

**2.0 APPROVAL OF AGENDA**

**3.0 APPROVAL OF MINUTES –**

- A. September 6<sup>th</sup> 2023 Minutes

**4.0 Public Submissions**

- A.

**5.0 BUSINESS ARISING**

- A. 2024 Budget
- B. Emergency Management
- C. Request to Waive Tax Penalties Tax Roll 312

**6.0 Development Matters**

- A. 2023-DP010
- B.

**7.0 New Business**

- A. Volunteer for Beach Clean Up
- B. Yellowhead Regional Library Board
- C. Fire Agreement Amendment

**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. Alberta Beach By Election
- B. CRASC AGM
- C. Snow Mo Day Sponsorship

**NEXT MEETING November 1 2023**

**ADJOURNMENT**

**3.0 A September 6<sup>th</sup> 2023 Minutes**

**Recommendation:**

*That Council approve the minutes from the September 6<sup>th</sup> 2023 Regular Council meeting.*

**Background:**

Council Meeting Minutes are attached for review.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
September 6<sup>th</sup> 2023 @ 5:16pm.

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**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 September 6th 2023 Agenda be approved as presented .

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.  
Res. #2023 – 150

CARRIED

**3.0A APPROVAL OF Minutes** MOVED by Deputy Mayor Ekins that Council approves the August 2<sup>nd</sup> 2023 Regular Scheduled with amendments to Tax Arrears Item

Res. #2023 – 151

CARRIED

Res. #2023 – 152 Moved by Councillor Packer that the August 2<sup>nd</sup> Organizational Meeting Minutes be accepted for information.

CARRIED

**4.0A Public Submission**

Res. #2023 – 153 Moved by Mayor Jones that Administration be directed to reach out to Alberta Beach about potentially utilizing their weed dump closest to the Summer Village.

CARRIED

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
September 6<sup>th</sup> 2023 @ 5:16pm.

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**5.0A 2024 Budget**

Res. #2023 –154      Moved by Deputy Mayor Ekins that Council accepts the discussion regarding 5.0A for information

CARRIED

**5.0 B Northwest Fire Commitment Letter**

2023 –155      Moved by Mayor Jones that Council accepts the discussion regarding 5.0B for information.

CARRIED

**5.0C Request to Waive Penalties**

2023 –156      Moved by Deputy Mayor Ekins that Council accepts the Tax Arrears discussion for information.

CARRIED

**6.0 Development Matters**

**7.0 New Business**

**A. Fifty Plus Club**

2023 –157      Moved by Mayor Jones that Council directs Administration to draft a letter of support for the Alberta Beach 50+ Club regarding the New Horizons .

CARRIED

**B. Emergency management**

2023 –158      Moved by Deputy Mayor Ekins that Council accepts the discussion for information.

CARRIED

**C. Stormwater Policy**

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
September 6<sup>th</sup> 2023 @ 5:16pm.

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2023 –159                      Moved by Deputy Mayor Ekins that Council defers Policy 23-02  
Stormwater upgrade to the October 4<sup>th</sup> 2023 Regular Council meeting.  
CARRIED

## **8.0 Committee Reports**

### **A. Council Reports**

Res. #2023 – 160              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 – 161              MOVED by Councillor Packer that that Council accept the report for  
information.  
  
CARRIED

## **10.0 Response to Delegates.**

## **11.0 Additional Items**

**A. Financial Software**  
Res. #2023 – 162              MOVED by Mayor Jones that Council accepts the discussion for  
information and directs Administration to reach out to the Auditor to  
discuss potential alternatives.  
  
CARRIED

## **12.0 Correspondence**

Res. #2023 – 163              MOVED by Mayor Jones that Council enters into closed session in  
accordance to FOIP regarding legal issues at 6:45pm.  
  
CARRIED

Res. #2023 –164              MOVED by Mayor Jones that Council enters into closed session in  
accordance to FOIP regarding legal issues at 7:37pm.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
September 6<sup>th</sup> 2023 @ 5:16pm.

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CARRIED

**ADJOURNMENT**

Res # 2023- 149      Being that the agenda matters had been concluded the meeting was  
adjourned at 7:38 PM by Mayor Jones.

CARRIED

These minutes were approved this September 6 2023

\_\_\_\_\_  
Mayor Jones

\_\_\_\_\_  
Matthew Ferris CAO

#### **4.0 A Public Submissions**

## **5.0 A 2024 Budget**

### **RECOMMENDATION:**

That Council accepts the discussion on the 2024 Budget.

### **Background .**

Administration has initiated preparation for the 2024 Budget and is seeking guidance from Council on areas of concern and things they would like Administration to investigate:

Subjects could include:

- Split mill rates
- Land Use Bylaw Updates
- Strategic Planning initiatives.
- Reserve Goals
- Capital Projects
- Service Level changes



## **5.2 Emergency Management**

### **RECOMMENDATION:**

That Council directs administration to provide notice to the Summer Village Emergency Management Agency that Sunset Point will be withdrawing from the Group. And further ask the group to waive the one year of notice.

### **SUMMARY/BACKGROUND:**

Administration needs formal direction from Council to proceed with removing the Village from the current emergency management group

### **5.3 Request to Waive Tax Penalties Roll 312**

#### **RECOMMENDATION:**

That Council xxx

#### **SUMMARY/BACKGROUND:**

The Landowner of 312 is seeking some relief on tax penalties. Currently they have \$3942.00 outstanding. In 2023 they have paid over \$1400 in penalties. Their annual taxes was \$3466. They are hopeful they can pay \$1000 a month between now and December to get the account almost current where they would like to switch to monthly payment plan

## **6.0 Development Matters 2023-dp-10**

### **RECOMMENDATION:**

That Council approves 2023-DP-10

### **Re:**

**Lot 2A, Block 20-54-3 Plan 992 0340  
5201 Sunset Drive  
Summer Village of Sunset Point (Sunset Point Bible Camp)**

### **APPROVAL OF DEVELOPMENT PERMIT**

You are hereby notified that your application for a development permit with regard to the following application was conditionally approved by the Council of the Summer Village of Sunset Point.

**Development Permit Sunset Point Bible Camp DC – Direct Control District**  
Application to relocate a cabin of 500 sqft – on the Sunset Point Bible Camp lands.

- 1- All construction shall take place in accordance with this Administrative Report.
- 2- Notwithstanding condition of approval 1 (above) the cabin (or its addition) shall not exceed 2 stories or twenty-nine feet (29') in height.
- 3- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 4- The property must be landscaped in such a manner to prevent surface drainage onto adjacent properties.
- 5- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes, and shall not place soil or any other material on adjacent properties without permission in writing from the adjacent property owner(s).
- 7- All municipal taxes must be paid.
- 8- All improvements approved hereby must be completed within twelve (12) months of the effective date of the permit.
- 9- There is no appeal to the Subdivision and Development Appeal Board (SDAB) available on this DC (Direct Control) approval. The only avenue of appeal is to the Alberta Court of Appeal.
- 10- The development shall be required to connect to the Tri Village sewer Line within 30 days of construction completion

# Summer Village of Sunset Point

## APPLICATION FOR DEVELOPMENT PERMIT

DEVELOPMENT PERMITS MUST BE DEEMED COMPLETE WITHIN 20 DAYS  
OF RECEIPT (FEE MUST BE INCLUDED) - DECISION 40 DAYS - COMPLETE

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW  
FOR A DEVELOPMENT PERMIT, IN ACCORDANCE WITH THE PLANS AND SUPPORTING  
INFORMATION SUBMITTED HERewith AND WHICH FORM PART OF THIS APPLICATION.

Name: Salomon And Marta Dockery

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone @ W \_\_\_\_\_

email address: \_\_\_\_\_

Registered Owner \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Interest of Applicant (if not the registered owner): \_\_\_\_\_

Legal Description: Sunset Point Christian Camp

Cabin Lot: 322 Block: \_\_\_\_\_ Plan: 9920340, Lot 2A

Municipal Address: 5201 Sunset Drive, Summer Village of Sunset Point

Description of proposed development: Relocating cabin from lot #43 to  
lot #322.

Estimated cost of development: \$10,000

Estimated commencement date: Sept. 15, 2023

Estimated completion date: Sept. 30, 2023

Lot Width: 40 ft Lot Length: 50 ft

Area of Site: 2000 Sq/ft Area of existing development: 0

Area of proposed development: 500 Sq/ft. Total % of Site Coverage: 40% 500 Sq/ft.  
25

# Summer Village of Sunset Point

(Maximum 40%)

## APPLICATION FOR DEVELOPMENT PERMIT

<u>Principal Building/Addition:</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <u>(Yes or No)</u>
Front Yard Setback:	6.07m	> or = 8.0 M	
Lake Front Yard Setback:	n/a	> or = 8.0 M	
Rear Yard Setback:	4.05	> or = 1.5 M	
Side Yard Setback:	3.05m	> or = 1.5 M	
Side Yard Setback:	2.96m	> or = 1.5 M	
Floor Area:	71m <sup>2</sup>	> or = 93.9 M2 (1000 Ft <sup>2</sup> )	
Height of Building:	3.65m	< or = 10.0 M (33')	
No. of Off-Street Parking Stalls:	2	> or = 2 stalls	

<u>Accessory Building:</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <u>(Yes or No)</u>
Shed or Boat House			
Front Yard Setback:	10.45m	> or = 8.0 M	
Rear Yard Setback:	12.88m	> or = 1.0 M	
Side Yard Setback:	3.05m	> or = 1.0 M	
Side Yard Setback:	7.62m	> or = 1.0 M	
Separation from other structure:	0.60m	> or = 1.2 M	
Floor Area:	40m <sup>2</sup>	< or = 93 M2 (all buildings)	
Height (shed):	1.8m	1 storey (< or = 4.6 M)	
Height (boat house):		1 storey (< or = 3.7 M)	

<u>Garage:</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <u>(Yes or No)</u>
Detached Garage			
Front Yard Setback:		> or = 8.0 M	
Rear Yard Setback:		> or = 1.0 M	
Side Yard Setback:		> or = 1.0 M	
Side Yard Setback:		> or = 1.0 M	
Separation from other structure:		> or = 1.2 M	
Floor Area:		< or = 93 M2 (all buildings)	
Height (shed):		1 storey (no taller than house)	



