

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**November 5<sup>th</sup>, 2025 at 5:15 pm**

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- 1.0 CALL TO ORDER
- 2.0 APPROVAL OF AGENDA
- 3.0 APPROVAL OF MINUTES
  - 3.1 October 1<sup>st</sup>, 2025 Regular Council Meeting Minutes
- 4.0 PUBLIC SUBMISSIONS
- 5.0 BUSINESS ARISING
  - 5.1 Legal – In Camera
  - 5.2 Bylaw 2025-06 – Repeal Bylaw 302
- 6.0 DEVELOPMENT MATTERS
- 7.0 NEW BUSINESS
  - 7.1 LSAC Fire Services Presentation @ 5:30 pm
  - 7.2 KCL Consulting Presentation @ 6:00 pm
  - 7.3 Asset Management Proposal
- 8.0 COMMITTEE REPORTS
- 9.0 CAO REPORT
  - 9.1 Update for Council
- 10.0 RESPONSE TO DELEGATES
- 11.0 ADDITIONAL ITEMS
  - 11.1 2026 Budget Meeting Dates
  - 11.2 FCSS Funding Agreement 2026-2028
- 12.0 CORRESPONDENCE
  - 12.1 YRL 2026 Budget and Overview

**AGENDA**  
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**3.1     October 1<sup>st</sup>, 2025 Regular Council Meeting Minutes**

**Recommendation:**

That Council approve the October 1<sup>st</sup>, 2025 Regular Meeting minutes as attached.

**Background:**

The minutes have been circulated for review and are ready for approval.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
October 1<sup>st</sup>, 2025 @ 5:15 p.m.

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**IN ATTENDANCE** Mayor Lee Landsperg  
Deputy Mayor Rodney Janz  
Councillor Gwen Jones  
CAO Mike Primeau

**1.0 CALL TO ORDER** Mayor Landsperg called the meeting to order at 5:15 p.m.

**2.0 APPROVAL OF AGENDA**

**Res. #2025-180** MOVED by Councillor Jones that the October 1<sup>st</sup>, 2025 agenda be approved as amended with the following:

1. Add 4.1 – Public Submission – Paul Grimley
2. Add 4.2 – Public Submission – Valerie Drossel
3. Add 4.3 – Public Submission – Paul Grimley

Carried

**3.0 APPROVAL OF MINUTES**

**3.1 – September 3<sup>rd</sup>, 2025 Regular Council Meeting Minutes**

**Res. #2025-181** MOVED by Councillor Jones that Council approves the September 3<sup>rd</sup>, 2025 Regular Council Meeting Minutes, as presented.

Carried

**4.0 PUBLIC SUBMISSION**

**4.1 – Public Submission – Paul Grimley – Fire Smart**

**Res. #2025-182** MOVED by Councillor Jones that Council accept the discussion as information.

Carried

**4.2 – Public Submission – Valerie Drossel – Crosswalk Lights**

**Res. #2025-183** MOVED by Mayor Landsperg that Council approve administration fixing the crosswalk lights.

Carried

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MINUTES  
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**4.3 – Public Submission – Paul Grimley – Assessment**

**Res. #2025-184**      MOVED by Mayor Landsperg that Council accept the discussion as information.

Carried

**5.0    BUSINESS ARISING**

**6.0    DEVELOPMENT MATTERS**

**7.0    NEW BUSINESS**

**8.0    COMMITTEE REPORTS**

**8.1 – Alberta Beach Library  
SVLSAE  
FCSS  
Emergency Management Training**

**Res. #2025-185**      MOVED by Councillor Jones that the committee reports be accepted for information.

Carried

**9.0    CAO REPORT**

**Res. #2025-186**      MOVED by Councillor Jones that the CAO report be accepted for information.

Carried

**10.0   RESPONSE TO DELEGATES**

**11.0   ADDITIONAL ITEMS**

**11.1 – 2026 Budget Requests**

- 11.1.1            IT/Communication need**
- 11.1.2            Waterfront and Reserve cleanups (have approval)**

**Res. #2025-187**      MOVED by Mayor Landsperg that Council defer further discussions on the 2026 budget to a future meeting.

Carried

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**Res. #2025-188**      MOVED by Councillor Jones that the Council move in camera at 5:57 p.m. to discuss legal matters, subject to the Access to Information Act (ATIA), Section 32(1) – Privileged Information.

Carried

In attendance:      Mayor Lee Landsperg  
                         Deputy Mayor Janz  
                         Councillor Jones  
                         CAO Primeau  
                         Legal Counsel – Michael Swanberg, RMRF  
                         Matt Ferris – Real Life Management Solutions  
                         Representatives from the Sunset Point Christian Camp Foundation

**Res. #2025-189**      MOVED by Mayor Landsperg that Council move out of camera at 7:48 p.m.

Carried

**Res. #2025-190**      MOVED by Councillor Jones that Council approve the invoice from Prime Municipal Corporation, and further, that Council authorize an additional \$15,000 in transition funding for period ending December 31<sup>st</sup>, 2025.

Carried

**Res. #2025-191**      Being that the agenda matters had been concluded the meeting was adjourned at 8:00 p.m. by Mayor Landsperg.

Carried

These minutes were approved this November 5<sup>th</sup>, 2025.

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Lee Landsperg, Mayor

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Mike Primeau, CAO

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**5.2 Bylaw 2025-06 – Repeal Bylaw 302**

**Recommendation:**

That Council provide three readings to Bylaw 2025-06 being a Bylaw to repeal Bylaw 302 due to redundancy.

**Background:**

Bylaw 302 is covered under Bylaw 2024-03 – Fire Services Bylaw and is no longer required. Bylaw 2025-06, once given three readings, will repeal Bylaw 302.

**SUMMER VILLAGE OF SUNSET POINT  
BYLAW 2025-06**

**A Bylaw of Summer Village of Sunset Point, in the Province of Alberta, for the purpose of repealing an expired and obsolete bylaw.**

**WHEREAS**, Section 7 of the *Municipal Government Act*, RS.A. 2000, c.M-26, as amended, provides Council with the authority to pass bylaws for municipal purposes;

**AND WHEREAS**, Section 63 of the *Municipal Government Act*, RS.A. 2000, c.M-26, as amended, empowers a council of a municipality to pass a bylaw which omits or provides for the repeal of a bylaw or provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

**AND WHEREAS**, the Council of Summer Village of Sunset Point wishes to repeal the Summer Village's Fireworks Bylaw 302;

**NOW THEREFORE**, under the authority and pursuant to the provisions of the said *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Summer Village of Sunset Point, duly assembled, enacts as follows:

1. Bylaw 302, the Fireworks Bylaw, is hereby repealed.
2. This bylaw is effective on the date it is passed.

READ A FIRST TIME this \_\_\_\_ Day of \_\_\_\_\_, 2025.

READ A SECOND TIME this \_\_\_\_ Day of \_\_\_\_\_, 2025.

READ A THIRD TIME AND FINALLY PASSED this \_\_\_\_ Day of \_\_\_\_\_, 2025.

**Summer Village of Sunset Point**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO



**Summer Village of Sunset Point  
BYLAW NO. 302**

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**AN AMENDING BYLAW TO CONTROL THE USE OF FIREWORKS IN THE SUMMER VILLAGE OF SUNSET POINT IN THE PROVINCE OF ALBERTA**

WHEREAS, the Municipal Government Act of the Province of Alberta provides that a municipal council may pass bylaw's pertaining to the protection of people and property, and

WHEREAS it is deemed desirable and expedient to provide for the control and use of fireworks within the boundaries of the Summer Village of Sunset Point for the purpose of public safety and the protection of property, and

WHEREAS the Council of the Summer Village of Sunset Point considers it desirable to do so,

NOW THEREFORE, the Council of the Summer Village of Sunset Point, in the Province of Alberta, duly assembled, enacts as follows:

**1.0 TITLE**

1.1 This Bylaw may be cited as "The Fireworks Bylaw"

**2.0 PURPOSE OF THIS BYLAW**

2.1 The purpose of this Bylaw is to increase public safety, reduce risk and protect property.

**3.0 DEFINITIONS**

3.1 In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:

- a) "Council" means the Council of the Summer Village of Sunset Point
- b) "Firecrackers" are defined as small fireworks with entwined fuses used as noisemakers.
- c) "Fireworks" means and includes one single item of explosive devise, listed under the Explosives Act (R.S.C. 1985, c. E-17 as Class 7 Division 1, or Class & Division 2, Subdivision 1, or 2 of the Explosives Regulations C.R.C., c.599, excluding the items commonly referred to as sparklers or toy pistol caps).
- d) "Enforcement Officer" means a Community Peace Officer, Bylaw Enforcement Officer or Police Officer duly authorized to enforce the bylaws of the Summer Village of Sunset Point.

**4.0 RESTRICTIONS**

4.1 No person shall set off any fireworks within the boundaries of the Summer Village of Sunset Point unless they hold a Fireworks Permit issued by the Development Authority of the Summer Village of Sunset Point – or their designate.

**5.0 PERMITS**

5.1 Permits will only be issued for the discharge of fireworks by a professional pyrotechnician as accredited by Natural Resources Canada in accordance and pursuant to the Alberta Fire Code.

**6.0 PENALTIES**

6.1 Any person who contravenes any provision of the Bylaw is guilty of an offence and will be charged as follows:

First Offence: Three Hundred (\$ 300) dollars  
Second Offence: Five Hundred (\$ 500) dollars  
Third Offence: One Thousand (\$ 1,000) dollars

This Bylaw shall come into force and take effect upon the date of the third and final reading.

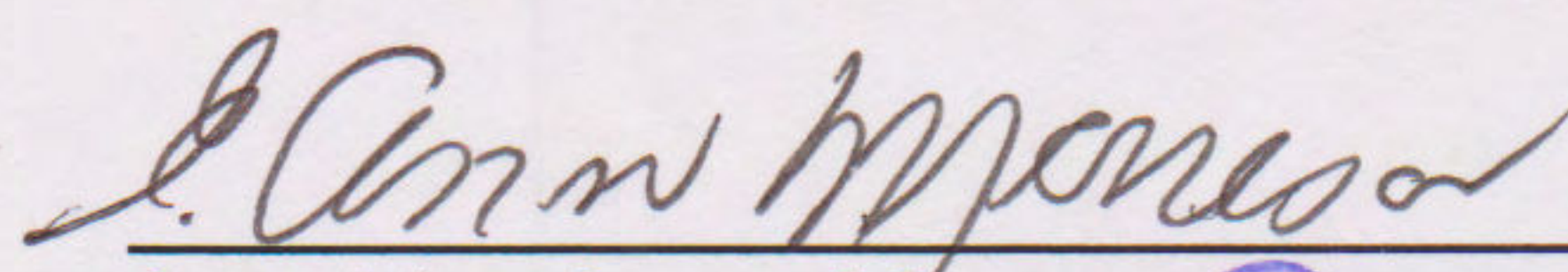
Upon adoption of this Bylaw – then Bylaw 290 "The Fireworks Bylaw" adopted May 19<sup>th</sup>, 2011 shall be rescinded.

Read a first time this 12<sup>th</sup> day March, 2016.

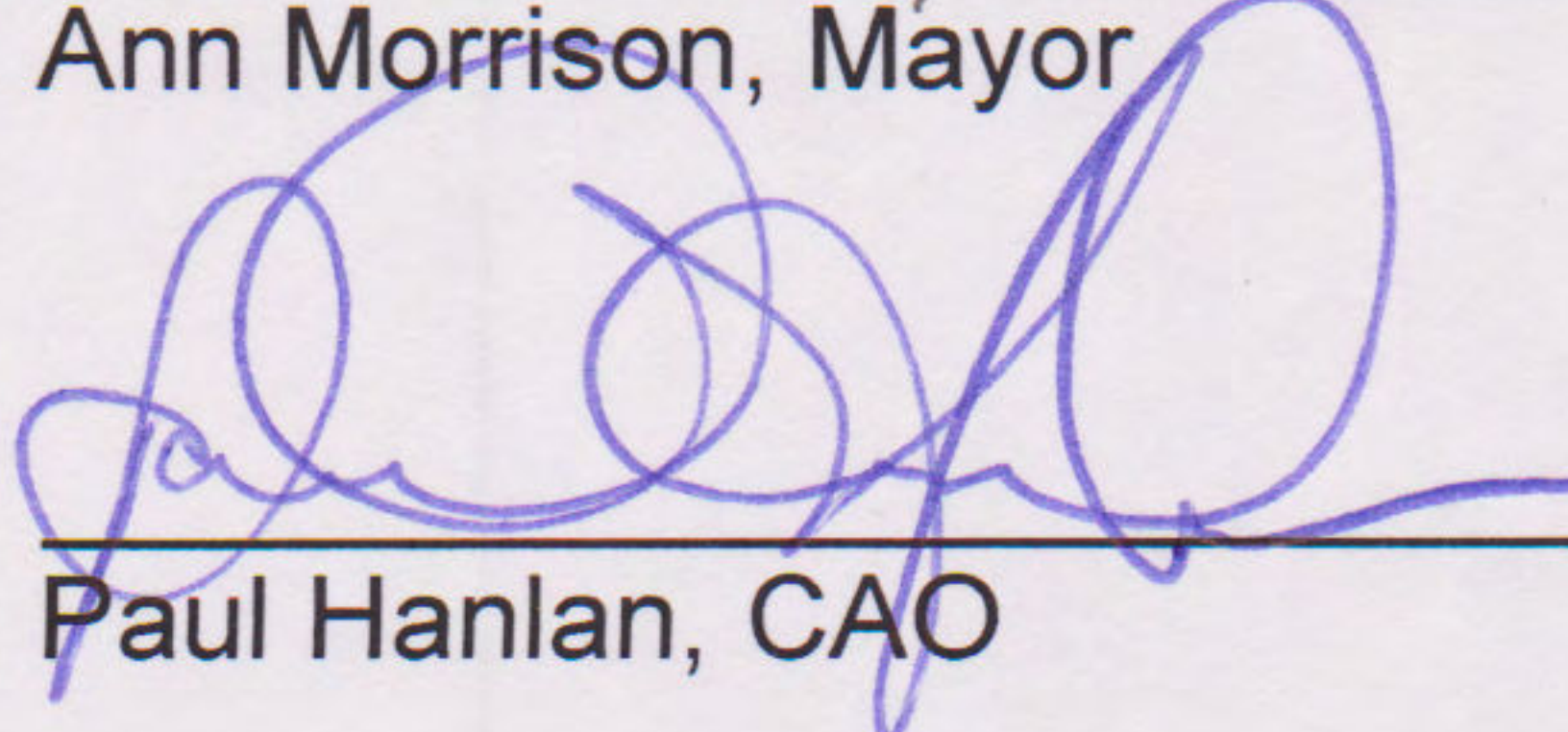
Read a second time this 15<sup>th</sup> of April, 2016.

