

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

3.0 APPROVAL OF MINUTES –

- A. June 7th 2023 Minutes

4.0 Public Submissions

- A. Transitional Solution

5.0 BUSINESS ARISING

- A. Water Feasability
- B. Website.

6.0 Development Matters

- A.
- B.

7.0 New Business

8.0 Committee Reports

- A. Councillor Reports

9.0 CAO Reports

- A. Disbursements, CAO Action List
- B.

10.0 Response to Delegations

- A.

11.0 Additional Items

- A.

12.0 Correspondence

- A. Summer Village East Emergency Letter

NEXT MEETING August 2nd 2023

ADJOURNMENT

3.0 A June 7th 2023 Minutes

Recommendation:

That Council approve the minutes from the June 7th 2023 Regular Council Meeting as presented.

Background:

Council Meeting Minutes are attached for review.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
June 7 2023 @ 5:16pm.

IN ATTENDANCE Mayor Gwen Jones
Deputy Mayor Riley Ekins
Councillor Keir Packer
Matthew Ferris CAO

1.0 CALL TO ORDER Mayor Jones called the meeting to order at 5:15pm

2.0 Approval of AGENDA MOVED by Councillor Packer that the June 7 2023 Agenda be approved as presented.

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Res. #2023 – 88

CARRIED

3.0A APPROVAL OF Minutes MOVED by Deputy Mayor Ekins that Council approves the May 3rd 2023 Minutes as presented.

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Res. #2023 – 89

CARRIED

4.0A Public Submission

MOVED by Deputy Mayor Ekins that the Presentation by Milos Tajec be accepted as presented.

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Res. #2023 – 90

CARRIED

Mayor Jones open floor to public inquiries:
Barb Crowley indicated her concerns regarding rezoning. Lack of Additional engagement.
Dislike of Recreational portion and highlighted concern about voting and traffic access.
Ray Benik spoke about concerns of developments TIA, speeds on Sunset Dr. and receding water levels. Requested Sunset Point take the on developing and maintaining a Weir.

Discussion to Public inquiries occurred from Administration and Council.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
June 7 2023 @ 5:16pm.

MOVED by Mayor Jones that the Presentation by the public participants be accepted as presented.

Res. #2023 – 91

CARRIED

Mayor Recessed at 6:18 for 5 minutes.

5.0A Website

Res. #2023 –92

Moved by Councillor Packer that Council accepts the discussion regarding the Village website for information

CARRIED

5.0 B Complaint Process

2023 –93

Moved by Mayor Jones that that Council accepts the discussion regarding the complaint process for information.

CARRIED

5.0C Annual Open House

Res. #2023 –94

Moved by Mayor Jones that Council schedules an Public Open House August 19th starting at 9:30 am and to end at noon with the following topics. Water Quality/Lake Level, Next Steps to the new Development, Trail Study, Viability Study and Additional Waste Bins .

CARRIED

5.0D Extra Garbage Bins

Res. #2023 –95

Moved by Mayor Jones that Council is unwilling to provide additional bins for waste collection at this time, however individual landowners may retain additional waste services at their discretion.

CARRIED

5.0E Trivillage Meeting

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
June 7 2023 @ 5:16pm.

Res. #2023 –96 Moved by Councillor Packer that Council accepts the scheduling of the Regular Tri Village meeting as the first Thursday of February, November and June and further Administration ask that the meetings be permanently schedule at 7:00pm.

CARRIED

5.0F Fire Service Bill

Res. #2023 –97 Moved by Mayor Jones that Council directs Administration to pay the 20230158 Invoice

CARRIED

6.0 Development Matters

7.0 LSAC Municipal Service Package

Res. #2023 – 98 MOVED by Councillor Packer that Council defers Item 7.0 until later in the meeting.

CARRIED

B. Land Use Bylaw

Res. #2023 – 99 MOVED by Deputy Mayor Ekins that Council defers the development of the Land Use Bylaw to 2024.

CARRIED

C. Water Distribution Terms of Reference

Res. #2023 – 100 MOVED by Deputy Mayor Ekins that Council accepts the Water Distribution Feasibility Study Terms of Reference as presented.

CARRIED

Res. #2023 – 101 MOVED by Mayor Jones that Council appoints Deputy Mayor Ekins and Mayor Jones to the Water Distribution Feasibility Study Committee with Councillor Packer as Alternate.

CARRIED

D. Tax Prepayment Plan January Recalculation

Res. #2023 – 102 MOVED Councillor Packer authorizes Administration to recalculate the TPP calculation in January of each year and that Administration be directed to bring back any amendments necessary to the TPP Bylaw regarding the new calculation amount.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
June 7 2023 @ 5:16pm.

CARRIED

F. Fire Ban Policy
Res. #2023 – 103

MOVED by Deputy Mayor Ekins that Council approves the Fire Ban Policy as presented.

CARRIED

G. Wildwater Debenture

Res. #2023 – 104

MOVED by Mayor Jones that Council directs Administration to reallocate \$1785.24 from the Reserve Budget to be utilized to pay the shortfall within the Wildwater Debenture Payments.

CARRIED

8.0 Committee Reports

A. Council Reports

Res. #2023 – 105

MOVED by Mayor Jones that Council accept the Committee Reports for information.

CARRIED

9.0 CAO REPORTS

A. Reconciliation, Disbursements and Action List

Res. #2023 – 106

MOVED by Deputy Mayor Ekins that that Council accept the report for information.

CARRIED

Moved by Mayor Jones that Council enters into closed session at 8:03pm
In accordance to FOIP regarding Legal Suit filed by Snyder and Associates.

Res. #2023-107

CARRIED

Moved by Mayor Jones that Council come out of closed Session at 8:40pm.

Res. #2023-108

CARRIED

10.0 Response to Delegates.

11.0 Additional Items

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
June 7 2023 @ 5:16pm.

12.0 Correspondence

Res. #2023 – 109 MOVED by Deputy Mayor Ekins that the Correspondence be received as information.

CARRIED

ADJOURNMENT

Res # 2023- 110 Being that the agenda matters had been concluded the meeting was adjourned at 8:42 PM by Mayor Jones.

CARRIED

These minutes were approved this July 5th 2023

Mayor Jones

Matthew Ferris CAO

4.0 A Transitional Solutions

RECOMMENDATION:

That Council accepts the presentation from Transitional solutions for information.

SUMMARY/BACKGROUND:

Item may require Council enter into closed session.

5.0 A Water Feasibility Study

RECOMMENDATION:

That Council accepts the discussion on the Water Feasibility Study for information.

Background .

Administration wanted to take an opportunity to discuss the draft RFP prior to the committee meeting. To discuss specifics Council will need to go into closed session.

Administration has some concerns and concerns in the draft RFP. They include:

- The RFP being too open ended
- Unclear deliverables
- Lack of clarity on Project Management
- Questions on the need for public engagement and when.

5.2 Website

RECOMMENDATION:

That Council accepts the discussion regarding the Village website for information.

SUMMARY/BACKGROUND:

- In the month of June Administration has drafted new content for the website and reviewed existing structure.
- The website is currently on draft 4. It is anticipated the website will be updated in the second week of July.

July 5th 2023

Summer Village of Sunset Point

6.0 Development Matters

July 5th 2023

Summer Village of Sunset Point

7.0 A. New Business.

8.0 Committee Reports
A. Councillor Reports

Recommendation:

That Council accepts the Committee Reports for information.

Background.



YRL Board of Trustees Meeting

June 19, 2023

YRL Boardroom and Online

[Preregister](#) for Zoom



YRL Board of Trustees Meeting Agenda

June 19, 2023, 10:00 a.m.

YRL Boardroom and Virtual

[Preregister](#) for Zoom

CALL TO ORDER AND INTRODUCTIONS

1. Approval of Agenda
2. Approval of Board of Trustees Meeting Minutes – Mar. 20, 2022 (*attached*)
3. [HRdownloads](#) Video (37 min): Workplace Diversity and Inclusion Training (Immersive)

DECISION ITEMS

4. Auditor Appointment (*attached*)
5. 2024 Budget Planning (*attached*)
 - a. Ad Hoc Finance and Membership Agreement Committee Member

INFORMATION ITEMS

6. Executive Committee Meeting Minutes – Apr. 17 and May 15, 2023 (*two attached*)
 - a. 2021-2022 On-Reserve-On-Settlement Grant Report (*two attached*)
 - b. Director Performance Review Committee (*attached*)
 - c. Structural Repairs to Front Entry (*attached*)
 - d. Policy Manual Revisions (*nine attached*)
 - i. Board Policy
 - ii. Trustees Policy
 - iii. Committees Policy
 - iv. Trustee Recognition of Service Policy
 - v. Finance Policy
 - vi. Compensation Philosophy Policy
 - vii. Personnel Policy
 - viii. Staff Recognition Policy
7. Financial Statements to Apr. 30, 2023 (*attached*)
8. Updates
 - a. Director's Q2 Report (*two attached*)
 - i. Collection Development Strategy for Schools – June 2023
 - b. YRL Public Libraries' Council (PLC)
 - c. [Alberta Library Trustees' Association](#) (ALTA)
 - d. [The Alberta Library](#) (TAL)

NEXT MEETING Monday, October 16, 2023, 10:00 a.m.

ADJOURNMENT

YRL Board of Trustees Meeting

Boardroom and Zoom, March 20, 2023

Present

Chair Hendrik (Hank) Smit, Town of Hinton
Vice Chair Wayne Rothe, City of Spruce Grove
Barb Maddigan, Northern Gateway School Division
Bill Elliot, City of Wetaskiwin
Brian Brady, Summer Village of Yellowstone
Carla Frybort, City of Leduc
Carol Ohler, Lac Ste. Anne County
Christine Wiese, Westlock County
Dan McIsaac, City of Beaumont
Dana McFaull, Leduc County
Dave Kusch, Woodlands County
Donna Moore, Village of Clyde
Doug Peel, Town of Millet
Dwayne Mayr, Village of Warburg
Eric Meyer, Town of Stony Plain
Gurk Dhanoa, Town of Devon (Alternate)
Jason Shewchuk, Village of Spring Lake
Jeff Goebel, Town of Swan Hills
Kathy Rooyackers, County of Wetaskiwin No. 10
Krista Gardner, Town of Calmar
Kyle Dorchester, Wetaskiwin School Division
Liz Turnbull, Summer Village of Silver Sands
Margaret Gagnon, Summer Village of Crystal Springs
Peter Taylor, Town of Edson
Rick Evans, Town of Drayton Valley
Rod Klumph, Town of Barrhead
Ron Kleinfeldt, County of Barrhead No. 11
Sally Kucher Johnson, Parkland County
Sandy Morton, Town of Mayerthorpe
Serena Lapointe, Town of Whitecourt
Tara Elwood, Village of Alberta Beach
Victoria Kane, Pembina Hills School Division

Proxy Votes

Donna Wiltse, Brazeau County
Kathy Dion, Summer Village of Sunset Point and
Summer Village of Val Quentin
Sandi Benford, Summer Village of South View

CALL TO ORDER

H. Smit called the meeting to order at 10:03 a.m. and introductions were done.

Note: Documents in meeting package unless otherwise stated.

