	2374603758	\$170.10
-----			
Shaw Cable	ONL75712	2021-09-24	\$288.75
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	SRC WiFi Oct 15 to Nov 14	2021.09.15	\$288.75

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shaw Cablesystems GP	ONL75713	2021-09-24	\$109.15
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Fitness Area Oct Cable TV	2021.09.01	\$109.15	
-----			
United Farmers of Alberta	ONL75714	2021-09-24	\$36.74
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Parks Post Pounder	SOINV2289633	\$36.74	
-----			
Workers' Compensation Board -	ONL75715	2021-09-24	\$6,091.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WCB 4th 2021 Installment	25055628	\$6,091.00	
-----			
	Total Cheques		\$39,186.72
			-----
			=====



## PRLS Board Meeting Minutes September 16, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday September 16, 2021 in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair)

**Present via Zoom:** Jackie AlMBERG, Alison Barker-Jevne, Doreen Blumhagen, Colleen EbdEN, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

**With Regrets:** Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

**Absent:** Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

**Staff:** Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

**Guests:** Ken Allan from Public Library Services Branch (PLSB)

### Call to Order

Meeting called to order at 10:07 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Jeanny Fisher to excuse Mary Ann Wold, Clark German, Heather Ryan, and Stephen Levy from attendance at the board meeting on September 16, 2021 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 30/2021

## 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED  
PRLS 31/2021

## **1.2. Approval of Minutes**

Smith asked if there were any amendments to the May 20, 2021 minutes. There were none.

Motion by Bruce Gartside to approve the minutes of the May 20, 2021 meeting as presented/amended.

CARRIED  
PRLS 32/2021

## **1.3. Business arising from the minutes of the May 20, 2021 meeting**

Smith asked if there was any business arising from the minutes. There were none.

## **2.5. Business Arising from the Consent Agenda**

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED  
PRLS 33/2021

## **3.1. Public Library Service Branch (PLSB) Update by Ken Allan**

The PLSB is currently undertaking an engagement process on potential changes to Alberta library legislation. They started in 2019 and received feedback on some items to clarify, simplify or streamline in the legislation. There were also other issues highlighted that had no clear path to proceed. The PLSB is reaching out again to clarify issues where needed with sessions and a survey. The sessions are being held between September 9th to September 30th. The survey will close on October 8<sup>th</sup>. All sessions are held via Zoom. Each of the 4 sessions focuses on one of the four topic areas. Each topic has two sessions; one during the day, and one in the evening.

1. Professional librarians – how many librarians are required by legislation
2. Library board governance
3. Library system participation, agreements, and public library network services
4. Intermunicipal Library boards and federation boards

All libraries and municipalities have been invited to participate in the sessions and an online survey. People who have not been invited directly are also welcome to participate.

Ken Allan left the meeting at 10:28 a.m.

## **3.2. Approval of PRLS Budget 2022**

Sheppard reviewed the 2022 Budget. It presents a zero percent increase to the municipalities for the requisition.

Points within the budget to note include:

- There will be no increase to the municipal levy for the third year in a row
- Municipalities will be invoiced based on the Treasury Board figures for 2022
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita

- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures
- Provincial Grants make up 44% of PRLS' income
- Cooperative Collection fund is new to purchase materials for libraries to fill ILL needs outside the system. It can be decreased in the future, if necessary, without impacting other services.
- There will be 2 purchases from reserves, \$162,800 for a server upgrade and computers for libraries and a new cargo van valued at approximately \$33,500
- Parkland saved funds from the cancellation of the Alberta Library Conference. Parkland normally sends several board and staff members to Jasper, AB
- The Return on Municipal Levy shows a 93% return in direct benefits to libraries

No questions were raised by the board about the budget.

Motion by Len Phillips to approve the Parkland Regional Library System 2022 Budget as presented.

CARRIED  
PRLS 35/2021

### 3.3.1. Approval of the Movement of Reserve Funds

Sheppard reviewed. Staff wondered if the finance policy needs to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy states the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."* The question was whether policy needs to explicitly state that the movement of funds can occur only by a motion of the Executive Committee or Board? Parkland's Advocacy Committee does make motions but their terms of reference prevent them from making financial decisions. However, what if the Board ever sought to create other committees? Staff have not identified any problems with controls over reserve funds to date, but wish to ensure the Board is confident with the transparency of our processes.

At their meeting held on June 17<sup>th</sup>, the Executive Committee supported a policy change clarifying who is authorized to move funds to and from Parkland's reserve accounts. The committee recommend that moving reserve funds be limited to the Board and Executive Committee. The words in bold italics are new.

Policy statement 4.4.13 states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

At their meeting on August 19<sup>th</sup>, the Executive Committee endorsed the change to policy 4.4.13 with the following motion:

*Motion by Janine Stannard that the Executive Committee recommend the Board approve the revision to policy 4.4.13 as presented.*

CARRIED

Motion by Gord Lawlor to approve the revision of policy 4.4.13 as presented.