Read a third time and passed this 15<sup>th</sup> day of April, 2016.

Summer Village of Sunset Point



Ann Morrison, Mayor



Paul Hanlan, CAO



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**7.1 LSAC Fire Services Quarterly Report**


**Recommendation:**

Accept for information.

**Background:**

Presentation by LSAC Fire Services.





# Summer Village of Sunset Point 1st, 2nd & 3rd Quarterly Report

March 1, 2025 to Sept. 30, 2025  
Lac Ste. Anne County Fire Services

[CountyFire.ca](http://CountyFire.ca)







## A snapshot of Lac Ste. Anne Fire Services activities.

An integral aspect of our management and assessment is to compile and analyze fire incident data. This information is utilized in our strategic planning process to ensure we have adequate resources available.

Lac Ste. Anne County Fire Services is committed to community safety through public education, code enforcement, fire suppression and rescue services.

## Our Vision

Giving our communities exemplary service, while sharing the responsibility with our citizens to develop a safe environment.

## Our Mission

Dedicated to enhancing and preserving the quality of life, property and the environment through education, leadership, partnerships and effective, timely response to all emergencies.





## STATION RESPONSES

Total Station Responses – 2

|              |   |
|--------------|---|
| East Station | 2 |
|--------------|---|

## Station Compliment

EAST Station, Station 5 - Darwell, Station 3 - Rich Valley

|                |   |                     |    |             |    |       |   |
|----------------|---|---------------------|----|-------------|----|-------|---|
| Captain        | 3 | Lieutenant          | 6  | Firefighter | 26 | Cadet | 3 |
| SR Firefighter | 8 | Recruit Firefighter | 23 | Support     | 3  |       |   |

## Incident Types – Events Only – 1 Emergency Incidents

| Response Types   | Total |
|--|-------|
| Public Service – Medical First Response<br><i>Report # 25-135 and 25-429</i> | 2     |

There were 0 incidents requiring assistance from multiple LSAC Stations simultaneously.

Average number of personnel responding from any Station to all events in this quarter was 4.0.

*\*This statistic is slightly skewed as Headquarters response where needed is always a minimum of one (1) member per Command truck.*





# BENCHMARK TIMES

## A Cross-Section

Lac Ste. Anne County’s current level of service for fire services is based on a Paid-On-Call volunteer availability model. East Fire Stations main complement lives 3 to 5 minutes from its station with a longer drive time to the Summer Village.

This time is reduced when casuals are scheduled at either of the Stations. The current casual schedule (subject to staffing) is 5 days per week out of either of these stations.

### Responses:

#### March 18 and July 19 – Public Service – Medical First Response

- Average Response Time is calculated from time of 9-1-1 Dispatch to arrival on scene.
- Stated current response objective “from any station to any point in Lac Ste. Anne County within 20 minutes 80% of the time.”

In comparison, the statistics for Total Annual previously reported to Council are as follows:

|                                  |                 |
|----------------------------------|-----------------|
| 2022 Total Average Response Time | <b>00:19:49</b> |
| 2023 Total Average Response Time | <b>00:19:30</b> |
| 2024 Total Average Response Time | <b>00:19:19</b> |





## TRAINING AND CASUAL STATS

### SERVICE WIDE TRAINING SUMMARY

| Total Sessions | Total Session Hours | Subjects Covered | Total Staff Hours | Average Attendees | Instructor Hours |
|----------------|---------------------|------------------|-------------------|-------------------|------------------|
| 122            | 343.5               | 184              | 3,224             | 9.65              | 71               |

### EAST STATION TRAINING SUMMARY

| Total Sessions | Total Session Hours | Subjects Covered | Total Staff Hours | Average Attendees | Instructor Hours |
|----------------|---------------------|------------------|-------------------|-------------------|------------------|
| 21             | 24                  | 38               | 902.5             | 14.38             | 66               |

### STATION 5 – DARWELL – TRAINING SUMMARY

| Total Sessions | Total Session Hours | Subjects Covered | Total Staff Hours | Average Attendees | Instructor Hours |
|----------------|---------------------|------------------|-------------------|-------------------|------------------|
| 18             | 49                  | 35               | 567               | 11.56             | 5                |

### STATION 3 – RICH VALLEY – TRAINING SUMMARY

| Total Sessions | Total Session Hours | Subjects Covered | Total Staff Hours | Average Attendees | Instructor Hours |
|----------------|---------------------|------------------|-------------------|-------------------|------------------|
| 24             | 74                  | 91               | 307               | 4.13              | 0                |

### CASUAL SHIFT SUMMARY

| Total Shifts | Station Locations | Staff Totals | Total Shift Hours | Average Attendees | Average Shift Hours |
|--------------|-------------------|--------------|-------------------|-------------------|---------------------|
| 144          | East, Stn. 5, HQ  | 5,350        | 2,212             | 4/shift           | 8                   |

Topics of instruction include but not limited to rope rescue, officer development, medical and first aid, wildland topics, hazardous materials, fire hose deployment, physical fitness, structural fire attack, victim rescue, communications, scene safety, support operations, and vehicle operations.







## MUTUAL AID

### Mutual Aid TO Outside Agencies

| AGENCY | # of Requests |
|--------|---------------|
| AHS    | 2             |
|        |               |

### Mutual Aid Received FROM Outside Agencies

| AGENCY | # of Events |
|--------|-------------|
| -      | 0           |
|        |             |

## APPARATUS USAGE

A snapshot of the use of our various Apparatuses

| Apparatus           | Events | Total Hours |
|---------------------|--------|-------------|
| <b>EAST STATION</b> |        |             |
| Squad 2             | 2      | 2           |
| Wildland 2          | 1      | 1           |





## COMMUNITY

### FireSmart and Public Engagement

Canada Day  
Fireworks  
Display

Wildfire Pre-Action Specialist  
Crew FireSmart  
Advertisement of FREE Home  
Assessments – *none to date*





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**7.2 KCL Consulting Assessment Presentation**

**Recommendation:**

Accept for information.

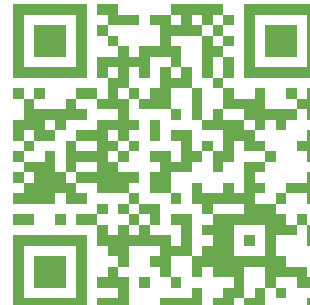
**Background:**

Presentation by KCL Consulting (our Assessor).





## *PROPERTY ASSESSMENT*





# *Property Assessment in Alberta*



Legislation



Valuation Process



Property Assessment vs Property Tax



Filing a Complaint against your Property Assessment



Questions



# *Property Assessment in Alberta*

## *The Rules*



Municipal Government Act  
(MGA)



Matters Related to Assessment  
And Taxation Regulation (MRAT)



Assessment Quality Minister's  
Guidelines



Matters Related to Assessment  
Complaints Regulation



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# *Property Assessment in Alberta*

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**Valuation Date:** **July 1** of the year prior to the tax year

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# *Property Assessment in Alberta*

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**Physical Condition Date:** Dec 31 of the yr prior to the tax yr



# *Property Assessment in Alberta*



Single Property Appraisal Approach to Value



**Sales Comparison**

compare the sale price of similar property to the subject property



**Cost Approach**

value of land + cost of building and structures less depreciation = value of property



**Income Approach**

estimate what a potential purchaser would pay for a property given its expected income producing potential



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# *Property Assessment in Alberta*

## **MATTERS RELATING TO ASSESSMENT AND TAXATION REGULATION (MRAT)**

“Mass appraisal” is the process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing.



# *Property Assessment in Alberta*



Mass Appraisal Approach to Value



**Market Correlated  
Cost Approach**

value of land + cost of buildings  
and structures less depreciation  
and adjusted to an estimate of  
market value



**Market Correlated  
Income Approach**

what a buyer may pay for a  
property given its income  
producing potential adjusted to  
an estimate of market value



# *Property Assessment in Alberta*

## **Property Data**

### **Data Sources:**

- development and building permits
- blueprints
- property inspections
- phone calls
- request for information mail-outs (surveys)
- GIS/web maps, aerial photogrammetry
- sales listings (MLS)
- property owner information
- etc.





# *Property Assessment in Alberta*

## Property Data

### Data Characteristics

- location
- lot size
- building class (related to when a property was built)
- age/year built/effective year
- building size
- structure type – 1 sty, 2 sty, Bi-level, Split Level, etc.
- # and type of bathroom
- # of fireplaces
- basement finish
- extra features
- garage, outbuildings,
- etc.



# *Property Assessment in Alberta*

Sales Data - Alberta Land Titles Office

Identify arms-length open market transactions

Identify non-arms-length transactions

- Foreclosures
- Court Order
- Divorce
- Enforcement
- Family Transactions
- Some Business Transactions
- Tax Recovery



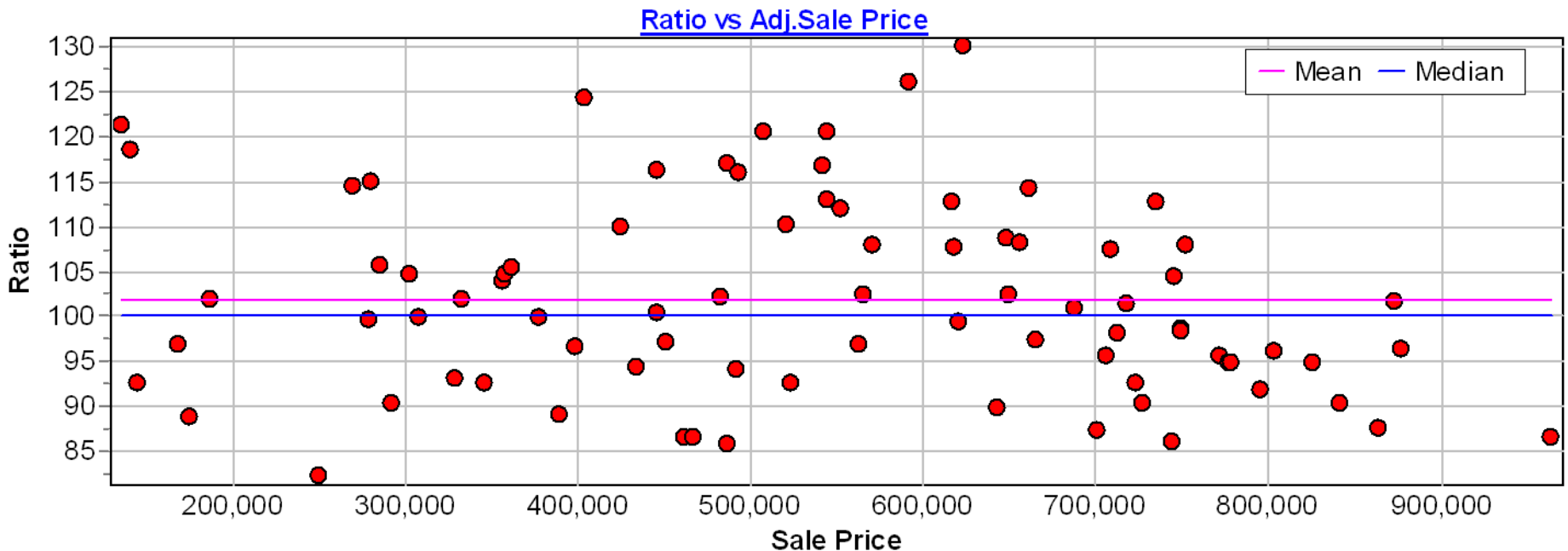
# *Property Assessment in Alberta*



Adjust the sale price to July 1st of the year  
before the tax year

# *Property Assessment in Alberta*

## Assessment vs Time Adjusted Sale Price



### MRAT Regulation – Quality Standards

|             | Median Assessment Ratio |       | Coefficient of Dispersion |     |
|-------------|-------------------------|-------|---------------------------|-----|
| Residential | 95 - 105                | 100.1 | 0 - 15.0                  | 8.7 |



# *Property Assessment in Alberta*



Assessment Audit



Information is uploaded to the Provincial database (ASSET)



Statistical tests ensure assessments meet requirements in regulations



Provincial Auditor completes data validation tests



Provincial Auditor completes comprehensive review of the assessment data, the processes used by the assessor, and conducts property inspections

# *Property Assessment in Alberta*

## Property Assessments

Relation to

## Property Taxes



Assessment Pie  
(assessment totals)



Tax Pie  
(budget requirements)



Your share of the  
assessment base



Your share of the  
taxes



# *Property Assessment in Alberta*



# *Property Assessment in Alberta*

## Assessment Complaints

Every property owner has the right to file a complaint about their assessment

Before filing a Complaint, the Owners should contact the assessor to discuss their assessment if they have concerns

If an owner disagrees with the property assessment, they have 60 days from the date on the assessment notice to file a complaint.

# *Property Assessment in Alberta*



Questions



Inquiries



1-888-419-2128



Inquiry form on website (best way to contact us)



[www.kcl-consulting.com/inquiry-form/](http://www.kcl-consulting.com/inquiry-form/)





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**7.3    Asset Management Proposal**

**Recommendation:**

Open for discussion and direction.

**Background:**

Proposal attached for review. The Summer Villages committee would like a response (in or out) by end of November.

Cost would be \$583.33 per Summer Village with the caveat that the total cost of \$7,000 will be billed regardless of how many sign on.

Will involve asset reviews and condition rating by Summer Village staff (i.e. CAO in most cases).



Matthewson  
& Co.

We Build Communities

OCTOBER 7TH, 2025

# ASSET MANAGEMENT PROPOSAL



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



[anna@smallplacesrock.com](mailto:anna@smallplacesrock.com)



Matthewson & Co.



306-575-8330

## Prepared For:

Summer Villages of Lac  
Ste. Anne County East

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# ABOUT MATTHEWSON & CO.



Matthewson & Co. is a for-profit social enterprise founded by Lorri Matthewson, specializing in economic development support for small population communities—specifically those with fewer than 5,000 residents in Saskatchewan, Manitoba, and Alberta.

We understand that each community is unique, and so are its needs. Our services are tailored, affordable, and accessible. Whether you need us to attend a Council meeting in person or connect virtually, we're committed to meeting you where you are—literally and figuratively.

Lorri Matthewson began her career in economic development over two decades ago, working first as a community economic development officer and later as a grant writer. She saw firsthand the challenges small municipalities face in meeting expectations with limited resources—sparking the idea to start Matthewson & Co. (formerly Solomon Matthewson Consulting & The Sustainability Project).



In 2015, Lorri returned to school and earned her MBA in Community Economic Development from Cape Breton University in 2019. Since then, Matthewson & Co. has grown from a solo operation into a growing business with a small but mighty team. This growth reflects the increasing demand for our services in small communities across the Prairies.