B. Maddigan and E. Meyer entered the meeting.

Guests

Ashley Zutz, Grant Thornton LLP
Isaac Richards, Grant Thornton LLP
Lisa Old, YRL Public Libraries' Council and
Westlock Municipal Library
Sue Heuman Focus Communications

Staff

Karla Palichuk, Director
Wendy Sears Ilnicki, Deputy Director
Jessica Knoch; Mgr., Library Development Services
Jocie Wilson; Mgr., Collections and Resource Sharing
Laina Kelly; Mgr., Technology Services
Daria Scolnic, Senior Accountant
Laurie Haak, Executive Assistant and Recorder

Absent

Allan Aubry, Summer Village of Seba Beach
Abby Keyes, Town of Westlock
Bob Winterford, Town of Onoway
Christine Holmes, Summer Village of Ma-Me-O Beach
Donna Tona, Town of Thorsby
Fraser Hubbard, Summer Village of Poplar Bay
John McIvor, Summer Village of Kapasiwin
Keith Pederson, Summer Village of Nakamun Park
Michael Klause, Summer Village of Grandview
Penny Lowe, Yellowhead County
Shay Sheaves, Village of Breton
Wendy Hall, Municipality of Jasper

Trustee Not Appointed

Summer Village of Birch Cove
Summer Village of Castle Island
Summer Village of Lakeview
Summer Village of Norris Beach
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of Sunrise Beach
Summer Village of West Cove

1. Approval of Agenda

MOVED by B. Maddigan the agenda be approved as presented. SECONDED by D. McFaull.	CARRIED	4049
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2. Approval of Minutes

MOVED by K. Rooyakkers the Dec. 5, 2022 minutes be approved as presented. SECONDED by G. Dhanoa.	CARRIED	4050
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L. Old left and returned to the meeting.

DECISION ITEMS**3. 2022 Audited Financial Statements**

MOVED by D. Mayr the 2022 Audited Financial Statements be approved as presented. SECONDED by D. Peel. PROXY VOTES: Three in favour.	CARRIED	4051
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A. Zutz and I. Richards left the meeting.

4. Inter-fund Transfer

MOVED by T. Elwood the General Fund surplus of \$81,154 be transferred to the Operational Contingency Fund. SECONDED by W. Rothe. PROXY VOTES: Three in favour.	CARRIED	4052
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D. Scolnic left the meeting.

5. 2022 Alberta Library System Survey for the Province

MOVED by B. Brady the 2022 Alberta Library System Survey be approved for submission to Alberta Municipal Affairs Public Library Services Branch. SECONDED by D. McFaull. PROXY VOTES: Three in favour.	CARRIED	4053
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C. Wiese left and returned to the meeting.

INFORMATION ITEMS**6. Advocacy**

- a. Advocacy How-To Guide – Alberta Provincial Election 2023
- b. Libraries Value Beyond Words Handout 2023
- c. Questions About Library Support February 2023

C. Frybort and D. Moore left and returned to the meeting.

- d. Municipal Affairs Minister's Response to System Chairs Letter – Dec. 6, 2022
- e. YRL Chair Letter to MLAs in YRL Region – Feb. 10, 2023

7. Executive Committee Meetings Minutes – Dec. 5, 2022 and Feb. 13, 2023

- a. Policy Manual Revisions: Facility & Working Alone
- b. YRL Server Upgrade

8. Financial Statements to Jan. 31, 2023**9. Trustee and Alternate Orientation Evaluation Responses – Jan. 30, 2023**

K. Rooyakkers left and returned to the meeting.

10. Reports**a. Director's Q1**

- Located across the street from YRL, the City of Spruce Grove Community Hub is a temporary facility designed to support unsheltered individuals that will be relocated by the end of June. In the interim, YRL has trimmed the spruce trees up six feet and added private property signs.
- Working with a nonprofit foundation to obtain English as a Second Language (ESL) software and materials.
- Recently certified as a living wage employer and the first library in Alberta to obtain this status.

b. YRL Public Libraries' Council (PLC)

- The PLC organizational meeting will take place in April.
- Thank you to the YRL board and staff for their work advocating for a library funding increase.
- Thank you to YRL for the new member library websites that will be live by the end of April.

S. Kucher Johnson left and returned to the meeting.

c. [Alberta Library Trustees' Association \(ALTA\)](#)

- Funded by a Municipal Affairs Public Library Services Branch grant, ALTA has posted seven videos to its [library trustee webinar series](#); the latest one is about what it means to join a board.
- In conjunction with Alberta Municipalities staff, ALTA board members have a meeting booked with the Minister of Municipal Affairs.

d. [The Alberta Library \(TAL\)](#)

- Licensing for school libraries has increased.
- TAL received a clean audit.

11. Correspondence: YRL Letter to 2022 Retired Trustees – Mar. 17, 2023

MOVED by S. Morton the advocacy items, Executive Committee meeting minutes, financial statements, Trustee and Alternate Orientation evaluation responses, reports and correspondence be accepted as presented for information.
SECONDED by D. Mayr.

CARRIED

4054

NEXT MEETING

The next YRL Board of Trustees meeting is on June 19, 2023 at 10:00 a.m.

ADJOURNMENT

MOVED by B. Elliot the meeting adjourn at 11:28 a.m.

CARRIED

4055

Hendrik Smit, Chair

Karla Palichuk, Director

Date

Date



YRL Board of Trustees Meeting

Decision Items



YRL Board of Trustees Meeting

June 19, 2023

Auditor Appointment

Item 4

Recommendation

- Approve Grant Thornton LLP as the auditor for 2023 to 2025 inclusive.

Alternative Recommendation

- None.

Background

- Grant Thornton has been conducting the YRL annual audit since 2010.
- They were reaffirmed as our auditor of choice after a request for proposal (RFP) in 2020.
- The following motion was carried at the Executive Committee meeting on May 15:
 - The Executive Committee recommends to the YRL Board that Grant Thornton LLP be appointed as the YRL auditor for 2023 to 2025 inclusive.

Current Situation/Challenges

- Grant Thornton has the capacity and understanding to effectively manage YRL's audit process as well as provide support and information throughout the year.
- Administration continues to be pleased with the responsiveness of the auditors assigned to our files.
- The charge for the audit is in line with other regional library systems.

Draft Motion

- Grant Thornton LLP be appointed as the YRL auditor for 2023 to 2025 inclusive.

Moved by _____

Seconded by _____

2024 Budget Planning

Item 5

Ad Hoc Finance and Membership Agreement Committee Member

Item 5.a

Recommendation

- One trustee offers to join the ad hoc Finance and Membership Agreement Committee.

Alternative Recommendation

- The Finance and Membership Agreement Committee comprises five members, not six.

Background

- YRL does not have additional board committees.
- Per policy, the Executive Committee can approve the creation of an ad hoc committee.
- Administration requested an ad hoc committee to provide input into the 2024 budget and another committee to review the Master Membership Agreement (MMA).
- The Executive Committee made the decision to combine both topics into one committee and the following motion was carried at the meeting on May 15:
 - The Finance and Membership Agreement Committee be comprised of H. Smit, W. Rothe, B. Maddigan, C. Frybort, T. Elwood and one other member to be selected during the Board of Trustees meeting in June.

Current Situation/Challenges

- A finance committee was first struck for the 2023 budget and the input was very valuable in forming direction.
- No significant challenges have yet to be identified for 2024 budget outside of what is currently known (i.e. inflationary costs, levy rate, impact of wildfires on municipalities).
- The MMA has not been reviewed in several years and some language used to describe services and communities is dated, but the overall structure and intent is still sound.
- The process to update the MMA would require some very tightly controlled motions for changes and the Board of Trustees would need to recommend changes to the membership.
 - Municipalities and school divisions would need to approve the changes according to the MMA: a double majority of municipalities and school divisions based on population and full-time students served.
- The committee would also act as champions for the recommended MMA revisions.
- Anticipate one hybrid meeting with discussion documents sent in advance.

Draft Motion

- The ad hoc Finance and Membership Agreement Committee be comprised of H. Smit, W. Rothe, B. Maddigan, C. Frybort, T. Elwood and _____.

Moved by _____

Seconded by _____



YRL Board of Trustees Meeting

Information Items

YRL Executive Committee Meeting

Boardroom and Zoom, April 17, 2023

<p>Present</p> <p>Chair Hank Smit, Town of Hinton Barb Maddigan, Northern Gateway School Division Carla Frybort, City of Leduc Dan McIsaac, City of Beaumont Eric Meyer, Town of Stony Plain Kathy Rooyakkers, County of Wetaskiwin No. 10 Sally Kucher-Johnson, Parkland County Sandy Morton, Town of Mayerthorpe Tara Elwood, Village of Alberta Beach</p> <p>Absent</p> <p>Vice Chair Wayne Rothe, City of Spruce Grove</p>	<p>Guests</p> <p>Joseph Kubelka, YRL Public Libraries' Council and Whitecourt & District Public Library Sue Heuman, Focus Communications Sue Parkinson, YRL Public Libraries' Council and Calmar Public Library</p> <p>Staff</p> <p>Karla Palichuk, Director Wendy Sears Ilnicki, Deputy Director Jessica Knoch; Mgr., Library Development Services Jocie Wilson; Mgr., Collections & Resource Sharing Laina Kelly; Mgr., Technology Services Laurie Haak, Executive Assistant and Recorder</p>
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CALL TO ORDER

H. Smit called the meeting to order at 10:04 a.m. *Note: Documents in meeting package unless otherwise stated.*

1. Approval of Agenda

YRL Public Libraries' Council (PLC) Update added as item eight.

MOVED by E. Meyer the agenda be approved as amended.	CARRIED	E23-08
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2. Approval of Minutes

MOVED by K. Rooyakkers the Feb. 13, 2023 minutes be approved as presented.	CARRIED	E23-09
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DECISION ITEMS

3. Policy Manual Revisions

a. Compensation Philosophy Policy

K. Palichuk and L. Kelly left and returned to the meeting.

b. Personnel Policy

c. Staff Recognition Policy

d. Trustee Recognition of Service Policy

MOVED by S. Morton the Compensation Philosophy, Personnel, Staff Recognition and Trustee Recognition of Service Policies be approved as presented.	CARRIED	E23-10
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4. Director Performance Review Committee

MOVED by B. Maddigan the 2023 Director Performance Review Committee be comprised of H. Smit, E. Meyer and T. Elwood.	CARRIED	E23-11
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INFORMATION ITEMS

5. Director's Q1-2 Report

C. Frybort left and returned to the meeting.

6. 2021-2022 On-Reserve-On-Settlement (OROS) Grant Report**7. Financial statements to February 28, 2023****8. YRL PLC Update**

- The PLC met on Apr. 14 and the 2023-2024 elected positions are:
 - Chair Joseph Kubelka, Whitecourt & District Public Library
 - Vice Chair Sue Parkinson, Calmar Public Library
 - Secretary Karen Langtved, Seba Beach Public Library
- The PLC direction was discussed including growing the interactions among YRL member libraries. The group's terms of reference will be included in the May Executive Committee meeting package.

MOVED by T. Elwood the director's Q1-2 report, 2021-2022 OROS grant report, financial statements and PLC update be accepted as presented for information.	CARRIED	E23-12
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NEXT MEETING

The next YRL Executive Committee meeting is on May 15, 2023 at 10:00 a.m.

