

Town of **Stettler**

COUNCIL MEETING

OCTOBER 3, 2023

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 3rd, 2023
6:30 P.M.
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
 - (a) Minutes of the Regular Council Meeting of September 19th, 2023 5-11
4. **Citizens Forum**
5. **Delegations**
6. **Administration**
 - (a) Request for Decision – Subdivision 2023-02: Lot 4, Block 6, Plan RN54 & Lot 5A and 6A, Block 6, Plan 2483NY 12-15
 - (b) Parkland Regional Library – 2024 Budget Requisition 16-38
 - (c) Economic Development Committee – Rural Renewal Stream 39
 - (d) Economic Development Committee – Rental Housing Strategy 40-42
 - (e) Meeting Dates
 - Tuesday, October 10 – COW – 4:30pm
 - Tuesday, October 17 – Council – 6:30pm
 - Tuesday, November 7 – Council – 6:30pm
 - Tuesday, November 14 – COW – 4:30pm
 - Tuesday, November 21 – Council - 6:30pm
 - Tuesday, December 5 – Council - 6:30pm
 - Tuesday, December 12 – COW – 4:30pm
 - Tuesday, December 19 – Council – 6:30pm
 - (f) Accounts Payable in the amount of \$478,025.43 43-54
(\$78,547.30 + \$12,544.13 + \$11,326.55 + \$375,607.45)
7. **Council**
 - (a) Meeting Reports
8. **Minutes**
 - (a) Parkland Regional Library System Board – September 14, 2023 55-64
9. **Public Hearing**

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10. **Bylaws**

11. **Correspondence**

(a) Stettler Festival of Lights – 26th Annual Event 65-68

(b) Visitor Letter to Town Council 69

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL
HELD ON TUESDAY, SEPTEMBER 19th, 2023 IN THE MUNICIPAL OFFICE,
COUNCIL CHAMBERS**

Present:

Mayor S. Nolls

Councillors C. Barros, K. Baker, G. Lawlor
T. Randell, W. Smith & S. Pfeiffer

CAO L. Graham
Assistant CAO S. Gerlitz
Director of Operations m. Robbins
Manager of Recreation & Culture B. Robbins
Media (2)

Absent:

Call to Order:

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

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

Deletion: 6(e) – Okoppe Way Concrete Request for Quotes
Addition: 6(e) – Pathway Paving Quotes

Motion 23:09:11

Moved by Councillor Baker to approve the agenda as amended.

MOTION CARRIED
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held September 5, 2023

Motion 23:08:12

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on September 5th, 2023 be approved as presented.

MOTION CARRIED
Unanimous

- (b) Business Arising from the September 5th, 2023 Minutes

None

4. **Citizen's Forum:**

- (a) None

5. **Delegations:**

- (a) 6:35pm – RCMP S/Sgt Cam Russell, Constable Lindsay Ferrier & Constable Craig Weinert – New RCMP Stettler Detachment Commander Update

Mayor Nolls welcomed RCMP S/Sgt C. Russell, Cst. Ferrier and Cst. Weinert to the meeting, and welcomed S/Sgt C. Russell back to the Town of Stettler.

S/Sgt Russell introduced Cst. Lindsay and Cst. Ferrier to Town Council.

S/Sgt Russell advised that he is excited to be back in the Stettler Region. Current focuses for the detachment are:

- Traffic issues in school zones
- Full-time SRO
- Engaging with the community
- Maintaining a good working relationship with municipalities

Mayor Nolls thanked RCMP S/Sgt C. Russell for his informative presentation and for introducing Council to members of his RCMP Stettler Detachment team.

RCMP S/Sgt Russell, Cst. Ferrier and Cst. Weinert left the meeting at 7:08 p.m.

6. **Administration:**

(a) Rosedale Playground Revitalization Project – Stettler Kinsmen and Stettler Kinettes

Councillors Barros and Baker, being members of the Stettler Kinettes and Stettler Kinsman, vacated the Council table and sat with the Kinette and Kinsmen delegation.

Mayor Nolls welcomed Manager of Recreation & Culture B. Robbins, Sandy Miles, Donna Mackenzie, Kirk Blake, Kurt Baker, and Cheryl Barros to the meeting.

B. Robbins advised that the playground located at 6001-50A Avenue, known as the Rosedale playground and often referred to as the Fas Gas Park is essentially the last of the major playground renovations required among the seven (7) playgrounds located throughout the Town of Stettler. The playground currently includes some large climbing tires, a monkey bar structure, a basketball court among other amenities. This specific playground was identified through the Parks and Open Spaces Committee as the priority playground for the next major renovation. As a result, meetings were held early in 2023 with both the Kinsmen and Kinette Clubs of Stettler to discuss the opportunity for their respective service clubs to potentially help and lead the renovation of this playground as they have done for all playground projects over many years. The Clubs decided that this would be a project they would like to participate in, that they could partner on and ultimately take the lead role in the renovation. Kin representatives, along with Parks and Leisure Services staff have worked diligently with BDI Play Designs to establish a vision for the playground. The representatives wanted to ensure that the space was built around inclusion with limited issues around access. As a result, the play structure has been designed based on the following principles:

1. Focus on design for Access and Mobility
2. Engaging All Abilities
3. Incorporating Diverse Types of Play
4. Inclusive for the Whole Community

While other playgrounds in the community have elements of these four principles, the playground that has been designed will be a first to incorporate all four principles in all parts of the structure. These elements will also be used to establish the additional landscaping and pavement plans within the walls of the fence line for the park. Due to agriculture being a significant part of the Stettler and area economy, the playground has been built around the farm theme and incorporates play structures such as a barn, a farmer's market, sunflower, chicken climber and tractor. In addition, based on the location of the playground within the community, it was felt that the play structure would not only be used by area residents but also by tourists as a result of being just off of Highway 12, so four accessible pedestal tables have been included as part of the design.

Budget Implications:

The \$120,000 was originally identified as a potential 2024 capital budget request to renovate the existing Rosedale Playground in the 10-year capital budget plan. In order to secure pricing and to also ensure the project can be completed in the late summer of 2024 with assistance from BDI Designs we are requesting that this be moved up as part of the overall 2023 capital budget.



Kinsmen Park
 layout # A10204-1-C1 | J08195



Note: Colors shown may not accurately reflect actual colors



Kinsmen Park
 layout # A10204-1-C1 | J08195



Note: Colors shown may not accurately reflect actual colors

Rosedale Park Revitalization Project			
Revenue	Budget	Actual	Notes
Cash in Hand			
Kinsmen Service	\$8,000.00	\$8,000.00	
Kinsmen Casino	\$15,000.00	\$15,000.00	
Kinette	\$15,000.00	\$15,000.00	
Cash in Hand TOTAL	\$38,000.00	\$38,000.00	
Committed Funds			
Town of Stettler	\$120,000.00		
Committed Funds TOTAL	\$120,000.00	\$0.00	
Fundraisers (NET)			
Block Party	\$750.00	\$298.00	
Octoberfest	\$6,500.00		
Poker Nite	\$6,000.00		
Raffle	\$7,500.00		
Fundraisers (NET) TOTAL	\$20,750.00	\$298.00	
Grants			Will Require \$90 000.00 in grants
CFEP	\$0.00		Applied for \$125 000.00 (May receive partial amount)
Blue Cross	\$0.00		Applied for \$50 000.00 (Only 1 awarded each year)
Federated Co-Op	\$0.00		February Intake (Up to \$125 000.00)
AB Tire Recyclers/Kal Tire	\$0.00		January Intake (Up to cost of Rubber Paving Only)
Grants TOTAL	\$0.00	\$0.00	
Donations			
Individual Donations	\$5,000.00	\$200.00	Estimated
Corporate Donations	\$20,000.00		Estimated
Fas Gas/Parkland Industries	\$3,500.00		Estimated but received a no from corporate
Canalta	\$3,500.00		Estimated but positive conversation already
Donations TOTAL	\$32,000.00	\$200.00	
Gift in Kind			
Excavation	\$2,000.00		Estimated @ 25% of cost to be donated in kind
Post Hole Augering	\$500.00		Estimated @ 25% of cost to be donated in kind
Concrete	\$750.00		Estimated @ 25% of cost to be donated in kind
Base Preparation	\$3,000.00		Estimated @ 25% of cost to be donated in kind
Landscaping	\$1,000.00		Estimated @ 25% of cost to be donated in kind
Garbage Bins	\$250.00		Estimated @ 25% of cost to be donated in kind
Porta-Potties	\$250.00		Estimated @ 25% of cost to be donated in kind
Fencing Repair	\$1,500.00		Estimated @ 25% of cost to be donated in kind
Signage	\$500.00		Estimated @ 25% of cost to be donated in kind
Gift in Kind TOTAL	\$9,750.00	\$0.00	
Total Revenue	\$220,500.00	\$38,498.00	

Expense		
BDI Supplied		
Equipment	\$150,000.00	\$73,675.00 Equipment Deposit Rq'd by Sept 25 to hold price
Supervision	\$8,500.00	
Freight	\$3,000.00	
Curbing	\$5,000.00	
FailSAFE Surfacing	\$50,000.00	
BDI Costs TOTAL	\$216,500.00	\$73,675.00
Locally Supplied		
Excavation	\$7,500.00	
Base Preparation	\$12,000.00	
Post Hole Augering	\$2,000.00	
Concrete	\$3,000.00	
Landscaping Rehabilitation	\$5,000.00	
Overnight Security	\$1,200.00	
Tool Rental	\$500.00	
Garbage Bins	\$1,000.00	
Temporary Site Fencing	\$1,500.00	
Contingency Fund (1.5%)	\$3,800.00	
Accessibility Paving	\$30,000.00	
Trees & Planting	\$5,500.00	
Signage	\$3,500.00	\$998.55
Perimeter Fence Repairs	\$3,000.00	
Porta-Potties	\$900.00	
Meals/Catering/Volunteer	\$1,500.00	
GST on BDI Costs	\$12,117.40	
Local Costs TOTAL	\$94,017.40	\$998.55
	\$310,517.40	\$74,673.55
Gain/Loss	-\$90,017.40	-\$36,175.55

K. Blake advised that upcoming fundraising events include the Kinettes Octoberfest on October 14th and Kinsmen Poker Night on October 28th.

Motion 23:08:13

Moved by Councillor Randell that Town Council approve the capital expenditure of \$120,000 for completion of the Rosedale Playground by the Stettler Kinsmen and Kinette Clubs, with the \$120,000 to be added to the 2023 Capital Budget.