# THE MATTHEWSON & CO. TEAM



## Lorri Matthewson

Owner, Founder & Facilitator

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Lorri Matthewson started the company many years ago after acknowledging the gap between what municipal Councils are expected to provide and the resources available to provide them.

In 2019, Lorri graduated from Cape Breton University with her Masters in Community Economic Development and has a Certificate in Asset Management.

Lorri has skills and experience in all areas of this field, including live Council training, policy and bylaw development, asset management planning, and facilitation, to name a few.



## **Anna Beaulieu**

Facilitator & Services Coordinator

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Anna joined the team in 2020. She joined with minimal municipal experience but quickly caught on to concepts and now brings an added set of skills to the team.

Anna has a Diploma in Business (Management) and is working towards completing her Business Degree.

Anna is the grant writer, bringing in more than \$7,000,000 for municipal projects in 2023. She also helps manage those projects and complete the required reporting.

Anna is our Service Coordinator for webinars, contract opportunities, marketing, bursary inquiries, and most things in between.





## Jennifer Beard

Executive Assistant, Boissevain

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Jennifer Beard joined our team in February of 2025 as the Executive Assistant in our Boissevain office. Jennifer has extensive experience in the non-profit sector, including but not limited to managing several staff departments and organizing and executing tradeshow, fairs, and galas.

Jennifer comes to us with over 15 years of experience providing administrative support and 13 years of experience in program and event coordination.

We are eager to introduce Jennifer to the for-profit business sector and teach her all things municipal.

# MATTHEWSON & CO.'S

## SERVICES



Consider this list a starting point for discussion; we can customize many of our supports and offer a wide range of supports that are not included in this list.

### **Monthly Economic Development Support**

Our process starts with a strategic planning session and a Quality-of-Life Survey to hear directly from residents. We use that input to build tailored recommendations and an implementation plan. From there, we work side-by-side with Administration and Council to put the plan into action, offering ongoing support for up to a year, with options to continue. This service includes grant writing support, community engagement and facilitation, plus free access to all our webinars.

### **Council Training**

We offer fully customizable training tailored to your Council's unique needs, covering essential topics such as roles and responsibilities of Council and Administration, the role of the Ombudsman, legislative obligations, meeting procedures, confidentiality, bylaws, policies, and community engagement. Sessions are available in person or virtually, with evening options available upon request to accommodate busy schedules.

### **Code of Ethics Investigations**

We offer unlimited third-party Code of Ethics investigations for one annual fee, ensuring every complaint is handled professionally, impartially, and with strict confidentiality. This service protects your municipality from ethical and legal risks while saving time for Administration and Council to focus on their core responsibilities. Each case is managed with care and diligence, and current subscribers receive priority service due to high demand.

# MATTHEWSON & CO.'S SERVICES



## **Strategic Planning**

We start with a strategic planning session to set your community's goals and direction, followed by a Quality-of-Life Survey to capture resident priorities. From marketing to data analysis, we handle the entire process. The results are used to develop clear recommendations and a practical implementation plan, with optional support available to help put the plan into action—based on your community's needs.

## **Project Management**

We assist with funding applications to help get your project off the ground, support engineering procurement and coordination, and provide oversight to keep everything on track. From progress reports to documentation, we're here every step of the way. Our support is fully customized to meet your project's unique needs—with the goal of ensuring it runs smoothly, efficiently, and successfully.

## **Policy Development**

We start by reviewing your existing policies to ensure they meet current legislative requirements. Outdated or non-compliant content is removed, and we draft any missing policies using best practices and applicable laws. Then, we organize everything into a customized, easy-to-use manual. The end result: a complete, up-to-date policy manual that's ready for Council adoption.

## **Asset Management**

We provide support to help your community meet legislated asset management requirements, including assistance with funding applications where available. We facilitate and update your asset management plan, working closely with your team to ensure it's realistic, useful, and actionable. Our goal is to keep your community organized, compliant, and prepared for long-term planning.



# PROJECT PROPOSAL



At Matthewson & Co., we follow a structured but practical approach to support municipalities in developing or enhancing their asset management systems. Our process is flexible to meet your community's unique needs while aligning with provincial and federal funding expectations.

This funding proposal is intended to include all 12 of the summer villages associated with the Summer Villages of Lac Ste. Anne County East., with the objective being to provide each Summer Village with an asset management policy, plan and implementation support intended to meet or exceed the expectations of the Alberta Legislation following the FCM's asset readiness guide as a starting point.

## **I: Data Collection & Review**

We begin by gathering and reviewing key documents and data from each municipality, including:

- Tangible Capital Asset (TCA) registry
- Existing asset management plans or reports
- Maintenance logs and schedules
- Relevant municipal policies
- Assessments from engineering or other professionals

## **II: Asset Inventory & Evaluation**

Using each TCA registry, we develop a spreadsheet that categorizes assets:

- Past their useful life
- Still within their useful life

The municipality evaluates the assets based on two additional criteria:

- Condition (as rated by municipal staff)
- Importance to municipal function

This helps establish clear priorities for future investment.



### **III: Customized Tracking Tools**

We develop customized logs and tracking templates based on your operational needs. These tools make it easier to maintain, monitor, and update your asset information over time. Sharing information between your villages, and coming up with common templates supports a low cost asset management framework that allows each village to customize it based on their particular needs.

### **IV: 10-Year Capital Plan**

We prepare a realistic and actionable 10-year capital plan that reflects your municipality's infrastructure priorities, funding capacity, and service delivery goals.

### **V: Asset Management Plan & Policy**

Finally, we deliver a complete asset management plan that includes:

- A summary of your current assets and priorities
- A capital planning framework
- An Asset Management Policy and Implementation Policy to guide long-term decision-making
- Risk and risk management.



|                       |           |
|-----------------------|-----------|
| Asset Management Plan | \$7000.00 |
| GST                   | \$350.00  |
| Total                 | \$7350.00 |

**This cost is based on the Summer Villages of Lac St. Anne, and is the same no matter how many villages within the region are on board.**

**Mileage and accommodations:** Where necessary, mileage is billed at .45/km. If in-person meetings are required, accommodations will be billed at cost recovery to the municipality.

**TERMS:** 50% will be billed up front, with the remainder due upon completion of the plan. One village is expected to act as the treasurer for the rest.

if you have any questions, we are happy to answer them!

Warmest regards,

Lorri Matthewson, Owner



# Assumptions:

**To ensure the success and cost-efficiency of the shared plan (estimated at \$7,000 total, divided among 12 villages = approx. \$583 per village), the following conditions are recommended:**

1. Adherence to Alberta Government's Asset Management Planning Process
  - Follow the Alberta Municipalities' guidelines for asset management planning, including lifecycle analysis, asset inventories, and risk-based decision-making. [[www.abmunis.ca](http://www.abmunis.ca)]
2. Alignment with FCM's Asset Management Readiness Scale
  - Each village must commit to progressing through the five competencies:
    - Policy & Governance
    - People & Leadership
    - Data & Information
    - Planning & Decision-Making
    - Contribution to Asset Management Practice [[fcm.ca](http://fcm.ca)]
3. Collaborative Participation
  - Villages must actively participate in shared workshops, data collection, and decision-making processes.
4. Designation of a Single CAO or Project Lead
  - One CAO or designated lead will coordinate the process, ensuring consistency and accountability.
5. Commitment to Populate the Plan
  - Villages must provide existing asset data, participate in needs assessments, and contribute to the development of individualized components.
6. Agreement to Shared Cost Model
  - Each village agrees to contribute their portion of the \$7,000 cost.



# Terms of Reference (ToR)

Shared Asset Management Plan – Summer Villages of Lac Ste. Anne

## **1. Purpose**

To define the roles, responsibilities, and expectations of participating CAOs in the development and implementation of a collaborative asset management plan that supports individualized municipal needs while leveraging shared resources and expertise.

## **2. Objectives**

- Develop a functional, scalable asset management plan aligned with:
- Alberta Government's Asset Management Planning Process
- Federation of Canadian Municipalities (FCM) Asset Management Readiness Scale
- Promote intermunicipal collaboration and cost-efficiency
- Ensure consistent data collection, reporting, and decision-making

## **3. Scope**

This ToR applies to all CAOs representing the 12 Summer Villages participating in the shared asset management initiative.

## **4. Roles and Responsibilities**

*Lead CAO (Designated Coordinator)*

- Serve as the primary liaison with the consultant and funding agencies
- Coordinate meetings, timelines, and deliverables
- Ensure consistent communication across villages
- Submit required documentation and reports

*Participating CAOs*

- Provide existing asset data and documentation
- Participate in workshops, training, and planning sessions
- Review and validate individualized components of the plan
- Support the implementation of asset management practices locally
- Ensure alignment with municipal council priorities

## **5. Governance and Decision-Making**

- Decisions will be made by majority among participating CAOs
- The Lead CAO will facilitate discussions and escalate unresolved issues to the collective group
- Each CAO retains autonomy over their municipality's final asset management plan

## **6. Funding and Cost-Sharing**

Total project cost: \$7,000, shared equally among 12 villages (\$583.33 per village)

***Costs do not include engineering. or other reports.***

Funding may be supplemented through:

- FCM's Municipal Asset Management Program (MAMP)
- Alberta's Local Government Fiscal Framework (LGFF)
- Each CAO is responsible for securing their municipality's contribution

## **7. Reporting and Accountability**

- Progress reports will be shared monthly.

**Final deliverables include:**

- Shared asset management framework
- Individualized municipal asset management plans
- Recommendations for ongoing implementation and updates

## **8. Duration**

This ToR is valid for the duration of the project, estimated at 6–9 months, unless extended by mutual agreement.

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**November 5<sup>th</sup>, 2025 at 5:15 pm**

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**9.1    CAO Report**

**Recommendation:**

Accept for information.

**Background:**

See attached.

## **Summary**

During October 2025, the Chief Administrative Officer concentrated on restoring administrative stability, enhancing financial accuracy, and completing significant transitional tasks. Progress has been achieved in resolving outstanding CRA and ATB matters, updating provincial grant reports, and improving internal controls. The municipality now operates with greater financial transparency, better documentation, and consistent service delivery.

|           |    |
|-----------|----|
| CAO Hours | 41 |
|-----------|----|

|                  |    |
|------------------|----|
| Transition Hours | 47 |
|------------------|----|



## **1. Administrative Operations**

- Responded to and initiated email and telephone communications with Council members, residents, contractors, and provincial departments, ensuring timely follow-up on all inquiries.
- Reviewed correspondence, intergovernmental communications, and consultant reports, ensuring appropriate action or referral to Council.
- Organized and archived historical email accounts and records to improve accessibility.
- Conducted title searches and land ownership verifications to support development, taxation, and property transactions.
- Processed land title changes and registration documents with Alberta Land Titles for accuracy of municipal parcels.
- Maintained updated municipal directories and contact lists for staff, service providers, and government agencies.
- Provided continuous administrative support to Council.

## **2. Financial Management**

- Completed and verified all banking transactions including deposits, transfers, and reconciliations through ATB Financial.
- Processed tax payments, arrears management, and account adjustments, ensuring all transactions are accurate and current.
- Reviewed and approved bill payments for utilities, insurance, and contractors within QuickBooks and municipal ledgers.
- Monitored budget performance and coordinated with external accountants for financial reporting and year-end preparations.

## **3. Legislative and Governance**

- Prepared Council meeting agenda and supporting materials for November meeting.
- Recorded and finalized meeting minutes, ensuring motions and actions were tracked for follow-up.
- Reviewed and executed agreements, contracts, and bylaws for compliance with the Municipal Government Act (MGA).

#### **4. Project and File Management**

- Oversaw ongoing infrastructure and service projects, liaising with consultants and regional partners.
- Reviewed technical and administrative reports for preparation.
- Digitized and consolidated older paper files.
- Tracked grant claims and coordinated reporting for capital and operating projects.

#### **5. Communications and Customer Service**

- Responded to public inquiries regarding taxation, development, and general municipal matters.
- Prepared formal correspondence to residents, contractors, and partner agencies.
- Maintained clear communication between Council, administration, and the public through consistent updates.

#### **6. Transitional and Historical Administrative Work**

- Reviewed historical CRA files to correct outstanding payroll and remittance discrepancies, updating account contacts and submission history.
- Continue to reconcile ATB Financial and QuickBooks accounts, identifying and correcting prior data errors.
- Addressing outstanding email requests and documentation dating back several years, ensuring closure or follow-up.
- Completing outstanding 2024 and prior-year provincial grant reports for MSI and LGFF programs.
- Updated vendor and account details in banking and accounting systems for accuracy and payment integrity.
- Continue to investigate returned mail and uncashed cheques, reissuing payments and resolving ownership or mailing discrepancies.
- Conducting audit and cleanup of old payable and receivable balances, documenting corrections for auditor review.
- Reorganized archived records to ensure compliance with retention schedules and ATIA requirements.

## **7. Other Ongoing and Special Tasks**

- Communication with legal counsel on administrative and legal matters.
- Reviewing outdated policies and bylaws, preparing recommendations for future updates.
- Water Feasibility Study group meetings.
- MAP Review.
- 2026 budget preparation.
- 2025 audit preparation.
- 2025 financial reporting preparation.

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**November 5<sup>th</sup>, 2025 at 5:15 pm**

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**11.1 2026 Budget Meeting Dates**

**Recommendation:**

Open for discussion and direction.

**Background:**

Require a couple dates that work to discuss the 2026 budget.



**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**November 5<sup>th</sup>, 2025 at 5:15 pm**

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**11.2 FCSS Funding Agreement 2026-2028**

**Recommendation:**

That Council approve the 2026-2028 FCSS Funding Agreement with the Province, and further, authorize Gino Damo of the Town of Onoway signing the Agreement on our behalf.

**Background:**

The Town of Onoway administers our FCSS.

The Province will provide \$7,336.00 per year and the Summer Village must provide \$1,834.00 per year.

Attached highlight sheet and Agreement provide further details.

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# FCSS 2026-2028 Grant Agreement Highlights

## Incorporation of the Accountability Framework

You will see numerous changes based on the new Accountability Framework.

- The definitions make multiple references and provide various linkages.
- The Services listed in Schedule A now outline the preventive purpose of funding, including the definition of prevention.
- Schedule A also lists the provincial prevention priorities and strategies.
- Schedule C refers to the key performance measures (KPMs).
- The Appendix to Schedule C provides a checklist for KPM-related items that are to be reported.

## Mirroring of Regulatory Provisions

For ease of reference, important provisions of the FCSS Regulation now appear within the agreement itself. These include the following.

