REGULAR MEETING AGENDA
SUMMER VILLAGE OF JARVIS BAY
OCTOBER 3, 2023 @ 9:30 A.M.

A.   **CALL TO ORDER**

B.   **AGENDA**   - additions/deletions
                                        - adoption

C.   **ADOPTION OF MINUTES** -   Regular Meeting Minutes, September 5, 2023
                                                       -    Municipal Planning Commission, September 20, 2023

D.   **INFORMATION ITEMS**

         1) Accounts Payable Report
         2) Public Works Report
         3) Development Update
         4) CAO Report

E.   **REQUESTS FOR DECISION**

         1) Finance

            a) Parkland Regional Library Board Budget

         2) Council & Legislative

            a) Special Events Policy
            b) Fortis Franchise Fee

         3) Public Works

            a) Install of new Public Memorial Bench
            b) Entrance Sign Design Options

F.   **COUNCIL, COMMITTEES, AND CORRESPONDENCE**

         1) Council Reports

            a) Mayor Maplethorpe
                 • Town of Sylvan Lake Library Board
                 • Parkland Regional Library Board

b) Deputy Mayor Wiseman
c) Councillor Garratt

2) Upcoming Meetings

a) Council Meeting – November 7, 2023

G.   ADJOURNMENT

Summer Village of Jarvis Bay
Regular Meeting Minutes
September 5, 2023

Minutes of a Regular Council Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held September 5, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:	Julie Maplethorpe
Deputy Mayor:	Annabelle Wiseman via Zoom
Councillor:	David Garratt via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau

CALL TO ORDER   The Meeting was called to order at 9:33 a.m. by Mayor Maplethorpe.

AGENDA APPROVAL

JBC-23-120   MOVED by Councillor Garratt that the agenda be adopted as amended:

D.5.   Petro Beach
E.2.A.   Memorial Bench Letter to be added to existing agenda item
F.1.A.   Alberta Municipalities Resolutions discussion with Mayor Maplethorpe's Council Report
CARRIED

CONFIRMATION OF MINUTES

JBC-23-121   MOVED by Deputy Mayor Wiseman that the regular meeting minutes of Council held on July 4, 2023, be approved as presented.
CARRIED

JBC-23-122   MOVED by Councillor Garratt that the Organizational meeting minutes of Council held on July 4, 2023, be approved as presented.
CARRIED

JBC-23-123   MOVED by Deputy Mayor Wiseman that the Municipal Planning Commission meeting minutes held on August 2, 2023, be approved as presented.
CARRIED

JBC-23-124   MOVED by Mayor Maplethorpe that the Municipal Planning Commission meeting minutes held on August 15, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

1) Accounts Payable Report
2) Public Works Report
3) Development Update
4) CAO Report

Council break at 10:18 a.m.

Council reconvened at 10:25 a.m.

REQUEST FOR DECISION

COUNCIL & LEGISLATIVE

<u>Terry Fox Run</u>

JBC-23-125 MOVED by Mayor Maplethorpe that the CAO contact Scott McDermott to advise going forward Council must hear this request no later than their July Council meeting and the Summer Village of Jarvis Bay must be named on the insurance documents.

<div align="center">CARRIED</div>

INFORMATION ITEMS CONTINUED

5) Petro Beach Letter

JBC-23-126 MOVED by Councillor Garratt that Council schedule a public consultation for Petro Beach on October 12th @ 5:30 p.m. with a Zoom link.

<div align="center">CARRIED</div>

JBC-23-127 MOVED by Mayor Maplethorpe that Council accept the information items as presented.

<div align="center">CARRIED</div>

REQUEST FOR DECISION CONTINUED

COUNCIL & LEGISLATIVE

<u>IMPC and ISDAB</u>

JBC-23-128 MOVED by Mayor Maplethorpe that Council accept the Intermunicipal Planning Commission and Intermunicipal Subdivision and Development Appeal Board item as information.

<div align="center">CARRIED</div>

<u>Tendering and Procurement Policy</u>

JBC-23-129 MOVED by Mayor Maplethorpe that Council adopt the Tendering and Procurement Policy as presented.

<div align="center">CARRIED</div>

PUBLIC WORKS

<u>Install of New Public Memorial Bench</u>

JBC-23-130 MOVED by Mayor Maplethorpe that Administration contact the applicant to inquire about an alternative location.

<div align="center">CARRIED</div>

Summer Village of Jarvis Bay
Regular Meeting Minutes
September 5, 2023

PLANNING & DEVELOPMENT

JBC-23-131
<u>Land Use Bylaw Amendments</u>
MOVED by Deputy Mayor Wiseman that Administration bring 3 quotes to the next meeting for the cost of a Land Use Bylaw rewrite.
CARRIED

COUNCIL REPORTS

Mayor Maplethorpe
- Parkland Regional Library Board
- Association of Summer Villages of Alberta
- Joint Services Committee

Deputy Mayor Wiseman
- No reports

Councillor Garratt
- No reports

CORRESPONDENCE

- Rick McIver Letter

JBC-23-132
MOVED by Mayor Maplethorpe that Council accept the Council reports as information.
CARRIED

NEXT COUNCIL MEETING

JBC-23-133
MOVED by Mayor Maplethorpe that the next meeting of Council be held October 3, 2023, at 9:30 a.m.
CARRIED

ADJOURNMENT

JBC-23-134
MOVED by Mayor Maplethorpe that being the agenda matters have been concluded, the meeting be adjourned at 11:49 a.m.
CARRIED

_____
JULIE MAPLETHORPE, MAYOR

_____
TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held September 20, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT

Chair:	Julie Maplethorpe via Zoom
Deputy Mayor:	Annabelle Wiseman via Zoom
Member-at-Large:	Lenore Berkeley via Zoom
CAO:	Tanner Evans via Zoom
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant(s):	Tammy Leibel via Zoom
	Becky Nielsen
Gallery:	John Cuthbertson

CALL TO ORDER   Chair Maplethorpe called the meeting to order at 9:02 a.m.

AGENDA

MPC-23-017   Moved by Annabelle Wiseman to approve the agenda as presented.
                                        CARRIED

DEVELOPMENT APPLICATION(S)

17 Jarvis Bay Drive
An application was submitted by the registered owner requesting a tourist home permit for the property located at 17 Jarvis Bay Drive (Lot 9, Block 1, Plan 2350EO) in the Summer Village of Jarvis Bay.

216 Jarvis Bay Drive
An application was submitted by the registered owner requesting a tourist home permit for the property located at 216 Jarvis Bay Drive (Lot 23, Block 2, Plan 9825307) in the Summer Village of Jarvis Bay.

John Cuthbertson was present to convey his opposition to all tourist homes in Jarvis Bay as they, in his opinion, are not compatible with Jarvis Bay.

Kara Hubbard and applicant(s) left the meeting at 9:26 a.m.

DEVELOPMENT DECISION(S)

17 Jarvis Bay Drive

MPC-23-018   MOVED by Annabelle Wiseman that the Municipal Planning Commission approve the application for a tourist home permit for the property located at 17 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance or until the property is sold. Only the party named on the Development Permit may operate the tourist home. A new

Initials

development application and approval will be required at that time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites and/or accessory buildings shall not be used.
- The RV on the property shall not be used as a guest house and otherwise shall conform with the Recreational Vehicle regulations in section 2,2(3) of the Land Use Bylaw.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway of a minimum of one stall per bedroom.
- Operators to provide a Real Property Report (RPR) and any non-conforming or encroaching structures brought into compliance in accordance with the Land Use Bylaw.

CARRIED

216 Jarvis Bay Drive

MPC-23-019

MOVED by Annabelle Wiseman that the Municipal Planning Commission approve the application for a tourist home permit for the property located at 216 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance or until the property is sold. Only the party named on the Development Permit may operate the tourist home.
- Tourist homes shall be contained within the principle building and therefore garage suites and/or accessory buildings shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes to this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.