Mayor Nolls thanked B. Robbins and the members of the Kin and Kinettes Clubs for their very informative presentation and for their efforts in keeping our community vibrant.

S. Miles, D. Mackenzie and K. Blake left the meeting at 6:55pm.

C. Barros and K. Baker retook their seats as Councillors at 6:55pm.

(b) Community Hall Custodial Contract Renewal

Manager of Recreation & Culture B. Robbins advised that The Town of Stettler Parks and Leisure Services Department has achieved an excellent working relationship with the current Stettler Community Hall (SCH) janitorial service provider. Over the past five (5) years the current provider has ensured that the hall has maintained a high standard of cleanliness and has adhered to all provisions that have been outlined in the contract. The current SCH janitorial service providers have been under contract since May 1, 2018, receiving \$1,800 per month. In discussions with Parks and Leisure Services representatives, the current SCH janitorial service provider is willing to sign an amended contract at an agreed upon value of \$2,000 per month.

The contract is up for discussion as it expires on October 1, 2023.

Options:

1. That the Town of Stettler Council approves the contract amendment extending the contract with the current SCH janitorial service provider, including a monthly increase of \$200.00 per month.

2. Town of Stettler Council advises administration to proceed with request for proposals for a new contract to provide janitorial services for the Town of Stettler at the Stettler Community Hall.

Motion 23:08:14

Moved by Councillor Barros that the Town of Stettler Council approves the contract amendment with the current Stettler Community Hall janitorial service provider with a \$200 per month increase, for a one (1) year term with additional one (1) year renewal options at either party's discretion

MOTION CARRIED
Unanimous

Mayor Nolls thanked B. Robbins for his excellent work on the contract.

B. Robbins left the meeting at 7:14pm.

(c) 2023 Operating Budget Summary – August 31, 2023

Motion 23:08:15

Moved by Councillor Lawlor that the Town of Stettler Council approve the 2023 Budget Summary as of August 31, 2023 as presented.

MOTION CARRIED
Unanimous

(d) 2023 Capital Budget Summary – August 31, 2023

Motion 23:08:16

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the 2023 Capital Budget Summary as of July 31, 2023 as presented.

MOTION CARRIED
Unanimous

(e) Pathway Paving Quotes

Mayor Nolls welcomed Director of Operations M. Robbins to the meeting.

Director of Operations M. Robbins advised that the 2023 Capital Budget includes \$100,000 to expand the town's existing pathway infrastructure. At the Town Council meeting on July 4th, Council directed administration to construct an extension of the pathways in the east end of town from 43-46 Street in the lands adjacent to Alberta Prairie Steam Train railway. Public Works Staff completed the pathway base construction and need to outsource the paving portion.

Quotes were sent to three paving companies, however only one quote was received from Horseshoe Paving Ltd. in the amount of \$40,000. Horseshoe Paving has committed to pave the pathway this fall.

Motion 23:08:17

Moved by Councillor Baker that the Town of Stettler Council award the pathway paving to Horseshoe Paving Ltd. in the amount of \$40,000 funded from the 2023 Capital Budget.

MOTION CARRIED
Unanimous

Mayor Nolls thanked M. Robbins for her excellent work on the pathway paving project.

M. Robbins left the meeting at 7:23pm.

(f) Meeting Dates

- **Wednesday, September 27- Friday, September 29 – Alberta Municipalities Convention**
- Tuesday, October 3 – Council – 6:30pm
- Tuesday, October 10 – COW – 4:30pm
- Tuesday, October 17 – Council – 6:30pm
- Tuesday, November 7 – Council – 6:30pm
- Tuesday, November 14 – COW – 4:30pm
- Tuesday, November 21 – Council – 6:30pm
- Tuesday, December 5 – Council – 6:30pm
- Tuesday, December 12 – COW – 4:30pm
- Tuesday, December 19 – Council – 6:30pm

(g) Accounts Payable in the amount of \$1,463,249.12

Motion 23:08:18

Moved by Councillor Smith that the Accounts Payable in the amount of \$1,463,249.12 (\$300.11 + \$423,022 + \$8,894.55 + \$3,017.94 + \$965,442.56 + \$57,775.97 + \$4,795.99) for the period ending September 15th, 2023 having been paid, be accepted as presented.

Councillor Pfeiffer abstained from voting on Cheque #083023

MOTION CARRIED
Unanimous

7. Council:

Councilors outlined highlights of meetings they attended.

(a) Mayor Nolls

September 6 – Talk of the Town
September 6 – Meeting with Alberta Environment
September 11 – Rural Health Professions Action Plan Meeting
September 11 – Physician Recruitment & Retention Committee
September 12 – Stettler Board of Trade Employment Fair
September 12 – Stettler Board of Trade Meeting
September 13 – Talk of the Town
September 15 – Signed Cheques at the Town Office
September 15 – Stettler Waste Management Authority
September 16 – Alberta Culture Days Filipino Fiesta
September 18 – Stettler District Ambulance Authority
September 18 – AHS Central Zone Meeting
September 18 – Clearview Value Scope Meeting

(b) Councillor Baker

September 7 – Stettler Board of Trade Personnel Committee
September 12 – Stettler Board of Trade Meeting
September 12 – Stettler Board of Trade Employment Fair
September 15 – Stettler Waste Management Authority
September 18 – Stettler Board of Trade Big Jack Classic Planning
September 18 – Clearview Value Scoping Meeting

(c) Councillor Barros

September 6 – Stettler Hospital Foundation Meeting
September 14 – Heartland Beautification Meeting
September 15 – Stettler Waste Management Authority
September 16 – Alberta Culture Days Filipino Fiesta

(d) Councillor Lawlor

September 7-8 – Health Sciences Association of Alberta Paramedic Union Negotiations
September 18 – Stettler District Ambulance Authority Meeting

September 18 – Clearview Value Scoping Meeting
September 19 – Society for Prevention of Family Violence

(e) Councillor Pfeiffer

September 8 – Performing Arts Centre Meeting
September 12 – Stettler Regional Board of Trade Meeting
September 18 – Clearview Value Scoping Meeting

(f) Councillor Randell

September 11 - Physician Recruitment & Retention Committee
September 18 – Stettler Museum Board Meeting

(g) Councillor Smith

September 14 – Heartland Beautification Meeting
September 15 – Stettler Airport Board Meeting
September 16 – Alberta Culture Days Filipino Fiesta
September 18 – Clearview Value Scoping Meeting

Motion 23:08:19

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

MOTION CARRIED
Unanimous

8. **Minutes:** (a) None
9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) ATCO Electric Franchise Fee

Motion 23:08:20

Moved by Councillor Randell that the Town of Stettler Council accept the Correspondence as presented.

MOTION CARRIED
Unanimous

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

Motion 23:08:22

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

MOTION CARRIED
Unanimous at 7:35 p.m.

Mayor

Assistant CAO



Request For Subdivision

Agenda Item:

Issue:

Applicant: Kneeland & Sons Construction Ltd.
Subdivision Applicant: #2023-02
Legal: Lot 4, Block 6, Plan RN54 and Lots 5A and 6A, Block 6, 2483NY
Civic: 4910, 4912 & 4914 – 49 Street
Proposed Subdivision: Create Five (5) Residential Parcels (333.98 m², 356.66 m², 356.66 m², 267.77 m² & 356.66 m²)

Recommendation:

That the application for a five (5) parcel subdivision as shown on the Tentative Plan has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations and having considered adjacent landowner(s) submissions, 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. The application is consistent with the policies of the Municipal Development Plan; and
3. 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 is 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.

Notes:

Any existing instruments on the land title in favor of the users of lease roads, pipelines or other oil and gas facilities or other infrastructure shall be carried forward to the land title of the proposed parcel.

IMPLICATIONS OF RECOMMENDATION

General:

The applicant is proposing to subdivide the above-mentioned lot to create five (5) individual lots to coordinate the development of row housing resulting in each unit having their own title for registration.

The original development of a triplex and duplex was approved by Municipal Planning Commission on March 30, 2023 with the understanding that a subdivision would follow creating a parcel of land for each dwelling unit. The applicant has started construction on the duplex and plans to move forward on the triplex during the 2024 construction season.

BACKGROUND

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the:
Town of Stettler Land Use Bylaw 2060-15.
The Town of Stettler Municipal Development Plan.

Technical Review:

External Agencies:

Apex Utilities – No Objections
Telus Communications – No Objections
Atco Electric – No Objections
Alberta Transportation – No Objections

Adjacent Landowners:

Notice circulated August 30, 2023
No response received

Technical Considerations (as per application):

Topography – flat
Soil Characteristics – Sandy/Clay
Storm Water Collection and Disposal – N/A
Accessibility to Road – 49 Street
Water supply, sewage and solid waste disposal – N/A
The use of the land in the vicinity of the site – Residential and Commercial Mix (C1A & C1)

Alternatives:


Defeat the application, stating reasons

Author:

Angela Stormoen, Planning and Development Services

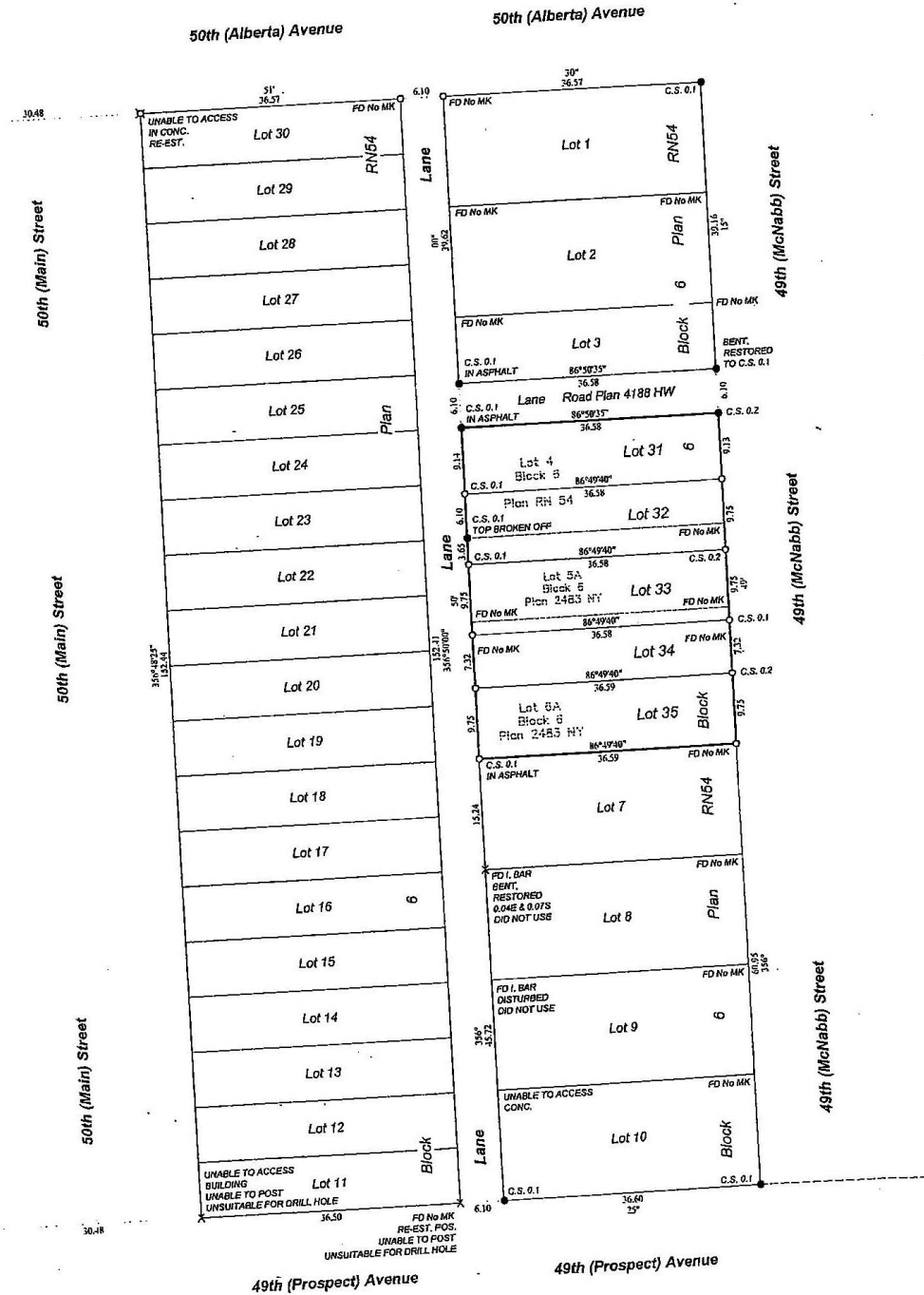
Existing Lots Lot 4, Block 6, Plan RN54 and Lot 5A and 6A, Block 6, Plan 2483NY



 - Proposed Subdivision Location

Proposed Subdivision 2023-02

Outlined in bold black, creating 5 new lots labeled, Lot 31-35



MEMORANDUM

To: Leann Graham, CAO

From: Steven Gerlitz, Asst. CAO

Date: October 2, 2023

Re: Parkland Regional Library – 2024 Budget Requisition

Recommendation

That the Town of Stettler approve the Parkland Regional Library 2024 Budget with a requisition of \$9.18 per capita – Total Requisition - \$54,639.36 (5952 x \$9.18)

Background Information

We are in receipt of the Parkland Regional Library's budget for 2024 (1 year budget), with a 2024 per capita requisition of **\$9.18 (2024 - \$9.18 = \$54,639.36 / 2023 - \$8.75 = \$52,080.00 - \$2,559.36 (\$0.43) – 4.91% 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 (\$7.87previous)
- 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 - \$8.75 – 2.34% increase
- 2024 - \$9.18 – 4.91% increase**
- 2025 - \$9.36 – 2% estimated increase
- 2026 – \$9.55 – 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	\$8.75	5952	\$52,080.00	\$1,190.40	2.34%
2024	\$9.18	5952	\$54,639.36	\$2,559.36	4.91%
2025	\$9.36	5952	\$55,732.15	\$1,092.79	2.00%
2026	\$9.55	5952	\$56,846.79	\$1,114.64	2.00%

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 2024 budget and notifies PRL In writing so that any concerns can be addressed at the PRL Board meeting on November 16th.

Financial Implications

2024 Budget - \$54,639.36 – 4.91% Increase (\$0.43)

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 2024 Budget for the following reasons:

-

Points to Ponder

- 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: 8.3 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
- The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics
- At the March 16th Executive Committee meeting, "it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase." The proposed budget meets the criteria established by the Executive Committee in March.

Communication

- Kara Hamilton – Office Administrator
- L. Graham – CAO

Documentation

- Parkland Regional Library - Proposed Budget 2024



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

		Present Budget	Proposed Budget
		2023	2024
Income			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
TOTAL Income		3,597,800	3,828,179
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licenses	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,329,492	1,418,460
Cost of Services			
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)		3,597,800	3,828,179
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.75	9.18

Notes for the Parkland Regional Library System Budget 2024

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

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

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

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

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

Under Income

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

Under Support Materials

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

Under Cost of Service

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

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

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

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

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 95% of the 2024 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

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

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

Brief Notes – September 2024

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$9.18
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2023 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

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

PRLS Circulating Collections

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

COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS’ lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS’ cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM Proposed 2024 Budget

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

Income – line details

1.1 Provincial Operating Grant:

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

1.2 On Reserve, On Settlement Grant:

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

1.3 Membership Fees:

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

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

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

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

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

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

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – held at the 2023 level.

*2.3 Computer Maint. Agree.
Software Licences:*

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

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees
and Subscription fees:*

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On
Settlement Grant Exp:*

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

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2023 level.

2.8 Internet Connection

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

2.9 Library Services Tools:

slight increase, based on actual costs then estimated– includes (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2023 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

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

*2.12 Outlet - Contribution
to Operating:*

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

2.13 Periodicals:

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

*2.14 ILL Postage
Reimbursement
for Libraries:*

increased slightly based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

*2.15 Supplies purchased
Cataloguing/Mylar:*

held at 2023 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

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

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2023 amount.

PRLS Circulating Collections

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

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

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

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

2.22 Reference Materials: held at 2023 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

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

Cost of Services – line details

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

- 3.5 Dues/Fees/ Memberships:* for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.
- 3.6 Insurance:* this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor Maint. Expense:* increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage with a slight decrease, based on actual costs.
- 3.9 Salaries:* to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.
- 3.10 Salaries-Employee Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.
- 3.12 Supplies/Stationery/ Building:* based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

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

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

Present Budget 2023 Proposed Budget 2024

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

Budget Supplement

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

Parkland will be purchasing no vehicle in 2024. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2024

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2024	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$68,992	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets) (Estimated capital PRLS assets - 2024, \$78,100 -B)</i>	\$282,100	
	\$351,092	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$35,145	B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$42,955	B
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C

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

Technology Reserve

Budgeted for member library computers \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

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

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

Amortization expense anticipated for building \$78,939

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

\$147,931

MEMORANDUM

Date: October 2, 2023

To: Leann Graham
CAO

From: Steven Gerlitz
Assistant CAO

Re: Rural Renewal Stream

Recommendation:

The Economic Development Committee respectfully recommends that Town of Stettler Council not participate in the Province of Alberta Rural Renewal Stream at this time due to the municipal staffing obligations, the lack of program funding and the shortage of available housing.

Background:

The Economic Development Committee has been considering many initiatives including Electric Vehicle Charging Stations, Community Clean Energy Program, Marketing of Town Lots, Okoppe Walkway, Stettler Film Ready Portfolio, Homeshow Tradeshows and various Federal and Provincial Initiatives to address our housing and labour shortages.

The Provincial Rural Renewal Stream supports the attraction and retention of newcomers to rural Alberta through a community-driven approach. The Rural Renewal Stream empowers rural communities to recruit and retain foreign nationals to live, work and settle in their communities. The Rural Renewal Stream addresses current labour needs and skill shortages in rural Alberta communities and helps newcomers settle into the community. This stream requires a community to apply to the Government of Alberta for community designation.

This stream is community-driven. Once designated, the community then works with employers to attract, recruit and retain newcomers by sharing information on settlement supports. This may include accommodation, education, health care and services such as language training.

A candidate must be selected and endorsed by a designated community and meet all criteria for the Rural Renewal Stream.

Under the Provincial Rural Renewal Stream, municipalities are required to:

1. Community directly recruits temporary foreign workers to meet labour needs and provides an Endorsement of Candidate letter to selected candidates.
2. The community shall identify what kind of settlement supports they will offer, develop and implement a settlement plan to help the candidate and their family settle into the community.
3. Community completes Alberta's Economic Mobility Pathways Pilot (EMPP) referral process to recruit refugees. An EMPP referral partner organization works with the community and the Alberta employer to assist in finding a refugee for the respective labour need. Selected candidate receives Endorsement of Candidate letter from the community and an EMPP Referral Partner letter from the referral partner.

MEMORANDUM

Date: October 2, 2023

To: Leann Graham
CAO

From: Steven Gerlitz
Assistant CAO

Re: Community Housing Strategy

Recommendation:

The Economic Development Committee respectfully recommends that Town of Stettler Council direct Administration to administer a Request for Proposal for the 2024 Budget to update 2020 Housing Assessment and complete a Community Housing Strategy with the following objectives:

- Identify public and private land available for housing
- Funding tools to leverage partnerships with government and private developers and get more housing built.
- Streamline planning policy and process to allow for diverse housing including affordable housing, rental properties, housing for older adults and seniors that facilitates aging in place, first-time homebuyers, and temporary or emergency housing.

Background:

The Economic Development Committee has been considering many initiatives including Electric Vehicle Charging Stations, Community Clean Energy Program, Marketing of Town Lots, Okoppe Walkway, Stettler Film Ready Portfolio, Homeshow Tradeshow and various Federal and Provincial Initiatives to address our housing and labour shortages.

The Stettler Housing Assessment was completed by Altus Group Inc – Refocus Housing Strategies in 2020. The goal of the Stettler Housing Assessment was to conduct a community housing study which encompasses the entire housing continuum from homeless populations, seniors, special needs through to non-market and market housing and to inform the Town’s understanding of current and future housing needs across the entire housing continuum.

The Stettler Housing Needs Assessment was divided in the following categories:

- This first section of this report provides an overview of the study methodology and data sources.
- Section two follows with an economic overview of the regional and provincial economic drivers that support the community.
- Section three provides a housing demand analysis focused on demographic and household trends.
- Section four presents the current housing stock analysis, including owner and rental housing and special needs.
- Section five estimates the level of housing affordability
- Section six with a discussion of housing priorities

Key Finding from the Stettler Housing Assessment (2020)

- A need for housing for older adults and seniors that facilitates aging in place is increasing
- A need for dwellings suitable to first-time homebuyers, younger people just starting their careers, and young families
- A need for smaller dwellings
- A need for rental housing
- A need for affordable housing
- A need for temporary or emergency housing, temporary and transitional housing for women and children violence and an estimated 15 homeless population.