# Summer Village of Sunset Point

## APPLICATION FOR DEVELOPMENT PERMIT - **IMPORTANT NOTES**

1. February 1, 2014 the Province's "New Home Buyer Protection Act" requires that ALL new homes constructed require warranty coverage. This includes homes constructed by property owners for themselves. [www.municipalaffairs.alberta.ca/NHBP](http://www.municipalaffairs.alberta.ca/NHBP) for info.
2. All storage sheds and small accessory buildings must be located in the **rear half of the property**, *check* regardless of the size (or requirement to secure Development Permit approvals).
3. The front yard of the property is the yard adjacent to the road except in the case of lake front properties where the front yard faces the lake. Where the front yard faces two roads, the front yard is the property adjacent to the road on which all adjacent properties are located.
4. Where the development requires a driveway or entrance, the owner must provide and install a culvert in the size and shape that is approved by the municipality.
5. In addition to completing this application in its entirety, an Application for a Development Permit shall be accompanied by the following information and documents, where relevant:
  - a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, and provisions for off-street parking, access to the site, and the location of public utilities, water bodies and treed areas;
  - b) a scaled floor plan and elevations where construction is proposed together with a street scene elevation of all new buildings in relation to adjoining properties clearly demonstrating height and amenity;
  - c) at the discretion of the Development Officer, an acceptable Real Property Report as proof of location of existing development, before the Development Permit is issued;
  - d) at the discretion of the Development Officer, a Real Property Report as proof of location of the proposed development, after construction is complete;
  - e) a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
  - f) if the applicant is not the registered owner, a written statement, signed by the registered owner approving the applicant as the agent for the registered owner.
6. Where a decision on this application is not made within twenty (20) days of the date of acceptance and validation (FEE must be included) upon receiving all required plans and documents you may;
  - a) Consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within twenty-one (21) days of the date of refusal by contacting([office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)); or
  - b) Obtain and complete an extension agreement available from the Development Officer to extend the twenty (20) day decision period specified to allow the Development Officer additional time to reach a decision.



# Summer Village of Sunset Point

## APPLICATION FOR DEVELOPMENT PERMIT

### 7. NEW HOME CONSTRUCTION – requirements of “New Home Buyer Protection Act”

- a) Is this an application seeking to construct a new home? YES \_\_\_\_\_ NO \_\_\_\_\_
- b) If YES, please provide details of the builders' (either contractor or property owner) new home warranty coverage as required by the Province of Alberta \_\_\_\_\_
- c) If the property owner is electing to proceed with construction – without the required new home warranty coverage – please ensure that the required waiver from the Province of Alberta ([www.municipalaffairs.alberta.ca/NHBP](http://www.municipalaffairs.alberta.ca/NHBP)) is forwarded with this application.
- d) Failure to provide this information to the satisfaction of the Development Officer will result in an immediate denial of the Development Permit application for any new home.

### 8. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT NOTICE

Please be advised that the Development Authority gathers the information contained in this application for the purpose of rendering a decision on your application. For this purpose, your application may be forwarded to the following people / organizations,

- Adjacent Landowners
- Municipal Assessment Services for Assessment purposes
- Utility Companies
- Adjacent Municipalities Municipal Offices (*if applicable*)
- Government Departments
- Statistics Canada
- Other organizations as determined by the Development Officer
- Local newspapers for public advertisement

Under the authority of sections 606, 640(1), 653(4) of the Municipal Government Act Chapter M26.1, RSA2000, and the Subdivision and Development Regulation 212/95

I/we Salomon And Marta Dockery have no objections to the above stated procedures being used in the review and decision-making process for this application.

Signature(s): \_\_\_\_\_

Date: August 19, 2023

For information contact: **Matthew Ferris**, RPP MCIP, FOIP Administrator, PO Box 596  
Alberta Beach, AB, T0E 0A0 [office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)

# Summer Village of Sunset Point

## APPLICATION FOR DEVELOPMENT PERMIT

9. Every Application for a Development Permit shall be accompanied by a non-returnable processing fee (please make payment out to "Summer Village of Sunset Point");

### PERMIT FEES DOUBLE IF CONSTRUCTION STARTS PRIOR TO APPROVAL

Development Permits – Major – Main Buildings	\$ 450.00
Development Permits – Commercial	\$ 400.00
Development Permits – Minor - Accessory Buildings or additions	\$ 200.00
Home Occupation, Signs, Decks, Fences, Cistern	\$ 185.00
Demolition Permits	\$ 175.00

10. AUTHORIZATION AND RIGHT OF ENTRY:

*Marta Dockery, Cabin Owner*

I/we, Wilfred Golbeck, Executive Director am/are the registered owner, or the agent for the registered owner, authorized to act on behalf of the registered owner, and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person(s), designated by the Municipality, to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application and completion of the proposed development.

Signature(s):

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_



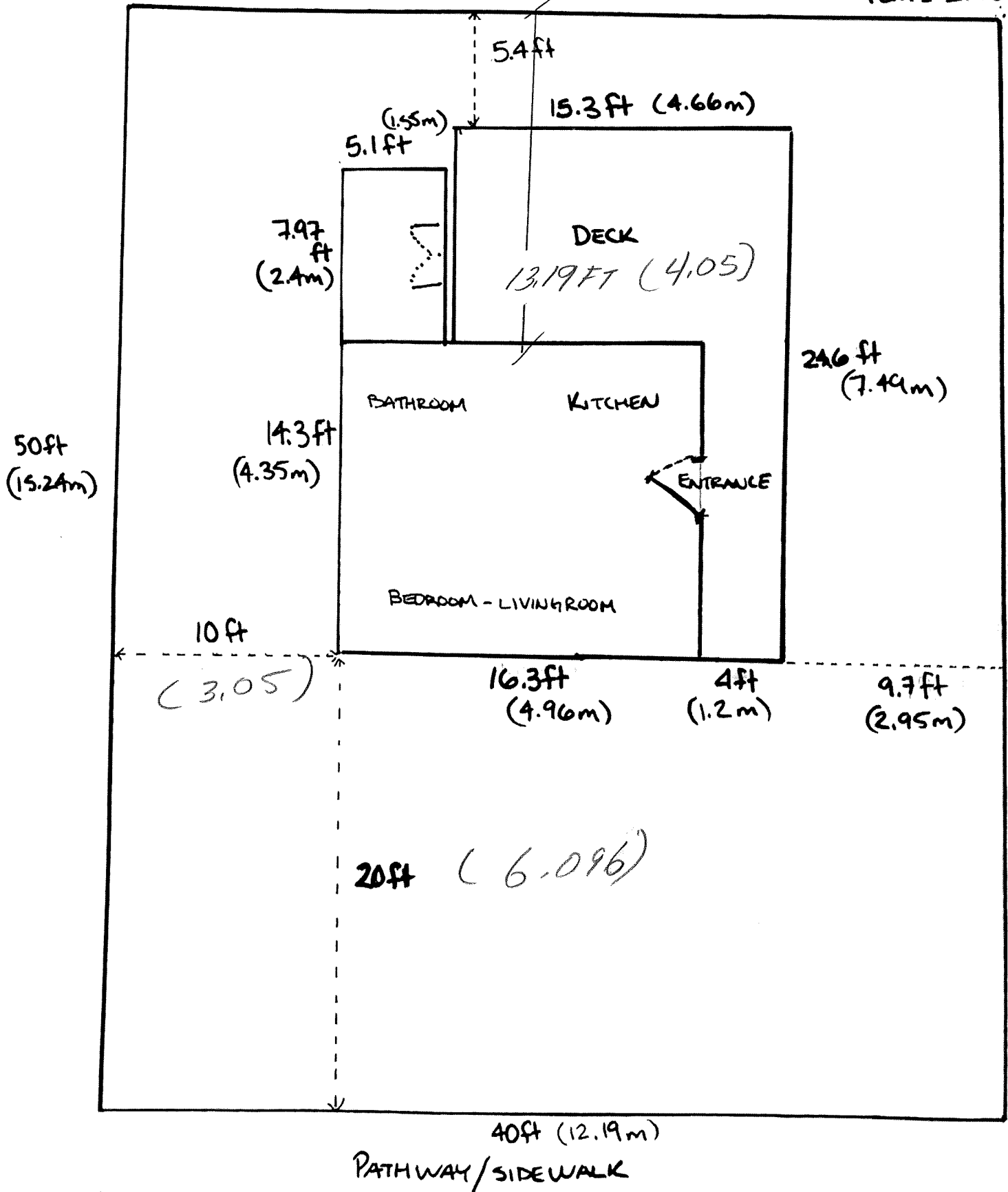
5201 Sunset Drive  
P.O. Box 297  
Alberta Beach, AB T0E 0A0



Scale Ratio  
1:75

1cm = 2.46 ft

Lot 322



**7.0 A. Volunteer Beach Clean Up**

**RECOMMENDATION:**

That Council XXX

**SUMMARY/BACKGROUND:**

Administration has received a request from a landowner wanting to participate in any volunteer weed clean up programs on any of the beach accesses.

Administration is seeking direction on how to deal with this.

**7.0 B. YRL**

**RECOMMENDATION:**

That Council appoints XXX as Sunset Points designate of the Yellowhead Regional Library Board.

That Council accepts the correspondence from Yellowhead Regional Library Board for information.

**SUMMARY/BACKGROUND:**

See Attached

# 2024 Budget Overview



## Introduction

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Integrated planning is the process that links mission, vision, values and priorities to coordinate and drive all planning and resource allocation operations.

Determining the cost of YRL's routine expenses (organizational commitments and operations) while balancing strategic planning efforts (Plan of Service initiatives) is a part of the annual budget process.

Not all components of the strategy will need more direct funding. Some tasks might need new processes or procedures, as well as a reallocation of resources (staff time).

## Budget Process

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- Accounting assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over past four years.
- Managers confirmed organizational commitments (license agreements, professional consultation), projected staffing requirements and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale, adjusted budget amounts, and evaluated plans with consideration of the ad-hoc Finance Committee recommendations.
- Budget line items are reviewed as either 'routine' (operational or organizational commitments) and 'strategic' (directly related to the Plan of Service – initiatives, new directions, innovation or strategic direction to move the organization forward).

As an outcome of funding these initiatives, we expect results in quality, improvement, growth and gains towards the strategic plan.

## Strategic Initiatives 2024, Funded from Revenues

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### 1. Membership support

*Goal 1. Hub for learning and connection – manage and protect systems and IT.*

#### Direction for 2024

An area of assessed risk to the YRL network is now the public computers. Increased budget allocation permits inclusion of one additional Technology Services (TS) staff. Responsibilities for this position include but are not limited to; ensuring regular updates; and installing software to protect the integrity of public computers and reduce risk related to phishing and malware threats. At particular risk are those libraries without in-house or contracted IT services. Additional staff position would provide needed backup for existing staff.