Initials

- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway of a minimum of one stall per bedroom.

<div align="center">CARRIED</div>

ADJOURNMENT:

MPC-23-020 Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 10:03 a.m.

<div align="center">CARRIED</div>

_____
JULIE MAPLETHORPE, CHAIR

_____
TANNER EVANS, CAO

Initials

Summer Village of Jarvis Bay

Administration and Finance

October 3, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:
Total payables processed and presented to Council $ 40,842.76
The following list identifies any payments over $3,000:

1. Summer Village of Norglenwold $ 37,724.26
    a. Aug 2023 - Muni Specific Costs
    b. Aug 2023 - Shared Costs

Council Expense Claims Report:

Aug Expenses

- Julie Maplethorpe $ 772.47
- Annabelle Wiseman $ 0
- David Garratt $ 0

Administrative Recommendations:
Council to accept as information.

Authorities:
MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Summer Village of Jarvis Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00071 to 2023-00073

Bank Code -   MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date GL Account	Vendor Name GL Transaction Description	Detail Amount	Payment Amount
1192	**2023-08-31**	**Empringham Disposal Corp**		
52387	243-000-200 - Contracted Servic	Aug's 150 Weekly Garbage	1,635.00	
	243-000-200 - Contracted Servic	Aug's150 Bi-Weekly Recycli	585.00	
	312-000-260 - GST Paid Refund	GST Tax Code	111.00	2,331.00
1193	**2023-08-31**	**Triangle Construction Inc.**		
1745	232-000-200 - Green Space Pro	August- 2 Tree Removal	750.00	
	312-000-260 - GST Paid Refund	GST Tax Code	37.50	787.50
		Total Computer Cheque:		3,118.50

EFT

Payment # Invoice #	Date GL Account	Vendor Name GL Transaction Description	Detail Amount	Payment Amount
197	**2023-08-31**	**Summer Villages of Norglenwold**		
2023-00119	212-100-110 - Salaries	Salaries	11,498.59	
	212-100-130 - Training	Training	45.99	
	212-100-140 - Benefits	Shared Benefits	375.98	
	212-100-210 - Travel and Subsis	T&S	96.30	
	212-100-211 - WCB	WCB	194.31	
	212-100-266 - PW Fleet	PW Fleet	120.38	
	212-200-215 - Postage/Freight/C	Postage/Freight	513.07	
	212-200-500 - Printing Costs	Printing Costs	179.91	
	212-200-510 - Office Supplies	Office Supplies	64.76	
	212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	107.09	
	212-300-540 - Utilities	Utilities	288.11	
	212-300-250 - Facility Improvem	Facility Improvements	679.08	
	212-300-255 - Facility Maintenar	Facility Maintenance	533.25	
	212-300-263 - Condominium Co	Condominium Costs	0.00	
	212-300-240 - Computer Softwa	Computer Software	80.70	
	212-300-242 - IT equipment	IT Equipment	121.46	
	212-300-265 - Equipment Mainte	Equipment Maintenance	36.04	
	212-300-270 - Equipment Renta	Equipment Rental	94.00	
	212-300-510 - Other Contingenc	Contingency	45.59	
	212-300-530 - Building Insuranc	Shared Building Insurance	0.00	15,074.61
2023-00123	232-000-200 - Green Space Pro	Waste Transfer Ticket# 256	6.90	
	232-000-200 - Green Space Pro	Waste Transfer Ticket# 256	6.90	
	261-000-110 - Development Ser	AB Land Title-48050861	20.00	
	226-000-200 - Enforcement	July Intercon Messaging	7.00	
	261-000-110 - Development Ser	AB Land Titles-48088242	10.00	
	297-207-840 - Project MSI-Admi	Parking Lot-27 Stalls & 24 C	1,387.80	
	297-207-840 - Project MSI-Admi	Border Paving-Parking Lot F	15,253.08	
	297-207-840 - Project MSI-Admi	Cen-Con Concrete-Sidewall	5,848.42	
	226-000-200 - Enforcement	UFA-Aug Fuel for Bylaw Tru	109.55	22,649.65
		Payment Total:		37,724.26
		Total EFT:		37,724.26
		Total MAIN:		40,842.76

Council Expense Claim Form

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: July-2023

RECEIVED

JUL 3 1 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/4/23	Regular Council	2.0	Mayor	$ 120.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
If event is other please type it in.				$ 120.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
				$ 0.00

COPY

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: $ 120.00

Council Expense Claim Form

SUMMER VILLAGE OF JARVIS BAY

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: July-2023

RECEIVED   RECEIVED

JUL 3 1 2023   "" 3 1 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/4/23	Regular Council	2.0	Mayor	$ 120.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00
	Select Event		Title	$ 0.00

If event is other please type it in.

COPY

$ 120.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
	Select Event		$0.68	$ 0.00
				$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: $ 120.00

Council Expense Claim Form

SUMMER VILLAGE OF JARVIS BAY

NAME: Julie Maplethorpe

POSITION: Mayor

MONTH ENDING: August-2023

RECEIVED

AUG 2 7 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/2/23	Municipal Planning Commission	1.0	Mayor	$120.00
8/10/23	Other (Bentley Dignitary Luncheon)	2.5	Mayor	$120.00
8/15/23	Municipal Planning Commission	0.5	Mayor	$120.00
8/17/23	Joint Services Committee	5.75	+4 (2 Hour)	$170.00
	Select Event		Title	$0.00
	Select Event		Title	$0.00
	Select Event		Title	$0.00
	Select Event		Title	$0.00
	Select Event		Title	$0.00
	Select Event		Title	$0.00
				$530.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/10/23	Other (Conferences, etc.)	28.00	$0.68	$19.04
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
	Select Event		$0.68	$0.00
				$19.04

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
8/26/23	ASVA Conference Silent Auction Donation	98.50	4.93	$103.43
				$0.00
				$0.00
				$103.43

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: $ 652.47

SNAKE LAKE BREWING
26 INDUSTRIAL DR
SYLVAN LAKE, AB T4S 1P4
4038581159

Cashier: Employee
26-Aug.-2023 12:49:51p.m.

Transaction **101661**

1	Snapback Hat	$28.00
1	Single 355ml can- offsales	$3.50
1	Single 355ml can- offsales	$3.50
1	Single 355ml can- offsales	$3.50
1	Single 355ml can- offsales	$3.50
1	Single 473ml can-Off Sales	$4.75
1	Single 473ml can-Off Sales	$4.75
1	Easy Sweet Tea 750ml	$37.00
1	EASY Sand Pail	$10.00

Subtotal		**$98.50**
GST	5%	$4.93
Total		**$103.43**
CREDIT CARD SALE		$103.43
MASTERCARD		

Retain this copy for statement validation

26-Aug.-2023 12:51:01p.m.
$103.43 | Method: EMV

Thank you for visiting Snake Lake Brewing
Company

Clover ID: YQN3RNG2M8DWA

Summer Village of Jarvis Bay

Public Works

Information Item

Agenda Item: *Jarvis Bay Public Works Update*

Background:
The following will provide Council with an update on Public Works activities
and initiatives:

- Capital Project – Entrance Signage Design & Installation – Administration
  will receive all submissions by Sept 27, 2023. Design options will be given
  to Council as an addition to the agenda. The project will include replacing
  2 existing entrance signs and installing 1 new sign. The budget for this
  project is $60,000.
- Public Works has contracted Triangle Construction to complete some tree
  maintenance along the 100 block on Jarvis Bay Drive. The maintenance
  will trim back some of the overhanging trees along the roadway. Work will
  begin the third week of October.
- Public Works will be completing various fall shut down activities at Petro
  beach during the month of October.
- Public Works will complete cleaning of the existing memorial bench
  locations and repair trail markers.
- Public Works will move the 40 km/h near #248 Jarvis Bay Drive in
  upcoming weeks.
- Pidherney's will be completing some annual sewer flushing maintenance
  as part of the annual program.