- The responsibilities of the municipality (s. 2.2 of Schedule A).
- The service requirements of the municipality (s.2.3 of Schedule A).
- The service restrictions of the municipality (s.2.4 of Schedule A).
- The regulatory requirements for financial reporting (section 2 of Schedule C).
- The option to withhold funds if annual reports are not submitted within the required 120 days (Article 5(e), Schedule B, and Schedule C).

## Technical Changes

Various changes are due to either cross-governmental changes, or requirements stemming from system programming.

- The “total cost of Services” can now be found in the definitions (Article 1)
- All participating municipalities are listed in Article 2(g).
  - Lead municipalities are also participating municipalities, as a result the provisions are now also in single municipality agreements.
- In Article 4(c) there is a new requirement for the parties to notify each other about changes in representative.
- References to the *Freedom of Information and Privacy Act* have been changed to the *Access to Information Act* (Alberta) (Article 8(b)).
- The policy approach regarding amendments for surplus has been added as Article 11(b).
- Provisions clearly allowing for electronic signing have been added as Article 16.

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**THIS AGREEMENT** is effective **January 1, 2026**.

**BETWEEN:**

**HIS MAJESTY THE KING IN RIGHT OF ALBERTA**  
as represented by the Minister of Assisted Living and Social Services  
(the “Minister”)

~ and ~

**SUMMER VILLAGE OF SUNSET POINT**  
created pursuant to the laws of Alberta  
(the “Municipality”)

**WHEREAS** the Municipality has applied for a grant to be used for the purposes of FCSS Services;

**WHEREAS** the Minister agrees to provide Funding for said purpose under the Provincial Program and subject to the terms and conditions of this Agreement;

**WHEREAS** the FCSS Act and the Grants Regulation authorizes such a grant being made;

**WHEREAS** the Municipality is prepared to perform and enter into certain undertakings relative to the payment of the grant;

**NOW THEREFORE** the parties agree as follows:

**1. DEFINITIONS:**

- (a) “Agreement” means this document and the attached Schedule A, Schedule B, Schedule C, and Appendix 1 to Schedule C, and including any amendments made in writing by the parties;
- (b) “Effective Date” means the date first noted above;
- (c) “FCSS Act” means the *Family and Community Support Services Act* (Alberta), as amended from time to time;
- (d) “FCSS Framework” means the FCSS Accountability Framework, as amended by the Minister from time to time, a copy of which can be found at <https://open.alberta.ca/publications/family-and-community-support-services-accountability-framework>.
- (e) “FCSS Program Policies” means the collective policies, as implemented and amended from time to time, by the Minister relating to the Provincial Program and any funding provided pursuant to that program;

- (f) “FCSS Regulation” means the Family and Community Support Services Regulation (Alberta), as amended from time to time;
- (g) “FCSS Services” means the activities to be performed by the Municipality as described in Schedule A for the purposes of establishing, administering and operating a local family and community support services program as set out in the FCSS Act, FCSS Regulation, the FCSS Framework, and the FCSS Program Policies;
- (h) “FCSS Services’ total cost” means **\$27,510.00** and is comprised of the Funding provided by the Minister under this Agreement and the Municipality’s Contribution as set out in Clause 6 of this Agreement;
- (i) “Funding” means the grant monies to be contributed by the Minister pursuant to this Agreement and any interest earned thereon;
- (j) “Grants Regulation” means the Ministerial Grants Regulation A.R. 215/2022, as amended from time to time;
- (k) “Municipality’s Contribution” is the Municipality’s financial contribution towards the FCSS Services as set out in Clause 6 of this Agreement;
- (l) “Provincial Program” means the Provincial Family and Community Support Services Program administered by the Minister and delivered in accordance with the FCSS Act, FCSS Regulation, and FCSS Framework;
- (m) “Provincial Prevention Priorities” means key social issues affecting Albertans as listed in the FCSS Framework and identified in Schedule A;
- (n) “Provincial Prevention Strategies” means strategies, as listed in the FCSS Framework and identified in Schedule A, that guide the development and delivery of preventative services to meet the needs of a local community;
- (o) “Surplus” means the amount by which payments made by the Minister exceed the Municipality’s expenditures to perform the FCSS Services, as determined by the Minister, in consultation with the Municipality;
- (p) "Term" means the period from **January 1, 2026 to December 31, 2028**.

## 2. RESPONSIBILITIES OF THE MUNICIPALITY:

- (a) The Municipality shall perform the FCSS Services as described in Schedule A and in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.
- (b) The Municipality shall perform FCSS Services in alignment with the FCSS Framework.
- (c) The Municipality may transfer to another municipality all or part of the Funding received pursuant to this Agreement as described in the FCSS Program Policies.



- (d) The Municipality shall comply with all applicable laws in its performance of the FCSS Services.
- (e) The Municipality shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding, except in consultation with and upon receiving the approval of the Minister as to the contents of the announcement or press release, such approval shall not be unreasonably withheld.
- (f) The Municipality warrants that it has entered into an agreement with other municipalities to jointly establish, administer, and operate the FCSS Services and that the Municipality has the authority to enter into this Agreement on the behalf of the other municipalities.
- (g) The Municipality warrants that the Funding will be allocated among itself and the other municipalities as follows:

| Municipality                          | Funding Allocation (year 1) | Funding Allocation (year 2) | Funding Allocation (year 3) | Total Funding Allocation (for entire term) |
|---------------------------------------|-----------------------------|-----------------------------|-----------------------------|--|
| <b>SUMMER VILLAGE OF SUNSET POINT</b> | \$7,336.00                  | \$7,336.00                  | \$7,336.00                  | \$22,008.00                                |

### 3. TERM:

This Agreement shall be effective for the Term.

### 4. REPRESENTATIVES:

- (a) The Minister designates the **Executive Director of Civil Society and Community Initiatives** to be the Minister's representative to maintain a continuing liaison with the Municipality in matters relating to this Agreement.
- (b) The Municipality designates the **Contract Agency** to be the Municipality's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.
- (c) In the event there is a change in either party's representative, notice should be provided to the other party pursuant to Clause 15.

### 5. FUNDING:

- (a) The Minister will provide Funding to the Municipality in the amount of no more than **\$22,008.00**, subject to:

i. the appropriation of funds by the Legislature sufficient to provide the Funding under this Agreement, the sufficiency of which shall be determined in the sole discretion of the Minister; and

ii. early termination of this Agreement,

and that there will be no additional funding from the Minister in the case of cost overruns.

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

i. **\$7,336.00** for the first year of the Term (**2026-01-01 to 2026-12-31**)

ii. **\$7,336.00** for the second year of the Term (**2027-01-01 to 2027-12-31**)

iii. **\$7,336.00** for the third year of the Term (**2028-01-01 to 2028-12-31**)

(c) The Municipality shall immediately notify the Minister of any overpayment of the Funding and shall repay the amount of any overpayment, unless directed otherwise in writing by the Minister. Any amount of overpayment not repaid to the Minister shall be considered a debt due to the Minister. The Minister may in the Minister's sole discretion cease to make payments under this Agreement or any other agreement made between the Municipality and the Minister if an overpayment is not repaid forthwith.

(d) The Funding shall be released to the Municipality in accordance with Schedule B.

(e) Notwithstanding Schedule B, the Minister may withhold any Funding during the Term of this Agreement:

i. upon failure of the Municipality to provide any reports required by this Agreement or any Schedule to this Agreement; or

ii. upon the Municipality's non-compliance with any term or condition of this Agreement.

(f) Notwithstanding Clause 5(a), (b), and (d) of this Agreement, the total amount of Funding or any scheduled payment of Funding during the Term may be adjusted (including an increase or decrease) in the sole discretion of the Minister.

(g) If the total amount of Funding or any scheduled payment of Funding is to be adjusted pursuant to Clause 5(f):

i. the Minister shall provide the Municipality sixty (60) days' written notice of any proposed adjustment;

ii. upon receipt of the Minister's notice to adjust Funding or adjust a scheduled payment of Funding, the Municipality shall have thirty (30) days to either accept the adjustment or terminate this Agreement, which decision shall be communicated to the Minister in writing pursuant to Clause 15;

- iii. if the Municipality chooses to accept the adjustment, the Municipality and the Minister may mutually agree to amend the Services under this Agreement and shall amend the Agreement accordingly;
- iv. if the Municipality chooses to terminate this Agreement, termination shall be effective thirty (30) days after the date of the notice of termination by the Municipality.

## 6. THE MUNICIPALITY'S CONTRIBUTION

(a) In accordance with section 3 of the FCSS Act and section 5(b) of the FCSS Regulation, the Municipality shall provide a financial contribution of no less than twenty percent (20%) of the FCSS Services' total cost. The Municipality shall also demonstrate a financial contribution of at least twenty percent (20%) towards the FCSS Services' annual costs.

(b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:

- i. **\$1,834.00** for the first year of the Term (**2026-01-01** to **2026-12-31**)
- ii. **\$1,834.00** for the second year of the Term (**2027-01-01** to **2027-12-31**)
- iii. **\$1,834.00** for the third year of the Term (**2028-01-01** to **2028-12-31**)

(c) In the event the total amount of Funding is increased or decreased either during the Term or by any amendment to this Agreement, the Municipality's Contribution may change accordingly, and the Municipality must provide written notice the Minister of any changes to the Municipality's Contribution pursuant to Clause 15.

## 7. USE OF GRANT FUNDING:

(a) The Municipality covenants and agrees that it is and will be, in relation to the Funding, bound by the provisions of this Agreement, the FCSS Act, FCSS Regulation, and the Grants Regulation.

(b) The Municipality agrees that the Funding shall be used only for the purposes described in Schedule A and the expenditures and costs associated with the purposes as further described in the FCSS Regulation and FCSS Program Policies, and the Municipality shall not use the Funding for any other purpose without the prior written consent of the Minister.

(c) The Minister reserves the right to disallow and recover from the Municipality the amount of any expenditure of the Funding that is contrary to the terms and conditions of this Agreement.

## 8. PUBLICATION, DISSEMINATION AND RELEASE OF INFORMATION:

(a) The Municipality has the requisite authority to collect and disclose all information contained in any reports and other records submitted to the Minister under this Agreement.

(b) The Municipality acknowledges that this Agreement, including the name of the Municipality, and the terms and conditions of the Grant under this Agreement, may be subject to disclosure pursuant to the Access to Information Act (Alberta) (“ATIA Act”), as amended from time to time. The Municipality further acknowledges that the ATIA Act applies to information obtained, related, generated, collected or provided to the Minister under this Agreement, including all reports and other records submitted to the Minister by the Municipality, and that any information in the custody or under the control of the Minister may be disclosed.

(c) Subject to any applicable laws, the Municipality shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected or produced under this Agreement.

## 9. FCSS SERVICES REPORTING REQUIREMENTS:

(a) The Municipality shall provide the Minister with a detailed annual report as described in Schedule C within one hundred twenty (120) days after the end of each year of the Term.

(b) The Minister may at any time during the Term of this Agreement request any additional information or ad hoc reports required, in the sole discretion of the Minister, to inform the Minister about the FCSS Services and the Municipality shall comply forthwith.

(c) The Minister shall have the right and ability to use, publish, or distribute reporting as the Minister determines appropriate, subject to any applicable laws.

(d) In the event the total amount of Funding is increased either during the Term or by any amendment to this Agreement, any reporting, financial or otherwise may change accordingly.

## 10. ACCOUNTING:

The Municipality shall:

(a) deposit and maintain the Funding in a separate bank account used only for the Funding or in the same bank account as other monies provided that the Funding is kept separate from other monies in the books of account, such that the Funding can be accounted for;

(b) maintain adequate financial records relating to the Funding. It shall keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian generally accepted accounting principles, and have them available at all times during the Term of this Agreement and for a period of six (6) years after the termination or expiry of this Agreement; and

(c) during the Term and for six (6) years after the termination or expiry of this Agreement, produce on demand to any representative of the Minister or the Auditor General of Alberta any of the financial records referred to in Clause 10(b) and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.

## 11. SURPLUS DURING THE TERM AND ON EXPIRY OR TERMINATION:

(a) If the Minister determines there is a Surplus during any year of the Term or at any time following the expiry or termination of this Agreement, the Minister, in the Minister's sole discretion, may:

- i. demand repayment of all or part of the Surplus by the Municipality to the Government of Alberta within ninety (90) days of the demand or the expiry or termination of this Agreement;
- ii. adjust the total amount of Funding by withholding payment of any portion of Funding equal to the Surplus amount, or by setting-off the Surplus amount against any future scheduled payments of Funding in the Term;
- iii. authorize the Municipality to retain the Surplus and redistribute the Surplus amount across the remaining year(s) of the Term; or
- iv. apply the Surplus to any payment made by the Minister pursuant to a further grant agreement with the Municipality for the same or similar purpose.

(b) The Municipality acknowledges that the parties may need to amend this Agreement or enter into a new agreement or amend an existing agreement if the Minister determines that there is a Surplus during the Term or at any time following the expiry or termination of this Agreement in accordance with Clause 11(a).

## 12. GENERAL PROVISIONS:

(a) The parties agree that Schedule A, Schedule B, Schedule C and any appendices to these Schedules form part of the Agreement, but in the event of a conflict between a provision in a Schedule or any appendices and a provision in the body of the Agreement, the provision in the body of the Agreement shall govern.

(b) The Municipality shall indemnify and hold harmless the Minister, the Minister's employees, contractors, agents or volunteers from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Municipality or its employees, contractors, agents or volunteers with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.

(c) The Minister shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Municipality, its employees, contractors, agents or volunteers in carrying out this Agreement.

(d) The Municipality shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with Alberta's *Insurance Act*, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof.

(e) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties hereto, but not otherwise.



(f) The Municipality is an independent entity and any persons engaged by the Municipality to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Municipality and not of the Minister.

(g) The Municipality may not assign this Agreement or any part of it.

(h) Despite any other provision of this Agreement, those clauses which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including: Clauses 7(c), 8, 9(b), 9(c), 10, 11, 12(b), 12(c) and 12(d).

(i) This Agreement is binding upon the parties and their successors.

(j) The parties agree that this Agreement will be governed and interpreted in accordance with the laws of the Province of Alberta and the parties irrevocably attorn to the exclusive jurisdiction of the courts in Alberta.

(k) This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.

(l) If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect, provided however that this Agreement is not materially altered.

## 13. BREACH OF AGREEMENT:

Where the Minister, in the Minister's sole discretion, determines that the Municipality has failed to fulfill any term or condition of this Agreement, the Minister may do any one or more of the following:

(a) terminate this Agreement immediately;

(b) withhold payment of all or any portion of the funding under subsequent grant agreements; and

(c) demand repayment of all or any portion of the Funding and the Municipality shall repay forthwith, all or part of the Funding to the Government of Alberta.