### 2. Employee benefits/salaries

*Goal 4. Excellent place to work – attract and retain quality staff.*

#### Direction for 2024

Salary line item reflects the compensation philosophy of the Board and includes additional staff for two departments: Collections and Resource Sharing (part time) and Technology Services (see 1. Membership Support). The application for the additional staff from these managers will support activities under:

*Goal 1. Hub for learning – actively engage member library staff; member library staff will build skills; manage and protect systems and IT.*

*Goal 2. Quality information and resources – implement collection development policy; enable patrons to access digital collections; YRL services easy to access.*

Additional staff will either support direct library service or free up staff time so they can focus on more complex work.

### 3. Professional services

*Goal 1. Hub for learning – develop skills to advance strategic priorities.*

*Goal 3. Share knowledge and skills – have advocacy strategy in place.*

*Goal 4. Excellent place to work – involve board in advocacy; develop a DEI strategy.*

#### Direction for 2024

In addition to organizational requirements for services and support. Includes continuing to work with Focus Communications on advocacy, marketing, and communication strategies to support YRL and libraries in building relevant advocacy and communications resources along with expertise in crafting advocacy messages. Development of a DEI strategy was unfunded in 2023 and the informational process on this initiative has started with the executive and staff. Administration feels that outsourcing some work to those familiar with councils, library trustees and governance would be the next step.

## Strategic Initiatives 2024, Funded from Revenues (continued)

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### 4. Trustee expenses

*Goal 4. Excellent place to work – board demonstrates excellence in governance.*

#### Direction for 2024

Increasing participation in face-to-face meetings results in increased travel and meeting costs. Face-to-face meetings assist in building relationships and camaraderie amongst board and staff. Increasing the number of opportunities for board members to participate in either YRL ad hoc committees or provincial activities (advocacy). Resumption of in-person conferences geared to, and appropriate for, regional library system trustees. Possibility of additional trustee educational opportunities, as per the Alberta Libraries Act and Regulations.

### 5. Staff professional development

*Goal 1. Hub for learning – actively engage member library staff.*

*Goal 2. Quality information and resources – YRL services will be easy for member library staff to access.*

*Goal 3. Share knowledge and skills – be innovative.*

*Goal 4. Excellent place to work.*

#### Direction for 2024

Increased outreach to member library staff and an increased physical presence for YRL and library staff. YRL has a policy with regards to professional development and continuing education. Budget line item is reasonable to support staff development and corresponds to pre-pandemic levels.

## Strategic Initiatives 2024, Funded from Reserves

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### 1. Cybersecurity risk

*Goal 1. Hub for learning – manage and protect systems and IT.*

*Goal 3. Share knowledge and skills – be innovative.*

#### Direction for 2024

Significant work has been done in 2023 to address network vulnerabilities. The current risk area is public access computers. YRL has not been involved in upgrading, monitoring or maintaining public access computers for some years. Funding from reserves (special projects) for the acquisition of system restore software that would protect the integrity of computer workstations, reducing or eliminating issues related to malware attacks. MAC address authenticator would identify resources added or attached to the YRL network and control access rights.

## Strategic Initiatives 2024, Funded from Reserves (continued)

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### 2. Replacement of IT infrastructure and resources for collaboration

*Goal 1. Hub for learning – stabilize and strengthen its existing services.*

*Goal 3. Share knowledge and skills – be innovative.*

#### Direction for 2024

With increased use of technology for meetings (executive, board; library managers, remote delivery of training), meeting infrastructure is starting to fail. Replacement of the meeting screen in board room and the inclusion of resources into the YRL Learning Lab will provide stability and offer increased options for innovation and learning. Replacement of wireless access points is a known expenditure (capital) and was identified in the technology plan.

## Unfunded Strategic Initiatives 2024

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### 1. Leadership development

*Goal 3. Share knowledge and skills – be innovative.*

*Goal 4: Excellent place to work – fearless learning organization, psychological safety*

#### Resources

Staff time.

#### Direction for 2024

Managers work together to learn and practice skills needed in knowledge-driven environments. Includes, but not limited to, learnings on emotional intelligence, innovation adoption, leadership styles and how these impact on organizational culture.

### 2. Problem solving techniques

*Goal 3. Shares knowledge and skills - innovation.*

#### Resources

Staff time

## YRL Master Membership Agreement (MMA)

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The MMA outlines the services YRL provides. The cost of the services is offset by the levy. For 2023, the services cost YRL 117% of the levy income – the difference comes from the operating grant from the Public Library Services Branch and reserve funds.

## YRL Board Appointments

<b>Municipality or School Division</b>			
<b>Appointment Date</b>		<b>Term Length</b>	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
<b>Name</b>			
<b>Mailing Address</b>			
<b>Home address*</b>			
<b>Email</b>			
<b>Alternate Email</b>			
<b>Cell</b>		<b>Business</b>	
<b>Home</b>		<b>Fax</b>	

YRL Board Alternate <i>May attend board meetings when trustee cannot.</i>			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
<b>Name</b>			
<b>Mailing Address</b>			
<b>Home address*</b>			
<b>Email</b>			
<b>Alternate Email</b>			
<b>Cell</b>		<b>Business</b>	
<b>Home</b>		<b>Fax</b>	

Return to Laurie Haak at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca)

\* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.



## YRL Board Appointments

<b>Municipality or School Division</b>			
<b>Appointment Date</b>		<b>Term Length</b>	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
<b>Name</b>			
<b>Mailing Address</b>			
<b>Home address*</b>			
<b>Email</b>			
<b>Alternate Email</b>			
<b>Cell</b>		<b>Business</b>	
<b>Home</b>		<b>Fax</b>	

YRL Board Alternate <i>May attend board meetings when trustee cannot.</i>			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
<b>Name</b>			
<b>Mailing Address</b>			
<b>Home address*</b>			
<b>Email</b>			
<b>Alternate Email</b>			
<b>Cell</b>		<b>Business</b>	
<b>Home</b>		<b>Fax</b>	

Return to Laurie Haak at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca)

\* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.



### Government Oversight

- The [Alberta Libraries Act](#) requires library systems, like YRL, to be governed by a board comprised of appointed trustees from each member municipality and school division.
  - The board meets four times per year to approve the annual budget, auditor, audited financial statements, and YRL Master Membership Agreement modification recommendations.
- The [Alberta Libraries Regulations](#) require library systems to establish an executive committee of not more than 10 persons when the board has more than 20 members.
  - As per YRL policy, the 10-person executive committee comprises five seats from municipalities with 15,000+ in population, one school division seat, three seats apportioned by municipality type, and one seat open to all YRL trustees.
  - The executive committee meets six times per year to frame policy, set priorities, develop goals and objectives, and employ qualified staff to administer the library.

### Trustee Appointments and Terms

- Each member municipality and school division may appoint a trustee and an alternate.
- These individuals should:
  - Be an elected official, a library board trustee, or a community member.
  - Strongly believe in, and be committed to, the importance of libraries.
  - Be knowledgeable and skilled in one or more areas of governance: advocacy, finance, personnel, policy and/or services.
  - Be prepared to stand for and/or to elect the executive committee.
- A continuous three-year term (or three sequential one-year terms) is recommended.

### Meetings

- YRL meetings are scheduled on Mondays from 10:00 a.m. to 12:00 p.m.
  - **Oct. 16 – Board of Trustees Meeting**
  - **Dec. 4 – Board Organizational Meeting and Executive Committee Meeting**

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### Mission Statement

*Yellowhead Regional Library (YRL) provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural, and recreational needs of their communities.*

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For additional trustee and/or board information, please refer to the [YRL website](#) or contact Laurie Haak, Executive Assistant, at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca) or 780-962-2003, extension 221.

**Yellowhead Regional Library**  
**DRAFT 2024 Budget - General Fund**

<b>REVENUE</b>		<b>2023</b>	<b>2024</b>	<b>VARIANCE</b>	<b>NOTES</b>
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 55,000	Additional allotment purchased by member libraries; offset in Line E16: <i>Purchases - Allotment</i> .
R2	Contract Services	\$ 78,000	\$ 78,000	\$ -	TRAC Central Site Agreement.
R3	Interest	\$ 50,000	\$ 145,000	\$ 95,000	Estimate based on projected cashflow; current high interest rates expected to remain.
R4	Local Appropriations	\$ 1,379,406	\$ 1,433,185	\$ 53,779	Based on YRL Board recommendation to increase levy to \$4.65 per capita on the latest Alberta Treasury Board and Finance population estimates and known changes.
R5	Non-allotment Sales	\$ 200,000	\$ 200,000	\$ -	Prediction for the volume of non-allotment purchases; offset in Line E18: <i>Purchases - Non-allotment</i> ; reflects trend experienced over last three years.
R6	Operating Grant	\$ 1,390,506	\$ 1,462,572	\$ 72,066	Public Library Services Branch (PLSB) operational funding; based on 2019 population figures; assumption grant remains at \$4.75 per capita; includes Library Services Grant paid out to member libraries and offset in Line E9: <i>Library Grant Disbursements</i> .
R7	Other Grants	\$ 26,432	\$ 27,726	\$ 1,294	On-Reserve/On-Settlement (OROS) Grant provided by PLSB; offset in Line E13: <i>OROS Grant</i> .
R8	School System Levy	\$ 147,278	\$ 147,761	\$ 483	Based on YRL Board recommendation to increase levy to \$15.10 per full-time equivalent (FTE) student on Alberta Education population figures; reflects trend in lower school populations.
R9	Workshop Revenue	\$ -	\$ 12,000	\$ 12,000	Received from our conference attendees to help with costs for the annual in-person conference; offset in E24: <i>Workshops</i> .
<b>TOTAL REVENUE</b>		<b>\$ 3,367,122</b>	<b>\$ 3,656,244</b>	<b>\$ 289,122</b>	

<b>EXPENSES</b> Part 1		<b>2023</b>	<b>2024</b>	<b>VARIANCE</b>	<b>NOTES</b>
E1	Bank Charges & Miscellaneous	\$ 2,200	\$ 2,310	\$ -	Credit card fees, provision for uncollectable debt and other miscellaneous charges.
E2	Building Maintenance	\$ 46,000	\$ 48,300	\$ 2,300	Non-capital building maintenance including mechanical, cleaning and incidentals; increase due to possible increase on services such as cleaning, snow removal and janitorial.
E3	Membership Support	\$ 2,500	\$ 2,500	\$ -	Hot swap inventory and IT staff travel to member libraries (fuel and meals/hotels, if necessary).
E4	Delivery	\$ 44,625	\$ 46,856	\$ 2,231	Direct non-salary costs of delivery; increase due to high fuel prices.
E5	Employee Benefits	\$ 294,973	\$ 369,170	\$ 74,197	Reflects anticipated increase; known Canada Pension Plan increase; 2% cost of living adjustment.
E6	Employee Salaries	\$ 1,627,211	\$ 1,922,834	\$ 295,623	Reflects known staff changes; estimate of seniority increases; 2% cost of living adjustment; two new staff positions - \$109,591.
E7	Insurance	\$ 20,000	\$ 20,000	\$ -	Alberta Municipal Services Corporation provides all coverages (auto, building, liability and cyber liability Insurance).
E8	Leases & Licensing	\$ 120,000	\$ 135,000	\$ 15,000	Licensing costs for software and equipment leasing and maintenance (often reactive); ACSI Fortinet contract renewal.