Administrative Recommendations:
That Council accepts this report as information.

Authorities:
MGA 207(c) "advises and informs the council on the operation and affairs of
the municipality"

Summer Village of Jarvis Bay

October 3, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:
Currently there are 83 development permits issued in the Summer Villages (17 in Birchcliff, 3 in Half Moon Bay, 17 in Jarvis Bay, 19 in Norglenwold, and 27 in Sunbreaker Cove).

The following is the listing for Jarvis Bay:

1. 184B Jarvis Bay Drive   Demolition & Dwelling
2. 11 Jarvis Bay Drive   Sunroom (Deck Addition)
3. 37 Jarvis Bay Drive   Deck
4. 10 Twin Rose Court   Dwelling
5. 208 Jarvis Bay Drive   Dwelling
6. 37 Jarvis Bay Drive   Garage w Guest House
7. 234 Jarvis Bay Drive   Dwelling
8. 234 Jarvis Bay Drive   Garage w Guest House
9. 39 Jarvis Bay Drive   Garage w Guest House
10. 191 Jarvis Bay Drive   Driveway & Culvert
11. 19 Jarvis Bay Drive   Home Occupation
12. 2 Twin Rose Court   Dwelling
13. 158 Jarvis Bay Drive   Demolition
14. 44 Jarvis Bay Drive   Addition (Sunroom) & Deck
15. 165 Jarvis Bay Drive   Dwelling
16. 308 Jarvis Glen Way   Tourist Home Operation
17. 3 Jarvis Bay Drive   Tourist Home Operation
18. 116 Jarvis Bay Drive   Demolition **(NEW)**

Closed since last Council meeting:

1. 11 Jarvis Bay Drive   Sunroom (Deck Addition)

Permit Summary:

<u>Year to date 2023:</u>
7 development permits. Estimated project cost $462,000.00

<u>2022 Jan.-Dec.:</u>
11 development permits. Estimated project cost $4,266,500.00

<u>2021 Jan.-Dec.:</u>
9 development permits. Estimated project cost $1,518,000.00

Administrative Recommendations:
Council to accept as information.

Authorities:
Land Use Bylaw #125/13.

Summer Village of Jarvis Bay

October 3, 2023

Information

Agenda Item: *CAO Report*

Background:

- Administration has been in discussions with our lawyers regarding an agreement with the Twin Rose properties who have an Environmental Reserve Easement.
- Lacombe County was contacted regarding the paid parking program they have implemented at the boat launch. They are using a program called "Hotspot". Enforcement officers have an app that runs on an android phone and costs roughly $1,000 per year (above the cost of the phone and phone plan). Hotspot operates under a cost sharing option where they take 10% of the revenue generated from ticketing. Ticket printers cost $1,200 per unit. Once the enforcement officer issues a ticket, the management of any appeals is done by Hotspot (to a certain point). However, if someone receives a ticket and does not pay, we do not have the option to follow through with a provincial ticket (where the amount goes on their registration) as we must have a sworn Peace Officer to do so.
- Attached is a breakdown of our Bylaw Enforcement Officer's files so far for this year.

Options for Consideration:
Council to discuss and accept as information.

Administrative Recommendations:
Council accept as information.

Authorities:
MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality".

	Formal Complaints Received	Tickets	Warnings	Open Enforcement Action Files	Closed Enforcement Action Files	Ticket Revenue
Birchcliff	2 (Community Standards, Dog)	1 (Traffic Bylaw)	1 (Traffic Bylaw)	3	2	$ -
Half Moon Bay	0	0	1 (potential hazardous situation)	0	0	$ -
Jarvis Bay	6 (Dog)	3 (Traffic Bylaw)	5 (Dog, Fire)	1	7	$ -
Norglenwold	10 (Traffic, Community Standards, Land Use)	13 (Traffic Bylaw, Land Use)	28 (Traffic)	0	5	$ 2,050.00
Sunbreaker Cove	2 (Animal)	1 (Traffic Bylaw)	2 (Animal)	0	2	$ -

*Majority of enforcement action files are Land Use Bylaw related

Summer Village of Jarvis Bay

October 3, 2023

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:
Administration received a copy of the Parkland Regional Library 2024 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2024 per capita requisition and notify the board asap, that way any budget revisions can be addressed at the PRL Board meeting at the November 16th meeting.

The 2024 proposed per capita requisition is $9.18, which is a .43 increase from 2023.

Options for Consideration:
1) Approve the Parkland Regional Library's 2024 budget.
2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:
Administration recommends approval of Parkland Regional Library's 2024 budget.

Authorities:
Parkland Regional Library Agreement

Speaking Notes for PRLS' 2024 Budget

- Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.
- For 2024, there is a 43-cent increase to the municipal per capita requisition to $9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.
- For calculating the municipal levy for 2023, Parkland will be using the Alberta Population Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.
- The budget was based on information from the PLSB and built around the assumption that the government of Alberta operating grant will remain at $4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at $5.60 per capita and based on 2019 population statistics.

Points within the budget to note include:
- Within the expense lines of Parkland's budget, eighteen lines saw increase, four saw decreases, and sixteen remained the same.
- Most expense lines of the budget remain stable, with increases reflecting inflationary costs.
- The Computer Maintenance, Agreements, Software Licenses line (2.3) has increased due to increased software costs. Parkland provides software for all public library computers in addition to our own headquarters.
- Originally created in 2022 as a budget line item worth $35,835, the Cooperative Collection Fund (line 2.4) is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of $35,000. However, to be sustainable, this collection has been added back into the budget at the reduced amount of $30,000.
- For 2024, the staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment and step increment in accordance with Parkland's Cost of Living and Compensation policy. Staff received COLA increases in 2022 and 2023, but no step increases.
- Parkland is also planning a number of purchases funded partially from reserves. For 2024 these include:
  - The purchase for computer hardware from the Technology Reserve estimated to be valued at $282,100. This includes computers for libraries, Parkland HQ and possibly the replacement of Fortigate devices in member libraries which are necessary to connect libraries to the SuperNet.

Other points to note:
- Included within the budget is a document comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budgeted amounts, an equivalent of 95% of the 2024 levy is returned to member libraries in tangible form. This return is before considering services provided by Parkland or the costs of running the Parkland system headquarters.
- If municipalities wish to view their own municipal return on investment, they can be found at the following URL: https://www.prl.ab.ca/about-us/return-on-investment-2022
- Provincial grants amount to approximately 43.3% of PRLS' total income.
- Parkland held the municipal requisition at $8.55 per capita for three consecutive years with an increase in 2023 to $8.75 per capita to deal with inflationary pressures.

Parkland Regional Library System

Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2024 Budget

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

Notes for the Parkland Regional Library System Budget 2024

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

> *8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*

> *8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*

> *8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*

> *8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*

> *8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*

> *8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

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

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

Points within the budget to note include:

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

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

Under Income

1.1   has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now $4.75.

1.2   has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.

1.3   has been adjusted to account for the current population and new requisition per capita amount of forty-three cents

1.4   has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.

1.5   is an estimated increase based on improved returns on Parkland's bond investments.

 Under Support Materials

2.2   has been adjusted to reflect current populations

2.3   has been adjusted up to reflect the known increased software costs anticipated for 2024

2.4   Originally created in 2022 as a budget line item worth $35,835, the Cooperative Collection Fund is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of $35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of $30,000.

2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of $1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.

2.11   has been adjusted to reflect current population numbers.

Under Cost of Service

3.6   has increased due to a general increase in Cyber Insurance premiums.