Other Key findings of the Stettler Housing Assessment (2020):

- Section 2 – Economic overview
 - Stettler is the economic hub for East Central Alberta. Surrounded by rich rolling prairie, the Town combined with the County of Stettler has a regional population of about 11,000. The trading area of the regional community extends to a total permanent population of 40,000 and a summer population of over 43,000. The Town of Stettler, the largest center between Red Deer and the Saskatchewan border, is the chief service center for a diversified regional economy featuring agriculture, oil and gas, and tourism
 - As a rural center, the Stettler regional community offers a range of services with many amenities found in larger cities, including schools, shopping, healthcare (Stettler Hospital and Care Centre) and recreation.
 - The dominant industry in the labour force is agriculture, for investment is utilities, and for GDP is mining and oil and gas extraction. Future significant investment is expected to be predominantly in pipeline and industrial projects.
 - The labour force by industry classification breakdown for the Town of Stettler shows that retail trade and health care provide the most number of jobs by industry in the Town. Construction follows with mining and manufacturing close behind.
 - Alberta Health Services (AHS) forecasts the Stettler and County population growth to increase by 21% from 2016 to 2041, from a total population of 12,420 to 15,000, or an average of 0.84% annually. The 65 plus age group is expected to increase from a population of 2,196 in 2016 to 3,243 by 2041, a 48% increase.
- Housing Demand Analysis
 - Recent demographic trends show that Stettler is an aging community:
 - 22% of residents are 65 years of age and over,
 - The overall median income in Stettler in 2016 was \$71,717.
 - Median income indicates the Individuals living alone and lone-parent families have the lowest median income households in Stettler \$41,792 and \$48,213 respectively.
 - Female lone parent household's median income was \$43,840 while male lone parent household's median income was \$66,816.
- Housing Supply Analysis
 - Stettler's housing stock is overwhelmingly (71.8%) single detached homes
 - 68% of the housing stock in Stettler was constructed before 1991. These homes are now at least 30 years old and likely require renovation and upgrades to today's standards.
 - In 2016, 26% of renter occupied dwellings and 13.38% of owner-occupied dwellings required major repairs.

- 2016 Statistics Canada data reports that 70% of the housing stock in Stettler had 3 bedrooms or more but only 33% of households have 3 or more persons living there, suggesting there is a need for smaller dwellings.
 - The high rate (72%) of home ownership compared to nearly 30% renter households has been a stable ratio over the past three census periods.
 - The majority of renter households were led by age 25-34 primary household maintainers, indicating young families and individuals.
 - No new purpose-built rental housing has been constructed in over ten years. Any new rental supply has been created in the secondary rental market by private investors which consist primarily of single detached and row housing properties. These rental properties now exceed the number of purpose-built rental housing.
 - 2018 purpose built rental housing data provided by the Alberta Seniors and Housing annual apartment vacancy and Rental cost survey, reported a 16.4% vacancy rate primarily consisting of 32 two-bedroom units.
 - Seniors' continuing care (LTC and DSL4/4D)) and supported living housing (ISL) in Stettler (T) is offered by both private and public facilities totaling 138 spaces for higher level care and 205 of independent supported living units. There are consistently vacancies in the public independent supported living units while the privately held units are all occupied however, there are only 10 private ISL units compared to 195 public units. The private unit rental rates are double compared to the public units.
- Housing Affordability
 - 34% of renter households and 15% of owner households are spending more than 30% of their household income on housing
 - Couple households with and without children earning a median or above household income are generally able to afford rents in the rental market and homeownership costs in Stettler (T).
 - Just over 33% (800 households) with employment income earned less than \$50,000 annually and 15% (365 households) earned less than \$30,000 annually. For those households, the 30% of income benchmark for affordable monthly shelter costs would be substantially lower than the affordable medians calculated

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 76914	76927
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Land Titles	76914	2023-09-22	\$106.00

Invoice Description	Invoice Number	Invoice Amount	

Admin and P&D Searches	2023.08.31	\$106.00	

C. R. Glass Ltd.	76915	2023-09-22	\$882.00

Invoice Description	Invoice Number	Invoice Amount	

Trans Windshield Tandem #86	3166	\$441.00	
Wtr Trns Windshield #108	3167	\$441.00	

Fastimes Towing	76916	2023-09-22	\$1,753.50

Invoice Description	Invoice Number	Invoice Amount	

Bylaw Compliance Enforcement	4892	\$252.00	
Bylaw Compliance Enforcement	4897	\$582.75	
Trans Tow Tandem #24 to RD	4880	\$918.75	

Future Ag Inc	76917	2023-09-22	\$385.53

Invoice Description	Invoice Number	Invoice Amount	

Airport Mower #58 New Tire	IS77876	\$345.96	
Parks Steering Wheel Quick	IS78140	\$39.57	

James Patko Contracting Inc.	76918	2023-09-22	\$2,250.00

Invoice Description	Invoice Number	Invoice Amount	

Security Release Permit	2023.09.13	\$2,250.00	

Konecranes Canada Inc.	76919	2023-09-22	\$1,774.50

Invoice Description	Invoice Number	Invoice Amount	

WTP Annual Crane Inspection	191796163	\$1,774.50	

Pederson, Brendan	76920	2023-09-22	\$11.43

Invoice Description	Invoice Number	Invoice Amount	

Wtr Trns-Traveled to Edmonton	2023.06.15	\$11.43	

Receiver General for Canada	76921	2023-09-22	\$52,889.65

Invoice Description	Invoice Number	Invoice Amount	

Town Tax Remittance	PP19-23	\$44,580.07	
Town Tax Remittance	PP19-23.	\$2,592.63	
BOT Tax Remittance	PP19-23.BOT	\$2,267.42	
Library Tax Remittance	PP19-23.LIBRAR	\$3,449.53	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Sands Dust Control & Water Wel	76922	2023-09-22	\$15,454.43
Invoice Description	Invoice Number	Invoice Amount	
Roads Supply & Apply Dus Contr	370	\$15,454.43	
TC Catering	76923	2023-09-22	\$245.50
Invoice Description	Invoice Number	Invoice Amount	
PR Luncheon for Staff Leaving	1265	\$245.50	
Thinktel Communications	76924	2023-09-22	\$165.05
Invoice Description	Invoice Number	Invoice Amount	
Office Sep Telephone Services	1319040	\$165.05	
Town Trophy & Gifts	76925	2023-09-22	\$37.64
Invoice Description	Invoice Number	Invoice Amount	
Office and P&D Silver Name Tag	15882	\$37.64	
Uline Canada Corporation	76926	2023-09-22	\$497.07
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Safety Fence	12875825	\$497.07	
Woody's Automotive Ltd.	76927	2023-09-22	\$2,095.00
Invoice Description	Invoice Number	Invoice Amount	
Shop Washer Fluid	834397	\$19.53	
Shop Stock Filters	836414	\$61.17	
Shop Towels	838221	\$71.39	
Shop Towels	835831	\$66.16	
Equip Hydrovac #170 15W40 Oil	838561	\$334.34	
Trans Safety Supplies	838404	\$31.49	
Trans Tandem #24 15W40	838766	\$334.34	
Trans Hydraulic Oil Lift #168	839215	\$292.79	
Trans Oil Filter Pickup #76	834402	\$5.39	
Trans TopEnd Engine Gaskets#49	834418	\$149.29	
Trans First Aid Kit Truck #193	834674	\$58.34	
Trans Injectors for pickup #45	836813	\$115.31	
Trans Tie-Rod Boots pickup#137	837870	\$30.16	
Trans Steering Rack Dust Boots	837979	\$25.43	
Trans Oil Filter Tandem #24	838722	\$71.80	
Airport Mower Air Filter	836138	\$26.13	
Water 75W140 Oil for pickup#34	834514	\$87.84	
Water Air Filter unit #135	834303	\$16.49	
Water Wheel Seal pickup#175	834392	\$48.48	
Parks Engion Oil Lift #168	839054	\$211.88	
Parks Belt for mower deck #178	836325	\$30.10	
Parks Oil Filter mower #178	836418	\$7.15	
Total Cheques			\$78,547.30

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0006494	EFT0006552
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
969754 Alberta Ltd.	EFT0006494	2023-09-26	\$627.38

Invoice Description	Invoice Number	Invoice Amount	

P.R. Retirement Lunch	241	\$627.38	
=====			
Acklands - Grainger Inc.	EFT0006495	2023-09-26	\$6,564.70

Invoice Description	Invoice Number	Invoice Amount	

SRC 3 Air Filters	9803956706	\$390.66	
SRC Safety Supplies	9801666422	\$55.98	
Pool Danger Sign	9803214122	\$29.90	
Safety Day 1st Aid Kits	9822765476	\$6,088.16	
=====			
Action Plumbing & Excavating	EFT0006496	2023-09-26	\$2,068.33

Invoice Description	Invoice Number	Invoice Amount	

SRC Service Boiler	W40744	\$601.19	
Pool Repair copper line in	W40798	\$1,244.17	
Pool Drain Grid/Plumbers Putty	I033050	\$56.54	
Pool Braided Supply Tube	I033048	\$23.63	
Comm Hall Tap Cartridge	I032976	\$71.40	
Comm Hall Cartridge	I032977	\$71.40	
=====			
Air Liquide Canada Inc.	EFT0006497	2023-09-26	\$235.68

Invoice Description	Invoice Number	Invoice Amount	

Shop Compressed GAs	76263014	\$235.68	
=====			
Amboss Welding Inc.	EFT0006498	2023-09-26	\$110.25

Invoice Description	Invoice Number	Invoice Amount	

Water Trans Cut off end of buc	1291	\$110.25	
=====			
APEX Supplementary Pension Pla	EFT0006499	2023-09-26	\$684.35

Invoice Description	Invoice Number	Invoice Amount	

Supplementary Pension Plan Tr	PP19-23	\$684.35	
=====			
Bagshaw Electric Ltd.	EFT0006500	2023-09-26	\$2,594.66

Invoice Description	Invoice Number	Invoice Amount	

WTP Batteries	IC047977	\$167.58	
WTP Make Up Air Capital Proj	W13711	\$2,403.09	
SRC LED Bulb	IC047686	\$11.97	
Pool Rubber Tape	IC047461	\$12.02	
=====			
Black Press Group Ltd.	EFT0006501	2023-09-26	\$1,047.50