CARRIED  
PRLS 36/2021

### **3.3.2. Personnel Policy Revision**

Smith reviewed. Policy statement 4.10.2 states:

*The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.*

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland. However, in an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

The Executive Committee discussed this matter at their August 19<sup>th</sup> meeting and decided to change policy 4.10.2 with the following motion:

*Motion by Cindy Trautman that the Executive Committee recommend to the Board that policy 4.10.2. be amended to: The Board must be informed of changes to Parkland Regional Library's organizational chart.*

The Executive Committee believes keeping the board informed of changes to its organizational chart is sufficient to keep the board aware of staffing levels which could affect either service, performance, or the budget.

Motion by Jas Payne to amend policy 4.10.2 to read "The Board must be informed of all changes to Parkland Regional Library System's organizational chart."

CARRIED  
PRLS 37/2021

### **3.4. Advocacy Committee Report**

Gord Lawlor gave a verbal report on the Advocacy Committee and thanked the board for their service to Parkland over the last several years. The committee has been collaborating with Yellowhead Regional Library this last year, and it has been a fruitful union. Some tools that have come out of their work this year are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Janine Stannard gave a verbal report about the last year's advocacy activity. A video was shared about the advocacy committee's activities.



Motion by Cindy Trautman to receive for information

CARRIED

PRLS 38/2021

### **3.5. National Day for Truth and Reconciliation**

Sheppard shared that the Government of Canada recently passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, this is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will likely remain open. Part of what informed our decision was whether our libraries remained open and so far 16 libraries will be closed on September 30<sup>th</sup>, although 7 of that number would have been closed anyway. This matter will be reviewed next year.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2021

### **3.6. OverDrive and eSharing eResources**

Sheppard explained. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to “interlibrary loan” eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also possibly joining.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Motion by Janine Stannard to receive for information.

CARRIED

PRLS 40/2021

### **3.7. Parkland Art Appraisal**

Sheppard shared that Parkland has accumulated many pieces of art over the last thirty years as gifts. Prior to the move to the new facility, the Director undertook some cursory research and determined the art work might be quite valuable. At very least, it needs to be appraised for insurance purposes.

Staff sought to find a reputable appraiser and received some recommendations from our legal firm in Red Deer, Chapman Riebeck. Using their recommendations, staff contacted the appraisers and selected the Willock and Sax Gallery located in Banff as the best balance between cost, thoroughness, and timeliness. To save money, staff have sent pictures of Parkland's artwork along with details related to their production to the gallery to avoid the costs associated with an assessor travelling to Parkland. The assessment should be completed by the end of September.

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 41/2021

### **3.8. November Board Meeting**

Smith spoke to the November board meeting. With the recent restrictions it will have to be seen if we are able to have our November meeting in person. The meeting will most likely have to be virtual.

Sheppard asked, if there were no restrictions, would the board prefer an in-person meeting, or a virtual meeting? A poll was created, asking if board members preferred in person or virtual meetings. The general consensus was that the organizational meeting should be in person if at all possible, but that the other meetings could be virtual. The other thought was that the winter meetings should be virtual to cut down on driving time, and the summer meetings could be in person.

It was brought up that the AUMA conference is on November 17-19, which interferes with the date for the November board meeting on the 18<sup>th</sup>. Staff may need to change the date of the November organizational meeting.

Staff will send a survey regarding in-person meetings vs. virtual meetings once the new board is formed in November.

Doreen Blumhagen left the meeting at 11:27 a.m.

#### **3.9.1. Director's Report**

#### **3.9.2. Library Services Report**

#### **3.9.3. IT Report**

#### **3.9.4. Marketing Report**

Smith asked if there were any questions regarding the Director's, Library Services, IT, or Marketing reports. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, IT, and Marketing Reports for information.

CARRIED  
PRLS 42/2021

**3.10. Parkland Community Update**

Smith announced that Colleen Schalm is retiring from Library Services after 20 years and will be moving to British Columbia. On behalf of Parkland she thanked Colleen for her service and wished her well in her new life.

**4. Adjournment**

Motion by Janine Stannard to adjourn the meeting at 11:37 a.m.

CARRIED

PRL 43/2021

Meeting adjourned at 11:37 a.m.

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Chair

DRAFT



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# PRLS BOARD TALK

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## Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 16, 2021

### Budget 2021

PRLS' 2022 budget was approved by the board and will be sent out to the municipalities next week. Including the 2022 budget there will be no increase in the per-capita requisition for three consecutive years.

### Movement of Reserve Funds

The finance policy has been changed to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy stated the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."*

Since Parkland now has an Advocacy Committee and could potentially have others, the Board changed its policy to limit the authorization to move funds to the Executive Committee and the Board.

Policy now states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

### Personnel Policy Revision

Policy statement 4.10.2 previously specified that:

*The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.*

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland.