## 14. TERMINATION OF AGREEMENT:

This Agreement may be terminated:

(a) at any time by mutual written agreement of the parties; or

(b) at any time by either party without cause or reason with ninety (90) days written notice to the other party. Upon the Municipality's receipt of a notice of termination from the Minister, the Municipality shall not make or commit any further expenditure of the Funding without the prior written consent of the Minister.

## 15. NOTICES:

(a) All notices required or permitted to be given or submitted by one party to the other under this Agreement shall be deemed given or submitted to the other party if in writing and either personally delivered to the office of the addressee or sent by registered mail, postage prepaid, or sent by email to the address provided below:

For the Minister:

*Executive Director, Civil Society and Community Initiatives [CSCI]*  
9942 108 Street, Edmonton, Alberta, T5K 2J5  
[SCSS.FCSSAdmin@gov.ab.ca](mailto:SCSS.FCSSAdmin@gov.ab.ca)

For the Municipality:

**Contract Agency**  
**PO Box 596, Alberta Beach, Alberta T0E 0A0**  
[sunsetfcss@gmail.com](mailto:sunsetfcss@gmail.com)

(b) The address of either party may be changed by notice in writing to the other party.

(c) Notice personally served or sent by email shall be deemed received when actually delivered between 8:15 am to 4:30 pm in Alberta from Monday through Friday excluding holidays observed by the Minister (a "business day") or if not delivered on a business day on the next following business day, and

- i. in the case of notice by email, when actually delivered as indicated by the email delivery receipt or other reasonable forms of confirmation of delivery; or
- ii. in the case of notice sent by prepaid registered mail, on the fourth business day following mailing in any post office in Canada, except in the case of postal disruption, then any notice shall be given by email or personally served.

## 16. ELECTRONIC SIGNING

The Parties may execute this Agreement with the use of electronic signatures so long as:

- (a) the electronic signatures are verified by the use of an Alberta approved electronic signature platform;
- (b) the electronic signatures are authenticated to confirm the identity of the signing party; and
- (c) the electronic signatures as applied are in adherence with Alberta's Electronic Transactions Act, SA 2001, c E-5.5.

**THIS SPACE IS INTENTIONALLY LEFT BLANK**

17. COUNTERPART:

This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by emailed PDF shall constitute good delivery.

**IN WITNESS WHEREOF**, notwithstanding the dates of signature below, the parties have made this Agreement to be effective as of the day, month and year first above written.

**HIS MAJESTY THE KING IN RIGHT OF ALBERTA**

as represented by the Minister of Assisted Living and Social Services

\_\_\_\_\_  
Executive Director, CSCI

\_\_\_\_\_  
Date

**SUMMER VILLAGE OF SUNSET POINT**

\_\_\_\_\_  
Signature of Authorized Official  
**Gino Damo**

**Contract Agency**

\_\_\_\_\_  
Date

## SCHEDULE A

### DESCRIPTION OF FCSS SERVICES

**Grant Agreement Between  
His Majesty the King in Right of Alberta  
as represented by the Minister of Assisted Living and Social Services and  
SUMMER VILLAGE OF SUNSET POINT**

**Term of Agreement:** from **January 1, 2026** to **December 31, 2028**

#### **Description of FCSS Services**

##### **1. Purpose of Funding**

Funding is intended to provide for the establishment, administration and operation of a family and community support services program in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.

- Services must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.
- Under the FCSS Framework, prevention is defined as a proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

##### **2. Description of Grant Activities**

2.1 For the purposes of this Agreement, the Municipality shall perform FCSS Services that meet the following minimum requirements:

- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the responsibilities set out in section 2 of the FCSS Regulation (described in more detail at 2.2 below);
- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the service requirements set out in section 2.1 of the FCSS Regulation (described in more detail at 2.3 below);
- perform FCSS Services in accordance with the FCSS Framework, in particular the Provincial Prevention Priorities and Provincial Prevention Strategies (described in more detail at 2.4 below);
- perform FCSS Services in accordance with the FCSS Program Policies (as defined in this Agreement);
- ensure FCSS Services are of a preventive nature, aligning with the definition of prevention as found in the FCSS Framework.

##### **2.2 Responsibilities of the Municipality**

The responsibilities of the Municipality are as set out section 2 of the FCSS Regulation and include:

- promote and facilitate the development of stronger communities;
- promote public participation in planning, delivering and governing the program and services provided under the program;
- promote and facilitate the involvement of volunteers;
- promote efficient and effective use of resources; and,
- promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

## 2.3 Service requirements of the Municipality

- The service requirements of the Municipality are as set out in section 2.1(1)(b) of the FCSS Regulation and include:
  - help people to develop independence, strengthen coping skills and become more resistant to crisis;
  - help people to develop an awareness of social needs;
  - help people to develop interpersonal and group skills which enhance constructive relationships among people;
  - help people and communities to assume responsibility for decisions and actions which affect them;
  - provide supports that help sustain people as active participants in the community.
- The Municipality must not include the services set out in section 2.1(2) of the FCSS Regulation. These services include:
  - provide primarily for the recreational needs or leisure time pursuits of individuals,
  - subject to subsection 2.1(3) of the FCSS Regulation, offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
  - be primarily rehabilitative in nature, or
  - duplicate services that are ordinarily provided by a government or government agency.

## 2.4 FCSS Framework

The Municipality shall perform FCSS Services in alignment with the FCSS Framework, in particular:

- the following Provincial Prevention Priorities:
  - Homelessness and housing insecurity
  - Mental health and addictions
  - Employment
  - Family and sexual violence across the lifespan
  - Aging well in community
- the following Provincial Prevention Strategies:
  - Promote and encourage active engagement in the community
  - Foster a sense of belonging



- Promote social inclusion
- Develop and maintain healthy relationships
- Enhance access to social supports
- Develop and strengthen skills that build resilience

**SCHEDULE B  
FUNDING SCHEDULE**

Grant Agreement Between  
His Majesty the King in Right of Alberta  
as represented by the Minister of Assisted Living and Social Services  
and  
**SUMMER VILLAGE OF SUNSET POINT**

Funding shall be paid to the Municipality in accordance with the following table:

| Year of Term                           | Release Date | Funding Amount |
|--|--------------|----------------|
| Year 1 (from 2026-01-01 to 2026-12-31) | 2026-01-01   | \$1,834.00     |
|  | 2026-04-01   | \$1,834.00     |
|  | 2026-07-01   | \$1,834.00     |
|  | 2026-10-01   | \$1,834.00     |
| Year 2 (from 2027-01-01 to 2027-12-31) | 2027-01-01   | \$1,834.00     |
|  | 2027-04-01   | \$1,834.00     |
|  | 2027-07-01   | \$1,834.00     |
|  | 2027-10-01   | \$1,834.00     |
| Year 3 (from 2028-01-01 to 2028-12-31) | 2028-01-01   | \$1,834.00     |
|  | 2028-04-01   | \$1,834.00     |
|  | 2028-07-01   | \$1,834.00     |
|  | 2028-10-01   | \$1,834.00     |

## **SCHEDULE C** **REPORTING REQUIREMENTS**

Grant Agreement Between  
His Majesty the King in Right of Alberta  
as represented by the Minister of Assisted Living and Social Services  
and  
**SUMMER VILLAGE OF SUNSET POINT**

1. Report Form – All reports must contain the information and be in a format specified by or acceptable to the Minister.
2. Annual Reporting - In accordance with Clause 9 of this Agreement, the Municipality shall provide the Minister with a detailed annual report which contains the following:
  - i. An audited financial statement for each year of the Term that complies with sections 6, 6.1 and 6.2 of the FCSS Regulation, outlined below, and any requirements as set out in the FCSS Program Policies.

Under the FCSS Regulation, an audited financial statement shall include:

- If the Municipality receives Funding of \$250,000 or less (section 6 of the FCSS Regulation applies):
  1. the revenues and expenditures shown in the Schedule to the FCSS Regulation; and,
  2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation (review section 6(b) of the FCSS Regulation for further details of the items to be included in the Municipality's certificate).
- If the Municipality receives Funding of more than \$250,000 but less than \$500,000 (section 6.1 of the FCSS Regulation applies):
  1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
  2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation; and
  3. a review engagement report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for review engagement reports.
- If a Municipality received Funding of \$500,000 or more (section 6.2 of the FSCC Regulation applies):
  1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
  2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation.

3. an auditor's report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for auditors' reports.
- ii. Non-identifying data and information as identified by the Minister. Such data shall be relevant to the key performance measures as identified by the Minister in the FCSS Framework and in accordance with any applicable FCSS Program Policies.
  - This information must include the information listed in the Reporting Framework Checklist attached as Appendix 1 to Schedule C.
3. The Municipality shall submit all annual reporting using the FCSS Portal: <https://goaproduct.service-now.com/fcss>

**Note: The Municipality should review section 11(b) of the FCSS Regulation, which, among other things, allows the Minister to withhold funding under any new agreement in the event that the above audited financial statements are not submitted to the Minister within 120 days of the end of the Municipality's fiscal year.**

## APPENDIX 1 TO SCHEDULE C

### REPORTING CHECKLIST

#### 1. Overview Information

- Report of all revenues and funding sources related to FCSS-funded activities
- Indication of whether a needs assessment has been conducted to inform programming
- Report of the number of partnerships
- Identification of the activity types the local FCSS program is delivering (Programming, Community Events, Information and Referrals, Community Development and Capacity Building)

#### 2. Programming Information

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per program
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Participation counts (record of each engagement; not unique participants)
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (for at least one program)
- Impact narrative (optional)

#### 3. Community Events

Community events are typically one-time events that are open to the broader community. Required reporting components include:

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per event
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Attendee counts
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

#### 4. Information and Referrals

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity



- Activity categorization
- Count of total referral interactions
- Impact narrative (optional)

## **5. Community Development & Capacity Building**

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

## **6. Direct Assistance (Emergencies Only)**

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Impact narrative (optional)

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**November 5<sup>th</sup>, 2025 at 5:15 pm**

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**12.1 YRL 2026 Budget and Overview**

**Recommendation:**

That Council accepts for information, and further, discusses during 2026 budget deliberations.

**Background:**

Information on the Yellowhead Regional Library board and operations are attached. The 2026 allotment is based on a per capita rate.

Total requested is \$1,439.20 (details of share included on attached document) and is a 2% increase over 2025.

# YRL Board of Trustees

## Oversight, Appointments and Meetings

### September 2025

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**MISSION** 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.

**VALUES** Collaboration, Inclusion, Responsiveness, and Value for Investment

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### GOVERNMENT OVERSIGHT

- The [Alberta Libraries Act](#) requires library systems be governed by a **Board of Trustees** with an appointed representative from each member Municipality and School Division.
- When there are more than 20 Members, the [Alberta Libraries Regulations](#) require library systems to establish an Executive Committee of not more than 10 Trustees.
  - The **YRL Executive Committee** comprises five seats from municipalities with more than 15,000 residents, three seats apportioned by municipality type, one school division seat, and one seat is open for any YRL trustee.

### TRUSTEE APPOINTMENTS AND TERMS

- Each member Municipality and School Division may appoint a Trustee and an Alternate. The individual(s) selected for the YRL Board 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

- The **Board of Trustees** meets in March, June, October and December, and they are responsible for the [YRL Master Membership Agreement](#), approving both the annual budget and audited financial statements, and appointing an auditor.
  - **Next Meeting – October 6, 10:00 a.m. to 12:00 p.m.**
  - **Annual Organizational Meeting – December 1, 10:00 a.m. to 12:00 p.m.**
- The **Executive Committee** meetings are in February, April, May, August, September and December, and they are responsible for framing policy, setting priorities, developing [goals and objectives](#), and employing qualified staff to operate the library.
  - **Next Meeting – December 1, 12:00 p.m. to 1:00 p.m.** (following the Board meeting)
- **Orientation for Trustees and Alternates – January 26, 2026, 10:00 a.m. to 1:00 p.m.**

For additional trustee and 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, ext. 221.

## YRL Board Appointments

|  |  |                             |  |
|--|--|-----------------------------|--|
| <b>Municipality or School Division</b> |  |                             |  |
| <b>Appointment Date</b>                |  | <b>Term Length in Years</b> |  |

### 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>      |  |
| Type NO to decline appointing a YRL Board Trustee |  |                 |  |

### ALTERNATE

*May attend Board meetings when trustee cannot.*

|   |  |                 |  |
|---|--|-----------------|--|
| <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>      |  |
| Type NO to decline appointing a YRL Board Alternate |  |                 |  |

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.

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## Charting the Course Together: Navigating Ambiguity

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### Introduction

YRL is a member-facing, customer-focused organization. The scope of the support provided by YRL is defined by the Alberta Libraries Act and Regulations, and the YRL Master Membership Agreement and Strategic Plan. This budget supports the first year of our first-ever five-year plan of service. We use an integrated planning 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 is a part of the annual budget process.

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

### Budget Process

- Accounting assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over the past three years.
- Administration reviewed policies and procedures which impact and influence budget decision or direction.
- Administration reviewed the 2026-2030 Plan of Service to begin planning priorities and contingencies over the next five years.
- Managers confirmed organizational commitments (license agreements, hardware replacement obligations), projected staffing requirements, and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale with the managers, adjusted budget amounts, and evaluated plans with consideration of the ad hoc Finance Committee direction and prior YRL Executive Committee and Board of Trustees discussions.

### Overview

#### Administration

The official population figures for public library services are taken from Alberta Municipal Affairs. The population remains steady, with few changes projected for 2026. The proposed budget includes a continuation of a two per cent (2%) levy rate increase which is consistent with the last three years. As per the ad hoc Finance Committee



recommendations, Administration is developing a communications plan for 2027-2030 for levy increases that focuses on sustainability of YRL services.

The proposed budget expenditures are aligned to support the 2026-2030 strategic plan focusing on the key priority areas of environments, people and technology. This budget proposal:

- Recognizes the need for YRL managers and staff to operationalize the new strategic plan, including evaluating communications, promotions and training for member libraries.
- Plans for increased training needs for our libraries to support core operational services for patrons such as LEAP access point for Polaris and the new TRACpac+ Discovery layer. Professional development is planned to support YRL staff in building their skills to support these transitions.
- Addresses the development needs of YRL board members and municipal library board members.
- Reflects a salary and benefits review completed in 2025 that supports the YRL Board's vision as an employer, as per the Compensation Philosophy Policy.

Projects for 2026 include a re-visioning of service delivery, particularly TRAC. The start is with the new discovery layer which facilitates future potential changes. The investigation into a fundamental change in service delivery will be assessed in concert with our TRAC partners. As YRL practices are deeply engrained with TRAC, there could be some staff time savings and cost-neutral changes.