Invoice Description	Invoice Number	Invoice Amount	

Office Fire Department Job Pos	BPI26258	\$377.48	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Admin and P&D Business Cards	BPI26260		\$238.85
P&D Dev Permit Ads	BPI26259		\$431.17
=====			
Bounty Onsite Inc.	EFT0006502	2023-09-26	\$3,692.66
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Eng Admin Marking Paint	001-144205	\$74.80	
Trans Hard Hat	001-144338	\$47.05	
Trans Marking Paint	001-144608	\$76.19	
Trans Marking Paint	001-144364	\$49.87	
Water Marking Paint	001-144713	\$63.90	
Water 6 Leg Pump @ Aeration	001-144522	\$314.57	
SRC A.H.U. Filters	001-144673	\$130.60	
SRC Janitor Supplies	001-144521	\$1,408.73	
SRC Janitor Supplies	001-144726	\$710.74	
Com Hall Janitor Supplies	001-144523	\$816.21	
=====			
Brenntag Canada Inc.	EFT0006503	2023-09-26	\$3,311.70
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Chemicals & Container Dep	46713865	\$4,414.20	
=====			
Burmac Mechanical 2000	EFT0006504	2023-09-26	\$24.72
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP1.5 x 3 Black Nipple	105722	\$5.07	
SRC Zamboni Water Tank Fitting	105658	\$19.65	
=====			
Canadian Red Cross	EFT0006505	2023-09-26	\$20.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Pool Standard First Aid	CRC-647399	\$20.50	
=====			
Canadian Tire #671	EFT0006506	2023-09-26	\$135.34
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Signs Speed Trailer # Sign	1058	\$11.54	
WTP Janitor Supplies	0488	\$73.46	
SRC Ice Making Supplies	0490	\$50.34	
=====			
Canadian Union of Public Emplo	EFT0006507	2023-09-26	\$660.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Union Dues	PP19-23	\$660.00	
=====			
Canoe Procurement Group of Can	EFT0006508	2023-09-26	\$35,861.92
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Trans/Water/Parks Gasoline	PF-11405-10897	\$6,626.74	
Signs Concrete Mixer #47	AB178214	\$4,043.51	
Lanes Road Matting	AB179144	\$1,224.59	
Airport Mower #58 Tire	AB179136	\$114.57	
Water Hydrant Upper Body	AB177135	\$12,684.14	
Misc Dept July Fuel	PF-11321-10851	\$11,168.37	
=====			
Capital H2O Systems Inc.	EFT0006509	2023-09-26	\$659.82
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Blue-White Tube Assembly	19327	\$659.82	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Caro Analytical Services	EFT0006510	2023-09-26	\$666.75

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Water Analysis	IC2320478	\$174.30	
WTP Water Analysis	IC2320596	\$39.90	
WTP Water Analysis	IC2321575	\$243.60	
WTP Water Analysis	IC2323833	\$208.95	
=====			
Cas Tech Inc.	EFT0006511	2023-09-26	\$6,286.14

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Computer Replacement Program	1311	\$6,286.14	
=====			
ClearTech Industries Inc.	EFT0006512	2023-09-26	\$17,610.48

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP Chemicals	INV1079593	\$7,173.60	
WTP Chemicals	INV1084757	\$8,680.18	
Pool Chemicals & Container Dep	INV1084048	\$5,484.70	
=====			
Clearview Public Schools	EFT0006513	2023-09-26	\$1,317.30

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Office Joint Aug Expenses	6994	\$1,317.30	
=====			
Contact Safety Service Ltd.	EFT0006514	2023-09-26	\$241.50

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Shop Emergency Light Batteries	13815	\$241.50	
=====			
Diverse Signs N Designs Inc.	EFT0006515	2023-09-26	\$235.65

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Signs Street Closed Friday Sig	10546	\$64.56	
Traffic Lanes Handi Cap Stenci	10485	\$171.09	
=====			
East Central Alberta Catholic	EFT0006516	2023-09-26	\$43,476.15

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
School 3rd Qtr Requisition	2023.09.01	\$43,476.15	
=====			
GT Hydraulic & Bearing	EFT0006517	2023-09-26	\$507.76

Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Equip Hydrovac Lug Nut Covers	000-400348	\$45.36	
Trans/Water Filters	000-398742	\$151.79	
Trans Painter#16 O-Rings	000-397739	\$4.35	
Trans Tandem #86 Headlight	000-398081	\$189.00	
Trans Asphalt Roller Stop Leak	000-399684	\$55.97	
Water Filter for pickup #34	000-398347	\$16.93	
Water O-Rings Excavator#108	000-399483	\$3.52	
Parks Filter & Seal pickup #87	000-397917	\$12.97	
Parks Water Truck #49 Fittings	000-398700	\$17.37	
Parks Lift #168 Filter Gauge	000-400347	\$10.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Gyro Ag Ltd.	EFT0006518	2023-09-26	\$28.73

Invoice Description	Invoice Number	Invoice Amount	
Water Tandem #3 Steel Ladder r	3845	\$28.73	

Hadley Concrete	EFT0006519	2023-09-26	\$11,961.60

Invoice Description	Invoice Number	Invoice Amount	
Sidewalks 53 St Concrete Repla	2314	\$11,961.60	

Heartland Auto Supply	EFT0006520	2023-09-26	\$3,100.51

Invoice Description	Invoice Number	Invoice Amount	
Fire Joint 6 Specialty Batteri	001-549320	\$13.42	
Fire Remote Controls Batteries	001-549322	\$127.01	
Fire Regionals 2 Marine Batter	001-549257	\$434.95	
Trans Janitor Supplies	001-551110	\$302.40	
Shop Tools/Safety/Supplies	001-548467	\$1,248.79	
Shop Speed Sensor pickup #48	001-550628	\$40.23	
Shop Hone for Sizing Snowblowe	001-550662	\$17.65	
Trans Paint	001-551011	\$20.77	
Trans Repair Parts Water Truck	001-548509	\$321.25	
Trans Nuts and Washers	001-549947	\$21.37	
Trans Plastic Lips/Hood Sound	001-550314	\$7.29	
Trans Oil Filter/Grease Nipple	001-550511	\$50.67	
Trans Air Filter Tandem #24	001-550888	\$108.33	
Trans Threaded Rod & Rubber Ho	001-550926	\$124.88	
WTP Epoxy Repair Coolant Tank	001-550189	\$10.48	
WTP Setup Parts new pickup#194	001-550811	\$30.72	
Water Air Filter pickup #34	001-548448	\$40.48	
Water Oil Filter & O-Rings#108	001-549937	\$25.04	
Water Reverse Light Tandem #3	001-550806	\$8.47	
SRC Valve Cover Gasket #38	001-549188	\$18.13	
Parks Headlight Bulbs #81	001-549691	\$62.79	
Parks Full Filter set Lift#168	001-551063	\$65.39	

Heartland Express	EFT0006521	2023-09-26	\$115.24

Invoice Description	Invoice Number	Invoice Amount	
Water Trans Freight	14893	\$115.24	

Heartland Glass Ltd.	EFT0006522	2023-09-26	\$299.25

Invoice Description	Invoice Number	Invoice Amount	
Trans New Windshield #137	108535	\$299.25	

Hi Way 9 Express Ltd.	EFT0006523	2023-09-26	\$1,865.51

Invoice Description	Invoice Number	Invoice Amount	
Trans Freight	66063133	\$33.83	
Trans Freight	66063136	\$1,459.84	
Trans Freight	66085852	\$140.04	
Trans Freight	32421756	\$115.19	
WTP Freight	12704604	\$116.61	

Hitch to Headlights	EFT0006524	2023-09-26	\$2,145.84

Invoice Description	Invoice Number	Invoice Amount	
Trans Tandem #24 CVIP	6397	\$597.45	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Water Trans Tandem #3 CVIP	6386		\$1,548.39
i. d. Apparel	EFT0006526	2023-09-26	\$126.00
Invoice Description	Invoice Number	Invoice Amount	
Trans 4 - Safety Jackets	117279		\$126.00
Joe Johnson Equipment	EFT0006527	2023-09-26	\$4,049.88
Invoice Description	Invoice Number	Invoice Amount	
Street Clean Sweeper Brooms#6	P56427		\$4,049.88
KaizenLAB Inc.	EFT0006528	2023-09-26	\$545.35
Invoice Description	Invoice Number	Invoice Amount	
WTP Lagoon Sampling	INV0089922		\$379.42
Sewer Lagoon Sampling	INV0090098		\$56.41
Sewer Lagoon Sampling	INV0090253		\$109.52
Keiths Refrigeration	EFT0006529	2023-09-26	\$466.78
Invoice Description	Invoice Number	Invoice Amount	
SRC RTU Repair	23312		\$466.78
Klearwater Equipment & Technol	EFT0006530	2023-09-26	\$9,694.65
Invoice Description	Invoice Number	Invoice Amount	
WTP Turbidity Meter & Freight	240143		\$5,452.65
WTP Chemicals	240185		\$4,242.00
Lifesaving Society	EFT0006532	2023-09-26	\$110.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Lifesaving Standard1stAid	25594		\$20.00
Pool Bronze Cross Exam Fee	25595		\$90.00
Local Authorities Pension Plan	EFT0006531	2023-09-26	\$29,616.53
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP19-23		\$29,616.53
Maxwell, Darin	EFT0006533	2023-09-26	\$96.36
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns CUPE Clothing Allow	2023.09.07		\$96.36
Meridian OneCap Credit Corp	EFT0006534	2023-09-26	\$786.90
Invoice Description	Invoice Number	Invoice Amount	
P&L Photocopier Oct/Nov/Dec	231001663948		\$786.90
OK Tire Stettler	EFT0006535	2023-09-26	\$305.25
Invoice Description	Invoice Number	Invoice Amount	
Park Mower #9 New Tires	IN101001		\$305.25

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Peavey Mart	EFT0006536	2023-09-26	\$84.97

Invoice Description	Invoice Number	Invoice Amount	
SRC Toggle Bolt	2007396003	\$7.60	
SRC Cable Ties	2000750005	\$77.37	
=====			
R & E Elevator Ltd.	EFT0006537	2023-09-26	\$770.84

Invoice Description	Invoice Number	Invoice Amount	
SRC Regular Scheduled Mainten	29863	\$420.00	
Office Joint Regular Scheduled	297569	\$350.84	
=====			
Rally Rentals	EFT0006538	2023-09-26	\$97.18