ADJOURNMENT

MOVED by E. Meyer the meeting adjourn at 11:12 a.m.	CARRIED	E23-13
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Hendrik Smit, Chair

Karla Palichuk, Director

Date

Date

YRL Executive Committee Meeting

Boardroom and Zoom, May 15, 2023

<p>Present</p> <p>Chair Hank Smit, Town of Hinton Vice Chair Wayne Rothe, City of Spruce Grove Barb Maddigan, Northern Gateway School Division Carla Frybort, City of Leduc Dan McIsaac, City of Beaumont Eric Meyer, Town of Stony Plain Kathy Rooyakkers, County of Wetaskiwin No. 10 Sally Kucher-Johnson, Parkland County Sandy Morton, Town of Mayerthorpe Tara Elwood, Village of Alberta Beach</p> <p>Absent</p> <p>Karen Langtved, YRL Public Libraries' Council and Seba Beach Public Library</p>	<p>Guests</p> <p>Joseph Kubelka, YRL Public Libraries' Council and Whitcourt & District Public Library Sue Heuman, Focus Communications Sue Parkinson, YRL Public Libraries' Council and Calmar Public Library</p> <p>Staff</p> <p>Karla Palichuk, Director Wendy Sears Ilnicki, Deputy Director Jessica Knoch; Mgr., Library Development Services Jocie Wilson; Mgr., Collections & Resource Sharing Laina Kelly; Mgr., Technology Services Laurie Haak, Executive Assistant and Recorder</p>
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CALL TO ORDER

H. Smit called the meeting to order at 10:00 a.m. *Note: Documents in meeting package unless otherwise stated.*

1. Approval of Agenda

Auditor Appointment added as item seven.

MOVED by C. Frybort the agenda be approved as amended.	CARRIED	E23-14
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2. Approval of Minutes

MOVED by S. Morton the Apr 17, 2023 minutes be approved as presented.	CARRIED	E23-15
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DECISION ITEMS

3. Ad Hoc Finance Committee

4. Ad Hoc Membership Agreement Committee

After discussion, the committee decided both topics should be combined into one committee.

MOVED by K. Rooyakkers the ad hoc Finance and Membership Agreement Committee be comprised of H. Smit, W. Rothe, B. Maddigan, C. Frybort, T. Elwood and one other member to be selected during the Board of Trustees meeting in June.	CARRIED	E23-16
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5. Structural Repairs to Front Entry

MOVED by S. Morton the Executive Committee approve a capital expenditure not to exceed \$12,000 to cover cost overages for filling the voids under the front concrete steps and ramp.	CARRIED	E23-17
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6. Policy Manual Revisions

- a. Board Policy
- b. Trustees Policy
- c. Committees Policy

MOVED by D. McIsaac the Board, Trustees and Committees Policies be approved as presented.	CARRIED	E23-18
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d. Finance Policy

MOVED by T. Elwood the Finance Policy be approved as amended.	CARRIED BY MAJORITY	E23-19
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7. Auditor Appointment

MOVED by B. Maddigan the Executive Committee recommends to the YRL Board that Grant Thornton LLP be appointed as the YRL auditor for 2023 to 2025 inclusive.	CARRIED	E23-20
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DISCUSSION ITEM

8. 2024 Budget Planning

- The draft 2024 budget will be presented to the Executive Committee in August.

INFORMATION ITEMS

9. Director's Q2 Report

- The Summer Village of Sandy Beach Council approved a motion to become a YRL member; after the signed agreement is received, the Minister of Municipal Affairs needs to approve it.
- Focus Communications created a Communications and Media Plan including a year-round advocacy calendar.
- YRL is hosting a critical incident group debriefing session facilitated by a Homewood Health clinician for staff and board members who were affected by the recent wildfires.
 - Libraries are encouraged to create and/or update their disaster recovery plans.

10. Financial statements to March 31, 2023

11. YRL Public Libraries' Council (PLC) Update

- The next PLC meeting is on June 23.

12. Alberta Library Trustees' Association (ALTA) Update

- ALTA members and Alberta Municipalities staff met with the Minister of Municipal Affairs.
- The annual general meeting is on May 31.

MOVED by W. Rothe the director's Q2 report and financial statements along with the PLC and ALTA updates be accepted as presented for information.	CARRIED	E23-21
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NEXT MEETING

The next YRL Executive Committee meeting is on August 28, 2023 at 10:00 a.m.

ADJOURNMENT

MOVED by K. Rooyackers the meeting adjourn at 11:37 a.m.	CARRIED	E23-22
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Hendrik Smit, Chair

Karla Palichuk, Director

Date

Date

2021-2022 On-Reserve/On-Settlement Grant Report Summary

Background

Yellowhead Regional Library (YRL) receives the On-Reserve/On-Settlement (OROS) Grant funding from the Public Library Services Branch (PLSB) in order to support services to Alexis Nakota Sioux Nation and Paul First Nation. YRL member libraries also provide services to Indigenous cardholders from the following Reserves and Settlements: Enoch Cree Nation, Ermineskin First Nation, Louis Bull Tribe, Maskwacis First Nation, Montana First Nation, and Samson Cree Nation.

2022 Statistics

28 survey responses were received from member libraries for 2022, which is a 100% increase from the 2020-2021 reporting period. Indigenous programming and initiatives were offered by 20 libraries. Of note, these figures are the highest since 2018.

- Library awareness activities: 19
- Partnerships created: 15
- Number of hours dedicated to in-house programs and initiatives: 1,838
- In-house programs offered: 51
- Total program attendance: 3,700
- Total Indigenous cardholders: 1,226
- Total circulation to Indigenous cardholders: 2,851

New from previous years, three YRL member public libraries now maintain Indigenous resources pages on their websites. There were 4,052 visits to these website pages in 2022.

The number of participants to Indigenous cultural training and professional development opportunities has also increased. Nine libraries including YRL shared the opportunities their staff are participating in to increase their knowledge.

COVID has still impacted the amount of on-site programming and services. Restrictions resulted in a loss of some key relationships on-reserve with whom the libraries collaborated with to deliver programming and other services. There is currently work in progress to rebuild these connections with the Indigenous communities in the region.

2022-2023 Plans

The 2022–2023 OROS Grant has been awarded to Spruce Grove Public Library for the employment of an Indigenous Knowledge Keeper to provide programs and services to the tri-regional area, Alexis Nakota Sioux Nation, Paul First Nation and YRL member libraries. YRL will be using a portion of the grant to purchase literacy kits that the Knowledge Keeper will deliver to the Indigenous communities.

Libraries
**VALUE
BEYOND**
words

Indigenous Grant Recipient Information

Reporting tool for the Indigenous grant provided by Alberta Municipal Affairs.

Library Board

Provide the legal name of the library board as set out in the *Libraries Act*.

Name of Library Board	Yellowhead Library Board
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Contacts

	Name	Email	Phone	Alternate Phone
Respondent	Christine	chutchinson@yrl.ab.ca	780-962-2003	

System/Library Information**Reserves and Settlements within Service Area**

List all reserves and settlements that the library/system provides service to.

	Reserves and Settlements within Service Area
YRL receives funding to provide service to Alexis Nakota Sioux Nation and Paul First Nation. YRL member libraries also provide service to the following reserves and settlements: Enoch Cree Nation, Ermineskin First Nation, Louis Bull Tribe, Maskwacis First Nation, Montana First Nation, and Samson Cree Nation	

Library Awareness

Report the number of activities that promoted awareness of library services to Indigenous communities (e.g. trade shows, open house, participation in community nights).

Library Awareness	19
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Partnerships Created

List all organizations partnered with to provide services. Can include Indigenous or non-Indigenous organizations and can include system or local library/branch partnerships.

Partnerships Created	<ul style="list-style-type: none"> - ANJGG partnered with Niton Central School - AD partnered with Enoch Cree Nation, Town of Devon, school librarian at Kitaskinaw School - ASG partnered with City of Spruce Grove, Paul First Nation Wellness/Health care workers, Paul First Nation school, Tri-regional area libraries (ASG, ASP, and Parkland County libraries), Change Health, APFA, and YRL - AW consulted with Linda Saddleback (local Cree teacher) on Cree syllabics in the use of their new logo, FCSS - ABARR partnered with Town and County - ADV partnered with local McMan Youth Family & Community Services Assn - AWH partnered with Whitecourt Indigenous Friend Society <p>These partnerships are all related to Indigenous programming, services, or events that were provided</p>
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Meetings with Stakeholders for Indigenous Service

List any notable engagement sessions and/or meetings attended.

Meetings with Stakeholders for Indigenous Service	ASG met with Paul First Nation K - 9 School and Paul Band Health Centre to re-establish service to the community for 2023, ASG met with stakeholders to plan Cultural events in the city of Spruce Grove,
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PD/Cultural Training Opportunities for Board and Staff

List all Indigenous cultural training or professional development opportunities in which the board or staff participated.

PD/Cultural Training Opportunities for Board and Staff
<ul style="list-style-type: none"> - AED attended Indigenous speakers at the Stronger Together Conference - ABEAM staff participated in blanket exercise, listened to a talk by an Elder, and had a discussion with the authors of Tales my Kookum Told Me - ATM one staff participated in 2 part webinar featuring authors including Christy Jordan-Fenton and Cherie Dimaline - ALE two staff attended a Land Acknowledgement/history session hosted by the municipality and the Creating Hope society out of Edmonton - ASG staff participate in Talking Circles each PD day, Elder taught staff the importance of smudging and the four sacred medicines, participated in book study of "Indian" in the Cabinet: Speaking Truth to Power by Jody Wilson-Raybould, Knowledge Keeper attended Spring Cultural Camp, Monthly Tipi Teachings - AWES staff attended CALP Symposium keynote speakers - ABARR staff encouraged to take U of A's Indigenous MOOC if they had not already. - ASGY one staff attended Decolonizing Description meetings, one staff attended Indigenous History: The Importance of Storytelling, one staff took part in an online book club that focused on Indigenous books and participated in September 30th Reconciliation activity in Calgary at Prince's Island Park, one staff took part in various webinars online - There was a total of 25 staff from across Yellowhead Regional Libraries who attended the live webinars of the Voices of the Land session and the Keynote: Issues Impacting Representations of Native Peoples in Today's Libraries at the 2022 Stronger Together Conference.

Service Personnel Hours

Paid and unpaid staff that worked at the system/library on Indigenous initiatives during the reporting period. Do not include hours of work for outreach locations.

	# Employees	Total Hours/Yr
MLIS or Equivalent	4	66.00
Other University Degree	2	17.00
Library Technician	2	20.00
Library Operations Certificate	0	0.00
Other Tech/College Diploma	4	1,702.00
Other	3	33.00
Total Employees	15	1,838.00

Circulation of Materials to Users Residing in Indigenous Communities

If the ILS can retrieve the information (via postal code or the "Where they live" field), report the number of items circulated directly to library users from reserves or settlements. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries. If this information cannot be retrieved, please check "N/A" for not applicable.

Total Circulation	2,851
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Interlibrary Loan to Library Users Residing on Reserve or Settlement

Please provide any information you have about interlibrary loan borrow or loan requests to library users from reserves/settlements. If this information cannot be retrieved, please check "N/A" for not applicable.

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a library user. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

Items Borrowed	n.a.	Items Lent	n.a.
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Indigenous Content Programs in Municipal Libraries

Please list any programs run in municipal libraries/branches that included content about Indigenous matters, such as arts, culture, history, and language learning.