Additionally, the change in the privacy legislation requires YRL to review policies and procedures for compliance. This includes providing some support and information to our member libraries as they work through the same issues. As there is power in collaboration, we will work with the other regional libraries in Alberta. This will be a staff time intensive project requiring limited, if any, financial outlay.

## Collections and Resource Sharing

This department is responsible for acquisitions of print and electronic resources and maintenance of the data to permit use of content by libraries and members of the public. The core activities include acquisitions, cataloguing, processing, interlibrary loan management, vendor relationships, and delivery. The proposed 2026 budget items will:

- Accommodate increases in costs from increasing library ordering – driven by leadership changes, relocations and external grants awarded to member libraries – while prioritizing financial sustainability.
- Maintenance of staffing hours for materials handling due to the launch of the new TRACpac+ discovery layer.
- Support the new strategic direction for eResources as addressed by the 2025 needs assessment completed by public library patrons and member library staff.

This includes supporting a suite of focused resources to meet reading, learning and career development support needs.

## Library Development Services

This department is responsible for front-line service and support to member libraries. Core activities include but are not limited to answering questions from public and school library staff on general policy, procedure and process, and plan of service supports for public library boards and staff.

The budget requests for LDS focus on provision of support and fostering professional development for member library staff who are working in increasingly complex and fast-evolving environments. The proposed 2026 budget items will:

- Support the development of measures and impact assessment for services over the next plan of service period for all member libraries.
- Participate in communications strategies that emphasize building trust and the continuous promotion of YRL services to member libraries.
- Support current resource offerings for using community information (EnviroNics Research Data), patron incident reporting and more, which will in turn enhance the overall impact libraries have on their communities.
- Support the move to self-directed library services for On-Reserve and On-Settlement (OROS) communities facilitated through Public Library Services Branch grant funds.
- Continue professional development and skill development to support evolving member library needs and growing demand for consulting and training services in a continuously changing environment.

## Technology Services

This department focuses on the technical support required for libraries to serve their community. This includes but is not limited to servers and network design/support, staff and public access computer support, and wireless access points.

In addition to continued licenses and professional support to maintain network services and address cybersecurity issues, this budget request will:

- Proactively address network vulnerabilities on a quarterly basis supporting ongoing assessment and focusing on safety and security of the YRL network.
- Complete the final phase of the public access computers project, including installation of Cybrarian software and operationalize supporting the public access computers for member libraries.
- Improve professional expertise in service areas we provide to members, including cybersecurity and network support.

**Yellowhead Regional Library  
Draft 2026 Budget - General Fund**

| REVENUE              |                         | 2024                | 2025                | 2026                | VARIANCE         |   |
|----------------------|-------------------------|---------------------|---------------------|---------------------|------------------|---|
| R1                   | Additional Allotment    | \$ 150,000          | \$ 180,000          | \$ 200,000          | \$ 20,000        | Additional allotment purchased by member libraries; offset in Line E16: Purchases - Allotment.  |
| R2                   | Contract Services       | \$ 78,000           | \$ 85,904           | \$ 85,904           | \$ -             | TRAC Central Site Agreement.  |
| R3                   | Interest                | \$ 145,000          | \$ 136,000          | \$ 180,000          | \$ 44,000        | Estimate based on average account balances and interest rates.  |
| R4                   | Local Appropriations    | \$ 1,433,185        | \$ 1,430,809        | \$ 1,460,920        | \$ 30,111        | Increased by 2% (\$4.85) per capita on Alberta Municipal Affairs 2024 official population figures as of Jan. 2025; no changes from previous year.   |
| R5                   | Non-allotment Sales     | \$ 200,000          | \$ 200,000          | \$ 200,000          | \$ -             | Prediction for the volume of non-allotment purchases; offset in Line E18: Purchases - Non-allotment; reflects trend experienced over last three years.  |
| R6                   | Operating Grant         | \$ 1,462,572        | \$ 1,465,449        | \$ 1,465,449        | \$ -             | Municipal Affairs 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 libraries; offset in Line E9: Library Grant Disbursements. |
| R7                   | Other Grants            | \$ 27,726           | \$ 31,926           | \$ 27,726           | \$ (4,200)       | PLSB On-Reserve/On-Settlement (OROS) Grant; offset in Line E13: OROS Grant; decrease due to actual grants received in 2025.   |
| R8                   | School System Levy      | \$ 147,761          | \$ 156,595          | \$ 165,819          | \$ 9,224         | Increased by 2% (\$15.71) per full-time equivalent (FTE) student on Alberta Education population figures; reflects recent trend of relatively stable student populations.   |
| R9                   | Workshop and Conference | \$ 12,000           | \$ 12,000           | \$ 12,000           | \$ -             | Revenue from workshop and conference attendees; offset in E24: Workshops and Conferences.   |
| <b>TOTAL REVENUE</b> |                         | <b>\$ 3,656,244</b> | <b>\$ 3,698,683</b> | <b>\$ 3,797,818</b> | <b>\$ 99,135</b> |   |

| EXPENSES |                                | 2024         | 2025         | 2026         | VARIANCE    |  |
|----------|--------------------------------|--------------|--------------|--------------|-------------|--|
| E1       | Bank Charges and Miscellaneous | \$ 2,310     | \$ 2,780     | \$ 3,500     | \$ 720      | Credit card fees; increase in bank fees, miscellaneous charges.  |
| E2       | Building Maintenance           | \$ 48,300    | \$ 45,000    | \$ 48,500    | \$ 3,500    | Non-capital building maintenance including mechanical, cleaning and incidentals; 10% increase due to inflation of labour and material costs.                                       |
| E3       | Membership Support             | \$ 2,500     | \$ 2,500     | \$ 2,500     | \$ -        | Technical fixes/replacement of equipment; includes Technology Services staff travel to member libraries (fuel, meals and, if required, hotels).                                    |
| E4       | Delivery                       | \$ 46,856    | \$ 50,547    | \$ 50,500    | \$ (47)     | Direct non-salary costs of delivery system.  |
| E5       | Employee Benefits              | \$ 369,170   | \$ 381,763   | \$ 373,772   | \$ (7,991)  | Reflects known Canada Pension Plan increases and two percent cost of living adjustment (COLA) increase.  |
| E6       | Employee Salaries              | \$ 1,922,834 | \$ 1,931,281 | \$ 2,065,292 | \$ 134,011  | Reflects known staff changes and director's contract, estimate of seniority increases, and two percent COLA increase.  |
| E7       | Insurance                      | \$ 20,000    | \$ 20,000    | \$ 20,000    | \$ -        | Alberta Municipal Services Corporation provides all coverages (auto, building, liability); cyber insurance.  |
| E8       | Leases and Licensing           | \$ 135,000   | \$ 188,296   | \$ 153,700   | \$ (34,596) | Licensing costs for software/equipment leasing and maintenance (often reactive); decrease due to discontinuation of LibraryAware, Learn with NoveList and Mental Health First Aid. |
| E9       | Library Grant Disbursements    | \$ 60,486    | \$ 60,486    | \$ 60,486    | \$ -        | Funds distributed to designated libraries, as directed; income reflected in Line R6: Operating Grant.  |
| E10      | Library Supplies and Shipping  | \$ 25,000    | \$ 48,000    | \$ 40,000    | \$ (8,000)  | Processing supplies (mylar, labels, barcodes) and incoming shipment charges; increased drop shipping; decrease due to operational results.   |
| E11      | Memberships                    | \$ 20,600    | \$ 20,600    | \$ 20,600    | \$ -        | Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL), and Canadian Urban Libraries Council (CULC).                        |
| E12      | Office Supplies and Equipment  | \$ 23,000    | \$ 23,000    | \$ 20,000    | \$ (3,000)  | General office supplies and internal hardware/software.  |

**Yellowhead Regional Library  
Draft 2026 Budget - General Fund**

|                       |                                   |                     |                     |                     |                   |  |
|-----------------------|-----------------------------------|---------------------|---------------------|---------------------|-------------------|--|
| E13                   | On-reserve/On-settlement Grant    | \$ 27,726           | \$ 27,726           | \$ 27,726           | \$ 27,726         | Offset in Line R7: Other Grants.   |
| E14                   | Printing and Promotion            | \$ 5,500            | \$ 5,500            | \$ 5,500            | \$ -              | Printing of stakeholder communications; YRL's share of promotional costs for regional library participation in trade shows.  |
| E15                   | Professional Services             | \$ 140,500          | \$ 189,430          | \$ 148,500          | \$ (40,930)       | Annual audit fee; communications, technical support and incidental legal expenses; majority due to ACSI (IT) managed services.   |
| E16                   | Purchases - Allotment             | \$ 330,000          | \$ 350,000          | \$ 350,000          | \$ -              | 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 and offset in Line R1: Additional Allotment. |
| E17                   | Purchases - HQ Collections        | \$ 239,250          | \$ 268,000          | \$ 243,500          | \$ (24,500)       | New/current online content; majority negotiated by TAL on behalf of members; decrease due to needs assessment.   |
| E18                   | Purchases - Non-allotment         | \$ 200,000          | \$ 200,000          | \$ 200,000          | \$ -              | Offset in Line R5: Non-allotment Sales.  |
| E19                   | Staff Travel Expenses/Recruitment | \$ 10,000           | \$ 16,500           | \$ 10,000           | \$ (6,500)        | Non-IT staff travel (fuel, meals and, if required, hotels); decrease due to actual needs.  |
| E20                   | Staff Professional Development    | \$ 33,800           | \$ 53,200           | \$ 32,300           | \$ (20,900)       | Includes training, technical training and conference; continuing education; decrease due to actual needs.  |
| E21                   | Telephone and Utilities           | \$ 100,000          | \$ 100,175          | \$ 96,075           | \$ (4,100)        | Off-site data service fees; decrease due to actual needs.  |
| E22                   | TRAC Expenses                     | \$ 200,000          | \$ 244,771          | \$ 228,212          | \$ (16,559)       | YRL's share of TRAC budget; reflects capital hardware purchases; decrease due to actual costs.   |
| E23                   | Trustee Expenses                  | \$ 30,000           | \$ 33,975           | \$ 30,000           | \$ (3,975)        | Board/Executive Committee meeting costs, advocacy and conference; decrease due to actual costs.  |
| E24                   | Workshops and Conference          | \$ 22,000           | \$ 37,050           | \$ 20,000           | \$ (17,050)       | Stronger Together Conference and in-house workshops; decrease due to operational results.  |
| <b>TOTAL EXPENSES</b> |                                   | <b>\$ 4,014,832</b> | <b>\$ 4,300,580</b> | <b>\$ 4,250,663</b> | <b>-\$ 22,191</b> |  |

**General Fund: Surplus (Deficiency)**

**Revenue Over Expenses**

**Cost-benefit Ratio**

|                     |                     |                     |
|---------------------|---------------------|---------------------|
| <b>\$ (358,588)</b> | <b>\$ (601,897)</b> | <b>\$ (452,845)</b> |
| <b>109.81%</b>      | <b>116.27%</b>      | <b>111.92%</b>      |

# Yellowhead Regional Library

## 2025 Fund Reserves

|   | General<br>Fund    | Equity in<br>Capital<br>Assets | Operational<br>Contingency<br>Fund | Special<br>Projects<br>Fund | Capital<br>Fund   | Total               |
|---|--------------------|--------------------------------|------------------------------------|-----------------------------|-------------------|---------------------|
|   | \$ 190,858         | \$ 426,302                     | \$ 2,171,969                       | \$ 90,931                   | \$ 588,212        | \$ 3,468,272        |
| Interfund Transfers                                       | \$ (190,858)       |                                | \$ (190,858)                       |                             |                   |                     |
| <b>Balance at 2024 Year End</b>                           | <b>\$ -</b>        | <b>\$ 426,302</b>              | <b>\$ 1,981,111</b>                | <b>\$ 90,931</b>            | <b>\$ 588,212</b> | <b>\$ 3,086,556</b> |
| <b>Excess to June 30, 2025</b>                            |                    |                                |                                    |                             |                   |                     |
| <b>Revenue Over Expenses</b>                              | -\$ 300,000        |                                |                                    |                             |                   |                     |
| Amortization to June 30, 2025                             |                    | \$ (247,446)                   |                                    |                             |                   |                     |
| Capital Asset Purchases* includes<br>building improvement |                    | \$ 43,637.99                   |                                    |                             | \$ (43,638)       |                     |
| Capital Asset Disposals                                   |                    | \$ -                           |                                    |                             |                   |                     |
| Special Projects  |                    | \$ -                           |                                    |                             |                   |                     |
| Deferred Contribution                                     |                    | \$ 160,306.34                  |                                    |                             |                   |                     |
| <b>Balance at June 30, 2025</b>                           | <b>-\$ 300,000</b> | <b>\$ 382,800</b>              | <b>\$ 1,981,111</b>                | <b>\$ 90,931</b>            | <b>\$ 544,574</b> | <b>\$ 2,699,416</b> |