3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits

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

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

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

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

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

Parkland Regional Library System

Return on Municipal Levy

	Based on 2024 Budgeted Amounts	**2024**
Materials Allotment for Libraries (Books, DVD's, Audiobooks, etc.)		$262,277
Rural Library Services Grant		$452,928
Cooperative Collection Fund		$30,000
Technology (Hardware– budget plus reserves)		$282,100
Postage (Reimbursement for Interlibrary Loan)		$2,300
Software (For computers, ILS, etc.)		$231,308
Rotating Collections (Large Print, Audiobooks, Programming Kits, etc.)		$22,000
Internet (Connectivity provided to member libraries)		$8,820
eContent (Platforms & Purchases of eBooks, eAudiobooks, etc.)		$133,550
Vehicle Expense (Ongoing budgeted expenses only—no new vans)		$56,000
Marketing/Advocacy		$20,000
Workshop/Training		$14,000
Cataloguing Supplies		$25,530
Contribution to Outlet Libraries*		$800
Materials Discount (40% in 2022)		$116,911
SuperNet (Fiber Optic connection provided by GOA to system members)		$370,022
Sub-Total		**$2,028,546**
Requisition		**$2,123,362**
		95%
Difference Between Levy & Direct Return		**$94,816**

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

Brief Notes – September 2024

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

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

2.16 Decreased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs

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

PRLS Circulating Collections

2.18 Held at 2023 amount

2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures

2.20 Increased slightly to $12,000 to meet demand

2.21 Increased to include more tech-based programming kits for member library use

2.22 Held at 2023 level $2,600

COST OF SERVICES

3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process

3.2 Held at $1,700 - covers the cost of enhanced electronic banking services and cheques

3.3 Held at 2023 level of $4,700 based on review of actual over a three-year period

3.4 Increased to $23,500 - actual costs reviewed for maintaining the new building with elevator

3.5 Increased slightly to $13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)

3.6 Increased significantly to $25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building

3.7 Increased slightly to $36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal

3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage

3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff

3.10 Reflects predicted costs for staff benefits based on current staff levels

3.11 Held at the 2023 amount

3.12 Held at 2023 level $29,000 - based on a five-year review

3.13 Held at 2023 level $8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs

3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates

3.15 Held at 2023 level of $26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established

3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2024 Budget

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

Income – line details

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

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

1.3 Membership Fees: $9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

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

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

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

Support Materials & Services Direct to Libraries - line details

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

2.2 Allotment Funds Issued
to Libraries: reflects materials allotment rate of $1.13 per capita – held at the 2023 level.

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

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

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

2.6 On Reserve, On
Settlement Grant Exp: funding provided through a provincial government grant program calculated at $5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

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

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

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

2.10 Marketing/Advocacy:

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

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

*2.12 Outlet - Contribution
   to Operating:*   operating funds for Parkland's four outlet libraries, amounts set by board policy, up to $200 annually, if a local library outlet's sponsoring society provides matching funds – held at $800.

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

*2.14 ILL Postage
   Reimbursement
   for Libraries:*   increased slightly based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

*2.15 Supplies purchased
   Cataloguing/Mylar:*   held at 2023 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

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

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

PRLS Circulating Collections

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

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

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

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

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

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

Cost of Services – line details

3.1 Audit: increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.

3.2 Bank Expenses: based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.

3.3 Bank Investment Fees: fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.

3.4 Building-Repair/ Maintenance: increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

3.5 Dues/Fees/
Memberships: for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.

3.6 Insurance: this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor
Maint. Expense: increased slightly to $36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.

3.8 Photocopy: reflects fees for photocopiers and estimated usage with a slight decrease, based on actual costs.

3.9 Salaries: to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.

3.10 Salaries-Employee
Benefits: to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.

3.11 Staff Development: funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at $20,000.

3.12 Supplies/Stationery/
Building: based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

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

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2024 Budget

	Present Budget 2023	Proposed Budget 2024
TOTAL Income	**3,597,800**	**3,828,179**
TOTAL Support Materials & Services Direct to Libraries	**1,329,492**	**1,418,460**
TOTAL Cost of Services	**2,268,308**	**2,409,719**
TOTAL Expenses (library materials & cost of service)	**3,597,800**	**3,828,179**
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	**8.75**	**9.18**

Budget Supplement

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

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

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

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

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2024

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

1	MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2024	
	Amortization Reserve		
	Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	$68,992	**A**
	(actual amount will be affected by asset disposals during the year)		
	Vehicle Reserve		
	Anticipated funds required to purchase new vehicles	$0	**B**
	(actual amount will be based on exact purchase price in the year)		
	Technology Reserve		
	Anticipated funds required for Technology purchases	$282,100	
	(May included Member libraries computers, wireless equipment,		
	SuperNet CED units, PRL assets)		
	*(Estimated capital PRLS assets - 2024, **$78,100 -B**)*		
		$351,092	

2	INCOME FROM THE SALE OF CAPITAL ASSETS		
	Vehicle selling price	$0	**C**
	(actual amounts will be based on exact selling price in the year)		
		$0	

3	MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
	Amortization Reserve		
	Residual Amortization anticipated - PRLS assets	$35,145	**B**
	Current Year Amortization estimated - PRLS Assets	$42,955	**B**
	(actual amounts will be based on exact purchase amounts in the year)		
	Vehicle Reserve		
	Proceeds from the sale of vehicles	$0	**C**

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

Technology Reserve

Budgeted for member library computers $69,391

	$138,383

---

4   CAPITAL ASSET EXPENSE ALLOCATION

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

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

Amortization expense anticipated for building $78,939

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

	$147,931

Summer Village of Jarvis Bay

October 3, 2023

Council & Legislation

Request for Decision

Agenda Item: *Special Events Policy*

Background:
From time to time, Council receives requests to hold special events in the Summer Village and these items are brought to Council for approval. As Jarvis Bay does not have a Special Events Policy that outlines the requirements for a special event such as insurance, site plan, parking plan, and garbage disposal, Administration has drafted a Special Events Policy for Council's review and consideration.

Options for Consideration:
1) Adopt the Special Events Policy.
2) Accept as information.

Administrative Recommendations:
Council review, discuss, and adopt the special events policy.

Authorities:
Municipal Government Act
Section 153 Councillors have the following duties:
(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

	Policy Title	Date:	Resolution No.
SUMMER VILLAGE OF JARVIS BAY	**Special Events Policy**	**October 3, 2023**	

POLICY STATEMENT:

The purpose of this policy is to establish guidelines for the allocation and management of Special Events on municipal parks in the Summer Village of Jarvis Bay.

It is the goal of this policy to:

a. Provide a fair and transparent means of service delivery
b. Ensure equitable access to the municipal parks
c. To promote a diverse range of activities
d. Establish uniform criteria and procedures for the reservation and use of Parks for special events
e. Facilitate scheduling that will support proper maintenance of Parks
f. Permit the planning and implementation of Special Events and programs in which a large number of people are expected to participate
g. Ensure that the Summer Village Parks are used for the benefit of the entire community
h. Balance the needs of Permit Holders, casual participants, and the summer village as a whole.

DEFINITIONS:

"Park" means any land owned, leased or controlled by the Municipality, designation or used as parkland or as a trail, including gardens, playgrounds, sports fields or beach areas.

"Regional Event" means an event that attracts a large number of visitors may receive significant media attention and develop a provincial and/or national profile for the event and the region.

"Permit Holder" means any person or organization that holds a permit of any kind for use of parks within Jarvis Bay.

"Special Event" means an event defined as, but not limited to, a festival, procession, march, drill, parade, or other organized event that has any of the following components:

a. Rides/carnival activities
b. Street closures

       c.   Fireworks or lasers
       d.   Traffic control
       e.   Need for security
       f.   Live entertainment
       g.   Barbeques/open flams
       h.   Generators/electrical distribution
       i.   Food or beverage sales
       j.   Invited guests
       k.   Wedding

PROCEDURE:

<u>How to apply</u>

1. Complete the attached booking application form and submit with the $50.00 application fee to the Summer Village Administration Office.