Programs	51	Program Content
<ul style="list-style-type: none"> - AED Indigenous Peoples Day: 150, Moosehide Campaign: 100, Indigenous Community Conversation: 14, Seniors Day at Marlboro: 18. - AD Treaty day @ Enoch Cree Nation: 150, Treaty 6 Day w/ Town of Devon: 50, Orange Shirt Day: 60, MMIWG Awareness Kits: 50, Local Art Display (Passive Program) Beadwork by Metis artist Georgette Lilley: 75, NFB Film Series for Indigenous History Month. 13, What's My Superpower? by Aviaq Johnston: Storytime and Comic Activity: 3, IBBY International Children's Book Day Storytime (books by Indigenous authors): 11, (Passive Program) Button making: Missing and Murdered Indigenous Women, Girls, and Two-Spirit People: 25 buttons made. - AAF: Dream Catcher Craft Class. - AW Truth and Reconciliation Day Story time: 46, Indigenous Makers Market: 125. - AWED Truth and Reconciliation Day activities: 35. - ABRC Indigenous Day Craft & Activity: 40, Show and Teach Event: 35. - ASP Alberta Culture days (teepee story time and drumming performance). - ADV showing/discussion of "Honor Thy Mother": 6. - AWH Orange Shirt Day Event: 1000 , Craft days (moccasins, dream catchers, smudging kits), - ASANS Seniors Workshop: 12. - ABEAM Indigenous Art Show: 1500, Metis on the Move event: 55, Tales My Kookum Told Me Story Circle: 29, Metis Buffalo Hunt program: 24, There are no closets in tipis discussion circle: 12. - ATM Creator Coffee house and open mic featuring 3 Indigenous artists: 20. - ANJGG Spirit Animal literacy program: 130. - ASH Drum Making craft w/ Seniors. - ASG Indigenous Story Telling (every other week): 300, Cree Language Classes (spring and fall session):125, Talking Circles (monthly): 80, Indigenous Workout Session:14, Ribbon Skirt Making: 13, Indigenous History Month Celebration: 70, Beading Workshop (Orange Shirt Day pins):7, Patrick Mitsuing Performance: 92, National Day for Truth and Reconciliation (survival stories, mural reveal, speeches): 201 - ACALM Land Acknowledgement Event: 36, Tale of a Fish Scale Art Display: 25. - AWES National Truth and Reconciliation Day Activities/Display: 35 - ADV Indigenous Appreciation Event: 27 - AMI Cree Language Program for kids: 20 - ABARR Indigenous Book Club selection (This Tender Land by Kent Krueger) 		

Cardholders from Indigenous Communities

Report the number of active cardholders (active cardholders are those whose cards have not expired).

Note: If your library offers family cards and provides only one card/one user account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own user record, do not multiply by 3.1.

Total Cardholders	1,278
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Outreach

Fill this section out **ONLY** if your library/system provides outreach services (in the form of programming, training, or circulation of books) on First Nation reserves and/or Metis Settlements. **If your library/system does not, please go to the Accomplishments and Comments section.**

Outreach Hours of Service

List outreach locations, number of visits (i.e. weekly, monthly, one-time, etc). If outreach visits are frequent and recurring, list the regular open hours for programs/service.

Summary	Outreach - Location	1	Outreach - Number of Visits	0	Due to COVID outreach had not been re-established
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Facilities

Explain what type of facility(ies) the outreach library service is operating in e.g. Band office, school, community centre, etc.

Facilities	Paul First Nation K - 9 School, Paul Band Health Centre
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Door Counts/Library Usage for Outreach Locations

In Person Visits	0	Count Method (In Person Visits)
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Staff

Report qualifications and the number of all paid staff (full and part time) who work at outreach locations. Report the total number of employees (i.e. "live bodies") and the total hours worked in the reporting year.

	# Employees	Total Hours/Yr
MLIS or Equivalent	1	8.00
Other University Degree	0	0.00
Library Technician	0	0.00
Library Operations Certificate	0	0.00
Other Tech/College Diploma	1	4.00
Other	0	0.00
Total Outreach Employees	2	12.00

Collections/Resources

These are dedicated materials for direct public library service on reserves/settlements.

Print Items

Report on the number of print items specific to the outreach collection.

Number of Print Items	0
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Non-Print Items

Report on the number of non-print items specific to the outreach collection.

Total Non-Print Items	0
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Reference Transactions from Outreach Users

A reference transaction is an encounter between a library user and library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation, or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, how to print a document or demonstrating a URL. It does NOT include a directional or administrative question. Report the number of reference transactions for the reporting year (either from an actual count or 1 outreach visit x total number of visits in the reporting year to provide an estimate). ** Anyone who receives service on reserve or settlement.

Total Reference Transactions	0	
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Programs in Outreach Locations

A library program is a pre-planned, coordinated event that is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it an may involve a registration process and/or some promotion of the event

Total Number of Programs	0	Total Number of Participants	0
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Card Fees at Outreach Locations

Indicate **YES** or **NO** if card fees are charged.

Do you charge card fees?	No
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Public Access Computer Use

For outreach to reserve or settlement only. Report the number of separate times each public workstation was in use for the reporting year and indicate if it was an actual count or an estimate (1 outreach session worth of tracking x number of times outreach library is available throughout the reporting year).

Public Access Computer Use	0
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Accomplishments and Comments

Provide your comments below. Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

Accomplishments	Comments
Three YRL libraries maintained Indigenous Resources pages on their website in 2022. ASG had 2733 page visits, ASP had 985 page visits, and AW had 334 page visits. An increasing number of YRL libraries are reporting on providing their communities with Indigenous programs that include content about Indigenous matters, such as arts, culture, history, and language learning.	Prior COVID restrictions have resulted in a loss of some key relationships with teachers and other professionals with whom the libraries collaborated with in order to deliver programming and other services on Reserve. There is work being done to rebuild connections with Indigenous communities in the region. The final report of the 2022 OROS grant is forthcoming and will outline how the money is used to augment the salary of and Indigenous Knowledge Keeper hired by the Spruce Grove Public Library to develop programming, literacy kits, online content, and other services that will directly benefit Indigenous communities in the region.

¹, Alexis Nakota Sioux Nation 11 Enoch Cree Nation 13 Ermineskin First Nation 154 Louis Bull Tribe 66 Maskwacis - First Nations 654 Montana First Nation 5 Paul First Nation 94 Reserve 6 Samson Cree Nation 275(0-2023-03-23)

Director Performance Review Committee

Item 6.b

Recommendation

- None.

Alternative Recommendation

- None.

Background

- Each year, three Executive Committee members are appointed by motion to the ad hoc Director Performance Review Committee. When the review is complete, an overview will be provided to the Executive Committee and the Board of Trustees.
- The following motion was carried at the Executive Committee meeting on April 17:
 - The 2023 Director Performance Review Committee be comprised of H. Smit, E. Meyer and T. Elwood.

Current Situation/Challenges

- The committee met in May to determine the review questions and what staff would complete the questionnaire.
 - The deputy director and executive assistant were selected as they work the closest with the director.
- The completed questionnaires and other documents requested were sent to the committee members for review.
- Following today's Board of Trustees meeting, the committee is meeting individually with the deputy director and executive assistant and will then meet with the director.

Draft Motion/Action

- None.

Structural Repairs to Front Entry

Item 6.c

Recommendation

- None.

Alternative Recommendation

- None.

Background

- The front concrete steps and ramp had large voids underneath them due to animal burrows and water drainage that would eventually affect the integrity of the concrete, causing cracking of the main entry pad.
- The “speciality foam” product used to fill the voids was quoted with various companies and the quote YRL initially accepted was under \$10,000 capital cost.
- Once the work began, the cost came in over \$10,000 due to extremely large voids of more than three feet; the depth of the voids would not have been apparent during the initial quote process.
- The following motion was carried at the Executive Committee meeting on May 15:
 - Approve a capital expenditure not to exceed \$12,000 to cover cost overages for filling in the voids under the front concrete steps and ramp.

Current Situation/Challenges

- The Director had an approval threshold of only \$10,000, so the Executive Committee needed to approve the expenditure.
- Also during the May 15 meeting, the committee approved a revision to the Finance Policy increasing the director’s threshold amount to \$30,000.

Draft Motion/Action

- None.

Policy Manual Revisions

Item 6.d**Recommendation**

- None.

Alternative Recommendation

- None.

Background

- This is a continuation of work started in 2020 to revamp, reformat and update all policies.
- The following Policy Manual sections were revised:
 - Board Policy
 - Trustees Policy
 - Combined into one policy: *Trustees Policy* and *Trustee Orientation Policy*.
 - Committees Policy
 - Trustee Recognition of Service Policy
 - Finance Policy
 - Compensation Philosophy Policy
 - Personnel Policy
 - Staff Recognition Policy
 - Combined into one policy: *Recognition of Service Policy* and *Recognition of Service Upon Completion of Employment Policy*.

Current Situation/Challenges

- None.

Draft Motion/Action

- None.

YRL Board Policy

Title: Board Policy	Policy Number: G1
Topic: Board Composition, Elections in the Board, Roles and Responsibilities, Committees Oversight: YRL Board and Executive Committee	Approved: October 16, 2000 Revised: May 15, 2023 Review: May 2026

Statement

Formed in 1971, the Yellowhead Regional Library (YRL) is governed by the Yellowhead Library Board. The Board of Trustees shall manage and control the library system by organizing, promoting and maintaining comprehensive and efficient services, subject to the provisions of the Libraries Act, the Libraries Regulation and the YRL Master Membership Agreement.

Purpose

This policy provides the protocols for who is appointed to the YRL Board of Trustees and how the trustees are selected to the Board. It also outlines the responsibilities of YRL Trustees in general and explains the designated roles of the Board of Trustees and meeting frequency.

Appointments to the YRL Board of Trustees

1. Each member municipality and school division may appoint one member to the Board of Trustees according to the terms of the Libraries Act and Libraries Regulation.
2. Each member municipality and school division may appoint an alternate to the Board of Trustees according to the terms of the Libraries Act and Libraries Regulation.
 - a. Only duly appointed alternates are eligible to participate in Board of Trustees meetings.
 - b. The alternate shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.
3. The Chair of the YRL Public Libraries' Council (PLC) or designate is eligible to act as a liaison to the Board.
 - a. This position does not vote on any motions.
4. The Alberta Library Trustees' Association (ALTA) Yellowhead region representative is eligible to act as a liaison to the Board.
 - a. This position does not vote on any motions.

Board Elections

1. Eligibility
 - a. Board members are eligible to stand for election as Chair, Vice Chair and Executive Committee as per Policy G3, Governance, Committees.
 - b. Board member alternates are not eligible to stand for election as Chair, Vice Chair or Executive Committee except as noted in Policy G3, Governance, Committees.
2. Nominations
 - a. Nominations for the election of the Chair, Vice Chair and Executive Committee must come from the floor except as noted in Policy, G3, Governance, Committees.
 - b. Board members not able to attend the organizational meeting may stand for election provided that prior arrangement has been made to have a Board member in attendance nominate the individual from the floor.
 - c. Nominations do not require a seconder.

Board Officers and Meeting Frequency

1. The Board Chair is an ex-officio member of all board committees and is eligible to vote.

YRL Board Policy

2. The Board Vice Chair is empowered to carry out the chair duties in the absence of the Chair.
3. In the absence of the Chair and Vice Chair, the responsibility to perform the chair duties shall rest with another member of the Executive Committee.
4. The Board of Trustees shall meet at least three times per year as required by the Libraries Act and Regulation.
 - a. The last regular meeting of each year shall be the organizational meeting.

Responsibility

1. Administration is responsible to track the appointments of trustees annually and to alert the Board of Trustees to any appointment changes.
2. The Board of Trustees is responsible for approving the auditor, audited financial statements, annual budget and recommendations for changes to the Master Membership Agreement.
3. The Board of Trustees is responsible for electing the Chair, Vice Chair and the Executive Committee as outlined in Policy G3, Governance, Committees.
4. The Board of Trustees and/or the Executive Committee are responsible for the establishment and setting the authority of committees as outlined in Policy G3, Governance, Committees.
5. The Executive Committee is responsible to review this policy every three years.
6. The Board will receive this policy as information every three years.