**Yellowhead Regional Library**  
**DRAFT 2024 Budget - General Fund**

<b>EXPENSES</b> Part 2		<b>2023</b>	<b>2024</b>	<b>VARIANCE</b>	<b>NOTES</b>
E9	Library Grant Disbursements	\$ 56,016	\$ 60,486	\$ 4,470	Funds distributed to designated libraries as directed by municipality per capital increased by province in 2023; income reflected in Line R6: <i>Operating Grant</i> .
E10	Library Supplies & Shipping	\$ 22,000	\$ 25,000	\$ 3,000	Processing supplies (mylar, labels, barcodes) and incoming shipment charges; up due to inflation and vendor price increases.
E11	Memberships	\$ 20,600	\$ 20,600	\$ -	Alberta Library Trustees' Association (ALTA); Library Association of Alberta (LAA); The Alberta Library (TAL); Canadian Urban Libraries Council (CULC).
E12	Office Supplies & Equipment	\$ 23,000	\$ 23,000	\$ -	General office supplies and internal hardware/software purchases.
E13	OROS Grant	\$ 26,426	\$ 27,726	\$ 1,300	Offset in Line R7: <i>Other Grants</i> .
E14	Printing & Promotion	\$ 4,750	\$ 5,500	\$ 750	Printing of annual report, plan of service and other communication material; promotional costs for YRL's share of regional library participation in trade shows if needed and promotional materials (product and quantity reviewed yearly to address costs).
E15	Professional Services	\$ 137,500	\$ 140,500	\$ 3,000	Annual audit fee increase; technical support and incidental legal expenses; majority due to ASCI (IT) and Mugo (web services) contracts; Focus Communications fee, Happiness Programme machines license. Increase based on average actual cash flow over last three years.
E16	Purchases - Allotment	\$ 324,334	\$ 330,000	\$ 5,666	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
E17	Purchases - HQ Collections	\$ 215,000	\$ 239,250	\$ 24,250	To cover inflation and USD conversions; new resources; online content; majority are negotiated by TAL on behalf of members.
E18	Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ -	Offset in Line R5: <i>Non-allotment Sales</i> .
E19	Staff Travel/Recruitment	\$ 10,000	\$ 10,000	\$ -	Non-IT staff travel (fuel and meals/hotels, if necessary) and recruitment-related costs for securing qualified staff.
E20	Staff Professional Development	\$ 24,000	\$ 33,800	\$ 9,800	Includes general/technical training and in-person conference.
E21	Telephone & Utilities	\$ 96,200	\$ 100,000	\$ 3,800	Off-site data service fees.
E22	TRAC Expenses	\$ 206,000	\$ 200,000	\$ (6,000)	YRL's share of TRAC budget; reflects TRAC purchases of software licenses and online content. Decrease based on average actual cash flow over last three years.
E23	Trustee Expenses	\$ 20,000	\$ 30,000	\$ 10,000	Board/Executive Committee meeting costs, advocacy and YRL conference; increase as more in person visits expected.
E24	Workshops	\$ 22,000	\$ 22,000	\$ -	YRL conference and in-house workshops, inflation, hosting cost.
<b>TOTAL EXPENSES</b>		<b>\$ 3,565,335</b>	<b>\$ 4,016,856</b>	<b>\$ 449,387</b>	

Yellowhead Regional Library  
DRAFT 2024 Budget - General Fund

	2023	2024
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,213)	\$ (360,612)
Cost-benefit ratio	105.89%	109.86%

Reserve Fund Transfer to Operational Contingency Fund

Purchases - Capital Assets

Aruba access points replacement	\$	82,420
MAC address authenticator	\$	52,106
OWL or similar product for Learning Lab	\$	3,500
Boardroom TV screen	\$	10,060
Learning Lab interactive whiteboard	\$	8,776
Laptop mobile lab replacement	\$	7,000
Sub-total	\$	163,861

Special Projects

Licenses for IT support for public computers	\$	24,000
Total Assets Expense	\$	187,861

# Yellowhead Regional Library

## DRAFT 2024 Budget - All Funds

REVENUE		2021 Received	2022 Budget	2022 Received	2023 Budget	2023 Received	2019-2022 Average Budget	2019-2022 Average Received	2024 Projected	^ --- v	Notes
R1	Additional Allotment	\$ 41,102	\$ 95,000	\$ 17,005	\$ 95,000	\$ 110,500	\$ 93,750	\$ 60,877	\$ 150,000	▲	Member libraries provide their own funds to buy library materials through YRL.
R2	Contract Services	\$ 78,000	\$ 78,000	\$ 39,000	\$ 78,000	\$ 39,000	\$ 78,000	\$ 68,250	\$ 78,000	▲	TRAC central site contract fee.
	<i>Deferred Gov't Contributions</i>	\$ 160,307					\$ -	\$ -	\$ 160,306		Original funds from Province for payment of building; deferred over years.
R3	Interest	\$ 15,483	\$ 17,000	\$ 9,143	\$ 50,000	\$ 85,239	\$ 35,625	\$ 28,200	\$ 145,000	▲	Expectation for rates to remain steady or rise slightly over 2024.
R4	Local Appropriations	\$ 1,316,485	\$ 1,354,480	\$ 515,444	\$ 1,379,406	\$ 706,717	\$ 1,306,363	\$ 1,097,485	\$ 1,433,185	▲	2.5% increase in per capita fee; latest municipal population census estimate.
R5	Non-allotment Sales	\$ 202,529	\$ 175,000	\$ 103,529	\$ 200,000	\$ 94,582	\$ 171,250	\$ 180,765	\$ 200,000		Member libraries are billed directly for library materials purchased through YRL.
R6	Operating Grant	\$ 1,390,506	\$ 1,390,506	\$ -	\$ 1,390,506	\$ 1,462,572	\$ 1,403,148	\$ 1,042,139	\$ 1,462,572	▲	Per capita Increase on 2019 populations.
R7	Other Grants		\$ 26,432	\$ -	\$ 26,432				\$ 27,726	▲	On-Reserve/On-Settlement (OROS) Grant increased in 2023.
R8	School System Levy	\$ 142,422	\$ 156,392	\$ 67,151	\$ 147,278	\$ 73,058	\$ 153,833	\$ 128,699	\$ 147,761	▲	2.5% increase in per student fee; student populations have declined.
R9	Workshops		\$ 32,450	\$ 3,000	\$ -		\$ 15,488	\$ 12,405	\$ 12,000		Status quo; based on known actuals.
<b>TOTAL REVENUE</b>		<b>\$ 3,346,834</b>	<b>\$ 3,325,260</b>	<b>\$ 754,272</b>	<b>\$ 3,366,622</b>	<b>\$ 2,571,668</b>	<b>\$ 3,257,456</b>	<b>\$ 2,618,819</b>	<b>\$ 3,816,550</b>		

EXPENSES Part 1		2021 Spent	2022 Budget	2022 Spent	2023 Budget	2023 Received	2019-2022 Average Budget	2019-2022 Average Spent	2024 Projected	^ --- v	Notes
	<i>Amortization of Capital Assets</i>	\$ 271,740	\$ -	\$ -			\$ -	\$ -	\$ 233,732		
E1	Bank Charges & Miscellaneous	\$ 1,696	\$ 2,200	\$ 2,083	\$ 2,200	\$ 866	\$ 1,867	\$ 1,396	\$ 2,310	▲	5% increase.
E2	Building Maintenance	\$ 38,730	\$ 44,000	\$ 42,108	\$ 46,000	\$ 32,309	\$ 42,625	\$ 41,888	\$ 48,300	▲	5% increase.
E3	Membership Support	\$ 1,247	\$ 2,500	\$ 1,296	\$ 2,500	\$ 477	\$ 1,813	\$ 1,031	\$ 2,500		Remains the same.
E4	Delivery	\$ 39,729	\$ 42,500	\$ 45,305	\$ 44,625	\$ 21,681	\$ 46,875	\$ 37,754	\$ 46,856	▲	5% increase.
E5	Employee Benefits	\$ 1,630,359	\$ 278,235	\$ 258,305	\$ 294,973	\$ 146,548			\$ 369,170	▲	2% COLA increase plus 10% increase in benefits.
E6	Employee Salaries		\$ 1,472,050	\$ 1,449,901	\$ 1,627,211	\$ 733,612			\$ 1,922,834	▲	2% COLA increase.
E7	Insurance	\$ 10,495	\$ 10,700	\$ 11,407	\$ 20,000	\$ 14,159	\$ 10,588	\$ 10,249	\$ 20,000		Remains the same.
E9	Inter-library Loan Expenses	\$ -	\$ -	\$ -	\$ 120,000		\$ 1,775	\$ -			
E8	Leases & Licensing	\$ 90,315	\$ 121,200	\$ 91,388	\$ 120,000	\$ 75,229	\$ 112,950	\$ 88,390	\$ 135,000	▲	Increase based on anticipated changes in subscription renewals and licenses for IT support for public computers.