**Yellowhead Regional Library  
Draft 2026 Budget - All Funds**

| <b>REVENUE</b>       |                                     | <b>2023<br/>Budget</b> | <b>2023<br/>Received</b> | <b>2024<br/>Budget</b> | <b>2024<br/>Received</b> | <b>2025<br/>Budget</b> | <b>2026 Budget<br/>Projection</b> |
|----------------------|-------------------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------------|-----------------------------------|
| R1                   | Additional Allotment                | \$ 95,000              | \$ 166,503               | \$ 150,000             | \$ 176,767               | \$ 180,000             | \$ 200,000 ↑                      |
| R2                   | Contract Services                   | \$ 78,000              | \$ 78,000                | \$ 78,000              | \$ 85,905                | \$ 85,904              | \$ 85,904 -                       |
|                      | <i>Deferred Gov't Contributions</i> |                        | \$ 160,307               | \$ 160,306             | \$ 160,307               | \$ 160,307             | \$ 160,307 -                      |
| R3                   | Interest                            | \$ 50,000              | \$ 183,989               | \$ 145,000             | \$ 156,360               | \$ 136,000             | \$ 180,000 ↑                      |
| R4                   | Local Appropriations                | \$ 1,379,406           | \$ 1,379,406             | \$ 1,433,185           | \$ 1,433,185             | \$ 1,430,809           | \$ 1,460,920 ↑                    |
| R5                   | Non-allotment Sales                 | \$ 200,000             | \$ 194,697               | \$ 200,000             | \$ 190,144               | \$ 200,000             | \$ 200,000 -                      |
| R6                   | Operating Grant                     | \$ 1,390,506           | \$ 1,465,450             | \$ 1,462,572           | \$ 1,465,449             | \$ 1,465,449           | \$ 1,465,449 -                    |
| R7                   | Other Grants                        | \$ 26,432              | \$ 27,764                | \$ 27,726              | \$ 24,668                | \$ 31,926              | \$ 27,726 ↓                       |
| R8                   | School System Levy                  | \$ 147,278             | \$ 147,278               | \$ 147,761             | \$ 147,761               | \$ 156,595             | \$ 165,819 ↑                      |
| R9                   | Workshops and Conference            | \$ -                   | \$ 8,966                 | \$ 12,000              | \$ -                     | \$ 12,000              | \$ 12,000 -                       |
| <b>TOTAL REVENUE</b> |                                     | <b>\$ 3,367,122</b>    | <b>\$ 3,812,360</b>      | <b>\$ 3,816,550</b>    | <b>\$ 3,840,546</b>      | <b>\$ 3,858,990</b>    | <b>\$ 3,958,125</b>               |

| <b>EXPENSES</b> |                                       | <b>2023<br/>Budget</b> | <b>2023<br/>Received</b> | <b>2024<br/>Budget</b> | <b>2024<br/>Received</b> | <b>2025<br/>Budget</b> | <b>2026 Budget<br/>Projection</b> |
|-----------------|---------------------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------------|-----------------------------------|
|                 | <i>Amortization of Capital Assets</i> |                        | \$ 263,333               | \$ 233,732             | \$ 271,719               | \$ 271,848             | \$ 251,346                        |
| E1              | Bank Charges and Miscellaneous        | \$ 2,200               | \$ 2,147                 | \$ 2,310               | \$ 3,524                 | \$ 2,780               | \$ 3,500 ↑                        |
| E2              | Building Maintenance                  | \$ 46,000              | \$ 40,062                | \$ 48,300              | \$ 51,288                | \$ 45,000              | \$ 48,500 ↑                       |
| E3              | Membership Support                    | \$ 2,500               | \$ 1,152                 | \$ 2,500               | \$ 2,674                 | \$ 2,500               | \$ 2,500 -                        |
| E4              | Delivery                              | \$ 44,625              | \$ 48,140                | \$ 46,856              | \$ 53,134                | \$ 50,547              | \$ 50,500 ↓                       |
| E5              | Employee Benefits                     | \$ 294,973             | \$ 273,700               | \$ 369,170             | \$ 211,292               | \$ 381,763             | \$ 373,772 ↓                      |
| E6              | Employee Salaries                     | \$ 1,627,211           | \$ 1,542,805             | \$ 1,922,834           | \$ 1,798,564             | \$ 1,931,281           | \$ 2,065,292 ↑                    |
| E7              | Insurance                             | \$ 20,000              | \$ 19,876                | \$ 20,000              | \$ 17,903                | \$ 20,000              | \$ 20,000 -                       |
| E8              | Leases and Licensing                  | \$ 120,000             | \$ 132,915               | \$ 135,000             | \$ 163,683               | \$ 188,296             | \$ 153,700 ↓                      |
| E9              | Library Grant Disbursements           | \$ 56,016              | \$ 62,042                | \$ 60,486              | \$ 60,486                | \$ 60,486              | \$ 60,486 -                       |

**Yellowhead Regional Library  
Draft 2026 Budget - All Funds**

|                       |                                   |           |                  |           |                  |           |                  |           |                  |           |                  |           |                  |   |
|-----------------------|-----------------------------------|-----------|------------------|-----------|------------------|-----------|------------------|-----------|------------------|-----------|------------------|-----------|------------------|---|
| E10                   | Library Supplies and Shipping     | \$        | 22,000           | \$        | 36,646           | \$        | 25,000           | \$        | 37,671           | \$        | 48,000           | \$        | 40,000           | ↓ |
| E11                   | Memberships                       | \$        | 20,600           | \$        | 17,419           | \$        | 20,600           | \$        | 20,749           | \$        | 20,600           | \$        | 20,600           | - |
| E12                   | Office Supplies and Equipment     | \$        | 23,000           | \$        | 12,333           | \$        | 23,000           | \$        | 20,374           | \$        | 23,000           | \$        | 20,000           | ↓ |
| E13                   | On-reserve/On-settlement Grant    | \$        | 26,426           | \$        | 27,764           | \$        | 27,726           | \$        | 27,726           | \$        | 27,726           | \$        | 27,726           | - |
| E14                   | Printing and Promotion            | \$        | 4,750            | \$        | 4,196            | \$        | 5,500            | \$        | 5,371            | \$        | 5,500            | \$        | 5,500            | - |
| E15                   | Professional Services             | \$        | 137,500          | \$        | 111,332          | \$        | 140,500          | \$        | 155,937          | \$        | 189,430          | \$        | 148,500          | ↓ |
| E16                   | Purchases - Allotment             | \$        | 324,334          | \$        | 406,157          | \$        | 330,000          | \$        | 429,998          | \$        | 350,000          | \$        | 350,000          | - |
| E17                   | Purchases - HQ Collections        | \$        | 215,000          | \$        | 207,751          | \$        | 239,250          | \$        | 248,755          | \$        | 268,000          | \$        | 243,500          | ↓ |
| E18                   | Purchases - Non-allotment         | \$        | 200,000          | \$        | 192,930          | \$        | 200,000          | \$        | 190,052          | \$        | 200,000          | \$        | 200,000          | - |
| E19                   | Staff Travel Expenses/Recruitment | \$        | 10,000           | \$        | 9,669            | \$        | 10,000           | \$        | 8,590            | \$        | 16,500           | \$        | 10,000           | ↓ |
| E20                   | Staff Professional Development    | \$        | 24,000           | \$        | 23,781           | \$        | 33,800           | \$        | 33,537           | \$        | 53,200           | \$        | 32,300           | ↓ |
| E21                   | Telephone and Utilities           | \$        | 96,200           | \$        | 94,582           | \$        | 100,000          | \$        | 93,392           | \$        | 100,175          | \$        | 96,075           | ↓ |
| E22                   | TRAC Expense                      | \$        | 206,000          | \$        | 195,410          | \$        | 200,000          | \$        | 213,370          | \$        | 244,771          | \$        | 228,212          | ↓ |
| E23                   | Trustee Expenses                  | \$        | 20,000           | \$        | 29,875           | \$        | 30,000           | \$        | 29,497           | \$        | 33,975           | \$        | 30,000           | ↓ |
| E24                   | Workshops and Conference          | \$        | 22,000           | \$        | 25,197           | \$        | 22,000           | \$        | 18,832           | \$        | 37,050           | \$        | 20,000           | ↓ |
| <b>TOTAL EXPENSES</b> |                                   | <b>\$</b> | <b>3,655,335</b> | <b>\$</b> | <b>3,752,618</b> | <b>\$</b> | <b>4,282,689</b> | <b>\$</b> | <b>4,168,118</b> | <b>\$</b> | <b>4,572,428</b> | <b>\$</b> | <b>4,502,009</b> |   |

All Funds: Surplus (Deficiency)

Revenue Over Expenses

**\$ (288,213)**

**\$ (466,139)**

**\$ (713,438)**

**\$ (543,884)**

General Fund: Surplus (Deficiency)

Revenue Over Expenses

**\$ (198,213)**

**\$ (358,588)**

**\$ (601,897)**

**\$ (452,845)**

# Yellowhead Regional Library

## Draft 2026 to 2030 Budget Projections

| REVENUE       |                                     | 2026<br>Budget | 2027<br>Projection | 2028<br>Projection | 2029<br>Projection | 2030<br>Projection |
|---------------|-------------------------------------|----------------|--------------------|--------------------|--------------------|--------------------|
| R1            | Additional Allotment                | \$ 200,000     | \$ 210,000         | \$ 220,500         | \$ 231,525         | \$ 243,101         |
| R2            | Contract Services                   | \$ 85,904      | \$ 85,904          | \$ 85,904          | \$ 85,904          | \$ 85,904          |
|               | <i>Deferred Gov't Contributions</i> | \$ 160,307     | \$ 160,307         | \$ 160,307         | \$ 160,307         | \$ 160,307         |
| R3            | Interest                            | \$ 180,000     | \$ 189,000         | \$ 198,450         | \$ 208,373         | \$ 218,791         |
| R4            | Local Appropriations                | \$ 1,460,920   | \$ 1,533,966       | \$ 1,610,664       | \$ 1,691,197       | \$ 1,691,197       |
| R5            | Non-allotment Sales                 | \$ 200,000     | \$ 210,000         | \$ 220,500         | \$ 231,525         | \$ 243,101         |
| R6            | Operating Grant                     | \$ 1,465,449   | \$ 1,465,449       | \$ 1,465,449       | \$ 1,465,449       | \$ 1,465,449       |
| R7            | Other Grants                        | \$ 27,726      | \$ 27,726          | \$ 27,726          | \$ 27,726          | \$ 27,726          |
| R8            | School System Levy                  | \$ 165,819     | \$ 174,110         | \$ 182,816         | \$ 191,956         | \$ 191,956         |
| R9            | Workshops and Conference            | \$ 12,000      | \$ 12,000          | \$ 12,000          | \$ 12,000          | \$ 12,000          |
| TOTAL REVENUE |                                     | 3,958,125      | 4,068,462          | 4,184,316          | 4,305,962          | 4,339,533          |

| EXPENSES       |                                   | 2026<br>Budget | 2027<br>Projection | 2028<br>Projection | 2029<br>Projection | 2030<br>Projection |
|----------------|-----------------------------------|----------------|--------------------|--------------------|--------------------|--------------------|
|                | Amortization of Capital Assets    | \$ 251,346     | \$ 251,346         | \$ 251,346         | \$ 251,346         | \$ 251,346         |
| E1             | Bank Charges and Miscellaneous    | \$ 3,500       | \$ 3,588           | \$ 3,677           | \$ 3,769           | \$ 3,863           |
| E2             | Building Maintenance              | \$ 48,500      | \$ 49,713          | \$ 50,955          | \$ 52,229          | \$ 53,535          |
| E3             | Membership Support                | \$ 2,500       | \$ 2,501           | \$ 2,502           | \$ 2,503           | \$ 2,504           |
| E4             | Delivery                          | \$ 50,500      | \$ 51,763          | \$ 53,057          | \$ 54,383          | \$ 55,743          |
| E5             | Employee Benefits                 | \$ 373,772     | \$ 392,461         | \$ 412,084         | \$ 432,688         | \$ 454,323         |
| E6             | Employee Salaries                 | \$ 2,065,292   | \$ 2,106,598       | \$ 2,148,730       | \$ 2,191,704       | \$ 2,235,539       |
| E7             | Insurance                         | \$ 20,000      | \$ 20,000          | \$ 20,000          | \$ 20,000          | \$ 20,000          |
| E8             | Leases and Licensing              | \$ 153,700     | \$ 161,385         | \$ 169,454         | \$ 177,927         | \$ 186,823         |
| E9             | Library Grant Disbursement        | \$ 60,486      | \$ 60,486          | \$ 60,486          | \$ 60,486          | \$ 60,486          |
| E10            | Library Supplies and Shipping     | \$ 40,000      | \$ 40,000          | \$ 40,000          | \$ 40,000          | \$ 40,000          |
| E11            | Memberships                       | \$ 20,600      | \$ 20,600          | \$ 21,012          | \$ 21,432          | \$ 21,861          |
| E12            | Office Supplies and Equipment     | \$ 20,000      | \$ 23,000          | \$ 23,000          | \$ 23,000          | \$ 23,000          |
| E13            | On-Reserve/On-Settlement Grant    | \$ 27,726      | \$ 27,726          | \$ 27,726          | \$ 27,726          | \$ 27,726          |
| E14            | Printing and Promotion            | \$ 5,500       | \$ 5,501           | \$ 5,502           | \$ 5,503           | \$ 5,504           |
| E15            | Professional Services             | \$ 148,500     | \$ 152,213         | \$ 156,018         | \$ 159,918         | \$ 163,916         |
| E16            | Purchases - Allotment             | \$ 350,000     | \$ 350,000         | \$ 350,000         | \$ 350,000         | \$ 350,000         |
| E17            | Purchases - HQ Collections        | \$ 243,500     | \$ 249,588         | \$ 255,827         | \$ 262,223         | \$ 268,778         |
| E18            | Purchases - Non-allotment         | \$ 200,000     | \$ 200,000         | \$ 200,000         | \$ 200,000         | \$ 200,000         |
| E19            | Staff Travel Expenses/Recruitment | \$ 10,000      | \$ 10,000          | \$ 10,000          | \$ 10,000          | \$ 10,000          |
| E20            | Staff Professional Development    | \$ 32,300      | \$ 32,300          | \$ 32,300          | \$ 32,300          | \$ 32,300          |
| E21            | Telephone and Utilities           | \$ 96,075      | \$ 96,075          | \$ 96,075          | \$ 96,075          | \$ 96,075          |
| E22            | TRAC Expense                      | \$ 228,212     | \$ 228,212         | \$ 228,212         | \$ 228,212         | \$ 228,212         |
| E23            | Trustee Expenses                  | \$ 30,000      | \$ 30,750          | \$ 31,519          | \$ 32,307          | \$ 33,114          |
| E24            | Workshops and Conference          | \$ 20,000      | \$ 20,000          | \$ 20,000          | \$ 20,000          | \$ 20,000          |
| TOTAL EXPENSES |                                   | 4,502,009      | 4,585,803          | 4,669,482          | 4,755,732          | 4,844,648          |

|                                    |              |              |              |              |              |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|
| All Funds: Surplus (Deficiency)    | \$ (543,884) | \$ (517,341) | \$ (485,166) | \$ (449,770) | \$ (505,115) |
| Revenue Over Expenses              |              |              |              |              |              |
| General Fund: Surplus (Deficiency) | \$ (452,845) | \$ (426,302) | \$ (394,127) | \$ (358,731) | \$ (414,076) |
| Revenue Over Expenses              |              |              |              |              |              |

|                                 |              |              |              |              |              |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|
| Reserve Fund Transfer to (from) | \$ (452,845) | \$ (426,302) | \$ (394,127) | \$ (358,731) | \$ (414,076) |
| Operational Contingency Fund    |              |              |              |              |              |
| Purchases - Capital Assets      |              | \$ 273,668   | \$ 55,759    | \$ 70,426    | \$ 528,910   |