Administrative Procedures

1. In the fall of each year, YRL will distribute information about appointing a trustee to each member municipality and school division.
2. If a member municipality or school division does not appoint a member, the appointment is recorded as "representative not appointed" in the Board of Trustees meeting minutes.
3. At the annual organization meeting, YRL administration will open the meeting acting as the chair until the Board Chair is nominated and voted in by the Board of Trustees.
4. No honorarium or mileage is paid by YRL for trustees to attend board meetings as it is the responsibility of the sending authority as per Policy F3, Finance, Honoraria and Expenses.

YRL Trustees Policy

Title: Trustees Policy	Policy Number: G2
Topic: Trustees, Duties, Orientation, Professional Development Oversight: Executive Committee	Approved: October 16, 2000 Revised: May 15, 2023 Review: May 2026

Statement

An effective and engaged regional library system board is built upon the knowledge and expertise of its Board of Trustees. At Yellowhead Regional Library (YRL), great efforts are made to provide our appointed board members (trustees) with the information and tools necessary to ensure excellent governance on YRL's behalf.

Purpose

To detail the role of a board member in compliance with the Libraries Act and Libraries Regulation. This policy outlines the duties, orientation practices and professional development opportunities provided to board members, so they can fulfill their responsibilities as representatives to their jurisdictions and as members of the YRL Board of Trustees.

1. In general, trustees:
 - a. Must be aware of their legal and fiduciary responsibilities.
 - b. Maintain confidentiality and impartiality.
 - c. Recognize that the library system board represents a public trust which is concerned with the provision of library service at a regional level.
 - d. Are eligible to serve on committees.
 - e. Shall be advocates for YRL.
2. Orientation of YRL board members:
 - a. YRL administration will provide up to three group orientations annually for new and returning board members.
 - b. YRL administration will pay a meeting honorarium and mileage¹ (if required) for each board member to attend this orientation one time per calendar year.
 - i. The Board Chair or designate may attend more than one session per year as a speaker during the orientation and will be compensated accordingly.
 - c. The orientation session will include, but is not limited to, the following information:
 - i. The Public Library Services Branch, trustee responsibilities, provincial policy, Libraries Act, Libraries Regulation, library board grants, and the provincial library network.
 - ii. Governance including the membership agreement, strategic plan and policy.
 - iii. Finances including the budget, annual audit and financial statements.
 - iv. Services to member libraries.
3. Professional Development
 - a. YRL trustees are eligible to pursue professional development opportunities within the following parameters:
 - i. Attendance of Executive Committee members (or designates) at YRL-sponsored annual conferences as budgeted for under trustee expenses and as per Policy F3, Finance, Honoria and Expenses.
 - ii. Attendance at library events that provide professional development opportunities and can be paid for from trustee expenses may include, but are not limited to:

¹ Mileage, expenses and honoraria fees are listed in Policy F3, Finance, Honoria and Expenses

YRL Trustees Policy

- Alberta Library Trustees' Association
 - Library Association of Alberta
 - The Alberta Library
 - Public Library Services Branch
- iii. Trustees wishing to attend other professional development opportunities must present a plan/budget to the Executive Committee in advance and receive approval for the expenses prior to registering.

Responsibilities

1. Administration is responsible to annually budget for orientation meetings and known professional development opportunities for its trustees including memberships in professional associations.
2. Administration will send a trustee information recommendation package to municipalities and school divisions every fall to aid in the appointment selection for the YRL Board as per Policy G3, Governance, Board.
3. The Board of Trustees will participate in orientation activities and other professional development activities as required to become informed and to help fulfill the strategic goals of the organization.
4. The Executive Committee is responsible to review this policy every three years.
5. The Board will receive this policy as information every three years.

Administrative Procedures

1. Administration will notify the Board of Trustees in advance of orientation dates.
2. Public Library Services Branch staff will be invited to present at orientation sessions.
3. The Board Chair or designate will be invited to all orientation sessions.
4. Trustees may request the orientation documentation and, if needed, a one-on-one orientation with administration.

YRL Committees Policy

Title: Committees Policy	Policy Number: G3
Topic: Executive Committee, Governance and Structure, Ad-hoc Committees Oversight:	Approved: October 16, 2000, Revised December 10, 2014 Revised: May 15, 2023 Review period: May 2026

Statement

Since June 15, 2009 and based on Board Motion 3533, the Yellowhead Regional Library (YRL) Executive Committee shall exercise the full powers of the Board, with the exception of approval of the auditor, audited financial statements, annual budget, and any fee increase or change(s) to the Master Membership Agreement.

Purpose

This policy outlines the composition, roles and responsibilities of the Executive Committee members and alternates, and how ad hoc committees are established, when required.

Composition of the YRL Executive Committee, Alternates and Frequency of Meetings

1. The Executive Committee is formed according to the terms of the Libraries Act and Libraries Regulation.
2. The Executive Committee consists of ten Board members elected according to the following criteria as based upon the proportion of each to the overall membership:
 - a. Any jurisdictions with a population of 17,000 or more are entitled to a seat.
 - b. One seat shall be open for any School Division representative.
 - c. One seat shall be open for any Municipal District representative.
 - d. One seat shall be open for any Municipal District, Village or Summer Village representative.
 - e. One seat shall be open for the City of Wetaskiwin, Municipality of Jasper or any Town representative.
 - f. One seat shall be open to any representative notwithstanding the population size of the municipality.
3. The Chair and Vice Chair are members of the Executive Committee.
4. Alternates for the Executive Committee shall be elected according to the following:
 - a. Any jurisdictions with a population of 17,000 or more, the YRL Board alternate duly appointed by a jurisdiction will be that jurisdiction's Executive Committee alternate.
 - b. One alternate shall be elected from any School Division representative.
 - c. One alternate shall be elected from any Municipal District representative.
 - d. One alternate shall be elected from any Municipal District, Village or Summer Village representative.
 - e. One alternate shall be elected from the City of Wetaskiwin representative, Municipality of Jasper representative or any Town representative.
5. Nominations and elections follow the same format as noted under the section on Board Elections in Policy G1, Governance, Board.
6. A maximum of three YRL Public Libraries' Council (PLC) representatives, as determined by the PLC, shall be invited to YRL Executive Committee meetings as a liaison.
7. The Alberta Library Trustees' Association (ALTA) Yellowhead region representative shall be invited to YRL Executive Committee meetings as a liaison.
8. The Executive Committee shall meet a minimum of six times per year.
9. Honoraria and mileage (if needed) is paid to Executive Committee members as per Policy F3, Finance, Honoraria and Expenses.

YRL Committees Policy

Ad Hoc Committees

1. From time to time, the Board of Trustees or Executive Committee may, by motion, establish an ad hoc committee to deal with one-time projects or issues.
2. Ad hoc committees shall normally consist of up to five current board members.
 - a. The YRL Board Chair is an ex officio¹ member of any committee.
3. Ad hoc committees shall make recommendations to the Board of Trustees or Executive Committee as appropriate.
4. Ad hoc committee members shall be compensated for honoraria and mileage (if needed) as per Policy F3, Finance, Honoraria and Expenses.

Responsibilities

1. The Executive Committee is responsible for:
 - a. Hiring and evaluating the Director.
 - b. Dealing with matters which arise between regularly scheduled Board of Trustees meetings, except for those responsibilities which are the exclusive purview of the Board.
 - c. Encouraging communications with the rest of the YRL Board of Trustees.
2. The Executive Committee is responsible to review this policy every three years.
3. The Board will receive this policy as information every three years.

Administrative Procedures

1. Administration will provide a list in the Board annual organizational meeting package of known trustees eligible for nomination for the Executive Committee member and alternate positions.
2. Administration will provide documentation to committee members and guests in advance of meeting dates.

¹ Ex officio members may attend and participate in meetings to contribute expertise of significance to the board; unless otherwise specified in policy, ex officio members are entitled to the same voting rights as regular members.

YRL Trustee Recognition of Service Policy

Title: Trustee Recognition of Service	Policy Number: F4
Topic: Finance, Governance Oversight: Executive Committee	Approved: October 16, 2000 Revised: April 17, 2023 Next Review: April 2026

Statement

Yellowhead Regional Library (YRL) recognizes the contributions of YRL Board Trustees to fulfill the mission of YRL to its members and stakeholders.

Purpose

YRL administration and staff acknowledge Trustees provide valuable governance to YRL operations through their active participation in YRL committees and meetings. This policy outlines YRL's gratitude to its Trustees for their engaged service on behalf of this organization.

Responsibilities

1. Trustees leaving/retiring from the Board will receive recognition for their service according to the following schedule:
 - a. One (1) to three (3) years cumulative service will receive:
 - i. Letter of appreciation from the Board Chair.
 - b. Four (4) to nine (9) cumulative years of service will receive:
 - i. Letter of appreciation from the Board Chair.
 - ii. \$25 gift certificate for books for every three (3) year term served.
 - c. Ten+ (10+) years cumulative service will receive:
 - i. Letter of appreciation from the Board Chair.
 - ii. \$25 gift certificate for books for every three (3) year term served to a maximum of \$200.
2. Trustees leaving/retiring from the Board who are nominated by the Executive Committee for having made an extraordinary contribution to the Board will receive:
 - a. Letter of appreciation from the Board Chair detailing the extraordinary contribution.
 - b. \$100 gift certificate for books.¹
 - c. Presentation at a YRL Board of Trustees meeting.
 - d. Administration is responsible to track the Trustees' service terms and prepare the recognition of gifts accordingly.
3. The Executive Committee is responsible to review this policy every three years including the rates of recognition.
4. The Board will receive this policy as information every three years.

Administrative Procedures

- Administration will provide a retiring trustees list to the Executive Committee at the February meeting for review and consideration of an extraordinary contribution.
- Gift certificates for books are purchased with a YRL credit card.
- Accounting pays for the gift certificate from the Trustee Expense line.

¹ This gift certificate for books is in addition to any other gift certificate for books recognizing number of years served.

YRL Finance Policy

Title: Finance Policy	Policy Number: F1
Topic: Finances Oversight: YRL Executive Committee	Approved: May 4, 2020 Revised: May 15, 2023 Review period: May 2026

Statement

The Yellowhead Regional Library Board (YRL) will ensure the finances of YRL are managed in an efficient and accurate manner and in accordance with generally accepted accounting principles; providing a sound basis for long-term financial management of the affairs of the system and conserving the assets of the system for the future. All transactions will conform to applicable legislation and good business practices for public sector organizations.

Purpose

To establish the principles and guidelines for:

1. Collection and maintenance of revenue
2. Fund accounting
3. Investment earnings
4. Expenses
5. Administrative procedures: audit, auditor, budget, financial controls

Responsibilities

1. The Director will ensure controls exist over assets, funds, accounting records and preparation of financial information.
2. The Executive Committee will discuss/review/approve any unforeseen financial expenditures unbudgeted for during the annual budget process, and will review the financial statements, and the draft annual audit and budget before making a recommendation to the Board of Trustees.
3. The Board of Trustees will review and approve the annual audit and budget.
4. YRL member municipalities and school divisions will approve any fee increases as detailed in the YRL Master Membership Agreement (MMA).