Invoice Description	Invoice Number	Invoice Amount	
Shop Welding Gloves	34644	\$31.03	
Water Torch Oxygen	34722	\$66.15	
=====			
Saunders, Chris	EFT0006539	2023-09-26	\$206.65

Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance	2023.09.13	\$206.65	
=====			
Shirley McClellan Regional Wat	EFT0006540	2023-09-26	\$11,720.06

Invoice Description	Invoice Number	Invoice Amount	
Wtr Trs Stn Apr/May/June Util	SMRWSC003062	\$11,720.06	
=====			
Stettler Agri-Centre	EFT0006541	2023-09-26	\$167.94

Invoice Description	Invoice Number	Invoice Amount	
Parks Tree Cutting Tools	24959S	\$167.94	
=====			
Stettler Building Supplies Ltd	EFT0006542	2023-09-26	\$1,167.91

Invoice Description	Invoice Number	Invoice Amount	
Signs Cement for Signs	AK8723	\$923.58	
Trans Storm Line Marking Mater	AK7934	\$97.63	
Trans Storm Line Marking Mater	AK7944	\$68.24	
SRC Floor Repair Materials	AK7522	\$69.77	
Parks Wooden Dowel #94	AK8740	\$8.69	
=====			
Stettler Dodge Ltd.	EFT0006543	2023-09-26	\$55,870.50

Invoice Description	Invoice Number	Invoice Amount	
Equip 2023 Ram 1500 Classic	2023.09.18	\$55,870.50	
=====			
Stettler Home Hardware	EFT0006525	2023-09-26	\$807.10

Invoice Description	Invoice Number	Invoice Amount	
Office 3 water refills	134232	\$15.75	
Office 3 water refills	134382	\$15.75	
Office 1 Outlet Cube	134389	\$5.76	
Office Outlet Cube	134390	\$2.63	
Office Batteries	134471	\$15.72	
Office 3 water refills	134562	\$15.75	
Shop 3 water refills	134251	\$11.25	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Shop Cat Food and Supplies	134518		\$22.17
Shop 2 water refills & CatFood	134592		\$46.85
Shop 2 - Door Stop	134267		\$25.18
Cemetery Premixed Fuel	134578		\$31.69
Parks Lamps	134465		\$6.27
SRC Hose Rubber	134511		\$2.61
SRC Filler Cap	134247		\$19.41
SRC Ice Making Supplies	134254		\$46.17
SRC Ice Making Supplies	134271		\$92.33
Som Hall Wall Repair Materials	134432		\$14.69
Parks Multi Lube OIL	134424		\$206.81
Parks Soccer Net Supplies	134413		\$113.77
SRC Soccer Net Supplies	134483		\$104.93
=====			
Stettler Registry Services Ltd	EFT0006544	2023-09-26	\$89.25
=====			
Invoice Description	Invoice Number	Invoice Amount	
WTP Register new Truck #194	SR300020018	\$89.25	
=====			
Stettler Waste Management	EFT0006545	2023-09-26	\$103,834.09
=====			
Invoice Description	Invoice Number	Invoice Amount	
Joint Landfill 3rd Requisition	SWM0003983	\$103,834.09	
=====			
Summit Truck Equipment	EFT0006546	2023-09-26	\$403.16
=====			
Invoice Description	Invoice Number	Invoice Amount	
Equip Hydrovac Filters #170	010P19069	\$403.16	
=====			
Sutton Septic Service	EFT0006547	2023-09-26	\$315.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Sewer Lagoon Pump Out Manhole	175	\$315.00	
=====			
UBS Industires	EFT0006548	2023-09-26	\$3,727.50
=====			
Invoice Description	Invoice Number	Invoice Amount	
Signs Break Aways for Signs	3020233	\$3,727.50	
=====			
Uptown Office Supply Ltd.	EFT0006549	2023-09-26	\$284.06
=====			
Invoice Description	Invoice Number	Invoice Amount	
Office Stationery	06863B	\$52.25	
Office Stationery	06887B	\$54.90	
Office Stationery	06924B	\$29.15	
Trans Stationery	06861B	\$37.60	
P&L Stationery	06848B	\$52.37	
P&L Stationery	06959B	\$33.52	
Shop Stationery	06990B	\$7.51	
Shop Stationery	06855B	\$16.76	
=====			
W.R. Meadows of Western Canada	EFT0006550	2023-09-26	\$1,999.39
=====			
Invoice Description	Invoice Number	Invoice Amount	
Roads Repair Cold Mix	120017318	\$1,999.39	
=====			
Wet Water Industries Ltd.	EFT0006551	2023-09-26	\$76.89
=====			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire Joint Oct Wtr Treat Equip	AR50791		\$76.89
Yost, Dustin	EFT0006552	2023-09-26	\$29.34
Invoice Description	Invoice Number	Invoice Amount	
Com Hall Janitor Supplies	2023.09.15	\$29.34	
	Total Cheques		\$375,607.45

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000697	ONL000701
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000697	2023-09-22	\$11,184.71

	Invoice Description	Invoice Number	Invoice Amount

	Office Joint Aug Gas Bill	202308-3693	\$60.27
	Fire Joint August Gas Bill	202308-3687	\$190.97
	Town Shop August Gas Bill	202308-3694	\$99.23
	Airport August Gas Bill	202308-3686	\$93.52
	WTP August Gas Bill	202308-3689	\$1,658.75
	Water Trans August Gas Bill	202308-3684	\$74.50
	Sewer 1 August Gas Bill	202308-3695	\$61.29
	Sewer 2 August Gas Bill	202308-3692	\$75.33
	SRC August Gas Bill	202308-3691	\$8,461.51
	Com Hall August Gas Bill	202308-3690	\$268.82
	Parks August Gas Bill	202308-3688	\$140.52

Shaw Cable	ONL000698	2023-09-22	\$73.50
	Invoice Description	Invoice Number	Invoice Amount

	Com Hall Oct 17 to Nov 16 WiFi	2023.09.17	\$73.50

Shaw Cable	ONL000699	2023-09-22	\$288.75
	Invoice Description	Invoice Number	Invoice Amount

	SRC Oct 15 to Nov 14 WiFi	2023.09.15	\$288.75

Shaw Cablesystems GP	ONL000700	2023-09-22	\$109.15
	Invoice Description	Invoice Number	Invoice Amount

	Fitness Area Oct 1to31 CableTV	2023.09.01	\$109.15

United Farmers of Alberta	ONL000701	2023-09-22	\$888.02
	Invoice Description	Invoice Number	Invoice Amount

	Shop Portable Air Tank Fitting	SOINV5067953	\$2.09
	Trans Hydraulic Oil #50	SOINV5060715	\$249.64
	Trans Sander Shed Hooks	SOINV4981376	\$33.56
	WTP 15W40 Oil	SOINV5060718	\$510.17
	Water Weeping Tile	SOINV5020313	\$62.69
	SRC Zamboni Tank WaterFittings	SOINV4986520	\$14.15
	SRC Zamboni Tank WaterFittings	SOINV4986660	\$2.09
	SRC Zamboni Tank WaterFittings	SOINV4986854	\$4.19
	SRC Zamboni Tank WaterFittings	SOINV4996052	\$9.44
	SRC Zamboni Tank WaterFittings	SOINV4986501	\$5.24

	Total Cheques		\$12,544.13

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000702	ONL000702
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000702	2023-09-22	\$11,326.55

Invoice Description	Invoice Number	Invoice Amount	

P&L Coffee Room Supplies	2023.09.12.761	\$218.33	
P&L ARPA Conference	2023.09.12.765	\$887.25	
BOT Corporate Visa	2023.09.12.BOT	\$332.82	
Fitness Area Training Courses	2023.09.12.751	\$490.34	
WTP AWWOA Conference CEU's	2023.09.12.767	\$1,662.41	
Fire Equipment Gas Oil/Call Ex	2023.09.12.753	\$356.65	
Sewer Float Weights/Asset Mana	2023.12.09.763	\$1,911.35	
SRC 2 Sparpsafety Sharps Needl	2023.09.12.764	\$738.15	
PR Sympathy Bouquet/Atco Rec	2023.09.12.759	\$680.48	
Fire Joint Uniform Shirt Alter	2023.09.12.755	\$110.54	
Eng Admin Adobe Subscription	2023.09.12.766	\$272.85	
Shop Staff Lunch Supplies	2023.09.12.762	\$39.81	
Pool Program Training/Wristban	2023.09.12.756	\$724.96	
Trans Grader #145 Wear Shims	2023.09.12.754	\$452.17	
Office Lunch Room Supplies/Mon	2023.09.12.758	\$221.61	
GIS Plotter Paper/Lobby Broom	2023.09.12.768	\$2,029.82	
Admin Travel & Subsistence	2023.09.12.760	\$197.01	
Total Cheques			\$11,326.55
			=====



PRLS Board Meeting Minutes

September 14, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday September 14, 2023 in the Combined Board Room, Lacombe.

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

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

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

Staff: Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Teresa Rilling.

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

Motion by Pam Hansen to excuse Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, and Pat Toone from attendance at the board meeting on September 14, 2023 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 38/2023

Shannon Wilcox entered the meeting at 10:06 a.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

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



Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 39/2023

Rick Manning entered the meeting at 10:13 a.m.

1.2. Approval of Minutes

Rilling asked if there were any amendments to the May 18, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 18, 2023 meeting as presented.

CARRIED
PRLS 40/2023

1.3. Business arising from the minutes of the February 23, 2023 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED
PRLS 41/2023

3.1. Parkland 2024 Budget

Sheppard reviewed Parkland's 2024 proposed budget. For 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Provincial grants amount to approximately 43.3% of PRLS' total income.

Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Most expense lines of the budget remain stable, with increases reflecting inflationary costs.



Some board members indicated concern over increasing cost and believe Parkland should advocate that the Government of Alberta adjust library grants annually to address inflation.

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

CARRIED
PRLS 42/2023

Motion by Bill Rock to approve the Parkland Regional Library System 2024 budget as presented.

CARRIED
PRLS 43/2023 (3 opposed)

Which population figures Parkland uses for invoicing municipalities was brought up again. Board members agreed to discuss and decide at their November meeting whether Parkland shall change their member agreement.

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

CARRIED
PRLS 44/2023 (4 opposed)

3.2 Reserve Transfers

Donna Williams reviewed. At their June 15th meeting, the Executive Committee re-allocated 2022's surplus to replenish three of Parkland's reserves so they align with minimum levels required by board policy. Those reserves were the Vehicle, Building, and Technology reserves. In June, following the approval of Parkland's 2022 audit, the Unrestricted Reserve, where Parkland's surpluses are recorded, was valued at \$425,314.91.