2. The application must be received one week prior to the next scheduled Council meeting.

3. The Summer Village may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect municipal property or maintain the enjoyment of the Park for the public, which shall include identification of:

   a. Permit Holder, whether an individual, individuals or corporation
   b. Permitted use
   c. Applicable fees
   d. Confirmation of payment of applicable insurance
   e. Time and date of permitted use
   f. Place of permitted use

4. Before the final permit will be issued the following information must be submitted with the completed application:

   a. Contact name, including phone number and email (if available) of Permit Holder(s)
   b. Insurance Certificate
   c. Applicable fees
   d. Site Plan

      e. Parking Plan
      f.   Signage
      g. Emergency Plan
      h. Garbage and Waste disposal plan

<u>Application Approval</u>

1. All applications will be reviewed at the 1st Council meeting following receipt of all applicable information.

2. Council will review each application and provide its decision based on the needs of permit holders, casual participants, and the summer village as a whole.

APPENDIX 1

SPECIAL EVENTS PERMIT APPLICATION FORM

All applicants must complete PART "A" of the Application Form, and Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

PART "A": APPLICATION FORM

Name of Applicant: _____

Address: Business: _____

Home: _____

Telephone: Business: _____ Cell: _____

Telephone: Home: _____ Cell: _____

Email Address: _____

Other Contact Person(s) if applicable: _____

Name of the Event: _____

1. Describe the type of event that is to be held:

    _____

 2. What organization is sponsoring this event?

    _____

3. What is the estimated number of participants/volunteers/spectators that will be involved? in the event?

Participants: _____   Volunteers: _____   Spectators: _____

4. Event Details:

Activity: _____   Location: _____

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide Parking Plan.

    _____

_____

6. Provide Waste Plan (Garbage/Restrooms)

_____

_____

7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s) _____

Set-up: _____ Date: _____ Time of Day: From _____ to _____

Clean-up: _____ Date: _____ Time of Day: From _____ to _____

8. What safety measures will be in place to prevent or address injuries or accidents involving? participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures) Provide details.

_____

_____

_____

9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loudspeakers or other structures)? Provide details.

_____

_____

_____

10. Will the event involve vegetation removal or ground disturbance? Provide details.

_____

_____

_____

Please include a Security Plan and a detailed layout with your application.

SUMMER VILLAGE OF
JARVIS BAY

SPECIAL EVENTS PERMIT

Permit Number: 2023-01

Applicant:

Event Description:

Has Been Approved Subject to the Following Conditions:

1) The permit holder will manage and supervise the event to an acceptable standard and will provide crowd and parking control, site security, first aid and any supplemental garbage or toilet facilities, as required.
2) The permit holder will provide cleanup of the area during and after the event. All litter and related refuse will be removed from the park to an approved landfill.
3) The permit holder is responsible for any repairs to facilities that are needed to correct damages resulting from the event. These repairs shall be completed on or before _____ following the conclusion of the event.
4) The permit holder agrees to ensure that the environment of area is not impacted or disturbed in any of the following areas. (i.e., sight, sound, physical disturbances, or pollution)
5) All event activities shall be restricted to _____.
6) The issuance of a permit will not give the event organizer exclusive use of an area unless otherwise specified. At no time can access be restricted to residents/visitors.
7) The Summer Village of Jarvis Bay reserves the right to suspend an event if for any reason the conditions applied to the permit are not adhered to.
8) The Summer Village reserves the right to add any other conditions as may be required.

You are hereby authorized to proceed with the special event specified, provided that any stated conditions are complied with, that the event is in accordance with any approved plans and applications, and that event conforms with any provincial and federal requirements relative to this event.

Date of Decision:
Date Effective:

_____
Approving Authority

.

Summer Village of Jarvis Bay

October 3, 2023

Council and Legislation

Request for Decision

Agenda Item: *Fortis Franchise Fee*

Background:
As part of the Summer Village of Jarvis Bay's electrical distribution system franchise agreement with FortisAlberta, we have the annual ability to either increase, decrease, or keep our franchise fee the same with written notice.

Options for Consideration:
Jarvis Bay's current agreement is 0%. If Council is proposing an increase or decrease to the franchise fee, a resulting impact to the customer's annual billing is required to be advertised in the local newspaper for 2 consecutive weeks. Attached is a listing of current Franchise Fee Riders.

Administrative Recommendations:
That Council review, discuss and provide direction to Administration as to whether they wish increase, decrease, or keep franchise fees the same.

Authorities:
The Municipal Government Act, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality.

Bylaw #241-15 "A Bylaw of the Municipality to enter into an agreement granting FortisAlberta Inc. the right to provide exclusive distribution access services within the Summer Village of Jarvis Bay for a period of 10 years subject ot the right of renewal as set forth in the said agreement and the said Act."

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator
FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond,* that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee
Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage**. Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees
Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update
In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,

Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:
A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Install of new public memorial bench – Alternate location*

Background:
Mrs. Joanne Crook has requested another location for approval to donate a new memorial bench to be installed adjacent to 186 Jarvis Bay Drive. The location will be on public land. The current donation policy states that the Summer Village reserves the right to determine the placement of the bench. The applicant is responsible for the full cost of the bench.

Options for Consideration:
Administration has discussed the location with Mrs. Crook. Below is an image showing the location at 186 Jarvis Bay Drive, adjacent to the driveway access. Attached is an existing map of the bench locations and the proposed location.

Administrative Recommendations:
That the Summer Village of Jarvis Bay council approve this location.

Authorities:
MGA 207(c) "advises and informs the council on the operation and affairs of the municipality"

PROPOSED LOCATION

JARVIS GLEN WAY

JARVIS BAY DRIVE

HWY 20

TWP ROAD 391

JARVIS BAY DRIVE

SUMMER VILLAGE OF JARVIS BAY
Memorial Bench Locations

Updated September 2023

Summer Village of Jarvis Bay

Public Works

Request for Decision

Agenda Item: *Entrance Signage Design Approval*

Background:

Administration posted the new Entrance Signage Design & installation project to Alberta Purchasing Connection (APC) on August 30, 2023. The project closing date was September 27, 2023. The Summer Village received 4 submissions. The current signs are 3 feet high (36"), and 7 feet long (84"). The budget for this project is $60,000.

Options for Consideration:

Administration has attached various sign design options for Council consideration which will be installed by the selected contractor in 2023.

Design Option #1 (company: Burke Group)
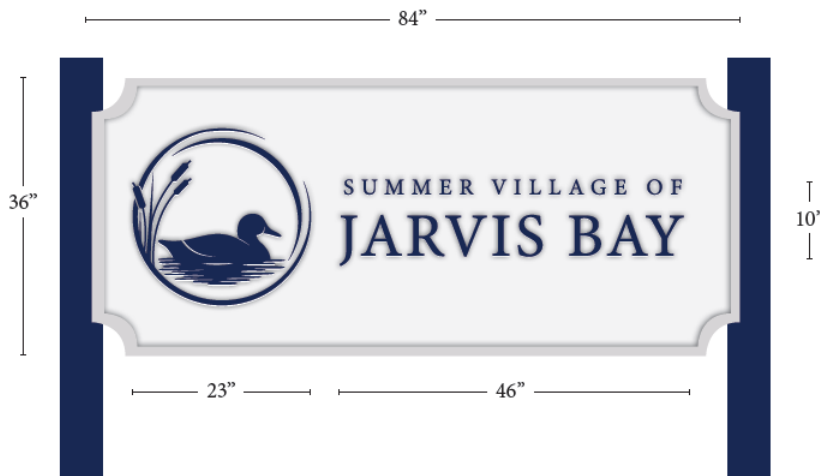
Total cost of 3 signs: $37,503