Collection and Maintenance of Revenue

1. The fiscal year is from January 1 to December 31.
2. YRL will invoice the municipal appropriations and school division levies in two installments during each fiscal year: 50 percent each in January and July.
 - a. YRL shall charge an additional 10 percent if payments are not received before the requisite 60-day period after the invoice date and may suspend system services after six months if no payment is received as outlined in the MMA, Clause 8.6.
3. YRL may receive funding annually from contracts to provide library or networking services as outlined in the MMA, Clause 11.1, or as agreed to by the Executive Committee or Board of Trustees (i.e. TRAC Central Site Contract).
4. YRL will apply for all Province of Alberta library grants for which it is eligible (i.e. On-Reserve/On-Settlement Grant).
5. YRL may apply for other grants, if deemed necessary.
6. Flow-through revenue includes:
 - a. Additional allotment funds are received from member libraries to purchase materials through YRL and is expensed by the library throughout the fiscal year.

YRL Finance Policy

- b. Non-allotment sales are received from member libraries to purchase materials through YRL who orders the materials, pays the invoice and then invoices each member library as the purchased items are received at their library site.
- c. Grant funding provided by the Province of Alberta to be given to member libraries through YRL (i.e. library services grant).
- d. Cash gifts or asset donations are accepted only on the condition they become the property of the library system to be used or disposed of as the Board of Trustees decides. Receipts for cash gifts may be given for income tax purposes.

Fund Accounting

- 1. YRL follows the deferral method of fund accounting and shall maintain the following funds:
 - a. General Fund: reflects revenue and expenses for daily operations.
 - b. Operational Contingency Fund: permits ongoing operations during unforeseen circumstances, or to meet a negative balance in the General Fund. The amount in the fund shall be maintained to cover a minimum of six months of operating expenses, or the amount recommended by the auditor, whichever is higher.
 - c. Capital Fund: for the purchase of capital assets.
 - d. Special Project Funds: for non-recurring projects.

Investment Earnings

- 1. YRL strives to maximize its investment earnings without incurring undue risk.

Expenses

- 1. General Fund
 - a. Expenses shall be planned as part of the annual budget process.
 - b. YRL will provide a library materials allotment at the start of the fiscal year.
 - c. Libraries shall expend the allotment within the current fiscal year, or within six months of the next fiscal year.
 - d. YRL reserves the right to transfer any unspent allotment from the previous fiscal years to supplement HQ collection purchases, at the sole discretion of the Director.
 - e. YRL will charge GST on a quarterly basis on any allotment purchases.
- 2. Capital Fund
 - a. YRL will maintain capital assets and a replacement schedule.
 - b. Assets will be capitalized at a minimum of \$2,000.
 - c. The Director will have the authority to approve any unbudgeted capital expenditures up to and including \$30,000.
 - d. The Executive Committee will approve any unbudgeted capital expenditures greater than \$30,000.
 - e. Amortization of capital assets will be charged against the Capital Fund at these rates:
 - i. Building: 2.5 percent
 - ii. Building improvements: 10 percent
 - iii. Furniture and equipment: 15 percent
 - iv. Automotive equipment: 20 percent
 - v. Computer hardware: 33 and 1/3 percent
 - vi. Computer Software: 33 and 1/3 percent
 - f. Disposal of capital assets is determined by the type of the asset.
 - i. Furniture/shelving may be offered free to member libraries or charities.
 - ii. Vehicles are traded in upon the purchase of a replacement vehicle or sold to the public as advertised online at a value determined by current market conditions.

YRL Finance Policy

- iii. Computer equipment is traded in upon replacement or recycled at end of life with all sensitive information removed.
- 3. Operational Contingency Fund
 - a. May occur when normal grants, levies and/or appropriations are delayed or reduced.
 - b. A negative year-end balance of the General Fund will require the use of the Operational Contingency Fund to return the General Fund to a zero balance for the next fiscal year.
 - c. Provides the funds for closing the operations of YRL should the system be dissolved by its members.
- 4. Special Projects Fund
 - a. For non-recurring projects or services.
 - b. The Executive Committee will approve any unbudgeted special projects that may arise during the fiscal year.

Administrative Procedures: Audit, Auditor, Budget, Financial Controls

Audit

1. YRL will have an annual independent audit of its financial records conducted in the first quarter of each new fiscal year within the following schedule:
2. The auditor prepares and reviews the draft audited financial statements with the Executive Committee at their first meeting of the year.
3. The Executive Committee recommends the audit to the Board of Trustees.
4. The Board of Trustees approves the audit at their first meeting of the year.

Auditor

1. The term of the independent auditor is a minimum of three consecutive years with an option to extend for two additional three-year terms.
 - a. The Executive Committee recommends the auditor term appointment to the Board of Trustees.
 - b. The Board of Trustees approves the appointment of the auditor for the next term.

Budget

1. YRL administration will prepare a draft budget prior to October 1 of each year as per the MMA, Clause 8.2.
 - a. The Executive Committee recommends the draft budget to the Board of Trustees.
 - b. The draft budget will be sent out as information to member municipalities, school divisions and libraries for their review.
 - c. The Board of Trustees approves the budget at the last board meeting of the year.

Financial Controls

1. YRL Administration will prepare financial statements and include the most recent in the:
 - a. Executive Committee meeting package for review.
 - b. Board of Trustees meeting package for information.
2. Payment of Expenses
 - a. All invoices and expense requests are reviewed and approved prior to payment by those with signing authority.
 - b. YRL-issued expense payments require dual approvals of signing officers. The Board Chair, Director and Deputy Director are all signing officers.
 - c. The Board Chair's approval is required when either the Director or Deputy Director are unavailable for approval.
 - d. The Board Chair's facsimile signature is authorized via a signature stamp and when used is performed by a manager other than Director or Deputy Director.
 - e. Expense claims for the Chair are approved by the Director and Deputy Director.
 - f. All cheques are mailed or picked up in person.

YRL Finance Policy

- g. All electronic payment transfers are setup initially by contacting the payee via telephone/letter to confirm receiving account is correct.
 - h. Any request from an established payee to change the electronic account number are confirmed via telephone or mail.
 - i. Any incoming payments via cheques are recorded and dated by non-accounting staff before deposit.
 - j. Any incoming electronic payments are reviewed during monthly bank reconciliation by Director and Deputy Director.
3. YRL issued invoices accompany items purchased by YRL on a cost recovery basis for our member libraries. The list of items includes but is not limited to:
- a. Library materials such as books and audiovisual discs.
 - b. Processing and circulation supplies.
 - c. Computers, other peripherals and, as requested by a member library, additional licencing.
4. YRL maintains strict control of passwords for financial software.
- a. Only the Director, Deputy Director and Senior Accountant have access to the administration level of the software.
 - b. Limited access may be granted to designated employees for transactional reporting and invoice creation.

YRL Compensation Philosophy Policy

Title: Compensation Philosophy Policy	Policy Number: F2
Topic: Staff compensation Oversight: YRL Executive Committee Related: Finance, Human Resources	Approved: September 14, 2020 Revised: April 17, 2023 Review period: April 2025

Statement

YRL prides itself on being a progressive, service oriented, innovative employer.

Principles

Principles that guide our staff compensation:

- We pay what the position is worth to the organization.
- We recognize the skills and qualifications needed to do the job.
- We recognize we are an institution that relies on public funding.

Compensation at YRL meets the following objectives:

- Provides employees with information about compensation guidelines and salary ranges.
- Supports a flexible organization that accommodates differences and changes in job requirements.
- Reflects compensation that is comparable with the local job market.
- Provides guidelines to ensure that comparable jobs are paid equitably across the organization.
- Recognizes the successful performance and experience of staff through movement on the grid, to signify the increasing value of the employee and encourage retention.
- YRL needs employees who are committed to the values of YRL to meet our goals and accomplish our mission.

The compensation strategy is a tool to ensure that we can attract and retain the employees we need to be successful.

YRL will strive to provide a total compensation package that meets 65 percent of local competitors, when employees are qualified and performing at a satisfactory level.

The total compensation package includes a salary, plus indirect compensation including benefits such as medical, dental, pension, vacation and sick time and other types of paid leaves, paid breaks, flexible hours of work, staff development, and opportunities for continuing education.

When considering compensation, YRL will consider the rates paid for comparable positions by the following:

- Librarians: Alberta-wide public libraries
- Library Technicians: Central-North Alberta (Red Deer to Whitecourt)
- IT staff: Central-North Alberta (Red Deer to Whitecourt)
- Operations staff: Spruce Grove, Stony Plain and surrounding areas.

Each position is assigned a pay level based on the qualifications and skill needed to perform at a satisfactory level. Successful performance and experience is recognized through movement within the pay level assigned to the position.

YRL Compensation Philosophy Policy

Service will be recognized through a vacation bonus of one additional week (five days), at 10+ years of service and granted at five-year intervals (year 10, year 15, year 20; not cumulative).

To ensure the grid remains current, changing costs of living will be recognized, within financial limitations, by referring to the Alberta Inflation Calculator for the 12 months ending May 30 for the year previous to the budget year.

The entire grid will be reviewed every three years.

In order to ensure that employees understand the goals and outcomes of this process, the Compensation Philosophy Policy is intended to be fair and simple. While it is sensitive to the financial realities of YRL, it is intended to ensure that YRL consistently attracts and retains the staff necessary to meet the needs of its members. All human resource decisions made by the Board will align with this compensation in a manner that is consistent and free of discrimination.

YRL Personnel Policy

Title: Personnel	Policy Number: H1
Topic: Human Resources, Employees Oversight: Executive Committee	Approved: October 16, 2000 Revised: April 17, 2023 Review: April 2026

Statement

Yellowhead Regional Library (YRL) has personnel policies, also known as human resource policies, to ensure employees are in place to carry out the operations of the library. YRL complies with provincial and federal legislation in employment standards, library regulations, occupational health and safety practices, and human rights to ensure policies are accurate and up to date.

Purpose

All human resources policies shall facilitate mutual respect, good communication and professionalism while endeavouring to be fair to both the Board and staff. YRL aims to provide a safe physical and psychological healthy workplace where employees are free from harm, violence and harassment.

Responsibilities

1. Employees are responsible to learn and adhere to all human resources policies found in the YRL Policy Manual for Employees.
2. Administration Services is responsible for updating policies as legislation or other legal requirements change over time.
3. The Director is ultimately responsible for the implementation of the human resources policies however, the Director may delegate day-to-day compliance to:
 - a. Administration Services team
 - b. Joint Health and Safety Committee members
 - c. Managers and their direct reports.
4. The Executive Committee is responsible to review this policy every three years.
5. The Board will receive this policy as information every three years.

YRL Staff Recognition Policy

Title: Staff Recognition Policy	Policy Number H12
Topic: Service recognition; Social events; Completion of Employment Oversight: Executive Committee	Approved: May 2019 Revised: April 17, 2023 Review: April 2026

Statement

Yellowhead Regional Library (YRL) rewards its staff based on their completed years of employment service. YRL also supports staff social activities throughout the year to boost morale, build engagement and strengthen relationships among staff members as well as creating a positive company culture. The organization's recognition of its staff is part of an overall staff compensation and underlies YRL's ability to attract, motivate and retain a capable workforce to fulfill YRL's mission to its members.