The Vehicle Reserve received a \$100,000 top-up, the Building Reserve, \$25,000, and the Technology Reserve \$200,000.

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 45/2023

3.3. Compensation Policy Working Group

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



Recommendations made by the group include:

- a) Parkland should use a blended 5-year COLA
- b) New hires should receive step increases on their hire anniversary date, with existing staff grandfathered – keeping January as their anniversary for step increases.
- c) Part time employees will reach their next step based on hours worked, using 75% of the annual hours of a full-time employee.
- d) Steps should be considered guaranteed, while COLA increases should be offered if the budget allows.
- e) If COLA becomes optional, there is an increased chance of the salary grid no longer reflecting the labour market. For this reason, Parkland's Compensation Policy should require an external examination of the grid every three, rather than every five, years.
- f) If COLA becomes optional, staff retention could be affected since it will be long serving staff who are the most likely to see a diminution of their salary once they reach the end of the grid.
- g) Also discussed was an option if Parkland is having trouble hiring: add a "market modifier" to the new hire's salary. The market modifier is a temporary salary modifier used in exceptional situations when it is demonstrated that a higher salary, beyond the maximum of the assigned classification, is critical to attract or retain employees. Application of a market modifier is to address a considerable market gap with compensation for comparable position. The market modifier could be left in place until the salary grid is reviewed.

For the next meeting, staff will prepare a series of excel spreadsheets with the 2024 grid, including the number of staff members on each step, to allow the working group to experiment with different scenarios for reducing the grid.

The committee is planning to meet again at the beginning of October for a full day.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 46/2023

3.4. IT Report

A written report was submitted. Of note, the website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. Over the summer months they experienced some challenges that have delayed the launch of Parkland's new websites throughout the region. The launch is now expected to be near the end of October or early November. That said, the team is very pleased with how the project is proceeding.

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



Motion by Deb Coombes to receive the IT Report for information.

CARRIED
PRLS 47/2023

3.5. Community Services Recovery Fund

Ron Sheppard explained the history of Parkland's application for \$200,000 in funding from the Community Service Recovery Fund to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery.

Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Motion by Shannon Wilcox to receive for information.

CARRIED
PRL 48/2023

3.6. Nordegg Library Move

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

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place and new shelving was designed and built locally. Library volunteers weeded, packed and moved all the materials during the summer months. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library raffled off prizes to community members of all ages. It was a spectacular weekend.

Many of the library volunteers were on hand to welcome the community back into the library. The library was unofficially re-named the Rolf & Cheri Adolph Library to recognize the many years of contributions from Rolf Adolph and his wife Cheri.

Motion by Michelle Swanson to receive for information.

CARRIED
PRL 49/2023

3.7. Indigenous Services

Andrea Newland reviewed. Parkland has been working hard to build relationships and increase services to Indigenous communities over the past few years. With the OROS (On Reserve, On Settlement) grant provided by the Government of Alberta, Parkland has been able to accomplish numerous initiatives.



PRLS now has two women from the community of Maskwacis employed at the library. Staff took photos of intricate beading designed and created bookmarks for the library.

Staff will be commissioning a local Indigenous artist this fall to paint murals on the walls of the library.

For the first time since the library officially opened in 2019, the library will now be open to the public Monday through Friday.

Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

There are plans to purchase more shelving for Maskwacis and increase the size of the collection. Additionally, the staff in Maskwacis will also be attending the Stronger Together conference in November in Edmonton where they will be able to network with other Library Managers.

PRLS selected this library to be featured in a TAL (The Alberta Library) sponsored project highlighting rural libraries in partnership with the CBC. The date of the CBC interview is yet to be determined.

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

Motion by Joy-Anne Murphy to receive for information.

CARRIED

PRL 50/2023

3.8. Marketing and Advocacy Committee Report

Ron Sheppard spoke to the Advocacy Report. Parkland's Advocacy Committee has met once since the May board meeting.

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



As the committee moves into its post-election advocacy phase, they discussed and set what their advocacy priorities should be in the immediate future.

Hailey Halberg spoke to the Marketing Report. Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. The training was used to promote Parkland's services of assisting libraries with creating their own brand guidelines and social media strategies. Several libraries have requested these services since.

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

Parkland conducted a survey to find out which initiatives libraries would like staff to organize promotions for, and the majority wanted both library card sign-up activities and Canadian Library Month activities combined into one month.

In 2024, Parkland is celebrating its 65th anniversary. To celebrate this milestone, Parkland is planning several activities. To kick things off, Parkland is hosting a design contest in November. Patrons will be encouraged to submit designs relating to libraries. The winning design will win a \$100 visa gift card and have their design featured on tote bags and other promotional materials.

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

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Anniversary Celebration in Amisk

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, or the Library Celebration in Amis Report. There were none.

Motion by Barb Gilliat to receive the Director's Report, Library Services Report, and Anniversary Celebration in Amisk Report for information.

CARRIED
PRLS 52/2023



3.10. **Parkland Community Update**

The **Innisfail Public Library** has a new manager. They gave a shoutout to Jessica Dinan, Parkland Consultant, who was a huge help and resource.

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

The **Penhold & District Public Library** has had our "Create it Crew" comprised of local students run several programs with introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children. Having our young teen students mentor the youth in our community through work experience has had such an impact beyond the doors of our library, and it has been a pleasure watching them grow and gain self-confidence.

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

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

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

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

Motion by Les Stulberg receive the Parkland Community Update for information.

CARRIED
PRLS 53/2023

4. **Adjournment**

Motion by Deb Coombes to adjourn the meeting at 11:50 a.m.

CARRIED
PRLS 54/2023

Chair



PRLS BOARD TALK

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

Parkland 2024 Budget

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

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

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

Compensation Policy Working Group

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

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

Website Refresh Project

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

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

Community Services Recovery Fund

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

Nordegg Library Move

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

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

Indigenous Services

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

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

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

Advocacy Report

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

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

Marketing Report

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

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

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

Committee News from Trustees

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

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

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

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

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

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

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

Board Members Present

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

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

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

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

Stettler Festival of Lights– 26th Annual Event

November 28 – December 2

Stettler Community Hall

This winter, Stettler Festival of Lights is hosting their 26th annual hospital fundraiser.

We have been working diligently with the Stettler Health Services Foundation to ensure we are able to purchase the items that are most needed right now. All funds raised go directly back into Stettler's Hospital and Care Center. We are striving to raise \$100,000.00 to reach our goal!

This year we are excited to be fundraising to purchase two Panda Warmers to help our newborn babies born at the Stettler Hospital and four infusion pumps for the ER and Acute Care Departments.

Listed below are some additional details on where previous funds were allocated to help grow our hospital and the services our community can provide in the way of patient care. Over the past 25 years, Stettler's Festival of Lights has raised over \$1,355,000.00 to enhance patient care at the hospital. Festival of Lights can attribute their success to the remarkable residents of Stettler and surrounding communities who share their time and money to improve our local health care system.

With phenomenal community support of our events, we have been able to purchase the following necessary equipment for our local hospital and long-term care facilities:

- Birthing Bed (2) & Room Décor
- Panda Warmer
- Vital Signs Monitor
- Central Cardiac Monitoring Main Frame & Two Individual Monitoring Cubes
- Ice Dispenser
- Stryker Power Hydraulic Cot
- LUCAS 3 Chest Compression System for the District Ambulance
- Accumax Mattresses for acute care (19)
- Ventilator for the ER department
- Automated External Defibrillator
- Bili TX Phototherapy Jaundice Treatment Blanket
- Blanket Warming Cupboard
- Overhead Patient Lifts (6)
- Colonoscope
- Infant Incubator
- Palliative Care Beds (3)
- Aqua-Aire Bath System
- Dialysis Unit Chairs
- Heart Monitors
- Sheepskins
- Nurse Call System & Patient Monitoring System
- Multiple Operating Room Upgrades
- Multiple Emergency Room Upgrades
- Palliative Care Room & Family Room Upgrade
- Ultrasound machine for the Labour/Delivery Room & Emergency Department

\$1500.00 ongoing Budget.

1-Table.



We can't wait to be able to bring **Christmas Cheer** into our community and kick off the holiday season! We are excited to be bringing back our favorite events at the Stettler Community Hall to help us celebrate our 26th annual event and we look forward to seeing you throughout the events and shopping in the Artisan Christmas Market.

Our "Christmas Cheer" Events will include the following:

ATCO Pancake Breakfast
A&W Burgers & Beer
Christmas Spirits
Art & Cheer

Snowflake Dine & Dance Gala
Holly Jolly Lunch
Artisan Christmas Market
Seniors Tea

Silent & Live Auction
Progressive 50/50
Raffles
Sleigh Rides

Please watch for more information (Facebook, Newspaper & Stettler Local)

Throughout the week, the doors will be open to the public and the community will be able to come into the venue to see the beautifully decorated Christmas trees, visit the local Artisan Christmas Market, and bid on silent auction items.

Please see the enclosed Donation/Sponsorship Form for details on the variety of ways to contribute to our week-long fundraiser. You may return the form to any committee member listed below or mail to Postal Bag 500, Stettler, AB T0C 2L0.

We can provide you with a tax receipt for your donation. If you donate, we ask you to submit an invoice with your gift in kind donation to receive a tax receipt.

Charity License Number: 89269 4720 RR0001
www.stettlerhealthfoundation.com

Thank-you again for your continued support.



Amy Roberts (Stettler Festival of Lights, Committee Chair)

Amy Roberts, (403) 740-4740

Suzanne Bond (403) 740-2424

Allison Baird (403) 740-9696

Anna Tripp (403) 741-6409

Kelsie Miller (403) 318-8254

Melaine Cheater (403) 741-7875

Marci Spady (780) 235-0059

Mary-Jane Jackson (403) 742-0063

Morgan Hiller (403) 741-7776

Lisa Johnson (403) 740-5225


Danica Sutton (403) 396-5597

Paula Hunter (403) 741-6810

Barbara-Lynn Goodwin (403) 751-6710

Jody Craig (780) 224-0494

Brandi Page (587) 282-1402



**Get your office Christmas Party
tickets to the
Dine, Dance & Auction
Christmas Gala Now!!**

Call MJ at 403-742-0063

Thank you to our donors!