# Yellowhead Regional Library

## DRAFT 2024 Budget - All Funds

EXPENSES Part 2		2021 Spent	2022 Budget	2022 Spent	2023 Budget	2023 Received	2019-2022 Average Budget	2019-2022 Average Spent	2024 Projected	^ --- v	Notes
E9	Library Grant Disbursements	\$ 56,016	\$ 56,016	\$ 56,016	\$ 56,016		\$ 56,016	\$ 56,016	\$ 60,486	^	Increase based on new population figures.
E10	Library Supplies & Shipping	\$ 21,527	\$ 29,000	\$ 15,907	\$ 22,000	\$ 9,994	\$ 28,181	\$ 18,436	\$ 25,000	^	5% increase.
E11	Memberships	\$ 16,725	\$ 20,600	\$ 12,789	\$ 20,600	\$ 13,003	\$ 18,325	\$ 14,224	\$ 20,600		Remains the same.
E12	Office Supplies & Equipment	\$ 18,130	\$ 27,400	\$ 22,714	\$ 23,000	\$ 7,267	\$ 34,238	\$ 24,346	\$ 23,000		Remains the same.
E13	OROS Grant		\$ 26,426	\$ 26,426	\$ 26,426	\$ 22,717	\$ 26,426		\$ 27,726	^	OROS Grant increased in 2023.
E14	Printing & Promotion	\$ 4,732	\$ 4,750	\$ 4,203	\$ 4,750	\$ 2,285	\$ 4,833	\$ 3,381	\$ 5,500	^	5% increase.
E15	Professional Services	\$ 115,327	\$ 143,000	\$ 125,213	\$ 137,500	\$ 86,344	\$ 117,125	\$ 106,742	\$ 140,500	^	Includes fees for auditor, Focus Communications and legal.
E16	Purchases - Allotment	\$ 349,700	\$ 333,602	\$ 342,210	\$ 324,334	\$ 168,956	\$ 324,295	\$ 327,781	\$ 330,000	^	Increase based on new population figures.
E17	Purchases - HQ Collections	\$ 216,217	\$ 222,500	\$ 216,174	\$ 215,000	98851	\$ 225,625	\$ 222,088	\$ 239,250	^	Increase based on CRS budget request.
E18	Purchases - Non-allotment	\$ 203,637	\$ 175,000	\$ 191,218	\$ 200,000	\$ 125,356	\$ 171,250		\$ 200,000		Remains the same.
E21	Special Projects Fund*	\$ 95,184					\$ -				
E19	Staff Travel/Recruitment	\$ 4,461	\$ 6,000	\$ 5,681	\$ 10,000	\$ 3,626	\$ 9,833	\$ 13,872	\$ 10,000		Remains the same.
E20	Staff Professional Development	\$ 7,121	\$ 24,137	\$ 19,867	\$ 24,000	\$ 16,035	\$ 22,629	\$ 7,883	\$ 33,800	^	Includes director's continuing education contract amount; more in person events.
E21	Telephone & Utilities	\$ 81,892	\$ 96,200	\$ 84,375	\$ 96,200	\$ 47,812	\$ 100,788	\$ 78,658	\$ 100,000	^	Utilities cost increase.
E22	TRAC Expenses	\$ 195,537	\$ 197,000	\$ 201,814	\$ 206,000	\$ 195,410		\$ 184,298	\$ 200,000	v	Decrease based on actual costs.
E23	Trustee Expenses	\$ 14,716	\$ 22,500	\$ 22,584	\$ 20,000	\$ 17,748	\$ 41,375	\$ 29,658	\$ 30,000	^	Increase based on post covid actual cost.
E24	Workshops	\$ 9,186	\$ 20,500	\$ 20,076	\$ 22,000	\$ 13,985	\$ 22,125	\$ 14,745	\$ 22,000		Remains the same; includes in person conference, inflation and hosting cost.
TOTAL EXPENSES		\$ 3,494,418	\$ 3,378,016	\$ 3,269,060	\$ 3,685,335	\$ 1,854,270	\$ 1,421,555	\$ 1,282,836	\$ 4,248,564		

All Funds: Surplus (Deficiency)	\$ (147,584)								\$ (432,014)
Revenue Over Expenses									
General Fund: Surplus (Deficiency)	\$ 59,033								\$ (358,588)

### Reserve Fund Transfer to Operational Contingency Fund

#### Purchases - Capital Assets

Aruba access points replacement	\$ 82,420
MAC address authenticator	\$ 52,106
OWL or similar product for Learning L	\$ 3,500
Boardroom TV screen	\$ 10,060
Learning Lab interactive whiteboard	\$ 8,776
Laptop mobile lab replacement	\$ 7,000
<b>Sub-total</b>	<b>\$ 163,861</b>

#### Special Projects

Licenses for IT support for public com	\$ 24,000
<b>Total Assets Expense</b>	<b>\$ 187,861</b>

**Yellowhead Regional Library**  
**2024 Budget with Projections for 2025 and 2026**

<b>REVENUE</b>		<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 157,500	\$ 165,375
R2	Additional Services	500	-	-	-
R3	Contract Services	78,000	78,000	78,000	78,000
R4	<i>Deferred Gov't Contributions</i>	160,300	160,306	160,306	160,306
R5	Interest	25,000	145,000	145,000	145,000
R6	Interest GIC	25,000	-	-	-
R7	Local Appropriations	1,379,406	1,433,185	1,476,180	1,520,466
R8	Non-allotment Sales	200,000	200,000	210,000	220,500
R9	Operating Grant	1,390,506	1,462,572	1,462,572	1,462,572
R10	Other Grants	26,432	27,726	27,726	27,726
R11	School Division Levy	147,278	147,761	152,194	156,760
R12	Workshop Revenue	0	12,000	12,000	12,000
<b>TOTAL REVENUE</b>		<b>\$ 3,527,422</b>	<b>\$ 3,816,550</b>	<b>\$ 3,881,478</b>	<b>\$ 3,948,705</b>

**EXPENSES**

E1	<i>Amortization of Capital Assets</i>	\$ 222,100	\$ 233,732	\$ 245,406	\$ 245,406
E2	Bank Charges and Miscellaneous	2,200	2,310	2,368	2,427
E3	Building Maintenance	46,000	48,300	49,508	50,745
E4	Delivery	44,600	46,856	48,028	49,228
E5	Employee Benefits	295,000	369,170	387,628	407,009
E6	Employee Salaries	1,627,200	1,922,834	1,961,290	2,000,516
E7	Insurance	20,000	20,000	20,000	20,000
E8	Leases and Licenses	120,000	135,000	135,000	135,000
E9	Library Grant Disbursement	56,016	60,486	60,486	60,486
E10	Library Supplies	22,000	25,000	25,000	25,000
E11	Membership Support	2,500	2,500	2,500	2,500
E12	Memberships	20,600	20,600	20,600	20,600
E13	Office Supplies and Equipment	23,000	23,000	23,000	23,000
E14	On-Reserve/On-Settlement Grant	26,426	27,726	27,726	27,726
E15	Printing and Promotion	4,750	5,500	5,500	5,500
E16	Professional Services	137,500	140,500	144,013	147,613
E17	Purchases - Allotment	324,392	330,000	330,000	330,000
E18	Purchases - HQ Collections	215,000	239,250	245,231	251,362
E19	Purchases - Non-allotment	200,000	200,000	200,000	200,000
E20	<i>Special Project Fund</i>	90,000	-	-	-
E21	Staff Professional Development	24,000	33,800	33,800	33,800
E22	Staff Travel Expenses/Recruitment	10,000	10,000	10,000	10,000
E23	Telephone and Utilities	96,200	100,000	100,000	100,000
E24	TRAC Expenses	206,000	200,000	200,000	200,000
E25	Trustee Expenses	20,000	30,000	30,750	31,519
E26	Workshops	22,000	22,000	22,000	22,000
<b>TOTAL EXPENSES</b>		<b>\$ 3,877,484</b>	<b>\$ 4,248,564</b>	<b>\$ 4,329,834</b>	<b>\$ 4,401,437</b>

All Funds: Surplus (Deficiency) Revenue Over Expenses	\$ (350,062)	\$ (432,014)	\$ (448,356)	\$ (452,732)
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Reserve Fund Transfer to (from) Operational Contingency Fund	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Purchases - Capital Assets	\$ 175,000	\$ 163,861	\$ 34,000	\$ 34,000



**Yellowhead Regional Library  
Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
<b>Balance at 2022 Year End</b>	<b>\$ 81,154</b>	<b>\$ 225,926</b>	<b>\$ 953,026</b>	<b>\$ 2,026,633</b>	<b>\$ 129,689</b>	<b>\$ 3,416,428</b>
<b>Excess to June 30, 2023 Revenue Over Expenses</b>	<b>\$ 592,024</b>					
Amortization to June 30, 2023		(118,629)				
Capital Asset Purchases		-	-			
Capital Asset Disposals		-				
Special Projects						
Deferred Contribution		80,153				
<b>Balance at June 30, 2023</b>	<b>\$ 673,178</b>	<b>\$ 187,450</b>	<b>\$ 953,026</b>	<b>\$ 2,026,633</b>	<b>\$ 129,689</b>	<b>\$ 3,969,976</b>