Purpose

In conjunction with YRL's overall compensation structure including financial, paid vacation and sick time, benefits and pensions, this policy outlines staff recognition strategies as well as detailing the procedures for implementing these events. The formal recognition areas are:

1. Years of service
 - a. One (1) completed year of service = Personal Book allotment \$25.
 - b. Three (3) completed year of service = Personal Book allotment \$50.
 - c. Five (5) completed years of service = Personal Book allotment of \$75.
 - d. Seven (7) completed years of service = Personal Book allotment of \$100.
 - e. Ten (10) completed years of service = 5 days of paid leave as footnoted below¹
 - f. Fifteen (15) completed years of service = 5 days of paid leave as footnoted below¹
 - g. Twenty (20) completed years of service = 5 days of paid leave as footnoted below¹
 - h. Twenty-five (25) completed years of service = 5 days of paid leave as footnoted below¹
2. YRL annually supports staff social events
 - a. YRL Staff Expenses budgets \$700 to support the summer social event.
 - b. YRL Board budgets \$700 to support the winter holiday event.
 - c. YRL Staff Fund provides additional funds to augment the budgeted amounts of these events as needed and approved by majority vote.
 - d. YRL Staff Expenses budgets for extras for YRL staff including but not limited to:
 - i. Shirts, coffee mugs, food for special occasions, e.g.: cake for retirement party.
3. YRL Staff Fund
 - a. YRL permanent and term/contract employees agree to pay \$0.50 cents per pay period to support the Staff Fund.
 - b. Spending the Staff Funds are agreed to by 75% majority vote of all staff except as noted below in the following table.
 - c. The Staff Fund contributes to the recognition gift upon resignation or retirement from YRL as determined by years of service.
4. Recognition upon resigning or retiring from YRL
 - a. YRL and the Staff Fund both contribute to a gift or gift card for an employee leaving YRL.
 - b. Gift may be considered a taxable benefit depending upon the type of gift purchased.²
 - c. The contribution amounts are as shown in the table below.

¹ Outlined in the YRL Compensation Philosophy Policy (F2) and subject to its terms and conditions.

² [Canada Revenue Agency policy on gifts, awards and long service awards](#), January 2022.

YRL Staff Recognition Policy

Years of Service	YRL Pays \$10 Per Year of Service	Staff Fund Pays	Total Value of Gift
1-2	\$10-20	\$10	\$20-30
3-5	\$30-50	\$25	\$60-80
6-10	\$60-100	\$75	\$135-175
11-15	\$110-150	\$100	\$210-250
16-25	\$160-250	\$125	\$185-250

Responsibilities

1. Employees must be in good standing to be awarded gift recognition, e.g., not under a performance improvement plan or leaving because of termination with cause.
2. Staff Fund is monitored by accounting and any recommendations for expensing or adjusting gift amounts is voted on by participating staff members before initiating change.
3. Administration is responsible to spend Staff Expenses in a fiscally competent manner.
4. The Executive Committee is responsible to review this policy every three years including the recognition.
5. The Board will receive this policy as information every three years.

Administrative Procedures

1. When a staff member receives a book allotment award:
 - a. The certificate will be presented to the employee at a staff meeting closest to the anniversary date and a copy of the certificate provided to accounting.
 - b. Items are ordered through the Collections and Resource Sharing (CRS) department.
 - c. The employee shall select items from a YRL vendor list for a minimum of the amount given specifying that it is a book allotment award.
 - d. Upon arrival of the item, CRS creates an invoice and provides a copy to both the staff member and accounting.
 - e. Accounting pays the invoice from Staff Expenses.
2. YRL permanent and term/contract employees financially contribute to the Staff Fund upon employment with YRL and signing the authorization to make deductions form.
3. Staff Fund principles:
 - a. Any active employee³ that contributes to the Staff Fund has the choice to participate in the social activities.
 - b. Expenses greater than \$50 must be voted on by staff with a majority approval of 75% before the expense is made.
 - c. Gift cards purchased with monies solely from the Staff Fund are not considered a taxable benefit, see footnote 2 above for more information.
 - d. If for some reason the Staff Fund ceases to exist, any remaining funds are distributed evenly among the remaining active employees.
 - e. Accounting provides the value of the Staff Fund in each financial statement in the liability and shareholder's equity portion under the name Staff Fund.
4. Recognition upon retirement or leave from YRL gift values may be prorated for years of service: e.g. 10.5 years: YRL gives \$105 value and Staff Fund gives \$87.50, for a total of \$192.50.
5. GST is not considered in the cost of the gift. GST will be covered by YRL Expenses.
6. YRL credit cards may be used for recognition and social activities, including but not limited to:
 - a. Food, supplies, gifts, gift cards, etc.
 - b. Receipts and other back-up documentation are required to comply with the YRL Credit Card Policy (F5).

³ An active employee is currently employed and working at YRL, employees on job protected leave, retirees and guests may be required to pay for their portion of the social activity depending upon the type of activity.

Yellowhead Regional Library
Statement of Expenses - General Fund
4 Periods Ended 4/30/2023

	#N/A			
	BUDGET	CURRENT YTD	(OVER)UNDER BUDGET	Actual % SPENT
EXPENSES:				
EMPLOYEE EXPENSES:				
Salaries	1,627,211	499,615	1,127,596	31
CPP Expense	76,390	29,047	47,343	38
EI Expense	27,354	10,648	16,707	39
Benefit Plans	\$ 75,832	\$ 25,545	\$ 50,287	34
Pension Plans	110,416	33,899	76,517	31
WCB Expense	4,981	972	4,009	20
Staff Expense - Professional Development	24,000	7,327	16,673	31
Staff Expense - General	10,000	1,099	8,901	11
TOTAL EMPLOYEE EXPENSE	\$ 1,956,184	\$ 608,151	\$ 1,348,033	31
MEMBER LIBRARY SERVICES EXPENSE:				
Book Purchases-Allotment	\$ 324,334	\$ 171,213	\$ 153,121	53
Book Purchases-Non-allotment	200,000	12,814	187,186	6
Data Services	57,000	14,722	42,278	26
Delivery	44,625	13,450	31,175	30
Materials - E-Resources	210,000	77,320	132,680	37
Materials - Physical Collections	5,000	532	4,468	11
Membership Support	2,500	255	2,245	10
Processing Supplies	22,000	8,250	13,750	38
Software - Licensing	108,550	49,190	59,360	45
TRAC Expense	206,000	195,410	10,590	95
Workshops Expense	22,000	8,730	13,270	40
TOTAL MEMBER LIBRARY SERVICES EXPENSE	\$ 1,202,009	\$ 551,884	\$ 650,125	46
GENERAL OFFICE & ADMINISTRATIVE EXPENSES:				
Bank Charges	2,200	521	1,679	24
Building Maintenance	46,000	17,761	28,239	39
Computer Equipment - Hardware	12,000	3,496	8,504	29
Equipment Lease	11,000	2,314	8,686	21
Insurance	20,000	14,159	5,841	71
Memberships	20,600	11,890	8,710	58
Office Equipment	2,450	-	2,450	0
Office Supplies	7,350	2,073	5,277	28
Photocopy	1,350	508	842	38
Postage	300	223	77	74
Printing / Promotion	4,750	2,285	2,465	48
Professional Services	137,500	76,459	61,041	56
Telephone	6,700	2,312	4,388	35
Trustees - Training/Conferences	20,000	13,740	6,260	69
Utilities	32,500	15,566	16,934	48
TOTAL OTHER EXPENSE	\$ 324,700	\$ 163,308	\$ 161,392	50
TOTAL EXPENSE	\$ 3,482,893	\$ 1,323,343	\$ 2,159,550	\$ 38

Yellowhead Regional Library
Statement of Earnings - General Fund
4 Periods Ended 4/30/2023

Page 40 of 45

	BUDGET	CURRENT YTD	OVER / UNDER BUDGET	% SPENT
REVENUE:				
Additional Allotment	95,000	16,194	(78,806)	17
Additional Services	500	-	(500)	0
Contract Services	78,000	-	(78,000)	0
Revenue - Other	26,432	-	(26,432)	0
Interest	50,000	46,765	(3,235)	94
Local Appropriations	\$ 1,379,406	\$ 706,717	\$ (672,689)	51
Non-allotment Sales	200,000	59,568	(140,432)	30
Operating Grant	1,390,506	1,462,572	72,066	105
School System Levy	147,278	73,058	(74,220)	50
TOTAL REVENUE	\$ 3,367,122	\$ 2,364,873	\$ (1,002,249)	70

Yellowhead Regional Library

Balance Sheet
As Of April 30, 2023

Unaudited

ASSETS

Current assets:

Bank CDN current account	2,707,054.01
Bank CDN High Interest	501,094.52
Bank USD current account	1,068.49
GIC Investments	1,000,000.00
USD Valuation	382.31
Petty Cash	214.50
Accounts Receivable Trade	120,352.43
Accounts Receivable Staff	104.26
Prepaid Insurance	3,946.68
Prepaid Purchases	<u>103,092.80</u>
Total current assets	4,437,310.00

Fixed assets:

Building	1,587,132.79
Building Improvements	1,595,751.87
Equipment & Furnishings	123,688.49
Vehicle	258,598.98
Computer Hardware	485,165.36
Computer Software	17,813.89
Remote Access Equipment	19,379.00
Less accumulated depreciation	<u>2,616,658.72</u>
	1,470,871.66

Other assets:

	<u>0.00</u>
	<u><u>5,908,181.66</u></u>

LIABILITY AND SHAREHOLDER'S EQUITY

Current liabilities:

Accounts Payable	126,032.11
Accrued Accounts Payable Trade	(8,939.84)
Accounts Payable US	4,155.23
Accts. Payable US Valuation	1,445.10
Staff Fund Liability	1,680.12
Salaries & Wages Payable	8,556.81
Group Benefit Plan Payable	14,980.01
National Health Payable	(4,211.86)
LAPP Payable	(0.08)
ACPP PENSION LIABILITY	(29.01)
Accrued Vacation	39,422.63
GST on sales	14,559.13
GST Paid On Purchases	(27,638.09)
Unearned Revenue Special Proj	26,425.00
O/S Purchase Commitments	148,616.71
Total current liabilities	<u>322,336.97</u>

Long term liabilities:

 0.00

Shareholders' equity:

Deferred Gov't. Contributions	295,381.42
Deferred Capita Grant Revenue	882,290.08
Capital Assets	279,360.29
Capital Reserve	953,026.11
Special Projects Reserve	129,689.00
Operational Contingency	2,026,631.00

Profit (loss) for period	<u>1,019,466.79</u>
Total shareholders' equity	<u>5,585,844.69</u>
	<u>5,908,181.66</u>



YRL Board of Trustees Meeting Director's Q2 Report June 19, 2023

Issues Resolved

- YRL staff attended the 50th anniversary of Onoway Public Library.
- Karla continues as Chair of TRAC for 2023-24.
- Return on investment (ROI) statements are complete and will be distributed to CAOs, councils and library boards along with the 2022 annual report.
- Managed to get a delivery van which meets our specifications about 8-12 months early; this expense was in the 2023 budget.
- Hank and/or Wayne and Karla met with five of seven MLAs before the election was called.
- MLA Shane Getson requested YRL participate as part of an interest group regarding immigration. This group met briefly at the end of April with some conversation since then.
- All websites were live on the new platform prior to the end of April; this includes [YRL's corporate website](#). YRL is now leading development of a TRAC website.
- Initial results from the Omnibus survey are in; public libraries have high approval numbers.
- Call for sessions and sponsorships have been sent for the [Stronger Together Conference](#).
- Provision of recruitment support for Westlock and Edson library boards; provision of support to find locum staff for Seba Beach.
- Hank and Karla presented to the Town of Calmar Library Board.
- Summer Village of Sandy Beach has informed YRL of intent to rejoin the system. Pending receipt of the signed master membership agreement and appointment of a new Minister of Municipal Affairs post-election.
- No damage to network equipment held by libraries impacted by current wildfire activity.
- Karla attended System Directors meeting in Medicine Hat on June 1.
- YRL staff (Jessica, Laina, Karla, Jocie, Andrew, Rob) provided support to Spruce Grove Public Library in dealing with challenges to programming.
- Costing (YTD) for TRAC central site is completed and will be shared with the TRAC directors.
- New authentication software selected; will move forward as TRAC. Regions will pay first year license costs and TRAC will build future costs into budget.
- Karla is now Past Chair of The Alberta Library (TAL); Chair is Karen Keillor, MacEwan University.