Festival of Lights 2022 Stettler Health Services Foundation

DIAMOND (\$3000 +)

→Amy & Mike Roberts→Byemoor Colony→Doug & Elaine Scheerschmidt→Estate of Myra Greig→Eva Snodgrass
→Superfluity Shop→Whitesand Colony

STAR (\$1500 - \$3000)

→ATCO Electric→Brandt Tractor Ltd.→David & Tammy Webster→Dean & Jami Lovell→Ember Resoures Ltd.
→J.T. Auto Body Ltd.→John Martin→Seans No Frills→Town of Stettler

SILVER (\$1000 - \$1499)

→A & W Stettler→Action Plumbing & Excavating→Albert & Jean Bauer→Burmec Mechanical 2000
→Canadian Linens - Jason Sabbe→Canadian Tire Stettler→CSN Brennan→Darcy & Kelly Klassen→Di's Consulting Ltd
→Gary Moe Chevrolet Buick→Harvey & Shirley Kassian→Heartland Auto & Industrial Supply→Hi-Way 9 Express Ltd.
→Hoopfer Insurance→John's→Larry & Sheila Clarke→Ramada Hotel - Stettler→Royal LePage Central→Stettler Electric Inc.
→Stettler Stitchers→Transformed Coffee Co→Walmart Canada→Wm. E. Hay Classes '71-'73 Reunion

BRONZE (\$500 - \$999)

→4L Communications - The Telus Store→Alberta Prairie Steam Tours→ATB Financial Stettler→Big Game Source for Adventure
→Brian & Gail Peterson→Canadian Envrio-Tub / Murray & Mary-Lou Manson→Canadian Natural Resources Ltd.
→Central Vision & Hearing→CIBC Stettler→CIR Realty - Sherri Kuefler→Dale & Lorri Bauman
→Dean's Machine Inc. & Marlane Duncan→Diane Trenholm→Dr. Patel Family Dentistry→Echo Ridge Seeds
→Fran Smith→Generations R.V. Inc.→Heartland Auto & Industrial Supply→Heartland Industries→Heartland Medical Clinic
→Jim Long→Jim Renschler Construction→Joe & Elizabeth Knowles→Jude's Liquor Store→Kal Tire→Keith's Refrigeration
→Koehler Financial Group→Lang Oilfield Services Ltd.→Lawlor Jewelry→Lawrence Clarke→NAPA Auto Parts Stettler
→Neilson Beef→Parcels Trucking→Patchouli Mint Spa→Performance Health & Fitness→Peter & Helen Boys
→Pottery Barn - Becky Andersen→Remedy Art Studio→Rodeo Roofing→Rollie's Vac Systems→Running Reins Ranch
→RWA Chartered Professional Accountants→Schwartz Home Building Centre→SCORE Projects Inc.→Scrape 'n' Slide Inc.
→Shoppers Drug Mart→Sobeys - Stettler→Sophie Hewlett & Marlane Duncan→Stettler Dodge Ltd.→Stettler Flooring & Paint
→Stettler IDA Pharmacy→Stettler Vet Clinic→Steve's Stuff→Super 8 Motel - Stettler→The Brick→The Co-Operators
→Thorogood & Pinches→Thrive 360 Gym→Tremmel Construction→Vintage Thistle→Vision Credit Union - Stettler
→Vortex Production Services→Wanderlust Events & Décor→West Edmonton Mall→Westland Insurance
→Wilson Cruickshank Law Office

FRIEND (\$100 - \$499)

→59th Street Liquor Store→Admiral Welding Ltd.→Alicia Tate Yoga→Allied Vessel Fabrication→Allison & Nick Baird
→Anaiah's Family Restaurant→Andrea Muhlback/Stettler Vet Clinic→Apple Drugs→Automotive Buy and Sell
→Bagshaw Electric Ltd.→Baltimore Financial Services→Barnboard by Corine→Barney's Adventure Park→Blume
→Bond-O Security Systems→Bounty Onsite Safety→Brian and Sheryl Holmberg→C.R. Glass Ltd.→Cake'Lys - Elizabeth Viste
→Calgary Flames→Cas Tech Computers/Town Trophy & Gift→Central Alberta Co-Op→Cewal Construction Ltd.→Charlie's Crew
→Christine Wedrick - Sunset Gourmet→Circle D Oilfield Inc.→Cornucopia Gourmet Popcorn & Treats→Cosmic Pizza
→Craig Seibel→Cuttin' Corners→Darcy's Auto Repair→Darla & Kathy Rairdan→Delaney Goddard→Dina Edwards & Myles Smith
→Dirt Road Pretty→Don's Car Sales Ltd.→Donald & Rose Wesner→Evangelical Free Church of Erskine
→Family Chiropractic & Alanna Tyner→FlareTech→FRC Custom Woodworking→Fred Milner→Fresh Wife Collective
→Gary Grant Law Office→Gayle & Jim Tennant→Gitzel & Company→Gordon & Rita Mielke→Grate Kitchen Shoppe
→Greg Patterson Concrete→Heartland Bowl→Heartland Glass→Heartland Insurance Services→High 5 Nail Design
→Highway 12 Sales Inc.→Home Hardware Stettler→Hope Counselling→HD Apparel→HD Inspection→Irene & Deane Kerbes
→Ivry & Co→Jensen Interiors→Jiffy Lube→Joanne Hoopfer→Justin & Kim Tanner→Justin Stevens→Karin Phibbs
→Karla Klaus & Family→Kathleen Kossowan→Kathy's Printing Service→Kelsie & Brent Miller
→Kings Cookies - Cathy King & Petina King→Kiss Sweets - Kris Satre→Leschert & Associates→Letty Docherty→Linda Hall Ladies
→Little Europe Artisan Food, Pastry & Cakes→Lorna & Jordy Gillespie→Lyncott Ladies Society→Lyndsey Delwo→Magnetsigns
→Marilyn & Mervyn Penfound→McDonalds Restaurant→Melissa Bolin→Metalex Metal Buildings Inc.→Michelle Pinder
→Morgan Hiller→Mosaics by Tracy→Nate Horner→Drumheller/Stettler Constituency Office→Nixon Projects
→Nordstrom Family Dental→Nozzle Ninjas - Wengryn Family→Off the Farm Honey - Henry→Ol MacDonalds Resort
→Over the Top Hydroponics→Peavey Mart→Pheasantback Golf Club→Prairie Junction R.V. Resort
→Quality Controls - Shane & Tammy Menard→RACC Spin Bar→RBC Royal Bank→Red Deer Rebels→Remax 1st Choice Realty
→Rob Brennen→Rochon Sands Book Club→Root 56 Hair Salon→Rooted South→Royal Tyrell Museum→Rushton Agencies Ltd.
→ScotiaBank Stettler→Sharon & Malcolm Fisher→SK Originals→St. Peter Lutheran Church Women→Steel Collar CNC
→Stettler Ag. Society→Stettler Brewing Company→Stettler Flowers - Cindy Savage→Stettler Golf & Country Club
→Stettler Medi-Aesthetics→Stettler Recreation Centre→Stettler Seed Cleaning Plant→Stettler Subway
→Stettler Variety Showcase→Sue & Eric Peterson→Susan Timms→Suzanne Bond→Sylvan Lake Gulls→T.A.K. Oil & Gas
→Tana Nixon - Mortgage Centre→TC Energy→The Attic→Unisex Hair Design→The Coffee Tree→The Shoe Closet & Boutique
→The Vault - Dixie LaRose→Tom Campbell→Uncommon Studio→Wanda Niehaus→Wells Furniture→Wildcat Theater
→WTS Manufacturing→Young Living - Kathy Moxham

Stettler Festival of Lights - Donation / Sponsorship Form

Company/Personal Name: _____ Contact Person: _____
Address: _____ City: _____ Prov: _____ Postal: _____
Contact Number: _____ Email: _____

Donation & Sponsorship Opportunities

All donors/sponsors will be advertised on the bid sheets during events and at the hospital.

In addition, event sponsors will also be advertised on table-tents

- Cash Donation Amount: \$ _____
(we will pick your auction item on behalf of you)
- Auction Item (List item below)
- Décor Sponsor (2) - \$500
- Gala Large Raffle Sponsor (2) - \$750
- DJ Sponsor (2) - \$750
- Decorate Christmas Tree or Wreath
- Christmas Spirits Sponsor (1) - \$1,000
- Art & Cheer Sponsor (1) - \$1,000
- Holly Jolly Lunch Sponsor (1) - \$1,000
- Seniors Tea Sponsor (1) - \$1,000

Value of Donation/Sponsorship: \$ _____

Description of Auction Item: _____

Please note:

For items valued over \$200, please submit an independent receipt of the item's purchase in order to receive a tax receipt. Items valued under \$200 do not require an invoice.

Payment Method:

- Cheque Cash Credit Card

* Cheques payable to: Stettler Health Services Foundation

Mail to: Bag 500 Stettler, AB T0C 2L0

Credit Card #: _____

Expiry Date: _____ CVC: _____

Name on Card: _____

Authorizing Signature: _____

Sponsorship Levels

Friend Sponsor: \$100 - \$499
Bronze Sponsor: \$500 - \$999
Silver Sponsor: \$1000 - \$1499
Star Sponsor: \$1500 - \$3000
Diamond Sponsor: \$3000+

If you have any questions regarding sponsorship or donating an auction item, please contact:

Allison Baird, Auction Chair (403) 740-9696

Suzanne Bond, Auction Chair (403) 740-2424

Amy Roberts, Festival Chair (403) 740-4740

MJ Jackson, Financial Chair (403) 742-0063



August 31, 2023

Town of Stettler
Box 280
Stettler, Alberta
T0C 2L0

Attention: Town Council


Dear Sirs & Madam;

Last weekend August 26, my wife and I visited your town to take the train to Big Valley. We had an enjoyable time thereon. Admired the lushness of the trees and lakes.

The matter of interest to you is that we toured the town before boarding the train. We were incredibly impressed with the grooming of the highway shoulders with lawns mowed right up to the pavement. The growth of trees in the residential areas was grand. I could only wish that the new businesses around the edge of the town take up the torch and plant trees also. The town was clean and the buildings looked excellently maintained. The town was progressive and I thought that to be an honour to the faith and industry of the residents.

We stayed both Saturday and Sunday Nights. Opened the journal in our motel for Church listings and discovered well over a dozen congregations. We attended our own faith on Sunday morning and were kindly greeted. In the afternoon, we visited The Town Museum. Terrific collection stirring memories of my youth which goes back to WWII. Appreciated the honour to your veterans. Collections of all sorts were a tribute to the legacy of your town and area and the people who lived therein.

Yours truly,



David Richards
Raymond, Alberta