Cost includes:
- Removal/disposal of existing signs
- Install of new signs
- Concrete
- Grass seed landscaping
- steel posts
- Aluminum letters
- warranty

Design Option # 2 (Company: Burke Group)

Total cost of 3 signs: $44,490

Cost includes:
- Removal/disposal of existing signs
- Install of new signs
- Concrete
- Grass seed landscaping
- steel posts
- Aluminum letters
- warranty

September 27, 23

Design Option # 3 (Company: Burke Group)

Total cost of 3 signs: $59,909.44

Cost includes:
- Removal/disposal of existing signs
- Install of new signs
- Concrete
- Grass seed landscaping
- steel posts
- Aluminum letters
- Stone veneer base
- Warranty

Design Option # 4 (Company: Landmark signs)

Total cost of 3 signs: $62,337.00

Cost includes:
- Removal/disposal of existing signs
- Install of new signs
- 1/8" aluminum shaped panel
- 4" x 4" cedar posts
- 12" high 2 level cedar plantar box with low maintenance landscaping
- concrete
- Warranty

Design Option # 5 (Company: Blanchett Neon)

Day View	Night View

Total cost of 3 signs: $59,687 + GST

Cost includes:
- Removal/disposal of existing signs
- Install of new signs (aluminum) – (3.5 feet high x 7 feet long)
- Reflective blue vinyl letters
- Concrete
- landscaping
- aluminum posts with durable vinyl finish
- warranty

Design Option # 6 (Company: Blanchett Neon)

September 27, 23

Day View | Night View

Total cost of 3 signs: $59,872.00 + GST

Cost includes:
- Removal/disposal of existing signs
- Install of new aluminum signs (3.5 feet high x 8 feet long)
- White reflective vinyl letters
- Concrete
- Grass & rock landscaping
- Aluminum posts
- Aluminum letters
- warranty

Design Option # 7 (Company: Blanchett Neon)

September 27, 23

DAY VIEW

NIGHT VIEW

Total cost of 3 signs: $58,988 + GST

Cost includes:
- Removal/disposal of existing signs
- Install of new cascadia metal signs (5 feet high x 4.5 feet long)
- Aluminum logo
- Reflective white vinyl
- Concrete
- new landscaping
- warranty

Design Option # 8 (Company: Neon Sales)

September 27, 23

Total cost of 3 signs: $49,500 + GST

Cost includes:
- Removal/disposal of existing signs
- Removal of existing landscape
- Line locates
- Install of new aluminum signs (light grey metal background)
- Dark blue vinyl logo on aluminum circle
- Vertical painted cladding
- 6-inch square pole to support sign
- height of sign (5 feet high x 6 feet length)
- Concrete
- Warranty
- Final color scheme can be adjusted

Cost does not include:
- new landscaping

Administrative Recommendations:
That the Summer Village of Jarvis Bay Council direct administration on design option

Authorities:
MGA 207(c) "advises and informs the council on the operation and affairs of the municipality"

September 27, 23

Summer Village of Jarvis Bay

October 3, 2023

Council Reports

Information Item

Council Reports:

Julie Maplethorpe
- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Annabelle Wiseman

David Garratt

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting – November 7, 2023
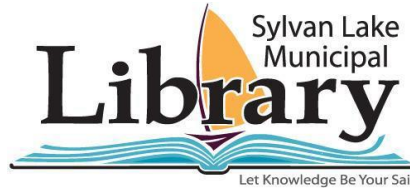
THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 13, 2023 – 6:30PM

1. **Treasurer's Report**

The Treasurer's report was approved as presented.

Budget season is right around the corner and the Board had a fulsome discussion regarding the budget presentation. This presentation will be made by the Library Director to the Town of Sylvan Lake Council sometime in October.

The 2022 Return on Investments for each Summer Village on Sylvan Lake and the Town of Sylvan Lake were included in the agenda package and circulated to each Summer Village Council. To find these ROI's from Parkland Regional Library you can visit this link and search for the municipality you are interested in:
https://www.prl.ab.ca/about-us/return-on-investment-2022

2. **Director's Report**

The Director's Report was approved as presented.

The Service quality value slogan that is used by the library staff was revamped recently. The previous slogan was **REACH**: Respectful, Efficient, Approachable, Courteous, Helpful. The new slogan is (All Hail) **CAESAR**: Comfort, Approachability, Efficiency, Safety, Accessibility, Resourcefulness.

A new partnership has been undertaken with the Mustard Seed who will deliver bread 1 or 2 times a week for the Little Free Pantry. During the early summer the Co-op gas bar hosted a BBQ with the funds raised being allocated to the library in the amount of $714.13 to help with items for the Little Free Pantry. Donations are always needed and can be dropped off during open library hours.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. Areas affected will also include the parking lot to the west of the library and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work my also

be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

3. **Programming Report**

Over the summer many programs took place, some highlights included the TD Summer Reading Program, a summer-long video game tournament, a workshop led by local gardener Janet Schulz to utilize local herbs for household use, Minds in Motion teaching STEM activities and a Teddy Bear Sleepover with 31 stuffies spending the night in the library and participating in mischief!

The fall programming schedule was set and put in the Community Guide. A new program coming in September is a romance book club. To take advantage of the many cool events occurring at the library please check out the events page:

https://sylvanlibrary.prl.ab.ca/events?d=0

4. **Policy**

Work will continue with sub-committees to review policies as necessary, a timeline will be set up to ensure that policies are updated in a timely fashion and do not miss a review period.

Meeting adjourned at 8:30pm.

Next Regular Meeting – October 11, 2023, at 6:30pm.

Parkland Regional Library System
Strong Libraries, Strong Communities

Summer Village of Jarvis Bay

2021 Return on Investment

Your Membership	
Total Financial Benefits	**Return on Investment**
$30,348.00	**$1.00 = $16.66**

Based on a population of **213,** the membership levy for the Summer Village of Jarvis Bay was **$1,821.15** in 2021.

The **direct financial return** to Sylvan Lake Municipal Library:

2021 materials allotment	$ 240.69
Rural Library Services Grant [1]	$ 1,126.65
TOTAL	**$1,367.34**

Cost benefits of PRLS services

Technology Savings to Sylvan Lake Municipal Library:

Computers for library use	$ 2,107.84
Software & Licensing	$ 11,272.82
SuperNet connection	$ 10,200.00
TOTAL	**$23,580.66**

Potential non-resident savings for households in the S.V. of Jarvis Bay:

90 Households [2] (from the 2021 Federal Census)	**$5,400.00**
Combined Savings	**$28,980.66**

Strong Libraries, Strong Communities

Parkland Regional Library System
Strong Libraries, Strong Communities

Additional System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 16 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Solaro*, an Albertan study and exam prep resource for grades 3-12.
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- Hosted and managed website with 24/7 technical support
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 38% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audio books
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Training for library staff and trustees

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[1] The S.V. of Jarvis Bay assigned their population of 203 to the Sylvan Lake Municipal Library
[2] Number of county families eligible to save the $60 non-resident fee

Strong Libraries, Strong Communities

![Parkland Regional Library System logo]

Parkland Update

Thursday, August 24, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our support site.

Registration Now Open!

Registration is NOW OPEN for the 2023 Stronger Together Conference, hosted jointly by Northern Lights Library System, Parkland Regional Library System, Peace Library System, and Yellowhead   Regional   Library.

The conference will take place over three days, virtually on November 3rd and in person on November 9th and 10th. Each day will offer a new variety of sessions and speakers and cover topics such as leadership, board development, accessibility and diversity, library technology, and more!

- **Friday, November 3**: Virtual Stronger Together Conference
- **Thursday, November 9:** ALTA Symposium hosted by Alberta Library Trustees Association
- **Friday, November 10:** In-person Stronger Together Conference

Please note: If you register for either in-person day on the 9th, or 10th, you will receive complimentary access to the virtual conference on the 3rd.