In an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

After discussing the matter, the Board dropped the provision requiring that the Board have final authority over the creation and deletion of job descriptions and was content with the policy that:

*The Board must be informed of changes to Parkland Regional Library's organizational chart.*

With this policy, the Board can still recall the decision of Parkland's Director should the need arise.

### National Day for Truth and Reconciliation

Recently, the Government of Canada passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, it is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will remain open, since most of our libraries are remaining open. So far 16 libraries will be closed on September 30<sup>th</sup>, although 7 of that number would have been closed anyway.

The new statutory holiday was announced on short notice and caught many organizations unaware. Parkland will likely start observing the holiday next year assuming the majority of our member libraries do the same.

## OverDrive and eSharing eResources

Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to 'interlibrary loan' eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has recently entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also considering participation in this program.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

## Advocacy Committee Report

The Advocacy Committee thanks the Parkland Board for its service the last four years. The Advocacy Committee has been collaborating with Yellowhead Regional Library, and it has been a fruitful union. Some tools that have come out of their work are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

## Board Members Present

Debra Smith (Board Chair)

## Board Members Present via Zoom

Jackie Almborg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughheed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne,

Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

## Guests

Ken Allan from Public Library Services Branch (PLSB)

## With Regrets

Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

## Absent

Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

## Staff

Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

**Next Meeting: November 4, 2021, 10:00 AM**

**(Zoom)**

**MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, SEPTEMBER 20, 2021 COMMENCING AT 10:06 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA AND VIA TELECONFERENCE.**

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**PRESENT:** Gord Lawlor, Town of Stettler Councillor (Chairperson)  
Sean Nolls, Town of Stettler Councillor  
Wayne Nixon, County of Stettler Councillor (Vice Chairperson)  
Dave Grover, County of Stettler Councillor  
Blaine Brinson, Summer Village of Rochon Sands  
Ed Waugh, Summer Village of White Sands

Other: Linda Borg, Shift Supervisor  
Andrew Brysiuk, Director of Municipal Services  
Christa Cornelssen, Director of Corporate Services  
Marlene Hanson, Executive Assistant

**ABSENT:** Art Tizzard, Village of Big Valley  
Village of Donalda Representative

Other: Greg Switenky, Town of Stettler CAO  
Yvette Cassidy, Chief Administrative Officer

**CALL TO ORDER**

The meeting was called to order at 10:06 a.m. on Monday, September 20, 2021 by Chairperson Gord Lawlor.

**AGENDA ADDITIONS AND APPROVAL**

**41.09.20.21 Moved by Dave Grover**  
“that the September 20, 2021 Stettler District Ambulance Association Meeting agenda be approved as presented.” Carried Unanimously

**MINUTE APPROVAL**

**42.09.20.21 Moved by Wayne Nixon**  
“that the June 21, 2021 Stettler District Ambulance Association Meeting Minutes be approved as presented.” Carried Unanimously

**DELEGATIONS**

None

**BUSINESS ARISING FROM THE MINUTES**

None

Introductions were completed.

**NEW BUSINESS**

None

**REPORTS**

**Payment Register; Bank Reconciliation; and Year to Date Budget Reports:**

**43.09.20.21 Moved by Sean Nolls**  
“that the Stettler District Ambulance Association’s Payments Register for the payments posted between June 1 and August 31, 2021, attached and forming part of these minutes, to be approved as presented.” Carried Unanimously

**44.09.20.21 Moved by Blaine Brinson**  
“that the Stettler District Ambulance Association’s Bank Reconciliation and Reserves for the periods ending May 31, June 30 and July 31, 2021, attached and forming part of these minutes, to be approved as presented.”  
Carried Unanimously

**45.09.20.21 Moved by Ed Waugh**  
“that the Stettler District Ambulance Association’s Year to Date Budget for the month ending July 31, 2021, attached and forming part of these minutes, to be approved as presented.”  
Carried Unanimously

Manager's Report and Quarterly Newsletter:  
**46.09.20.21 Moved by Sean Nolls**  
“that the Stettler District Ambulance Association Manager's Report and the Quarterly Newsletter for the month of September, 2021 be received for information.”  
Carried Unanimously

**CONSENT AGENDA ITEMS**

Accreditation Canada RE: Survey Dates: October 3 – 6, 2021 Draft v.3:  
The survey was discussed and it was noted that Board Members are welcome to attend if they wish.

It was noted that in the event of not having new signing officers appointed, after elections, the present assigned officers will continue signing until that appointment has taken place.

**NEXT MEETING**

The next meeting of the Stettler District Ambulance Association is scheduled for Monday, November 15, 2021 at 10:00 a.m.

**ADJOURNMENT**

**47.09.20.21 Moved by Dave Grover**  
“that the Stettler District Ambulance Association Meeting adjourn at 10:40 a.m.”  
Carried Unanimously

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Chairperson

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Administrator