## 2024 Municipal Operating Grant / Library Services Grant / Appropriations

Municipality	2019 Population	Population 2022 as of January 11, 2023	2023 Appropriation at \$4.65/capita (2022 Pop Est)	Library Services Grant at \$5.60/capita (2019 Pop Est)	Allotment at \$0.75/capita (2022 Pop Est)	Operating Grant at \$4.75/capita (2019 Pop)
ALBERTA BEACH	1,018	1,097	\$5,104.89		\$822.75	\$4,835.50
BARRHEAD	4,579	4,591	\$21,364.22		\$3,443.25	\$21,750.25
BARRHEAD NO. 11, COUNTY OF	6,288	6,357	\$29,582.30		\$4,767.75	\$29,868.00
BEAUMONT <sup>15</sup>	19,236	21,918	\$101,995.41		\$16,438.50	\$91,371.00
BIRCH COVE	45	45	\$209.41	252	\$33.75	\$213.75
BRAZEAU COUNTY	7,771	7,962	\$37,051.17	43,518	\$5,971.50	\$36,912.25
BRETON	574	506	\$2,354.67		\$379.50	\$2,726.50
CALMAR	2,228	2,484	\$11,559.29		\$1,863.00	\$10,583.00
CASTLE ISLAND	10	9	\$41.88	56	\$6.75	\$47.50
CLYDE	430	434	\$2,019.62	2,408	\$325.50	\$2,042.50
CRYSTAL SPRINGS	51	53	\$246.64	286	\$39.75	\$242.25
DEVON	6,578	6,689	\$31,127.26		\$5,016.75	\$31,245.50
DRAYTON VALLEY	7,235	6,802	\$31,653.11		\$5,101.50	\$34,366.25
EDSON	8,414	7,903	\$36,776.61		\$5,927.25	\$39,966.50
GRANDVIEW <sup>1 7</sup>	114	131	\$609.61	638	\$98.25	\$541.50
HINTON	9,882	10,087	\$46,939.85		\$7,565.25	\$46,939.50
JASPER, Municipality of	4,590	4,113	\$19,139.85		\$3,084.75	\$21,802.50
KAPASIWIN	10	13	\$60.50	56	\$9.75	\$47.50
LAC STE. ANNE COUNTY	10,899	11,325	\$52,700.89		\$8,493.75	\$51,770.25
LAKEVIEW	30	35	\$162.87	168	\$26.25	\$142.50
LEDUC	33,032	35,398	\$164,724.59		\$26,548.50	\$156,902.00
LEDUC COUNTY <sup>135</sup>	13,780	14,547	\$67,694.46		\$10,910.25	\$65,455.00
MA-ME-O BEACH	110	73	\$339.71	616	\$54.75	\$522.50
MAYERTHORPE	1,320	1,100	\$5,118.85		\$825.00	\$6,270.00
MILLET <sup>25</sup>	1,945	1,843	\$8,576.40		\$1,382.25	\$9,238.75
NAKAMUN PARK	96	95	\$442.08	538	\$71.25	\$456.00
NORRIS BEACH	38	47	\$218.71	213	\$35.25	\$180.50
ONOWAY	1,029	927	\$4,313.79		\$695.25	\$4,887.75
Parkland County <sup>5 7</sup>	32,097	34,487	\$160,485.25		\$25,865.25	\$152,460.75
POPLAR BAY	103	110	\$511.89	577	\$82.50	\$489.25
ROSS HAVEN	160	144	\$670.10	896	\$108.00	\$760.00
Sandy Beach		270	\$1,256.45	-	\$202.50	\$0.00
SEBA BEACH	169	147	\$684.06		\$110.25	\$802.75
SILVER BEACH	65	71	\$330.40	364	\$53.25	\$308.75
SILVER SANDS	160	161	\$749.21	896	\$120.75	\$760.00
SOUTH VIEW	67	59	\$274.56	375	\$44.25	\$318.25
SPRING LAKE	699	772	\$3,592.50	3,914	\$579.00	\$3,320.25
Spruce Grove <sup>5 7</sup>	35,766	40,842	\$190,058.25		\$30,631.50	\$169,888.50
STONY PLAIN	17,842	18,567	\$86,401.53		\$13,925.25	\$84,749.50
SUNRISE BEACH	135	131	\$609.61	756	\$98.25	\$641.25
SUNSET POINT	169	159	\$739.91	946	\$119.25	\$802.75
SWAN HILLS	1,301	1,265	\$5,886.68		\$948.75	\$6,179.75
THORSBY	1,015	972	\$4,523.20		\$729.00	\$4,821.25
VAL QUENTIN	252	266	\$1,237.83	1,411	\$199.50	\$1,197.00
WABAMUN	682	-	\$0.00		\$0.00	\$3,239.50
WARBURG	766	768	\$3,573.89		\$576.00	\$3,638.50
WEST COVE	149	194	\$902.78	834	\$145.50	\$707.75
WESTLOCK	5,101	4,802	\$22,346.11		\$3,601.50	\$24,229.75
WESTLOCK COUNTY	7,220	7,229	\$33,640.15		\$5,421.75	\$34,295.00
WETASKIWIN	12,655	12,317	\$57,317.16		\$9,237.75	\$60,111.25
Wetaskiwin County No. 10 <sup>1 2 7</sup>	11,181	11,684	\$54,371.49		\$8,763.00	\$53,109.75
WHITECOURT <sup>45</sup>	10,204	9,586	\$44,608.45		\$7,189.50	\$48,469.00
WOODLANDS COUNTY <sup>45</sup>	4,754	4,830	\$22,476.41		\$3,622.50	\$22,581.50
YELLOWHEAD COUNTY	10,995	11,438	\$53,226.73		\$8,578.50	\$52,226.25
YELLOWSTONE	137	125	\$581.69	767	\$93.75	\$650.75
<b>Totals</b>	<b>295,176</b>	<b>307,980</b>	<b>\$1,433,184.93</b>	<b>\$60,485.60</b>	<b>\$230,985.00</b>	<b>\$1,402,086.00</b>

## 2024 School Divisions at \$15.10 per FTE Student

Name	Total FTE	2024 Levy	Allotment (\$1.00/FTE)
<b>Northern Gateway School Division</b>			
Darwell School Library	152	\$ 2,295.20	\$ 152.00
Elmer Elson Elementary School Library	274.5	\$ 4,144.95	\$ 274.50
Grasmere School Library	122.5	\$ 1,849.75	\$ 122.50
Hilltop Junior/Senior High School Library	518	\$ 7,821.80	\$ 518.00
Mayerthorpe Junior/Senior High School Library	267	\$ 4,031.70	\$ 267.00
Onoway Elementary School Library	403.5	\$ 6,092.85	\$ 403.50
Onoway Junior/Senior High School Library	485	\$ 7,323.50	\$ 485.00
Pat Hardy Primary School Library	283	\$ 4,273.30	\$ 283.00
Percy Baxter Middle School Library	368	\$ 5,556.80	\$ 368.00
Rich Valley School Library	110.5	\$ 1,668.55	\$ 110.50
Sangudo Community School Library	104.5	\$ 1,577.95	\$ 104.50
Whitecourt Central School Library	351	\$ 5,300.10	\$ 351.00
<b>Total</b>	<b>3,439.5</b>	<b>\$51,936.45</b>	<b>\$3,439.50</b>

## 2024 School Divisions at \$15.10 per FTE Student

Name	Total FTE	2024 Levy	Allotment (\$1.00/FTE)
<b>Pembina Hills School Division</b>			
Barrhead Composite High School Library	676	\$ 10,207.60	\$ 676.00
Busby School Library	95	\$ 1,434.50	\$ 95.00
Dunstable School Library	61	\$ 921.10	\$ 61.00
École Barrhead Elementary School Library	540	\$ 8,154.00	\$ 540.00
École Westlock Elementary School Library	372	\$ 5,617.20	\$ 372.00
Eleanor Hall School Library	193	\$ 2,914.30	\$ 193.00
Fort Assiniboine School Library	87	\$ 1,313.70	\$ 87.00
Neerlandia Public Christian School Library	240	\$ 3,624.00	\$ 240.00
Pembina North Community School Library	31	\$ 468.10	\$ 31.00
Pibroch Colony School Library	21	\$ 317.10	\$ 21.00
R.F. Staples Secondary School Library	585	\$ 8,833.50	\$ 585.00
Sunny Bend Colony School Library	20.5	\$ 309.55	\$ 20.50
Swan Hills School Library	181	\$ 2,733.10	\$ 181.00
<b>Total</b>	<b>3,102.5</b>	<b>\$ 46,847.75</b>	<b>\$ 3,102.50</b>

## 2024 School Divisions at \$15.10 per FTE Student

Name	Total FTE	2024 Levy	Allotment (\$1.00/FTE)
<b>Wetaskiwin School Division</b>			
Alder Flats Elementary School Library	97	\$ 1,464.70	\$ 97.00
Buck Mountain Central School Library	171	\$ 2,582.10	\$ 171.00
Centennial School Library	142	\$ 2,144.20	\$ 142.00
Clear Vista School Library	409.5	\$ 6,183.45	\$ 409.50
Falun Elementary School Library	115	\$ 1,736.50	\$ 115.00
Griffiths-Scott School Library	271	\$ 4,092.10	\$ 271.00
Gwynne School Library		\$ -	\$ -
Lakedell Elementary School Library	65.5	\$ 989.05	\$ 65.50
Lynn Lauren Early Education School Library	28	\$ 422.80	\$ 28.00
Norwood School Library	221	\$ 3,337.10	\$ 221.00
Parkdale School Library	196.5	\$ 2,967.15	\$ 196.50
Pigeon Lake Regional School Library	260	\$ 3,926.00	\$ 260.00
Pine Haven Colony School Library	13	\$ 196.30	\$ 13.00
Pipestone School Library	86	\$ 1,298.60	\$ 86.00
Queen Elizabeth School Library	177.5	\$ 2,680.25	\$ 177.50
Silver Creek Colony School Library	12	\$ 181.20	\$ 12.00
Wetaskiwin Composite High School Library	910	\$ 13,741.00	\$ 910.00
Winfield School Library	68.5	\$ 1,034.35	\$ 68.50
<b>Total</b>	<b>3,243.5</b>	<b>\$ 48,976.85</b>	<b>\$ 3,243.50</b>

**SCHOOL DIVISION TOTALS**

**9,785.50**

**147,761.05**

**9,785.50**

### **7.0 C. Fire Service Agreement**

**RECOMMENDATION:**

That Council XXX.

**SUMMARY/BACKGROUND:**

Sunset Point had initially signaled our willingness to support the renaming of Northwest Fire, with the condition that the alteration would solely apply to the organization's name. However, the current agreement extends beyond this, introducing additional clauses such as fees and structural modifications. If the Council is contemplating a shift in service providers, it would be prudent to postpone the endorsement of these alterations.

## FIRE SERVICES AGREEMENT AMENDING AGREEMENT

THIS AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

BETWEEN:

**THE TOWN OF ONOWAY**  
of Box 540, Onoway, AB T0E 1V0  
a municipality incorporated under the  
laws of the Province of Alberta  
(hereinafter the "**Town**")

-AND-

**THE SUMMER VILLAGE OF \_\_\_\_\_**  
of \_\_\_\_\_  
a municipality incorporated under the  
laws of the Province of Alberta  
(hereinafter the "**Summer Village**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

### **BACKGROUND**

#### **WHEREAS:**

- A. the **Town** and the **Summer Village** signed a Fire Services Agreement effective as of January 30, 2023 (the "Fire Services Agreement" or "FSA");
- B. The **Town** contracted with **North West** under a Fire Services Agreement dated January 1, 2016 (the "Master Fire Services Agreement" or "MFSA") to act as its Fire Services Organization, and to provide firefighting and related services to, and on behalf of, the **Town**, including services to the **Summer Village**;
- C. The **Town**, by written letter dated December 19, 2019, exercised its option under paragraph 4 of the MFSA to extend the Term of the MFSA, and such Term now extends to December 31, 2025;
- D. The **Town** and the **Summer Village** extended the Term under their FSA, and such Term now extends to December 31, 2025;
- E. **Fire Rescue International Ltd. ("FRI")** was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSA to **FRI**;
- F. The Town is concurrently executing a Fire Services Agreement Assignment and Amending Agreement with **North West** and **FRI** which confirms the assignment of the MFSA to **FRI** by **North West**, to be effective as of January 30, 2023 (the "Effective Date");

- G. The **Summer Village** consents to the assignment of the MFSA by **North West** to **FRI** and is executing this Agreement with the **Town** to confirm its acceptance of this assignment; and
- H. It is convenient in conjunction with this Agreement, to confirm the current Fee Schedule for Fire Services;

### **THE AGREEMENT**

IN CONSIDERATION of the mutual covenants and obligations contained in this Agreement, the sufficiency of which is acknowledged by the parties, the **Town** and the **Summer Village** agree as follows:

1. The Parties acknowledge and agree that the above recitals are true and shall form an integral part of this Agreement.

### **Definitions**

2. Except as otherwise defined in this Agreement, any defined words or phrases shall have the same meanings as in the Fire Services Agreement.