For additional details about conference costs, accommodations, and conference details, please visit the Stronger Together 2023 website today! We welcome anyone with a passion for libraries to register. Please help to spread the word with anyone you think might be interested, and watch for updates in the Parkland Update and the Alberta Stronger Together Conference Facebook page! We can't wait to see you all virtually AND in person!

Welcome Tyler! Parkland's New IT Application Support Technician

Tyler makes the trek from Red Deer to join us here at Parkland. He's been in IT for almost four years and did graphic and web design for nine years before that. He is thrilled to have joined our team as the new Application Support Technician. He enjoys video games, Dungeons & Dragons, and comic books. His favourite book genres are fantasy and sci-fi and is currently knee-deep in Brandon Sanderson's Cosmere collection of books. Tyler is looking forward to helping get the new Parkland website up and running and getting to know the wonderful people (and their tech problems) in our library system.

Will You Solve the Mystery?

Our Whodunnit kit has had a complete revamp and is now for ages 12+, great for both teens and adults alike! Invite your patrons to solve the "Murder in the Library." Encourage players to dress up in character, grab their magnifying glasses, and solve the murderous crime. This murder mystery kit includes some costume items, invites, all the evidence, character details and scripts, and more! With each game having a new murder, you'll always have a mystery to solve. Book the kit today!

Radon Kits Available September 1

With the colder months approaching we will be reactivating the Radon Screening Kits. Patrons can place holds on a PRL Radon Screening Kit through the catalogue.

Each kit contains a paper survey that should be filled out by the patron and returned to Parkland. Replacements can be printed can be printed from the digital copy in the Collections > Program Kits > Parkland Equipment > Radon Screener folder on the Q Drive. As well, Parkland has

created promotional material that you can use to highlight this service, also found in the same Q drive   folder.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Windspeaker Guide to Powwow Country

Windspeaker has put together a wonderful Guide to Powwow Country that includes informative articles, colouring sheets, as well as posters, and information for Powwows happening in the area.

Advocacy Resources for Fighting Censorship

We have all heard about the surge in book challenges for libraries in recent months. Prepare yourself with some of these resources.

- American Library Association Fight Censorship Hub
- Center for Free Expression Library Challenges Database
- Center for Free Expression Library Initiative

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit Niche Academy.

How to Write Effective Survey Questions to Get Useful Data Webinar

**September 7, 2023
12pm**

Great marketers and planners don't guess what people want, and they don't presume to already know. They ask! Still, doing a "simple survey" isn't all that simple. If you don't know how to write and ask the questions, you may find out later that you didn't get any actionable data. Join this webinar to learn how to write effective survey questions. $49 USD

Bridgebuildling: Fostering Community Engagement and Dialogue Webinar
**September 12, 2023
12pm**

Bridgebuilding is an approach for promoting engagement and dialog between groups of people with different perspectives. Recognizing libraries as trusted spaces, the Bridgebuilding Resource Hub was created to support and enhance the bridgebuilding capabilities of public libraries. Join this webinar to learn about the free tools in the Bridgebuilding Resource Hub, including methods for both conducting bridging activities and programs, and for measuring their effectiveness.

Assertive Communication Virtual Workshop
**September 20, 2023
8am**

Communication skills and style are essential to positive and productive relations. In this training, participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate $249 USD

Conflict Resolution Skills Webinar
On Demand

The results of unhealthy and poorly managed conflict create a negative impact for individuals and groups. Those people who master essential conflict resolution skills create healthier, happier relationships and work environments. Many conflicts would not spiral out of control if people used conflict resolution techniques that are easy to learn and utilize. This webinar explores the various dynamics of conflict, including its sources and how it often escalates in predictable patterns. Viewers will learn skills for responding confidently and effectively to conflict.

Parkland Regional Library System

Parkland Update

Thursday, September 7, 2023

2023 Stronger Together ANNUAL CONFERENCE

PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY

Registration Now Open!

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Available Program Kit: Kids Cook

The Kids Cook kit is for ages 6-8. This kit features books about cooking and showcases the importance of food in culture. The kit includes a chef puppet and a variety of fake foods for kids to explore. Book the kit today!

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

TELUS Indigenous Communities Fund

The [TELUS Indigenous Communities Fund](#) offers grants of up to $50,000 for Indigenous-led social, health, and community programs. Find out if you're eligible for funding and good luck!

Coming Soon to Libby: One-Tap Magazines

Libby will soon introduce the following enhancements to how users discover and enjoy magazines:

- One-tap to read
- Streamlined access
- Easier subscriptions
- Improved discovery

Watch [this brief video](#) for a visual overview of one-tap magazines. These updates will be released in the upcoming weeks.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

**Libraries as Battlegrounds:
Defending Access to Information
in a Polarized World Webinar**
September 11
11am

As institutions whose mandates often include the furthering of democracy and prioritizing equal access, libraries are becoming critical battlegrounds between

disparate forces, facing pressures to restrict collections, events, and even access to our public spaces. Join this webinar to learn about the vital role libraries play as defenders of free thought, and the increasing responsibility of libraries to protect everyone's access to information and ideas, now more than ever.

The Basics of Helping Library Patrons with Social Media Webinar
September 13
12pm

This webinar looks at the most helpful features and settings for the most popular social media networks, and will talk about how to help library patrons review privacy settings, how to save & share safely, how to close social media accounts, and generally how a "regular" library patron can make the most of their social media use.

Passive Aggressive Behaviour: Success and Solutions for Library Workspaces Webinar
September 13, 2023
12pm

Passive-aggressive behavior can be maddening. It catches us off guard and causes confusion, resentment, and low morale. What causes it and how can you help prevent it? This webinar will bring

together research from multiple fields on how to handle passive-aggressive behavior, with particular tips for librarians. It will also explore the causes of passive-aggressive behavior, the benefits of anger, gender biases around anger, and more. $49 USD

Public Library Association Super Searchers Program Webinars
September 19 - December 12
1pm

Library staff are trusted facilitators and guides in boosting these information literacy skills. With growing challenges rooted in misinformation, this role is only becoming more important. Visit the Super Searchers webpage to register for any of the webinars in the series or download the toolkit. This initiative was created to help equip more busy library staff with tools to help patrons search more efficiently and critically engage online information.

Transforming Libraries Through Trauma-Informed Services Webinar
September 20, 2023
12pm

Trauma is often a silent unknown event that many people experience. It can affect how people behave and interact with others. In this webinar you will learn how trauma can change the brain, the impact it has on individuals, and how trauma-informed services can transform the way we provide services to our patrons and connect with our community. You will leave this presentation with the tools you need to serve patrons with empathy, avoid re-traumatization, and strategies that are vital for self-care when providing trauma-informed services.

Public Library Services Branch Board Basics Workshops
September 23
9am - 4pm

The PLSB is pleased to announce that they will be presenting in-person workshops in Fall 2023! The first session will be held at the Drumheller Public Library. This free workshop is open to all library board members and library managers. It is designed to help participants support effective public library service in their communities.

In order to reserve your seat, please

complete the online registration form before **Friday, September 15**. Participants will receive a handbook and copies of the Libraries Act and Libraries Regulation. Meals, travel, and any required accommodation will be the participants' responsibilities. If you have any questions, please contact PLSB at 780-427-4871 or libraries@gov.ab.ca.

Using Passive Readers' Advisory to Market Your Collection Webinar
September 28
1pm

Book displays, bookmarks, online lists, and social media are great tools for passively marketing your library's collection and helping patrons find their next great read! Passive tactics also bring attention to midlist and overlooked titles and are a great way to introduce patrons to read-alike options for popular titles by diverse authors. In this webinar, participants will learn the art of a well-curated book display and booklist that are both diverse and inclusive. $79 USD

Communicating Data Like a Human with Statistics Canada Webinar
October 3
11:30am

Learn how to use data to tell a story with

Statistics Canada! This concise session covers fundamental ideas and methods involved in communicating statistics effectively. Learn how to communicate visually by adopting general data visualization guidelines to plan, organize, and visualize your data story.