**Yellowhead Regional Library - Draft 2026 Budget**  
**Member Municipal Library Services Grant / Operating Grant / Appropriation / Allotment**

| Municipality               | 2019<br>Population<br>Estimates | Library<br>Services Grant<br>at \$5.60/Capita<br>(2019 Pop Est) | Operating<br>Grant \$4.75/Capita<br>(2019 Pop Est) | Alberta<br>Municipal<br>Affairs 2024<br>Official<br>Population<br>as of Jan 2025 | 2026 Municipal<br>Appropriation<br>at \$4.85/capita<br>(2024 Off Pop) | Allotment at<br>\$0.75/capita<br>(2024 Official<br>Pop) |
|----------------------------|---------------------------------|---|--|--|---|---|
| ALBERTA BEACH              | 1,018                           |   | \$ 4,835.50  | 864  | \$ 4,190.40   | \$ 648.00   |
| BARRHEAD                   | 4,579                           |   | \$ 21,750.25                                       | 4,320  | \$ 20,952.00  | \$ 3,240.00   |
| BARRHEAD NO. 11, COUNTY OF | 6,288                           |   | \$ 29,868.00                                       | 5,877  | \$ 28,503.45  | \$ 4,407.75   |
| BEAUMONT                   | 19,236                          |   | \$ 91,371.00                                       | 20,888   | \$ 101,306.80   | \$ 15,666.00  |
| BIRCH COVE                 | 45                              | 252   | \$ 213.75  | 67   | \$ 324.95   | \$ 50.25  |
| BRAZEAU COUNTY             | 7,771                           | 43,518  | \$ 36,912.25                                       | 7,179  | \$ 34,818.15  | \$ 5,384.25   |
| BRETON                     | 574                             |   | \$ 2,726.50  | 567  | \$ 2,749.95   | \$ 425.25   |
| CALMAR                     | 2,228                           |   | \$ 10,583.00                                       | 2,183  | \$ 10,587.55  | \$ 1,637.25   |
| CASTLE ISLAND              | 10                              | 56  | \$ 47.50   | 15   | \$ 72.75  | \$ 11.25  |
| CLYDE                      | 430                             | 2,408   | \$ 2,042.50  | 415  | \$ 2,012.75   | \$ 311.25   |
| CRYSTAL SPRINGS            | 51                              | 286   | \$ 242.25  | 74   | \$ 358.90   | \$ 55.50  |
| DEVON                      | 6,578                           |   | \$ 31,245.50                                       | 6,545  | \$ 31,743.25  | \$ 4,908.75   |
| DRAYTON VALLEY             | 7,235                           |   | \$ 34,366.25                                       | 7,291  | \$ 35,361.35  | \$ 5,468.25   |
| EDSON                      | 8,414                           |   | \$ 39,966.50                                       | 8,374  | \$ 40,613.90  | \$ 6,280.50   |
| GRANDVIEW                  | 114                             | 638   | \$ 541.50  | 143  | \$ 693.55   | \$ 107.25   |
| HINTON                     | 9,882                           |   | \$ 46,939.50                                       | 9,817  | \$ 47,612.45  | \$ 7,362.75   |
| JASPER, MUNICIPALITY OF    | 4,590                           |   | \$ 21,802.50                                       | 4,738  | \$ 22,979.30  | \$ 3,553.50   |
| KAPASIWIN                  | 10                              | 56  | \$ 47.50   | 24   | \$ 116.40   | \$ 18.00  |
| LAC STE. ANNE COUNTY       | 10,899                          |   | \$ 51,770.25                                       | 11,300   | \$ 54,805.00  | \$ 8,475.00   |
| LAKEVIEW                   | 30                              | 168   | \$ 142.50  | 29   | \$ 140.65   | \$ 21.75  |
| LEDUC                      | 33,032                          |   | \$ 156,902.00                                      | 36,060   | \$ 174,891.00   | \$ 27,045.00  |
| LEDUC COUNTY               | 13,780                          |   | \$ 65,455.00                                       | 14,416   | \$ 69,917.60  | \$ 10,812.00  |
| MA-ME-O BEACH              | 110                             | 616   | \$ 522.50  | 128  | \$ 620.80   | \$ 96.00  |
| MAYERTHORPE                | 1,320                           |   | \$ 6,270.00  | 1,343  | \$ 6,513.55   | \$ 1,007.25   |
| MILLET                     | 1,945                           |   | \$ 9,238.75  | 1,890  | \$ 9,166.50   | \$ 1,417.50   |
| NAKAMUN PARK               | 96                              | 538   | \$ 456.00  | 78   | \$ 378.30   | \$ 58.50  |
| NORRIS BEACH               | 38                              | 213   | \$ 180.50  | 71   | \$ 344.35   | \$ 53.25  |
| ONOWAY                     | 1,029                           |   | \$ 4,887.75  | 966  | \$ 4,685.10   | \$ 724.50   |
| PARKLAND COUNTY            | 32,097                          |   | \$ 152,460.75                                      | 32,205   | \$ 156,194.25   | \$ 24,153.75  |
| POPLAR BAY                 | 103                             | 577   | \$ 489.25  | 113  | \$ 548.05   | \$ 84.75  |
| ROSS HAVEN                 | 160                             | 896   | \$ 760.00  | 126  | \$ 611.10   | \$ 94.50  |
| SANDY BEACH                | 278                             | 1,543   | \$ 1,320.50  | 278  | \$ 1,348.30   | \$ 208.50   |
| SEBA BEACH                 | 169                             |   | \$ 802.75  | 229  | \$ 1,110.65   | \$ 171.75   |
| SILVER BEACH               | 65                              | 364   | \$ 308.75  | 55   | \$ 266.75   | \$ 41.25  |
| SILVER SANDS               | 160                             | 896   | \$ 760.00  | 214  | \$ 1,037.90   | \$ 160.50   |
| SOUTH VIEW                 | 67                              | 375   | \$ 318.25  | 72   | \$ 349.20   | \$ 54.00  |
| SPRING LAKE                | 699                             | 3,914   | \$ 3,320.25  | 711  | \$ 3,448.35   | \$ 533.25   |
| SPRUCE GROVE               | 35,766                          |   | \$ 169,888.50                                      | 38,985   | \$ 189,077.25   | \$ 29,238.75  |
| STONY PLAIN                | 17,842                          |   | \$ 84,749.50                                       | 17,993   | \$ 87,266.05  | \$ 13,494.75  |
| SUNRISE BEACH              | 135                             | 756   | \$ 641.25  | 153  | \$ 742.05   | \$ 114.75   |
| SUNSET POINT               | 169                             | 946   | \$ 802.75  | 257  | \$ 1,246.45   | \$ 192.75   |
| SWAN HILLS                 | 1,301                           |   | \$ 6,179.75  | 1,201  | \$ 5,824.85   | \$ 900.75   |
| THORSBY                    | 1,015                           |   | \$ 4,821.25  | 967  | \$ 4,689.95   | \$ 725.25   |
| WABAMUN                    | 682                             |   | \$ 3,239.50  | -  | \$ -  | -   |
| VAL QUENTIN                | 252                             | 1,411   | \$ 1,197.00  | 158  | \$ 766.30   | \$ 118.50   |
| WARBURG                    | 766                             |   | \$ 3,638.50  | 676  | \$ 3,278.60   | \$ 507.00   |
| WEST COVE                  | 149                             | 834   | \$ 707.75  | 222  | \$ 1,076.70   | \$ 166.50   |
| WESTLOCK                   | 5,101                           |   | \$ 24,229.75                                       | 4,921  | \$ 23,866.85  | \$ 3,690.75   |
| WESTLOCK COUNTY            | 7,220                           |   | \$ 34,295.00                                       | 7,186  | \$ 34,852.10  | \$ 5,389.50   |
| WETASKIWIN                 | 12,655                          |   | \$ 60,111.25                                       | 12,594   | \$ 61,080.90  | \$ 9,445.50   |
| WETASKIWIN COUNTY NO. 10   | 11,181                          |   | \$ 53,109.75                                       | 11,217   | \$ 54,402.45  | \$ 8,412.75   |
| WHITECOURT                 | 10,204                          |   | \$ 48,469.00                                       | 9,927  | \$ 48,145.95  | \$ 7,445.25   |
| WOODLANDS COUNTY           | 4,754                           |   | \$ 22,581.50                                       | 4,558  | \$ 22,106.30  | \$ 3,418.50   |
| YELLOWHEAD COUNTY          | 10,995                          |   | \$ 52,226.25                                       | 10,426   | \$ 50,566.10  | \$ 7,819.50   |
| YELLOWSTONE                | 137                             | 767   | \$ 650.75  | 117  | \$ 555.75   | \$ 87.75  |
| <b>GRAND TOTAL</b>         | <b>295,454</b>                  | <b>62,029</b>   | <b>\$ 1,403,406.50</b>                             | <b>301,223</b>   | <b>\$ 1,460,919.85</b>  | <b>\$ 225,917.25</b>                                    |

# Yellowhead Regional Library - Draft 2026 Budget

## Member School Division Estimated Levies / Estimated Allotment

| <b>Northern Gateway School Division</b>       | <b>Alberta<br/>Education FTE<br/>as of Sept 2024</b> | <b>2026 Estimated<br/>Levy at<br/>\$15.71/FTE</b> | <b>Estimated<br/>Allotment at<br/>\$1.00/FTE</b> |
|---|--|---|--|
| Darwell School Library                        | 140  | \$ 2,199.40                                       | \$ 140.00  |
| Elmer Elson Elementary School Library         | 322  | \$ 5,058.62                                       | \$ 322.00  |
| Gateway Academy Onoway                        | 18   | \$ 282.78   | \$ 18.00   |
| Gateway Academy Whitecourt                    | 101  | \$ 1,586.71                                       | \$ 101.00  |
| Grasmere School Library                       | 124  | \$ 1,948.04                                       | \$ 124.00  |
| Hilltop Junior/Senior High School Library     | 509  | \$ 7,996.39                                       | \$ 509.00  |
| Mayerthorpe Junior/Senior High School Library | 285  | \$ 4,477.35                                       | \$ 285.00  |
| Onoway Elementary School Library              | 435  | \$ 6,833.85                                       | \$ 435.00  |
| Onoway Junior/Senior High School Library      | 490  | \$ 7,697.90                                       | \$ 490.00  |
| Pat Hardy Primary School Library              | 336  | \$ 5,278.56                                       | \$ 336.00  |
| Percy Baxter Middle School Library            | 370  | \$ 5,812.70                                       | \$ 370.00  |
| Rich Valley School Library                    | 99   | \$ 1,555.29                                       | \$ 99.00   |
| Sangudo Community School Library              | 124  | \$ 1,948.04                                       | \$ 124.00  |
| Whitecourt Central Elementary School Library  | 339  | \$ 5,325.69                                       | \$ 339.00  |
| <b>Subtotals</b>                              | <b>3692</b>  | <b>\$ 58,001.32</b>                               | <b>\$ 3,692.00</b>                               |

| <b>Pembina Hills School Division</b>       | <b>Alberta<br/>Education FTE<br/>as of Sept 2024</b> | <b>2026 Estimated<br/>Levy at<br/>\$15.71/FTE</b> | <b>Estimated<br/>Allotment at<br/>\$1.00/FTE</b> |
|--|--|---|--|
| Barrhead Composite High School Library     | 698  | \$ 10,965.58                                      | \$ 698.00  |
| Barrhead Outreach                          | 33   | \$ 518.43   | \$ 33.00   |
| Busby School Library                       | 134  | \$ 2,105.14                                       | \$ 134.00  |
| Dunstable School Library                   | 59   | \$ 926.89   | \$ 59.00   |
| École Barrhead Elementary School Library   | 629  | \$ 9,881.59                                       | \$ 629.00  |
| École Westlock Elementary School Library   | 455  | \$ 7,148.05                                       | \$ 455.00  |
| Eleanor Hall School Library                | 181  | \$ 2,843.51                                       | \$ 181.00  |
| Fort Assiniboine School Library            | 81   | \$ 1,272.51                                       | \$ 81.00   |
| Neerlandia Public Christian School Library | 262  | \$ 4,116.02                                       | \$ 262.00  |
| Pembina North Community School Library     | 165  | \$ 2,592.15                                       | \$ 165.00  |
| Pibroch Colony School Library              | 23   | \$ 361.33   | \$ 23.00   |
| R.F. Staples Secondary School Library      | 622  | \$ 9,771.62                                       | \$ 622.00  |
| Sunny Bend Colony School Library           | 21   | \$ 329.91   | \$ 21.00   |
| Swan Hills School Library                  | 207  | \$ 3,251.97                                       | \$ 207.00  |
| Westlock Outreach                          | 24   | \$ 377.04   | \$ 24.00   |
| <b>Subtotal</b>                            | <b>3594</b>  | <b>\$ 56,461.74</b>                               | <b>\$ 3,594.00</b>                               |

| <b>Wetaskiwin School Division</b>        | <b>Alberta<br/>Education FTE<br/>as of Sept 2024</b> | <b>2026 Estimated<br/>Levy at<br/>\$15.71/FTE</b> | <b>Estimated<br/>Allotment at<br/>\$1.00/FTE</b> |
|--|--|---|--|
| Alder Flats Elementary School Library    | 81   | \$ 1,272.51                                       | \$ 81.00   |
| Buck Mountain Central School Library     | 145  | \$ 2,277.95                                       | \$ 145.00  |
| Centennial School Library                | 111  | \$ 1,743.81                                       | \$ 111.00  |
| Clear Vista School Library               | 425  | \$ 6,676.75                                       | \$ 425.00  |
| Falun Elementary School Library          | 117  | \$ 1,838.07                                       | \$ 117.00  |
| Griffiths-Scott School Library           | 263  | \$ 4,131.73                                       | \$ 263.00  |
| Lakedell Elementary School Library       | 80   | \$ 1,256.80                                       | \$ 80.00   |
| Lynn Lauren Early Education School       | 57   | \$ 895.47   | \$ 57.00   |
| Norwood School Library                   | 191  | \$ 3,000.61                                       | \$ 191.00  |
| Parkdale School Library                  | 195  | \$ 3,063.45                                       | \$ 195.00  |
| Pigeon Lake Regional School Library      | 253  | \$ 3,974.63                                       | \$ 253.00  |
| Pine Haven Colony School Library         | 17   | \$ 267.07   | \$ 17.00   |
| Pipestone School Library                 | 79   | \$ 1,241.09                                       | \$ 79.00   |
| Queen Elizabeth School Library           | 164  | \$ 2,576.44                                       | \$ 164.00  |
| Silver Creek Colony School Library       | 12   | \$ 188.52   | \$ 12.00   |
| Wetaskiwin Composite High School Library | 849  | \$ 13,337.79                                      | \$ 849.00  |
| Wetaskiwin Outreach                      | 156  | \$ 2,450.76                                       | \$ 156.00  |
| Winfield School Library                  | 74   | \$ 1,162.54                                       | \$ 74.00   |
| <b>Subtotal</b>                          | <b>3269</b>  | <b>\$ 51,355.99</b>                               | <b>\$ 3,269.00</b>                               |

|                    |               |                      |                     |
|--------------------|---------------|----------------------|---------------------|
| <b>GRAND TOTAL</b> | <b>10,555</b> | <b>\$ 165,819.05</b> | <b>\$ 10,555.00</b> |
|--------------------|---------------|----------------------|---------------------|