### **Amendment to the Fire Services Agreement**

3. The Parties agree to amend the FSA to confirm as follows as of the Effective Date:
- 3.1. The following definition is added to paragraph 1, as sub-paragraph 1.16
- 1.16 "**FRI**" means Fire Rescue International Ltd.
- 3.2. Subparagraph 1.12 is amended to read as follows:
- 1.12 "Onoway Fire Hall" means the fire hall location occupied by **FRI** in the Town of Onoway, at the Civic Centre at 4812-51 Street, or as otherwise agreed between the Town and FRI.
- 3.3. All references to the **Town** contracting with **North West** to act as its Fire Services Organization shall be replaced with the **Town** contracting with **FRI** as its Fire Services Organization.
- 3.4. Without limiting the generality of the foregoing subparagraph, all references in paragraph 4 of the FSA to **North West** shall be replaced with **FRI**.
- 3.5. The Fee Schedule for Fire Services is as outlined in the attached **Schedule "A"**.
4. Except as otherwise amended by this Agreement, the FSA remains in full force and effect.

### **General**

5. This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.
6. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns, subject to paragraph 28 of the FSA.

7. This Agreement may be signed by counterpart and with an electronic or digital signature. An electronic or digital copy is as authentic as an originally signed document.

**THIS AGREEMENT IS SIGNED BY THE TOWN:**

**THE TOWN OF ONOWAY**  
**PER:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
("I have authority to bind the Municipality")

\_\_\_\_\_  
(signature) Witness as to signature  
(or municipal / corporate seal)

**THIS AGREEMENT IS SIGNED BY THE SUMMER VILLAGE:**

**THE SUMMER VILLAGE OF**  
\_\_\_\_\_  
**PER:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
"I have authority to bind the Municipality"

\_\_\_\_\_  
(signature) Witness as to signature  
(or municipal / corporate seal)

**SCHEDULE "A"**  
**Fee Schedule for Fire Services**

**Basic (Annual) Fee (GST Exempt)**

The basic (annual) (standby) fee shall be comprised of the following:

- \$75.00 per titled lot within the municipal boundaries of each of the following municipalities: Town of Onoway, Village of Alberta Beach, Summer Village of Val Quentin, and Summer Village of Castle Island;
- For the Summer Village of Sunset Point:
  1. \$75.00 per titled lot within its municipal boundaries (not including the 2 lots associated with the Sunset Point Bible Camp); and
  2. An additional fee in respect of the Sunset Point Bible Camp of 10% of the amount payable with respect to item 1 above.
- \$65.00 per titled lot within the municipal boundaries of each of the following municipalities: Summer Village of Silver Sands, Summer Village of South View, Summer Village of Yellowstone, the Summer Village of Nakamun Park, and the Summer Village of Ross Haven.

The basic fee is to be paid on a quarterly basis at the commencement of the quarter, and is earned whether there is a requirement to respond to an incident or not in the year in question. This fee shall be in place for the Term, subject to the following adjustments:

1. An annual adjustment for inflation commencing after the completion of the first year of the Term; and
2. Annual confirmation of the title count.

The Basic (Annual) Fee includes all response to Medical Aid / Medical Assist calls.

(It is recognized and acknowledged that the Town of Onoway will be levying an annual fee greater than the amounts identified above to the other municipalities in respect of Fire Services. However, the Town shall be retaining this amount (initially to be \$10.00 per titled lot) to address, among other things, annual operating and capital costs, and reserve funds.

**Additional Fees (GST Exempt)**

The following additional fees apply:

<b><u>Item</u></b>	<b><u>Member Fee *</u></b>	<b><u>Non-Member Fee**</u></b>
<b>Municipal Fire, Rescue and Decontamination Services</b>		
Fire Engine Unit complete with two (2) NFPA certified firefighters (Pumper Truck)	\$319.85 per hour \$2.85 per kilometer for the fire engine unit (round trip)	\$615.00 per hour.
Tender Unit complete with one (1) NFPA certified firefighter (Tender)	\$159.91 per hour \$2.85 per kilometer for the tender unit (round trip)	\$615.00 per hour



<b><u>Item</u></b>	<b><u>Member Fee *</u></b>	<b><u>Non-Member Fee**</u></b>
Rapid Attack Unit complete with Two (2) NFPA certified firefighters (Rap Attack)	\$217.14 per hour \$2.28 per kilometer for truck (round trip)	\$615.00 per hour.
Command / Transport Vehicle (Charlie Units)	\$154.21.00 per hour \$1.59 per kilometer for the Command/Transport Vehicle (round trip)	\$180.00 per hour
Class 7 Engine (off road) with one NFPA Certified Operator (Gator)	\$80.00 per hour (including travel time) \$1.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$190.00 per hour
<b>Wild Fire Land Suppression System and Standby Services</b>		
Class 2 Engine (on road) with one (1) NFCA Certified Operator (Unit numbers: N4, N5, 23, & 27)	\$190.00 per hour (including travel time) \$2.50 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$615.00 per hour
Class 3 Engine (on/off road) with one (1) NFPA Certified Operator (Unit number: N2)	\$140.00 per hour (including travel time) \$2.85 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$510.00 per hour
Class 6 Engine (on/off road) with one (1) NFPA Certified Operator	\$110.00 per hour (including travel time) \$2.00 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)	\$470.00 per hour
Tandem Water Truck / Tender (body job) with Operator	\$140.00 per hour (including travel time) \$2.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$270.00 per hour

<b>Additional Fees</b>		
Additional firefighters	\$67.50 per hour (each)	
Consumables	Cost of the consumable plus 25%	
Third party contractors	Cost of the contractor plus 10%	
Consulting, Training or Specialty Services to the Town	To be individually quoted	

\*Member Fee – Fees applicable to services provided to the Town and the Additional Municipalities including Mutual Aid Partners.

\*\*Non-Member Fee – Fees applicable to services provided to third parties not a direct party to this Agreement (such as to other municipalities not subject to a Mutual Aid Agreement, or otherwise)

## **FIRE SERVICES AGREEMENT AMENDING AGREEMENT**

THIS AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

BETWEEN:

**THE TOWN OF ONOWAY**  
of Box 540, Onoway, AB T0E 1V0  
a municipality incorporate under the  
laws of the Province of Alberta  
(hereinafter the "**Town**")

-AND-

**THE VILLAGE OF ALBERTA BEACH**  
Of Box 278, Alberta Beach, AB T0E 0A0  
a municipality incorporated under the  
laws of the Province of Alberta,  
(hereinafter the "**Village**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

### **BACKGROUND**

#### **WHEREAS:**

- A. the **Town** and the **Village** signed a Fire Services Agreement effective as of January 30, 2023 (the "Fire Services Agreement" or "FSA");
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- E. **Fire Rescue International Ltd. ("FRI")** was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSA to **FRI**;
- F. The Town is concurrently executing a Fire Services Agreement Assignment and Amending Agreement with **North West** and **FRI** which confirms the assignment of the MFSA to **FRI** by **North West**, to be effective as of January 30, 2023 (the "Effective Date");

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### **THE AGREEMENT**

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**PER:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
("I have authority to bind the Municipality")

\_\_\_\_\_  
(signature) Witness as to signature  
(or municipal / corporate seal)

**THIS AGREEMENT IS SIGNED BY THE VILLAGE:**

**THE VILLAGE OF ALBERTA BEACH**  
  
**PER:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
"I have authority to bind the Municipality"

\_\_\_\_\_  
(signature) Witness as to signature  
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**Fee Schedule for Fire Services**

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\*\*Non-Member Fee – Fees applicable to services provided to third parties not a direct party to this Agreement (such as to other municipalities not subject to a Mutual Aid Agreement, or otherwise)





**Town of Onoway**

Mail: Box 540

Onoway, Alberta

T0E-1V0

Town Office: 4812-51 Street

Phone: 780-967-5338

Email: [cao@onoway.ca](mailto:cao@onoway.ca)

September 20, 2023

**Onoway Regional Fire Service Member Municipalities**

Dear Mayor and Council:

The member municipalities of Onoway Regional Fire Services provided resolutions to approve a name change from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd (FRI), a non-profit entity.

An amending agreement has been prepared by Patriot Law to execute the name change. North West Fire Rescue – Onoway Ltd/Fire Rescue International Ltd is responsible for the costs incurred to amend the agreement. The 2023 rates have been updated as well, as per legal counsel. The agreement may be dated to January 30, 2023, which FRI is agreeable to. There were changes implemented that did not affect the service nor the liability of municipalities in regard to the name change at this date.

You will find the amending agreement attached for each member municipality to authorize and return to the Town of Onoway. Once all amending agreements are received the Town of Onoway will execute a separate agreement as the service administrator as well as an updated bylaw in regard to fire services.

Each member municipality is responsible for updating their bylaw. For example, in the Town of Onoway, it was specific that North West Fire Rescue was the service provider, it has now been updated to reference the Fire Chief as well as an update of legislative references.

We would appreciate if you would return the executed amending agreement at your earliest convenience. Should you have questions, please contact myself.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Thompson".