Parkland Regional Library System

Parkland Update

Thursday, September 21, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our support site.

NOVEMBER 3RD — DR. LUCY SANTOS GREEN
NOVEMBER 10TH — NORAH MARSH
NOVEMBER 10TH — DAVID PERLICH

Registration Now Open!

Stronger Together 2023 has an amazing lineup of Keynotes this year. For more information on each of our speakers and their sessions check out the Keynote Speakers page on the Stronger Together website. If you are planning to attend this year's conference in-person be sure to register soon as tickets are limited and the final day for in-person registration is **October 27th**.

While you are on the Stronger Together website don't forget to check out the ALTA event happening on November 9th. They have an entire workshop filled with engaging and informative sessions focused on non-profit boards and governance.

If you haven't already, be sure to check out the Facebook page for updates. You can reach out to librariesarestrongertogether@gmail.com if you have any questions about the

conference.

September Collection Insider

Collection Insider
THE OFFICIAL BOOKLIST OF PRL
ADULT FICTION

The Collection Insider September issue is now available! Take a look at this curated list of adult fiction that would be perfect to order for your library. View this and past editions on the support site ordering instructions and tips page.

Winter Fun 1 Ages 3-5 Kit

The Winter Fun 1 kit is for ages 3-5, featuring books and activity guides with winter themes. The kit includes 2 polar bear puppets, winter-themed books, and several winter activities and crafts. Library staff can view more details in the Program Kits folder on the Q drive. Book the kit   today!

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

The National Film Board in Libraries: National Truth & Reconciliation Day

Looking for films to start a discussion, or to encourage reflection on National Truth and Reconciliation Day? Check out the list of National Film Board titles below.

- Jordan River Anderson
- Honor to Murray Sinclair
- Holy Angels
- Stories Are in Our Bones
- Hi-Ho Mistahey!
- Trick or Treaty?
- The Road Forward

For   more   information,   visit   the   NFB   Media   Space.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **PLC Meeting** September 25, 10am - 12pm in-person and virtual
- **Grant Training** September 25, 1pm - 3pm in-person and virtual

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit Niche Academy.

Marketing for Beginners: Creating a Social Media Campaign Webinar
September 28
12pm

Join this webinar to learn how to set up an impactful Social Media Marketing Campaign in Canva. The webinar will explore how to find your audience so you can target your ideal client, how to design all your campaign assets quickly and easily in Canva, and how to make sure your campaign is having an impact by learning about metrics.

Communicating Data Like a Human Webinar
October 3
11:30am

Learn how to use data to tell a story with Statistics Canada! This concise session covers fundamental ideas and methods involved in communicating statistics effectively. Learn how to communicate visually by adopting general data visualization guidelines to plan, organize, and visualize your data story.

The Power of Play: Fostering Creativity and Innovation in Libraries Webinar
September 28
12pm

Play can help foster creativity, innovation, and allow people to break routines and change the way they think about their usual workflows. This presentation will discuss the pedagogy of play but also provide practical case studies showing how theory can influence practice in libraries and much more.

Using Passive Readers' Advisory to Market Your Collection Webinar

Beyond Books: Adult Library Programs That Work! Webinar
October 4
12pm

Looking for program ideas to draw your adult patrons in the door of your library and keep them coming back for more? Join this webinar to explore workable program models that can be adapted to your patrons and your physical (or virtual) space.

Library Futures Speaker Series: Spotlight on Artificial Intelligence Webinar
October 4
12pm

September 28
1pm

Book displays, bookmarks, online lists, and social media are great tools for passively marketing your library's collection and helping patrons find their next great read! Passive tactics also bring attention to midlist and overlooked titles and are a great way to introduce patrons to read-alike options for popular titles by diverse authors. In this webinar, participants will learn the art of a well-curated book display and booklist that are both diverse and inclusive. $79 USD

The Canadian Urban Libraries Council's Futures Lab is hosting a webinar featuring a presentation from scholar and educator R. David Lankes and others. Register for the webinar for engaging discussions that explore how artificial intelligence will impact the future of public libraries.

PRLS Board Meeting Minutes
September 14, 2023

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

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

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

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

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

Call to Order

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

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

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

<div align="center">CARRIED
PRLS 38/2023</div>

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

1.1   Agenda

1.1.2   Adoption of the Agenda

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

Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 39/2023

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

1.2.   Approval of Minutes

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

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

CARRIED

PRLS 40/2023

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

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

2.   Business Arising from the Consent Agenda

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

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

CARRIED

PRLS 41/2023

3.1.   Parkland 2024 Budget

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

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

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

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

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

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

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

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

<div align="right">CARRIED
PRLS 42/2023</div>

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

<div align="right">CARRIED
PRLS 43/2023 (3 opposed)</div>

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

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

<div align="right">CARRIED
PRLS 44/2023 (4 opposed)</div>

3.2 Reserve Transfers

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

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

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

<div align="right">CARRIED
PRLS 45/2023</div>

3.3. Compensation Policy Working Group

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

Recommendations made by the group include:

a) Parkland should use a blended 5-year COLA

b) New hires should receive step increases on their hire anniversary date, with existing staff grandfathered – keeping January as their anniversary for step increases.

c) Part time employees will reach their next step based on hours worked, using 75% of the annual hours of a full-time employee.

d) Steps should be considered guaranteed, while COLA increases should be offered if the budget allows.

e) If COLA becomes optional, there is an increased chance of the salary grid no longer reflecting the labour market. For this reason, Parkland's Compensation Policy should require an external examination of the grid every three, rather than every five, years.

f) If COLA becomes optional, staff retention could be affected since it will be long serving staff who are the most likely to see a diminution of their salary once they reach the end of the grid.

g) Also discussed was an option if Parkland is having trouble hiring: add a "market modifier" to the new hire's salary. The market modifier is a temporary salary modifier used in exceptional situations when it is demonstrated that a higher salary, beyond the maximum of the assigned classification, is critical to attract or retain employees. Application of a market modifier is to address a considerable market gap with compensation for comparable position. The market modifier could be left in place until the salary grid is reviewed.

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

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

Motion by Ray Reckseidler to receive for information.

<div align="center">CARRIED
PRLS 46/2023</div>

3.4. IT Report

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

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

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

<div align="center">CARRIED
PRLS 47/2023</div>

3.5. Community Services Recovery Fund

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

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

Motion by Shannon Wilcox to receive for information.

<div align="center">CARRIED
PRL 48/2023</div>

3.6. Nordegg Library Move

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

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

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

Motion by Michelle Swanson to receive for information.

<div align="center">CARRIED
PRL 49/2023</div>

3.7. Indigenous Services

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

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

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

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

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

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

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

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

Motion by Joy-Anne Murphy to receive for information.

<div align="center">CARRIED
PRL 50/2023</div>

3.8. Marketing and Advocacy Committee Report

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

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

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

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

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

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

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

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

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report
3.9.2. Library Services Report
3.9.3. Anniversary Celebration in Amisk

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

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

CARRIED
PRLS 52/2023

3.10. Parkland Community Update

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

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

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

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

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

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

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

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

<div align="center">

CARRIED
PRLS 53/2023

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4.   Adjournment

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

<div align="center">

CARRIED
PRLS 54/2023

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Chair

PRLS BOARD TALK

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

Parkland 2024 Budget

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

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

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

Compensation Policy Working Group

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

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

Website Refresh Project

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

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

Community Services Recovery Fund

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

Nordegg Library Move

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

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

Indigenous Services

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

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

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

Advocacy Report

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

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

Marketing Report

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

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

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

Committee News from Trustees

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

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

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Board Members Present

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

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

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

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