Issues Ongoing

- Submitted a Community Services Recovery Fund grant application as the website migration meets the terms of the grant conditions and [Mugo](#), the website developer, is providing assistance for the application process. We are still in the queue, but their adjudication of the grant has been delayed.
- Submitting an application to a foundation for funding on behalf of five regional systems to increase access to English as a Learning Language material. Deadline extended to August.
- Continuing to monitor number of nuisance incidents. Nothing of significance since April 2023.

New Issues

- Planning to approach newly elected MLAs and request a meeting to introduce YRL and library services.
- Joint letters of welcome from systems to the incoming Premier and Minister of Municipal Affairs.
- Policy regarding eResource selection and challenges is being developed by Shortgrass Library System and will be shared. Given recent activities, this could be an area of risk not covered by our existing policies.
- A Collection Development Strategy for Schools was created (attached).
- Managers have started drafting the 2024 operational budget.



Collection Development Strategy for Schools

June 2023

Introduction

The Collection Development Strategy for Schools helps you balance the Collection Development Policy with the unique needs of your school. This strategy guides the collection development service that Yellowhead Regional Library (YRL) offers to you, as school members. This strategy may be applied to both physical and digital collections, depending on your individual needs.

YRL staff involved with both selection and de-selection uphold the principles established in the Canadian Federation of Library Associations' [Statement on Intellectual Freedom and Libraries](#) while seeking to understand the unique needs of the school when providing services.

"Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable..."

-excerpt from the Statement on Intellectual Freedom and Libraries, CFLA

Diverse collection development is important. It is a fundamental value of librarianship and is within the context of the rights and freedoms of all Canadians, as expressed in the [Canadian Charter of Rights and Freedoms](#).

YRL recommends that school divisions maintain a collection development policy that can be applied to all school library collections. This policy can help manage requests for consideration, or reconsideration, of materials procedure to support your community needs. YRL will request these policies from school divisions on a yearly basis to support service delivery to our members.

Services

YRL provides the following collection development services to our members:

- ➔ Providing access to allotment funds to support collection development.
- ➔ Selecting materials.
- ➔ Ordering materials.
- ➔ Cataloging and processing materials.
- ➔ Providing access to electronic bibliographic records for local library software.
- ➔ Weeding and inventory support.
- ➔ Offering consultation regarding strategic direction or individual projects.
- ➔ And more.

We work with school library and administrative staff, principals and school division staff to provide services to school members.

Collection Development Strategy for Schools

June 2023



Yellowhead
Regional
Library



Responsibility

Collection development services are a shared responsibility between YRL staff and member school staff. School staff should provide clear direction and details on the needs of your students, staff and community to YRL staff. YRL staff will consult with the school staff on your needs and clearly communicate our role in the service delivery. YRL staff may develop the following to support clear communication and direction when delivering services to schools:

- ➔ Project plan with timelines, goals, objectives and activities.
- ➔ Letter/email outlining expectations.
- ➔ Meetings/check-ins with school staff during the project duration.
- ➔ Forms requiring signature from school staff or principals agreeing to the terms of service and responsibilities.

YRL's role is to provide recommendations for selection and de-selection; however, ultimately it is up to the school and the designated school staff to determine what's needed. All decisions for selections are needed before orders are submitted to vendors, and before removing items from the local library software.

Service Delivery

Material Selection

YRL uses a variety of criteria to help school library staff with their choices. Although selections do not have to meet all the criteria listed below to be recommended, here are some of the things YRL takes into consideration:

- ➔ Recommendations in recognized professional journals.
- ➔ Recommendations from professional development opportunities or bibliographies.
- ➔ Selection lists from reliable publishers or distributors.
- ➔ Award winners.
- ➔ Member demand and anticipated demand.
- ➔ Relevant to community needs and interests.
- ➔ Representation of diversity, equity and inclusion.
- ➔ Suitable format for library use.
- ➔ Hands-on assessments of materials available through publishers' displays, visits by publishers' representatives or bookstores.

Material De-selection

YRL provides support and services to schools with de-selection or weeding materials from their collection. Some of the things YRL takes into consideration include:

- ➔ Physical condition.
- ➔ Currency.
- ➔ Present relevancy to the collection.
- ➔ Format.
- ➔ Space limitations.

YRL staff are happy to lend their expertise in selecting and de-selecting materials. YRL's professional staff have received education in the library field and engage in ongoing professional development to stay current with publishing directions, collection development trends and innovations. We are here to help you make the most of your school library.



YRL PROXY VOTE
Board of Trustees Meeting
June 19, 2023

Name	Click or tap here to enter text.
Municipality or School Division	Click or tap here to enter text.

Date	Click or tap to enter a date.
Signature (if faxing)	

Click the box to mark X.

Item	Title	Draft Motion	In Favour	Opposed
4	Auditor Appointment	Grant Thornton LLP be appointed as the YRL auditor for 2023 to 2025 inclusive.	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Proxy vote must be received at YRL **by Monday, June 19 at 9:00 a.m.**

Email lhaak@yrl.ab.ca Fax 780-962-2770 Toll Free Fax 1-888-962-2770

9.0 CAO Reports

A. CAO Action List

Recommendation: That Council accepts the Update for information.

Background

Topic	Status
Cheques	Completed
Issue development Permit	Completed
Update Fee Bylaw	completed
Took tax Payments	Completed
Reviewed Website Updated	completed
Answered inquires	completed
started enforcement action	ongoing
negotiated terms with LSAC on service delivery	ongoing

July 5th 2023

Summer Village of Sunset Point

10.0 Response to Delegations

July 5th 2023

Summer Village of Sunset Point

11.0 Additional items

12.0 Correspondence

Summer Villages East Emergency Management Letter

Recommendation

That Council accepts the correspondence for information and directs Administration to to XXX.

Background

The County has been in discussions regarding the MSP to the region and from the looks of the attached letter the Summer Village Group has concerns with some of the proposal on emergency management.

Some of the concerns of the group are not held by Administration. Administration sees the proposal as more of a fee for service than a partnership and has concerns that the Summer Village group is viewing this differently.

Administration seeks clarification from Council on if it has anything it would like to provide Dwight in his discussions. Further Administration seeks clarification if they are to stop negotiations and leave these discussions up to the summer village group.

SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST

P.O. Box 8, Alberta Beach, AB. T0E 0A0

780-967-0271

ddm@kronprinzconsulting.ca

June 26th, 2023

To: All Members of SVLSACE
All Members of SVREMP

Dear members and partners,

Re: Clarification of Emergency Management Proposal, Lac Ste. Anne County Municipal Services Offering, June 9th, 2023

In reference to the above noted, our member municipalities will recall receiving the June 9th, 2023, proposal from Lac Ste. Anne County regarding a new Municipal Services Package. This is an exciting step forward in our ongoing negotiations with the County, and we encourage you to consider the offer carefully and provide comments as requested in County Manager Primeau's letter.

Having read through the proposal ourselves, we note areas where clarification is required to fully understand the proposal. We have heard from several members who also recognize the need for additional detail. One such area is the offering on Emergency Management Services. A joint Executive Committee meeting of SVLSACE and SVREMP was held on June 22nd, 2023, to discuss this very matter. The consensus of the meeting was that SVLSACE and SVREMP executives (Chair, Vice Chair, and Administration) would request a meeting with Lac Ste. Anne County staff to discuss these points of interest, get clarification, and return the feedback to our members. We are working to get this meeting organized as soon as possible.

In the meantime, we are inviting our members to compile and forward their comments and questions (at this time just on the emergency management section of the proposal) to us. Some of the discussion points we have already noted include:

- a) Confirmation of the capital investment required. Is that amount per partner, and how is the investment intended to be used (office set-up, equipment/vehicle/gear purchase?). Can we get a rationalization of that figure?
- b) Is it possible to have each partner assign any qualified agent to fulfill the DDEM requirement (rather than placing that on the CAO of each respective partner)? Is there consideration of a condensed team of DDEMs for each sub-region (i.e. for each lake region)?

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- c) While we “must” approve the plans and documents (and presumably budgets) prepared by the DEM (LSAC), is there an opportunity for comment and review by partners prior to presentation of the final draft? More generally, is there a provision for partners to maintain autonomous or semi-autonomous advisory committee representation in this partnership – either as a voting or non-voting member of the County’s Advisory Committee or as an independent body within the County’s organization?
- d) Is there an opportunity to have a transitional period wherein SVREMP staff, in all or in part, could fulfill some or all of the “new position” created by LSAC? This might allow an opportunity to ensure the nuances of the SVREMP framework and historical context survive the transition to the new service framework.
- e) Can Lac Ste. Anne County detail a bit more about its staff resources to address simultaneous multi-jurisdictional responses over an extended period of time? Our concern being that with the condensing of SVREMP we may lose some of our boots-on-the-ground (experienced and trained local DEMs/DDEMs). It may be that we can retain these resources in some volunteer capacity, like a volunteer fire service model, or that the centralization of a regional command structure creates efficiencies allowing for extended operation with a smaller resource pool. Either way, we want to know what the new service will look like at the operational level.
- f) A strength in this proposal is that the creation of the dedicated nine-to-five position with regional partners in mind will promote a more formal administrative structure (records keeping, strategic planning, an “organizational rhythm” that becomes business as usual). However, it might also leave partners scrambling at the end of the contract term if the County opts not to renew the service; members would be starting from square one with little organizational capacity or records retention. If a partnership was agreed to, can we protect SVREMP partners by retaining some autonomy, ensuring our records and plans remain accessible and ensuring adequate notice for members to revive an independent regional partnership again, should the need arise?

Trusting our members may have additional questions/comments, please ensure you forward same before 4:00 p.m. on July 4th, 2023, so that we can include these in our discussion and provide a response. Given the complexity of emergency management partnership and the fact our existing contracts are not set to expire until 2025, we are confident that Lac Ste. Anne County will allow our members a bit more time to review this element of the Municipal Services Package. We will keep members abreast of the

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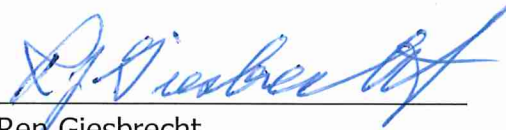
discussions going forward, and advocate for an all-members joint meeting as soon as a more detailed framework is ready for presentation.

If you have questions to submit, please forward them to SVLSACE (Dwight Moskalyk, Administrator, ddm@kronprinzconsulting.ca). If you have additional questions on this process, please contact the undersigned to discuss further.

Sincerely,



Bernie Poulin
Chair
SVLSACE
780-938-1197



Ren Giesbrecht
Chair
SVREMP
780-910-3157

cc: Ren Giesbrecht, Vice Chair SVLSACE
Gwen Jones, Vice Chair SVREMP
Janice Christiansen, RDEM SVREMP
Marlene Walsh, RDDEM SVREMP
Dwight Moskalyk, Administrator, SVLSACE