Jennifer Thompson  
Chief Administrative Officer  
Town of Onoway

Attachment

**8.0 Committee Reports**  
**A. Councillor Reports**

**Recommendation:**

*That Council accepts the Committee Reports for information.*

**Background.**



## Lake Isle and Lac Ste. Anne (LILSA) Water Quality Management Society

### Executive Meeting

Monday September 18/23 – 7:00 PM - Zoom and in-person

#### **In attendance:**

Bernie Poulin - Chair	Connie Stonehouse
Kelsie Norton	John Cassano
Megan Thompson	Debbie Durocher
Ray Hutschal	Sharon Beadle

#### **Regrets:**

Michael Findlater  
Kevin Lovich  
Jenna Carter  
Kier Packer  
Garett Broadbent

Meeting started at 7:00 PM

#### **1. Approval of the agenda**

*MOTION: Debbie moved the adoption of the agenda as presented. Unanimously approved – passed.*

#### **2. Approval of Minutes Aug 1/23**

*MOTION: Connie moved the adoption of the Aug 1/23 minutes. Unanimously approved – passed.*

#### **3. Election of Executive Positions**

*Chair: Sharon nominated Bernie Poulin for the position of Chair, and Bernie accepted. No other nominations were made. Unanimously elected.*

*Vice-Chair: Connie nominated Kelsie Norton for the position of Vice-Chair, and Kelsie accepted. No other nominations were made. Unanimously elected.*

*Treasurer: Ray nominated Connie Stonehouse for the position of Treasurer, and Connie accepted. No other nominations were made. Unanimously elected.*

*Secretary: Kelsie nominated Megan Thompson for the position of Secretary, and Megan accepted pending approval by LSAMCA. No other nominations were made. Unanimously elected.*

#### **4. Financials**

August 31 2023 bank balance: \$20,873.56

Advertisement (promotional materials) was the only expense in August. Upcoming expenses for LILSA web page maintenance.

Summer villages have all contributed.

Sunset Shores has not submitted fees that were collected from its owners for LILSA for the past two years. They will look into this and may be able to contribute as a lump sum. Connie will need to provide an invoice.

*MOTION: Debbie moved for LILSA to pay approximately \$287.52 for LILSA web page expenses. Unanimously approved – passed.*

*MOTION: Debbie moved to accept financials as presented. Unanimously approved – passed.*

#### **5. Living Lakes Canada letter of support**

LLC were in contact with LILSA about a year ago. They are an NGO from BC focused on water management, research and monitoring programs. Last year they applied for a provincial grant to conduct a foreshore assessment and management program (FIMPP) at Lac Ste Anne, but that grant wasn't awarded. FIMPP includes assessment and then implementation of restoration in foreshore areas.

They will apply for the same grant again this year for Lac Ste Anne, and LILSA provided a letter of support (quick turnaround was required). They are interested in LSA because it is relatively data poor, and because of the existence of LILSA (established lake management organization). Bernie noted that LILSA may provide some financial support as well, if the grant is awarded.

*MOTION: Bernie moved for to LILSA to approve this letter of support for Living Lakes Canada's grant application. Unanimously approved – passed.*

#### **6. Flowering Rush Update**

Finished surveying both Lake Isle and Lac Ste Anne (except at ANSN reserve) and found no flowering rush. However, there is flowering rush in the connecting river, as well as a large infestation in the Sturgeon River coming into Lake Isle.

Bernie has let Nicole at AEP know about this, and they may apply to spray these areas in the future. We are in year 2 of a 5-year program of chemical application. The ACP grant (which paid for the field crew) has expired, but Bernie may look for other funding to continue this work.

Sharon mentioned that the sprayers did a good job, very thorough. Kelsie asked if there could be underwater growth, but Bernie believes that the growth is emerging from the water. Discussion about troubles with digging the rush because of the this year's high water.

*MOTION: Ray moved for to approve the flowering rush update as information. Unanimously approved – passed.*

## **7. Weir**

Kelsie explained that Ray is interested in looking into the weir. Kelsie mentioned that there is a SRWA strategic plan and alignment meeting in October, so it may come up there. There has been a suggestion to do water quality monitoring and possibly education activities at the weir. Kelsie mentioned a former AEP employee who is now a consultant has indicated that doing a new water balance study that includes the weir could be useful.

AEP has been clear that they will not own any new water control structures at Lac Ste Anne. Kelse also attended the ALMS conference, and other lakes in Alberta that used to have water diverted to them, but are now seeing lower levels as well. Right now, the LSA water levels are average.

Ray will reach out to Garrett and a contact Stu (at Ross Haven) to discuss fish passage. For now, it would be good to collect information. Bernie has a contact that has some much older data/information about Lac Ste Anne, and will try to obtain copies and share them.

Connie S. still thinks the lake level is important and worth looking into. Ray mentioned that there is a beaver dam downstream of the weir that is currently holding back water. Ray believes that an adjustable weir would be quite useful, including to coordinate for lagoon release. Bernie recalled the history of LILSA stepping away from this issue in the past – maybe it would be good to look into it. Debbie discussed the task force that previously existed but was shut down. Kelsie noted that installation of a water control structure would also require consultation with Indigenous communities. Megan noted that it would also probably require approval by the Department of Fisheries and Oceans. Kelsie further noted that there are probably water license holders downstream that would need to have their allocations met. Probably good to start on this information gathering – there are more information sources, plus all of the regulatory requirements should be identified. John wonders about how water level affects water quality, is there a specific study? Bernie mentioned inspections of septic fields and tanks. Kelsie noted a study that used a drone to detect plumes from septic systems using infrared sensors.

*MOTION: Kelsie moved to accept the weir discussion as information. Unanimously approved – passed.*

## **9. Outreach/Website update**

Ray is wondering about file sharing, to allow photo sharing. John mentioned using google drive. Kelsie asks everyone for any pictures of the lakes and area to share for the website/social media.

Kelsie has worked with Bernie and Connie to choose the logo for the promotional hats, which have been ordered along with lanyards and notebooks. Now waiting to hear when they will be ready.

## **11. Round table**

- Ray: Ross Haven has connected to the sewage lagoon, which is good progress.

There is a mayors meeting coming up that LILSA may want to suggest agenda items for. Kelsie would like to ask LSA county to see if their ALIS program may come back (that program works to get cattle watered offsite and fence water bodies). Ray would like to add that to the mayors meeting agenda. Bernie noted there is inconsistent management of cattle around water between Parkland and LSA counties.

- Debbie: Nothing to add. Good meeting tonight.
- Sharon: Evacuation was nerve-wracking, and then it poured rain all summer. Otherwise, nothing to add.
- Megan: LSAMCA would like to have a community member also attend LILSA meetings in the future – hope to get that going soon.
- John: Nothing for now, may contact a drone company to check on infrared capacity.
- Kelsie: NSWA applied for a large grant towards the WRP, including for a data platform for restoration projects done by different groups, with location and status. This will help with planning and outreach. Still collating Sturgeon River water quality data to look for “hotspots” and determine whether trends can be determined.  
Kelsie is still also interested in the lagoon connections, and the engineered wetlands.
- Bernie: Lake level is quite high, so getting questions about removing the weir again. Looks like there could be a long-term cycle (decade-long). Discussions about historical variation in water level.

**Next Meeting: Monday October 23/23**

**Adjournment @ 8:11 pm**

**9.0 CAO Reports**

**A. CAO Action List**

**Recommendation:** That Council accepts the Update for information.

**Background**

October 4<sup>th</sup> 2023

Summer Village of Sunset Point

## **10.0 Response to Delegations**



October 4<sup>th</sup> 2023

Summer Village of Sunset Point

## **11.0 Additional items**

12.0 Correspondence

- A. Alberta Beach By Election**
- B. CRASC AGM**
- C. Snow Mo Day Sponsorship**

**Recommendation**

That Council accepts Item 12.0A and B for information.

That Council XXX with Snow Mo Day Sponsorship

**Background**

See attached,



# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

September 20, 2023

Lac Ste. Anne County

Town of Onoway

Town of Mayerthorpe

Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,  
South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

**Re: Alberta Beach Bi-Election Results**

Further to the above, please be advised that Alberta Beach held their nomination day on August 28, 2023. One nomination for the position of Councillor was received by the Returning Officer. As no further nominations were received, Mr. Bill Love was elected to Council by acclamation. Mr. Love was officially sworn in as Councillor for Alberta Beach at the regular Council meeting held on September 19, 2023.

Alberta Beach Council members are as follows;

Mayor.....Tara Elwood

Deputy Mayor..... Debbie Durocher

Councillor..... Bill Love

Councillor..... Kelly Muir

Councillor..... Daryl Weber

Please do not hesitate to contact the undersigned if you require any further information.

Sincerely,

*Kathy Skwarchuk*

Kathy Skwarchuk,  
C.A.O.

# CAPITAL REGION ASSESSMENT SERVICES COMMISSION

Capital Region Assessment Services Commission

C.R.A.S.C.

## AGENDA for the Annual General Meeting to be held at

### **Chateau Louis Hotel & Conference Centre**

11727 Kingsway NW, Edmonton, AB T5G 3A1

### **Grand Ball Room**

Thursday, October 26, 2023, at 1:00 pm

The AGM will be preceded by a **Luncheon at 12:00 pm**

1. Call to Order
2. Welcome and introductions
3. Adoption of agenda
4. Adoption of the 2022 Annual General Meeting minutes
5. Chairman's remarks – verbal
6. Manager's report – verbal
7. Finance Officer's report – verbal
  - a. Audited Financial Statements 2022
8. 2024 – 2026 Business Plan and Approved Budget
9. General Discussion
10. Adjournment



Alberta Beach & District Lions Club  
Box 126, Alberta Beach, AB T0E 0A0  
[www.albertabeachlions.com](http://www.albertabeachlions.com)



Greetings to our local business partners, neighbours and friends,

The Alberta Beach & District Lions Club is an organization dedicated to serving local communities. The annual **SnoMo Days** festival is a much anticipated fundraiser. **SnoMo Days** is now approaching its **44rd** consecutive year, and this is only made possible by the support of business partners like you.

We hope that this year, you would help us continue by choosing a sponsorship level (*sponsor booklet attached*) that suits your means or business marketing plan. As a company dedicated to keeping Alberta viable, you are an ideal partner with us in this initiative.

Outlined in the **Sponsorship Opportunities** booklet enclosed, **SnoMo Days** has several different packages. Each package outlines the unique marketing benefits that will provide your company exposure to thousands of Albertans. You can choose how you would like to participate in the event, enhance your brand and make our communities better places to live.

Your consideration and response is sincerely appreciated. Thank you in advance for partnering with us to continue to make **SnoMo Days** one of the most anticipated winter festivals in the (North and west) of Edmonton area.



## EARLY PAYMENT DISCOUNT

Deduct 10% off chosen sponsor package if payment is received by December 1, 2023.

Sponsorship form and payment must be received by January 1, 2024 if you wish to be included in the brochure.

Should you have any queries or would like further details, please email :  
[snomodaysab@gmail.com](mailto:snomodaysab@gmail.com)

Respectfully submitted, by SnoMo Days committee,  
On behalf of Alberta Beach & District Lions Club

[www.snomodays.com](http://www.snomodays.com)